

**ADMINISTRATIVE NO.** 14  
Series of 2019

**Subject: DSWD GUIDELINES IN THE IMPLEMENTATION OF EXECUTIVE ORDER NO. 70, SERIES OF 2018**

## **I. Rationale**

The current government administration is relentless in its pursuit to attain a just and lasting peace in the country. One of the priorities in the Philippine Development Plan 2017-2022 is the achievement of an inclusive and sustainable peace through intensified development and other peace-building initiatives in conflict-affected and -vulnerable communities. Further, the issuance of the Executive Order No. 70 (EO 70) s. 2018, which seeks to institutionalize the Whole-of-Nation Approach to pave the way for collective participation and action in harmonizing government development efforts and services to support, facilitate and pursue the country's peace agenda.

To ensure the efficient and effective implementation of the Whole-of-Nation Approach, a National Task Force to End Local Communist Armed Conflict (NTF-ELCAC) was created and a National Peace Framework was formulated and adopted by the member agencies. The National Peace Framework serves as the strategic document of the Philippine Government to ensure that all initiatives on attaining inclusive and sustainable peace are mainstreamed in the regular plans and programs of national government agencies and local government units in conflict-affected areas and -vulnerable communities.

The government calls for participation in attaining a just, comprehensive, and long-lasting peace in the country under the rule of law, and convergence efforts in providing a complete package of assistance to former rebels and their families as well as individuals and communities in conflict-affected and -vulnerable areas. Hence, the Department of Social Welfare and Development (DSWD), as one of the members of the NTF-ELCAC, shall guarantee the implementation of social welfare and development programs and services towards addressing the various risks and vulnerabilities contributing to insurgency.

## **II. Legal Basis**

1. **Executive Order No. 70 series of 2018**, *"Institutionalizing the Whole-of-Nation Approach in Attaining Inclusive and Sustainable Peace, Creating a National Task Force to End Local Communist Armed Conflict and Directing the Adoption of a National Peace Framework"*

The National Peace Framework defines and clusters interventions into 12 Government Lines of Effort. Along with this, the DSWD plays an active role directly contributing to the following six (6) Lines of Effort (LOEs):

- **Local Government Empowerment** - Ensure that the LGUs, local based institutions, and other stakeholders are sustainably taking the lead in peace building efforts at the local level.

- **Strategic Communication** - Connect communication gaps between and among government communication platform and conduct strategic communications efforts to effectively disseminate information on government programs and counter the national propaganda of the CTG, while creating external mechanisms to facilitate public engagement and policy support
- **Basic Services** - Provide responsive delivery of basic services in order to contribute in the establishment of conflict-resilient, sustainable, and economically developed communities, through the provision of statutory and specialized programs to conflict-affected individuals, families and communities.
- **Poverty Reduction, Livelihood and Employment** - Establish decisive and institutionalized, as well as responsive measures, which would significantly address poverty affectation among marginalized communities and basic sectors, and also to balance the equitable resource distribution and create dynamic, economic, livelihood, and income opportunities with specific emphasis on poverty alleviation package and sustainable economic interventions for basic sectors
- **E-CLIP and Amnesty Program** - Supervise the Reintegration Efforts for Former Rebels from the CPP-NPA-NDF, as well as their immediate family members, and support the immediate needs of the eligible beneficiaries in the reintegration process
- **Sectoral Unification, Capacity Building and Empowerment** - Ensure agency implementation in contribution to comprehensive social reform programs and economic development interventions for each priority sector

On the other hand, the Department will provide support to the other Lines of Effort, to wit: (i) Legal Cooperation; (ii) Situational Awareness; (iii) Infrastructure and Resource Management; (iv) International Engagement; (v.) Peace, Law Enforcement and Development Support; and (vi.) Local Peace Engagement.

2. **RA 7610**, "*An Act Providing for Stronger Deterrence and Special Protection against Child Abuse, Exploitation and Discrimination, and for other Purposes*" defines living in a community where there is armed conflict or being affected by armed conflict-related activities as one of the circumstances which gravely threaten or endanger the survival and normal development of children.
3. **R.A. No. 11188**, "*An Act Providing for the Special Protection of Children in Situations of Armed Conflict and Providing Penalties for Violations Thereof*" considers as paramount the best interests of children, and treats all children involved in, affected by or displaced by armed conflict as victim-survivors.
4. **Office of the President Administrative Order No. 10 series of 2018**, "*Centralizing all Government Efforts for the Reintegration of Former Rebels and Creating for the Purpose an Inter-Agency Task Force*" enhances the Comprehensive Local Integration Program (hereinafter, "E-CLIP), and creates Task Force Balik-Loob to centralize all efforts to reintegrate FRs.
5. **DSWD Administrative Order 15 series of 2018** amends DSWD GAD Mainstreaming Guidelines (DSWD AO 5 s. 2012) to incorporate as an additional objective women's needs and concerns in pre-, during and post-conflict-affected areas and to be integrated

in the annual GAD Plan and Budget (GPB) and GAD Accomplishment Report (GAD ARs) of the agency.

### **III. Objectives**

#### **General Objective:**

To provide clear guidance to different OBSUs in the Central Office and the Field Offices in the implementation of social welfare and development programs and projects towards the achievement of the objectives of EO 70 s. 2018.

#### **Specific Objectives:**

1. To define the roles and tasks of responsible offices/bureaus/services/units at the Central Office and Field Offices for efficient and effective collaboration in the Department for the implementation of DSWD programs in conflict-affected areas and -vulnerable communities;
2. To ensure convergence of efforts at all levels within the Department in the delivery of programs and services in conflict-affected areas and -vulnerable communities, in close coordination with external agencies mandated under EO 70; and
3. To provide clear and seamless process in delivering programs and services to referred former rebels and their families through defined procedures, requirements and eligibilities

### **IV. Coverage**

#### **A. Areas**

This Unified Guidelines shall cover the implementation of DSWD programs and services in all conflict-affected and -vulnerable areas of the country.

#### **B. Beneficiaries**

These guidelines cover former rebels (FRs) who were members of the Communist Party of the Philippines (CPP), New People's Army (NPA), and the National Democratic Front (NDF), collectively known as the CPP-NPA-NDF (CNN), and the Militia ng Bayan (MB), and their families, as well as individuals and families in conflict-affected and -vulnerable communities.

In the case of Former Rebels (FRs) and their families, only those who join Communist Terrorist Groups (CTGs) before December 31, 2018 and all who surfaced from July 1, 2016, shall be covered by these guidelines. Only FRs and their families who are endorsed by the E-CLIP Committee of LGUs shall be provided with assistance within the parameters of the DSWD's programs and services.

In the case of individuals and their families who do not satisfy the collatilla in paragraph No. 2, they can be provided with various assistance of the Department subject to compliance to documentary requirements of the existing guidelines of the regular programs and services.

## V. Operational Definition of Terms

1. **Conflict-affected areas and -vulnerable communities** - identified by the presence of armed conflict, widespread violence or other risks of harm to people or limited access to basic services and/or lack of good governance which may foster insurgency.
2. **Enhanced Comprehensive Local Integration Program (E-CLIP)** - expanded version of the **Comprehensive Local Integration Program (CLIP)** which provides a complete package of assistance to former rebels, as well as, their immediate family members.
3. **E-CLIP Committee** - ensures convergent efforts, coordinates and monitors the E-CLIP implementation in the Province/Highly Urbanized City (HUC). It is chaired by the Provincial Governor/ HUC Mayor and co-chaired by the AFP Commanding Officer of the Brigade; composed of representatives from the Local Social Welfare and Development Officer (LSWDO), DILG Provincial/Highly Urbanized City Office, PNP, Civil Society Organization (CSO), and a member of the Provincial/HUC Peace and Order Council.
4. **EO 70 Regional Focal Person** - a registered social worker designated as the overall in-charge of all issues, documents and files pertaining to EO 70 in the DSWD Field Offices, including provision of technical assistance and resource augmentation (TARA) pertaining to case management of LGU-referred Former Rebels. He or she shall also perform functions further detailed in the General Policies and Instructions of this AO.
5. **EO 70 Program Focal Person** - refers to the overall in-charge of all issues, documents and files pertaining to EO 70 from the respective DSWD OBSUs handling the programs and services covered under these guidelines
6. **Former Rebels (FRs)** - refers to the members of Communist Party of the Philippines (CPP), New People's Army (NPA), and the National Democratic Front (NDF) collectively known as the CPP-NPA-NDF (CNN), and the Militia ng Bayan (MB), who voluntarily abandoned the armed struggle and opted to become productive members of society.
7. **Former Rebel Information System (FRIS)** - a user-friendly, secure system that allows efficient and standardized collection, verification, storage, analysis and reporting of data on the profile of FRs and their family members, and other relevant information such as the government programs they are enrolled in and legal impediments, if any.
8. **Local Social Welfare and Development Officer (LSWDO)** - refers to social welfare and development officers at the Municipal, City and Provincial levels, who formulate and carry out measures to ensure the delivery of basic services and provision of adequate facilities relative to social welfare and development services as provided for under Republic Act No. 7160 or the Local Government Code of 1991.
9. **National Action Plan on Women, Peace and Security** - the plan that adheres to the tenets enshrined in the Philippine Magna Carta of Women (RA9710) in promoting and protecting women's rights, particularly in conflict situations.
10. **National Task Force to End Local Communist Armed Conflict (NTF-ELCAC)** - a Task Force under the Office of the President, created under EO 70, series of 2018, which will ensure the efficient and effective implementation of the Whole-of-Nation Approach.

11. **Reintegration** - refers to a process where the FR voluntarily disarms and undergoes mainstreaming into a civilian and productive life, and the government undertakes measures to assist the FR in the transition and attend to the FR's socio-economic well-being, as well as his/her security and safety, psycho-social and legal concerns (DND-DILG JMC No. 2018-1).
12. **Social Case Management**- refers to a process of providing services whereby a professional social worker assesses the needs of the client and the client's family, when appropriate, and arranges, coordinates, monitors, evaluates, and advocates for a package of multiple services to meet the specific client's complex needs (DSWD AO No. 14, series of 2012).
13. **Task Force Balik-Loob** - an inter-agency task force created under AO 10 series of 2018 for the reintegration of FRs composed of representatives, with a rank not lower than Undersecretary from the DND, DILG, OPAPP, Office of the President (OP), and the National Housing Authority (NHA). The Task Force shall be chaired by the DND representative, who may invite other government agencies or instrumentalities to the Task Force, as the DND may deem necessary.
14. **Whole-of-Nation Approach** - a government mechanism for the attainment of inclusive and sustainable peace which addresses the root causes of insurgencies, internal disturbances and tensions, and other armed conflicts and threats by prioritizing and harmonizing the delivery of basic services and social development packages in conflict-affected areas and -vulnerable communities, facilitate societal inclusivity, and ensure active participation of all sectors of society in the pursuit of the country's peace agenda.

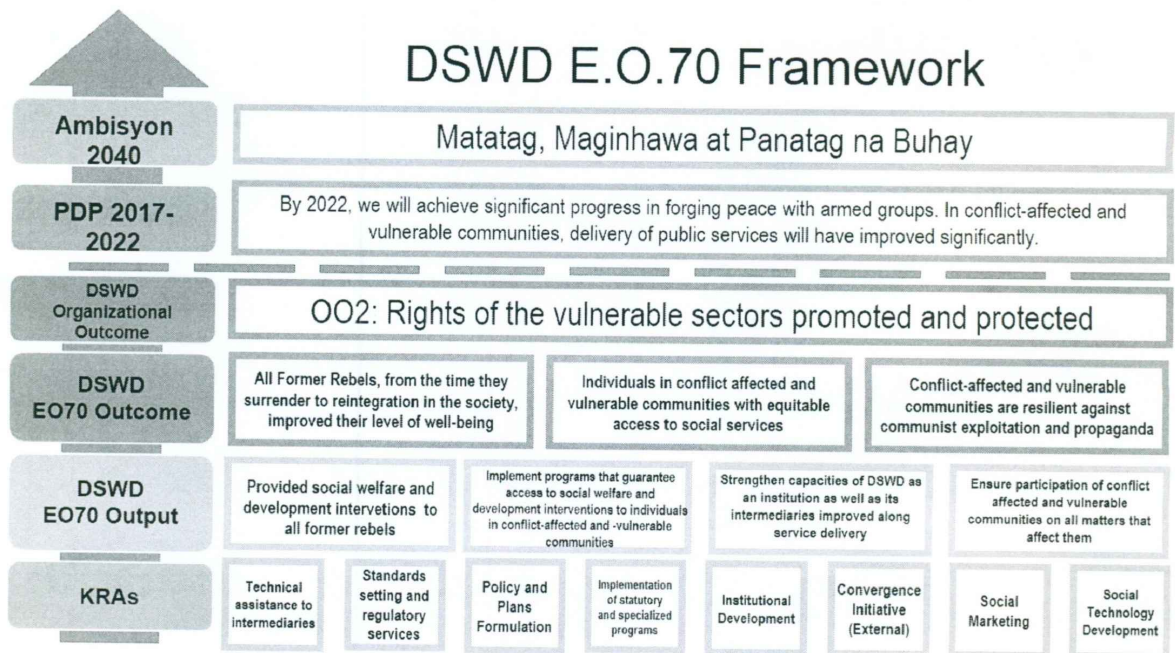
## VI. Policy Guidelines

1. This Guidelines shall define specific procedures, requirements and eligibilities in providing DSWD programs and services to the target beneficiaries, to expedite service delivery taking into consideration their profile and the peculiarities of their circumstances, with focus on, but not limited to the following:
  - Modified Conditional Cash Transfer (MCCT)
  - Sustainable Livelihood Program
  - Cash-For-Work (CFW)
  - Assistance to Individuals in Crisis Situation
  - Protective Services for Individuals and Families
2. DSWD takes part in the whole-of-nation approach institutionalized by EO 70 s. 2018 to address the root causes of communist armed conflict such as poverty, social inequality, and lack of inclusivity, among others. This Guidelines covers only the tasks and roles of the Department in the attainment of the goals of EO 70. Inter-agency efforts or those beyond the mandate of DSWD are covered by guidelines issued by other concerned agencies or by the Inter-Agency Task Force concerned.
3. DSWD joins other government agencies in the provision of a menu of interventions, or the Government Lines of Effort, to end local communist armed conflict, pursuant to EO 70 s. 2018. In connection with this, the Department is committed to contribute to the following outcomes:

- 3.1. All Former Rebels, from the time they surrender to reintegration in society, improved their level of well-being
- 3.2. Individuals in conflict-affected and -vulnerable communities have equitable access to social protection interventions
- 3.3. Conflict-affected and -vulnerable communities are resilient against communist exploitation

To attain the said outcomes, DSWD shall deliver these outputs:

- Provide social welfare and development interventions to all former rebels;
- Implement programs that guarantee access to social welfare and development interventions to individuals in conflict-affected and -vulnerable communities;
- Strengthen capacities as an institution as well as its intermediaries to improve service delivery along social welfare and development;
- Ensure participation of conflict-affected and -vulnerable communities on all matters that affect them.



4. DSWD shall adopt a confidentiality policy, as follows:
  - 4.1. The validated list shall be handled by all concerned staff with utmost confidentiality.
  - 4.2. A Non-Disclosure and Confidentiality Agreement (Annex A) shall be signed by all EO 70 concerned and involved officials, employees and focal persons. but interventions provided will still be recorded for documentation purposes.

- 4.3. FRs served by the programs shall not be categorized as FR in the program's existing database for confidentiality purposes, Actual list / names of beneficiaries and updates shall be kept confidential by the EO 70 Regional and Program Focal Persons in accordance with the Department's Policy as well as in compliance to the provisions of the Data Privacy Act.
- 4.4. Once available, the EO 70 Regional Focal Person shall utilize the FR-IS for updating on the progress of interventions or any other related information on referred FRs. Levels of access, features and data requirements shall be defined in the Operations and Privacy Manual / Handbook.
5. DSWD shall implement programs and projects in close coordination with the LSWDO. The LSWDO shall take the lead in the delivery of interventions to the target beneficiaries, while the DSWD shall provide technical assistance and resource augmentation as deemed necessary.
6. DSWD shall provide assistance to FRs only upon endorsement by the E-CLIP Committee to the DSWD Field Office concerned, for further provision of social welfare and development interventions over and above those already initially provided by the LGU. However, DSWD shall directly manage cases of FR women and children who are under the care of DSWD-managed Residential Care Facilities.
7. In the delivery of programs along EO 70, it is imperative to support the Department's efforts on gender mainstreaming. Hence, disaggregation of data by sex, age, type of disabilities, ethnicity, if solo parent as applicable as well as gender responsiveness of programs is deemed necessary.
8. DSWD considers children in situations of armed conflict as victim-survivors and shall be provided with special protection from all forms of abuse and violence pursuant to R.A. No. 11188 and other existing Child Protection laws safeguarding the rights of children.

## **VII. Implementing Procedures**

### **A. Social Preparation / Pre-Implementation Stage**

The pre-implementation stage covers all necessary preparatory activities, such as development of policies and operational guidelines, establishment of multi-level internal/external mechanisms (such as national or regional TWG), capacity-building activities for the personnel handling the programs, among others.

1. A Technical Working Group (TWG) shall be created at the DSWD Central Office and Field Offices, with the following composition and functions:

Composition:

| <b>Position</b> | <b>Central Office TWG</b>                          | <b>Regional Office TWG</b>               |
|-----------------|--|--|
| Chair           | Undersecretary for Inclusive and Sustainable Peace | Regional Director or designated official |

|            |  |   |
|------------|--|---|
| Vice-Chair | Assistant Secretary for OSEC Concerns  | Assistant Regional Director for Operations or designated official |
| Members    | Representatives from all Offices, Bureaus and Services in the Central Office | Representatives from the Divisions and Units                      |

Functions:

- Develop DSWD's national and regional Implementation Plan (IMPLAN) in line with the EO 70 Cluster and Sub-Cluster IMPLAN;
  - Actively participate in EO 70-related meetings, events and consultations;
  - Coordinate and collaborate with the various DSWD TWGs, such as GAD TWG, NAPWPS TWG, PAMANA TWG et al, to ensure that the formulation, implementation, and evaluation of DSWD programs and services are gender responsive and IP/culture sensitive;
  - Ensure responsiveness and harmonization of different DSWD initiatives to attain the objectives of EO 70, s. 2018;
  - Provide technical assistance and resource augmentation in areas of strategic importance; and,
  - Set up mechanisms to ensure the abidance to confidentiality of information of beneficiaries.
2. To ensure the smooth transition and provision of services within the service delivery network, that is, from the LSWDO to the DSWD Field Office and/or vice versa, an **EO 70 Regional Focal Person** shall be designated to perform the following functions relative to the DSWD implementation of EO 70:
- Handle all files and documents pertaining to the DSWD implementation of EO 70;
  - Provide technical assistance and resource augmentation (TARA) to LSWDOs focused on, but not limited to, case management of LGU-referred Former Rebels;
  - Provide TARA to other stakeholders in the field;
  - Coordinate cases of referred FRs for interventions, specifically:
    - Assessing the level of well-being of FRs using Social Welfare and Development Indicators (upon receipt of referrals and after one year of service delivery);
    - Referring eligible beneficiaries to specific DSWD programs and services;
    - Monitoring the progress of services provided
  - Recommend and facilitate the conduct of case conference with the LSWDO to discuss the progress of the case as well as recommendations for reintegration in the community.
  - Provide updates or progress report of the referred FRs to the LSWDO during case conferences and other feed backing channels, e.g. formal communication.
  - Recommend the termination of service, at the DSWD level, for FRs who have achieved self-sufficiency level based on the results of the Social Welfare and Development Indicators (SWDI),and ensure that the LSWDO is capacitated to provide aftercare for these FRs.



## B. Implementation Stage

In the implementation of this program, the LSWDO takes a central role in the entire reintegration process of the former rebels and their families through the provision of case management, the general context wherein the provisions of the following tracks takes place.

The **first track** focuses on providing assistance to former rebels as they reintegrate into the community, and the **second track** addresses risks and vulnerabilities to build community resiliency by addressing risks and vulnerabilities by ensuring the delivery of basic services, strengthening the government mechanisms and processes, among others.

### 1. First Track: Provision of Assistance to Former Rebels

- 1.1. The FR signifies his/her intention to surface to any receiving unit, which may include the police, military personnel, local government officials, traditional leaders, religious leaders, community leaders, civil society organizations or non-government organizations. The receiving unit then endorses the FR to the LSWDO
- 1.2. The LSWDO validates the name of the FR to ascertain if he/she is a beneficiary of a previous government program, and endorses the FR to a halfway house or other available facilities. The name of the FR is also submitted to the Joint AFP-PNP Intelligence Committee (JAPIC) for certification.
- 1.3. The JAPIC submits the certification to the E-CLIP Committee, which consequently endorses the same to the LSWDO. Once the identity of the FR is validated, the LSWDO then facilitates the provision of social protection services (e.g. medical check-up, Philhealth enrolment, counseling services).
- 1.4. The E-CLIP Committee also endorses the names of FRs to the nearest DSWD Field Office concerned for further provision of social welfare and development interventions. The endorsement shall be accompanied by the EO 70 Referral Form (Annex B) with attached Social Case Study Report or Case Summary Report, duly signed by the Local Social Welfare and Development Officer (LSWDO). Only FRs whose names are contained in the validated list endorsed by the E-CLIP Committee shall be provided with interventions.
- 1.5. Once received by the DSWD Field Office, the case shall be given to the EO 70 Regional Focal Person. Upon assessment and/or validation of the case, appropriate interventions shall be provided by the different EO 70 Program Focal Person post referral of, and in close coordination with, the EO 70 Regional Focal Person.
- 1.6. The EO 70 Regional Focal Person shall submit the list to the Pantawid Pamilyang Pilipino Program, National Household Targeting Office as well as other existing databases requiring name matching, e.g. Social Pension. This is being done to name match and check if the FRs and their families are already included in the Listahanan Database or are being served in the regular Pantawid Pamilya and Modified Conditional Cash Transfer Program, or other programs of the DSWD. In abidance to Section VI.1 of these Guidelines, FRs and their

families shall be given due priority in the name matching. The results of name matching shall be provided to the Regional Office, attention to the EO 70 Regional Focal Person copy furnished to the EO 70 Program Focal Persons in the Field Offices.

- 1.7. While waiting for the result of name matching with the respective program database, the EO 70 Regional Focal Person shall review the Referral Form (Annex C) with attached Social Case Study Report or Case Summary Report, whichever is applicable, duly signed by the Local Social Welfare and Development Officer (LSWDO) to **properly address the immediate needs** of the identified beneficiaries. Per need-based assessment of the EO 70 Regional Focal Person, the FR may be referred to the following immediate interventions:
  - 1.7.1. **Temporary Shelter.** FR women and children who could not be accommodated in LGU/NGO-run facilities shall be temporarily placed under the care of DSWD-managed residential care facilities and provided with interventions such as debriefing while preparing them and their families for reintegration;
  - 1.7.2. **Assistance to Individuals in Crisis Situation.** Similarly, limited financial assistance for the education of children, medical needs, burial assistance, and food may be availed by the FRs;
  - 1.7.3. **Protective Services for Individuals and Families.** Psycho-social services and other need-based support may also be provided for FRs, as enumerated in Section VII.c. of this AO.
- 1.8. Simultaneous with the provision of assistance to address the immediate needs of the FRs, the EO 70 Focal Person shall conduct baseline assessment with the use of Social Welfare and Development Indicators (SWDI) Toolkit.
- 1.9. The SWDI result shall be used by the EO 70 Regional Focal Person to coordinate within the Field Office for provision of programs and services to the FRs and their families, which may include programs stipulated under Section VI.1. of this AO, and those over and above the said programs, such as:
  - 1.9.1. Recovery and Reintegration Program for Trafficked Persons - a comprehensive program that ensures adequate recovery and reintegration services provided to trafficked persons. Utilizing a multi-sectoral approach, it delivers a complete package of services that will enhance the psychosocial and economic needs of the clients.
  - 1.9.2. Supplementary Feeding Program - provision of food in addition to the regular meals to currently enrolled Day Care Children/Supervised Neighborhood Play.
  - 1.9.3. Social Pension - the provision of a monthly stipend amounting to P500 to augment the daily subsistence and other medical needs of indigent senior citizens.
  - 1.9.4. Auxiliary Services for the Elderly and Persons with Disability - practical support in the form of assistance for physical restoration, self and social enhancement service, after care and follow-up service, day care service, family care services, substitute family care and job search services

- 1.10. The SWDI shall be used as a tool to track the progress of the level of well-being of the FRs, and to ultimately recommend termination of services to the FR at the DSWD level.
- 1.11. Other programs and services that may be provided to FRs per assessment of the EO 70 Regional Focal Person, but are beyond the mandate of DSWD, shall be coordinated by the said Focal Person to the LSWDO concerned and the Regional Task Force to End Local Communist Armed Conflict (RTF-ELCAC) using the referral feedback form (Annex C)
- 1.12. For the detailed flowchart in providing services to the Former Rebels and their families, please see Annex D.

## **2. Second Track: Community Resiliency Program**

- 2.1. DSWD Field Offices shall coordinate with the Regional Task Force and the LGU concerned for the implementation of programs and projects in the conflict-affected and -vulnerable communities.
- 2.2. Programs that shall be implemented in conflict-affected and -vulnerable communities as needed are as follows:
  - Payapa at Masaganang Pamayanan (PAMANA) Program
  - Kalahi-CIDSS NCDDP
  - Sustainable Livelihood Program (SLP)
  - Protective Service
  - Disaster Risk Response and Rehabilitation
  - Assistance to Communities in Need
  - Recovery and Reintegration Program for Trafficked Persons
  - Supplementary Feeding Program
  - Social Pension
  - Pantawid Pamilyang Pilipino Program
  - Modified Conditional Cash Transfer
- 2.3. Specifically, the PAMANA Protective Services/LGU-Led Program using the modified community-driven development (CDD) process, and subject to the concurrence of the OPAPP regarding the specific projects proposed, shall be used to provide community-focused interventions designed to address risks and vulnerabilities in the conflict-affected and -vulnerable areas, such infrastructure to provide access to basic services and utilities et al.
- 2.4. Subject to fund availability, project prioritization and using the modified CDD process, community infrastructure projects may be funded under the EO 70 allocation. These include projects that contribute to access to basic services and utilities, as well as strengthen community-based, IP-responsive mechanisms / processes that ensure the safety, protection and well-being of various vulnerable sectors (children and youth, women, elderly and Persons with Disability et al) such as child development centers, women's center, senior citizens buildings, tribal halls, livelihood-related projects, water system, among others.

## 2.5. Other activities and strategies

- 2.5.1. **Strategic Communication.** The Department, through the Social Marketing Service, will develop social behavior change communication strategies designed to inform potential beneficiaries and the public regarding the interventions provided by DSWD, and encourage them to avail of these programs and services to promote positive attitude and perception towards the government.
- 2.5.2. **Standards and Regulatory Services.** To support the whole of nation approach, the Department shall also ensure that the services of Social Welfare and Development Agencies (SWDAs) reach the conflict-affected and -vulnerable communities and other sectoral groups. The Standards Bureau and the Field Offices shall provide technical assistance to SWDAs to ensure that their service delivery shall be inclusive of individuals and families in conflict-affected and vulnerable areas.
- 2.5.3. **Intensified Technical Assistance for LSWDO.** The Department, through the SWIDB, will develop appropriate learning and development interventions for the LSWDO to assist them developing their competencies to deliver effective and efficient services for the FR, their families and communities.

## 3. Criteria

The eligibility or requirements of FRs in the above mentioned program under Section IV.B. shall be modified to be inclusive to the peculiarities of their circumstances:

**Pantawid Pamilya-MCCT.** The criteria for eligibility in the MCCT is as follows:

- Former Rebels as endorsed by the E-CLIP Committee of LGUs
- The family has at least one (1) child aged 0-18 years old, or has pregnant member at the time of registration
- The family is not covered by Listahanan and/or not included in Regular CCT
- The family must be willing and committed to comply with the program conditionalities
- Families enrolled in the MCCT / Pantawid may no longer be enrolled as new beneficiary. However, those who have inactive status shall be re-activated and updated especially if there are additional/new family members who are eligible in the program who need to be included / added.

### **Assistance to Individuals in Crisis Situation (AICS)**

- All FRs with certification from the E-CLIP Committee with the picture of the FR regardless of socio-economic status (except for medical assistance wherein additional requirements shall be required).

### **Sustainable Livelihood Program**

- Eligible FRs may be provided with Livelihood Settlement Grants (LSG) amounting to a maximum of Twenty Thousand Pesos (P20,000.00) each.
- Eligible FRs should have submitted a signed certification from the E-CLIP Committee with a recent photo, at least 18 years of age and have been administered with SLP's Livelihood Assessment Form (LAF).
- FRs who are not eligible to Pantawid or MCCT due to absence of 0-18 year old children or pregnant members may be entitled to SLP.

- For the detailed process on the provision of LSG, please refer to Annex F of this Guidelines.

### Protective Services for Individuals and Families

- The EO 70 Regional Focal Persons may also provide other psychosocial interventions and need-based practical support for the FRs and their families. These may include the provision of the services, using the following cost parameter subject to 5% increase annually, or based on the Work and Financial Planning guidelines issued annually:

| Services                  | Cost Parameter  | Criteria / Supporting Documents  |
|---------------------------|---|--|
| Psychosocial Services     | actual cost of service provider   | Case study<br>Clinical Assessment<br>E-CLIP Certificate or IDs if available  |
| House Rental Assistance   | Maximum of P4,500.00 per month per household (maximum of 6 months)  | E-CLIP Certificate or IDs if available   |
| Food Package              | 75% of prevailing regional daily wage rate per 5-member family (maximum of 6 months)  | E-CLIP Certificate or IDs if available   |
| Hygiene Kits              | P1,800.00 per month per 5-member family (maximum of 6 months)   | E-CLIP Certificate or IDs if available   |
| Sleeping Kits             | P798.00 per month per 5-member family (maximum of 6 months)   | E-CLIP Certificate or IDs if available   |
| Transportation Assistance | actual cost based on ticket quotation   | Ticket quotation<br>E-CLIP Certificate or IDs if available   |
| Medical Assistance        | based on prevailing CIU rate and frequency  | E-CLIP certificate or IDs if available<br>Medical certificate<br>Quotation for laboratory / treatment / medicine<br>Billing statement for hospital bill<br>Promissory Note (if discharged from hospital with remaining balance)                          |
| Educational Assistance    | A. Tuition Fee / Allowance / School Supplies<br>Elementary: P3,000.00 per student per school year<br>High School: P5,000.00 per student per school year<br>College: P5,000.00 per student per semester<br>B. Board and Lodging Allowance<br>College: P2,000-P3,000.00 per month<br>C. Transportation<br>College: P2,000.00 per month<br>D. Books<br>College: P5,000.00 per semester | <i>The cash grant for education shall be for a maximum of 3 students. FRs themselves or their children regardless of age may be entitled for the assistance</i><br>Social Case study report<br>Certificate of enrollment<br>Official receipt (for books) |

|                   |   |   |
|-------------------|---|---|
| Burial Assistance | based on prevailing CIU rate and frequency  | Death Certificate<br>Funeral Contract<br>E-CLIP Certificate or IDs if available   |
| Cash Assistance   | based on prevailing CIU rate and frequency  | E-CLIP Certificate or IDs if available  |
| Cash for Work     | 75% of prevailing regional wage rate (based on prevailing rate and frequency of assistance) | FR beneficiaries at least 18 years of age and are physically capable to undertake or participate in the scope and nature of project in the work or project site |

- The type, kind and amount of assistance to be provided to beneficiaries shall be based on the assessment and recommendation of the LSWDO and/or the DSWD social worker, as the case may be. The maximum allowable assistance that may be provided shall not exceed the prescribed amount and parameters.

#### 4. Monitoring and Evaluation

4.1. To ensure compliance to this AO and for progress monitoring, reporting shall be as follows:

- **Monthly Reports.** All EO 70 Regional Focal Person of Field Offices shall submit monthly report on the progress of the program level indicators to the Office of the Undersecretary for Inclusive and Sustainable Peace, copy furnished all the concerned programs with the use of DSWD EO 70 Results Matrix.
- **Quarterly Reports.** At the Field Offices, all involved EO 70 Program Focal Persons shall submit quarterly report to the EO 70 Regional Focal Person of Field Offices on the progress of the output and program level indicators with the use of the DSWD Harmonized Planning, Monitoring and Evaluation System (HPMES) - in compliance to DSWD AO 8 s. 2019. The same report will be submitted for inclusion in the consolidated regional report to the Policy Development and Planning Section (PDPS). (Please see Annex F for HPMES).
- **National Report.** The Office of the Undersecretary for Inclusive and Sustainable Peace will prepare the national consolidation for submission to the oversight agencies copy furnish the Policy Development and Planning Bureau (PDPB).

4.2. **Program Evaluation.** Program evaluation on the implementation shall be done annually through the conduct of a Program Review and Evaluation Workshop (PREW) - in compliance to DSWD AO 9 s. 2019. An official report on the result of the PREW shall be processed for possible program implementation enhancement. The PDPB shall ensure the conduct of the PREW.

- 4.3. **DSWD Outcome Evaluation.** The DSWD Results Framework shall be evaluated by a third party based on the outcome indicators committed by the Department. Appropriate funding shall be proposed in 2022 by the Office of the Undersecretary for Sustainable and Inclusive Peace.

## **VIII. Institutional Arrangements**

### **A. DSWD Central Office / Operations**

#### **1. Office of the Undersecretary for Inclusive and Sustainable Peace**

- a. Head of Office shall serve as the Chairperson of the DSWD Technical Working Group for Executive Order 70 s. 2018;
- b. Lead in the crafting and cascading of the Department Results Framework (RF) and Results Matrix (Agency ImPlan) in coordination and collaboration with the concerned OBSUs and Field Offices;
- c. Oversee and manage DSWD ImPlan implementation relative to EO 70 s. 2018 and NAPWPS 2017-2022;
- d. Lead the team in all decisions that are to be undertaken in both the policy and program level;
- e. Provide guidance, assistance and support to the OBSUs to produce specific deliverables;
- f. Ensure availability of operational funds, specifically in the conduct of consultation dialogues, conferences and other related activities;
- g. Ensure a harmonized monitoring system in the operationalization of EO 70 s. 2018 and NAPWPS 2017-2022.
- h. Coordinate and collaborate with the DSWD GAD TWG as needed to ensure gender responsiveness of PPAs as indicated in the DSWD ImPlan.
- i. Coordinate with existing DSWD TWGs to ensure responsiveness and harmonization of different DSWD initiatives.
- j. Lead in the conduct of DSWD outcome evaluation.

#### **2. Office of the Assistant Secretary for OSEC Concerns**

- a. Head of Office shall serve as the Vice Chairperson of the DSWD Technical Working Group for Executive Order 70 s. 2018.
- b. Assist the Chairperson in the performance of his duties.
- c. Coordinate with existing DSWD TWGs to ensure responsiveness and harmonization of different DSWD initiatives.

#### **3. Statutory and Specialized Programs (Pantawid Pamilya, PMB, SLP, KC)**

- a. Incorporate in their regular program operations the objectives of EO 70 s. 2018 and NAPWPS;
- b. Facilitate provision of programs and interventions to eligible target beneficiaries;
- c. Coordinate with other implementing offices relative to the implementation of the programs;
- d. Communicate information and agreements relative to EO 70 s. 2018 and NAPWPS to regional counterparts;
- e. Facilitate augmentation and provision of program package as may be deemed necessary;

- f. Provide technical assistance, capacity building to regional counterparts and/or other stakeholders on the specification of program implementation;
- g. Monitor and evaluate program implementation;
- h. Facilitate the submission of periodic updates and status reports; and
- i. Attend meetings, workshops and other similar activities relative to program implementation.

#### **4. Social Marketing Service**

- a. Draft a communication plan based on the DSWD EO 70 Results Framework to generate public awareness, understanding and appreciation of the contributions of the Department to end local communist armed conflict;
- b. Coordinate with other implementing offices relative to the implementation of the plan;
- c. Communicate information and agreements relative to EO 70 s. 2018 to regional counterparts; and
- d. Attend meetings, workshops and other similar activities relative to program implementation.

#### **5. Standards Bureau**

- a. Monitor registered, licensed and accredited SWDAs to ensure continuous compliance to set standards and operational policies;
- b. Provide needed reports or data, if necessary;
- c. Provide technical assistance to SWDAs in enhancing their services to conflict-affected and -vulnerable communities;
- d. Attend meetings, workshops and other similar activities relative to the implementation of these guidelines.

#### **6. Finance and Management Service**

- a. Assist OBSUs and facilitate the request for funding support from various sources in accordance with usual accounting and auditing process;
- b. Coordinate with other implementing offices relative to the implementation of the program; and
- c. Attend meetings, workshops and other similar activities relative to program implementation.

#### **7. Information and Communication Technology Management Service**

- a. Assist OBSUs and provide Information and Communication Technology support in the implementation of EO 70 s. 2018;
- b. Coordinate with the National Intelligence Coordinating Agency (NICA) on the use of the FR-IS, and with other implementing offices relative to the implementation of the program; and
- c. Attend meetings, workshops and other similar activities relative to program implementation.

#### **8. Policy Development and Planning Bureau**

- a. Lead in formulating and updating of DSWD's plan and policies along EO 70 s. 2018 and NAPWPS to include initiatives on women, peace and security;



- b. Lead in monitoring and evaluation of DSWD commitments along EO 70 and NAPWPS;
- c. Coordinate with other implementing offices relative to the implementation of the program; and
- d. Attend meetings, workshops and other similar activities relative to program implementation.

**9. Social Welfare Institutional Development Bureau**

- a. Conduct needs assessment of LSWDOs
- b. Develop learning and development intervention program for LSWDOs
- c. Enhance the competencies of DSWD personnel and intermediaries in performing and achieving the goals and objectives under E.O. 70, s. 2018.

**10. Disaster Response Management Bureau**

- a. Incorporate in their regular program operations the objectives of EO 70 s. 2018;
- b. Coordinate with other implementing offices relative to the implementation of the program;
- c. Communicate information and agreements relative to EO 70 s.2018 to regional counterparts;
- d. Facilitate the submission of periodic updates and status reports; and
- e. Attend meetings, workshops and other similar activities relative to program implementation.

**11. Human Resource Management and Development Service**

- a. Execute a non-disclosure and confidentiality agreement with involved and concerned DSWD officials and staff
- b. Conduct trainings for DSWD personnel relative to handling confidential information.

**B. DSWD Field Offices / Support to the Operations**

1. Manage and supervise the overall implementation of the programs relative to EO 70 s. 2018 and NAPWPS 2017-2022 implementation;
2. Coordinate and collaborate with other stakeholders in the regional and local level including mobilization of resources to guarantee programs' sustainability;
3. Ensure provision of technical assistance to other stakeholders in the field including the Local Government Units;
4. Provide technical assistance to appropriate LSWDOs, specifically on, but not limited to, case management of FRs;
5. Conduct regular monitoring of program implementation;
6. Submit periodic updates and report to the Central Office (Attention: OUSISP); and PDPB; and
7. Attend meetings, workshops and other similar activities relative to program implementation.

**IX. Funding**

For CY 2019, funds necessary in the implementation of programs committed in these guidelines shall be charged to the regular funds of the programs and services, the PAMANA Fund, and to the Protective Services for Individuals and Families (PSIF) funds specifically allocated for the EO 70 beneficiaries.

For succeeding years, involved OBS and FOs should allocate funds for EO 70 beneficiaries.

**X. Effectivity**

This Administrative Order shall take effect immediately and copies of this order shall be disseminated to all concerned Offices, Bureaus, Services and Units at the DSWD Central and Field Offices.

Issued this 30<sup>th</sup> day of August 2019 in Quezon City, Philippines.

  
**ROLANDO JOSÉ LITO D. BAUTISTA**  
Secretary, DSWD

Certified True Copy:

Aug 30-19  
**MYRNA H. REYES**  
OIC-Division Chief  
Records and Archives Mgt. Division

## ANNEX A

### NON-DISCLOSURE AND CONFIDENTIALITY AGREEMENT

This NON-DISCLOSURE AND CONFIDENTIALITY AGREEMENT (the “**Agreement**”) is entered into by and between:

**REGIONAL DIRECTOR/BUREAU DIRECTOR** \_\_\_\_\_,  
Central/Regional Office with principal address at  
\_\_\_\_\_ (the “**Disclosing Party**”);

– and –

**[NAME OF EMPLOYEE]**, of legal age, single/married, Filipino, with address  
at \_\_\_\_\_ (the “**Receiving Party**”).

**REGIONAL DIRECTOR/BUREAU DIRECTOR** and the **NAME OF EMPLOYEE** may hereinafter be referred to as a **PARTY** or collectively as **PARTIES**;

Both **PARTIES** agree that: All information, records and documents disclosed by one **PARTY** to the other and the latter’s employees and agents pursuant to this Agreement and (ii) all plans, reports and results made by either or both Parties under this Agreement shall be in confidence (Confidential Information). In respect of any Confidential Information disclosed, furnished or made accessible by the **Disclosing Party** to the **Receiving Party**, the **Receiving Party** undertakes:

1. To hold and maintain in strictest confidence the Confidential Information disclosed to it by the **Disclosing Party** or otherwise learned by it in the course of its transactions with the **Disclosing Party**;
2. To keep Confidential Information disclosed by the **Disclosing Party** in a safe and secure place using reasonable technical and organizational security measures to prevent unauthorized access, destruction, corruption or loss of such information and avoid disclosure or use of Confidential Information of the **Disclosing Party** in order to prevent it from falling into the public domain or the possession of persons other than those authorized under the Agreement;
3. To use the Confidential Information disclosed by the **Disclosing Party** solely in connection with the Purpose of this Agreement;

4. Not to utilize the Confidential Information disclosed in any way which is detrimental to the Purpose of the interests of the **Disclosing Party**;
5. Not to disclose the Confidential Information divulged by the **Disclosing Party** in whole or in part—including the existence of this agreement — to any person, except to Authorized Persons within the **Receiving Party**, PROVIDED, that such disclosure is strictly necessary to fulfill the Purpose;
6. Not to permit the use of Confidential information by unauthorized persons for their benefit or to the detriment of the **Disclosing Party**;
7. To notify the **Disclosing Party** within three (3) business days of any actual or suspected misuse, misappropriation, or unauthorized disclosure of Confidential Information;
8. To take all such steps as shall from time to time be necessary to ensure compliance with the provisions of this Agreement;
9. Not to publish, copy/make copies, or make any transcripts or summaries of the whole or any part of the Confidential Information, save as is necessary and/or appropriate for the Purpose, or unless authorized by the **Disclosing Party** in writing;. All such copies, summaries and transcripts shall be deemed to be Confidential Information;
10. That the **Disclosing Party** shall retain all rights in and to its Confidential Information. Thus, upon written request from the **Disclosing Party** and within ten (10) business days from receipt of such written request, the **Receiving Party** shall destroy— or return to the **Disclosing Party**, if so directed— all Confidential Information, whether written, in printed form, tangible or otherwise, which is in the **Receiving Party's** or any Authorized Person's possession, custody or control and provide the **Disclosing Party** with a written declaration of the **Receiving Party** confirming that the provisions of this clause have been fully complied with;

**Section 2.** The foregoing provisions shall not apply to any Confidential Information which the **Receiving Party** can prove:

1. Was in the public domain at the time it was disclosed by the **Disclosing Party** or has entered the public domain through no fault of the Recipient;
2. Was in the possession of the **Receiving Party**, without restriction, at the time of disclosure, as demonstrated by files in existence at the time of disclosure;
3. Was received from a source who lawfully acquired it and who is under no obligation restricting its disclosure and without breach of this Agreement and otherwise not in violation of the **Disclosing Party's** right; and

4. Was disclosed with the prior written approval of the **Disclosing Party**;
5. Is required to be disclosed: (i) pursuant to the order or requirement of a court, administrative agency, or other governmental body competent to require the disclosure; and/or (ii) by any applicable law, legislation, or regulation provided that the **Receiving Party** gives the **Disclosing Party** reasonable notice of at least ten (10) business days prior to such disclosure to allow the **Disclosing Party** a reasonable opportunity to seek a protective order or to otherwise prevent or restrict such disclosure or perform other remedial measure.

**Section 3.** Any violation of the herein Confidentiality Clause, including any violation committed by the **Receiving Party's** agents and employees, shall render the said **Receiving Party** liable for all consequential damages suffered by the **Disclosing Party**. Both PARTIES recognize that any breach of the obligations contained in the herein Confidentiality Clause will cause irreparable loss and would not be compensable by monetary damages alone and, accordingly, the wronged **Party** shall, in addition to the other remedies available at law or in equity, be entitled to obtain specific performance or injunctive relief against the **Party** in violation with respect to the threatened or actual breach of the herein Confidentiality Clause or the continuation of any such breach.

Parties found guilty of violations to this Confidentiality Clause shall be penalized pursuant to the provisions of Republic Act No. 10173, or the Data Privacy Act of 2012.

**REGIONAL/BUREAU DIRECTOR**

**EMPLOYEE**

\_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_  
\_\_\_\_\_

**ANNEX B**

**CONFIDENTIAL**

**Form 1 - REFERRAL FOR SERVICE**

|                     |  |
|---------------------|--|
| <b>Instructions</b> | This form should be accomplished when referring client for services not provided by own agency. Be specific on what services are requested.  |
| <b>Note</b>         | As the RefA, please be reminded to attach appropriate documents to the RecA to complete the referral. Seal the envelope containing this form and the documents, and then give this to the client to bring to RecA. After completing this form, fill up the Referral Registry (Form 6). |

Case No. \_\_\_\_\_

To \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Name of Client \_\_\_\_\_

Age \_\_\_\_\_ Sex \_\_\_\_\_ Address \_\_\_\_\_

Barangay \_\_\_\_\_ Municipality \_\_\_\_\_ Province \_\_\_\_\_

Name of Family/Guardian \_\_\_\_\_ Contact No. \_\_\_\_\_

Address \_\_\_\_\_

Family Background:

Reason/s for Referral  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specific Service/s Requested  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please refer to attached report/ intake form/case summary for more information.**

Feedback requested and sent to:

Referring Party/Agency  
\_\_\_\_\_

Address \_\_\_\_\_

Active Cell Phone No. \_\_\_\_\_ Landline No. \_\_\_\_\_

Email address: \_\_\_\_\_ Fax No. \_\_\_\_\_

Contact Person \_\_\_\_\_

Referred by:

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date Accomplished

**Form 2 - REFERRAL FEEDBACK FORM<sup>1</sup>**

|                     |  |
|---------------------|--|
| <b>Instructions</b> | This form should be completed by the receiving agency (RecA) after provision of requested services which must be forwarded to the referring agency (RefA). The inclusive dates of provision are needed both at the initial contact and the succeeding services. The last column is to be filled up only by the case manager of client. This form may be given to the client in a sealed envelope or sent to the RefA through courier or other means. |
|---------------------|--|

Case No. \_\_\_\_\_

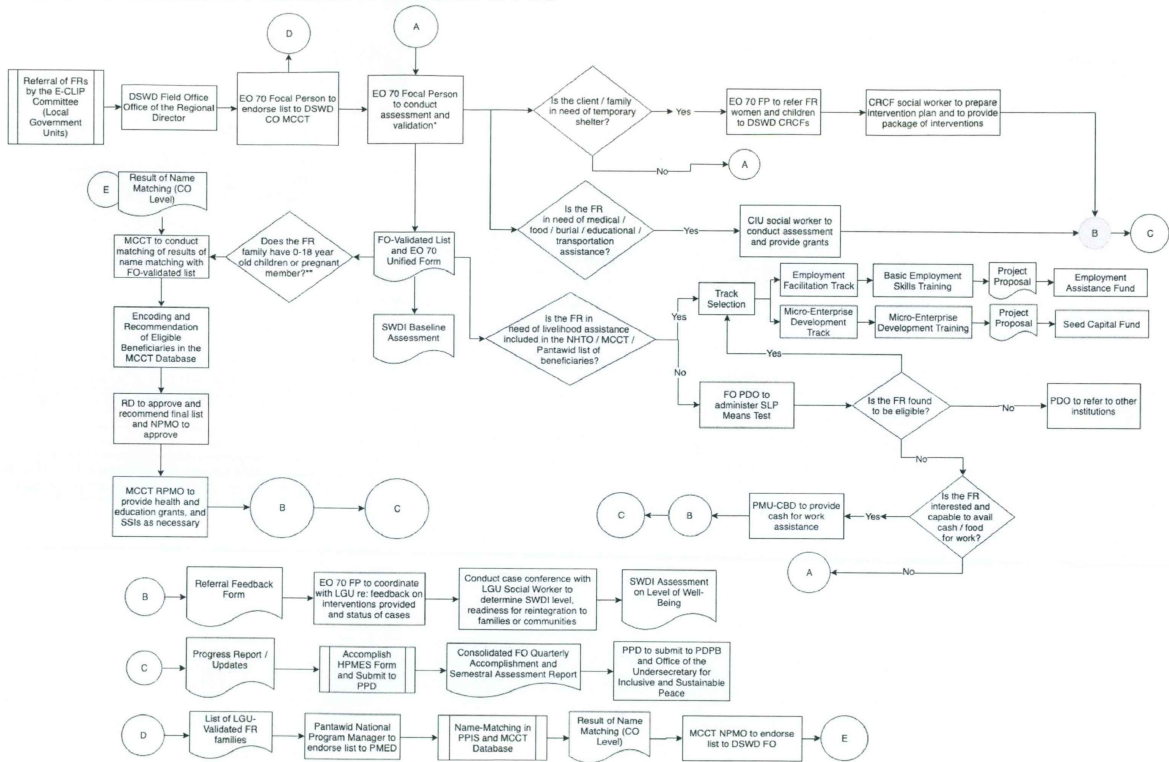
Date \_\_\_\_\_

|                 |              |      |          |
|-----------------|--------------|------|----------|
| Name of Client: | Age:         | Sex: | Address: |
| Date referred:  | Referred to: |      |          |

| Service/s requested | Service/s provided | Names of service provider/s and designation | Inclusive dates of provision |        | Other pertinent information such as problem/s encountered | Client's satisfaction feedback<br><br>(Only for case managers) |
|---------------------|--------------------|---|------------------------------|--------|---|--|
|                     |                    |   | Initial                      | Update |   |  |
|                     |                    |   |                              |        |   |  |
|                     |                    |   |                              |        |   |  |
|                     |                    |   |                              |        |   |  |
|                     |                    |   |                              |        |   |  |

<sup>1</sup> To be provided to referring agency/organization and the coordinating agency/organization

# ANNEX D - Flowchart of Provision of Services to FRs



\*Validation includes presence of 0-18 year old children / pregnant family members, services provided by different agencies, and livelihood assessment (to include if additional funds for livelihood is necessary). In such cases, additional services may be provided in cases where the cause of closure of enterprises is due to (1) disaster, (2) family crisis, (3) epidemic, (4) other cases deemed valid by the Social Worker / Project Development Officer

\*\*Eligibility criteria of MCCT are: 1) The family has at least one (1) 0-18 year old child and/or pregnant member at the time of registration not included in Regular CCT; 2) The family's poverty scores cannot be determined by NHTS' Proxy Means Test; 3) The family must be willing and committed to comply with the program conditionalities.



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
EXECUTIVE ORDER NO. 70 S. 2018  
RESULTS MATRIX

| No.   | Objective/ Program/ Sub-Program/<br>Performance Indicator | Baseline | Annual Targets |      | Endline Target | Assumptions and Risks   |
|---|---|----------|----------------|------|----------------|---|
|   |   | FY1-1    | FY2            | FY2  |                |   |
|   |   | 2019     | 2020           | 2021 | 2022           |   |
| Impact: By 2022, we will achieve significant progress in forging peace with armed groups. In conflict-affected and -vulnerable communities, delivery of public services will have improved significantly. |   |          |                |      |                |   |
| DSWD Organizational Outcome: Rights of the vulnerable sectors promoted and protected  |   |          |                |      |                |   |
| DSWD EO70 Outcome Statement 1. All Former Rebels, from the time they surrender to reintegration in the society, improved their level of well-being  |   |          |                |      |                |   |
| Level of well-being improved:   |   |          |                |      |                |   |
| (a) Survival to Subsistence   |   |          |                |      |                | A: Pantawid will conduct SWDI (Social Welfare and Development Indicators) Assessment this year<br>R: not all of the beneficiaries will be administered due limited funds                |
| (b) Subsistence to Self-Sufficiency   |   |          |                |      |                |   |
| (c) Survival to Self-Sufficiency  |   |          |                |      |                |   |
| DSWD EO70 Output Statement 1.1. Provided social protection interventions to all former rebels   |   |          |                |      |                |   |
| Percentage of referred cases rated the services provided at least Very Satisfactory   |   | 85%      |                |      | 100%           | R: DSWD cannot provide all the needs of the FRs<br>A: Presence of self-rated client feedback forms by MCCT, CRCF, AICS, SLP and Cash for Work program (commitment of DSWD in the ECLIP) |
| Percentage of referred cases served   |   | 100%     |                |      |                | A: referred cases are already validated and assessed by the ECLIP Committee; R: only eligible and qualified are served based on guidelines; availability of budget and staff complement |
| <b>Program Level Indicators</b><br>Disaggregated by region, sex, age & type of disabilities, if solo parent as applicable   |   |          |                |      |                |   |
| Number of Former Rebels that received the Cash-For-Work (CFW)   |   |          |                |      |                |   |
| Number of Former Rebels from conflict affected areas provided with assistance thru Assistance to Individuals in Crisis Situation [AICS]   |   |          |                |      |                |   |
| Number of Former Rebels from conflict affected areas provided with assistance thru Sustainable Livelihood Program (SLP)   |   |          |                |      |                |   |
| Number of Former Rebels from conflict affected areas provided with assistance thru Modified Conditional Cash Transfer (MCCT)  |   |          |                |      |                |   |
| Number of Former Rebels from conflict affected areas provided with assistance thru Protective Services for Individuals and Families (PSIF)  |   |          |                |      |                | A: Presence of self-rated client feedback form for services provided under PSIF   |

## DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

## EXECUTIVE ORDER NO. 70 S. 2018

## RESULTS MATRIX

| No.   | Objective/ Program/ Sub-Program/<br>Performance Indicator   | Baseline | Annual Targets |      | Endline Target | Assumptions and Risks   |
|---|---|----------|----------------|------|----------------|---|
|   |   | FY1-1    | FY1            | FY2  |                |   |
|   |   | 2019     | 2020           | 2021 | 2022           |   |
| Impact: By 2022, we will achieve significant progress in forging peace with armed groups. In conflict-affected and -vulnerable communities, delivery of public services will have improved significantly. |   |          |                |      |                |   |
| DSWD Organizational Outcome: Rights of the vulnerable sectors promoted and protected  |   |          |                |      |                |   |
| DSWD EO70 Outcome Statement 2: Individuals in conflict-affected and -vulnerable communities with equitable access to social protection interventions  |   |          |                |      |                |   |
| 1   | Level of access to social protection interventions on education   |          |                |      |                | A: 72 Provinces with 798 Conflict Affected Barangays  |
| 2   | Level of access to social protection interventions on health and nutrition  |          |                |      |                |   |
| 3   | Level of access to disaster risk response and rehabilitation measures   |          |                |      |                |   |
| 4   | Level of access to economic opportunities   |          |                |      |                |   |
| DSWD EO70 Output Statement 2.1. Individuals in conflict-affected and -vulnerable communities accessed social protection interventions   |   |          |                |      |                |   |
| 1   | Percentage of individuals served in conflict-affected and -vulnerable communities   |          |                |      |                |   |
| DSWD EO70 Output Statement 2.2. Capacities of DSWD as an institution as well as its intermediaries improved along service delivery  |   |          |                |      |                |   |
| 2   | Percentage of registered, licensed and accredited Social Welfare and Development Agencies (SWDAs) from 72 provinces with sustained compliance as to the set standards |          |                |      |                | R: No proper data bank of SWAs and SWADAs<br>A: Accreditation must comply with the timeline stated in the guidelines.<br>A: Monitoring tool is in-placed<br>A: Adequate number of staff at the Regional Level who will monitor the compliance of SWAs and SWDAs as to the set standards |
| 3   | Percentage of registered and licensed Social Welfare Agencies (SWAs) from 72 provinces with sustained compliance as to the set standards                              |          |                |      |                |   |
| 4   | Percentage of registered Auxiliary Social Welfare Agencies (SWAs) from 72 provinces with sustained compliance as to the set standards                                 |          |                |      |                |   |

**Program Level Indicators**  
**Disaggregated by region, sex, age & type of disabilities, if solo parent as applicable**

**On Education**

|   |   |  |  |  |  |  |
|---|---|--|--|--|--|--|
| 1 | Number of Former Rebels within university age potential for referral  |  |  |  |  |  |
| 2 | Number of Former Rebels provided with or referred for educational assistance                                    |  |  |  |  |  |
| 3 | Number of Former Rebels provided with educational assistance thru Assistance to Individuals in Crisis Situation |  |  |  |  |  |

**On Health and Nutrition**

|   |   |  |  |  |  |  |
|---|---|--|--|--|--|--|
| 1 | Number of Former Rebel pregnant women that received pre-natal checkups in health service facilities                       |  |  |  |  |  |
| 2 | Number of Former Rebel pregnant women that received post-natal checkups in health service facilities disaggregated by age |  |  |  |  |  |
| 3 | Number of Former Rebels in conflict-affected and -vulnerable communities that are enlisted as Philhealth members          |  |  |  |  |  |
| 4 | Number of Former Rebels provided with medical assistance thru Assistance to Individuals in Crisis Situation               |  |  |  |  |  |

**On Shelter**

|   |   |  |  |  |  |  |
|---|---|--|--|--|--|--|
| 1 | Number of Former Rebels referred to access services on shelter or housing by region |  |  |  |  |  |
|---|---|--|--|--|--|--|

**On Disaster Risk Response and Rehabilitation Measures**

|   |   |  |  |  |  |  |
|---|---|--|--|--|--|--|
| 1 | Number of individuals in conflict-affected and -vulnerable communities provided with relief assistance as reported by the Disaster Response and Management Office   |  |  |  |  |  |
| 2 | Number of hygiene kits provided to affected individuals in conflict-affected and -vulnerable communities as reported by the Disaster Response and Management Office |  |  |  |  |  |
| 3 | Number of established evacuation centers in conflict-affected and -vulnerable communities with child friendly spaces disaggregated by region                        |  |  |  |  |  |

|                                  |  |  |  |  |  |  |
|----------------------------------|--|--|--|--|--|--|
| 4                                | Number of established evacuation centers in conflict-affected and -vulnerable communities with women friendly spaces disaggregated by region                 |  |  |  |  |  |
| 5                                | Number of Internally Displaced Individuals (IDPs) came from conflict affected areas served as reported by the Processing Center for Displaced Persons (PCDP) |  |  |  |  |  |
| 6                                | Number of transitional shelters provided in conflict-affected and -vulnerable communities for Internally Displaced Individuals (IDPs) by region              |  |  |  |  |  |
| 7                                | Number of Former Rebels that received the Cash-For-Work (CFW)  |  |  |  |  |  |
| 8                                | Number of individuals in conflict-affected and -vulnerable communities provided with assistance thru Assistance to Individuals in Crisis Situation [AICS]    |  |  |  |  |  |
| 9                                | Number of radicalized minors served by Social Service Attache  |  |  |  |  |  |
| <b>On Economic Opportunities</b> |  |  |  |  |  |  |
| 1                                | Number of Former Rebels who are leaders in Sustainable Livelihood Program [SLP] Associations   |  |  |  |  |  |
| 2                                | Number of Former Rebels participating in the design of projects that stimulate economic activities   |  |  |  |  |  |
| 3                                | Number of Former Rebels participating in the project management and implementation of projects that stimulate economic activities                            |  |  |  |  |  |
| 4                                | Number of Former Rebels who received seed capital  |  |  |  |  |  |
| 5                                | Number of Former Rebels who received a work-related stipend  |  |  |  |  |  |
| 6                                | Number of Former Rebels trained in technical-vocational training for employment  |  |  |  |  |  |
| 7                                | Number of Former Rebels trained in technical-vocational training necessary in setting-up their micro-enterprise  |  |  |  |  |  |
| 8                                | Number of Former Rebels referred to potential employers for employment   |  |  |  |  |  |

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
EXECUTIVE ORDER NO. 70 S. 2018  
RESULTS MATRIX

| No. | Objective/ Program/ Sub-Program/<br>Performance Indicator   | Baseline | Annual Targets |      | Endline Target | Assumptions and Risks                       |
|-----|---|----------|----------------|------|----------------|---|
|     |   | FY1-1    | FY1            | FY2  |                |   |
|     |   | 2019     | 2020           | 2021 | 2022           |   |
|     | Impact: By 2022, we will achieve significant progress in forging peace with armed groups. In conflict-affected and -vulnerable communities, delivery of public services will have improved significantly. |          |                |      |                |   |
|     | DSWD Organizational Outcome: Rights of the vulnerable sectors promoted and protected  |          |                |      |                |   |
|     | DSWD EO70 Outcome Statement 3: Conflict-affected and -vulnerable communities are resilient against communist exploitation   |          |                |      |                |   |
|     | Percentage of target communities increased awareness to counter communist exploitation and propaganda   |          |                |      |                |   |
|     | DSWD EO70 Output Statement 3.1 Participation of conflict-affected and -vulnerable communities on all matters that affect them   |          |                |      |                |   |
|     | Percentage of conflict-affected and -vulnerable communities participated in <u>Re-tooled</u> Community Support Program  |          |                |      |                |   |
|     |   |          |                |      |                |   |
|     | <b>Program Level Indicators</b>   |          |                |      |                |   |
|     | Number of conflict-affected and -vulnerable communities participated in the needs assessment  |          |                |      |                | A: Re-tooled Community Support Program used |
|     | Number of materials developed for community-based awareness on communist terrorist groups (eg Modules, Brochures, Session guide, IEC materials)   |          |                |      |                |   |
|     | Number of target communities adapting Community Organizing or Community Development - Driven Approach (CDD)   |          |                |      |                |   |

## ANNEX: F

### IMPLEMENTING PROCEDURES FOR THE PROVISION OF LIVELIHOOD SETTLEMENT GRANTS (LSG) TO FORMER REBELS

#### I. DESCRIPTION

The **Livelihood Settlement Grants (LSG)** is a financial assistance directly provided to each eligible Former Rebel (FR) to support the establishment or continuity of their livelihoods or economic activities in their communities. The **LSG** can be used as a seed capital to start-up new or existing feasible and viable micro-enterprises or purchase of inputs or starter kits needed for the identified micro-enterprises.

#### II. DEFINITION OF TERMS

1. **Grant Utilization Plan (GUP)**- A document that details the specific components of the micro-enterprises which includes all the necessary materials, inputs and other operational costs. The GUP determines if how much shall be funded by the LSG and the possible counterpart by the grantee or other stakeholders. The GUP shall be signed by the grantee (FR) and reviewed and endorsed by the Project Development Officer (PDO) of Sustainable Livelihood Program (SLP).
2. **Individual Grant Proposal (IGP)**- A document which details the various components of the micro-enterprise that is proposed for funding through the LSG. The IGP should be signed by the PDO as the one who prepared, the Regional Program Coordinator (RPC) of SLP Regional Program Management Office (RPMO) and the Regional Director (RD) or Officer-in-Charge of the DSWD Field Office.

#### III. COST PARAMETER

The **maximum amount** of LSG that each eligible FR may receive is **Twenty Thousand Pesos (Php 20,000.00)**.

#### IV. FUND SOURCE

The provision of LSG to each of the eligible FR shall be funded against SLP-General Appropriations Act (GAA) or from any other fund sources.

#### IV. ELIGIBLE RECIPIENTS

Eligible FRs should have submitted a signed certification from the E-CLIP Committee with a recent photo, at least 18 years of age and have undergone the processes as stipulated in this Annex.

## **V. IMPLEMENTATION PROCESS**

### **1. Project Proposal Preparation**

- a. The assigned Project Development Officer (PDO) of the DSWD Field Office shall conduct a 1-2 hours orientation on the processes to be undertaken in the provision of LSG.
- b. After the orientation, the PDO shall facilitate the preparation of Individual Grant Proposal (IGP) with the Grant Utilization Plan (GUP);
- c. The GUP shall be signed by the FR and endorsed by the PDO while the IGP shall be prepared by the PDO;
- d. The other signatories of the IGP are the Regional Program Coordinator of the SLP Regional Program Management Office (RPMO) as the one who reviewed it and endorsed for approval and the Regional Director or his/her Officer-in-Charge (OIC) as the one who approves the IGP; and
- e. The attachments to the IGP are the signed GUP and the certification from the E-CLIP Committee certifying the legitimacy of the FR.

### **2. Project Proposal Review and Approval**

- a. The submitted IGP with the GUP shall undergo the review of the SLP- Regional Program Management Office prior to the approval of the Regional Director or his/her OIC. Once approved, it shall undergo usual processing prior to disbursement.
- b. For efficiency purposes, the IGPs may be consolidated into a Mother Grant Proposal (MGP) to be prepared by the PDO, reviewed and recommended by the RPC of SLP-RPMO and to be approved by the Regional Director or his/her OIC.

### **3. Grant Releasing**

- a. The LSG shall be directly released to each of the FR;
- b. The LSG may be released through cash or individual check following the existing government auditing and accounting rules and procedures;
- c. Pertinent documents relative to the disbursement such as disbursement vouchers or cash assistance payroll shall be properly accomplished and secured which shall be attached to the liquidation report; and
- d. The only authorized person to receive the grant is the one whose name is in the approved grant proposal. In the absence of the authorized person, an "authorization" bearing the name, signature, and a photocopy of the identification card of the said person shall be presented by the representative. Only the legal-aged member of the family is allowed to receive the grant on behalf of the grantee.

### **4. Project Implementation, Technical Assistance and Monitoring**

- a. The PDO shall conduct a project monitoring visit at least one (1) month or earlier after the release of the LSG to each of the grantees. The aim of the monitoring visit is to check the status of the project and determine if there are needs of the grantees that would help them better manage their enterprises. The PDO may directly coordinate with the partners/stakeholders relative for possible assistance or support that they can extend to the grantees;
- b. The PDO shall provide report on the conducted monitoring to the Regional Program Coordinator of SLP-RPMO; and
- c. The SLP-RPMO shall provide status report on the funded projects to the SLP-NPMO on a monthly basis or as need arises.