



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

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**Memorandum Circular 32**  
**Series of 2005**

**Guidelines in the Formulation of External  
Resource Generation Agenda**

**I. RATIONALE**

The Department of Social Welfare and Development (DSWD) is mandated to alleviate the plight of and empower the marginalized sectors through the development of programs and services, as well as the provision of technical assistance to intermediaries: the Local Government Units (LGUs), Non-Government Organizations (NGOs), and Peoples Organization (POs) which deliver basic social services. The big task of alleviating poverty among the poorest of the poor, with insufficient resources to utilize, compels DSWD to generate and mobilize resources for social welfare and development projects. The generation and mobilization of resources outside the organization refers to resource generation or external resource accessing (ERA). Through the use of various resource generation strategies such as AHON Bayan, Donors Forum, networking, the Department was able to generate resources thereby complementing its limited financial resources. This enable it to continue with its effective and efficient operation as well as to provide augmentation support to its stakeholders (LGUs, NGOs and POs) through external resource accessing.

In the effort to institutionalize the Department's resource generation strategies, there is a need for the identification, prioritization of projects for external resource accessing in the sector using the need-based approach. While this direction would consider available grant and other donor opportunities, it aims to look into the Departments priority thrusts and directions, general needs of the sector based on existing data and information, as well as existing resources (organizations and other interest groups, prospective donors), available programmes and services and opportunities and partner needs.

Resource generation can have more impact if matched with the priorities of specific needs and were carefully analyzed and determined. Likewise, the identification of particular project to be externally accessed could be more facilitative if there has been a definite plan from which prioritization of these could be based from. This entails mapping of needs in a particular area and/or sector and resources to be maximized to attain desired development.

In line with the resource generation function of the Field Office to maximize the resources both from local and foreign donor communities and to continuously conduct a more rationalized and systematic resource generation effort, the need for each Field Office to formulate at least Three - Year Indicative External Resource Generation Agenda is recognized. The document will serve as the main reference that will rationalize the external accessing efforts to be performed by the Field Offices to assist partner stakeholders. Moreover, the document will help justify the need for government's additional budget allocation as this will establish the extent of needs vis-à-vis resources available.

In the course of generating external resources both for the Department and its partners, the Field Office through the leadership of the Field Director and all the Field Office staff including the Division Chiefs, AHON Bayan Program Focal Person, Field Office Planning Officer and other technical staff shall not only work to provide technical assistance in the preparation of project proposals, match the ready project proposals to available donor partners/programmes/facilities/opportunities and liaise with the proponent and donor partners along this lines. They are also tasked to look after the Department's priority thrusts and directions as well as the partners' needs and ensure that their external resource accessing efforts are attuned to these and that specific needs are met, creating the desired impact to target sector beneficiaries, redounding to the contribution to the over-all government effort to reduce poverty in the country.

This guideline is consistent with and support the following previously crafted and approved guidelines:

- a) DO # 2 series of 2000 re: "Creation of the External Assistance Office in the Department"  
An External Assistance Office is created to become the resource generation and project monitoring arm of the Department. This office is envisioned as a command and management structure that will put in place a comprehensive system for coordinating social welfare and development projects, generating fund sources, and monitoring externally funded projects and ultimately, uplifting the lives of or intended beneficiaries;
- b) AO # 161 series of 2002 re" Guidelines on Fund Matching of Project Proposals for External Assistance" aims to adopt a system of fund matching social welfare and development projects to external funding sources; and
- c) AO # 6 series of 2004 re: "Omnibus Guidelines for the Institutionalization of the AHON Bayan Program in the DSWD" aims to set clearly the objectives of the ABP as the resource generation strategy of the Department; to identify the processes involved in the implementation of the ABP; and to clarify the key players of the ABP, their roles and functions.

## **II. OBJECTIVES**

This guideline seeks to guide the Field Offices in the formulation of the External Resource Generation Agenda that would rationalize and systematize resource generation mechanism. This shall also serve as the planning tool for the Field Offices, as well as, for our front line service provider partners, the Local Government Units (LGUs), Non-Government Organizations (NGOs) and People's Organizations (POs) in identifying needs of a particular area and/or sector; resources which could be optimized, and development of specific projects/programs in response to the identified need of the sector.

## **III. SIGNIFICANT FEATURES**

In coming up with the External Resource Generation Agenda, the following should be considered as basis/reference:

### **A. Current Administration's Thrusts and Priorities**

One of the major basis in the preparation of the External Resource Generation Agenda are the Ten Point Agenda, consistent with the Medium-Term Philippine Development Plan (MTPDP) Framework, Medium Term Public Investment Plan (MTPIP), DSWD

Mandate, Thrusts and Priorities for the Year and the Regional Development Plans/Goals.

## **B. Regional Sectoral Situationer**

This refers to the regional sectoral situationer which indicates the current situation highlighting the needs of the sectors including children, youth, women, persons with disabilities and older persons and the problems encountered by the sector which need to be responded to by coming up with necessary interventions such as programs and projects. Sectoral consultation is one major process required in firming up the data/information on the sectors concerned.

## **C. Internal Resources (SWD Agencies in the Region)**

### **c.1 DSWD Field Office**

#### **Facilities**

This shall contain the lists of DSWD centers/facilities providing Social Welfare Development (SWD) services for various sector (e.g. children, youth, women, etc).

#### **Programs and Services** (including those that are being piloted in the localities)

This refers to the residential based, community based and center based programs and services being provided for the sectors concerned.

#### **Resources (Manpower, etc.)**

This refers to the budget/resources allocated for SWD services which includes the manpower complement.

## **D. Opportunities**

### **d.1 DSWD Partners in the Region**

#### **d.1.1 LGUs (1st - 6<sup>th</sup> Classes)**

This refers to the Local Government Units or municipalities which are all considered partners in resource accessing. However, the 3<sup>rd</sup> - 6<sup>th</sup> class municipalities are prioritized to be the target areas as beneficiaries for the resource generation activities. Available facilities, the trend of programs and the resources existing in the municipalities should be listed here for reference purposes.

#### **d.1.2 Registered, Licensed or Accredited Social Welfare Development Agencies (SWDAs) (Residential, Center-Based, Community Based and Street Based)**

This should provide at least a summary of these NGOs by category and describe the available facilities run by them, their programs and services and manpower.

#### **d.1.3 Registered People's Organizations (POs)/ Private Agencies**

This should describe summary of people's organizations/private agencies

providing support to social welfare and development institutions. The available facilities run by them, programs and services and the manpower should also be described here.

**d.2 Other Existing NGAs with SWD services**

This refers to other frontline agencies delivering Social Welfare Development services like the DepEd, DOH, DOJ, DILG, etc. which are very active in providing complementary support to social welfare needs.

**d.3 Other Donors and Civil Society**

This refers to the sponsors and other private individuals supporting SWD projects/activities operating in the area

**E. Gaps**

These refer to the analysis of the weaknesses (internal to the Department) and threats (external to the Department) of the existing interventions, facilities and resources in the regions vis-à-vis with the needs of the sector.

**IV. MECHANICS**

The External Resource Generation Agenda must be prepared following these mechanics:

1. The Field Director as part of her/his Performance Commitment will lead the Field Office in formulating the document.
2. The major parts of the document specifically items A (Current Administration's Thrusts and Priorities) and B (Regional Sectoral Situationer) must be the inputs of the Planning Unit.
3. The information required in item C (Internal Resources) must be provided by the concerned technical staff of the Field Office, in coordination with the AHON Bayan Focal Person and his/her Division Chief.
4. The most critical portions of the document are items D (Opportunities) & E (Gaps). These require concerted efforts of the Planning Officer and of the AHON Bayan Focal Person and must be confirmed by the rest of the Technical Staff of the Field Office.
5. Once all necessary information are provided, ABP Focal Person is in-charge to consolidate/integrate it.
6. Once the initial draft is available, sectoral consultation involving ABP Prime Movers, and sectoral representatives, NGOs, POs, & LGUs must be conducted purposely to solicit comments/inputs.
7. The enriched draft with comments/inputs from the ABP Prime Movers will be forwarded to Policy Development and Planning Bureau (PDPB) for comments.
8. The Three-Year Indicative External Resource Generation Agenda must be approved by the Field Director.

9. Once approved, the document will aid the ABP Focal Person in assessing the proposed projects of the partner stakeholders as well as in developing/packaging the identified regional projects addressing a specific FO need.
10. The first document must be submitted to the Policy Development and Planning Bureau as soon as approved by the Field Director on or before September of the current year and the updated version every end of October of the year.
11. The document must be formulated using the format in Annex A.

## **V. REVIEW AND UPDATING**

To ensure the relevance and responsiveness of the document, it should be reviewed/updated on an annual basis.

## **VI. EFFECTIVITY**

This order takes effect 12-21-05 and revoke previous order inconsistent herewith.

  
**LUWALHATI F. PABLO**  
OIC - Secretary



