

**MEMORANDUM CIRCULAR NO. 22**  
**Series of 2012**

**Subject: Guidelines on the Pilot Implementation of Modified Conditional Cash Transfer Program for Households with 15-17 Year Old Children**

**I. Rationale**

The Philippines is becoming a rapidly growing economy which will demand or require high skilled labor to be able to continue to grow. Recognizing this, the Administration of President Aquino has embarked on a significant reform of the education system, which is geared to increase academic and technical skills of Filipino children by increasing the length of the school cycle to 12 years after the compulsory Kindergarten for 5 years old (K to 12 initiatives) which main features are as follows:

- a) 5 years old and below = kindergarten
- b) 6 to 11 – Elementary
- c) 12 to 15 = Junior High School
- d) 16 TO 17- senior High School

This reform makes Kindergarten and 12 years of quality basic education a right of every Filipino child, and makes them go in elementary diploma (6 years), a junior high school diploma (4 years), and a senior high school diploma (2 years).

The 2 years senior high school diploma provides older children 16-18 years old below develop or acquire skills or competencies relevant to the job market depending on the occupation/career track they wish to pursue such as on Science and Technology, Music and Arts, Agriculture and Fisheries, Sports, Business and Entrepreneurship.

Eventually, the full 12 years of basic education will be required for every Filipino child to enter into college level (tertiary level education) which is scheduled for entering freshmen by SY 2018-2019 or seven years from now).

The situation for Pantawid children will probably get more difficult with the proposal to increase the education cycle to 12 years (K to 12). First, under the current system parents may put children in the school on the hopes that soon they will get out with a High School diploma, which would serve to improve their incomes in the labor market. Second, this will require the Pantawid households to spend more for additional two (2) years. If the children of the poor cannot participate and reach the highest levels of education they will not benefit from this added education.

Under the current system, children from poor families are dropping out of school after primary and thus will not be able to reap any of the benefits of the added school years. Unless children enroll and complete secondary they will not benefit from the substantial public spending that will be needed to be able to have the 12 years school cycle a reality. Pantawid children will need even more support now than before for them to be able to complete higher levels of education and expense.

Hence this Memorandum Circular for the national pilot implementation of Modified Conditional Cash Transfer Program extending the age coverage of children of Pantawid Program to 15-17 years of poor households.

## **II. Project Description**

The Modified Conditional Cash Transfer Program for Children 15-17 Years Old in elementary and high school is anchored on the Pantawid Pamilyang Pilipino Program. It will provide social assistance in the form of education grant only which is conditional upon compliance of the beneficiaries on education conditions. This shall be applied only to Pantawid Households who exited early in the program because of having no 0-14 year old children. Hence, the eligible households shall be those who exited early in the Pantawid Pamilya Program or those who were not able to complete the 5-year program period due to no-longer having 0-14 years old or pregnant woman in the household. This shall focus on helping and ensuring that 15-17 year old children shall continue to go to school particularly in secondary level<sup>1</sup>.

## **III. Objectives**

Households with 15-17 years old who exited early in the program because of having no 0-14 year old children shall:

- 1) Have the children continued to go to school and achieved an 85 % attendance rate in elementary or Secondary level
- 2) Have the children secured formal education and/or through Alternative Delivery Modes and other special learning facilities
- 3) Have the children prevented from child labor participation

## **IV. Target Beneficiaries**

The children of current Pantawid families aged 15-17 years of age shall be covered by this project. According to Pantawid data as of August 2012, about 73,658 households no longer have 0-14 year old children. These households shall be the main target beneficiaries for the extended age coverage to enable them to complete the five-year program period. Once enrolled in the program, the target children beneficiaries shall be able to have a minimum of one year school period benefit in the program.

## **V. Grant Package and Conditionalities**

The grant package increased to P500 from P300 for education per child in the regular CCT program considering that children will need to go to the city/municipal main proper where the high school facility is most often located. Maximum of 3 children shall be allowed to every household. For children under formal school, they shall receive a maximum of P5,000 every

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<sup>1</sup> The age coverage of 15-17 years old are usually at the high school level but in cases where these children are still enrolled in elementary, Alternative Delivery Mode, Alternative Learning System and Tertiary Education, these children shall still be accepted and maintained in the program.

year for every child. For children enrolled in Alternative Delivery Mode and other specialized forms of learnings with classes in the months of April and May, a maximum of P6,000 per year shall be received by every child depending on their learning contracts.

**The conditionalities shall be as follows:**

The 85% attendance in elementary and high school education in formal school or as may be established under the Alternative Delivery Mode or Alternative Learning System as follows:

- a) **Modified In-school Out-school Approach (MISOSA)** is an approach where in students in a specific grade level are divided into two (2) groups, which they identified as Set 1 and Set 2. These sets go through the alternate process of in-school (with class adviser/subject teachers inside a classroom) and off-school (with a MISOSA teacher, in a venue other than a regular classroom) approach.

**Compliance indicator:**

**85% attendance of students enrolled in MISOSA**

- b) **Electronic Instructional Management by Parents, Community and Teachers (e-Impact)** is an approach where classes are done on a regular basis, only that when the need arises, they convert to a multi-grade class where it is supervised by the regular teacher, with the aid of the Program Leaders. For Grades 1-3 classes, Program Leaders are aiding the subject teacher. These Program Leaders are composed of the best students in the top Grades 4-6 classes. Teachers also conduct individual session to some students outside the classroom.

**Compliance indicator:**

**85% attendance of students enrolled in E-Impact since students are expected to attend classes daily.**

- c) **Open High School Program (OHSP)** accept students, regardless of age, as long as they agree to comply with the requirements of the program. OHSP provides printed self-learning modules for students to use for their lessons and classroom activities. Normally, eight (8) subject areas are provided to OHSP classes. The student will sign a learning contract that will signify how many days they will commit to go to school.

**Compliance indicator:**

**85% attendance based on scheduled classes every monitoring month according to the learning contract signed by the student.**

- d) **Alternative Learning System (ALS)** is another mode of learning developed by the DepEd to cater children and Out of School Youth (OSY) who are willing to learn and finish their studies but cannot afford to pay tuition fees in regular school due to various reasons. Alternative Learning System is an informal education program.

**Compliance Indicator:**

**85% attendance based on scheduled classes every monitoring month.**

- d) Need to submit Certification of Enrollment and Compliance to 85% attendance in education starting July 2012
- 6) Scheduling of group assembly by the City/Municipal Link to validate households no 0-14 years old but with 15-17 years old children in the community
- 7) Identification of other possible households with children 15-17 years old based on the results of the ongoing conduct of massive validation of shady households and households with no-14 years old and to refer them to the MCCT RPMO Focal for validation and enrollment on MCCT Extended age coverage provided all the above criteria are met.

## **B. Implementation Phase**

- 1) Municipal/City Links with the help of the Social Welfare Assistant are the persons in charge in the validation of the households as of their regular caseload/workload. Thus their names and signatures shall be stated in the validation form which would then be reviewed by the Provincial Link assigned wherein the C/ML has its area of jurisdiction. Moreover, these forms should be noted by the Regional MCCT Coordinator. The validation form shall serve as enrollment form into the MCCT program.
- 2) Revalidation and updating of household data particularly updating and/or completing the school data of children using the Revalidation Form/Masterlist of household beneficiaries
- 3) Signing in the revised Oath of Commitment for MCCT for Extended age coverage by the households
- 4) Coordination with school facility head or Pantawid focal to request for Certificate of Compliance of children 15-17 who are enrolled in the MCCT using Certificate of Compliance Form for the use of school principals and/or focal persons to be attached to the validation Form which shall be submitted to the Municipal Link and onward submission to the Provincial Link and to the Region MCCT focal
- 5) Submission of updated/revalidated Masterlist per Municipality/City to the National Project Management Office
- 6) Preparation of summary of validated household beneficiaries with children 15-17 years old under MCCT extended age coverage ( Summary of list of names in Excel File)
- 7) Release of grants thru Land Bank of the Philippines or financial conduit thru the existing mode of payment in the area.
- 8) Release of grants thru LBP or financial conduit thru the existing mode of payment in the area. Succeeding compliance monitoring by the Social Welfare Assistants assigned in the area shall be facilitated collaboratively with the assigned Municipal/City Link and key partners on education.
- 9) Succeeding payment based on the results of compliance verification.

## **Processing of Payment of Grants**

- 1) Payment of grant shall be on a bi-monthly basis. The re-enrolled beneficiaries shall be the basis on the preparation of retroactive payment

from June to August of the year following the specified procedures based on completed submission of requirements.

- 2) The Municipal Link shall submit to the DSWD FO MCCT Focal the list of re-enrolled household beneficiaries attested by the Provincial Link covering the area to include the submitted requirements in the processing of retroactive payment.
- 3) Upon receipt of said List, the FO MCCT Focal shall review the names indicated in the List against the names indicated in the database of MCCT and shall endorse said List to the PP Deputy Project Manager who shall in turn recommend approval of said List by the Regional Director.
- 4) The FO MCCT Focal shall then prepare the Notice of Approved Payroll Action (NAPA) and endorse the same to the Regional Program Coordinator or RPC who shall recommend approval of the NAPA by the RD/DPM. After which, the approved NAPA together with the approved List of registered and eligible beneficiaries shall be forwarded to the FO Financial Management Team for payroll computation.
- 4)5) Upon receipt of the NAPA and the approved List of registered and eligible beneficiaries, the Financial Analyst in charge shall encode the names in the Payroll Data Base and do manual computation of the initial cash grants payroll with the following authorized signatories:
  - i. Prepared by Financial Analyst II
  - ii. Reviewed by Financial Analyst III
  - iii. Recommended Approval by Regional Program Coordinator
  - iv. Approved by Regional Director/Regional Deputy Program Manager
  - v. The Regional Director and Regional Deputy Program Manager with the Regional Program Coordinator D shall be jointly responsible and accountable to the correctness of the cash grants payroll.
- 6) Once signed by the FO authorized signatories, the FO FM Team shall submit both electronic and hard copy of the cash grants payroll to the PP Unified FM Unit at the Central Office for funding together with the schedule of payout which shall be done thru Land Bank, Philpost and other conduits.
- 7) On the basis of the cash grants payroll submitted by the FO, the CO FMS thru the UFMU shall process funding and transfer of funds to Land Bank.
- 8) Land Bank shall coordinate with FO on confirmed schedules of pay-out.
- 9) It is necessary that the FO MCCT Focal and one FM staff are present during actual payout. For easy identification, the MCCT beneficiary shall present his/her DSWD issued HH Identification Card which is unique from the HH ID of the regular PP beneficiaries.
- 10) After payout, Land Bank and/or other conduits shall submit the required liquidation report.
- 11) The FO shall then issue certification on paid beneficiaries to the CO Finance copy furnished NPMO.

- 12) Convergence implementation and referral to other support interventions as part of transition strategy shall be undertaken throughout the period of implementation of Modified CCT for children 15-17 years old.

### **C. Post Implementation Phase**

- 1) Conduct of Spot checks as part of internal monitoring and impact evaluation on the effect of education grant to children 15-17 year old of poor households
- 2) Technical Assistance and Monitoring
- 3) Documentation of cases with evidence of success in children's education and participation in economic production

### **VII. Institutional Arrangement**

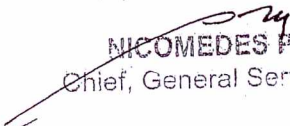
The implementation of Modified CCT for Children 15-17 years old shall be implemented by the Regional Project Management Office headed by the Regional Program Manager. The MCCT Focal shall monitor the overall implementation under the supervision of the Regional Program Coordinator. It shall be lodged as part of the regular caseload of the assigned Municipal/City Link in the area and overall management and reporting of these cases shall be through the Provincial Operations Offices.

This Memorandum Circular issued this 15<sup>th</sup> of November shall take effect immediately.

  
**CORAZON JULIANO-SOLIMAN**  
Secretary

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**A CERTIFIED COPY:**

  
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