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Department of Social Welfare and Development

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Administrative Order No. 11
Series of 2010

SUBJECT: Guidelines for the Selection of Social Welfare and Development Agency (SWDA) for Availment of PDAF Funding

I. RATIONALE

The Priority Development Assistance Funds (PDAF) assigned to DSWD by the members of Congress are used to provide augmentation support for the implementation of the Comprehensive Integrated Delivery of Social Services (CIDSS), disaster management including relief and rehabilitation, social protection and promotion of rights and welfare of the poor and the disadvantaged and for the implementation of community- development projects. In general, said projects are implemented by Social Welfare and Development Agencies (SWDA) that were chosen by the legislators. Per Commission on Audit (COA) Circular No. 2007-001, MC 15, Series of 2009 and MC 16, Series of 2009, the DSWD Selection Committee shall be created to formulate the criteria for the selection of SWDA that would implement the social welfare and development program/project. In order to ensure the orderly, efficient and effective utilization of the PDAF, this guideline is necessary for the selection of SWDAs that can avail of the Funding and undertake the project at terms most advantageous or beneficial to the government and the beneficiaries.

II. LEGAL BASES

1. Commission on Audit (COA) Circular No. 2007-001 dated) October 5, 2007 entitled " Revised guidelines in the granting, utilization, accounting and auditing of the funds released to Non-Governmental Organizations/People's Organizations (NGOs/POs)".
 - Article II, Section 23 of the Philippine Constitution provides that the State shall encourage non-governmental, community- based, or sectoral organizations that promote the welfare of the nation.
 - In line with this constitutional provision, Section 34 of Republic Act No. 7160, otherwise known as the Local Government Code, institutionalized the partnership of these organizations and the local government units (LGUs). Government organizations (GOs), national government agencies (NGAs), local government units (LGUs) and government-owned or controlled corporations (GOCCs)- extend funds to the non-governmental organizations (NGOs) and /or People's Organizations (POs).

2. DSWD Memorandum Circular No. 15, Series of 2009 entitled, " Guidelines on the Management and Utilization of Priority Development Assistance Fund (PDAF) / Congressional Initiative (CI)".
3. DSWD Memorandum Circular No. 16, Series of 2009 entitled, " Guidelines on the Release of DSWD Funds to *Non-Governmental Organizations Organizations / People's Organizations (NGOs/POs)*".

III. OBJECTIVES

1. To provide guidance in organizing the Selection Committee and define its functions for the selection of SWDA that will implement the programs and projects funded through availment of PDAF.
2. To define the criteria and process in the selection of SWDA that are applying for availment of PDAF funding for their programs / projects and services.

IV. DEFINITION OF TERMS

For the purpose of this Order, the following terms shall mean as follows:

1. Social Welfare Development Agency (SWDA)- refers to a person, corporation or organization, engaged in providing directly or indirectly social welfare services and obtains its finances either totally or in part, from any agency or instrumentality of the government and/or from the community by direct or indirect solicitations and/or fund drives and /or endowment. (Pursuant to AO 17 series of 2008 which is " Rules and Regulations on the Registration and Licensing of Social Welfare and Development Agencies and Accreditation of Social Welfare and Development Programs and Services")
2. Priority Development Assistance Fund (PDAF) is an appropriation allocated for members of Congress to fund priority programs and projects or to fund the required counterpart , for foreign- assisted projects which shall be released directly to the implementing agency or Local Government Units concerned.
3. Government Organization (GO) – refers to national government agencies, local government units, government-owned or controlled corporations and their subsidiaries providing funds to the NGO/PO.
4. Funds – refer to government funds entrusted to SWDA to cover the implementation of a program or project included in the Work and Financial Plan (WFP) and Budget of the Government Organization.

5. Beneficiary – the community or any of its sectoral groups which is the recipient of the development efforts of the GO and the SWDA.

V. COMPOSITION OF THE DSWD SELECTION COMMITTEE

A. For the Central Office

The Selection Committee shall be designated and chosen by the DSWD Secretary. It shall be chaired by an Assistant Secretary, (The Assistant Secretary for each Cluster will take turns in the Chairmanship every quarter), a Bureau Director as the alternate and five (5) members composed of permanent representatives not lower than a Division Chief from the following Office/Bureau/Service/Unit (OBSUs) :

1. Program Management Bureau (PMB)
2. Standards Bureau (SB)
3. Social Technology Bureau (STB)
4. Financial Management Service (FMS)
5. Legal Service (LS)
6. Other Special Project Units, if and when necessary

B. For Field Offices

The Selection Committee in the Field Offices shall be chaired by the Regional Director, with the Assistant Regional Director (ARD) as the alternate and permanent representatives shall be the following:

1. Operation's Division Chief
2. Standards Unit Head
3. Social Technology Development Unit Head
4. Finance Unit Head
5. Retainer Lawyer of the FO
6. Other Special Project Units, if and when necessary

D. Members of the committee shall serve a term of one (1) year

VI. FUNCTIONS OF THE SELECTION COMMITTEE

- 6.1 Review and assess the qualification and documents, as indicated in Part VII of these guidelines, conduct ocular inspection of the business site and evaluation of the technical and financial capability of the SWDA.

- 6.2 Standard Bureau (SB) or Field Office' (FOs) Standard Unit shall provide to the Selection Committee an updated profile of the SWDA.
- 6.3 To ensure transparency, the priority projects identified by the legislator shall be made public via newspaper, agency websites, bulletin boards and the like by the Selection Committee (DLLO/Operation's Unit) at least three months prior to the target date of the start of the identified projects. No legislator shall in any way influence the selection procedure such as recommendation / identification and selection of the qualified SWDA.
- 6.4 Attend the selection process and committee meetings ensuring that Office/Bureau/Service/Unit (OBSUs) standards and policies are taken into consideration in the selection of the SWDA.
- 6.5 Recommend to the Secretary or Regional Director or her/his authorized representative the approval of the SWDA selected to implement PDAF-funded project.
- 6.6 The Program Management Bureau (PMB) of the Central Office and Operation's Division of the Field Offices shall serve as the Secretariat of the committee. The secretariat shall be in-charge of the administrative and logistical concerns of the committee as well as in the documentation of the selection process and meetings of the committee.

VII. SELECTION CRITERIA

A SWDA must meet all the following criteria to be eligible for the selection and implementation of programs / projects funded by PDAF.

- 7.1 Has a valid Certificate of Registration with the Securities and Exchange Commission (SEC), and / or either with the Cooperative Development Authority (CDA) or the Department of Labor and Employment (DOLE), as the case may be, depending on the nature of the service required to be rendered.
- 7.2 Has complied with the reportorial requirements of the appropriate regulatory agency (e.g. SEC annual submission of Global Information System (GIS) and audited financial statement)
- 7.3 Registered and licensed with the DSWD and in operation for at least three (3) years on the date of application for PDAF funding.

- 7.4 Has authenticated copy of the latest Articles of Incorporation or Articles of Cooperation as the case may be, showing the original incorporators / organizers and the Secretary's Certificate of Filing with the SEC / Certificate of Approval by the CDA or by the DOLE.
- 7.5 Its purpose / mandate of existence per its Articles of Incorporation / Constitution and By-Laws covers the proposed project.
- 7.6 Disclosure by the SWDA of other related business, if any, and extent of ownership therein.
- 7.7 Has complete project proposal approved / signed by its officers which shall include the objectives, target beneficiaries, feasibility studies, risk assessment, designs, plans, blueprints, chart, and a logical framework analysis for monitoring and evaluation purposes that will aid the Selection Committee in evaluating the technical capability of the SWDA. (see "Annex A" for sample format).
- 7.8 Has list and /or photographs of similar projects previously completed by the SWDA, if any, indicating the source of funds for their implementation.
- 7.9 Has a sworn affidavit of the SWDA Secretary that none of its incorporators, organizers, directors or officials is an agent of or related by consanguinity or affinity up to the fourth civil degree to the officials of DSWD authorized to process and / or approve the proposal, the MOA and the release of funds.
- 7.10 Has three (3) year work and financial plan and details of proponents equity participation in the project duly approved by the SWDA Board of Trustees and three (3) years audited financial report/statement duly stamped by the Bureau of Internal Revenue (BIR), preceding the date of application in order to show the SWDA's sustainability of funds. For SWDA which has been in operation for less than three (3) years, report of accomplishment or any equivalent proof certified by its President and Secretary that it had previously implemented similar projects shall be required, in addition to financial reports for the years it has been in operation.
- 7.11 Has an annual accomplishment report submitted to DSWD as of the date preceding its registration with DSWD.
- 7.12 Has a written and functional monitoring and evaluation system to ensure that the assistance are received by the identified beneficiaries.
- 7.13 Has a Memorandum of Understanding (MOU) with LGU for the convergence of programs and services, if applicable.

- 7.14 Its Board of Trustees and Members had acted upon/ executed disciplinary action relative to the complaint (civil / administrative / criminal case) filed against any of its personnel / organization, if any
- 7.15 Has no unliquidated cash advance from DSWD within 60 days after the completion of the previous project, if any.
- 7.16 Has not received any aid/grant/funding for the same proposed project from other funding agencies/donors for the requested period, unless, implementing agency provided and/ or received partial funding or pledge to partially fund the project.

VIII. SELECTION PROCESS

- 8.1. The Legislator shall identify through a letter to DSWD the priority projects under its authorized budget, which may be implemented by SWDA. The of the project.
- 8.2. Five (5) members of the selection committee, shall convene to study / review / evaluate and deliberate the SWDA that applied as scheduled by the secretariat.
- 8.3. The Selection Committee shall submit to the DSWD Secretary/ Regional Director or her authorized representative for approval, the selected SWDA and its Project Proposal that meets the minimum requirements, which can deliver the specifications for the project and satisfactorily undertake the project at terms most advantageous to the government and beneficiaries, within five (5) working days after the deliberation.
- 8.4. The Selection Committee will send a memorandum to the concerned legislators, copy furnished the SWDA selected, communicating the approval of the Secretary/ Regional Director as the SWDA participation or undertaking of legislator's project, within five (5) days after the DSWD Secretary/ Regional Director approved the selected SWDA.

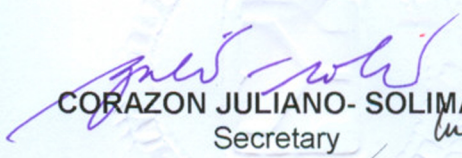
IX. BUDGET

Expenses incurred by the DSWD Selection Committee in the performance of its mandate and for the publication and selection process of SWDA shall be charged against the PMB Protective Service Fund at Central Office or Field Office.

X. EFFECTIVITY

This Order takes effect immediately and revokes any previous issuance contrary to it.

Issued in Quezon City, this 06 day of October, 2010


CORAZON JULIANO- SOLIMAN
Secretary

CCY/VBC/PDS/RDD/lilian/guidelines for the selection committee

STANDARD FORMAT FOR PROJECT PROPOSAL

- I. **Project Title**
 - Brief and specific statement of the title of the project
 - Describe intention of the proposed project
 - Identify exact place/location where the project will be implemented
- II. **Rationale**
 - State the need/s addressed by the project e.g. result of a research/ situational analysis, surveys, poverty mapping, etc.
 - Include discussion on the project background and the implications if the project would not be implemented
 - Feasibility studies conducted and risk assessment
- III. **Proponent (Project Implementor)**
 - Specify sector/individuals/group that will support/advocate the proposed project and the number to be served
- IV. **Target and Number of Beneficiaries**
 - Describe briefly the sector that will benefit from the proposed project
- V. **Amount of Project and Source of Fund**
 - Indicate the total amount of project to be implemented in pesos
 - Indicate specific source of funds
 - Indicate the SWDAs counterpart to the proposed project
- VI. **Duration of Project**
 - Present timetable of project activities
- VII. **Objectives**
 - The aims of the project stated in specific, measurable, achievable, time bounded and realistic manner
- VIII. **Project Description/Design**
 - a. Indicate brief nature of the proposed project/sector/participants
 - b. Indicate the relevance/significance of the proposed project
 - c. Describe how the project will be beneficial to the target beneficiaries
 - d. Indicate the role/involvement of the implementers and other participants/partners in the project
- IX. **Implementation Plan**
 - a. Indicate the strategies of the project / the methods that will be use to achieve each objective / how the beneficiaries will receive the assistance
- X. **Monitoring and Evaluation Scheme**