

MEMORANDUM CIRCULAR NO. 24
Series of 2012

JAN 06 2013 057

LEGAL SERVICE

Subject: **Guidelines on the Conduct of Activities on Pantawid Pamilyang Pilipino**
During 2013 Campaign and National and Local Election Period.

I. Rationale

The Pantawid Pamilyang Pilipino Program is a rights based program that focuses on human capital investment through provision of health and education cash grants to eligible poor households. It is one of the poverty reduction strategies of the national government to enable poor households to meet certain human development goals aimed at breaking intergenerational cycle of poverty.

The provision of cash grants is conditional upon the compliance of the beneficiaries with the conditionalities of the program with specific verifiable behaviors such as pregnant women undergoing preventive check-ups, children 0-5 years old undergoing growth monitoring and receiving vaccinations and children aged three to fourteen years old enrolled in day care, kindergarten, primary and secondary and alternative delivery modes of education maintaining at least 85% attendance.

Since the National and Local Election are approaching, Comelec Resolution No. 9385, prescribes the calendar of activities and periods of certain prohibited acts in connection with the May 13, 2013 National and Local Elections. To ensure that the Pantawid Pamilyang Pilipino Program and the beneficiaries shall be insulated from partisan political activities, these guidelines are issued to guide the national and regional program management offices before, during and after the 2013 national and local elections.

II. Objectives

General:

To facilitate the implementation of Pantawid Pamilyang Pilipino Program during 2013 Campaign and National and Local Election Period free of political influence and manipulation while safeguarding the rights of Pantawid Pamilyang Pilipino beneficiaries for free and honest election.

Specific Objectives:

- a. To provide guidance to field operations staff/personnel in carrying out their functions and tasks in carrying out the activities during campaign and election period
- b. To provide strategies and measures to prevent Pantawid Pamilyang Pilipino beneficiaries from being influenced and/or mobilized during campaign and election period
- c. To safeguard the rights of Pantawid Pamilyang Pilipino beneficiaries for free and honest election

III. General Guidelines

To guide field operations staff/personnel of Pantawid Pamilyang Pilipino during campaign and national and local election in 2013, the following are key essential measures to observe

to insulate the Pantawid Pamilya from the influence and/or used for partisan political activities:

- 1) The implementation of activities under the Pantawid Pamilya Pilipino Program shall follow the prescribed implementing procedures as specified in its Operations Manual and the design and mechanics of implementation shall guide all the staff working under the program.
- 2) All field operations staff and other personnel involved in the Pantawid Pamilya shall abide by the procedural guidelines in the implementation of Pantawid Pamilya, and in the performance of their duties and responsibilities, all workers shall be just and responsive and shall take a neutral, impartial and independent stand in all matters pertaining to elections.
- 3) Rights of the Beneficiaries and safety and security of all field operations staff and personnel shall be of prime considerations and any form of influence during the said period that will be detrimental to the rights of beneficiaries and safety of the employees shall be given full attention and immediate response by the Department.
4. Conduct of any activity or use of facilities, equipment, supplies, funds and manpower directly or indirectly in support for and opposition to any political candidates by the field operations personnel and staff of Pantawid Pamilya shall be subject to immediate suspension in work for 2 weeks upon receipt of report , and payment of salary shall be withheld and if proven possible, termination in work.
5. Acceptance of any kind of support from and/or soliciting or assisting any political candidates or any person connected to any political parties shall also be subject to suspension and/or termination in work. Should there be any donations during the campaign and election period, the guidelines on the acceptance of donations shall be followed.
- 4) All field operations staff and personnel shall in all opportunity provide information to the beneficiaries that the Pantawid Pamilya is a national government program and only their acts of indiscipline and irresponsibility in the program can cause their termination in the program. These include non-compliance to the program conditionalities and any form of fraudulent act which could be a ground for termination.
- 5) The conduct of any activities under the program shall be held or facilitated in neutral ground so as not to connote any partisan support and all Pantawid staff shall refrain from inviting and/or accommodating political candidates for the 2013 election.
- 6) The Municipal Link and City Link must remain neutral and apolitical and shall as much as possible ensure that the beneficiaries in their capacity as Pantawid beneficiaries are aware and informed to remain neutral and apolitical also during conduct and participation to related activities on Pantawid Pamilya during campaign and election period.

- 7) Sharing and/or release of data shall be on per request basis and shall be subject to the approval of the Secretary and/or head of the regional offices.
- 8) The use of the Grievance Redress System of the Pantawid Pamilya through electronic mail and text, telephone and other forms of social media shall be used to report any incidence of politicking in the line of work. The details of the complaint can be submitted through GRS text hotline – 09189122813 or through email – 4psreklamo@gmail.com for immediate action and resolution. All complaints shall be treated with utmost confidentiality and impartiality. Any complaint may also be addressed directly to the Regional Directors of the Department and specific information such as name of person being complained, address or location and the specific complaint be clearly indicated.
- 9) The Department shall continue to and maximize the use of various medium of communication such as broadsheets, tabloids, TV and radio program including the social media to increase the awareness that the Pantawid Pamilya is not a program of any politician or political party but as one of the poverty alleviation programs of the national government.
- 10) The Department shall be in strict compliance with the Memorandum Circular of the Department of Interior and Local Government No. 2010-101 with its subject: Banning of Names or Initials and/or Images or Pictures of Government Officials in Billboards and Signages of Government Programs, Projects and Properties.

IV. Prohibited Acts and Exemptions Based on Comelec Resolution 9385

In compliance to Comelec Resolution 9385, the Calendar of Activities and Periods of certain prohibited acts in connection with the May 13, 2013 national and local elections shall be observed in the implementation of the program unless an exemption from the Commission on Election shall be secured.

- 1) Hiring, Promotion, Filling up of vacancies and Creation of new positions
- 2) Transfer or movement of officers and employees in the Civil Service (Sec. 261 (h), OEC) from January 13, 2013 to June 12, 2013.

Exemption:

Prior approval must be sought from the commission.

- 3) Giving any donations or gift in cash or in kind, etc. from any Political Party (Sec. 104 , OEC) from February 12, 2013 to May 13, 2013.
- 4) Appointment or Hiring of new employees; creation or filling up of new positions; promotion or giving of salary increases, remuneration or privilege. (Sec. 261, (g), OEC) from March 29, 2013 to May 13, 2013.

Prior authority must be sought from the commission; position to be filled is essential to the functioning of the office/agency and that position shall not be filled in a manner that may influence the election; new employee may be appointed in case of urgent need but notice of appointment shall be furnished the commission within 3 days from appointment.

- 5) Constructions of Public Works, delivery of materials for public works and issuance of treasury warrants or similar devices for a future undertaking chargeable against public funds. (Sec. 261 (w), OEC) from March 29, 2013 to May 13, 2013.
- 6) Releaing of disbursement or expenditures of public funds (Sec. 261 (v), OEC) from March 29, 2013 to May 13, 2013.

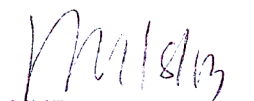
Except for salaries of personnel, and for such other routine and normal expenses, and for such other expenses as the Commission may authorize after due notice and hearing.

V. Preventive Measures during Election and Campaign Periods

- 1) Dissemination of information to the beneficiaries by the Municipal and City Link that they cannot be delisted by anyone except by the Program and this should be emphasized during Family Development Sessions and in any opportunity of meeting the beneficiaries.
- 2) Continued orientation to the beneficiaries during Family Development Sessions the criteria and mechanics in the delisting of beneficiaries in the program
- 3) Putting up of streamer, poster, stickers tarpaulin, use of T shirts and other form of visual materials with a message that the Pantawid Pamilya Program is a National Government Program
- 4) Provision of Technical Assistance and/or Supervisory Meetings field implementers on "How to handle politicians during campaign and national and local election period"
- 5) Implementation of Active Citizenship Module during Family Development Sessions and strengthening community participation in development activities
- 6) Facilitate issuance of advice or official statement to the local media informing them that the Pantawid Pamilya is a national program funded by the national government with the Department of Social Welfare and Development as the lead implementing agency.
- 7) Reporting immediately for any form of coercion, intimidation and threat received by any Pantawid staff from incumbent, re-electionist and other political candidates by the regional and national office. remember the ball is at the municipal and city level . Please look at the statement

This Memorandum Circular issued this 7 of JAN shall take effect immediately.

Certified Copy:


MYRNA H. REYES
Officer In-Charge
Records Unit


CORAZON JULIANO-SOLIMAN
Secretary

