



Republic of the Philippines
Department of Social Welfare and Development

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Memorandum Circular No. 11
Series of 2015

SUBJECT: Operational Guidelines on the Engagement with Civil Society Organizations in the Implementation of the Department of Social Welfare and Development's Social Protection Programs

I. BACKGROUND / RATIONALE

States are increasingly recognizing that constructive engagement and collaboration with Civil Society Organizations (CSOs) is an important ingredient to achieve better governance and that promoting such civic engagement is also a key component of the open government partnership (OPG), which counts 64 countries and many multilateral organizations as members, including the Asian Development Bank (ADB).

At the international level, there are major international instruments that have been signed by the Philippine government in order to respect the rights of citizens to organize and articulate their legitimate concerns to the government. These include the Universal Declaration of Human Rights; International Convention on Economic, Social and Cultural Rights; International Convention on Civil and Political Rights; International Convention on the Elimination of all Forms of Racial Discrimination; and the Convention on the Elimination of Discrimination Against Women.

Further, public participation is pronounced as a Philippine Government-wide policy under the platform of good governance and poverty reduction. Following this policy pronouncement, the Department of Social Welfare and Development (DSWD) had initiated efforts to institutionalize public participation in its social protection programs, beginning with the issuance of Memorandum Circular No. 07 Series of 2012 entitled "Framework on the Engagement with Civil Society Organizations on the Implementation of the Department of Social Welfare and Development's Social Protection Programs".

Since 2012, the DSWD has established partnerships with CSOs that share the government's vision of alleviating poverty through the Department's core poverty reduction programs (*Pantawid Pamilyang Pilipino Program*, Sustainable Livelihood Program, and National Community Driven Development Program) and other social welfare programs and services. The Department's CSO partnerships are guided by the engagement framework of *Bantay, Gabay, Tulay* and *Kaagapay*.

This memorandum circular is issued to build on the partnership framework of *Bantay, Gabay, Tulay*, and *Kaagapay*; and to serve as further guidance to DSWD implementing units and its CSO partners.

This also emphasizes the principles of transparency, accountability, inclusivity, citizen engagement and respect in realizing mutual cooperation between the Department and its partners, towards the attainment of poverty reduction and people's empowerment. Further, with the Philippine reform agenda heavily emphasizing on the said principles, CSOs have more opportunities to directly engage with the Government to address issues associated with the public finances either through Budget Partnership Agreement (BPA) with National Government Agencies (NGAs) or in Bottoms-Up Budgeting (BUB) at the Local Government Unit (LGU) level.

Lastly, in order for us to attain a meaningful partnership, this operational guidelines with the CSOs would adopt the concept of "citizen engagement" of Amanda Sheedy et al 2008, where it is described as "emphasizing the sharing of power, information and mutual respect between the government and citizen". Sheedy 2008 further argued that citizen engagement extends beyond an informed, active and engaged citizenry.

II. LEGAL BASES

1. The 1987 Constitution of the Philippines

- **Article II Section 23** - "The State shall encourage non-governmental, community based-or sectoral organizations that promote the welfare of the nation."
- **Article XIII Section 16** - "The right of the people and their organizations to effective and reasonable participation at all levels of social, political, and economic decision-making shall not be abridged. The State shall, by law, facilitate the establishment of adequate consultation mechanisms."

2. Executive Order No. 221 Series of 2003 (Redirecting the Functions and Operations of the Department of Social Welfare and Development)

- **Section 1** – the DSWD is mandated to provide assistance to LGUs, Non-Government Organizations (NGOs), other NGAs, People's Organizations (POs) and members of civil society in effectively implementing programs, projects and services that will alleviate poverty and empower disadvantage individuals, families and communities for an improved quality of life as well as implement statutory and specialized programs which are directly lodged with the department.
- **Section 2** – emphasized the role of DSWD to enable LGUs, NGOs, other NGAs, POs and other members of civil society in implementing social welfare and development program through technical assistance, resource generation and augmentation.

3. The Local Government Code of 1991 – stipulates the participation of NGOs and sectoral groups in local development planning.

4. **Administrative Order No. 21 (Revised Implementing Rules and Regulations Governing Title I of Republic Act No. 8425, otherwise known as the Social Reform and Poverty Alleviation Act)** – Rule I Section III provides that “The Social Reform Agenda (SRA) shall advocate to institutionalize a multi-sectoral approach towards building social consensus on poverty alleviation at the national and local levels, thereby mobilizing the different but potentially complementary capacities, resources and perspectives of the government, CSOs and the business groups/organizations towards a concerted societal effort at alleviating poverty.”
5. **DSWD Memorandum Circular No. 07 Series of 2012** – Framework on the Engagement with Civil Society Organizations on the Implementation of the Department of Social Welfare and Development’s Social Protection Programs
6. **DSWD Administrative Order No. 16 Series of 2012** – Revised Administrative Order No. 17 Series of 2008 (Rules and Regulations on the Registration and Licensing of Social Welfare and Development Agencies and Accreditation of Social Welfare and Development Programs and Services.
7. **DSWD Administrative Order No. 44 Series of 2002** – Guidelines in the Provision of Technical Assistance and Resource Augmentation (TARA) to DSWD Intermediaries. This provides that TARA is a mechanism of the DSWD to enable its partners in the implementation of social welfare programs and services.
8. **DSWD Administrative Order No. 14 Series of 2013** - Terms of Reference for the DSWD Conduct of National and Regional Civil Society Organizations Consultation for the Annual Budget Preparations
9. **DSWD Administrative Order No. 5 Series of 2014** - Amendment to DSWD MC No. 14, Series of 2013 (*Please refer to No. 9*)
10. **Commission on Audit (COA), Department of Budget and Management (DBM) and DSWD Joint Resolution No. 2014-001 (JMC No. 2014-001)** – Guidelines for the Accreditation of Civil Society Organizations as Implementing Entities of Government or Public Funds
11. **DSWD Memorandum Circular No. 5 Series of 2015** – Implementing Procedures for the Accreditation of Civil Society Organizations as Implementing Entities of Government or Public Funds
12. **DBM National Budget Circular (NBC) No. 539** – Guidelines on Partnership with Civil Society Organizations and other Stakeholders in the Execution of the Agency Budget.

III. DECLARATION OF POLICY

1. It is hereby the policy of the Department to initiate, encourage, develop, and/or harness partnerships with CSOs in the fulfilment of its function to deliver social welfare and development services and to promote the democratic involvement of non-government institutions in governance affairs towards the attainment of good governance.
2. It is also the policy of the Department to ensure transparency, accountability, inclusivity and respect for mutual autonomy between the Department and its CSO partners through the institution of participation, dialogue, reporting, and grievance mechanisms.
3. Likewise, to continuously commit and uphold reforms for good governance, ensure irreversibility of governance reforms and implement initiatives that address the grand challenges of improving public services, increasing public integrity and more effectively managing public resources. These are all aligned with the Department's platform of good governance, anchored on the performance government system (PGS).

IV. OBJECTIVES

1. To institutionalize mechanisms for mutual cooperation between the DSWD and CSOs in realizing their shared vision of poverty reduction and people's empowerment;
2. To provide space for CSOs in the promotion of good governance, specifically in strengthening transparency and accountability mechanisms of the DSWD's core poverty reduction programs and other related services; and
3. To set operational protocols and guidelines for DSWD implementing units and CSOs in promoting sustainable partnership/engagement consistent with democratic principles.

V. COVERAGE

This Memorandum Circular shall be strictly enforced by all implementing units of the Department both at the Central Office (CO) and Field Office (FO) level – National Project Management Offices, other department offices, bureaus, service units and Field Offices as may be applicable.

It covers all partnership agreements entered by DSWD and its CSO partners, primarily but not limited to the three (3) core Poverty Reduction Programs, other protective programs on community based welfare and development program, alternative parental care program disaster and volunteer management program, and residential-based programs of the Department.

VI. PARTNERSHIP FRAMEWORK

Partnership is a relational arrangement between two or more entities who work together towards the attainment of a common vision, mission, and/or goals. Its fundamental elements include mutuality and respect for the individual identities of parties to the partnership.

Under this circular, partnership shall be construed as a formal relational arrangement between DSWD and the CSO(/s) effected through the instrument of a Memorandum of Agreement (MOA).

The Department's partnership with CSOs underscores the democratic basis for working together, that is, democratic and social accountability. Under M.C. 7 series of 2012 four types of CSO engagement roles are identified, as follows:

- a. **"Bantay" (or watchdog)** where DSWD and partners cooperate in implementing projects and activities geared towards fighting or preventing corruption;
- b. **"Gabay" (or mentor)** where the partnership is intended to enhance technical capacities of DSWD staff and or direct service workers utilizing the expertise of the partner NGOs or CSOs on a required program area needing technical assistance;
- c. **"Kaagapay" (co-implementer)** wherein the partnership is implementing anti-poverty and social protection projects and activities targeting a commonly agreed upon sector or geographical areas and results; and
- d. **"Tulay" (or link)** where the partnership's primary intent is facilitating action, feedback and monitoring of a specific program and area of implementation using the partner as facilitators/link between the Department and its target sectors subject to existing government issuances and policies.

This guideline builds on M.C. 7 s.2012 with the operational integration of the four CSO engagement types to develop synergy of partnership efforts geared towards the attainment of social accountability. This shall be effected through the development of social accountability instruments that interrelate the four engagement functions. The social accountability instruments shall be developed by the Office of the Undersecretary for Institutional Development Group (IDG), and will be used by concerned DSWD implementing units and their corresponding CSO partners.

The partnership provides both parties – DSWD and CSOs – the opportunity to share knowledge, perspectives, skills, technology, and resources towards the reduction of poverty, empowerment of the people, and strengthening of democracy.

Under this partnership framework, the CSO partners may engage with the DSWD in as many partnership or engagement types, in accordance with the guidelines hereinafter set i.e. CSO can be *Gabay* and *Kaagapay* at the same time or *Tulay* and *Kaagapay* at the same time. However, to avoid conflict and questions of objectivity, those CSOs who opted to partner as *Bantay* cannot serve as partner *Kaagapay*, *Tulay* nor *Gabay*.

VII. DEFINITION OF OPERATIONAL TERMS

The following terms are defined for purposes of operational use in instruments hereinafter issued to meet the objectives of this guideline:

1. **Civil Society Organizations (CSOs)** – refer to the wide array of non-governmental and non-stock, non-profit organizations (NGOs), community-based groups, basic sectoral organizations such as children, youth, women, persons with disabilities and older persons groups, indigenous people, charitable organizations faith based organizations, professional associations, cooperatives, media groups, foundations and other citizens groups that have a presence in public life, expressing the interest and values of their members, and other stakeholders based on ethical, cultural, political, scientific, religious or philanthropic considerations and is registered either with SEC, CDA or DOLE for their juridical personality. CSOs are formed primarily for social and economic development, to monitor government programs and projects, engage in policy discussions, and actively participate in collaborative activities with the Government in consistency with the existing Circulars and other guidelines.
2. **Conflict of Interest** – is a situation in which a person or organization is involved in multiple interests (financial, emotional, etc.), one of which could possibly corrupt the individual or organization. For the purposes of this guideline, examples are: 1) A CSO performing *Bantay* functions while at the same time involved in other types of engagement from the Department; and b) Partner CSOs whose management officials are related to DSWD management officials up to the fourth degree of consanguinity.
3. **Development Partner** – refers to international aid giving agencies such as but not limited to Asian Development Bank (ADB), Australian Agency for International Development (AusAID), World Bank, United Nations Organizations.
4. **DSWD Accreditation** – refers to the process of providing official recognition to the social welfare and development programs and services of registered and licensed social welfare agencies (SWAs), after meeting the minimum standards set by the government. It ensures that delivery of programs and services are within set standards. (Philippine Encyclopedia of Social Work (2000 Edition) Volume 2)

5. **DSWD Licensing** – refers to the provision of a legal permit to operate as social welfare agency, after having met or complied with certain standards and requirements.
6. **DSWD Registration** – refers to the official recognition of the operation of a SWDA within the purview of social welfare and development through the issuance of a certificate of registration issued by DSWD and inclusion in the registry of social welfare and development agencies after having complied with the set DSWD requirements.
7. **Family Development Session (FDS)** – FDS is a monthly session wherein interactive topics along enhancement of family life such as husband and wife relationship, home management, and financial management and other topics relative to the development/enhancement of families are discussed. Attendance to FDS is one of the conditions for beneficiaries of the Pantawid Pamilyang Pilipino Program.
8. **Family Development Session Plus (FDS Plus)** – refers to a range of initiatives that are complementary/follow thru to the FDS and are not included as conditions of the CCT. Tapping strengths of CSOs in specified areas, FDS plus initiative are intended to be tailored to the needs of CCT beneficiary parents and households, to provide them opportunities (on a purely voluntary basis) to access other socioeconomic support (e.g. literacy and numeracy skills, training and mentoring to support improved livelihoods, community mobilization, etc.) through popular and adult education as a means to help Pantawid Pamilya beneficiary household to sustainability transition out of poverty, as well as deepen their level of learning on family life and active citizenship.
9. **National Community Driven Development Program (NCDDP)** – is one of the Philippine government's flagship poverty alleviation projects implemented by the DSWD that utilizes the Community-Driven Development Approach. It entrusts the poor with greater powers, supports poor LGUs in local development and invests heavily on people, not just projects.
10. **Pantawid Pamilyang Pilipino Program (Pantawid Pamilya)** – is a social development strategy of the national government that provides conditional cash grants to poor households identified through the National Household Targeting System, to improve their health, nutrition and education particularly of children aged 0-18. It has dual objectives; (a) social assistance – to provide cash assistance to the poor and alleviate their immediate needs (short-term poverty alleviation); and (b) social development – to break the intergenerational poverty cycle through investments in human capital.
11. **Partner Organization** – refers to CSOs that have formally entered into a partnership with the DSWD for a common undertaking.

12. **Public Private Partnership** – describes a government service or private business venture, which is funded and operated through a partnership of government and one or more private sector organizations.
13. **Resource Augmentation** – is the provision by the DSWD of manpower, funding, facilities and supplies to LGUs, NGOs, POs and other social welfare and development intermediaries to enable them to deliver basic social services devolved or transferred to them by virtue of devolution, divestment, localization and/or licensing accreditation or those which they developed requiring resources from the national DSWD.
14. **Social Welfare and Development Agency (SWDA)** – refers to a person, corporation or organizations, engaged in providing directly or indirectly social welfare services and obtains its finances either totally or in part from any agency or instrumentality of the government and/or from the community by direct or indirect solicitations and/or fund drives and/or endowment. SWDAs are only a portion of the groups identified under CSOs.
15. **Social Pension Program** – cash assistance to indigent senior citizens in the form of monthly stipend to as mandated by Republic Act 9994 or the Expanded Senior Citizens Act of 2010.
16. **Supplementary Feeding Program** – is the provision of food in addition to regular meals to children enrolled in day care centers and supervised neighbourhood play (home-based) for a period of 120 days.
17. **Sustainable Livelihood Program (SLP)** – is a community-based livelihood program which provides capacity-building to improve the program participants' socio-economic status by supporting microenterprises to become organizationally and economically viable and linking participants to employment opportunities.

VIII. PRINCIPLES OF PARTNERSHIP

The following principles shall serve as guideposts in the formulation of partnership policies, procedures, and activities:

1. **TRANSPARENCY** – refers to the openness of the parties to each other in the review of its internal policies, processes, procedures relevant and related to the partnership. This entails allowing the partner(/s) access to each party's internal policies, processes, and information/data relevant to the partnership and its objectives. This partnership principle is key to developing trust that will sustain the partnership.
2. **INCLUSIVITY** – refers to the parties' efforts to involve of all peoples, especially disadvantaged and/or marginalized groups, in partnership activities. This principle ensures that the engagement is culturally

appropriate and democratically inclusive, especially in seeking out diverse opinions and perspectives on the partnership activities.

3. **ACCOUNTABILITY** – refers to the parties' answerability to each other and to society in the performance of their responsibilities under the partnership agreement. This includes management of risks in the EXECUTION of the partnership.

Social Accountability – refers to the broad range of actions and mechanisms that citizens use to hold the state to account, including actions of government, civil society, media and other societal actors that promote or facilitate these efforts. This is the broader framework under which the partnership agreement between DSWD and CSO partner/(s) is enforced.

4. **RESPECT** – refers to the parties' due regard for the other party's rights and autonomy even as they jointly act in accordance with their obligations and commitment under the partnership.

IX. INSTITUTIONAL ARRANGEMENT

I. General Provisions

a. The stages of engagement include:

1. Pre-Engagement, where would-be parties to the partnership initiate and explore the formalization of the partnership;
2. Actual Engagement, where parties to the partnership fulfil their obligations stipulated under the partnership agreement and carry out their objectives of the partnership; and
3. Post-Engagement, where the parties review and evaluate their actual engagement, including the policies, guidelines, and other related instruments that governed the agreement.

- b. A National Selection Committee (NSC) shall be constituted at the Central Office and Regional Selection Committees (RSCs) at the regional field offices. These shall be created by a separate memorandum circular, which shall define the committee and the committee members' responsibilities and term durations which must be aligned with the Joint Resolution 2014-001 and the set provision of existing guidelines issued by Commission on Audit (COA) on selection of CSOs for transfer of funds.

- c. There shall be a designated implementing unit charged with the monitoring and implementation of project activities specified in the DSWD-CSO partnership agreement. The implementing units shall be the national project management offices (NPMOs) (e.g. Pantawid

Pamilya, SLP or NCDDP); Offices, Bureaus, Services, & Units (OBSUs) at the Central Office; and Field Office (FOs) of the DSWD.

- d. There shall be a designated Focal Person on CSO partnership from each DSWD implementing unit (e.g. NPMOs, OBSUs, FOs), whose task shall include monitoring and providing necessary technical assistance related to the CSO engagement under said program, office, bureau, and/or service.
- e. An OSEC-CSO Desk shall be established to monitor the implementation and collect all data pertaining to DSWD-wide CSO partners.
- f. The main instrument used to formalize the partnership shall be a Memorandum of Agreement (MOA), signed between DSWD and the CSO partner/s. It shall clearly stipulate the engagement type of *Bantay*, *Gabay*, *Tulay*, and/or *Kaagapay*, the resource-sharing arrangement, the roles and obligations of parties, and the engagement period. The DSWD party may be represented by the heads of concerned DSWD implementing units (e.g. National Project Management Office, Office, Bureau, and Service Unit). The template for the MOA must be prepared by the implementing unit and cleared by the LS and FMS. Further, the following must be well factored in the pro-forma MOA, in case the partnerships involve fund transfer:
 - i. Finance Officer of the CSO needs to attend DSWD-FMS orientation/training on the process and requirements for government budget disbursement, utilization and liquidation;
 - ii. Eligible expenditures in the implementation of activities shall be clearly defined in the MOA;
 - iii. Funds transferred to CSOs shall retain their character as public funds;
 - iv. Funding transferred to CSOs should be fully utilized within the time frame of the project engagement;
 - v. The utilization and auditing of transferred funds shall be subjected to guidelines issued by COA.
- g. Conflict of Interest shall be strictly prohibited. Instances that constitute conflict of interest include but are not limited to the following: a) Partner CSOs that perform *Bantay* functions are not allowed to receive funding nor be involved in other types of engagement from the Department (e.g. *Gabay*, *Tulay*, *Kaagapay*) and b) Partner CSOs whose management officials are related to DSWD management officials up to the third degree of consanguinity.
 - i. Partner CSOs who perform *Gabay*, *Tulay*, and/or *Kaagapay* functions may avail of fund transfers from DSWD in accordance with the approved DSWD Work and Financial Plan (WFP), COA-

- DBM-DSWD Joint Resolution No. 2014-001, and related guidelines henceforth set;
- ii. No member office of the DSWD CSO Accreditation Committee shall become part/ member of the DSWD National Selection Committee.
- h. The following are potential areas of cooperation between DSWD and its CSO partner/s:
- i. Facilitation and/or conduct of Family Development Sessions of the Pantawid Pamilya;
 - ii. Implementation of FDS Plus for the Pantawid Pamilya;
 - iii. Engagement under the Grievance and Redress System of the Pantawid Pamilya particularly in geographically-isolated/hard-to-reach areas to any of the three core poverty alleviation program referred to in this guideline;
 - iv. Conduct of social preparation and technical assistance for Sustainable Livelihood Program (SLP) and NCDDP;
 - v. Extend understanding of project implementation through technical assistance, orientation, and sharing of basic skills of small infrastructure for NCDDP;
 - vi. Monitoring and Evaluation of core poverty reduction programs such as Pantawid Pamilya, SLP and NCDDP;
 - vii. Fostering active participation of the beneficiaries of Pantawid Pamilya, SLP and NCDDP in various community activities such as meetings/assemblies and other engagements including the bottom up budgeting exercises. These are some of the mechanisms that may facilitate integration of our beneficiaries' concern to the local development investment plan;
 - viii. Development and conduct of Indigenous Peoples and gender sensitive advocacy materials or activities in the locality thereby promoting the core poverty alleviation programs of the DSWD;
 - ix. Disaster and Relief Emergency Works (i.e. Individuals, Groups, DSWD Staff, etc.); and
 - x. Implementation of other protective services on community based and residential care program.
 - xi. Social Pension Program
 - xii. Supplementary Feeding Program
 - xiii. Other areas of cooperation within the framework of *Bantay, Gabay, Kaagapay* and *Tulay*.

II. Responsibilities of Parties

a. Department of Social Welfare and Development

1. Pre-Engagement

- a. The implementing unit shall invite pool of DSWD Accredited CSOs for an orientation about DSWD programs, services, and policies relating to CSO partnerships. Invitation to CSOs shall be done via the department's website, social media accounts, press releases, and/or letters.
- b. Upon acceptance of the CSOs' Letter of Intent to be a DSWD partner, the concerned CSO Focal Person shall advise the would-be CSO partner to submit documentary requirements, including if necessary proposals for partnership.
- c. The concerned selection committee shall initiate the selection process of CSO partners in accordance with guidelines set forth in the memorandum circular creating the selection committee, this circular and appropriate COA guidelines. Assessment of CSO partners shall be preferably done on site. This includes the review and assessment of the CSO's project proposal and the determination of fund source, if approved.

All draft (Memorandum of Agreements (MOAs) must be duly reviewed both by Legal Service and Financial Management Service (FMS).

- d. The concerned implementing unit shall initiate the signing of a Memorandum of Agreement with CSOs that passed the selection process. After the signing of the MOA the concerned CSOs shall attend Financial Management Training that includes the government process and requirements on fund utilization and liquidation.
- e. For CSO partners that shall receive funding from DSWD in accordance with protocols and policies herein provided, the concerned DSWD implementing unit shall initiate the fund transfer to the CSO partner as stipulated in item IX.I.f of this circular.

2. Actual Engagement

- a. The concerned implementing unit shall provide guidance to partner organizations on field decorum and certain cultural sensitivities through project orientations.

- b. The concerned implementing unit together with the representatives for FMS at the Central Office or by Management Division at the Field Office (FO) level shall conduct mid-point monitoring and assessment on the implementation of the partnership agreement with CSO partners. Should there are findings that might be ground for revocation of concerned CSO partner of the Department need to referred to the Chairperson of DSWD Accreditation Committee, as stipulated in JR 2014-001 and MC 5 s2015.
- c. The concerned implementing unit shall ensure timely submission and shall validate liquidation reports submitted by the partner CSOs.

3 Post-Engagement

- a. The concerned implementing unit and the CSO partner shall jointly conduct a post evaluation of the partnership not later than 2 months after the culmination of the project to determine the achievement of the partnership objectives and/or deliverables under the partnership.
- b. Based on the monitoring and assessment, the DSWD implementing unit as first party to the MOA shall recommend the continuation or termination of the partnership. In case of termination, the concerned implementing unit shall notify the CSO partner and the bases for termination of partnership.
- c. In case (1) the CSO partner notifies the implementing unit of its intent to terminate partnership, or (2) the DSWD recommends such termination, the concerned implementing unit shall inform all concerned offices within the DSWD about the matter.

b. Civil Society Organizations

1. Pre-Engagement

- b. Interested CSOs must submit their Letter of Intent (LOI), accompanied with the CSO profile, to the concerned DSWD implementing unit.
- c. Submit all documentary requirements as per standards operating procedure set by the DSWD, as follows:
 - i. Certified True Copy of SEC registration certificate (for those who are non-SWDA) and other registering/certifying government agencies i.e. CDA, DOLE, and has a clear plan of working on to be Registered and/or Registered and Licensed agency of the Department.

- ii. Formal expression of intent duly signed by the Board of Directors/Trustees to any of the DSWD's social protection program that is the intended subject of the partnership;
 - iii. Certification from the Chair of Board of Trustees as to the CSO's capacity to provide human resources as possible workforce augmentation and/or technical skills that may be beneficial for the implementation of the DSWD's social protection programs;
 - iv. List of completed and on-going projects on area of specialization indicating source of funds and manpower support;
 - v. Certification or Sworn Statement that no pending case involving misuse of funds;
 - vi. Should have no derogatory reports from other agencies of the government as certified by SEC and by other agency and should have no member of the board who is also a board member of an organization black listed by the DSWD; and
- d. If required, submit a project proposal that detail the objectives of and activities to be conducted under the partnership with DSWD.
- e. Put up equity to the project equivalent to at least 20% of the total project cost, which may be in the form of labor, land for the project site, facilities, equipment, and the like to be used in the project/engagement.

2. Actual Engagement

- a. Enact the agreements as stipulated in the MOA.
- b. Actively participate in the conduct of the quarterly project monitoring and assessment, in close coordination with the concerned DSWD implementing unit.
- c. Submit physical/accomplishment and financial reports to the concerned DSWD implementing unit, listed as follows:
 - i. Mid-point status reports in accordance with the template prescribed by the concerned DSWD implementing unit
 - ii. Final Fund Utilization Report certified by its accountant and approved by its President/Chairperson in accordance with the existing COA guidelines on the transfer of Government funds to NGOs/CSOs.
- d. Make available to the DSWD or the COA all records/files relative to the disbursement of funds as per applicable COA guidelines whenever validation will be conducted by the DSWD.

- e. Keep and maintain financial and accounting records as necessary of the funds released by the DSWD based on COA Accounting Rules and Regulations.

3. Post-Engagement

- a. Upon completion of the project partnership, the CSO partner shall prepare and submit a project completion report using the template prescribed by DSWD within a month after project completion date. The said report shall be reviewed by the concerned DSWD implementing unit. The completion reports shall include:
 - b. Final Fund Utilization Report to be submitted to the Central Office for engagements that cover more than one (1) Region, or to the concerned Field Office if engagement is limited to one (1) region.
 - c. Other reportorial requirements to be submitted to the Central Office for engagements that cover more than one (1) Region, or to the concerned Field Office if engagement is limited to one (1) region.
- d. Participate in the joint post evaluation of the partnership to be conducted not later than 2 months after the completion of the project.
- e. Notify in letter form the concerned DSWD implementing unit its desire to continue with or to terminate the partnership.

X. REPEALING CLAUSE AND EFFECTIVITY

This Order shall take effect immediately and amends previous issuances and inconsistent herewith.

Copies of this Order shall be disseminated to all concerned Offices, Bureaus, Services at the DSWD Central Office and Field Offices and its Attached Agencies.

Issued in Quezon City, this 3rd day of June, 2015.


CORAZON JULIANO-SOLIMAN
Secretary

