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Department of Social Welfare and Development

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MEMORANDUM CIRCULAR 19
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Subject : GUIDELINES FOR THE PILOT IMPLEMENTATION OF THE MODIFIED
CONDITONAL CASH TRANSFER PROGRAM FOR INDIGENOUS PEOPLES
IN GEOGRPAHICALLY ISOLATED AND DISADVANTAGED AREAS

I. RATIONALE

The Department of Social Welfare and Development, in fulfillment of its mandate of providing social services to the disadvantaged and marginalized sectors of the society like the Indigenous People (IP), executed MC 01, Series of 2009 or the Indigenous Peoples Policy Framework (IPPF). The IPPF was formulated to serve as a "declaration of policies and standard procedures in developing, funding and implementing programs, projects and services for indigenous peoples".

Adopting the IPPF within the context of the Pantawid Pamilya Pilipino Program, a special project under the Department of Social Welfare and Development, entails more challenge in reviewing and reforming program policies which would work in favor of the indigenous people entirely. It can be seen that while the State attempts to enforce developmental projects, there is a growing resistance on the part of the IP communities because they are still governed by their own indigenous institutions and they struggle to preserve their customary laws and traditions. The September 2012 Mid Term Review of the SWDRP illustrates an actuality that while CCT Program may have been successful in reaching the IPs, outward feeling of dissatisfaction on the program implementation remains.

Some indigenous people who have joined and experienced the program see the membership advantage in the process. However, for many indigenous people, they have done more than enough to cope or comply with the conditions making it difficult for them to appreciate the program, considering that they are in Geographically Isolated and Disadvantaged Areas (GIDA). The physical conditions of the IP communities confine them in not accessing the basic services of the government. Moreover, this is because of the inappropriateness of the program policies which brought more conflict in the implementation than resolution to the significant issues confronting them.

To provide for a meaningful participation in the program, the Pantawid Pamilya Pilipino Program conceptualizes the Modified Conditional Cash Transfer for the Indigenous Peoples in GIDAs, which is more culturally responsive in improving IPs' access to basic social services such as health, nutrition and sanitation, and to formal and non-formal education.

This shall be substantially distinct from the usual program that is presently being provided since there is modification in terms of targeting, process of implementation, package of services and the indigenous peoples are involved in identifying, formulating, and planning developmental strategies to be employed in the program implementation. It works within the policy context of the IPRA and the three main goals articulated in the IPPF: (1) Empowerment of the IP; (2) Promotion of the IP rights; and (3) Protection from any unavoidable adverse effects caused by the development process. Central to the advancement of IP rights, the MCCT for IP in GIDAs shall serve as a social protection intervention helping the indigenous people identify their own development needs while investing in human capital to break the intergenerational transmission of poverty.

II. LEGAL BASIS

Indigenous Peoples Right Act declares the duty of the State: "To recognize and promote all the rights of Indigenous Cultural Communities/Indigenous Peoples (ICCs/IPs) within the framework of national unity and development." and " to recognize, respect and protect the rights of ICCs/ IPs to preserve and develop their cultures, traditions and institutions. It shall consider these rights in the formulation of national laws and policies."

National Indigenous Peoples Education Policy Framework ensures the provision of universal and equitable access of all IPs to quality and relevant basic education services towards functional literacy for all. It also provides for adequate and culturally-appropriate learning resources and environment to IP learners. The framework subscribes to the rights-based approach which gives primary importance to the principles of participation, inclusion, and empowerment. This is an important measure in achieving the country's Education for All (EFA) commitments and the Millennium Development Goals (MDGs). (DepEd Administrative Order 62 s. 2011). It permit to Operate Primary Schools for Indigenous Peoples and Cultural Communities" (DepEd Order No. 42.s.2004). Likewise, the Alternative Learning System (ALS) Curriculum for Indigenous Peoples Education (DepEd Order No. 101.s.2010)

Joint Memorandum Circular No.2913-01 – also known as "Guidelines on the Delivery of Basic Health Services for Indigenous Cultural Communities/Indigenous People," sets the guidelines that will address access, utilization, coverage, and equity issues in the provision of basic health care services for ICCs/IPs to achieve better health outcomes.

Universal Health Care (UHC) /Kalusugan Pangkalahatan (KP) (AO 2010-0036) – aims to improve, streamline and scale-up previous health reform strategies in order to address inequities in health outcomes by ensuring that all Filipinos, especially those belonging to the lowest income quintiles, have equitable access to health care.

Indigenous People's Participation Framework (IPRA) supplies a significant policy stimulus in providing a forum for the full and meaningful participation of the IPs in the development of the MCCT for IP in GIDA program. The process began with a participatory review of IPs experiences under the regular CCT where they identified and analyzed the bottlenecks and barriers that hinder them from accessing the benefits of the program.

This guideline was conceptualized and developed based on IPs experiences, distinctions and recommendations that is tailored fit within their culture and norms.

III. OBJECTIVES

General : Assists the Indigenous People to have full and sustained access to the government's social protection services particularly the Pantawid Pamilyang Pilipino Program through Modified CCT for IP in GIDA.

More specifically, the program aims:

1. To create and operationalize a programming process that engages the full and meaningful participation of beneficiary IP households in the context of their indigenous cultural communities
2. To facilitate the establishment of an accessible and suitable health care delivery system responsive to the specific conditions of IP children, pregnant and lactating mother
3. To formulate community development projects for the immediate and continuing improvement of the economic and social conditions of the IPs and ICCs specifically in the areas of employment, training, sanitation and security in the spirit of convergence of services
4. To facilitate the development of an accessible and alternative mode of learning relevant and appropriate to the specific necessities and situation of children and to keep those who are already in formal schools
5. To develop and implement IP sensitive program systems (i.e Grievance Redress System (GRS), Beneficiary Data Management System (BDMD), and Compliance Verification System (CVS) that effectively and appropriately addresses the specific concerns of the IP households
6. To initiate and integrate within the indigenous structure a sustained participatory monitoring, evaluation and reporting process

IV. PROJECT DESCRIPTION

The Modified Conditional Cash Transfer for Indigenous Peoples Program in Geographically Isolated and Disadvantaged Areas will be pilot tested in 16 Regions for two years. This program aimed to provide equal opportunities to indigenous cultural communities in accessing the services and benefits of the Pantawid Pamilyang Pilipino Program. The program is founded on full recognition of the participation rights of IPs to ensure the quality of services that are responsive and appropriate to the needs and desires of these communities. The strategy is CCT but with modifications in terms of processes in targeting, conditionalities, package of benefits, interventions and modes of implementation.

The program, therefore, will regard the IP communities not just mere passive recipients or beneficiaries but as active partners in development.

The MCCT for IP will employ holistic approach of community organizing to achieve cultural empowerment so that the basic services delivered can be a mechanism to sustain cultural integrity. To utilize the maximum participation of the Indigenous People, this guideline is issued for the Field Offices and other key players to implement the MCCT for IP in GIDA.

V. SCOPE AND DELIMITATION

A. Duration :

The project will be pilot tested in selected GIDAs for a period of two years.

B. Area coverage

The selection of pilot IP communities in geographically isolated and disadvantaged areas (GIDA) and other relevant areas for the implementation of the program shall be facilitated by the DSWD Regional Field Offices in consultation with Tribal Leaders, Local Government Units and Civil Society Organizations. The following are the criteria in the selection of target areas in sixteen (16) Regions:

Indigenous people in GIDA particularly those with:

- no or limited opportunities for development
- no or limited access to social services;
- no access road or hard to reach areas
- Insufficiency of food security

C. Target Households

1. Indigenous peoples living outside or inside their ancestral domains particularly those with no or limited access to social services
2. IP families with children aged 0-18 years old and/or with pregnant member of the family at the time of selection.
3. IPs who are vulnerable and disadvantaged based on the assessment done by the community facilitators

VI. DEFINITION OF TERMS

1. **Indigenous Peoples** – refers to group of people or homogenous society identified by self-ascription and ascription of others who have continuously lived as organized community or communally bounded and defined territory, and who have under claims of ownership, since time immemorial, occupied, possessed and utilized such territories, sharing common bonds of language, through resistance to political, social, cultural inroads of colonization, non-indigenous religions and cultures, became historically differentiated from the majority of the Filipinos. (Indigenous Peoples Rights Act of 1997).

2. **Geographically Isolated and Disadvantaged Areas (GIDA)** - refer to communities with marginalized population physically and socio-economically separated from the mainstream society and characterized by absence of access to roads or reside in hard to reach areas, absence of or limited opportunity for development, absence of or limited areas to social services, particularly health and education, insufficiency of food security, limiting environment such, but not limited to, discriminatory policies, norms, and situations that inhibit the full exercise of their rights.
3. **Beneficiaries** – refers to poor households with children aged 0 to below 18 years old, or pregnant women living together, who choose to be part of the Pantawid Pamilyang Pilipino Program and who agree to comply with the conditions by the program.
4. **Grantee** – refers to the mother or the most responsible adult member of the households authorized to withdraw or receive the grants.
5. **Household** – refers to a social unit consisting of a person living alone or a group of persons who sleep in the same housing unit and have a common arrangement for the preparation and consumption of food.
6. **Poor** – refers to individuals and families whose income fall below the poverty threshold as defined by the National Economic and Development Authority and who cannot afford to provide their minimum basic needs of foods, health, education, housing and other essential amenities of life. (RA 8425 or Social Reform and Poverty Alleviation Act).
7. **Potential beneficiaries** – refers to households whose total family income is equal to or below the poverty threshold of the province based on the National Household Targeting System.
8. **Registered Household** – refers to the household beneficiaries enrolled in the program and are receiving cash grants.
9. **Registration of Eligible Households** – refers to the process by which an eligible household-beneficiary, as identified by the NHTS-PR as being below the poverty threshold of the area of residence, and having undergone the Eligibility Check Routine (ECR) I & II, was selected to be listed as an eligible household for a particular set, is enrolled into the program.
10. **Parent Leaders** – refers to the person selected by the household grantees living within the same neighborhood to lead the group and to serve as point person for different program concerns.
11. **Grant** – refers to the amount intended to household beneficiaries of the program in exchange for fulfilling their co-responsibilities.
12. **Conditionalities** – refers to a set of responsibilities or obligations that the household beneficiaries/ grantee must comply with it, in order to receive cash grant based on the prescribe timeline or as monitored.

- 13. Supply Side** – refers to the facilities such as schools and health centers in a specific area that are necessary for beneficiaries to comply with their co-responsibilities.
- 14. Timeline**- a time frame during which activities must be carried out
- 15. Monitored beneficiaries**- refer to identified beneficiaries with pregnant women members and children 0-18 years old (3-18 years old children who are attending day care/school) who shall receive P500.00 as health and nutrition grants and P300.00 per child for elementary and P500per child in high school as education grant monthly.
- 16. Monitored compliance**- refer to beneficiaries' compliance with program conditions on health, education and community/family development session as verified through the Compliance Verification System to sustain receiving cash grants.
- 17. Alternative Delivery Mode**- is a substitute technique for the Department of Education to address the challenges of formal education. This alternative modality is done within the confines of formal education system that allows schools to deliver education to marginalized students and those at risk of dropping out in order to help them overcome, personal, social and economic constraints in schooling.
- 18. Alternative learning System** – refers to an educational method beyond the conventional means where children are provided with modular lessons accredited by the Department of Education but delivered in a different setting and following a schedule suitable to the students.
- 19. Community Assembly** – refers to a gathering of potential beneficiaries of the MCCT for IP wherein the program is explained and where the potential beneficiaries undergo a process of registration, validation and enrollment of eligible beneficiaries.
- 20. Convergence** – refers to a strategy of coordinating and integrating the package of services of DOH, DepEd and DSWD to improve the quality of life of the poor.
- 21. Eligibility Check** – refers to the process of validating the poor households identified by the National Household Targeting System for Poverty Reduction (NHTS-PR) to determine those who meet the program criteria.
- 22. Eligible household** – refers to the poor household with children 0-18 years old or pregnant mothers at the time of the enumeration. They are qualified beneficiaries of the program but are not yet registered or enrolled in the program.
- 23. Grievance** – refers to the complaints, issues and concerns in relation to program implementation.

VII. PROGRAM COMPONENTS

A. PROGRAM PACKAGE

1. Cash Grants

The MCCT for IP in GIDA Program will adapt the regular CCT cash grant. Each household shall be entitled to receive P500 per month per household for health and education grant amounting to P300 per child/ month for elementary and P500 per child/month for High School. The cash grant for education shall be a maximum of 3 children per household per month for 10 months per year.

These grants are released on a regular basis as established by the National Project Management Office to beneficiary household for the duration of their participation in the program, subject to their compliance to conditionalities.

For the initial release of the grants (1st Payment / for the first 3 months), the program does not require a compliance-based computation of grants. The first payment will serve as the initial investment of the family to health and education of children in preparation to the compliance-based monitoring of grants release.

Parents will decide who the grant recipient will be if both are still alive. If any of the spouses is no longer part of the household, the remaining spouse will automatically become the household grantee. If both parents are away for whatever reason, either of the grandparents or current caregiver can be the household grantee; subject to verification, endorsement, and monitoring by the city/municipal social worker.

a. Education Package

The program's education package for children includes the following services:

- Support for children's enrolment and attendance in public elementary and secondary schools which include documentary requirements for enrolment
- Establishment of home-based ECCD Program, Supervised Neighborhood Play or any appropriate ECCD delivery mode for 3-5 year old children.
- In the absence of school facilities, the community facilitators in coordination with other key players will ensure availability of community based para-teachers
- Support for enrolment of 1 adult family member in Technical-Vocational School for a maximum of 2-years (relevant to the development need of the community)
- Establishment of Alternative Learning System or Alternative Delivery Modes of education in the IP communities with IP coordinators or IP-sensitive coordinators and
- Inclusion of Madrasah, and Arabic literacy and schools of living tradition

b. Health package

The program's health package for pregnant mothers, children, and the community includes the following services:

- Antenatal care which includes tetanus toxoid vaccination; folic acid, iron and vitamin A supplementation; and, nutrition counseling
- Delivery and postpartum care which include essential obstetric care with skilled births attendants, referral system for emergency obstetric care as needed, newborn care and support for exclusive breastfeeding
- Preventive care for infants and young children including full immunization, regular growth monitoring, nutrition counseling, prevention of diarrhea and other childhood diseases, home-based child care
- Prevention, control, and cure of communicable and lifestyle-related diseases including relevant lectures, essential medicines, and appropriate behavior change communication materials
- Subsidized PhilHealth Membership (Zero-Balance Billing)
- Support for skilled delivery at home or in birthing facilities in the community
- Access to reproductive health services, appropriate family planning methods
- Free birth registration, death certificate, and marriage certification
- In the absence of health facility, the community facilitator in coordination with other key players will ensure availability of para-medics.

c. Community and Family Development Sessions (CFDS)

CFDS is a regular community and family gathering where the community members participate in the discussion of topics and issues of interest to the community, and is usually moderated by a trained CFDS facilitator together with an external or local resource person. The sessions use thematic modules prepared by the Family Development Unit of the National Program Management Office, based on suggested agenda from tribal leaders.

The CFDS provides a forum designed to enhance the skills of parents and caregivers in effective and responsible parenting. It is also the venue where the community members discuss key issues and concerns, and agree on actions to address the same.

On top of topics related to maternal and child care and other parenting issues, CFDS will also cover the following:

- Indigenous Peoples' Right Act
- Human rights and related laws and policies
- Children's rights and women's rights
- Ancestral Domain Sustainability Development and Protection Plan
- Climate change/environmental care and protection
- Alternative livelihood skills enhancement
- Disaster risk reduction management
- Child rights and child protection concerns
- Gender sensitivity
- Program implementation gaps and issues

The CFDS will be conducted with full respect for the IP's traditional practices, customary laws, systems, and practices in the community, and in a language that they understand. The sessions will be held in a venue accessible to the majority of the people, and on a schedule that is acceptable and suitable to their rhythm of life. There will be appropriate provisions for children who will tag along with their parents.

The CFDS grant will be subsumed under the health grant.

2. SUPPORT SERVICES INTERVENTIONS

The program will support other interventions based on the need and assessment of the community facilitator to achieve the goal of the MCCT for IP program specifically along health, sanitation, education, livelihood activities, capability building training, promotion of IP rights, or any collective engagement that will enhance self-determination. This will include studies and researches that will document and preserve existing IKSP. In accordance to the NCIP Guidelines on research and documentation, ownership on the documented IKSPs will be credited to the IPs communities where the information/data were derived as part of their intellectual property rights.

The program will provide technical assistance in project planning, implementation, monitoring and evaluation to enable the IP communities to manage their own projects. The program will provide additional cash or incentives in kind to the ICCs for full compliance with the program conditions. These incentives may be used for community-initiated projects or for any communal income-generating activities. The program will link the ICCs with potential sources of support such as the civil society organizations, other government agencies, non-government organizations, and other donor agencies.

B. PROGRAM CONDITIONALITIES

To continuously receive the program package and cash benefits, the IP beneficiaries need to comply with the following conditions/commitment. The method of implementation and monitoring of the beneficiaries' compliance will be defined in consultation with ICCs and with guidance from DepEd and DOH.

1. On Education

- Compliance verification to education to each child beneficiary already enrolled in school commences on the fourth month from the date of registration.
- Compliance verification to education to each child beneficiary NOT enrolled in school commences on the fourth month from the date of registration.

- 85% attendance of all IP children and adults enrolled in elementary and high schools, including in ALS and ADM. (to be consulted with DepEd)
- 85% attendance of all 3-5 years old IP children in Day Care or home-based ECCD Programs.

2. On Health

- Compliance verification to health commences on the seventh month from the date of registration
- Regular health status monitoring of pregnant and lactating women
- Full immunization for children and pregnant women
- Deworming (traditional deworming methods are accepted as approved by DOH)
- Pre - and post - natal care
- Delivery in birthing facilities/attended by a skilled/professional

3. On Attending CFDS

- The only conditionality during the social preparation stage (4th to 6th month) is attendance and participation in the Community Family Development Sessions (CFDS)
- Attendance to CFDS twice a month for the first 6 months
- During the social preparation period, attendance of any family member (mother, father, or other adult members of the family) in the discussions and/or consultations shall be sufficient compliance to the CFDS.

Summary:

- *First three months : non-compliance-based*
- *4th to 6th month : education and CFDS – compliance-based*
- *7th month : education, health and CFDS compliance*

C. FINANCIAL MANAGEMENT SYSTEM

The Financial Management System (FMS) of the Modified Conditional Cash Transfer (MCCT) shall be the responsibility of the Unified Financial Management Unit (UFMU) of the Pantawid Pamilyang Pilipino Program (PP) both at the National and Regional Office levels.

Please note that a detailed financial management system will be prepared by the Pantawid MCCT-NPMO in coordination with the UFMS and potential conduits including Landbank. The said financial management system will form part of this guideline.

1. Fund Releases to target Indigenous People beneficiaries

Fund releases shall be directly paid to the registered grantees/households. In the absence of the grantee, the authorized family member shall receive the said grants subject to the usual accounting and auditing procedures.

Cash Grants

Release of cash grants shall be on a monthly basis and shall be directly paid by Landbank of the Philippines (LBP) via LBP conduits that are accessible to the registered Indigenous People beneficiaries as approved by the DSWD-LBP Regional Action Center.

1. Process and procedures on the preparation of Notice of Approved Payroll Allocation shall be based on the MCCT developed timeline and usual UFMS procedures
2. Payment of Grants to Beneficiaries (First release)

For the initial release of cash grants, the list of registered beneficiaries shall be the basis for the preparation of the cash grants.

Coordination and Actual Pay-out - Based on the existing guidelines of Pantawid Pamilya Pilipino Program.

3. Succeeding Releases

The procedures for the succeeding releases of cash grants is the same as above except that the computation of cash grants shall be based on the list of beneficiaries who are compliant to the conditions of the program e.g. (Community/ Family Development Sessions (FDS), health and education).

2. Allocation for implementation cost

There shall be two types of Delivery Mechanisms that shall be adopted for the implementation of the MCCT, namely: 1) Civil Society Organizations (CSO)run implementation, and 2) DSWD-managed implementation.

a. Civil Society Organization run

- The engagement of CSO shall be covered by a Memorandum of Agreement (MOA) between the Department of Social Welfare and Development (DSWD) represented by its Regional Director and the CSO which shall be guided by the DSWD Memorandum Circular (MC) No. 12 series of 2014 entitled " Operational Guidelines on the DSWD –CSO Engagement for the implementation of Modified CCT."
- On the other hand, the financial regulations and procedures shall follow the provisions of indicated herein as well as the Commission

of Audit (COA) Circular 2007-01 dated October 25, 2007 entitled "Revised guidelines in the granting, utilization, accounting and auditing of the funds released to Non-Governmental Organizations/People's Organizations (NGOs/POs)."

- **Utilization of funds**

All funds transferred to the CSO shall retain their character as public funds, hence, its utilization shall be subject the usual government accounting and auditing rules. The funds released to the CSO shall be utilized solely for the implementation of the project as indicated in the MOA and in accordance with the approved work and financial plans. The existing related issuances of the Department as well as applicable government laws, rules and regulations on disbursement of government funds shall likewise be strictly followed.

- **Liquidation of Funds**

The CSO shall fully account all funds transferred for the implementation of the Project through submission to the DSWD FO a Liquidation Report (LR) showing summary of expenses duly signed by the CSO Accountant and approved by the Head of the CSO. The LR shall always be accompanied by a status report of accomplishment evidenced by pictures.

All unutilized funds including interests shall be duly refunded to the DSWD FO upon submission to and acceptance by the DSWD FO of the Final Liquidation Report.

b. DSWD- Managed

The DSWD-managed delivery mechanism shall mean direct implementation of the MCCT by the DSWD FO. The basis for fund disbursements shall be approved Work and Financial Plan of the Project and shall follow the existing FM arrangements of the Pantawid Pamilya.

VIII. PROGRAM STRATEGIES

1. Community Organizing

The Community Organizing process will facilitate the development of a community-based system that will allow the IP Communities to have meaningful participation in the operations of the program such as the targeting and selection of program beneficiaries and validation process.

The initial results of CO process should be a collective consent of the community to proceed with the program and with a commitment to comply with assigned responsibilities, and DSWD to comply with its commitment to support the program in a sustainable manner. This collective consent may be referred to as the program's "Memorandum of Understanding".

The strategy will endeavor to organize, train and support a core group of community volunteers that will be tasked to oversee the program implementation and sustainability. The CO process will be done in close coordination and with full transparency with the barangay officials.

Please refer to the MC 06 Series of 2014 : Social Preparation Guidelines on the MCCT for IP in GIDA

2. Convergence (Partnership-Building, Networking, and Coordination)

The program will establish a system of networking and partnership with other support groups and stakeholders at the municipal level to ensure convergence and coordination of services of agencies at the community and family level. Convergence will allow service providers to coordinate their activities, and focus their resources and efforts on common target families to produce synergy; avoid duplication, competition, and wastage of services; and therefore create greater impact among IP children, mothers, and the whole family.

3. Capacity-Building

This is a key strategy in improving and sustaining the quality of health and education services, and support to children and women. This strategy will ensure that the major key players particularly the service providers in the program will have the necessary knowledge, skills, and attitude to implement the program, and deliver the necessary and quality basic services. This will be done in close coordination with DOH, DepEd, and Local Government Units.

This strategy will also ensure that the Tribal leaders, community volunteers of the program, including concerned Barangay Officials, will acquire the necessary knowledge, skills and attitude to effectively perform their assigned roles and responsibilities relevant to the implementation of the CCT-IP Program.

4. Quality Service Delivery

Through this strategy, the IP program beneficiaries will receive basic services in an appropriate, culturally responsive, humanizing, and sensitive manner. The service delivery system will be cost-efficient, sustainable, responsive to the needs of ICCs, and receptive to the unique characteristics of tribal groups. The educational and health services will be timely and appropriate. Coordination with partner agencies and other support groups will be set up for carrying out suitable and practical outreach services in the absence of regular education and health facilities.

5. Community-based monitoring and reporting

This strategy will involve the active participation of community leaders and key members in program monitoring to ensure that the program is proceeding according to plan and that the planned activities are undertaken according to schedule. Specifically, they will participate in trouble shooting, tracking program implementation, and monitoring of compliance of IP beneficiaries and program commitments.

A community-based system will be established to ensure that the implementation gaps and issues identified in the monitoring exercises will be acted as early as possible. The program will establish a reporting flow that will allow the Regions an opportunity to capture important actions and decisions at community level.

6. Participatory Research

This strategy will tap selected community members and IP leaders in identifying relevant research agenda and in carrying out the research. This will be done in consultation with the academe, and NGOs in the community. Of particular research interest will be agenda related to indigenous knowledge, skills, and attitude in health and education with FPIC from the communities, and consistent with NCIP guidelines in obtaining IKSP.

7. Policy Advocacy

The program will develop a comprehensive policy advocacy plan that will address the identified policy gaps, and law enforcement issues and concerns at national and sub-national levels. The plan will include lobbying for recognition of IKSP in health and education, and in making schools and health services accessible to IP children, women, and the whole community. It will include mobilization of Local Government Units (municipal, city and barangay) in committing policy and budgetary support to make CCT work for IPs.

8. Program Support Communication for Cultural Enhancement

The program will develop a behavior change communication plan with DOH and DepEd to ensure that the program beneficiaries will adopt appropriate health and education practices related to the achievement of program goals. The plan will use a combination of behavior change communication strategies, and instruments that will inform parents and equip them with knowledge and skills in maternal and child care, and in supporting the education needs of their children. This strategy will also target the service providers, particularly in adopting proper attitude and behavior that are sensitive to IP's unique characteristics, and their particular ways of doing things.

IX. IMPLEMENTING DETAILS

1. Pre-implementation phase

This stage of program implementation is to obtain commitment, partnership, preliminary activities prior to program implementation. These include the following activities:

1. Geographic targeting
 - Identification of GIDA areas
 - Program orientation and consultations to Field Offices, Local Government units and other key players

2. Civil Society Engagement

- Posting of CSO engagement
- CSO proposals and work plan submission
 - Identification of beneficiaries
 - Name-matching of NHTO
- Proposal review and approval of selection committee
- Contract signing and hiring of staff
- Transfer of first tranche

Annex 1 – Social preparation process

2. Implementation Phase

a. Identification and registration are the major activities on this phase.

The steps and procedures include the following:

- Validation of the name-matched results
- Beneficiary registration, signing of oath of commitment, issuance of MCCT identification cards
- Conduct of family development sessions
- NAPA preparation and payroll processing (non-CVS based)
- Release of first grant payment
- Grant payment (CVS based)

b. Provision of other support services

- Referrals and follow-ups (accessing of other support interventions)
- Succeeding releases of grants to the beneficiaries/ succeeding releases of tranches to the CSOs
- Monitoring and evaluation / spot checks

Annex 2 – community and family development procedures

Annex 3 – convergence of services procedures

Annex 4- policy advocacy procedures

Annex 5 – development of IP sensitive and culturally appropriate program communication material

Annex 6 – financial procedure and fund releases

Annex 7 - process flow

c. Post Implementation

This phase is focus on program evaluation and documentation. This stage aims to review the efficiency and effectiveness of each strategy and process.

- *Refer to guidelines on MCCT for IP monitoring and evaluation guidelines*

X. **MODE OF IMPLEMENTATION**

1. **DSWD Manage** - executed and managed by the Regional DSWD particularly the Regional Program Management Office (RPMO). This mode shall require the hiring of Community Facilitators (CF) and Community Facilitator Assistants (CFA) to directly implement the program in the field under the direct supervision of the MCCT Focal in collaboration with the IP and FDS Focals with oversight of the RPMO and directions from the NPMO.
2. **Civil Society Organization (CSO) Run** - this recognizes the presence of CSOs in Indigenous Cultural Communities (ICC) whose competence and initiatives can facilitate the delivery of the MCCT for IP program services. Based on DSWD Memo Circular 12 series of 2014: Operational Guidelines on DSWD-CSO Engagement for the Implementation of Modified Conditional Cash Transfer, these CSO's can enter into formal partnership with DSWD to implement the MCCT-IP in geographically isolated and disadvantaged areas (GIDAs) . Based on approved guidelines they shall be provided funds to directly implement the program in their proposed ICCs approved by the concerned DSWD Field Offices.

The CSO must be acceptable to the community and its tribal leaders. As much as possible, the CSO should not have any negative records filed by ICCs/IPs with the NCIP or other related agencies. If the community or tribal leaders express any reservation/s about working with the potential CSO partner, this should be resolved in a dialogue between and amongst the tribal leader or community and the CSO in the presence of DSWD and preferably NCIP. Considering the communication barrier that may put the IPs at a disadvantage, the IP Focal must be involved in the dialogue to help facilitate and ensure the documentation of the dialogue.

XI. **INSTITUTIONAL ARRANGEMENT**

A. **Department of Social Welfare and Development (DSWD)**

1. Oversee and coordinate the implementation, monitoring, and evaluation of the program
2. Conduct supply side assessment for health and education jointly with concerned agencies
3. Facilitate the targeting and selection of project areas, and potential IP beneficiaries
4. Forge agreement with LGUs where project sites are to ensure the availability of supply side
5. Provide technical assistance to the overall operations of the CCT-IP program at the regional provincial, city/municipal levels
6. Develop and deliver IP sensitive C/FDS modules
7. Serve as repository of information and data about the program

8. Develop and implement an IP sensitive grievance redress system for the program
9. Mobilize, manage, and account for all program funds and resources
10. Prepare the Budget Operations Manual in coordination with the Departments of Budget, and Management (DBM), Finance (DOF), Interior and Local Government (DILG), and the Commission on Audit (COA)
11. Coordinate and collaborate with different donor agencies to augment logistics in program implementation

B. Department of Health (DOH)

1. Ensure the implementation of DOH-NCIP-DILG Joint Memorandum Circular No. 2013 -01 (Guidelines on the Delivery of Basic Health Services for Indigenous Cultural Communities/Indigenous People) in all CCT-IP areas
2. Augment the logistics requirement of LGUs to enable them to address the supply-side of all CCT-IP areas which will include enrolment in Philhealth
3. Ensure the availability and accessibility of health facilities in all CCT-IP areas
4. Lead in the conduct of research study on the desirable, and undesirable health practices of ICCs
5. Help monitor the operation of the program, particularly the verification of compliance of the beneficiaries with the health conditionalities through Municipal Health Unit

C. Department of Education (DepEd)

1. Ensure implementation of DepEd Order 74 s. 2009 (Mother Tongue-Based Multilingual Education), DepEd Order No.101 s. 2010 (Alternative Learning System (ALS) Curriculum for Indigenous) and DepEd Order 62 s. 2011 (National Policy Framework on IP Education) in all CCT-IP areas;
2. Ensure the availability and accessibility of schools facilities and IP contextualized education materials in all CCT-IP areas;
3. Help monitor the operation of the program particularly the verification of compliance of the beneficiaries with the education conditionalities

D. National Commission for Indigenous People (NCIP)

1. Actively participate in the Advisory Committee and the Technical Working Group (TWG) at the national, regional, provincial and municipal levels
2. Ensure that CCT –IP program policies and guidelines are in accordance with provisions of Republic Act 8371 or the Indigenous Peoples Rights Act (IPRA)
3. Coordinate with ICCs/IP in the conduct of social preparation and documentation of the community validation process as an exercise of the rights of the IPs to Free and Prior Informed Consent (FPIC)
4. Provide technical assistance in the development of IP sensitive CFDS modules, establishment of IP appropriate grievance redress and compliance verification mechanism
5. Provide and prioritize educational support for tertiary-level youth in ICC-GIDA subject to existing policies and guidelines
6. Formulate initiating, and enabling policies for IPs

E. Department of Interior and Local Government (DILG)

1. Issue directive to all LGUs implementing CCT-IP to incorporate the program into their annual development plan and annual investment plan with corresponding budget
2. Provide support in reaching and identifying ICC-GIDAs and registration of ICCs in CCT-IP program
3. Enforce and monitor implementation of IP laws in all CCT-IP areas

F. National Anti-Poverty Commission (NAPC)

1. Provide technical assistance in monitoring the condition of the ICC

G. Qualified Civil Society Organization

1. Overall implementers of the MCCT for IP in coordination with the DSWD Regional Office and Central Office.
2. Assists in the provision of program and services based on the need of the target community.

XII. EFFECTIVITY

This memorandum circular approved this _____ day of _____ 2014 shall take effect immediately.

Issued this 1st of SEPTEMBER 2014 at Quezon City, Philippines.


CORAZON JULIANO-SOLIMAN
Secretary

Annex 1. SOCIAL PREPARATION PROCESS

ACTIVITIES	DESCRIPTION	RESPONSIBLE PERSON	
		Lead	Support/ Other Person/s Involved
1. Processing Selection of Civil Society Organizations (for CSO-Run only)			
1..1 Selection of CSO partners	> Following processes in the approved Guidelines for CSO engagement (MC 12 s 2014), the DSWD Field Office signs MOA with the selected CSO to implement MCCT for IPs in the target ICC s in GIDAs.	RPMO, CSO	> Regional MCCT focal person > Regional IP focal person
2. Hiring of Community Facilitator and Community Facilitator Assistant (For DSWD & CSO-Run)			
2.1 Employment of Community Facilitator	> Hiring of community facilitator who will be assigned to manage communities who will be supported by the Community Facilitator Assistant.	RPMO/CSO	> Provincial Operations Office > IP Mandatory Representative/s > NCIP Office
2.2 Employment of Community Facilitator Assistant	> The Community Facilitator Assistant will facilitate the link between the ICCs and program implementers and will be hired based on the following minimum qualifications: <ul style="list-style-type: none"> * <i>high school graduate</i> * <i>can speak and write in Tagalog</i> * <i>can preferably speak the language of the ICC,</i> * <i>capable of co-facilitating and orienting IP communities on the program</i> * <i>capable of documenting sessions</i> * <i>acceptable to the ICC-GIDA.</i> 		
3. Coordination and Orientation of the LGU, NGAs and CSOs			

3.1 Initial Engagement with LGU	> Initial coordination and setting a schedule with the LGUs and other local stakeholders for a program orientation meeting	Regional IPD Officer	<ul style="list-style-type: none"> > LGU > Regional MCCT focal person > Regional IP focal person
3.2 Program Orientation cum Meeting	<ul style="list-style-type: none"> > The Regional Focal Persons will take turns in explaining the vision, mission, goals and objectives of the program, the strategies and other elements of the MCCT-IP in GIDA Program Design preferably using PowerPoint presentation and/or appropriate medium of message delivery. > The presentation should highlight the IP-sensitivity and culture appropriateness of the program, as well as, the full and meaningful participation of the IPs that the program hopes to generate. > The meeting intends to solicit the support and commitment from the attending personalities to support the implementation of the program and initiate measures to provide access of IPs to basic social services. > Ensure documentation especially of the raised concerns and clarifications made after the orientation. 	Regional IP Focal Person	<ul style="list-style-type: none"> > Provincial Operations Office > Regional IPD Officer > Regional MCCT Focal Person > Local Chief Executives > Council members > Muni/City Health Officer > Muni/City Social Welfare Development Officer > Local Government Operations Officer > Muni/City Planning & Development Officer > DepEd District Supervisor > Representatives of National Government Agencies and Civil Society Organizations operating in the locality
4. Orientation of Tribal Leaders and/or Council of Elders as part of obtaining their informed consent to the program			
4.1 Community Preparation for Initial Program Orientation	> Initial coordination with the tribal leaders in preparation for the program orientation include setting a schedule and venue for the activity, briefing of what will happen in the activity, and identifying other process or materials needed	Community Facilitator Assistant	<ul style="list-style-type: none"> > Community Facilitator > Tribal Leader > Sector/Clan Leaders of the target community
4.2 Program Orientation with Tribal Leaders	<ul style="list-style-type: none"> > Being the recognized structures of the ICCs in terms of governing the tribe, the tribal leader/s should be the first to be informed about the program design of the CCT IPs and is/are the authority/ies in setting initial possible next steps in introducing the program to the communities. > Approaching them must be diligently done with high sense of respect to the individual, the structure and the culture. 	Community Facilitator	<ul style="list-style-type: none"> > Community Facilitator Assistant, > Regional MCCT Focal Person > Regional IP Focal Person > Tribal Leader

			> Sector/Clan Leaders of the target community
4.3 Obtain consent to implement from the Tribal Leaders	> Soliciting any form of permission as dictated by the Indigenous Knowledge Systems and Practices (IKSP) of the tribal leader and the community for the entry of the program into the ICC after giving them time to adequately discuss among themselves, on their views about the program in the absence of the facilitators and external audience as they weigh all possible impacts of the program to their ancestral domains and its inhabitants pursuant to their right to FPIC stated in the IP Rights Act of 1997.	Tribal Leader	> Community or Clan Leaders > Community Facilitator > Community Facilitator Assistant >IP Mandatory Rep

5. Entry to the Community			
5.1 Observance of Cleansing & other prescribed rituals (if required by the IPs)	> The program respects the IPs' preservation of their indigenous knowledge, systems and practices and consequently the tribal leader should be coordinated with regarding any prescribed rituals/practice prior to the entry in the community. > Participation during the ritual of the program implementers and convergence partners are encouraged	Community Facilitator	> Community Facilitator Assistant > Regional MCCT Focal Person > Regional IP Focal Person > Tribal Leader > Clan Leaders of the target community > IP Community Members > NCIP representative > Other stakeholders

<p>5.2 Community Orientation on the Program</p>	<ul style="list-style-type: none"> > The manner of delivering the presentation will be based on the agreement made between the CF and the Tribal Leader which should have been done prior to the activity and includes the use of relevant presentation materials and other strategies that best communicate information at the community level. > A special portion at the later part of the orientation should be allotted to answer queries, resolved confusions and supplement additional information as deemed necessary for better understanding. > This activity requires that facilitators orient using the ICC's own tribal dialect, and in the limited capacity of the facilitators, a community volunteer should interpret detail by detail to his/her fellow IPs. 	<p>Community Facilitator/ CF Assistant & Tribal Leader/s</p>	<ul style="list-style-type: none"> > Regional MCCT Focal Person > Regional IP Focal Person > Clan Leaders of the target community > IP Community Members > NCIP representative > Other stakeholders
<p>5.3 Documentation of Community Consent</p>	<ul style="list-style-type: none"> > The major output of this activity is the documentation of the solicited consent of the community assuming that after understanding the program and being clarified about it, the community with their tribal leader would be able to say if they are consenting to the program implementation in their community. > In the event that the community decides not to be a part of the program, the reasons should also be clearly stated. > It is advisable therefore, that in this particular community consultation, the key partners are able to participate. > Furthermore, the facilitator is crucial in the processing of the information because the women and the men might have different perspectives and the facilitator should be able to help the community reflect on the merits of differing opinions from the community members & while the process takes a longer time, it is always best to arrive at a consensus. 	<p>Community Facilitator/CF Assistant</p>	<ul style="list-style-type: none"> > Tribal Leader, > Regional MCCT Focal Person > Regional IP Focal Person > Sector/Clan Leaders of the target community > IP Community Members > NCIP representative > Other stakeholders
<p>6. Community Integration & Profiling</p>			

<p>6.1 Social Investigation/ Rapid Assessment/ Community Profiling</p>	<p>> Community Integration will require the CF & CFA to establish relationship among IP/tribal leaders and community members and be acquainted with their communal practices, traditions, and the rhythm of community life</p> <p>> Within the 3- 6 months period, rapid assessment and social investigation or community profiling shall be conducted with the community when possible. Part of the community integration is the social investigation and profiling of the community (This will be expounded during the orientation and training of the Community Facilitators and the CF Assistants) <i>through primary and secondary sources</i>. Informal discussions and dialogues to build the profile during the social preparation stage shall be considered as part of the Community Family Development Session (CFDS)</p>	<p>Community Facilitator & Community Facilitator Assistant</p>	<ul style="list-style-type: none"> > Tribal Leader > NCIP > Regional MCCT Focal Person > Regional IP Focal Person > Municipal Action Team > Provincial Operations Office > Sector/Clan Leaders of the target community > Municipal Advisory Committee > Other stakeholders
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<p>6.2 Validation/Presentation of Community Profile</p>	<p>> In coordination with the Tribal Leader/s, community meetings will be organized for the presentation & validation of the results of the consolidated information that inputs into the community profile</p> <p>> Consequently, the results should be properly organized so that when presented, it will build the community's better appreciation of their own assets, capabilities and potentials, as well as their limitations/constraints and challenges.</p> <p>> It will provide an opportunity to clarify, affirm and articulate their common needs aspirations, and values as well as providing them some bases for planning their development, protecting their interests, and in dealing with development partners.</p> <p>> Upon finalization of the community profile, it will be presented during the MAC & MAT meetings with focus on the identified needs of the community.</p> <p>> The MAC & MAT shall provide recommendations and commitments based on their analysis in meeting the supply side of the implementation and possible alignment of development/investment plans and policies beneficial to the IPs.</p> <p><i>(Sensitive information regarding the ICCs such as but not limited to natural resources that are vulnerable to massive extraction, potential tourist spots, etc. is protected and should not be disclosed without proper consent from the community and therefore only relevant information should be presented to minimize the vulnerability of the ICCs.)</i></p>	<p>Community Facilitator & Tribal Leader IPD Focal, Convergence Officer</p>	<p>> Community Facilitator Assistant > Regional MCCT Focal Person > Regional IP Focal Person > Municipal Action Team > Sector/Clan Leaders of the target community > Municipal Advisory Committee > Other stakeholders</p>
<p>7. Identification & Registration of Program Beneficiaries</p>			

<p>7.1 Validation/ Interview of IP families eligible for the program</p>	<p>> IP families eligible for the program are to be identified by the CF based on criteria set by DSWD in coordination with the tribal leaders and validated by the members of the community.</p> <p>> Prior to the enrolment of the eligible beneficiaries to the program using the MCCT enrolment form, the following should be considered:</p> <ul style="list-style-type: none"> <i>* The MCCT Enrolment Form should be presented and explained in the series of consultation and orientation with the tribal leaders, CSO partners and field implementers.</i> <i>* The result of the MCCT assessment shall be used as basis for program inclusion and as a supporting document to confirm whether the IP families are "poor" or not regardless if they were already enumerated by NHTO or not. (This addresses incidents of exclusion and inclusion from the very start)</i> <i>* Considering that the process of enrolment provides opportunity to interview and validate the situation of the family, the validation process is already fulfilled and facilitates the process of registration.</i> <p>> The ICC shall be informed of the eligible IP families and they shall confirm that indeed these are the "poor families" in need of assistance.</p> <p>> Upon completion, the list of eligible IP families will be forwarded to the Regional Program Management Office through the Provincial Operations Office for encoding in the MCCT database by the Computer Maintenance Technician and can be facilitated when needed by the Regional Program Coordinator.</p>	<p>Community Facilitator & Community Facilitator Assistant</p>	<ul style="list-style-type: none"> > Tribal Leader > Municipal Action Team, > Regional MCCT Focal Person > Regional IP Focal Person > Sector/Clan Leaders of the target community > Community members
<p>7.2 Program Registration</p>	<p>> The dialogues and CFDS shall be a venue to discuss and plan the conduct of registration including the guarantee that all those identified as eligible IP families are able to come at a date and a venue already planned with the community. These dialogues and meetings shall familiarize the community on the process of registration and discuss with them the necessary documents; the importance of these documents and why and how they have to be obtained. Likewise, they are introduced to the oath of commitment so that they can understand the significance of the document. These do not happen in one day but shall be a significant topic during the sessions with the community members.</p>	<p>Community Facilitator</p>	<ul style="list-style-type: none"> > Community Facilitator Assistant > Tribal Leader > Sector/Clan Leaders of the target community

<p>> The plan developed with the series of dialogues and sessions shall be forwarded to the Regional Program Management Office thru the Provincial Operations Office which will be used as reference for the creation of a team to facilitate the conduct of registration.</p>	<p>Community Facilitator</p>	<ul style="list-style-type: none"> > Provincial Operations Office > RPMO > Regional Program Coordinator
<p>> The assigned teams are given orientation on conducting the registration along with the preparation of the materials and forms needed in coordination with the Provincial Operations Office.</p>	<p>Regional MCCT focal person</p>	<ul style="list-style-type: none"> > RPMO > Provincial Operations Office > IP Mandatory Representative/s > NCIP Office
<p>>Coordination with LGU shall be done to ensure their participation during the registration so that proper documentation of the IP children is realized</p>	<p>Community Facilitator & Community Facilitator Assistant IPD –NGA Focal Person</p>	<ul style="list-style-type: none"> > Tribal Leader > Sector/Clan Leaders of the target community >LGU
<p>> Conduct of ritual/s as per the ICC's IKSP should be observed on the day of the registration participated by the program staff & other stakeholders which will be followed by a brief re-orientation of the program.</p>	<p>Tribal Leader</p>	<ul style="list-style-type: none"> > Community Facilitator > Community Facilitator Assistant > Sector/Clan Leaders of the target community > NCIP representative/s > N/RPMO staff > LGU Representative/s > Provincial Operations Office > IP Mandatory Representative/s > Community members
<p>> The enrolled IP beneficiaries shall sign the oath of commitment which should reflect the commitments that they are expected to follow and comply with and written in their own dialect with Tagalog translation.</p>	<p>MCCT-IP beneficiaries</p>	<ul style="list-style-type: none"> > Tribal Leader > Community Facilitator > Community Facilitator Assistant > Clan Leaders of the target community > NCIP representative/s > N/RPMO staff > LGU Representative/s > Provincial Operations Office

			<ul style="list-style-type: none">> IP Mandatory Representative/s> Community members
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Annex 2. COMMUNITY & FAMILY DEVELOPMENT PROCEDURES

STAGES	DESCRIPTION	RESPONSIBLE PERSON	
		Lead	Support/ Other Person/s Involved
1. Before the Conduct of CFDS			
1.1 Development of Stand-alone CFDS Modules	<p>> IP-sensitive and culturally appropriate stand-alone modules and teaching-learning materials on topics raised during the regional consultation with tribal leaders are developed and reproduced.</p> <p>> Some of the issues and concerns proposed by the tribal leaders in the regional consultations are:</p> <ul style="list-style-type: none"> * <i>Basic rights of women and children</i> * <i>Provisions of the Indigenous Peoples' Right Act (IPRA)</i> * <i>Provisions of the Ancestral Domain Sustainability Development and Protection Plan</i> * <i>Preserving positive indigenous knowledge, systems and practices</i> * <i>Productive skills and livelihood opportunities</i> * <i>Product development and product packaging</i> * <i>The role of Indigenous People's Mandatory Representatives</i> * <i>Program implementation gaps and issues</i> * <i>Problems and barriers in meeting the conditions</i> * <i>The role of indigenous peoples in biodiversity conservation</i> 	NPMO Family Development Division	<ul style="list-style-type: none"> > Regional FDS Focal person > Regional IP focal person > IP Unit > Other stakeholders
1.2 Identification of additional CFDS modules relevant to the community	<p>> Community needs assessment and consultations with the tribal leaders are to be conducted to determine the topics in the CFDS.</p> <p>> The Community Facilitator will handle the identification process so as to ensure that the topics chosen for the CFDS are genuinely accepted by the ICCs.</p>	Community Facilitator & Community Facilitator Assistant	<ul style="list-style-type: none"> > Regional FDS Focal person > Regional IP focal person > Community Beneficiaries > Tribal Leaders

	<ul style="list-style-type: none"> > After identification of the appropriate and relevant CFDS topics, a report will be submitted to the Regional FDS, MCCT & IP Focal Persons including the corresponding timelines. 	Community Facilitator & Community Facilitator Assistant	<ul style="list-style-type: none"> > Regional FDS Focal person > Regional IP focal person > Regional MCCT focal person > Community Beneficiaries > Provincial Operations Office
	<ul style="list-style-type: none"> > In consultation with NPMO, the corresponding modules will be developed, reproduced and distributed based on the recommended topics submitted from the community 	Regional FDS Focal person & Regional IP focal person	<ul style="list-style-type: none"> >Family Development Division >IP Unit >RPMO >Provincial Operations Office
1.3 Identification of Resource Persons for the CFDS Topics	<ul style="list-style-type: none"> > Government agencies, CSOs and other institutions will be coordinated that can provide resource persons in relation to the topics chosen by the community. > The resource persons must be properly oriented on the proper ways of working with IPs so that they act and speak in appropriate and sensitive manner. > At all possible opportunities, the Local Government Unit or Barangay Councilor should be coordinated to identify possible means of providing transportation and support to bring the resource person/s to the ICC 	Community Facilitator & Community Facilitator Assistant	<ul style="list-style-type: none"> > Regional MCCT Focal person > Regional FDS Focal person > LGU > Provincial Operations Office > Other stakeholders
1.4 Other Preparatory Activities	<ul style="list-style-type: none"> > All logistical requirements for the conduct of the CFDS are to be secured, including materials for any traditional rituals required by the ICCs upon or before entry into the community, a sound-system whenever possible, and a venue which allows for some children's activity for children brought during the CFDS. 	Community Facilitator & Community Facilitator Assistant	<ul style="list-style-type: none"> > Community Volunteers > Tribal leaders > LGU
	<ul style="list-style-type: none"> > Community members are notified and advised to attend the CFDS, identifying an appropriate venue for the sessions, and making preparations for the actual meeting, > An IP volunteer group will be created in coordination with the Tribal leader that will provide assistance during the CFDS sessions. > The volunteers will be responsible for delegating individuals who will take care of the children brought by parents during the sessions, relaying the schedule of the sessions upon confirmation with the community leaders, and provide guidance on the rituals that the ICCs may require. 	Tribal Leader & Community Facilitator Assistant	<ul style="list-style-type: none"> > Community Facilitator > Community Volunteers > Tribal leaders

	<ul style="list-style-type: none"> > Once the logistical matters are settled, the tribal leaders will inform the CFDS participants of the schedule of the sessions, a week prior to the conduct of the first one to ensure optimum attendance from the participants > The community leaders will confirm with the Community Facilitator upon the delivery of the CFDS schedule information. 	Tribal Leader & Community Volunteers	<ul style="list-style-type: none"> > Community Facilitator > Community Facilitator Assistant
2. During Conduct of CFDS			
2.1 Observance of Rituals/Practices	<ul style="list-style-type: none"> > The Resource Person with the CF shall observe and participate in any and all rituals required by the ICC at the beginning of the session to ensure that the traditions and beliefs of the community are upheld and respected. 	Resource Person, Community Facilitator & Community Facilitator Assistant	<ul style="list-style-type: none"> > Community Volunteers > Tribal leaders
2.3 Documentation of the attendance	<ul style="list-style-type: none"> > Documentation of the attendance of everyone who participates in the sessions are to be secured & may be done in the form of signatures, handprints, thumb marks, or any other method that the community members and the DSWD is amenable with. 	Community Facilitator & Community Facilitator Assistant	<ul style="list-style-type: none"> >Resource Person > Community Volunteers > Tribal leaders
2.2 Topic/Module Discussion	<ul style="list-style-type: none"> > The assigned topic will be discussed using the modules, teaching and learning materials prepared by the Family Development Division. > The sessions are to be delivered in a language that all the community members can understand. > Provision for interpreter may be necessary if the resource person is not familiar with the ICC's dialect > The duration of each session will depend on the CF & CFA in consideration of the ICC/IP's capacity/threshold for learning and/or maintaining their interest on the topic. 	Resource Person	<ul style="list-style-type: none"> > Community Facilitator > Community Facilitator Assistant > Community Volunteers > Tribal leaders
3. After Conduct of CFDS			
3.1 Open Forum	<ul style="list-style-type: none"> > An open forum will follow where any and all queries that the community members may have regarding the discussed topic will be entertained through a feedback session, or by approaching the resource person individually who may be shy to ask questions openly > The CF should be open to any other clarification/s, questions and deepening of insights gained by the community members from the CFDS. 	Resource Person, Community Facilitator & Community Facilitator Assistant	<ul style="list-style-type: none"> > Community Volunteers > Tribal leaders

3.2 Observance of Ritual/Practices	> All rituals required by the community in closing the session are to be participated by the Resource Person, Community Facilitator & Community Facilitator Assistant.	Resource Person, Community Facilitator & Community Facilitator Assistant	<ul style="list-style-type: none"> > Community Volunteers > Tribal leaders
3.3 CFDS Documentation	> Full documentation of the sessions should be produced with the appropriate attachments, i.e., the list of attendees, the list of questions, concerns, and proposed topics in the next CFDS.	Tribal Leader	<ul style="list-style-type: none"> > Community or Clan Leaders > Community Facilitator > Community Facilitator Assistant

Annex 3. CONVERGENCE OF SERVICES PROCEDURES

STAGES	DESCRIPTION	RESPONSIBLE PERSON	
		Lead	Support/ Other Person/s Involved
1. Convergence Planning			
1.1 National Convergence Planning at the NPMO Level	<ul style="list-style-type: none"> > The IP Unit as part of its mandate shall ensure that significant issues and concerns, and plans related to IP beneficiaries are raised with the concerned bureaus in the Department thru the existing venues (NPMO Management Committee (MANCOM), the Convergence Management Office, the National Program Management Team (NPMT), and, finally the NAC. > Initially, this is undertaken by the IP Unit in terms of advocacy but the MCCT should play an active role especially on the implementation side. 	IP Unit	<ul style="list-style-type: none"> > MCCT Division > Institutional Partnership Division > Management Committee > Convergence Management Office > NPMT
1.2 National Convergence Planning with National Partners	<ul style="list-style-type: none"> > Efforts to develop a convergence plan for the CCT-IP at the national level will be based on the existing structure and arrangements that the IPD has already established with the national partners. > The purpose here is to highlight the need for convergence of services at identified ICC-GIDAs to create greater impact among IP families. > Agreements of the national agencies along convergence at this level must be brought down to the regional and provincial and municipal levels, as appropriate. 	Institutional Partnership Division (IPD)	<ul style="list-style-type: none"> > IP Unit > MCCT Division > MANCOM > NAC Members
1.3 Development of Regional Convergence Plan	<ul style="list-style-type: none"> > The Regional Convergence Officer shall include in the Regional Advisory Committees' agenda the need to develop a regional convergence plan in support of the implementation of the MCCT-IP Program in selected ICC-GIDA. > The regional convergence plan should be a derivative of the National Convergence Plan of the NPMO and of the national partners. > The plan should provide specific guidance and direction to the PAC and C/MAC in integrating services at the ICC-GIDA levels. 	Regional IP Focal Person & Regional IPD Officer	<ul style="list-style-type: none"> > Regional MCCT Focal person > RPMO > NPMO > Regional Advisory Committee

1.4 Development of Provincial Convergence Plan	<ul style="list-style-type: none"> > The provincial convergence plan is a collective plan of the province thru the Provincial Advisory Committee which is tasked to oversee the over-all implementation of Pantawid Pamilya in the province and shall be responsible for fulfilling the commitments of the provincial governments. 	Provincial Operations Office & Regional MCCT Focal Person	<ul style="list-style-type: none"> > Regional IP Focal person > Regional IPD Officer > RPMO > Provincial Advisory Committee
2. Implementation of the Convergence Plan			
2.1 Covergence Plan Implementation	<ul style="list-style-type: none"> > The Regional MCCT Focal Person, together with the Regional IP Focal Person, will take the lead in coordinating with the provincial and municipal agencies and the Barangay Councils. > The CF and CFA will be informed properly to coordinate and make arrangements with the tribal leadership for the convergence to happen successfully. 	Regional MCCT Focal Person	<ul style="list-style-type: none"> > Regional IP Focal person > RPMO > Provincial Operations Office > LGU > Other stakeholders

Annex 4. POLICY ADVOCACY PROCEDURES

STAGES	DESCRIPTION	RESPONSIBLE PERSON	
		Lead	Support/ Other Person/s Involved
1. Advocacy Planning			
1.1 Profiling the local policy gaps and policy implementation issues and concerns	<ul style="list-style-type: none"> > The process of community profiling the local policy gaps and policy implementation issues and concerns in consultation with the tribal leaders and the community members. > This may be done in informal meetings, one on one interview or through the CFDS. > The role of the NCIP in protecting the IP rights should be solicited. > Once the issues and concerns have been identified, further studies will be conducted on how the issues and concerns affect the service delivery and the community as beneficiaries. > Together with the tribal leaders, the CF & CFA should be able to come up with some tentative recommendations to address the identified policy issues and concerns. > The Community Facilitator will then bring these issues and concerns with their recommendations to the MCCT Focal Person who will, in turn, forward the same to Regional IP focal person and the IPDO. 	Community Facilitator & Community Facilitator Assistant	<ul style="list-style-type: none"> > LGU > Community members > NCIP > RPMO > Municipal Advisory Committee
1.2 Creation of Advocacy Plan	<ul style="list-style-type: none"> > A policy advocacy plan will be developed lead by the Regional IP focal and with a team composed of the Regional MCCT and IPDO, the Regional Social Marketing Unit, the Community Facilitator, and the City or Municipal Link. > The plan will include the activities that will be undertaken at appropriate levels, the responsible person, timing, resources needed, and the expected results. 	Regional IP Focal Person	<ul style="list-style-type: none"> > Regional MCCT > Regional IPD Officer > Regional Social Marketing Officer > Community Facilitator, > City/Municipal Link.

	<ul style="list-style-type: none"> > The advocacy plan, once drafted will be subjected to the comments of the Regional Program Coordinator. > Afterwards, the advocacy plan will be presented to the Regional Advisory Committee for deliberation and approval. > The Regional IP focal person will be responsible in integrating the comments from the RAC meeting as well as the provision of feedback to the team. 		<ul style="list-style-type: none"> > Regional Project Coordinator
2. Implementation & Monitoring of Advocacy Plan			
2.1 Implementation of Advocacy Plan	<ul style="list-style-type: none"> > The MCCT Focal Person will be responsible for the implementation of the advocacy plan at the provincial and municipal levels & may be done with the Provincial or Municipal Advisory Committees. 	Regional MCCT Focal Person	<ul style="list-style-type: none"> > Provincial/Municipal Advisory Committee > Provincial Operations Office > Regional IP focal person
	<ul style="list-style-type: none"> > If the advocacy plan requires action at the Barangay level, the the Community Facilitator should be able to manage the implementation of relevant activities in the policy advocacy plan. 	Community Facilitator	<ul style="list-style-type: none"> > Community Facilitator Assistant > Municipal Link > Regional MCCT focal person
	<ul style="list-style-type: none"> > If the issues and concerns remain unresolved, the MCCT Focal Person will elevate the policy issues and concerns to the National and Regional Advisory Committee for action. 	Regional MCCT Focal Person	<ul style="list-style-type: none"> > NPMO > Regional IP focal person
	<ul style="list-style-type: none"> > The IP Unit will ensure that they will be included in the agenda of the RAC and NAC meetings for appropriate action. . 	IP Unit	<ul style="list-style-type: none"> > IPD > MANCOM

2.2 Monitoring of Advocacy Plan	The Regional IP Focal Person is responsible for monitoring the actions taken on the policy issues and concerns raised at the ICC-GIDA level and of the documentation of the process for reporting purposes.	Regional IP Focal Person	<ul style="list-style-type: none"> > Regional MCCT focal person > Community Facilitator > Community Facilitator Assistant > Provincial Operations Office > Regional IPD Officer
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Annex 5. DEVELOPMENT OF IP-SENSITIVE AND CULTURALLY APPROPRIATE PROGRAM COMMUNICATION MATERIALS

GES	DESCRIPTION	RESPONSIBLE PERSON	
		Lead	Support/ Other Person/s Involved
1. Identification of topics for Program Support Communication Materials	<ul style="list-style-type: none"> > During the social preparation stage, behavioral issues and cultural practices that appear to be challenges in the promotion of health and education of children and in safe pregnancy, birthing and motherhood will be documented. > The challenges may differ from ICC to ICC and from Region to Region. > These challenges will be forwarded to the Regional MCCT Focal Person and to the Regional Social Marketing Unit for appropriate program support communication strategies and materials. 	Community Facilitator & Community Facilitator Assistant	<ul style="list-style-type: none"> > Tribal Leaders > Community Volunteers > Local Health Service Provider > Local Teacher > Regional MCCT focal person
2. Development of Program Support Communication Materials	<ul style="list-style-type: none"> > The proposed program communication materials will be evaluated in terms of appropriateness and sensitivity to the culture of the ICCs. > Changes will be made as necessary in respect of the ICC's IKSP. 	Regional Social Marketing Officer	<ul style="list-style-type: none"> > Regional MCCT focal person > Regional IP focal person > Community Facilitator
	> The RPMO may coordinate with regional agency partners for available materials relevant to the identified list of behavioral challenges	Regional IP focal person	<ul style="list-style-type: none"> > Regional IPD Officer > Regional Social Marketing Officer
	> The program support communication materials shall be developed after evaluation and shall be reproduced and distributed to the community facilitators	Regional Social Marketing Officer	<ul style="list-style-type: none"> > Regional MCCT focal person > Regional IP focal person > Community Facilitator
3. Distribution and usage of Program Support Communication	<ul style="list-style-type: none"> > The program communication materials will be distributed to the community members during house to house visits or during the conduct of CFDS. > Where applicable, small group dialogues or individual discussions will be conducted to help the community members understand the materials. 	Community Facilitator	<ul style="list-style-type: none"> > Community Facilitator Assistant > Tribal Leader

	<p>> Comments coming from the user of program communication materials should be documented as well as the further issues and concerns that the ICCs will raise in the course of interaction with the community members.</p>		
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	REQUIRED DOCUMENTS	STEPS/PROCEDURE	REMARKS
I.	CSO Screening		
	<ul style="list-style-type: none"> - List of Approved CSOs - Resolution from RSC – RSC Approval - Approved Project and Technical Proposal - Accomplished and signed Selection Summary Evaluation Forms of CSOs - signed and Notarized MOA 	Endorsement of Approved CSO Partners from Regional Screening Committee to NPMO	Ensure that CSO shall have demonstrated the required equity of at least 20% of the total project cost
		Review and Endorsement of NPMO - MCCT to UFMS for Funding	
II.	Fund Release - UFMS		
	Request of 1st Tranche (40 %)		
	<ul style="list-style-type: none"> - Request for Sub-Allotment Advice (SAA) - Resolution from RSC – RSC Approval - Approved Project, Technical and Financial Proposal - Accomplished and signed Selection Summary Evaluation Forms of CSOs - signed and Notarized MOA 	UFMU to Evaluate of documents , to check of availability of funds and to request for SAA	First release shall be available within three weeks or 15 working days
		Budget Unit to process and prepare SAA	
		UFMU to monitor approval of SAA and preparation of DV/ObR (FO ARMM only)	Prior to release of funds, CSO shall have opened and maintained a separate current account with any government or private bank as repository of funds
		Confirmation of NPMO to release Notice of Transfer of Allocation/ObR to FOs	
		Field Offices to sub - obligate the SAA to CSO based on the approved MOA	All CSO Funds approved shall be sub-allotted to DSWD Field Offices
	Request of 2nd Tranche (40 %)		
	<ul style="list-style-type: none"> - Liquidation Report (at least 75% of 1st Tranche) - Accomplishment Report in Narrative Form evidence by pictures 	CSO to Submit to required documents to FO	
	<ul style="list-style-type: none"> - Validation Report of FO Internal Auditor 	FO Internal Auditor to conduct validation of submitted documents	

Endorsement of CSO documents with Validation report of FO Internal Auditor

NPMO to review documents and validate if target is reached and endorse documents to UFMS

UFMS to prepare voucher for release of 2nd tranche

Downloading of NTA to FO

Request of 3rd Tranche (20 %)

- Liquidation Report (reflecting 90% previous releases)
- Terminal Report in Narrative Form evidence by pictures

CSO to Submit to required documents to FO

- Validation Report of FO Internal Auditor

FO Internal Auditor to conduct validation of submitted documents

Endorsement of CSO documents with Validation report of FO Internal Auditor

NPMO to review documents and validate if target is reached and endorse documents to UFMS

UFMS to prepare voucher for release of 2nd tranche

Downloading of NTA to FO

III. Termination of Partnership

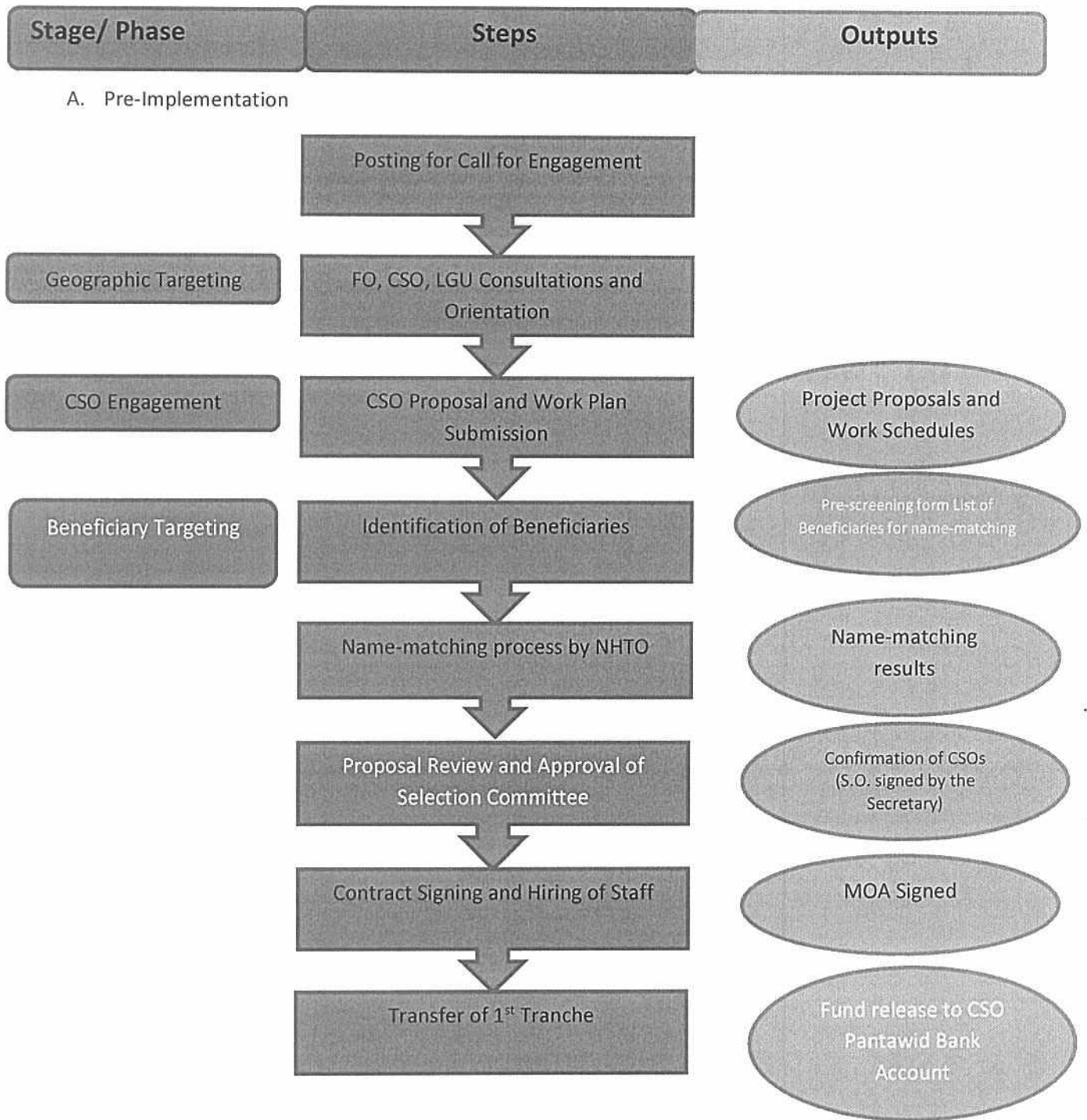
Final Fund utilization and Terminal Report

CSO to Submit Documents to FO for Issuance of Project Completion

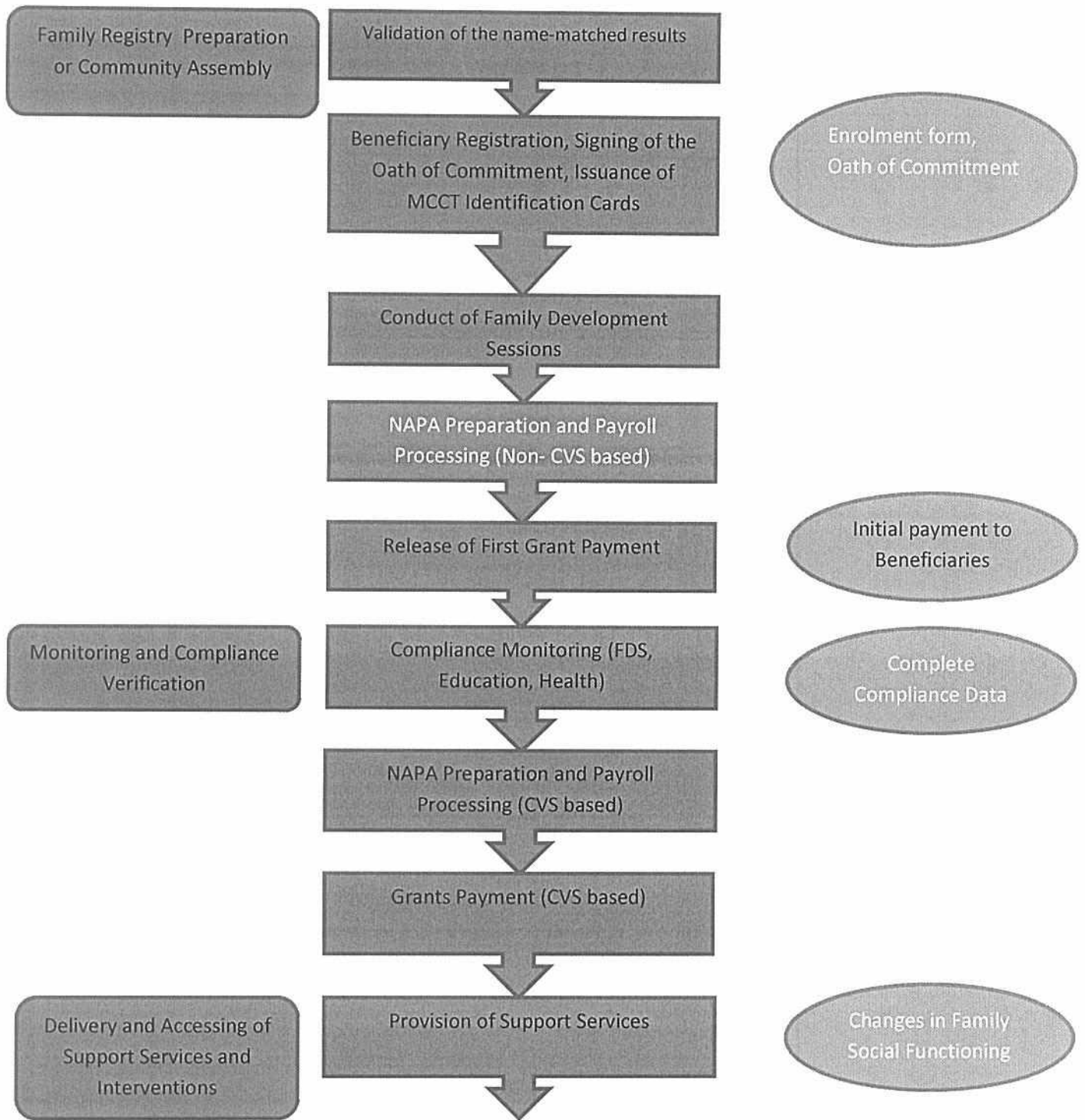
CSO should submit documents within 60 days after project completion

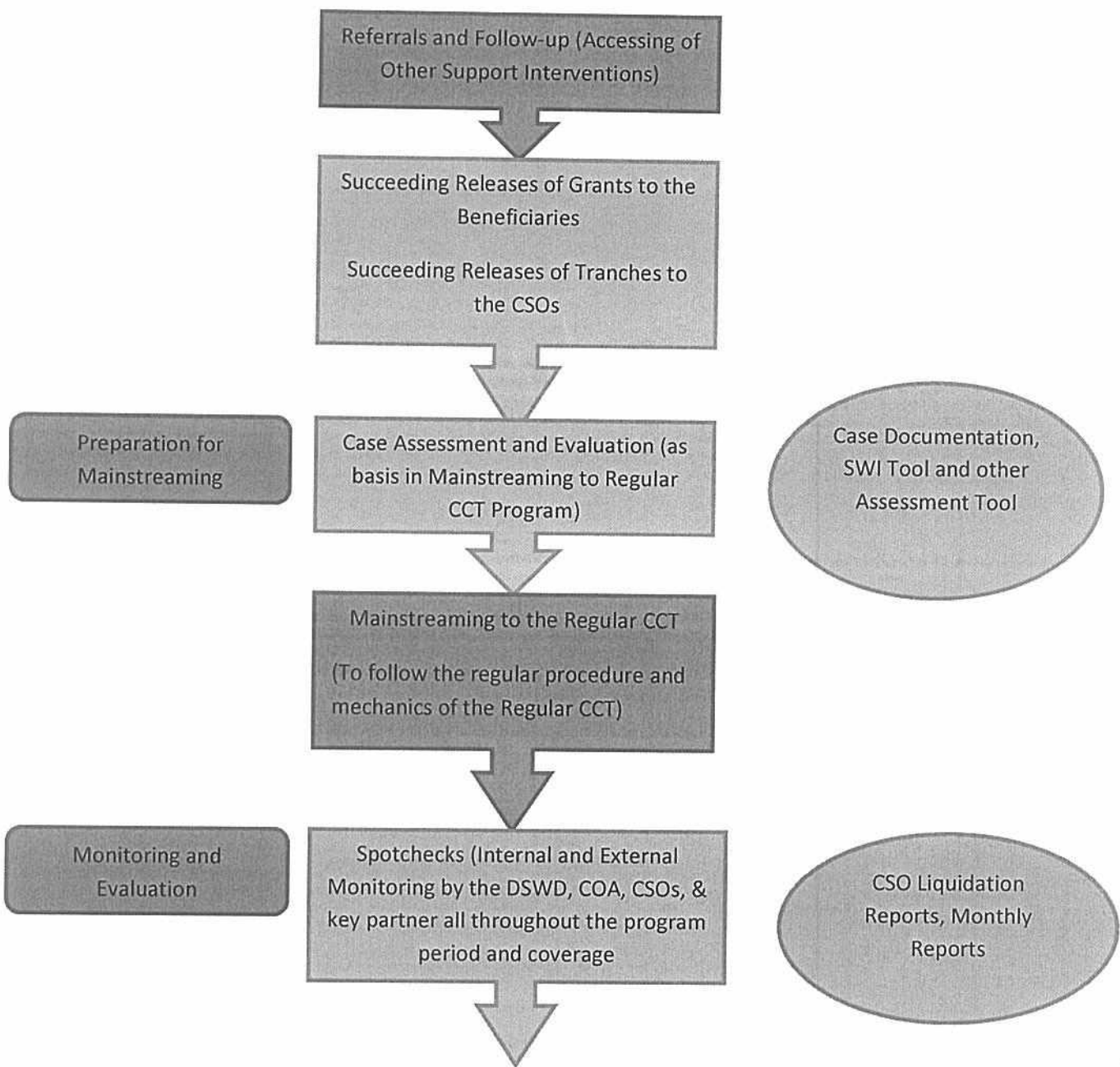
**PANTAWID PAMILYANG PILIPINO PROGRAM
Modified Conditional Cash Transfer for IP-GIDAs**

Process Flow Chart



B. Implementation Phase





C. Post Implementation

