



**Republic of the Philippines**  
**Department of Social Welfare and Development**

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**ADMINISTRATIVE ORDER**

No. \_\_\_\_\_ 9 \_\_\_\_\_  
Series of \_\_\_\_\_ 2012 \_\_\_\_\_

**SUBJECT : DSWD Guidelines on the Implementation of the  
“Educational Assistance for the Children of Victims  
Maguindanao Massacre Tragedy for SY 2012-2013”**

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**I. Background/Rationale**

The “Educational Assistance” aims to provide educational assistance for the children of families who were victims of the Maguindanao Massacre last November 23, 2009.

The program is funded by the President’s Social Fund (PSF) of His Excellency Benigno Simeon Cojuangco-Aquino, who committed to released the Department of Social Welfare And Development (DSWD) the amount of Six Hundred Eighty Thousand Pesos (Php680, 000.00) for the educational assistance which covers the provision of tuition and the school fees, stipend or monthly allowance, transportation, books, uniform, and other incidental expenses to 88 children for the School Year 2012-2013. The assistance is focused primarily on elementary, high school, and college students – dependents of the 2009 Maguindanao massacre victims.

This proposal shall provide opportunities for the children of victims of the Maguindanao massacre tragedy to avail of free education both for elementary, high school, and college levels. It is hoped that with this program, lesser delinquency, greater participation of youth in local governance and community affairs are being achieved.

**II. Objectives**

Generally, the assistance aims to respond to the urgent need of the children-victims of the Maguindanao Massacre tragedy to be able to continue their elementary, high school, and college level education, which their parents/guardians could not support/sustain at the moment due to lack of income opportunities.

The specific objective of the assistance is to assist deserving students by providing them stipend for their education.

**III. Program Coverage**

1. Provision of financial assistance to elementary, high school, and college students either incoming freshman or returning students, victims of Maguindanao massacre tragedy.
2. The assistance will cover school year 2012-2013;

3. It shall cover stipends/allowance of the student-beneficiaries of Php5,000.00 for elementary; Php10,000.00 for high school and Php15,000.00 for tertiary per academic school year.

#### **IV. Selection, Criteria and Procedure**

1. **Criteria.** Applicants for the educational assistance must satisfy the following requirements:
  - a) Must be a member of the family and/or siblings of the victims of the Maguindanao Massacre.
  - b) Must not be a recipient of any scholarship of any Non-Government Organization or other institution. Should the beneficiary be currently receiving scholarship grant/assistance from an NGO, the PSF will cover other educational assistance per assessment of the social worker.

#### **2. Parental/ Guardian Support**

The parents/ guardian of the applicant must show significant support (e.g. financial, moral) for their child's completion of elementary/high school/college education. To establish this, a case study shall be conducted by the concerned DSWD-Field Office which shall involve interviews with parents, guardians, teachers, community members, etc. evaluation of the child's attendance during his/her last attended school year , and assessment of the applicant's general attitude towards education.

3. **Screening.** Screening, validation, and finalization of list of beneficiaries shall be done by the DSWD Field Office based on the above-mentioned criteria. The DSWD FO may/seek accept assistance and/or endorsement from the local government units (LGU's) and other (NGO's) as deemed necessary. Upon finalization of the list, the DSWD FO shall submit said list to the DSWD-Central Office (DSWD CO) for signature of the Department Secretary or her duly designated representative.

#### **4. Requirements for Application**

Upon application, the beneficiary must present the following documentary requirements:

- a) Death certificate of the victim and birth certificate of the beneficiary and/or an affidavit.
- b) Certification from the NGO providing educational assistance to the beneficiary victim.
- c) Applicant's school record showing a passing grade during the last school year attended.

The beneficiaries may be retained in the educational assistance based on the following conditions:

- a) Must maintain a passing grade. A grade lower than the passing grade may be allowed only under justifiable reasons/ circumstances (e.g. health, death of immediate relative, accidents, calamities.) The concerned Regional office shall decide on said cases.
- b) Must not drop out from school, unless for valid reasons, such as health and family emergency.
- c) Must not transfer residence for the duration of the educational assistance program.
- d) Must not commit any offense or violation of the existing laws, rules and regulations to maintain his/her educational assistance privilege.

**5. Final List of Beneficiaries.** The final list of beneficiaries shall be submitted to the OP-PMS and shall be considered as the final list for the educational assistance. No additional replacement of drop outs and or graduates, or disqualified beneficiaries shall be allowed /accepted, without the authority of the Office of the President (OP)

**6. Certificate of Assistance.** The beneficiaries shall be issued a Certificate of Educational Assistance from the office of the President, which states the coverage of the assistance, the funding source, the implementing agency/project partner and conditions of the program.

## **V. Roles of Participating Agencies/Stakeholders**

### **1. Office of the President – Presidential Management Staff (OP-PMS)**

- a) Release the funds for said purpose.
- b) Conduct regular monitoring/evaluation and audit (performance and financial) on the accomplishments and funds disbursements.

### **2. Department of Social Welfare and Development – Central Office**

- a) Act as Program Manager and manage funds from the President Social Fund including maintenance of separate account for the project.
- b) Provide technical assistance to DSWD Field Offices on the management of PBSCA-EAP.
- c) Submit periodic reports about the educational assistance to the office of the President.

### **3. DSWD- Field Office**

- a) Provide support services to the families of the beneficiaries in coordination with various networks/agencies.
- b) Participate in the semestral/annual project evaluation. Assist on the conduct of social preparation of parents and scholar-beneficiaries.
- c) Monitor and evaluate progress of beneficiaries.

- d) Shall coordinate with NGOs for the assessment of NGO assisted beneficiaries.
- e) Submit liquidation report to DSWD-Central Office (CO) in accordance with COA Circular number 94-013 dated December 13, 1994 together with the documents required by the Office of the President – Presidential Management Staff (OP-PMS) such as certified true copy of Disbursement Voucher with List of Scholars, Cash Assistance Payroll or Acknowledgement Receipt, registration forms and grades of the beneficiaries and other related documents.

#### **4. Participating Schools**

- a) Monitor the academic progress of the beneficiaries.
- b) Refer to the local social welfare office the issues/ concerns of the beneficiaries who need closer parental support, guidance and supervision.
- c) Allow the monitoring visits of the DSWD Regional offices staff and the PMS staff anytime when necessary.
- d) Participate in the semestral/annual evaluation of the project.

#### **5. Parent/Guardian**

- a. Ensure regular attendance progress of the beneficiaries
- b. Provide moral and academic support to their children thru tutoring/ checking of assignments, preparation of school uniform and other needs, etc.
- c. Ensure that the beneficiary/child is able to continue schooling until he/she graduates from school.

### **VI. Turn-over of the Educational Assistance to the Department of Education**

After the SY 2012-2013, the educational assistance shall be turned-over to the Department of Education for continuous implementation of the PBSCA-EAP

### **VII. Fund Management**

- a. **PSF to DSWD.** The total amount of Php680,000.00 will be allocated from the President's Social Fund (PSF) to cover the stipends of a total of 78 students, for SY 2012-2013.:

The PSF allocation shall be released in full to the DSWD-Central Office in the amount of Six Hundred Eighty Thousand Pesos (Php680,000.00).013.


- b. DSWD CO shall transfer funds to DSWD Field Office as per submitted list of beneficiaries approved by the OP-PMS.

- c. **DSWD to Beneficiaries:** The DSWD FO shall release the corresponding amount to the beneficiaries after every quarter/after each grading period upon presentation of the latter's report card indicating a passing grade for the grading period. Hence, for one school year, the DSWD shall release the total amount of Php5,000.00 per student for elementary, Php10,000.00 for high school and Php15,000.00 for the college students-beneficiaries.
- d. **Submission of Liquidation Documents:** The DSWD-Central Office shall submit to the OP-PMS the liquidation report of the beneficiaries' assistance within 30 days after the end of each semester for SY 2012-2013 to facilitate the financial and performance audit of the program and subsequent fund release, if any.

**VIII. Effectivity:**

This Administrative Order takes effect in 2012.

Issued this 22<sup>nd</sup> day of June 2012 in Quezon City.

  
**CORAZON JULIANO-SOLIMAN**  
Secretary