



scenario and corresponding interventions to address the primary social welfare and development clients stated as follows:

*“Protecting the vulnerable groups is a prerequisite to conquering poverty and transforming Philippine society so that each Filipino can enjoy a better and dignified quality of life. However, persistent income and asset inequities, and the slow reduction of poverty limit the access of the poor to resources and opportunities and exclude marginalized sectors from fully participating in development. These constraints serve as barriers for the poor and vulnerable groups in fully realizing their potentials.*”

“To reduce vulnerabilities, social assistance and welfare, social safety nets, and social security are necessary to prevent the poor from falling below an acceptable standard of well-being. Interventions will enable them to attain a certain level of economic status, welfare and disposition so that they may participate in and benefit from the development process.”

◆ *The Major Final Outputs (MFOs)*

MFOs are goods and services produced/provided by the Department/ agency for external clients and are classified as high and medium priorities. The DSWD major final outputs which are the services and products of the Department for external publics consists of the following: Social welfare and development policies and plan formulation, advocacy, monitoring and evaluation; Social welfare program development; Registration, licensing and accreditation services; technical assistance and capability building services in planning, implementing and monitoring social welfare and development programs/projects/activities; and Provision of support services

◆ *The National Commitments*

The DSWD as signatory to various international treaties, instruments and national pledges/obligations/commitments shall continue to monitor the Department plans and performances relative to the following plans:

- ◆ Philippine Plan for Gender-Responsive Development (PPGRD) (1995-2025)
- ◆ Child 21 (2000 - 2025)
- ◆ Medium Term Youth Development Plan (1999 – 2004)
- ◆ Philippine Plan of Action for Older Persons (1999-2004)
- ◆ National Plan of Action for the 2<sup>nd</sup> Decade of Persons with Disabilities (2003-2012)
- ◆ Philippine Plan of Action for Filipino Family (2003–2005)

◆ *The DSWD Vision, Mission Goals*

In consonance with expected societal outcomes of poverty reduction, improved status of human development index and more equitable distribution of income, the Department has adopted the following:

**VISION**

“A society where the poor, vulnerable and disadvantaged individuals, families and communities are empowered for an improved quality of life.”

**MISSION**

“To provide social protection and promote the rights and welfare of the poor, vulnerable and disadvantaged individual, family and community to contribute to poverty alleviation and empowerment through Social Welfare Development policies, programs, projects and services implemented with or through Local Government Units, Non-Government Organizations, People Organizations, National Government Agencies and other members of civil society.”

**GOALS**

In the performance of its mission, the DSWD takes a pro-active stance in the following:

1. Formulation and advocacy of just and responsive SWD legislative agenda, policies and plans, as well as ensuring their effective implementation;
2. Identification, development and marketing of technologies for building up social capital;
3. Setting up and enforcement of Social Welfare Development standards to protect the rights of the poor and the disadvantaged to quality services;
4. Provision of technical assistance and resource augmentation to intermediaries in the implementation of SWD programs and services; and
5. Provision of preventive, protective, rehabilitative and developmental programs and services.

◆ *DSWD Thrusts and Priorities for CY 2004 (MC 28, Series of 2003)*



### III. OBJECTIVES

1. To provide the over-all directions/guidelines for the operationalization of the thrusts and priorities of the Department for CY 2004 in congruence with the Medium Term Philippine Development Plan 2001-2004, President Arroyo's Policy Directions; the DSWD Corporate Plan cum Repositioning and Streamlining Plan (RSP); DSWD Major Final Outputs (MFOs), GAD Mainstreaming; and International and National Commitments.
2. To specify the reportorial requirements and timetable in the preparation of the plans and accomplishments at the Central and Field Office (FO) level.

### IV. PLANNING PARAMETERS

#### A. Form and Content of the National and Regional SWD Plans

##### 1. National Social Welfare and Development Plans

- The National Social Welfare and Development Plan shall contain policy directions and thrusts that is consistent with the MTPDP goal of *reducing vulnerabilities through social assistance or welfare programs and social safety net programs*. This shall also reflect the Department's thrusts and directions for the year; and priority programs, projects and services. Further, existing and emerging SWD situations at the national and regional, as well as international commitments should be presented in every plan formulation/updating.

The BP 206 Work and Financial Plan Matrix (as prescribed by the Department of Budget and Management) shall contain the DSWD targets under each Programs/Activities/Projects (PAPs) per MFOs.

- DSWD Long-Term and Medium Term Plans relative to the following International/National Commitments shall be updated annually (when necessary in view of emerging needs of the specific sector) and monitored by the concerned units from the Central Office level:
  - a) Philippine Plan for Gender-Responsive Development (1995-2025)
  - b) Child 21 (2000 - 2025)
  - c) Medium Term Youth Development Plan (1999 - 2004)
  - d) Philippine Plan of Action for Older Persons (1999-2004)
  - e) Philippine Plan of Action for the 2<sup>nd</sup> Decade of Persons

with Disabilities (2003-2012)  
f) Philippine Plan of Action for Filipino Family (2003-2005)

- Gender mainstreaming and institutionalization should be ensured that it is integrated in all the processes involving planning, programming, budgeting, implementation, monitoring and evaluation of existing programs, activities and projects.

2. Regional Social Welfare and Development Plans

For the formulation of regional comprehensive plan including identification of regional priorities and strategies consistent with the national/inter-regional commitments; regional needs; levels of capabilities of the local government; and emerging concerns relative to social welfare and development; the FOs should be guided by the following parameters:

- The identification of the Regional Medium Term Priority Programs (MTPIP) formulated during the Regional Development Council meetings, shall be submitted to the national office for review and/or approval. Hence, proposed projects approved by the bureaus/units concerned shall be integrated in the Agency Medium Term Philippine Investment Plan. Proposed priority projects should be submitted one-year before its implementation. The Regional MTPIP should conform with the DSWD MTPDP for 2001-2004.
- Existing and emerging SWD situations in the region should be presented in every plan formulation/updating.
- The DSWD FOs shall also ensure that gender mainstreaming and institutionalization are integrated in all their processes involving planning; programming; budgeting; implementation; and monitoring and evaluation of existing programs, activities and projects.

Field Office Roles in:

(a) *Preparation of Local Social Welfare and Development Plans*

- The *Local Social Welfare and Development Plan* shall reflect the priority social welfare programs/services based on SWD situationer (which include existing and emerging SWD situations in the specific province/city/municipality/barangay) set by the local and regional development councils to include target criteria, budgetary requirements and manpower complement.

- The DSWD FOs shall provide technical assistance to LGUs in coming up with local SWD plans that respond to SWD issues and concerns identified in the SWD situationer of the locality.

(b) *TARA Plans*

- *Technical Assistance and Resource Augmentation Plan.* In order to effectively provide technical assistance and resource augmentation to the DSWD intermediaries especially the LGUs, a customized TARA Plan shall be crafted by the DSWD and each intermediary. The TARA plan shall be appended to the MOA between the DSWD and the intermediary for the purpose.

The TARA plan shall be a mechanism in ensuring that LGUs come up with SWD situationers, local SWD plans which operationalizes international commitments at the local level, as well as, the implementation of said SWD plans.

**B. Target Setting**

For CY 2004, DSWD F.O.s shall commit that municipalities and cities covered by CIDSS, KALAHI-CIDSS and ECD projects shall have their local SWD situationers. The local situationers shall be used as basis in identifying issues and concerns of SWD sectors, the corresponding local legislations and SWD plans.

The local SWD plan shall be integrated in the local poverty plan which addresses unmet needs as per core local poverty indicators including MBN gathered by the Local Poverty Reduction Action Officer (LPRAO).

This will ensure convergence and focused targeting among entities concerned in poverty reduction and in meeting needs of the people.

The targeted number of LGUs with local SWD situationers, local legislation and SWD plans for the year within the areas cited above shall be negotiated with the coach monitor based on budget and manpower capacity of the F.O.s for technical assistance and monitoring.

Local Government Units (LGUs) with existing SWD situationer shall be targeted for technical assistance by F.O.s in its updating/enrichment.

This is to ensure capabilities of LGUs for data generation, utilization and analysis for planning, advocacy and policy directions to enable them to carry on when the national/special projects phase out.



This will also increase the number of LGUs with capacities for effective local governance especially for SWD.

### **C. Data Generation**

*National Level.* SWD data and information will be generated thru PPISB using the customized program to come up with the national consolidation disaggregated by region, by sex and by age.

*Regional Level.* SWD data and information generated at the regional level using the customized program should also be disaggregated by provinces/city/municipality, by sex, and by age.

For purposes of uniformity and consistency the following definitions shall be used as reference in reporting the targets and accomplishments for residential and center-based;

**Center –based** - those services provided to the \*claim holder in a regular physical structure or ‘center’ which operates only for a specified number of hours a day. Examples are the NVRC/AVRC, RSW and Malaya.

**Residential care** - as defined in AO 141 s. 2002 is a 24 hour group care that provides alternative family care arrangement to the claim holder in crisis whose needs cannot be adequately met by their families and relatives or by any other forms of alternative family care arrangements over a period of time. Examples are the RSCC, Home for Girls, Nayan ng Kabataan and Haven.

**\*claim holder** – an individual, family, group or community considered as the focus of social welfare services, whose rights are to be facilitated, fulfilled and realized. In the rights-based approach, this term replaces the term client or beneficiary.

## **V. SUBMISSION REQUIREMENTS AND TIMETABLE**

### **Reporting of Plans and Accomplishments**

- **For Central and Field Offices (Work and Financial Plan)**

The preparation of the Work and Financial Plan (WFP) based on the approved ceiling/appropriation should be done within the last Quarter of CY 2003. The Guidelines in the Preparation of CY 2004 Work and Financial Plan (WFPD – 1), Guide in Accomplishment of CY 2004 Work and Financial Plan Matrix (WFPD – 2), Work and Financial Plan CY 2004 Matrix Form (WFPD – 3), Definition of Terms Contained in the WFP 2004 Matrix Form (WFPD – 4), and Possible Goals and Corresponding Key Performance Indications of each goals under a Specific MFO for reference (WFPD – 5) shall be used in preparing the Work and Financial Plan.

➤ **For Field Offices (Operational Plan/Accomplishment)**

The following forms shall be used in submitting the operational plan and accomplishment of each Field Office:

- *MFOI Form 1 - Major Final Outputs and Indicators*
- *MFOI Form 2 - Major Final Outputs and Indicators; Social Services for Distressed and Displaced Population (Community - Based)*
- *MFOI Form 3 - Major Final Outputs and Indicators; Social Services for Distressed and Displaced Population (Center-Based)*

*The above reports shall be submitted to the Central Office by each region thru e-mail using the designated filename as follows:*

REGION	CODE	COMMUNITY-BASED REPORTS	CENTER-BASED REPORTS
NCR	NCR	ncr_com_1q_04.xls	ncr_rsc_1q_04.xls
CAR	CAR	car_com_1q_04.xls	car_rsc_1q_04.xls
I	01	01_com_1q_04.xls	01_rsc_1q_04.xls
II	02	02_com_1q_04.xls	02_rsc_1q_04.xls
III	03	03_com_1q_04.xls	03_rsc_1q_04.xls
IV	04	04_com_1q_04.xls	04_rsc_1q_04.xls
V	05	05_com_1q_04.xls	05_rsc_1q_04.xls
VI	06	06_com_1q_04.xls	06_rsc_1q_04.xls
VII	07	07_com_1q_04.xls	07_rsc_1q_04.xls
VIII	08	08_com_1q_04.xls	08_rsc_1q_04.xls
IX	09	09_com_1q_04.xls	09_rsc_1q_04.xls
X	10	10_com_1q_04.xls	10_rsc_1q_04.xls
XI	11	11_com_1q_04.xls	11_rsc_1q_04.xls
XII	12	12_com_1q_04.xls	12_rsc_1q_04.xls
CARAGA	Caraga	Caraga_com_1q_04.xls	caraga_rsc_1q_04.xls

For Center-Based, reflected in the table is a sample for Reception and Study Center for Children (RSCC) only. For the other centers and institutions replace the RSCC with the acronym of the specific C/I sending the report.

A written notice shall be sent to PPISB upon sending the reports for the bureau's information and acknowledgement.

➤ **For Central Office (Operational Plan/Accomplishment)**

This form shall be accomplished by all bureaus and units concerned in reporting their plans and accomplishments.



• *MFOI Form 1 - Major Final Outputs and Indicators*

The plan for CY 2004 should be submitted to PPISB on or before **March 31, 2004**.

*Accomplishments.* The monitoring of the implementation of the Plan shall be on a quarterly basis. Submission of accomplishments using prescribed forms, designated filename and send thru e-mail shall be made to PPISB **20 days after the reference quarter**.

A narrative report is required in every quarterly submission of the statistical report to provide other data/information not reflected in the statistical report and justification for every statistics reflected.

*This circular takes effect immediately, and supercedes previous issuances inconsistent herewith.*

*Issued in Quezon City, this 27<sup>th</sup> day of October 2003.*

*Corazon Juliano-Soliman*  
**CORAZON JULIANO-SOLIMAN**  
Secretary

LGB/MMT/AGPI/CBL/ellb  
F://users/dmd/leah/planningparameters.doc  
As of 27 October 2003

**A CERTIFIED COPY:**

*Renato F. Gilera*  
**RENATO F. GILERA**  
Records Officer III