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OFFICE OF THE SECRETARY

Subject: **Guidelines for the Implementation of Poder 6: Improving Access to Basic Social Services in Regions III, V and XIII**

I. BACKGROUND AND RATIONALE

Poverty in the Philippines remains a primary challenge to the government. This is indicated by the 2006 Official Poverty Statistics released in March 2008 by the National Statistical Coordination Board (NSCB) where poverty incidence in the country is at 26.9 percent, an increase of 2.5 percent from the official figure 5 years earlier (2003).

The Philippine government's continuing fight against poverty is embodied in its commitment to the Millennium Development Goals (MDG). This is integrated into the Medium-Term Philippine Development Plan (MTPDP) 2004-2010. Recent data however, show that the government's efforts need to be intensified. In a 2009 UNDP's assessment of the Philippine overall performance for the realization of the MDGs is deficient in some indicators and that the situation might get worse due to the global recession.

The two major Programs of the Philippine government in response to the MDG are the Pantawid Pamilyang Pilipino Program (4Ps) and the KALAHI-CIDSS which are both under the Department of Social Welfare and Development. The 4Ps 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. The KALAHI-CIDSS on the other hand is an anti-poverty Project implemented by DSWD that employs the community driven development (CDD) approach.

Since 2005, the Poder Y Prosperidad dela Comunidad (Poder) Project assisted by a grant from the Agencia Española Cooperacion Internacional para el Desarrollo (AECID) and adopting the CDD process of the KALAHI-CIDSS Project has been combating poverty in Regions III, V, and XIII. It has completed 4 phases of implementation and based on the result of impact evaluation, the Poder Project, Phases 1-4 has attained their objectives. Poder Phase 5 which is currently implemented operates in Regions V and XIII complements the 4Ps by assisting the LGUs comply their "supply-side" obligations in improving health and education services.

The Project which is named **Poder 6: Improving Access to Basic Social Services in Regions III, V and XIII** shall have two components. The first component shall have the same implementation mechanism as Poder Phase 5 and covers all 4Ps targeted barangays in Regions V and XIII. The second component shall have the same feature as Poder Phases 1-4 and covers all barangays in Region III and other barangays in Region V which are not targeted by 4Ps. Poder 6 implementation shall continue to adopt the CDD strategy.

II. OBJECTIVES

The Project aims to:

- contribute to poverty alleviation through the improvement of the basic social services for the poor and vulnerable groups;
- improve local governance by the LGU; and,
- empower poor communities.

III. TARGET AREA AND BENEFICIARIES

Most of the targeted municipalities belong to the poorest 30 provinces based on the 2006 Family Income and expenditure Survey (FIES) issued by the National Statistics Coordinating Board (NSCB). While the province of Aurora does not belong to the poorest 30 has a poverty incidence above the national average at 33% and the second poorest in Region 3. Moreover, the municipalities identified in the provinces of Aurora, Camarines Sur and Camarines Norte has been devastated by typhoons in the previous years.

In the Province of Aurora, the municipalities of Casiguran, Dilasag and Dinalungan are included in list of the poorest municipalities in Region III. The municipalities of Paracale and Sta Elena in Camarines Norte and the municipalities of Presentacion and Minalabac in Camarines Sur also belong to the poorest municipalities in Region V.

In Region XIII, the municipalities of Sta Josefa in Agusan del Sur, Tubajon in Agusan del Norte and the municipalities of Hinatuan and Sta Monica in Surigao del Sur 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 municipalities.

Table 1. The Poder 6 target municipalities.

Region	Province	Municipality	# of Brgys	Population (2007 Census)
III	Aurora	Casiguran	24	22,403
		Dilasag	11	14,833
		Dinalungan	9	10,145
V	Camarines Norte	Paracale	27	46,856
		Sta Elena	19	40,300
	Camarines Sur	Presentacion	18	20,266
		Minalabac	25	43,957
XIII	Agusan del Sur	Sta Josefa	11	24,972
	Agusan del Norte	Tubajon	9	7,815
	Surigao del Sur	Hinatuan	24	37,368
		Sta Monica	11	7,916
Total			188	276,831

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) as guide in implementing PODER 6. Modalities of implementation however may differ in targeted areas depending on the conditions.

- In Region III, the three covered municipalities were devastated by typhoons in the previous years. In the Process of rehabilitation, the Project will adopt the “open menu” selection of sub-projects whereby the communities select the most appropriate sub-project that should respond to their identified existing need or problem. A barangay can propose more than 1 sub-project.
- In Region V, the four (4) covered municipalities were also devastated by typhoons in the recent year. Since these municipalities are also covered by 4Ps, the Project shall prioritize the sub-projects proposed by 4Ps covered barangays but will be limited to one sub-project per barangay. Each barangay could propose a health station, a day care center or a school building depending on their need. Sub-projects such as a bridge or pathway or road improvement leading to existing underused health station, day care center or school building could be proposed.

The non-4Ps covered barangays in the same disaster affected municipalities will then compete with the remaining allocation in the municipality through the Municipal Inter-barangay Forum (MIBF). While aiming for rehabilitation in these barangays, the Project will adopt the “open menu” selection of sub-projects whereby the communities select the most appropriate sub-project that should respond to their identified existing need or problem. A barangay can propose more than 1 sub-project.

- In region XIII where the four covered municipalities and all barangays are also covered by 4Ps, the Project shall adopt the same process in Poder 5. Each barangay can propose a health station, a day care center or a school building. Sub-projects such as a bridge or pathway or road improvement leading to existing underused health station, day care center or school building could be proposed. A barangay can propose more than 1 sub-project.

Gender concerns will be considered in all stages of the Project.

A. SOCIAL PREPARATION

The social preparation involves a multi-level and multi-stakeholder organizing, socialization and facilitation process. This is especially necessary since most of the municipalities covered had never been covered by Poder or KALAHI-CIDSS. This activity is undertaken in all stages of the project cycle starting from the 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. The communities shall conduct Participatory situation analysis in all 11 municipalities but will focus in health and education in communities which are also covered by 4Ps. The conduct of PSA 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, 4Ps Municipal Link and the with the help of the other members of the Area Coordinating Team and representatives 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 Situational Analysis

Participatory Situation Analysis (PSA) is a systematic, semi-structured and flexible method of acquiring information. PSA is a method of collective information sharing and analysis that can be used for a variety of purposes, including but not limited to strengthening organizations, design and implementation of programs and projects, monitoring and evaluation, and drafting of community development plans.

The purpose of PSA is to mobilize local communities to share information about local conditions from their own perspectives. During which PSA volunteers share information about local conditions through the use of visual tools. The over-all goal of this stage is to produce a coherent profile of the barangay. Secondary data should be reviewed at this stage. The validity of information contained in these secondary sources should be checked against the people's knowledge of local conditions. If this information are proven valid, they should be incorporated in the data gathering and sharing, and presented along with other information supplied by the volunteers.

The most commonly used tools are: Resource and Social Maps; Transect Maps; Seasonality Diagrams; Pair-Wise Ranking; Matrix Ranking; Venn Diagram; Work Division Matrix; Historical Transect; Pie Chart; Service Map; Flow Chart; Organizational Rating Matrix; Timeline; and, Vision Map

The CPS should advise the ACT which combination of these PSA tools to use.

The data to be gathered shall not only be the basis of the identification of development constraint and 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.

The PSA for the rehabilitation component shall be comprehensive and will also assess the physical and structural damages caused by the recent typhoons.

For the 4Ps support component, the PSA should focus on Health and Education. 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 Participatory Situation Analysis (PSA) activity.

5. Gender and Development Orientation

This activity could be done after the Participatory Assessment of Health and Education activity or just after the 2nd BA.

B. PRE-IMPLEMENTATION

The Social Preparation stage is followed by the **Project Identification stage** where the communities identify the most pressing need and the corresponding response. In Barangays covered by the 4Ps, the focus will be health and education needs. 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

The Barangay Representation Teams (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 / PDW

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 Situation Analysis. 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 (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 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.

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 finalize 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. The communities could propose more than one sub-project but will have to undergo the competitive process.

1. Workshop on the Preparation of Detailed Proposal

This is the venue for the PPT and BRT to work on the compliance of the attached checklist. This include the technical design, POW, Deed of Donation, Brgy. Resolutions for the counterpart, etc..

For sub-projects that require the technical assistance fund (TAF), the same guideline for the availment that was used in earlier Poder Phases shall be adopted.

The designs of sub-projects in Regions III and V should be enhanced in order to adapt to or “withstand” typhoons.

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

This 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. Municipal Inter-Barangay Forum on Project Development and Participatory Resource Allocation (MIBF – PDPRA)

After the MIAC technical Review, the BRT and PPT of the barangays, municipal officials, NGO and NGA representatives are convened. In this forum, the representatives prioritize sub-projects using the criteria set.

The MIBF for Participatory Resource Allocation is the mechanism by which various project stakeholders engage in dialogue on development problems and interventions, and come to a collective agreement on the critical development challenges that need to be addressed, the order of priority in addressing the same, the forms of interventions that need to be implemented, and the allocation of resources for these interventions.

The outputs of the MIBF for PDPRA should include, but may not be limited to, the following;

- A more comprehensive municipal profile
- Community project proposals reviewed for prioritization;
- The prioritized list of community project proposals for Poder funding (in the form of an MIBF Resolution);
- Community proposals (especially non-prioritized proposals) for inclusion into the municipal development planning process (may also be in the form of an MIBF Resolution addressed to the Municipal Development Council);
- Formation of the MIBF Executive Committee (as the need arises)

The municipal allocation is computed by multiplying the total number of barangays by P400,000.00.

4. Feedback on the results of the MIBF (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.

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 communities move 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 case of projects with infrastructure components, 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 Regions III and V.

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.

Sub-projects will be implemented through community "forced account" or by administration. 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-project 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 MIBF has prioritized the barangay's sub-project. 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.
- 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 complete and correct 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 RFRs and accompanying documents submitted by the BSPMCs 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 correctness, completeness and consistency 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**

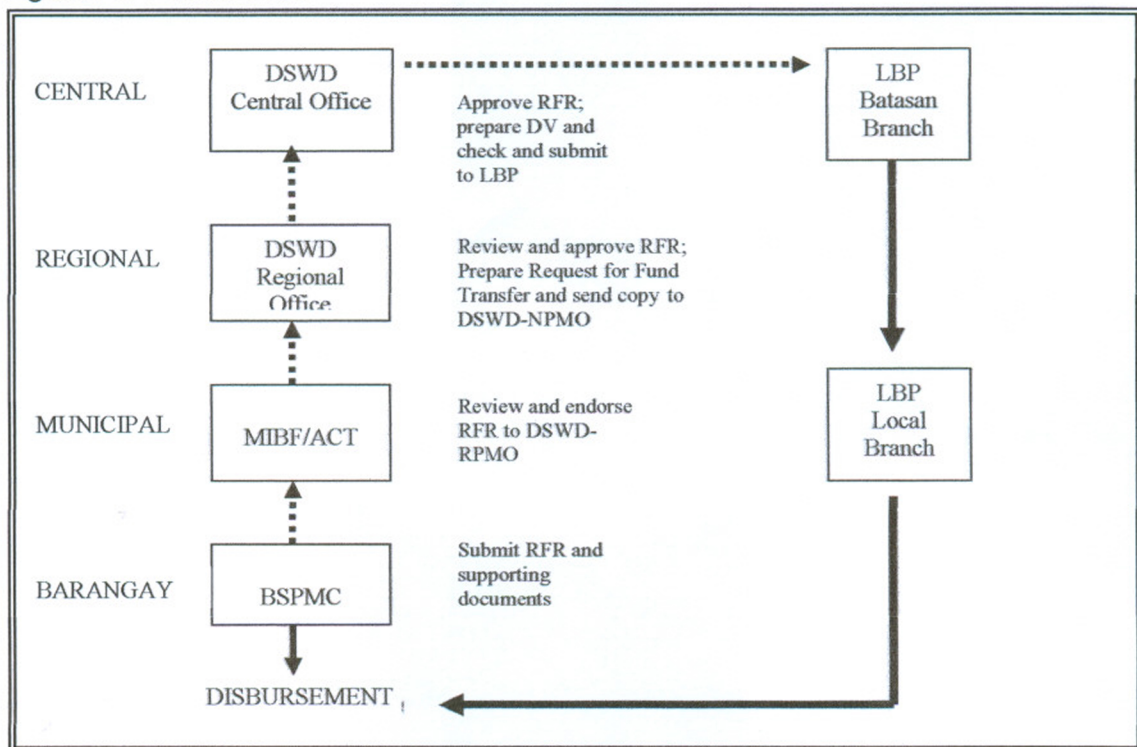
- a. The NPMO upon receipt of the RFR and other documents from the RPMO immediately furnishes the NPMT-Finance Service (FS) copy of the 2nd MIBF Resolution. Given that required documents are in order, the NPMO shall have the National/Deputy Project Director approve/disapprove the RFR on the basis of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

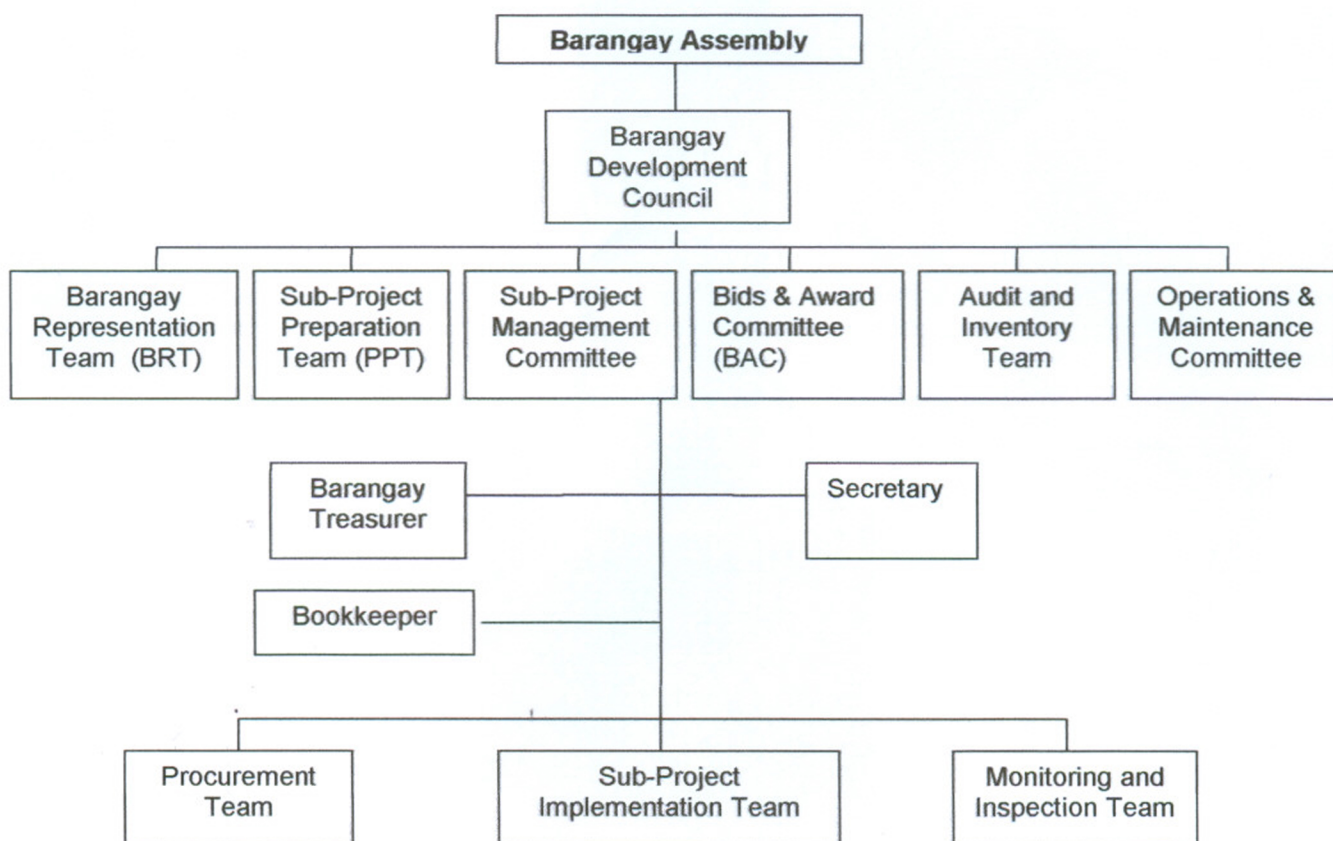
Under the BSPMC, the barangay residents may decide on various teams to implement the sub-project. Three teams are however, mandatory:

- 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 composed 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 National 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. It is 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) Community Process Specialist, one (1) Monitoring, Evaluation and Social Marketing Officer and one (1) Finance Officer 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 Municipal/Barangay 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, technical 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 Project in accordance to approved processes and procedures and implement sub-project, in accordance to approve plans and specifications thus ensuring achievement of objectives and accountability. The community shall be organized and shall have the following responsibilities:


- Attend barangay assemblies.
- Participate in project identification, prioritization, and resource allocation;
- 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 4Ps at the National, Regional, Provincial and Municipal levels in order to complement services and create synergy in the two Projects.

VII. EFFECTIVITY

This order shall take effect immediately. Issued in Quezon City, this 23 day of July 2010.


CORAZON J. SOLIMAN
 Secretary