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## MEMORANDUM CIRCULAR


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Series of 2003

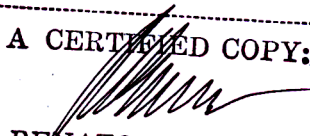
**SUBJECT: PLANNING PARAMETERS FOR CY 2003**

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In the interest of the service, the attached document, entitled, "DSWD Planning Parameters for CY 2003," is hereby adopted. These planning parameters, which resulted from extensive consultations at all levels of the bureaucracy from January -March 2003, should guide all Central and Field Offices in formulating their operational plans for the current year.

Done in Quezon City, this 14<sup>th</sup> day of April 2003.

  
**CORAZON JULIANO-SOLIMAN**  
Secretary, DSWD

A CERTIFIED COPY:  
  
**RENATO F. GILERA**  
Records Officer III

Republic of the Philippines  
Department of Social Welfare and Development  
Constitution Hills, Batasan Complex, Quezon City

**DSWD PLANNING PARAMETERS FOR CY 2003**

**I. INTRODUCTION**

The following shall be used as bases in formulating the operational plan of the Department for the current year:

□ *United Nations Millenium Declaration*

The Department as lead agency in social welfare and development adheres and supports the millenium goals as contained in the Road Map Towards the Implementation of the United Nations Millennium Declaration specifically stated in Section III, "**Development and poverty eradication**"; Section V, "**Human Rights, democracy and good governance**"; and Section VI, "**Protecting the vulnerable**".

□ *The Medium - Term Philippine Development Plan (MTPDP) 2001-2004*

The Department is supportive of the framework specifically on Chapter 5 of the MTPDP entitled "Protecting Vulnerable Groups" which sets the overall scenario and corresponding interventions to address the primary social welfare and development clients stated as follows:

*"Protecting the vulnerable groups is a prerequisite to conquering poverty and transforming Philippine society so that each Filipino can enjoy a better and dignified quality of life. However, persistent income and asset inequities, and the slow reduction of poverty limit the access of the poor to resources and opportunities and exclude marginalized sectors from fully participating in development. These constraints serve as barriers for the poor and vulnerable groups in fully realizing their potentials.*

*"To reduce vulnerabilities, social assistance and welfare, social safety nets, and social security, are necessary to prevent the poor from falling below an acceptable standard of well-being. Interventions will enable them to attain a certain level of economic status, welfare and disposition so that they may participate in and benefit from the development process."*

#### □ *The Major Final Output*

MFOs are goods and services produced/provided by the Department /agency for external clients and are classified as high and medium priorities. The DSWD major final outputs which are the services and products of the Department for external publics consists of the following: Social welfare and development policies and plan formulation, advocacy, monitoring and evaluation; Social welfare program development; Registration, licensing and accreditation services; technical assistance and capability building services in planning, implementing and monitoring social welfare and development programs/projects/activities; and Provision of support services

#### □ *The International and National Commitments*

The DSWD as signatory to various international treaties, instruments and national pledges/obligations/commitments shall continue to monitor the Department plans and performances relative to the following plans:

- Philippine Plan for Gender-Responsive Development (PPGRD) (1995-2025)
- Child 21 (2000 - 2025)
- Medium Term Youth Development Plan (1999 – 2004)
- Philippine Plan of Action for Older Persons (1999-2004)

#### □ *The DSWD Vision, Mission Goals*

In consonance with expected societal outcomes of **poverty reduction, improved status of human development index and more equitable distribution of income**, the Department has adopted the following:

##### **VISION**

"A society where the poor, vulnerable and disadvantaged individuals, families and communities are empowered for an improved quality of life."

##### **MISSION**

"To provide social protection and promote the rights and welfare of the poor, vulnerable and disadvantaged individual, family and community to contribute to poverty alleviation and empowerment through Social Welfare Development policies, programs, projects and services implemented with or through Local Government Units, Non-Government Organizations, People Organizations, National Government Agencies and other members of civil society."

## GOALS

In the performance of its mission, the DSWD takes a proactive stance in the following:

1. Formulation and advocacy of just and responsive SWD legislative agenda, policies and plans, as well as ensuring their effective implementation;
2. Identification, development and marketing of technologies for building up social capital;
3. Setting up and enforcement of Social Welfare Development standards to protect the rights of the poor and the disadvantaged to quality services;
4. Provision of technical assistance and resource augmentation to intermediaries in the implementation of SWD programs and services; and
5. Provision of preventive, protective, rehabilitative and developmental programs and services.

### □ DSWD THRUSTS AND PRIORITIES FOR CY 2003

#### A. Policy and Plans Development

1. Continuing advocacy for passage of key priority legislations in support of SWD legislation and policy reform agenda, international and national commitments identified during the National Management Development Conference;
2. Continuing advocacy for passage of local legislations in consonance with SWD and policy reform agenda, international and national commitments particularly on the creation of Office for Persons with Disabilities Affairs (OPDA) and promotion of family welfare and development;
3. Monitor compliance of DSWD on Solo Parents Act, ECCD Law and Assistance and Protection for Rape Victims, and the Comprehensive Dangerous Drug Law;
4. Coordinate in the formulation/updating of operational and sectoral plan with concerned entities foremost of which are the Philippine Plan of Action for Older Persons and Philippine Plan of Action for Filipino Family



B. Social Technology Development (Program Development)

1. Development of DSWD programs for implementation of DSWD mandate in relation to new laws;
2. Development of at least three (3) new social technologies at the national and regional level based on the emerging situation at their level as well as in response of existing issues/concerns particularly for Out of School Youth (OSY);
3. Continuing manualization of all existing technologies; and
4. Enhancement / capacity building of intermediaries for technology development

C. Social Protection of the Poor, Vulnerable and Disadvantaged Sector, Technical Assistance and Capability Building to Intermediaries

1. Continuing implementation of community and center based programs and projects
  - Augmentation and Support Services to Intermediaries on SWD Implementation of:
    - Assistance to Victims of Disasters and Calamities
    - Assistance to Persons with Disabilities (PWDs) and Older Persons (OPs)
    - Protective Services for Individuals and Families in Especially Difficult Circumstances
  - Management of DSWD Centers and Institutions as centers of excellence
  - Strengthen identified social laboratories in coordination with intermediaries
  - Protection and Rehabilitation Services for Center-Based Constituents especially children, youth and women
2. Intensify SEA interventions, with clear outcomes of improved incomes and capacities and with provisions for social protection such as SSS membership
3. Expand capacities of intermediaries and communities for disaster preparedness and response
4. Continuing capacity-building for local implementors especially for the Provincial/City/Municipal Social Welfare and Development Officers (P/C/MSWDOs) on management, service delivery and case management
5. Strengthen capacities of LGUs on delivery of services for OSY, Solo Parents, Drug Abuse Prevention and other SWD Services that the LGUs are implementing.

#### D. Standards and Compliance

1. Accelerate registration, licensing and accreditation of SWD institutions, agencies and implementors
2. Enhance monitoring system for licensed and accredited SWD agencies and public solicitations.
3. Institutionalize partnerships that would strengthen licensing, accreditation and monitoring functions among intermediaries
4. Continuing development of standards for SWD local delivery system
5. Intensify advocacy on SWD standard for implementors and donors/sponsors

#### E. Institutional Strengthening

1. Intensify efforts for RSP approval and implementation
2. Finalize CORPLAN consistent with approved RSP
3. Re-organize and strengthen the Social Welfare Institutional Development Bureau of the Department,
4. Strengthen Human Resource Management and Development Unit and External Assistance Office.
5. Formulate and adopt Training Agenda
6. Institutionalize Performance Management system at all levels
7. Improve Work and Financial Planning
8. Strengthen ICT and staff capability on ICT
9. Intensify Resource Generation
10. Strengthen advocacy and social marketing efforts on SWD issues/concerns, legislative agenda, new laws/program policies/plans/new technologies

#### F. Special Projects

1. Locally Funded Projects
  - a) Continuing Implementation of Comprehensive and Integrated Delivery of Social Services (CIDSS)
2. Foreign Assisted Project
  - a) Implementation of KALAHI-CIDSS:KKB (Kapangyarihan at Kaunlaran sa Barangay)
  - b) Continuing Implementation of Early Child Development Project (ECDP)

## II. OBJECTIVES

1. To provide the over-all directions/guidelines for the operationalization of the thrusts and priorities of the Department for CY 2003 in congruence with the Medium Term Philippine

Development Plan 2001-2004, President Arroyo's Policy Directions; the DSWD Corporate Plan cum Repositioning and Streamlining Plan (RSP); DSWD Major Final Outputs (MFOs), GAD Mainstreaming; and International and National Commitments.

2. To specify the reportorial requirements and timetable in the preparation of the plans and accomplishments at the Central and Field Office (FO) level.

### III. PLANNING PARAMETERS

#### A. *Form and Content of the National and Regional SWD Plans*

##### I. National Social Welfare and Development Plans

- The National Social Welfare and Development Plan shall contain policy directions and thrusts that is consistent with the MTPDP goal of *reducing vulnerabilities through social assistance or welfare programs and social safety net programs*. This shall also reflect the Department's thrusts and directions for the year; and priority programs, projects and services. Further, existing and emerging SWD situations at the national and regional, as well as international commitments should be presented in every plan formulation/updating.

The BP 206 Work and Financial Plan Matrix (as prescribed by the Department of Budget and Management) shall contain the DSWD targets under each Programs/Activities/Projects (PAPs) per MFOs.

- DSWD Long-Term and Medium Term Plans relative to the following International/National Commitments shall be updated annually (when necessary in view of emerging needs of the specific sector) and monitored by the concerned units from the Central Office level:
  - a) Philippine Plan for Gender-Responsive Development (1995-2025)
  - b) Child 21 (2000 - 2025)
  - c) Medium Term Youth Development Plan (1999 - 2004)
  - d) Philippine Plan of Action for Older Persons (1999-2004)
- Gender mainstreaming and institutionalization should be ensured that it is integrated in all the processes involving planning, programming, budgeting,

implementation, monitoring and evaluation of existing programs, activities and projects.

## 2. Regional Social Welfare and Development Plans

For the formulation of regional comprehensive plan including identification of regional priorities and strategies consistent with the national/inter-regional commitments; regional needs; levels of capabilities of the local government; and emerging concerns relative to social welfare and development; the FOs should be guided by the following parameters:

- The identification of the Regional Medium Term Priority Programs (MTPIP) formulated during the Regional Development Council meetings, shall be submitted to the national office for review and/or approval. Hence, proposed projects approved by the bureaus/units concerned shall be integrated in the Agency Medium Term Philippine Investment Plan. Proposed priority projects should be submitted one-year before its implementation. The Regional MTPIP should conform with the DSWD MTPDP for 2001-2004.
- Existing and emerging SWD situations in the region should be presented in every plan formulation/updating.
- The DSWD FOs shall also ensure that gender mainstreaming and institutionalization are integrated in all their processes involving planning; programming; budgeting; implementation; and monitoring and evaluation of existing programs, activities and projects.

Field Office Roles in:

### (a) *Preparation of Local Social Welfare and Development Plans*

- The *Local Social Welfare and Development Plan* shall reflect the priority social welfare programs/services based on SWD situationer (which include existing and emerging SWD situations in the specific province/city/municipality/barangay) set by the local and regional development councils to include target criteria, budgetary requirements and manpower complement.
- The DSWD FOs shall provide technical assistance to LGUs in coming up with local SWD plans that respond to SWD issues and concerns identified in the SWD situationer of the locality.

(b) *TARA Plans*

- *Technical Assistance and Resource Augmentation Plan.* In order to effectively provide technical assistance and resource augmentation to the DSWD intermediaries especially the LGUs, a customized TARA Plan shall be crafted by the DSWD and each intermediary. The TARA plan shall be appended to the MOA between the DSWD and the intermediary for the purpose.

The TARA plan shall be a mechanism in ensuring that LGUs come up with SWD situationers, local SWD plans which operationalizes international commitments at the local level, as well as, the implementation of said SWD plans.

**B. Target Setting**

The Social Welfare and Development Situationer should be used as basis in coming up with the DSWD FO and LGUs SWD plans. The situationer serves as an important tool in identifying the target communities and target clientele population for social welfare and development programs/projects/services (retained community, residential and center-based, locally and foreign-funded projects, pilot/demonstration projects, devolved). Also, targets should be based on the availability of budget/resources and manpower capacity within the target period.

**C. Data Generation**

*National Level.* SWD data and information will be generated thru PPISB using the customized program to come up with the national consolidation disaggregated by region, by sex and by age.

*Regional Level.* SWD data and information generated at the regional level using the customized program should also be disaggregated by provinces/city/municipality, by sex, and by age.

For purposes of uniformity and consistency the following definitions shall be used as reference in reporting the targets and accomplishments for residential and center-based;

**Center –based** - those services provided to the \*claim holder in a regular physical structure or "center" which operates only for a specified number of hours a day. Examples are the NVRC/AVRC, RSW and Malaya.



**Residential care** - as defined in A.O. 141 s. 2002 is a 24 hour group care that provides alternative family care arrangement to the claim holder in crisis whose needs cannot be adequately met by their families and relatives or by any other forms of alternative family care arrangements over a period of time. Examples are the RSCC, Home for Girls, Nasyon ng Kabataan and Haven.

*\*claim holder – an individual, family, group or community considered as the focus of social welfare services, whose rights are to be facilitated, fulfilled and realized. In the rights-based approach, this term replaces the term client or beneficiary.*

### III. SUBMISSION REQUIREMENTS AND TIMETABLE

#### **Reporting of Plans and Accomplishments**

- **For Central and Field Offices (Work and Financial Plan)**

The preparation of the Work and Financial Plan (WFP) based on the approved ceiling/appropriation should be done within the last Quarter of CY 2002. The Guidelines in the Preparation of CY 2003 Work and Financial Plan (**WFPD – 1**), Guide in Accomplishment of CY 2003 Work and Financial Plan Matrix (**WFPD – 2**), Work and Financial Plan CY 2003 Matrix Form (**WFPD – 3**), Definition of Terms Contained in the WFP 2003 Matrix Form (**WFPD – 4**), and Possible Goals and Corresponding Key Performance Indications of each goals under a Specific MFO for reference (**WFPD – 5**) shall be used in preparing the Work and Financial Plan.

- **For Field Offices (Operational Plan/Accomplishment)**

The following forms shall be used in submitting the operational plan and accomplishment of each Field Office:

- **MFOI Form 1 - Major Final Outputs and Indicators**
- **MFOI Form 2 - Major Final Outputs and Indicators; Social Services for Distressed and Displaced Population (Community - Based)**
- **MFOI Form 3 - Major Final Outputs and Indicators; Social Services for Distressed and Displaced Population (Center-Based)**

The above reports shall be submitted to the Central Office by each region thru e-mail using the designated filename as follows:



REGION	CODE	COMMUNITY-BASED REPORTS	CENTER-BASED REPORTS
NCR	NCR	ncr_com_1q_02.xls	ncr_rsccl_1q_02.xls
CAR	CAR	car_com_1q_02.xls	car_rsccl_1q_02.xls
I	01	01_com_1q_02.xls	01_rsccl_1q_02.xls
II	02	02_com_1q_02.xls	02_rsccl_1q_02.xls
III	03	03_com_1q_02.xls	03_rsccl_1q_02.xls
IV	04	04_com_1q_02.xls	04_rsccl_1q_02.xls
V	05	05_com_1q_02.xls	05_rsccl_1q_02.xls
VI	06	06_com_1q_02.xls	06_rsccl_1q_02.xls
VII	07	07_com_1q_02.xls	07_rsccl_1q_02.xls
VIII	08	08_com_1q_02.xls	08_rsccl_1q_02.xls
IX	09	09_com_1q_02.xls	09_rsccl_1q_02.xls
X	10	10_com_1q_02.xls	10_rsccl_1q_02.xls
XI	11	11_com_1q_02.xls	11_rsccl_1q_02.xls
XII	12	12_com_1q_02.xls	12_rsccl_1q_02.xls
CARAGA	Caraga	Caraga_com_1q_02.xls	caraga_rsccl_1q_02.xls

For Center-Based, reflected in the table is a sample for Reception and Study Center for Children (RSCC) only. For the other centers and institutions replace the RSCC with the acronym of the specific C/I sending the report.

A written notice shall be sent to PPISB upon sending the reports for the bureau's information and acknowledgement.

➤ **For Central Office (Operational Plan/Accomplishment)**

This form shall be accomplished by all bureaus and units concerned in reporting their plans and accomplishments.

- **MFOI Form 1 - Major Final Outputs and Indicators**

The plan for CY 2003 should be submitted to PPISB on or before **March 31, 2003**.

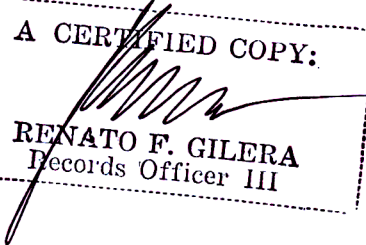
**Accomplishments.** The monitoring of the implementation of the Plan shall be on a quarterly basis. Submission of accomplishments using prescribed forms, designated filename and send thru e-mail shall be made to PPISB 20 days after the reference quarter. The following is the quarterly schedules of submission:

First Quarter	April 22, 2003
Second Quarter	July 22, 2003
Third Quarter	October 21, 2003
Fourth Quarter	January 20, 2004

A narrative report is required in every quarterly submission of the statistical report to provide other information not reflected in the statistical report and justification for every statistics reflected.

  
CORAZON JULIANO-SOLIMAN  
Secretary

LGB/MMT/AGPI/CBL/ellb  
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As of 10 March 2003

A CERTIFIED COPY:  
  
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Records Officer III