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Administrative Order No. __13__
Series of 2009

Subject: **Guidelines for the Implementation of Poder 5: Improving Access to Basic Health and Education Services in the Communities**

I. BACKGROUND AND RATIONALE

The definition of poverty stipulated under Republic Act 8425, the Social Reform and Poverty Alleviation Act, refers to the poor as those families and individuals whose income fall below the poverty threshold and who cannot afford in a sustained manner to provide for their minimum basic needs. Poverty remains a predominantly rural problem where about half of the population lives.

Based on the 2006 Official Poverty Statistics released in March 2008 by the National Statistical Coordination Board (NSCB), poverty incidence in the country is at 26.9 percent, an increase of 2.5 percent from the official figure 3 years earlier (2003).

The Philippine government response has been embodied in its commitment to the Millennium Development Goals (MDG) which is also tightly integrated into the Medium-Term Philippine Development Plan (MTPDP) 2004-2010. In the 2006 assessment of accomplishment vis-à-vis the MDG, serious challenges and threats remain with regard to targets on maternal health, access to reproductive health services, nutrition, primary education and environmental sustainability.

One of the biggest anti-poverty Programs of the Philippine government and which is also a response to the MDG is the Conditional Cash Transfer or the Pantawid Pamilyang Pilipino Program (4Ps). It is a poverty reduction strategy adapted from the Latin American experience that provides grants to extremely poor households to improve their health, nutrition and education particularly of children aged 0-14 aiming to break the poverty cycle by providing assistance to the poor and through other investments in human capital. Conditions are set in a bid to reduce poverty and reach millennium development goals addressing issues of high infant, child and maternal mortality rates; children's malnutrition; and high drop out rate; and, high prevalence of child labor. The covered areas of the 4Ps are the poorest municipalities in the country and it is where the proposed Phase 5 of the PODER Project wants to converge specifically in Regions V and CARAGA.

The Poder Y Prosperidad dela Comunidad (Poder) Project, an anti-poverty project implemented by DSWD and assisted by a grant from the Agencia Española Cooperacion Internacional para el Desarollo (AECID) has completed 4 phases of implementation. It started in 2005 and has adopted the CDD process of the KALAHI-CIDSS Project – a flagship anti-poverty project of the national government. Based on the result of impact evaluation, the Poder Project, Phases 1-4 has attained its objectives.

The proposed Project which is named **Poder 5: Improving Access to Basic Health and Education Services in the Communities** is envisaged to assist the LGUs and communities to meet the basic facilities required for 4Ps implementation. Poder 5 implementation shall continue to adopt the CDD strategy with necessary adjustments.

II. OBJECTIVES

The Project aims to:

- contribute to poverty alleviation through the improvement of the living conditions of the poor and vulnerable groups, and
- improve local governance by the LGU and the communities.

III. TARGET BARANGAYS

Beneficiaries

In the selection of target areas for the implementation of the 4Ps and where Poder 5 will also operate, priority is given to the 30 poorest provinces based on the 2006 Family Income and expenditure Survey (FIES) issued by the National Statistics Coordinating Board (NSCB).

The target municipalities are poor municipalities. The municipalities of San Pascual, Aroroy and Claveria in Masbate are included in the list of the poorest municipalities in Bicol region. The municipality of Libon in Albay while a higher class municipality has nearly the same condition when it comes to health and education.

The municipalities of Lapaz, Sibagat, Marihatag and Hinatuan in Region CARAGA are also included in the list of the poorest municipalities in the region.

The table below shows the number of barangays and population in the target area.

Table 1. Profile of Poder 5 target areas.

Region	Province	Municipality	# of Brgys	Population (2007 Census)	Population (0-14 years old)*
V	Masbate	Claveria	22	40,336	16,134
		San Pascual	22	41,736	16,694
		Aroroy	41	67,087	25,835
	Albay	Libon	47	68,846	27,538
Caraga	Agusan del Sur	Lapaz	15	23,009	9,204
		Sibagat	24	30,074	12,030
	Surigao del Sur	Marihatag	12	17,622	7,049
		Hinatuan	24	28,108	11,520

IV. MECHANICS OF THE PROJECT IMPLEMENTATION

The PODER Project follows the CDD model implemented through a five-stage, multi-activity process referred to as the "Community Empowerment Activity Cycle (CEAC). Designed to "systematically mobilize the capacity of local people to prioritize their development needs, design activities, seek technical assistance, manage resources, and implement and sustain development actions", the CEAC attempts to provide communities with a guide for "organized experience in purposeful collective action" that aims "(i) to empower communities to participate in decision-making in ways that will

improve their skills, strengthen their sense of responsibility and human dignity, (ii) to use community projects as a vehicle to promote representation, accountability and reduce poverty, and (iii) to strengthen the linkage between communities and their local government units."

The Project shall continue to employ the Community Empowerment Activity Cycle (CEAC) with necessary adjustments. The adjustments will be based on the following:

- The covered municipalities had undergone an average of 2 cycles of the CEAC or about two years of Project implementation using the CEAC approach through the KALAHI-CIDSS and the PODER 1- 4 Projects. This means that the communities and the LGUs are already familiar with the CEAC Processes starting from the entry and social preparations stages until the terminal or transition stage.

- Consistent with the sustainability features of the CEAC, the LGUs will play a more active role in Project implementation.

- The Project's focus will be limited to health and education related interventions and more specifically on the construction of health stations, day care centers, school buildings and provision of the buildings' basic equipment. Only sub-projects such as a bridge or pathway or road improvement leading to existing to underused health stations, day care centers and school buildings could be proposed but these will have to compete with the health and educations sub-projects.

- The Project, being complementary with the 4Ps, must coordinate with its staff, community based organized groups (mothers' group) and its activities.

A. SOCIAL PREPARATION

The social preparation involves a multi-level and multi-stakeholder organizing, socialization and facilitation process. This is seen as a lighter task considering the exposure of the communities to the same process as mentioned above. This activity is undertaken in all stages of the project cycle entry/planning until Project completion.

Social preparation activities shall commence with the municipal orientation and 1st barangay assembly. This will be followed by an orientation on Gender and Development. Since the focus of intervention has been specified, the communities shall conduct a participatory assessment on the status of Health and Education sectors. This is in preparation for the sub-project proposals. A validation of the result of the assessment will be done through a Barangay Assembly (BA). This is the 2nd BA.

1. Municipal orientation

The activity marks the official launching of the Project in the municipality. It is very significant because it generates awareness and acceptance of the Project and provides the forum where the technical and administrative requirements of implementation are officially agreed upon.

This groundbreaking event will be facilitated by the Area Coordinator and the 4Ps Municipal Link (4Ps municipal coordinator) with the help of the other members of the Area Coordinating Team and a representative from the RPMT.

2. **First Barangay assembly**

This is a Barangay Assembly meeting convened by the Barangay Chairman for the purpose of introducing the Project to the community. To be conducted by the Community Facilitator, the orientation program will discuss the requirements of the Project with emphasis on the participation of all community sectors in planning and sub-project implementation.

To underscore the importance of popular participation, the community is encouraged to set the minimum percentage rate of household attendance during assemblies.

3. **Participatory Assessment of Health and Education Situation**

This will be done primarily by gathering of secondary data, validation of the data, ocular inspection and semi-structured and key informant interview. The data to be gathered shall not only be the basis of the selection of the proposed sub-project but will also be used as baseline data against which to compare mid and post project accomplishments, effects and impact.

Among the data to be gathered shall include but will not be limited to the following;

a. Number of children 0-14 of age and number of school children starting from day care up to 2nd year high school (age 14).
b. School enrollment rate, drop-out rate, completion rate, etc.
c. Physical Status of Day Care Center, Health Station and School Building
d. Current status of supplies and facilities in the Day Care Center, Health Station and School Building
e. Number of pregnant mother in the current month
f. Number of visits in the health station
g. Number of malnourished children
h. Proportion of children aged 0-5 years old (under five) who died due to preventable causes to the sum of children aged 0-5 years old
i. Malnutrition prevalence – Proportion of children aged 0-5 years old who are below normal weights
j. Proportion of children 6-12 yrs old who are not in elementary school
k. Proportion of children 13-16 yrs old who are not in secondary school

The mothers' group organized by the 4Ps must be represented and actively participate in this activity.

4. Barangay Assembly (BA)

The second BA shall be conducted to validate the result of the Health and Education situation assessment activity.

5. Gender and Development Orientation
   This activity could be done before the conduct of the Participatory Assessment of Health and Education activity.

B. PRE-IMPLEMENTATION

The Social Preparation stage is followed by the **Project Identification stage** where the communities identify the most pressing health and education need and the corresponding response. The most critical feature of this stage is the conduct of the criteria setting workshop which is essentially a collective exercise of identifying the parameters by which development projects will be prioritized. However, more than just setting criteria for project selection, the CSW is a process by which the people are introduced to the idea of defining what local development means for them, and by establishing criteria for selecting development projects, the people are actually defining how development should come about, and how development interventions should be prioritized.

1. Criteria Setting for the Ranking of Sub-Project Concepts

Preparatory to the 1st Municipal Inter-barangay Forum (MIBF), the Barangay Representation Team (BRT) are convened in a forum to formulate the criteria for ranking of sub-project concepts. It is a venue for localized decision making. It is here where the communities involved take control of decisions related to resource allocation by prioritizing projects based on criteria they themselves prepared.

2. Workshop on the Preparation of Sub-Project Concept

The workshop is the venue where project ideas confirmed by the BA are crafted in order to respond to problems identified and prioritized during the Participatory Assessment of Health and Education Situation. Using the prescribed Sub-Project Concept Form, the Project Preparation Team (PPT) develops the concept that will be endorsed to the MIBF. Here, technical support is extended by the MIAC and the RPMT.

3. Validation of Sub-Project Concept (3rd BA)

The third BA is where the community validates the sub-project concept prepared by the PPT. This is a feedback mechanism where comments and other inputs to improve the concept are given by the BA. It is a participatory exercise where the community is consulted and heard.

4. Finalization of Sub-Project Concepts

The workshop on the finalization of the sub-project concept is the venue where the PPT and BRT labor to finalize the project concept to be endorsed to the 1st MIBF for prioritization. At this point, volunteers have all the inputs required to refine and complete the sub-project idea – making it technically feasible and responsive to the problem to be addressed.

5. *Forum on the Ranking of Sub-Project Concepts (1ˢᵗ MIBF)*

The 1ˢᵗ MIBF is the forum where all project concepts of participating barangays are presented for prioritization. It is the culmination of agreements made in the criteria-setting forum. Here, the barangay representatives rank the sub-project concepts using the criteria they prepared and decided to adopt.

6. *Feedback on the results of the 1ˢᵗ MIBF (4ᵗʰ BA)*

This is the venue where the results of the MIBF ranking are presented to the BA. It is also the time when the assembly sets up its officers of the Barangay Sub-Project Management Structure and all the working committees under it.

C. PROJECT PREPARATION, SELECTION, AND APPROVAL STAGE

The 3ʳᵈ stage is the **Project Preparation, Selection, and Approval stage**, where the volunteers prepare the project proposals, and finalizing plans for development projects identified during social preparation. It is also here where one of the most distinct features of the PODER project is actualized; the competitive project selection process by way of the Municipal Inter-Barangay Forum, or MIBF. The MIBF is a mechanism by which members of barangays participating in the project select which projects deserve to be funded from the municipal allocation, from among the numerous project proposals prepared by local volunteers in the barangays, using the criteria set during the Criteria Setting Workshop.

1. *Workshop on the Preparation of Detailed Proposal*

Particularly for barangays whose sub-project concepts were prioritized in the 1ˢᵗ MIBF, the workshop is the venue for the PPT and BRT to prepare the detailed proposal to be endorsed to the 2ⁿᵈ MIBF. The exercise consolidates all the comments and recommendations given by the BA. The step is important as the O&M Plan of sub-projects are also finalized during the workshop.

2. *Validation of Detailed Sub-Project Proposal (5ᵗʰ BA)*

The 5ᵗʰ BA is the venue where the detailed proposal is validated by the community. Once approved, the detailed proposal is endorsed to the 2ⁿᵈ MIBF for approval. In this step, the participation of the MIAC and other service providers is important.

3. *Forum on the Approval of Sub-Project Proposals (2ⁿᵈ MIBF)*

Two months after the 1ˢᵗ MIBF, the BRT and PPT of the barangays are re-convened. In this forum, the representatives evaluate and approve the detailed proposal of those barangays whose project concepts were ranked in the first MIBF. The approval is based on the completeness of documents and compliance with the recommendations of the 1ˢᵗ MIBF.

4. Sub-Project Pre-Implementation Workshop

In preparation for the actual sub-project implementation, a pre-implementation or pre-construction workshop at the community level is organized. The activity is a gathering of all the sub-project implementers who will ensure that the whole community is organized and equipped to undertake the implementation and management of the sub-project. Basically, the workshop serves as the venue for an extensive orientation of the community -- particularly the volunteers – on community procurement, finance, infrastructure, and other sub-project types. Discussion on the various reportorial requirements on the physical and financial status of the sub-project will be undertaken. The review of the implementation plan emphasizing tasks and assignments, timetable, and local counterpart commitments is also given serious attention.

D. IMPLEMENTATION STAGE

Once the projects are selected, the cycle moves on into the **Implementation of sub-projects**. In the course of project implementation, community residents are provided with opportunities to engage local government units at the barangay and municipal level for technical support and local counterpart resources. People also learn first hand the basics of community procurement and financial management. All these process conspire to enhance community ownership of the project and its various outcomes.

Sub-project implementation

This is where approved interventions are implemented, with the active involvement and participation of stakeholders under the supervision of concerned technical staff. Implementing committees will try to meet objectives given the time and scope of activities identified. They will manage the costs involved, including the delivery of various commitments and the risks that come along with it. Hands-on training on various technical skills (e.g. community mobilization, advocacy, plumbing, simple bookkeeping, etc.) will be conducted while the implementation is on-going. This is in preparation for project sustainability or, in the infrastructure projects, the operation and maintenance component after the completion of the facility.

The standard design for the identified structures will be used except where there is a need to enhance the design especially in areas where there is frequent typhoon or volcanic eruptions, like in Bicol region, etc.

All projects shall require contributions from the local communities and all other local sources which is equivalent to a minimum of 30% of the total sub-project cost. The amount of counterpart shall form part of the criteria for project selection in the municipal forum. Therefore, counterparting becomes an incentive for a particular project to be selected.

Sub-projects will be implemented through community contracting. A barangay project implementation team selected by the community will manage the implementation of a particular sub-project, and will, if required, employ outside contractors selected through competitive bidding.

E. TRANSITION STAGE

After the sub-poject implementation, a period of "**transition**" is undergone by all the barangays. Part of this transition involves the conduct of a Community-based Evaluation process where community residents assess their participation in the project and the changes which have been brought about because of this participation. The other critical activity in this stage is the conduct of the Accountability Review and Reporting session, where community volunteers, the Barangay, and the Municipal LGUs review their commitments to the project, and report the same to the people. This could also a preparation for another round implementation which the LGU or other funding agencies could support.

V. FINANCIAL MANAGEMENT PROCEDURE

The community finance manual that was used in the implementation of the Poder 1-4 shall govern the management of both the grant and Local Counterpart Contribution (LCC) fund.

The following financial management structure and functions are taken from the community finance manual.

The activities leading to the release of funds start after the 1st MIBF has prioritized the barangay's sub-project concept. While the Sub-Project Preparation Team is developing the detailed proposal, the other teams attend to the following:

a. Secure Barangay Council Resolutions:

   a.1 Authorizing the Punong Barangay and the Barangay Sub-Project Management Committee Chairperson to enter into a Tripartite Sub-Project Agreement (SPA) with the Municipal LGU and the DSWD

   a.2 Authorizing the BSPMC Chairperson, BSPMC Treasurer, and the Area Coordinator to open a current/checking account with the nearest Land Bank of the Philippines branch in the name of PODER (name of barangay) for all grants and local counterpart cash contributions.

b. Open a current/checking bank account with the nearest Land Bank of the Philippines branch.

The final approval of the sub-project proposals happens during the conduct of the 2nd MIBF. The communities whose subprojects are approved shall immediately undertake the following activities:

a. Complete the pro-forma Tripartite SPA (See Attachment 2).
b. Attend trainings on Procurement, Finance and Infrastructure conducted by the ACT/RPMO.
c. Start preliminary procurement activities.
d. Prepare and submit Request for Fund Release (RFR) (BSPMC Form No. 7) together with the requirements to the RPMO through the ACT.

Processing the Request for Fund Release

❖ **BSPMC Level**

    a. The BSPMC shall submit the RFR and accompanying documents to the ACT within 15 and 30 days for Local Shopping and Local Bidding, respectively, from the date of the 2nd MIBF.

❖ **ACT Level**

    a. The ACT reviews the RFR and accompanying documents submitted by the BSPMC and submits the same to the RPMO within five (5) working days.

       a.1 *Bond Requirement*

          i. The ACT shall see to it that the bond premium paid by the BSPMC Treasurer as Barangay Treasurer is sufficient to cover his/her maximum accountability which shall be determined by computing either of the following:

             • the average amount of checks to be signed per month; or
             • the maximum amount of check to be signed during subproject implementation; or
             • the amount of 1st tranche. of community grant funds to be released.

          ii. If not, additional bond premium shall be applied and paid by the BSPMC to the National Treasury which amount shall be equivalent to the bond premium coverage of such accountability (Attachment 3). Payment for the bond premium shall be charged against the Local Counterpart Contribution.

❖ **RPMO Level**

    a. The RPMO through the Regional Infrastructure Engineer (RIE) and Regional Financial Analyst (RFA) reviews the accuracy, completeness and validity of the RFR and the accompanying documents. The latter certifies correctness of the RFR and sends fax copy to the National Project Management Office (NPMO) within five (5) working days together with the 2nd MIBF Resolution declaring the prioritized barangays, the Bank Certification indicating the Current Account Number of the prioritized barangay, and the prescribed procurement documents.

    b. In the absence of the RFA, the RPMO through the Regional Director/Regional Project Manager shall designate any DSWD staff to review and sign the RFR.

    c. All other pertinent documents submitted by the BSPMC shall be retained at the RPMO for safekeeping which shall thereafter be transmitted to the DSWD Regional Auditor within ten (10) days of the following month together with the photocopy of the documents previously transmitted to the NPMO.

    d. The Regional Director/Project Manager shall be fully responsible and accountable for all information that he/she certified/ represented to be correct in the RFR.

❖ **NPMT Level**

a. The NPMO upon receipt of the RFR and other documents from the RPMO immediately furnishes the NPMT-Finance Service (FS) copy of the 2nd MIBF Resolution. Given that required documents are in order, the NPMO shall have the Deputy National Project Director approve/disapprove the RFR on the basis of the recommending approval of RPMO.

b. The NPMO transmits/forwards the RFR with the accompanying documents to the FS within one (1) working day from receipt of the same from the RPMO.

c. The FS processes payment and transfers fund to the community bank account within four (4) days.

d. The standard response time for community grant releases from the BSPMC submission up to the release/transfer of fund from the DSWD Central Office to the community bank account shall be fifteen (15) working days.

On Fund Release, the NPMT-FS shall furnish the RPMO and the DSWD COA through fax the Notice of Fund Transfer (NFT). The RPMO informs the ACT on the matter who shall in turn advice the BSPMC. Likewise, the original copy of the NFT shall be sent to the BSPMC Chairperson through the RPMO and ACT.

The following figure illustrates the flow of Sub-Project funds.

Figure. 1. Funds Flow
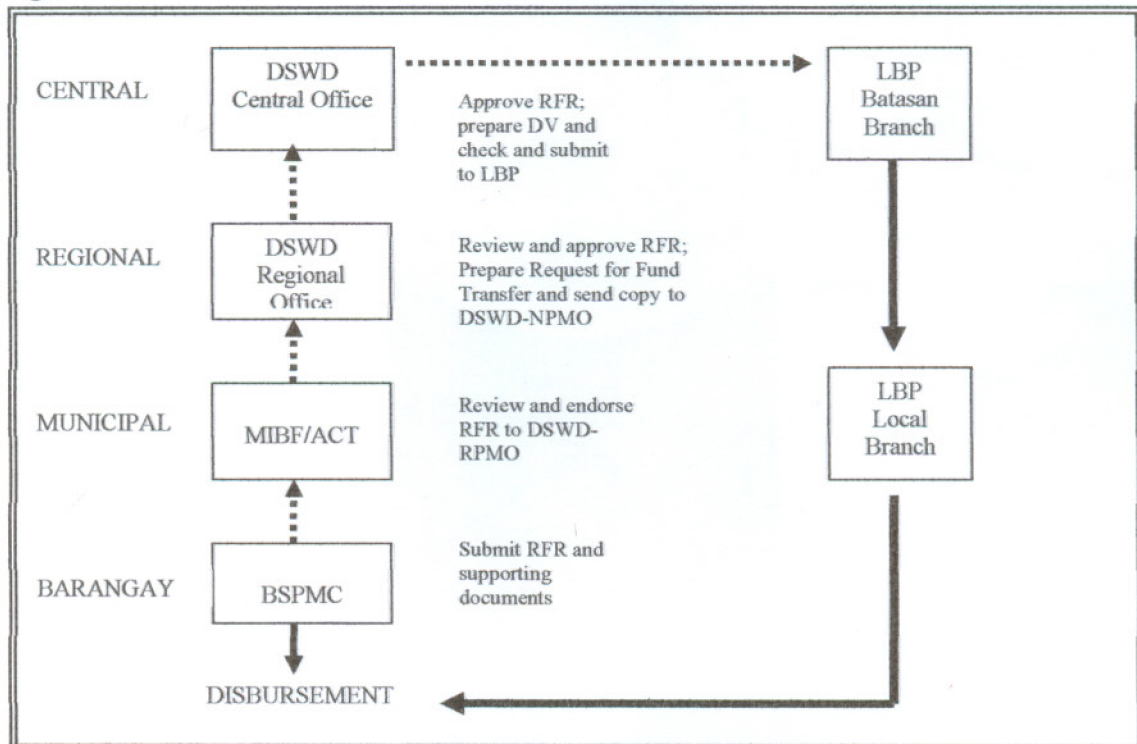
The Role of the BSPMC

Overall management of the sub-project shall be the direct responsibility of the BSPMC, which shall be formed as a committee under the Barangay Development

Council (BDC). (The Local Government Code allows the BDC to form sectoral or functional committees to assist it in mobilizing people's participation in local development efforts, preparing barangay development plans, and monitoring and evaluating implementation of national or local programs.)

Under the BSPMC, the barangay residents may decide on various teams to implement the sub-project. Three teams are however, mandatory:

- Procurement Team
- Sub-Project Implementation Team
- Monitoring and Inspection Team

The BSPMC is composed of the following:

- Chairperson of the BSPMC
- Punong Barangay if he/she is not elected as the BSPMC Chair; if the Punong Barangay is the BSPMC Chair, then the BDC shall elect one representative from among the NGO/PO representatives in the BDC
- One Kagawad chosen by the Barangay Council
- BSPMC Treasurer
- Heads of the different Teams
- Chairperson of the Sub-Project Preparation Team (since the work of   the Team ends after the approval of the sub-project)

Figure 2. Barangay Sub-Project Management Structure
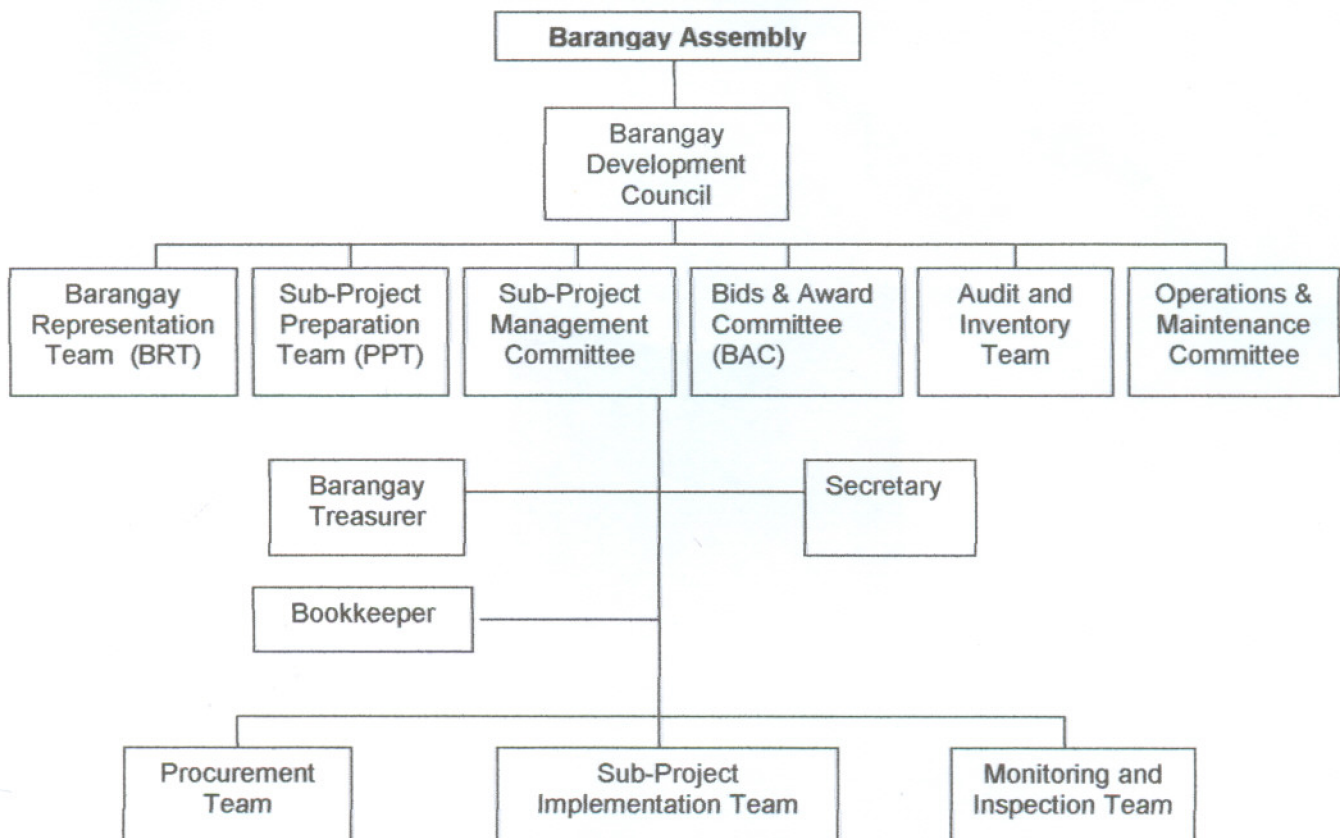
Financial Management Functions

- **Barangay Sub-Project Management Executive Committee**

  Approves/disapproves all procurement and fund disbursements.

- **Audit and Inventory Committee (AIC)**

  Performs internal audit functions. It audits the Project funds held by the BSPMC Treasurer and the financial records and reports of the Bookkeeper. It also conducts regular inventory of all properties acquired under the sub-project. It is composed of three members selected by the community. Its Head sits as non-voting member of the Bids and Awards Committee (BAC).

  The Committee reports to the BDC. As the community's watchdog, it is independent of the implementation units.

- **Sub-Project Implementation Team (PIT)**

  In charge of the day-to-day supervision of sub-project implementation. It prepares and endorses Weekly Schedule of Disbursements to the BSPMC Executive Committee. Its Head also approves requests for petty cash fund.

- **Bids and Awards Committee (BAC)**

  In charge of ensuring that the BSPMC abides by the standards set forth in the Community Procurement Manual. It is compose of the Barangay Treasurer, Head of the Sub-Project Preparation Team and one (1) member (except barangay officials) to be elected by BSPMC Executive Committee.

- **Monitoring and Inspection Team (MIT)**

  In charge of monitoring the progress of sub-project implementation. It shall validate the physical accomplishments based on reports prepared by the Implementation Team and the approved detailed work and financial plan. The team shall also ensure that deliveries of items or goods purchased are properly stored.

- **Procurement Team (PT)**

  In charge of procurement for the sub-project. It prepares the community procurement plan. It acts as the Secretariat of the BAC composed of all the BSPMC Executive Committee members. The team is composed of at least three members selected by the community.

- **Treasurer**

  Has custody over the funds and properties of the sub-project. The BSPMC Treasurer is the disbursing officer of the sub-project. The Barangay Treasurer is automatically designated as the BSPMC Treasurer.

- **Bookkeeper**

  Records all financial transactions and prepares financial reports.

VI. INSTITUTIONAL ARRANGEMENT

A. Management Bodies

The National Project Management Team (NPMT) and Regional Project Management Teams are 2-level management bodies of the project at the national and regional levels, respectively.

The NPMT is responsible for the over-all management of the project. It shall provide the over-all direction and guidance to project implementation. Headed by a National Project Director, the NPMT is composed of the Deputy Project Director, the heads of the different units of the Department (Admin, Finance, Social Marketing, Legal, Human Resource, Policy and Plans, Bids and Awards Committee), project operations technical staff and consultants.

The Regional Project Management Team is responsible for the over-all management of project implementation in the region. Chaired by the Regional Director.

B. Implementing Bodies

The DSWD is the lead implementing agency of the project. Its implementing arm is composed of the following:

National Project Management Office (NPMO)
Regional Project Management Office (RPMO)
Area / Municipal Coordinating Team (A/MCT)

Headed by a National Project Manager, the NPMO is responsible for the day to day operations of the project at the national level. The National Project Manager is assisted by the National Project Coordinator, one (1) Infrastructure Engineer, one (1) Monitoring, Evaluation and Social Marketing Officer and one (2) Finance Officers and 1 Administrative Assistant.

Headed by a Regional Project Manager, the RPMO is responsible for the region-specific day to day operations of the project. Its functions include but not limited to implementation of national policies and regional directions and strategies, provision of technical assistance and supervise work performance of ACTs, manage engagement with the LGUs, and other stakeholders.

The Area Coordinating Teams (ACTs) are the frontline workers in the field. The ACT/MCT is composed of an Area Coordinator, Deputy Area Coordinator, Roving Bookkeeper, and Community Facilitators.

C. Role of the Local Government Units

- Assign counterpart staff to the project;
- Provide counterpart contributions in support of barangay sub-projects;
- Provide technical assistance to participating barangays by providing, among others, engineering advice and support, agricultural inputs, etc.
- Monitor the implementation of sub-projects;

- Receive capacity-building interventions to facilitate the incorporation of PODER strategies and approaches into the LGU planning and implementation processes;
- Act as convener of the inter-barangay forum, with the assistance of the ACT;
- Provide other assistance needed for PODER Project implementation.

D. Role of the Target Communities

The primary role of the community is to implement the approved sub-project, to ensure that its objectives are attained and that there is proper accountability. The community shall organize itself for this purpose as indicated in the community organizational chart. In addition, the community members shall have the following responsibilities:

- Attend barangay assemblies.
- Review the sub-project implementation plan as well as the budget
- Monitor sub-project implementation, including attendance to conduct of bidding and inspection of deliveries.
- Call the attention of the Sub-Project Management Committee if full transparency is not being practiced or if there are negative observations:
  - No publication or announcement of bidding, approved contracts, expenditures
  - No barangay assembly is called to make a report to the community of the project status and fund utilization
  - Questionable conduct of bidding, sub-standard materials used, implementation not according to program of work, etc.

- Report inaction by the BSPMC to the community facilitator, area coordinator, or direct to the DSWD Grievance and Complaints Unit
- Provide counterpart contribution (land, labor, materials, etc.) as committed
- Participate in the operations and maintenance of the sub-project after completion.
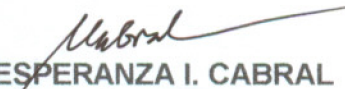
D. Coordination with the Pantawid Pamilyang Pilipino Program (4Ps)

The Project shall coordinate with the staff of the 4Ps at the National, Regional, Provincial and Municipal levels in order to more effectively and efficiently implement the Project.

Primary to the interest of Poder 5 are the 4Ps Program Conditionalities and the Program Operation Cycle as well as coordination on Periodic Supply Side Assessment, monitoring of LGU compliance, conduct of community based activities involving the mothers' groups and the assessment of indicators on Project effects and impact.

VII. EFFECTIVITY

This order shall take effect immediately. Issued in Quezon City, this 8th day of December 2009.

ESPERANZA I. CABRAL
Secretary