

**ADMINISTRATIVE ORDER**No. 02

Series of 2023

**SUBJECT: AMENDMENT: GUIDELINES FOR THE PREPARATION OF SOCIAL PROTECTION AND DEVELOPMENT REPORT (SPDR) – AO 7, Series of 2011****I. Rationale**

Through the Reform Agenda, the Department endeavored to achieve its vision of empowering the poor, vulnerable, and disadvantaged families and communities for an improved quality of life. The DSWD has demonstrated to be the lead on the social protection (SP) sector being the Chairperson of NEDA-Social Development Committee Sub-Committee on the Social Protection (SDC-SCSP). As lead, the DSWD took the task of providing direction on social protection through several social protection-related efforts and initiatives such as development of SP policies, both at national and regional level, SP handbook and SP-Vulnerability and Adaptation Manual, among others. It further contributes to the agency's vision that all Filipinos are free from hunger and poverty, have equal access to opportunities, enabled by a fair, just and peaceful society.

Among the important national policy issuances are the social protection definition, adoption of SP operational framework and a Joint Memorandum Circular (JMC) No. 1 series of 2015 between DSWD and Department of the Interior and Local Government (DILG) which enjoins all Provinces, Cities and Municipalities to use the SP handbook for Local Planning, Budgeting, Implementing, Monitoring and Evaluating SP Programs. As part of operationalizing the SP framework and mainstreaming SP at the local level, conduct of Training of Trainers (ToT) and Roll-out training on the use of SP handbook has been undertaken. To operationalize the SP Operational Framework and mainstream SP at the local level, some LGUs created their SP Team, allocated funds for SP-related programs and activities and conducted the Family Risk and Vulnerability Assessment (FRVA). Some LGUs also issued SP-related local ordinances and have integrated their SP Plans to the Executive Legislative Agenda (ELA) and Annual Investment Plan (AIP).

The SP Handbook as the primary reference manual in implementing social protection interventions at the local level was supported by SP-Vulnerability and Adaptation Manual (VAM) which is a tool for local governments in assessing their risks and vulnerabilities for the identification of the appropriate localized responses and interventions in social protection. Vital to the operationalization of Social Protection is also monitoring its progress as it contributes to the gains on human capital investments to make it more effective upon occurrence of shocks. Such progress is being monitored through the Inter-Agency Committee on Social Protection Statistics (IAC-SPS) chaired by the DSWD and co-chaired by the National Economic and Development Authority (NEDA) and the Philippine Statistics Authority (PSA). Hence, the SPDR shall serve as input to the Social Protection Statistics by the IAC-SPS that gives in-depth analysis of risk and vulnerabilities of the concerned sectors against the mandated government agencies and their commitments.

Above-stated development in social protection policies has set forth a need to harmonize existing tools of the Department in the preparation of the Social Protection and Development Report across all levels, hence there is a need to enhance the existing guideline, i.e. Administrative Order No. 7, series of 2011. The enhanced guideline will likewise facilitate the preparation of LGU SPDR that will make the LGUs comply with LSWDO functionality.

## II. Legal Bases

1. Administrative Order No. 11, issued in 2022 adopting the DSWD Refreshed Strategy 2028 citing the strategic position of the Department, i.e., increasing the capacity of the LGUs to improve the delivery of social protection and social services
2. NEDA-Social Development Committee (SDC) Resolution No. 1, issued in 2020 approving and adopting the Social Protection Plan 2020-2022
3. NEDA-Social Development Committee (SDC) Resolution No. 1, issued in 2019 approving and adopting the Revised Social Protection Operational Framework
4. Joint Memorandum Circular (JMC) No. 1, issued in January 2015 “Enjoining all Provinces, Cities and Municipalities to use the Social Protection Handbook for Local Planning, Budgeting, Implementing, Monitoring and Evaluating Social Protection Programs”
5. Memorandum Circular No. 16, issued in 2014, provides the Standards for the Functionality of LSWDOs
6. Administrative Order No. 7, issued in 2011 – Guidelines in the Preparation of Social Protection and Development Report (SPDR)
7. Chapter 11 of the Philippine Development Plan (PDP) 2017-2022 – Considered social protection as one of the strategies to reduce vulnerabilities by decreasing people's exposure to risk and increasing their adaptive capacities.
8. NEDA-Social Development Committee (SDC) Resolution No. 2, issued in 2009 creating the Sub-Committee on Social Protection (SCSP)
9. NEDA-Social Development Committee (SDC) Resolution No. 1 issued in 2007 “Adopting a Philippine Definition of Social Protection”

## III. Objectives

The objective of the enhanced guideline is to rationalize the LGUs' use of the SP Handbook and SP VAM as planning tools for social protection initiatives, in addition to any other potential sources of information to be used in the preparation of the Social Protection Development Report. Likewise, the guideline will facilitate the preparation of SPDR at all levels (municipal, provincial, regional and national), serving as an avenue for LGUs to comply with the LSWDO functionality requirements, which will eventually be one of the criteria for the Seal of Good Local Governance (SGLG).

## IV: Definition of Terms

1. **Adaptation Strategies** – refers to programs, projects, services and activities aimed at responding to risks of vulnerable groups such as children, youth, women, among others.
2. **Family Risk and Vulnerability Assessment (FRVA) Tool** – refers to a checklist of current vulnerabilities that a family experienced for the past years. This will identify the experiences of the family that posed hazards and threats.
3. **Family Risk and Vulnerability Assessment Information System (FRVA-IS)** – refers to a web-based data management system which facilitates the encoding and processing of the FRVA Survey Result.
4. **Hazard** – refers to potentially damaging physical event, phenomenon or human activity that may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation.

5. **LGU Risk and Vulnerability Assessment Report for Social Protection** – refers to report consists of risks and vulnerabilities identified and prioritized by the LGUs, inventory of adaptation strategies, gaps and recommendations which will form part of the SPDR.
6. **Risk** - refers to the probability of harmful consequences or expected losses resulting from interactions between natural or human-induced hazards and vulnerable conditions. These are uncertain events that may damage someone's well-being towards becoming poor.
7. **Risk and Vulnerability Assessment** – refers to providing information on the prevalence of risks and vulnerabilities, vulnerable groups affected, impacts of the risks on their lives and the adaptation strategies employed.
8. **Social Protection** – refers to policies and programs that seek to reduce poverty and vulnerability to risks and enhance the social status and rights of the marginalized by promoting and protecting livelihood and employment, protecting against hazards and sudden loss of income, and improving people's capacity to manage risks.
9. **Social Protection Action Plan** – refers to the re-entry plan of the LGU participants during the Trainer's Training and Roll out Training on the Use of SP Handbook which consist of activities, timeframe, resources needed and responsible person/office.
10. **Social Protection and Development Report** – refers to report that will provide a comprehensive source of information on the current situation of a municipality/city/province/region based on the demographics, ecological profile, risks and vulnerabilities with corresponding SP strategies, gaps in the implementation of LGU mechanisms and relevant recommendations of the local SP Team that can be used for LGU planning and budgeting.
11. **Social Protection Handbook** –refers to the handbook which serves as the primary reference of LGUs, CSOs and government agencies in implementing social protection programs and projects.
12. **Social Protection - Vulnerability and Adaptation Manual (SP-VAM)** – refers to the manual which serves as a tool for assessing the risks and vulnerabilities at the local level and identifying adaptive strategies and capacities for social protection implemented at the local level.
13. **Social Protection Team** – refers to the local core team for social protection, chaired by the Local Chief Executive and assisted by the Provincial/City/Municipal Social Welfare and Development Officer (MSWDO) and Provincial/City/Municipal Planning and Development Officer (MPDO) together with Provincial/City/Municipal Health Officer (P/C/MHO), Local Disaster Risk Reduction & Management Officer (LDRRMO) and other representatives from various offices.
14. **Vulnerable** – refers to individuals, families, households and communities that are currently non-poor but will fall below the poverty line or will become poor if hazards occur.
15. **Vulnerability** – refers to the condition determined by physical, social, economic and environmental factors or processes which increases the susceptibility of a community to the impact of hazards.

## V. Description and Content of SPDR

The Social Protection and Development Report (SPDR) is a report aimed to provide information that will give an overview of the current situation of a particular local government unit (Provincial, City and Municipality) and region on social protection, particularly on risks and vulnerabilities. The report will be based on the demographics, ecological profile, identified risks and vulnerabilities with corresponding SP strategies, gaps in the implementation of LGU mechanisms and relevant recommendations which is useful in planning, budgeting, policy and program development as basis for the preparation of local social protection plan/initiatives.

The SPDR has two (2) parts:

1. **General Information:** This contains the quick facts/information about the LGU/Region. This includes the Vision/Mission, Geophysical Characteristics, Population and Demographic Profile, Social Development and Economic Profile, Infrastructure and Utilities; Socio-economic Environment; Institutional/ Organizational and Financial Profile, among others. This information can be obtained from the Ecological Profiling as part of the Comprehensive Development Planning Cycle of LGUs and can also be an input on the updating of the Comprehensive Development Plan (CDP).
2. **Risk and Vulnerability Assessment:** This contains the identified risks and vulnerabilities of the local government unit/region, adaptation strategies and gaps. Part of the assessment also includes analysis and recommendations as well as matrices and other reference documents as part of Annexes. Process of doing the risk and vulnerability assessment are indicated under Operational Procedures of this guideline.

## VI. Coverage

This Administrative Order shall primarily cover the DSWD Central and Field Offices. The preparation of the SPDR at the LGU level (Province/City/Municipality) is reflected as guide for the provision of technical assistance to LGUs. The preparation cycle of the SPDR shall be in accordance with the preparation of the Executive Legislative Agenda (ELA) and Local Development Investment Program (LDIP) of the Local Government Units (LGUs) which is prepared every three (3) years corresponding to the term of local elective officials.

## VII. Sources of Data

Both primary and secondary data shall be used. As a primary source of data, the results of the following can be used:

- Community-Based Monitoring System (CBMS), if available at the LGUs
- Climate and Disaster Risk Assessment (CDRA)
- Family Risk and Vulnerability Assessment (FRVA)
- Listahanan
- Participatory Situation Analysis

For the secondary data, this can be obtained from the following:

- Philippine Statistical Authority (Population and Housing Statistics, Family Income Expenditure Survey (FIES), Annual Poverty Indicator Survey (APIS), Labor Force Survey (LFS) and Poverty Statistics

Other data generated by other agencies and local offices can also be utilized. (*Annex A*)

## VIII. Operational Procedures

### A. Preparation

1. The local Social Protection (SP) Team or Local Development Council shall gather and review the secondary materials as basis for identifying *Part 1 of SPDR (General Information)*;
2. The SP Team or LDC shall lead the conduct of risk and vulnerability assessment using available sources of data to determine the following: a) risks and vulnerabilities of families within a particular LGU; b) current adaptation program/strategies; and c) issues and gaps based on program implementation;

For the LGUs who opted to use Family Risk and Vulnerability and Assessment (FRVA) Tool for the risk and vulnerability assessment, the Social Protection Vulnerability and Adaptation Manual (SP-VAM) will be used as reference. The processing and report generation of the FRVA result will be done through the FRVA-Information System (FRVA-IS), a web-application tool which facilitates the encoding, processing and consolidation of the FRVA survey result. Encoding and generation of data will be done at C/MSWD Office and C/MPD Office, as SP lead coordinators and secretariat. Activation of users will be done at the DSWD Regional Office-Policy Development and Planning Section (PDPS), particularly under Information and Communications Technology Section (ICTS);

3. Using the result of the risk and vulnerability assessment, the SP Team or LDC is expected to come up with the LGU Risk and Vulnerability Assessment Report. The report will contain the identified and prioritized risks encountered by the families and communities according to the different category of risks, i.e., Individual Life Cycle Risk; Economic Risks; Environment and Disaster Risks; and Social and Governance Risks.

It shall also include existing strategies to reduce and respond to the risks identified and the gaps in terms of its implementation and shall be analyzed as reference for recommendations. Recommendations could be along policy, program, resources, structures, capacities, information, among others. A brief discussion on the identified and prioritized risks and gaps shall be included in the report.

4. After identifying the LGU risks and vulnerabilities, issues and gaps with analysis, as well as recommendations which resulted to LGU Risk and Vulnerability Assessment Report, the LGU shall come up with the SPDR using the prescribed template (*Annex B*);
5. On the SPDR preparation, the C/MLGUs shall prepare their SPDR within 2<sup>nd</sup> Quarter (April) for submission to the Province. Using the C/MLGUs, the PLGUs shall prepare the provincial SPDR by 2<sup>nd</sup> Quarter (May-June) for submission to DSWD Regional Office. The DSWD Regional Office shall prepare the regional SPDR by 3<sup>rd</sup> Quarter (September) for submission to PDPB;
6. The DSWD Central Office-PDPB shall monitor and ensure FO compliance for the submission of Regional SPDR. A national SPDR shall likewise be prepared;
7. The formulated local SPDRs shall be the basis of the SP Team in identifying SP programs and projects that will be included in their Comprehensive Development Plan (CDP),

Annual Investment Plan (AIP) and Executive Legislative Agenda (ELA). On the other hand, the regional and national SPDR shall be the basis of the RDC and NGAs, respectively for planning, policy and program development

#### **B. Updating**

1. Using the recent and updated available sources of data, the SP Team or LDC shall review their current SPDR and come with updated SPDR to reflect the current situation of the LGU.
2. The updating of SPDR is deemed appropriate with the recent data for the year and shall follow the same dates as indicated in the preparation of SPDR.

### **IX. Timelines for Preparation, Updating and Submission**

- A: Preparation of SPDR is every three (3) years while updating is every year. Instructions for the preparation are indicated in **Annex B**.
- B. Dates of submission are as follows: Municipal/City level (End of May); Provincial level (End of July); Regional level (End of October)

### **X. Institutional Arrangements**

#### **A. DSWD Field Offices**

1. Policy Development and Planning Section (PDPS). The PDPS, through the Planning Unit shall provide necessary technical assistance to P/C/MSWDOs and P/C/MPDOs in the preparation of SPDR particularly in doing the risk and vulnerability assessment. They shall be responsible in monitoring, retrieval and preparation of the regional SPDR and ensuring timely submission to DSWD Central Office-PDPB. They are also expected to analyze the result of regional SPDR taking note of emerging social problems/issues at the regional level that may not be captured in the LGU report. Further, it should be presented in the Regional Development Council (RDC) for updating of regional development plans and for possible RDC resolution to ensure inclusion in the Annual Regional Development Plan, Executive Legislative Agenda and Annual Investment Plan.

The PDPS shall provide technical assistance to LGUs, particularly on the following specific roles of the LGUs:

City/Municipal Level: The City/Municipal Planning and Development Officers (C/MPDOs) and City/Municipal Social Welfare Officers (C/MSWDOs), as SP coordinators and SP Team Secretariat Heads shall lead the preparation of the SPDR. However, other members of SP Team, particularly the City/Municipal Local Government Operation Officers (C/MLGOOs) shall be involved particularly in the conduct of LGU risk and vulnerability assessment. They will ensure timely submission of updated municipal SPDR to the Province. The formulated SPDRs shall serve as inputs to the provincial SPDR.

Provincial Level: The Provincial Planning and Development Officers (PPDOs) and Provincial Social Welfare Officers (PSWDOs), as SP coordinators/team leaders shall lead the preparation of the Provincial SPDR and will ensure timely submission of updated SPDR to DSWD Regional Office. The Provincial SP Team, particularly the Provincial Local Government Operation Officers (PLGOOs) shall likewise provide technical assistance and support to Municipal SP Teams in mainstreaming SP at the local level. The formulated SPDR shall serve as inputs to the regional SPDR.

2. Regional Information and Communications Technology Management Service (RICTMS): The RICTMS shall be responsible for providing TA in relation to the IT operations, components and requirements of the FRVA-IS at the regional level, as applicable.
3. Provincial Action Team: The Provincial Action Team is expected to assist the regional offices in terms of monitoring and coordination with concerned LGUs for the retrieval and ensuring submission of SPDR to the region
4. Capacity Building Services (CBS): The CBS shall ensure that monitoring of LGU SPDR by PDPS and SWAD/PAC Team is included in their Technical Assistance Programs and Services (TAPS) Plan and in the Report of Social Welfare and Development (SWAD) /PAC Teams.
5. TAPS Focal Persons: The TAPS Focal Person shall be involved in monitoring and coordination on the TAPS implementation with the PDPS relative to the LGU SPDR preparation.

#### **B. DSWD Central Office**

1. Policy Development and Planning Bureau (PDPB). The PDPB, particularly the Planning and Monitoring Division shall provide necessary technical assistance to Field Offices in the preparation of SPDR particularly in doing the risk and vulnerability assessment. They are expected to monitor and coordinate the retrieval and ensure timely submission of regional SPDR. The Bureau shall likewise prepare the national SPDR using available secondary data by the 1<sup>st</sup> Quarter (March) of every year to be used as reference for planning, policy and program development. Particularly, the Bureau shall:
  - a. Review and provide necessary technical assistance to Field Offices in the preparation of the LGU and regional SPDR, including the conduct of the Risk and Vulnerability Assessment;
  - b. Complete the National SPDR by March of every year;
  - c. Present the National SPDR to the SDC-SCSP and Inter-Agency Committee on Social Protection Statistics (IAC-SPS) as reference for planning, policy, and program development of its committee members;
  - d. Provide updates and recommendations on the utilization of SPDR
2. Information and Communications Technology Management Service (ICTMS). In coordination with PDPB, the ICTMS shall continue to deploy the FRVA-IS with the designated users, conduct technology transfers activity and provide continuing support and technical assistance to ensure the functionality and full operationalization of the FRVA-IS to PDPB and PDPS of Regional Offices.
3. Social Welfare Institutional Development Bureau (SWIDB). The SWIDB shall ensure that monitoring and provision of technical assistance for SPDR preparation is included in their Technical Assistance Programs and Services (TAPS) Plan.

## **XI. Funding**

The budgetary requirements for the provision of technical assistance to the LGUs on the preparation of SPDR shall be included in the Annual Work and Financial Plans (WFP) of the DSWD Field Offices chargeable to FO TAPS funds. On the other hand, the LGUs may allocate resources as their counterpart to carry the tasks stipulated in the guideline. The local SP Team or LDC shall work closely with the Local Finance Committee (LCF) and LGU Budget Officer to maximize the available resources for the conduct of risk and vulnerability assessment and other SP-related activities.

## **XII. Effectivity**

This order shall take effect immediately and amends/supplements the previous Administrative Order pertinent hereto.

Issued in Quezon City this 31 day of JAN 2023.

  
**EDUARDO M. PUNAY**  
Officer-In-Charge



## Types of Risks and Possible Data Sources

Possible Risks <i>Types</i>	Possible Sources of Data		
	<i>Regional</i>	<i>Provincial</i>	<i>City/Municipality</i>
<b>Individual Lifecycle:</b>			
<b>Hunger and malnutrition</b>	<ul style="list-style-type: none"> <li>• Food and Nutrition Research Institute (FNRI)</li> <li>• National Nutrition Council (NNC)</li> <li>• Social Weather Station (SWS)</li> <li>• Regional NGO networks</li> </ul>	<ul style="list-style-type: none"> <li>• Food and Nutrition Research Institute (FNRI)</li> <li>• National Nutrition Council (NNC)</li> <li>• City and Municipal Social Welfare Offices,</li> <li>• Provincial NGOs,</li> <li>• religious organizations</li> </ul>	<ul style="list-style-type: none"> <li>• Food and Nutrition Research Institute (FNRI)</li> <li>• National Nutrition Council (NNC)</li> <li>• Barangay Health and Day Care Workers</li> <li>• Local NGOs</li> <li>• religious organizations</li> </ul>
<b>Illness, Injury, Disease (incl. HIV-AIDS)</b>	<ul style="list-style-type: none"> <li>• Department of Health (DOH) Regional Office</li> <li>• Provincial Health Offices</li> </ul>	<ul style="list-style-type: none"> <li>• Provincial Health Office/Boards</li> <li>• Local health NGOs</li> <li>• Municipal/ City Health Offices</li> </ul>	<ul style="list-style-type: none"> <li>• Local Health Office/Boards</li> <li>• Local health NGOs</li> <li>• Barangay health workers</li> </ul>
<b>Disability</b>	<ul style="list-style-type: none"> <li>• National Statistics Office (NSO)- Census on Housing and Population</li> <li>• National Council on Disability Affairs (NCDA)</li> </ul>	<ul style="list-style-type: none"> <li>• National Statistics Office (NSO)- Census on Housing and Population</li> <li>• Local Social Welfare Offices</li> </ul>	<ul style="list-style-type: none"> <li>• National Statistics Office (NSO)- Census on Housing and Population</li> <li>• Barangay registry</li> </ul>
<b>Old Age</b>	<ul style="list-style-type: none"> <li>• National Statistics Office (NSO)- Census on Housing and Population</li> <li>• Provincial Offices for Senior Citizens</li> </ul>	<ul style="list-style-type: none"> <li>• National Statistics Office (NSO)- Census on Housing and Population</li> <li>• Office of Senior Citizens</li> </ul>	<ul style="list-style-type: none"> <li>• Office of Senior Citizen Affairs (OSCA)</li> <li>• barangay registry</li> <li>• barangay health workers</li> </ul>

Possible Risks <i>Types</i>	Possible Sources of Data		
	<i>Regional</i>	<i>Provincial</i>	<i>City/Municipality</i>
		Affairs (OSCA)	
Large Family Size	<ul style="list-style-type: none"> <li>NSO,</li> <li>Commission on Population and Development - National Demographic and Health Survey</li> <li>DOH</li> </ul>	<ul style="list-style-type: none"> <li>NSO</li> <li>Provincial and Municipal Health Offices</li> </ul>	<ul style="list-style-type: none"> <li>Municipal Health Offices</li> <li>Barangay Health Offices</li> </ul>
<b>Economic:</b>			
Underemployment	<ul style="list-style-type: none"> <li>NSO</li> <li>DOLE</li> <li>DTI</li> </ul>	<ul style="list-style-type: none"> <li>NSO</li> <li>Municipal and City PESO</li> </ul>	<ul style="list-style-type: none"> <li>Local PESO, Local Planning Office</li> <li>Barangay registry</li> </ul>
Unemployment	<ul style="list-style-type: none"> <li>NSO</li> <li>DOLE</li> <li>DTI</li> </ul>	<ul style="list-style-type: none"> <li>NSO</li> <li>Municipal and City PESO</li> </ul>	<ul style="list-style-type: none"> <li>Local PESO, Local Planning Office,</li> <li>Barangay registry</li> </ul>
Price instability of basic commodities	<ul style="list-style-type: none"> <li>NSO</li> <li>DTI</li> <li>Local Price Coordinating Council</li> </ul>	<ul style="list-style-type: none"> <li>NSO</li> <li>DTI</li> <li>Local Price Coordinating Council</li> </ul>	<ul style="list-style-type: none"> <li>Local Planning Office</li> <li>Local public markets</li> <li>Local Price Coordinating Council</li> </ul>
Poverty Incidence	<ul style="list-style-type: none"> <li>NSCB</li> <li>NEDA</li> </ul>	<ul style="list-style-type: none"> <li>Local Planning Office</li> </ul>	<ul style="list-style-type: none"> <li>Local Planning Office</li> </ul>
Labor Productivity	<ul style="list-style-type: none"> <li>DOLE</li> <li>DTI</li> <li>NSO</li> </ul>	<ul style="list-style-type: none"> <li>Local PESO</li> <li>Local Planning Office</li> </ul>	<ul style="list-style-type: none"> <li>Local PESO</li> <li>Local Planning Office</li> </ul>
Company/Labor Shutdown, labor strike/labor retrenchment	<ul style="list-style-type: none"> <li>DOLE</li> <li>NSO</li> <li>DTI</li> </ul>	<ul style="list-style-type: none"> <li>NSO</li> <li>Municipal and City PESO</li> </ul>	<ul style="list-style-type: none"> <li>Local PESO</li> <li>Local Planning Office</li> </ul>
<b>Environmental and Natural :</b>			
Shelter and Housing	<ul style="list-style-type: none"> <li>DHSUD</li> <li>private sector housing-related org.</li> </ul>	<ul style="list-style-type: none"> <li>HUDCC</li> <li>private sector housing-related org.</li> </ul>	<ul style="list-style-type: none"> <li>Local housing boards</li> <li>local development planning office</li> <li>private sector housing-related organizations</li> </ul>

Possible Risks	Possible Sources of Data		
	<i>Types</i>	<i>Regional</i>	<i>Provincial</i>
Access to water and sanitation	<ul style="list-style-type: none"> <li>• DOH</li> <li>• Provincial Health Offices</li> </ul>	<ul style="list-style-type: none"> <li>• Provincial and Municipal Health Offices</li> <li>• Provincial Planning Office</li> </ul>	<ul style="list-style-type: none"> <li>• Municipal Health Office</li> <li>• Barangay Health Office</li> <li>• Local planning Office</li> </ul>
Drought	<ul style="list-style-type: none"> <li>• DENR</li> <li>• DENR Regional Office</li> <li>• Regional Disaster Coordinating Council (RDCC)</li> <li>• PAG-ASA</li> <li>• private groups like the Manila Observatory</li> </ul>	<ul style="list-style-type: none"> <li>• Provincial Environment and Natural Resources Office</li> <li>• Provincial Disaster Coordinating Council (PDCC)</li> <li>• PAG-ASA</li> </ul>	<ul style="list-style-type: none"> <li>• Municipal Environment &amp; Natural Resources Office</li> <li>• Municipal Disaster Coordinating Council (MDCC)</li> <li>• PAG-ASA</li> <li>• Barangay Disaster Coordinating Council (BDCC)</li> </ul>
Rains and Floods	<ul style="list-style-type: none"> <li>• DENR</li> <li>• DENR Regional Office</li> <li>• Regional Disaster Coordinating Council (RDCC)</li> <li>• PAG-ASA, private groups like the Manila Observatory</li> </ul>	<ul style="list-style-type: none"> <li>• Provincial Environment &amp; Natural Resources Office</li> <li>• Provincial Disaster Coordinating Council (PDCC), PAG-ASA</li> </ul>	<ul style="list-style-type: none"> <li>• Municipal Environment &amp; Natural Resources Office</li> <li>• Disaster Coordinating Council (MDCC)</li> <li>• PAG-ASA</li> <li>• Barangay Disaster Coordinating Council (BDCC)</li> </ul>
Earthquakes	<ul style="list-style-type: none"> <li>• DENR,</li> <li>• DENR Regional Office</li> <li>• Regional Disaster Coordinating Council (RDCC)</li> <li>• PHIVOLCS</li> <li>• private groups like the Manila Observatory</li> </ul>	<ul style="list-style-type: none"> <li>• Provincial Environment &amp; Natural Resources Office</li> <li>• Provincial Disaster Coordinating Council (PDCC), PAG-ASA</li> </ul>	<ul style="list-style-type: none"> <li>• Municipal Environment &amp; Natural Resources Office</li> <li>• Municipal Disaster Coordinating Council (MDCC)</li> <li>• PAG-ASA</li> <li>• Barangay Disaster Coordinating Council (BDCC)</li> </ul>
Volcano eruption and landslides	<ul style="list-style-type: none"> <li>• DENR,</li> <li>• DENR Regional Office</li> <li>• Regional Disaster Coordinating Council (RDCC)</li> <li>• PDCCs</li> </ul>	<ul style="list-style-type: none"> <li>• Provincial Environment &amp; Natural Resources Office</li> <li>• Provincial Disaster</li> </ul>	<ul style="list-style-type: none"> <li>• Municipal Environment &amp; Natural Resources Office</li> <li>• Municipal Disaster Coordinating Council (MDCC)</li> </ul>

Possible Risks <i>Types</i>	Possible Sources of Data		
	<i>Regional</i>	<i>Provincial</i>	<i>City/Municipality</i>
	<ul style="list-style-type: none"> <li>PHIVOLCS private groups like the Manila Observatory</li> </ul>	<ul style="list-style-type: none"> <li>Coordinating Council (PDCC), PAG-ASA</li> </ul>	<ul style="list-style-type: none"> <li>PAG-ASA</li> <li>Barangay Disaster Coordinating Council (BDCC)</li> </ul>
<b>Fire</b>	<ul style="list-style-type: none"> <li>Regional Disaster Coordinating Council (RDCC)</li> </ul>	<ul style="list-style-type: none"> <li>Provincial Disaster Coordinating Council (PDCC)</li> <li>Provincial Fire Protection</li> </ul>	<ul style="list-style-type: none"> <li>Municipal Disaster Coordinating Council (MDCC)</li> <li>Barangay Disaster Coordinating Council (BDCC)</li> </ul>
<b>Social/ Governance:</b>			
<b>Crime and domestic violence</b>	<ul style="list-style-type: none"> <li>Philippine National Police (PNP)</li> <li>DSWD</li> <li>citizen watchdogs</li> </ul>	<ul style="list-style-type: none"> <li>PNP</li> <li>citizen watchdogs</li> </ul>	<ul style="list-style-type: none"> <li>PNP,</li> <li>barangay tanods,</li> <li>citizen watchdogs</li> </ul>
<b>Political insurgencies/Extra Judicial killings and Enforced Disappearances</b>	<ul style="list-style-type: none"> <li>Department of National Defense (DND)</li> <li>Armed Forces of the Philippines (AFP)</li> <li>citizen watchdogs</li> <li>religious organizations</li> <li>civil society groups</li> <li>media</li> <li>Phil. National Red Cross</li> <li>PNP</li> <li>NGOs</li> <li>DILG</li> <li>DOH</li> <li>CHR</li> <li>OPAP</li> <li>GRP Monitoring Committee</li> </ul>	<ul style="list-style-type: none"> <li>DND-AFP</li> <li>citizen watchdogs</li> <li>religious organizations</li> <li>civil society groups</li> <li>PSWDO</li> <li>PNP</li> <li>NGOs</li> <li>DILG</li> <li>DOH</li> <li>media</li> <li>OPAP</li> <li>GRP Monitoring Committee</li> </ul>	<ul style="list-style-type: none"> <li>DND-AFP</li> <li>barangay tanods</li> <li>citizen watchdogs</li> <li>religious organizations</li> <li>civil society groups</li> <li>media</li> <li>C/MSWDO</li> <li>PNP</li> <li>NGOs</li> <li>DILG</li> <li>DOH</li> <li>OPAP</li> <li>GRP Monitoring Committee</li> </ul>

*Risks adopted mainly from the ADB Social Protection Strategy Paper, 2001*

**SOCIAL PROTECTION AND DEVELOPMENT REPORT (SPDR)**  
CY \_\_\_\_\_

REGION: \_\_\_\_\_  
PROVINCE: \_\_\_\_\_  
CITY/MUNICIPALITY: \_\_\_\_\_

**I. GENERAL INFORMATION – Quick Facts about LGU**

**A. Development Vision/Mission**

**B. Geophysical Characteristics** (Location and Area, Topography, Climate)

**C. Population and Demographic Profile** (Population Count and Trend, Age-Sex Structure, Labor Force, Population Density, Ethnicity, Religion, Language, Poverty Incidence)

**D. Social Development Profile** (Education, Health and Nutrition, Social Welfare and Development, Labor and Employment, Shelter/Housing, Security and Safety, Sports and Recreation)

**E. Economic Profile** (Agriculture, Tourism, Commerce and Industry)

**F. Infrastructure and Utilities** (Transportation, Communication, Water Source, Power/Electricity Supply)

**G. Environment** (Land Classification, Geographical Zone Surfaces, Mineral Resources, Forest Cover)

**H. Institutional Profile/Organizational Structure** (Political subdivisions, organizational structure)

**I. Financial Profile** (Income Classification, Annual Income and Budget, Income and Expenditures, Internal Revenue Allotment (IRA) per approved GAA)

**II. LGU RISK AND VULNERABILITY ASSESSMENT**

**A. Risks and Vulnerabilities of the LGU (Table 1)**

This is a summary of the risks and vulnerabilities encountered by the families and communities of a particular LGU.

Using the result of the municipal and barangay workshop and the data from the family risk and vulnerability assessment survey (FRVA) or other source of data, the LGU shall identify and prioritize the risks and vulnerabilities encountered by the families/communities according to the different category of risks, i.e., Individual Life Cycle

Risk; Economic Risks; Environment and Disaster Risks; and Social and Governance Risks.

**Table 1: LGU Risks and Vulnerabilities**

<b>RISKS AND VULNERABILITIES</b>	<b>VULNERABLE SECTORS AFFECTED</b>
A. Individual Life Cycle Risk	
B. Economic Risks	
C. Environment and Disaster Risks	
D. Social and Governance Risks	

*Note: To be part of Annexes*

**B. Adaptation Strategies Per Type of Risks (Table 2)**

This is an inventory of the existing adaptation strategies that will serve as guide in analyzing and identifying the gaps for social protection. Strategies to reduce risks are meant to prevent the occurrence of risks or mitigate their effects while strategies to respond to risks are meant reduce further losses.

For each identified risks, the LGU shall identify what the existing strategies are to: 1) reduce; and 2) respond to the risks, as well as what are lacking or the gaps in terms of its implementation.

**Table 2: Adaptation Strategies Per Type of Risks**

<b>RISKS AND VULNERABILITIES</b>	<b>WHAT ARE EXISTING STRATEGIES TO REDUCE/ RESPOND TO RISKS</b>	<b>WHAT ARE LACKING</b>
A. Individual Life Cycle Risk		
B. Economic Risks		
C. Environment and Disaster Risks		
D. Social and Governance Risks		

*Note: To be part of Annexes*

**C. Findings and Analysis**

This includes analysis of the result of risk and vulnerability assessment including the result of the inventory of the existing adaptation strategies and gaps identified.

**D. Recommendations**

This includes recommendations that would address the gaps identified to ensure the risks and vulnerabilities identified are well responded. Recommendations could be along policy, program, resources, structures, capacities, information, among others.

**E. Annexes – Matrices and Other Reference Documents**

This includes the different workshop matrices used during the municipal and barangay workshops (workshop matrix for each type of risks, summary/result of the FRVA; list of hazards and spot maps of community hazards, among others).

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**Prepared by:**

\_\_\_\_\_  
Name and Signature  
M/C/PSWDO  
Lead & Secretariat for SP-RVAA

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

\_\_\_\_\_  
Name and Signature  
M/C/PPDO  
Asst. Secretariat for SP-RVAA

**Approved by:**

\_\_\_\_\_  
Name and Signature  
City/Municipal Mayor

Republic of the Philippines  
City/Municipality of \_\_\_\_\_  
Province of \_\_\_\_\_

**SOCIAL PROTECTION and DEVELOPMENT REPORT**

**EXECUTIVE SUMMARY**

I. Introduction

II. Result

**Table 1: Prioritized Risks Encountered by Families/Community**

PRIORITIZED RISKS

III. Major Findings:

**Table 2: Current Programs/Strategies and Gaps**

CURRENT PROGRAMS/STRATEGIES	GAPS

IV. Recommendations:

**Table 3: Recommendations to Address the Gaps and Risks**

A. Policy
B. Programs
C. Resources
D. Structures
E. Capacities
F. Information
G. Others

Prepared by:

SP Team



## INSTRUCTIONS

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### A. General Instruction

It is important that an SP Team has been created or there is an existing structure such as Local Development Council (LDC) who will be responsible in the preparation of SPDR. Secondary materials such as Ecological Profile, Comprehensive Land Use Plan, Comprehensive Development Plan, Sectoral Plans such as Local Development Plan for Children, Ancestral Domains Sustainable Development & Protection Plan, Indigenous People Community Development Plan for IP Community, hazard maps, among others should be readily available to facilitate filling-up of Part 1 of SPDR. For Part 2, in addition to the Family Risk and Vulnerability Assessment (FRVA) Tool, the CBMS, CDRA, Listahanan and other sources of data shall be considered.

### B. Detailed Instructions

**Part 1: General Information** – this will contain quick facts/information about the LGU. Primary source is the Ecological Profile. The data on the general information shall be provided following the stated description.

General Information	Description
A. Development Vision/Mission	This is the vision/mission statement of the LGU
B. Geophysical Characteristics	This is the LGU location and area, topography and climate
C. Population and Demographic Profile	This is the LGU population count and trend, age-sex structure, labor force, population density, ethnicity, religion, language and poverty incidence
D. Social Development Profile	This is the LGU social sector profile in terms of education, health and nutrition, social welfare and development, labor and employment, shelter/housing, security and safety, sports and recreation
E. Economic Profile	This is the LGU economic profile in terms of agriculture, fisheries, livestock and poultry, tourism, commerce, industry, trade, entrepreneurship and cooperatives
	This is the LGU infrastructure support and utilities such as transport facilities, communication

General Information	Description
F. Infrastructure and Utilities	facilities, water and power/electricity supply
G. Environment	This is the LGU solid waste disposal system, land classification, geographical zone surfaces, mineral resources, forest cover.
H. Institutional Profile Organizational Structure	This is the LGU political subdivisions and organizational structure
I. Financial Profile	This is the LGU income classification, annual income and budget, income and expenditures, internal revenue allotment (IRA) per approved <u>GAA</u>

## Part 2: LGU Risk and Vulnerability Assessment

This part will contain the following sections but the source of data should not only limit on the use of Family Risk and Vulnerability Assessment (FRVA) Tool. Other available primary and secondary data can be used.

Section	Description/Instructions
<b>A. Risks and Vulnerabilities of the LGU (Table 1)</b>	<p>This is a summary of the risks and vulnerabilities encountered by the families and communities of a particular LGU.</p> <p>Using available sources of data, the LGU shall identify and prioritize the risks and vulnerabilities encountered by the families/communities according to the different category of risks, i.e., Individual Life Cycle Risk; Economic Risks; Environment and Disaster Risks; and Social and Governance Risks as well as the vulnerable sectors affected.</p>
<b>B. Adaptation Strategies Per Type of Risks: (Table 2)</b>	<p>This is an inventory of the existing adaptation strategies that will serve as guide in analyzing and identifying the gaps for social protection. Strategies to reduce risks are meant to prevent the occurrence of risks or mitigate their effects while strategies to respond to risks are meant reduce further losses.</p> <p>For each identified risks, the LGU shall identify what are the existing strategies to: 1) reduce; and 2) respond to the risks, as well as what are lacking or gaps in terms of its implementation</p>
<b>C. Findings/Analysis</b>	This includes analysis as a result of the inventory of the existing adaptation strategies and gaps

Section	Description/Instructions
	identified.
<b>D. Recommendations</b>	This includes recommendations that would address the gaps identified to ensure the risks and vulnerabilities identified are well responded. Recommendations could be along policy, program, resources, structures, capacities, information, among others.
<b>E. Annexes – Matrices and Other Reference Documents</b>	This includes the different matrices used during the workshop/meetings; list of hazards and spot maps of community hazards, among others