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Department of Social Welfare and Development

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**Administrative Order 03
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**GUIDELINES FOR THE IMPLEMENTATION OF THE “PGMA:
TANGHALIAN MO, SAGOT KO” PROJECT**

I. Rationale:

Metropolitan Manila cities and municipalities, over the past several years had always been beset with flooding during rainy season and typhoon months. An average of 300 fire occurrences had been reported especially during dry or summer months. These occurrences had adversely affected depressed barangays or disaster-prone communities in Metro Manila and had plunged majority of its population into helplessness. The same scenario is repeated year after year.

Added to this is the effect of global crisis wherein more than 60 percent of poor individuals residing in some urban areas experienced economic crisis and are unable to cope with the high cost of living due to unemployment.

Thus, the government, specifically the DSWD, endeavors to provide measures in preventing nutritional decline thru the implementation of hunger mitigation program/services such as food for work/cash for work to address the immediate food needs of the underprivileged, food poor families.

This year, in order to prevent and mitigate the impact of disasters and the global financial crisis among the disadvantaged and vulnerable population in Metro Manila, a more responsive project will be launched during this summer of CY 2009. This is to prepare the communities before they are visited once more by strong typhoons, flooding and devastating fire at the same time provide food support to identified family beneficiaries who had been affected directly and indirectly by the financial crisis.

The “PGMA: Tanghalain Mo, Sagot Ko” Project is a disaster mitigation and at the same time a hunger mitigation initiative. It is a one-month disaster mitigation effort to be

implemented among the cities and municipality in Metro Manila. The Project is a joint initiative of the Department of Social Welfare and Development, the Metro Manila Mayors Spouses Foundation, Inc. and the Ricky Reyes Foundation, Inc.

The Project will use the Food-for-Work, a development-oriented strategy whereby beneficiaries of the Project will be required to render two (2) hours of work each day to receive the P100 worth of food/day benefit to do a particular disaster mitigation or development program. The number of days each beneficiary will work on depends on the type of community projects to be undertaken.

After project completion the targeted beneficiaries should be enlisted in the National Household Targeting and be accessed to other pro-poor programs of the government where they qualify for a more sustained strategy and at the same time an inventory of the “public or community works done” should be made by each LGU

II. Objectives:

The Project aims to provide opportunities for the poor families to have resources for their daily needs especially food while engaging in disaster mitigation activities and development projects through the food -for -work scheme. Specifically it intends to:

1. Raise awareness on the risks and importance of integrating disaster risk management in the way of life of the communities;
2. Introduce and demonstrate measures to reduce the risks or mitigate disasters in the project sites;
3. Provide an opportunity for the unemployed or out-of-work family heads to be involved in productive activity and avail of daily food augmentation;
4. Reduce the impact of disaster occurrence in the target community; and
5. To support the national and local governments in their hunger mitigation programs.

III. Scope and coverage:

The project aims to benefit at least 3, 400 families living below the food threshold, prioritizing those whose heads/breadwinners hand been laid off from work and/or currently unemployed, in disaster prone areas in the sixteen (16) cities and one (1) municipality in Metro Manila. The Project will be implemented in twenty (20) working days. The number of beneficiaries will vary in accordance with type of project and number of manpower or man hours required for its completion.

IV. Description of the Project:

The “PGMA: Tanghalian Mo Sagot Ko” is a short term project adopting the food for work scheme wherein the identified beneficiaries shall render two hour work/service in the community in exchange for P100.00 worth of food, to sustain their daily food requirement. The Project will be implemented in disaster prone areas in the 16 cities and municipality of Metro Manila where a specific disaster mitigation project is on-going or a project funded out of the local fund is about to be implemented by the community.

Priority project sites are those located within a kilometer from the houses of the beneficiaries to avoid transportation expenses thus, maximizing the benefits.

V. Components of the Project:

1. Social Preparation and Organization of Work Teams

The DSWD-NCR together with LGU, NGO & PO shall be partners on the project to generate support of the key players in its implementation and shall agree on the target areas in NCR. The social preparation shall focus on the following disaster mitigation and environment related activities:

- A. De-clogging of major drainage system
- B. Cleaning of community canals, esteros and creeks
- C. Completion of existing unfinished community projects or to be implemented community projects

The DSWD-NCR shall convene the 17 LGUs for a briefing/orientation on the target disaster prone areas and the community projects that the beneficiaries will undertake and finalize the list of communities/barangays to be covered by the Project.

The concerned Local Chief Executive (LCE) shall convene the city/municipal development council for a briefing/orientation on the project with the concerned brgy. officials and identify the focal person specifically the C/MSWDO to ensure smooth implementation of the project.

A barangay/community assembly shall be conducted by the barangay chairman and leaders to orient the people about the project and to identify volunteers who will help in the verification of the 200 family heads for the project. An inventory of “projects completed” must likewise be listed by each LGU to determine the impact of this project to local and national development.

2. Advocacy and Resource Generation

The local government units and other partners shall advocate for the implementation of the disaster mitigation and its relevance to risks reduction in their locality and generate fund or non- fund support from the partners, donors and project beneficiaries themselves as their stakes in the project.

3. Project Implementation Phase:

A. Target Beneficiaries

- ✚ Out -of- School Youth (OSY) 18 yrs old & above
- ✚ Currently unemployed Family Heads
- ✚ Single and Head of the Family

B. Criteria in the Selection of Beneficiaries

- ✚ Must be a bonafide resident of the identified community
- ✚ With a monthly income of P5,000.00 or below for a family of five members
- ✚ Certified Indigent family by the barangay, except for families who are already beneficiaries of the 4P's, Food for School Program and SEA-K.

C. Procedures in the Implementation of the Project

- ✚ All OSY 18 years old and above & Family Heads, whose income falls below the food threshold of the city/municipality should enlist themselves at the barangay. The identified community leaders/volunteers shall review the list of target beneficiaries and validate their residency in the community. If more beneficiaries are qualified than the available slots, a raffle shall be undertaken to fill-up/complete the target number of beneficiaries.
- ✚ Once confirmed eligible, barangay officials shall certify residency of these indigent families and submit the list to the City /Municipal Social Welfare Offices.
- ✚ The City/Municipal Social Welfare Offices shall then endorse the list to the Regional DSWD for their information and actual validation of certified beneficiaries.
- ✚ After the validation and once confirmed eligible, these families become recipient of the project and shall be organized for appropriate community projects.

- ✦ The beneficiaries shall work for 2 hours per day and the number of days will depend on the type of community projects to be completed.
- ✦ The DSWD Field Office shall release the food packs worth P100.00 per person per day through the C/MSWDO.

4. Roles and Responsibilities of Project Partners

For clarity of tasks and accountabilities, the following will be the delineation among the DSWD and its Partners:

Local Government Unit (LGU)

a) Barangay level (Community Leaders, Officials)

- ✦ Recommend disaster prone areas appropriate for community projects, identify and certify indigent families in the community and submit it to the C/MSWDO, for endorsement to and subject to the validation and approval of the DSWD FO.
- ✦ Monitor project implementation
- ✦ Certify number of hours of work rendered by the beneficiary and recommend release of food in exchange for the work rendered by the beneficiaries
- ✦ Report status of project implementation to C/MSWDO
- ✦ Come up with the master list of projects completed and other information required in Project Component No. 5.

b) City/Municipal Social Welfare and Development Office (C/MSWDO)

- ✦ Submit the lists of potential beneficiaries obtained from the barangay officials to DSWD, thru the DSWD-NCR
- ✦ Inventory of “work” done/completed due to FFW scheme
- ✦ Provide fund or non-fund counterpart to the Project
- ✦ Facilitate and participate in the validation of the recommended beneficiaries
- ✦ Participate in the monitoring and documentation of the Project;
- ✦ Recommend the release of the daily compensation in the form of food packs to the beneficiaries
- ✦ Certify the master list of projects completed and other information reported by the barangay in relation to Project Component No. 5.

Metro Manila Mayors Spouses Foundation, Inc (MMMFSI) and Ricky Reyes Fdn.

- ✦ Assist in the identification of target areas and projects
- ✦ Provide fund or non fund support in the form of resource augmentation for the project

Department of Social Welfare and Development

a) Field Office (FO)

- ✦ Validate the project sites, disaster mitigation projects and list of beneficiaries submitted by the LGUs
- ✦ Provide funding and technical support to the LGUs covered by the Project
- ✦ Designate a focal person to oversee/supervise the daily implementation of the Project
- ✦ Monitor project implementation on a weekly basis and provide technical assistance to the LGUs
- ✦ Document the Project implementation in coordination with the Project partners and the LGUs
- ✦ Validate the master list of projects completed and other project information submitted by the local government units
- ✦ Submit regular reports to the Secretary on the status of implementation, beneficiaries covered and funds utilized

b) Central Office (CO)

- ✦ Provide funding augmentation
- ✦ Monitor at least once a month during the project life or as needed
- ✦ Provide technical assistance to the Field Office or LGU implementing the Project
- ✦ Submit to the Secretary the overall Project report highlighting the benefits of the Project, the number and kind of projects completed under the Project funds, success stories and issues encountered in the implementation of the Project.

5. Project Monitoring, Documentation and Reporting:

There shall be three levels of monitoring for this project:

a) LGU

The identified community leaders assigned on the project at the barangay level shall conduct the daily monitoring until the termination of the project to ensure that the number of hours of work rendered by the beneficiary has been achieved. A status report on the project implementation which should include the master list of projects completed due to the Project over a specific period, shall be submitted to the City/Municipal Social Welfare and Development Office, for information and endorsement to the DSWD Field Office. The C/MSWDOs will be responsible in

documenting and submitting the project completion report to the DSWD-NCR highlighting the master list of projects completed, kilometers or distance cleaned, drained or repaired, the number of beneficiaries, volume and cost of food support and other relevant information.

b) Field Office

Shall conduct on-site monitoring on the implementation of the project on a weekly basis and validate the progress report submitted by the LGU. A report on on-site monitoring shall be submitted to DSWD-CO integrating the physical and financial accomplishments of the local government units and the issues and concerns encountered and recommendations in resolving or preventing similar issues in future project implementation.


c) DSWD Central Office

Shall also monitor at least once a month during the project life or when necessary, to provide technical assistance to the Field Office or LGUs concerned. A monthly and terminal report shall be submitted to the Secretary for her information/update on the project, copy furnished the partners.

6. Project Completion Review:

After the project has been completed, a project implementation review shall be conducted to determine if the objectives of the project were achieved, identify the lessons learned as well as to come up with a recommendation on the implementation of similar projects in the future.

This order shall take effect immediately and revokes issuances inconsistent herewith.


ESPERANZA I. CABRAL, M.D.
Secretary
