



Republic of the Philippines
Department of Social Welfare and Development
Batasan Pambansa Complex, Constitution Hills
Quezon City
Telephone No. 931-8101 to 07

Memorandum Circular No. 11
Series of 2005

SUBJECT : GUIDELINES ON THE COST OF CARE AND MAINTENANCE OF YOUTHFUL OFFENDERS/CHILDREN IN CONFLICT WITH THE LAW IN REGIONAL REHABILITATION CENTERS FOR YOUTH

I. RATIONALE

The formulation of a set of guidelines on the cost of care and maintenance of youthful offenders (YO) and children in conflict with the law (CICL) in Regional Rehabilitation Centers for Youth is in response to the recommendation made by Dr. Joseph Hoffman, in his study for DSWD centers and institutions to “track the total cost of care in all facilities and consider gradually increasing the cost recovery for RRCYs from municipalities.....”

The need for such guidelines is further supported by the findings of an Ad Hoc Committee created in 2004 to study and recommend the cost of care and maintenance of YOs/CICLs, particularly the share of local government units for such costs. The findings indicated that there is no standard cost of care and maintenance of such clients, the bases for computing per capita cost and the share of local government units vary from regions to regions, there is poor collection of LGUs’ share of the cost, and no Field Office, has as yet required any parent of YO/CICL to support their child while under rehabilitation.

These guidelines are therefore issued to serve as reference for DSWD Field Offices which maintain Regional Rehabilitation Centers for Youth , in implementing the provisions of Article 94 of PD 603.

II. LEGAL BASE

Article 194 of PD 603 : Care and Maintenance for Youthful Offender --- The expenses for the care and maintenance of youthful offender whose sentence has been suspended shall be borne by his parents or those liable to support him: *Provided*, That in case his parents or those liable to support him cannot pay all or part of said expenses, the municipality in which the offense was committed shall pay one-third of said expenses or part thereof; the province to which the municipality belongs shall pay one-third shall be borne by the National Government. Chartered cities shall pay two-thirds of said revenue allotments applicable to the unpaid portion shall be withheld and applied to the settlement of said indebtedness.

III. OBJECTIVES

1. To come up with a standard cost of care and maintenance of YOs and CICLs in Regional Rehabilitation Centers for Youth as basis for computing per capita cost and determining the share of local government units for such cost.

2. To ensure maximum compliance of local government units to the provisions of Article 94 of PD 603, i.e, to share the cost of care and maintenance of YO's and CICLs in Regional Rehabilitation Centers for Youth
3. To protect the interests and welfare of YO's/CICLs in Regional Rehabilitation Centers for Youth.

IV. METHODOLOGY

The methods and techniques used by Ad Hoc Committee involved the collection of data from the Field Offices, particularly the bed capacities of RRCYs, number of cases/residents, actual expenditures, donations received, collections from LGUs, existing practices and policies being used in said centers.

Unstructured interviews and data validation were likewise made through meetings conducted with center Head and staff from the National Training School for Boys (NTSB) and Marillac Hills.

The selection of representatives RRCYs with small, medium and large capacity was based on the number of cases instead of bed capacity. Small sizes are from to 40 cases; medium 41 to 90; large 90 and above.

V. COMPONENTS AND BASIS FOR COMPUTING THE STANDARD COST OF CARE AND MAINTENANCE.

A. Direct Services Cost – pertains to costs or valuation of items and services that are directly consumed by or spent for the client which consist of the following:

1. Home life Services

- a. Food – includes 3 complete meals and 2 snacks.
- b. Clothing – consist of at least four (4) sets of clothing (each set consisting of outer clothing, underwear and sleeping clothes), at least three sets of required school uniform and at least one set of required P.E. uniform for those who are in school; Shoes and slippers
- c. Toiletries – consist of personal supplies: face towel, toothbrush, soap, and shampoo to be given upon admission. Toothpaste may be given after meal, after waking up and before sleeping.
- d. Linen – consists of pillow, blankets, pillow cases, and mosquito net (if needed) upon admission.

2. Health Services – cover physical examination, laboratory, medicines, dental check-up and treatment, including psychological evaluation . Residents shall

undergo complete physical, dental examination upon admission. Appropriate psychological evaluation for each resident shall be conducted within one (1) month upon admission.

3. **Socio-cultural, Recreational and Spiritual Activities** – a well-rounded recreation and socio-cultural program shall include the following activities: sports and athletics, arts and crafts, music, drama, literary activities, special events, social games, club activities, radio, television. To break the monotony of Center's routine, special programs such as Christmas, New Years Day, Holy Week, May Festival, Anniversary/Foundation Day and other events shall be initiated.
4. **Educational Services** – cover school supplies, projects, transportation and uniform. School attendance for school-age residents needing education shall be ensured.

B. Computation of Cost of Care and Maintenance

The per capita cost is limited to direct services. To compute the cost per individual, the total cost for direct services is divided by the average number of clients served in the sample centers.

Formula :

$$\text{Per Capita Cost} = \frac{\text{Total direct services cost}}{\text{Average no. of clients served}}$$

On the basis of the results of the study of the actual cost of care and maintenance of YOs and CICLs in DSWD Regional Rehabilitation Centers for Youth nationwide, the following guidelines are hereby issued for compliance:

1. The recommended cost of care and maintenance shall be the basis for computing and budgeting the indicative direct service cost per client per day. This covers the cost of food, clothing and other personal needs. The services provided are categorized into home life, medical, educational, socio-cultural/recreational/spiritual and livelihood. *(Attached is the Component of Direct Services Cost, Basis for Computation and Recommended Rates as Annex)*
2. The Field Offices shall use as basis for budgeting, the indicative direct service cost of ₱ 2,823/client per month or ₱ 94.00/client per day.
3. Based on the recommended per capita cost per month, the Field Offices shall charge the following amounts from concerned municipalities, the province to which they belong, and chartered cities as their share of the cost of care and maintenance of YOs/CICLs.

- 1/3 share of Municipality = P 31.00
- 2/3 share of Chartered City = P 63.00
- 1/3 share of Province = P 31.00

Provisions for the necessary increase in costs of services considering inflation rates and rising prices of commodities shall be determined periodically.

4. The concerned Field Offices shall intensify collection of the respective shares of local government units.

VII. EFFECTIVITY

This Memorandum Circular shall take effect immediately.

Issued this 18th day of May, 2005


CORAZON JULIANO SOLIMAN
Secretary

ANNEX :

Components of Direct Services Cost, Basis for Computation and Recommended Rates

Components of Direct Services Cost, Basis for Computation and Recommended Rates																																												
Particulars	Basis for Computation	Recommended Rate																																										
Each resident shall be provided the following:																																												
a. Homelife Services																																												
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<p>b. Health Services – cover physical examination, laboratory, medicines, dental check-up and treatment, including psychological evaluation. Residents shall undergo complete physical and dental examination upon admission.</p> <p>Psychological evaluation of each resident shall be conducted within one (1) month upon admission.</p>	The P1,000 allocation is patterned after the standard cost of annual health benefits given to government employees.	P1,000 per annum																														
<p>c. Educational Services – cover school supplies, projects, transportation and uniforms.</p>	<p>School supplies</p> <table border="1"> <thead> <tr> <th>QTY.</th> <th>DESCRIPTION</th> <th>UNIT COST</th> </tr> </thead> <tbody> <tr> <td>1pc.</td> <td>school bag</td> <td>P 100.00/yr</td> </tr> <tr> <td>7 pcs.</td> <td>notebooks</td> <td>P 10.00/each</td> </tr> <tr> <td>1 set</td> <td>pencil and ball pen</td> <td>P 10.00/month</td> </tr> <tr> <td></td> <td>eraser & sharpener</td> <td>P15.00/year</td> </tr> <tr> <td></td> <td>crayon</td> <td>P15.00/year</td> </tr> <tr> <td></td> <td>ruler</td> <td>P 5.00/year</td> </tr> <tr> <td></td> <td>pad paper</td> <td>P 20 each for 10 mos.</td> </tr> <tr> <td></td> <td>art/colored paper, cartolina</td> <td>P 100/year</td> </tr> <tr> <td></td> <td>school projects</td> <td>P200/school year</td> </tr> </tbody> </table> <p>Transportation (at discounted rate) P2,200 for 10 months only.</p> <p>School Uniform – 1 set PE uniform @P150 and 2 sets of school uniform at P200.00/set</p>	QTY.	DESCRIPTION	UNIT COST	1pc.	school bag	P 100.00/yr	7 pcs.	notebooks	P 10.00/each	1 set	pencil and ball pen	P 10.00/month		eraser & sharpener	P15.00/year		crayon	P15.00/year		ruler	P 5.00/year		pad paper	P 20 each for 10 mos.		art/colored paper, cartolina	P 100/year		school projects	P200/school year	P3,575 per annum
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<p>d. Socio-cultural, Recreational and Spiritual Activities - A wide range of both indoor and outdoor activities should be well planned and implemented with residents to include sports/ athletics, arts and crafts, music, drama, literary, spiritual</p>	<p>Sports equipment:</p> <p>For every 25 clients/year:</p> <table border="1"> <thead> <tr> <th>QTY.</th> <th>DESCRIPTION</th> <th>UNIT COST</th> </tr> </thead> <tbody> <tr> <td>2 pcs.</td> <td>basketball ball</td> <td>P150/each</td> </tr> <tr> <td>2 pcs.</td> <td>volleyball ball</td> <td>P300/each</td> </tr> <tr> <td>1 set</td> <td>badminton racket</td> <td>P150/each</td> </tr> <tr> <td>1 set</td> <td>table tennis</td> <td>P150/each</td> </tr> </tbody> </table>	QTY.	DESCRIPTION	UNIT COST	2 pcs.	basketball ball	P150/each	2 pcs.	volleyball ball	P300/each	1 set	badminton racket	P150/each	1 set	table tennis	P150/each	<p>P30,000 per annum for every 25 youth</p> <p>or</p> <p>P1,200 per annum per youth</p>															
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	2 pcs.	basketball ball	P150/each		
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	1 set	badminton racket	P150/each		
	1 set	table tennis racket & ball	P150/each		
		scrabble set	P200/each		
	2	chess board	P300/each		
	Musical instrument: guitar - P1,000/year				
	Drawing, painting activities – P2,000/year				
	Literary Activities: declamation, oration, poem and essay writing - P2,000/year				
Drama: stage play, pantomime, skits - P3,000/year					
4 special programs/activities, including intramurals @ P5,000 per occasion for every 25 persons					
Note: These activities are usually funded out of donations.					
e. Livelihood Services – With the aid of skilled trainers or volunteers, residents are given training on appropriate vocational courses suited to their individual needs and capabilities.	Honoraria for professional services of trainers - P 5,000 to 10,000 per course			P50,000/year for every 25 clients or P2,000/youth per annum / client	
	Materials - P5,000 to P15,000/course for 25 clients				
	Each youth is given at least two skills training courses each year.				
RECOMMENDED PER CAPITA COST PER YEAR				₱ 33,877.00	
RECOMMENDED PER CAPITA COST PER MONTH				₱ 2,823.00	