

MEMORANDUM CIRCULAR

No.: 14
Series of 2025

**REVISED GUIDELINES TO THE MEMORANDUM CIRCULAR NO. 07,
SERIES OF 2024, ALSO KNOWN AS "INSTITUTIONALIZATION OF
PAG-ABOT PROGRAM FOR CHILDREN, INDIVIDUALS, AND
FAMILIES IN STREET SITUATIONS"**

I. RATIONALE

Pursuant to the issuance of Executive Order (EO) No. 52 Series of 2024 or the presidential issuance institutionalizing the Pag-abot Program, constituting an Inter-agency Committee therefor, and for other purposes signed on 18 January 2024, the Pag-abot Program is hereby institutionalized as a platform for an enhanced and unified delivery of services to vulnerable and disadvantaged children, individuals, and families in street situations, through provision of social safety nets and protection against risks brought about by poverty. The revised guidelines shall be issued to enhance the Program implementation, some of which are the processes and procedures on the provision of the comprehensive package of social protection services.

Further, the increasing number of reached out beneficiaries referred to the Department of Social Welfare and Development (DSWD) Residential Care Facilities (RCFs), verified and validated by the Pag-abot staff with no receiving families or whose families or relatives declined to receive them for reasons such as but not limited to the following, irreconcilable family disputes, dire socio-economic status, and social stigma. Thus, the additional Program component, the Supervised Independent Group Living Arrangement (SIGLA) sa Pag-abot will provide a nurturing ground to protect, develop and promote reintegration in the community. The beneficiaries will stay in the temporary facility, where they can stay for a maximum of one year with minimal supervision in the facility. It also aims to provide responsive case management and appropriate interventions, and opportunities that will fulfill their fundamental rights.

Through the continuous enhancement of the Program, these revised guidelines will reiterate and clearly define the processes of the program from the pre-implementation phase, implementation phase, and up to the post-implementation phase. It also provides additional procedures and enhanced budget parameters in the comprehensive package of social protection services, which is more aligned with Executive Order No. 52 and based on the results of the pilot implementation and evaluation of the program.

Moreover, the creation of the Regional Inter-Agency Committee (RIAC) will ensure the implementation of the Program objectives and complementation of activities at the regional level with the member agencies under Executive Order No. 52.

II. LEGAL BASES

A. Philippine Constitution

1. **1987 Constitution of the Philippines, Article XV, Section III-** The state shall defend the right of children to assistance, including proper care and nutrition, and special protection from all forms of neglect, abuse, cruelty, exploitation, and other conditions prejudicial to their development.

B. International Instruments

1. **The United Nations Committee on the Rights of the Child General Comments No. 21 (CRC GC 21)** on the Children in Street Situations adopted the General Comment (GC) 21 specific on the rights of children in street situations
2. **United Nations Sustainable Development Goal No. 1:** End poverty in all its forms everywhere. This involves eradicating poverty, implementing nationally appropriate social protection systems and measures for all, and granting equal access to economic resources particularly for the poor and vulnerable sector of society.
3. **United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)** urges the States to take all necessary measures to implement the rights of IP in accordance with the international human rights instruments without discrimination. It also sets out the individual and collective rights of IP, and their rights to culture, identity, language, employment, health, education, and other issues.
4. **The United Nations Convention on the Rights of the Child (UNCRC)**¹ enshrines various rights that are critical for children at risk on the streets. **Article 3 of UNCRC, provides for the Best Interests of the Child** as follows:
 - I. In all actions concerning children, whether undertaken by public or private social welfare institutions, courts of law, administrative authorities or legislative bodies, the best interests of the child shall be a primary consideration.
 - II. States Parties undertake to ensure the child such protection and care as is necessary for his or her well-being, taking into account the rights and duties of his or her parents, legal guardians, or other individuals legally responsible for him or her, and, to this end, shall take all appropriate legislative and administrative measures.
 - III. States Parties shall ensure that the institutions, services and facilities responsible for the care or protection of children shall conform with the standards established by competent authorities, particularly in the areas of safety, health, in the number and suitability of their staff, as well as competent supervision.

¹ United Nations Convention on the Rights of the Child. Adopted and opened for signature, ratification and accession by General Assembly resolution 44/25 of 20 November 1989, entry into force 2 September 1990, in accordance with Article 49.

5. The United Nations Human Rights Declaration on Social Progress and Development Part II Objectives which states:

Social progress and development shall aim at the continuous raising of the material and spiritual standards of living of all members of society, with respect for and in compliance with human rights and fundamental freedoms, through the attainment of the following main goals:

Article 10 (b) the elimination of hunger and malnutrition and the elimination of the causes that determine this situation are the common objectives of all nations.

6. United Nations Universal Declaration of Human Rights- Article 25, Sec. 1 (1) Everyone has the right to a standard of living adequate for the health and well-being of him, and necessary social services, and the right to security in the event of unemployment, sickness, disability, widowhood, old age or other lack of livelihood in circumstances beyond his control.

C. National Laws and Issuances

1. **Republic Act No. 7610** otherwise known as the Special Protection of Children Against Child Abuse, Exploitation and Discrimination Act, as amended by Republic Act 9231 or An Act Providing the Elimination of the Worst Forms of Child Labor and Affording Stronger Protection for the Working Child, and Republic Act 11648 or An Act Promoting for Stronger Protection against Rape and Sexual Exploitation and Abuse, Increasing the Age for Determining the Commission of Statutory Rape, as stated in Sec. 1 of the aforementioned law hereby declared to be the policy of the State to provide special protection to children from all forms of abuse, neglect, cruelty exploitation and discrimination and other conditions, prejudicial their development; provide sanctions for their commission and carry out a program for prevention and deterrence of and crisis intervention in situations of child abuse, exploitation and discrimination.
2. **Republic Act No. 11291** otherwise known as the Magna Carta of the Poor, clearly states that it is the declared policy of the State to uplift the standard of living and quality of life of the poor and provide them with sustained opportunities for growth and development. It shall adopt an area-based, sectoral, and focused intervention to poverty alleviation where every poor Filipino must be empowered to meet the minimum basic needs through the partnership of the government and the basic sectors.² It is likewise vital that the State complies with its international obligations to end poverty in all its forms, ensure and promote the health and well-being of all. In line with this, the law further provides under its section on the Scope of the Fundamental Rights of the Poor that the government shall establish a system of progressive realization or implementation to provide the requirements, conditions and opportunities for the full enjoyment or realization of the following rights of the poor, which are essential requirements towards poverty alleviation.³

² Republic Act No. 11291. An Act Providing for a Magna Carta of the Poor. (Section 2)

³ Ibid. (Section 4)

3. **Republic Act No. 10173** otherwise known as the Data Privacy Act of 2012. The act states that it is the policy of the state to protect the fundamental human right of privacy, of communication while ensuring the free flow of information to promote innovation and growth.
4. **Republic Act No. 9710** otherwise known as the the Magna Carta of Women, Section 2 - The State condemns discrimination against women in all its forms and pursues by all appropriate means and without delay the policy of eliminating discrimination against women in keeping with the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) and other international instruments consistent with Philippine law.
5. **Republic Act No. 9803** otherwise known as the Food Donation Act of 2009 which encourages the donation of wholesome food for charitable purposes, recognizing the policy of the state to alleviate national poverty and reduce food wastage.
6. **Republic Act No. 9262** otherwise known as the Anti-Violence Against Women and their Children Section 2 - It is hereby declared that the State values the dignity of women and children and guarantees full respect for human rights. The State also recognizes the need to protect the family and its members, particularly women and children, from violence and threats to their personal safety and security.
7. **Republic Act No. 8371** otherwise known as the Indigenous People Rights Act (IPRA) of 1997 - An act to recognize, protect and promote the rights of indigenous cultural communities/indigenous peoples, creating a national commission on indigenous peoples, establishing implementing mechanisms, appropriating funds therefore, and for other purposes.
8. **Republic Act No. 7160** otherwise known as the Local Government Code of 1991, reflected in Section 16 General Welfare under Chapter II - General Powers and Attributes of Local Government Units states that every local government unit shall exercise the powers expressly granted, those necessarily implied there from, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare.
9. **Presidential Decree No. 1563** otherwise known as the Mendicancy Law of 1978, establishes an integrated system for the control and eradication of mendicancy, provides penalties therefor, and appropriates funds for its implementation. The law applies to all mendicants, including exploited infants or children aged eight (8) years old and below, as well as minors found begging, who are also covered by Presidential Decree No. 603, or the Child and Youth Welfare Code.
10. **Presidential Decree No. 603**, as amended, or otherwise known as the Child and Youth Welfare Code No. 603 of 1974, Article I - The Child is one of the most important assets of the nation. Every effort should be exerted to promote his welfare and enhance his opportunities for a useful and happy life.

11. **Executive Order No. 52, Series of 2024**, otherwise known as Institutionalizing the Pag-abot Program, Constituting an Inter-Agency Committee Therefor, and for Other Purposes. The Pag-abot Program is hereby institutionalized as a platform for an enhanced and unified delivery of services to vulnerable and disadvantaged children, individuals, and families in street situations, through provision of social safety nets and protection against risks brought about by poverty.
12. **Executive Order No. 101, series of 2020 signed on 10 January 2020**, creating an Inter-Agency Task Force on Zero Hunger in pursuit of Sustainable Development Goal (SGD) No. 2 with the objective of ending hunger, achieving food security and improved nutrition, and promoting sustainable agriculture, by ensuring that government policies, initiatives and projects on attaining zero hunger shall be coordinated, responsive and effective.
13. **General Appropriation Act for Fiscal Year 2025** approved dated December 30, 2024 reflects a budget allocation amounting to eight hundred seven million seventy four thousand pesos only (Php. 807, 074, 000.00) for the implementation of Pag-abot Program (see *Volume I-B, Section 13 - Department of Social Welfare and Development, page 244 of GAA FY 2025*)

D. Department Issuances

1. **DSWD Memorandum Circular No. 31, Series of 2024**, or the "Supplemental Guidelines to Memorandum Circular No. 07, Series of 2024: Guidelines for Institutionalization of Pag-abot Program for Children, Individuals, and Families In Street Situations" which provides specific guidance on the provision of the package of social protection services.
2. **DSWD Administrative Order No. 08, Series of 2024**, or the Creation of DSWD Pag-abot National Program Management Office (NPMO) and Regional Program Management Office (RPMO) which shall streamline and systematize the Pag-abot Program implementation nationwide.
3. **DSWD Memorandum Circular No. 07, Series of 2024**, or the Institutionalization of the Pag-abot Program for Children, Individuals and Families in Street Situations. This guidelines institutionalizes the Pag-abot Program for Children, Individuals and Families in Street Situations (CIFISS) as a regular program of the Department along with the provision of component assistance packages.
4. **DSWD Memorandum Circular No. 11, Series of 2023** or the DSWD Data Privacy Manual. The Manual serves as a guide to ensure that all personal data collected by the Offices, Bureaus, Services, and Units follows the principles set out in collecting, storing, processing, and sharing personal data in accordance with the Data Privacy Act of 2012.
5. **DSWD Memorandum Circular No. 10, Series of 2023** or the Guidelines for the Pilot Implementation of Oplan Pag-abot Project (Reach Out) to Individuals and Families in Street Situation. The memorandum circular aims to reach out to children, individuals, and families in street situation and provide appropriate interventions as well as provision of assistance from the comprehensive package of social protection services which is responsive to

their situation and based on the assessment of registered social workers. Case management conducted by registered social workers are designed to improve their social functioning and quality of life. By doing so, these beneficiaries when being reached out will be saved from the risks and dangers prevailing present in their environment, deterring the possibility to go back, dwell, stay or live again on the streets.

6. **DSWD Memorandum Circular No. 09, Series of 2023** or the “Guidelines on the Implementation of the Community-Driven Development (CDD) Approach of the Kapit-bisig Laban sa Kahirapan-Comprehensive and Integrated Delivery of Social Services (KALAHI-CIDSS). This circular aims to standardize and harmonize the process across different KALAHI-CIDSS modalities to enhance the impact of social services delivered through the government’s CDD approach. It also provides guidance on the release of community grants for locally-funded projects.
7. **DSWD Memorandum Circular No. 07, Series of 2023** or the Revised Guidelines for the Comprehensive Implementation of the Sustainable Livelihood Program. This circular aims to streamline requirements of interventions, and expedite the program’s overall implementation. The Sustainable Livelihood Program primarily targets poor, marginalized, vulnerable, and/or disadvantaged households, prioritizing those in Pantawid Pamilyang Pilipino Program (4Ps).
8. **DSWD Memorandum Circular No. 16, Series of 2022** or the Revised Guidelines on the Implementation of the Assistance to Individuals in Crisis Situations. “ The Department of Social Welfare and Development (DSWD), as the leader in social protection, continuously implements the Assistance to Individuals in Crisis Situation (AICS) program to support government efforts in providing aid to individuals and families seeking assistance. The AICS Program serves as a stop-gap measure to support the recovery of individuals and families suffering from unexpected life events or crises.”
9. **Council for the Welfare Children (CWC) Resolution No. 12, Series of 2022** approving the Guidelines on the Strengthening of Protection Programs for Children, Families and IPs in Street Situations. This contains the policies and procedures to provide the National Government Agencies (NGAs), its Central Office and Field Offices, the Local Government Units (LGUs) and other stakeholders in establishing child protection mechanisms and strategies, profiling, managing cases, and providing holistic, long-term and sustainable programs and services for people, especially children, families, and IPs in street situations.
10. **DSWD Memorandum Circular No. 12, Series of 2021** or the Amended Guidelines on the Implementation of Balik Probinsya, Bagong Pag-Asa (BP2) Program by the Department of Social Welfare and Development. The BP2 program is one of the support measures that could lead to the decongestion of urban poor communities and contribute to the achievement of balanced regional development.
11. **DSWD Memorandum Circular No. 06, Series of 2021** or the Enhanced Support Services Intervention (ESSI) Guidelines for the Pantawid Pamilyang Pilipino Program Beneficiaries. “The Enhanced Support Services Intervention (ESSI) is one of the strategy of the CCT program to be inclusive, it targets the homeless families, IPs and other vulnerable

groups within the 4Ps program beneficiaries who both have their unique dynamics and way of living in which having difficulty in complying with the standard guidelines thus needed support intervention for them to address their risk and vulnerabilities to be able to comply with the program conditionalities.”

12. **DSWD Memorandum Circular No. 22, Series of 2019** or the Comprehensive Guidelines on the Implementation of the Sustainable Livelihood Program (SLP). “Upholding the value of inclusivity, the Program is open to poor, marginalized, vulnerable, and/or disadvantaged households, building upon their strengths and understanding how they can use these to achieve positive livelihood outcomes.
13. **DSWD Administrative Order No. 15, Series of 2018** or the Amendment of the Administrative Order 5, series of 2012, on the DSWD Guidelines on Gender and Development (GAD) Mainstreaming.
14. **DSWD Administrative Order No. 07, Series of 2015** or the DSWD Child Protection Policy in the Workplace. The DSWD Child Protection Policy in the Workplace aims to protect children from abuse and exploitation by establishing rules and guidelines for officials and personnel of the Department of Social Welfare and Development in the Philippines.
15. **DSWD Administrative Order No. 7, Series of 2012** or the Guidelines for Local Government Units Social Welfare and Development Service Delivery System (Amending AO No. 82, series of 2003, Standards on Social Welfare and Development Service Delivery System in the Local Government Units.
16. **DSWD Administrative Order No. 005-12, Series of 2012** or DSWD Guidelines on Gender and Development (GAD) Mainstreaming. This aims to promote gender equality and eliminate discrimination by integrating gender concerns into policies, programs, and projects of the Department of Social Welfare and Development in the Philippines.
17. **Joint DILG-DSWD Memorandum Circular** on the Protocol to Reach out to Street Children in 2012-01 aims to standardize procedures and roles for agencies involved in reaching out to street children. It established a framework identifying, assessing, and providing assistance to street children, promoting a collaborative approach between the Department of Interior and Local Government (DILG) and the Department of Social Welfare and Development (DSWD).
18. **DSWD Memorandum Circular No. 3, Series of 2011** or the Guidelines in the Pilot Implementation of Supervised Independent or Group Living Arrangements (SIGLA). “A strategy aims to facilitate smooth reintegration of discharged clients from DSWD centers/institutions to the mainstream society, especially those who could not be reunited with their family or could not be placed for alternative family care.
19. **DSWD Administrative Order No. 08, Series of 2009** or the Standards for Community-Based Services for Street Children. This sets standards for registered and licensed Social Welfare and Development Agencies (SWDAs) including the LGU implementing community-based services for street children and those currently engaged but not yet registered.

20. **DSWD Administrative Order No. 17, Series of 2005** or the "Standards for Group Homes for Unattached Persons". A community-based living arrangement alternative to institutional care. It envisions to respond to the needs of those who are abandoned, have no families to return to, or whose reunification with family is not suitable and are assessed to be needing group living experience.
21. **DSWD Administrative Order No. 56, Series of 2003** or the Guidelines on Sagip Kalinga Project. This aims to rescue (reach out) street dwellers through the provision of Balik Probinsya program, counseling, educational assistance, medical/hospital referral, effective parenting, and paralegal training program.
22. **DSWD Administrative Order No. 42, Series of 2003** or the Guidelines on the Operation of Group Homes for Older Persons with Disabilities in Selected Regions. The Group Home is envisioned to respond to the needs of marginalized persons with disabilities/older persons (PWDs/OPs) who were abandoned, neglected, abused and unattached and in need of custodial care.
23. **DSWD Department Order No. 13, Series of 2000** or the Guidelines on Street Children Program. This provides the guiding principles for policies and program interventions that promote and safeguard the rights of street children.

III. OBJECTIVE

Specifically, this revised guidelines aims to:

- a. Provide procedures for the implementation of the program, especially in implementing the identified components of the program.
- b. Identify the eligibility criteria of the Pag-abot beneficiaries in accessing the package of social protection service and clarify the processes of availing the said services.
- c. Define the roles and responsibilities of all the stakeholders involved in the implementation of the program.
- d. Delineate the functions of the different bureaus and offices that will play key roles in the institutionalization of the Pag-abot Program.

IV. SCOPE AND COVERAGE

This policy shall govern the implementation of the Program both in the national and regional levels to reach out all the target clientele who are children, individuals, and families in street situations and provide appropriate comprehensive package of social protection services.

V. OPERATIONAL DEFINITION OF TERMS

- a. **Budget Parameters** - refers to the amount of assistance to be provided to qualified beneficiaries based on the assessment of the Pag-abot Program case managers.
- b. **Environmental scanning** - refers to the process where the ocular visits were conducted to the highly populated areas in the LGU shall be made to map out the location of children, individuals, and families in street situations.
- c. **Pag-abot beneficiary** - refers to children, unattached individuals, and families in street situations to be reached out by the Pag-abot Program during the reach out activity who were referred to the Pag-abot Processing Center (PPC), Residential Care Facility (RCFs), and/or LGUs for the provision of appropriate interventions.
- d. **Pag-abot grants** - refers to monetary services provided to the eligible beneficiaries under the Pag-abot comprehensive package of social protection services through payout activity.
- e. **Place of origin** - refers to the birthplace, city/municipality where the Pag-abot beneficiary spent most of his/her life, and a community where the beneficiary prefers to stay permanently.
- f. **Profiled client** - refers to the target clientele such as children, individuals, and families who are staying in the street who are at risk and vulnerable. They were profiled using the profiling tool.
- g. **Profiling** - refers to the process of gathering demographic data, expresses needs, and conditions of the target client using the prescribed tool. (Manual of Operation of Comprehensive Program for Children, Families and IPs in Street Situations)
- h. **Profiling tool** - refers to the tool used by the Pag-abot staff during the interview to gather data about the target clientele that includes background information of the profiled client, assessment and recommendation during the profiling activity.
- i. **Reach out** - refers to the process where profiled children, individuals, and families in street situations who are reached out from the streets and brought to the identified processing center for further assessment and proper case management, provision of assistance, appropriate interventions and protection from harm, abuse, or risks present on the streets that highlight their vulnerabilities.
- j. **Receiving Region** - refers to the region where the individuals and families were endorsed for reintegration.
- k. **Reintegration** - refers to the process of integrating the individuals and families reached out back into their place of origin and participating in community affairs and activities.
- l. **Sending region** - refers to the region where the children, individuals and families were reached out in a specific location and declared as non-resident of that

particular place, therefore processing the beneficiary for reintegration shall be facilitated and coordinated.

- m. **Service Delivery** - refers to the process of assessment and provision of packages of services to the qualified program beneficiaries based on set budget parameters.
- n. **Service Components** - refers to the packages of services being provided to the program beneficiaries to aid the successful reintegration of the program beneficiaries.
- o. **SIGLA sa Pag-abot Beneficiary** - refers to those beneficiaries who have been admitted to the facility of SIGLA sa Pag-abot referred by the DSWD Residential Care Facilities or Pag-abot Processing Center, for a specific time and those who either lack identified receiving families or who choose not to be reunited with their families due to unresolved conflicts or other significant, verified circumstances by the Pag-abot staff, and RPMO staff of the concerned region. It includes those who are capable of and prefer to continue living independently and falls within the age range of 18 to 65 years old.
- p. **Social Work Case Management** - refers to the process used by the case managers to enable the beneficiaries to improve their status and well-being to keep off the streets, the children, individuals, and families in street situations. It involves the systematic process of identifying, assessing, planning, coordinating, implementing, monitoring, and evaluating services and resources to meet the complex needs of individuals, families, or groups. It integrates social work principles and practices with management techniques to ensure effective and efficient delivery of services.⁴
- q. **Social Welfare and Development Agency (SWDA)** - a non-stock, non-profit corporation, organization or association engaged in providing, directly or indirectly social welfare development programs and services and obtains its finance, from any government agency or instrumentality, other fund generating activities, as authorized by law.
- r. **Supervised Independent Group Living Arrangement sa Pag-abot (SIGLA sa Pag-abot)** - a community-based alternative living arrangement for Pag-abot beneficiaries where they can be reintegrated or stay for a maximum of one year after being employed or provided livelihood assistance with minimal supervision in DSWD Residential Care Facilities. Inclusive to their stay is the provision of interventions designed to improve their social functioning and advance their potential/credentials and employable skills.
- s. **Time-bound Case Management** - a strategy that aims to fast-track the rehabilitation of beneficiaries in processing centers and/or residential care facilities through the assessment of the assigned registered social worker of the Pag-abot Program that helps determine appropriate case management timelines.
- t. **Walang Gutom Kitchen** - a food bank where the private sector and public sector will join forces to reduce food wastage through the provision of multi-faceted social services that address involuntary hunger in varied needs of homeless

⁴ Mendoza, Thelma Lee. (2022) .Social Welfare and Social Work (7th ed.) . Central Book Supply, Inc.

children, individuals, and families or those members of the community who are challenged to support themselves with food needs.

- u. **Walang Gutom Kitchen Beneficiaries** - refers to children, individuals, and families experiencing hunger who seek food assistance through the Walang Gutom Kitchen and are considered walk-in beneficiaries of the Pag-abot Program when they express willingness to be reached out.

VI. PROGRAM DESCRIPTION

"Pag-abot," is a Tagalog word that means "reach out" in English. The program will reach out to vulnerable and disadvantaged individuals, children, and families in street situations, as implied by its name. They will then be welcomed or referred or reintegrated to: **a)** place of origin or residences in provinces, municipalities or cities; **b)** a community where the beneficiary prefers to stay permanently **c)** temporary shelter or placement to residential care facilities; **d)** temporary placement to a foster family or adoption for those children who may have been abandoned; and **e)** independent living arrangements for unattached adult individuals who have no receiving family or opted to live on their own due to some circumstances. The reach out activity is considered as the start of holistic intervention using a multidisciplinary approach to time-bound case management to keep off the streets children, individuals, and families in street situations."

The program aims to reduce the risk and vulnerabilities of children, individuals, and families in street situations and improve their social well being through the provision of social welfare protection services, various interventions, and opportunities to improve social status, and fulfill fundamental rights for them to live productively in a safe, supportive, and enabling environment.

Through these services/activities, children, individuals, and families in street situations can access their rights to food, health, education, life skills, recreational activities, employment opportunities, and housing among others towards the attainment of a decent and dignified life.

Goal:

The program aims to reduce the risk and vulnerabilities of children, individuals, and families in street situations through the provision of various interventions, services, and opportunities, improve social status, and fulfill fundamental rights for them to live productively in a safe, supportive, and enabling environment.

Specific Objectives:

- a. Establish partnership with the NGAs, Civil Society Organizations (CSOs), and LGUs for holistic and comprehensive implementation of the program.
- b. Install systems and procedures of reaching out the target beneficiaries anchored on social justice and basic human rights.
- c. Facilitate the provision of component assistance, services and other interventions based on assessed needs.

- d. Capacitate program implementers and partners on the implementation of the program.
- e. Establish mechanisms that will foster community engagement and involvement to respond immediately to the needs of children, individuals and families in street situations.

Target Clientele:

- **Children in street situations** which includes the following: (a) children who depend on the streets to live and/or work, whether alone, with peers or with family; and (b) a wider population of children who have formed strong connections with public spaces and for whom the street plays a vital role in their everyday lives and identities. (*General Comment No. 21 (2017) on Children in Street Situations*, 2017)⁵
- **Children below 18 years old** who are found on the streets due to issues on abandonment, neglect, orphaned, or those over but are unable to fully take care of themselves or protect themselves from abuse, neglect, cruelty, exploitation or discrimination because of a physical or mental disability or condition.
- **Unattached adults and elderly on the streets**, parks, or other public areas who are 18 years old above who are found to be vagrants, mendicants, depend on the streets to live and/or suffering from mental disability or illness.
- **Homeless street families** pertaining to the displaced families, either by fire, demolition, family crisis, or false hopes on an improved life in the cities who had no choice but to go to the street. They reside in sidewalks and pavements where they also sleep, eat, play, take a bath, etc.

Components

1. Partnership Building

The implementation of the program shall use the “whole of nation approach” in order to facilitate the comprehensive intervention and holistic delivery of service to the target beneficiaries. Consultation meetings and dialogue with the concerned NGAs, CSOs, Faith-Based Organization, and LGUs shall be conducted. Signing of Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) between and among concerned parties may be done as necessary to formalize partnership and collaboration. Further, continuous dialogue and consultation among partners shall be conducted on a regular basis. Areas for partnership and collaborations may focus but not limited on the following:

⁵ General Comment No. 21 (2017) on children in street situations. (20 June 2017). United Nations Official Website. <https://www.ohchr.org/en/documents/general-comments-and-recommendations/general-comment-no-21-2017-children-street>

1. Logistics needs such as vehicle during reach out activity, venue for the processing center, and equipment/materials needed during reach out activities;
2. Possible temporary shelter for the reached out beneficiaries while the appropriate intervention is being processed;
3. Shelter assistance to qualified beneficiaries of the program;
4. Food and non-food items that will benefit the target clientele; and
5. Other services which will facilitate access to basic social services among beneficiaries such as identification cards among others.

2. Reach Out Activity

Reaching out of beneficiaries is considered as the start of the helping process or the time-bound case management. This component comprises the following steps, to wit: 1) Environmental Scanning, 2) Profiling and Data Processing, 3) Reach Out Activity, 4) Assessment, Service Delivery, and Reintegration, 5) Provision of Pag-abot Grants, and 6) Monitoring and Aftercare Services, and 7) Termination.

3. Case Management and Service Delivery

Following the time-bound case management process, appropriate interventions based on assessment shall be provided to the target beneficiaries. The RCFs and other identified temporary shelters shall also provide necessary services while the beneficiaries are being prepared for reintegration in their place of origin. Other assistance may be provided through the members of the inter-agency committee such as but not limited to housing, food, health, education, life skills, recreational activities, and employment opportunities, among others.

An information system/database which will capture biometrics and photos of beneficiaries shall serve as a repository of beneficiary's information for time-bound case management and monitoring of beneficiary status including the comprehensive package of social protection services comprising the grants provided to beneficiary.

4. Capacity Building

Pag-abot Program implementers/service providers including partners shall be capacitated to further improve the system and implementation of the program. This may include a series of orientations pertaining to various tools and protocols of actual reach out, dynamics of children, families, and individuals in street situations among others. Other relevant capacity building activities shall be implemented pertaining to time-bound case management process and application of child-friendly and rights-based approaches.

5. Strengthening Local Mechanism

The program shall involve the general public, Civil Society Organizations, Faith Based Organizations, private enterprise and barangay leaders in addressing the needs of CIFSS. This is to be done by providing them with access to the program as a source of referral and in obtaining information about the program through the established hotline and created social media accounts. Further, advocacy activities about the program, such as stakeholder forum or advocacy

forum, distribution of Social and Behavior Change Communication (SBCC) materials among others shall be conducted for promotion and awareness raising about the program among stakeholders.

The Pag-abot Hotlines installed at the DSWD Central Office has a designated focal person from the Pag-abot NPMO who shall respond to calls from the general public on a rotational basis during business hours from 8:00 am to 5:00 pm from Monday to Friday.

The local community through the Local Government Units shall also be assisted to support various initiatives that can further improve the living conditions of the reintegrated individuals and families.

6. Supervised Independent Group Living Arrangement in Pag-abot (SIGLA sa Pag-abot)

This component shall provide an alternative community-based living arrangement to unattached individuals either from the Pag-abot Processing Center (PPC) and/or public and private Social Welfare and Development Agency (SWDA), who have no receiving family, and/or opted not to go back to their place of origin with verified, sufficient, and considerable circumstances based on the assessment of the registered social worker in the PPC and/or public and private SWDA. The unattached individuals can stay for a maximum of one year after being employed or provided livelihood assistance with minimal supervision in the temporary shelter. Inclusive to their stay is the provision of interventions designed to improve their social functioning and advance their potential/credentials, and employable skills.

The SIGLA sa Pag-abot aims to address the congested number of admitted beneficiaries to various residential care facilities and to provide a new enabling environment for them after leaving the care system. These are beneficiaries aged 18 - 65 years old with the ability to make sound decisions and good judgment, no diagnosis of any communicable diseases, and with employable skills, where they can stay for a maximum of one year after being employed or provided livelihood assistance. SIGLA sa Pag-abot beneficiaries will be given responsive time-bound case management and appropriate interventions for them to best realize and utilize their potential, skills, and other strengths, which they can integrate to change their living and for better restoration of their social functioning.

Further, job skills training, employment system services, livelihood projects, values enhancement, social, health, medical, psychological, and recreational activities/group dynamics/ and spiritual life are some of the provisions to which the SIGLA sa Pag-abot beneficiaries can access. Such services can be delivered through partnerships with other national government agencies such as but not limited to Technical Education and Skills Development Authority (TESDA), the Department of Labor and Employment (DOLE), Department of Trade and Industry (DTI), also Civic Society Organizations (CSOs), and other private sectors and/or institutions that can be a partner to deliver efficient and effective services to the SIGLA sa Pag-abot beneficiaries.

VII. GUIDING PRINCIPLES AND APPROACHES

In the course of the program implementation of the Pag-abot, program implementers shall be guided by the following principles:

1. **Rights-based** - This means giving people greater opportunities to participate in shaping the decisions that impact their human rights. It also means increasing the ability of those with responsibility for fulfilling rights to recognise and know how to respect those rights, and make sure they can be held to account. (What Is a Human Rights Based Approach? - SHRC, n.d.). The program and its implementers shall uphold the basic human rights of all children, individuals, and families throughout the entire process of the helping relationship which make the program unique from other similar initiatives and activities of the government.
2. **Culture Sensitive** - having an understanding of another person's set of beliefs or values that is attributed to the person's ethnic or racial background (Cultural Sensitivity Examples & Importance | What Is Cultural Sensitivity? - Video & Lesson Transcript, 2021) . The program shall value individual beliefs, ethnicity and values in all processes of the implementation.
3. **Self Determination** - defined as the ability of the client to make their own decisions and engage in any actions they want to, provided that those actions aren't harmful to the client or others. (What Is a Human Rights Based Approach? - SHRC, n.d.). The Pag-abot staff shall rely on the readiness of the client to participate in the program except in situations where the clients are at great risk.
4. **Gender-responsive approach** - shall adequately respond to the gender-differentiated needs, issues and priorities of women and men, as well as girls and boys in street situations, in all their diversity, leading to social equality and advancing the rights of women and girls. The Pag-abot Program shall at all times deliver appropriate interventions that are founded on the principles of gender equality and gender justice.
5. **Whole-of-Nation Approach** - Enabling the government to partner with individuals, community, civil society organizations, and the private sector to engage in meaningful and relevant developmental activities or programs and services to address societal ills and promote individuals and social protection. The program shall establish partnerships with other government agencies and civil society organizations to provide holistic intervention to the target beneficiaries.
6. **Multidisciplinary approach** - Involving other disciplines in the program specifically in the process of planning, coordinating, managing, and reviewing its implementation.

VIII. GENERAL POLICIES

1. During the profiling of target beneficiaries, actual reach out can be done depending on the urgency of case/s based on the assessment of the Pag-abot registered social worker. Proper coordination to the concerned LGUs shall be done to provide immediate intervention to beneficiaries, specifically on health-related concerns and other logistical needs.
2. DSWD Residential Care Facilities, PPC, and other designated facilities will serve as temporary shelters as may be applicable, based on the assessment, specific needs, or case of the reached out beneficiaries while they undergo

preparation for reintegration. The Field Office (FO) and/or Local Government Unit (LGU) shall also identify processing centers during the conduct of reach out activity and other facilities that can be used for temporary shelter of the reached out beneficiaries.

3. Information gathered from the target client shall be treated as confidential in compliance with the DSWD Data Privacy Manual, Data Privacy Act of 2012, and National Privacy Commission (NPC) Issuances. Personal data of the client should not be disclosed to unauthorized people, either within the organization or externally, and shall be used for time-bound case management purposes only. During the profiling process, the prescribed consent form from the target client shall be secured by the interviewee.
4. The Pag-abot registered social worker in the regions shall act as the case manager of all beneficiaries referred by the Pag-abot National Program Management Office or other regions. The case manager shall facilitate case conferences with the concerned LGUs and other members of a multi-disciplinary team. Appropriate intervention based on assessment shall be provided in the course of the time-bound case management process.
5. Pag-abot Regional Program Management Office (RPMO) shall establish a Regional Inter-Agency Committee (RIAC) composed of concerned national government agencies based on the EO No. 52 and/or other private sectors that shall be responsible for the implementation of the program. Hired program staff in the Field Offices shall act as the secretariat.
6. Travel expenses and communication allowance shall be provided to the program staff both at the Pag-abot National Program Management Office and its counterpart to the Field Offices based on the DSWD's existing accounting and auditing policies and guidelines.
7. Field Office staff who shall be involved in the program implementation in the Field Offices shall also be entitled to travel allowance and overtime pay charged to the program funds if applicable subject to the existing guidelines of the Department.
8. Periodic Program Review and Evaluation shall be conducted to review, assess, and evaluate the performance of the program and determine the extent of its efficiency and functionality.
9. Establishment of the Walang Gutom Kitchen, as a food bank, is one of the strategies of the Pag-abot Program that provides assistance through the provision of meals for beneficiaries, either children, individuals or families in street situations, and anyone from the community seeking for or needing food. Through the Walang Gutom Kitchen, walk-in clients can also be reached out by the Pag-abot Program after expression of willingness to be reintegrated to their respective place of origin and/or relocated to a new place where they prefer to continue their life. The admission of a client as a Pag-abot beneficiary through Walang Gutom Kitchen shall be based on the assessment and validation of the registered social worker.
10. The cost of care for Pag-abot beneficiaries admitted to DSWD Residential Care Facilities (RCFs) shall be charged to the Pag-abot Fund under subsidy, based on arrangements between the concerned DSWD Field Office (FO) and the RCFs, and in line with Department of Budget Management (DBM) and

Commission on Audit (COA) guidelines.

11. Beneficiaries admitted to private Social Welfare and Development Agencies (SWDAs) may also receive support for cost of care, subject to approval by the Pag-abot National Program Management Office (NPMO) and based on the standard cost parameters used by DSWD RCFs. A Memorandum of Agreement (MOA) is required for private SWDAs to participate in the cost-sharing arrangement. Support shall be provided on a reimbursement basis, subject to the availability of funds under the General Appropriations Act (GAA) and the program's approved Work and Financial Plan (WFP), and in accordance with applicable government accounting and auditing rules.

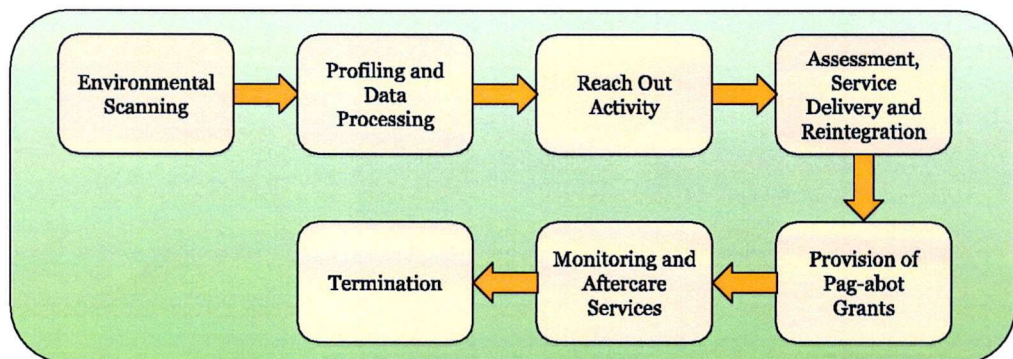
Private SWDAs must:

- a) Submit monthly billing statements with complete supporting documents, such as but not limited to official receipts, monitoring reports, summaries of care expenses, and a certified statement of actual expenses;
- b) Submit timely liquidation reports and comply with all audit and financial documentation requirements.

12. Disposal of all Pag-abot documents shall be properly disposed using the existing guidelines and protocols issued by the Department.

IX. PAG-ABOT PROCESS

The Pag-abot Process shall provide a clear structured approach on the activities to be conducted for the target beneficiaries who are in street situations. It will also define the step by step procedural guide and ensure that the necessary activities are completed in an orderly and timely manner.



X. IMPLEMENTING PROCEDURES

A. Pre-Implementation Phase

1. The Pag-abot NPMO and RPMO shall conduct consultation meetings with the target local government units to orient and establish partnerships and to determine areas for convergence of interventions such as but not limited to the identification of possible processing centers, facilities for temporary shelter of the reached out beneficiaries and others. The mandate of the Department of the Interior and Local Government (DILG), as stated in the Implementing Rules and Regulations (IRR), shall be highlighted as Vice-Chairperson of the Inter-Agency Committee (IAC) for the Pag-abot Program.
2. As part of the partnership building with the concerned national government agencies and members of the civic society organizations, consultation and exploratory meetings shall be conducted by the Pag-abot NPMO for leveling the expectations and identification of possible areas for collaboration. Hence, the Pag-abot RPMO shall coordinate with the regional offices of the government agencies under IAC to discuss the implementation of the Program.
3. The Regional Inter-Agency Committee (RIAC) shall be created at the Field Office shall serve as the technical working group in the implementation of the Program at the regional level. The RIAC shall elevate issues and concerns in the implementation with recommendations to the IAC at the national level and they shall meet regularly on an agreed schedule which includes but is not limited to, monthly, bi-monthly, and quarterly.

B. Implementation Phase

1. The Pag-abot NPMO and RPMO shall conduct the reach out activities in the identified target areas/sites within the Local Government Units (LGUs). Preparatory meetings among team members shall be conducted. A team shall be composed of Pag-abot case managers and other disciplines in partnership with concerned Local Government Units and partners from various government agencies.
2. Environmental scanning or ocular visits to highly populated areas in the LGU shall be made by the Pag-abot staff from NPMO and RPMO to map out the location of children, individuals, and families in street situations. This activity shall be conducted in preparation for the profiling of clients.
3. Before conducting the profiling activity, an orientation shall be conducted among program implementers and program partners to provide guidance on the activity and discuss tools that will be used during the profiling of clients.
4. Pag-abot staff shall perform the profiling of clients and shall follow the profiling process for the activity. Profiling of clients shall commence after the ocular visit using the profiling tool and shall secure consent from the respondent through the use of a consent form (See Annex A). During the profiling the Pag-abot staff shall start to assess the target clientele on the possible provision of assistance based on the assessed needs of the client.
5. After the profiling activity, a planned reach out activities shall be done together with the LGUs in two (2) shifts as follows: a) morning to afternoon for the first

shift and b) afternoon to late evening for the second shift. Team leaders are expected to have a turnover of cases at the end of every shift. Emergency reach out can be done in close coordination with concerned LGUs.

6. As part of the safety net, during the reach out, the Pag-abot staff shall wear body cameras to record the entire process/activity. The representatives from the Commission on Human Rights (CHR) may also be invited to observe the entire reach out process.
7. Intake interviews shall be done to determine the initial intervention to be provided to the beneficiary. While processing the appropriate interventions for the beneficiary, if necessary, they shall be referred to the appropriate Residential Care Facility (RCF) of DSWD, PPC, non-government organizations and/or other private agencies for temporary shelter. Beneficiaries who will be referred to various residential care facilities may have a temporary stay depending on the assessed needs of the Pag-abot beneficiaries. Meanwhile, the reached out beneficiaries shall stay at the Processing Center for a maximum of thirty (30) working days while facilitating or processing the necessary requirements in relation to their reintegration to the identified place of origin or to the community where the beneficiary prefers to stay permanently. All necessary coordination/activities with the receiving LGUs shall be conducted through the Field Offices to inform them regarding the reintegration of the Pag-abot beneficiary within the above-mentioned period.
8. Reach out to unattached children and high-priority cases shall follow the existing CWC Guidelines on the Strengthening of Protection Programs for Children, Families, and IPs in Street Situations.
9. Actual reach out for protective custody shall also follow DSWD AO 8, series of 2009 and the DSWD-DILG-CWC Joint Memorandum on the Protocol to Reach Out to Street Children.
10. In the course of profiling, indications and/or manifestations of child abuse or exploitation, must be well noted by the case manager and psychologist for proper intervention and immediate action. High-priority cases will be subjected to immediate reach out for proper disposition and intervention. This includes children, pregnant women, and persons with disability needing urgent medical attention, who are likely to be seriously harmed or injured or subjected to immediate and ongoing sexual abuse, be permanently disabled, trafficked, or die if left in his/her present circumstances without the provision of protective intervention.
11. Clients manifesting violent behavior shall be handled together with the law enforcement personnel and the barangay. Pag-abot staff team leader in the field work shall always prioritize the safety of the staff during the conduct of reach out activity and other related activities.
12. The Protocol for the Case Management of Child Victims of Abuse, Neglect, and Exploitation issued by the Committee on the Special Protection of Children shall also be followed for the cases of child abuse.

The following protocols shall be observed in reaching out to unattached children

- a) If the child is taken into protective custody, he/she must be treated in the most humane and dignified way possible. The use of weapons, chasing,

violence, unnecessary force, vulgar words, and sexual harassment is strictly prohibited.

- b) Child is only taken into protective custody in daylight hours except in emergency cases.
- c) The use of vehicles with bars or padlocks or any other fixtures indicating that a child is being detained or arrested is avoided.
- d) Social worker shall immediately commence court proceedings for involuntary commitment in the following situations:

1) child's parents or guardians cannot be located, or

2) there is evidence that a child has been abandoned, substantially, continuously, or repeatedly neglected, or the parents/guardians are incompetent to discharge their parental responsibilities, and the parent/guardian refuses to voluntarily commit the child to protective custody.

- 13. Reach out to unattached persons specifically those with related mental health challenges individuals shall be treated with utmost care and attention. The client shall be immediately refer to the LGU to cater to the needs of the client or other government mental health facilities such as the Department of Health (DOH) National Center for Mental Health (NCMH) and other hospital catering beneficiaries with mental health concerns.
- 14. If the client manifests aggressive behavior during the actual reach out activity, the Pag-abot staff may seek security assistance from the PNP representatives until such time that the client is willing to be reached out for immediate intervention.
- 15. Operation of temporary shelters apart from RCFs shall follow the Department Order No. 13, series of 2000 or the Guidelines on Street Children Program of the Department.
- 16. The conduct of pre-reintegration case conferences shall be required to facilitate the discharge and reintegration of the beneficiary. Case conferences before reintegration will only be conducted as deemed necessary in handling cases such as, but not limited to, cases with mental health conditions, family issues, cases with alleged legal concerns, and others. The Multidisciplinary Team (MDT), which consists of staff from DSWD RCFs or PPC, or private SWDAs, Pag-abot registered social workers from both sending and receiving regions, shall schedule a pre-reintegration case conference within five working days before the actual reintegration of the Pag-abot beneficiary/beneficiaries. Further, the pre-reintegration case conference may proceed without the presence of the concerned LGU provided that the receiving region shall be responsible for the coordination with the concerned LGU on the agreements made during the pre-reintegration case conference if they are not available.
- 17. The following documents are necessary to facilitate the reintegration of the beneficiary to the receiving family and/or community: acceptance letter from the receiving family certified by the Pag-abot registered social worker secured by the PPC, RCFs, and/or receiving region; or a notarized kasunduan from the beneficiary assisted by the case manager for those without receiving family but opted to be integrated to their preferred province for permanent residency.

Annex B : Acceptance Letter Template

Annex C : Kasunduan from the Beneficiary Template

18. Further, reintegration case conferences will be strictly adhered to during the beneficiary's actual reintegration, which the MDT participated in. The reintegration case conference aims to ensure the beneficiary's smooth transition into the community and to discuss aftercare and monitoring plans highlighting the eligibility assessment and provision of the Pag-abot package of social protection services and other available assistance.
19. All services and assistance to be provided to the Pag-abot beneficiaries using the Pag-abot Intake Sheet for the provision of the comprehensive package of social protection services shall follow the process description and budget parameter per services components below.

Types of Comprehensive Package of Social Protection Services	Budget Parameter per Services Components	Documentary Requirements
Financial Assistance (FA)	<ol style="list-style-type: none"> 1. This also includes financial support to cover the basic needs of beneficiaries such as but not limited to food while they are in transit from their current residence to the identified place where they will be relocated, or while they are waiting for their original reintegration schedule or new schedule in case of cancellation or postponement due to cause/s beyond their control. The beneficiaries may be provided with a maximum of Ten Thousand Pesos Only (Php 10,000.00). 2. The financial assistance for medical support is intended solely for immediate and essential medical care while the beneficiary is under the care of the Pag-abot Program, particularly during their assessment and temporary accommodation at PPC, DSWD RCFs, or private SWDA. This shall not be construed as duplicative or overlapping with the medical assistance provided by the Crisis Intervention Unit (CIU) of DSWD. <p>To ensure program sustainability and resource allocation equity, a</p>	<p>Financial Assistance</p> <ol style="list-style-type: none"> 1. Copy of duly signed Pag-abot ID 2. Copy of one (1) valid ID or Certification from the PPC, RCFs, and/or private SWDAs where the beneficiary is currently admitted 3. Signed case summary report from the Pag-abot registered social worker stipulating that the beneficiary needs food allowance and basic needs while they are in transit going to reintegration area. <p>FA - Medical Support</p> <ol style="list-style-type: none"> 1. Copy of duly signed Pag-abot ID 2. Copy of one (1) valid ID or Barangay Certificate or Certification from the PPC, RCFs, and/or private SWDAs where the beneficiary is currently admitted 3. Signed case summary

Types of Comprehensive Package of Social Protection Services	Budget Parameter per Services Components	Documentary Requirements
	<p>maximum ceiling of Ten Thousand Pesos (Php 10,000.00) per beneficiary is maintained for medical assistance under this component. This amount may cover consultation, emergency medication, laboratory procedures, or other necessary medical interventions related to the beneficiary's urgent condition while temporarily housed or undergoing reintegration processing.</p> <p>In exceptional cases where the required medical intervention exceeds the Php 10,000.00 limit, the Pag-abot Program may endorse the beneficiary to the CIU for further assistance, especially if the case involves urgent or life-threatening conditions. This endorsement shall be made on the basis that the beneficiary is validated to be highly vulnerable, having been reached out from street situations or identified as a CISS.</p>	<p>report from the Pag-abot registered social worker stipulating that the beneficiary is in need of medical support</p>
<p>Transportation/Relocation Assistance (TRA)</p> <p>(Land/Sea/Air Travel)</p>	<p>Actual cost based on ticket quotation and/or other travel expenses, including the hauling of properties from their current residence to the place where they will be relocated.</p> <p>In case of cancellation or postponement of travel, the beneficiaries shall be provided an actual rebooking fee or any other travel expenses.</p>	<ol style="list-style-type: none"> 1. Copy of duly signed Pag-abot ID 2. Copy of one (1) valid ID or Certification from the PPC, RCFs, and/or private SWDAs where the beneficiary is currently admitted 3. Copy of official receipt and ticket from the airline and/or travel agency. 4. Justification letter from the Pag-abot registered social worker in case of cancellation or postponement of

Types of Comprehensive Package of Social Protection Services	Budget Parameter per Services Components	Documentary Requirements
		<p>travel.</p> <p>Additional for air travel:</p> <p>5. Copy of the boarding pass from the airline</p>
Transitory Shelter Assistance (TSA)	<p>Pag-abot beneficiaries may be provided with rental subsidies or self-build house in favor of those who wish to get a decent home where they prefer to live permanently and if the house of the receiving family (if any) cannot accommodate the Pag-abot beneficiary.</p> <p>a. A beneficiary may be provided with a maximum amount of Ten Thousand Pesos Only (Php 10,000.00) per month for six months to one year, subject to the assessment of the Pag-abot staff in the receiving region. Payment to the rental subsidies may be paid directly to the lessor provided that it was stated in the lease/rental agreement between the beneficiary and lessor.</p> <p>b. Pag-abot beneficiaries may also receive subsidies or "self-build" shelter assistance to purchase limited shelter materials required in constructing or repairing damaged houses with a maximum amount of One Hundred Fifty Thousand Pesos Only (Php 150,000.00) subject to the assessment of the Pag-abot staff in the receiving region.</p> <p>Upon reintegration of the Pag-abot beneficiary to the community, the Pag-abot staff of the receiving region may also recommend for the TSA to</p>	<p>Rental Subsidy</p> <ol style="list-style-type: none"> 1. Copy of duly signed Pag-abot ID 2. Copy of one (1) valid ID or Certification from the Barangay/LGU stating that the beneficiary was reintegrated within their barangay/ municipality 3. Notarized and duly signed lease/rental agreement with the lessor and beneficiary with specific amount and duration of rent 4. Certification from the receiving region stating that the beneficiary is recommended to avail TSA signed by the head of the office. 5. Signed case summary report from the Pag-abot registered social worker <p>Self-Build Shelter Assistance</p> <ol style="list-style-type: none"> 1. Copy of duly signed Pag-abot ID 2. One (1) valid ID or Barangay Certificate certifying that the

Types of Comprehensive Package of Social Protection Services	Budget Parameter per Services Components	Documentary Requirements
	<p>purchase materials for house construction or improvement instead of rental subsidy based on the result of the assessment and validation in consideration of the following:</p> <ul style="list-style-type: none"> • The land title is under the name of the Pag-abot beneficiary; if not, the land owner shall provide a usufruct agreement and/or with deed of donation to the Pag-abot beneficiary to build/improve the house; • There are no houses available for rental in their community. <p>The Pag-abot registered social worker on the receiving region may recommend the beneficiary for the provision of TSA with the following process:</p> <ol style="list-style-type: none"> a. The receiving region shall conduct an eligibility assessment in the target area for repair or construction using the Pag-abot Intake Sheet. b. Shall attached photos of the land or house. c. Justification letter of the assigned registered social worker in the provision of TSA with an attached list of limited shelter materials for the repair or improvement or construction of a house signed by the head of the office. <p><i>Note: If the beneficiaries will be reintegrated within any cities in NCR where they were reached out, transitory shelter assistance would be limited to temporary shelters such as PPC, DSWD RCFs, and private SWDAs only.</i></p>	<p>beneficiary is staying in the barangay from the date of integration</p> <ol style="list-style-type: none"> 3. Certified true copy of the land title if the land belongs to the Pag-abot beneficiary; or notarized and duly signed usufruct agreement to build and/or improve the house with reasonable time duration; and/or copy of deed of donation to the Pag-abot beneficiary 4. Certification from the receiving region stating that the beneficiary is recommended to avail TSA signed by the head of the office 5. Signed case summary report from the Pag-abot registered social worker

Types of Comprehensive Package of Social Protection Services	Budget Parameter per Services Components	Documentary Requirements
Livelihood Assistance (LA)	<p>To support the long-term reintegration and recovery of individuals and families in street situations, a maximum of One Hundred Thousand Pesos Only (Php 100,000.00) will be provided to the eligible Pag-abot beneficiaries based on the validation and assessment of the handling Pag-abot staff. The assistance may be released in a maximum of three tranches based on the recommendation of the handling registered social worker and as indicated on the assessment of the enhanced Livelihood Assistance Project Proposal (LAPP).</p> <p>The ceiling amount is intended to meet the unique and complex needs of Pag-abot beneficiaries, who often face multiple vulnerabilities such as lack of stable shelter, disrupted support systems, and economic exclusion. These conditions require greater resource investment to ensure sustainable recovery and independence. The enhanced livelihood assistance enables beneficiaries to start or rebuild small enterprises, acquire essential tools or assets, and work toward long-term stability, ultimately reducing the risk of returning to street-based living and supporting a dignified, sustainable reintegration into society.</p> <p>The process to receive livelihood assistance is the following:</p> <ol style="list-style-type: none"> 1. The Pag-abot beneficiary shall prepare the Livelihood Assistance Project Proposal with the assistance of the receiving region registered social worker; 2. If the Pag-abot beneficiary is a minor or below 18 years 	<ol style="list-style-type: none"> 1. Copy of Duly Signed Pag-abot ID 2. Copy of one (1) Valid ID or Certification from the Pag-abot NPMO and/or RPMO staff 3. Copy of Livelihood Assistance Project Proposal to be prepared by the eligible family or individual to be approved by the head of the office.

Types of Comprehensive Package of Social Protection Services	Budget Parameter per Services Components	Documentary Requirements
	<p>old, the parent or legal guardian of the minor can be eligible for livelihood assistance based on the assessment and validation of the receiving region Pag-abot staff;</p> <p>3. The Pag-abot beneficiary shall attend any social preparation activity provided by the Pag-abot of either the sending or receiving region.</p> <p>In cases where the registered social worker finds that the beneficiary is irresponsible in handling and/or managing the provided assistance, based on the assessment and validation conducted by the handling registered social worker, the following tranches shall be terminated provided with an approved feedback report from the Pag-abot NPMO.</p> <p><i>**safety measure to be implemented (bank deposit and/or cooperative membership, whichever is applicable)</i></p>	
Employment Assistance (EA)	<p>If the Pag-abot beneficiary falls under the category of FISS, a maximum of two adult members of the family can be eligible for the employment assistance.</p> <p>They shall receive a maximum of Twenty Thousand Pesos Only (Php 20,000.00) each, that will cover their pre-employment requirements, including the expenses of their first month at work.</p>	<ol style="list-style-type: none"> 1. Copy of duly signed Pag-abot ID 2. Copy of duly signed Social Case Study Report of the sending or receiving region (with assessment and recommendation on the need to avail EA) 3. Certification from the sending or receiving region stating that the beneficiary is recommended to avail EA signed by the head of the office

Types of Comprehensive Package of Social Protection Services	Budget Parameter per Services Components	Documentary Requirements
<p>Psychosocial Support (PS)</p>	<p>In preparation for the reintegration process of beneficiaries in the place where they will be reintegrated, a series of dialogues and specialized sessions for individuals and families from the assigned case manager shall be provided.</p> <p>Once they are reintegrated, the primary beneficiaries including the reached out family members may be provided a maximum amount of Ten Thousand Pesos Only (Php 10,000.00) per session maximum of four sessions per month for three to 12 months each based on the recommendation of a specialist or government/private medical doctor or trained psychosocial service provider, with the assessment of the Pag-abot registered social worker of either the receiving and receiving region. Payment may be paid directly to the psychosocial service provider based on the agreements of the registered social worker and beneficiary indicating the duration of the sessions. Continued family case management and monitoring must be undertaken, and family development sessions shall be conducted and sustained until they have fully recovered. This intervention shall be in coordination and complementation with local health facilities.</p>	<ol style="list-style-type: none"> 1. Copy of duly signed Pag-abot ID 2. Copy of duly signed social case study report (with assessment and recommendation on the need to avail PS) 3. Certification from the sending and/or receiving region stating that the beneficiary is recommended to avail PS signed by the head of the office
<p>Capability Building of Communities (CBC)</p>	<p>At least one family or five individuals under Pag-abot Program reintegrated in the barangay, municipality, or city may avail of the community assistance or grants.</p>	<p>Based on the existing KALAHI-CIDSS Guidelines</p> <ol style="list-style-type: none"> 1. Copy of duly signed Pag-abot ID

Types of Comprehensive Package of Social Protection Services	Budget Parameter per Services Components	Documentary Requirements
Capacity Building of Local Government Units (LGUs) (CBLGU)	It shall also focus on enhancing and providing livelihood intervention to the communities by focusing on interventions that support livelihood opportunities that enhance social protection services of the community with Pag-abot beneficiary such as but not limited to livelihood implements, public market, wharf, fishing boat, eco-tourism, access road, pre and post harvest facilities and equipment, capacity building support, water system. The said community assistance shall complement the Livelihood Assistance (LA) and other livelihood interventions provided to the beneficiaries.	2. Copy of signed endorsement request of the community project 3. Copy of Approved Project Proposal
Community Assistance (CA)		

20. Pag-abot Information System shall serve as a repository of the beneficiary's information, services provided, updates, and status among others. Said information system shall also capture the biometrics of beneficiaries served by the program. Said information system shall be shared with the RPMO designated staff who shall provide updates on the beneficiaries status. All concerned staff at the NPMO and RPMO who are involved in the data collection, storage, use, and disposal should sign a Non-Disclosure Agreement (NDA) in compliance with the Data Privacy Act of 2012 and the DSWD Data Privacy Manual.
21. The communication plan developed for the program shall be the basis for advocacy and promotion to generate support from the partners and stakeholders on the implementation of the program.
22. Each type of service may only be provided once per Pag-abot beneficiary under the Pag-abot Program except for Financial Assistance and Transportation/Relocation Assistance, which may be given if the beneficiary was reached out for the second time.
23. Pag-abot beneficiaries who were reached out for the second time shall be immediately assisted to the receiving region where the beneficiary was reintegrated through financial assistance and transportation/relocation assistance of the Pag-abot grants based on the assessment of the Pag-abot registered social worker. The receiving region together with the concerned LGU should have a close monitoring of the case and shall provide a monthly status

report to the sending region. On the other hand, the beneficiaries who will be reached out for the third time will no longer be provided with any assistance and services from the Pag-abot Program.

24. If a reached out beneficiary is validated as an active member of the Pantawid Pamilyang Pilipino Program (4Ps), they shall be eligible to become a Pag-abot beneficiary, provided that his/her current circumstances place them at risk and in a vulnerable situation on the streets. This support will be based on the assessment conducted by the Pag-abot registered social worker to complement the services provided by the Pantawid Pamilyang Pilipino Program.
25. Consequently, they shall also be appropriately endorsed to the 4Ps Field Office of the receiving region for thorough time-bound case management and consideration for the Pag-abot comprehensive package of social protection services. This will also cover all the previously reached out beneficiaries from Year 2023 based on the assessment and recommendation of the Pag-abot registered social worker.
26. For those reintegrated beneficiaries whose primary beneficiary had an untimely demise regardless of the cause, the deceased primary beneficiary under the FISS category may be replaced by a family member until third degree of consanguinity based on the assessment of the case manager, provided that a death certificate of the concerned beneficiary is submitted. In cases where the primary beneficiary is temporarily detained or has a pending legal case, eligibility may be transferred to his/her legal spouse or verified common-law partner, legitimate adult son or daughter, or minor child, with the spouse or common-law partner acting as the child's guardian. This transfer shall be subject to the assessment and validation by the handling registered social worker.
27. In the event of the demise of an individual in street (ISS) or children in street situation (CISS) beneficiary prior to receiving the Pag-abot grants, the case will be terminated. However, if the beneficiary passes away after receiving the livelihood assistance, the receiving family will take over the management of the existing livelihood project.
28. Furthermore, if the primary beneficiary under the FISS chooses to leave their family, resulting in the children being left without support, a new grantee shall be identified as eligible to receive the comprehensive package of social protection services. The selection of the new grantee shall be subject to reassessment and approval of the Pag-abot staff to ensure that the most appropriate and responsible family member assumes the role.
29. If a beneficiary under the ISS category, as assessed by the handling registered social worker, is identified as a problematic case such as, but not limited to those with issues involving substance abuse, persistent non-compliance with the approved Livelihood Assistance Project Proposal, gambling, or other behavioral concerns, the provision of assistance shall be managed by a receiving parent or a family member of legal age.

In the absence of a parent or adult family member, the handling registered social worker shall identify a responsible kin who may include an extended family member, relative by blood or affinity, or other adult figure with demonstrated capacity to provide guidance and support. The selection of the responsible kin shall be based on the following criteria:

- a. Must be of legal age and mentally competent;
- b. Must have a stable or relatively functional living condition;
- c. Must not have a history of involvement in activities detrimental to the welfare of the beneficiary (e.g., criminal record, substance abuse);
- d. Must express willingness and capacity to support the implementation of the assistance.

Prior to the implementation of this arrangement, the beneficiary shall be properly informed of the reasons for the decision and the identity of the proposed responsible kin. The handling social worker shall ensure that the informed consent of the beneficiary is obtained in writing, and that the process is explained in a manner that is understandable and culturally sensitive.

The handling registered social worker shall also verify that the designated family member or responsible kin is capable of managing the comprehensive social protection package responsibly and in a way that contributes to the beneficiary's improved functioning and quality of life.

- 30. If the primary beneficiary is diagnosed with any condition and/or disability such as but not limited to physical, developmental and mental illness, that diminishes the ability to effectively manage the proposed livelihood assistance, the immediate family member or receiving family will serve as the guardian to receive and manage the said assistance which is expected to help in improving the beneficiary's living condition.

C. Post-Implementation Phase

- 1. The RPMO shall submit a monthly status report of beneficiaries turned over to the Field Office using the prescribed template (See Annex D). Said report shall be the basis of the NPMO in preparing a status report to the Secretary.
- 2. The RPMO shall submit quarterly, semestral, and annual program accomplishment reports using the prescribed template (See Annex E). Said reports shall be one of the references in preparing and submitting periodic reports to the members of the Pag-abot Inter-Agency Committee.
- 3. The NPMO and RPMO shall document all good practices related to the implementation of the program that can be replicated in other regions. Documentation of Good Practices shall follow the DSWD Administrative Order No.05, series of 2006 or the Good Practices Documentation Guidelines.
- 4. The reintegrated Pag-abot beneficiaries, provided with a package of Pag-abot grants, shall be monitored by the assigned registered social worker in the receiving region. The monitoring shall be conducted one to three months after the provision of Pag-abot grants or earlier as deemed necessary by the registered social worker. The frequency of monitoring visits shall be determined by the beneficiaries' commitments as stated in the LAPP and/or by the assessment of the assigned registered social worker. Documentation of the monitoring visits shall be done through the enhanced Monitoring Tool, attached as part of the Annexes.
- 5. If the Pag-abot registered social worker assessed that the beneficiaries are successfully reintegrated and no longer requires any assistance reflected in the comprehensive package of social protection services of the Program,

monitoring may be terminated earlier than one year and endorsed to the concerned LGU for further monitoring.

XI. PAG-ABOT PROCESSING CENTER (PPC)

The PPC serves as a temporary shelter for the reached out beneficiaries, specifically individual adults and families, while the unattached children shall be referred immediately to the DSWD RCFs and/or private SWDAs. The meals and other supplies provided in the PPC and DSWD RCFs shall be chargeable against the Pag-abot fund under subsidy with the following cost parameter based on the Department and Regional Care Facilities budget parameter:

Meal	Cooked Food	Raw Materials
Breakfast	Php 300.00	Php 150.00
Lunch	Php 300.00	Php 150.00
Dinner	Php 300.00	Php 150.00

A. Eligibility Criteria

1. Reached out children, individuals, and families in street situations who were issued with Pag-abot ID and included in the Pag-abot Information System. The Pag-abot NPMO or RPMO may access the latest Listahanan database to gather collateral information on the reached beneficiaries as reference in the data gathering and assessment.
2. Pag-abot beneficiaries who are temporarily being served in the Pag-abot Processing Center, DSWD RCFs, and/or private SWDA and those who were reintegrated to their family and community.
3. Receiving parent or legal guardian of the unattached reached out children ages 17 years old and below. They are required to provide legal documents to establish their relationship with the minor and the parent or legal guardian such as but not limited to; a birth certificate, marriage certificate, and certificate of legal guardianship issued by the government agency.
4. Active members of the Pantawid Pamilyang Pilipino Program (4Ps) whose current circumstances are at risk and vulnerable in the street shall be eligible for the provision of Pag-abot grants depending on the assessment of Pag-abot registered social workers including reached out beneficiaries Year 2023.
5. Reached out beneficiaries who did not receive livelihood and employment assistance from the Sustainable Livelihood Program (SLP) and verified by the SLP.
6. Beneficiaries of the Balik Probinsya, Bagong Pag-asa (BP2) Program who did not receive livelihood and TSA from year 2023 until the issuance of the Executive Order No. 52⁶ and those walk-in beneficiaries of the said program

⁶ Executive Order No. 52, *Institutionalizing the Pag-abot Program, Constituting an Inter-Agency Committee therefor, and for other purposes*, by the President of the Philippines, January 18, 2024, available at https://lawphil.net/executive/execord/eo2024/eo_52_2024.html

according to the General Appropriations Act, FY 2024⁷, shall avail the comprehensive package of social protection services based on the assessment conducted by the registered social worker.

7. Community assistance shall be extended to the target areas provided that there is at least one (1) family in street situation (FISS) or at least five (5) individuals in street situations (ISS) beneficiaries under the Pag-abot Program reintegrated in the community. The implementation of such assistance to be provided to the community shall follow the existing guidelines of KALAHI-CIDSS Kapangyarihan at Kaunlaran sa Barangay (KC-KKB).

B. Process for Availing the Package of Social Protection Services

1. The Pag-abot beneficiary shall be assessed by the Pag-abot staff in the sending or receiving region using the Pag-abot Program Intake Sheet prior to their reintegration in the place of origin or community where the beneficiary prefers to stay permanently. It shall be included as one of the attachments to the endorsement memorandum to be sent to the receiving region. For those who were already reintegrated in the community and previously served by the DSWD RCFs, the Pag-abot in the receiving region shall assess the Pag-abot beneficiary using the same intake sheet.
2. A signed endorsement memorandum with an attached signed case summary report and/or Pag-abot Program Intake Sheet shall be issued by the sending region to the receiving region to keep them informed regarding the possible reintegration. Upon receipt, the receiving region shall conduct an immediate home visitation to verify or validate the existence of the identified receiving family and conduct social preparation with them within five working days. An acceptance letter certified by the Pag-abot registered social worker detailing the willingness of the family to accept the beneficiary shall be secured by the Pag-abot receiving region.

If the beneficiary does not have an identified receiving family, the receiving region shall conduct validation on the feasibility of the provision of transitory shelter assistance in their preferred community. The receiving region shall be responsible for providing a facility where the beneficiary can stay while processing the transitory shelter assistance within 15 working days.

3. Once reintegrated, the receiving region shall conduct an initial home visitation within five to seven working days after the reintegration of the Pag-abot beneficiary to facilitate the provision of a comprehensive package of social protection services and inform the beneficiary of the documentary requirements necessary for the processing of the assistance.
4. The receiving region shall prepare the documentary requirements necessary for the provision of grants based on the result of the assessment and validation within the next 10 to 15 working days after the conduct of initial home visitation. The receiving region shall prepare payroll and attendance sheets of the beneficiaries eligible for the grants.
5. Furthermore, the receiving region shall conduct social preparation activities based on the assessed needs in the comprehensive package of social

⁷ Republic Act No. 11975, "General Appropriations Act, Fiscal Year 2024," Republic of the Philippines, December 23, 2023. Available at <https://www.dbm.gov.ph/index.php/2024/general-appropriations-act-gaa-fy-2024>.

protection services. This shall include but not limited to financial literacy sessions and other forms of capability building or skills enhancement activities. Social preparation activity shall also be conducted by the Pag-abot NPMO or RPMO while the beneficiary is admitted in the PPC and/or public or private SWDA.

6. Provision of grants shall be charged against the Pag-abot fund downloaded to the Field Offices, and the schedule of payout shall commence within a maximum of 45 working days once reintegrated, including those beneficiaries for the provision of TSA. The Pag-abot NPMO may also charged the provision of grants under subsidy chargeable against Pag-abot fund.
7. The Special Disbursing Officer (SDO) will request a cash advance based on the estimated number of eligible beneficiaries who will receive the comprehensive package of social protection services. This request must include the necessary supporting documents, such as but not limited to payout plan, request for cash advance (Annex F), special order of SDO, certification of no previous cash advance, obligation request and status, disbursement voucher, activity proposal, confirmation letter of SDO (fidelity bond) and undertaking (Annex F). The Pag-abot NPMO/RPMO will then prepare the payroll for the actual distribution of funds to the beneficiaries.
8. The Pag-abot beneficiary shall sign the Acknowledgement Receipt (Annex G) reflecting the total grants received and the purpose of the grants.
9. Once the payout is conducted, the Pag-abot NPMO or RPMO shall liquidate the grants released based on the documentary requirements stated in this guidelines within the prescribed timeline of the Finance Service.
10. Pag-abot RPMO shall submit monthly accomplishment reports using the Monthly Accomplishment Report (Annex E) including the Beneficiary's Monthly Status Report Template (Annex D) based on the set timeline by the Pag-abot NPMO.

C. Referral of Cases

1. The Pag-abot staff team leader and concerned program case managers shall prepare the referral of beneficiaries to Pag-abot Processing Center (PPC) and/or DSWD RCFs for temporary shelter using the Pag-abot referral form. (See Annex H) While the beneficiary is in the RCFs, the beneficiary shall be subjected to its existing rules and regulations. The Pag-abot staff shall be in constant coordination with the center/facility case manager to know the status of beneficiaries.
2. While the beneficiaries are being processed for reintegration, the NPMO or the sending region shall coordinate with the receiving region to communicate and prepare the receiving family for the reintegration of reached out individuals and families. The program staff in the sending region shall do the necessary preparation, including the documentation requirements needed during the reintegration.
3. The sending region in collaboration with the receiving region shall follow the enhanced referral pathway both at the national level and local level to facilitate fast and timely provision of interventions to beneficiaries. (See Annex I).

4. Identified beneficiaries requiring immediate medical attention, particularly for communicable diseases, tested positive for the usage of illegal drugs per confirmation of Provincial Anti-drug Council (PADAC), Municipal Anti-drug Council (MADAC), Anti-drug Council (CADAC), or have pending or ongoing trial cases shall be referred to the validated receiving region and/or LGU where the reach out activity was conducted for proper time-bound case management.

D. Organizational Structure and Human Resources

1. The National Program Management Office (NPMO) at the DSWD Central Office shall be supervised by the Department Secretary and Undersecretary for Innovations and is to be headed by the Program Manager (Director IV) to be assisted by the Deputy Program Manager (Director III). Further, the NPMO shall be composed of two (2) Divisions namely: Program Support Division to be supervised by a Project Development Officer V and Program Implementation Division to be supervised by a Social Welfare Officer V (See Annex H). Terms of Reference shall be crafted to stipulate the specific roles and functions of the Divisions. Further, a separate Administrative Order shall be issued to this effect.
2. Social Welfare Officers and Project Development Officers including other support staff who are assigned in the operation shall perform the environmental scanning, profiling, reach out, referral, time-bound case management and monitoring of reached out beneficiaries of the program.
3. Technical and Administration staff shall be hired at the Field Offices who will form part of the Regional Program Management Office (RPMO). The RPMO shall oversee and supervise the program implementation at the regional level. The RPMO shall be composed of the following: a) Regional Project Coordinator, b) Social Welfare Officer, c) Project Development Officer and c) Administrative Assistant. Additional staff such as, Information Officer, and Information Technology Officer shall be hired during the expansion of the program at the regional level. Further, the number of staff at the RPMO may vary depending on the number of individuals and families endorsed and reintegrated and the number of highly urbanized cities and municipalities in the region.
4. The Head of the Division in the Field Offices shall act as the Program Special Disbursing Officer (SDO), who shall be responsible for the disbursement of funds allocated for the program.
5. Complaints Management Section will also be created under the National Program Management Office (NPMO) to address areas of concern pertaining to the delivery of the Pag-abot programs and services. Inquiries or grievances received regarding the target clientele in the region will be addressed to the concerned RPMO for appropriate action.

XII. INSTITUTIONAL ARRANGEMENTS

A. INTER-AGENCY COMMITTEE (IAC)

The Pag-abot Inter-Agency Committee composed of various National Government Agencies as stipulated in Executive Order No. 52 shall ensure the alignment of the program objectives and complementation of activities.

Specifically, the committee shall have the following powers and functions:

- (a) Provide complimentary services or assistance packages based on referrals of the Pag-abot National Program Management Office;
- (b) Provide overall direction for the implementation of the Pag-abot Program, including guidance and technical assistance to government agencies and LGUs;
- (c) Ensure compliance of relevant government agencies involved in the implementation of, and complementation of services to, the Pag-abot Program;
- (d) Develop a strategic communications plan to educate the people and advocate for supportive policies at the local level, in coordination with the Presidential Communications Office;
- (e) Engage, consult, and coordinate with LGUs in the formulation of policies, as well as the implementation, of the Pag-abot Program that will allow for resource-sharing arrangements such as co-financing mechanisms with development partners, among others;
- (f) Enlist the support and assistance of other government agencies, instrumentalities, government-owned or -controlled corporations, and state universities and colleges, as well as consult and provide avenues for the private sector, relevant stakeholders, advocacy groups, and non-government organizations to participate in the attainment of the program's goal;
- (g) Develop an integrated monitoring framework and monitoring system which measure and capture the status of all set deliverable outputs and indicators; and
- (h) Submit to the office of the President, through the Office of the Executive Secretary, a bi-annual report on the implementation of the Pag-abot Program.

B. REGIONAL INTER-AGENCY COMMITTEE (RIAC)

The Pag-abot Regional Inter-Agency Committee (RIAC), composed of various Regional Government Agencies, shall ensure the alignment of the program objectives and complementation of activities. Specifically, the following shall be the powers and functions of the committee:

- a) Provide complimentary services or assistance packages based on referrals of the Pag-abot National Program Management Office to the Pag-abot Regional Program Management Office;
- b) Provide overall direction for the implementation of the Pag-abot Program, including guidance and technical assistance to regional government agencies and LGUs, and convene on an agreed schedule which includes but is not limited to, monthly, bi-monthly, and quarterly;
- c) Ensure compliance of relevant government agencies involved in the implementation and complementation of services to the Pag-abot Program in the regional level;
- d) Develop a strategic communications plan to educate the people and advocate for supportive policies at the local level;

- e) Engage, consult, and coordinate with LGUs in the formulation of policies to be recommended in the NPMO, as well as the implementation of the Pag-abot Program at the regional level that will allow for resource-sharing arrangements such as co-financing mechanisms with development partners, among others; and
- f) Enlist the support and assistance of other government agencies, instrumentalities, government-owned or controlled corporations, and state universities and colleges, as well as consult and provide avenues for the private sector, relevant stakeholders, advocacy groups, and non-government organizations to participate in the attainment of the program's goal at the regional level.

C. IMPLEMENTING BUREAUS AND OFFICES

The roles and responsibilities of all concerned Offices, Bureaus, and Services as well as the Field Offices relative to the Pag-abot Program implementation, shall be as follows:

B.1 DSWD Central Office

Pag-abot National Program Management Office (NPMO)

1. Lead and manage the full implementation of the program in the Department and ensure delivery of the program outputs;
2. Prepare Work and Financial Report and ensure timely utilization of fund;
3. Manage the human resource of the program and facilitate the recruitment, selection and hiring of needed personnel;
4. Conduct capacity building activity for the program staff, partners and members of the Inter-agency Committee;
5. Convene for a regular meetings the members of the Inter-agency Committee and act as a Committee Secretariat;
6. Prepare periodic accomplishment/implementation reports including status report of the reintegrated clients;
7. Establish and maintain the Referral Network (external partners) based on the referral pathways developed;
8. Facilitate the periodic review and evaluation of the program as a basis for improvement of operational procedures;
9. Coordinate, conduct monitoring and provide technical assistance to the RPMO relative to the implementation of the program;
10. Conduct of environmental scanning, profiling and data processing, reach out activity, reintegration, and monitoring at the National Capital Region; and
11. Submit reports and other documents to the members of the Inter-agency Committee pertaining to the program implementation.

Social Technology Bureau (STB)

1. Provide technical assistance during implementation of activities relative to program components implementation; and

2. Assist in the program enhancement per result of program evaluation/assessment or other related initiatives as needed.

Protective Services Bureau (PSB)

1. Assist in the provision of services through DSWD Residential Care Facilities (RCFs) and other assistance from Assistance to Individuals in Crisis Situations (AICS); and
2. Provide technical assistance relative to the implementation of the program.

Pantawid Pamilyang Pilipino Program- NPMO

1. Provide technical assistance in the enhancement of the profiling tool which is being utilized during the conduct of reached out activity; and
2. Assist in the time-bound case management of reached out clients who are member/s of the Pantawid Pamilyang Pilipino Program.

KALAHI CIDSS NPMO

1. Provide technical assistance to identified Local Government Units on the implementation of community driven development subprojects following the Community Empowerment Activity Cycle (CEAC).

Information and Communications Technology Management Service (ICTMS)

1. Responsible in the maintenance, maintaining the server, and enhancement of Pag-abot Information System;
2. Provide technical assistance in procurement of ICT equipments for the program;
3. RICTMS to provide technical support/ assistance while ICTMS for staff augmentation during conduct of reach out related activities; and
4. Responsible for developing, maintaining, and enforcing security protocols required to safeguard the privacy of individuals within its data center.

Sustainable Livelihood Program National Program Management Office

1. Provide technical assistance to Pag-abot NPMO regarding the facilitation of livelihood assistance to eligible Pag-abot families or individuals;
2. Direct the SLP-RPMO to provide technical assistance to the Pag-abot RPMO on the facilitation of livelihood assistance to eligible Pag-abot families or individuals; and

3. Technical Assistance to Pag-abot NPMO in the monitoring of the livelihood projects provided to Pag-abot clients.

Standards Bureau (SB)

1. Provide technical assistance on the implementation of the program specifically on the establishment and regulation of processing centers and RCFs.

DSWD Academy

1. Provide technical assistance on the development of training manual and other knowledge product;
2. Provide technical assistance in the conduct of capability building activities related to the program; and
3. Assist in disseminating information about the program and its knowledge products through the DSWD Academy.

Policy Development and Planning Bureau (PDPB)

1. Lead in the development of Monitoring and Evaluation tool and results framework for the program;
2. Ensure alignment of the program with the national and sectoral priorities; and
3. Assist in the conduct of impact evaluation of the program.

B.2 Regional Program Management Office

1. Oversee the implementation of the program at the regional level;
2. Coordinate with the concerned offices/unit/section and LGUs for the time-bound case management of services to reached out and reintegrated beneficiaries;
3. Coordinate with concerned LGUs on the Pag-abot implementation including the monitoring of the referred clients;
4. Provide update on the Pag-abot information system at the regional level;
5. Facilitate the time-bound case management of beneficiaries at the regional level with the concerned communities;
6. Monitoring of fund utilization and prepare catch-up plan when needed;
7. Establish the Regional Inter-Agency Committee for the implementation of the Program and act as the secretariat;
8. Submission of monthly report on the status to beneficiaries served; and
9. Submission of accomplishment report of all activities conducted including fund utilization status.

B.3 Local Government Unit (LGU)

1. Monitor and provide updates to DSWD Field Office on the status of reintegrated beneficiaries;
2. Provide further intervention based on the assessed needs of the beneficiaries;

3. Forging of Memorandum of Agreement (MOA) with the DSWD Field Office to formalize partnership in the implementation of the program;
4. Identify venue that will serve as processing center during conduct of reach out activity;
5. Promote the program to local communities and encourage their participation and support; and
6. Prepare and submit needed reports to the Field Office.

B. 4 Partner Agencies and Civil Society Organizations

1. Provide technical assistance and logistics support during conduct of reach out and other related activities;
2. Provide security personnel during conduct of profiling and reach out;
3. Provide recommendations for improved implementation for the program; and
4. Provide assistance to beneficiaries when needed.

XIII. SEPARABILITY CLAUSE

If any provision of this Circular is held or declared unconstitutional, or invalid by a competent court, the remaining parts of these Circular not otherwise affected shall remain in full force and effect.

XIV. REPEALING CLAUSE

All previous issuances contrary to or inconsistent with this Circular are hereby repealed, modified, or amended accordingly.

XV. EFFECTIVITY

This revised guidelines to Memorandum Circular No. 07 Series of 2024 shall take effect after fifteen (15) days following its complete publication in the Official Gazette or in a newspaper of general circulation and from the filing of three (3) certified copies at the Office of the National Administrative Register (ONAR) of the University of the Philippines Law Center.

Let copies of this Memorandum Circular be issued to the Central Office and Field Offices for their information and guidance.

Issued this _____ day of _____ at Quezon City, Metro Manila, Philippines.


REX B. BATACHALIAN
 Secretary
 Department of Social Welfare and Development
27 JUN 2025

Certified True Copy


WILLIAM V. GARCIA, JR.
 OIC-Division Chief
 Records and Archives Mgt. Division
30 JUN 2025

ANNEXES

Annex A	Consent Form	Annex A - Data Privacy Consent.docx
Annex B	Acceptance Letter Template	Acceptance letter
Annex C	Kasunduan from the Beneficiary Template	Kasunduan for Reintegration
Annex D	Clients Monthly Status Report Template	(Revised) Annex D- Clients Monthly Status Report Template.xlsx
Annex E	Accomplishment Report Template	Annex E - Accomplishment Report Template.docx
Annex F	Undertaking	Undertaking
Annex G	Acknowledgement Receipt	Acknowledgment Receipt (Annex F) ENHANCED
Annex H	Endorsement of Client to RCF Form	Annex H - Endorsement Form for RCF.docx
Annex I	Referral Pathway	Annex I - Referral Pathway
Annex J	Endorsement of Client to Barangay/LGU Form	Annex J - Endorsement to Barangay and LGU.docx
Annex K	Organizational Structure	Organizational Structure 2024 - With Positions.jpg
Other Annexes	Environmental Scanning Tool (Ocular Visit)	Environmental Scanning.xlsx - Sheet 1.docx
	Harmonized Pag-abot Profiling Form	Pag-abot Profiling Form_rev022025
	RCF Status Report Form Template	RCF Status Report Form Template.docx
	Enhanced Pag-abot Program Beneficiary Monitoring Tool	Enhanced Pag-abot Program Beneficiary Monitoring Tool.docx
	TSA Certification	TSA CERTIFICATION.docx

Petsa: _____

PAG SANG-AYON SA PAGKALIHIM NG DATOS
(Data Privacy Consent Form)

Alinsunod sa Batas Republika Blg. 10173, o ang "Pagkalahim ng Datos ng 2012", at ang panata na mapangalagaan at galangin ang pagkalahim ng datos ng mga KLIYENTE at BENEPISYARYO, ang pag sang-ayon sa pagkalahim ng datos na ito ay inihanda upang ibigay ang LAYUNIN, URI at ang PAMPROSESO ng personal na impormasyon na kinokolekta. Sa pamamagitan ng paglagda sa dokumento na ito ikaw ay sumasangayon sa mga tuntunin at mga kundisyon na itinakda dito at sa naaangkop na Patakaran sa Patakaran ng Pagsangayon ng Kagawaran.

PARA SA KLIYENTE: Ang kliyente ay nagbigay ng garantiya na siya ay pinahihintulutan ng benepisyaryo na ibigay ang kanyang mga impormasyon at pirmahan ang pahintulot na ito sa kanyang ngalan.

URI NG IMPORMASYONG IKOKOLEKTA

Ang DSWD ay titipunin ang inyong pangunahing impormasyon at iba pang karagdagang detalye upang matasa ng manggagawang panlipunan ang inyong kalagayan at makapagbigay ng angkop na tulong base sa inyong pangangailangan.

PAGIIMBAK, PAGKUHA AT PAGBABAHAGI NG IYONG IMPORMASYON

Lahat ng nakalap na impormasyon ay isasailalim sa maayos at ligtas na pag-iimbak sa pangangalaga ng Kagawaran. Ang inyong impormasyon ay maaaring gamitin lamang ng mga awtorisadong kawani ng Kagawaran upang maproseso ang serbisyo sa ilalim ng programa.

PAGKAKILALA

Sa pamamagitan ng paglagda, pinapatunayan ko na ang lahat ng nakasaad dito ay totoo at tama, at aking pinahihintulutan ang DSWD na magproseso ng aking impormasyon. Naiintindihan ko rin na ang dokumentong ito ay naipaliwanag nang malinaw at maayos, at aking naintindihan ang lahat ng nakasaad dito. Boluntaryo akong lumagda sa kasunduang ito.

Sinasangayunan ni: _____
Kliyente/Benepisyaryo: _____
Lagda

ANNEX A

Petsa: _____

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Sinasangayunan ni: _____
Kliyente/Benepisyaryo: _____
Lagda

ACCEPTANCE/PAGTANGGAP

Ako, si _____, _____, taong gulang,
(Pangalan ng Tumanggap) (Edad)
_____ at naninirahan sa _____
(Relasyon sa Benepisyaryo)

_____ ay kusang-loob na tinatanggap ang
mga sumusunod na indibidwal bilang bahagi ng aking pamilya:

1. _____
2. _____
3. _____
4. _____
5. _____

Sa aking pagtanggap sa kanila, ako ay nangangakong:

- Magbibigay ng pansamantalang tirahan at suporta ayon sa aking kakayahan.
- Magpakita ng pang-unawa at respeto sa kanilang kalagayan.
- Makipagtulungan sa kinauukulang ahensya para sa anumang kinakailangang tulong at suporta.

Ako ay sumasang-ayon sa mga alituntunin at gabay ng **DSWD** kaugnay ng pananatili ng benepisyaryo sa aking tahanan o pamayanan. Nauunawaan kong ito ay isang hakbang tungo sa kanilang pagbangon at mas maayos na pamumuhay.

Pangalan at Lagda

Saksi:

SA HARAP KO, na isang Notaryo Publiko, sa _____,
ngayong _____, ay humarap sa akin si _____
at ipinakita ang kanyang documento ng pagkakilanlan _____ na
may bisa hanggang sa petsang _____, kilala ko at alam ko na siya
ang taong nagsagawa ng nauunang instrumento.

SINAKSIHAN NG AKING MGA KAMAY AT SELYO sa petsa at lugar na unang
naisulat.

Kas. Blg. _____;
Dahon Blg. _____;
Aklat Blg. _____;
Taong 2025.

KASUNDUAN

Ako si _____, _____ taong
(pangalan ng benepisyaryo) (edad)
gulang na na-reach out sa _____ at
(lugar na reach out)
na inisangguni sa _____ para
(pasilidad)
sa pansamantalang panunuluyan. Ako/kami ay inihatid ng Pag-abot Program sa

(eksaktong address)
_____ ngayong ika-_____
(araw)
ng _____ taong _____ ay nangangakong hindi na muling babalik sa
(buwan) (taon)
Maynila upang mamalimos o kaya nama'y naninirahan sa lansangan.

PANGALAN AT LAGDA
BENEPISYARYO

PANGALAN AT LAGDA
TUMANGGAP NA PAMILYA

PANGALAN AT LAGDA
PAG- ABOT NPMO/RPMO SOCIAL WORKER

PANGALAN AT LAGDA
M/CSWD/LGU/BARANGAY REPRESENTATIVE

PAG-ABOT PROGRAM

REGION

As of (dd/mm/yyyy)

CLIENTS MONTHLY STATUS REPORT TEMPLATE[illegible]

Department of Social Welfare and Development
Pag-abot Regional Program Management Office
 Field Office ____

ACCOMPLISHMENT REPORT
 MONTHLY/QUARTERLY/SEMESTRAL

I. Introduction

II. Statistical Accomplishment Report

A. Status of Profiled Clients and Reached Out Beneficiaries

Region	Profiled						Reached Out					
	CISS		ISS		FISS (total no. of individuals)		CISS		ISS		FISS (total no. of individuals)	
	M	F	M	F	M	F	M	F	M	F	M	F
CAR												
I												
II												
III												
IV-A												
IV-B												
V												
VI												
VII												
VII												
IX												
X												
XI												
XII												
CARAGA												
BARMM												
Total												

B. Reached out Beneficiaries per Sector and Age Distribution

Region	Children								Adult				Senior Citizen		Indigenous People		PWD		Solo Parent	
	0 to below 5		5 to below 10		10 to below 15		15 to below 18		18 to below 31		31 to below 60		60 and above							
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F		
Total																				

C. Status of Reintegrated Beneficiaries in the Region

Province/ Cities/ Barangay	Reintegrated Beneficiaries						Validated												Remarks	
							Eligible						Ineligible							
	CISS		ISS		FISS <small>(total no. of individuals)</small>		CISS		ISS		FISS <small>(total no. of individuals)</small>		CISS		ISS		FISS <small>(total no. of individuals)</small>			
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F		

D. Status of Grants Received per Services

Pag-abot Program Services	No. of Beneficiaries Served						Total Amount Received
	CISS		ISS		FISS (total no. of individuals)		
	M	F	M	F	M	F	
Financial Assistance (FA)							
Transportation/Relocation Assistance (TRA)							
Transitory Shelter Assistance (TSA)							
Livelihood Assistance (LA)							
Employment Assistance (EA)							
Psychosocial Support (PS)							
Capability Building of Communities (CBC)							
Capacity Building of LGUs (CBLGU)							
Community Assistance (CA)							
Total							

III. Issues/Challenges and Recommendation

Issues / Challenges	Recommendation

IV. Analysis/Findings

V. Good Practices/Initiatives of the Region

VI. Success Story/ies (if any)

Name of Beneficiary/ies	Reintegration Date	Received Services from Pag-abot Program	Received Services from IAC/RIAC Member Agency	Current Status

***additional details*

***attached photos*

VII. Recommendations

Prepared by:

Recommended by:

Name
Social Welfare Officer III

Name
Division Chief

Approved by:

Name
Regional Director, Field Office ____

ANNEX F

UNDERTAKING

This undertaking is issued in order to acknowledge my designation as Special Disbursing Officer Per Special Order No.____ series of____dated_____.

In addition, I agree that as SDO, I have specific duties, responsibilities and accountabilities pursuant to Commission on Audit Circular NO. 97-002, dated _____

Signed:

Name:_____

Position:_____

Date:_____

To be Supervised by:

Immediate Supervisor:_____

Position:_____

Date:_____

Noted by:

Name:_____

Position:_____

Date:_____



ANNEX G

CASH

Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
PAG-ABOT PROGRAM
Central Office/Field Office _____

ACKNOWLEDGEMENT RECEIPT

Petsa: _____

Natanggap ko ang halagang _____,

PhP _____ mula sa Department of Social Welfare and Development (DSWD) - Pag-abot Program para
(In numbers)

sa _____, upang matugunan ang pangangailangan ko at ng aking pamilya.
(Type of Assistance)

Ang nabanggit na halaga ay gagamitin para sa mga sumusunod: _____.

Tinanggap ni:

Binayaran ni:

Sinaksihan ni:

(Pangalan at Lagda ng Benepisyaryo)

Pag-abot Beneficiary/Guardian

(Pangalan at Lagda)

RDO/SDO

(Pangalan at Lagda)

SWO/NPMO/RPMO Staff

CASH

Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
PAG-ABOT PROGRAM
Central Office/Field Office _____

ACKNOWLEDGEMENT RECEIPT

Petsa: _____

Natanggap ko ang halagang _____,

PhP _____ mula sa Department of Social Welfare and Development (DSWD) - Pag-abot Program para
(In numbers)

sa _____, upang matugunan ang pangangailangan ko at ng aking pamilya.
(Type of Assistance)

Ang nabanggit na halaga ay gagamitin para sa mga sumusunod: _____.

Tinanggap ni:

Binayaran ni:

Sinaksihan ni:

(Pangalan at Lagda ng Benepisyaryo)

Pag-abot Beneficiary/Guardian

(Pangalan at Lagda)

RDO/SDO

(Pangalan at Lagda)

SWO/NPMO/RPMO Staff

ANNEX H

TO :

FROM :

SUBJECT : **ENDORSEMENT OF PAG-ABOT PROGRAM BENEFICIARIES TO
DSWD RESIDENTIAL CARE FACILITIES**

DATE :

This is to confirm the endorsement of the following beneficiaries of the Pag-abot Program to

(Name of Receiving RCF)

located at _____

(Lot No., Street, Barangay, City/Municipality, Province)

 This is in reference to the recently conducted reach out activity at
 _____ on _____

(Name of LGU)
(Date and Time of Reach Out)

Name of Primary Beneficiary	Case Category	No. Family Members (if applicable)	Age	Sector	Specific Address of Reach Out	Problem Presented	Initial Assessment	Remarks (other data pertinent to the client)

--	--	--	--	--	--	--	--	--

**Please use another sheet if needed*

Total Number of Endorsed Beneficiaries: **Date and Time of Endorsement:** _____

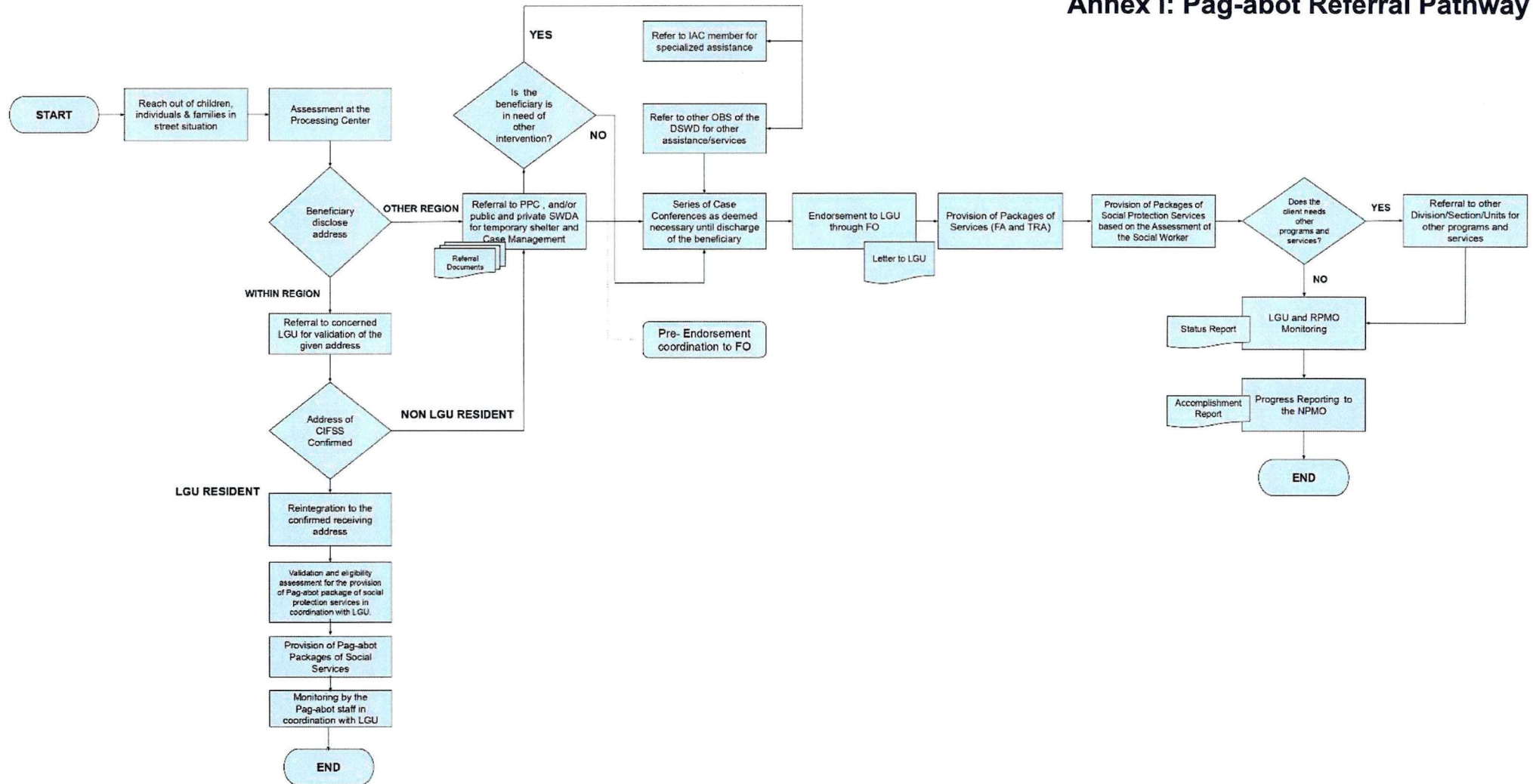
- Individuals: _____
- Families: _____

INTERVIEWED BY:	ENDORSED BY:
_____	_____
Name and Signature over Printed Name	Name and Signature over Printed Name

NOTED BY:	RECEIVED BY:
_____	_____
Name and Signature over Printed Name of the Shift Team Leader	Name and Signature of Center Social Worker
	Contact Details:

	(email address & mobile/phone number)

Annex I: Pag-abot Referral Pathway



ANNEX J

TO :
FROM :
SUBJECT : **ENDORSEMENT OF PAG-ABOT PROGRAM BENEFICIARIES TO LOCAL GOVERNMENT UNIT/BARANGAY**
DATE :

This is to confirm the endorsement of the following beneficiaries of the Pag-abot Program to
 _____,
 (Lot #/ Street, Barangay, City/Municipality). This is in reference to the recently conducted
 Reach Out activity at _____ on _____.
 (Street, Barangay, City/Municipality) (date and time of reach out)

Name of Primary Beneficiary	Case Category	No. Family Members (if applicable)	Age	Sector	Specific Address of Reach Out	Problem Presented	Initial Assessment	Remarks (other data pertinent to the client)

--	--	--	--	--	--	--	--	--

**Please use another sheet if needed*

Total Number of Endorsed Beneficiaries: **Date and Time of Endorsement:** _____

- Individuals: _____
- Families: _____

INTERVIEWED BY:

ENDORSED BY:

Name and Signature over Printed Name

Name and Signature over Printed Name

NOTED BY:

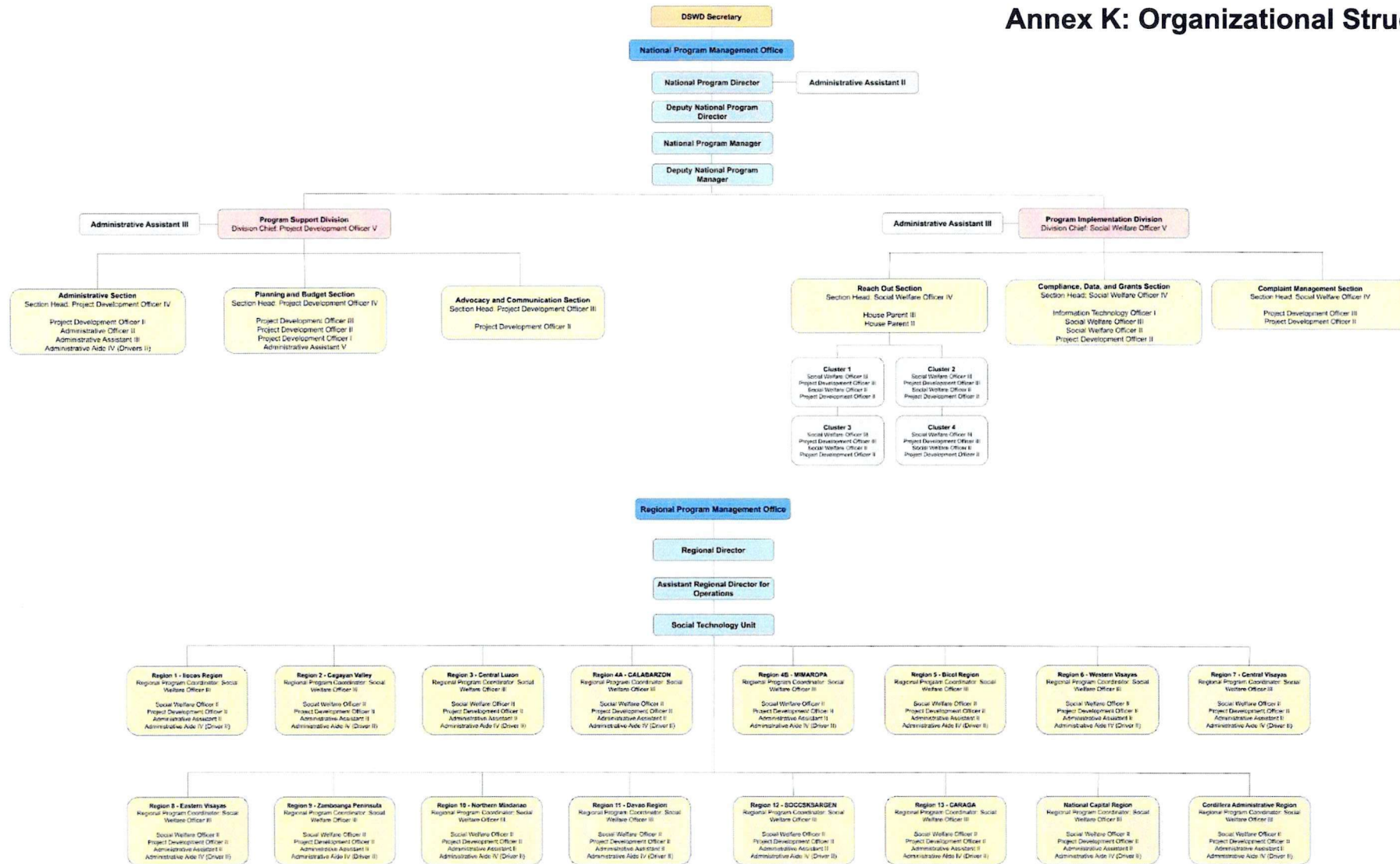
RECEIVED BY:

Name and Signature over Printed Name
of Shift Team Leader

Name and Signature of LGU/ Barangay
Personnel
Contact Details:

(email address & mobile/phone number)

Annex K: Organizational Structure



PAG- ABOT PROGRAM Environmental Scanning Form

Date	Time	Specific Location	Observed Street Activities *CSM) cleaning side mirror *(B) begging *(BS) bystander *(S) sleeping *(SR) sniffing rugby *(SCV) scavenging	Sectoral Identification																Remarks *with kariton *with bag *with pet
				Adult		Elderly		PWD		Mentally Challenged		IP		Children		Youth		Family (Yes/No)	Pregnant (Yes/No)	
				M	F	M	F	M	F	M	F	M	F	M	F	M	F			

SUMMARY	
Total Number of Adult (Male)	
Total Number of Adult (Female)	
Total Number of Elderly (Male)	
Total Number of Elderly (Female)	
Total Number of PWD (Male)	
Total Number of PWD (Female)	
Total Number of Mentally Challenged (Male)	
Total Number of Mentally Challenged (Female)	
Total Number of Children (Male)	
Total Number of Children (Female)	
Total Number of Youth (Male)	
Total Number of Youth (Female)	
Total Number of IP (Male Adult)	
Total Number of IP (Female Adult)	
Total Number of IP (Male Children)	
Total Number of IP (Female Children)	
Total Number of Family	

OTHER SIGNIFICANT FINDINGS AND/OR RECOMMENDATIONS:

**Pag-abot Program Intake Sheet**

A. Basic Information	1 Profiled	2 Reached Out	3 Office / Region:	4 Ref. No.:
-----------------------------	-------------------	----------------------	---------------------------	--------------------

A1 Last Name	A1.1 First Name	A1.2 Middle Name	A1.3 Ext. Name	A2 Contact Number	A3 4Ps Household ID No.

A4 Place of Birth _____ **A5** Sex ☐ Male ☐ Female **A6** Civil Status _____ **A7** Highest Educational Attainment _____ **A8** Status in the Family _____ **A9** Date of Birth M M - D D - Y Y Y Y **A10** Age _____

B. Place of Origin

B1 Street	B2 Barangay	B3 City/Municipality	B4 Province	B5 Region

C. Current Location

C1 Landmark & Street	C2 Barangay

C3 City/Municipality	C4 Province	C5 Region	C6 Postal Code

D. Client's Category

D1 Sector		D2 Category		D3 With Suspected Mental Health Concerns			
<input type="checkbox"/>	Indigenous People	Affiliation	<input type="text"/>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Senior Citizen	OSCA ID #	<input type="text"/>	<input type="checkbox"/>	Others (specify):		
<input type="checkbox"/>	Person with Disability (PWD)	Type of Disability	<input type="text"/>	<div></div>			
<input type="checkbox"/>	Solo Parent						
<input type="checkbox"/>	Suspected Mentally Challenged						
<input type="checkbox"/>	Others :						

E. Activity, Status, Willingness of the Respondent

E1 Activity in the street				E2 Willing/Unwilling to be reached out	E3 Length of stay in the street
<input type="checkbox"/>	Begging (estimated earnings)	<input type="text"/>	<input type="checkbox"/>	Sleeping	Yrs. <input type="text"/>
<input type="checkbox"/>	Scavenging (specify amount)	<input type="text"/>	<input type="checkbox"/>	Bystanding	Mos. <input type="text"/>
<input type="checkbox"/>	Others (please specify)	<input type="text"/>	<input type="checkbox"/>	Sniffing Rugby/ Solvent	Days <input type="text"/>
<input type="text"/>				E2.1 If Yes, please specify MODE of Reach out <input type="text"/>	
(Massive Reach out - Regular Reach out activity - Reported Case - Walk-in - WGK)					

F. Assessment

5 Pag-abot ID No.:

F1 Social Worker's Assessment

F2 Problem/s Presented

F3 Beneficiary's Background Information

G. Recommendations and Referral

G1 Pag-abot Comprehensive Package of Social Protection Services

<input type="checkbox"/>	Financial Assistance	Amount:	<input type="text"/>	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
<input type="checkbox"/>	Transportation/Relocation Assistance	Amount:	<input type="text"/>	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
<input type="checkbox"/>	Transitory Shelter Assistance	Amount:	<input type="text"/>	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
<input type="checkbox"/>	Livelihood Assistance	Amount:	<input type="text"/>	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
<input type="checkbox"/>	Employment Assistance	Amount:	<input type="text"/>	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
<input type="checkbox"/>	Psychosocial Support	Amount:	<input type="text"/>	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
<input type="checkbox"/>	Capability Building of Communities			<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
<input type="checkbox"/>	Capacity Building of LGUs			<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
<input type="checkbox"/>	Community Assistance			<input type="checkbox"/>	YES	<input type="checkbox"/>	NO

G2 Protective Custody

<input type="checkbox"/>	Protective Custody or Temporary Shelter	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
<input type="checkbox"/>	Inter-Agency Assistance (please specify)	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
<input type="checkbox"/>	Others	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO

G3 Referred to:

G3.1 Temporary shelter

Field Office

Name of Center

Others

G3.2 Local Government Unit

Region	<input type="text"/>
Province	<input type="text"/>
Municipality	<input type="text"/>
Barangay	<input type="text"/>

G3.3 Others

Region	<input type="text"/>
Province	<input type="text"/>
Municipality/City	<input type="text"/>
Barangay	<input type="text"/>
Street	<input type="text"/>

H. Livelihood Needs Assessment

H1. What is/are your current and previous job or business?

H1.1 Job (Work) / Business	H1.2 Location	H1.3 No. of years in Job/Business	H1.4 Monthly Income

H2. What are the skills you want to learn or to improve? (give at least 3 skills)

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Family Composition

No	Last Name	First Name	Middle Name	Extension Name	Sex	Date of Birth	Age	Relationship to Respondent	Sector	Street Situation	Receiving Family	Whereabouts/Remarks
<input type="checkbox"/>					<input type="checkbox"/>	<div><div>M</div><div>M</div></div> - <div><div>D</div><div>D</div></div> - <div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>				<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>					<input type="checkbox"/>	<div><div>M</div><div>M</div></div> - <div><div>D</div><div>D</div></div> - <div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>				<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>					<input type="checkbox"/>	<div><div>M</div><div>M</div></div> - <div><div>D</div><div>D</div></div> - <div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>				<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>					<input type="checkbox"/>	<div><div>M</div><div>M</div></div> - <div><div>D</div><div>D</div></div> - <div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>				<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>					<input type="checkbox"/>	<div><div>M</div><div>M</div></div> - <div><div>D</div><div>D</div></div> - <div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>				<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>					<input type="checkbox"/>	<div><div>M</div><div>M</div></div> - <div><div>D</div><div>D</div></div> - <div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>				<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>					<input type="checkbox"/>	<div><div>M</div><div>M</div></div> - <div><div>D</div><div>D</div></div> - <div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>				<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>					<input type="checkbox"/>	<div><div>M</div><div>M</div></div> - <div><div>D</div><div>D</div></div> - <div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>				<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>					<input type="checkbox"/>	<div><div>M</div><div>M</div></div> - <div><div>D</div><div>D</div></div> - <div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>				<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>					<input type="checkbox"/>	<div><div>M</div><div>M</div></div> - <div><div>D</div><div>D</div></div> - <div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>				<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>					<input type="checkbox"/>	<div><div>M</div><div>M</div></div> - <div><div>D</div><div>D</div></div> - <div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>				<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>					<input type="checkbox"/>	<div><div>M</div><div>M</div></div> - <div><div>D</div><div>D</div></div> - <div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>				<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>					<input type="checkbox"/>	<div><div>M</div><div>M</div></div> - <div><div>D</div><div>D</div></div> - <div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>				<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>					<input type="checkbox"/>	<div><div>M</div><div>M</div></div> - <div><div>D</div><div>D</div></div> - <div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>				<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>					<input type="checkbox"/>	<div><div>M</div><div>M</div></div> - <div><div>D</div><div>D</div></div> - <div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>				<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>					<input type="checkbox"/>	<div><div>M</div><div>M</div></div> - <div><div>D</div><div>D</div></div> - <div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>				<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>					<input type="checkbox"/>	<div><div>M</div><div>M</div></div> - <div><div>D</div><div>D</div></div> - <div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>				<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>					<input type="checkbox"/>	<div><div>M</div><div>M</div></div> - <div><div>D</div><div>D</div></div> - <div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>				<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>					<input type="checkbox"/>	<div><div>M</div><div>M</div></div> - <div><div>D</div><div>D</div></div> - <div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>				<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>					<input type="checkbox"/>	<div><div>M</div><div>M</div></div> - <div><div>D</div><div>D</div></div> - <div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>				<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>					<input type="checkbox"/>	<div><div>M</div><div>M</div></div> - <div><div>D</div><div>D</div></div> - <div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>				<input type="checkbox"/>	<input type="checkbox"/>	

Fill out instructions

Relationship to Respondent:
< Head of the family
< Spouse
< Son
< Daughter
< Nephew

Sector:
< If IP, indicate affiliation
< Senior Citizen
< PWD
< Solo Parent

If household member is in street situation, check the box

If the household member is the receiving family member, check the box

Sex - Indicate M or F only
< M - Male
< F - Female

RCF Status Report of Referred Cases from the Pag-abot Program

Name of Facility _____

As of (dd/mm/yyyy) _____

I. Summary

Bed Capacity	Available Beds	Reintegrated	Active Cases

II. Clients served with complete details:

Name of Facility: _____

Regional Office: _____

No.	Case No.	Date of Admission	Date of Reach Out (dd/mm/yyyy)	LGU Reach Out	First Name	Middle Name	Last Name	Ext. Name	Date of Birth (dd/mm/yyyy)	Birthplace	Age	Sex	Civil Status	Educational Attainment	Place of Reach Out (please complete ei. landmark, street, barangay, municipality)	Area / City / Province (complete address of place of origin/ address of receiving family)	Referring Party (office who conducted reach out)	AICS (transportation, medical or financial assistance, etc)	Amount Received	Family Grants (current status, on-process or for assessment)	Services Provided (CRC F's services)	Case Status (active or discharge)	Date of Discharge	Form of Discharge	Name of Custodian	Relationship

Other Findings:

Recommendations:

Pag-abot Program Beneficiary Monitoring Tool
(Individuals and Families in Street Situations)

Name of interviewer: _____

Date of interview: _____

Time Started: _____

Time Ended: _____

Introduction

Magandang umaga/hapon. Ito po ay isang survey tungkol sa mga serbisyo ng programa na inyong natatanggap. Ang inyo pong opinyon ay lubos na makatutulong sa pag-rekomenda para sa pagpapahusay ng nasabing mga serbisyo. Wala pong tama o maling sagot sa survey na ito at ang inyong mga opinyon lamang ang mahalaga sa amin. Amin pong sinisiguro na lahat ng impormasyong inyong sasabihin ay magiging **strictly confidential** at ang inyong mga personal na detalye, tulad ng pangalan at tirahan, ay hindi mailalathala sa aming pag-aaral at report nang walang pahintulot mula sa inyo.

I. BENEFICIARY PROFILE

1	Pangalan (Last Name, First Name, Middle Name)	
	Name of guardian if minor/relationship:	
2	Pag-abot ID Number	
3	Tirahan (Street, Purok, Barangay, City/Municipality)	
4	Contact number of beneficiary/guardian:	
	BLGU contact person/number: (Name of Focal Person/Position/Number)	
5	Kaarawan (mm/dd/yyyy)	
6	Edad	
7	Kasarian (assigned at birth)	<input type="checkbox"/> Male <input type="checkbox"/> Female
8	Civil Status	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widow/Widower <input type="checkbox"/> Divorced/Separated/Annulled <input type="checkbox"/> Living Together/Common Law

9	Relihiyon	<input type="checkbox"/> Roman Catholic <input type="checkbox"/> Born Again Christian <input type="checkbox"/> Dating Daan <input type="checkbox"/> Iglesia Ni Cristo <input type="checkbox"/> Iba pa, tukuyin: _____																																													
10	Beneficiary Category	Category: <input type="checkbox"/> ISS <input type="checkbox"/> CISS <input type="checkbox"/> FISS	Sector: <input type="checkbox"/> Person with Disability tukuyin: _____ <input type="checkbox"/> Senior Citizen <input type="checkbox"/> Indigenous People tukuyin: _____ <input type="checkbox"/> Solo Parent <input type="checkbox"/> Iba pa tukuyin: _____ <input type="checkbox"/> N/A																																												
11	Family Composition																																														
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II. PAG-ABOT PROGRAM: PACKAGE OF SOCIAL PROTECTION SERVICES

11	Anu-anong mga serbisyo ang iyong natanggap?	<p>Pag-abot Program Comprehensive Package of Social Protection Services:</p> <p><input type="checkbox"/> Financial Assistance, <i>Amount:</i> _____</p> <p><input type="checkbox"/> Transportation Relocation Assistance, <i>Amount:</i> _____</p> <p><input type="checkbox"/> Transitory Shelter Assistance, <i>Amount:</i> _____</p> <p><input type="checkbox"/> Livelihood Assistance, <i>Amount:</i> _____</p> <p><input type="checkbox"/> Employment Assistance, <i>Amount:</i> _____</p> <p><input type="checkbox"/> Psychosocial Support, <i>Amount:</i> _____</p> <p><input type="checkbox"/> Capability Building of Communities, <i>Amount:</i> _____</p> <p><input type="checkbox"/> Capability Building of Local Government Units , <i>Amount:</i> _____</p> <p><input type="checkbox"/> Community Assistance, <i>Amount:</i> _____</p>
<p>Paglathala (Narrative) sa tulong/serbisyo natanggap ng benepisyaryo mula sa Pag-abot Program:</p>		

III. OVERALL EXPERIENCE AND RECOMMENDATIONS

Ngayon naman po ay tatanungin ko kayo tungkol sa mga serbisyo na naibigay sa inyo ng DSWD at sa staff na nag-*provide* sa inyo ng mga serbisyo. Pakisabi po kung gaano kayo nasiyahan sa mga sumusunod na pahayag.

1-Lubos na hindi sumasang-ayon - **LHS**

2-Hindi sumasang-ayon - **HS**

3- Neutral -**N**

4-Sumasang-ayon- **S**

5-Lubos na sumasang-ayon - **LS**

Not Applicable - **NA**

Pahayag <i>Bilugan ang akmalang kasagutan</i>		LHS	HS	N	S	LS	NA
Relevance							
12	Ang inyo bang tukoy na pangangailangan ay natugunan ng Pag-abot Program?	1	2	3	4	5	NA
13	Ang iyong natanggap na tulong o serbisyo ay akma o tugma sa inyong pangangailangan?	1	2	3	4	5	NA
Effectiveness							
14	Ang naibigay na tulong o serbisyo ay sapat upang hindi na muling bumalik sa lansangan.	1	2	3	4	5	NA
15	Naisa alang-alang ang aking sitwasyon sa mga hinihinging dokumento upang matanggap ang tulong mula sa Pag-abot Program?	1	2	3	4	5	NA
16	Ang halaga ng natanggap ay angkop sa pangangailangan at kalagayan ko.	1	2	3	4	5	NA
17	Sa pangkalahatan, nasiyahan ako/kami sa halaga ng tulong na natanggap.	1	2	3	4	5	NA
18	Lubos na nakatulong ang Pag-abot Program sa pagtugon sa aking kalagayan nung ako/kami ay nasa lansangan.	1	2	3	4	5	NA
19	Maayos ang pakikipag-usap ng mga empleyado ng Pag-abot Program sa akin/amin.	1	2	3	4	5	NA
Efficiency							
20	Ang mga hinihinging dokumento ng Pag-abot upang maproseso ang tulong ay angkop base sa aking pangangailangan.	1	2	3	4	5	NA

21	Naipaliwanag ng maayos ang prosesong pagdadaan sa pagtanggap ng tulong.	1	2	3	4	5	NA
22	May maayos na mga proseso ang Pag-abot Program upang mapadali ang pagkuha ng serbisyong panlipunan.	1	2	3	4	5	NA
23	Naipaliwanag nang maayos ang naging batayan ng halagang natanggap.	1	2	3	4	5	NA
24	Mabilis ang kabuuang proseso ng pagtanggap ng tulong o serbisyo.	1	2	3	4	5	NA
Coherence							
25	May malinaw na pakikipag-ugnayan ang DSWD sa ibat-ibang ahensya ng gobyerno.	1	2	3	4	5	NA
26	May malinaw na pakikipag-ugnayan ang DSWD sa ibat-ibang pribadong sector (hal. hospitals, transport company)	1	2	3	4	5	NA

1. Sa kabuuan, anu-ano ang mga bagay na nagustuhan mo sa natanggap na tulong o serbisyo mula sa Pag-abot Program?

2. Paano mo mapapalago ang tulong na naibigay ng Pag-abot Program?

3. Anu-ano ang mga isyu o problemang naranasan mo sa pagsisimula at sa pangangasiwa ng iyong livelihood project?

4. Anu-ano ang mga rekomendasyon mo upang mapabuti pa ang Programa?

IV. STATUS OF THE LIVELIHOOD PROJECT		
Type of Livelihood Project	Approved: (LAPP)	Actual: (As monitored)
Location (Address of LP)		
Date of Payout		
Date established (Date started operating)		
Duration of operationalization (Weeks/months)		
Income derived from the livelihood project on a daily basis (Provide range or estimate if not fixed)		
Sustainability/Functionality	<input type="checkbox"/> Well-maintained <input type="checkbox"/> Needs minor improvement <input type="checkbox"/> Needs major improvement <input type="checkbox"/> Not functional <input type="checkbox"/> Not established	
Remarks: (Physical description/worker's assessment on the livelihood project. Include details on planned vs. actual. Other details on functionality/profitability) <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
Accessed/provided with additional support (current year)	<input type="checkbox"/> Inter-Agency Committee Specify: _____	

IV. STATUS OF THE LIVELIHOOD PROJECT	
	<input type="checkbox"/> Local Government Unit Specify: _____ <input type="checkbox"/> Other Government Agencies/Non-Government Organizations Specify: _____

1. Enumerate benefits derived from the livelihood project

2. Situation of the family before and after the livelihood project

V. ASSESSMENT *(Overall assessment of family's situation. Assess BIO-PSYCHO-SOCIAL AND SWOT.)*

VI. RECOMMENDATIONS *(Write summary of recommendations and outline next steps in a form of an intervention plan)*

[illegible]

VII. NEXT STEPS

Objective	Actions to be taken	Timeframe	Responsible persons

For the respondent:

Declaration:

Pinapatunayan ko na ang lahat ng impormasyon sa survey/interview na ito ay binigay ko sa abot ng aking kaalaman at ang lahat ng binanggit ko ay totoo at tama. Pinapayagan ko ang DSWD na i-proseso at gamitin ang mga impormasyon/datos na nakalap mula sa akin.

Pangalan at Pirma

Petsa ng Interview

For the Interviewer:

Certification:

I attest that the information provided in this form was personally obtained and reviewed by the undersigned. I further declare that all household information collected and validated was managed with strict confidentiality and protected from unlawful and unauthorized processing. I am aware that any violation committed on the foregoing will be penalized in accordance with pertinent provision of RA 10173 or the Data Privacy Act of 2012.

Name and Signature

Date of Interview

Department of Social Welfare and Development Office
Innovations Division
Pag-abot Program
Field Office ____

CERTIFICATION

This is to certify that _____, ____ years old, and a resident of _____, is an eligible beneficiary under the **Pag-abot Program** of the **Department of Social Welfare and Development (DSWD)**.

Based on the assessment conducted by the Social Worker, _____, the above-mentioned individual/family is **in need and eligible of Transitory Shelter Assistance** to ensure immediate access to a safe and secure living space, thereby protecting and promoting their overall well-being and shielding them from the risks and vulnerabilities of living on the streets.

This certification is issued upon the request of the concerned party for whatever legal purpose it may serve, particularly to support the provision of transitory shelter assistance under the Pag-abot Program.

Issued this ____ day of _____, 2025 at the *DSWD Field Office* _____.

Division Chief, Innovations Division