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Memorandum Circular No. 16

Series of 2010

**Subject: Guidelines on the Pagkilala sa Natatanging Kontribusyon sa Bayan
(PaNata Ko sa Bayan) Awards**

I. RATIONALE:

The Department of Social Welfare and Development (DSWD) provides for social welfare and development services to the vulnerable and disadvantaged sectors in the country with the help of various stakeholders such as the Local Government Units (LGUs), Non-Government Organizations (NGOs), People's Organizations (POs), Resource Agencies and volunteers. The tangible assistance that these groups and individuals extended, combined with the self-less commitment of the Departments' employees, have been the backbone of the agency.

Memorandum Circular No. 1 series of 2000 or the Gawad Paglilingkod sa Sambayanan (GAPAS) launched the recognition of partners for their invaluable support during the annual anniversary celebrations of the Department. Various awards were presented to the stakeholders and employees that/who have contributed to the realization of the shared vision of empowering individuals, families and communities.

The "Pagkilala sa Natatanging Kontribusyon sa Bayan (PaNata Ko sa Bayan) Awards" is a spin-off from the afore-mentioned endeavor to encourage more individuals, groups, organizations to support the programs and services of the Department. The PaNata Ko sa Bayan Award acknowledges the efforts of the individuals, groups and organizations whose **panata** or vow is to share their resources, time and selves in providing for a better opportunity for the disadvantaged sectors.

Aside from the awards previously conferred, additional awards for different groups and individuals will be granted. Criteria were developed by the concerned offices, bureaus, services and units (OBSUs) who have first hand experiences in working with the stakeholders. The following are the sub-awards to be conferred to DSWD partners and stakeholders to compose the PaNata Ko sa Bayan Awards:

- a. Salamat Po Award – a commendation of donors/resource agencies and volunteers who provided assistance in the Department's delivery of services as well as a recognition to NGOs with best practices
- b. Gawad sa Makabagong Teknolohiyang Panlipunan – an award given to either a Local Government Unit (LGU), NGO or DSWD-Field Office (FO) who has introduced a new and effective social technology deemed as best practice based on the standards set
- c. GAPAS Awards – a commendation given to a Local Government Unit (LGU) implementing DSWD programs and services such as Day Care Services and the

Kapit-Bisig Laban sa Kahirapan - Comprehensive and Integrated Delivery of Social Services (KALAHY-CIDSS), the Model Self-Employment Assistance – Kaunlaran/Kabayan and the best People's Organization i.e. the Pag-asa Youth Association (PYA), Kapisanan ng mga Liping Pilipina (KALIP) Nasyonal, National Day Care Workers Federation, Inc. (NDCWFI), Federation of Senior Citizens Association of the Philippines (FSCAP) that has significant contribution in their respective communities

- d. Gawad Ulat – a recognition of media organizations and media practitioners who were committed to advance the advocacy, promotion and publicity of the Department's programs and services

The awarding ceremony where all the awardees will be recognized will also become a venue for sharing and learning of the best experiences, technologies and system of governance for individuals, organizations, and LGUs.

II. CRITERIA

1. SALAMAT PO AWARD

1.1. Criteria for Donors/Resource Agency Category

The Resource Agency must have been providing regular/ substantive support for the past three (3) years up to the date of the nomination on any of the following programs/services:

- i. Establishment of basic community facilities and infrastructures;
- ii. Micro-finance assistance/livelihood project;
- iii. Educational/scholarship support;
- iv. Health and nutrition services
- v. Capacity-building, technical assistance and/or skills development;
- vi. Emergency relief and disaster response/rehabilitation; or
- vii. Advocacy, promotion and protection of the disadvantaged sectors i.e. rights of women and children (especially those in need of special protection), persons with disability and older persons.

1.1.1. Criteria for Best Donor - International Organization

- a. Must be duly registered with the International Organizations for Standardization;
- b. Must have provided resources, in-cash and/or in-kind in the amount of at least Ten Million Pesos (PhP 10.0 M) within three (3) years

1.1.2. Criteria for Best Donor - Corporate Institution

- a. Must be duly registered/recognized by the Securities and Exchange Commission (SEC)
- b. Must have provided resources, in-cash and/or in-kind, in the amount of at least Five Million Pesos (PhP 5.0 M) within three (3) years

1.2. Criteria for Best Volunteers (Individual and Group)

- 1.2.1. Nominees (group and individuals) must be duly registered as volunteers of DSWD.
- 1.2.2. Must have rendered volunteer services consistently with the DSWD programs and services in institutions or communities for two (2) years up to the time of nomination.
- 1.2.3. Has performed the assigned tasks as agreed upon in the work plan or terms of reference with exemplary performance.
- 1.2.4. Must have rendered the highest amount of time in one year as volunteer.
- 1.2.5. Has observed DSWD's internal policies and procedures
- 1.2.6. Has provided value-added service that benefited DSWD or its clients.
- 1.2.7. For group of volunteers, the organization must be formally organized with SEC registration and/or duly registered by the Philippine National Volunteer Service Coordinating Agency (PNVSCA) or granted accreditation by government or non-government organizations duly recognized by the government; or is informally established but is recognized as a volunteer organization by communities, groups or institutions it serves.

1.3. Criteria for Best Non-Government Organization

- 1.3.1. Minimum Requirements
 - a. Valid SEC registration and DSWD Registration, License and/or Accreditation certificates
 - b. Audited financial report for the previous two consecutive years within in timeline
 - c. Annual Report for the previous two consecutive years
 - d. At least three years of program implementation supported by certification from the concerned LGU, written testimony of a beneficiary, photo documentation, and other certifications/citations received, if applicable.
 - e. Updated Manual of Operations containing the SWDAs program and administrative policies, procedures and strategies to attain its purpose/s among others
 - f. Must not have any pending complaints filed with DSWD or other similar bodies by an individual/organization as stated in Administrative Order No. 17 series of 2008¹.
 - g. Must be an active member of the Area-Based Standards Network (ABSNET)
- 1.3.2. Must have a documented Best Practice with the following criteria

¹ Administrative Order No. 17 series of 2008 or the Rules and Regulations on the Registration and Licensing of Social Welfare and Development Agencies and Accreditation of Social Welfare and Development Programs and Services

- a. **Effectiveness and Efficiency of Scheme** – the practice must have produced exemplary results, yielded positive changes that were more than what was expected in the given time and resources. The resources needed in the execution of the practice must be reasonable or would allow the NGOs to maximize their resources.
- b. **Participatory** – must involve the active participation of the beneficiaries i.e. individual, group, or community, other organization and/or the LGUs in the implementation of the program. The contribution of the partners can be shown in any form i.e. labor, in kind, etc.
- c. **Sustainable** - the results must be sustainable and must present benefits experienced or enjoyed by the beneficiaries even after the implementation of the program. It must not foster the dependency of the beneficiaries on the organization.

2. GAWAD sa MAKABAGONG TEKNOLOHIYANG PANLIPUNAN

2.1. Criteria for Best New Social Technology by either DSWD-FO, LGU or NGO

- 2.1.1. **Responsiveness and Effectiveness of Scheme** – the technology is responsible for the improvement of the lives of the direct beneficiaries (individual, families or groups). The programs meet the needs of the recipients along the following:
 - a. Culture based – the technology is sensitive to the practices, traditions and beliefs of the community.
 - b. Needs Based – the technology responds to identified emerging needs and demands of the people.
 - c. Rights Based – the program beneficiaries are accorded basic social services which protect, promote, or fulfill their basic human rights.
 - d. Gender-Sensitive – the program is integrating a more gender-sensitive approach in responding to any gender-related issues/concerns.
 - c. Area focused – the program respects and caters to the uniqueness of one area from another but can still be adapted to suit other areas.
- 2.1.2. **Innovativeness** – the program demonstrates new and innovative strategies/techniques/models in addressing an issue.
- 2.1.3. **Transparency** – every amount spent on the program is presented to the public through a multi-level reporting and monitoring system with participation of other stakeholders.
- 2.1.4. **Sustainability** – with stable financial capability to deliver services through the following.
 - a. Institutional Sustainability – ensuring that stakeholders are technically and efficiently capable of managing the project through the following:
 - i. Creating a strong commitment to program goals with the ability to come up with operations and monitoring plans.
 - ii. Involvement of communities and all stakeholders
 - iii. Regular conduct of capacity building based on training needs

- iv. With sustained collaborative mechanism
- b. Financial sustainability – with continuous efforts to sustain the financial capability of LGUs and communities to deliver services through the following:
 - i. Encourage more funding agencies/donors which include other national and local government agencies, NGOs, corporations/companies, foundations and individuals in the community for financial support.
 - ii. Conduct of fund raising activities
 - iii. Establish sustainable revenue generating projects
- 2.1.5. **Replicability** –the technology must be replicable to other partners, implementers and stakeholders with specific and realistic goals, measurable and attainable outputs, and time bounded.
- 2.2. For LGUs and FOs, if the practice is implemented in a facility, the facility must be accredited by the DSWD-Standards Bureau (SB).
- 2.3. For NGOs, the agency must first meet the minimum requirements as stated in the Salamat Po Award's Criteria for Best NGO (item no.1.3.1).

3. GAPAS AWARD

3.1. Criteria for Model LGU Implementing any DSWD Project/s

- 3.1.1. Must have been implementing a SWD project for the past three-years.
- 3.1.2. Must have been able to provide counterparts (cash or in-kind), required or not, for the implementation of the program
- 3.1.3. With resolutions/ordinances passed in support of and for institutionalization of the programs/services
- 3.1.4. Must have submitted updated reports (accomplishment/financial/progress) to the FOs
- 3.1.5. Must have incorporated in the LGUs Annual Work and Financial Plan the project implementation.
- 3.1.6. Must have documented best practice on the project implementation with criteria as stated in Salamat Po Award's Criteria for Best NGO (item no.1.3.2.).

3.1.7. Additional Criteria for Model LGU Implementing Day Care Service (DCS)

- a. All barangays must have at least one (1) Day Care Center (DCC) and a Day Care Worker (DCW)
- b. With 85% of its barangays with functional Barangay Council for the Protection of Children (BCPC) with passed resolutions/ordinances and programs for children.
- c. With existing investment plan for children to include the development plan for children ages 0 to below 18 yo.
- d. With at least 80% of DCCs accredited and 80% of DCW accredited

- e. Salary/honorarium of the Day Care Workers is Salary Grade (SG) – six (6) or above
- f. Has at least 90% enrollment/participation rate among the 3-5 year old children in the Early Childhood Care Population in the barangays with computation as follows:
 - Number of children enrolled in Early Childhood Education
 - Number of 3-5 year old children in the barangays
- g. Must have a maximum of 10% drop-out rate among enrollees.
- h. LGU has initiated/organized capability building activities for DC Service Providers
- i. DCCs have organized Day Care Service Parents' Group with officers and policies implemented..

3.1.8. Additional Criteria for Model LGU Implementing KALAH! CIDSS

- a. Has created a space for Community Driven Development (CDD) by improving local policy environments, leading to greater participation, transparency and social accountability.
- b. Promotes good governance and participatory development through the conduct of Grassroots/Civil Society Dialogues and other similar activities, leading to meaningful state-citizens partnership for development.
- c. Managing/Leveraging resources for community-led development efforts, leading to increased development resources spent for the disadvantaged sectors in the community.

3.2. Criteria for Best People's Organization (PYA, KALIPI Nasyonal, NDCWFI, FSCAP)

- 3.2.1. Recognized in the community and must have been organized and operational for the past three years with existing Constitutions and By-Laws and submitted accomplishment reports to FOs
- 3.2.2. Has a valid SEC registration certificate.
- 3.2.3. Regular weekly meetings are conducted with at least 75% attendance with minutes of the meeting prepared
- 3.2.4. Has an updated annual progress and accomplishment report based on the action plan
- 3.2.5. Has Annual Plan of Action with corresponding budget
- 3.2.6. Has monitoring and evaluation scheme
- 3.2.7. With existing local and national networks
- 3.2.8. Has been implementing innovative programs/projects for its members
- 3.2.9. Practices transparency on organizational transactions
- 3.2.10. Has lobbied/advocated for legislation and programs for the sector

3.3. Criteria for Model Self-Employment Assistance – Kaunlaran Association/Kabayan

- 3.3.1. The SEA Kaunlaran Association/Kabayan must have been operating for at least one year after seed capital was received.
- 3.3.2. Self Governance and participation – ability of the SEA Association/Kabayan to manage its members according to its rules and regulations such as the following:
 - a. With actively functioning committees
 - b. Members, officers and committees within the organization perform their roles and function according to the constitution and by-laws
 - c. Non-credit schemes are being planned and implemented accordingly
 - d. Regular weekly meetings are conducted with at least 75% attendance with minutes of the meeting prepared.
 - f. At least 75% of the members of the SKA/Kabayan participate in the organization's activity
 - g. Planned activities are anchored with the Vision, Mission and Goal of the SKA/Kabayan.
- 3.3.3. There is a 100% rollback rate and on time payment of loan amortization schedule.
- 3.3.4. At least 15 members for association and 75% of the members for Kabayan have sustained their individual micro enterprise project.
- 3.3.5. The group has savings in accordance to existing policies such as Equity Capital Build-Up (50% of weekly loan payment) and Emergency Fund (amount set by the organization) contributed by the members of the SKA/Kabayan.
- 3.3.6. The Association/Kabayan should have updated financial documents ready for verification compliant of the FMS set by the program.
- 3.3.7. The group has engaged in internal-lending and extension of loans to non-members using the SKA/Kabayan savings.
- 3.3.8. The group has the ability to continue the project after the pull-out of the DSWD interventions as evidenced by a sustainability plan and the organizations' savings
- 3.3.9. Have implemented community projects that respond to the community needs.

4. GAWAD ULAT

The nominees under these categories will be judged based on general and specific criteria listed below:

- i. Must have consistently helped/supported in promoting public awareness and understanding of social welfare and development policies, programs, projects and services for the period of January to September (1st to 3rd Quarter) of the current year; and

- ii. Stories must be factual and have shown originality, creativity and quality in writing and reporting SWD issues and concerns
- iii. Nominated newspaper, TV and radio stations must have national coverage while the beat reporters must have published stories on publications with nationwide coverage.

4.1. Criteria for Most Supportive Newspaper

The newspaper must have provided the highest amount of free column centimeters for the publication of positive DSWD stories, letters to the editors, public service announcements, photos and other DSWD-related articles.

4.2. Criteria for Most Supportive TV Station

The TV station must have provided the highest amount of free airtime for the broadcast of positive DSWD stories, public service announcements and media interviews of DSWD officials, beneficiaries and partners.

4.3. Criteria for Most Supportive Radio Station

The radio station must have provided the highest amount of free television airtime for the broadcast of positive DSWD stories, public service announcements, and media interviews of DSWD officials, beneficiaries and partners.

4.4. Criteria for Most Supportive Beat Reporter (Print)

The reporter must have authored the most number of positive/challenging DSWD stories published.

III. PROCESS OF NOMINATION

1. The submission of nomination will be every September 1 to October 31. Screening and validation of short listed nominees will be conducted from November 1 up to December 1.
2. The DSWD Field Offices, DSWD Attached agencies and the Offices/Bureaus/Services/Units from the DSWD Central Office through the respective Cluster Heads (hereto referred as nominators), may nominate or endorse nominations to the Awards Secretariat. The nominators may provide a maximum of five nominees for each category.
3. Previous nominees may be re-nominated on the succeeding year supported by a new justification to supplement previous nomination.
4. If needed, the nominator must be ready to present the original documents to the Secretariat as part of the deliberations.
5. The completeness and accuracy of the entry has a significant bearing on the nomination. Entries with incomplete submission of supporting documents shall not be given due course.

6. Nominees should not be related within the third degree of consanguinity or affinity with any member of the "PaNata Ko sa Bayan Awards" committee of the current year's Anniversary Committee.
7. Non-compliance to these guidelines may result in the non-inclusion of the nominee for the selection.

IV. SELECTION AND JUDGING

1. Appointment of an Assistant Secretary as chair of the Awards Committee shall be done yearly. The chair shall identify a Secretariat that will be in charge of the consolidation of all the endorsed nominees. The committee shall screen and review all the entries for accuracy and completeness in accordance to the Award Guidelines and prepare a short list of possible winners in the category assigned per member. The representatives of the following offices shall compose the committee with the corresponding assigned categories:

Bureau/Office	Category
1. Policy Development and Planning Bureau (PDPB)	Resource Agency under the Salamat Po Award
2. Standards Bureau (SB)	Best NGOs under the Salamat Po Award and Best New Social Technology
3. Social Welfare and Institutional Development Bureau (SWIDB)	Best Volunteers under Salamat Po Award
4. Social Technology Bureau (STB)	FO, LGU and NGO under Gawad sa Makabagong Teknolohiyang Panlipunan
5. Social Marketing Service (SMS)	All Categories under the Gawad Ulat
6. Program Management Bureau (PMB)	Model LGUs implementing Day Care Service, Best People's Organization and Model SEA-Kaunlaran/Kabayan under the GAPAS Award
7. National Project Management Offices (as needed)	Model LGU Implementing any DSWD Project/s under the GAPAS Award

The composition of the Award Committee and the Secretariat in the Field Offices will be a prerogative of the respective Directors. The FO Committee will be in-charge of the selection of nominees from their respective regions for all the categories.

2. The members of the Secretariat may require additional information thru the nominators; conduct an interview or other means of verification.
3. A shortlist of possible winners shall be presented to the Anniversary Committee Chairperson and the EXECOM for the selection of the winners and concurrence.
4. A notice of the result of the selection and criteria for selections/judging shall be sent to all the nominees and nominators.

V. AWARDING

1. The award shall be conferred in January of every year at the DSWD Central Office Auditorium at Batasan Hills, Quezon City during the anniversary celebration.
2. The Awardee/s for each category will receive a plaque citing the highlights of their contribution and/or significance of their partnership with the Department and cash incentives for the awardees subject to availability of funds (as per budget allotted every year from the DSWD Anniversary Budget).
3. The winners will be invited to participate in activities organized by the Anniversary Committee or other DSWD Offices/Bureaus/Services/Units as a resource person e.g. ABSNET meetings, special events or other similar activities to advocate the principles of the award and the vision of the Department as well.

VI. EFFECTIVITY

This Memorandum Circular supersedes Memorandum Circular No. 1 series of 2000 otherwise known as Gawad Paglilingkod sa Sambayanan (GAPAS) and shall take effect immediately upon its approval.

Issued this ~~13th~~ day of September 2010 in Quezon City, Philippines.


CORAZON JULIANO-SOLIMAN
Secretary