

Administrative Order No. 14
Series of 2018**SUBJECT: OMNIBUS GUIDELINES ON SOCIAL TECHNOLOGY DEVELOPMENT****I. RATIONALE**

The Social Technology Bureau (STB) plays a crucial role in the Department's vision where all Filipinos are free from hunger and poverty, have equal access to opportunities, enabled by a fair, just and peaceful society. The Bureau formulates social welfare and development models of intervention and enhances existing programs and services to address emerging social issues. Its function is aligned with the Department's organizational outcomes.

Administrative Order No. 34 Series of 2003, sets the framework for social technology development. Meanwhile, the social technology (ST) development cycle, processes and outputs are stipulated in Administrative Order No. 6 Series of 2016. However, major gaps were identified during the Mid-term Review and Re-planning for 2017 to 2022; among which are limited inter-operability among divisions, unrealistic timelines of ST processes, integrity risks in evaluation and unclear procedures in beginning and ending the ST cycle. The present waterfall model of ST development¹ limits the opportunity to evaluate and improve the model of intervention as it evolves throughout all the stages. Hence, there is a need to recast the Bureau's policy on ST development on these internal and external needs and challenges.

Administrative Order No. 6 Series of 2016, is being enhanced to improve organizational processes that are anchored on holistic, community-driven development, participatory and team-centric approaches on ST development with built-in results-based monitoring and evaluation system. Triggered by experiences and review of the business process, the ST cycle was improved. This omnibus guidelines reflects the iterative process of analyzing, designing, testing and evaluating models of interventions towards promotion and institutionalization.

Hence, the Bureau finds it necessary to improve the current procedures and timelines along ST development. This guideline will serve as the standard reference in all ST development initiatives.

II. LEGAL BASES**A. National Laws***1. Executive Order 292 or Administrative Code of 1987*

Section 3 of EO 292 provided the mandate of the Department to formulate, develop and implement plans, programs and projects in the field of social welfare and development. This EO ensures effective implementation of programs for public and private social welfare services.

¹ The waterfall model is a project management methodology which originated in the manufacturing and construction industries, and it is also used as an approach in software development. It is an approach which tends to be less flexible, as progress flows in largely one direction. The project development model is regimented or very strictly organized; just like the water that flows down a waterfall cannot come back, it is not possible to alter a completed stage or even the project design in any way. Source: <https://www.lucidchart.com/blog/waterfall-project-management-methodology>. May 30, 2018

2. *Republic Act 7160 or Local Government Code of 1991*

Chapter 1, Section 3, item g of the Local Government Code cited that the capabilities of the local government units (LGUs) to develop innovative social welfare and development programs to respond to the needs of local constituents shall be enhanced by providing them with opportunities to participate actively in the implementation of national programs and projects.

3. *Executive Order 15, Series of 1998*

This EO redirected the functions of the DSWD from a direct-service deliverer to a technical assistance provider as a result of devolution of basic services to LGUs.

4. *Executive Order 221, Series of 2003*

EO 221 redirected the functions of the DSWD from direct service to technical assistance and to serve as the lead agency and authority in the formulation, development and promotion of national social welfare and development (SWD) policies, plans and programs.

B. Department Issuances

The following memorandum circulars also guide the ST development that strengthens the Department's operations and increases the synchronicity of the different OBSUs in the achievement of the Department's strategic initiatives:

1. *Administrative Order No. 44 series of 2002* also known as "*Guidelines in the provision of the technical assistance and Resource augmentation (TARA)*" This is an integral part of memorandum circular number 16 series of 2014.
2. *MC No. 16 series of 2014* or the "*Standards for the functionality of Local Social Welfare and Development Offices.*" This set the indicators to measure the level of the functionality of the LSWDOs.
3. *Administrative Order No. 2 series of 2017* entitled *Vision, Mission Statements and Organizational Outcomes of the Department.*

III. OBJECTIVES

This omnibus guideline will serve as the standard reference in all ST development initiatives. Specifically, it aims to:

1. Enhance the framework for social technology development;
2. Define improved process of formulating social welfare and development (SWD) models of interventions or enhancing existing programs and services; and
3. Institute policies that will uphold holistic, community-driven, participatory and team centric approaches on social technology development.

IV. DEFINITION OF TERMS

1. ***Holistic Approach*** – This refers to the concept or theory that the behavior of a living being can be explained in terms of the behavior of all its parts instead of only one or a few of its parts. This promotes an inclusive and multi-dimensional view of human beings. In social work problem solving methods or analysis, this approach leads to an optimal service to clients and/or maximize their potentials for change. Furthermore, it considers the different levels of environment (i.e., micro, mezzo and macro); and/or different needs of an individual (e.g., physical, emotional, mental and spiritual).

2. **Models of Interventions** – may include SWD programs, projects, services, approaches, and strategies which result in behavior change and improved societal conditions.
3. **Results-based Monitoring and Evaluation** – an undertaking to assess the performance of an institution and/or program or project, on basis of outcomes and impacts that the institution and/or the program/project is expected to produce. RBME measure and reports on results. It is seen as a dynamic tool for directing planning and budgeting efforts towards results. (Source: MC No. 4 s 2014, Guidelines in the Operationalization of the Unified Results-based Monitoring and Evaluation System)
4. **Rights-based Approach** – a conceptual framework for the process of human development that is normatively based on international human rights standards and operationally directed to promoting and protecting human rights. It seeks to analyze inequalities which lie at the heart of development problems and redress discriminatory practices and unjust distributions of power that impede development progress.
5. **Social Technology** – an innovative SWD models of intervention which utilizes theories and/or tested methods intended to improve social conditions and human behavior of the disadvantaged, poor, and vulnerable Filipinos.
6. **Social Technology Development** – is the formulation of new, and/or enhancement of existing SWD models of interventions. This starts from analysis, design, pilot-testing, evaluation, and promotion and institutionalization.
7. **Team Approach** – a form of a collaborative approach as opposed to “silo mentality” or inability to operate with any other system. The whole team recognizes that in order for the team to be successful, members are interconnected and committed to share for the success of an ST Project or undertaking. Members are committed to share their skills, information, and knowledge on field of expertise. Members of these teams may come from external offices or different divisions. However, they readily accept assignments to facilitate tasks or activities of the ST projects in the context of teamwork.

V. FRAMEWORK

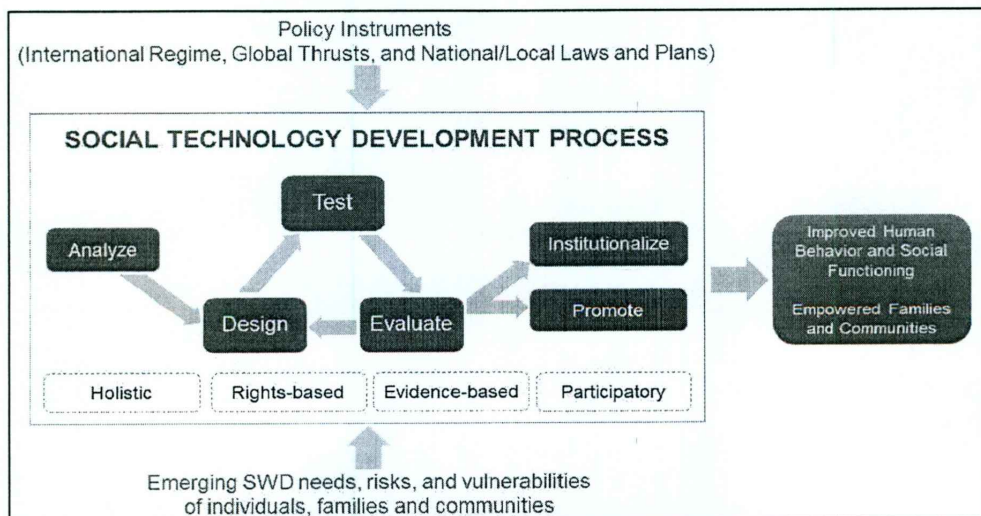


Figure 1. STB Framework on Social Technology Development

Figure 1 shows the relationship among process triggers, the ST process and the end result of social technology development.

The “*process triggers*” in ST development are the emerging SWD needs, risks, and vulnerabilities of individuals, families, and communities that require prompt response or action of the Department. These triggers may be new policy instruments including international regime, global thrusts, and local and national policies and plans. Results of researches and situational analyses, and expressed emerging needs and trends of the poor and vulnerable sectors may also be the basis for the development of a social technology.

The enhanced ST development process follows a set of interlocking phases which are used as part of an iterative process to achieve structured and systematic development of a social technology. An iterative process is a procedure for achieving a desired result by means of a repeating cycle of operations². The process starts from analysis where important issues are identified and programming weaknesses are recognized. Designing is where the project rationale is linked to intended objective and the means by which these objectives will be achieved are identified. The formulated design is then tested in selected pilot areas. Evaluation is conducted to assess the efficiency, effectiveness, relevance and sustainability of the project in the context of the target objectives. The process of designing, testing and evaluation may be repeated until the desired project-level outcomes are achieved. After which, the ST is institutionalized as a regular program or promoted for adoption and replication by LGUs and other intermediaries.

The end results of the entire process are holistic, community-driven, rights-based and participatory models of interventions. It fully supports the underlying purposes of ST development which are to buffer the effects of emerging trends and to provide critical services to protect the poor, disadvantaged and vulnerable against the risks and vulnerabilities towards an improved quality of life.

VI. GENERAL POLICIES

1. The Bureau shall adopt a team approach throughout the social technology development process. Divisions for research and design, pilot testing, and promotion and institutionalization will be organized. This approach will reduce boundaries among divisions, encourage collaboration, promote interdependencies between tasks thereby maximizing multiple competencies of staff and enable a broader view of clients' needs.
 - a. The Research and Design Division shall be primarily responsible in conceptualization, design formulation and evaluation of social technologies. The Division shall also attend program evaluation activities of other OBS as basis for analysis and designing.
 - b. The Pilot Implementation Division shall be primarily responsible in the demonstration of activities and process implementation as designed, monitoring of activities as planned, and documentation of the pilot-testing experience at the FO and LGU levels.
 - c. The Promotion and Institutionalization Division shall be primarily responsible in preparing and packaging ST portfolio for the purpose of marketing and promotion for adoption, replication and institutionalization.

² Definition of Iterative process was cited from http://pespmc1.vub.ac.be/ASC/ITERAT_PROCE.html

For the development of a Social Technology, a team shall be organized composed of representatives from each Division. The team may also include external partners who are necessary in the implementation to achieve tasks and desired outputs of the social technology.

2. A Monitoring and Evaluation (M&E) Committee shall be created to track Bureau-level technical and financial plans, performance commitments and ensure its alignment to department-wide thrusts and priorities. The M&E Committee shall also provide inputs to ST designs and ensure regular reporting of social technologies.
3. The Bureau shall ensure multi-disciplinary approach in all ST development phases. To facilitate this, multi-disciplinary specialization should be represented in all divisions to ensure competency along important core processes such as research, project design, project management, evaluation, and social marketing.
4. A social technology agenda shall be formulated every six (6) years with concerned Bureaus, services and units, Field Office - Social Technology Units (FO-STUs), partners and stakeholders. Periodic review and re-planning may also be conducted to ensure the relevance of ST agenda to emerging trends.
5. Bureau Performance Evaluation Workshop (PEW) shall be conducted annually as venue for prioritizing social technology projects based on the results of situational analysis, consultations with partners and stakeholders, and ST evaluation.
6. Secondary data on Sectoral Situationer shall be prepared annually. This shall contain emerging trends per sector, including its sub-categories (e.g., child labor, children in conflict with the law, children in need of special protection under Children and Youth).
7. Project Management Information System (PMIS) shall be maintained. PMIS is the electronic system of monitoring status of all on-going and completed social technologies. The designated focal persons must ensure regular updating of all ST related information in the PMIS.
8. In the pilot-testing of social technologies, grants may also be provided to target beneficiaries if deemed necessary to achieve expected outcomes and outputs. Cost of grants shall be indicated in the approved design which may be updated based on the cost parameters issued by the Department annually.
9. The STB may provide transition or project start-up funds to LGUs and other intermediaries who have signed legally binding document, e.g. resolutions or Memorandum of Agreement, for the adoption or replication of completed social technologies. The cost of start-up funds shall be based on the cost parameters issued annually.
10. Five years after implementation, the STB may recommend the conduct of an impact evaluation to the Policy Development and Planning Bureau. The results of the impact evaluation may serve as basis for enhancement or formulation of new social technologies.
11. To support the achievement of the Bureau mandate, capability building activities shall also be conducted periodically. The design of capability building activities shall be based on competency assessment to ensure required functional competencies of STB and STU staff are met.

12. The Bureau may outsource services of consultants from different disciplines for outputs (i.e., modules, electronic system, IEC materials, etc.) requiring technical expertise not within the available capacity of the Bureau. Resource persons may only be hired for specialized topics during capability-building activities and workshops. Documenters may only be hired for activities where STB staff are participants or other activities subject to approval of the Bureau Director.
13. The pool of experts (external to DSWD) identified may be convened depending on the required expertise needed in the social technology development and sectoral concerns. A terms of reference shall be formulated for the engagement of experts incorporating details of compensation subject to existing auditing rules and cost parameters.
14. The Social Technology Units (STU) of the Field Offices (FO) must submit quarterly accomplishment report and annual consolidated reports to the STB based on the following schedule. Template is attached as Annex 1 (Regional Accomplishment Report).

Type of Report	Timeline	Coverage
Quarterly Accomplishment	Every 5 th day of the first month of the succeeding quarter	
▪ Q1	5 th of April	1 January to 31 March
▪ Q2	5 th of June	1 April to 30 June
▪ Q3	5 th of September	1 July to 30 September
▪ Q4	5 th of January of the succeeding year	1 October to 31 December
Annual Consolidated	10 th of January of the succeeding year	1 January to 31 December

15. The FOs may also develop FO-initiated social technologies, and shall submit concept paper, project design and pilot implementation guidelines to STB for technical inputs and/or resource augmentation. STB shall provide fund augmentation to FOs based on the cost parameters issued annually.
16. The Social Technology Development Process shall be completed within a period of three years from Analysis to Evaluation Phases. This may be extended if a research shall be conducted or a longer pilot testing period is deemed necessary as included in the approved project design. Prescribed timeline per phase should not exceed indicated duration below unless approved by the cluster head:

Phase	Timeline
Analysis	3 months or as indicated in the approved research design
Designing	1 year including development of materials (e.g., modules, database, systems)
Testing	1 year or as indicated in the design
Evaluation	6 months
Institutionalization	1 year including 6-month transition with receiving OBS

17. STB shall provide technical assistance and resource augmentation to other OBS and FOs initiating program formulation and enhancement, as may be necessary. The Bureau shall also participate and provide technical input during the conduct of program evaluation activities of other OBS.

18. The approving authority for the outputs in each phase of ST development, to include FO-initiated social technologies, are included in the following table.

Document	Approving Authority	
	STB-initiated	FO-initiated
Situational Analysis	STB Director	Regional Director
Research Design	Cluster Head	Regional Director
Comprehensive Research Report	STB Director	Regional Director
Concept Paper	Cluster Head	Cluster Head
Program/ Project Design	Cluster Head	Cluster Head
Modules/Materials for Testing	Cluster Head	Cluster Head
Pilot-testing Guidelines (Cluster MC)	Cluster Head	Cluster Head
Activity Proposal	Cluster Head	Regional Director
Activity Feedback Reports <ul style="list-style-type: none"> • Monitoring • Component Activities 	STB Director Cluster Head	Regional Director
Pilot-testing Reports (Semestral)	Cluster Head	Regional Director
Full Pilot-testing Documentation Report	Cluster Head	Cluster Head
Evaluation Report	Cluster Head	Cluster Head
Social Marketing Collaterals	Cluster Head	Cluster Head
Guidelines for Institutionalization	Secretary	Secretary
Manual	Secretary	Secretary

VII. IMPLEMENTING PROCEDURES

The ST development is composed of five (5) phases mainly: a) Analysis, b) Designing, c) Testing, d) Evaluation, e) Promotion or Institutionalization. This process involves a series of activities with documentation and monitoring embedded throughout the process. The output of this process is a social technology, which results to improved human behavior and social functioning, and empowerment of families and communities.

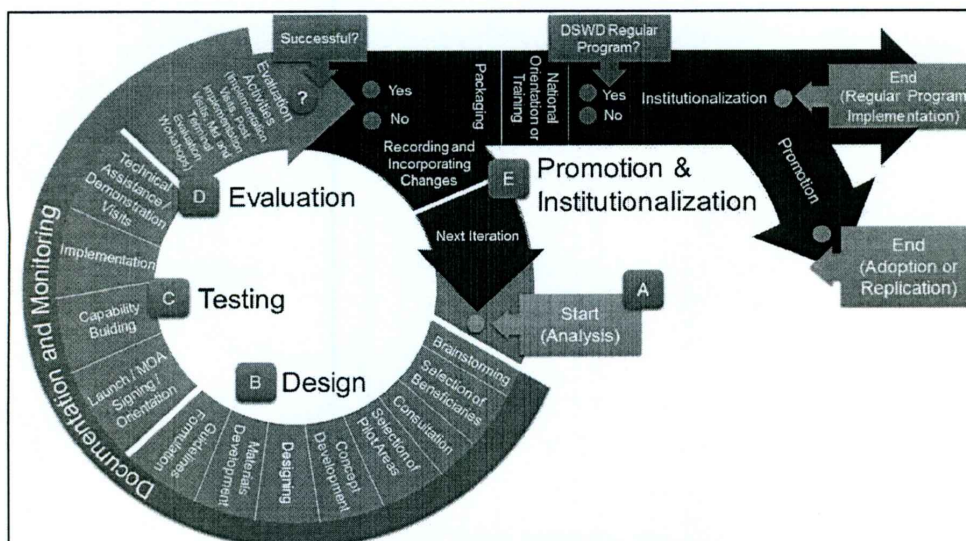


Figure 2. STB Social Technology Development Flow Chart

The brief descriptions, deliverables, time duration and procedures of the different phases are enumerated below:

A. Analysis Phase

1. For new models of intervention, the ST development shall start with the process of identifying SWD gaps, new policy instruments, emerging needs and trends and or prioritizing specific and evidenced-based social issues that affect specific sectors as may be indicated in the ST agenda. Existing studies shall be utilized whenever available. However, in cases of dearth of data, the STB shall conduct situational analysis, brief studies or researches.
2. For enhancement of existing programs and services, results of the evaluation activities of other OBS shall start the ST development process. Based on recommendations from evaluation activities of other OBS, the STB shall conduct further assessment or situational analysis, whenever necessary.
3. The situational analysis is conducted for a period of one month. This includes review of literature and analysis on the dynamics or characteristics, the social environment of the target population and gaps in existing programs and services, including LGU and NGO initiatives. The data of the National Household Targeting System (NHTS), Data Bank and Information Management System, PDPB's Research and Evaluation Division and studies of other external sources may be utilized. The period may be extended if a research shall be conducted; the timeline shall be based on an approved research schedule as indicated in the research proposal.
4. Tools for analysis such as but not limited to problem tree, objective tree, strengths, weaknesses, opportunities and threats (SWOT) analysis, stakeholder analysis shall be utilized.
5. The Research and Design Division shall submit the required output under this phase which is the situational analysis to be approved by the Director or the full research report to be approved by the Cluster Head. Template is attached as Annex 2. This report will be the basis for designing a social technology, if recommended as needed.

B. Designing Phase

1. Immediately after the approval of the situational analysis or full research report, with recommendation for the development of a social technology, beneficiaries are categorized as direct or indirect. Based on the stakeholder analysis, final beneficiaries who will yield maximum results from proposed project component activities will be selected.
2. Consultation meetings with partner agencies, implementers, Bureaus, and offices, are conducted to present initial ST ideas and to determine the attitudes of stakeholders towards the ST. The final beneficiaries are also consulted to deliberately promote participatory approaches, thereby ensuring that their objectives are incorporated in the final methodologies and activities of the proposed ST.
3. The criteria for selection of pilot areas are also discussed during the consultation meetings. Preferential criteria for pilot areas are: a) with above average concentration of one or more categories of target beneficiaries; b) with a sufficient

political and financial viability; c) areas in which the essential services and facilities are present and can be delivered; and d) which are not too atypical. i.e. have such specific hard geographic, economic, social and/or political (unrest) conditions that a pilot ST is likely to become unsuccessful, at least for the time being. Data on the areas where the set criteria are present may be obtained by means of rapid appraisal methods.

4. The concept paper describes the relevance of the proposed objectives to the identified gaps based on analysis, an estimate of the budget required for pilot-testing, target groups, duration and the relationship between results and activities with broad timeframes. The concept paper shall be presented to the M&E Committee for endorsement to the STB Management Committee prior to its submission to the Cluster Head for approval.
5. Once the concept paper is approved, the full ST design shall be formulated by the Research and Design Division based on the results of consultation with concerned OBS, partners and stakeholders. The ST design further defines how the project concept shall be operationalized through the conduct of a thorough problem and stakeholder analysis, setting of goals and objectives, setting milestones and indicators, identifying resources needed, identifying critical activities and setting resource requirements. The result of the problem tree, objective tree, SWOT and stakeholder analysis shall be used as basis for finalizing the Logical Framework.
6. The approved concept paper must be followed in finalizing the full ST design. In case of modifications, the change must be clearly indicated and justified in the Design Narrative.
7. In the identification of project sites, close coordination with the Field Offices and prospective LGUs is conducted. Number of pilot areas shall be limited to 2 to 3 areas, unless indicated in the design with justification on the need for additional areas for testing. The FOs shall recommend potential LGUs based on the criteria set in the design.
8. Activities shall be subject to regular monitoring and review. The logical framework may be revised, as necessary to keep it current and relevant.
9. The ST design shall be presented to the M&E Committee for endorsement to the STB Management Committee for appraisal prior to the approval of the Cluster Head.
10. Once the ST design is approved, a Cluster Memorandum Circular shall be issued by the Cluster Head to pursue the pilot testing of the approved ST design and this shall serve as basis for the release of budget allocation.
11. The required outputs of this process are concept paper, ST design and Pilot Testing Guidelines. The ST design shall include the logical framework, work and financial plan, Gantt chart, materials needed (e.g., database, modules, training design, IEC materials), M&E tool, evaluation framework and tools, and draft Memorandum of Agreement with LGUs. Templates are attached as Annex 3 to Annex 5.
12. The design phase shall not exceed one (1) year upon the directive of the Cluster Head based on the approved situational analysis or research report.

C. Testing Phase

1. Once the pilot implementation guidelines is approved and materials are developed, the Research and Design Division shall endorse the ST project to the Pilot Implementation Division.
2. The Pilot Implementation Division shall formally notify the identified pilot areas. All pilot-testing engagements shall be bound by a Memorandum of Agreement (MOA) which describes the key agreements of all parties. The MOA should be duly signed by the STB Director, FO Director, and the Local Chief Executives or Head of the intermediary agency.
3. The Pilot Implementation Division shall conduct initial ST orientation in pilot areas and other partner implementers. Capability building and demonstration sessions shall also be conducted, as needed. Concerned OBS shall also be engaged in capability building activities relative to the ST, as necessary.
4. The Pilot Implementation Division shall ensure that all activities are conducted as designed in coordination with the Field Offices particularly the Social Technology Units (STU). Only activities indicated in the ST design should be conducted.
5. The Pilot Implementation Division shall ensure inclusion of the budget in the annual work and financial plan based on the approved design. A project proposal shall also be prepared prior to activity implementation in support of the work and financial plan.
6. The Pilot Implementation Division on a quarterly basis shall conduct monitoring and technical assistance. Monitoring reports should be submitted to the Bureau Director within five (5) working days.
7. Modifications may be recommended if the activities are not likely to result to targeted outputs and if any unforeseeable exceptional situation prevents the conduct of activities which is not attributable to error or negligence and proves insurmountable in spite of all due diligence of the Pilot Implementation Division.
8. The Pilot Implementation Division should recommend to the Research and Design Division for proposed changes to be reflected in the ST design, specifically in the logical framework. The changes incorporated in the ST design shall be endorsed to the STB Management Committee for final approval of the Cluster Head. The pilot implementation guidelines shall also be amended to reflect modifications in the design.
9. The Pilot Implementation Division shall document all activities. An Executive Summary of the activity should be submitted to the Cluster Head within five (5) working days; however, the full activity documentation report must be submitted to the Bureau Director within fifteen (15) working days. Template for activity documentation is attached as Annex 6.
10. Pilot-testing Reports must be submitted on a semestral basis while a Full Pilot-testing Documentation Report shall be submitted within 30 working days after the final component activity is conducted. Documentation of success stories and project milestones as well as activity documentation reports should be properly filed and attached as annex of the Full Pilot-testing Documentation Report.
11. Once the pilot-testing is completed, the Pilot Implementation Division shall conduct exit conference and / or transition activities in all pilot areas.

12. The Pilot Implementation Division shall submit the following required outputs: activity reports, monitoring reports, semestral Pilot-testing Reports, and Full Pilot-Testing Documentation Report. Template for the Full Pilot Testing Documentation Report is attached as Annex 7 and 8.

D. Evaluation Phase

1. Taking into account that evaluation is a built-in process in the designing and testing phases of ST development, the Research and Design Division shall undertake periodic evaluation while the testing period is ongoing.
2. At the end of the pilot-testing or once the final component activity is conducted, the Research and Design Division shall conduct an evaluation workshop. Aside from review of activities, the project is examined against its objectives and lessons are used to influence future actions (i.e., whether to proceed to promotion and institutionalization or to re-design the ST). ST will be evaluated using the Relevance, Effectiveness, Efficiency and Sustainability (REES) framework. Concerned OBS (Financial Management Service for budget concerns, PSB for regular programs, etc.), partners, and other key stakeholders shall be invited during the conduct of the evaluation activities.
3. The ST is deemed successful if targeted outputs and outcomes are delivered. If all activities are implemented as designed but targeted outcomes are not achieved, the Research and Design Division shall go back to the design phase to record and incorporate changes in the ST design based on the evaluation results.
4. If not all component activities are conducted and challenges are on the Pilot Implementation Division or the administrative side, with no need for re-design, the Research and Design Division shall recommend for extension of the pilot-testing period to be approved by the STB Management Committee. The Pilot Implementation Division shall appropriately implement and document activities under the extension period; results of which shall also be incorporated in the Full Pilot-testing Documentation Report.
5. If the evaluation results showed the need for policy support at the national level, the STB shall also engage the Department Legislative Liaison Section for inclusion in the DSWD Legislative Agenda.
6. The Research and Design Division shall submit the Evaluation Report, within six (6) months after the conduct of the final component activity, and shall present to the M&E Committee for endorsement to the STB Management Committee prior to submission to the Cluster Head for approval. Template is attached as Annex 9. The pilot FOs shall be provided with copies of the Evaluation Report.

E. Promotion and Institutionalization Phase

1. The Pilot Implementation Division shall develop an Implementation Manual once ST is evaluated as successful. Once approved, this shall be turned over to the Promotion and Institutionalization Division.
2. The Promotion and Institutionalization Division shall prepare an ST portfolio that must contain the Concept Paper, ST Design, Full Pilot-Testing Documentation Report, Evaluation Report, and the Implementation Manual including all developed materials.


3. The Promotion and Institutionalization Division shall also develop communication plan and social marketing collaterals (e.g., primer, flyers, audio-video presentation, brochures, print and broadcast media, etc.) as soon as the ST is evaluated as successful.
4. The Promotion and Institutionalization Division shall conduct national Orientation or Training within three (3) months after the approval of the implementation manual. The target participants of this activity shall include STU Focal Persons, Sectoral Focal Persons and/or FO counterpart of receiving OBS. The trained participants shall serve as resource persons for succeeding orientation and/or promotion activities in the region.
5. The Promotion and Institutionalization Division shall ensure that the receiving agency is prepared prior to turnover of the completed social technology. There are two tracks to Promotion and Institutionalization: 1) institutionalization as a regular program of the Department and/or 2) adoption and replication of LGUs or other stakeholders.
 - a. For STs that are recommended for institutionalization such as those provided for in national laws and policies or part of the regular programs of the Department, an Implementation Guidelines in the form of an Administrative Order shall be formulated. The Research and Design Division will prepare this.
 - b. For STs recommended for institutionalization, the Promotion and Institutionalization Division shall undertake the immediate turnover of STs to appropriate OBS. The Promotion and Institutionalization Division shall formulate a transition plan together with the receiving OBS. Appropriate transition funds will also be allocated, if necessary. Transition and turnover shall not exceed a period of six (6) months after the conduct of the National Orientation or Training.
 - c. For adoption of pilot LGUs, the Promotion and Institutionalization Division shall present the results of pilot testing to the local council members and/or local chief executives to support the lobbying for a local policy.
 - d. For replication to non-pilot LGUs, the Promotion and Institutionalization Division shall create venues for national-level ST exchange targeting LGUs with high incidence of such sectoral concern and other intermediaries. The STUs shall also conduct promotional activities at the regional level with resource augmentation from the STB. The STU shall secure expression of interest from LGUs who signified their need for the completed ST.
 - e. Both for adoption and replication, the STU shall conduct follow-up activities with the LGUs and other intermediaries including but not limited to transition planning and incorporation in the local Annual Investment Plan or agency budget plan. Once available, the STU shall submit a copy of the resolution, ordinance, MOA and/or local policy to the STB. The Promotion and Institutionalization Division shall ensure that status of adoption, replication is tracked, and submitted documents are properly filed and updated in the PMIS.
6. The STB shall continue promotional activities until the completed ST is deemed no longer relevant, per evaluation.
7. The Promotion and Institutionalization Division shall submit all developed knowledge products to the Knowledge Exchange Center (KEC).


8. The Promotion and Institutionalization Team shall submit the following required outputs in this phase: project portfolio, Transition Plan for ST institutionalization, Social Marketing Plan, and Marketing Collaterals for ST promotion. Templates are attached as Annexes 10, 11 and 12.

VIII. Effectivity

This Omnibus Guidelines shall take effect immediately.

Issued in Quezon City, this 9th day of August 2018.


VIRGINIA N. OROGO
Acting Secretary 

Certify True Copy:

8-11-18
MYRNA H. REYES
DIC-Division Chief
Records and Archives Mgt. Division

ANNEX 1
Regional Accomplishment Reports

STU Accomplishment Report
____ Quarter, CY ____
Field Office ____

1. Narrative Accomplishment

Project	Status	Issues and Concerns	Next Steps

2. Statistical Accomplishment

Project	Target No. of beneficiaries/ Outputs	Beneficiaries served		Remarks/ Next Steps
		Direct	Indirect	

3. Fund Utilization

Project	Budget Allocation	Obligation Incurred	Utilized	Unutilized	Variance	Remarks (Reason for unutilized; Catch-up plan)

4. Social Marketing of Completed Projects

	(Name of ST)	(Name of ST)	(Name of ST)	(Name of ST)
No. of Social Marketing Activities:				
No. of Participants:				
No. of LGUs that expressed interest				
No. of LGUs with Sangguniang Bayan Resolution				
No. of LGUs with MOA				
No. of LGUs adopting / implementing				

5. Conclusions and Recommendation

ANNEX 2
Situational Analysis Template

Heading	Content
Introduction	Describe the sector being covered and the objectives of the analysis.
Analysis and Findings	
A. Assessment	<ul style="list-style-type: none"> ● Issue, Scale and Trends – Provide data / statistics; Describe how specific context (political, history, demography, key trends, macro-economic, humanitarian, international, legislative, etc.) contribute to the landscape of the sector being analyzed ● Mapping of the rights situation – factors preventing the members of the particular sector from enjoying their rights and interventions undertaken or planned
B. Actions	<ul style="list-style-type: none"> ● Current interventions / responses (if any) to the issue and their actors ● Analysis on the gaps of current interventions
C. Analysis	<ul style="list-style-type: none"> ● Problem Tree – Describe causal relationship between problems ● Stakeholder Analysis – Define who has a role/responsibility, mapping of duty bearers ● SWOT – Obstacles faced by duty bearers along motivation, authority and resources
Conclusions and Recommendations	Whenever possible, there should be a corresponding recommendation for each conclusion. The key points of the conclusions will vary in nature but should cover aspects of the evaluation criteria. Recommendations should be as realistic, operational and pragmatic as possible. They should also be carefully targeted to the appropriate audiences at all levels.

ANNEX 3
Concept Paper

I. Summary (One Page)

Title of the Social Technology	
Proposed Location(s)	
Total Duration	
Estimated Budget Requirement	
Objectives of the ST	Overall: Specific:
Target Group	
Final Beneficiaries	
Estimated Results	
Main Activities	

II. Description (One Page)

A. Background

- Brief rationale
- Description of the ST

B. Key Stakeholder Groups

- Who are the stakeholders and what are their attitudes towards the action (result of any consultations held with them)

<u>Components</u>	<u>Activities</u>	<u>Related Output or Results</u>	<u>Broad Timeframe</u>

C. Components and Results

III. Relevance (No more than three pages)

- A. Relevance to the objectives, sectors, themes and specific priorities of the DSWD
- B. Relevance to particular needs/constraints (pre-project situation, problem analysis, significant plans undertaken, continuation of a previous action, part of a larger program)
- C. Target groups and final beneficiaries, their needs and how to address these needs
- D. Particular added-value elements (e.g., innovation, promotion of public-private partnerships, other cross-cutting issues such as gender equality and equal opportunities, the needs of persons with disabilities and the rights of indigenous peoples)

ANNEX 4
Social Technology Design

I. General Information (maximum of 1 page)

Title of the Social Technology	
Proposed Location(s)	
Total Duration	
Estimated Budget Requirement	
Objectives of the ST	Overall: Specific:
Target Group	
Final Beneficiaries	
Estimated Results	
Main Activities	

II. Project Description (maximum of 3 pages)

- Specific results
- Description of each activity with justification and roles of implementers
- Eventual changes in the concept, if any

III. Methodology (maximum of 5 pages)

- Implementation methods
- Main means for the implementation (equipment, materials, supplies, human resources)
- Implementing team
- Roles and participation of various actors and stakeholders
- Procedures for monitoring and evaluation

IV. Duration and Indicative Action Plan (maximum of 4 pages)

The duration of the action will be <X> months.

The specific start-up date for the testing should not be stated but simply refer to 'month 1', 'month 2', etc. The estimated duration of each activity and the total period must be based on the most probable duration and not on the shortest possible duration, by taking into consideration all relevant factors that may affect the timetable.

The activities stated in the action plan should match those described in detail in Section II. The action plan for the first 12 months of implementation should be sufficiently detailed to give an overview of the preparation and implementation of each activity. The action plan for each of the subsequent years may be more general and should only list the main activities proposed for those years. The action plan will be drawn up using the following format:

Year 1													
Activity	Half-year 1						Half-year 2						Implementing body
	Month 1	2	3	4	5	6	7	8	9	10	11	12	
Example	example												Example
Preparation Activity 1 (title)													Pilot Implementation Division

Execution Activity 1 (title)																				Pilot Implementation Division
Preparation Activity 2 (title)																				Pilot Implementation Division
Etc.																				

V. Sustainability of the action (maximum of 3 pages)

- Expected impact with quantified data
- Communication/replication plan
- Risk analysis and contingency
- Assumptions

VI. Logical Framework

	Intervention logic	Objectively verifiable indicators of achievement	Sources and means of verification	Assumptions
Overall Objectives	<i>Please list them and number them. What are the overall broader objectives to which the social technology will contribute?</i>	<i>Please indicate a target value for each indicator in this column whenever possible. What are the key indicators related to the overall objectives?</i>	<i>Please list the sources of verification for each indicator. What are the sources of information for these indicators?</i>	
Outcome	<i>What specific objective is the social technology intended to achieve to contribute to the overall objectives? Outcome – "Title of the outcome"</i>	<i>Which indicators clearly show that the objective of the action has been achieved? Please list the indicators as follows: O. "Indicator 1" : target value O. "Indicator 2" : target value ...</i>	<i>What are the sources of information that exist or can be collected? What are the methods required to get this information?</i>	<i>Which factors and conditions outside the Beneficiary's responsibility are necessary to achieve that objective? (external conditions) Which risks should be taken into consideration?</i>
Outputs	<i>Outputs are the products/services helping to achieve the outcomes. What are the expected outputs? Output 1 – "Title of output 1" Output 2 – "Title of output 2"</i>	<i>What are the indicators to measure whether and to what extent the action achieves the expected results? Please list the indicators for each result, as follows: 1.1 "Indicator 1" : target value (O1) 1.2 "Indicator 2" : target value (O1) 1.3 2.1 "Indicator 1" : target value (O2) 2.2 "Indicator 2" : target value (O2) ...</i>	<i>What are the sources of information for these indicators? Ex: Source 1 (Indicator 1.2, 2.3 etc) Or Indicator 1.1: source 1 Indicator 1.2: source 1 ...</i>	<i>What external conditions must be met to obtain the expected outputs on schedule?</i>

Activities	<p><i>What are the key activities to be carried out, to produce the expected results? (Group the activities by result and number them as follows:</i></p> <p><i>A1.1 – "Title of activity 1" (O1)</i></p> <p><i>A1.2 – Title of activity 2" (O1)</i></p> <p><i>(sub activities may also be created A1.2.1 etc)</i></p> <p><i>A2.1 – "Title of activity 1" (O2)</i></p> <p><i>A2.2 – Title of activity 2" (O2)</i></p>	<p>Means:</p> <p><i>What are the means required to implement these activities, e. g. staff, equipment, training, studies, supplies, operational facilities, etc.?</i></p>	<p><i>What are the sources of information on action progress?</i></p> <p>Costs</p> <p><i>What are the action costs? How are they classified? (Breakdown in the Budget for the Action)</i></p>	<p><i>What preconditions must be met before the action starts? What conditions outside the Beneficiary's direct control have to be met for the implementation of the planned activities?</i></p>
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VII. Work and Financial Plan

Activities	Performance Indicators	Target	Timeframe	Budgetary Requirement
Year 1				

APPENDICES

- a. Materials Needed (e.g., Database Manual, Modules, Training Design, IEC Materials)
- b. Monitoring Tool
- c. Evaluation Design (i.e., Framework and Methodologies)
- d. Draft Memorandum of Agreement

ANNEX 5
Pilot-testing Guidelines

I. Rationale

II. Legal Basis

III. Objectives

IV. Description

V. General Policies

Cost parameters per activity / strategy

Duration of activities and frequency of sessions (if any)

Main persons responsible for each activity

VI. Institutional Arrangement

VII. Effectivity

ANNEX 6

Activity Documentation

I. Background Information

Contains the rationale of the program/activity indicating which particular component of the social technology it relates to as well as its intended benefits to the organization and the beneficiaries.

II. Objectives of the Activity

Include the general objectives as well as the specific and learning objectives. Indicate also the expected outputs from the activity.

III. Profile of Participants

Consolidation of the total number of participants and disaggregated by sex, age, position, educational attainment and office/organization.

IV. Proceedings

Include proceedings of the program including all sessions/topics discussed, key points of the resource persons, issues raised during the activity and clarifications, and agreements reached by the participants.

V. Activity Evaluation

Contains the daily evaluation results and overall evaluation results depicting general findings from the program/activity content, resource persons, administration, issues and concerns raised.

VI. Recommendations

Include recommendations specifically on the social technology pilot testing as well as on improvement of the social technology design, if any.

VII. Annexes

- A. Directory of Participants
- B. Presentation Materials
- C. Activity Outputs
- D. Details of the Evaluation
- E. Photo Documentation

ANNEX 7
Pilot-testing Report

PILOT TESTING REPORT
Department of Social Welfare and Development
Social Technology Bureau
CY 20____

Title of the Project:	
Target Sites:	
Proponent:	
Duration:	Start date: Finish date:
Proposed Total Cost:	Total Project: Current Year:

I. Project Description and Implementation Scheme

- A. Rationale
- B. Description of the project
(Based on the original ST design. Include goals and objectives as well as mechanisms of implementation.)
- C. Changes Introduced to the Original Project
(Discuss the changes made and their justifications)

II. Activities

A. Activities implementation

(According to the work plan)

(First paragraph: summary of accomplishments)

For the table below, please indicate Quality Ratings, using the following scale:

<u>Satisfactory</u>	5	<i>Needs ongoing management and monitoring only</i>
	4	<i>Needs minor work to improve in some areas</i>
	3	<i>Needs work to improve in core areas</i>
	2	<i>Needs major work to improve</i>
<u>Less Satisfactory</u>	1	<i>Needs major overhaul</i>

<i>Planned activities</i>	<i>Actual Activities Conducted</i>	<i>Degree of implementation</i>	<i>Reasons for Slippage</i>	<i>Quality Rating</i>	<i>Recommendations</i>
<i>Activity 1.1.1.: Description: Resources: Costs:</i>			<i>If degree of implementation is less than 80%, indicate the causes (internal or external) of delay / non-conduct</i>		<i>(Information on how to improve the quality rating when the rating is less than 5)</i>

B. Budget Planning and Execution

Activities	Year 1											
	J	F	M	A	M	J	J	A	S	O	N	D

Fund Utilization

Activities	Approved Budget		Total Utilization	% of Utilization	Reasons for Slippage
	Per Design	Per WFP			

III. Assessment and Analysis

- A. Strengths and Weaknesses
- B. Issues and Concerns
- C. Facilitating and Hindering Factors
- D. Cost Effectiveness
- E. Good Practices
- F. Immediate results/benefits to clients
- G. Lessons learned (to include revisions and changes made)

IV. Conclusion and Recommendation

- Conclusion should focus on whether the technology is relevant, responsive and effective.
- Proposed program design revision, if any.

Annex 8
Full Pilot-Testing Documentation Report

FULL PILOT TESTING DOCUMENTATION REPORT
 Department of Social Welfare and Development
 Social Technology Bureau
 CY 20__

Title of the Project:	
Target Sites:	
Proponent:	
Duration:	Start date: Finish date:
Proposed Total Cost:	Total Project (Original as per design): Total Project (Revised): Current Year:

I. Project Description and Implementation Scheme

- A. Rationale
- B. Description of the project
(Based on the original ST design. Include goals and objectives as well as mechanisms of implementation.)
- C. Changes Introduced to the Original Project
(Discuss the changes made and their justifications)
- D. Activities

II. Implementation Experience

A. Expected results and Degree of Compliance (Based on Logical Framework)

Output 1:	
Output 1 Indicators:	Degree of Compliance:
Output 2:	
Output 2 Indicators:	Degree of Compliance:
<i>(Please add rows, if necessary.)</i>	

B. Activities Executed and Degree of Implementation

Planned Activities	Actual Accomplishment	Percentage of Completion	Reasons for Slippage (if any)

C. Budgetary Planning and Execution

Actual Timetable of Activities

Activities	Year 1												Year 2											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D

Fund Utilization

Activities	Approved Budget		Total Utilization	% of Utilization	Reasons for Slippage
	Per Design	Per WFP			

III. Assessment and Analysis

A. Strengths and Weaknesses

- Should pertain to value of the project and its components.
- What were covered or not covered based on intended objectives? Refer to project assumptions and risks.
- Are all the components necessary?
- Are the components sufficient to attain objectives?

B. Issues and Concerns

- Includes strategies to address them.

C. Facilitating and Hindering Factors

D. Cost Effectiveness (including the budget difference of the original and revised)

- How much is the cost for project components apart from project development cost?
- Does the overall project cost justify its outputs/outcomes? Why?

E. Good Practices

- What unique strategies were implemented by the project apart from its intended results?

F. Immediate results/benefits to clients

G. Lessons learned (to include revisions and changes made)

IV. Conclusion and Recommendation

- Conclusion should focus on whether the technology is relevant, responsive and effective.
- Proposed program design revision, if any.

ANNEX 9

Evaluation Report

I. Executive Summary

This should be usable as a free-standing documenting, hence, should be tightly drafted and not more than five pages. It should focus on the main analytical points, indicate the main conclusions, lessons learned and specific recommendations.

II. Introduction

- A. Background and Rationale
- B. Objectives of the Evaluation
- C. Significance of the Evaluation

III. Methodology

- A. Evaluation Framework
- B. Evaluation Design and Methods

IV. Results/Findings

V. Turnover

VI. Analysis and Discussion

This should include the evaluation criteria, describing the facts and interpreting or analyzing them in accordance with the key questions pertinent to each criterion.

VII. Conclusions and Recommendations

Whenever possible, there should be a corresponding recommendation for each conclusion. The key points of the conclusions will vary in nature but should cover aspects of the evaluation criteria. Recommendations should be as realistic, operational and pragmatic as possible. They should also be carefully targeted to the appropriate audiences at all levels.

VIII. Annexes

- 1. Names of evaluators
- 2. Methodology applied for the study (phases, methods of data collection, sampling, etc.)
- 3. Logical Framework Matrices
- 4. Map of project area
- 5. List of persons consulted
- 6. Literature and documentation consulted
- 7. Other technical annexes

ANNEX 10
Transition Plan

A. Rationale

B. Description of the ST

C. Transition Plan

Activity	Resources Needed	Time Frame	Responsible Office

Prepared by:

Social Technology Bureau/Unit

(OBS Concerned)

ANNEX 11
Social Marketing Plan

Key Communication Message	Communication Messages		
	Awareness Phase	Sustaining Phase	Transition Phase

Campaign Objectives	Target Market	Insights	Strategies	Time Frame	Key Communication Message	Phases			Ways to measures Success	Budget and Forecasting
						Awareness	Sustaining	Transition		

Prepared by:

Social Technology Bureau/Unit

(OBSU Concerned)

ANNEX 12
Expression of Interest

Field Office: _____
Region: _____
City/ Municipality: _____
Date: _____

Undersigned is interested to replicate the following completed Social Technology projects:

Projects	Remarks
1. Project Title 1	
2. Project Title 2	
3. Project Title 3	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	

Name of LGU Representative: _____
Designation: _____
Contact No: _____
Email address: _____