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MEMORANDUM CIRCULAR

No. 10
Series of 2015

**SUBJECT : AMENDMENT TO MC 22, SERIES OF 2014, ENTITLED,
“PROVISION OF PRE-EMPLOYMENT ASSISTANCE FUND FOR
SUSTAINABLE LIVELIHOOD PROGRAM PARTICIPANTS”**

In view of the limitations and challenges experienced in the initial implementation of the Guidelines, the following provisions of the above-mentioned Circular are hereby amended to read as follows:

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4.10 SLP-Regional Project Management Office (SLP-RPMO)- this refers to the organizational structure at the Field Offices which is responsible in the implementation of SLP in the entire region. The RPMO is headed by the Regional Director as the Project Director with the Assistant Regional Director for Operations as the Program Manager. The office is composed of the Regional Project Coordinator, External Relations Officer, CDED Officer, Monitoring and Evaluation Officer for Operations, Monitoring and Evaluation for Finance, and Training Officer based at the FO and the Provincial Coordinator and field PDOs assigned in the different municipalities.

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4.11 Sub-Allotment Release Order (Sub-ARO) - is a specific authority issued to one or more identified agencies to incur obligations not exceeding a given amount during a specified period for the purpose indicated. It shall cover expenditures the release of which is subject to compliance with specific laws or regulations or are subject to separate approval or clearance by competent authority.

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5.1 Eligible Participants

- 5.1.1 Target participants are members of Pantawid Pamilyang Pilipino families who are at least 18 years old at the date of employment. SLP prioritizes Pantawid beneficiaries in the delivery of its various interventions, including the provision of the PEAFF. The Fund is intended to assist Pantawid families as a proactive scheme for employment facilitation. Thus, this is limited to Pantawid, and not open to other job seekers.

5.1.3. Must have available guaranteed employer which offers a minimum of three (3) months employment duration

Guaranteed Employer¹

- Refers to individuals, companies, offices and other institutions that have *agreed* to employ SLP participants to their job openings. A MOA or other documents may further support the assurance of employment.
- SLP participants should have passed the employment process and are advised to secure employment documentary requirements by the employer.

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5.2.2. Funds to cover other related expenses in excess of P5,000.00 may be accessed from other partners and/or absorbed as counterparts of the participants.

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5.2.4. The PEAFF coverage shall include, but not limited to, the following:

a. Primary Purpose/Coverage:

Accessing/Securing Pre-Employment Expenses	Approximate Amount/cost ²	
	Minimum	Maximum
Travel expense (fare and food) of participant going to and from the place where the documents will be secured	50 pesos/day	100 pesos/day
Birth certificate	180 pesos	350 pesos
Passport	950 pesos	1,200 pesos
Certificate of No Marriage	195 pesos	450 pesos
School diplomas	500 pesos	500 pesos
Certificates from formal or non-formal academic skills trainings attended	500 pesos	500 pesos
Medical or physical examination and laboratory fees	500 pesos	800 pesos
NBI clearance	115 pesos	165 pesos
Barangay or police clearances	300 pesos	300 pesos

¹ Examples are partnership with DPWH (*Trabahong Lansangan*), DENR, DA, DOST and other NGAs, CSOs and business sectors which may be identified by the NPMO or by the RPMO through inter-agency meetings, partnership forum and other coordination activities. The field PDOs through the assistance of the Provincial Coordinators will then identify potential SLP participants that match the requirements of the employers and in cases where said participants do not have resources to comply with the requirements, the PEAFF can be used to help them secure such documents.

² Amounts are based on the latest published rates online as of 31 December 2014

Driver's license	600 pesos	600 pesos
Tax Identification Number	None	

- b. Secondary purpose/coverage (after all the required documentary requirements have been secured)

Transportation and meal expense augmentation at the onset of employment

- Whenever necessary, the PEAFF can also be used to augment transportation expenses particularly fare to and from the work place for a maximum period of fifteen (15) days as the employed participants are waiting for his/her first half-month salary. However, in cases that payment of salaries is on a monthly basis, the augmentation can last for thirty (30) days.

Cost of uniform

- In cases where the company requires payment of uniforms, whether outright or in the form of salary deduction, the cost can be covered from the remaining balance of the PEAFF allocation of the participant after all the necessary pre-employment documentary requirements have been secured. The working uniform includes, among others, hard hat, overall, safety shoes, working shirts and other basic uniform components.

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5.3. PEAFF Management and Monitoring

5.3.1. Targeting and Budgeting

- a. The SLP-NPMO in coordination with the Field Offices shall determine the annual target³ - number of participants who could be provided with PEAFF. The target should be indicated clearly in the Annual Work and Financial Plan. The targets shall be the basis, among others, of Field Offices in preparing their budget/fund allocation.

5.3.2. Downloading of PEAFF

- a. The SLP-NPMO shall prepare the mother proposal for all grant allocation for downloading of funds to Field Offices. Upon approval of the proposal by the Undersecretary of Operations and Programs Group (OPG), the SLP-NPMO shall request the approval of the (a) Sub-

³ Targeting is based on the accomplishments on a) employment facilitation track of the previous year, b) identified guaranteed employment based on the different national and regional partnerships that offer employment opportunities for Pantawid Pamilya beneficiaries especially in the sectors of tourism and public works, and in agro-industrial areas and other job opportunities within the locality. Such opportunities may be determined through mapping out of industries or other job markets through the conduct of employment fora, partnership meetings and through inter-agency meetings at the regional, provincial or municipal level. As a basis, the minimum target should be 30% of the total regional annual target.

Allotment Release Order (Sub-ARO) and (b) transfer of funds to the Field Offices (from which the amount of funds, including that for PEAFF, shall be determined by the concerned Field Office).

Once the request of Sub-ARO and transfer of funds is approved by the Undersecretary of Operations and Programs Group, the Financial Management Service (FMS) shall prepare the Sub-ARO subject to the approval of the Undersecretary of General Administration and Support Services Group (GASSG). The Cash Division of the FMS shall prepare the Disbursement Voucher for the transfer of funds to Field Offices which is approved by the SLP-NPMO.

b. Upon receipt of funds, the Field Offices (through the SLP-RPMO) shall ensure that the utilization of funds will follow the provisions of these guidelines and infuse strategies to quickly and properly manage funds.

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5.3.3. Utilization of PEAFF

To ensure liquidity and active utilization of the downloaded PEAFF, the following timeline is set to guide the Field Office in utilizing such funds:

- At least 60% of the total PEAFF should be utilized within the 1st semester (January to June) or earlier.
- At least 90% of the total PEAFF should be utilized within the 3rd quarter (July to September) or earlier.
- 100% of the total PEAFF should be utilized within the last quarter (October to December) or earlier.

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5.3.6. Release of PEAFF (DSWD to participants)

- a. The PEAFF shall be released directly to the participants in the form of check or cash, whatever is applicable. The Field Office may opt to undertake several fund disbursements options following existing accounting and auditing procedures to expedite the release of PEAFF such as, but not limited to, the use of cash assistance payroll. Such scheme may be used especially when there is an immediate opportunity and/or assurance of employment, based on the employer's written advice or certification and/or such other proofs.

This amendment takes effect immediately. Issued on this 2nd day of April 2015.


CORAZON JULIANO-SOLIMAN
Secretary

Certified Copy:


EMYLOU P. MIRAVALLES
OIC-Chief, General Services Division

Details of the amended items of MC 22, Series of 2014, Entitled, "Provision of Pre-Employment Assistance Fund for Sustainable Livelihood Program Participants"

FROM	AMENDED TO	REMARKS
<p>4.10 SLP-Regional Project Management Office (SLP-RPMO)-this refers to the organizational structure at the Field Offices which is responsible in the implementation of SLP in the entire region. The RPMO is headed by the Regional Director as the Project Director for Operations with the Assistant Regional Director as the Program Manager. The office is composed of the Regional Project Coordinator, External Relations Officer, CDED Officer, Monitoring and Evaluation Officer, Training Officer based at the FO and the Provincial Coordinator and field PDOs assigned in the different municipalities.</p>	<p>4.10 SLP-Regional Project Management Office (SLP-RPMO)- this refers to the organizational structure at the Field Offices which is responsible in the implementation of SLP in the entire region. The RPMO is headed by the Regional Director as the Project Director with the Assistant Regional Director for Operations as the Program Manager. The office is composed of the Regional Project Coordinator, External Relations Officer, CDED Officer, Monitoring and Evaluation Officer for Operations, Monitoring and Evaluation for Finance, and Training Officer based at the FO and the Provincial Coordinator and field PDOs assigned in the different municipalities.</p>	<p>Inclusion of M&E for Operations and M&E for Finance in the composition of RPMO.</p>
<p>4.11 Not yet provided</p>	<p>4.11 Sub-Allotment Release Order (Sub-ARO) - is a specific authority issued to one or more identified agencies to incur obligations not exceeding a given amount during a specified period for the purpose indicated. It shall cover expenditures the release of which is subject to compliance with specific laws or regulations or are subject to separate approval or clearance by competent authority.</p>	<p>For clearer definition of the Sub-Allotment Release Order (Sub-ARO), the Office of the Undersecretary of IDG requested the NPMO to include its description in the Terms of Reference.</p>
<p>5.1.1 Target participants are members of Pantawid Pamilyang Pilipino families who are at least 18 years old at the date of employment.</p>	<p>5.1.1 Target participants are members of Pantawid Pamilyang Pilipino families who are at least 18 years old at the date of employment. SLP prioritizes Pantawid beneficiaries in the delivery of its various interventions, including the provision of the PEA.F. The Fund is intended to assist Pantawid beneficiaries as a proactive scheme for employment facilitation. Thus, this</p>	<p>Additional discussion was provided in view of the comments/inputs from FMS.</p>

FROM	AMENDED TO	REMARKS
	is limited to Pantawid, and not open to other job seekers.	
<p>5.1.3. Must have available <u>potential or</u> guaranteed employer which offers a minimum of three (3) months employment duration</p> <p>a. Potential Employer</p>	<p>5.1.3. Must have available guaranteed employer which offers a minimum of three (3) months employment duration</p> <p>a. Guaranteed Employer¹</p> <ul style="list-style-type: none"> • Refers to individuals, companies, offices and other institutions that have <i>agreed</i> to employ SLP participants to their job openings. A MOA or other documents may further support the assurance of employment. • SLP participants <u>should</u> have passed the <u>employment process</u> and are advised to secure employment documentary requirements by the employer. 	<p>“Potential Employer” deleted to ensure that the assistance will transform clearly into employment generation by considering only guaranteed employment.</p>
<p>b. Guaranteed Employer</p> <ul style="list-style-type: none"> • Refer to individuals, companies, offices and other institutions that have <i>agreed</i> to employ SLP participants to their job openings. A MOA or other documents may further support the assurance of employment. • SLP participants have passed the <u>interviews</u> and are advised to secure employment documentary requirements by the employer. 		<p>From the bullet 2, the word “interviews” was changed to “employment process” to indicate and emphasize that the applicant/participant is considered for hiring pending submission of pre-employment documentary requirements.</p> <p>The grant is exclusive to Pantawid Pamilya beneficiaries who go through a process of profiling and assessment to determine their eligibility to avail of the assistance on a one-time-basis.</p> <p>The Office of the Undersecretary of IDG requested the NPMO to insert the word “should”</p>
<p>5.2.2. Funds to cover other related expenses in excess of P5,000.00 may be accessed from other partners and/or absorbed as counterparts of the participants. Such counterparts include additional costs for transportation, food and accommodation and other incidental expenses.</p>	<p>Funds to cover other related expenses in excess of P5,000.00 may be accessed from other partners and/or absorbed as counterparts of the participants.</p>	<p>The last sentence was removed so as not to limit the coverage of PE/AF since such items indicated as counterpart may be covered provided it is within the Php5,000.00 maximum allowable.</p>

FROM	AMENDED TO	REMARKS
5.2.4. The PEAF shall <u>only</u> cover the following expenses:	5.2.4. The PEAF coverage shall include, but not <u>limited to</u> , the following:	The rewording allows more flexibility on the coverage of the PEAF.
5.2.4.a. Accessing/Securing pre-employment documents	5.2.4.a. <u>Primary Purpose/Coverage</u> : Accessing/Securing pre-employment documents	The additional phrase "Primary Purpose/Coverage" puts emphasis on the priority for the fund utilization
5.2.4.b. Transportation and meal expense augmentation at the onset of employment	<p>5.2.4.b. <u>Secondary purpose/coverage</u> (after all the required documentary requirements have been secured)</p> <p>Transportation and meal expense augmentation at the onset of employment</p> <ul style="list-style-type: none"> Whenever necessary, the PEAF can also be used to augment transportation expenses particularly fare to and from the work place for a maximum period of fifteen (15) days as the employed participants are waiting for his/her first half-month salary. However, in cases where payment of salaries is on a monthly basis, the augmentation can last for thirty (30) days. <p><u>Cost of working uniform</u></p> <ul style="list-style-type: none"> In cases where the company requires payment of uniforms, whether outright or in the form of salary deduction, the cost can be covered from the remaining balance of the PEAF allocation of the participant after all the necessary pre-employment documentary requirements have been secured. The working uniform includes, among others, hard hat, overall, safety shoes, working shirts and other basic 	<p>Adding the phrase "Secondary purpose/coverage" provides for the other priority costs that may be covered after all the required documentary requirements have been secured.</p> <p>The cost of working uniform and basic uniform components was included since in most cases, this is also being shouldered by the employee and thus becomes an additional burden.</p>

FROM	AMENDED TO	REMARKS
<p>5.3.1. Targeting and Budgeting</p> <p>a. The SLP-NPMO in coordination with the Field Offices shall determine the annual target - number of participants who could be provided with PEAFF. The target should be indicated clearly in the Annual Work and Financial Plan. Planning should start as early as 3rd quarter of each year and final annual targets for the following year should be submitted by the RPMO by the first week of October of the current same year. Said targets shall be the basis of SLP-NPMO in preparing proposals and downloading funds to the Field Offices the following year.</p>	<p>uniform components.</p> <p>5.3.1. Targeting and Budgeting</p> <p>a. The SLP-NPMO in coordination with the Field Offices shall determine the annual target - number of participants who could be provided with PEAFF. The target should be indicated clearly in the Annual Work and Financial Plan. The targets shall be the basis, among others, of Field Offices in preparing their budget/fund allocation.</p>	<p>The timeline for planning and budgeting was deleted as this is restrictive.</p>
<p>5.3.2. Downloading of PEAFF</p> <p>a. The SLP-NPMO shall prepare the mother proposal for the utilization of PEAFF using the approved annual targets of Field Offices. Said proposal shall undergo the usual process for its approval and shall be approved on or before the last week of November of the previous year.</p> <p>b. Upon approval of the proposal, the SLP-NPMO shall prepare the Sub-Allotment Advice for the downloading of annual PEAFF funds allocation to the Field Office as early as second week of January of the next year.</p>	<p>5.3.2. Downloading of PEAFF</p> <p>a. The SLP-NPMO shall prepare the mother proposal for all grant allocation for downloading of funds to Field Offices. Upon approval of the proposal, the SLP-NPMO shall prepare the request for Sub-Allotment Release Order (Sub-ARO) and transfer of funds to the Field Offices, from which the allocation of funds, including that for PEAFF, shall be determined by the respective Field Offices.</p> <p>b. The Field Office through the SLP-RPMO upon receipt of the funds shall ensure to utilize</p>	<p>Items A and B were collapsed to state that all requests for grant allocation will be prepared by SLP-NPMO for subsequent downloading of funds to Field Offices upon approval. The PEAFF shall then be allocated by the Field Offices based on their targets. The prescribed period for approval and allocation of funds was deleted to for flexibility in fund management.</p>

FROM	AMENDED TO	REMARKS
<p>c. The Field Office through the SLP-RPMO upon receipt of the funds shall ensure to utilize the funds following the provisions of this guideline and infusing strategies to quickly and properly manage the funds.</p> <p>a. The SLP-NPMO shall prepare the mother proposal for all grant allocation for downloading of funds to Field Offices.</p> <p>Upon approval of the proposal, the SLP-NPMO shall prepare the request for Sub-Allotment Release Order (Sub-ARO) and transfer of funds to the Field Offices, from which the allocation of funds, including that for PEAFF, shall be determined by the respective Field Offices.</p>	<p>the funds following the provisions of this guideline and infusing strategies to quickly and properly manage the funds.</p> <p>a. The SLP-NPMO shall prepare the mother proposal for all grant allocation for downloading of funds to Field Offices. Upon approval of the proposal by the Undersecretary of Operations and Programs Group (OPG), the SLP-NPMO shall request the approval of the (a) Sub-Allotment Release Order (Sub-ARO) and (b) transfer of funds to the Field Offices (from which the amount of funds, including that for PEAFF, shall be determined by the concerned Field Office).</p> <p>Once the request of Sub-ARO and transfer of funds is approved by the Undersecretary of Operations and Programs Group, the Financial Management Service (FMS) shall prepare the Sub-ARO subject to the approval of the Undersecretary of General Administration and Support Services Group (GASSG). The Cash Division of the FMS shall prepare the Disbursement Voucher for the transfer of funds to Field Offices which is approved by the SLP-NPMO.</p>	<p>In this section, the NPMO added detailed process in downloading funds of the PEAFF in order to minimize the confusion.</p> <p>It was noted that the NPMO shall request for approval of the (a) Sub-ARO and (b) transfer of funds to the Field Offices. Once the request is approved by the Undersecretary of the OPG, FMS and Cash Division shall prepare the Sub-ARO and transfer of funds for approval of the Undersecretary of GASSG and NPMO, respectively.</p>
<p>5.3.3. Utilization of PEAFF</p> <p>a. To ensure liquidity and active utilization of the downloaded PEAFF, the following timeline is set to guide the Field Office in utilizing such funds:</p>	<p>5.3.3. Utilization of PEAFF</p> <p>a. To ensure liquidity and active utilization of the downloaded PEAFF, the following timeline is set to guide the Field Office in utilizing such funds:</p> <ul style="list-style-type: none"> - At least 60% of the total PEAFF should be 	<p>Item b was removed because the Field Offices must work with their allotted budget.</p>

FROM	AMENDED TO	REMARKS
<p>- At least 60% of the total PEAF should be utilized within the 1st semester (January to June) or earlier.</p> <p>- At least 90% of the total PEAF should be utilized within the 3rd quarter (July to September) or earlier.</p> <p>100% of the total PEAF should be utilized within the last quarter (October to December) or earlier.</p> <p>b. However, in cases where the Field Office have fully utilized the annual PEAF allocation before the year ends, the FOs may request additional PEAF through a proposal attaching a utilization report of the allocated PEAF funds and a utilization plan of the request for additional PEAF.</p>	<p>utilized within the 1st semester (January to June) or earlier.</p> <p>- At least 90% of the total PEAF should be utilized within the 3rd quarter (July to September) or earlier.</p> <p>- 100% of the total PEAF should be utilized within the last quarter (October to December) or earlier.</p>	
<p>5.3.6. Release of PEAF (DSWD to participants)</p> <p>a. The PEAF shall be released directly to the participants in the form of check or cash, whatever is applicable. The Field Office may opt to undertake several fund disbursements options following existing accounting and auditing procedures to expedite the release of PEAF such as the use of cash assistance payroll.</p>	<p>5.3.6. Release of PEAF (DSWD to participants)</p> <p>b. The PEAF shall be released directly to the participants in the form of check or cash, whatever is applicable. The Field Office may opt to undertake several fund disbursements options following existing accounting and auditing procedures to expedite the release of PEAF such as, but not limited to, the use of cash assistance payroll. <i>Such scheme may be used especially when there is an immediate opportunity and/or assurance of employment, based on the employer's written advice or certification and/or such other proofs.</i></p>	<p>The phrase "but not limited to" was added to allow more flexibility in the modality for release of PEAF to the participants.</p> <p>The last paragraph was provided in view of the comments/inputs from FMS.</p>