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Department of Social Welfare and Development

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DEPARTMENT OF SOCIAL WELFARE & DEVT.
CONSTITUTION HILLS, Q.C.

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MEMORANDUM CIRCULAR

No. 03

Series of 2015

SUBJECT : GUIDELINES FOR THE INSTITUTIONALIZATION OF THE DSWD
EARLY CHILDHOOD CARE AND DEVELOPMENT INFORMATION
SYSTEM (ECCD-IS)

I. RATIONALE

The ECCD-IS (Early Childhood Care and Development Information System) was developed by the DSWD in 2006, with the assistance from UNICEF. ECCD-IS aims to address the current monitoring and reporting system which is manual, slow, difficult and prone to errors and inconsistencies. The information system was designed to establish an automated and stable monitoring and reporting system that generates reliable, comprehensive and timely data and information on the ECCD Program for effective monitoring and evaluation, as well as for social protection program and policy development, planning, standards setting and improving service delivery.

Upon full deployment, training to all system users from different provinces nationwide, composed of the city and municipal social welfare officers, day care federation presidents, and day care workers were conducted from 2009 to 2011. It would replace the existing manual reporting on the DCS (Day Care Services) and the entire ECCD Program.

The operation of the DSWD ECCD-IS is parallel with the ongoing efforts of the DSWD to automate its frontline services and back-end transactions for efficient processing of information, decision-making and coordinated social service delivery. It maximizes the use of ICT (Information and Communications Technology) to support social protection programs and services in the implementation of ECCD programs and services at the local level.

II. LEGAL BASES

Republic Act No. 8980, otherwise known as the ECCD Act defines the rights of children to survival, development and special protection with full recognition of the nature of childhood and its special needs and to support parents in their roles as primary caregivers and as their children's first teachers. Further, it covers to institutionalize a national system for ECCD that is comprehensive, integrative and sustainable program involving multi-sectoral and inter-agency collaboration at the national and local levels.

With the passage of RA 10410 entitled: Early Years Act (EYA) of 2013, the Department is mandated to support the national ECCD Program that ensures consistency in integrated service delivery thus ECCD-IS would be of great support in monitoring the service delivery of all service providers of ECCD Programs. Also, ECCD-IS can reinforce evidence-based information for evaluation and assessment of various ECCD programs nationwide as one of the functions stipulated under Section 10.f of the said law.

The following laws and issuances served as guide in crafting this Memorandum Circular:

A. Republic Act (RA)

- **RA 6972, Series of 1990**

An Act Establishing a Day Care Center in Every Barangay, Instituting Therein a Total Development and Protection of Children Program, Appropriating Funds Therefor, and for Other Purposes. The total development and protection of children program for day care centers shall be provided for children up to six (6) years of age with the consent of parents; provided, however, that, in case of abused, neglected or exploited children, such consent shall not be required.

- **RA 7160, Series of 1991**

An Act Providing for a Local Government Code of 1991. Under Section 391, delivery of basic services are the functions of the Sangguniang Barangay such as to provide for the proper development and welfare of children in the barangay by promoting and supporting activities for the protection and total development of children, particularly those below seven (7) years of age.

- **RA 8980, Series of 2000**

An Act Promulgating a Comprehensive Policy and a National System for Early Childhood Care and Development, Providing Funds Therefor and for Other Purposes. This policy of the State should promote the rights of children to survival, development and special protection with full recognition of the nature of childhood and its special needs; and to support parents in their roles as primary caregivers and as their children's first teachers. The State shall institutionalize a National System for Early Childhood Care and Development (ECDD) that is comprehensive, integrative and sustainable, that involves multi-sectoral and inter-agency collaboration at the national and local levels among government; among service providers, families and communities; and among the public and private sectors, nongovernment organizations, professional associations, and academic institutions. This System shall promote the inclusion of children with special needs and advocate respect for cultural diversity.

- **RA 10410, Series of 2013**

An Act Recognizing the Age from 0 to 8 years as the first crucial stage of educational development and strengthening the ECDD System, Appropriation Funds Therefor and for Other Purposes. It is hereby declared the policy of the State to promote the rights of children to survival, development and special protection with full recognition of the nature of childhood and as well as the need to provide developmentally appropriate experiences to address their needs; and to support parents in their roles as primary caregivers and as their children's first teachers. Further, the State hereby recognizes the age from zero (0) to eight (8) years as the first crucial stage of educational development of which the age from zero (0) to four (4) years shall be the responsibility of the Early Childhood Care and Development (ECDD) Council. Therefore, the responsibility to help develop children in the formative years between ages five (5) to eight (8) years shall be with the Department of Education (DepED)

B. Executive Order (EO)

- **EO No. 503, Series of 1992**

Providing for the Rules and Regulations Implementing the Transfer of Personnel and Assets, Liabilities and Records of National Government

Agencies Whose Functions are to be devolved to the Local Government Units and for Other Related Purposes. Align to the Local Government Code of 1991, it is directed the transfers to responsibility for the delivery of basic services and facilities from the national government agencies (NGAs) concerned to the local government units (LGUs).

- **EO No. 340, Series of 1997**

Establishment of Day Care Centers in Government Owned and Controlled Corporations. To support the Philippines ratification of the Convention on the rights of the Child, this EO mandated the State to render appropriate assistance to parents and legal guardians in the performance of their child-rearing responsibilities ensure the development of institutions, facilities and services for the care of children and take appropriate measures to ensure that children of working parents have the right to benefit from the child care services and facilities for which they are eligible.

- **EO No. 221, Series of 2003**

Amending Executive Order No. 15 Series of 1998, Entitled "Redirecting the Functions and Operations of the Department of Social Welfare and Development". It is stated in this EO, despite the devolution, legislations were enacted mandating the DSWD to provide direct assistance and/or intervention to the vulnerable sectors of the society.

- **EO No. 685, Series of 2008**

Expanding the Preschool Coverage to Include Children Enrolled in Day Care Centers. Section 2 of Republic Act 8980 declares the policy that the state shall institutionalize integrated system of Early Childhood Care and Development that will serve all children 0-5 years old including children with special needs and respect for cultural diversity with end in view of improving the quality of life for young children. The law likewise ensures that there is an efficient system of identification, prevention, referral, and intervention for development disorders and disabilities in early childhood.

C. DSWD Issuances

- **DSWD Memorandum Circular No. 25, Series of 2004**

Policies on the Standard Reporting on Day Care Centers and Day Care Workers

- **DSWD Memorandum Circular No. 12, Series of 2006**

Implementation of the Revised Assessment Tool and User's Manual for the Accreditation of Day Care, Other ECCD Centers and Service Providers

- **DSWD Memorandum Circular No. 8, Series of 2007**

Policy Guidelines on Linking Databases and Sharing of Information with Partner Agencies, Intermediaries and Other Social Welfare and Development Stakeholders

- **DSWD Administrative Order No. 12, Series of 2008**

Standards for Home-Based ECCD Program (For Children below 6 Years Old)

- **DSWD Policy and Programs Group Memorandum Circular No. 03, Series of 2009**
Guidelines for the Pre-Operation of the DSWD Early Childhood Care and Development Information System
- **DSWD Administrative Order No. 15, Series of 2011**
Standards for Day Care, Other ECCD Centers and Service Providers (For Children Aged 0-5.11 Years)
- **DSWD Administrative Order No. 18, Series of 2012**
Accreditation of Supervised Neighborhood Play

III. COVERAGE

This Memorandum Circular will cover all Offices/Bureaus/Services of Central Office and the Field Offices (FOs) for the operationalization and institutionalization of the Early Childhood Care and Development Information System (ECCD-IS) guided by the ECCD-IS user's manual.

For the ECCD facility registered, licensed, and accredited under DSWD operated by private organizations such as but not limited to faith-based organizations and private institutions catering to children aged 0 to below 5 years old should be urged to use the information system for monitoring and reporting purposes.

The information in the system will be used by the Local Government Units, Government Agencies, Private and Faith-Based Institutions, Non-Government Organizations as a reporting and monitoring tool in the implementation of ECCD related programs and services in their respective areas such as but not limited to Day Care Services, Child Development Services among others.

IV. OBJECTIVES

1. To utilize the real-time information being generated by the system which are valuable for effective planning, standards setting, monitoring and evaluation, and service delivery improvement of ECCD.
2. To generate information on: (A) profile of ECCD facility *i.e. Day Care Centers*; (B) profile of ECCD service providers *i.e. Day Care Workers*; (C) child profile or child summary; and (D) other relevant services provided to children, which would determine the status of existing ECCD center-based and home-based services disaggregated into municipal, city, provincial, and regional level data.

V. DEFINITION OF TERMS

For the purpose of this Memorandum Circular, the following terms are defined:

1. **ECCD System** - shall refer to the full range of health, nutrition, early education and social services development programs that provide for the basic holistic needs of young children from age zero (0) to four (4) years; and to promote their optimum growth and development. (*Source: Republic Act No. 10410*)
 - **Center-based programs**, such as the day care service established under Republic Act No. 6972, otherwise known as the "Barangay – Level Total

Development and Protection of Children Act", and hereinafter referred to as the child development service, community or church-based early childhood education programs initiated by nongovernment organizations or people's organizations, workplace-related child care and education programs, child-minding centers, health centers and stations.

- **Home-based programs**, such as the neighborhood-based play groups, family child care programs, parent education and home visiting programs.

2. **ECCD Service Providers** shall include the various professionals, paraprofessionals and volunteer caregivers who are directly responsible for the care and education of young children from age zero (0) to four (4) years through the various centers and home-based programs. They shall include, but shall not be limited to, day care workers hereinafter referred to as child development workers, child development teachers, teacher-aides, rural health midwives, social workers, community health workers, barangay nutrition scholars, parent effectiveness service volunteers, and family day care providers.
3. **ECCD Facilities** - refer to facilities providing ECCD services such as, but not limited to, day care centers and child minding centers
4. **Children Served** - refer children aged 0 to below 5 years old served through the ECCD center-based and home-based services.
5. **Other Relevant Services Provided to Children** - include supplementary feeding program, provision of learning materials, referrals, etc.
6. **Data for Archiving** - refer data on children aged zero (0) to four (4) years old and shall be automatically archived for use/reference by other national government agencies.
7. **ECCD-IS** - is an automated and web-based reporting system developed by the DSWD and funded by the UNICEF to generate reliable and timely information on the ECCD Program from ECCD service providers at the local level (city/municipality) for the effective implementation and management of the ECCD Program and improvement of service delivery system. The information system is electronic in nature and accessible through the internet.

VI. GENERAL GUIDELINES

1. ECCD-IS shall be operated in accordance with the user's manual and level of access (Annex A Section VII). The user's manual can be downloaded by the system users from the URL (Uniform Resource Locator) <http://eccd-is.dswd.gov.ph>
2. The DSWD shall institutionalize the ECCD-IS that will account all ECCD center-based and home-based services implemented nationwide by local government units (LGUs), national government agencies, government-owned and controlled corporations, non-government organizations, people's organizations and private or faith-based organizations in order to replace the existing manual generation of data and dissemination of information. Thus, it is deemed necessary to ensure the interoperability of the said system to the various functional IT systems of the Department.

3. The gathering and inputting of data and information on the ECCD center-based and home-based services shall be carried out primarily at the local level by the LGUs, specifically by the city and municipal social welfare and development offices (C/MSWDOs) or designated system users guided by the ECCD-IS user's manual.
4. DSWD Field Offices will support their respective LGUs in uploading needed information in the system. This will facilitate the fast and full system utilization at the local level. Policy and Planning Unit and Regional Information and Communications Technology Management Units (RICTMU) of the Field Offices will be responsible in the monitoring of system utilization.
5. The information can be generated at the local level (by the LGUs), regional (by the DSWD Field Offices and DSWD-ARMM) and national levels (by the DSWD Central Office and other stakeholders identified as users at such level) for use/reference taking into consideration the accountability and security of data at all levels as presented in Annex A.
6. Specific Guidelines on the access level, key users, access permission, inputting or updating of data, generation of reports, and protection of the system as presented in Annex A.

VII. INSTITUTIONAL ARRANGEMENT

PDPB (Policy Development and Planning Bureau Central Office)

1. The DSWD ECCD-IS institutionalization shall be led by the PDPB as the business owner.
2. As part of the ECCD-IS advocacy, PDPB shall ensure the inclusion of advocacy activities on its utilization in the annual DSWD thrusts and priorities.
3. Continuous provision of technical assistance as to the increase of system utilization of DSWD Field Offices thru series of re-orientation cum assessment of the ECCD-IS.
4. Directed by the Child Development TWG, should take the lead in the system evaluation as business owner of the system.
5. Provide analysis to all concerned DSWD Offices, Bureaus, and Services; specifically in the implementation of Day Care Services nationwide in support to its contribution to the ECCD initiatives of the government.

ICTMS (Information and Communications Technology Management Service)

1. ICTMS shall provide application and back-end support.
2. ICTMs shall provide technical assistance such as troubleshooting as escalated by PDPB or by the Regional ICT Management Units at the Field Offices particularly responding to minimal system enhancement in coordination with the business owner (PDPB) *such as but not limited to duplicate checker for every profile, viewing of data of the system users within the same locality, indication for "expired" accreditation for facility and service provider profile, among others*, system errors, and electronic threats to the national, regional, and local users. Said technical assistance needed shall be reported to DSWD ICTMS. Nonetheless, initial system troubleshooting shall be undertaken at local levels by the DSWD Field Office Regional ICTMS Officer while critical cases shall be acted upon at the national level by the DSWD Central Office particularly ICTMS.
3. Assist in the system information validation to be facilitated by the Policy Development and Planning Bureau and the Child Development TWG at the central office level.
4. Ensure the interoperability of the system to other functional information systems used by the Department.

DSWD Field Offices

1. The Policy and Plans Unit (PPU) shall be responsible in monitoring the ECCD-IS utilization rates of the LGUs, NGOs, and other service providers in their respective regions with close coordination with the Standards Unit. The PPU shall prepare project proposals for activities promoting 100% utilization of the system. PPU shall be responsible in consolidating the list of system user's for RICTMU's activation of their respective account. The PPU shall coordinate with other Offices, Divisions and Units with regard to ECCD-IS concerns. Further, it shall support the PDPB Central Office in advocating the use of the ECCD-IS at the local level.
2. The Standards Unit of the Field Offices level shall be responsible in monitoring of accreditation of ECCD Facilities and Service Providers that to include those facilities that are operated by Non-Government Organizations (NGOs) such as but not limited to faith-based organizations and private institutions.
3. The RICTMUs shall be responsible in the activation of system users as officially endorsed by the PPU and provide first tier technical assistance/troubleshooting in their respective regions. The DSWD Field Offices particularly the PPU and the RICTMU to avert corresponding effects on the processing and generation of data and information inputted. Thus, only

the DSWD-ICTMS and DSWD FO-RICTMU at specific access levels hold the View/User Admin access permissions.

4. All divisions and units of the DSWD-Field Office shall utilize the regional level information to monitor and assess the implementation of ECCD and other related programs such as but not limited to the Supplementary Feeding Program particularly monitoring children with cases on severely underweight, and overweight at their respective locality. For example, DCCs and DCWs level of accreditation, malnutrition rate of children, monitoring of health services *i.e. deworming, dental services among others* to children enrolled in Day Care Centers as well as the their developmental domain.

Local Social Welfare and Development Offices (LSWDOs)

1. Provide the internet connection, system users, and the hardware and supplies needed in order to upload profiles (facility, service providers, and child or children summary) in the system.
2. Ensure that all system users are officially endorsed to the DSWD Field Offices for the activation of user accounts.
3. Responsible in gathering, uploading and updating all the profiles with the set timeline:
 - Every start of the school year for the facility and service provider profile.
 - Every end of the school year for the child profile and/or child summary.
 - In the case of facility and service provider accreditation updating should be based on the validity years.
4. Use the child profile instead of child summary with children enrolled in Child Development Center *i.e. Day Care Center* having cases of severely underweight, underweight, overweight under the Supplementary Feeding Program and those children that are Pantawid-Pamilya beneficiaries.
5. Accountable in the data quality of all the uploaded profiles hence reviewing the said profiles is deemed necessary before saving the information in the system.
6. Access and use the information in the ECCD-IS in evidence-based local planning, programming and budgeting *i.e. targeting the number of DCCs and DCWs for accreditation, monitoring the children health, nutritional, and developmental status, targeting the number of malnourished children, among others.*
7. Request needed technical assistance to DSWD Field Offices particularly in the operation and utilization of ECCD-IS at the local level.
8. Ensure full participation particularly when DSWD will evaluate the operation of the ECCD-IS.

DSWD Child Development Technical Working Group (TWG)

1. The Child Development TWG shall evaluate annually the operation of the ECCD-IS in coordination with the PDPB, ICTMS, DSWD Field Offices and system users at the local level.

DSWD Central Offices/Bureaus/Services

1. All concerned OBS such as PSB (Protective Service Bureau), SB (Standards Bureau), STB (Social Technology Bureau), NPMOs (National Program Management Office) *such as but not limited to Pantawid Pamilya, National Community Driven and Development Program*, CBB (Capacity Building Bureau) and PDPB are highly encouraged to use the information generated through ECCD-IS for planning and budgeting, program and policy development or enhancements, and monitoring of standards setting *i.e. registration, licensing, and accreditation of DCCs and DCWs*. Thus to ensure assessment of impact and outcome of various ECCD programs implemented nationwide.
2. The DSWD thru its Operations and Programs Group (OPG) and Policy and Plans Group (PPG) should acknowledge cities and municipalities that have high utilization rate along ECCD-IS. This may be in the form of provision of technical assistance and resource augmentation such as but not limited to Supplementary Feeding Program, establishment and upgrading of DCCs, capacity building of DCWs, provisions of learning materials, among others.


VIII. EFFECTIVITY

The Memorandum Circular shall take effect immediately.

Issued this 31st day of January 2015.


CORAZON JULIANO-SOLIMAN
Secretary

Certified Copy:


MYRNA H. REYES
Officer In-Charge
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A. Access Levels

The different levels of access to the DSWD ECCD-IS (*i.e.* viewing, editing and deleting data and information inputted at the local level) are hereby delimited in order to minimize errors and maximize security.

1. **National.** The reports on the profiles/status of ECCD service providers, ECCD facilities and children served can be accessed at the national level by the DSWD Central OBS (Office, Bureaus, and Services) and Field Offices. Also, other primary users such as but not limited to UNICEF, CWC (Council on the Welfare of Children), DepEd (Department of Education), DOH (Department of Health), ECCD Council, NNC (National Nutrition Council) among others.
2. **Regional.** The reports on the profiles/status of ECCD service providers, ECCD facilities and children served can be accessed at the regional level by the DSWD Field Office divisions and units. Also the regional counterparts of the above-mentioned agencies.
3. **Local.** The reports on the profiles/status of ECCD service providers, ECCD facilities and children served can be accessed at the local level by the ECCD Service Providers, Day Care Center Supervisors, City/Municipal Social Welfare and Development Office Heads and Staff and Provincial Social Welfare and Development Office Heads, Local Chief Executives (LCEs), Non-Government Organizations, among others.

The reports consist of the processed data and information from the profile entries on ECCD service providers, ECCD facilities and children served, which are inputted to/updated in the DSWD ECCD-IS determining the status of ECCD center-based and home-based services.

Further, in the registration of the system users should use the standardize format of the user name: initial from the first and middle name and the full last name of the designated system users should be followed *i.e.* *system user name is Juana S. Dela Cruz thus registered user name should be jsdelacruz.* This is to minimize forgetting the username as the case may be.

B. Key Users

a. Local Users

- i. ECCD Service Providers or its equivalent
- ii. Day Care Center (DCC) Supervisors
- iii. City/Municipal Social Welfare and Development Office (C/MSWDO) Staff or C/MSWDO ECCD/DCS Focal Persons
- iv. C/MSWDO Heads
- v. Local Chief Executives
- vi. Provincial Social Welfare and Development Office (PSWDO) Heads

- vii. Non-Government Organizations
- viii. DepEd District/Division Officials
- ix. DOH-MHO, PHO, and RHU among others

b. Regional Users

- i. DSWD Field Offices; DSWD ARMM
- ii. DEPED Regional Offices
- iii. DOH Regional Offices
- iv. Other Agencies: NNC, CWC among others

c. National Users

- ii. DSWD
- iii. DepEd
- iv. DOH
- v. CWC
- vi. UNICEF
- vii. ECCDC

C. Access Permissions

Below are key terms indicating the access permissions to the system:

- a. **Add.** Data and information or profile entries on the ECCD center-based and home-based services, ECCD service providers, ECCD facilities and children served (from intake forms filled out by ECCD service providers) can be added or inputted by the following users at specific access levels: ECCD service providers, DCC supervisors and C/MSWDO staff and/or C/MSWDO ECCD/DCS focal persons who handle/operate the DSWD ECCD-IS.
- b. **Edit.** The reports and/or profile entries on the ECCD center-based and home-based services, ECCD service providers, ECCD facilities and children served can be updated and edited or rectified by the following users at specific access levels: ECCD service providers, DCC supervisors and C/MSWDO staff and/or C/MSWDO ECCD/DCS focal persons. This is to ensure that the data and information supplied and entered/inputted to the system are accurate and reliable.
- c. **View.** The reports and/or profile entries on the ECCD center-based and home-based services, ECCD service providers, ECCD facilities and children served can be viewed, examined and printed by the following users at specific access levels: ECCD service providers, DCC supervisors, C/MSWDO staff and/or C/MSWDO ECCD/DCS focal persons, C/MSWDO heads, PSWDO heads, DSWD FO-ECCD/DCS focal persons, DSWD FO-RICTUU, DSWD CO-ECCD/DCS focal persons, DSWD-ICTMS, DSWD-PSB, DSWD-SB, DSWD-PDPB, DSWD-CBB, DSWD-STB, DSWD-OUSOCBG, DSWD-OASLC, DSWD-OASVMC, DSWD-ARMM, CWC and ECCDC. Viewing and printing of reports allow the said units/personnel to review,

provide inputs and/or disseminate data and information in support of their functions and responsibility at the local, regional and national levels.

- d. **Delete.** The existing data and information or profile entries on the ECCD center-based and home-based services, ECCD service providers, ECCD facilities and children served can be deleted by the following users at specific access levels: ECCD service providers, DCC supervisors and C/MSWDO staff and/or C/MSWDO ECCD/DCS focal persons.
- e. **No Access.** The reports and/or profile entries on the ECCD center-based and home-based services, ECCD service providers, ECCD facilities and children served cannot be added, edited, viewed or deleted by the following users beyond their set access levels: ECCD service providers, DCC supervisors, C/MSWDO staff and/or C/MSWDO ECCD/DCS focal persons, C/MSWDO heads, PSWDO heads, DSWD FO-ECCD/DCS focal persons, DSWD-ARMM and DSWD FO-RICTUU.
- f. **User Admin (User Administration).** The DSWD ECCD-IS structure and details can be enhanced including system administration controls or processes and other system features e.g. page layouts, icons, etc. Furthermore, specific data and information fields can be added, edited and deleted. Only the DSWD-ICTMS and DSWD FO-RICTU at specific access levels hold the User Admin access permissions.

The table below shows the users at different access levels and the access permissions to the DSWD ECCD-IS, particularly to the reports on the status and profiles of ECCD service providers, facilities and children served generated by the system.

DSWD ECCD-IS Users	DSWD ECCD-IS Reports/Profile Entries		
	Access Per ICTMS		
	National Access Level	Regional Access Level	Local Access Level
Local Users			
ECCD Service Providers	No Access	No Access	Add/Edit/ View
DCC Supervisors	No Access	No Access	Add/Edit/ View
C/MSWDO Staff and/or C/MSWDO ECCD/DCS Focal Persons	No Access	No Access	Add/Edit/ View
C/MSWDO Heads	No Access	No Access	View
RHU, BHW, BNS	No Access	No Access	View
LSWDO Heads	No Access	No Access	View
DOH MHO and PHO Officials	No Access	No Access	View

DSWD ECCD-IS Users	DSWD ECCD-IS Reports/Profile Entries Access Per ICTMS		
	National Access Level	Regional Access Level	Local Access Level
PSWDO Heads	No Access	No Access	View
Regional Users			
DSWD FOs, DSWD-ARMM	No Access	View	View
DSWD FO-RICTU	No Access	View/User Admin	View
DOH, DepEd, other line agencies	No Access	View	View
National Users			
DSWD CO-ECCD/DCS Focal Persons	View	View	View
DSWD-ICTMS	View/ User Admin	View	View
DSWD-PSB	View	View	View
DSWD-SB	View	View	View
DSWD-PDPB	Administrator	View	Add/Edit/ View/Delete
DSWD-ICTMS and its Regional counterparts	Admin User/View	Admin User/View	Add/Edit/ View/Delete
DSWD-OBS	View	View	View
DSWD-NPMOs	View	View	View
DSWD-Field Offices except RICTU	View	View	View
DSWD-Cluster Groups	View	View	View
Office of the Secretary	View	View	View
CWC	View	View	View
ECCD Council	View	View	View
UNICEF	View	View	View
Other Users <i>i.e.</i> DOH, DepEd among others	View	View	View

The DSWD ECCD-IS is designed to be accessible by ECCD service providers (*i.e.* day care workers, child minding workers, volunteer ECCD service providers and agency ECCD service providers) for the inputting/updating of profiles/status of ECCD service providers, facilities and children served at all localities nationwide. Furthermore, the access permissions to the system can be amended as deemed valuable to other users. Further, the system includes **dashboard option viewing general information and statistics generated by the system even without logging in the system.**

D. Reporting/Inputting, Updating of Data and information and Review of Reports

- a. DSWD counterpart is the provision of technical assistance *i.e.* orientation/training on the use of ECCD-IS while LGU counterparts is the provision of the users, hardware (computer), and internet connection.
- b. To generate relevant data and information, the following intake forms shall be filled out and submitted primarily by the day care workers, child-minding workers, volunteer ECCD service providers and agency ECCD service providers, then inputted to the DSWD ECCD-IS by the LGUs' staff/personnel:
 - a. Children Served Profile/Children Summary Report;
 - b. ECCD Facility Profile (for day care centers, child-minding centers, *etc.*); and
 - c. Service Provider Profile (for day care workers, child minding workers, volunteer ECCD service providers and agency ECCD service providers).
- c. Using the said intake forms, the data and information reported/inputted to the DSWD ECCD-IS shall be updated as often as possible. Although, the following cut-off dates shall be considered for monitoring purposes:
 - Facility profile – as often as necessary
 - Service Provider Profile – as often as necessary
 - Child Profile or Child Summary – July 15 for the current school year and April 15 of the following year for all post enrollment updates. Enrollment updates refers to drop out, transferees, and other reasons.
- d. The ECCD service providers can also input/update the data and information at the barangay level or at ECCD facilities should the requisites are available and upon coordination with their respective LGUs.
- e. The reliability of data inputted to the DSWD ECCD-IS should be guaranteed at the local level by the accountable system users.
- f. The reports generated by the DSWD ECCD-IS shall be reviewed and commented on at the national, regional and local levels to ensure reliability of data and information on the profiles/status of ECCD service providers, ECCD facilities and children served.
- g. All comments and reviews at the local level shall be forwarded to the concerned LSWDO for consolidation and submission to the DSWD Field Office concerned. Concern DSWD Field Office shall take appropriate action and notify the DSWD Central Office. All comments and reviews that will affect the system and its operability, particularly on any uncertain or ambiguous data fluxes that may occur after data inputting/updating at the local level should be course thru the DSWD Central Office particularly the PDPB (business owner) and ICTMS (system developer).
- h. ECCD-IS information and statistics are the basic references which can be used for reviewing and analyzing data inputted to and generated by the system are local consolidated reports of LGUs on

the day care centers and day care workers (as per Memorandum Circular No. 25, Series of 2004), National Statistical Coordination Board's data on the number of provinces, cities and municipalities and barangays, and other relevant data on the ECCD Program.

E. Generation, Utilization and Sharing of Data and information

1. The reports generated by the system can be used as references for national, regional and local planning and budget preparation, as well as for program or project expansion or scaling up. Reports are valuable for lawmakers, local chief executives, program/project developers and researchers with keen interest on issues or concerns affecting children. The data and information are also specifically useful in: establishing baseline, monitoring and evaluating the implementation of ECCD center-based and home-based services; monitoring compliance of ECCD facilities and service providers to the standards set by the DSWD; providing appropriate services to children, advocating the rights and welfare of children; and, preparing technical assistance and resource augmentation plans of the LGUs for ECCD facilities and service providers.
2. Specific reports shall be generated at specific access levels as indicated in Annex A (Access Levels in this guideline.).
3. The reports or specific data and information can also be disseminated/shared to other national government agencies (*i.e.* Department of Education, Department of Health, Council for the Welfare of Children and Early Childhood Care and Development Council), other organizations and individuals, subject to the provisions of DSWD Memorandum Circular No. 8 (Series of 2007) entitled, "Policy Guidelines on Linking Databases and Sharing of Information with Partner Agencies, Intermediaries and Other Social Welfare and Development Stakeholders," to ensure proper sharing and utilization of data and information on the ECCD services, facilities, service providers and children served (generated by the DSWD ECCD-IS).

F. Integration of Relevant Data and information from Other Systems/ Sources

- a. DSWD ICTMS in coordination with the PDPB shall take the lead in integration of relevant data and information from other analogous systems to facilitate necessary procedures in building up the DSWD ECCD-IS (*e.g.* integrating data and information generated by the ECCD Council).
- b. Conduct of purposive study on ECCD-IS, its usage/application and impact to policy formulation, program implementation among others shall be carried out by the DSWD.
- c. All DSWD Field Offices and Central OBS should include in their respective Work and Financial Plan all related activities and funds for the above mentioned purposes, among others.

G. Integrity and Protection of the System

1. The integrity and security of the DSWD ECCD-IS should be guaranteed by strictly adhering to the levels of access.
2. Appropriate measures shall be installed and observed in order to protect the system from errors and threats (i.e. intrusion and manipulation).
3. A back-up system facility for data storage shall be set up (in case the primary facility for the DSWD ECCD-IS bogs down).