



MEMORANDUM CIRCULAR 09
Series of 2014

SUBJECT: Revised Guidelines on the Implementation of the Modified Conditional Cash Transfer for Homeless Street Families

I. Rationale

The emergence of homelessness in highly urbanized cities and other urbanizing areas is becoming increasingly evident. Homeless families can be seen with their push carts, on the side streets or sidewalks, on the lawns of buildings, and in parks looking for opportunities to earn or a place to spend the night.

This is consistent with the findings of the United Nations Center for Human Settlements which construe that homelessness is linked to what has been called as Urbanization of Poverty. It asserts that poor people are driven to live in the streets of urban centers as the same provides them with opportunities to beg money and increased job chances of various new occupations such as those of scavenger, vendor, barker, and sometimes illegal activities such as those of drug sellers, pickpockets, snatchers, and prostitutes (Aoki 2008).¹

The State, through the Department of Social Welfare and Development (DSWD), consistent with the constitutional policy and by virtue of international laws, adopts and pursues policies where the poor, vulnerable, and disadvantaged like homeless street families are empowered for an improved quality of life. The state recognizes its indispensable role in protecting and advancing their rights to life, liberty, and security while the DSWD, to which the responsibility is delegated unto, affirms comprehensive strategies to combat the various causes of their social and economic seclusion towards a rising standard of living.

In performing said mandate, the DSWD in partnership with various NGAs implemented the Pantawid Pamilya Pilipino Program. The Pantawid Pamilya Pilipino Program is a poverty reduction strategy that provides cash grants to extreme poor households to allow the members of the family to meet certain human development goals. In the impact evaluation done by the World Bank, in collaboration with SWS and supported by the ADB and AusAID, it showed the effectiveness of DSWD Pantawid Pamilyang Pilipino Program as a social protection strategy of helping the poor meet their immediate needs while investing in human capital to break the intergenerational transmission of poverty. Alongside, there have been several programs in the past aimed to curb the continued proliferation of street children and dwellers in the country. These are the Street Children Program, Sagip Kalinga Project, and the Comprehensive Program for Street Dwellers and Street Children.

However, ever if such is the situation, the problem of homelessness and street dwelling persist to the detriment of the children who are not able to fulfill their rights as children. Hence,

¹ Aoki, Hideo. 2008. *Globalization and the Street Homeless in Metro Manila*. Philippine Studies Vol. 56: No. 1. 69-76. Quezon City: Ateneo De Manila University.

the Modified Conditional Cash Transfer Program for Homeless Street Families (MCCT for HSF) is designed to reach out to the Homeless Street Families who are definitely poor and more vulnerable and disadvantaged but were left out in the implementation of the Pantawid Pamilyang Pilipino Program because of their being excluded in the enumeration of the National Housing Targeting System for having without family homes. This MCCT for HSF aims to enable the HSF to overcome the barriers from enjoying the government's social protection support and investments in their children's human capital development.

II. Legal Bases

1. **Executive Order No. 15- Redirecting the Functions and Operations of the Department of Social Welfare and Development.** The DSWD is mandated to innovate and administer new strategies on social services and development intended to assist disadvantaged individuals, families, and communities for an improved quality of life.
2. **General Appropriations Act of 2012 and 2013-** Social Development Funds appropriated for the Conditional Cash Transfer (CCT) Program shall be used to address poverty reduction and social development strategy of the National Government.
3. **Administrative Order No. 16- Guidelines on the Implementation of Pantawid Pamilyang Pilipino Program (4Ps).** The Pantawid Pamilya is a poverty reduction strategy that provides cash grant to extreme poor households to address their immediate consumption needs, while the conditionalities are focused on building human capital and thus break the intergenerational cycle of poverty.

III. Objectives

General Objective: To assist homeless street families overcome barriers from enjoying the benefits of the government's social protection particularly the Pantawid Pamilyang Pilipino Program.

More specifically, the program aims to:

1. Improve access of pregnant women and young children from HSF to preventive health care
2. Increase children's access to education services
3. Enhance the performance of parental roles and improve the parents' decision to invest in the human capital development of their children
4. Enable homeless street families have a more stable and decent dwelling unit/housing away from the streets
5. Prepare and mainstream the homeless street families into the Pantawid Pamilyang Pilipino Program

IV. Description

The Modified Conditional Cash Transfer (MCCT) is a bridging program to enable Homeless Street Families (HSF) to access and be mainstreamed in the Pantawid Pamilya Pilipino Program. The strategy is through CCT but with modifications in terms of targeting, conditionalities, package of benefits and interventions, and modes of implementation. The exposure of household beneficiaries in the program is within the period of six months to a maximum of one year as long as they remain eligible for the program and comply with the conditionalities.

V. Target Areas and Beneficiaries

a. Areas

Highly urbanized cities and other areas where there is a growing number of HSF will be considered to ensure a regional spread/nationwide implementation.

b. Clientele

Eligible households for the program shall meet the following qualifications:

- They must be identified Homeless Street Families who do not have permanent and fixed houses and who live on the streets
- They must be excluded from NHTS database and the Pantawid Program by reason of their being an HSF
- They must have children aged 0-18 years old and/or with pregnant member of the family at the time of selection
- They must be willing and committed to comply with the program conditionalities and cooperate in the helping process

VI. Program Conditionalities

Household beneficiaries are monitored by conditionality to give them confidence that they will continue to receive cash grants from the program as long as they comply to the program conditions on health, education, and FDS. Conditionalities are designed to improve their social and health outcomes as well as to enforce good behavior and commitments for their eventual mainstreaming to Pantawid Pamilya Pilipino Program by familiarizing and habituating them to the program conditions.

a. Education

- Compliance verification to Education shall commence on the second month from the date of registration in the Program.
- Children aged 3-5 years old must attend Day Care Program or Pre-school Classes while children 6-18 years old must enroll Elementary and Secondary Education whether formal or by Alternative Delivery Modes of Learning. In the absence of

which, children may avail of the Alternative Learning System and Supervised Neighborhood Play for Day Care Children.

- Children must observe school attendance
 - ✓ of at least 60% for the 2nd to 4th month;
 - ✓ of at least 70% for the 5th to 7th month; and
 - ✓ of at least 85% for the 8th to 12th month.

b. Health

- Compliance verification to Health commences on the second month from the date of registration in the program.
- In accordance with Department of Health (DOH) protocols:
 - ✓ Pregnant household members must avail pre- and post-natal care starting from the first trimester of pregnancy and delivery must be assisted by skilled personnel in a birthing facility
 - ✓ Children 0-5 years old shall visit the City/Municipal Health Center to avail immunization, monthly weight monitoring and nutrition counseling, and proper management of diseases
 - ✓ Children 6-14 years old in elementary school are required to take deworming pills
- Health care services availed by household beneficiaries during medical missions or outreach program is sufficient to qualify the beneficiaries as compliant if services availed followed the DOH protocols

c. Family Development Sessions

- Compliance verification to Family Development Sessions commences on the first month upon registration.
- Attendance to the Family Developments Sessions shall be made:
 - ✓ Weekly for the first two months;
 - ✓ Twice a month for the next two months; and
 - ✓ Once a month for the succeeding months

d. Children covered by the program grants are prohibited from engaging in any form of income-generating activities that expose them to hazardous situations

- Compliance verification to this condition shall commence on the first month upon registration.

VII. Program Package

A. Direct Grants

The Modified CCT provides health and education grants, with the total amount of grants per household depending on the number of eligible household members aged 3-18 years old and on their compliance to conditionalities.



1. Education

- The education grant of P300 per month is provided for each child in the beneficiary household if enrolled in day care, pre-school, and elementary. The maximum allowed for the education grant is up to three children for a period of 10 months during the year if enrolled in formal school system or 12 months (or less) if under ALS or SNP, unless otherwise the number of school months for the latter is provided.
- The education grant of P500 per month is provided for each child in the beneficiary household if enrolled in high school. The maximum allowed for the education grant is up to three children for a period of 10 months during the year if enrolled in formal school system or 12 months (or less) if under ALS or SNP, unless otherwise the number of school months for the latter is provided.
- The grant for compliance to non-involvement of children in hazardous occupation or activity shall be tied with the Family Development Session grants

2. Health

- The health grant of P500 is provided for each beneficiary household and the transfer amount is flat regardless of the number of eligible children. All members of the beneficiary household should comply with the health conditions to receive the health grant. Otherwise, failure of only one member of the beneficiary household to comply with any of the conditionalities may lead to the revocation of the health grant.

3. Family Development Session

- Beneficiary households attending Family Development Sessions meet the conditionality of the FDS grant of P500 per month which will be given on the first two months from the date of registration to the program.
- The FDS grant will be subsumed under the health grant on the second month of membership to the program.

B. Support Services and Interventions

1. Shelter Assistance

a. Core Shelter Assistance

Homeless Street Families who have decided to return to their province/municipalities of origin for good and wished to establish a permanent abode therein shall be provided with core shelter assistance. Amounts and procedures for the availment of the same follows the existing DSWD Memorandum Circular 17: Omnibus Guidelines on Shelter Assistance.

b. Rent Subsidy

For household beneficiaries who do not want to return to their places of origin or who do not have provinces to go back to but wish to move out of the streets and get into a stable and decent abode, rent subsidy shall be offered to them in the amount of P4,000 per month for a maximum period of 6 months only.

2. Access to Job and Livelihood Opportunities

a. Cash-for-Work/ Cash-for-Training

Amounts and procedures for the availment of Cash for Work and Cash for Training shall follow the existing provisions cited in the Administrative Order No. 15 Series of 2008 Guidelines for the Implementation of the Cash-For-Work Project.

Cash-for-work assistance can be provided to beneficiary households to help them disengage from street work/ occupations that put their children to risk/hazards. Productive activities aim to offset opportunity cost while they are undergoing skills training and while they may augment family needs.

b. Micro-Capital Assistance and Employment Facilitation and Placement through Self Employment Assistance- Kaunlaran (SEA-K) Program

The Sustainable Livelihood Program is a capacity building program which aims to improve the beneficiaries' socio-economic status. First, it supports microenterprises by linking beneficiaries' to formal lending institutions and business development service providers for skills enhancement, technical assistance and additional capital for business and expansion. Second, it guarantees employment track by linking beneficiaries' to locally available jobs that are appropriate to their skills and competencies (e.g. DPWH's Trabahong Lansangan, DENR's National Greening Program, LGU's Solid Waste Management Program, etc)

Availment of SEA-K Program shall be subject to the operational procedures laid down in the Administrative Order No. 11 Series of 2011 Guidelines on the Implementation of the Sustainable Livelihood Program

3. Other Support Services and Interventions based on the Assessment of Case Workers

- a. Psychosocial Counseling
- b. Case Management and Referral Services
- c. Functional Literacy for Adults



d. Family Camp and Family Life Enrichment Activities/Services

VIII. Modes of Implementation

A. DSWD-Run

This mode of implementation shall be carried out by the DSWD Field Offices in areas where there are no qualified Civil Society Organizations to handle the MCCT for Homeless Street Families.

The following areas in the mainstreaming processing shall be undertaken by the Field Offices using the Regular Pantawid System and Components:

- ✓ Conduct of Family Development Sessions on the fifth month from the date of registration by the Pantawid Municipal Links
- ✓ Compliance verification to those beneficiary households under formal schools and regular health centers. The same will be accomplished by the Social Workers or Municipal Links and to be processed by the CV Focal in Field Office.
- ✓ Payment processing to be performed by the UFMS in Field Offices
- ✓ Grievance redress system
- ✓ Social marketing and advocacy
- ✓ Capability building
- ✓ Planning, monitoring and evaluation
- ✓ Partnership and coordination

The following areas in the mainstreaming process, on the other hand, shall be undertaken by the MCCT staff:

- ✓ Identification, assessment, validation and registration of HSF
- ✓ Social preparation
- ✓ Conduct of Family Development Sessions to beneficiary households for the first four months from the date of their registration
- ✓ Compliance verification to those beneficiary households under non-formal school arrangement, health outreach programs and medical missions, and monitoring of children for their non-involvement to any hazardous activities or occupation

B. CSO-Run

This mode of implementation permits the confirmed CSOs to run the program in accordance with the general procedures. CSOs shall be granted with funding support from the Department for the implementation costs; provided, however, that they shall have demonstrated its capacity and agreed to provide the required equity of at least

20% of the total project costs. Fund transfer to the CSOs shall be subject to government accounting rules and regulations. No portion of cash grants shall be released to the CSOs since payment processing shall be executed by the RPMO and NPMO.

Depending on the agreed partnership with the CSOs, the following areas of collaboration shall be undertaken:

- ✓ Identification, assessment, validation, and registration of HSF
- ✓ Social preparation
- ✓ Conduct of Family Development Sessions to beneficiary households for the first four months from the date of their registration
- ✓ Compliance verification to those beneficiary households under non-formal school arrangement, health outreach programs and medical missions, and monitoring of children for their non-involvement to any hazardous activities or occupation
- ✓ Coordination with Field Offices for the conduct of payout
- ✓ Provision, accessing, or referral for other support services and interventions
- ✓ Preparation for mainstreaming to Pantawid Program

IX. Components and Phases of Implementation

A. Geographic Targeting

Selection of highly urbanized cities (HUCs) and other areas for the implementation of the program shall be facilitated by the Field Offices in consultation with the Local Government Units and Civil Society Organizations. Selection shall be based on the number of potential HSF beneficiaries and on the availability of supply side on health and education based on the results of surveillance and rapid assessment activities.

B. Supply Side Assessment

Supply side assessment shall be conducted to determine not only the availability and utilization of education and health services in the target areas prior to the implementation of MCCT but also to ensure the readiness of the city/municipal local government to deliver substitute services such as Alternative Learning System, Alternative Delivery Modes, Supervised Neighborhood Play as well as medical missions and health outreach service providers to respond to the demand for such facilities.

C. CSO/LGU Engagement

Civil Society Organizations (CSOs) in the region which have the capacity and existing program for Homeless Street Families shall be identified, screened, and selected as partners in the implementation. The following procedures shall be undertaken by the DSWD:



1. FO, CSO, and LGU consultations and orientations
2. Mapping of eligible CSOs and sending of invitation for proposal submission. Only CSOs registered, licensed, and accredited shall be considered in deference to DSWD mandate on the regulation of CSOs and in pursuit of strengthening the accountability system covering government funds.
3. Processing of proposals endorsed by Regional Selection Committee based on evaluation parameters:
 - ✓ Good track record on project for homeless street families
 - ✓ Registered/licensed to undertake projects and accept contracts
 - ✓ Presence of specialized staff to handle homeless street families
 - ✓ Has established office in the city/municipality where the project will be implemented
 - ✓ Has documentation procedures (case management) and on-file case records
4. Contract signing with the confirmed CSOs specifying their roles and responsibilities as partner in implementing the Modified CCT. The MOA shall support the transfer of funds to the CSOs based on the actual registered beneficiaries of the latter and all the conditions and information required by the Commission on Audit from the CSOs pursuant to Item 4.5.3 of COA Circular No. 2007-001 or the Revised Guidelines in the Granting, Utilization, Accounting, and Auditing of the Funds released to Non-Governmental Organizations.
5. The fund transfer to the CSOs/ NGOs shall retain their character as public funds; hence, CSOs/NGOs shall keep and maintain financial and accounting records of the funds transferred by the Department in accordance with Philippine Accounting Standards, to submit 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.

The funds approved for granting to the CSO shall be released in three tranches as follows:

- 40% 1st tranche upon signing of the MOA and submission of the following documents:
 - ✓ Signed and notarized MOA with approved Terms of Reference
 - ✓ Approved project proposal and work and financial plans
 - ✓ Special Order (confirmation of partnership) or Resolution by the Selection Committee

The check for the first release shall be available within three weeks.

- 40% 2nd tranche upon submission of the following:



- ✓ Liquidation report (LR) certified by the CSO Accountant and approved by its President/Chairman reflecting 75% utilization of the previous release. The LR which shall show summary of expenses shall be verified by the FO versus the accomplishment report;
- ✓ Validation by the FO internal auditor or equivalent official in the region
- ✓ Accomplishment Report in narrative form duly approved and accepted by the Regional Director evidenced by pictures
- 20% 3rd and final tranche
 - ✓ Liquidation report (LR) certified by the CSO accountant and approved by its President/Chairman reflecting 90% utilization of the previous release. The LR which shall show summary of expenses shall be verified by the FO versus the accomplishment report;
 - ✓ Validation by the FO internal auditor or equivalent official in the region
 - ✓ Accomplishment Report in narrative form duly approved and accepted by the Regional Director

6. Financial Monitoring to the CSOs. No portion of funds shall be released to the CSOs/NGOs before the signing of the MOA. Prior to the release of funds, the CSO shall have opened and maintained a separate current account with any government or private bank as repository of the funds that will be transferred by the DSWD for the implementation of the project.

Fund releases to the CSOs shall be based on the actual number of registered households. In the event where the CSO caseload has lowered, upon mainstreaming into the regular CCT as the case may be, the computation of the funding adjustment for the second and third tranche shall be undertaken by the CSO, and communication letter thereof will be submitted to the RPMO Finance, together with the supporting documents, which the latter will review. Likewise, same rule applies if the caseload has increased.

Prior to the downloading of implementing operational costs, allowance for special validation or enumeration of target beneficiaries as stipulated in approved proposal of the CSO shall be provided by the NPMO.

7. Preparation for mainstreaming

A. Criteria for mainstreaming into Regular CCT

- Active registered MCCT family and compliant to the program conditionalities of MCCT
 - ✓ Children with 85% attendance in school for at least 3 consecutive months
 - ✓ Visit to regular health centers
 - ✓ Satisfactory compliance to FDS

- At least 6 months in the MCCT program
- Settled in an alternative family home(HSF)
 - The HSF must be capable of maintaining their abode/ rental or settled in a stable home away from the streets, even after 6 months of support from MCCT.
- With stable living condition
- Poor on the result of the Proxy-Means Test

A. Procedural Guide

- The CSOs should turn-over the following documents to the DSWD Regional Office:
 - ✓ Pre-screening form
 - ✓ Oath of Commitment
 - ✓ Case Folders
 - ✓ SWI Tool and other assessment tool
 - ✓ Updated and complete compliance data
 - ✓ Liquidation reports
 - ✓ Terminal report
- Conduct of Household Assessment by the National Housing Targeting Unit (NHTU)
- Release of initial poor households and validation by NHTU
- Submission of final list of HHs to PMED
- Conduct of eligibility check routine (ECR) by PMED
- Validation and registration and updating by Beneficiary Data Management Division (BDMD)
- Compliance Monitoring

B. Roles and Function

Civil Society Organization / Concerned LGUs

- ✓ Ensure the completion of case folders, required financial documents including liquidation report and terminal report
- ✓ Turn-over of all MCCT-related documents to the Regional Office

Regional Program Management Office (RPMO)

- ✓ Ensure smooth transition of cases to Regular CCT including manpower requirements.

National Program Management Office (NPMO)

- ✓ PMED- Ensure the conduct of eligibility check routine
- ✓ BDMD-Ensure the conduct of validation, registration and updating of eligible MCCT households for Regular CCT

- ✓ MCCT- Ensure that the ineligible households for Pantawid Pamilyang Pilipino Program shall be assisted/ accessed for other support interventions.

National Household Targeting Office (NHTO)

- ✓ Ensure the conduct of household assessment
- ✓ Release of initial poor HHs and conduct of validation
- ✓ Endorse result of Proxy Means Test to Pantawid Pamilyang Pilipino Program
- ✓ Endorse to PMED the final list of eligible households to be mainstreamed to Regular CCT

C. Beneficiary Targeting and Registration

A household enumeration shall be conducted in the target areas using a pre-screening tool. The pre-screening tool covers the necessary information to ensure that target beneficiaries are eligible per set criteria. Names of the prospective target beneficiary household shall be forwarded to the NPMO to run the name-matching test. The result of the name-matching shall be subject for the conduct of household assessment and registration.

When household beneficiaries are identified, the community assembly in the barangay shall be undertaken. The purpose of the community assembly is to validate potential beneficiaries through filling up of the intake form and to orient them about the mechanics and procedure of the program. The conduct of the community assembly shall be initiated by the FO and/or CSOs in close coordination with the Local Government Units.

D. Family Registry Preparation

All identified beneficiaries who agreed to participate in the program must accomplish the registration forms and sign the oath of commitment indicating their willingness to comply with the conditionalities of the program. Issuance of MCCT identification cards shall also be undertaken.

E. Monitoring and Compliance Verification

The monitoring system for verifying beneficiary household compliance with conditionalities shall involve the following steps:



1. NPMO generates the Compliance Verification forms to RPMO
2. RPMO downloads and prints the CV forms and disseminates them to CSOs, in case of CSO-run MCCT
3. Case Workers distribute the CV Forms to schools and health centers to record compliance or non-compliance with conditionalities during the reported period and collect them and forward the hard copies and summary of compliance to RPMO
4. RPMO reviews the non-compliance data and submits them to NPMO to serve as the basis for payment during the period

F. Succeeding Release

The processing of payments depends on the submission of CVS forms from the field. Hence, the results of beneficiaries' compliance with the program conditionalities shall be used to determine the amount of subsequent releases of cash grants to beneficiaries.

G. Grievance Redress System

The procedures in processing grievances and complaints arising from program implementation will be filed before the Grievance Redress Division of the Pantawid Pamilyang Pilipino Program. This is to achieve a uniform, transparent, and due process resolution of claims without prejudice to any party involved.

The main types of grievances expected to be handled are non-compliance, ineligibility, not listed, problems with payment, and supply side complaints. In order to ensure that appropriate and timely resolutions are provided to grievances, the general rule that initial resolution of claims shall be provided no more than one month from the onset or intake date of the complaint.

X. Institutional Arrangements

The National, Regional, and Local Advisory Committees shall be created and be chaired by the Department of Social Welfare and Development. Its composition is not separate from the existing structure established for Regular CCT. It shall draw inter-agency policies for the implementation of the program in accordance with the mandates of the agencies concerned such as the Department of Education, Department of Health, and National Anti-Poverty Commission. Organization of Advisory Committee shall be undertaken down to the regional and municipal levels in order to strengthen coordination in the implementation and operationalization of sectoral activities to better execute the requirements in the implementation of the program in order to meet the conditionalities on education and health.

To ensure effective and efficient implementation, the following are the specific roles and functions of the Department as the lead implementing agency, and partner agencies:



Department of Social Welfare and Development

A. Central office

1. Prepare guidelines and program materials
2. Oversees and provides technical support to the over-all management and implementation of MCCT
3. Allocate funds for the implementation of the project
4. Provide capability building activities to field implementers
5. Conduct spot checks and impact evaluation

B. Regional Office

1. Translate national policies to region specific operational guidelines to ensure smooth implementation of the program
2. Coordinate the implementation of sectoral activities with the CSOs to better execute program objectives and functions
3. Review and resolve all regional concerns and requirements needing actions
4. Ensure that supply side on health and education are available at the target areas
5. Prepare/ submit monthly/ quarterly accomplishment report

XI. Project Costs and Parameters

A. Required Staffing

- ✓ 1 case worker/ social worker for every 50 households
- ✓ 1 child welfare aid for every 50 households

If the case load is lower than the prescribed ratio, additional staff can be hired provided that the number is at least the fraction of the ideal ratio (i.e if there are 25-74 HHs, FO can only hire 1 case worker/ child welfare aid)

B. Eligible Expenditures for CSOs

1. Transportation allowance (during staff functions, trainings, seminars, workshops, meetings, orientations and consultations) is to be computed with a ceiling of P3000 per staff per month.

Travel expenses, including per diem, of MCCT Focal for the conduct of technical assistance and monitoring shall be computed on actual travel expenses. This shall be based on their work base and destinations, the frequency of conduct of TA and monitoring, as well as reasonable level of spending based on a fare matrix per area of operations.

2. Communication Allowance

- ✓ Case worker/ social worker at P500 per month
- ✓ Child welfare aid at P300 per month
- ✓ CSO Head at P600 per month

3. Office Supplies and Materials

For MCCT operations- P10.00 per capita/household

4. Cost of Services

Pursuant to the regulations of the Department governing contracting arrangements, project-based workers are not entitled to receive social security or welfare benefits which include membership to SSS, Pag-ibig and Philhealth. Hence, as reflected in the MCCT WFP, there is no fund allocation of employees' benefits to MCCT hired staff.

5. Board and Lodging for DSWD-initiated Trainings, Seminars, and Workshops

- ✓ Beneficiary level at P500-P900 per participant per day
- ✓ Staff level at P1500-P1800 per participant per day

6. Honoraria for Resource Persons

Honoraria for Resource Persons will range from P500 to P830 per hour depending on the area and level of expertise and educational background of the resource persons. CSO's organic staff, official, and employee shall not be allowed to serve as resource person, thus not entitled to receive honoraria.

7. Meals during Meetings and Case Conferences

- ✓ Morning Snack- Php75/participant
- ✓ Lunch- Php200/participant
- ✓ Afternoon Snack- Php75/participant

8. Orientations and Consultations

It shall cover meals, transportation, board and lodging expenses according to the approved rates.

9. Vehicle Rental Expenses used in MCCT for HSF Implementation

10. Gasoline Subsidy for CSO Vehicle used for the Implementation of MCCT for HSF

C. CSO Counterpart must not be lower than the 20% of the total project cost

1. Utility Cost- electricity and water



2. Maintenance cost and the use of office equipment (computers, fax machines, photocopier, etc.)
3. Office Rental
4. Cost of Office Communication- internet expenses, telephone landline and fax
5. Other Personnel Cost of services and benefits of the technical and administrative staff of the CSO other than those hired to directly handle MCCT cases.

XII. Monitoring and Evaluation

Internal Monitoring through the MCCT Database shall be put in place to monitor the household grantees' compliance with the conditionalities both for health and education. Further, external monitoring shall be conducted by the National Project Management Office to assess performance of the Field Offices as well as the CSOs in the procedural requirements and guidelines of the program. This shall be undertaken through regular spot checks to validate accuracy, effectiveness and efficiency of program implementation. This will also include conduct of periodic inspection and evaluation through submission of financial and physical reports and visitorial audit by the Commission on Audit.

XIII. Effectivity

This Memorandum Circular revokes MC 15 Guidelines on the Pilot Implementation of Modified Conditional Cash Transfer for Families in Need of Special Protection. This shall take effect immediately and copies of this order shall be disseminated to all concerned Offices, Bureaus and Services at the DSWD Central and Field Offices.

Issued in Quezon City, this 2nd day of March 2014.


CORAZON JULIANO – SOLIMAN
Secretary

Certified Copy:


NICOMEDES P. SULLER
Chief, General Services Division