

Republic of Le Philippines Department of Social Welfare and Development Batasan Pambansa C mplex, Constitution Hills Qu zon City Telephone 10. 931-8101 to 07

DEPT. OF SOCIAL WELFARE & DEV IBP ROAD, CONSTITUTION HILLS, Q.C. AUG 1 6 2004 1660 RECEIVED BY

ADMININISTRATIVE ORDER No. 27Series of 2004

SUBJECT: Revised Reporting System For Local Government Units (LGUs) tocial Welfare and Development (SWD) Programs/ Services Implementation

I. Background/Rationale

The implementation of th Local Government Code of 1991 has resulted to the devolution of the Departmer's programs/services to the Local Government Units (LGUs). To ensure the parcipation of LGUs in planning and implementing the national programs/projects of the Department as one of its general responsibilities mentioned in e above mentioned Code, the Department developed and operationalized Computer-Based Management Information Systems (CBMIS) in early 1993 Among the component of CBMIS was the CBMIS Form 2 which was design to monitor the implementation of the devolved program / services by the LGUs. Iese forms were accomplished by the LGUs and submitted to DSWD – FOs on a quirterly basis for onward submission to DSWD – CO.

However, based on the tun out of quarterly reports submitted to Central Office, the CBMIS Form 2 submi ion rate for the past years has only reached an average of 20% to 35% of the tol 1,689 LGUs. This affected substantially the analysis of the status of local protam / services implementation nationwide since data generated is not reflective the actual national picture of SWD programs /services implementation.

There are many reasons isntified for low report submission rate of LGUs. One is that the existing reporting orm, CBMIS Form -2 is complicated with too many indicators. Also some of the levolved SWD programs/services are no longer implemented by the LGUs as intened. These were either changed or modified to meet area-based concerns.

Last May 2003 a survey vas conducted on SWD Issues/Concerns And Implementation of the SWD Programs/Services by the Local Government Units (LGUs) to nine identified I 3Us from NCR and Region III. Included in the survey's objective was to determ ne if they have their own reporting system to capture their accomplishment and f they include SWD programs/services in their local development plan. The resit showed that most of the respondent LGUs prepared reports but only one L(J utilized the CBMIS Form-2 report. During the conduct of Focused Group Licussion with the respondent LGUs, the new reporting forms to capture ac mplishment of local SWD programs/services implemented was presented. T: participants find the new reporting forms easier to accomplish, simple id reflected both devolved and LGU initiated programs/services.

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It is for these reasons that the old monitoring form (CBMIS Form-2) is being replaced as a tool to effectively gather data/information on the status of SWD implementation by LGUs.

II. Objectives

The Revised Reporting System for LGUs when implemented seek to:

- 1.) Determine if SWD programs/services are included in the local development plan of the LGUs;
- 2.) Gather complete data/information on the status of SWD programs/services implemented by the LGUs;
- 3.) Increase the submission rate of LGUs SWD report using the revised reporting forms to at least 50% of the total LGUs.
- 4.) Use the revised forms consolidated at the national level as one of the basis of future action, direction and policy formulation of the Department along SWD implementation by the LGUs.

III. The Revised Reporting Forms (Annex A and B)

The revised reporting form for LGUs SWD programs/services implementation shall be composed of the following forms:

• LGU SWD Report Form 1 (PLAN) - This form is a tool to gather data/information for LGUs that have physical targets and funding relative to SWD programs/services implementation in their localities.

The form is also categorized by sector (children, youth, women, older persons & persons with disabilities) dis-aggregated by age group and by gender. Under each category, it is further sub-divided into prog.ram/project initiated by DSWD, LGU or OTHERS (NGOs, POs, NGA) initiated. For purposes of clarity and consistency, programs/services initiated by DSWD or OTHERS (NGOs, POs, NGAs) means those which are to be conceptualized, designed and pilot tested by the above mentioned entities but to be implemented by the LGUs. It includes all the devolved and new programs of DSWD adopted and programs/services to be replicated by LGUs. Apparently, conceptualized and pilot tested by LGUs; and programs/services initiatec! by DSWD, NGA and NGO but to be modified/enhanced by LGUs to address specific need in their localities shall be categorized under LG¹U Initiated.

The amount to be spent for each programs/services is likewise reflected to be able to gather information on the funds being allocated by LGUs, NGOs, POs and other NGAs on SWD programs/services.

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• LGU SWD Report Form 2 (ACCOMPLISHMENT) - This form is a tool to gather data/information on the number of beneficiaries served by

LGUs per category for the given quarter. It is dis-aggregated by age adopting the life cycle (f the child, and both the official and operational definitions of the ages. For example, the official definition for children are persons below 18 years of age. However, in some program for youth like the Pag-Asa Youth Association of the Philippines (PYAP), youth member starts at the ige of 15. In addition, as defined in R.A. 8044 otherwise known as the Youth in Nation Building Act, youth refer to persons from 15-30 yeas old yet the United Nations (UN) defines youth from 15-24 years of age

Programs/services : r youth are dis-aggregated into 15-17, 18-24 and 25-30 age group ategory. This is to determine the number of children (15-17 years old) being provided with program/services for youth.

form is also categorized by sector (children, youth, women, The older persons & perso s with disabilities) dis-aggregated by age group and by gender. Undr each category, it is further sub-divided into program/project initia d by DSWD, LGU or OTHERS (NGOs, POs, NGA) initiated. 'or purposes of clarity and consistency, programs/services ini ated by DSWD or OTHERS (NGOs, POs, NGAs) means those which ar conceptualized, designed and pilot tested by the above mentioned entites but implemented by the LGUs. It includes all the devolved and nev programs of DSWD adopted and replicated by LGUs. Apparently, p. ograms/services conceptualized and pilot tested by LGUs; and program 3/services initiated by DSWD, NGA and NGO but modified/enhanad by LGUs to address specific need in their localities shall be categorized under LGU Initiated.

The amount speat for each programs is also reflected to determine the cost incurred by IGUs in implementing SWD programs/services.

IV. Institutional Arrangement

In order to put this rvised system in place, the following institutional arrangement shall be observed.

Policy and Plans Bureau

- Monitor, consolilate and analyze the reports submitted by DSWD Field Offices (F) every quarter;
- Provide technical assistance to FOs when necessary;
- Develop a database system in gathering reports from the LGUs; and
- Provide a national report with analysis to the management and other users of report every quarter for their information and appropriate action.

DSWD Field Office

Provide/disseminate and orient the LGUs with the new reporting forms;

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- Monitor, consolidee and analyze the reports submitted by LGUs every quarter;
- Submit a consolid ed report using the revised forms with narrative report to the Cent I Office every quarter:
- > Provide technical ssistance to LGUs when necessary;
- > Coordinate, ensur submission of reports by LGUs.

V. Frequency of Submiss in and Flow of Report

The LGUs (city and maicipality) shall accomplish the SWD Form -1 (ANNUAL PLAN) once and sumit the same to the DSWD Field Office every 2nd Friday of the month of March of the year covering the plan. The FO after validating the forms received from the LGUs shall submit the consolidated report to CO not later than the 4th Frida of the month of March.

The SWD Form - 2 (AC OMPLISHMENT REPORT) report by LGUs shall be submitted to DSWD ield Office every 3^{rd} Friday of the following month after each reference quaser. The Field Office will then validate, process and consolidate the accomplishment reports received by province and by region. However, reports consolidated y province shall be kept in the FO for their reference and file. Only the gest ated regional report shall be submitted to the Central Office every 1st Friday f the 2nd month after each reference quarter together with a narrative report o justify statistics reflected and highlight other LGUs accomplishments or activities not captured in LGU SWD Form -2.

The Central Office thrute Policy and Plans Bureau shall process and consolidate the regional reports eccived to come up with the national report on LGUs SWD programs/service inplementation for the reporting period. The consolidated report togethe with an analysis and recommendation will be submitted to Management or t eir information and action when needed, and other internal and externe users. Please refer to Annex C for the Data Flow Diagram of LGU1 ports

VI. Effectivity

This Order takes fect in mediately and revokes other previous orders inconsistent thereof.

Issued in Quezon City this 4th day of August 2004.

John Juliano-Soliman Secretary

A CERTIFIED COPY:

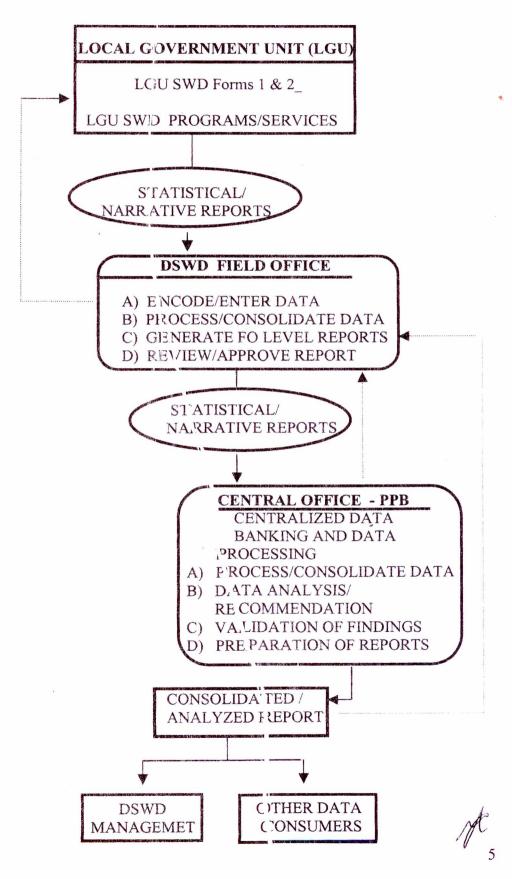
Chief, General Services Division and OIC, Records Unit

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Annex A

DATA FLOW DIAGRAM FOR LGU REPORTS



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Le	gend:		
	External Entity		Flow of Reports
	(Data Source/ Distribution Process Data Storage File Result	•	Feedback/Validation

FGC/AGPI/elfb DMD:leah/DOonLGUrep.system

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Report on SWD Programs'Services to be implemented By LGUs

FORM-1 (PLAN)

FILL UP INSTRUCTIONS

Identifying Data

Region	Indicate the Regional Office
	accomplishing the form.
Province/City/Municipality	Indicate the name of the
	province/city/municipality
	from where the form was
	accomplished.
Prepared by	Indicate the name of the
	person who accomplished the
	form.
Position	Indicate the designation of
	the person who accomplished
	the form.
Approved by	Indicate the name of the Head
	of Office or the person
	designated who approved the
	report.
Position	Indicate the designation of
	the approving officer.
Date	Indicate the date the report
2400	-
	was approved.

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Column 1

Programs and Services

efers to programs and ervices to be implemented by JGUS categorized as follows;

)SWD Initiated - refers to devolved DSWD programs/services and other programs conceptualized, designed and pilot tested by DSWD to be implemented by GUs.Devolved programs/services includes Day Care Center 'ervices, Parent lffectiveness Service, Imergency Assistance and chers.

LU initiated - refers to pograms/services of DSWD, NI 15 or NGOs enanced/modified by LGUs; and LGU conceptualized and de igned programs/services to be implemented to address stcific need in their lcalities.

Of errs - refers to programs/services coceptualized, designed and plot tested by NGOs, POs and NAS to be implemented by LJs.

dicate the total number of firgets (children, youth, momen, older persons, persons ith disabilities, families nd disaster victims) to be erved per quarter in a year.

efers to persons below 18 ears of age.

-Indicate the programs/ser-

Grand Total

Children

vices for children whether initiated by DSWD, LGU & Others (NGOs, POs & NGAs) to be implemented for the year.

Refers to the critical period in a person's growth and development from the onset of adolescence towards the peak of maturity, self-reliant and responsible adulthood comprising the considerable sector of the population from the age of 15-30 years (R.A. 8044)

-Indicate the programs/services for youth whether initiated by DSWD, LGU & Others (NGOs, POs & NGAs) to be implemented for the year.

Refers to women who are 18-59 years of age.

-Indicate the programs/services for women whether initited by DSWD, LGU & Others (NGOs, POs & NGAs) to be implemented for the year.

Refers to persons 60 years of age and over who need assistance to cope with and cushion the social and economic impact of the aging process. (It is now known as Older Persons based on R.A. 7432)

-Indicate the programs/services for older persons whether initiated by DSWD, LGU & Others (NGOs, POs & NGAs) to be implemented for the year.

Youth

Women

Older Persons

Persons with Disabilities

Refers to those suffering from restriction of different abilities as a result of a mental, physical or sensory impairment to perform an activity in the manner or within the range considered normal for a human being.

-Indicate the programs/services for older persons whether initiated by DSWD, LGU & Others (NGOs, POs & NGAs) to be implemented for the year.

Refers to those members of the household who are related to a specified degree, through blood, adoption or marriage.

- Indicate the programs/services for families whether DSWD, LGU & Others (NGOs, POs & NGAs) initiated to be implemented for the year.

Refers to people affected by serious disruption of the functioning of a society causing widespread human material, financial and environmental losses that exceeds the ability of the society to cope using its own resources.

- Indicate the programs/services for disaster victims whether initiated by DSWD, IGU & Others (NGOs, POs & IGAs) to be implemented for the year.

Families

Disaster Victims

Community

efers to a group of people n a definite area and having common interest or interests as consequence of living in the area.

- Indicate the programs/servces for the community wether initiated by DSWD, L(U & Others (NGOs, POs & NCAs) initiated to be implemented for the year.

Comunity to be targeted could be a sitio, a purok, or a larangay depending on the kirl of programs/services to be .mplemented.

Columns 2, 3,4 & 5

Q1; Q2; Q3 and Q4

Target

Budget

Rfers to the four (4) carters in a given calendar yar wherein in each quarter, te targets are reflected.

Rfers to a measurable unit o the indicator against wich levels of performance c be projected, measured or alessed.

I icate the no. of i ividuals, families or comunities to be targeted f: the given year relative t programs/services to be i)lemented.

dicate the amount to be located to implement the rograms/services for uldren, youth, women, older

persons, persons with disabilities, families, disaster victims and community per quarter in a year.

Column 6

Annual Target

Annual Budget

Annual Total

Refers to a measurable unit of the indicator against which levels of performance can be projected, measured or assessed.

ndicate the sum of all uarterly targets for each pecific indicator.

idicate the amount to be located to implement the rograms/services for hildren, youth, women, older ersons, persons with isabilities, families, isaster victims and community in a year. Add the totals for budget for the our (4) quarters to be ourced from NGA, LGU, and GO/Others.

hfers to the total amount of hdget to be allocated by NAs, LGUs and NGOs/Others t implement Social Welfare ad Development pograms/services.

LGU SWD REPORT FORM -1 (PLAN) PPB 2004

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DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

REPORT ON SOCIAL WELFARE & DEVELOPMENT (SWD) PROGRAMS/SERVICES TO BE IMPLEMENTED BY LOCAL GOVERNMENT UNITS (LGU) CALA FORM

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ANNEX A

Programs/Services		IST C	BUDGE				2ND C	OUARTER BUDGET		L	1		JRD QUAR	TER		110		ITH OTHER	70		· · · · · · · · · · · · · · · · · · ·		ANNUAL		
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A. DSWD initiated																									

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	Teret	NGA	LGU	NGO/OTHERS	TOTAL	Target	NGA	LCU	NGO/OTHERS	TOTAL	Target	NGA	LGU	NGO/OTHERS	TOTAL	Terget	NGA	LGU	NGO/OTHERS	TOTAL	TARGET	NGA	LCU	NGO/OTHERS	TOTAL
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B. LGU Initiated																						+			
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C. Others (NGOs, POs, NGA)																					 				
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DEPARTMENT OF SOCIAL WILFARE AND DEVELOPMENT

Accomplishment Report on SWD Implementation By LGUs

FORM - 2 (SERVED)

FILL UP INS'RUCTIONS

Identifying Data

Ir icate the inclusive Quarter, CY qurter and calendar year of th accomplishment report. Inicate the Regional Office Region acomplishing the form. Province/City/Municipality Inicate the name of the prvince/city/municipality frm where the form was accomplished. Ir:icate the name of the Prepared by peson who accomplished the fcm. Iricate the designation of Position th person who accomplished th form. Iricate the name of the Head Approved by o:Office or the person d ignated who approved the r ort. Ilicate the designation of Position t: approving officer. Ilicate the date the report Date will approved.

Column 1

Programs and Services

Refers to programs and services implemented by LGUs categorized as follows;

I.SWD Initiated - refers to devolved DSWD programs/services and other programs conceptualized, designed and pilot tested by DSWD implemented by LGUs.Devolved programs/services includes Day Care Center Services, Parent Effectiveness Service, Emergency Assistance and others.

LGU initiated - refers to programs/services of DSWD, NGAS or NGOS enhanced/modified by LGUs; and LGU conceptualized and designed programs/services to be implemented to address specific need in their localities.

Others - refers to programs/services conceptualized, designed and p:lot tested by NGOs, POs and N(As implemented by LGUs.

Indicate the total number of male and female (children, youth, women, older persons, persons with disabilities, families and disaster victims) served for the quarter.

Refers to persons below 18 years of age.

Grand Total

Children

Youth

Women

Older Persons

-Indicate the programs/servies for children imlemented whether DSWD, LG & Others (NGOs, POs & NG:s) initiated, diaggregated by age adopting th Child 21 life cycle.

Reers to the critical period in a person's growth and deelopment from the onset of adlescence towards the peak of mature, self-reliant and reponsible adulthood coprising the considerable sector of the population from the age of 15-30 years (R.A. 804)

-Erlicate the programs/services for youth implemented wlether DSWD, LGU & Others (1GDs, POs & NGAs) initiated.

Refers to women who are 18-59 years of age.

-Indicate the programs/servies for women implemented whether DSWD, LGU & Others (NGCs, POs & NGAs) initiated, disangregated by age.

Refers to persons 60 years of ace and over who need assistance to cope with and cushion the social and econdic impact of the aging process. (It is now known as Olde Persons based on R.A. 743:

-Inicate the programs/servic3 for older persons impamented whether DSWD, LGL & Others (NGOs, POs & NGF initiated.

Persons with Disabilities

Refers to those suffering from restriction of different abilities as a result of a mental, physical or sensory impairment to perform an activity in the manner or within the range considered normal for a human being.

-Indicate the programs/services for older persons implemented whether DSWD, LGU & Others (NGOs, POs & NGAs) initiated, lisaggregated by age.

lefers to those members of the household who are related to a specified degree, through blood, adoption or marriage.

- Indicate the programs/serrices for families mplemented whether DSWD, GU & Others (NGOs, POs & GAs) initiated.

efers to people affected by verious disruption of the iunctioning of a society bausing widespread human material, financial and environmental losses that exceeds the ability of the society to cope using its own resources.

Indicate the programs/serices for disaster victims implemented whether DSWD, IU & Others (NGOs, POs & IAs) initiated.

Families

Disaster Victims

Community

Refers to a group of people in a definite area and having a common interest or interests as consequence of living in the area.

- Indicate the programs/services for the community implemented whether DSWD, GU & Others (NGOs, POs & .GAs) initiated.

i Community could be a sitio, purok, or a barangay where the programs/services a e implemented.

Refers to a measurable unit of the indicator against which levels of performance car be projected, measured or assesd.

Ind cate the target by sector basel on Form - 1 (PLAN) report submitted. However, the reported data can be chane if the plan report was pdated.

Indicate the no. of individuals, families or communities served for the given quarter relative to programs/services implemented.

Refers to male and female beneficiaries provided with SWD programs and services.

Irdicate the no. of male

Column 2

Target

Column 3

No. Served

Male

children, youth, older person, PWDs, and disaster victims served per programs/services category (DSWD, LGUs & Others).

Indicate the no. of women and female children, youth, older person, PWDs, and disaster victims served per programs/services category (DSWD, LGUs and Others).

Indicate the total male and female beneficiaries served per programs/services contegory (DSWD, LGUs & Others).

Refers to the ratio of bereficiaries served by sector to the total target. It is derived by dividing the total number served over the total target.

Ind.cate the amount or fund used for programs/services implemented for children, youth, women, older persons, persons with disabilities, families, disaster victims and community by LGUS, NGAs, NGOs,Others.

Refers to the total amount utilized by NGAs, LGUs, NGOs and Others for programs/serces implemented.

Female

Column 4

Total Served

Column 5

% Served

Column 6

Amoust

Total

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DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

ACCOMPLISHMENT REPORT ON THE IMPLEMENTATION OF SOCIAL WELFARE AND DEVELOPMENT (SWD) PROGRAMS/ SERVICES BY LOCAL GOVERNMENT UNITS (LGUs)

____ Quarter, CY _____

Region:						Approved by:			
Province/City/Municipality:						Position:			
Prepared by:	-					Date ¹			-
T OSICIOII.	-					Date:			-
Programs/Services	T	No.	Served	Total	%		Ar	nount	
	Target	Male	Female	Served	Served	NGA	Local	NGO/others	TOTAL
GRAND TOTAL		Gentz a Millionan de Berger	T	r	T				
								++	
I. CHILDREN (0-17 yrs. Old)									
A. DSWD Initiated									
1. (0-2)								++	
(3-5)								├	
(13-14)			I					++	
(15-14)					-	1		1	
B. LGU Initiated									
1. (0-2)									
(3-5)									
(6-12)									
(13-14)									
(15-17)								L	
C. Others (NGOs, POs, NGA)									
1. (0-2)									
(3-5)									
(6-12)									
(13-14)									
(15-17)									
11. YOUTH (15 - 30 yrs old)									
A. DSWD Initiated						+		1	
1. (15-24)								1	
(25-30)									
								łł	
B. LGU Initiated									
1. (15-24)								++	
(25-30)									

ANNEX B

Programs/Services		No. S	Served	Total	%		AI	nount	
· · · · · · · · · · · · · · · · · · ·	Target	Male	Female	Served	Served	NGA	Local	NGO/others	TOTAL
	and the second second second								
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C. Others (NGOs, POs, NGA)									
1. (15-24)									
1. (15-24) (25-30)	+								
							1	11	
							1	1	
амания мала на до до на								11	
II. WOMEN					1				
A. DSWD Initiated									1
1. (18-24)	+								
(10-24) (25-59)									
(20-09)							+		
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B. LOUIT WILL I									
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VIII. COMMUNITY									
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