



Republic of the Philippines
Department of Social Welfare and Development

IBP Road, Batasan Pambansa Complex, Constitution Hills, Quezon City 1126

Telephone Nos. (632) 931-8101 to 07; Telefax (632) 931-8191

e-mail: osec@dswd.gov.ph

Website: <http://www.dswd.gov.ph/>

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SUBJECT: GUIDELINES ON INTERNAL CONVERGENCE OF THE DSWD CORE SOCIAL PROTECTION PROGRAMS

I. Rationale

The Philippine social protection system is characterized by a series of fragmented and uncoordinated programs according to several studies cited in the Philippine Development Plan for 2011-2016. For example, in a study conducted by the Development Academy of the Philippines in 2009, 21 agencies were involved in the implementation of 65 social protection programs and projects. Given this scenario, the multiplicity of programs and government agencies involved often result in poor coordination, redundancy in providing services or overlapping of program beneficiaries.

In 2009, the National Statistical Coordination Board (NSCB) reported an increase in the number of poor Filipinos from 22.6 million in 2006 to 23.1 million in 2009. The NSCB also noted that the poverty incidence and the number of poor from all sectors increased between 2003 and 2006.

The Department of Social Welfare and Development (DSWD), as the lead agency in the social welfare and development sector, has implemented three core social protection programs: (a) Pantawid Pamilyang Pilipino Program; (b) Kapit-Bisig Laban sa Kahirapan – Comprehensive and Integrated Delivery of Social Services; and (c) Sustainable Livelihood Program, which are all aimed at improving the level of well-being of poor households in the country and are also construed as a direct response to the Millennium Development Goals' (MDGs') call to halve poverty incidence by 2015.

Cognizant of the pressing need to promote a streamlined approach for a more effective and efficient poverty reduction strategy, the Department of Social Welfare and Development launched the Convergence Strategy (dubbed as "*Tatsulo*" or *Tatlong Sulo* Laban sa Kahirapan) which maximizes the complementary aspects of the Department's three core social protection programs, which in sum provides parallel micro and macro level interventions to address poverty.

The Convergence Strategy revolves around six themes: (1) Targeting the Beneficiary; (2) Social Facilitation and Community Mobilization; (3) Social Case Management; (4) Local Government Unit (LGU) and CSOs Engagement; (5) Capability Building; and (6) Monitoring and Evaluation.

The review and evaluation of the strategy's pilot-testing in 53 provinces, 289 municipalities and 624,408 households under Sets 1 & 2 of the Pantawid Pamilya Program from January to December 2011 showed that while convergence has its gains, its full institutionalization can still be improved if the identified issues and gaps on administrative and logistical support, organizational structures and mechanisms are properly addressed through the issuance of this guidelines.

II. Legal and Policy Framework

The following national laws and policy guidelines provide for the legal bases and establish the mandate of the DSWD to implement the DSWD Core social protection programs using a convergent approach.

- a. **Republic Act 5416** of 1968 created the DSWD and mandates the Department to set standards and policies to ensure effective implementation of public and private social welfare programs;
- b. **Republic Act 7160** or the Local Government Code of 1991 transformed the DSWD from a direct service deliverer to a technical assistance provider;
- c. **Executive Order No. 15** Series of 1998 (Redirecting the Function and Operations of the Department of Social Welfare and Development) and E.O. 221 Series of 2003 (Amending E.O. No. 15) emphasized the role of the Department as the lead public sector agency in social welfare development, policy development and program implementation.
- d. **Section 1 of Executive Order No. 221** Series of 2003, consistent with the provisions of the Administrative Code of 1987 and the Local Government Code of 1991, provided that the DSWD is mandated to provide assistance to local government units (LGUs), non-government organizations (NGOs), other national government agencies (NGAs), people's organizations (POs) and members of civil society in effectively implementing programs, projects, and services that will alleviate poverty and empower disadvantaged individuals, families and communities for an improved quality of life as well as implement statutory and specialized programs which are directly lodged with the Department and/or not yet devolved to LGUs.
- e. **Section 2 of Executive Order No. 221** Series of 2003 emphasized the role of the DSWD to enable LGUs, NGOs, other NGAs, POs, and other members of civil society in implementing social welfare and development programs through technical assistance, resource generation and augmentation;
- f. **The Millennium Development Goals (2000 - 2015)** indicates certain international development goals such as (i) Eradicating extreme poverty and hunger, (ii) Achieving universal primary education, (iii) Promoting gender equality and empower women, (iv) Reducing child mortality and (v) Improving maternal health.
- g. **NAPC Memorandum Circular No. 1, series of 2009**, directs all government agencies to focus their anti-poverty programs and projects on the one million poor households identified by the National Household Targeting System for Poverty Reduction (NHTS-PR).
- h. Adoption of the **Performance Governance System Balanced Scorecard (PGS-BS)** wherein statements of governance and vision are translated to actionable strategies and commitments allowing organizations to become more sustainable and more responsive to its purpose. For the DSWD, it has identified its own actionable strategies and commitments using the PGS-BS to attain its vision by 2030 to be the world's standard for the delivery of coordinated social services and social protection for poverty reduction.
- i. **Executive Order No. 867** signed on March 9, 2010, provides for the adoption of the NHTS-PR as the mechanism to identify poor households who shall be recipients of social protection programs nationwide.

- j. **DSWD Memorandum Circular No. 5, series of 2010**, or “The DSWD Reform Agenda” outlines the department’s strategy towards providing better, faster and smarter social protection programs to the poor and vulnerable.
- k. **DSWD Memorandum Circular No. 1, series of 2012**, states that the main objectives of re-clustering of the DSWD are to (1) further strengthen the Department’s operations and (2) increase the efficiency and synchronicity of the different offices, bureaus, services and units in the achievement of the DSWD’s vision, mission and reform agenda.

III. Objectives

The objective of internal convergence is to ensure that management of implementation of the DSWD Core social protection programs lead to empowerment, poverty reduction and improved quality of life of poor communities and households where these programs operate. This guideline defines the elements of internal convergence, and specifies the protocols to be followed in undertaking convergence activities at the field level.

IV. Scope and description of the internal convergence strategy

The DSWD Convergence Strategy seeks to harmonize common project activities of the three core social protection programs so that impact and efficiency towards poverty reduction may be improved. Although these three programs have their own distinct elements (e.g. Sustainable Livelihood for families/households, *Pantawid Pamilya* for households, and KALAH-CIDSS for communities), their common objective towards poverty reduction, areas of possible complementation and positive benefits in the long run make this strategy ideal to be institutionalized.

In order to maximize the impact of the Convergence Strategy on poverty reduction, the DSWD has developed a convergence framework that revolves on three components and which is anchored on the overall DSWD Results Framework. The first component aims to secure the poor households with 0-14 years old children and/or pregnant members through the *Pantawid Pamilya*. Microfinance institutions complement this program by developing the capacities of the beneficiaries through financial literacy programs and increasing their economic security levels through micro insurance and savings facilities. Private sector partners can deliver these programs to the beneficiaries through Mutual Benefit Associations (MBAs).

The second component is transformative in perspective. It seeks to improve services and infrastructure, which facilitates financial access of the poor communities. The key program that responds to these needs is the community-driven development (CDD), also known as KALAH-CIDSS. As the *Pantawid Pamilya* program provides cash grants to poor households to avail primarily of education and health services, the KALAH-CIDSS program provides technical assistance and funding to communities for the construction of social infrastructure projects such as potable water systems, footpaths, bridges, roads, health facilities, day care centers, and classrooms based on community prioritization. KALAH-CIDSS sub-projects ensure that the supply-side for education and health services are in place thus, complementing the *Pantawid Pamilya* program. The role of the private sector in this aspect is skills development, community building, citizens’ participation in governance, and constructive engagement with government, among others.

The third component is promotive and supports the economically active poor families/households through micro-enterprise development and/or employment facilitation. The DSWD currently provides capacity-building programs that focuses on community

development, skills enhancement, network building and non-collateral non-interest capital assistance to poor families for micro-enterprise; while skills assessment, skills enhancement and job matching for employment facilitation is also provided. The program enables the poor to have access to livelihood opportunities to increase their income, enhance socio-economic skills, and develop positive entrepreneurial values. This program promotes private and public sector partnership to complement government initiatives through assistance in the following areas: enterprise and employment opportunities, micro-finance, business and skills development services, market and job matching, access employment and sustainable livelihood.

Although the Convergence Strategy focuses on the three core social protection programs of the Department, other programs of the DSWD support the implementation of this strategy as other possible forms of intervention to families/ households where necessary.

These three core social protection programs operating under these three components are extended to and converge in the municipalities and barangays identified through the National Household Targeting System that identifies the poor and non-poor households.

For the convergence strategy to work, it has to rely on these elements:

- a. Use of a common targeting system through the National Household Targeting System for Poverty Reduction (NHTS PR), as basis for identifying program beneficiaries (whether individuals, households, or communities) to ensure that there is no duplication and the data on the identified poor households and communities are reliable and credible.
- b. Presence of national and local structures that will oversee the coordinated and synchronized planning, monitoring, evaluation and implementation of convergence activities.
- c. Harmonized engagement of the local government units in terms of legislative support, program planning and implementation and resource allocation.
- d. Conduct of joint and coordinated capability-building activities at different levels for implementers, stakeholders and the community volunteers.
- e. Improved system of communication and documents management, harmonized monitoring and reporting among the collaborating programs.
- f. Integrated social case management system and referral and feedback system, which would ensure that the households' needs are properly assessed, converged interventions are responsive and not duplicated and delivery of services is on time.
- g. Enhanced partnership with civil society and non-government organizations for the implementation of relevant poverty reduction projects and implementation of feedback and monitoring mechanisms.
- h. Active involvement and participation of beneficiaries as partners.
- i. Harmonized the structures of the program at the municipal level.
- j. Joint planning of both synchronized and integrated inter-program and cross-program activities, and planning and operationalization of common strategies, among Program implementers.

V. Structure

To facilitate the institutionalization of convergence, existing structures at the national, regional, provincial and city/municipal level shall still be utilized:

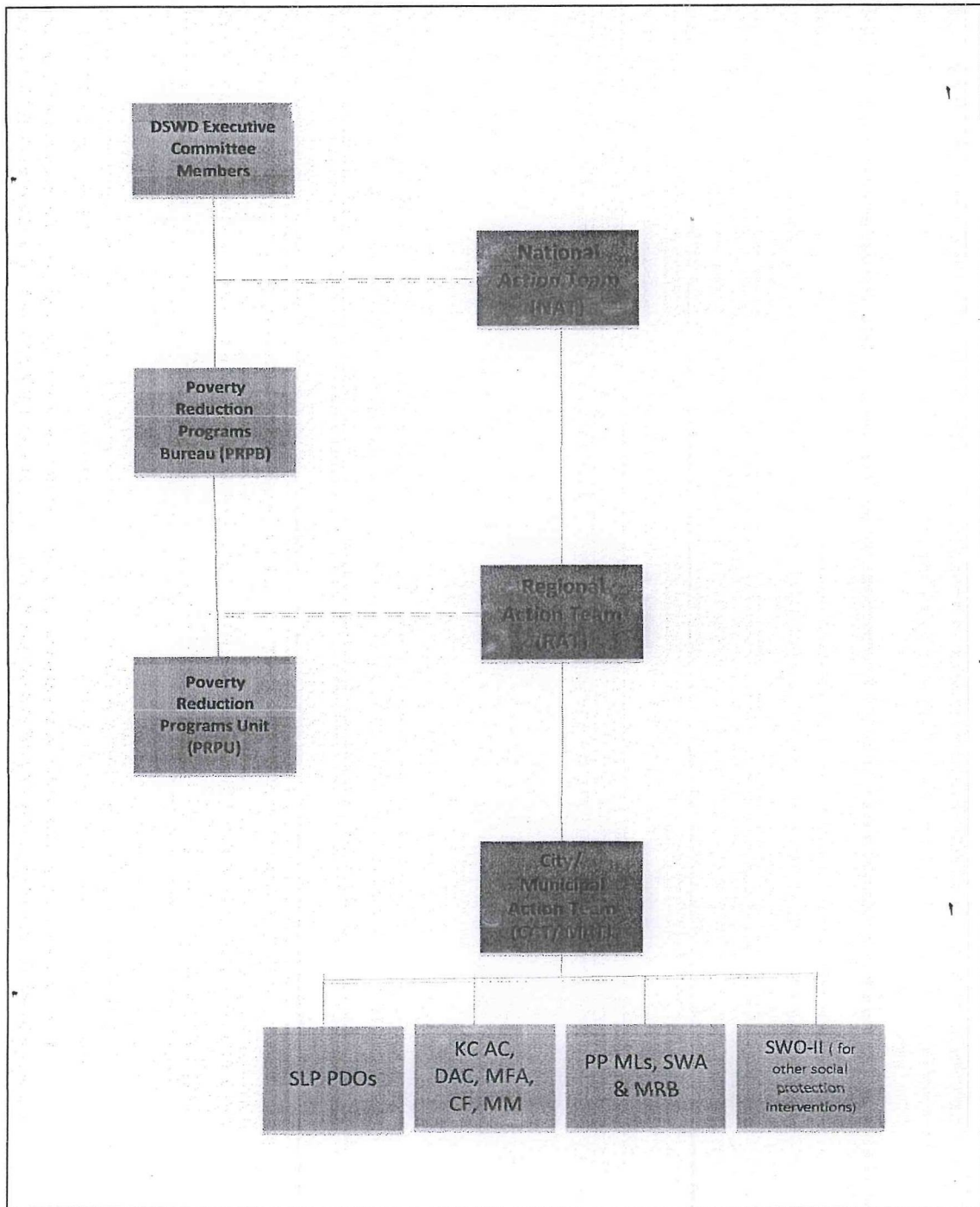


Figure 1 Convergence Structure

a. At the National Level

a.1 National Convergence Committee (NCC)

Chair: DSWD Secretary

Composition: Executive Committee Members

Function:

Provide policy directions and guidance to the Poverty Reduction Programs Bureau and the Field Offices on Convergence.

a.2 National Action Team (NAT)

Chairperson: Assistant Secretary for Operations and Programs

Vice-Chairperson: Director of the Poverty Reduction Programs Bureau

Members:

Head (KALAHI CIDSS NPMO)

Head (Pantawid Pamilya NPMO)

Head (Sustainable Livelihood NPMO)

National Project Manager (NHTS-PR PMO)

Director (FMS)

Director (PDPB)

Director (CBB)

Director (STB)

Director (SB)

Director (PSB)

Secretariat: Convergence Focal of the Three Core Social Protection Programs

Functions:

- Recommend to the National Convergence Committee (NCC) on matters relating to the institutionalization of convergence nationwide.
- Lead the monitoring, assessment and evaluation of this institutionalization.
- Serve as Resource Persons to the conduct of Regional Convergence-related capability building activities.
- Hold regular meetings to discuss project updates and emerging issues.

a.3 Poverty Reduction Programs Bureau (PRPB)

Head: Bureau Director

Composition: 6 Project Development Officers IV [Convergence Focals/Coordinators for Regional Clusters and Special Concerns]; 1 Financial Analyst; 1 Administrative Officer IV and 3 Administrative Assistants III

Functions:

- Oversee and provide technical assistance to the Field Offices for the institutionalization of convergence.
- Develop and implement a system of communication and documents management and sharing among the PMOs of the converging core social protection programs at the national and regional level.
- Serve as the repository of all documents relevant to the implementation of convergence activities.

- Develop a convergence monitoring and evaluation tool and conduct project monitoring, assessment and evaluation.
- Prepare reports, analysis and recommendations to improve implementation.
- Hold regular meetings to discuss project updates and emerging issues.
- Act as Secretariat to the Technical Working Group (TWG) on Convergence
- Convene the National PMOs of Pantawid Pamilya Program, KALAHI-CIDSS and SLP for the development of the National Convergence Implementation Plan, National Convergence Communications Plan and Convergence Risk Plan.
- Facilitate the development of common IEC, Advocacy and Social Marketing materials with the three core social protection programs (Pantawid, KALAHI and SLP)
- Facilitate the development of a unified database for the three core social protection programs.

b. At the Regional Level

b.1 Regional Action Team (RAT)

Regional Project Manager: DSWD Regional Director

Deputy Project Manager: Assistant Regional Director

Regional Project Coordinator: Division Chief or Technical Staff of the Region

Composition: Division Chiefs, Unit Heads, Social Welfare Specialist for Family Welfare, Regional Information Officers and other Technical staff or members of the Regional MANCOM

Secretariat: Regional Convergence Focal and Administrative Assistant III for Convergence

Functions:

- Supervise, manage and monitor regional convergence operations, i.e. deliverables and timelines.
- Ensure that the convergence initiative is well supported by the Regional Development Council – Social Development Committee (RDC-SDC).
- Develop a Regional Convergence Implementation Plan, Communications Plan and Risk Plan that should be harmonized with the National Convergence Plans.
- Provide technical assistance and serve as Resource Persons to the conduct of Convergence-related capability building activities at the provincial level.
- Prepare reports, analysis and recommendations to improve implementation.
- Submit quarterly accomplishment and financial reports, annual report and monitoring reports to the NPMO.
- Hold regular meetings to discuss project updates and emerging issues.

b.2 Poverty Reduction Programs Unit (PRPU)

Head: Assistant Regional Director

Composition: Regional Convergence Coordinator, Regional Program Coordinator of Pantawid Pamilya, Regional Program Coordinator of KALAHI-CIDSS, PDO-III of SLP and Administrative Assistant III

Functions:

- Ensure that the institutional structures of the three core social protection programs are harmonized from the regional to the local level including the:
 - Implementation of social preparation and mobilization activities;
 - Synchronization/ integration of schedules;
 - Conduct of capability building activities for implementers and stakeholders;
 - Engagement with local government units, civil society organizations and the private sector for program implementation, legislative support and resource allocation;
 - Adoption of the standard monitoring and reporting system developed for this convergence; and
 - Adoption of common monitoring, evaluation, reporting, IEC and advocacy materials showcasing the convergence process/activities.
- Provide periodic status reports on the implementation of the convergence strategy to the PRPB based on the agreed reporting schedules and/or as may be deemed necessary.
- Provide assistance in the conduct of the SWI and provide other related interventions to households concerned.
- Provide IDU with copies of the MAT IDCB Plan
- Provide other logistical requirements as necessary.

c. At the City/ Municipal level

c.1 City/ Municipal Action Team (CAT/MAT)

Head: To be designated by the Regional Director from among the MAT members and shall be on a rotation-basis (criteria and period for rotation to be provided by the PRPB)

Composition: Municipal Link, Project Development Officer 2, KC Area Coordinator, Deputy Area Coordinator, Community Facilitators, Municipal Finance Analysts, Municipal Monitors, Municipal Roving Bookkeepers (Pantawid Pamilya), SWO-II, all other Pantawid and KALAHÍ staff in the municipality.

Secretariat: To be designated by the Regional Director from among the MAT members

Functions:

- Prepare and implement the MAT Plan.
- Document all convergence-related activities at the city/municipal level.
- Ensure implementation activities of the three core social protection programs are synchronized and harmonized.
- Ensure that the City/Municipal Local Government Units, and other stakeholders support convergence implementation activities.
- Lead the administration of the social welfare indicators (SWI) to determine the baseline level of well-being of targeted poor households and movements thereafter.
- Through the Pantawid Pamilya Municipal Link, undertake social case management of targeted poor households including the provision of interventions.
- Hold regular meetings to discuss project updates and emerging issues.
- Submit quarterly status and monitoring reports to the RAT.

VI. Protocols

a. Pantawid Pamilya operations

a.1 The matrix below describes the Pantawid Pamilya activities that should be synchronized and coordinated with the KALAHI-CIDSS and Sustainable Livelihood Program, and the specific protocols to be followed by the **Municipal Link (ML)** for each activity.

Pantawid Pamilya Activities	Convergence Protocols
1. Program orientation for KC and SLP municipal-level staff	Orient the Area Coordinating Team (ACT) on the Pantawid Pamilya Program and its activities in the municipality; identify the specific activities needing ACT and PDO assistance; and secure commitments of support.
2. Meetings with the LGU for various Pantawid Pamilya activities (i.e. Preparation for Community Assembly, Program orientation with key partners and the Municipal Advisory Committee, and other similar activities requiring LGU coordination)	Prior to the meeting with the LGU, meet with the KALAHI-CIDSS Area Coordinator (KC AC) and the SLP PDO to discuss coordination of schedule with similar KC and SLP activities, and plan on the (a) agenda; (b) expected outputs; (c) roles and task in the meeting; (d) schedules, and (e) others.
3. Information dissemination on Pantawid Pamilya activities	Secure assistance of the AC and SLP-PDO in information dissemination on Pantawid Pamilya activities.
4. Posting of eligible households	Secure assistance of the AC in the posting and information dissemination on the availability of the List of Eligible Households.
5. Conduct of Supply-Side Assessment	Share, discuss result of SSA with AC and SLP-PDO, and plan how both KC and SLP can respond to SSA gaps. Track progress in meeting gaps together with the KC AC and SLP-PDO. Coordinate with the KC AC and SLP-PDO in securing LGU support in conducting SSA and SWI administration.
6. Registration and Validation of Beneficiaries	Meet with KC AC and SLP-PDO to mobilize volunteer support during validation and enrollment.

Pantawid Pamilya Activities	Convergence Protocols
7. Information Dissemination before release of grant and other key program activities	<p>Coordinate with AC and PDO to seek support on the following; (a) Schedules of grant release and other activities; (b) Roles in Info Dissemination; (c) Strategies to reach remote areas; (d) other concerns.</p> <p>Provide update/ status to SLP-PDO and KC ACT for them to help answer queries from beneficiaries.</p> <p>Coordinate with the KC AC for mobilization of Community Facilitators (CFs) to support Pantawid activities (e.g. BA, FDS, Grievance, Compliance, reports submission, etc.) in assigned barangays.</p>
8. Compliance verification, including Home Visitation to non-compliant beneficiaries	Provide list of non-compliant HHs, and facilitate planning with ACs and PDOs on how to address issues surrounding non-compliance, including provision of alternative support services.
9. Case Management: Linking beneficiaries to SLP and other support services	Discuss with the KC AC and the SLP-PDO the results of SWI, and prepare action plan on interventions to address/improve well being.
10. Monitoring and Evaluation	Provide regular updates on the progress of the program vis-a-vis the convergence plan in the municipality.

b. KALAHI-CIDSS operations

b.1 The matrix below describe the KALAHI-CIDSS activities that will be synchronized or coordinated with Pantawid Pamilya and Sustainable Livelihood Program, and the specific protocols to be followed by the **Area Coordinator (AC)**.

KALAHI-CIDSS Activities	Convergence Protocols
1. FGD with Department Heads and Sangguniang Bayan (SB) on (i) Enrolment of LGU to KC; (ii) Pre-implementation, and; (iii) Eligibility Assessment.	Initiate and facilitate planning with Pantawid ML and SLP-PDO prior to the activity.
2. LGU enrollment	Provide enrollment risk assessment analysis and other documents to MLs and PDOs.
3. Selection of Community Volunteers	Instruct Area Coordinating Team (ACT) CFs to facilitate the inclusion of Parent leaders and SKA officers into the pool of KC community volunteers.
4. Participatory Situational Analysis	Ensure inclusion of Parent leaders/SKA

KALAHI-CIDSS Activities	Convergence Protocols
(PSA)	<p>officers/community volunteers in the conduct of the PSA.</p> <p>Secure NHTS PR, SSA, Environmental Scanning data and ensure that these are shared to the CFs and used in the PSA.</p> <p>Secure materials from the SLP on tools and methodologies used in economic profiling, and make these available as reference for CFs in the conduct of PSA.</p>
5. Validation of PSA Result	Instruct CFs to ensure the attendance and active participation of Pantawid beneficiaries and SKA members in PSA validation activities.
6. Criteria Setting Workshop (CSW) for the prioritization of community sub-projects (SPs) at the municipal level	<p>Invite the ML and the PDO to present during the CSW the result of the Environmental Scanning and the SSA as part of thematic mapping.</p> <p>Meet with the SLP PDO to discuss potential criteria relevant to SLP and Pantawid.</p> <p>Ensure that these criteria are presented to and discussed during the CSW.</p>
7. Project Development Workshop	<p>Coordinate with the SLP PDO to provide appropriate TA to community volunteers in developing the market and feasibility studies, and preparation of proposals for livelihood and income generating sub-projects</p> <p>Coordinate with the Pantawid MLs to provide assistance to community volunteers in the preparation of proposals for Pantawid-relevant sub-projects.</p>
8. Training in Community based monitoring and Evaluation	Ensure timely feedback to Pantawid and SLP on the training output.
9. Selection of Barangay Sub-Project Management Committee members (BSPMC)	Ensure inclusion of Parent leaders and SKA officers in the BSPMC according to skills and expertise.
10. Training in Community Finance, Infrastructure and procurement	Tap MRBs/SLP PDOs for technical assistance provision, and monitoring and feedback of the training output.

c. Sustainable Livelihood Program operations

c.1 The matrix below describe the Sustainable Livelihood activities that will be synchronized or coordinated with Pantawid Pamilya and KALAHI-CIDSS, and the specific protocols to be followed by the Project Development Officer (PDO).

Sustainable Livelihood Activities	Convergence Protocols
1. Mapping of existing livelihood activities	Provide data on existing livelihood programs and activities in the municipality to the Pantawid Pamilya ML and the KC AC.
2. Orient the Municipal Inter-Agency Committee (MIAC) on SLP * The MIAC is chaired by the Local Chief Executive and composed of the selected local government officials, municipal counterparts of national government agencies and MAT members.	Provide information about SLP so C/MAT members may be well-versed of the 3 Core social protection programs. Schedule the MIAC meeting in coordination w/ C/MAT to ensure that other DSWD programs will also be discussed.
3. Mapping of existing livelihood activities	Provide data on existing livelihood programs and activities in the municipality. Coordinate with different LGU staff implementing livelihood projects. Advocate for the "convergence" of LGU livelihood assistance on the Pantawid Pamilya beneficiaries. Obtain a copy of the LDP, AIP and other documents related to economic development plans of the LGU. Identify specific products that the LGU is willing to support in terms of operations and marketing.

<p>4. Formation of cluster, identification of links to agencies, MFIs, SPs</p>	<p>Determine training requirements of Pantawid Pamilya and KC.</p> <p>Sit down with ML/ACT and determine required data.</p> <p>Involve all stakeholders in discussions/meetings.</p> <p>Analyze SWI and GIS to identify Pantawid beneficiaries for employment referral.</p> <p>Coordinate with C/MAT to set agenda on livelihood.</p> <p>Recommend/ refer to ACT the list of skilled Pantawid beneficiaries for possible employment during construction of SP.</p> <p>Involve related agencies and partner agencies in meetings.</p> <p>Request ML to assist PDO in the conduct of self-awareness and social prep activities through FDS and FDS plus.</p> <p>Provide updates to the C/MAT re: Pantawid beneficiaries linked to livelihood or employment. Ensure case folders are updated, and request ACT to assist in the conduct of resource mapping.</p>
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<p>5. Resource Mobilization</p>	<p>Provide design of capability building activities to MAT and determine possible integration of topics during capability building activities.</p> <p>Identify the common consumption needs of the Pantawid beneficiaries and encourage the setting up of livelihoods that will address these needs.</p> <p>Coordinate with ACT to access KC funds for TA and to propose SPs that will help in livelihood development.</p> <p>Share training materials w/ ML/ACT and provide TA to identified Pantawid beneficiaries accessed for employment or livelihood opportunities.</p> <p>Provide TA to ML and ACT that would help in surfacing intervention related to livelihood development.</p> <p>Engage MLs and LGU social worker to determine intervention for Pantawid beneficiaries who cannot access employment.</p> <p>Discuss w/ MLs the topics on FDS that is part of SLP capability building activities that will be handled by PDO and agree on specific timelines and schedule per target group.</p>
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d. City/ Municipal Action Team operations

d.1 The matrix below describes the key activities to be harmonized between the Pantawid Pamilya, KALAHI-CIDSS, and Sustainable Livelihood programs, the expected outputs of harmonization per activity, and the specific protocols to be followed by the Coordinator of the City/ Municipal Action Team (C/MAT).

Municipal Action Team Activities	Expected Outputs	Convergence Protocols
1. Preparation and Start-up		
1.1. Orientation on C/MAT operations in the municipality	New program staff are familiarized and updated on status of convergence	Provide new staff of the three programs with the context of convergence operations in the municipality, status updates of key activities, plans and schedule of upcoming

Municipal Action Team Activities	Expected Outputs	Convergence Protocols
	operations in the municipality.	activities, and other information and data relevant to convergence operations.
1.2. Environmental scanning, including conduct of (i) Supply-Side Assessment (Pantawid); (ii) Economic Profiling (Sustainable Livelihood); (iii) Social Investigation (KALAH-CIDSS), and; (iv) SWI Assessment	Updated profile of the State of Human Development of the Municipality by core local poverty indicator (CLPI), including (i) per barangay disaggregation and, (ii) analysis of causes contributing to HD status.	Ensure that the team has copies of the NHTS and other data of the Municipality. (e.g. CBMS, LGPMS, CLPI, <i>Social Protection Development Report</i> , etc). Facilitate conduct of joint analysis of available data to produce a Municipal Profile.
1.3. C/MAT Planning	C/MAT Plan containing strategic actions to improve HDIs through interventions of the core social protection programs. (i.e. a "facipulation plan"	Facilitate joint action planning on how to address the gaps as a result of the analysis. Review and align the individual Program Plans with the C/MAT Plan strategies.
2. C/MAT Plan Implementation		
2.1 Social Preparation	Increased participation of poorest households in barangay assemblies and community consultations	Facilitate mapping of schedules of Barangay Assemblies, Community Consultations, and other barangay-level activities of the three programs. Facilitate synchronization of barangay assembly and community consultation schedules, where possible. Ensure that agenda, roles and tasks in BAs/Consultations are discussed and changes in schedule are communicated openly among staff.
2.2 LGU engagements		

Municipal Action Team Activities	Expected Outputs	Convergence Protocols
2.2.a. Meeting with LGU to seek commitment for the 3 Core social protection programs	Municipal resolution supporting the 3 Core social protection programs in the form of Local Counterpart Contribution (e.g. cash, in-kind, office space), LGU counterpart staff supported by an EO and other logistical support.	<p>Facilitate joint ML-PDO-AC planning on the conduct of the meeting, and generate agreements on the agenda, process, roles and tasks, and outputs.</p> <p>Prepare facilitation guides and coordinate preparation of materials (i.e. LGU situationer, implementation updates/status report, Draft unified MOA, and others).</p> <p>Ensure that Municipal Resolution or MOA indicating LGU commitments to the 3 core social protection programs is secured.</p>
2.2.b. LGU Local Poverty Reduction Action Plan (LPRAP) preparation	Increased resource (funds, personnel, logistics, etc.) support for social protection HDI priorities.	<p>Facilitate sharing and discussion with the LGU of the result of the community profile and analysis with the LGU as input to the LGU Plan (LPRAP).</p> <p>Coordinate provision of technical assistance to the LGU in updating their LPRAP.</p>
2.2.c. Regular MIAC meetings		<p>Facilitate team building to build understanding of the processes and strategies the team need to employ to ensure output of MIAC meetings in pursuit of the convergence agenda is achieved.</p> <p>Facilitate conduct of periodic meetings/consultations with the heads of Programs for updating and discussion of Program and Convergence agenda.</p> <p>Ensure MIAC meetings are properly documented.</p>
2.3 Capacity building of Municipal Stakeholders	Capability building plan,	Facilitate conduct of Baseline Gap Analysis and preparation

Municipal Action Team Activities	Expected Outputs	Convergence Protocols
	<p>which is adapted from the IDCB plan, shall consider the following: (a) ladderized design for implementers and beneficiaries; (b) results monitoring of application of KSAs.</p> <p>Profile of Barangay and Community Volunteers.</p> <p>Accomplishment report adapting the IDCB template.</p>	<p>of a unified Capability Building Plan.</p> <p>Profile target participants and determine training needs.</p> <p>Coordinate with the RAT for support in the implementation of the UCPB.</p> <p>Coordinate with the RAT the monitoring and evaluation of the progress and result of the UCPB.</p> <p>Involve MRB of Pantawid in coaching community volunteers (Social Welfare Assistant for Pantawid, and other staff of programs)</p>
2.4 Partnership building and resource mobilization	External support for CB/TA, program activities, link to markets, O&M, financial assistance/micro financing, etc., for sustainability of programs.	Facilitate (i) mapping of resource needs of each Program, and (ii) C/MAT planning to identify strategies for resource mobilization.
3. C/MAT Operations		
3.1. Coordination meetings		<p>Conduct monthly team meetings, consultations for planning and reporting/updating of progress in C/MAT Plan implementation.</p> <p>Conduct periodic team reflection-action sessions to generate lessons in operationalizing convergence.</p>
3.2. Monitoring		Track progress in C/MAT Plan implementation, and inputs of 3 core social protection programs that serve the

Municipal Action Team Activities	Expected Outputs	Convergence Protocols
		<p>convergence purpose.</p> <p>Track preparation of HH case records by MLs.</p>
3.3. Reporting	C/MAT Progress /Accomplishment Report, template of which shall be provided by the PRPB.	<p>Coordinate preparation of reports per Program on status of activities in line with the convergence agenda.</p> <p>Update the RAT on status of implementation of C/MAT Plan activities.</p> <p>Ensure prompt submission of required reports following the templates to be provided w/ analysis and recommendation.</p>

VII. Convergence monitoring and evaluation

The current convergence results framework shall be reviewed and enhanced by the Convergence Technical Working Group to serve as basis for the development of the convergence monitoring and evaluation system.

VIII. Funding and other support mechanisms

a. Funding

Funds for C/MAT activities shall be sourced from the existing fund allocations of the core social protection programs and from the Convergence Funds as applicable.

b. Staffing and Capability Building

The DSWD National and Regional Offices shall ensure that all municipal staff regardless of program assignments shall be oriented in detail on the specific design, elements, and operational aspects of the Pantawid Pamilya, KALAHI-CIDSS, and Sustainable Livelihood Programs.

To this end, orientation training programs for new staff of the core social protection programs (for example, KALAHI-CIDSS Orientation Trainings for New ACTs) shall allocate at least one day in their training plans for a detailed orientation on the other two Programs (in the case of the example above, an orientation on Pantawid Pamilya and Sustainable Livelihood).

c. Administrative and Logistics

Except for the SLP, no new administrative and/or logistics requirements are expected to be generated from convergence activities. The PMOs of the three core social protection

programs are expected to come up with arrangements for sharing of administrative and logistics support in the conduct of convergence activities.

IX. Institutional Arrangements

The Poverty Reduction Programs Bureau shall:

1. Provide the necessary technical assistance to the Field Offices in managing the Pantawid Pamilya Program, the KALAHI CIDSS Project and the Sustainable Livelihood Program.
2. Ensure that the institutional structures of the three core social protection programs are harmonized including the:
 - 2.1. Use of the NHTSPR in identifying future beneficiaries.
 - 2.2. Implementation of social preparation and mobilization activities.
 - 2.3. Conduct of capability building activities for implementers and stakeholders.
 - 2.4. Engagement with local government units, civil society organizations and the private sector for program implementation, legislative support and resource allocation.
 - 2.5. Adoption of a standard monitoring and reporting system for this convergence strategy.
 - 2.6. Development of common IEC and advocacy materials.
3. Submit developed knowledge products to CBB for KEC upgrading and for sharing to stakeholders.

The Policy Development and Planning Bureau (PDPB) shall:

1. Ensure that the M&E system of the Convergence Strategy is linked to the Department-wide M&E System in order to track the progress of the contribution of the Strategy to the overall performance of the Department.

The Capability Building Bureau (CBB) shall:

1. Provide technical assistance to PRPB based on the submitted Institutional Development and Capability Building Plans (IDCB) for internal and external stakeholders.
2. Provide technical assistance to the conduct of the Training of Trainers for NPMO and RPMO.
3. Provide technical assistance to Field Offices along capacity building, development and management of knowledge products.
4. Maintain a database of resource persons that have been involved on the capability building activities of the Department.

The Standards Bureau (SB) shall:

1. Develop guidelines for the engagement of the Department with CSOs on the implementation of the three core social protection programs.
2. Encourage the engagement of the CSOs on the provision of technical assistance in the implementation of the three core social protection programs as *Bantay, Gabay, Tulay and Kaagapay*.

The Social Marketing Service (SMS) shall:

1. Develop the National Communication Plan on the Convergence Strategy in coordination with the Convergence NPMO.
2. Review the necessary information and education materials produced for the project to ensure standard content and format.
3. Provide technical assistance to Field Offices in the development of regional communication plan, convergence-related information and education campaign materials.

The Information and Communication Technology Management Service (ICTMS) shall:

1. Develop an ICT-assisted Convergence Data Base System, which will include modules on social case management, SWI, referral and feedback, documents management and other tools/modules that will be developed.
2. Provide technical assistance to the PRPB and RATs on Convergence in managing the Convergence Data Base System to track project implementation milestones.

The National Household Targeting System for Poverty Reduction (NHTS-PR) PMO shall:

1. Provide a regular updated list of poor households to the PRPB/ RATs on Convergence for the identification of future beneficiaries.
2. Provide regularly an updated list of poor households to the PRPB, which shall provide the same to the NPMO of the 3 core social protection programs, for reference.
3. Provide guidance to their regional counterpart (NHTS-PR RPMOs) on data requests from the MAT where necessary.

The Protective Services Bureau shall:

1. Monitor and provide technical assistance to FOs for provision of community and center-based services to the beneficiaries of the 3 core social protection programs where needed.


The Social Technology Bureau shall:

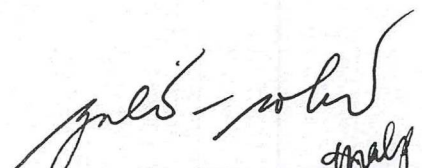
1. Upon the recommendation of the PRPB, assess and evaluate the implementation of the Convergence Strategy.

Institutional arrangement for the **Field Offices** as stated in Section V item b.2 of this guideline.

X. Effectivity

This order shall take effect immediately.

Certified Copy:

MYRNA H. REYES
Officer In-Charge
Records Unit


CORAZON JULIANO SOLIMAN
Secretary