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Department of Social Welfare and Development
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DEPT. OF SOCIAL WELFARE & DEVT.
IBP ROAD, CONSTITUTION HILLS, Q.C.

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LEGAL SERVICE
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ADMINISTRATIVE ORDER

No. 27
Series of 2004

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

I. Background/Rationale

The implementation of the Local Government Code of 1991 has resulted to the devolution of the Department's programs/services to the Local Government Units (LGUs). To ensure the participation of LGUs in planning and implementing the national programs/projects of the Department as one of its general responsibilities mentioned in the 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 designed to monitor the implementation of the devolved program / services by the LGUs. These forms were accomplished by the LGUs and submitted to DSWD – FOs on a quarterly basis for onward submission to DSWD – CO.

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

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

Last May 2003 a survey was conducted on *SWD Issues/Concerns And Implementation of the SWD Programs/Services by the Local Government Units (LGUs)* to nine identified LGUs from NCR and Region III. Included in the survey's objective was to determine if they have their own reporting system to capture their accomplishment and if they include SWD programs/services in their local development plan. The result showed that most of the respondent LGUs prepared reports but only one LGU utilized the CBMIS Form-2 report. During the conduct of Focused Group Discussion with the respondent LGUs, the new reporting forms to capture accomplishment of local SWD programs/services implemented was presented. The participants find the new reporting forms easier to accomplish, simple and reflected both devolved and LGU initiated programs/services.

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 program/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 replicated by LGUs. Apparently, programs/services to be conceptualized and pilot tested by LGUs; and programs/services initiated by DSWD, NGA and NGO but to be modified/enhanced by LGUs to address specific need in their localities shall be categorized under LGU 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.

- ◆ **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 of 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 age 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 years old yet the United Nations (UN) defines youth from 15-24 years of age.

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

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 program/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 conceptualized, designed and pilot tested by the above mentioned entities but implemented by the LGUs. It includes all the devolved and new programs of DSWD adopted and replicated by LGUs. Apparently, programs/services conceptualized and pilot tested by LGUs; and programs/services initiated by DSWD, NGA and NGO but modified/enhanced by LGUs to address specific need in their localities shall be categorized under LGU Initiated.

The amount spent for each programs is also reflected to determine the cost incurred by LGUs in implementing DSWD programs/services.

IV. Institutional Arrangement

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

Policy and Plans Bureau

- Monitor, consolidate and analyze the reports submitted by DSWD Field Offices (FO) 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;

- Monitor, consolidate and analyze the reports submitted by LGUs every quarter;
- Submit a consolidated report using the revised forms with narrative report to the Central Office every quarter;
- Provide technical assistance to LGUs when necessary;
- Coordinate, ensure submission of reports by LGUs.

V. Frequency of Submission and Flow of Report

The LGUs (city and municipality) shall accomplish the **SWD Form – 1 (ANNUAL PLAN)** once and submit 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 Friday of the month of March.

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

The Central Office thru the Policy and Plans Bureau shall process and consolidate the regional reports received to come up with the national report on LGUs SWD programs/services implementation for the reporting period. The consolidated report together with an analysis and recommendation will be submitted to Management for their information and action when needed, and other internal and external users. *Please refer to Annex C for the Data Flow Diagram of LGU Reports*

VI. Effectivity

This Order takes effect immediately and revokes other previous orders inconsistent thereof.

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

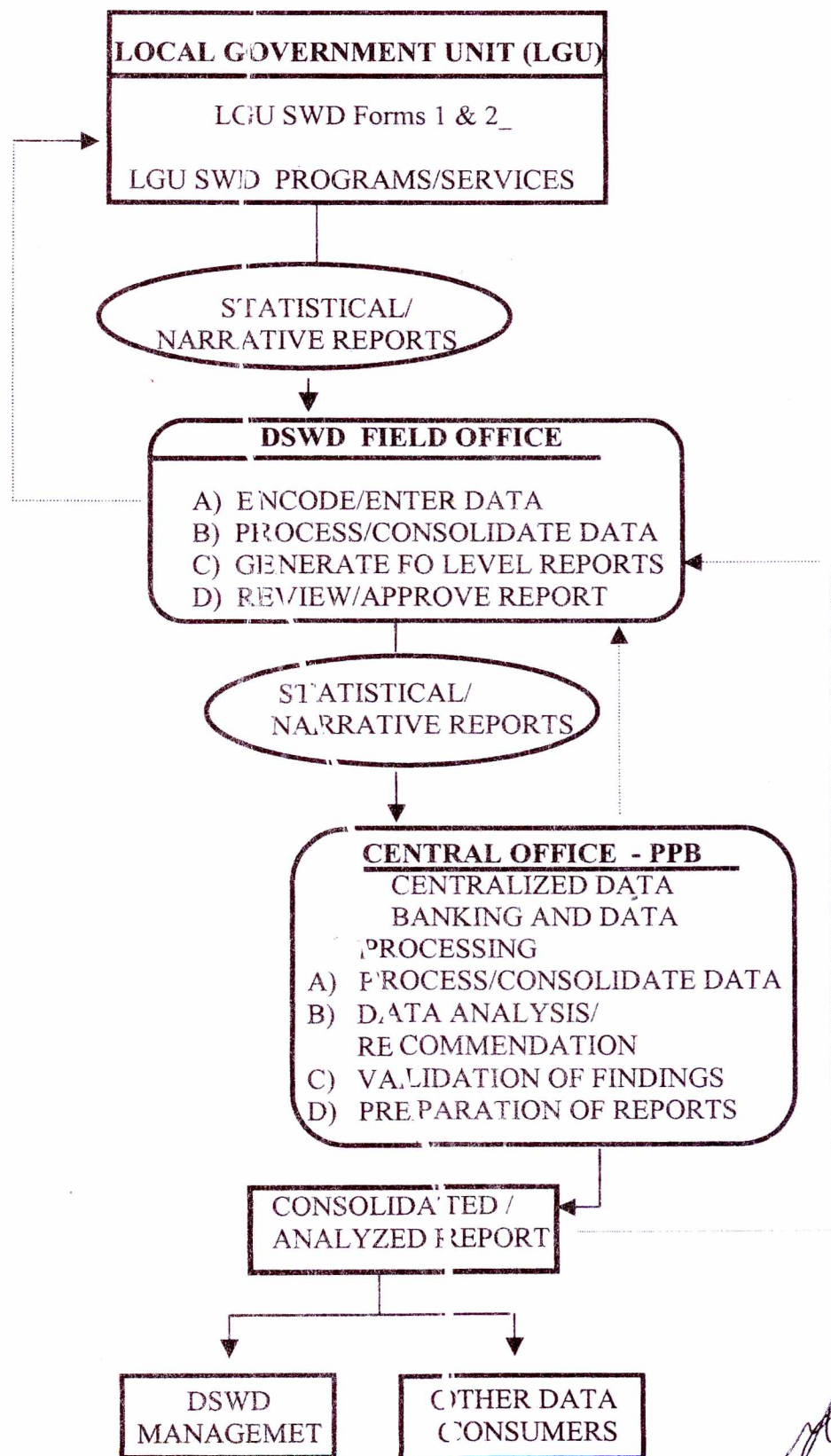

CORAZON JULIANO-SOLIMAN
 Secretary

A CERTIFIED COPY:


CARMELITA F. ZAFRA
 Chief, General Services Division
 and OIC, Records Unit

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DATA FLOW DIAGRAM FOR LGU REPORTS



Legend:



External Entity



Flow of Reports



(Data Source/
Distribution



Feedback/Validation



Process



Data Storage File



Result

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

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 was approved.

Handwritten mark

Column 1

Programs and Services

refers to programs and services to be implemented by LGUs categorized as follows;

DSWD Initiated - refers to devolved DSWD programs/services and other programs conceptualized, designed and pilot tested by DSWD to be 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, NAs or NGOs enhanced/modified by LGUs; all LGU conceptualized and designed programs/services to be implemented to address specific need in their localities.

Others - refers to programs/services conceptualized, designed and pilot tested by NGOs, POs and NAs to be implemented by LGUs.

Grand Total

Indicate the total number of targets (children, youth, women, older persons, persons with disabilities, families and disaster victims) to be served per quarter in a year.

Children

refers to persons below 18 years of age.

-Indicate the programs/ser-

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

Youth

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.

Women

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

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

Older Persons

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.

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.

Families

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.

Disaster Victims

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, LGU & Others (NGOs, POS & IGAs) to be implemented for the year.

Community

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

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

Community to be targeted could be a sitio, a purok, or a barangay depending on the kind of programs/services to be implemented.

Columns 2, 3, 4 & 5

Q1; Q2; Q3 and Q4

Refers to the four (4) quarters in a given calendar year wherein in each quarter, the targets are reflected.

Target

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

Indicate the no. of individuals, families or communities to be targeted for the given year relative to programs/services to be implemented.

Budget

Indicate the amount to be allocated to implement the programs/services for children, youth, women, older

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

Column 6

Annual Target

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

Indicate the sum of all quarterly targets for each specific indicator.

Annual Budget

Indicate the amount to be allocated to implement the programs/services for children, youth, women, older persons, persons with disabilities, families, disaster victims and community in a year. Add the totals for budget for the four (4) quarters to be sourced from NGA, LGU, and GO/Others.

Annual Total

Refers to the total amount of budget to be allocated by NAs, LGUs and NGOs/Others to implement Social Welfare and Development programs/services.

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
 REPORT ON SOCIAL WELFARE & DEVELOPMENT (SWD) PROGRAMS/SERVICES TO BE IMPLEMENTED
 BY LOCAL GOVERNMENT UNITS (LGU)
 PLAN FORM
 CY _____

Region:
 Province/ City/Municipality:
 Prepared by:
 Position:

Approved by: _____
 Position: _____
 Date: _____

Programs/Services	1ST QUARTER				2ND QUARTER				3RD QUARTER				4TH QUARTER				ANNUAL			
	Target	BUDGET			Target	BUDGET			Target	BUDGET			Target	BUDGET			TARGET	BUDGET		
		NGA	LGU	NGO/OTHERS		TOTAL	NGA	LGU		NGO/OTHERS	TOTAL	NGA		LGU	NGO/OTHERS	TOTAL		NGA	LGU	NGO/OTHERS
GRAND TOTAL																				
I. CHILDREN (0-17 years old)																				
A. DSWD Initiated																				
B. LGU Initiated																				
C. Others (NGOs, POs, NGA)																				
II. YOUTH (15-30 years old)																				
A. DSWD Initiated																				
B. LGU Initiated																				
C. Others (NGOs, POs, NGA)																				
III. WOMEN (18-59 years old)																				
A. DSWD Initiated																				

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Program/Services	1ST QUARTER				2ND QUARTER				3RD QUARTER				4TH QUARTER				ANNUAL			
	Target	BUDGET			Target	BUDGET			Target	BUDGET			Target	BUDGET			Target	BUDGET		
		NGA	LGU	NGO/OTHERS		TOTAL	NGA	LGU		NGO/OTHERS	TOTAL	NGA		LGU	NGO/OTHERS	TOTAL		NGA	LGU	NGO/OTHERS
B. LGU Initiated																				
C. Others (NGOs, POs, NGA)																				
IV. OLDER PERSONS (60 and Above)																				
A. DSWD Initiated																				
B. LGU Initiated																				
C. Others (NGOs, POs, NGA)																				
V. PERSONS WITH DISABILITIES																				
A. DSWD Initiated																				
B. LGU Initiated																				
C. Others (NGOs, POs, NGA)																				
VI. FAMILIES																				
A. DSWD Initiated																				

Programs/Services	1ST QUARTER				2ND QUARTER				3RD QUARTER				4TH QUARTER				ANNUAL			
	Target	BUDGET			Target	BUDGET			Target	BUDGET			Target	BUDGET			TARGET	BUDGET		
		NGA	LGU	NGO/OTHERS		TOTAL	NGA	LGU		NGO/OTHERS	TOTAL	NGA		LGU	NGO/OTHERS	TOTAL		NGA	LGU	NGO/OTHERS
B. LGU Initiated																				
C. Others (NGOs, POs, NGA)																				
VII. DISASTER VICTIMS																				
A. DSWD Initiated																				
B. LGU Initiated																				
C. Others (NGOs, POs, NGA)																				
VIII. COMMUNITY																				
A. DSWD Initiated																				
B. LGU Initiated																				
C. Others (NGOs, POs, NGA)																				

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Accomplishment Report on SWD Implementation By LGUs

FORM - 2 (SERVED)

FILL UP INSTRUCTIONS

Identifying Data

____ Quarter, CY ____

Indicate the inclusive quarter and calendar year of the accomplishment report.

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 was approved.

Column 1

Programs and Services

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

DSWD 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 pilot tested by NGOs, POs and NCAs implemented by LGUs.

Grand Total

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

Children

Refers to persons below 18 years of age.

-Indicate the programs/services for children implemented whether DSWD, LG & Others (NGOs, POs & NGOs) initiated, disaggregated by age adopting the Child 21 life cycle.

Youth

Refers to the critical period in a person's growth and development from the onset of adolescence towards the peak of mature, self-reliant and responsible adulthood comprising the considerable sector of the population from the age of 15-30 years (R.A. 804)

-Indicate the programs/services for youth implemented whether DSWD, LGU & Others (ICOs, POs & NGAs) initiated.

Women

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

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

Older Persons

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. 743)

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

Families

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 implemented whether DSWD, LGU & Others (NGOs, POs & VGAs) initiated.

Disaster Victims

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 implemented whether DSWD, LGU & Others (NGOs, POs & VGAs) initiated.

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, LGU & Others (NGOs, POs & LGAs) initiated.

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

Column 2

Target

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

Indicate the target by sector based on Form - 1 (PLAN) report submitted. However, the reported data can be change if the plan report was updated.

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

Column 3

No. Served

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

Male

Indicate the no. of male

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

Female

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

Column 4

Total Served

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

Column 5

% Served

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

Column 6

Amount

Indicate 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.

Total

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

