

MEMORANDUM CIRCULARNo. 02
Series of 2025**SUBJECT : GUIDELINES ON THE IMPLEMENTATION OF THE PUGAY-TAGUMPAY: THE 4PS GRADUATION STRATEGY****i. Rationale**

The enactment of the Pantawid Pamilyang Pilipino Program (4Ps) Act recognizes the essential role of social case management in improving the well-being of household beneficiaries and overcoming challenges. The 4Ps standardized case management practice, from entry to exit of the 4Ps households, was institutionalized through the Department of Social Welfare and Development (DSWD) Memorandum Circular (MC) No. 10, Series of 2022, or the "Guidelines on the Implementation of the Kilos-Unlad: 4Ps Social Case Management Strategy."

The 4Ps utilizes the Pantawid Pamilya Information System version 3 (PPISv3) as the source of data of the households and their members. To monitor and track the households who graduated and exited from the Program, the 4Ps developed and uses an electronic database known as "Pugay Tagumpay Encoding and Monitoring System (PTEMS)" that monitors and captures the data, such as: (1) Schedules of Pugay-Tagumpay (PT) ceremonies; (2) Households that are officially endorsed to Local Government Unit (LGU) and graduated through PT ceremony; and (3) Interventions provided and needed by the graduated and exited households. As of October 3, 2024, the PTEMS recorded a total of 236,306 households who graduated and exited the Program.

Graduation of self-sufficient 4Ps households can be achieved by reinforcing and strengthening inter-agency engagement and collaboration among the 4Ps social service workforce (SSW) and partner stakeholders. To guide the implementers, the 4Ps developed the Guidelines in the Implementation of 4Ps Graduation Strategy to fulfill its intent that National Government Agencies (NGAs) and Local Government Units (LGUs) deliver the necessary and sufficient services to households. This aims to create a coordinated effort for effective and efficient support to 4Ps households, helping sustain the benefits they have gained from the Program. Thus, the "PUGAY-TAGUMPAY: The 4Ps Graduation Strategy," a *Victory Salute* or *Salute to Success*, is a way to honor the household beneficiaries' accomplishments or to celebrate the gains of being resilient and vibrant, and for continuously improving their well-being.

The DSWD-Department of Interior and Local Government (DILG) Joint Memorandum Circular (JMC) 001, Series of 2022, supports 4Ps as the latter's beneficiaries are the direct constituents of the LGUs. The Circular enjoins the LGUs to actively participate in the process of households' continuous growth and development, underscoring the importance of monitoring their progress to ensure sustained success and prevent them from sliding back to poverty.

Pugay-Tagumpay exhibits the whole gamut of graduation strategy: social preparation, convergence of programs and services, within the framework of the National Poverty Alleviation Strategy, and a holistic social protection programs and services of government agencies and organizations, the foundations of which is the beneficiaries' participation and commitment to change, assisted by the convergence to ensure that targeted households are alleviated from poverty and remain non-poor after the prescribed period (*Sec 19. 4Ps Act*).

The “Pugay-Tagumpay” highlights the following:

- a) Social preparation process for the 4Ps household's future Program exit;
- b) Collaboration with LGUs on outsourcing and mobilizing community resources to ensure that programs and services are in place; and
- c) Provision of support services and livelihood opportunities and interventions to sustain and further improve the socio-economic conditions of the households even after exiting the Program.

These Guidelines provide supplementary direction in the operationalization of the Phase-Out or Transition Phase of the 4Ps Kilos-Unlad (KU) social case management framework.

II. LEGAL BASES

1. **DILG MC No. 2024-064 or 2024 Seal of Good Local Governance: Pagkilala sa Katapatan at Kahusayan ng Pamahalaang Lokal** - Emphasizes responsiveness to the needs of and facilitate meaningful engagement with the vulnerable and marginalized sectors of society.
2. **DSWD MC No. 07, Series of 2023, or the Revised Guidelines for the Comprehensive Implementation of the Sustainable Livelihood Program** - Indicates that the target Program participants should belong to the poor, marginalized, vulnerable, and/or disadvantaged households as identified by the National Housing Targeting System for Poverty Reduction (NHTS-PR), prioritizing 4Ps participants.
3. **National Advisory Council (NAC) Resolution No. 1, Series of 2023, or the Adopting the Social Welfare and Development Indicators (SWDI) of the Department of Social Welfare and Development (DSWD) as a Tool in the Exit Procedure of Household Beneficiaries of the Pantawid Pamilyang Pilipino Program** - Section 16 of the IRR requires the DSWD to create or adopt a technique, mechanism, or tool to measure the level of well-being of household beneficiaries from the moment they enter the Program until they exit within a seven-year period. Furthermore, Rule XV, Section 34 of the IRR states that the DSWD, in consultation with the NAC, will formulate specific exit procedures under this Rule, including the creation of the Household Implementation Plan (HIP).
4. **DSWD MC No. 14, Series of 2024 or the Amendment to Memorandum Circular No. 19, Series of 2023 entitled, “Guidelines on Adopting the Social Welfare and Development Indicators (SWDI) Assessment as Basis for the Exit Mechanism of the Pantawid Pamilyang Pilipino Program (4Ps) Household Beneficiaries”** - Specifying the Guidelines for Using the SWDI Assessment as the Foundation for the Exit Mechanism of 4Ps Household Beneficiaries.

5. **DSWD MC No. 19, Series of 2023, or the Guidelines on the Conduct of Social Welfare and Development Indicator (SWDI)** - States that the households shall be assisted by the LGU in accessing the package of services based on the households' needs and plans as stipulated in the Household Transition Plan (HTP).
6. **DSWD MC No. 10, Series of 2022, or the Guidelines on the Implementation of the Kilos-Unlad: 4Ps Social Case Management Strategy** - Stipulates that the consultation and engagement with LGUs, NGAs, and other stakeholders/intermediaries through the auspices of the Regional Program Management Office (RPMO) shall be conducted to orient them on KU focusing on SWDI Results, and the forthcoming Graduation and Exit of the household beneficiaries who will be entering a new stage in their partnership with the LGU. This will provide a venue for partners to have a better understanding of the mechanics, the strategy's objectives, results, and their expected roles and that of other agencies/organizations.
7. **DSWD-DILG Joint Memorandum Circular (JMC) No. 001, Series of 2022, or the Guidelines in support of the Implementation of the 4Ps** - The JMC aims to establish a collaborative engagement between the DSWD and the DILG to ensure that the households are adequately supported in order to attain an improved level of well-being and to maintain an independent life.
8. **Republic Act (RA) No. 11310, or the 4Ps Act, and its Implementing Rules and Regulations (IRR), Section 34** – Stipulates that the DSWD, in consultation with the National Advisory Council (NAC), will formulate specific exit procedures under this Rule, including the creation of a HIP. The graduation, as defined in this IRR, of the qualified household-beneficiaries shall lead to their eventual exit from the Program; and as provided under Rule III, Section 4 and Rule V, Sections 6 to 9 of this IRR, a qualified household-beneficiary shall remain in the Program. However subject to the following instances, without prejudice to Section 16 of Rule IX of Case Management and Non-Compliance with Conditions, a qualified household-beneficiary shall be deemed to exit from the Program, whichever comes first, when:
 - a. The last monitored child in the household reaches 19 years old;
 - b. The last monitored child in the household finishes high school;
 - c. The household reaches the 7-year duration in the Program;
 - d. The household is no longer poor, based on the latest assessment thru the adopted standardized targeting system;
 - e. The household voluntarily waives its membership from the Program; or
 - f. The household commits offenses wherein the sanction is delisting, subject to the standards to be developed by the DSWD.
9. **RA No. 10173, or An Act Protecting Individual Personal Information in Information and Communications Systems in the Government and the Private Sector, Creating for this Purpose a National Privacy Commission, and for other Purposes, Section 8** – Stipulates and emphasizes the assurance to observe the confidentiality of any personal information that comes to its knowledge and possession at all times.
10. **CHED Memorandum Order No. 46, Series of 2012, or the Policy-Standard to Enhance Quality Assurance (QA) in the Philippines Higher Education Through an Outcomes-Based and Typology-Based QA, Section 2, Paragraphs 1 and 4** - Stipulates the multiple missions for the Philippine higher education systems. Specifically indicates “the competency to learn continuously throughout life – that will

enable them to live meaningfully in a complex, rapidly changing, and globalized world while engaging their community and the nation's development issues and concerns" and "to help improve the quality of human life of Filipinos, respond effectively to changing societal needs and conditions; and provide solutions to problems at the local community, regional, and national levels."

III. OBJECTIVES

This Circular aims to provide specific guidance in operationalizing the Phase-Out or Transition Phase in the 4Ps Kilos-Unlad social case management framework to sustain the Level 3 or self-sufficiency status of households even after Program exit, and eventually facilitate their exit from the Program before or after the completion of the seven-year maximum residency period.

Specifically, it aims to:

1. Define the procedures in carrying out the household transition and exiting of the 4Ps households from the Program;
2. Install and facilitate a sustainable integration of support services and interventions, in collaboration with LGUs, Civil Society Organizations (CSOs), and NGAs, to improve and sustain long-term outcomes for graduating beneficiaries; and
3. Establish and maintain an efficient system of turnover of 4Ps households to the LGUs for continuing case management.

IV. SCOPE AND COVERAGE

The 4Ps Graduation Strategy shall cover all 4Ps households that achieved level 3 or self-sufficient level of well-being based on the Social Welfare and Development Indicators (SWDI) assessment. This engages inter-agency collaboration at all levels (national, regional, provincial/city, municipal) and the 4Ps social service workforce (SSW) for a maximum of 6 months period of preparation from the time that the household achieved level 3.

V. DEFINITION OF TERMS

1. **Case Management:** refers to a process used by the DSWD to enable the qualified household beneficiaries to improve their functioning by dealing with their difficulties specifically in complying with the terms of the Program. It shall refer to a mutually agreed process of assessing, planning, managing, coordinating and advocating for services and other interventions towards improving the well-being of households using the SWDI and other related tools.
2. **Case Manager:** refers to City/Municipal Links (C/MLs) of the Field Office that works directly with qualified household beneficiaries to improve their level of well-being. They are also the Community Facilitators specifically handling Indigenous Peoples (IPs) or Indigenous Cultural Communities (ICC).
3. **Case Summary Report (CSR):** refers to a concise document prepared by Case Manager that summarizes significant information about a particular household. It presents the essential details of a case (household) and findings, which include those of the household transition assessment (HTE), conclusions, and household exit plan

or aftercare plan. The CSR also includes appendices or attachments relevant to the case.¹

4. **City/Municipal Action Plan (C/MAP):** refers to the 3–5 year strategic plan of the LGU to the 4Ps households. It outlines a comprehensive set of interventions directed towards the 4Ps beneficiaries based on their assessed needs and SWDI results. It includes programs, projects, and activities committed by LGU, agencies, and other partners and stakeholders in the city/municipality for the improvement of the well-being of 4Ps households.
5. **Exited Households:** refers to the household beneficiaries that already reached the seven-year period in the Program, waived, Grievance Redress System (GRS) delisted due to misbehavior or disqualification, and graduated through natural attrition despite their level of well-being based on the current SWDI result.

Circumstances considered for exit are the following:

- The last monitored child in the household reaches 19 years old or finishes high school of age after the cut-off date (the first Monday of June), the child will continue to be included in the Program's monitoring until the end of the current school year or until they complete high school, whichever comes first;
 - The household reaches the seven-year duration in the Program;
 - The household voluntarily waives its membership from the Program;
 - The household moved out of the area without notice to the C/ML; and
 - The household is delisted due to its aging inactive status in the Program.
6. **Graduated Households:** refers to former 4Ps household beneficiaries who exited from 4Ps due to an improvement in their level of well-being (from survival and subsistence to self-sufficiency) leading to their exit from the 4Ps through the Pugay Tagumpay ceremony and/or with official endorsement to their designated LGU.
 7. **Graduation:** refers to the state of achievement of self-sufficiency, the third and highest level of well-being of poor households based on the SWDI assessment making them eligible to exit the Program after or before the completion of the seven-year maximum stay in the Program.²
 8. **Household Transition/Exit Plan:** refers to the written goal, tasks, and activities agreed upon by case manager and the 4Ps household to prepare the latter for the duration of six (6) months to two (2) years prior to the eventual exit from the Program for self-reliant living.
 9. **Household Transition Assessment (HTA) Form:** refers to the standard assessment tool to determine the readiness of the 4Ps household beneficiaries who have moved up to self-sufficiency level of well-being based on SWDI assessment result candidate for the transition towards the exit.
 10. **Level of Well-Being:** refers to a measure of progress or upliftment of family well-being in the Social Welfare Development Indicator (SWDI) tool. This is scaled through three levels: survival, subsistence, and self-sufficiency.
 - 10.1. Level 1 or Survival: The poorest of the poor have no income nor the means (employment and education) to buy the country's prescribed meal set and to sustain basic needs, on a daily basis. Cash assistance is needed as much as

¹ MC No. 10, s.2022, 1.5.6. Graduation and Exit Procedure, 1.5.6.2.4. Endorsement of case folders to the LGU

² MC No. 10, Series of.2022, IV. Definition of Terms

assistance for future employment, along with free access to health care facilities and free education.

- 10.2. Level 2 or Subsistence: Could barely meet the basic living necessities with income and capacity enough only to purchase the basic food needs. There is no excess income to use for emergency funds, nor can it be spared as savings. Assistance is needed for better employment or an extra livelihood for additional income.
 - 10.3. Level 3 or Self-sufficient: Has the means to support and sustain daily needs and can manage shocks/emergencies, and has enough savings.
11. **Program Exit:** refers to the termination of Program membership of a household beneficiary.
 12. **Pugay Tagumpay (PT) Ceremony:** refers to the ceremonial graduation of households from 4Ps that can be in-person or online and held in localities covering a city, municipality, province or region.
 13. **Pugay Tagumpay (PT) Encoding and Monitoring System (PTEMS):** refers to the information system for data management and monitoring of the beneficiaries that graduated and exited from Pantawid Pamilyang Pilipino Program.
 14. **Social Case Study Report (SCSR):** refers to the written presentation of facts on a household (case) prepared by the case manager to assess and analyze the 4Ps household beneficiary and their psycho-social-economic environment upon entry into the Program based on the initial interview, SWDI, and Family Risk and Vulnerability Assessment (FRVA) results.
 15. **Social Service Workforce (SSW):** refers to the wide range of governmental and nongovernmental professionals, paraprofessionals, and community level volunteers who work with children, youth, and adult women, focusing on those with additional needs who are marginalized, in vulnerable situations, or at risk, to protect and ensure their healthy development and well-being and the fulfillment of their rights. (A.O. No. 03, Series of 2023).
 16. **Social Welfare Development Indicator (SWDI):** refers to a case management tool specifically developed by the DSWD to assess and monitor the well-being of the household of 4Ps.
 17. **Sustainability Plan:** refers to the LGUs overall plan, which may include but not limited to programs, policies, or ordinances, or investment plan for the 4Ps graduating and exiting household beneficiaries to sustain their gains and improved level of well-being.
 18. **Transition:** refers to the last phase of the KU process specific to planning for the future, building the resilience and independence skills of household beneficiaries who achieved self-sufficiency status, and households graduating and exiting the Program within the falling under other conditions as stipulated in Sec. 34 of Rule XV the 4Ps IRR.

VI. FRAMEWORK

The process for Pugay-Tagumpay: The 4Ps Graduation Strategy designed to guide the field implementers on the steps from entry towards the exit of a household from the Program. The KU process engages the 4Ps households in four phases as follows:

1. **“PANGARAP or Vision”** (*Includes the household’s initial Engagement, Assessment & Analysis, Agreement Setting, and Progress Monitoring*) refers to the 4Ps household beneficiary’s goal to achieve within and after the seven-year stay in the Program. In the first year, the household is fully aware of its benefits and that the membership leads to graduation and exit from the Program.
2. **“PAGTATAYA or Participation”** (*Transition Assessment and Planning*) - refers to the 4Ps households commitment to a meaningful engagement in the Program ensuring compliance to 4Ps conditions and being responsible in achieving self-sufficiency.
3. **“PAGBABAGO or Transformation”** (*Exit Planning, Endorsement of Case Summary, Pugay-Tagumpay*) refers to the manifested progress or change in the household’s behavior as it gives more importance to education, nutrition, and health as well as improvement in economic status. The household receives support from the DSWD and LGU to ensure its continued growth and development, enabling it to effectively manage any critical incidents that may arise.
4. **“PAGTAGUYOD or Sustained Growth”** (*Mutual efforts of the household and LGU in sustaining growth of household through supporting and monitoring the implementation of households exit plan*) refers to the sustainability phase, ensuring the household’s sustained self-sufficiency level of well-being before and after exiting from the Program. The household expresses aspiration to continue striving for growth and development; this phase highlights partnership and convergence of agencies and organizations led by LGU.



Figure 1: Pugay-Tagumpay: The 4Ps Graduation Strategy Framework

Figure 1: *Pugay-Tagumpay: The 4Ps Graduation Strategy Framework* highlighted the interface of DSWD and LGU that transitioned over time, where the DSWD's role was more prominent in the beginning but gradually reducing as the LGU's role became more distinguished and significant. The framework also shows the integration of programs and services and the (internal and external) convergence of various DSWD partner stakeholders that work together from the Program entry of the household to exit including the sustainability after the 4Ps case management. More importantly, the strategy highlights the six (6) prominent steps in exiting the Program:

1. Determination of Potential households for Exit;
2. Formulation and Implementation of the Household Transition Plan (HTP);
3. Preparation for Program Exit;
4. Exit Conference with the LGU for graduating and exiting households;
5. Endorsement to LGU and/or Pugay Tagumpay Ceremony; and
6. Post-services Intervention, Monitoring, and Case Closure.

VII. POLICY AND OPERATIONAL GUIDELINES

In accordance with DSWD MC No. 10, Series of 2022, interventions and responses may differ depending on the nature of the exit conditions regardless of the exit conditions of the households, social preparation must be facilitated to ensure that all households have transition plans prior to exit, provided they give consent in coordination with the LGU. Below are the step by step operational guidelines for Pugay-Tagumpay.

1. GRADUATION AND EXIT PROCEDURE OF THE 4PS HOUSEHOLDS

Step 1: Determination of Potential Households for Exit: The data on potential graduating and exiting households will be coming from PPISv3. They will be generated by the regional/cluster beneficiary data officer (R/CBDO) annually or when households under the 4Ps have two years left before they exit to give way to social preparation. The households found falling under other conditions as stipulated in Sec. 34, Rule XV, of the 4Ps IRR shall be assessed and shall undergo the graduating and exiting procedure. Part of this is to undergo SWDI and Household Transition Assessments (HTA). Aside from SWDI and HTP, the case manager's overall assessment on the status of the household is vital as part of the triangulation of the SWDI and FRVA assessment result. The case manager's assessment should be thoroughly discussed with the entire household for them to be prepared for transition and work on areas that would improve their level of well-being.

In accordance with MC No. 19, Series of 2023, and NAC Resolution No. 1, Series of 2023, the SWDI shall be the basis for determining who is a candidate for exit from the Program. Coordination with the LGU is an integral part of the whole process; hence, the LGU is informed of the potential exit of households. In addition to the SWDI result, HTA, and Case Manager's Assessment will also serve as a basis for identifying potential households for graduation if they have been assessed and categorized as non-poor.

In cases with household beneficiaries who specifically belong to Indigenous Peoples (IPs), wherein case managers use the Community Organizing (CO) approach, the Community Monitoring and Evaluation Form (CMEF) and Community Transition Report should be reviewed to determine their readiness for exit³.

³ Guidance Note on the Integration of Community Organizing in the Kilos-Unlad Strategy of Pantawid Pamilyang Pilipino Program

To confirm the household's appropriate capacity, technical, and behavioral skills to move out of the Program, households must undergo assessment by case manager to determine the household's empowerment through indicators⁴ as a basis for exit. Example of household indicators are: able to indicate family milestones and cope with challenges, demonstrate problem-solving skills for issues and challenges; aware of the various community resources and institutions to tap for support; able to express clear plans or vision for the future of the family, and demonstrate financial management skills; and ensure social safeguards to prevent sliding back of their level of well-being. The 4Ps Talaan ng Pagbabago at Pag-unlad will also serve as a complementary tool with transition assessment, SWDI, and FRVA results that will confirm the positive behavioral changes experienced by 4Ps households while on the Program and in measuring/assessing the readiness to exit from the Program.

Additionally, case managers need to be familiar with the profiles of their caseloads. They must maintain an inventory of their cases to effectively track the progress and duration of each household to the Program. It is important for case managers to be aware of which households are approaching the seven-year timeline (5th year in the 4Ps). This approach ensures that each household is assessed for interventions that can help raise their level of well-being.

In this period, social preparation will be necessary to provide them with life and financial management skills and support their empowerment process. The National Program Management Office (NPMO) is responsible for assisting the Regional Program Management Offices (RPMO) by offering guidance and support for the implementation of KU social case management. The RPMO should be reminded to monitor the households that are set to exit in two years. This process helps identify follow-up activities and interventions needed to ensure that the progress achieved by the households is maintained after their exit from the Program.

A household beneficiary who is already in the seventh-year may be recommended to stay beyond seven (7) years in the Program but for a maximum period of one (1) year by the case manager, subject for approval of the NAC, provided that the following criteria are met:

1. The household is in the seventh-year of the Program;
2. The household is still eligible for the Program based on Section 9 of the 4Ps Act IRR;
3. The household, in the seventh-year, has already maximized other social protection programs, aside from 4Ps, in the seventh-year; and
4. The household's well-being has reverted to poor status after being affected by disasters (natural or human-induced disasters such as armed conflict and others) that create adverse and long-term impacts due to loss of properties, livelihood, or the death of the main breadwinner.

⁴ MC 10, Series of 2022, 1.5.6.2 Exit Procedure, 1.5.6.2.1 Engagement of the households for SWDI and Transition Assessment. "...behavioral indicators for an empowered family"

Below are the activities, timelines, and person responsible for Step 1: Determination of Potential Households for Exit.

Activity	Person Responsible	Timeline	Output/Mean of Verification (MOV)
Profiling of potential graduating and exiting households	Regional/Cluster Beneficiary Data Officer (R/CBDO)	Every Period 2 or April - May, (2 years prior to the exit of the households)	Profile of potential graduating/ exiting households
Review of HIP in the SCSR, SWDI status, and FRVA result	C/ML, Community Facilitator (CF), and 4Ps beneficiaries	Every first month of the year or January	Approved CSR, Accomplished SWDI and FRVA
Review of 4Ps Talaan ng Pagbabago at Pag-unlad of the Household	C/ML, CF, and 4Ps beneficiaries	Every 6 months	Signed and confirmed Talaan ng Pagbabago at Pag-unlad
Conduct of transition assessment with the graduating and exiting household using transition assessment (TA) form. (See Annex A - TA form) ⁵	C/ML and CF	Every Period 1 or February to March.	Approved TA report/form

Step 2: Formulation and Implementation of the Household Transition Plan (HTP): The households assessed as ready to exit shall, with the assistance of the case manager, review the HIP in the SCSR, 4Ps Talaan ng Pagbabago at Pag-unlad tool of the household, and conduct a household assessment using the household transition assessment form before formulating the HTP as part of the CSR, as a concurrence to the exit agreement, the beneficiary shall sign a CSR prepared by the case manager outlining the process, the results obtained, and the agreement of the household with the termination of Program membership.

The HTP may include the vision and goals of beneficiaries, specific core areas needing further assistance, coaching intervention, organizing a group of households into a people's organization (POs) or self-help group, or joining an existing POs, and post-graduation plan.

In developing the HTP with IP household beneficiaries who are already part of an organized group and/or belong to the same IP community, they may refer to their Ancestral Domain Sustainable Development and Protection Plan (ADSDPP), if one exists, or other comparable plans in the IP community. This is to ensure that the HTP supports the long-term viability of community-beneficial projects or programs. Ensure that the plans are developed freely by the IP community, with no influence or power control from external entities.

⁵ DSWD MC 10, Series.2022, Annex E. Transition Assessment Form

The graduated and exited households will be monitored by the LGU based on their Exit Plan or summary of interventions as stipulated in their CSR. The pre-work activities prior to the actual turnover of households and the implementation of HTP will be coordinated by the case managers. The Institutional Partnership Development Officers (IPDOs) identify and engage partners that will be providing support to the LGU in undertaking complementary services and interventions for the 4Ps graduating and exiting households based on the identified priority needs and results. (See Annex B - CSR⁶). This information may be shared by the case managers with service providers and stakeholders as necessary, through a case conference or a referral letter/case summary.

The linking to or provision of resources to finance livelihood projects and improve family income shall be facilitated by the DSWD through its Sustainable Livelihood Program (SLP) and external partners from other NGAs and organizations may also be engaged for additional assistance if necessary. The city/municipal level will accurately record household needs, which will thereafter be linked to various DSWD programs and services as well as to other possible partners, and endorse a summary of the evaluation that identifies the priority households who are most in need of additional interventions or incentives after Program exit.

The following are priority services/interventions that may be facilitated by the 4Ps SSW and partner stakeholders and must be included in their budgetary requirements, supported by corresponding policies and programs:

1. Microfinancing and Livelihood Support for microbusinesses and shelter: DSWD SLP, Department of Labor and Employment (DOLE), Department of Trade and Industry (DTI), Department of Agriculture (DA), Department of Science and Technology (DOST), and CSOs;
2. Livelihood and Employment Facilitation: DSWD-SLP, DOLE, Technical Educational and Skills Development Authority (TESDA), DTI, LGU, and DA;
3. Educational Assistance and Scholarship Program: DOST, Commission on Higher Education (CHED), LGU, CSOs, and TESDA;
4. Skills Training and Capital Assistance: DSWD, DOLE, TESDA, and CSO and Accreditation by TESDA to assessment centers as well as competency assessors who will conduct assessment processes for persons applying for certification;
5. Social Security, Health, Crop, and Fisherfolks Insurance: Development partners and other stakeholders;
6. Family Health Support Interventions: DOH and other CSOs;
7. Organization of 4Ps Graduates, provide incentives as volunteer (stipend); and
8. Other services and interventions that may be provided based on the post-intervention plan including disaster risk reduction and resilience programs, reintegration, housing interventions, disability support, senior citizens' social pension, small business support (e.g., a temporary waiver of local fees), financial inclusion, small commercial loans, technical assistance (TA), and the like.

⁶ DSWD MC 10, Series of 2022, Annex F. Case Summary Report

Below are the activities, timelines, and people responsible for Step 2: Formulation and Implementation of the HTP.

Activity	Person Responsible	Timeline	Output/MOV
Review HIP in the SCSR and 4Ps Talaan ng Pagbabago at Pag-unlad of the Household and proceed to conduct household transition assessment	C/ML, CF, and 4Ps beneficiaries	Prior the formulation of CSR	Approved CSR
Assist the household in the formulation of the HTP	C/ML and CF	Every Period 1 or February to March	Approved HTP as part of the CSR
Confirmation of the exit agreement	4Ps graduating and exiting households	Every Period 1 or February to March	Approved CSR and signed by graduating household Grantee
Graduated and exited households: exit plan implementation	Primary: Local Social Welfare and Development Officer (LSWDO), City/Municipal Advisory Committee (C/MAC) members, & graduating and exiting households. Secondary: DSWD, SSW, and other stakeholders	Upon graduation from the Program, until the completion of HTP or termination of the helping process	Implementation of the exit plan of the graduated and exited households
Updating and Maintaining an inventory of supply-side/directory of partners available within the community	Regional Institutional Partnership Development Officer (IPDO) or Institutional Partnership focal person	Following the regular updating	Maintained updated inventory of supply-side/directory of partners in the 4Ps city/municipal operation office.

Provision of coaching and mentoring sessions on necessary knowledge and skills that household beneficiaries can apply to build their resilience and independence.	C/ML, CF, SLP PDO	As needed	Approved Monitoring/ Progress Report
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Step 3: Preparation for Program Exit: The preparation for Program exit refers to the monitoring of the household's compliance based on the plans and activities mapped out with the case manager leading to exit. Activity includes social preparation, which is essential for both graduating and exiting households and the LGU partner before graduation to prepare them for post-service interventions. Social preparation addresses any potential shocks and makes the household ready psychologically and economically before or after the Program's termination.

As part of the social preparation activity, case managers, together with the LGU as the lead in post-service intervention, shall conduct social preparation, maybe in the form of one-on-one or focus group discussion (FGD), Family Development Session (FDS), and conduct a home visitation or termination session. It can also serve as an entry point of the LGU and the graduating and exiting households to engage in the transition process for post-service care. LGU can discuss during the FGD the pool of services that the household can avail of based on their expressed needs.

It is also important to indicate that during the transition period of transitioning households, a re-assessment of the SWDI should be conducted after 6 months to 1 year to track the progress of household compliance with the HTP. If the SWDI results backslide to Level 2, it indicates that the implementation of the HTP needs to be strengthened further.

Below are the activities, timelines, and person responsible for the Step 3: Preparation for Program Exit.

Activity	Person Responsible	Timeline	Output/MOV
Social Preparation, Homevisit, FGD, and FDS (topic: <i>Pinalakas na Pugay-Tagumpay</i>)	C/ML, CF, and LSWDO	Monthly and or as needed	Approved Monitoring Report
Monitoring household compliance on the HTP	C/ML and CF, LSWDO	Bi-monthly beginning 2 nd month of the year	Approved Monitoring Report

SWDI reassessment of transitioning households	C/ML and CF	every 6 months or every year during the transition period.	Accomplished SWDI tool/ SWDI results of transitioning households.
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Step 4: Exit Conference with the Local Government Unit (LGU) for graduating and exiting households: The Program staff has to constantly coordinate with the LGU to update the status of their constituents who shall exit the Program by providing caseload inventory and begin a discussion for the official turnover of beneficiaries under the watch and supervision of the LGU through the exit conference. The graduating and exiting households must participate in the series of Exit Sessions through home visits, one-on-one or group meetings or a group work session, skills enhancement training/livelihood training, coaching sessions, and FDS as part of the social preparation program for the transitioning 4Ps beneficiaries to ensure that they fully comprehend the intervention process, exit strategy, and monitoring scheme after the exit. These sessions would also serve as an avenue for household beneficiaries who are already an organized group with an existing/developing livelihood project to present and elicit support from the CMAC Members to ensure sustainability of their existing project/s. The exit conferences shall serve as a feedback mechanism on the success of the interventions of the LGUs and 4Ps for graduating and exiting households and to discuss additional support services or convergence efforts both internal and external that may be provided, as may be determined by the C/MAC based on the HTP.

Below is the activity, timelines, and person responsible for the Step 4: Exit Conference with the LGU for graduating and exiting households.

Activity	Person Responsible	Timeline	Output/MOV
Exit Conference	C/ML/CF, Social Welfare Officer III (SWO III)/Provincial Link (PL), LSWDO, and other partner stakeholders that are necessary in the session depending on the HTP of graduated and exited beneficiary.	Within the 4 months prior to the graduation of graduating and exiting households.	Approved Summary of Agreements and Intervention Plan
Exit sessions, home visit, FDS, and C/MAC meeting	C/ML, CF, Social Welfare Officer III (SWO III), Provincial Link (PL), FDS focal, IPDO, C/MAC members (i.e. CSOs, Private organizations/ individuals, LGU Department Heads, & DILG) & graduating and exiting households.	At least 2 periods or 4 months prior to the graduation of graduating and exiting households.	Approved Summary of Agreements and FDS report

Step 5: Endorsement to LGU and/or Pugay Tagumpay (PT) Ceremony: The activity includes the official turnover of the household case folders containing the CSR, Sustainability Plan, and other supporting documents through the conduct of a PT ceremony or any other similar activities leading to the full accountability of the LGU partner on the cases. In this stage, the graduating and exiting households are

encouraged to fully engage with the LGU for the post-services program, including the monitoring and evaluation of interventions provided based on the beneficiary sustainability plan, also known as the HTP, as indicated CSR of the graduated and exited household.

Graduating households (Non-Poor, Level 3, Case Manager's Assessment) will be turned over to the LGU through the PT program ceremony, with complete KU tools attached in the case folders. Graduating and exiting households (Natural Attrition) will be turned over/endorsed to the LGU with the approved CSR. The agreed HTP will be used and must be attached as the basis for post-service intervention by the LGU, and the signed Katibayan ng Pagsang-ayon of the household. After the ceremonial endorsement, the Social Welfare Assistant (SWA)/Municipal Roving Bookkeeper (MRB) will encode the graduated and exited households to the PTEMS within 30 working days.

Below are the activities, timelines, and person responsible for Step 5: Endorsement to LGU and/or PT Ceremony.

Activity	Person Responsible	Timeline	Output/MOV
Provide clean list of graduating/ exiting households to LGU	Provincial/cluster Beneficiary Data Officer and C/ML/CF	Within 2 periods or 4 months prior to the graduation of graduating and exiting households.	List of graduating/ exiting households
PT Graduation ceremony Official endorsement/ turnover of exited/ graduated households	C/ML/CF, SWO III, PL, C/MAC members/SSW, and graduating and exiting households.	To be determined by the concerned FO and LGU	List of graduating/ exiting households
Encoding of graduated and exited households to PTEMS	SWA, MRB and/or Encoders -if available	After the ceremonial endorsement, or PT.	PTEMS Report

Step 6: Post-service Interventions, Monitoring, and Case Closure: The case manager and the LSWDOs shall come up with a monitoring mechanism acceptable to both sides in compliance. The LSWDO shall provide a regular report to the City/Municipal Operation Office (C/MOO) and/or discuss this in a regular C/MAC meeting to apprise the 4Ps of the status of graduated and exited households until eventual case termination. The post-service intervention should be indicated in the City/Municipal Action Plan (C/MAP) prepared by the LGU. The implementation of services based on the HTP shall be monitored at this stage both by the LGU as the lead unit and DSWD as a partner, together with SSW and other partner stakeholders. In the past, the 4Ps have documented several 4Ps alumni success stories, which the LGU may utilize to promote and support the 4Ps community; these are the volunteer 4Ps graduates, graduated and exited households, and organized self-help groups within their city or municipality.

To recognize the volunteer former 4Ps beneficiaries, the LGUs in collaboration and partnership with other stakeholders may provide incentives in view of their engagement and support for the active households in the form of coaching, mentoring, or as FDS resource speakers.

Monitoring, reporting, and updating of the movement of the cases of the households shall be done by LGU six (6) months to one (1) year from the exit of the households from the Program during C/MAC meetings, and the official report shall be submitted to 4Ps using the prescribed template (*See Annex C - Monitoring Tool for the LGUs Support in the Pantawid Pamilya Implementation*)⁷.

This stage fosters collaborative engagement between the DSWD, the LGU, and other government agencies and partner CSOs in order to jointly ensure that households are effectively engaged continuously to achieve an increased or sustained level of well-being and lead an independent life. The Annex C of this guidelines shall be used to track or monitor the progress of the 4Ps households. Once accomplished, the tool with relevant attachments will be submitted to the DSWD Field Office (FO) on a monthly basis through updating in the dashboard every 5th day of the succeeding month. e.g. January report to be submitted to the Central Office through 4Ps NPMO on 5th. Additionally, the LGU can use the approved C/MAP as a foundation for monitoring interventions and tracking the status of graduating, exiting & graduated and exited households that continue to receive support. The DSWD 4Ps RPMO will be responsible for ensuring that all relevant information is accurately documented and stored for future reference.

The monitoring mechanism specifically aims to:

1. Document the accomplishments and support provided by NAC members and SSW for 4Ps implementation;
2. Identify policies, programs, and services provided to graduated and exited 4Ps households and active 4Ps constituents;
3. Recognize the innovations of the LGUs in the course of implementing the Program;
4. Identify and assess LGU areas of concern for the provision of technical assistance, access to resources of private organizations or CSOs, and other social developmental interventions; and
5. Keep track of the accomplished monitoring tool by the LSWDO of the city or municipality as designated by the local chief executive. Once completed, the tool will be presented to the C/MAC and sent to the DSWD FO for further transmission to the DSWD Central Office along with any pertinent attachments.

The guidelines provide guidance to LGUs in leading the provision of post-services and support to graduating and exiting beneficiaries and identify areas of concern where the DSWD can provide technical assistance including, but not limited to social preparation, case management, and partnership.

⁷ DSWD-DILG JMC No. 001, Series of 2022,

Below are the activities, timelines, and person responsible for Step 6: Post-Service Interventions, Monitoring, and Case Closure.

Activity	Person Responsible	Timeline	Output/MOV
Establish a mutually agreed monitoring mechanisms	C/ML/CF and LSWDO	Within 4 months prior to the graduation of graduating and exiting households.	Signed agreement by LGU and C/MOO
Monitoring and Reporting	LSWDO	6 months to 1 year after the Program exit or graduation of the households	Approved Monitoring Report
Receive, capture, consolidate, and onward submit the LSWDOs Report to DSWD 4Ps-NPMO	Regional Monitoring and Evaluation Officer (RMEO), in collaboration with the C/MOO, RCM and IPDO	Monthly (included in the regional accomplishment report)	LSWDO report using the prescribed template (See Annex C)
Incentivizing the efforts of the volunteer 4Ps graduates	LGU	As needed	Lists of awards and certificates of graduated households

2. PARTICIPATION AND RESPONSIBILITY OF THE BENEFICIARY

The graduating and exiting households shall consciously and actively participate in all the graduating and exiting process hence, shall be responsible in doing their commitment in the HTP and in case conferences, FDS "Pinalakas na PT sa FDS", PT graduation ceremony, and engage with the LGU's post-service program, which includes monitoring and/or participation programs and interventions that aim to sustain self-sufficiency. The beneficiary shall participate in organizing a group of households into a people's organization (POs) or self-help group, or joining an existing people's organization.

3. INCENTIVES

The LGU in collaboration and partnership with other stakeholders may give incentives to the following:

1. Volunteer 4Ps graduates;
2. Graduates (*Education*); and/or
 - 2.1. Senior High School
 - 2.2. Technical Vocational

- 2.3. College or Tertiary Education
3. Board Passers/Placers.

Incentives that may be provided include but not limited to the following:

1. Allowances/Financial Assistance;
2. Trainings;
3. Career Development Plans;
4. Employment Facilitation and Opportunities;
5. Job Development Support;
6. Scholarships supported with the ordinances, issuances, memorandum of understanding (MOU), and or memorandum of agreement (MOA) at the provincial, city/municipal levels; and/or
7. Public recognition.

This initiative is designed to acknowledge the efforts and continuously motivate and encourage the volunteer 4Ps graduates (*college graduates, Parent Leaders, former 4Ps beneficiaries that provide meaningful services to existing active 4Ps beneficiaries*) and inspire more children of Pantawid beneficiaries to complete their education and meet Program conditions. Beyond academic recognition, it promotes long-term community development participation and economic empowerment for 4Ps households, the LGUs and partners are encouraged to develop and implement effective incentive schemes that promote independence and sustained development. (See *Annex E Proposed Incentives Program for the Senior High School, Technical Vocational, College Graduates, and Board Passers/Placers*).

VIII. IMPLEMENTING MECHANISMS AND INSTITUTIONAL ARRANGEMENTS

1. The 4Ps-National Program Management Office (NPMO) shall:

- 1.1 Develop/enrich service strategy guidelines, policies, tools, manuals, and instruction materials in support of the implementation of the KU Social Case Management Strategy and coordinate/collaborate with the DILG.
- 1.2 The **Social Services Delivery Management Division (SSDMD)** as lead in case management, shall:
 - 1.2.1. Lead in the planning, development, or enhancement of guidelines and/or activities relating to the implementation of new strategies in relation to KU, which include policies, tools, and manuals, among others;
 - 1.2.2. Collaborate with other concerned 4Ps NPMO Divisions to provide periodic or, as the need arises, technical assistance to field offices;
 - 1.2.3. Monitor, document, review, and assess strategy implementation;
 - 1.2.4. Lead in the strengthening of the implementation of the 4Ps through overseeing the administration of SWDI, and manage and/or analyze data for resource mobilization and/or referral;
 - 1.2.5. Provide recommendations to address gaps, adapt to emerging changes, and improve implementation;
 - 1.2.6. Guide the implementer, the beneficiaries, and partners with clarity on how the 4Ps will go about the process of transition towards exit and provide comprehensive and integrated social services that will foster sustained self-reliance and empowerment;
 - 1.2.7. Provide data on Program beneficiaries to the DSWD Program Bureaus as a basis for provision of appropriate services and

interventions to sustain the self-sufficiency level of well-being of the exited and graduated households; and

- 1.2.8. Receive, review, and analyze reports submitted by the Field Office.

1.3 The **Institutional Partnership Division (IPD)** shall lead in the following:

- 1.3.1. Actively seeks out developmental partners (e.g. private individuals and corporations, NGOs, CSOs, professional organizations, etc.) to address the needs and concerns of the households and engage them in collaboration with the RPMOs to facilitate immediate assistance;
- 1.3.2. Facilitate the identification of appropriate complementary support by NGAs to 4Ps households through the inclusion of SWDI/ case management results in the NAC/NTWG agenda;
- 1.3.3. Update and maintain a directory of partners at the national level for easier referral and coordination;
- 1.3.4. Facilitate and monitor the referral of Pantawid households to appropriate partners;
- 1.3.5. Maintain and Monitor the progress of C/MAP in the FOs;
- 1.3.6. Assess and evaluate partnerships vis-à-vis the graduation strategy objective;
- 1.3.7. Provide technical assistance and support to regional partnership focal based on needs;
- 1.3.8. Proactively network or liaise the RPMOs with the agencies or private organizations that have been bagged by the NPMO for possible interventions and/or services to ensure continuity of services and direct engagement of the RPMO in the process; and
- 1.3.9. Ensure that all FOs have updated MOA with the LGUs stipulating the provisions of DSWD-DILG JMC No. 001, Series of 2022, or the Guidelines in support to the Implementation of the 4Ps.

1.4 The **Beneficiaries Data Management Division (BDMD)** shall coordinate regularly (monthly basis or as needed) with the RBDOs on the data generation of a list of potential graduating and exiting households through natural attrition to ensure that national and regional data are aligned prior to the endorsement of households to partner agencies.

1.5 The **Social Marketing Division (SMD)** shall:

- 1.5.1 Develop an advocacy and communication strategy to raise awareness about the KU Social Case Management Strategy. This can involve regular communication campaigns, media engagement, and advocacy efforts to ensure understanding of the Program and gain support and commitment from stakeholders; and
- 1.5.2. Collect and showcase FOs success stories, good practices, and partner's initiatives.

1.6 The **Family Development Division (FDD)** shall:

- 1.6.1. Develop FDS manuals that will assist and help the graduating and exiting, graduated and exited households to sustain a level of well-being;
- 1.6.2. Ensure that all graduating and exiting households will undergo Pagpupugay sa Tagumpay as social preparation; and
- 1.6.3. Monitor and track the use of Talaan ng Pagbabago at Pag-unlad.

2. DSWD- Field Office and Regional Program Management Office (RPMO)

2.1 The **Regional Program Coordinator (RPC)** shall:

- 2.1.1. Ensure the guidelines are cascaded to the concern staff and well implemented in the region;
- 2.1.2. Oversee 4Ps' overall operation and administration at the regional, provincial, and city/municipal levels including the functionality of C/MAT;
- 2.1.3. Ensure that all LGUs in the regions have updated MOA with the DSWD FO stipulating the provisions of DSWD-DILG JMC No. 001, Series of 2022, or the Guidelines in support to the Implementation of the 4Ps; and
- 2.1.4. Actively engage the Regional, Provincial, and Local heads of agencies or office and legislative branches to advocate for more meaningful and responsive social and child protection policies and programs that may benefit the 4Ps beneficiaries.

2.2 The **Regional Case Management (RCM) Focal** person shall:

- 2.2.1. Ensures completeness and accuracy of the list of graduating and exiting households provided by the 4Ps-NPMO and RBDO;
- 2.2.2. Ensures the necessary activities are completed, including graduation, ensure that the list of graduating and exiting households is endorsed to Provincial Advisory Council (PAC) and Regional Advisory Council (RAC) for the endorsement of their respective Program implementers;
- 2.2.3. Conduct regular city/municipal caseload inventory of exiting and graduating beneficiaries; and
- 2.2.4. Conducted Regular (monthly or as need arises) monitoring and reporting.

2.3 **Regional Beneficiary Data Officer (RBDO)** shall generate data on potential households for exit from PPISv3 two years prior to the scheduled attrition so that interventions are provided ahead of time.

2.4 **Regional Monitoring and Evaluation Officer (RMEO)** shall:

- 2.4.1. Ensures completeness and accuracy of the list of graduating and exiting households provided by the 4Ps-NPMO and RBDO;
- 2.4.2. Ensures the necessary activities are completed, including graduation, ensure that the list of graduating and exiting households is endorsed to PAC and RAC for the endorsement of their respective Program implementers;
- 2.4.3. Conducted Regular (monthly or as need arises) monitoring and reporting; and
- 2.4.4. Consolidate the reports from the LGU and to prepare the Regional Post Service Report for approval of the Regional Director for submission to DSWD 4Ps NPMO.

2.5 Regional/Provincial Partnership Focal Person shall ensure the following:

- 2.5.1. Facilitate engagement with appropriate partners based on the identified priority needs of the 4Ps households;
- 2.5.2. Facilitate the identification of appropriate complementary support by NGAs to 4Ps households through the inclusion of SWDI/ case management results in the RAC agenda;
- 2.5.3. Maintain a directory of partners for easier referral and coordination;
- 2.5.4. Facilitate and monitor the referral of 4Ps households to appropriate partners;
- 2.5.5. Maintain and Monitor the progress of C/MAP in the region;
- 2.5.6. Assess/evaluate partnerships vis-à-vis the graduation strategy objective;
- 2.5.6. Ensure that all LGUs have updated MOA with the FO stipulating the provisions of DSWD-DILG JMC No. 001, Series of 2022, or the Guidelines in support to the Implementation of the 4Ps;
- 2.5.7. Conduct regular city/municipal caseload inventory of exited and graduated beneficiaries; and
- 2.5.8. Conduct regular (monthly or as need arises) monitoring and reporting.

2.6 Regional Modified Conditional Cash Transfer (MCCT)/Program Safeguard Focal shall assist in the implementation of 4Ps graduation strategy and lead the monitoring of C/MAP implementation in collaboration with other regional focal persons.

2.7 The Provincial Link shall lead in the following:

- 2.7.1. Based on the list of graduating and exiting households provided by the RPMO, ensure all social preparation, in compliance with the KU guidelines, is properly implemented and completed, particularly the accomplishment of the transition plan, as the basis for identifying gaps and issues of graduating and exiting households;
- 2.7.2. Provide the list of graduating and exiting households to the PAC members and respective MOOs, as the basis for monitoring and evaluation of endorsed households provided with different programs and services offered by the partner agencies;
- 2.7.3. Identify, tap, and mobilize local resources to provide opportunities for the cities and municipalities to refer clients for specialized interventions not available in their existing partner stakeholders;
- 2.7.4. Ensure that all LGUs have updated MOA stipulating the provisions of DSWD-DILG JMC No. 001, Series of 2022, or the Guidelines in support to the Implementation of the 4Ps;
- 2.7.5. Monitor and report regularly (monthly or as needed) to the RPMO on the status of graduated and exited households;
- 2.7.6. Collaborate with the Provincial Local Government Unit through the Provincial Social Welfare and Development Officers on the provision of complementary and supplementary support services to the 4Ps beneficiaries;
- 2.7.7. Include in the PAC agenda items the result of the SWDI/CM for appropriate interventions by the member agencies; and
- 2.7.8. Conduct regular monitoring and reporting within the POO and submit to 4Ps RPMO through the RCM and IPD focal person on a monthly basis, which is included in the monthly accomplishment report.

2.8 Social Welfare Officers (SWO) III shall:

- 2.8.1. Ensure that all households in the list of graduating and exiting households provided by RPMO are validated and those endorsed to the partner agencies are monitored and assisted by the case managers as to the completeness of documents required for the provision of programs and services;
- 2.8.2. Provide technical assistance to case managers in the management of households endorsed by partner agencies; and
- 2.8.3. Conduct a regular monitoring and reporting within the C/MOOs cluster and submit to the Provincial Link.

2.9 City/Municipal Links / Community Facilitators (CFs) shall:

- 2.9.1. Ensure that the household demonstrates the behavioral characteristics of an empowered family, assess family milestones and progress, determine the readiness of the family to exit the Program, and gather the express needs/gaps of the exited and graduated households for endorsement to LGU;
- 2.9.2. Ensure the completeness and accuracy of the list as to the handled caseload for exit from the Program, properly and officially endorse to the LGU during, or after the graduation ceremony, depending on the agreement with the LGU. The case folders shall contain the CSR based on the latest SCSR of the households, explicitly indicating clear progress in the level of well-being and other documents required as stipulated in the MC 10, Series of 2022, and MC No 19, Series of 2023, (Non-Poor, Level 3, and Case Manager's Assessment) while Approved CSR for Exiting beneficiaries due to Natural Attrition;
- 2.9.3. In the conduct of the Pugay-Tagumpay ceremonial exit activity, the case manager role is to assist in the planning and during the activity whether such activity will be done at the level of Regional, Provincial, City, and Municipal offices;
- 2.9.4. Ensure rigid monitoring and coordination with the respective Program implementers of partner agencies as to the provision of post-service interventions to graduating and exiting households;
- 2.9.5. Assist the households in complying with the requirements for the provision of identified needed programs and services;
- 2.9.6. Provide applicable updates on the Beneficiary Updating System;
- 2.9.7. Receive the LSWDO report and endorse to Provincial Link; and
- 2.9.8. Specific tasks of the case manager are the following:
 - 2.9.8.1. Assist the 4Ps household candidate for exit/graduation in developing the HTP;
 - 2.9.8.2. Conduct an HTP assessment with the household as basis on providing the interventions need for exit;
 - 2.9.8.3. Facilitate referral of 4Ps households to access relevant programs and services of LGU, CSOs, and NGAs partners based on HTP;
 - 2.9.8.4. Ensure that partner LGU have updated MOA with the DSWD FO stipulating the provisions of DSWD-DILG JMC No. 001, Series of 2022 or the Guidelines in support to the Implementation of the 4Ps;

- 2.9.8.5. Conduct relevant coaching and mentoring sessions with the 4Ps households to adequately prepare them for exit;
- 2.9.8.6. Engage the LGU and other stakeholders in the conduct of the PT Ceremony; and
- 2.9.8.7. Turnover the case management to the LGU and endorse graduating and exiting Pantawid households case folders to the LGU for the provision of post-program services.

2.10 **City/ Municipal Action Team (C/MAT)** shall be composed of representatives from the DSWD SLP, 4Ps, and KALAHI, if applicable, who are assigned in different cities, municipalities, or provinces nationwide. C/MAT is one of the implementing bodies of the DSWD that ensures SWDI gaps are addressed. The C/MAT shall:

- 2.10.1. Provide technical assistance to the LGUs in the development of the C/MAT anchored on the SWDI results; and
- 2.10.2. Ensure that Pantawid graduating or exiting households are prioritized in programs and services by the DSWD and other local partners.

3. Sustainable Livelihood Program (SLP) National Program Management Office shall prioritize 4Ps beneficiary households to any of the SLP services as it may be deemed necessary for other SLP clients, and provide strategies and interventions that would support the livelihood and sustained income of graduating Pantawid beneficiaries. The SLP shall assist in the monitoring and even coaching of households provided by livelihood assistance and employment facilitation.

4. Social Welfare Institutional Development Bureau (SWIDB), based on the recent organizational changes, shall lead and manage all capacity and capability building programs and interventions for the SSW.

5. National/ Regional/ Provincial/ and City/Municipal Advisory Council shall:

- 5.1. Formulates, enhances, and recommends policies and guidelines aimed at strengthening Program implementation and ensuring necessary support is provided to household members for the improvement of their well-being;
- 5.2. Monitor the improvement of livelihood of graduated and exited households and psychosocial development and document Program implementation and give appropriate support in terms of policy and Program augmentation, as well as financial allocation to household beneficiaries, if needed;
- 5.3. Conduct regular meetings (monthly/bi-monthly/quarterly) to address issues about employment, livelihood, education, scholarship, health, and others concerns to sustain the gains of graduating, exiting, graduated, and exited beneficiaries;
- 5.4. Ensure resolution of gaps and issues relating to supply-side and graduating and exiting households;
- 5.5. Received a list of households requesting aid or services from the Municipal, Provincial, Regional, or National Offices;
- 5.6. Submit reports or updates to the aforementioned offices on the list of households provided with the appropriate support; and
- 5.7. Conduct a partnership summit to address supply-side issues or gaps that will create more engagement from CSOs, NGOs and other business institutions.

6. Department of the Interior and Local Government (DILG) shall:

- 6.1. Support in the implementation of 4Ps including institutionalization of the Pugay Tagumpay as stipulated in the DSWD and DILG JMC No. 001, Series of 2022:
 - 6.1.1. Monitor the progress of the 4Ps households especially those households bound for exit;
 - 6.2.2. Lay hold of the LGUs programs and services provided for the 4Ps beneficiaries, including the aftercare or post-program services to exited households;
 - 6.2.3. Recognize the initiatives and good practices of LGUs in support to the 4Ps Program implementation documented through the monitoring tool; and
 - 6.2.4. Provision of Technical Assistance and Resource Augmentation (TARA) to LGUs based on the identified areas of concerns.
- 6.2. Support through the indicator indicated in Social Protection and Sensitivity of 2024-2025 SGLG (DILG MC. No. 2024-064) that LGUs have to comply with at least one of the three conditions:
 - 6.2.1. Local Ordinances issued by the LGUs supporting the 4Ps implementation and adopting the social case management process and graduation/exit services / intervention with budget;
 - 6.2.1. Budget allocation for 4Ps- related programs; activities for active and exited beneficiaries in the AIP, CDP or LPRAP; and
 - 6.2.1. At least 50% of graduated and exited beneficiaries are provided/facilitated with programs and services based on an agreed Exit/Intervention Plan.

7. Local Government Unit shall:

- 7.1. Continue to provide the necessary assistance and services to the households based on the crafted exit plan or summary of interventions that is also stipulated in the CSR;
- 7.2. Establish an operational system that includes mechanisms, structures, and processes to support the implementation of the KU strategy and the monitoring of active, graduated, and exited households;
- 7.3. Ensure regular funding for post-service intervention through the issuance of, but not limited to, provincial or municipal ordinances or resolutions or through local executive orders;
- 7.4. Effectively engage partners and other stakeholders to mobilize the needed resources to sustain households and prevent them from sliding back into poverty;
- 7.5. Facilitate and address the identified supply-side gaps and concerns for health, nutrition, and education to comply with the Program conditions as well as livelihood and employment promptly to enable the beneficiaries to sustain the gains of the provided programs and services;
- 7.6. Maintain an updated inventory of graduated and exited 4Ps beneficiaries and monitor the status of livelihood program availment; and
- 7.7. Take full responsibility of monitoring the progress and development of the graduated and exited households in accordance with DSWD-DILG JMC No. 001, Series of 2022, which states that the LGU shall assist the 4Ps household graduates in accessing the package of services based on the


needs and plans of the households as stipulated in their HIP. These services include, but are not limited to the following:

- 7.7.1. Personalized coaching and mentoring sessions a responses and support to mitigate potential and expressed risks and ensure the continuity of their transition progress;
- 7.7.2. Post-program services, provision of interventions through the access and availment of local programs and services, and referrals to other organizations, government, non-government, Civil Society Organizations (CSOs), and other private institutions for other necessary interventions;
- 7.7.3. Community building by sustaining the initiatives of organized groups of beneficiaries and/or communities as indicated in the sustainability plan;
- 7.7.4. Ensure support for creating ordinances or resolutions and/or executive orders supporting the seven-year program of 4Ps, local budget allocation for 4Ps implementation concerning SWDI and supply side gaps included in the annual investment plan, and hiring LGU staff to assist in the Program implementation;
- 7.7.5. Provision of other services and interventions, including disaster risk reduction and resilience programs, re-integration, housing interventions, disability support, senior citizens' pension, small business support (e.g., *temporary waiver of local social fees*), financial inclusion, small commercial loans, and others;
- 7.7.6. Ensure a package of complementary intervention and support services are available and sufficient based on the agreed household intervention/transition plan;
- 7.7.7. Ensure that the post-program services provided are based on the exit plan of Pantawid households to sustain the gains of households, and ensure that operational monitoring mechanism is established;
- 7.7.8. Ensure that the endorsed households are regularly monitored by the LSWDO for a period of one (1) year. A focal person from LSWDO has to be assigned to monitor the progress and development of the graduated and exited households;
- 7.7.9. Provide a status report on endorsed households from C/MAC meetings, and the official report shall be submitted to 4Ps from 6 months to 1 year upon the exit and graduation of the households from the Program using the prescribed template as stipulated in JMC No. 001 Series of 2022; and
- 7.7.10. The LGUs in collaboration and partnership with other stakeholders may provide incentives for the exited and graduated households as a result of case management, especially the former parent leaders, in view of their possible engagement and support for the active households in the form of coaching, mentoring, or as FDS resource speakers. Incentives may be in the form of allowances, trainings, scholarships for their children, or any other support that the LGU may deem appropriate.

IX. REPEALING AND EFFECTIVITY CLAUSE

This Circular shall take effect fifteen (15) days after its publication in the Official Gazette or in a newspaper of general circulation. This circular shall remain effective until otherwise superseded, amended, or repealed accordingly. All issuances that are inconsistent with this circular are hereby repealed or modified.

Signed in Quezon City, Metro Manila, Philippines.



REX GATCHALIAN,
Secretary
Date: 23 JAN 2025

Annexes

- A. Transition Assessment Form
- B. Case Summary Report
- C. Monitoring Tool for the LGUs Support in the Pantawid Pamilya Implementation
- D. Pugay-Tagumpay Process Flowchart
- E. Proposed Incentives Program for the Senior High School, Technical Vocational, College Graduates, and Board Passers/Placers

Certified True Copy



WILLIAM V. GARCIA, JR.
OIC-Division Chief
Records and Archives Mgt. Division **28 JAN 2025**



TRANSITION ASSESSMENT FORM

Date of Interview:		Time started:		Time ended:	
Name of Respondent:		Grantee:		Not-grantee:	
				Sex:	
Pantawid ID Number:		Date Registered to 4Ps:		Set #:	
<i>The most recent information on:</i>					
Listahanan classification:		Latest SWDI Level of Well-being:		Latest Risk Level Category:	
<input type="checkbox"/> POOR <input type="checkbox"/> NON-POOR Year: _____		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 Year: _____ Previous LOWB/Year: ____		<input type="checkbox"/> 0 <input type="checkbox"/> low <input type="checkbox"/> medium <input type="checkbox"/> high Year: _____	
Assessment of the family's development (internal/ external):					
<ol style="list-style-type: none"> 1. What are the changes/ transformation experienced by the family in the past years as 4Ps beneficiary? (check SWDI results, FRVA, HIP and other references) 2. Cite example/s of difficulties experienced by the family in the past two (2) years and how did they cope/resolve them? 3. What are the family's contingency plans in cases of shocks? Please cite specific examples. 4. Describe the present location of the family. Is it safe and secure (disaster resilient, free from violence)? 5. Describe accessibility of basic amenities to the family. If in GIDA, what are the means to access them? 6. Describe the approach and style of the household when it comes to family management and parenting. What are the roles of each family member in household chores management? Do women and children have control and access to family resources? Does every member of the family have a say/voice in important family matters that may affect them? 7. Describe the family's community connections such as participation in community activities or membership to a recognized group/association. 8. Mention if the family expressed willingness to exit from the Program 					
Based on your response above, evaluate the presence of the following:					
Criteria		Not at all (1)	Minimally (2)	Adequately (3)	Very Well (4)
1. Can the family express clear plans or vision for the future of the family?					
2. Can the family indicate milestones?					
<input type="checkbox"/> At least one (1) child who is a high school graduate <input type="checkbox"/> Has some physical assets <input type="checkbox"/> Has some savings <input type="checkbox"/> Has some employable/ entrepreneurial skills					

<input checked="" type="checkbox"/> Has stable source of income				
3. Can the family demonstrate problem solving skills to issues and challenges encountered?				
4. Can the family site examples of coping measures during difficult situations?				
5. Does the family have a transformed gender relation at home? > Practice shared decision-making > Practice shared parenting and responsibility > Practice shared budgeting and financial management > Each family member has no untoward bias to persons of different sex and gender > No presence of any forms gender-based discrimination and violence				
6. Is the family aware of community resources and institutions to tap for support?				

Description	Score
Can independently manage family needs	Average of 3.0-4.0
Can somewhat manage family needs but minimal assistance is necessary to sustain progress	Ave of 2.0-2.9
Continuous provision of CCT is necessary complemented with supportive intervention to uplift level of well-being	Below 2.0

**Get the sum and divide it by six to get the score*

Prepared by: <i>City/Municipal Link</i>	Concurred by: <i>Social Welfare Officer III</i>
--	--



CASE SUMMARY REPORT

Date: _____

I. Identifying Information:

- Grantee's Name: _____
- National ID: _____
- Sex: _____
- Birthday: _____
- Age: _____
- Place of Birth: _____
- Civil Status: _____
- Present Address: _____
- Educational Attainment: _____
- Contact information: _____
- Religion: _____
- IP Affiliation: _____
- Source of Information: _____
- Current HH level of well-being: _____
- Client Status upon Exit: _____

- Household ID Number: _____
- Date of Registration: _____

- HH Set Group: _____
- Years in the Program: _____

II. Family Composition

Name	Sex	Age	Civil Status	Relationship to the grantee	Monitored Child		Educ. Attainment	Occupation	Monthly Income	Type of Disability (if applicable)
					Yes	No				

III. Case Development

**result of the transition assessment*



IV. Interventions Provided

Interventions Provided	Date Completed/ Accomplished	Involved Parties

V. Transition/ Exit Plan

Objectives	Suggested Intervention/ Activities	Responsible Person/ Agency	Timeline	Expected Outcome

VI. Recommendation

Prepared by:

Name of City/Municipal Link
Date: _____

Noted by:

Name of the Provincial Link
Coordinator

Reviewed by:

Name of Social Welfare Officer III
Date: _____

Approved by:

Name of the Regional Program

Exit plan concurred by:

Name of the Household Grantee
Date: _____

Name of the LGU Social Worker
Date: _____



MONITORING TOOL FOR THE LGUs SUPPORT in the PANTAWID PAMILYA IMPLEMENTATION

The tool must be thoroughly accomplished. Indicate with a Yes or No each question and provide the corresponding additional information, as necessary. Further, the LSWDO is encouraged to provide comprehensive details/ remarks on suggestions/ recommendations for possible technical assistance from DSWD. An additional sheet may be attached, as appropriate, for any additional details/information.

A. Support in the implementation of the program

Indicators	Responses
<p>1. Passage of at least one (1) comprehensive local ordinance, mandating the LGU to deliver adequate social protection services including a clause complementing the Pantawid program and a package of support services to exited and graduated households as part of the LGU.</p>	<p>YES NO</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
<p>Please enumerate issued local policies (SB, EOs, LOs) related to the implementation of 4Ps, if any. (Indicate Title, Date of Passage)</p> <p>1. 2.</p>	
<p>Remarks (Suggestions/Recommendations)</p> <p>_____</p> <p>_____</p>	
<p>2. 4Ps – related program and activities included in the approved annual budget through the Annual Investment Plan (AIP), Comprehensive Development Plan (DP) and/or Local Poverty Reduction Action Plan (LPRAP) complementing the implementation of 4Ps' program</p> <p>a. Allocation of budget for 4Ps included in the AIP/LPRAP or CDP</p> <p>b. Please list all 4Ps' PAPs with corresponding budget allocation from the LGUs</p> <p>_____</p> <p>_____</p>	<p>YES NO</p> <p><input type="checkbox"/> <input type="checkbox"/></p>

<p>Total Allocated budget for 4Ps</p> <p>Covered year: _____</p> <div style="border: 1px solid black; padding: 5px; width: 80%;"> Php _____ </div>	<p>Actual spent budget for 4Ps</p> <p>Covered year: _____</p> <div style="border: 1px solid black; padding: 5px; width: 80%;"> Php _____ </div>								
<p>Remarks _____</p> <p>_____</p> <p>_____</p>									
<p>3. Facilitate and address the identified supply – side gaps and concerns for health, nutrition and education in a timely manner and has a strategic and anti – poverty interventions for graduating/exiting beneficiaries including livelihood and employment.</p> <p>a. Supply side gaps and concerns on health, nutrition and education are incorporated/ mainstreamed in the Local Poverty Reduction Action Plan (LPRAP) and are facilitated and addressed to enable the beneficiaries to comply with the program conditions.</p> <p>b. Provision of strategic and anti-poverty interventions that foster financial independence such as livelihood and employment to identified graduating/exiting beneficiaries.</p> <p>Please identify specific livelihood and employment interventions extended to the 4Ps exiting/graduating beneficiaries</p> <p>_____</p> <p>_____</p>	<table style="width: 100%; text-align: center;"> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>
YES	NO								
<input type="checkbox"/>	<input type="checkbox"/>								
YES	NO								
<input type="checkbox"/>	<input type="checkbox"/>								
<p>4. Municipal/City Advisory Council (AC) Meetings regularly (monthly, bi-monthly or quarterly) convened, presided and led by the Local Chief Executive.</p> <p>a. # of conducted AC meetings for this year? _____ schedule: please specify if monthly, bi – monthly or quarterly: _____</p> <p>b. # of AC meetings attended by the LCE? _____</p> <p>c. # of AC meetings presided by the LCE? _____</p> <p>d. # of approved resolutions by the C/MAC? _____</p> <p>e. Assisted in the assessment and ensured 100% resolution of program concerns and feedback in coordination with the Pantawid Pamilya workforce, especially C/MLs.</p> <p>Please identify 4Ps grievances resolved and coordinated with City/Municipal Links</p> <p>_____</p> <p>_____</p>	<table style="width: 100%; text-align: center;"> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>
YES	NO								
<input type="checkbox"/>	<input type="checkbox"/>								
YES	NO								
<input type="checkbox"/>	<input type="checkbox"/>								

<p>5. Designated or hired an LGU Link as LGU's counterpart in the 4Ps implementation who shall assist the assigned DSWD City/Municipal Links/Community Facilitator/Case Worker in the conduct of Family Development Sessions (FDS) and program implementation; specifically during the monitoring of the after care services.</p> <p>Total number of hired LGU link (s)? _____</p>	<p>YES</p> <input type="checkbox"/>	<p>NO</p> <input type="checkbox"/>
<p>6. Provided office space and other logistical support to the City/Municipal and LGU Links like office supplies, equipment and other paraphernalia for program implementation.</p>	<p>YES</p> <input type="checkbox"/>	<p>NO</p> <input type="checkbox"/>

B. Provision of Complementary Services under the 4Ps Kilos Unlad – Social Case Management

Indicators	Responses									
<p>1. A City/Municipal Action Plan for Pantawid in the LGUs' Comprehensive Development Plan (CDP)</p>	<p>YES</p> <input type="checkbox"/>	<p>NO</p> <input type="checkbox"/>								
<p>2. A City/Municipal Action Plan and agreements for the Pantawid Pamilya beneficiaries with specific programs and services detailing transitioning or exit procedure for an eventual exit of household beneficiaries from the program.</p>	<p>YES</p> <input type="checkbox"/>	<p>NO</p> <input type="checkbox"/>								
<p>3. Participate and attend in case conferences of identified household-beneficiaries for program exit and transfer, as well as cases involving those with special and difficult cases such as child protection issues and gender – based related cases.</p> <p>Number of case conference conducted for the year? _____</p> <p>Number of case conferences attended? _____</p> <p>Number of Gender Based related cases:</p> <p>a. Received? _____</p> <p>b. Referred? _____</p> <p>c. Resolved? _____</p>	<p>YES</p> <input type="checkbox"/>	<p>NO</p> <input type="checkbox"/>								
<p>4. Ensure package of complementary intervention and support services are available.</p>	<p>YES</p> <input type="checkbox"/>	<p>NO</p> <input type="checkbox"/>								
<p>5. Ensure provision of post – program services based on the exit plan of Pantawid households to sustain the gains of the program.</p> <p>Please enumerate all post – program services for 4Ps beneficiaries to sustain the gains of the households even after exiting/graduating from the program:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Programs and Services</td> <td style="width: 40%;"># of 4Ps graduates served</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </table>	Programs and Services	# of 4Ps graduates served	_____	_____	_____	_____	_____	_____	<p>YES</p> <input type="checkbox"/>	<p>NO</p> <input type="checkbox"/>
Programs and Services	# of 4Ps graduates served									
_____	_____									
_____	_____									
_____	_____									

6. Operational monitoring mechanism for 4Ps graduated/exited beneficiaries established	YES	NO
Please specify established monitoring mechanism for 4Ps graduated/exited beneficiaries _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
7. Participated and/or led the graduation ceremonial rite of the identified transitioning/graduating beneficiaries.	YES	NO
Number of LGU led graduation ceremonial rite? _____	<input type="checkbox"/>	<input type="checkbox"/>
Number of LGU attended graduation ceremonial rite? _____		

Other Comment/s:

Accomplished By:

(City/ Municipal Local Social Welfare and Development Officer)

Signature over printed Name
Position/Designation: _____

Contact Number (s) _____
Date: _____

Approved by:

(Local Chief Executive)

Signature over Printed Name
Position/ Designation: _____

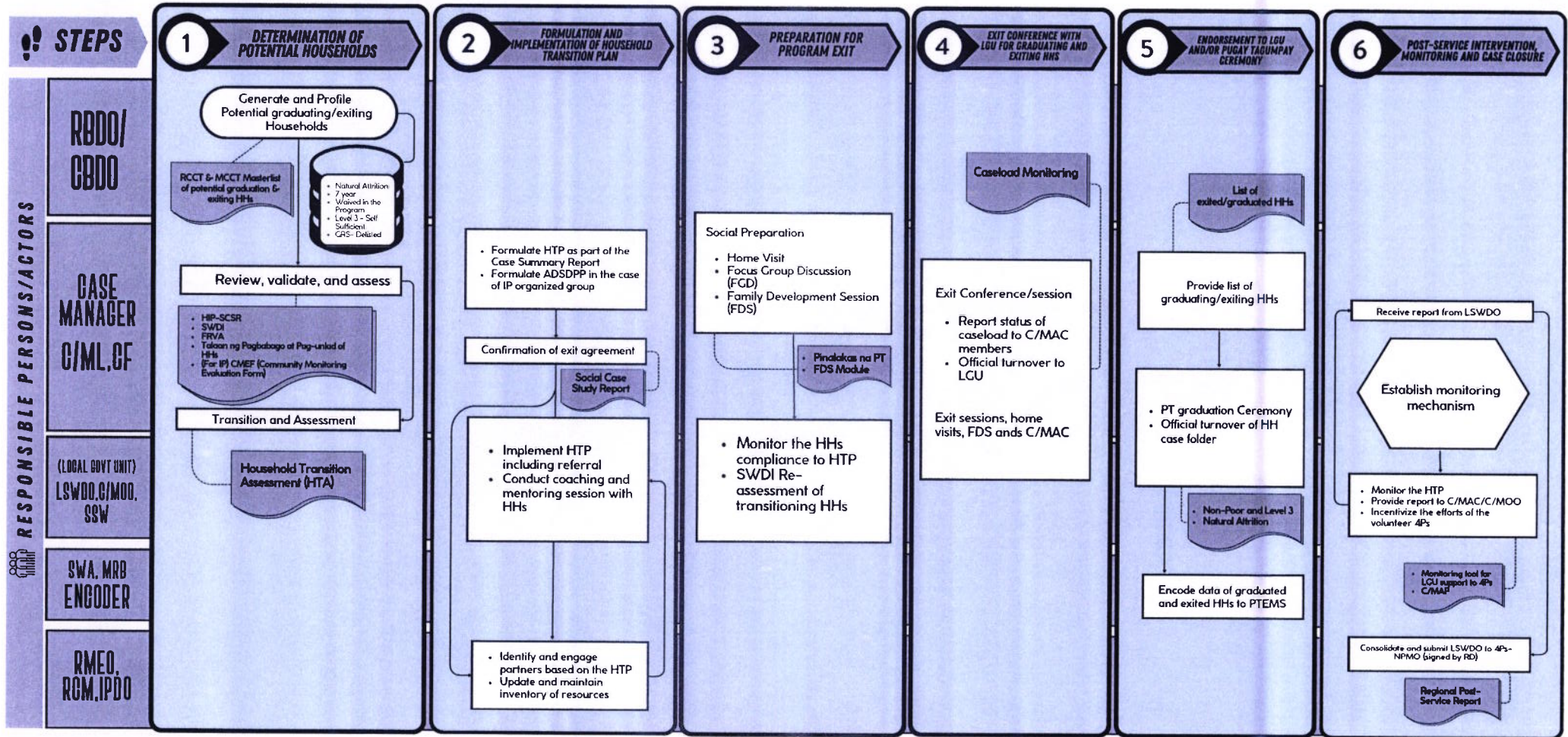
Date: _____

**MONITORING TOOL IN SUPPORT OF THE IMPLEMENTATION OF THE PANTAWID
FAMILYANG PILIPINO PROGRAM (4Ps)**

Additional Sheet (s)

Section and Item	Indicators/ Remarks/ Additional Information

PUGAY-TAGUMPA PROCESS FLOWCHART



ABBREVIATIONS:

- RBDO - Regional Beneficiary Data Officer
- CBDO - Cluster Beneficiary Data Officers
- C/ML - City/Municipal Link
- CF - Community Facilitator
- LSWDO - Local Social Welfare Development Officer
- C/MOO - City/Municipal Operations Office

- SSW - Social Service Workforce
- SWA - Social Welfare Assistant
- MRB - Municipal Roving Bookkeepers
- RMEO - Regional Monitoring and Evaluation Officer
- RCM - Regional Case Manager
- IPDO - Institutional Partnership Development Officer

- RCCT - Regular Conditional Cash Transfer
- MCCT - Modified Conditional Cash Transfer
- HIP - Household Intervention Plan
- SCSR - Social Case Study Report
- SWDI - Social Welfare and Development Indicators
- FRVA - Family Risk and Vulnerability Assessment

- PT - Pugay Tagumpay
- C/MAC - City or Municipal Advisory Council
- HHs - Household/s
- PTEMS - Pugay Tagumpay Encoding and Monitoring System



Proposed Incentives Program for the Senior High School, Technical Vocational, College Graduates, and Board Passers/Placers

1. Academic Excellence Award

- **Eligibility:** Clients who have completed their academic program (high school, college, or vocational) and achieved notable academic success (e.g., honors, distinctions, or GPA thresholds).
- **Incentives:**
 - **Certificate of Recognition** for Academic Completion and/or Achievement.
 - **Monetary Incentive:** A financial reward to support pre-employment or further studies
 - **Scholarship Opportunities:** Eligibility for scholarships (partial or full) for further education or training, either internally or through partnerships with educational institutions.
 - **Educational Materials:** Provision of books, laptops, or study materials for continued learning.

2. Career Development Support

- **Eligibility:** Graduates who have the perseverance to complete their education and are transitioning to higher education or the workforce.
- **Incentives:**
 - **Job Placement Assistance:** Access to job fairs, career counseling, and a network of potential employers, particularly for high-achieving graduates.
 - **Internship Opportunities:** Collaboration with companies or government agencies for paid internships or on-the-job training to gain practical experience.
 - **Mentorship Program:** Pairing graduates with mentors in their field of interest for career guidance, networking, and skill development.
 - **Professional Development Fund:** Financial support for enrolling in short-term courses, certifications, or workshops to further enhance professional skills.

3. Recognition and Public Acknowledgment

- **Eligibility:** All graduates, especially those with academic achievements, or special distinctions.
- **Incentives:**
 - **Award Ceremony:** A formal recognition either through Pugay-Tagumpay ceremony or any event where graduates are celebrated for their achievements, attended by community leaders, local officials, and stakeholders.
 - **Public Acknowledgment:** Announcement of their achievements in local media, newsletters, and social media platforms to highlight their success and inspire others.
 - **Graduation Feature:** A special recognition post on official websites or social media channels celebrating their academic accomplishments.

4. Community Leadership Incentive

- **Eligibility:** Graduates who have shown leadership potential and are actively engaged in community service or advocacy.
- **Incentives:**
 - **Leadership Development Programs:** Participation in leadership training, workshops, and conferences to enhance leadership skills.
 - **Volunteerism Stipend:** A financial stipend for graduates who continue to engage in community service and advocacy projects.
 - **Community Recognition:** Special recognition as role models and leaders in their respective communities.

5. Support for Continuing Education

- **Eligibility:** Graduates who wish to pursue further studies or vocational training after completing their initial academic program.
- **Incentives:**
 - **Educational Stipend:** A financial award or stipend to support tuition fees, school supplies, or other education-related expenses.
 - **Access to Online Learning Platforms:** Subscription or access to platforms offering free or discounted courses for graduates to further their knowledge.
 - **Book Grants:** Provision of funds or resources for purchasing textbooks, academic materials, or digital subscriptions relevant to their field of study.

6. Long-Term Engagement and Establishment of Alumni Network

- **Eligibility:** Graduates who are successfully employed or actively pursuing further education or career advancement.
- **Incentives:**
 - **Alumni Network Access:** Graduates will be added to an alumni network that provides access to exclusive events, job listings, and professional connections.
 - **Continuous Learning Support:** Ongoing workshops, webinars, and networking events for alumni to keep learning and growing in their careers. (optional)

Program Implementation Considerations

1. **Monitoring & Evaluation:** Regular tracking and evaluation of the program to ensure it meets the needs of the graduates and adjusts incentives as necessary.
2. **Partnerships:** Building partnerships with educational institutions, corporations, and government agencies to expand scholarship opportunities, internships, and job placements.
3. **Awareness Campaigns:** Promoting the program through newsletters, social media, and community outreach to ensure eligible clients are aware of the opportunities available to them.