



Republic of the Philippines
Department of Social Welfare and Development

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March 18, 2009

ADMINISTRATIVE ORDER

No. 02
Series of 2009

**SUBJECT : GUIDELINES ON THE SHARING OF DATA GENERATED
FROM THE NATIONAL HOUSEHOLD TARGETING SYSTEM
FOR POVERTY REDUCTION**

1. RATIONALE AND LEGAL BASE

The National Sector Support for Social Welfare and Development Reform Project (NSSWDRP) of the Department concluded with a reform agenda, one objective of which is to improve the service delivery systems to the public, particularly to the poor. Having a unified and transparent targeting system is identified as a key factor to achieve this. The targeting system shall establish a socio-economic database of households that will be used in identifying beneficiaries of current and future national social service programs. The system is expected to reduce the rate of leakage (*given the government's limited resources*) and at the same time lessen exclusion or under-coverage of the poor in social protection programs.

It is on this premise that Department Order No. 1 "Adopting a Household Targeting System for Poverty Reduction for DSWD Social Protection Programs and Services" was signed by the Department Secretary 30 September 2008. The Order stipulates the adoption and operationalization of a household targeting system using a proxy means test and establishment of a database of households.

This guideline is deemed necessary to address the requirements for information management of the data of poor households nationwide.

2. OBJECTIVES

The data generated from the national household targeting system may be made available to, various stakeholders involved in social protection such as labor market interventions, social insurance, social welfare, and social safety nets. This guideline specifically aims at:

- 2.1 Establishing a systematic way of sharing data as well as information on poor households that will or can be eligible for various anti-poverty programs and services;
- 2.2 Increasing coordination on the use of the data generated by the targeting system vis-à-vis other databases of households utilized by Government Agencies, Local Government Units (LGUs), the Non-Government Organizations (NGOs), Peoples Organizations (POs and civil society groups), private foundations and the like.

3. DEFINITION OF TERMS

- 3.1 Data requisition and clearance – the phase where data from the targeting system is requested by a stakeholder for purposes of establishing and verifying targets for their service delivery.

- 3.2. Report generation – the phase that includes preparation of the requested data in electronic form.
- 3.3. Information sharing –the phase wherein the report is shared online.
- 3.4. Feedback reporting and tracking of services delivered to the household – the phase where users provide feedback and updates on the data shared.

4. POLICY GUIDELINES

These policies apply to all users of the National Household Targeting System for Poverty Reduction undertaken by the Department.

- 4.1. The framework for operation covering the component phases of data requisition, report generation, information sharing, and feedback reporting that will guide system administrators and system users are defined in the Memorandum of Agreement hereto attached as Annex A.
- 4.2. The data to be shared shall be used for purposes of, but not limited to, social services provision or enrolment in poverty reduction programs, academic advancement (thesis, term papers, etc.), research, and program or project development.
- 4.3. Data users shall be charged a minimal user's fee according to their data requirements. The fee is to cover the cost of generating the data requested. The amount shall be determined during the preparation of the Memorandum of Agreement (MOA).
- 4.4. Infraction by the user shall mean not only the cancellation of the MOA but blacklisting from further usage of any data from the National Household Targeting System.
- 4.5. The formula of the Proxy Means Test (PMT) utilized in generating the database shall not be shared with any user to avoid public knowledge of the criteria to select poor households which may enable manipulation of answers during assessment.
- 4.6. The questionnaire, or the Household Assessment Form (HAF), used to collect household information can be used by other government and non-government agencies only under authorization of and strict supervision from DSWD. The rules, methodology to collect information, and processing that are also defined by DSWD will be used accordingly to maintain the quality of information collected.

5. EFFECTIVITY

This Order takes effect immediately and revokes all previous orders contrary hereto.

Issued in Quezon City this 22nd day of March 2009.


ESPERANZA I. CABRAL
DSWD Secretary

Annex A. Memorandum of Agreement

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement entered into by and between:

The **Department of Social Welfare and Development (DSWD)** a duly recognized government agency with office address at IBP Road, Constitution Hills 1126 Quezon City, herein represented by **Undersecretary Alicia R. Bala**, hereinafter referred to as the "**FIRST PARTY**;"

-and-

hereinafter referred to as the "**SECOND PARTY**."

WHEREAS, the FIRST PARTY maintains a data base on Filipino poor households through its National Household Targeting System for Poverty Reduction (NHTS-PR);

WHEREAS, the SECOND PARTY shall be allowed access to the data maintained under the NHTS-PR;

THEREFOR, for and in consideration of the above premises, the PARTIES hereby agree as follows:

The FIRST PARTY shall:

1. Provide the SECOND PARTY with a User Name and Password that he/she will use to access data from the NHTS-PR. PROVIDED, Further, that only he/she will use said User Name and Password;
2. Provide the SECOND PARTY with all data required based on the approved clearance and mutually agreed time frame which shall form part of this agreement as "Annex A," and
3. Provide the SECOND PARTY with technical assistance if and when so desired and/or requested.

The SECOND PARTY shall:

1. Provide the FIRST PARTY with a complete list of his/her data requirements and timeframe as to when said data should be made available;
2. Pay the FIRST PARTY a "User's Fee" for all data requested. PROVIDED, Further, that fifty percent (50%) of said fee shall be paid immediately upon signing of this Agreement and the remaining amount shall be paid at the time that the data requested by the SECOND PARTY is made available;
3. Provide the FIRST PARTY with a feedback report on data utilization based on the approved purpose.

IN WITNESS WHEREOF, both PARTIES have hereunto set their hands this _____ day of _____ 200__.

FIRST PARTY

SECOND PARTY

Represented by:

Represented by:

UNDERSECRETARY ALICIA R. BALA
National Program Director

Signed in the Presence of:

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
_____)S.S.

BEFORE ME, a Notary Public, for and in the above jurisdiction, personally appeared the following:

NAME	COMM. TAX CERT. NO.	DATE/PLACE ISSUED
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Known to me and to me known to be the same named persons who executed the foregoing Memorandum of Agreement and acknowledged to me that the same is their own free will and voluntary act and deed.

This instrument consists of three (3) pages including this page wherein this Acknowledgment is written, and is signed by the PARTIES including their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this _____ day of _____ 200_____.

Notary Public

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