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LEGAL SERVICE

NATIONAL PROGRAM MANAGEMENT OFFICE

Pantawid Pamilyang Pilipino Program

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Memorandum Circular No. 05
Series of 2012

SUBJECT: 'FAMILY-DECISION' IN SELECTING HOUSEHOLD-MEMBERS TO BE MONITORED FOR EDUCATION

I. Rationale

In the course of the implementation of the Pantawid Pamilyang Pilipino Program, one (1) of the identified issues and concerns is the selection of the household-beneficiaries for compliance monitoring in education. The system automatically selects children within 3-14 years old for monitoring of compliance to education through Compliance Verification System (CVS). This happens annually specifically at the start of the school year. The three (3) children shall be included in the list thru CVS Form 2 (education), which is the basis for monitoring compliance and determining the amount of cash grant to be released for education and health.

Giving the households the freedom to decide and select who among their children will be monitored for education is a concrete manifestation of the genuine partnership that this program seeks to establish with the beneficiaries. Making the selection of children a family decision is also a mechanism to incorporate and strengthen participatory elements in the program. The decision on who among the children will be kept in the program is best made by the family for the primary reason that they know the circumstances that govern their day-to-day activities. The ability to make the decision on who will be monitored for the program will not only ensure 100% compliance on the part of the beneficiaries but will also bolster their commitment to invest on the education and health of their children towards improved quality of life.

II. Objectives

The guideline gives authority to the household to select who among the member of the family shall be monitored by the program for education conditionality. This is to raise program impact among beneficiaries by way of ensuring children monitored are really in school and motivated to continue schooling. Specifically, it aims to help the program and the household-beneficiaries alike by:

1. Encouraging participation of the beneficiaries in the program;
2. Avoid recurring problem on updating where the households are requested for school registration of child/children not being monitored by the program;
3. Increase the compliance rate to education on the premise that all household-selected children for compliance monitoring in education should be in school, and;
4. Ensure the program support to enable household member/s to finish elementary/secondary education during the implementation of the program.

III. Selection Criteria

The program shall allow the household to decide household members to be monitored by the program thru CVS on the following conditions:

A. Replacement

1. The replacement of household members for monitoring refers to the cases where the previously monitored household member is:
 - a) Dead (must appear in the database as such);
 - b) Updated as differently-abled or having multiple disability and whose age is within 3-14 year old;
 - c) Turned fifteen (15) years old prior to the incoming school year or after school year;
 - d) Age corrected through Type of Update Number 9: Correction of Basic Information (must appear in the database as such) from within 3-14 year old to above 15 years old;
 - e) Delisted as the child/children not anymore living in the household, and;
 - f) Delisted as the child/children within 3-14 year old marked as son/daughter or grand son/grand daughter due to wrong entry or duplicate.
2. Replacement of household member/s for monitoring of education compliance shall be applicable to all currently enrolled households with status registered/clean/active with the abovementioned cases for Set 1-5. The current household members being monitored shall be retained unless any of the above conditions occurred. The selection of household members to replace the former should fall within the following conditions:
 - a) The children's age must be within 3-14 years old (priority should be the youngest child/children to maximize the grants throughout the five (5) year period and have a sustained intervention);
 - b) The children's relationship to household head must be son/daughter or grandchildren only;

- c) Healthy and physically fit to ensure compliance and maximize the grants;
- d) The household shall ensure that the selected household member/s are in school and complying with the required school attendance, and;
- e) Living/staying in the household throughout the monitoring period of the program.

B. 'Family Decision' in the Selection of Members for Education

The Program shall invoke the 'Family Decision' in the selection of household members within 3-14 years old to be monitored for compliance in education starting Set 6 implementation of the program. The mother, who usually represents the household during the community assembly and identified to be the grantee, shall select among the household member based on the same conditions in the selection of replacement (*please see Section III. A, Item 2*).

III. Implementation and Procedures

The household selection for replacement shall be made available to the household-beneficiaries and operations staffs through the following modality:

A. Replacement

1. The complete list and profiles of the households with status registered/clean/active¹ in Pantawid Pamilya database shall be downloaded into the FO thru Compliance Verification System (CVS) Form 1 (Masterlist). The list shall be downloaded to the FOs on a bi-monthly basis. Data such as relationship to household head, birthday, sex, registration to facility, etc., shall be made available in the list².
2. The household grantee shall fill-out BUS Form 5 to update the status of the household member previously being monitored if he/she is dead, differently-abled, etc.
3. After successfully accomplishing the BUS Form requesting for update vis-à-vis status of the household member previously monitored for compliance monitoring, the household grantee shall enter the name of the child she/he wants to be monitored in lieu of the other.
4. The household could use the list provided to select who among her/his children or grandchildren included in the household roster to replace the former. Likewise, the determine if there are other child/children not included in

¹ Households with such status mean they are eligible for updating, compliance monitoring and qualified to receive grants if the members within program qualification are complying to the conditionalities of the program.

² The list could also be used as reference for updating to correct necessary entry in the household profiles in the database.

- the roster that should be included through Type of Update no. 8 (Biological or Legally Adopted Child/Children 14 Year Old Below Coming Back Home).
5. Submission of the accomplished BUS Form shall follow the same process flow as prescribed in the existing procedures.
 6. Application/module shall be developed thru Information and Communication Technology Management System (ICTMS) to accommodate and encode the correction.

B. Selection (For Set 6)

1. The selection of the three (3) household members within 3-14 years old to be monitored for compliance monitoring in education for the newly-registered households of Set 6 shall be done during the conduct of community assembly.
2. The Program shall still use the Community Assembly Validation Form generated per household that shows the complete household roster with the data/information of each household member.
3. A space shall be provided in the Community Assembly Validation Form where the household could put a mark on the name of the children selected to be monitored for compliance in education.
4. The above conditions (see Paragraph III: Selection Criteria) shall be applied.
5. Application/module shall be developed thru ICTMS to facilitate the encoding in Pantawid Pamilya database.
6. The computation of cash grants for education of the household shall be based on the profile of the selected household members and will be selected by CVS for monitoring of compliance to education.

IV. REPEALING CLAUSE AND EFFECTIVITY

- This Circular takes effect immediately and amends previous mechanism and guidelines inconsistent herewith.

Copies of this Circular shall be disseminated to all concerned Offices, Bureaus and Services at the DSWD Central and Field Offices.

- Issued on Quezon City, this 30th day of March 2012.


CORAZON JULIANO SOLIMAN
Secretary

fn: TOR for Selection.3.8.12
SCJS/UPHT/HBB/RTB/JayD.

A CERTIFIED COPY:


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