

Republic of the Philippines
Department of Social Welfare and Development

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Memorandum Circular No. 20
Series of 2014

SUBJECT : **ADDENDUM TO THE GUIDELINES ON THE PAGKILALA SA NATATANGING KONTRIBUSYON SA BAYAN (PaNata Ko sa Bayan) Awards**

I. RATIONALE

Aside from the existing awards under the “*Pagkilala sa Natatanging Kontribusyon sa Bayan*” (PaNata Ko sa Bayan) Awards, an additional award for Local Government Units shall be granted in the form of the *Gawad Listahanan*.

The Department of Social Welfare and Development, through the Listahanan or the National Household Targeting System for Poverty Reduction (NHTS-PR), organized the *Gawad Listahanan* to confer award to LGUs for providing services and assistance to the Listahanan-identified poor families.

This award also aims to promote the complementation and convergence of all social protection stakeholders on the identified poor to effectively address the different aspects of poverty.

II. CRITERIA

LGUs may be nominated to the competition provided that they follow a set of minimum standards:

1. Must have an active Memorandum of Agreement with the DSWD on Listahanan data sharing;
2. Funded and implemented a social protection program that provides direct service/intervention to the Listahanan-identified poor, such as but not limited to Scholarships, Medical Assistance and Skills/Livelihood Trainings; and
3. Must be 100% compliant with the annual reportorial requirement of data sharing as stipulated in the agreement (submission of updated report on the list of programs and their respective beneficiaries, who were identified using the database).
4. Must have passed a Sanggunian Bayan/Panglungsod resolution/ordinance in support of the institutionalization of the Listahanan database as a reference for selection of beneficiaries for social protection programs and services.

Qualified LGUs will be classified under one of three categories: **Municipal, City or Provincial Government**. They will be evaluated based on the following criteria and using the prescribed evaluation form (*see annex A*):

1. **Compliance to the Data Sharing Agreement**

- i. Use of the Listahanan database for beneficiary selection as evidenced by feedback reports on data utilization and name matching results.
- ii. Integration of Listahanan in all its social marketing activities, raising awareness on the use of the targeting system in identifying beneficiaries of social protection programs and/or projects.

2. **Innovation**

Use of the Listahanan database as reference for crafting local development plans as evidenced by proposals and other program documents.

III. PROCESS OF NOMINATION

1. The National Household Targeting Unit (NHTU) of the DSWD Field Offices will serve as the Secretariat. They will receive and acknowledge all applications to the competition. They will determine which LGUs are qualified to compete.
2. The Field Office Secretariat shall invite qualified LGUs to officially join the competition by submitting the following documents every **October 1**, either thru e-mail, by post or personal delivery:
 - a) **Application Form** (*duly signed by the Local Chief Executive. See annex B*)
 - b) **Program Documents**
(*The competing LGU will choose **one (1) locally-funded program** that uses Listahanan as basis for beneficiary selection as an official entry to the competition*)
 - a. List of Beneficiaries
 - b. Work and Financial Plan
 - c) A **write-up*** containing the following information:
 - a. Program Description
 - b. Accomplishments/Initial Gains of the Program
 - c. Advocacy campaigns/activities conducted
 - d. Testimonial of the Local Chief Executive/Municipal/Provincial Social Welfare and Development Officer (i.e. why they opted to use Listahanan; benefits of using Listahanan)
 - d) At least **five (5)** high resolution (300 dpi) action photos showing actual program implementation and beneficiaries.
3. Upon review, evaluation the project documents and conduct of validation visits, the Field Office Awards Committee shall nominate the LGU with the highest rating to compete and represent the region for each category. An NHTU representative, along with members of the Regional PaNaTa Ko sa Bayan Awards Committee, shall compose the FO Awards Committee for Gawad Listahanan.

*The write-up must be **a maximum of 10 pages, double spaced using Arial with font size 12.**

4. Endorsement of nominees to the PaNaTa Awards Secretariat will be from **October 1 to October 31**. It will be followed by the screening and validation of the shortlisted entries, which will be conducted from November 1 up to December 1.

IV. SCREENING AND SELECTION

The NHTO Project Manager shall be part of the PaNaTa Ko sa Bayan Awards Committee and shall be assigned to lead the Gawad Listahanan Committee.

The Gawad Listahanan Committee, composed of NHTO Managers and Unit Heads, shall screen and review all entries for accuracy and completeness in accordance to the Award Guidelines and prepare a shortlist of possible winners. The PaNaTa Awards Committee shall then endorse the list to the Anniversary Committee Chairperson and the EXECOM for final selection of winners.

Selection and judging will follow the same procedures as indicated in Memorandum Circular No. 16 Series of 2010, but using the criteria set by the Gawad Listahanan.

V. AWARDING

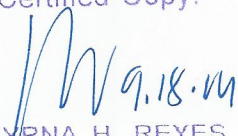
- The National Awarding shall be conferred in January of every year at the DSWD Central Office at the Batasan Hills, Quezon City during the anniversary celebration.
- The Awardee/s will be profiled in audio-visual presentations, which will be disseminated at the Awards Ceremony and at the Listahanan website and other social media sites. Their work will be promoted/featured in different Listahanan advocacy materials.
- The Awardee/s will receive a plaque citing the highlights of their contribution and/or significance of their partnership with the Department and a cash incentive of at least P50,000.00, which will be provided based on a project proposal that will promote Listahanan.

VI. EFFECTIVITY

This Memorandum Circular shall be effective immediately upon its signing and shall be in force until amended or rendered inapplicable.


SECRETARY CORAZON JULIANO SOLIMAN
National Project Director, NHTO *pc*

Certified Copy:


MYRNA H. REYES
Officer In-Charge
Records Unit



**2014 DATA UTILIZATION AWARDS
Application Form**

PART I. BASIC LGU INFORMATION			
Category (Municipality, City, or Province)			
Name of LGU			
Official Address			
Name of Local Chief Executive			
Name (Alternate Contact Person)			
Position			
Office Telephone/Fax Number		Mobile Number of Contact Person	
Website		Email Address	
PART II. LISTAHANAN DATA UTILIZATION			
Date the MOA was notarized			
Programs/Services using the Listahanan Database	Budget Utilized	Number of Beneficiaries Served	
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Name and type of program entered into the competition		DATE ACCOMPLISHED:	
<i>I hereby attest to the best of my knowledge that all information submitted to the DSWD Listahanan are true and correct.</i>			
_____ PRINTED NAME AND SIGNATURE			
_____ POSITION			



DATA UTILIZATION AWARDS
Evaluation Tool

Name of LGU: _____

Date: _____

Key Evaluation Areas	Rating	Weight	Means of Verification	Grading System
A. COMPLIANCE TO THE DATA SHARING AGREEMENT (90%)				
I. Percentage of beneficiaries identified using Listahanan (<i>evaluation should be based on the program entered into the competition</i>)		70%	Feedback reports, Results of name matching (all program beneficiaries)	1-19% = 7% 20-29% = 14% 30-39% = 21% 40-49% = 28% 50-59% = 35% 60-69% = 42% 70-79% = 49% 80-89% = 56% 90-99% = 63% 100% = 70%
II. Quality of feedback reports on data utilization submitted (<i>includes list of beneficiaries and assistance received</i>)		10%	NHTU Monitoring Documents, Social Protection Development Report (SPDR)	Reports include: Programs only = 5% Programs with corresponding number of beneficiaries = 7% Programs with list of beneficiaries = 10%
III. Integration of Listahanan in all its social marketing activities, raising awareness on the use of the targeting system in identifying beneficiaries of social protection programs and/or projects.		5%	Sample IEC Materials, Documentation Media Clippings, and Interviews with random beneficiaries and the PIO	Number of beneficiaries who are aware of the targeting system: 1 out of 5 = 1% 2 out of 5 = 2% 3 out of 5 = 3% 4 out of 5 = 4% 5 out of 5 = 5%
B. INNOVATION (10%)				
IV. Using Listahanan database as reference in crafting local development plans		15%	Program documents and Interviews with M/CSWDO	No = 0% Yes = 15%
TOTAL		100%		

RATED BY: _____
(Name, Position and Signature)



2014 DATA UTILIZATION AWARDS

ABOUT THE AWARDS

The Department of Social Welfare and Development (DSWD) through the Listahanan or the National Household Targeting System for Poverty Reduction (NHTS-PR) organizes the first-ever ***Gawad Listahanan or the Data Utilization Awards*** to confer awards to Local Government Units (LGU) for providing services and assistance to the Listahanan-identified poor families.

The activity also aims to promote the convergence of all social protection stakeholders on the identified poor to effectively address the different aspects of poverty.

ELIGIBILITY CRITERIA

LGUs may be nominated to the competition provided that they follow a set of minimum standards:

- Must have an active Memorandum of Agreement with the DSWD on Listahanan data sharing;
- Funded and implemented a social protection program that provides direct service/intervention to the Listahanan-identified poor, such as but not limited to Scholarships, Medical Assistance, and Skills/Livelihood Trainings; and
- Must be 100% compliant with the annual reportorial requirement of data sharing as stipulated in the agreement (submission of updated reports which includes the list of programs and their respective beneficiaries, who were identified using the database).
- Must have passed a Sanggunian Bayan/Panglungsod resolution/ordinance in support of the institutionalization of the Listahanan database as a reference for selection of beneficiaries for social protection programs and services.

CATEGORIES

LGUs shall be classified under one of the following categories:

- Municipal Government
- City Government
- Provincial Government

The regional winners of each category will be invited to the ***National Data Utilization Awards*** which will be held every January during the celebration of the DSWD Anniversary.

BENEFITS

- All finalists will be profiled in audio-visual presentations, which will be disseminated at the Awards Ceremony and at the Listahanan website and other social media sites. Their work will be featured in different Listahanan advocacy materials.
- The National Awarding shall be conferred in January of every year at the DSWD Central Office Auditorium at the Batasan Hills, Quezon City during the anniversary celebration.
- The Awardee/s for each category will receive a plaque citing the highlights of their contribution and/or significance of their partnership with the Department and cash incentive of at least P50,000.00 to be provided based on a project proposal that will promote the Listahanan.

SELECTION PROCESS

LGUs will be evaluated based on the following criteria:

1. Compliance to the Data Sharing Agreement

- i. Use of the Listahanan database for beneficiary selection as evidenced by feedback reports on data utilization and name matching results.
- ii. Integration of Listahanan in all its social marketing activities, raising awareness on the use of the targeting system in identifying beneficiaries of social protection programs and/or projects.

2. Innovation

Use of the Listahanan database as reference for crafting local development plans as evidenced by proposals and other program documents.

MECHANICS

LGUs may officially enter to the competition by submitting the following documents on or before **September 15, 2014**:

1. Application Form (*duly signed by the Local Chief Executive. See annex 1*)

2. Program Documents

*(The competing LGU will choose **one (1) locally-funded program** that uses Listahanan as basis for beneficiary selection as an official entry to the competition)*

- a. List of Beneficiaries
 - b. Work and Financial Plan
- 3. A write-up*** containing the following information:
- a. Program Description
 - b. Accomplishments/Initial Gains of the Project
 - c. Advocacy campaigns/activities conducted
 - d. Testimonial of the Local Chief Executive/Municipal/Provincial Social Welfare and Development Officer (i.e. why they opted to use Listahanan; benefits of using Listahanan)

*The write-up must be **a maximum of 10 pages, double spaced, and Arial with font size 12.**

- 4. At least five (5) high resolution (300 dpi) action photos** showing actual program implementation and beneficiaries.

The required documents may be submitted via email at DSWDFieldoffice@dswd.gov.ph, or by post (soft copies of documents must also be provided):

NATIONAL HOUSEHOLD TARGETING UNIT
Department of Social Welfare and Development
Field Office _____,
_____, Philippines

By submitting an entry, the LGU agrees that all information and materials provided may be used for future promotions of the Awards, or any event or publication produced by the Department of Social Welfare and Development's Listahanan.