



Republic of the Philippines
Department of Social Welfare and Development

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MEMORANDUM CIRCULAR 15
Series of 2012

AUG 23 2012 12:11

LEGAL SERVICE

RECEIVED BY: fe

SUBJECT : Guidelines on the Pilot Implementation of Modified Conditional Cash Transfer Program for Families in Need of Special Protection (FNSP)

I. Rationale

Families in need of special protection is an emerging and growing concerns on the area of social protection. Usually, when a member of the family is affected by difficult circumstances, the whole family is also affected. These families include those who are displaced in their homes due to various circumstances such as those who were victims of manmade and natural-made calamities, IP migrant families, informal settlers pursuing for better economic opportunities, and families with children in need of special protection such as children with disabilities, street children, out-of-school, child labor, abandoned and abused including those who were victims of other forms exploitation.

Families abound with a variety of cases of children in difficult circumstances who need specialized model of interventions. These families vary in types and composition such as a family of two or more siblings living together, nuclear, a combination of extended and nuclear families and with mixed relationships. Regardless of the type of families, they are the ones not usually captured into the regular Conditional Cash Transfer Program.

The Pantawid Pamilyang Pilipino Program hopes to strengthen the coverage by targeting the families in need of special protection to provide and strengthen the safety, protection and development of children in difficult circumstances. It is a modified approach designed to maximize the reach of the Conditional Cash Transfer Program for the purpose of helping families and children in difficult circumstances overcome their situation and mainstream them into the regular CCT while generating appropriate resources and services in the community.

II. Objectives

1. To bring back children to schools and facilitate their regular attendance including access to Alternative Delivery Mode and other special learning modes
2. Facilitate availment of health and nutrition services through regular visits to the health center
3. To enhance parenting roles through attendance to Family Development Sessions
4. To bring back children from the streets to more suitable, decent and permanent homes and reunite with their families.
5. To mainstream Families with children in in need of special protection for normal psycho-social functioning through Pantawid Pamilya Program.

III. Target Beneficiaries

The target beneficiaries shall be the poor families with 0-14 year old children and are in need of special protection as follows:

1. **Street children and families in Pockets of Poverty not covered by the regular CCT**
These are families (street families no longer residing in their homes) who spend majority of their time on the street because it is where they earn their livelihood. These families return home usually to their communities or relocation sites on a regular basis. Most of them are informal settlers in key cities.
2. **IP Migrant families** – they are families of indigenous descent who are most often seen in the streets of highly urbanized cities or as rural migrants.
3. **Families with Children with Disabilities**—Children with disabilities include those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others (Article 1 of UNCRPD) and who are unable to go to school due to their handicapping conditions.
4. **Families of Child Laborers** - they are the families who have children who work in regular and sustained labor in small industries, mining, agriculture, etc. that prevents the child from enrolling in schools.
5. **Displaced families due to manmade and natural disasters and other environmental factors** –they usually are victims of fire, typhoons and other form of disaster and calamities and whose properties were lost during such events and other factors such as income displacement, death of the main breadwinner in the family and other forms of crisis in the family.
6. **Other Families in Need of Special Protection** – include families or households whose children were abused, abandoned, exploited, orphaned, in or on the streets and are not in school and in difficult circumstances.

Further children in need of special protection such as the abandoned and abused children shall also be covered by the Modified CCT. These are the children in drop-in centers, temporary shelters and rehabilitation centers or other institutions. In this case, the social workers in said centers shall serve as their guardians until they are reunited with their families.

IV. Criteria in the Selection of Households/Families in Need of Special Protection

1. Families in Need of Special Protection to include but not limited to street families, street children, IP Migrant Families, Families with Children with Disabilities, Families of Child Laborers, Displaced Families due to Manmade and Natural Disasters and other families in need of special protection

2. Children in Need of Special Protection but no longer with their family or no family at all
3. FNSP with children aged 0 – 14 years old or have pregnant woman in the household
4. Are willing and able to commit to meet the conditions specified under the program

V. Program Conditionalities

The conditionalities of the Modified Conditional Cash Transfer for Families in Need of Special Protection shall be as follows:

a. Family Development Sessions

- Weekly attendance to the Family Development Sessions for the first 2 months
- Twice a month attendance to FDS/Family Counseling Sessions for the next two months
- Once a month attendance to FDS/Family Counseling Sessions for the succeeding months

b. Education

- Attendance to Alternative Mode of Learning or formal school

c. Health

- Visit to health centers

d. Permanent Home

- Residing in a permanent home after six months of social preparation

The above conditions though shall be implemented based on the readiness of the beneficiaries except the attendance to Family Development Sessions and/or Family Counseling Sessions.

VI. Area Coverage

1. Highly Urbanized Cities (Cebu, Davao City, Angeles City, Olongapo, Iloilo, Bacolod, Zamboanga, Cagayan de Oro and Baguio), and other cities and municipalities with cases of families (and/or with children) in need of special protection nationwide.
2. Pantawid Pamilya areas with mining industry, big plantations and factories and similar situations nationwide
3. Cities in National Capital Region to include Manila, Quezon City, Pasay, Pasig, San Juan, Muntinlupa, Parañaque, Caloocan where poor households who have children of special needs are not yet covered by the program.

VII. Partnership with the Civil Society Organizations

The Modified CCT for Families in Need of Special Protection will be implemented by the Field Offices in collaboration with Civil Society Organizations (CSOs) in the region who have the capacity and existing program for Families in Need of Special Protection.

Types of partnership shall be as follows:

1. **CSO/NGO- run Modified CCT** – operational implementing cost shall be transferred to the CSO and shall undertake the whole process of identification of beneficiaries to enrollment and delivery of support interventions.
2. **Modified CCT as CSO/NGO & LGU Support Intervention** – The Modified CCT shall be adopted by the CSO as a support intervention and as part of their rehabilitation plan to the existing family beneficiaries of the CSOs.
3. **DSWD – run Modified CCT (mobilizing Individual CSO members)** – Modified CCT shall be fully implemented by the DSWD, and CSO participation will be limited in the form of direct hiring of CSO members in their individual capacity as temporary contract workers on activity basis.

Depending on the agreed partnership with the CSOs/NGOs, the following areas of collaboration with the CSOs/NGOs shall be undertaken:

- Assessment and validation of target beneficiaries and their families
- Community/Group Assembly and Registration
- Case management, monitoring, evaluation and documentation
- Conduct of capacity building activities for the staff and beneficiaries such as Family Life Education and Counseling, parenting education, youth value formation and other family development/enrichment programs/activities
- Monitoring and reporting of compliance as basis for preparation of payroll
- Implementation of Support intervention services including the Family Development Sessions
- Referral and follow-up of support services for special cases/concerns as part of case management plan

Other matters such as financial arrangements with the partner CSOs, compliance to requirements shall be in accordance with Revised Guidelines in the Granting, Utilization, Accounting and Auditing of the funds released to Non-Governmental organizations/People's Organization (NGOs/POs) through Circular No. 2007-001 of the Commission on Audit.

VIII. Cost Parameters for CSO Engagement in the Implementation of Modified CCT (based on Pantawid Pamilya 2012 Cost Parameters)

1. DSWD Allocation for Operational Cost

a) Required staffing:

- 5 caseworkers/social workers/organizers at 200 Households per worker
- 5 Child Welfare Aid at 200 households per worker
- 1 Family Counsellor/Psychologist

Note: To follow the salary grade of existing positions at Pantawid Pamilya.

b) Communication Cost

Mobile phone allowance:

- Social worker at P500.00 per month
- CWA at 300 per month
- Psychologist at P500 per month

c) Travelling Allowance

Travelling allowance is to be computed at per capita of 69 pesos per household or P1,380 per month per worker or maximum of P2000 per month based on actual travel cost.

d) Office supplies and materials

1. For Modified CCT Project operation - P5.00 per capita/household per month or P5,000.00 per month per CSO with 1000 Households
2. Trainings – P100 for 2 days training exclusive of travel time and P150 for 3 days training exclusive of travel time

e) Board and Lodging for Beneficiaries and other Related Activities

- Beneficiary level at P500-P900 per beneficiary/participant per day

f) Board and Lodging for Training and other Related Activities for the DSWD staff and key partners and other stakeholders

- P1,500 to P1,800

g) Honoraria for Resource Persons for DSWD Capability Building Activities

Honoraria for Resource Persons will range from P500 per hour to P1000 per hour depending on the area and level of expertise and educational background of the resource persons.

h) Assessment Validation of Household Beneficiaries at per Capita Cost – P130.00

This will apply only to the DSWD initiated household assessment for Modified CCT e.g. Supplies, travelling cost and other administrative expenses

i) Management Cost

Management Cost – logistical and general management expenses to include Supervisory Meetings, staff meeting, TA and monitoring at P20,000.00 per CSO per month

2. CSO Counterpart/Participation Equity at 20%

- a) **Utility Cost** - Electricity and Water
- b) **Maintenance cost** and the use of office equipments (computers, fax machines, photocopier, etc)
- c) **Office Rental**
- d) **Cost of office communication** – internet expenses, telephone landline and fax
- e) **Other Personnel Cost** – technical and administrative staff

The participation equity should be part of the overall liquidation of the total funds transferred to the CSOs/NGOs.

IX. Implementing Procedure

The following general procedures shall be undertaken by the DSWD and/or jointly with the partner CSOs /NGOs and the Local Government Units in implementing the Modified CCT for FNSP:

A. Pre-Implementation Phase

1. **FO, CSO and LGU consultations and orientations**
2. **Preparation and release of Special Order for the organization of the Regional Selection Committee to compose the following:**
 - Asst. Regional Director – Chair
 - CSO Focal (Standards Unit)-Co-Chair
 - Management/BAC/Procurement - Member
 - Finance Representative - Member
 - RAC/RIAC Representative – Member
 - PAC Representative (of area to be covered) - Member
 - Regional Coordinator – as the overall head of the Secretariat of the Selection Committee with the Coordination with Partner Agencies staff as members of the Secretariat
3. **Identification, screening and selection of potential CSO partners as follows:**

- a) In deference to DSWD mandate on the regulation of CSOs/NGOs and in pursuit of strengthening the accountability system covering government funds, only CSOs/NGOs registered, licensed and/or accredited by the DSWD shall be eligible for any transfer of DSWD funds.

- b) Mapping of eligible CSOs/NGOs and sending of invitation for proposal submission

- c) Conduct of pre-screening to the CSOs/NGOs ensuring that the following criteria are met by the CSOs/NGOs:
 - Good track record on project for street Families and other Families in Need of Special Protection
 - Registered/licensed to undertake projects and accept contracts
 - Presence of specialized staff to handle Families with special needs
 - Has established office in the city/municipality where the project will be implemented.
 - Has documentation procedures (case management) and on-file case records of families and/or children in need of special protection

- d) To pre-validate availability of the following requirements once selected for partnership in the program
 - SEC/CDA/DOLE Registration or Certificate
 - Articles of Incorporation or Certificate of approval by SEC or CDA
 - Financial Audited Report by a CPA
 - Annual Reports (if more than 3-year operating
 - WFP, Sources and Details of 20%
 - Documented projects
 - Sworn Affidavit that none of the incorporators/organizers/officials is an agent of or related by consanguinity or affinity to 4th degree to any officials of the DSWD.
 - Complete Project Proposal/Workplan

- e) CSOs/NGOs shall not be eligible for partnership or transfer of DSWD funds under the following conditions:
 - CSOs/NGOs found to have; materially violated the provisions of the Memorandum of Agreement (MOA) with DSWD, among others: non-delivery or incomplete delivery of program /projects as approved by

DSWD and stipulated in the MOA: non-liquidation of cash advances; fraudulent liquidation of cash advances, and other similarly related cases;

- CSOs/NGOs with derogatory reports from other agencies of the government as certified by said agency;
- CSOs/NGOs which one or more members/s of the board is/are members of the board of another CSOs/NGOs blacklisted by the DSWD;
- CSOs/NGOs which member of the board is a separated official/employee of DSWD on grounds of moral turpitude
- CSOs/NGOs in employ of separated official/employee of DSWD on grounds of moral turpitude and whose work in the NGO is involved directly or indirectly in the planning and/or implementation of the proposed project with the DSWD;
- Other related cases.

4. Convening the Regional Selection Committee with the following responsibilities and tasks:

- a) Review of technical documents in terms of compliance of the CSO in meeting the qualification criteria for the establishment of partnership
- b) Conduct eligibility validation
- c) Check and ensure authenticity of submitted documents
- d) Recommend CSOs meeting the criteria and requirements of partnership
- e) Submit technical evaluation report to the SC Secretariat
- f) Facilitate submission for approval by the Regional Director upon endorsement the Secretariat of the Selection Committee

5. Technical review of the submitted proposals of the CSOs/NGOs upon submission to the Secretariat based on evaluation parameters as follows:

Area	Description/Indicators	Per Indicator	Overall Rating
Years of Experience and Good Track Records	• Updated Certificate of Good Standing from SEC	2.5	10%
	• Audited Financial Statement/Report of the previous year	2.5	
	• Annual Accomplishment Report of the previous year	2.5	
	• Minimum of 3 years in operation	2.5	

Technical Expertise	• Presence of Updated Operations Manual/Handbook	5	20%
	• With Registered Social Worker	5	
	• Licensed SWADA	5	
	• Accredited SWADA	5	
Project Management	• Updated List of Governing Board Members/Trustees	5	30%
	• Updated List of Employees	5	
	• Operational Financial Management System <ul style="list-style-type: none"> ➤ Financial Database or existence of Financial and Accounting Records ➤ Work and Financial Plan for the two (2) succeeding period CY/FY 2012-2013 	5	
	• Operation Monitoring and Evaluation System <ul style="list-style-type: none"> ➤ Inventory of Caseload ➤ Periodic General Assembly ➤ Supervisory Meetings and TA 	5	
	• With existing program and operations funds for two-year operation	5	
	• With Existing Physical Facilities for Center-based and Community-Based Programs for FNSP & CSNP <ul style="list-style-type: none"> ➤ Updated Building Structural Safety Certificate ➤ Updated Fire Safety Certificate ➤ Updated Water sanitation project and potability certificate 	5	
Participation Equity	• 20% Counterpart in the Overall Cost in the Implementation of Modified CCT	20%	20%
Technical Proposal &	• Clarity of Objectives, mechanics and implementing procedures	10%	30%

Plan	• Realistic Implementation Timeline	10%	
	• Appropriateness and workable Implementation Arrangement	10%	

6. Preparation of Memorandum of Agreement and Term of Reference with CSO/NGOs to include the following:

- a) Project Name/Background
- b) Systems & Procedures
- c) Time schedules/periodic inspections & evaluations
- d) Periodic Financial and Physical Status Reports
- e) Monitoring/spotchecks of project implementation and verification of finance
- f) Visitorial audit by COA
- g) Institute Legal Actions/system by GO against defaulting CSOs
- h) Provision of separate saving account for DSWD partnership
- i) Participation equity of 20%

7. Contract Signing with the CSO/NGOs specifying their roles and responsibilities as partner in implementing the Modified CCT shall be processed and signed by the Field Office Director concerned within the jurisdiction of the Field Office. The MOA shall also support the transfer of funds to the CSOs/NGOs and all the conditions and information required by the Commission on Audit from the CSOs/NGOs pursuant to Item 4.5.3 of COA Circular No. 2007-001 or the Revised Guidelines in the Granting, Utilization, Accounting and Auditing of the funds released to Non-Governmental organizations/People's Organization (NGOs/POs) which include the following:

- a. Limitations on the use of funds transferred to NGO/PO pursuant to Item 6.2 of COA Circular No. 2007-001;
- b. A solidarily liability clause which shall establish the accountability/liability of all officers of the NGO in the event it fails to liquidate or misappropriate the funds or lose the same by any circumstance;
- c. Allow visitorial audit by the officials and personnel of the Commission on Audit
- d. Institution of legal action by DSWD against the NGO/PO should it fail to complete a project covered by the MOA, or for a material violation of the provisions of the MOA, or of this Circular, and in any of these cases.

8. Transfer of Funds to CSOs/NGOs

The fund transfer to the CSOs/NGOs shall retain their character as public funds; hence, the CSOs/NGOs shall maintain a separate savings account for each project funds received from the DSWD. The requirements shall be as follows:

- a. The CSOs/NGOs shall keep and maintain financial and accounting records of the funds transferred by the Department in accordance with Philippine Accounting Standards, submission of the financial reports to DSWD as agreed upon in the MOA, and to make available to DSWD and/or COA Auditors all records and documents, including disbursement vouchers relative to the utilization of the funds transferred.
- b. The return of by the CSOs/NGOs to DSWD of any amount not utilized to complete the project, including interest, if any.
- c. The submission to the DSWD of the final Fund Utilization Report certified by its Accountant and approved by the Board of Directors sixty (60) days after the completion of the project and all supporting documents are required under Item 5.4 of the same COA Circular.
- d. The selected CSOs/NGOs shall submit a Resolution signed by all its officers and board members or trustees stating that all of them officers and board members or trustees are aware of their NGO/PO transaction with the Department and that they are solidarily liable in case of non-liquidation, misappropriation or loss of the funds. Said Resolution shall form part of the MOA. It shall also submit an attestation that said officers and board members or trustees are the current set of officers of the NGO together with the addresses of their residences. Any changes in the address of the CSOs/NGOs or any of its officers and board members or trustees and in the composition of the Board shall be communicated to DSWD immediately.
- e. In the procurement of any type of goods or services out of the Modified CCT funds, the CSOs/NGOs shall conduct simple bidding or canvass to ensure the best terms and quality of the purchase.
- f. The CSOs/NGOs shall put up equity to the project equivalent to 20% of the total project cost, which may be in the form of labor, facilities, equipment and the like, to be used in the project.
- g. No portion of the funds shall be released to the CSOs/NGOs before the signing of the MOA. Checks issued by the Department covering the release of funds to the CSOs/NGOs shall be deposited to its savings or current accounts for DSWD Partnership on Modified CCT.
- h. Request for transfer of funds shall emanate from the RPMO Office thru the Secretariat of the Regional Selection Committee established for this purpose. The request for transfer of funds shall be processed provided all the required documents are complete as follows:

- Approved project proposal and Workplans
 - Sub-Allotment Advice
 - List of Target Beneficiaries
 - Signed MOA and TOR
- i. RPMO to submit to the NPMO the approved project proposal and workplan of the awarded CSOs including the required documents as basis for the sub-allotment of funds
 - j. NPMO to request sub-allotment of funds to the field office, and the Finance Unit to sub-allot the funds to the FO based on the total fund specified in the approved project proposal.
 - k. Release of funds to the CSO shall be in three tranches as follows:
 - 30% - Initial Release
 - 40% - Second Release
 - 30% - Third Release
 - l. RPMO to facilitate preparation of Obligation Request with Disbursement Voucher attached the above requirements.
 - m. Initial Transfer of funds to the CSOs. All funds shall be deposited to the Saving Account of the CSO/NGO intended for DSWD Partnership on Modified CCT.
 - n. Succeeding transfer of funds shall be facilitated upon completion of the following:
 - Full liquidation of first/previous tranche of funds released to the CSOs/NGOs
 - Spot Check Results and Recommendation of Regional Management Audit Analyst
 - Submission of Accomplishment Report

B. Implementation Phase

Phase 1 - Identification, assessment and validation of beneficiaries

- a. Mapping of available data on street children, street families and other vulnerable poor to establish the initial target of the region or the CSO/NGO based on CSO/NGO records, the LGUs and other data sources.
- b. Center-based and community-based potential beneficiaries as specified in Item III shall be covered by this project.
- c. Gathering of data of families and children in need of special protection. Conduct of special validation and/or updating of case records of existing beneficiaries of the CSOs and LGUs to ensure that target beneficiaries are eligible as per set criteria. To include updated photos of complete members of the family or household.
- d. To those who are undergoing Treatment Plan to any CSO/NGO/LGU programs/centers for FNSP or CNSP, validation shall be conducted and the following requirements shall be ensured:

- Intake sheet
 - Case Study/Assessment Report
 - Treatment Plan
 - Process Recordings
 - Birth certificate of the child or family members and other identifying documents as applicable
- e. Conduct of actual assessment of prospective households or Families in Need of Special Protection should the CSOs/NGOs or LGUs and the DSWD expand the reach of target households outside of the existing cases handled by the CSOs/NGOs and the LGUs.
- f. To those who have not been recipient of the CSOs/NGOs, the LGUs and the DSWD, an assessment of the family or case shall be facilitated by preparing the necessary documents such as intake sheet, case study/assessment report by the social worker, treatment plan and other identifying documents.
- g. The target eligible beneficiaries are those meeting the criteria as cited Items III & IV of this Circular and depending on their categorization, the mode of enrollment and mode of payment shall be established as follows:

Category	Type of Benes	Mode of Enrollment	Mode of Payment
1) CNSP in the Center with no or unknown family (with the social worker of the center as the guardian)	CNSP on the 6-14 years old bracket	With LBP form completion and Validation and Upating Form	Cash Card
	CNSP on the -0-6 years old bracket	With LBP form completion, validation and Updating Form	Cash Card
2) CNSP in the Center with traceable family	CNSP on the 6-14 years old bracket	Validation and updating form	PhilPost
	CNSP on the 0-16 years old bracket	Validation and updating form	PhilPost
3) FNSP in the Community living with the family	With 0-14 years old children and/or pregnant women	Validation and updating form	PhilPost
4) CNSP in the Community living with the family	With 0-14 years old children and/or pregnant member	Validation and updating form	PhilPost

- h. Conduct of coordination meeting and orientation with the LGUs and other CSOs/NGOs catering to Families or Children in Need of Special Protection for confirmation of

masterlist of potential families or households and conduct of community/group assembly.

- i. Conduct of social preparation and counseling sessions with the target beneficiaries prior to the conduct of community/group assembly for informed decision to be part of the program should they so decide.

Phase 2 - Community/Group Assembly and Registration

- a. Conduct of community/group assembly shall be facilitated to further orient the identified beneficiaries on the program detailing out eligibility criteria, mechanics and procedures, conditions and benefits and their responsibilities including the signing in the Oath of Commitment.
- b. Administration of registration protocols – signing in the registration forms, conduct of small group orientation and question and answer on Modified CCT, completion and validation and updating of case folder of the client, signing in the Oath of Commitment, family picture-taking or individual picture-taking to those children who are in center-based program and issuance of Pantawid Pamilya Identification Cards.
- c. Unlike the regular validation during the Community Assembly, identifying documents will be sought but will not be required on the day of registration in the Modified CCT; however, shall be pursued during the project period to prepare for their possible integration into the regular CCT.
- d. Filling up of the intake form for enrollment in the Modified CCT for FNSP to serve as baseline profile of each family and record file of the beneficiary as basis for case management should the target family or child is not under the center-based program.
- e. A separate database for Modified CCT beneficiaries shall be developed for this purpose and access to the CSO shall be provided as part of program monitoring and technical assistance.
- f. Accomplished Registration forms and ID photos of grantees will be encoded in the FOs and sent to NPMO for inclusion into the overall database of Modified CCT.

Phase 3 – Initial Release of Grants & Succeeding Release of Grants based on Compliance Monitoring

- a. **Initial Payroll Preparation and Schedule of Grant Release**

Payment of grant shall be on a monthly basis and shall be directly paid to the Land Bank via PhilPost. The registered beneficiaries shall be the basis on the preparation of initial payment and the following procedures shall be followed:

- 1) The CSO shall submit to the DSWD FO the list of registered and eligible beneficiaries for the CCT for FNSP thru the FO FNSP Focal. Said list shall be attested by the Provincial Link (PL) or the Social Welfare Officer (SWO) III covering the area of implementation.
- 2) Upon receipt of said List, the FO FNSP Focal shall review and validate the names indicated in the List with the PL or SWO III. Once verified, the FO FNSP Focal shall endorse said List to the PP Deputy Project Manager who shall in turn recommend approval of said List by the Regional Director.
- 3) The FO FNSP Focal shall then prepare the Notice of Approved Payroll Action (NAPA) and endorse the same to the DPM who shall recommend approval of the NAPA by the RD. After which, the approved NAPA together with the approved List of registered and eligible beneficiaries shall be forwarded to the FO FM Team for payroll computation.
- 4) Upon receipt of the NAPA and the approved List of registered and eligible FNSP beneficiaries, the Financial Analyst in charge shall encode the names in the Payroll Data Base and do manual computation of the initial cash grants payroll with the following authorized signatories:
 - i. Prepared by FA II
 - ii. Reviewed by FA III
 - iii. Recommended Approval by RDPM
 - iv. Approved by RD

The RDPM and RD shall be jointly responsible and accountable to the correctness of the cash grants payroll.

- 5) Once signed by the FO authorized signatories, the FO FM Team shall submit both electronic and hard copy of the cash grants payroll to the PP Unified FM Unit at the Central Office for funding together with the schedule of payout which shall be done thru Philpost.
- 6) On the basis of the cash grants payroll submitted by the FO, the CO FMS thru the UFMU shall process funding and transfer of funds to Land Bank.
- 7) Land Bank thru PhilPost shall coordinate with FO on confirmed schedules of pay-out.
- 8) It is necessary that the FO FNSP Focal and one FM staff are present during actual payout. For easy identification, the FNSP beneficiary shall present his/her DSWD issued HH Identification Card which is unique from the HH ID of the regular PP beneficiaries.

- 9) After payout, PhilPost shall ~~to~~ submit the required liquidation report on paid beneficiaries to Landbank and FO.
- 10) The FO shall then ~~to~~ issue certification on paid beneficiaries to the CO Finance copy furnished NPMO.

b. Compliance Monitoring

Compliance monitoring shall be undertaken upon release of initial grants. Compliance monitoring though shall be limited only on the attendance to Family Development Sessions and/or Psycho-counseling and value education sessions appropriate to the case. First two months shall be once a week and succeeding months shall be monthly using the modified compliance monitoring form.

c. Succeeding Release of Grants

Succeeding release of grants shall be based on the results of compliance monitoring. ~~and the~~ The preparation of payroll shall follow the above procedures stated in the initial preparation of payroll as stated in Phase 3-a of this Circular except No.1 where instead of List of Registered Beneficiaries, the CSO shall submit the List of Compliant beneficiaries.

Phase 4 – Delivery of Support Services thru Convergence Mechanism

- a. Conduct of sessions for children in Activity Centers and for parents/guardians on specialized Family Development Sessions.
- b. The Social/Case Worker will do follow-up and casework of the family after being registered in the program and shall conduct a series of value formation activities. This will include conduct of regular Family Development Sessions and other activities such as Family Camp, Family Life Education and Counseling and other Family Enrichment activities to strengthen the families' capacities to protect and nurture their children including improving their parenting skills and family life.
- c. Based on the case management plan, appropriate services and interventions shall be undertaken while maximizing the resources available in the community.
- d. Processing of special interventions like balik-probinsiya, relocation and sustainable livelihood may be introduced throughout the course of case management thru adoption of convergence framework and guidelines.
- e. Enrollment to health and education facilities shall be facilitated by the Social Worker in collaboration with the parents/guardians in preparation to mainstreaming into the regular CCT. The S/C Worker shall conduct home visits as necessary to monitor case plan implementation and to follow-up parents/guardian in enrolling children of school age to regular schools or Alternative Delivery Mode and ensure provision of school needs of the children.

- f. Referrals and follow-up shall likewise be undertaken as part of the case management plan to ensure that appropriate services and interventions are facilitated and/or provided to the beneficiaries
- g. After 6 months of being registered into the Modified CCT as a minimum, case assessment and evaluation shall be undertaken to assess readiness of the beneficiaries to be enrolled into the regular CCT

Phase 5 – Mainstreaming into the Regular CCT

Mainstreaming into the regular CCT shall be facilitated based on the readiness of the beneficiaries within a minimum period of 6 months under the Modified CCT program. Procedures for their integration in the regular CCT shall follow the procedures described in the Operations Manual of Pantawid Pamilya Program.

Phase 6: Monitoring and Evaluation

An internal and external monitoring shall be put in place to monitor performance of the field operations offices as well as the CSOs to ensure compliance to the procedural requirements and guidelines of the program. This shall be undertaken through regular spot checks to validate accuracy, effectiveness and efficiency of program implementation.

This will also include conduct of periodic inspection and evaluation through submission of financial and physical reports and visitorial audit by the Commission on Audit.

C. Post Implementation Phase

Project Evaluation and Documentation

A final evaluation of the implementation of the CCT for FNSP shall be undertaken to determine effectiveness of the program. This shall be incorporated in the Terminal Report which shall be prepared at the end of program implementation highlighting successes and areas for improvements for future reference as well as possible replication by the Local Government Units and other CSOs/NGOs.

X. Institutional Arrangement

A. Pantawid National Project Management Office

1. Prepare guidelines and program materials
2. Oversees and provides technical support to the overall management and implementation of Modified CCT
3. Allocate funds for the implementation of the project
4. Monitors and provide technical assistance to DSWD Field Offices
5. Conduct/provide capability building activities to field implementors

6. Conduct spotchecks and impact evaluation

B. Regional Offices

1. Provides technical assistance and supervision in the regional level
2. Implement the project in the region and/or facilitate coordination with the CSOs/NGOs for collaborative work/partnership in the implementation of Modified CCT
3. Conduct consultations and orientations with the CSOs/NGOs and Local Government Unit
4. Monitors and provide technical assistance on project implementation to field operations staff of the DSWD or the CSOs/NGOs and LGUs
5. Develops and maintains linkages with key partners and other stakeholders in the implementation of the project
6. Assist in the evaluation research and documentation of the project
7. Ensures judicious disbursement of program funds
8. Prepares and submits quarterly report to the NPMO

C. Civil Society Organizations (CSOs) or Non-Government Organizations (NGOs)

1. Jointly implement the project with the DSWD and the LGUs
2. Support advocacy activities to generate public support and awareness on the program
3. Depending on agreed partnership with the DSWD, the following may be undertaken:
 - Serves as resource persons
 - Provides counterpart in program implementation, e.g. fund augmentation and
 - Facilitates referral services and/or case management of beneficiaries
 - Conducts trainings, orientation and counseling session with the beneficiaries
 - Participates in program review and evaluation, documentation and conduct of research
 - Maintains linkages with CSOs/NGOs, DSWD and other key stakeholders

D. Local Government Units

1. Provides fund augmentation and generate resources in the community
2. Identifies and refers beneficiaries to the Field Office or CSOs/NGOs
3. Ensures meeting the supply side requirements of the program
4. Identifies/access resources for the provision of support services to the beneficiaries
5. Support advocacy activities to generate public support and awareness on the program


XI. Effectivity

This Circular shall take effect immediately and copies of this order shall be disseminated to all concerned Offices, Bureaus and Services at the DSWD Central and Field Offices.

Issued in Quezon City, this 14 day of August 2012 ^W


CORAZON JULIANO-SOLIMAN
Secretary


Certified Copy:


MYRNA H. REYES
Officer In-Charge
Records Unit