



Republic of the Philippines
Department of Social Welfare and Development
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Quezon City
Telephone No. 931-8101 to 07

MEMORANDUM CIRCULAR

No. 27
Series of 2005

SUBJECT: DSWD PLANNING GUIDELINES FOR CY 2006

I. INTRODUCTION

Social welfare and development (SWD) plans and performance for CY 2006 and beyond promises to be more improved with the issuance last year of the DSWD Strategic Plan for 2005 -2015 (Memo Circular # 5 s. 2005), "Guide in the Formulation of the DSWD Strategic Plan 2006-2010" (issued on July 7, 2005), and the Guidelines in the Preparation of Local SWD Situationer and its Utilization (Administrative Order # 3 s. 2005).

Strategic plans are tools for the DSWD Central and Field Offices units in setting priorities and allocating resources consistent with these priorities. These plans should guide the formulation and execution of the each offices' budget. It should be financially viable and therefore the projected levels of expected outcome should be commensurate with anticipated resource levels. Preparation of strategic plans provides an opportunity to identify performance gaps and consider courses of action to achieve strategic goals, to re-align functions and operations, consider programs and activities that can be terminated, reduced in scope, or transferred elsewhere.

Local SWD situationers consolidated into regional SWD situationers are organized source of information on emerging SWD concerns as basis for policy, planning (including strategic planning), program development, budgeting, technical assistance, and advocacy.

The agency thrusts and priorities for 2006, anchored on various national and international policy directions and emerging concerns of the sector, shall be the primary guide in pursuing strategic, operational and sectoral plans for 2006 according to agency Major Final Outputs (MFOs).

II. BASES OF DSWD PLAN

The major framework and bases in formulating the Department's strategic, operational and sectoral plans are as follows:

1. The DSWD Mandate

Executive Order (E.O.) No. 15, redirected the functions and operations of the Department from that of a direct service deliverer to technical assistance provider as a result of the devolution of basic services to LGUs. Further, E.O.

221, issued on June 30, 2003, amended E.O. 15 mandating the Department to implement statutory and specialized programs directly lodged with the Department or those which are not yet devolved to LGUs in addition to its steering and technical assistance functions.

2. Medium-Term Philippine Development Plan (MTPDP) 2005-2010 and the President's Policy Directions

The MTPDP, as well as the Medium Term Public Investment Plan (MTPIP), which substantially contain activities to achieve President Arroyo's *10-point Agenda* as further fleshed out in the *National Development Agenda* shall continue to be one of the bases of the plans, strategies and activities for the year. The National Development Agenda laid out five main strategies: (1) *stabilizing the economy and promoting growth through fiscal and financial strength*; (2) *job generation and global competitiveness*; (3) *improving social services and protecting and empowering the vulnerable groups*; (4) *decentralizing development*; and (5) *improving good governance and promoting national harmony*.

The Department's plans and activities shall continue to be guided by *Chapter 10 (Responding to Basic Needs)* of the MTPDP. The DSWD plans for the medium term are found in the "Livelihood", "Protection of the Vulnerable" and "Empowerment" sections of said chapter.

3. Major Final Outputs (MFOs)

MFOs are public goods and services that a department or agency is mandated to deliver to external clients through the implementation of its priority strategies and activities (PSAs) and programs and projects (PAPs).

The DSWD MFOs (as harmonized with the National Economic and Development Authority and the Department of Budget and Management) are the following: *Services relating to the formulation and advocacy of policies, plans and programs*; *Standard setting, licensing and accreditation services*; *Provision of support services and technical assistance to intermediaries and*; *Provision of services for community and center-based clients*.

The confirmed MFOs, corresponding performance indicators and unit of measures shall be adopted in the preparation of the agency budget proposals, work and financial/operational plans of DSWD for 2006 and beyond.

The Department's MFOs as an element of the Organizational Performance Indicator Framework (OPIF) of the government shall respond to the societal outcome of "reduced poverty incidence and improved quality of life."

4. DSWD Corporate Plan

The DSWD Corporate Plan for CY 2005 – 2015 outlines the vision and what the agency hopes to achieve in the next decade anchored on the societal vision of "*reduced poverty incidence and improve quality of life*". Towards this end,

the Department adopted different interrelated strategies that will address the multifaceted aspects of poverty, as well as emerging SWD issues.

5. **DSWD Strategic Plan 2006-2010**

The DSWD Strategic Plan, as part of the DSWD Corporate Plan, provides a comprehensive process to place the Department in the right direction. The process includes environmental scanning, assessing of DSWD strengths and weaknesses, setting strategic direction, identifying deliverables and formulating actual strategies and action plans.

Memo Circular #5 s. 2005 "*DSWD Strategic Plan 2005-2015*" issued on February 21, 2005 and, the "*Guide in the Formulation of the DSWD Strategic Plan 2006-2010*" issued on July 7, 2005 are the primary guides in the development of the DSWD offices' strategic plans for 2006-2010.

6. **International and National Sectoral Commitments**

The Philippines is a signatory to several international treaties, conventions and agreements that calls for the fulfillment of the rights of children and youth, women, persons with disabilities, older persons, families, communities, victims of disasters and attainment of targets on reducing extreme poverty. These international commitments include the *World Summit for Social Development*, *Convention on the Rights of the Child (CRC) and its Optional Protocols*; *the Hague Convention on the Protection of Children and Cooperation in respect of Inter-Country Adoption*; *the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW)*; *Convention on Organized Transnational Crime and its Protocols*; and, *the Declaration of the Asian and Pacific Decade of Disabled Persons*; *BIWAKO Millennium Framework for Action Towards an Inclusive, Barrier-Free and Rights-Based Society for Persons with Disabilities in Asia and the Pacific*; *Inter-regional Seminar and Regional Demonstration Workshop on Accessible ICT and Persons with Disabilities*; *Madrid Plan of Action on Ageing and*; *Millennium Development Goals (MDGs)*.

National commitment plans include the *National Decade Plan for the Filipino Family (2005-2015)*, *Philippine Plan of Action for Senior Citizens (2005-2010)*, *Child 21 (2000 - 2025)*, *Medium Term Youth Development Plan (2005 - 2009)*, *Philippine Plan for Gender-Responsive Development (1995-2025)*, *Philippine Plan of Action for the 2nd Decade of Persons with Disabilities (2003-2012)*, *Manila Declaration on Accessible Information Communication and Technology (ICT) for PWDs*; and *Philippine Commitment to MDGs*.

The Department, in turn, has translated these commitments into ***national long-term, medium-term and annual sectoral plans*** according to its mandate. Programs, activities, projects and strategies in these sectoral plans were identified within the Department and in coordination with other agencies, as appropriate. It shall likewise implement and monitor the status of implementation of the national plans where it is the lead convenor and Department plans (as support to oversight agencies) relative to the sectors of

family, children, youth, gender and development, older persons and persons with disabilities.

7. National, Regional and Local SWD Situationers

Administrative Order # 3 s. 2005 “*Guidelines in the Preparation of Local SWD Situationer and its Utilization*” issued on January 31, 2005, provides the minimum data requirements of a local situationer and the specific tasks of DSWD Central and Field Offices and the LGUs in its preparation and utilization.

8. DSWD Thrusts and Priorities for CY 2006 (MC 21, Series of 2005)

A. Services Relating to the Formulation and Advocacy of Policies, Plans and Programs

A.1 Policy and Plans Development

1. Continuing advocacy for the passage of key priority legislations in support of SWD legislation and policy reform agenda, particularly on:

1.1 DSWD as main proponent:

- a) Magna Carta for Social Workers and Social Welfare and Development Workers
- b) Magna Carta for Day Care Workers
- c) Bill Providing Special Protection to Internally Displaced Persons
- d) Amendment to Family Code (EO 227)

1.2 DSWD as supporting role:

- a) Bill Providing the Persons with Disability (PWDs) the same Privileges and Benefits as Senior Citizens and Creating the Office of Persons with Disability Affairs (OPDA) Nationwide as Mechanism to Supervise Its Implementation
- b) Comprehensive Juvenile Justice System
- c) Foster Care Bill
- d) Amendment to RA 7610 (Special Protection of Children Against Child Abuse, Exploitation and Discrimination Act)
- e) Magna Carta for Women
- f) Anti-Prostitution/Obscenity
- g) Youth Development Council
- h) Magna Carta for Household Helpers

1.3 Policy dialogue/study/analysis on the following:

- a) Amendment to RA 4373 (Social Work Practice Law)
- b) Amendments to PD 1564 (Solicitation Permit Law)
- c) Amendments to RA 8552 (Domestic Adoption Act of 1998)
- d) Amendments to PD 1563 (Anti-Mendicancy Law)

- e) Amendment to RA 6972 (Barangay Level Total Development and Protection of Children Act)
 - f) Strengthening of the Philippine Disaster Management Program
 - g) Decriminalizing Women and Children engaged in Prostitution
 - h) Cybersex
2. Continuing advocacy for passage of local legislations to respond to area-based SWD issues and concerns and in consonance with SWD policy reform agenda, and international and national commitments
 3. Continue popularization and monitoring of implementation of the Expanded Senior Citizens Act by the National and Regional Coordinating and Monitoring Board
 4. Continue monitoring LGU compliance to newly enacted laws, namely: Solo Parents Act, ECCD Law, Assistance and Protection for Rape Victims, Comprehensive Dangerous Drug Law, Anti-Trafficking in Persons, Expanded Senior Citizens Law and, Anti-Violence Against Women and their Children
 5. Continuing formulation of position papers, policy papers and policy recommendations relevant to the SWD sector
 6. Continue monitoring of compliance to the following approved Joint Circulars/General Appropriations Act Provisions:
 - General Appropriations Act for FY 2005, Sec. 32 Programs/Projects Related to Senior Citizens and the Differently-Abled. *In support of the Philippine Plan of Action for Older Persons, 2005-2009, all departments, bureaus, offices, commissions, and SUCs shall set aside at least one percent (1%) of their total FY 2005 budget appropriation as cost of implementation thereof, in coordination with the DSWD;*
 - Joint Circular No. 1 s. 2003 – Monitoring of Youth Programs and Projects Implemented by Government Agencies Based on Section 28 of the General Provision, of the General Appropriations Act, FY 2003 (Republic Act No. 9206); and
 - Joint Circular N. 2004-1- Guidelines for the Preparation of Annual Gender and Development (GAD) Plan and Budget and Accomplishment Report to Implement the Section on Programs/Projects Related to General Appropriations Act.
 7. Coordinate the formulation/updating/enhancement and monitoring of national (as lead convenor) and Department operational and sectoral plans with concerned entities relative to the:

7.1 Formulation and Implementation

- Philippine Plan of Action for Filipino Family (2005 – 2015)
- Philippine Plan of Action for Senior Citizens (2005 - 2010)
- DSWD Anti-Poverty Framework

7.2 Implementation and Monitoring of DSWD Medium Term Development Plan:

- Social Welfare and Development Medium Term Development Plan
- Social Welfare and Development Investment Plan
- DSWD Indicative Resource Generation Agenda

7.3 Updating and Implementation of DSWD Sectoral Plans

- Plan for Children
- Plan for Youth
- Gender and Development Plan
- Plan for Persons with Disabilities

8. Continuing formulation/updating of research agenda and conduct of identified priority research study
 - Perception and Practices on Physical Punishment: Form of Abuse or Discipline among Parents in Communities in CPC VI Areas
 - Comparative Study on the Cost of Care of Children in Residential Facilities vs. Community-Based Foster Care
9. Institutionalization of the use of the developed impact assessment manual for evaluating DSWD poverty reduction programs
10. Exercise oversight functions over NCRFW and NYC
11. Monitoring enforcement and compliance of the Policy on De-institutionalization of Children

A.2 Social Technology Development

1. Continuing development/enhancement of SWD related programs in relation to newly enacted laws, namely:
 - a. Community Based Program for Domestic Perpetrators
 - b. Operationalization of the Rape Crisis Center
 - c. Operationalization of the Special Drug Education Center
 - d. Reintegration Program for Trafficked Person
 - e. International Social Welfare Services for Filipinos and other Nationals
2. Develop new social technologies to prevent problems on emerging issues such as girl child rape by boy child, boy child victim of sexual abuse, children as victimized by pedophilia and cyber pornography, child trafficking, and children in armed conflict situation
 - a. Crisis Counseling for Trafficked Victims
 - b. Character Building Program

- c. Rehabilitation Program for Street Children Recovering from Substance Abuse
 - d. Case Management & Processing Mechanism for Children in Need of Special Protection
 - e. Group Home for Older Street Children
 - f. Halfway Home for Children in Conflict with the Law
 - g. Strengthening Government Mechanism in Mainstreaming Gender in Reproductive Health and Anti-VAW
3. Continuing development and enhancement of program geared towards strengthening family roles and responsibilities and family values
 - a. Enhanced Role of Paternal Abilities
 4. Continuing pilot testing of Social Technologies for Children, Youth, Women, Older Persons and PWDs, Families and Communities, as follows:
 - a. Comprehensive Programs for Internally Displaced Communities
 - b. A Resettlement Project for Badjaus Families
 - c. Group Home for OP/PWDs
 - d. Foster Care Program for Older Persons and Persons with Disabilities
 - e. Information Communication Technology – Sharing Computer Access Locally and Abroad (ICT-SCALA)
 5. Impact evaluation of pilot-tested projects, namely:
 - Character Building Program
 - ICT-SCALA
 - Comprehensive Program for Solo Parents
 - Intergenerational Program for OPs
 - Tuloy Aral Walang Sagabal (TAWAG) project
 - Family Violence Prevention Program
 - Family Life Resource Center
 - Special Drug Education Center
 - Child Investigative Studio
 - Aruga at Kalinga

B. Standards and Compliance

1. Accelerate registration, licensing and accreditation of SWD institutions, agencies and implementers
2. Enhance monitoring system for licensed and accredited SWD agencies, public solicitations and duty free entry
3. Institutionalize partnerships that would strengthen licensing, accreditation and monitoring functions among intermediaries
4. Continuing development of standards for SWD local delivery system

- Infusing the ECCD in the day care service standards
- 5. Continue formulation of standards for different modes of service delivery such as: community, center, and street-based
- 6. Document best practices of accredited SWD agencies, both public and private
- 7. Intensify advocacy on SWD standard for implementors and donors/sponsors in coordination with the Social Marketing Service
- 8. Review standards/guidelines on Public Solicitation of SWD NGOs
- 9. Enhance competencies of National and Field Office Review Committees in handling cases of complaints involving SWD agencies

C. Provision of Support Services and Technical Assistance to Intermediaries

1. Strengthen partnership and collaboration with intermediaries and stakeholders of the Social Welfare and Development Learning Network providing relevant and quality capacity building programs in the enhancement of the capacity of organizations, groups, and individuals engaged in poverty alleviation and social protection. Among others, the following shall be undertaken:
 - Update and maintain a data bank on DSWD-SWD Learning Network
 - Reactivate and strengthen a functional and accessible SWD Learning Network
2. Augmentation and Support Services to Intermediaries on SWD Implementation of:
 - Assistance to Victims of Disasters and Calamities
 - Assistance to Persons with Disabilities (PWDs) and Older Persons (OPs)
 - Protective Services for Individuals and Families in Especially Difficult Circumstances
3. Continuing capacity-building for community and center-based social workers/local implementors/intermediaries on:
 - Rehabilitation of youth offenders and perpetrators of domestic violence
 - Provision of psychosocial interventions for abused children, rape victims, victims of armed conflict
 - Community organizing for poverty alleviation
 - Family and community disaster preparedness
 - Updating and utilization of local SWD situationer
 - Preparation/formulation of local SWD plans
 - Barangay level SWD implementation
 - Skills enhancement for center houseparents on para-counselling, development needs of children
 - Managing the local community and center/institutions

- Disaster management program
 - SEA-Kaunlaran program as part of the transition plan of localization
4. Strengthen capacities of LGUs on the delivery of services for street children, OSY, solo parents, on Drug Abuse Prevention, Anti-Trafficking, provision half way house services for the reintegration and after care program of reformed youth offenders, handling court related cases, independent living services and other SWD services that the LGUs are implementing
 5. Strengthening the capability of partner LGUs along project development and external resource accessing
 6. Intensify training and capability building program to increase women's opportunity for self-employment under a livelihood convergence strategy, particularly in competitive, high-value adding industries and agricultural activities
 7. Pursue and expand livelihood convergence projects/models through expenditures on areas with the greatest impact to the poor and vulnerable sectors in terms of increased income and sustained livelihood such as through the Self-Employment Assistance-Kaunlaran Program
 8. Continue upscaling of economic/livelihood activities, community-based SEA-K program and its preparation for localizaion
 9. Intensify the TAWAG, including children with disabilities in day care centers and expanding special education (SPED) program with the help of the private sector
 10. Mainstreaming of Early Childhood Development (ECD) gains and practices

D. Provision of Services for Community and Center Based Clients

1. Continuing implementation of community and center based programs and projects
 - Protection and Rehabilitation Services for Center-Based constituents such as children, youth, women, PWDs and OPs
2. Enhance productivity and employability of the employable vulnerable sector (i.e. family heads, women, PWD and youth) through training, capability building and special employment program
3. Manage DSWD Centers and Institutions as centers of excellence. Towards this end, efforts shall be undertaken to improve structure and management of centers and institutions such as upgrading of case management methodologies, computerized record keeping, resource generation efforts which shall focus on strategic partnership with private sector and civic groups. Capacity building programs for women victims to include skills production, marketing and

managing enterprises of products/businesses and; productivity improvement adjusted to the peculiar needs of the older persons

E. Institutional Strengthening

1. Operationalization of the Department CORPLAN consistent with approved RSP
2. Re-organize and strengthen the following consistent with approved RSP:
 - a. Human Resource Management and Development Service
 - b. Management Information Systems Service
 - c. Internal Audit Service
 - d. Social Marketing Service
3. Continuing efforts to intensify and systematize resource generation. This shall include preparation of full-blown proposals and the necessary project negotiation as indicated at the MTPIP and strengthening network and partnership on AHON Bayan
4. Enhancement of Career Development and Management System
5. Establish a nurturing community of professionals working for the growth of its members through the establishment of a pool of specialists on SWD programs and services.
6. Strengthen capability of internal technical staff to respond to the needs of all stakeholders and claimholders
7. Leverage the use of information and communication technology (ICT) towards the improvement of management operations, program/project implementation and service delivery
8. Improve existing frontline services to prevent children from being victimized, abandoned and neglected thru computerized transactions on travel clearance, adoption and foster care services
9. Strengthen advocacy and social marketing efforts on SWD issues/concerns, legislative agenda, new laws/program policies/plans/new technologies
10. Continuing improvement in work and financial planning; records management; asset management and procurement system, and; strengthening of Financial and Management System in the Field Offices
11. Continuing roll-out of E-NGAS to Field Offices
12. Continuing implementation and monitoring compliance of the Integrity Development Action Plans (IDAPs)

13. Strengthen the monitoring of re-entry plans of trained staff to insure replication of training and maximization of training cost.

F. Special Projects

❖ Foreign Assisted Project

1. Full implementation and institutionalization of the KALAHI-CIDSS Program
2. Implementation of Access to Justice for the Poor Program
3. Implementation of *Poder y Prosperidad del Comunidad* (Phase I and II)
4. AECI Community Driven Development Intervention in Quezon
5. UNFPA Assisted Strengthening Violence Against Women and Children (VAWC) Mechanism
6. Mainstreaming Program for Badjao Families: A Resettlement Village Project
7. GGP Assisted KALAHI-CIDSS Sub-projects

III. OBJECTIVES

1. To provide the over-all directions/guidelines for the operationalization of the Department's thrusts and priorities for CY 2006 in congruence with the MTPDP 2005-2010, agency Major Final Outputs (MFOs), strategic plans and, international and national commitments according to its mandate.
2. To synchronize the planning, programming and budgeting system in the Department.
3. 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 Central and Regional SWD Plans

1. Central Office Plans

- 1.1 The *DSWD Central Office Bureau/Services Strategic Plans (2006-2010)* shall be formulated consisting of strategies, activities outputs and outcomes to achieve the defined goals for the internal organization, intermediaries and constituencies, anchored on the MFOs. *Annual Operational Plans* to be developed shall continue to be in consistency with the MTPDP's strategies for the *protection and empowerment of the vulnerable groups*, agency thrusts and

directions for the year, as well as, based on each office's strategic plans.

Existing and emerging SWD situations/concerns at the national and regional, should be considered in every plan formulation/updating.

Required DSWD Plans for this purpose:

- *Bureau/Services Strategic Plans (2006-2010)*

1.2 The *National and DSWD Sectoral Plans* relative to international/national commitments shall be prepared according to the required period of each sector commitments (long-term, medium-term and annual).

The sectoral plans of a particular period of coverage should at all times be consistent with the DSWD operational plans, specifically on similar MFOs/PSAs/PAPs and corresponding indicators and targets as applicable.

A yearly updating/enhancement of the sectoral plans may be done if at the national level there are new pronouncements that have bearing in the plan formulation or that in the source office/unit itself there are emerging needs that need to be given priority focus and indicated in such plans. Otherwise, if there are no such thrusts/emerging sectoral issues to be responded to, plans need not be updated/enhanced.

Required National Sectoral Plans:

- *National Decade Plan of Action for Filipino Family (2005 – 2015)*
- *Philippine Plan of Action for Senior Citizens (2005 - 2010)*

Required DSWD Sectoral Plans:

- *Plan for Children 2006*
- *Plan for Youth 2006*
- *Gender and Development Plan 2006**
- *Plan for Persons with Disabilities 2006*

1.3 *Consistency of Physical Plans/Targets with Prescribed DBM Budget Preparation (BP) Forms.*

MFO Form B or BP 206. The DSWD MFOs physical targets indicated in each concerned Bureau/Office's Work and Financial Plans, and Sectoral Plans should be consistent with the physical targets that appear in this DBM prescribed form called *MFO Form B or BP 206 or Agency Performance Measures.*

BP 600 and 600-A. The DSWD Gender and Development (GAD) physical and financial plans* should be reflected in the DBM/NEDA/NCRFW-prescribed form *BP 600 or Annual GAD Plan and Budget*. Corresponding DSWD GAD accomplishments shall be reflected in *BP 600-A*. Likewise, plans should be anchored on the Department's MFOs and its support functions.

2. Regional Plans

2.1 The *Regional DSWD Strategic Plan (2006-2010)* shall include the identification of regional strategies, activities, outputs and outcomes defined goals for the internal organization, intermediaries and constituencies, anchored on the MFOs. Annual operational plan for 2006 shall be based on the above-mentioned FO strategic plan. It shall also consider the Department's thrusts and directions for the year, consistent with the national (MTPDP 2005-2010)/inter-regional (MTRDP 2005-2010) strategies, existing and emerging regional SWD problems/issues.

Existing and emerging regional SWD problems/issues captured in regional SWD situationers, which emanated from local SWD situationers of its LGU coverage, shall be the foremost basis of the FO strategic plans and all its other plans.

Required DSWD Plans for this purpose:

- Regional DSWD Strategic Plans (2006-2010)

2.2 The *Regional and DSWD Field Office Sectoral Plans* relative to international/national commitments shall be prepared according to the required period of each sector commitments (long-term, medium-term and annual).

The sectoral plans of a particular period of coverage should at all times be consistent with the DSWD regional operational plans prepared and submitted to Central Office, specifically on similar MFOs/PSAs/PAPs and corresponding indicators and targets as applicable.

A yearly updating/enhancement of the sectoral plans may be done if at the national level there are new pronouncements that have bearing in the plan formulation or that if there are emerging needs at the regional level that need to be given priority focus and indicated in such plans. Otherwise, if there are no such thrusts/emerging sectoral issues to be responded to, plans need not be updated/enhanced.

Required Regional Sectoral Plans:

- *Regional Decade Plan for the Filipino Family (2005 – 2015)*
- *Regional Plan of Action for Senior Citizens (2005 –2010)*

Required DSWD Field Office Sectoral Plans:

- *Plan for Children 2006*
- *Plan for Youth 2006*
- *Gender and Development Plan 2006 or BP 600 (Annual GAD Plan and Budget) consistent with the provisions of DBM, NEDA and NCRFW Joint Circular No. 2004-1*
- *Plan for Persons with Disabilities 2006*

- 2.5 The DSWD Field Office should ensure the consistency of operational and sectoral physical plans/targets reflected in DSWD WFPs for 2006, Regional Development Council (RDC) approved budget proposals and/or agency Budget Proposals (accomplished BP Forms).

B. Field Office Roles in the Preparation of Local Social Welfare and Development Plans and Situationers

1. The ***Local Social Welfare and Development Plan of the LGUs*** shall reflect the priority social welfare programs/services set by the local and regional development councils based on the local SWD situationer (which include existing and emerging SWD situations in the specific province/city/municipality/barangay).

A.O # 27 series of 2004 “*Revised Reporting System for LGUs Social Welfare and Development Programs/Services*” provides the tool and guide in the preparation of plans for local SWD programs and services implementation.

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 their local SWD situationer.

2. The ***Local Social Welfare and Development Situationer of the LGUs*** shall reflect the SWD information/data that the local Social Welfare Development Offices shall use in identifying issues/concerns of SWD sectors, the programs/services to be implemented and determining appropriate local legislative measures to address current issues and problems at their localities.

Required Submission from the DSWD Field Offices:

- *Regional SWD LGU Plans for 2006*

□ *Regional SWD Situationer Analysis Report 2006*

3. ***Technical Assistance and Resource Augmentation (TARA) Plans.***

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 FO 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 local SWD situationers, local SWD plans, as well as, the implementation of said plans.

C. Target Setting

For CY 2006 and onwards, DSWD FOs shall ensure that municipalities and cities shall have their local SWD situationers.

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 shall be negotiated with the coach monitor based on budget and manpower capacity of the FOs for technical assistance and monitoring.

LGUs *without* SWD situationers shall be targeted for technical assistance by FOs for its *formulation*, while LGUs *with existing* SWD situationer shall be targeted for technical assistance in its *updating/enrichment*.

This is to ensure capabilities of LGUs for data generation, utilization and analysis for planning, budgeting, advocacy and policy directions to enable them to carry on when the national/special projects in their areas phase out. This will also increase the number of LGUs with capacities for effective local governance especially for SWD.

V. SUBMISSION REQUIREMENTS AND TIMETABLE IN THE REPORTING OF PLANS AND ACCOMPLISHMENTS

A. STRATEGIC PLANS OF CENTRAL AND FIELD OFFICES

The preparation of a five (5) year Plan of Action CY 2006-2010 by all offices / bureaus / units shall be submitted to PDPB on January 2006.

Annual progress reports shall be highlighted in regular annual narrative of report of accomplishments submitted to PDPB every 1st quarter of the succeeding year.

B. PHYSICAL OPERATIONAL PLANS/ACCOMPLISHMENTS (MFOs)

B.1 FOR CENTRAL OFFICE

- **MFO Form 1** - Major Final Outputs and Indicators

All concerned Bureaus and KALAHI-CIDSS Office shall still accomplish this form in reflecting their plans and accomplishments, as applicable to their area of concern, but this time using the enhanced MFO indicators as per *Agency Performance Measures* in BP Form B and replacing the existing MFO Form I indicators. (Please see the enhanced MFO indicators in Annex A-1 and A-2).

B.2 FOR FIELD OFFICES

The following customized MFO forms shall be used to fill up the operational plans and accomplishments of each Field Office:

- **MFO Form 1** - Major Final Outputs and Indicators using the enhanced MFO indicators and unit of measure as per *Agency Performance Measures* in BP Form B (See enhanced MFO indicators in Annex A-1 and A-2).
- **MFO Form 2** - Major Final Outputs and Indicators; Social Services for Distressed and Displaced Population (Community - Based)
- **MFO Form 3** - Major Final Outputs and Indicators; Social Services for Distressed and Displaced Population (Center-Based)

The above reports shall be submitted to the PDPB by each region thru e-mail using designated filenames given as a sample below for community and center-based reports

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.

Sample Codes/Filenames for 1st quarter, 2006 Report

REGION	CODE	COMMUNITY-BASED REPORTS	CENTER-BASED REPORTS
NCR	NCR	ncr_com_1q_06.xls	ncr_rsccl_1q_06.xls
CAR	CAR	car_com_1q_06.xls	car_rsccl_1q_06.xls
I	01	01_com_1q_06.xls	01_rsccl_1q_06.xls
II	02	02_com_1q_06.xls	02_rsccl_1q_06.xls
III	03	03_com_1q_06.xls	03_rsccl_1q_06.xls

IV-A	04-A	04a_com_1q_06.xls	04_rscs_1q_06.xls
IV-B	04-B	04b_com_1q_06.xls	04_rscs_1q_06.xls
V	05	05_com_1q_06.xls	05_rscs_1q_06.xls
VI	06	06_com_1q_06.xls	06_rscs_1q_06.xls
VII	07	07_com_1q_06.xls	07_rscs_1q_06.xls
VIII	08	08_com_1q_06.xls	08_rscs_1q_06.xls
IX	09	09_com_1q_06.xls	09_rscs_1q_06.xls
X	10	10_com_1q_06.xls	10_rscs_1q_06.xls
XI	11	11_com_1q_06.xls	11_rscs_1q_06.xls
XII	12	12_com_1q_06.xls	12_rscs_1q_06.xls
CARAGA	Caraga	Caraga_com_1q_06.xls	Caraga_rscs_1q_06.xls

Timetable of Reports Submission

Plans. The CY 2006 Plans should be submitted to PDPB on or before **February 10, 2006.**

Accomplishments. The monitoring of the implementation of the Plan shall be on a quarterly basis. Submission of accomplishments using prescribed forms send thru e-mail shall be made to PDPB **10 days after the reference quarter**, to wit:

First Quarter	April 14, 2006
Second Quarter	July 14, 2006
Third Quarter	October 13, 2006
Fourth Quarter	January 15, 2007

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.

C. SECTORAL OPERATIONAL PLANS/ACCOMPLISHMENTS

D.1 FOR CENTRAL OFFICE (ACCORDING TO MFO OF THE BUREAU/SERVICE)

Plan. The Bureau/Service Sectoral Plans shall be submitted to PDPB in the following due dates using the prescribed forms.

On or before December 2005

- *Plan of Action for Filipino Family (2005 – 2015)*
- *Plan of Action for Senior Citizens (2005 - 2010)*

Other Sectoral Plans – December 15, 2005

- *DSWD Plan for Children 2006*
- *DSWD Plan for Youth 2006*

- *DSWD Gender and Development Plan 2006*
- *DSWD Plan for Persons with Disabilities 2006*

Accomplishment. The monitoring of the implementation of the Plan shall be on a semestral basis. Submission of accomplishments using the prescribed forms shall be submitted to PDPB *10 days after the reference semester*. The following is the schedule of submission:

First Semester	July 13, 2006
Annual/2 nd Semester	January 15, 2007

Prescribed forms for the Filipino Family and Older Persons sector are to be found in the “*Guidelines in the Planning, Implementation and Monitoring of the National and Regional Decade Plan for the Filipino Family for CY 2005-2015*” and “*Guidelines in the Formulation and Implementation of the Philippine Plan of Action for Senior Citizens (2005-2010)*”, respectively issued to all DSWD offices on September 26, 2005.

For all other sectors, please refer to the same old form provided to you in the previous years. For GAD, use BP 600 and *BP 600-A*.

D.2 FOR FIELD OFFICES

Plan. The Regional inter-agency and DSWD sectoral plans shall be submitted to the DSWD-PDPB in the following due dates using the prescribed form.

For Regional Inter-agency and DSWD Plans on the Filipino Family and Senior Citizens (of which the DSWD is the oversight agency)
 - on or before December 2005

- *Regional Decade Plan for the Filipino Family (2005 – 2015)*
- *Regional Plan of Action for Senior Citizens (2005 - 2010)*

For DSWD Field Office Sectoral Plans – December 15, 2005

- *DSWD Plan for Children 2006*
- *DSWD Plan for Youth 2006*
- *DSWD Gender and Development Plan 2006*
- *DSWD Plan for Persons with Disabilities 2006*

Accomplishment. The monitoring of the implementation of the Plan shall be on a semestral/annual basis. Submission of accomplishments using prescribed forms shall be submitted to DSWD-PDPB on the following schedule of submission:

*For **Regional interagency and DSWD Sectoral Accomplishments on the Filipino Family and Senior Citizens (of which the DSWD is the oversight agency):***

First Semester	July 22, 2006
Annual	January 22, 2007

*For **DSWD Field Office Sectoral Accomplishments on the Children, Youth, Gender and Development, Persons with Disabilities:***

First Semester	July 11, 2006
Annual	January 15, 2007

Prescribed forms for the Filipino Family and Older Persons sector are to be found in the “*Guidelines in the Planning, Implementation and Monitoring of the National and Regional Decade Plan for the Filipino Family for CY 2005-2015*” and “*Guidelines in the Formulation and Implementation of the Philippine Plan of Action for Senior Citizens (2005-2010)*”, respectively issued to all DSWD offices on September 26, 2005.

For all other sectors, please refer to the same old form provided to you in the previous years. For GAD, use BP 600 and BP 600-A.

Note: Refer also to “Summary Table of Reportorial Requirements for Plans and Accomplishments” on Annex B.

VII. EFFECTIVITY

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

Issued in Quezon City, this 11th day of November 2005.


LUWALHATI F. PABLO
OIC-Secretary

MAJOR FINAL OUTPUTS AND INDICATORS

Field Office/Bureau: _____
 Prepared by: _____
 Position: _____
 Date: _____

PLAN, CY _____

Approved by: _____
 Position: _____
 Date: _____

MAJOR FINAL OUTPUT/ INDICATOR	UNIT OF MEASURE	Q1	Q2	Q3	Q4	ANNUAL
I. Services Relating to the formulation and advocacy of policies, plans and programs						
1. Plans adopted > DSWD Plan of Action for Children > DSWD Plan of Action for Youth > Gender and Development > Plan of Action for PWDs > Phil. Plan of Action for the Family > Phil. Plan of Action for Older Persons	1.1 No. of plans to be adopted by intermediaries > DSWD Plan of Action for Children > DSWD Plan of Action for Youth > Gender and Development > Plan of Action for PWDs > Phil. Plan of Action for the Family > Phil. Plan of Action for Older Persons 1.2. No. of plans to be developed/enhanced					
2. Policy, position papers to be prepared in support of SWD legislative & policy reform agenda, international and national commitments	2. No. of policy and position papers to be prepared					
3. National laws and policies to be adopted by intermediaries	3. No. of laws and policies to be adopted by intermediaries					
4. % of LGUs with municipal ordinances and policies passed relative to national policies and laws	4 Ratio of municipalities who will pass ordinances over total number of municipalities 4.a Number of LGUs with municipal ordinances and policies to be passed relative to national policies and laws 4.b Total number of municipalities					
5. New programs developed	5. No. of new programs to be developed					

MAJOR FINAL OUTPUT/ INDICATOR	UNIT OF MEASURE	Q1	Q2	Q3	Q4	ANNUAL
6. Existing programs enhanced/enriched	6.1 No. of existing programs/manuals/guidelines to be enhanced/enriched					
	6.2 No. of programs to be adopted by intermediaries					
II. Standards Setting, Licensing and Accreditation Services						
1. SWD Standards set/developed > Community-Based > Center-Based	1 No. of SWD standards/guidelines to be developed > community-based > center-based					
2. Registration issued to NGOs	2 No. of NGOs to be registered					
3. Licensed NGOs	3 Ratio of licensed NGOs over total number of NGOs applicants 3.a No. of NGOs to be licensed 3.b No. of NGOs applicants for licensing					
4. DSWD Centers/Institutions/NGOs/LGUs applied for accreditation	4 No. of DSWD Centers/Institutions/NGOs/LGUs who will apply for accreditation a. DSWD Centers/Institutions b. NGOs c. LGUs					
5. Accredited DSWD Centers/Institutions/NGOs/LGUs	5 No. of DSWD Centers/Institutions/NGOs/LGUs to be accredited a. DSWD Centers/Institutions b. NGOs c. LGUs					
6. Accreditation certificates issued	6 No. of certificates to be issued within 30 working days upon completion of field visit a. DSWD Centers/Institutions b. NGOs c. LGUs					
7. NGOs with accredited programs	7 Ratio of NGOs with accredited programs over total number of NGOs to be assessed for accreditation 7.a No. of NGOs to be accredited 7.b No. of NGOs to be assessed for accreditation					

MAJOR FINAL OUTPUT/ INDICATOR	UNIT OF MEASURE	Q1	Q2	Q3	Q4	ANNUAL
8. Day Care Centers/Senior Citizens Centers Accredited	8.1 No. of Day Care Centers to be accredited 8.2 No. of Senior Citizens Centers to be accredited					
9 Service Providers applied for accreditation a. Marriage Counsellors b. Day Care Workers c. Social Workers handling Court Related Cases d. CISD Debriefers	9. No. of Service Providers who will apply for accreditation a. Marriage Counsellors (MCs) b. Day Care Workers (DCWs) c. Social Workers handling Court Related Cases (SWs) d. CISD Debriefers					
10. Service Providers accredited a. Marriage Counsellors b. Day Care Workers c. Social Workers handling Court Related Cases d. CISD Debriefers	10. No. of Service Providers accredited and issued certificates a. Marriage Counsellors (MCs) b. Day Care Workers (DCWs) c. Social Workers handling Court Related Cases (SWs) d. CISD Debriefers					
11. Service Providers accredited over total population a. Marriage Counsellors b. Day Care Workers c. Social Workers handling Court Related Cases d. CISD Debriefers	11. Ratio of MCs, DCWs, SWs handling court-related cases and CISD Debriefers over the total number of MCs, DCWs, SWs and CISD Debriefers applicants a. Marriage Counsellors (MCs) b. Day Care Workers (DCWs) c. Social Workers handling Court Related Cases (SWs) d. CISD Debriefers					
12. Solicitation Permits issued	12.1 No. of application for Solicitation Permits to be issued 12.2 No. of Solicitation Permits to be issued					
13. National Fund Drives authorized	13.1 No. of application for National Fund Drives to be authorized 13.2 No. of National Fund Drives to be authorized					
14. Duty Free endorsed	14.1 No. of application for Duty-Free to be endorsed 14.2 No. of Duty-Free to be endorsed					
III Provision of Support Services and Technical Assistance to Intermediaries						
1. Training Modules developed/enhanced	1. No. of training modules to be developed/enhanced					
2. Training Modules adopted/utilized by intermediaries	2. No. of training modules to be adopted/utilized by intermediaries					

MAJOR FINAL OUTPUT/ INDICATOR	UNIT OF MEASURE	Q1	Q2	Q3	Q4	ANNUAL
3. Trainings conducted	3. No.of trainings to be conducted					
4. Intermediaries trained	4. No. of intermediaries to be trained					
	a LGUs					
	b NGOs					
	c POs					
5. Trained participants	5. No. of participants to be trained					
	a From LGUs					
	b From NGOs					
	c From POs					
6. LGUs assisted in the preparation of SWD plan over total LGUs	6. Ratio of LGUs to be assisted over total number of LGUs 5.a No. of LGUs to be assisted in the preparation of SWD plan 5.b No. of LGUs (province/city/mun.) planned to have SWD plan 5.c Total number of LGUs					
7. Client Satisfaction Feedback	7. % Rate of client satisfaction based on evaluation sheet after training					
8. Repayment rate for the SEA-K program	8.1 Amount paid over total amount provided for the SEA-K Program a. Level I b. Level II (SEA-Kabayan) 8.2 Repayment rate for the SEA Program a. Level I b. Level II (SEA-Kabayan)					
9. Families served under SEA-Program (Level 1 and II) provided with assistance (capability building and seed money)	9. No. of families under SEA Program to be provided with assistance (capability building & seed money) a. Level I b. Level II (SEA-Kabayan)					
10. Associations organized and assisted	10. No. of SEA - K Associations to be organized and assisted a. Level I b. Level II (SEA-Kabayan)					
11. SEA-Kabayan who graduated from the SEA-K programs and gained access to external financing sources	11. No. of SEA - Kabayan associations					
12. Intermediaries replicate/adopt SEA program	12. No. of intermediaries to replicate/adopt SEA program a. LGUs b. NGOs					

MAJOR FINAL OUTPUT/ INDICATOR	UNIT OF MEASURE	Q1	Q2	Q3	Q4	ANNUAL
IV Provision of Services to Community and Center-Based Clients						
1. Resource augmentation provided	1. % of resources to be augmented over total MOOE budget a. Amount of resource augmentation to be provided to intermediaries b. Total MOOE budget					
2. LGUs provided resource augmentation	2. No. of LGUs to be provided resource augmentation a. province b. cities c. municipalities					
3. KALAHI-CIDSS Areas covered by: a. Provinces b. Municipalities c. Special Communities d. Barangays e. Urban Poor Communities	3. No. of areas to be covered by CIDSS - KALAHI a. provinces b. municipalities c. special communities d. barangays e. urban poor communities					
4. Households assisted by KALAHI-CIDSS programs/services	4. No. of households to be assisted by CIDSS-KALAHI					
5. Provinces/Municipalities/Barangays fully implementing and institutionalized the KALAHI-CIDSS approach	5. No. of provinces/municipalities/barangays to fully implement and institutionalize the KALAHI-CIDSS Approach a. Provinces b. Municipalities c. Barangays					

MAJOR FINAL OUTPUTS AND INDICATORS

Field Office/Bureau: _____
 Prepared by: _____
 Position: _____
 Date: _____

SERVED, CY _____

Approved by: _____
 Position: _____
 Date: _____

MAJOR FINAL OUTPUT/ INDICATOR	UNIT OF MEASURE	Q1	Q2	Q3	Q4	ANNUAL
I. Services Relating to the formulation and advocacy of policies, plans and programs						
1. Plans adopted > DSWD Plan of Action for Children > DSWD Plan of Action for Youth > Gender and Development > Plan of Action for PWDs > Phil. Plan of Action for the Family > Phil. Plan of Action for Older Persons	1.1 No. of plans adopted by intermediaries > DSWD Plan of Action for Children > DSWD Plan of Action for Youth > Gender and Development > Plan of Action for PWDs > Phil. Plan of Action for the Family > Phil. Plan of Action for Older Persons 1.2. No. of plans developed/enhanced					
2. Policy, position papers prepared in support of SWD legislative & policy reform agenda, international and national commitments	2. No. of policy and position papers prepared					
3. National laws and policies adopted by intermediaries	3. No. of laws and policies adopted by intermediaries					
4. % of LGUs with municipal ordinances and policies passed relative to national policies and laws	4 Ratio of municipalities who passed ordinances over total number of municipalities 4.a Number of LGUs with municipal ordinances and policies passed relative to national policies and laws 4.b Total number of municipalities					
5. New programs developed	5. No. of new programs developed					

MAJOR FINAL OUTPUT/ INDICATOR	UNIT OF MEASURE	Q1	Q2	Q3	Q4	ANNUAL
6. Existing programs enhanced/enriched	6.1 No. of existing programs/manuals/guidelines enhanced/enriched					
	6.2 No. of programs adopted by intermediaries					
II. Standards Setting, Licensing and Accreditation Services						
1. SWD Standards set/developed > Community-Based > Center-Based	1 No. of SWD standards/guidelines developed > community-based > center-based					
2. Registration issued to NGOs	2 No. of NGOs registered					
3. Licensed NGOs	3 Ratio of licensed NGOs over total number of NGOs applicants 3.a No. of NGOs licensed 3.b No. of NGOs applicants for licensing					
4. DSWD Centers/Institutions/NGOs/LGUs applied for accreditation	4 No. of DSWD Centers/Institutions/NGOs/LGUs applied for accreditation a. DSWD Centers/Institutions b. NGOs c. LGUs					
5. Accredited DSWD Centers/Institutions/NGOs/LGUs	5 No. of DSWD Centers/Institutions/NGOs/LGUs accredited a. DSWD Centers/Institutions b. NGOs c. LGUs					
6. Accreditation certificates issued	6 No. of certificates issued within 30 working days upon completion of field visit a. DSWD Centers/Institutions b. NGOs c. LGUs					
7. NGOs with accredited programs	7 Ratio of NGOs with accredited programs over total number of NGOs assessed for accreditation 7.a No. of NGOs accredited 7.b No. of NGOs assessed for accreditation					

MAJOR FINAL OUTPUT/ INDICATOR	UNIT OF MEASURE	Q1	Q2	Q3	Q4	ANNUAL
8. Day Care Centers/Senior Citizens Centers Accredited	8.1 No. of Day Care Centers accredited					
	8.2 No. of Senior Citizens Centers accredited					
9 Service Providers applied for accreditation	9. No. of Service Providers who applied for accreditation					
a. Marriage Counsellors	a. Marriage Counsellors (MCs)					
b. Day Care Workers	b. Day Care Workers (DCWs)					
c. Social Workers handling Court Related Cases	c. Social Workers handling Court Related Cases (SWs)					
d. CISD Debriefers	d. CISD Debriefers					
10. Service Providers accredited	10. No. of Service Providers accredited and issued certificates					
a. Marriage Counsellors	a. Marriage Counsellors (MCs)					
b. Day Care Workers	b. Day Care Workers (DCWs)					
c. Social Workers handling Court Related Cases	c. Social Workers handling Court Related Cases (SWs)					
d. CISD Debriefers	d. CISD Debriefers					
11. Service Providers accredited over total population	11. Ratio of MCs, DCWs, SWs handling court-related cases and CISD Debriefers over the total number of MCs, DCWs, SWs and CISD Debriefers applicants					
a. Marriage Counsellors	a. Marriage Counsellors (MCs)					
b. Day Care Workers	b. Day Care Workers (DCWs)					
c. Social Workers handling Court Related Cases	c. Social Workers handling Court Related Cases (SWs)					
d. CISD Debriefers	d. CISD Debriefers					
12. Solicitation Permits issued	12.1 No. of application for Solicitation Permits issued					
	12.2 No. of Solicitation Permits issued					
13. National Fund Drives authorized	13.1 No. of application for National Fund Drives authorized					
	13.2 No. of National Fund Drives authorized					
14. Duty Free endorsed	14.1 No. of application for Duty-Free endorsed					
	14.2 No. of Duty-Free endorsed					
III Provision of Support Services and Technical Assistance to Intermediaries						
1. Training Modules developed/enhanced	1. No. of training modules developed/enhanced					
2. Training Modules adopted/utilized by intermediaries	2. No. of training modules adopted/utilized by intermediaries					

MAJOR FINAL OUTPUT/ INDICATOR	UNIT OF MEASURE	Q1	Q2	Q3	Q4	ANNUAL
3. Trainings conducted	3. No.of trainings conducted					
4. Intermediaries trained	4. No. of intermediaries trained					
	a LGUs					
	b NGOs					
	c POs					
5. Trained participants	5. No. trained participants					
	a From LGUs					
	b From NGOs					
	c From POs					
6. LGUs assisted in the preparation of SWD plan over total LGUs	6. Ratio of LGUs assisted over total number of LGUs					
	5.a No. of LGUs assisted in the preparation of SWD plan					
	5.b No. of LGUs (province/city/mun.) with SWD plan					
	5.c Total number of LGUs					
7. Client Satisfaction Feedback	7. % Rate of client satisfaction based on evaluation sheet after training					
8. Repayment rate for the SEA-K program	8.1 Amount paid over total amount provided for the SEA-K Program					
	a. Level I					
	b. Level II (SEA-Kabayan)					
	8.2 Repayment rate for the SEA Program					
	a. Level I					
	b. Level II (SEA-Kabayan)					
9. Families served under SEA-Program (Level 1 and II) provided with assistance (capability building and seed money)	9. No. of families under SEA Program provided with assistance (capability building & seed money)					
	a. Level I					
	b. Level II (SEA-Kabayan)					
10. Associations organized and assisted	10. No. of SEA - K Associations organized and assisted					
	a. Level I					
	b. Level II (SEA-Kabayan)					
11. SEA-Kabayan who graduated from the SEA-K programs and gained access to external financing sources	11. No. of SEA - Kabayan associations					
12. Intermediaries replicate/adopt SEA program	12. No. of intermediaries replicated/adopted SEA program					
	a. LGUs					
	b. NGOs					

MAJOR FINAL OUTPUT/ INDICATOR	UNIT OF MEASURE	Q1	Q2	Q3	Q4	ANNUAL
IV Provision of Services to Community and Center-Based Clients						
1. Resource augmentation provided	1. % of resources augmented over total MOOE budget a. Amount of resource augmentation provided to intermediaries b. Total MOOE budget					
2. LGUs provided resource augmentation	2. No. of LGUs provided resource augmentation a. province b. cities c. municipalities					
3. KALAHI-CIDSS Areas covered by: a. Provinces b. Municipalities c. Special Communities d. Barangays e. Urban Poor Communities	3. No. of areas covered by CIDSS - KALAHI a. provinces b. municipalities c. special communities d. barangays e. urban poor communities					
4. Households assisted by KALAHI-CIDSS programs/services	4. No. of households assisted by CIDSS-KALAHI					
5. Provinces/Municipalities/Barangays fully implementing and institutionalized the KALAHI-CIDSS approach	5. No. of provinces/municipalities/barangays fully implemented and institutionalized the KALAHI-CIDSS Approach a. Provinces b. Municipalities c. Barangays					

SUMMARY OF REPORTORIAL REQUIREMENTS FOR PLANS AND ACCOMPLISHMENTS

Title and Code of Reports/Forms Required	Source Office	Frequency	Due Date at Central Office (Policy Development and Plans Bureau)
A. STRATEGIC PLANS 2006-2010	All Central Office Bureaus/Services All Field Offices	Once over a five year period	January 2006
B. PHYSICAL OPERATIONAL PLANS/ACCOMPLISHMENTS			
1. MFO Forms for Plans and Accomplishments			
<i>MFO Form 1: Major Final Outputs and Indicators</i>			
a) Plans	Central Office Bureaus/FAPs Offices (I.e. KALAH-CIDSS) All Field Offices	Annual	February 10, 2006
b) Accomplishments	Central Office Bureaus, FAPs Offices (I.e. KALAH-CIDSS) All Field Offices	Quarterly/Annual	10 days after the reference quarter 1st Qtr - April 14, 2006 2nd Qtr - July 14, 2006 3rd Qtr - October 13, 2006 Calendar Year - January 15, 2007
<i>MFO Form 2: Social Services for Distressed and Displaced Population (Community-Based)</i>	All Field Offices		
<i>MFO Form 3: Social Services for Distressed and Displaced Population (Center-Based)</i>	All Field Offices		
a) Plans		Annual	February 10, 2005
b) Accomplishments		Quarterly/Annual	10 days after the reference quarter 1st Qtr - April 14, 2006 2nd Qtr - July 14, 2006 3rd Qtr - October 13, 2006 Calendar Year - January 15, 2007
2. Narrative Report of Accomplishments	All Central Office Bureaus/Services/ FAPs Offices (I.e. KALAH-CIDSS)	Quarterly/Annual	10 days after the reference quarter 1st Qtr - April 14, 2006 2nd Qtr - July 14, 2006 3rd Qtr - October 13, 2006 Calendar Year - January 15, 2007
C. SECTORAL PLANS/ACCOMPLISHMENTS			
1. Plans			
Plan of Action for Filipino Family (2005 – 2015)	Central Office - Bureaus/Social Marketing Service All Field Offices	Once over a 10 year period	On or before December 2005
Plan of Action for Senior Citizens (2005 - 2010)			
<i>Note: Field Offices shall submit Regional Inter-agency and DSWD plans for Filipino Family and Senior Citizens</i>		Once over a 5 year period	
DSWD Plan for Children DSWD Plan for Youth DSWD Plan for Persons with Disabilities	Central Office - Bureaus/Social Marketing Service All Field Offices	Annual	December 15, 2005
DSWD Gender and Development Plan			
	All Central Bureaus/Services	Annual	December 15, 2005

Title and Code of Reports/Forms Required	Source Office	Frequency	Due Date at Central Office (Policy Development and Plans Bureau)
<p>2. Accomplishments</p> <p>Status of Plan Implementation on the Filipino Family Status Plan of Implementation for Older Persons</p> <p><i>Note: Field Offices shall submit Regional Inter-agency and DSWD accomplishments for the Filipino Family and Senior Citizens</i></p> <p>DSWD Status of Plan Implementation on the Children DSWD Status of Plan Implementation Plan for Youth DSWD Status of Plan Implementation for PWDs</p> <p>DSWD Status of Plan Implementation Gender and Development Plan</p>	<p>Field Offices FAPs Offices (I.e. KALAHI-CIDSS)</p> <p>Central Office - Bureaus/Social Marketing Service</p> <p>All Field Offices</p> <p>Central Office - Bureaus/Social Marketing Service</p> <p>All Field Offices</p> <p>All Central Bureaus/Services</p> <p>All Field Offices</p>	<p>Semestral/Annual</p> <p>Semestral/Annual</p> <p>Semestral/Annual</p> <p>Semestral/Annual</p> <p>Semestral/Annual</p> <p>Semestral/Annual</p>	<p>10 days after the reference semester/calendar year 1st Semester - July 13, 2006 Calendar Year - January 15, 2007</p> <p>20 days after the reference semester/calendar year 1st Semester - July 22, 2006 Calendar Year - January 22, 2007</p> <p>10 days after the reference semester/calendar year 1st Semester - July 13, 2006 Calendar Year - January 15, 2007</p> <p>10 days after the reference semester/calendar year 1st Semester - July 13, 2006 Calendar Year - January 15, 2007</p> <p>10 days after the reference semester/calendar year 1st Semester - July 13, 2006 Calendar Year - January 15, 2007</p>
<p><u>D. REGIONAL SWD LGU PLANS AND ACCOMPLISHMENTS</u></p> <p>a) Plans</p> <p>b) Accomplishments</p>	<p>All Field Offices</p> <p>All Field Offices</p>	<p>Annual</p> <p>Quarterly/Annual</p>	<p>March 30, 2006</p> <p>1st Semester - End of July 2006 2nd Semester - End of January 2007</p>
<p><u>E. REGIONAL SWD SITUATIONER ANALYSIS REPORT for 2006</u></p>	<p>All Field Offices</p>	<p>Annual</p>	<p>End of May 2006</p>

f://users/clagasca/dswdwork&finlplan/2006/reportorial requirements2006.xls

SUMMARY OF REPORTORIAL REQUIREMENTS FOR PLANS AND ACCOMPLISHMENTS

Title and Code of Reports/Forms Required	Source Office	Frequency	Due Date at Central Office (Policy Development and Plans Bureau)
A. STRATEGIC PLANS 2006-2010	All Central Office Bureaus/Services All Field Offices	Once over a five year period	January 2006
B. PHYSICAL OPERATIONAL PLANS/ACCOMPLISHMENTS			
1. MFO Forms for Plans and Accomplishments			
<i>MFO Form 1: Major Final Outputs and Indicators</i>			
a) Plans	Central Office Bureaus/FAPs Offices (I.e. KALAH-CIDSS) All Field Offices	Annual	February 10, 2006
b) Accomplishments	Central Office Bureaus, FAPs Offices (I.e. KALAH-CIDSS) All Field Offices	Quarterly/Annual	10 days after the reference quarter 1st Qtr - April 14, 2006 2nd Qtr - July 14, 2006 3rd Qtr - October 13, 2006 Calendar Year - January 15, 2007
<i>MFO Form 2: Social Services for Distressed and Displaced Population (Community-Based)</i>	All Field Offices		
<i>MFO Form 3: Social Services for Distressed and Displaced Population (Center-Based)</i>	All Field Offices		
a) Plans		Annual	February 10, 2005
b) Accomplishments		Quarterly/Annual	10 days after the reference quarter 1st Qtr - April 14, 2006 2nd Qtr - July 14, 2006 3rd Qtr - October 13, 2006 Calendar Year - January 15, 2007
2. Narrative Report of Accomplishments	All Central Office Bureaus/Services/ FAPs Offices (I.e. KALAH-CIDSS)	Quarterly/Annual	10 days after the reference quarter 1st Qtr - April 14, 2006 2nd Qtr - July 14, 2006 3rd Qtr - October 13, 2006 Calendar Year - January 15, 2007
C. SECTORAL PLANS/ACCOMPLISHMENTS			
1. Plans			
Plan of Action for Filipino Family (2005 – 2015)	Central Office - Bureaus/Social Marketing Service All Field Offices	Once over a 10 year period	On or before December 2005
Plan of Action for Senior Citizens (2005 - 2010)		Once over a 5 year period	
<i>Note: Field Offices shall submit Regional Inter-agency and DSWD plans for Filipino Family and Senior Citizens</i>			
DSWD Plan for Children DSWD Plan for Youth DSWD Plan for Persons with Disabilities	Central Office - Bureaus/Social Marketing Service All Field Offices	Annual	December 15, 2005
DSWD Gender and Development Plan	All Central Bureaus/Services	Annual	December 15, 2005

Title and Code of Reports/Forms Required	Source Office	Frequency	Due Date at Central Office (Policy Development and Plans Bureau)
<p>2. Accomplishments</p> <p>Status of Plan Implementation on the Filipino Family Status Plan of Implementation for Older Persons</p> <p><i>Note: Field Offices shall submit Regional Inter-agency and DSWD accomplishments for the Filipino Family and Senior Citizens</i></p> <p>DSWD Status of Plan Implementation on the Children DSWD Status of Plan Implementation Plan for Youth DSWD Status of Plan Implementation for PWDs</p> <p>DSWD Status of Plan Implementation Gender and Development Plan</p>	<p>Field Offices FAPs Offices (I.e. KALAHI-CIDSS)</p> <p>Central Office - Bureaus/Social Marketing Service</p> <p>All Field Offices</p> <p>Central Office - Bureaus/Social Marketing Service</p> <p>All Field Offices</p> <p>All Central Bureaus/Services</p> <p>All Field Offices</p>	<p>Semestral/Annual</p> <p>Semestral/Annual</p> <p>Semestral/Annual</p> <p>Semestral/Annual</p> <p>Semestral/Annual</p> <p>Semestral/Annual</p> <p>Semestral/Annual</p>	<p>10 days after the reference semester/calendar year 1st Semester - July 13, 2006 Calendar Year - January 15, 2007</p> <p>20 days after the reference semester/calendar year 1st Semester - July 22, 2006 Calendar Year - January 22, 2007</p> <p>10 days after the reference semester/calendar year 1st Semester - July 13, 2006 Calendar Year - January 15, 2007</p> <p>10 days after the reference semester/calendar year 1st Semester - July 13, 2006 Calendar Year - January 15, 2007</p> <p>10 days after the reference semester/calendar year 1st Semester - July 13, 2006 Calendar Year - January 15, 2007</p>
<p><u>D. REGIONAL SWD LGU PLANS AND ACCOMPLISHMENTS</u></p> <p>a) Plans</p> <p>b) Accomplishments</p>	<p>All Field Offices</p> <p>All Field Offices</p>	<p>Annual</p> <p>Quarterly/Annual</p>	<p>March 30, 2006</p> <p>1st Semester - End of July 2006 2nd Semester - End of January 2007</p>
<p><u>E. REGIONAL SWD SITUATIONER ANALYSIS REPORT for 2006</u></p>	<p>All Field Offices</p>	<p>Annual</p>	<p>End of May 2006</p>