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Department of Social Welfare and Development

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Administrative Order No. 21
Series of 2011

**Amendment of the Administrative Order No. 62, Series of 2003, To Be Known as
"Reorganizing the National Advisory Board (NAB) and the Regional Managing
Boards (RMBs) for the Management and Utilization of the Manila International
Film Festival (MIFF) Fund for Persons with Disabilities (PWDs)"**

I. Rationale

The origin of the Manila International Film Festival Fund for Persons with Disabilities came from the P4.5 Million proceeds out of the 1983 MIFF Fund Raising Campaign spearheaded by then First Lady Imelda R. Marcos called "For a Cause and With a Heart". Said amount was turned over to then Ministry of Social Services and Development through former Minister Sylvia P. Montes. The amount was intended to be used solely as seed capital for programs and projects aimed at fostering the rehabilitation, self-development and self-reliance of persons with disabilities and older persons. The Management of the MIFF fund has been addressed by the Department through the following Department Orders:

- Administrative Order No. 33, Series of 1983 entitled, "Organization of the Programs and Resource Generation Projects for Disabled Persons from the Proceeds of the MIFF 1983 Donations providing, among others, basic policies for the use of fund, placing the management of the fund under the supervision of the board, fixing the numbers of members of the Board and their qualification.
- Administrative Order No. 71, Series of 1983, creating the eight Managing Boards to facilitate implementation of programs and projects for the intended beneficiaries and defining the responsibilities and coverage of each Managing Board, among others.
- Administrative Order No. 169, Series of 1996, re-organizing the number and composition of the Managing Boards from eight to six only, defining further responsibilities, and creating a National Advisory Board, as the advisory and policy making body for the Fund.

The Administrative Order No. 62, entitled "Re-organizing the National Advisory Board and the Managing Boards for the Manila International Film Festival (MIFF) Fund for Persons with Disabilities and Older Persons and Providing Guidelines for the Management of the Fund Thereof" was signed by Honorable Secretary

Corazon Juliano-Soliman on June 24, 2003, which covered persons with disabilities (PWDs) and older persons (OP). On the other hand, PWDs still have limited access to basic social services in spite of the existence of Republic Act No. 7277, otherwise known as the Magna Carta for Disabled Persons and For Other Purposes". PWDs hardly avail of the 20% discounts, privileges and other incentives. The senior citizens sector, on the other hand, is already receiving variety of services from government and they are equally represented in the Local Government Units (LGUs) through the Office of the Senior Citizens Affairs Office (OSCA) and in the House of the Representatives.

In view of this, this amended guideline will only cover PWDs. The National Advisory Board and the Regional Managing Board per Region shall be re-organized to oversee the over-all management and utilization of the MIFF Fund to finance the Income Generating Projects (IGPs) of PWDs.

Based on the DSWD National Household Targeting System-Poverty Reduction (NHTS-PR) Data, there were 631,457 PWDs from among the households covered by the assessment in 16 regions (except ARMM) nationwide.

The breakdown of which are as follows:

Region/Field Office	Number of Households with PWDs
CAR	21,541
NCR	45,763
I	58,123
II	30,520
III	53,833
IV-A	62,653
IV-B	23,225
V	70,907
VI	71,314
VII	34,369
VIII	30,495
IX	29,294
X	27,541
XI	25,492
XII	24,443
XIII	22,584
Total	631,457

With the current MIFF funds amounting to P19,377,430.41, the Department hopes to address the emerging needs of the marginalized PWDs from the number of families cited above by maximizing the use of such fund.

In view of the above, there is a need to amend the Administrative Order No. 62, s. 2003 to manage and disburse the MIFF fund for the benefit of PWDs according to the usual government accounting and auditing procedures to promote transparency and accountability as well as establish a new set of National Advisory Board and Regional Managing Boards to facilitate the use of the MIFF fund.

II. Composition of the National Advisory Board and Regional Managing Boards for MIFF Fund.

A. The National Advisory Board

1. The National Advisory Board shall be composed of the following:

- a.) DSWD Secretary as Chair
- b.) Assistant Secretary for OCBG as Vice-Chair
- c.) Six Board Members as follows:

- Director of the Program Management Bureau (PMB)
- Director of the Standards Bureau (SB)
- Director of Financial Management Service (FMS)
- Executive Director of the National Council on Disability Affairs (NCDA)
- One Registered & licensed Non-Government Organization (NGO)
- One Registered People's Organization (PO)/Association

2. The two members of the National Advisory Board shall be from among DSWD duly registered and licensed Non-Government Organization and DSWD registered People's Organization/Association with programs and services for PWDs. The subject NGO and PO/Association representing PWDs shall be appointed by the DSWD Secretary.

3. The criteria for the selection of NGO and PO/Association (as Members of the National Advisory Board) with programs and services for PWDs are as follows:

- (a) They shall be persons with direct experience and expertise along their fields of endeavour;

- (b) The chosen NGO and PO/Association shall have a main office within the National Capital Region;
 - (c) Its officials and employees/staff shall have no criminal and administrative case records filed by DSWD in the last three years;
 - (d) They have been operating for at least three years; and,
 - (e) They are preferably operating in more than one region.
4. The tenure of the DSWD Directors and NCDA Executive Director (as members of the National Advisory Board) shall be permanent.
 5. The tenure of the NGO and PO/Association representing PWDs shall be three years. Should there be a need for an extension of term of NGO and PO/Association, the National Advisory Board shall issue a resolution to effect its extension.

B. The Regional Managing Boards (RMBs)

1. There will be a Regional Managing Board (RMB) per region. Overall, there shall be 16 Regional Managing Boards covering DSWD Field Offices except ARMM.
2. Each RMB shall have seven members consisting of:
 - DSWD Regional Director as Chair
 - Assistant Regional Director as Vice-Chair
 - Division Chief of the Operations Division (OD)
 - Division Chief of the Technical Assistance Division (TAD)
 - Division Chief of the Management Division (MD)
 - One Representative from Non-Government Organization (NGO) catering PWDs
 - One Representative from People's Organization (PO) or Association catering PWDs
- (3) The tenure of the Chair, Vice-Chair, Division Chiefs of OD, TAD and MD shall be permanent.
- (4) The tenure of the NGO and PO representing the PWDs shall be three (3) years term. Should there be a need for an extension of tenure of NGO and PO (as RMB Members), the RMB shall submit to the National Advisory Board the request for an extension of their tenure. The National Advisory

Board shall issue a resolution to effect extension of tenure of said NGO and PO/Association.

III. Functions of the National Advisory Board and the Regional Managing Boards

A. The National Advisory Board

1. Provide direction to the RMBs for coordinated system in the utilization and management of the MIFF Fund.
2. Approve project proposals of RMBs and release the MIFF fund to the RMBs based on their approved project proposals.
3. Approve operational guidelines in availing of the loan assistance to fund IGPs payment and repayment of the loan assistance.
4. Determine the MIFF fund loan assistance ceiling for each RMB based on the magnitude or number of households with PWDs (per CO-NHTS-PR data, dated February 2011).
5. Establish tie-up with other government agencies such as TESDA, DOLE, DTI and private business establishments to help and expand marketing of products of the PWDs.
6. Monitor and evaluate the performance of the 16 RMBs.
7. Prescribe a reporting system to be used by the RMBs to determine the progress of funded IGPs together with the utilization of the MIFF fund released to the region.
8. Authorize the conduct of the resource mobilization activities of the RMBs to augment the MIFF fund.
9. Convene meetings at least once in every quarter and special meeting as need arises to resolve operational issues raised by RMBs.

B. The Regional Managing Board

Under the direction of the National Advisory Board, the Regional Managing Board (RMB) shall have the following responsibilities:

1. Assess and recommend approval of the IGP proposal prepared/submitted by the organizations, associations and families

(who have dependent family members who are PWDs in coordination with the LGU;

2. Facilitate the provision of training to improve knowledge, capability, attitude and skills of proponent in managing IGPs;
3. Monitor and evaluate quarterly all funded IGPs in partnership with NGOs and POs/Associations;
4. Prepare quarterly reports of all funded IGPs and existing MIFF fund balances and submit to the National Advisory Board;
5. Submit annual accomplishment report to the National Advisory Board;
6. Recommend changes or amendments (if any) in the implementing guidelines of the MIFF;
7. Conduct resource generation and mobilization activities to augment the MIFF fund in accordance with applicable government policies and rules subject to the approval of the National Advisory Board. All donations received by RMB shall be remitted and deposited to the account of the National Advisory Board.

C. Secretariat

1. National Advisory Board

- a. Program Management Bureau (PMB)-CO shall serve as the Secretariat to the National Advisory Board with support from the Financial Management Service-CO as Co-Secretariat.

The tasks and duties of the Secretariat and Co-Secretariat are as follows:

Secretariat

- a.1 Provide technical and administrative assistance to the RMBs;
- a.2 Keep records pertinent to the plans and activities of the NAB and report to the NAB the accomplishment of the RMBs;
- a.3 Prepare notices, minutes of meetings and provide guidelines to the NAB on issues or queries in the items for discussion during meetings of the NAB;

a.4 Document the NAB meetings and its relevant activities.

Co-Secretariat

a.6 Keep accounting records and render financial report to the National Advisory Board on a quarterly basis relative to implementation of the IGPs and status of the MIFF Fund utilization;

a.7 Coordinate the operation, tracking and recording of disbursement and utilization of MIFF fund;

a.8 Assist the Secretariat in the preparation for, during and post meetings or activities of the National Advisory Board.

2. Regional Managing Boards

a. Field Office (FO)-Technical Staff from the Operations Division shall act as Secretariat to the Regional Managing Board.

b. The FO Secretariat has the following functions:

b.1 Provide technical and administrative assistance to the RMB;

b.2 Provide reports to the RMB on issues and concerns affecting utilization and management of funded IGPs of the PWDs; and,

b.3 Prepare notices, minutes of meetings and provide guidance to the RMB on issues or queries in the items of discussion during meetings of the RMB.

IV. General Policies on MIFF Fund

The following policies shall serve as a guide for the use and management of the MIFF Fund:

A. All existing MIFF fund receive by FOs NCR, I, VII & IX (FOs which only receive Funds for National/Area Vocational Rehabilitation Centers) shall be returned and deposited to the account of the DSWD-CO through the National Advisory Board;

B. The fund shall be subject to the usual accounting and auditing procedures of the government;

- C. The assistance using the MIFF funds shall be extended in the form of loan to fund IGPs;
- D. The proponent-beneficiaries shall be entitled to a maximum of P20,000.00 per IGP in the case of a proponent family and a maximum of P100,000.00 per IGP in the case of a proponent group or association. The beneficiaries may utilize the loan assistance for two (2) years;
- E. Priority for funding shall be given to viable IGPs managed by PWDs as assessed and recommended by RMB in coordination with the Project Evaluation Officers (PEOs) of the FO;
- F. Before the project operates, a basic training in managing IGPs and savings mobilization shall be provided by the PEOs of the FO to ensure sustainability;
- G. No amount of the MIFF fund shall be used for administrative expenses by any Member of the National Advisory and Regional Managing Boards. The MIFF fund shall only be used as loan assistance for IGPs of the PWDs.
- H. No administrative cost (such as food/snacks) and transportation expenses (for NGO & PO/Assoc.) during meetings or activities of NAB and RMB Members shall be charged to the MIFF funds but to protective services fund (under OPs/PWDs) or any applicable funds.
- I. The amount paid by the beneficiaries (as payment for loan assistance) and the remaining MIFF fund managed by National Advisory Board shall be deposited (through time deposit) to the DSWD-CO account in a reputable authorized bank.
- J. The loan assistance shall only be utilized to fund IGPs of the PWDs for two years without an interest.


V. Monitoring and Evaluation

The monitoring and evaluation mechanisms to track down overall status of the IGPs granted to the proponent-PWDs at the Field Offices and available MIFF Funds deposited by NAB and RMBs will be specifically discussed/presented in a separate implementing guidelines, entitled "Availing of MIFF Funds to Finance IGPs of the Proponent- PWDs".

VI. Effectivity and Repealing Clause

This order shall take effect immediately. All previous policies and orders that are contrary to this amended Administrative Order are hereby repealed accordingly.

Signed on this 16~~th~~ day of November 2011, Quezon City



CORAZON JULIANO-SOLIMAN
Secretary