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Subject: GUIDELINES IN THE IMPLEMENTATION OF THE RECOVERY AND REINTEGRATION PROGRAM FOR TRAFFICKED PERSONS

I. RATIONALE

The Republic Act No. 9208 as amended by Republic Act No. 10364 otherwise known as the Expanded Anti-Trafficking in Persons Act of 2012 provides an important mandate for the Department of Social Welfare and Development to implement rehabilitative and protective programs for trafficked persons. Likewise, the 2015 US Trafficking in Persons (TIP) Report has placed the Philippines under the Tier 2 or those “countries whose governments do not fully comply with the minimum standards, but are making significant efforts to bring themselves into compliance with those standards”.

The Department being the co-chairperson of the Inter-Agency Council Against Trafficking (IACAT) and lead agency in social protection aims to contribute to the country’s goal to achieve the Tier 1 ranking a status ascribed to countries whose governments fully comply with the minimum standards set by the Section 8 of the Trafficked Victims Act.¹ Hence, in order to achieve the Tier 1 category the Department has implemented the *Recovery and Reintegration Program for Trafficked Persons (RRPTP)* to scale up the programs and services and deliver better interventions to victim-survivors of trafficking at various levels. To strengthen existing programs for trafficked victims and support capacity building activities for service providers, fund augmentation need to be provided by the Department to all Field Offices while various components of program for trafficked persons and their families are strengthened. The 2014 US TIP report also identified the government’s continuous effort to proactively identify and provide limited services to victims, but efforts were inadequate to serve the large number of victims in the country. Further, it was mentioned that there are few protective services addressing the specific needs of trafficking victims were available. Hence, we enhanced the services offered under the program to include additional services for the recovery and reintegration of trafficked persons.

Further, DSWD has operated residential care facilities for women and girls who have been victims of abuse. However, the 2015 US TIP report found these facilities inadequate to address the specific needs of trafficking victims, and at times lacked the space necessary to accommodate an influx of victims. In this regard, there is a need to upgrade shelters or the existing DSWD residential care facilities that cater to trafficked victims, provide capability building to all frontline service providers in managing and handling victim-survivors of trafficking in person, as well as intensify the advocacy campaign to increase people’s awareness on issues of trafficking and strengthen community participation to prevent them from becoming victims of human trafficking.

¹ <http://www.state.gov/j/tip/rls/tiprpt/2011/164236.htm>

II. LEGAL BASES

A. International Instruments

- a. **1979 Convention on the Elimination of All Forms of Discrimination against Women (CEDAW).** This instrument mandates State Parties to take all appropriate measures, including legislation, to suppress all forms of trafficking in women and exploitation of prostitution of women; eliminate discrimination; and abolish discriminatory laws, regulations, customs and practices.
- b. **1989 UN Convention on the Rights of the Child.** This Convention recognizes the need for protection of children against economic exploitation, from performing any hazardous work or those harmful conditions that interfere with the child's education, physical health, mental, spiritual, moral or social development, sexual abuse or sexual exploitation and further recognizes the need to prevent abduction, sale or traffic children for any purpose.
- c. **United Nations Declaration on the Elimination of Violence Against Women (DEVAW).** Defines violence against women (VAW) as any act of gender based violence that results in or likely to result in physical, sexual, psychological, harm or suffering to women, including threats of such acts, coercion or arbitrary deprivation of liberty whether occurring in public or private life.
- d. **2002 UN Protocol to Prevent, Suppress and Punish Trafficking in Persons.** Protection and assistance for trafficked persons are spelled out in this Protocol, specifically the following: a) protecting the privacy and identity of trafficked persons ; b) making legal proceedings confidential; c) informing trafficked persons of relevant court and administrative proceedings; d) enabling victims to present views and concerns; e) implementing measures to provide for the physical, psychological and social recovery of victims; f) physical safety; and g) providing measures for obtaining compensation for damages suffered.
- e. **UN Convention Against Transnational Organized Crime.** It is recognized that transnational organized crime including Human Trafficking are growing problem. These can be solved through close international cooperation such as in the areas of prevention, investigation and prosecution of money laundering, corruption and obstruction of justice. It has two protocols against *Smuggling of Migrants by Land, Sea and Air* and the *Protocol to Prevent, Suppress and Punish Trafficking in Persons especially Women and Children*. The protocols defines smuggling and trafficking in persons and emphasize the need for international cooperation in order to prevent and combat these maladies.
- f. **International Labour Organization (ILO) Convention No. 13.** Minimum age of employment for children at age 15 years old but shall not be employed in dangerous jobs.
- g. **ILO Convention No. 182 (1999).** Prohibits and calls for the need for immediate action for the elimination of the worst forms of child labour.
- h. **ASEAN Declaration against Trafficking in Persons particularly Women and Children.** Seeks to strengthen regional cooperation, collaboration and coordination among ASEAN countries to combat VAW.
- i. **Declaration on the Elimination of Violence against Women in the ASEAN Region.** Ensures that victims are treated humanely and provided with essential medical and other forms of assistance deemed appropriate by receiving country.

B. National Laws

- a. **Republic Act No. 9208 as amended by Republic Act No. 10364 otherwise known as the Expanded Anti-Trafficking in Persons Act of 2012.** Section 16 provides the mandate for DSWD to implement rehabilitative and protective programs for trafficked persons such as counseling and temporary shelter as well as develop a system for accreditation among NGOs for purposes of establishing centers and programs for interventions in various levels of the community.
- b. **Republic Act 7610 entitled Special Protection of Children against Abuse, Exploitation and Discrimination Act.** SEC. 28. Protective Custody of the Child. - The offended party shall be immediately placed under the protective custody of the **Department of Social Welfare and Development** pursuant to Executive Order No. 56, series of 1986. In the regular performance of this function, the officer of the Department of Social Welfare and Development shall be free from any administrative, civil or criminal liability. Custody proceedings shall be in accordance with the provisions of Presidential Decree No. 603.
- c. **Republic Act No. 9775 or the Anti-Child Pornography Act of 2009.** Child Pornography is one of the many forms of human trafficking. In Section 14 of this act, it was mentioned that DSWD shall ensure that the victim of any form of child pornography is provided with appropriate care, custody and support for their recovery and reintegration in accordance with existing laws.
- d. **Republic Act 9231 otherwise known as An Act Providing for the Elimination of the Worst Forms of Child Labor and Affording Stronger Protection for the Working Children.** Amending for this purpose Republic Act 7610, as Amended, regulates the employment of children, prohibits all worst forms of child labor and providing penalties thereof.
- e. **Republic Act 8042 as amended by Republic Act No. 10002.** Focuses on the protection of migrant workers through the one-country team approach in the Philippine Embassies/Consulates, the creation of the Office of the Undersecretary for Migrant Workers Affairs (OUMWA) and availability of Assistance to Nationals (ATN) funds for displaced, abused and exploited migrant workers including victims of human trafficking managed by the Department of Foreign Affairs (DFA).
- f. **Republic Act 8239 or Philippine Passport Act of 1996.** Regulates the constitutional right to travel by imposing requirements and procedures for getting a passport and other travel documents.
- g. **Republic Act 6955 or Mail Order Bride Law.** Imposes criminal sanctions against the business that engages in the practice of matching Filipino women for marriage to foreign nationals on a mail order basis and other similar practices, including advertising of such services.
- h. **Revised Penal Code specifically article 341.** Penalizes white slavery trade resulting to prostitution and other similar abuses and exploitation.

III. **DEFINITION OF TERMS**

Comprehensive Services – This refers to the direct services extended by the Department to the victim-survivors of trafficking which includes psychosocial, medical, educational, legal, protective custody and economic services that will enable the clients to recover from the traumatic experiences and enable them to successful reintegration with their families and communities.

Economic Reintegration Services - These are forms of financial and non-material assistance to achieve economic independence and a strong sense of self-worth and to become more productive and contributing members of the society. (e.g. career opportunities, skills training and obtain decent work in order for the victim-survivor of trafficking to have an improved quality of life.)

Support for Victims/Witnesses - These are auxiliary services such as transportation assistance, board and lodging, documentations and other incidental expenses extended to victim-survivors of trafficking with ongoing court cases.

Trafficking in Persons (TIP) - refers to the recruitment, obtaining, hiring, providing, offering, transportation, transfer, maintaining, harboring, or receipt of persons with or without the victim's consent or knowledge, within or across national borders by means of threat or use of force, or other forms of coercion, abduction, fraud, deception, abuse of power or position, taking advantage of the vulnerability of the person, or, the giving or receiving of payments or benefits to achieve the consent of the person having control over another person for the purpose of exploitation which includes at a minimum, the exploitation or the prostitution of others or other forms of sexual exploitation, forced labor or services, slavery, involuntary servitude or the removal or sale of organs.

Trauma Informed Care- refers to how organizations and service providers think about and respond to survivors of trauma.

Multi-Sectoral Approach- refers to the partnership of government, Non-Government Organizations and private sector in providing adequate services needed by the victim-survivor of trafficking towards their recovery and reintegration.

Gender Responsive Case Management- process of analyzing the problems and needs of trafficked persons and their families that starts from the recognition of gender biases and pursues empowerment where people sees their values and status, planning and implementing interventions and monitoring and evaluating their progress towards their successful recovery and reintegration with their families and into their communities.

Victim-Survivor of Trafficking – refers to a survivor of trafficking in person regardless of gender, age and status.

IV. COVERAGE/TARGET BENEFICIARIES

This guidelines shall cover all the Field Offices and Local Social Welfare and Development Offices implementing program for victim-survivors of trafficking in persons.

The beneficiaries of the program are the following:

1. Victim-survivor of trafficking
2. Families of the victim-survivor of trafficking
3. Witnesses of cases of Human Trafficking
4. Communities with incidence of Human Trafficking

V. OBJECTIVES

General:

These guidelines provides detailed procedures of the implementation of the Department's Recovery and Reintegration Program for Trafficked Persons to ensure improved program access and intensify effective and efficient delivery of comprehensive services for trafficked persons.

Specific:

1. To provide capability-building activities that will enhance the skills of social workers and other service providers and implementers in providing effective and efficient services to trafficked persons;
2. To institutionalize the National Referral System (NRS) and the National Recovery and Reintegration Database (NRRD);
3. To ensure the delivery of comprehensive recovery and reintegration services for trafficked persons;
4. To utilize multi-sectoral structures and mechanisms in the delivery of services that will enhance the psychosocial and economic needs of trafficked persons;
5. To intensify the advocacy campaign against trafficking in persons to increase peoples' awareness on issues of preventing them from becoming potential victims; and
6. To upgrade/repair DSWD residential care facilities to accommodate victim-survivors of trafficking in persons.

VI. PROGRAM DESCRIPTION

The Recovery and Reintegration Program for Trafficked Persons is a comprehensive program that ensures adequate recovery and reintegration services provided to trafficked persons. It utilizes a multi-sectoral approach, delivers a complete package of services that will enhance the psychosocial, social and economic needs of the clients. It also enhances the awareness, skills and capabilities of the clients, the families and the communities where the trafficked persons will be eventually reintegrated. It also improves community-based systems and mechanisms that ensures the recovery of the victim-survivors and prevents other family and community members to become victims of trafficking.

The program is facilitated through **gender responsive case management** which is the process of analyzing the problems and needs of trafficked persons and their families that starts from the recognition of gender biases and pursues empowerment where people sees their values and status, planning and implementing interventions and monitoring and evaluating their progress towards their successful recovery and reintegration with their families and into their communities. The case manager shall ensure that comprehensive services are provided to trafficked persons through center and community based services.

Likewise, the program utilizes Trauma Informed Care (TIC) in addressing possible trauma of victim-survivors of trafficking. TIC refers to how organizations and service providers think about and respond to survivors of trauma. It encompasses an understanding of the prevalence of trauma, its impact on survivors and the complex path to recovery. It is not a clinical approach rather it is a way of living. Basically, TIC is grounded between the service

provider's approach and the survivor's feeling of self-worth that will empower and help the survivor's recovery from the traumatic experiences.

VII. PROGRAM COMPONENTS

The program is comprised of the following components:

1. Case Management

The process of analyzing the problems and needs of trafficked persons, planning and implementing interventions and monitoring and evaluating their progress towards their successful recovery and reintegration with their families and into their communities. The case manager shall ensure that comprehensive services are provided to trafficked persons through center and community based services.

2. National Referral System for the Recovery and Reintegration of Trafficked Persons

The National Referral System (NRS) for the Recovery and Reintegration of Trafficked Persons is a mechanism that will establish and strengthen the referral network of agencies dealing with victim-survivor of trafficking. It also provides guidance to service providers to effectively deliver a full range of assistance and protection to victim-survivors of trafficking. A national referral mechanism is a co-operative framework through which state actors fulfill their obligations to protect and promote the human rights of trafficked persons, coordinating their efforts in a strategic partnership with civil society.²The main purpose is to ensure the human rights of trafficked persons are respected and to provide an effective way to refer victims of trafficking to services. The referral network works at various levels that includes international, national, regional, City/Municipal and agency.³

- Field Offices need to establish and maintain one or more functional networks. If there is an existing Regional/Provincial/City/Municipality Inter-Agency Committee Against Trafficking and Violence Against Women and Children (R/P/C/MIACAT-VAWC) in a given area, the referral network can be its sub-committee. A Resolution or an Executive Order issued by the Provincial/City/Municipality government needs to support such arrangement.
- The organization and establishment of anti-trafficking network must (1) clearly institute discussion of roles and tasks among members of the network and (2) come up with local policies (through resolutions and ordinances) relative to the implementation of the program.
- The Field Offices needs to ensure that the referral networks are conducting regular meetings on a quarterly basis in order to discuss the case management of trafficking cases.
- The Field Offices needs to ensure that the social workers or service providers are using the Recovery and Reintegration Forms.

² OSCE Office for Democratic Institutions and Human Rights (2004). National Referral Mechanisms: Joining Efforts to Protect the Rights of Trafficked Persons. Warsaw, Poland

³Referral System for the Recovery and Reintegration of Trafficked Persons

3. **Capability Enhancement for Service Providers**

Strengthening of the knowledge, attitude and skills of the social workers other service providers in delivering services to victim-survivors of trafficking, advocacy and networking skills.

4. **Direct Services to Victim-Survivors of Trafficking**

Direct assistance and services that will be extended to victim-survivor of trafficking. These includes logistical support during post-rescue operation, psychosocial, support services such as medical, educational, legal, protective custody and economic reintegration services that will better enable the clients to recover from their traumatic experiences. Multi-sectoral approach is applied in order to maximize existing programs and services for victim-survivors of trafficking.

5. **Upgrade of temporary shelter**

Repair and maintenance of existing DSWD residential care facilities to accommodate victim-survivors in need of temporary shelter and protective custody.

6. **Technical Assistance and Resource Augmentation to LGUs**

Inadequacies and limitations of the Local Government Units in addressing, managing and handling of victim-survivors of trafficking are addressed to ensure the delivery of programs and services for the recovery and reintegration of trafficked victims.

7. **Intensive Advocacy**

Activities such as quad-media (print write-up, radio plugs, television plugs, social media) meetings, discussions, for a symposia and printing and distribution of IEC materials shall be conducted by DSWD and LGUs in order to increase the awareness of the people on the issues of trafficking thereby preventing them to become potential victims.

8. **National Recovery and Reintegration Database (NRRD)**

Web-based data banking system for trafficked persons that systematizes data collection, produces reports on the situation, trends and needs of trafficked persons and improve service delivery.

9. **Reporting, Monitoring and Evaluation**

Regular reporting and conduct of monitoring and evaluation to ensure that the program is properly implemented, and that its targets and objectives are achieved.

VIII. IMPLEMENTING PROCEDURES

A. CASE MANAGEMENT

Case Management is a method of providing services whereby a professional social worker assesses the needs of the client and the client's family, when appropriate, and arranges, coordinates, monitors, evaluates and advocates for a package of multiple services to meet the specific client's complex needs. (National Association of Social Workers-USA, June 1992)

Case Management starts from the initial contact of the social worker and the victim-survivor of trafficking where positive working relationship usually starts. The social worker serves as the case manager and conducts the assessment of the psychosocial condition of the victim-survivor of trafficking. Intake interview and initial assessment takes place utilizing a gender-sensitive interview where the victim-survivor feels welcome and allowed to express their emotions. The case manager takes immediate responsive action through planning and implementing interventions based on the result of the assessment with the victim-survivor of trafficking.

Social workers from the Field Offices and Local Government Units may work hand in hand in managing cases of victim survivors of trafficking. Case conferences may be initiated as part of the monitoring and evaluation towards the successful recovery and reintegration of the victim-survivors with their families and into their communities. The case manager shall ensure that comprehensive services are provided to the victim-survivors of trafficking and their families through center and community based services.

B. NATIONAL REFERRAL SYSTEM FOR THE RECOVERY AND REINTEGRATION OF TRAFFICKED PERSONS⁴

The National Referral System aims to facilitate the provision of services to meet the various needs of TIP and ensure their recovery and reintegration where the highest quality of care and treatment, assistance and protection to TIP is the optimum priority. Further, it intends to establish a feedback mechanism between and among concerned agencies to ensure the requested services are provided. Exchange of knowledge, skills and practices and experiences geared towards enhancing the capacities of service providers are achieved through the conduct of regular coordination meeting among agencies.

Referral network (RN), Coordinating agency (CoA), Referral focal person in each agency, directory of resources, standardized referral form, feedback loop to track referrals and documentation of referrals are the essential elements to ensure the functionality of the referral system.

The victim-survivor of trafficking enters the referral system through walk-in, referral by the coordinating agency (e.g. national government agency, local government unit, civil society organization, etc), or conduct of rescue operation. The receiving agency provides the necessary assistance to the victim-survivor of trafficking and provides feedback to the coordinating agency.

⁴ Referral System for the Recovery and Reintegration of Trafficked Persons Manual

C. DIRECT SERVICES FOR VICTIM-SURVIVORS OF TRAFFICKING

Victim-survivors of trafficking assisted by FOs and LGUs from CY 2003 to present may avail of the services under RRPTP from DSWD Field Offices. NGOs and other agencies may also refer their trafficked clients for assistance based on the needs of the client. The categories shall include victims of trafficking within and outside the country. Moreover, clients who wish not to file legal action may also avail of the services.

Victims of trafficking do not readily accept offered services because of mistrust they developed after the trafficking incident. Further, through case management of RRPTP Social Workers confidentiality of the case and respect for privacy will always be maintained. Considering the complexity and dynamics of victims of human trafficking a specialized delivery of services through the Recovery and Reintegration Program for Trafficked Person was developed.

Based on the case manager's assessment, comprehensive services shall be provided to victim-survivors of trafficking such as temporary shelter which could be tapped from DSWD residential care facilities or referral to accredited NGO shelters, medical assistance, counseling services to individual and family, psychological services, maternal and childcare skills development; self-enhancement skills development; spiritual enhancement; livelihood skills development; social communication skills development; referral to legal service; educational assistance; transportation assistance; and after-care services which will be managed by LSWDO social workers as endorsed by DSWD Field Offices. Further, case conference will be held to discuss the plans of action towards the reintegration of victim-survivors of trafficking in persons.

a. Logistical Support During and Post-Rescue Operation of Victim-survivors of trafficking

The social workers usually have their first encounter with the victim-survivors of trafficking during rescue operation. Social workers are highly needed to provide psycho-social counseling and assist victim-survivors of trafficking all throughout the process from recovery to reintegration.

Each victim-survivors shall be immediately provided with **basic hygiene kit** upon rescue operation which includes clothes, underwear, *malong* (for bar operations) and toiletries to include toothbrush, toothpaste and soap.

Further, an amount of P350.00 per day shall be allocated per client for the food provision during rescue operation until admission to DSWD residential care facility/accredited residential care facility or discharge to family.

Field Offices will be responsible in procuring the basic hygiene kit for victim survivors of trafficking in compliance with COA Circular No. 94-013. The RRPTP Focal Person may propose for the procurement of the basic hygiene kit on semestral basis.

b. Provision of Temporary Shelter

Victim-survivors of trafficking may be placed in DSWD run/registered, licensed and accredited residential care facilities for protective custody. To ensure recovery, rehabilitation and reintegration of trafficked victim into the mainstream society, the case manager in cooperation with the concerned government agencies, and shall make available the psycho-social services,

support services such as transportation, medical and educational assistance and economic reintegration services.

c. Support Services for Victim-Survivors of Trafficking

In recognition that victim-survivors of trafficking also needs support services aside from the economic assistance provided to them hence, support services such as support for victims/witnesses who will file and has on-going legal cases, medical assistance and educational assistance shall be provided to the victim-survivors of trafficking as part of the comprehensive reintegration program. The RRPTP social worker shall prepare the Social Case Study Report with recommendation to be submitted for the approval of the Regional Director. Once approved, the RRPTP social worker shall explain the following steps and conditions to the clients:

1. Support for Victims/Witnesses and Transportation Assistance

- The RRPTP social worker and the client shall determine the actual cost that will be incurred for the transportation expenses. While an amount of P300.00 per day shall be given for the client's board and lodging, only actual expenses shall be provided to the clients.
- The amount of P5,000.00 shall be allocated per client for transportation and board and lodging expenses.
- However, further financial support will be subject to the assessment of the RRPTP social worker of client's need and availability of funds.

The provision of assistance should be processed within a week upon receipt of referral.

2. Medical Assistance

- A maximum assistance amounting to P10,000.00 may be extended to TIP clients seeking medical assistance.
- The medical assistance may also be utilized to avail psychological services such as referral for psychological evaluation, psyche screening and psycho-therapy.
- The client will be required to submit the following documents:
 - Clinical Abstract/Medical Certificate with signature and license number of the attending physician (issued within three months)
 - Hospital Bill (for payment of hospital bill) or Prescription (for medicines) or Laboratory requests (for procedures)
 - Barangay Certificate and Valid ID for the client.

The provision of assistance should be processed within two weeks upon receipt of referral. However, in cases on emergency medical assistance the RRPTP social worker should prioritize the provision of assistance within a day or two.

3. Educational Assistance

- Educational assistance shall be provided to support the schooling of children such as school tuition fees, school supplies, transportation allowance and other school related expenses.

- The amount of P5,000.00 shall be allocated per client for educational related expenses for primary and secondary education and P10,000.00 for tertiary education.
- The client will be required to submit the following documents:
 - School registration and/or certificate of enrolment
 - Statement of Account for tertiary education
 - Valid School ID
 - Valid ID of the parent/guardian
- Educational assistance is renewable based on the assessment of the RRPTP social worker on the client's needs, performance continued motivation and pursuit of higher education that will result in sustainable employment.

The provision of assistance should be processed within two weeks upon receipt of referral.

d. Economic Reintegration Services for Victim-Survivors of Trafficking

Victim-survivor of trafficking or their family may avail of the Economic Assistance after assessment of the RRPTP Social Worker. As part of the assessment, the social worker needs to conduct home visit in order to know the situation of the client and their families. The RRPTP social worker shall prepare the Social Case Study Report with recommendation to be submitted for the approval of the Regional Director. Once approved, the RRPTP social worker shall inform the client and explain the following steps and conditions:

1. Skills Training

- The amount of P7,000.00 shall be allocated per victim-survivor of trafficking and will be released directly to the TESDA/CHED accredited training school. The Field Office shall pay the training school through a bank check named after the training school which will be endorsed to the client. The client will request an official receipt from the training school that will be given to the Field Office. However, client is encouraged to enroll in TESDA since they have no enrollment fee.
- The amount allocated may be used to purchase training supplies or materials.
- The victim-survivor of trafficking shall be given P150.00/day or P1,050.00/week for the duration of the training but not exceeding 45 days to subsidize their daily needs. In cases where the clients live in far-flung areas, the region may authorize a disbursing officer to disburse the daily allowance in the community.
- The victim-survivors of trafficking shall weekly update the social worker on their training experience either through personal contact, in writing, text message or phone call which the social worker shall document relative to the helping process.
- The social worker shall provide counseling to the clients after finishing the skills training to know their plans and assess for further interventions.
- The victim-survivors of trafficking shall provide the social worker a copy of the certificate of completion of the skills training they attended as a proof of completion and attachment to the voucher of the client.

The provision of assistance for skills training should be processed within a month upon receipt of referral.

2. Financial Assistance for Employment

- An amount of P5,000.00 shall be given per client to support their job seeking expenses such as securing/renewal of license (e.g. driver's license, NBI and police clearance, Medical Certificate etc.) The expenses incurred need to be supported with official receipts.
- The victim-survivor of trafficking shall be given P150.00/day or P1,050.00/week for a maximum of 45 days in order to subsidize the client's daily needs.
- The victim-survivor of trafficking shall weekly update the social worker on their job hunting experience either through personal contact, in writing, text message or phone call which the social worker shall document relative to the helping process.
- If the client was able to look for a job, they need to submit a Contract of Employment or any similar document which indicates that they are hired.
- They shall be given P150.00/day or P1,050.00/week for a maximum of 45 days to subsidize the client's daily needs while the client is waiting for their first salary.
- The social worker shall provide counseling to the client to assess them for further interventions.

3. Financial Assistance for Livelihood

- The eligible client shall be given an amount not to exceed P10,000.00. The SEA – Kaunlaran payment scheme **shall not be applied for this assistance.**
- RRPTP Social Worker in coordination with Sustainable Livelihood Program shall administer the *Handa Ka na Bang Mangnegosyo* questionnaire, an assessment tool that will determine the preparedness of the client to start their business.
- The client's score must be 75 and above in order to be eligible for the livelihood assistance. Re-assessment will be conducted to clients who will have a score of 74 and below or they may be considered to avail the financial assistance for employment.
- Eligible clients will be requested to submit a Project Proposal which they may write using their vernacular or local dialect. They may be assisted by the social worker in preparation of the said proposal.
- The proposal will be evaluated using the attached (annex "A") SLP's Project Assessment Tool by the RRPTP social worker.
- The RRPTP social worker in coordination with the Livelihood Unit Head shall review and approve the proposal. Likewise, the social worker shall ensure that the business is market-driven.
- The RRPTP social worker shall submit the following with the Social Case Study Report for the approval of the Regional Director:
 - Result of the *Handa Ka na Bang Mangnegosyo*?
 - Project Proposal
- Upon approval the RRPTP social worker shall inform the client and explain that the trafficked person is encouraged to update the RRPTP social worker and/or LGU social worker twice a month.
- Likewise, the RRPTP and/or LGU social worker in coordination with the Sustainable Livelihood Program shall closely monitor and document the progress of the client in the establishment and implementation of their business.
- The provision of assistance should be processed within two months upon referral.

- After six (6) months of successful operation of the business, the victim-survivor of trafficking and their family may apply for financial assistance should they wish to expand their business, subject to availability of fund.
- The second amount given to the victim-survivor of trafficking and their family shall be returned six (6) months after the release of assistance. The client shall deposit the payment to the bank account of the Field Office and submit the photocopy of the deposit slip to the social worker to be included in the client's folder.

e. Repair/Maintenance of Shelters

Each year, the regional focal persons of the program in coordination with the Center Head shall submit project proposal for repair and maintenance of shelters to accommodate trafficked persons, to be approved by the Bureau Director of the Protective Services Bureau. The amount of P300,000.00 shall be allocated per shelter per region.

f. Fund Augmentation for Cities/Municipalities with Programs and Services for Trafficked Persons

Fund augmentation shall be extended to selected cities and municipalities that are implementing programs and services for trafficked persons. An amount not to exceed P100,000.00 per city/municipality shall be provided with the following conditions:

- The LGU shall submit a Project Proposal to the Field Office to be approved by the Regional Director.
- The Field Office shall choose an LGU that will be provided with fund augmentation with the following criteria:
 - Incidence of trafficking
 - Existing programs and services for trafficked persons
 - Cooperation/receptiveness
 - Level of community awareness
 - Peace and Order
- Upon approval, the Field Office needs to prepare a Memorandum of Understanding stating the responsibilities of both parties. Should the Field Office choose not to download the funds to the LGU, they can keep the funds in the FO's account. However, the Field Office needs to ensure that said funds shall be utilized for LGU programs and services for trafficked persons only.
- **LGU Funds in FO's Account.** In cases wherein funds will be used for direct assistance, the LGU shall submit a letter of request, and social case study report with recommendation for the approval of the Regional Director.
- On the other hand, should the LGU decide to use the money for anti-trafficking activities (e.g. advocacy campaign/forum), they can request the Field Office to pay directly for the venue, meals, supplies and materials in compliance with RA 9184.
- The LGU shall submit accomplishment and fund utilization report to the Field Office.

- Field Office shall conduct quarterly monitoring to the LGU with fund augmentation.
- If funds will be transferred to LGU, strict compliance with COA Circular No. 94-013 should be observed.

g. Capability Enhancement

1. National Capability Building Activities

Protective Services Bureau shall provide Capacity Enhancement Training for all regional focal persons and SWO-IIs based on the training needs expressed by the regional focal persons and SWO-IIs.

2. Regional Capability Building Activities

All Field Offices including ARMM shall provide training as part of regional capability-building activities for Centers, LGU and NGO social workers and other service providers in order to enhance their capabilities especially in understanding the dynamics of trafficked persons while providing adequate recovery and reintegration services for trafficked persons; the NRS-NRRD; conduct of anti-trafficking advocacy campaigns and the strengthening of functional networks and local mechanisms.

Field Offices shall ensure that social workers and service providers from centers, cities and municipalities within the region will be provided with training.

h. Development of the Directory of Resources

The RR Form 7- Directory of Resources shall be developed at all levels (National, Regional and Local) in order to easily facilitate referrals by getting information on available services within and outside the geographical area. The Directory needs to be updated by the Field Office every semester.

The Field Office shall undertake the following for the development and updating of the Directory of Resources:

- Request the Province, City and Municipality to accomplish and submit the RR Forms to map possible resources in their respective areas.
- Consolidate RR Form 7 and submit it to PSB for National Consolidation.

PSB shall consolidate and develop the National Directory of Resources and disseminate it to all Field Offices. Field Offices will disseminate the National Directory of Resources to all LGUs (Provinces, Cities and Municipalities), NGOs and anti-trafficking stakeholders.

i. Management of Information and Communication Systems and Data Banking

1. National Recovery and Reintegration Database

Subject to availability of funds and whenever needed, PSB shall provide one (1) desktop/laptop computer per year to each FO. This shall be assigned to the focal person who is tasked in encoding and pdating cases in the NRRD.

The RRPTP regional focal person shall ensure that all trafficking cases are encoded in the NRRD by the RRPTP social worker in the Field Office. Likewise, monthly updating of encoded cases is required.

2. Trafficking in Persons (TIP) Helpline

Field Offices need to have a 24-hour helpline and available focal person to respond on the calls received by the helpline. They shall submit the contact number and name of the focal person to PSB for consolidation.

FOs should to ensure that all calls are responded to within one (1) hour and that all calls are documented for consolidation, analysis and monthly submission to PSB.

FOs should to ensure that the helpline is popularized to all LGUs, NGOs and anti-trafficking stakeholders.

Subject to availability of funds, PSB shall provide funds for communication including procurement of communication gadgets/devices/equipment whichever is applicable for the Helpline. FOs have the option of procuring a postpaid phone or a sim card and prepaid cards. The communication gadgets/devices/equipment shall be assigned to the TIP Helpline focal person and RRPTP focal person only.

j. Advocacy

Subject to availability of funds, PSB in close coordination with Social Marketing Service shall develop anti-trafficking advocacy materials such as radio plugs, bumper stickers, sticker panel boards, audio visual presentation, TV commercials, advocacy fan flyers and advocacy shirts.

Field Offices need to conduct annually at least two (2) advocacy for a/conference/meetings to promote awareness of the community on issues regarding human trafficking.

Field Offices will be allocated P50,000.00 for the conduct of advocacy campaign activities, prevention activities on activities on human trafficking including fora/discussion of programs and services which may be conducted through partnership with LGUs, barangays, business sectors or academe.

Field Offices need to coordinate with their local media and ensure support in the advocacy against trafficking in persons.

k. Project Management

1. Monitoring and Evaluation

- PSB shall conduct quarterly monitoring and technical assistance to FOs. Moreover, year-end program evaluation shall be conducted.
- Field Offices need to conduct quarterly monitoring and evaluation to LGUs on implementation of programs for trafficked persons which also includes monitoring and provision of services to trafficked persons.

- PSB and FOs need to conduct quarterly coordination meeting with project partners in order to improve/enhance program implementation.

2. Reporting

- FOs monthly submission to PSB every 5th day of the succeeding month of the following:
 - Masterlist of TIP
 - TIP Helpline monitoring
- FOs quarterly submission to PSB every 5th day of the succeeding month of the quarter of the following for consolidation, and as may be directed by the EXECOM and/or IACAT:
 - Quarterly Narrative Report
 - Fund Utilization/Financial Accomplishment Report

3. Recognition of Best Region and Focal Person

In recognition of the efforts of the program implementers, every year Certificates of Recognition shall be awarded to the Best Region and Focal Person who have showed dedication and commitment in implementing RRPTP. Below is the criterion:

- Timely implementation of program activities as reflected in their Work and Financial Plan
- Timely submission of accomplishment report
- 95-100% fund utilization report by the end of the year
- Documentation of success stories and/or best practices
- Regions with most numbers of LGU implementers of documented program for trafficked persons.
- Highest percentage of TIP provided with two or more services aside from counseling and referral.

IX. INSTITUTIONAL ARRANGEMENTS

A. DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT – CENTRAL OFFICE

Protective Services Bureau

- Provide fund augmentation support for activities of the FOs based on the PSB/FO's approved Work and Financial Plan.
- Provide technical assistance and coaching to focal persons, social workers and other service providers of the Field Offices involved in the implementation of the RRPTP.
- Provide technical assistance to DSWD residential care facilities providing services to trafficked persons.
- Conduct capability building activities at the national level.
- Consolidate Directory of Resources of social welfare and development agencies providing services to trafficked persons submitted by the FOs/concerned partner agencies.
- Conduct year-end evaluation of the program.
- Submit quarterly accomplishment report to the Office of the Undersecretary of the Operations and Programs Group who endorses this to the Office of the Secretary.
- Furnish IACAT and, whenever appropriate, other concerned agencies on report of the status of the implementation of the program.

- i. Consolidate issues and concerns of all FOs/RIACAT and elevate to the IACAT whenever necessary.
- j. Document the project, lessons learned and best practices in the implementation of the program.
- k. Monitor status of trafficked cases referred to the regional offices including cases referred to LGUs for after care services.
- l. Provide recommendation for the enhancement of the project.

Social Technology Bureau

- a. Assist in the evaluation of the program implementation in coordination with PSB
- b. Develops programs related to anti-trafficking campaign and protection and recovery of victim-survivors of trafficking.

Policy Development and Planning Bureau

- a. Monitor the progress of implementation of national policies on trafficked persons.
- b. Provide technical assistance to PSB /FOs on policies / guidelines pertaining trafficking in persons.
- c. Consolidate / prepare the annual report, copy furnish PSB.

Legal Service

- a. Provide technical assistance to PSB/ FOs on legal matters and issues.

Information Management Bureau

- a. Assign a permanent focal person to support / assist the RRPTP Project.
- b. Provide technical assistance in the administration of the NRRD System.
- c. Provide technical assistance to STB on the acquisition of ICT hardware, software and services for the institutionalization of the NRRD System.
- d. Provide technical assistance during the training and orientation on the NRRD system.
- e. Assist the STB in the review / upgrading of the database system and its maintenance.
- f. Make necessary recommendations in the enhancement of the NRRD system.

Standards Bureau

- a. Make an inventory of licensed/accredited NGOs serving trafficked persons using the RR Form 7 or the Directory of Resources.
- b. Register, license and accredit non-government organizations providing services to trafficked persons ensuring standards are complied for the community based programs and services.
- c. Monitor / recommend standards for center and community based services of NGO and LGU services to trafficked victims.
- d. Provide technical assistance on the upgrading needs of shelters in Social Welfare and Development Agencies (SWDAs).

Social Marketing Service

- a. Over-all in-charge in the development promotional materials / core messages for anti-trafficking campaigns in coordination with PSB.
- b. Spearhead the conduct of advocacy activities to promote the RRPTP.
- c. Provide technical assistance to the Regional Information Officers along the advocacy activities for RRPTP.

Financial Management Service

- a. Over-all in-charge for the proper disposition/disbursement of funds in accordance with DBM and COA rules and regulations
- b. Regular monitoring and updating of status of funds
- c. Maintain financial and accounting records.

B. INTER-AGENCY COUNCIL AGAINST TRAFFICKING (IACAT)

- a. Ensure that trafficked persons are provided with adequate and comprehensive services.
- b. Formulate comprehensive and integrated program for the prevention of trafficking and protection of trafficked persons.
- c. Promulgate rules and regulations for effective implementation of the law
- d. Monitor and oversee the implementation of the law
- e. Coordinate the programs and projects of various member-agencies
- f. Formulate programs for the reintegration of trafficked persons

C. LOCAL COMMITTEES ON TRAFFICKING –VIOLENCE AGAINST WOMEN AND THEIR CHILDREN (LCAT –VAWC)

- a. Institute policies and programs to protect women and children who are victims of trafficking and violence (formulate local ordinances and resolutions).
- b. Create and establish systems on surveillance, investigation, and rescue to ensure effective and efficient coordination.
- c. Undertake information, education and advocacy campaign against trafficking in persons and VAWC.
- d. Monitor and oversee the strict implementation of RA 9208 as amended by RA 10364, RA 9262 and other related laws for the protection of women and children, and of the IACAT and IACVAWC national plans of action.
- e. Implement the program and activities as stated in the National Plan of Action.

D. DSWD FIELD OFFICES

- a. Ensure that trafficked persons are provided with adequate and comprehensive services.
- b. Designate a staff/permanent focal person who will oversee the implementation of the RRPTP.
- c. Conduct the Regional Training relative to the implementation of the program.
- d. Provide skills enhancement, technical assistance and coaching to social workers and other service providers at the local levels.
- e. Act as Resource Person in the conduct of capability building activities in their respective regions.
- f. Supervise the implementation of the program.
- g. Develop the regional situationers on trafficking issues/Regional Directory of Resources and submits to the PSB.
- h. Conduct advocacy activities on anti-trafficking
- i. Provide technical assistance to LGUs and NGOs on the implementation of program for trafficked persons.
- j. Conduct case conference with stakeholders especially on cases of TIP clients from other regions.
- k. Conduct quarterly monitoring and year-end evaluation of the program.
- l. Submit quarterly physical and financial accomplishment reports to PSB.
- m. Document the various experiences and practices in the implementation of the program.
- n. Establish and ensure functionality of the Regional and Local Referral Networks.
- o. Utilize the National Recovery and Reintegration Database System for the generation of data and information on trafficked persons and the corresponding services provided.

p. Identify measures and resources to further strengthen the referral system and database management and administration.

E. PROVINCIAL, CITY AND MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICES (P/C/MSWDO)

- a. Provide trafficked persons with appropriate and comprehensive services.
- b. Designate the permanent P/C/MSWDO social workers / focal staff who will be trained and implement the program.
- c. Advocate for the establishment of P/C/M Council Against Trafficking.
- d. Conduct case conferences, consultation meetings, network meetings to thresh out issues, problems and concerns in the implementation of the RRPTP.
- e. Conduct advocacy activities on anti-trafficking in coordination with the Field Offices/ IAC members and other partner agencies.
- f. Utilize the National Recovery and Reintegration Database System for the generation of data and information on trafficked persons and the corresponding services provided.
- g. Prepare the City/Municipal Directory of Resources with the participation of all service providers in the city/municipality and submits to the FO.
- h. Submit quarterly / semester / annual report to the DSWD Field Office on the implementation of the RRPTP and immediately informs the same on urgent issues /concerns that need to be addressed by the Department.

X. FUND SOURCE

All programs/services/activities indicated in these guidelines shall be charged against the Recovery and Reintegration for Trafficked Persons Fund under the General Appropriations Act.

XI. EFFECTIVITY

This Memorandum Circular shall take effect immediately. This shall supersede PPG MC 2011-002 and PPG MC 2011-003.

Issued in Quezon City this 9th day of Dec. 2015.


CORAZON JULIANO – SOLIMAN
Secretary