

Republic of the Philippines  
**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
Batasan Complex, Constitution Hills, Quezon City

Administrative Order  
No. 13  
Series of 2010

Subject: **AMENDMENTS TO DEPARTMENT ORDER 45 SERIES OF 1996 RE: POLICIES FOR SELF EMPLOYMENT ASSISTANCE KAUNLARAN (SEA-K) INTEGRATED PROGRAM LEVEL I AND DEPARTMENT ORDER 17 SERIES OF 1997 RE: POLICIES FOR SELF-EMPLOYMENT ASSISTANCE KAUNLARAN INTEGRATED PROGRAM LEVEL II**

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Before 1990's, all sectoral bureaus in the Department implemented different livelihood scheme for family, women, older persons, person with disability and youth. To have a unified scheme of all livelihood approaches, the Department integrated all these schemes into one big umbrella through the issuance of Administrative Order 45 series of 1996 or known as SEA K Integrated Program Level I.

The SEA-K Level I had been tested to be viable and effective in helping the beneficiaries to be economically and socially capable. The considerable success of SEA Kaunlaran Level II paved the way to the development of SEA-K Level II or known as the SEA - Kabayan through the issuance of Administrative Order 17 series of 1997.

Implementation of the two (2) programs already evolve for more than ten (10) years and based on the feedback from the field offices, some policies stipulated in the two Administrative Orders are no longer applicable based on the present needs/situation of the clients for livelihood, hence the need for amendment to ensure a more effective and efficient implementation.

#### **A. SEA-K LEVEL I**

Under Program Strategy

1. On Micro-Enterprise Strategy for Association

- 1.1 Amount of Loan

Letter "b" shall be amended as "Each member beneficiary in a SKA shall be entitled to a maximum loan of Ten Thousand Pesos (P10,000.00) depending on the prevailing market price of goods or commodities which are identified as needs of the micro-enterprise project and capability of the member to pay the entire loan. Per SKA a minimum loan of One Hundred

Fifty Thousand Pesos (P150,000.00) for fifteen (15) members to a maximum loan of Three Hundred Thousand Pesos (P300,000.00) for thirty (30) members.

#### 1.2 Terms of repayment and Provision for Re-loans

##### Number (1) SKA vis-à-vis DSWD Dimension

Each SKA shall return to the DSWD the SEA Kaunlaran fund loan within one year from the date of loan release.

##### Number (2) Members vis-à-vis Dimension

Participants shall repay their respective loan to the SKA within one year from receipt of their loans and following a pre-approved amortization schedule which shall form part of the loan application document.

Loan release to members and officers of SKA shall be done simultaneously.

#### 1.3 Membership Requirements

Letter "e" shall be amended as "A fixed number, that is five, shall constitute a group. A minimum of three (3) groups and maximum of six (6) groups with thirty (30) members shall constitute an SKA". Thus, total SKA membership shall range from a minimum of 15 to a maximum of 30 persons.

## 2. Amount of loan on Micro-enterprise Strategy for Special Participants: Groups

### 2.1 Amount of Loan

Letter "b" shall be amended as, "Each member beneficiary in a SKG shall be entitled to a maximum loan of Ten Thousand Pesos (P10,000.00) depending on the prevailing market price of goods or commodities which are identified as needs of the micro-enterprise project and capabilities of the member to pay the entire loan. Per SKG a minimum loan of Fifty Thousand Pesos (P50,000.00) for five (5) members to a maximum loan of One Hundred Thousand Pesos (P100,000.00) for ten (10) members".

### 2.2 Terms of Repayment and Provision for Re-loans

Letter "c" shall be amended as "Each loan shall be repaid within one (1) year from the date of loan release".



### 2.3 Membership Requirements

Letter “e” shall be amended as “A fix number, that is five, shall constitute a group. A minimum of one (1) group with five (5) members and maximum of two (2) groups with ten (10) members shall be organized constituting one SEA -Kaunlaran Group ( SKG)”.

### 2.4 Release of Loan

Letter “f” shall be amended as, “Loan releases to members and officers of SKG shall be done simultaneously”

## **B. SEA-K LEVEL II**

### 1. On Eligibility Requirements and Program Strategy

#### 1.1 General Eligibility

Members per SKA should have at least fifteen (15) original active members graduated from SEA – K Level I that have fully paid their loan from SEA-K Level 1 with mandatory savings equivalent to 70% of their equity capital build up. In the case of SKGs that were organized prior to the approval of this policy amendment, the said SKGs shall be qualified to join a SEA Kabayan however, the SKG must have a minimum of fifteen active members from SEA K Level I”.

### 2. On Financial Assistance

#### 2.1 Microenterprise

##### 2.1.1 Amount of Loan

Each SEA Kabayan shall be eligible to a maximum loan of Six Hundred Thousand Pesos (P600,000.00) having thirty (30) members. Each member beneficiary in a SEA Kabayan shall be entitled to a maximum loan of Twenty Thousand Pesos (P20,000.00) depending on the prevailing market price of goods or commodities which are identified as needs of the micro-enterprise project and capability of the member to pay the entire loan.

##### 2.1.2 Release of Loan

Loan release to members and officers of the SKA shall be done simultaneously”.

## 2.2. On Affordable Shelter Component: Basic Shelter

### 2.2.1. Amount of Loan

Each SEA Kabayan shall be eligible to a maximum loan of Two Million One Hundred Thousand Pesos (P2,100,000.00) having thirty (30) members or maximum loanable amount of Seventy Thousand Pesos (P70,000.00) per member”.

## 2.3. Affordable Shelter Component: Home Improvement

### 2.3.1 Amount of Loan

Each SEA Kabayan shall be eligible to a maximum loan of Nine Hundred Thousand Pesos (Php900,000.00) having thirty (30) members. Each member beneficiary shall be entitled to a maximum loan of Thirty Thousand Pesos (P30,000.00).

This amendment shall take effect immediately.



**CORAZON JULIANO SOLIMAN**  
Secretary