

Republic of the Philippines
Department of Social Welfare and Development

IBP Road, Batasan Pambansa Complex, Constitution Hills, Quezon City 1126
Telephone Nos. (632) 931-8101 to 07; Telefax (632) 931-8191

E-mail: osec@dswd.gov.ph DEPT. OF SOCIAL WELFARE & DEV'T.
Website: <http://www.dswd.gov.ph> IBP ROAD, CONSTITUTION HILLS, Q.C.

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GUIDELINES FOR THE IMPLEMENTATION OF THE CASH-FOR-WORK (CFW) PROJECT FOR BANGSAMORO

I. Rationale

The Framework Agreement on Bangsamoro (FAB) was signed in Malacanang on the 15th Day of October 2012. The FAB sets the parameters for the comprehensive peace agreement that will be signed between the Government of the Philippines (GOP) and the Moro Islamic Liberation Front (MILF) at a later date.

In order to jumpstart the initial dividends of peace, President Benigno Simeon Aquino III and MILF Chairman Al Haj Murad Ebrahim launched Sajahatra Bangsamoro (Blessings, Prosperity and Peace upon Bangsamoro) on the 11th Day of February 2013, at the Bangsamoro Leadership and Management Institute (BLMI) Compound, Simuay, Sultan Kudarat, Maguindanao.

The Bangsamoro Program shall deliver health, education and livelihood services to priority MILF communities and targeted individual beneficiaries. This shall be focused on quick-gestation, high-impact, social protection type programs and will be implemented the duration of which will be determined by both parties.

Services to be delivered will include 1) health insurance through Philhealth, 2) upgrading of community-based health services through the Department of Health (DOH) 3) provision of college financial grant through the Commission on Higher Education (CHED) 4) provision of community-based technical-vocational training through the Technical Education and Skills Development Authority (TESDA) 5) mobilization and financial assistance to private madaris through the Department of Education (DepEd) 6) supplementary feeding program 7) support to day care centers through the Department of Social Welfare and Development (DSWD) 8) Provision of Small Scale Infrastructure and Community Livelihood Interventions through Department of Agriculture (DA) 9). National Greening Program through Department of Environment and Natural Resources (DENR) and 10.) in the initial three (3) months after every provincial launch, livelihood assistance through the Cash-For-Work (CFW) program also from DSWD.

II. Project Description

Cash-For-Work is a short term intervention to provide temporary employment to priority Bangsamoro communities and targeted individual beneficiaries by participating in or undertaking communal projects to improve or rehabilitate community services or infrastructure and other community activities related to disaster preparedness, rehabilitation and risk reduction projects. Work areas/projects and community beneficiaries/individuals are identified by the MILF Project Management Team always guided by the principle of inclusiveness and gender balance.

In exchange for the work rendered, project beneficiaries are provided with cash to meet their requirements for food and other basic necessities. Initial projects for CFW will include the construction of day care centers (under the DSWD) and barangay health stations (under the DOH). Implementation of the CFW shall be managed by the MILF-PMT in coordination with the Joint Field Coordinating Office (JFCO) and DSWD Field offices.

Rate of Assistance

The daily rate of Cash-For-Work (CFW) shall generally be at P174.00/person on the average of 10 days per month cutting across the 5 target regions. However, if in the assessment of the Project Management Team (PMT) there is a need to extend such for valid and justifiable reasons, this can be extended by the DSWD Field Office. The extension, however should not be more than three (3) months.

III. Objectives

1. To encourage community participation in implementing a community-defined project to improve or rehabilitate community services or infrastructure, livelihood and productivity support projects and other developmental and collective community or group undertakings and rehabilitation, including hunger mitigation and food security projects.
2. To generate temporary employment and provide income augmentation to the priority Bangsamoro communities and targeted individuals and keep from migrating or abandoning their communities in search of new sources of income.

IV. Target Areas/Beneficiaries

The Cash-For-Work Project shall be available whenever possible and feasible and shall be provided to the Bangsamoro communities and families identified by the MILF Project Management Team (PMT) in coordination with the MILF Task Force Sajahatra and the GPH Task force Bangsamoro Development who are willing to participate in livelihood and productivity support projects, developmental and community or group undertaking.

V. Types of Projects and Activities

The projects and activities that are covered under the Cash-For-Work program are as follows:

- 1) livelihood and productivity support projects such as construction or repair of small infrastructure facilities;
- 2) reconstruction and rehabilitation projects and activities such as shelter repair or construction of new shelter units, social services infrastructure such as health stations, day care centers and schools;
- 3) mitigation activities and environment related

projects such as river dredging and embankment, digging and dredging of canals and drainage, tree planting or reforestation projects; 4) hunger mitigation and food security projects such as communal farm preparation and planting, repair or construction of post-harvest facilities and farm to market roads.

VI. Component

1. Assessment and identification of proposed Projects/Activities

The MILF Project Management Team (PMT) in coordination with the MILF Task Force Sajahatra and the GPH Task Force Bangsamoro Development through the JFCO shall conduct an assessment of the potential beneficiaries to establish the viability and appropriateness of CFW. Areas for assessment shall include the following: a) capability of the beneficiaries to provide their counterparts (e.g. time and labor); b) socio-economic benefits to be derived from the project/activity; c) environmental consideration; d) acceptability of the project/activity by the community; and e) length and cost of implementation.

2. Preparation of Project Proposal

After doing the assessment and project identification, the MILF-PMT shall prepare a project proposal providing the rationale and details of the project/activity. Such proposal will contain the project description, objectives, implementation mechanics, work program, budgetary requirements and the GPH Task Force Bangsamoro Development's commitments and responsibilities which may include but not limited to, human, physical infrastructure and financial resources.

3. Provision of Financial Assistance /Project Funding

For the project proposal to be funded, the MILF-PMT shall submit this to the JFCO for initial evaluation and to be transmitted to the DSWD-field Office for further review and shall be forwarded to the Disaster Risk Reduction Operations Office (DRRROO) for further review, evaluation and subsequent endorsement to the office of the Undersecretary for Operations and Programs Group (OPG) for approval. Upon approval, funding for the Cash-For-Work shall be sub-allotted to the Field Office for release to the concerned beneficiaries. Direct cash pay-out will be done by DSWD FO's staffs to the project beneficiaries following the prescribed rules and regulations of Commission on Audit (COA).

4. Implementation of CFW Project/Activities

DSWD shall implement the approved CFW project/activity thru the field Offices (FOs) in coordination with the JFCO and partnership with the MILF-PMT. Each participant shall be issued a Cash-For-Work voucher that will reflect his/her length of involvement in particular projects. During the implementation stage, the DSWD-FO shall maintain a logbook to record the daily attendance of the beneficiaries who have reported for work. Each beneficiary shall enter in the logbook the actual time they arrived and leave at the work site and sign the logbook.

The DSWD Field Office staff shall act as the disbursing officer and the sole authority to draw a cash advance for CFW. He/she shall prepare a daily cash assistance payroll to provide payment to the CFW beneficiaries for the work they rendered. The CFW voucher and attendance logbook shall be the basis of the DSWD FO staff in preparing the cash assistance.

Copy of the CFW voucher and cash assistance payroll shall serve as supporting documents to liquidation reports, likewise, the PMT should keep a copy of these records and ensure that it would be available during the monitoring visit either the DSWD Field office or Central office staff.

When the project/activity is done or completed, the DSWD Field Office shall prepare a completion report with highlight or both cash disbursement and work completed with pictures of completed project and shall be noted by the MILF-PMT. The emphasis of this report shall be the result of the project/activity in relation to what has been stipulated in the approved project proposal. Copy of this report shall be submitted to the DSWD Field Office for review and appropriate action. The field Office shall furnish a copy of the report to the Central Office thru the Operations and Program Group (OPG).

5. Monitoring and Evaluation

There shall be three levels of monitoring for the Cash-For-work: 1) the MILF-PMT level, 2) the DSWD Field Office level, and 3) the DSWD Central office level. Monitoring by the MILF-PMT shall be conducted on a daily basis until the project is completed. The monitoring shall be conducted primarily by the MILF-PMT in coordination with JFCO and shall cover the following:

- a. **Program of Work** – tracking the progress of the project or activity based on the approved program of work.
- b. **Project/Activity** – verifying whether the actual project or activity being undertaken including its location site is exactly consistent with the approved project proposal.
- c. **Beneficiaries** – determining if the beneficiaries involved in the actual project or activity are the intended recipients of the Cash-For-Work and if number is in accordance with the proposed manpower or labor requirement.

The monitoring visit of the DSWD Central Office shall take place at least once during the project life or when necessary to provide technical assistance to the field office or the MILF-PMT when there is a compelling need to do so.

Evaluation of the Cash-for-Work shall be undertaken by the Field Office after the completion of the project/activity. Copy of the evaluation report must be submitted to the Central Office and the MILF-PMT thru JFCO.


The major intention of the evaluation is to establish the effectiveness, efficiency and when possible, the impact of the Cash-For-Work. Part of gauging the effectiveness of the CFW shall be determining if the stated objectives are met and whether the process of beneficiary selection and participation are effective and benefited the most qualified and vulnerable segments of population. In terms of efficiency, aside from the project cost and project operation, it would also be necessary to determine if payments to beneficiaries were made on time.

In evaluating the impact of CFW, the following information must be highlighted: a) how the cash-for-work influenced and benefited the participating individuals/families and community; b) how the cash assistance was used and what changes took place in the coping strategies and behaviour of the individuals/families; and c) how the community accepted and benefited from the project.

This administrative Order shall take effect on 30 day of OCTOBER for the immediate implementation of the CFW Project for Sajahatra Bangsamoro.


CORAZON JULIANO SOLIMAN
Secretary

Certified Copy:


10.31.11
MYRNA H. REYES
Officer In-Charge
Records Unit