

**MEMORANDUM CIRCULAR**NO: 11

SERIES OF 2018

**SPECIAL GUIDELINES ON THE PROVISION OF SEED CAPITAL FUND (SCF) TO THE INTERNALLY DISPLACED PERSONS (IDPs) OR PERSONS DISPLACED BY DISASTERS DUE TO ARMED CONFLICTS OR ANY FORMS OF DISASTERS****I. BACKGROUND/RATIONALE**

Republic Act 10121 also known as “An Act Strengthening the Philippine Disaster Risk Reduction and Management System, Providing for the National Disaster Risk Reduction and Management Framework and Institutionalizing the National Disaster Risk Reduction and Management Plan” defines **Internally Displaced Persons or Persons Displaced by Disasters** as persons or group of persons who have been forced or obliged to flee or to leave their homes or places of habitual residence, in particular as a result of or in order to avoid the effects of natural or human induced disasters, and who have not crossed an internationally recognized State border.

The siege in Marawi City and its neighboring towns in May 2017 has left millions worth of damaged properties and claimed hundred lives including civilians. As of November 8, 2017, the Disaster Response Assistance and Management Bureau (DREAMB) through its Disaster Response Operations Monitoring and Information Center (DROMIC) recorded a total of 77,170 families or 353,921 internally displaced persons (IDPs) of Armed Conflict in Marawi City.

One of the most disastrous natural disasters that hit Philippines in 2013 was Super Typhoon “Yolanda” which displaced thousands of families and has distorted economic activities of families leaving a high level of state of economic distress. The Department of Social Welfare and Development (DSWD) through its Sustainable Livelihood Program (SLP) has provided livelihood support to the affected families through the provision of grants for livelihoods or employment.

The impact of disasters in the Philippines, be it human-induced or natural disasters, is of paramount concerns of National Government Agencies (NGAs) such as DSWD particularly in addressing the concerns of the IDPs or Persons Displaced by Disasters from response to recovery.

Aside from the need to provide food, temporary or permanent shelter, health and among others, the need to revive economic activities of the IDPs or Persons Displaced by Disasters is also a priority in the rehabilitation to recovery phases. As a means to start-up the economic activities of the IDPs or Persons Displaced by Disasters, the SLP, in collaboration with other NGAs and other public and private sectors, is tasked by the DSWD to provide necessary means such as provision of Seed Capital Fund.

In support to the initiative of providing start-up support for the IDPs or Persons Displaced by Disasters for the rehabilitation of their damaged livelihoods after armed conflicts or other forms of disasters, the Department of Social Welfare and Development (DSWD) through the Sustainable Livelihood Program (SLP), has formulated the special guidelines on the provision of Seed Capital Fund.

## **II. OBJECTIVE**

This guideline aims to provide guidance to the project implementers to ensure that the purpose of the provision of Seed Capital Fund is achieved that will support the establishment, recovery and rehabilitation of the livelihoods of the IDPs or Persons Displaced by Disasters for them to start or continue their economic activities upon resettlement in their original homes, relocation in identified sites or permanent migration in other municipalities outside the affected localities of any armed conflict or other forms of disasters.

## **III. DESCRIPTION**

The Seed Capital Fund is a financial assistance to be provided to the IDPs or Persons Displaced by Disasters due to armed conflict or any other form of disasters such as typhoons, floods, landslide, fire, and the likes to resettle and start their economic activities. The grants will be directly provided to each eligible family/individual who has been resettled or for resettlement in their original abode in the affected locality or localities, evacuated or relocated in identified sites or temporarily or permanently relocated/settled in other municipalities or cities outside the affected locality/localities. The SCF may be used for the following:

1. Seed capital to start-up micro-enterprises that were damaged during the siege or for identified new, feasible and viable micro-enterprises; and
2. Seed capital to purchase inputs or starter kits for the re-establishment of damaged livelihoods or for the development/rehabilitation of micro-enterprises.

## **IV. COST PARAMETER**

Each eligible IDPs or Persons Displaced by Disasters may receive a grant amounting to a maximum of Twenty Thousand Pesos (20,000.00).

## **V. FUND SOURCE**

The provision of SCF to IDPs or Persons Displaced by Disasters shall be funded against the SLP GAA or any other fund sources.

## **VI. ELIGIBLE RECIPIENTS**

1. The SCF shall only be provided once to the IDPs or Persons Displaced by Disasters. However, in cases where the IDPs or Persons Displaced by Disasters that were previously affected by armed conflicts and any other forms of disasters will again be affected by the same, the provision of SCF may again be applicable subject to assessment.



2. The SCF shall be provided on a per family basis or per individual provided they are identified as IDPs or Persons Displaced by Disasters. For the per individual coverage, this pertains to persons who do not belong to an affected family or living alone prior to the disaster or identified as living alone after the disaster especially when other members of the family were casualties of disasters.
3. The IDPs or Persons Displaced by Disasters should be included in the DSWD DROMIC masterlist of affected families or individuals or from any organized/authorized or mandated government inter-agency task force/technical working group/committee created through legal issuances, subject to validation by DSWD.
4. The following classifications of IDPs or Persons Displaced by Disasters should be covered by this guideline:
  - a. **Resettled IDPs or Persons Displaced by Disasters within the affected locality/localities** – These are IDPs or Persons Displaced by Disasters that have been resettled or returned to their original homes after the occurrence of the armed conflict or any other disasters.
  - b. **Resettled IDPs or Persons Displaced by Disasters outside the affected locality/localities-** These are IDPs or Persons Displaced by Disasters that took permanent or temporary relocation with their relatives,etc, after the armed conflict or any other disasters.
  - c. **IDPs or Persons Displaced by Disasters in the Evacuation Centers, Temporary or Permanent Shelters-** These IDPs or Persons Displaced by Disasters are currently staying in the evacuation centers, temporary or permanent shelters established by DSWD or other NGAs such as the National Housing Authority (NHA) or by other institutions from the public or private sectors.

## VII. IMPLEMENTATION TIMELINE

Depending on the impact of armed conflicts and other forms of disasters, as determined by authorities, the SCF may be provided after one (1) month of displacement or earlier. In consideration also to the impact of disasters where relief activities are of top priority, the provision of SCF on the first month of displacement may be suspended.

## VIII. IMPLEMENTATION PROCESS

### 1. Pre-implementation Stage

- a. Data Gathering- The activities include the coordination of the DSWD Field Office through the SLP-Regional Program Management Office (SLP-RPMO) with stakeholders such as the existing government-created task force, other NGAs, LGUs and other key players for data gathering.
- b. Livelihood Assessment- The SLP Implementing Project Development Officers (SLP-IPDO) shall conduct orientation on SLP to the IDPs or Persons Displaced by Disasters and administer the Livelihood Assessment Form.

2. **Capacity Building Stage-** The activities include conduct of Micro-Enterprise Development Training (MEDT) particularly those that need training to manage their identified micro-enterprises. For those IDPs or Persons Displaced by Disasters that were identified during the pre-implementation stage that have the skills to manage their identified business or were trained by other NGAs such as the Department of Trade and Industry (DTI), among others, the MEDT will not be required to be conducted.

### 3. Project Proposal Preparation Stage

- a. The SLP-IPDO, in collaboration with the eligible recipient, shall prepare the Individual Grant Proposal using the accomplished Livelihood Assessment Form as one of the references in identification of livelihood projects.
- b. Only one (1) Individual Grant Proposal shall be prepared for each eligible IDPs or Persons Displaced by Disasters. The minimum attachments of the proposal include the (a) *accomplished livelihood assessment form* and (b) *certified true copy of DAFAC of the affected family/individual which should be matched with the masterlist of affected families or any certification issued by the organized/authorized or mandated government inter-agency task force/technical working group/committee created through legal issuances.*

4. **Project Proposal Review and Approval Stage-** The submitted Individual Grant Proposal shall undergo the review of the SLP-Regional Program Management Office prior to the approval by the Regional Director or his/her authorized representative. Once approved, it shall undergo usual processing prior to disbursement.

### 5. Grant Releasing Stage

- a. The SCF shall be directly released to each eligible grant recipient through cash or check payment following existing government auditing and accounting rules and procedures.



- b. The eligible grant recipient shall receive the grant at the cash unit or from the Field Office's authorized Special Disbursing Officers (SDOs).
- c. Pertinent documents relative to the disbursement such as disbursement vouchers or cash assistance payroll shall be properly accomplished and secured which shall be attached to the liquidation report.
- d. The only authorized person to receive the grant is the one whose name is in the approved grant proposal. In the absence of the authorized person, an "authorization" bearing the name, signature and a photocopy of the identification card of the said person shall be presented by the representative. Only the legal-aged member of the family is allowed to receive the grant on behalf of the grantee, and it must be included in the DAFAC.
- e. No DSWD personnel is allowed to be authorized by any eligible grant recipient to claim their grant for any reason.

#### 6. **Project Implementation Monitoring Stage**

- a. **Grant Utilization Monitoring-** The SLP-IPDO shall conduct the grant utilization monitoring within two weeks after the release of grants and ensure that the components of the project as stipulated in the approved individual grant proposal are executed.
- b. **Monitoring of the funded project** - The SLP-IPDO shall oversee the *project execution* for at least the first three (3) months of micro-enterprise operations. On the assurance that the grants have been released and project has started, the SLP-IPDO should turn-over the project to the SLP Monitoring PDO for enterprise monitoring at least three (3) months after the provision of Seed Capital Fund.

### IX. **IMPLEMENTATION COVERAGE**

This special guideline shall cover the following:

1. Approved and obligated project proposals for the provision of SCF in CY 2017 using SLP GAA 2017 specifically for the IDPs of Marawi City and other affected localities. The SLP-IPDO must conduct re-assessment/re-validation to the enlisted project participants in the obligated proposals and must ensure to accomplish the livelihood assessment form and the individual grant proposal as an attachment to the disbursement of SCF.
2. Project proposals for IDPs of Marawi City or other affected localities on the provision of SCF that are for funding against SLP-GAA 2018 and other fund sources- the entire process as stipulated in this special guideline shall be strictly followed.
3. Project proposals for IDPs or Person Displaced by Disasters due to any armed conflict or any form of disasters as indicated in this guidelines that for funding charged against current SLP GAA or any other fund sources.

## **X. TREATMENT FOR IDPs OR PERSONS DISPLACED BY DISASTERS THAT CROSSED REGIONAL BORDERS**

The IDPs or Persons Displaced by Disasters that crossed regional borders are those that sought temporary or permanent relocation outside the region where their locality was affected. The following should be undertaken under this circumstance:

1. The DSWD Field Office where the disaster took place should endorse the list of IDPs or Persons Displaced by Disasters to the SLP-National Program Management Office (SLP-NPMO) for the latter to endorse/refer it to concerned DSWD Field Office, being the host region, through the SLP-RPMO for assessment and provision of SCF, if needed.
2. The host region or DSWD Field Office shall undertake the processes as indicated in this guideline for the provision of SCF to IDPs and Persons Displaced by Disasters.

## **XI. IMPLEMENTATION ARRANGEMENTS**

### **1. SLP REGIONAL PROGRAM MANAGEMENT OFFICE**

- a. Mobilize SLP Project Development Officers for the conduct of assessment, grant proposal preparation, grant releasing and project monitoring;
- b. Coordinate with other units of DSWD Field Office for manpower augmentation and delivery of services;
- c. Coordinate with inter-agency groups organized for data gathering and sharing, convergent project identification, project implementation and other activities;
- d. Collaborate with other public and private stakeholders to avoid duplication of interventions; and
- e. Provide regular updates on the status of implementation to SLP-NPMO and other stakeholders.

### **2. SLP NATIONAL PROGRAM MANAGEMENT OFFICE**

- a. Coordinate with other DSWD OBSUs for technical assistance to ensure smooth delivery of services;
- b. Provide technical assistance to SLP-RPMO in terms of guideline formulation, implementation, monitoring, among others;
- c. Coordinate with other National Government Agencies (NGAs) for data gathering and sharing, convergent project identification, project implementation and other activities;
- d. Provide regular updates on the status of implementation to the DSWD Secretary and other DSWD OBSUs.

## **XII. REPORTING**

1. The DSWD Field Office should submit a weekly and monthly progress report on the implementation of this special guideline. The said report shall be submitted to the Office of the Secretary and SLP-NPMO.
2. The served families shall be included in the accomplishments of DSWD FO to be reflected in the SLP database to be submitted to SLP-NPMO.

## **XIII. EFFECTIVITY**

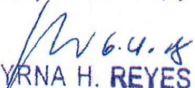
This Memorandum Circular shall take effect immediately and shall provide guidelines on the Provision of Seed Capital Fund to the IDPs or Persons Displaced by Disasters due to Armed Conflicts and other Forms of Disasters.

Issued in Quezon City this 4<sup>th</sup> day of June 2018.

  
**VIRGINIA N. OROGO**

Acting Secretary  
Department of Social Welfare and Development

Certify True Copy:

  
**MYRNA H. REYES**  
OIC-Division Chief  
Records and Archives Mgt. Division

## LIVELIHOOD ASSESSMENT FORM

*For Target Recipients of the Seed Capital Fund for Affected Families of (Armed Conflict)*

Lugar/tirahan ng pamilya bago ang kaguluhan	
Kasalukyang lugar/tirahan ng pamilya:	
Pangalan ng <i>Head of Family</i> :	
Pangalan ng asawa ng <i>Head of Family</i> :	
<b>Bilang ng miyembro ng Pamilya:</b> 60 years old and up: _____ 15-17 years old: _____ 50-59 years old: _____ 7-14 years old: _____ 18-50 years old: _____ 6 years old below: _____ Kabuuang Bilang: _____	<b>Bilang ng nagtatrabahong miyembro ng Pamilya bago ang kaguluhan:</b> _____  <b>Kasali sa Pantawid:</b> ___OO___Hindi  <b>Bilang ng PWDs:</b> _____
Kabuhayan ng Pamilya bago ang kaguluhan:	
Nasirang pinagkakabuhayan (livelihood assets) ng pamilya noong kaguluhan:	
Ano ang planong livelihoods or pagkakakitaang Gawain ng pamilya?	
Bakit ito ang napiling livelihoods o pagkakakitaan ng pamilya?	

\_\_\_\_\_

Pangalan at Lagda

Petsa: \_\_\_\_\_



Department of Social Welfare and Development  
Sustainable Livelihood Program

**INDIVIDUAL GRANT PROPOSAL**

Provision of Seed Capital Fund for Affected Families of (State Name of Armed Conflict)

**A. GRANTEE'S INFORMATION**

Name (*Pangalan*) : \_\_\_\_\_  
 Sex (*Kasarian*) : ☐ MALE ☐ FEMALE  
 Mobile Number : \_\_\_\_\_  
 Current Location of the Grantee : \_\_\_\_\_

**B. GRANT PROCEEDS**

Project Component	Project Cost for DSWD funding
<b>TOTAL LIVELIHOOD SETTLEMENT GRANTS REQUESTED</b>	

**C. PROJECT DETAILS**

<b>Component 1:</b>			
Mga dahilan kung bakit ito ang napiling paggagamitan ng grant:			
Mga gastusin ng proyekto kung saan magagamit ang <i>grant</i>	Pagkagastusan	Detalye	Halaga
Magkano ang kikitain kada buwan mula sa proyektong ito?			

This grant proposal for the Provision of Seed Capital Fund (SCF) amounting to \_\_\_\_\_ wherein [PROJECT COST FOR DSWD FUNDING, IN WORDS] ([project cost for DSWD funding]) will be sourced from DSWD funds is hereby recommended for funding:

Prepared by	_____ Name and Signature of Grant Recipient	Date signed: _____
	_____ Name and Signature of IPDO	Date signed: _____
Recommending Approval (Regional Program Coordinator)	_____ Name and Signature	Date signed: _____
Approval (Regional Director)	_____ Name and Signature	Date signed: _____

## LIVELIHOOD ASSESSMENT FORM

*For Target Recipients of the Seed Capital Fund for Affected Families of (State Name of Other Disasters)*

Lugar/tirahan ng pamilya bago ang kalamidad	
Kasalukyang lugar/tirahan ng pamilya:	
Pangalan ng <i>Head of Family</i> :	
Pangalan ng asawa ng <i>Head of Family</i> :	
<b>Bilang ng miyembro ng Pamilya:</b> 60 years old and up: _____ 15-17 years old: _____ 50-59 years old: _____ 7-14 years old: _____ 18-50 years old: _____ 6 years old below: _____ Kabuuang Bilang: _____	<b>Bilang ng nagtatrabahong miyembro ng Pamilya bago ang kaguluhan:</b> _____  <b>Kasali sa Pantawid:</b> __OO__ <i>Hindi</i>  <b>Bilang ng PWDs:</b> _____
Kabuhayan ng Pamilya bago ang kalamidad:	
Nasirang pinagkakabuhayan (livelihood assets) ng pamilya noong kalamidad:	
Ano ang planong livelihoods or pagkakakitaan o Gawain ng pamilya?	
Bakit ito ang napiling livelihoods o pagkakakitaan ng pamilya?	

Pangalan at Lagda \_\_\_\_\_

Petsa: \_\_\_\_\_

Department of Social Welfare and Development  
Sustainable Livelihood Program

**INDIVIDUAL GRANT PROPOSAL**

Provision of Seed Capital Fund for Affected Families of (State Name of Other Disasters)

**A. GRANTEE'S INFORMATION**

Name (Pangalan) : \_\_\_\_\_  
 Sex (Kasarian) : ☐ MALE ☐ FEMALE  
 Mobile Number : \_\_\_\_\_  
 Current Location of the Grantee : \_\_\_\_\_

**B. GRANT PROCEEDS**

Project Component	Project Cost for DSWD funding
<b>TOTAL LIVELIHOOD SETTLEMENT GRANTS REQUESTED</b>	

**C. PROJECT DETAILS**

<b>Component 1:</b>			
Mga dahilan kung bakit ito ang napiling paggagamitan ng grant:			
Mga gastusin ng proyekto kung saan magagamit ang grant	Pagkagastusan	Detalye	Halaga
Magkano ang kikitain kada buwan mula sa proyektong ito?			

This grant proposal for the Provision of Seed Capital Fund (SCF) amounting to \_\_\_\_\_ wherein [PROJECT COST FOR DSWD FUNDING, IN WORDS] ([project cost for DSWD funding]) will be sourced from DSWD funds is hereby recommended for funding:

Prepared by	Name and Signature of Grant Recipient	Date signed: _____
	Name and Signature of IPDO	Date signed: _____
Recommending Approval (Regional Program Coordinator)	Name and Signature	Date signed: _____
Approval (Regional Director)	Name and Signature	Date signed: _____