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Department of Social Welfare and Development

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MEMORANDUM CIRCULAR

No. 15

Series of 2009

TO : All DSWD Undersecretaries/Cluster Heads, Assistant Secretaries/ Coach Monitors, Bureau Directors, Regional Directors, Service Directors, All Concerned Officials and Employees

SUBJECT : Guidelines on the Management and Utilization of Priority Development Assistance Fund (PDAF)/Congressional Initiative (CI).

RATIONALE

It is the policy of the State that all government resources shall be managed, expended and utilized in accordance with law and regulations, and safeguarded against loss or wastage. It vests in the heads of agencies the responsibility of protecting these resources with the end in view of ensuring efficiency, economy and effectiveness in the operations of the government.

Moreover, in support to the stewardship function, the State as a policy promotes the ideals of good governance in all its branches, departments, agencies, subdivisions, and instrumentalities, including government-owned and/or controlled corporations, and local government units.

Along these lines, the DSWD as a Department in the Social Sector is mandated to work towards the achievement of improved capacities and opportunities for the poor, vulnerable and disadvantaged individuals, families and communities, to enable them to transcend their present conditions and improve their quality of life. Consistent with these concerns, the National Government provides DSWD with funds through the General Appropriations Act to enable it to deliver effectively its mandate and ultimately attain its vision, goals and desired outcome. In addition to these regular funds, other funds are entrusted to or generated by the DSWD to augment its requirement for the implementation of said programs and projects in the form of, among others, donations, transfers from other national government agencies, Priority Development Assistance Fund (PDAF) and Congressional Initiative (CI) of members of Congress. As such, the use of such funds for these programs and projects shall follow DSWD guidelines and procedures and existing rules and regulations of the Commission on Audit (COA), the Department of Budget and Management (DBM), and other oversight agencies in their implementation.

A review of the existing internal control structures of the Department reveals that there already exists operating mechanisms for the receipt, management and use of donations and funds transferred from National Government Agencies. However, on the PDAF/CI as a government fund entrusted to members of Congress, the existing guidelines need to be updated to effectively govern the release, use, reporting and monitoring of the same in DSWD, hence, these guidelines.

LEGAL BASES

Presidential Decree No. 1445, Ordaining and Instituting a Government Auditing Code of the Philippines

Republic Act No. 9184, the "Government Procurement Reform Act"

Executive Order No. 15, Redirecting the Functions and Operations of the Department of Social Welfare and Development

National Budget Circular No. 476 dated September 20, 2001 on the "Guidelines on the Release of Funds Chargeable Against the Priority Development Assistance Fund for the Second Semester of FY 2001 and Thereafter"

Commission on Audit COA Circular No. 2007-001 dated October 25, 2007 on the "Revised Guidelines in the Granting, Utilization, Accounting and Auditing of the Funds Released to Non-Governmental Organizations/People's Organizations (NGOs/POs)"

(DSWD) Memorandum Circular No. 36, Series of 2003 on the "Guidelines on the Approval, Transfer, Monitoring and Reporting of Government Funds Released to Non-Government Organizations (NGOs) and People's Organizations"

(DSWD) Administrative Order No. 06, Series of 2007, on the "Amendment to Administrative Order No. 75, Series of 2003, Re: Management of DSWD-Operated Crisis Intervention Units"

(DSWD) Department Order No. 5, Series of 2002 on the "Delegation of Signing and Other Financial and Administrative Authorities to Central Office and Field Offices"

GPPB Resolution No. 12-2007 on the "Guidelines on Non-Governmental Organization (NGO) Participation in Public Procurement" Issued by the Government Procurement Policy Board (GPPB) on June 29, 2007.

OBJECTIVES

The objectives of these guidelines are as follows:

1. To prescribe guidelines on the release, expenditure, monitoring and reporting of the use of the Priority Development Assistance Fund (PDAF)/Congressional Initiative (CI) of the members of Congress which has been channeled to DSWD;
2. To prescribe procedures on the procurement of goods and services covered by PDAF/CI governed by the principles of transparency, competitiveness, streamlining, accountability, and public monitoring; and
3. To identify/establish clear accountabilities of officials and employees involved in the processing of PDAF/CI transactions.

DEFINITION OF TERMS

1. **Priority Development Assistance Fund (PDAF)/Congressional Initiative (CI)** is an appropriation allocated for members of Congress to fund priority programs and projects or to fund the required counterpart for foreign-assisted projects which amount shall be released directly to the implementing agency or Local Government Units concerned.

The provisions of the General Appropriations Act as implemented by National Budget Circular No. 476, dated September 20, 2001 and subsequent issuances by DBM on the matter, Commission on Audit circulars and guidelines, and the guidelines/issuances by the DSWD govern all disbursements under PDAF/CI.

2. **Comprehensive and Integrated Delivery of Social Services Programs (CIDSS)** is a poverty alleviation program which addresses the Minimum Basic Needs (MBN) of poor Filipino families and communities using the convergence strategy of pooling all together the human and material resources of government organizations, non-governmental organizations and people's organization. It is a flagship program that seeks to empower targeted families and communities nationwide. It employs strategies and components that allow for the delivery of responses to the MBN of the basic sectors, including farmers, fisher folks, indigenous people, the informal workers and urban poor. CIDSS gives special focus on the special needs of vulnerable groups such as women, children, youth, students, senior citizens, persons with disabilities and victims of calamities and disasters by providing them with better opportunities to participate in the development process.
3. **A Non-Governmental Organization (NGO)** refers to a non-stock, non-profit domestic corporation duly registered with the Securities and Exchange

Commission (SEC) or a cooperative duly registered with the Cooperative Development Authority (CDA) committed to the task of socio-economic development and established primarily for providing goods and services to the public. This includes social welfare and development (SWD) agencies that implement social welfare and development programs and projects.

COVERAGE OF PDAF/CI

Generally, the PDAF/CI assigned to DSWD by members of Congress shall be used to provide augmentation support for the implementation of Comprehensive Integrated Delivery of Social Services (CIDSS), disaster management including relief and rehabilitation, social protection and promotion of rights and welfare of the poor and the disadvantaged and for the implementation of community-driven development projects. Specifically, the PDAF shall be used to fund the menu indicated in Annex 1 of this Guidelines.

GUIDELINES

1. For purposes of ensuring an orderly, traceable and verifiable action on matters relating to PDAF transactions, all requests for the utilization of PDAF/CI, except for CIU-related transactions, shall pass the Department Legislative Liaison Office (DLLO) for determination of the completeness of basic documents required for the onward referral for appropriate action of offices concerned in the Department, as follows:

NATURE OF REQUEST	OFFICE CONCERNED
Request for transfer of funds to NGOs/POs	Program Management Bureau (PMB) Standards Bureau (SB) and other concerned bureaus/units
Request for Sub-allotment to Field Offices	Financial Management Service (FMS) copy furnished PMB
Request for financial assistance by individuals, families in difficult circumstances	Crisis Intervention Unit (CIU), Program Management Bureau (PMB); Field Office concerned
Request for purchase of goods and/or services	PMB and other concerned bureau/units
Request for technical assistance	Concerned/appropriate office in DSWD

- 1.1 The DLLO shall return to or coordinate with the office of the Legislators concerned requests with incomplete documents for compliance.
- 1.2 Along with this concern, the DLLO shall be responsible for the following:

- 1.2.1 Track and monitor the status of requests/concerns forwarded to various Units of the Department. Relatedly, it shall develop reporting and monitoring instruments to track effectively status of said requests; it shall coordinate/confer with concerned DSWD units to fast track the processing of request;
- 1.2.2 Coordinate with various DSWD units/offices in the preparation of various reports or confer/coordinate with the Legislator concerned or his/her Chief of Staff regarding the status of their requests, PDAF/CI funds, problems/issues on their requests, and related matters.
- 1.2.3 Facilitates coordination or meetings with the legislators or their staff with DSWD units/offices on issues/concerns relative to PDAF/CI.

2. Requests for Sub-Allotment to Field Offices

- 2.1 Requests for sub-allotment of funds and transfer of cash allocation to Field Offices shall be referred for appropriate action to the Financial Management Service (FMS) by DLLO copy furnished the Program Management Bureau (PMB).
- 2.2 Transfer of funds by Central Office and Field Offices to NGOs/POs/LGUs shall be governed by Paragraph 4 of this Circular.

3. Requests for Financial Assistance by Individuals/Families in Especially Difficult Circumstances in DSWD-managed CIUs.

- 3.1 Requests for financial assistance by individuals and families in crisis/difficult situation shall be acted upon by the Crisis Intervention Unit (CIU) of the Field Office concerned;
- 3.2 Approval of the financial assistance shall be governed by the provisions of the Guidelines on the provision of granting assistance to individuals in crisis situation. However the amount of financial assistance may vary depending upon the legislator's recommendation and the social worker's assessment but not to exceed P25,000. The financial assistance to be provided shall only be given once except in medical cases that would require repetitive medical treatment like dialysis, chemotherapy or similar medical procedures at the discretion of the solon concerned.

In extremely justifiable cases, the amount in excess of P25,000 may be granted subject to approval of the Secretary or her authorized representative.

- 3.3 For monitoring purposes, the PMB shall coordinate with the concerned Field Office in the preparation and submission to the Undersecretary/Coach Monitor In Charge a monthly report of the financial assistance granted to clients segregated by sources of PDAF/CI copy furnished the DLLO and FMS.

4. Transfer of Funds to NGOs/POs/LGUs

- 4.1 The legislator shall identify through a letter to DSWD the priority projects under its authorized budget, which may be implemented by NGO/PO. The information on the projects shall include their purposes, specifications and intended beneficiaries and timetable for the implementation of the project. To ensure transparency, the foregoing information shall be made public via newspapers, agency websites, bulletin boards and the like, at least three months prior to the target date of the start of the identified project/s.
- 4.2 NGOs/POs that are interested to engage in partnership with the Department on the implementation of the project shall submit a complete project proposal approved/signed by its officers which shall include the objectives, target beneficiaries, feasibility studies, risk assessment, designs, plans, blueprints, charts, etc.
- 4.3 The Department shall select the NGO/PO partner through a Selection Committee to be created by the Department. The Selection Committee shall perform the selection process, including the screening of the qualifications documents, ocular inspection of the NGOs/POs business site, and evaluation of the technical and financial capability of the NGO/PO.
- 4.4 To expedite the process of selection, the Standards Bureau shall provide the Selection Committee a list of accredited NGOs as a permanent reference file, where the Committee could refer to with regard to, among others, its status, basic information and the services provided by said NGO.

Selection of NGO/PO

- 4.5 In deference to DSWD mandate on the regulation of NGOs/POs and in pursuit of strengthening the accountability system covering government funds, only NGOs registered and licensed by the DSWD shall be eligible for any transfer of DSWD funds.
 - 4.5.1 A DSWD Selection Committee shall be created for the purpose which shall formulate the criteria for the selection of NGOs/POs that would implement the social welfare/development program/project.

The Selection Committee shall be composed of representatives from the Program Management Bureau (PMB), Standards Bureau (SB), Social Technology Bureau (STB), Financial Management Service (FMS), Administrative Service (AS)/Bids and Awards Committee (BAC) Secretariat and Legal Service (LS) and shall be chaired by an Assistant Secretary.

- 4.5.2 A similar arrangement shall be constituted in the DSWD Field Offices for the selection of NGOs/POs that will implement social welfare and development programs/projects in the region. The Regional Selection Committee shall be composed of members representing Operations Division, Technical Assistance Division, Management or Finance Division and shall be chaired by the Assistant Director.
- 4.5.3 The Selection Committee at the Central Office shall formulate the selection criteria for uniform implementation of the selection process at the DSWD Central Office and DSWD Field Offices.
- 4.5.4 The Committee shall recommend to the DSWD Secretary or her authorized representative the NGO that meets the minimum requirements, which can deliver the specifications for the project and which can satisfactorily undertake the project at terms most advantageous to the government and beneficiaries, taking into account the effectiveness of the project.
- 4.5.5 NGOs intending to enter into engagement with DSWD shall comply with the provisions of Paragraph 4.5 of COA Circular No. 2007-001 on pre-qualification requirements.
- 4.5.6 NGOs shall not be eligible for DSWD engagement or transfer of DSWD funds under the following conditions:
 - NGOs found by either the Internal Audit Services (IAS) or Program Management Bureau (PMB) or Financial Management Service (FMS) or the Legal Service (LS) or Standards Bureau (SB) or Administrative Service (AS)/Bids and Awards Committee (BAC) Secretariat or any duly constituted DSWD body to have materially violated the provisions of the Memorandum of Agreement (MOA) with DSWD, among others: non-delivery or incomplete delivery of programs/projects as approved by DSWD and stipulated in the MOA; non-liquidation of cash advances; fraudulent liquidation of cash advances, and; other similarly related cases;

- NGOs with derogatory reports from other agencies of the government as certified by said agency;
- NGOs which one or more member/s of the board is/are members of the board of another NGO blacklisted by the DSWD;
- NGOs which member of the board is a separated official/employee of DSWD on grounds of moral turpitude;
- NGOs in employ of separated official/employee of DSWD on grounds of moral turpitude and whose work in the NGO is involved directly or indirectly in the planning and/or implementation of the proposed project with DSWD;
- Other related cases.

Requirements on Transfer of Funds to NGO/PO

- 4.6 The PDAF transferred to the NGOs/POs shall retain their character as public funds. Hence, a Memorandum of Agreement (MOA) shall support said transfer of funds, which shall be the terms of reference of the agreement between the Department and the NGO/PO on the implementation of the project. It shall stipulate the respective roles/responsibilities of the Department and the NGO/PO and, all the conditions and information required by the Commission on Audit from the NGO/PO pursuant Item 4.5.3 of COA Circular 2007-001. In addition, the following shall be included in the MOA or submitted as additional supporting document:
- 4.6.1 The limitations on the use of funds transferred to NGO/PO pursuant to Item 6.2 of COA Circular No. 2007-001;
 - 4.6.2 A solidarily liability clause which shall establish the accountability/liability of all officers of the NGO in the event it fails to liquidate or misappropriate the funds or lose the same by any circumstance;
 - 4.6.3 Allow visitorial audit by the officials and personnel of the Commission on Audit (COA) authorized to perform the audit under an approved office order;
 - 4.6.4 Institution of legal action by DSWD against the NGO/PO should it fail to complete a project covered by the MOA, or for a material violation of the provisions of the MOA, or of this Circular, and in any of these cases, its

subsequent permanent disqualification from applying for another project with the DSWD or in any other GO;

- 4.6.5 In case of the dissolution of the NGO/PO, voluntary or involuntary, its assets shall serve as lien, in accordance with existing laws, to the extent of the unexpended or unutilized portion of the fund;
 - 4.6.6 Maintenance of the NGO/PO of a separate savings account for each fund received from DSWD; and
 - 4.6.7 The return by the NGO/PO to DSWD of any amount not utilized to complete the project, including interest, if any.
 - 4.6.8 The requirements for the recipient NGO/PO to keep and maintain financial and accounting records of the funds transferred by the Department in accordance with Philippine Accounting Standards, submission of the financial reports to DSWD as agreed upon in the MOA, and to make available to DSWD and/or COA Auditors all records and documents, including disbursement vouchers relative to the utilization of the funds transferred.
 - 4.6.9 The submission to the DSWD of the final Fund Utilization Report certified by its Accountant and approved by the Board of Directors sixty (60) days after the completion of the project and all supporting documents as required under Item 5.4 of the same COA Circular.
- 4.7 The selected NGO/PO shall submit a Resolution signed by all its officers and board members or trustees stating that all of them officers and board members or trustees are aware of their NGO/PO transaction with the Department and that they are solidarily liable in case of non-liquidation, misappropriation or loss of the funds. Said Resolution shall form part of the MOA. It shall also submit an attestation that said officers and board members or trustees are the current set of officers of the NGO together with the addresses of their residence.
- Any changes in the address of the NGO or any of its officers and board members or trustees and in the composition of the Board shall be communicated to DSWD immediately. Failure to do so shall be presumed bad faith on their part.
- 4.8 The selected NGO shall submit a passport-sized photo of all members of the Board of Directors to DSWD through the Standards Bureau.
 - 4.9 The concerned DSWD office/unit together with the NGO/PO shall be jointly responsible for the preparation of Memorandum of Agreement (MOA) clearly

stating the terms required in Item 4.6 of this Memorandum Circular. For this purpose, a MOA template shall be issued by the Central Office Selection Committee for uniform utilization at DSWD Central Office and Field Offices. The Memorandum of Agreement (MOA) with NGOs/POs that are implementing programs/projects within the jurisdiction of the Field Office shall be processed and signed by the Field Office Director concerned. The Memorandum of Agreement (MOA) with NGOs/POs that are implementing programs/projects in two or more regions shall be processed in the Central Office and approved by the Secretary.

- 4.10 In the procurement of any type goods or services out of PDAF, the NGO/PO shall conduct simple bidding or canvass to ensure the best terms and quality of purchase.
- 4.11 The NGO/PO shall put up an equity to the project equivalent to 20% of the total project cost, which may be in the form of labor, land for the project site, facilities, equipment and the like, to be used in the project. The Selection Committee shall ensure that this requirement is complied with by the NGO/PO.
- 4.12 The NGO/PO shall post a performance security in the form of a surety bond callable on demand, issued by the Government Service Insurance System (GSIS) or any insurance company duly accredited by the Office of the Insurance Commission for at least 30% of the total fund to be transferred. If the project is not completed within 90 days after the prescribed completion date, the bond shall be forfeited in favor of the Department.
- 4.13 Funds to NGOs/POs shall be released in the following tranches:
 - 30% upon approval and signing of MOA
 - 70% after submission of liquidation report of the first 30% and validation/favorable recommendation by DSWD Internal Audit Service Auditors.

However, the Secretary of DSWD may decide other percentage combinations of staggered fund releases including full release in single tranche to NGO/PO.

- 4.14 No portion of the funds shall be released before the signing of the MOA. Checks issued by the Department covering the release of funds to the NGO/PO shall be crossed for deposit to its savings or current accounts.

No portion of the funds granted to the NGO/PO shall be used for the following:

- Money market placement, time deposit or other forms of investments;

- Cash advance of any official/employee of the NGO/PO, unless related to the implementation of the project;
- Payment of salaries, honoraria and any form of allowance of the officials/personnel of the GO or the NGO/PO who are not connected with the project;
- Purchase of supplies, materials, equipment and motor vehicles of the GO; and,
- Acquisition of assets of the NGO/PO, unless necessary for the prosecution of the project and specifically stipulated in the MOA.

4.15 In case of staggered fund releases or new fund release covered by another MOA, no NGO/PO shall receive additional releases unless an interim Fund Utilization Report of the previous release certified by its Accountant and approved by its President/Chairman is first complied with, showing a summary of expenses and a status report of accomplishment evidenced by pictures.

4.16 The Internal Audit Service (IAS) of the Department shall verify the validity of this document and submit recommendation whether or not to release the second and final tranche, as the case may be. It shall likewise validate the final completion and liquidation report of the final tranche and submit recommendation on whether or not the NGO has satisfactorily complied with the provisions of the MOA with regard to the implementation of the project. It shall also include a recommendation on the future action the Department may take on the NGO/PO on future projects of DSWD.

4.17 The recipient NGO shall return to the Department any amount not utilized upon completion of the project.

4.18 No NGO shall be a recipient of DSWD funds where any of the provisions of this Memorandum Circular and the MOA entered into with DSWD has not been complied with, in any previous undertaking with funds allocated to the Department.

5. Requests for Purchase of Goods and Services

5.1 The DLLO shall examine the request as to completeness of the following requirements:

- Project Proposal
- Complete Description of Goods to be Purchased

- Special Allotment Release Order (SARO)
 - Notice of Cash Allocation (NCA)
 - Distribution List/Target Beneficiaries
 - Estimated Volume/Quantity of Goods vis-à-vis Budget
- 5.2 PMB/FO concerned shall evaluate all requests and recommend approval/disapproval for purchase of goods and services in accordance with the provisions of RA 9184 otherwise known as the GPRA.
- 5.3 All requests shall be supported by a Project Proposal, which shall be the basis of PMB as to whether it is covered by DSWD Program.
- 5.4 PMB/FO shall evaluate the Project Proposal to determine propriety, legality or necessity of the proposed transactions/activities.
- 5.4.1 PMB or FO units concerned shall prepare the Requisition and Issue Slip (RIS) and Purchase Receipt (PR) to be forwarded to the approving authority. The Undersecretary Concerned/Field Office Director shall approve the Project Proposal and the RIS and PR.
- 5.4.2 Project proposal not meeting requirements shall be immediately returned to DLLO/FO Director who shall tactfully explain to the Legislator the reason for the disapproval. FO shall inform DLLO of the disapproval.
- 5.5 The Administrative Service (AS) of the Central Office (CO) or the Procurement Unit, Management Division of the Field Office concerned shall prepare the documents required for procurement of goods and services.
- 5.6 The provisions of RA 9184, the "Government Procurement Reform Act" and its Implementing Rules and Regulations (IRR) and other pertinent laws and rules on procurement shall govern all procurement.
- 5.6.1 The Bids and Awards Committee (BAC) and BAC Secretariat of the Central Office and FO units concerned shall undertake the bidding procedure for goods and services in accordance with the law.
- 5.6.2 Award of Contract shall be made to the bidder with the lowest calculated responsive bid.
- 5.6.3 Once awarded the fund allocated for the procurement of goods and services shall not be withdrawn by the legislator concerned..

- 5.7 All goods and services procured shall be delivered at the site specified in the approved project proposal. The cost of delivery shall be charged to the Legislator's PDAF/CI.
- 5.7.1 Goods and/or services shall be received by PMB or the FO in coordination with the Legislator.
- 5.7.2 All goods and services shall be subjected to inspection by DSWD inspectors and/or COA.
- 5.7.3 Goods and/or services shall be distributed by PMB or the FO in coordination with the Legislator. Arrangements may be made with the LGU Social Welfare and Development Office to assist in the distribution/witnessing the activity.
- 5.8 The OS and DVs shall be prepared by the Administrative Service/Procurement Division or the FO unit concerned for the processing of payment.
- 5.8.1 DVs with incomplete documentation shall not be processed. The AS, FMS or FO unit concerned shall immediately return to DLLO/PMB or Operations Division at FO and call their attention on the lacking documents for compliance.
- 5.9 The following documents shall support the OS and DVs for the said procurement:
- Project Proposal
 - List of Beneficiaries
 - RIS/PR
 - Purchase Order
 - Canvass/Bid documents/Certificate of sole distributorship and other documents on the eligibility of the supplier
 - BAC Resolution/Concurrence
 - Notice of Award
 - Performance Bond (if applicable)
 - Contract
 - Notice to Proceed
 - Sales Invoice
 - Warranty Certificate (if applicable)
 - Acceptance and Inspection Report

5.10 All requests for procurement of goods/services shall be given a lead time of at least one (1) month for shopping and at least three (3) months for items to be procured through competitive bidding.

5.11 No request for procurement shall be entertained after September 30 of every year for items to be procured through competitive bidding or November 30 of every year for items to be procured through shopping or canvass.

5.12 The Administrative Service and FO unit concerned shall prepare and submit within 5 days after the end of every month a report to DLLO or to the Regional Director in the case of FO on the status of all requests for procurement of goods and services under PDAF/CI copy furnished the Undersecretary In Charge/Cluster Head.

6. Request for Technical Assistance

6.1 The Office concerned in the Department shall act upon all requests for technical assistance.

7. PDAF Intended for KALAHI-CIDSS Project

7.1 Transactions covering PDAF intended for KALAHI-CIDSS Project shall be governed by a separate mechanism that shall be agreed upon by the DBM and DSWD.

8. Monitoring Requirement

8.1 All DSWD officials signatory to the MOA and all concerned officials who have direct responsibility over the project shall cause the close monitoring and inspection of the project implementation and verification of financial records and reports of NGO/PO, and shall ensure the compliance with the provisions of the MOA and of COA Circular 2007-001.

9. Accounting and Reporting Requirements

9.1 The DSWD Central and Field Offices shall keep and maintain financial and accounting records of funds transferred to NGOs/POs in accordance with the Philippine Financial Reporting Standards (PFRS).

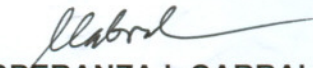
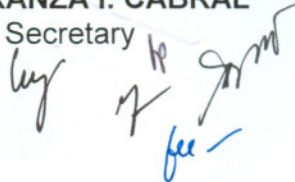
10. Repealing Clause

This Circular supersedes Memorandum Circular No. 24 series of 2005, as amended, and all issuances that are inconsistent with this circular are hereby repealed or modified accordingly.

11. Effectivity

This Memorandum Circular shall take effect immediately and supersede earlier issuances.

Issued at Quezon City, this 15th day of June, 2009.


ESPERANZA I. CABRAL
Secretary


**TYPES OF PROJECTS THAT MAY BE FUNDED BY THE
PRIORITY DEVELOPMENT ASSISTANCE FUND (PDAF)**

- A. For implementation by an NGO that is registered as social welfare agency by the DSWD.

1. Community-Based Projects

1.1 Provision of Day Care Service

- Day Care Center (DCC) Construction
- Provision of Program Materials and Equipment for Day Care Programs. (Following the provisions of the Council for the Welfare of Children (CWC) Resolution No. 2, series of 2005, Day Care books shall cover storybooks or picture books that are appropriate for their age and individuality and those that promote understanding of values, socialization, health, nutrition, sanitation, environment, and gender fairness. Workbooks and coloring books appropriate for pre-school education for 5-year olds shall be subject to approval/arrangements between DSWD and DepEd on Early Childhood Development (ECD) curriculum in accordance with the bridge program under Education for All program.)
- Supplemental Feeding (120 days at P13.90/child/feeding day)
- Play Equipment
- Mobile Resource Center
- Protective Gears for Children (e.g. jackets, umbrella, raincoats, etc.)
- Physical Improvements for Residential Facilities/DCC
- First Aid Kits (such as kit bags, t-shirts, uniforms and medical insurance coverage)
- Incentives for Day Care Workers/Service Providers
(This includes, among others, lakbay aral, uniforms, umbrellas, trainings, capability building, scholarships and the like. However, it excludes salaries, honoraria, bonus and similar forms of compensation.)

1.2 Non-Center Based Supplemental Feeding

1.3 Enriched Food-for-Work



2. Social Protection Program

- Disaster Management Program
 - Disaster relief in the form of food and non-food assistance
 - Emergency Shelter Assistance
 - Core Shelter Assistance including provision for sanitary toilets
 - Funds for conduct of Critical Incidence Stress Debriefing/Critical Incidence Stress Management (CISD/CISM) sessions
 - Food/Cash for Work
 - Balik-Probinsiya Assistance
 - Funds for Family and Community Disaster Preparedness Training

B. For implementation by an NGO that is licensed as social welfare agency by the DSWD

1. Community-Based Projects

1.1 Educational assistance to poor but deserving students

1.2 Livelihood and Capacity Building Assistance

- Skills Training and Capacity Building
- Capital Assistance
- Post Harvest Facilities
- Fishing Gears/Equipment

1.3 Funds to Piloting new Social Welfare and Development (SWD) Technology/Strategies

2. Small Infra - Projects (Innovative)

[Selected based on MBN and implemented by the communities/people's organizations with their counterpart contribution following the Comprehensive Integrated Delivery of Social Services (CIDSS) processes]

2.1 Construction/Rehabilitation of Footbridges

2.2 Community Electrification

2.3 Construction/Rehabilitation of Farm-to-Market Road

2.4 Construction of School Building

2.5 Construction of Multi-Purpose Halls and Mini-Public Market

2.6 Installation, Repair and Improvement of Water System



3. Social Protection Program

3.1 Community-Based Projects

- Assistance to Individuals/Families in Crisis or Extremely Difficult Circumstances (e.g. transportation, medicine, burial, tuition fee, food, clothes, hospital bills, etc.)
- Counseling/Referral

3.2 Center-Based Projects

- Legal Service
- Psychological/Psychiatric Interventions
- Information and Public Education
- Medical Services
- Capability Building Activities/Training
- Purchase of supplies/materials for the setting up, repairing and upgrading of Children, Youth, Women, Persons with Disability (PWDs), Senior Citizens Crisis Center.
- Food-for-Work/Cash for Work for parents/workers involved in the repairing, upgrading/setting up of Crisis Centers
- Operation of a Center as well as subsidies to Crisis Centers

4. Kapitbisig Laban sa Kahirapan-Comprehensive Integrated Delivery of Social Services (KALAHY-CIDSS)

