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Memorandum Circular
No. 01
Series of 2017

Subject: Revised Guidelines on the *Pagkilala sa Natatanging Kontribusyon sa Bayan (PaNata Ko sa Bayan) Awards*

I. RATIONALE

The Department of Social Welfare and Development (DSWD) provides for social welfare and development services to the vulnerable and disadvantaged sectors in the country with the help of various stakeholders such as the Local Government Units (LGUs), Civil Society Organizations (CSOs), comprising Non-Government Organizations (NGOs) and People's Organizations (POs), Resource Agencies/Development Partners, and volunteers.

The assistance that these groups and individuals extend, combined with the selfless (selfless) commitment of the Department's (Department's) employees, have been the backbone of the agency.

Memorandum Circular No.1 series of 2000 or the *Gawad Paglilingkod sa Sambayanan* (GAPAS) launched the recognition of partners for their invaluable support during the annual anniversary celebrations of the Department. It was then amended by Memorandum Circular No.16 series of 2010, entitled "Guidelines on the *Pagkilala sa Natatanging Kontribusyon sa Bayan (PaNata Ko sa Bayan) Awards*". Various awards were presented to the stakeholders and employees who have contributed to the realization of the shared vision of empowering individuals, families and communities. Aside from the existing awards under MC 16 series of 2010, the Department, through the *Listahanan* or the National Household Targeting System for Poverty Reduction (NHTS-PR), organized the *Gawad Listahanan* to confer award to LGUs for providing services and assistance to the *Listahanan*-identified poor families through MC No. 20 of 2014 or the "Addendum to the Guidelines on the *PaNata Ko sa Bayan Awards*".

The "*Pagkilala sa Natatanging Kontribusyon sa Bayan (PaNata Ko sa Bayan) Awards*" is a spin-off from the aforementioned endeavor to encourage more individuals, groups, and organizations to support the programs and services of the Department. The *PaNata Ko sa Bayan Awards* acknowledges the efforts of the individuals, groups and organizations whose *panata* or vow is to share their resources, time and selves in providing for a better opportunity for disadvantaged sectors and for inclusive growth.

Aside from the awards previously conferred, additional awards to different groups and individuals will be granted. Criteria were developed by the concerned offices, bureaus,

services, and units (OBSUs) who have first-hand experiences in working with the stakeholders. The following are the sub-awards to be conferred to DSWD partners and stakeholders to compose the *PaNata Ko sa Bayan Awards*.

- a. *Salamat Po Award* – a commendation of Development Partners and volunteers who provided assistance in the Department’s delivery of social protection services and achievement of goals as well as a recognition to NGOs’ best practices.
- b. *Gawad sa Makabagong Teknolohiyang Panlipunan* – an award given to either Local Government Unit (LGU), (or) NGO who has introduced a new and effective social technology deemed as best practice.
- c. *GAPAS Awards* – a commendation given to (i) Local Government Unit (LGU) implementing DSWD programs and services such as Day Care Services, *Kapit-Bisig Laban sa Kahirapan* – Comprehensive and Integrated Delivery of Social Services (KALAHI-CIDSS), *Pantawid Pamilyang Pilipino Program* and Sustainable Livelihood Program enterprise and employment facilitation models and to LGUs effectively implementing a convergence initiative, the best People’s Organization i.e. the *Pag-asa Youth Association of the Philippines (PYAP)*, *Kalipunan ng mga Liping Pilipino Nasyonal (KALIPI-NASYONAL)*, National Day Care Workers Federation, Inc. (NCDWFI), Federation of Senior Citizens Association of the Philippines (FSCAP) that has significant contribution in their respective communities.
- d. *Gawad Listahanan* – an award given to LGUs for providing services and assistance to the *Listahanan*-identified poor families.
- e. *Gawad Serbisyo* - a recognition to partners in government service who have provided their significant assistance and unwavering commitment during emergencies.
- f. *Gawad Ulat* - award recognizing media organizations and media practitioners who advance the advocacy, promotion, and publicity of the Department’s programs and activities.

The awarding ceremony also serves as a venue for sharing and learning of the best experiences, technologies, and system of governance for individuals, organization, and LGUs.

II. CRITERIA

1. SALAMAT PO AWARD

1.1 Criteria for Development Partner – International/Local Organization

The Development Partner must have provided resources in cash and/or in kind for the current year for the establishment of basic facilities; health and nutrition services; educational support; capability building activities, and/or provided TA projects that support Pantawid Pamilya, SLP, KC-NCDDP, Convergence, Disaster Response, Policy Formulation, and other SP programs.

- 1.1.1 Additional Criteria for Development Partner — International Organization
 - a. Must not have received any fund augmentation support from the Department for the implantation of the project.
- 1.1.2 Additional Criteria for Development Partner — Local Organization
 - a. Must be duly registered/recognized by the Securities and Exchange Commission (SEC)

1.2 Criteria for Best Volunteers (Individual and Group/CSO)

- 1.2.1 Nominees (group and individuals) must be duly registered as volunteers of DSWD in any of the following database: (i) *Bayanihang Bayan* Program, (ii) Field Office, or (iii) National Program Management Office.
- 1.2.2 Must have rendered volunteer services consistently with the DSWD Programs and Services in institutions or communities for two (2) years up to the time of nomination.
- 1.2.3 Has performed the assigned tasks as agreed upon in the work plan or Terms of References with exemplary performance based on the following: (i) Quality of Service, (ii) Quantity of Output, (iii) Timeliness of Service.
- 1.2.4 Must have rendered the highest amount of time in one year as a volunteer.
- 1.2.5 Has observed DSWD's policies and procedures.
- 1.2.6 For group of volunteers, the organization must be registered/accredited with any of the following: (i) SEC, (ii) Philippine National Volunteers Service Coordinating Agency (PNVSCA), or (iii) by the Government.
- 1.2.7 Groups or organizations informally established but recognized as volunteers by the communities or institutions served.

1.3 Criteria for Best Non-Government Organization

- 1.3.1 Minimum Requirements
 - a. The nominee must be a registered, licensed, and accredited Social Welfare and Development Agency (SWDA).
 - b. Must be level 2 or level 3 accredited by the Department per Administrative Order 16 series of 2012 or Revised AO 17 series

of 2010 or Guidelines for Registration and Licensing of Social Welfare and Development Agencies (SWDAs) and Accreditation of Social Welfare Programs and Services.

- c. Audited financial report for the previous two consecutive years and following 80-20% program and administrative fund allocation and utilization in accordance with the DSWD standards.
- d. Annual Accomplishment Report for the previous two consecutive years.
- e. At least three years of program implementation supported by certification from the concerned LGU, written testimony of a beneficiary, photo documentation, and other certifications/citations received, if applicable.
- f. Updated Manual of Operations containing the SWDAs program and administrative policies, procedures, and strategies to attain its purpose/s among others.
- g. Must not have any pending complaints filed with DSWD or other similar bodies by an individual/organization as stated in DSWD Administrative Order No. 16 series of 2012.
- h. Must be an active member of the Area-based Standards Network (ABSNET) as certified by the Regional ABSNET Federation (RAF) President.

1.3.2 Best practice documentation with the following criteria:

- a. Effectiveness and Efficiency of Scheme - the practice must have produced exemplary results, yielded positive changes that were more than what was expected in the given time and resources. The resources needed in the execution of the practice must be reasonable or would allow the NGOs to maximize their resources with significant, long-term benefits including but not limited to the following:
 - i. Improved quality of services offered to client (e.g. additional manpower, improved competencies of staff, improved facilities and amenities)
 - ii. Increased quantity of services offered to clients (at least one (1) additional service)
 - iii. Identification and improvement/replacement of poor practices with proven strategies and programs
 - iv. Increased funding from public and private donors/sponsors interested in supporting programs and strategies based on proven track record of success.

- b. Participatory - must involve the active participation of the beneficiaries i.e. individual, group or community, other organization and/or the LGUs in the implementation of the programs and services. The contribution of the partners can be shown in any form i.e. labor, in kind, etc.

Promotion of self-reliance and self-development (the SWDA, project staff and the intended beneficiaries) are deliberately shared in such a way that self - reliance and self-development are encouraged among the target group and dependence on project input is gradually reduced.

- c. Sustainable – the result must be sustainable and must present benefits experienced or enjoyed by the beneficiaries even after the implementation of the program through:
 - i. continuous participation of beneficiaries, local communities and other partner agencies such as private organizations and commitment of other stakeholders
 - ii. Financial stability- capacity to finance recurrent cost of operational and financial self-sufficiency.
 - iii. It must foster independence of the beneficiaries from the organization.

2. GAWAD SA MAKABAGONG TEKNOLOHIYANG PANLIPUNAN

2.1 Criteria for the nominee for Best New Social Technology by either LGU or NGO/CSO

- 2.1.1 For NGOs/CSOs, they must be SEC registered and must meet the minimum requirements of DSWD registration/accreditation.
- 2.1.2 For LGUs, if the practice is implemented in a facility, the facility must be accredited by the DSWD.
- 2.1.3 Responsiveness and Effectiveness of Scheme – The technology is responsible for the improvement of the lives of the direct beneficiaries (individual, families, or groups). The programs meet the needs of the recipients along the following:
 - a. Culture-based – the technology is sensitive to the practices, traditions, and beliefs of the community.
 - b. Needs-based – the technology responds to identified emerging needs and demands of the people based on the result of researches.
 - c. Rights-based – the program beneficiaries are accorded basic social services which protect, promote, or fulfill their basic human rights.

- d. Gender-Sensitive – The program is integrating a more gender-sensitive approach in responding to any gender-related issues/concerns.
- e. Area-focused – the program respects and caters to the uniqueness of one area from another but can still be adapted to suit other areas.
- 2.1.4 Innovativeness – the program demonstrates new strategies/techniques/models in addressing a social issue.
- 2.1.5 Transparency – every amount spent on the program is presented to the public through a multi-level reporting and monitoring system with participations of other stakeholders through check and balance with counterparts.
- 2.1.6 Sustainability – capacity of the organization to manage and deliver a social technology over a long period of time through the following:
 - a. Institutional Sustainability – ensuring that stakeholders are technically and efficiently capable of managing the project through the following:
 - i. Creating a strong commitment to program goals with the ability to come up with operations and monitoring plans.
 - ii. Involvement of all stakeholders through sustained collaborative mechanism.
 - iii. Conduct of capacity based on training needs identified by stakeholders' beneficiaries.
 - b. Financial sustainability – with continuous efforts to sustain the financial capability of LGUs and NGOs/CSOs to deliver services by establishing sustainable revenue generating projects.
- 2.1.7 Replicability – the technology must be replicable to other partners, implementers, and stakeholders with specific and realistic goals, measurable and attainable outputs, and time bounded with documented success stories (for consultation).

3. *GAWAD PAGLILINGKOD SA SAMBAYANAN (GAPAS) AWARD*

General criteria for all LGUs nominated for GAPAS Award

- a. Must have been implementing SWD programs and services for the past three-years.

- b. Must have been able to provide counterparts (cash or in-kind), required or not, for the implementation of the programs and services.
- c. With resolutions/ordinances passed in support of and for institutionalization of the programs and services.
- d. Must have submitted updated reports (accomplishment/financial/progress) to the FOs.
- e. Must have incorporated in the LGUs Annual Work and Financial Plan the project implementation.
- f. Must have documented best practice on the implementation.

3.1 Additional Criteria for Model LGU Implementing Day Care Services (DCS)

- 3.1.1 All barangays must have at least one (1) Day Care Center (DCC) and a Day Care Worker (DCW).
- 3.1.2 With 85% of its barangays with functional barangay council for the protection of children (BCPC) with passed resolutions/ordinances and programs for children.
- 3.1.3 With existing investment plan for children to include the development plan for children ages 0 to below 18 years old.
- 3.1.4 With at least 80 % of DCCs and DCWs accredited.
- 3.1.5 Salary/honorarium of the Day Care Workers should be Salary Grade 6 (equivalent to PhP 6,000.00) or above.
- 3.1.6 Has at least 95% enrolment/participation rates among children in the Early Childhood Care Population in the barangays.
- 3.1.7 Must have a maximum of 10% drop-out rate among enrollees.
- 3.1.8 LGU has initiated/organized capability building activities for DCWs and/or other activities for DCCs.
- 3.1.9 DCCs have organized Day Care Support Parents' Group with set of officers and policies implemented.

3.2 Additional Criteria for Model LGU Implementing KALAHI-CIDSS

- 3.2.1 Demonstrated success in meeting key performance indicators
 - 3.2.1.1 On track implementation in at least 3 consecutive cycles of KALAHI-CIDSS.
 - 3.2.1.2 Sub-projects are completed within cost, time, and quality standards.
 - 3.2.1.3 Effective use and utilization of project resource (no adverse fiduciary findings).

- 3.2.1.4 Functional Municipal Inter-Agency Structure (MIAC) provides timely and consistent technical support to communities.
- 3.2.1.5 Exercise of effective leadership by LCE and *Sangguniang Bayan* in championing CDD adoption in the municipality (proactive, open, and consultative mechanism are in place to encourage dialogue and partnership with citizens, supportive policies for CDD implementation are passed, local counterpart contribution is provided on time, Local Chief Executive chairs Municipal Inter-Agency Council, Municipal Inter-Barangay Forum and other coordinative meetings, Municipal Coordinating Team is in place and functional, LGU assists or leads in operation and maintenance of completed sub-projects).
- 3.2.1.6 Relevant information is disclosed by LGU (budgets, list of projects) in order to promote transparency and accountability.

3.2.2 Innovation – The LGU has added value to the implementation by using an innovative or new strategy in order to effectively implement KALAHI-CIDSS in the municipality.

3.2.3. Results

- 3.2.3.1 The implementation of the LGU leads to clear or promising results or outcomes on the well-being of the communities.
- 3.2.3.2 Empowerment of the community members
- 3.2.3.3 Empowerment of poor, marginalized, and vulnerable sectors

3.3 Additional Criteria for Model LGU implementing Protective Programs and Services (for national programs and for developed programs)

- 3.3.1 At least 80% of LGUs (provinces/municipalities/cities/barangays) with functional Local Council for the Protection of Children, Local Council on Anti-Trafficking-Violence Against Women and Children;
- 3.3.2 At least 80% of LGUs with established Barangay VAW Desk and VAW Desk focal person;
- 3.3.3 Must have residential care facility managed, operated, and funded by the LGU;
- 3.3.4 With all VAWC cases documented and reported to DSWD Field Offices;

- 3.3.5 Must have a separate personnel and regular fund allocation for individuals in crisis situation (women, children, older persons, Indigenous Peoples, and Persons with Disabilities);
- 3.3.6 Must have at least 1 Social Worker supervised and managed Gender-Based Violence cases at temporary shelter;
- 3.3.7 Must have responded to the highest incidence of Gender-Based Violence cases in the Municipality;
- 3.3.8 Must have regularly provided the benefits to Senior Citizens;
- 3.3.9 Must have local counterpart to their older persons constituents;
- 3.3.10 Must have innovative programs/activities for their older person constituents;
- 3.3.11 Must have regularly provided feeding to Day Care children;
- 3.3.12 Must have followed the menu required by the National Nutrition Council.

3.4 Additional Criteria for LGU implementing outstanding Sustainable Livelihood Program Microenterprise Development Model

- 3.4.1 Representation - Qualifying LGUs must have been recognized in the previous *Bangon Kabuhayan* Awards.
- 3.4.2 Participation - Provided counterparts aid such as financial assistance, or infrastructures, technologies, and equipment for the implementation of Sustainable Livelihood Program; guided the SLP participants in planning and assisted in the program implementation; and generated additional employment opportunities for the program participants.
- 3.4.3 Transparency, Accountability - Forwarded updated reports (accomplishment/financial/progress) to the FOs or SLP RPMOs.
- 3.4.4 Civic Engagement - Linked with external stakeholders of the sustainability of the livelihood program.
- 3.4.5 Effectiveness, Equity - The Municipal Social Welfare Development Officer (MSWDO) and/or the LGU Livelihood Worker must have conducted socio-economic profiling or livelihood assessments.
- 3.4.6 Sustainability - Developed comprehensive work and financial plans, as well as multi-year strategic plans with particular consideration to SLP; and put forward resolutions or ordinances in support of and for institutionalization of SLP endeavors.

3.5 Additional Criteria for LGU implementing outstanding Sustainable Livelihood Program Employment Facilitation Model

- 3.5.1 Representation - Qualifying LGUs must have been recognized in the previous *Bangon Kabuhayan* Awards.

- 3.5.2 Participation - Provided counterparts aid such as financial and technical assistance for the implementation of Sustainable Livelihood Program; guided the SLP participants in planning and assisted in the program implementation; and generated additional employment opportunities for the program participants.
- 3.5.3 Transparency, Accountability - Forwarded updated reports (accomplishment/financial/progress) to the FOs or SLP RPMOs.
- 3.5.4 Civic Engagement - Linked with external stakeholders for the sustainability of the program.
- 3.5.5 Effectiveness, Equity - The Municipal Social Welfare Development Officer (MSWDO) and/or the LGU Livelihood Worker must have conducted socio-economic profiling.
- 3.5.6 Sustainability - Developed comprehensive work and financial plans, as well as multi-year strategic plans with particular consideration to SLP; and put forward resolutions or ordinances in support of and for institutionalization of SLP endeavors.

3.6 Additional Criteria for Model LGU Supporting the Implementation of *Pantawid Pamilyang Pilipino* Program

- 3.6.1 The Local Government Unit provided mechanisms in the form of standards, guidelines, resolutions, ordinance, strategies, and/or policies (40%) supporting *Pantawid Pamilyang Pilipino* Program which include:
 - 3.6.1.1 instituted "innovations" on local policies to benefit the beneficiaries in particular and the program in general;
 - 3.6.1.2 policies, projects, or facilities that address the supply side requirements in complying with the conditionalities of the program;
 - 3.6.1.3 any other policies/guidelines that support the improvement of service delivery to the beneficiaries and in the attainment of the objectives of the program

Means of Verification: Copies of standards, guidelines, resolutions, ordinance, strategies and/or policies from the LGU related to *Pantawid Pamilyang Pilipino* Program

- 3.6.2 Initiative of the Local Chief Executive in conducting consultation meetings, planning, and monitoring related to *Pantawid Pamilyang Pilipino* Program (25%)

Means of Verification: Minutes of the Meetings initiated / attended by the local chief executive related to *Pantawid Pamilyang Pilipino* Program during the year of nomination

- 3.6.3 Local Government Unit support / provision to the *Pantawid* personnel or its beneficiaries in any of the following assistance (35%):
 - 3.6.3.1 Capacity Building Program for *Pantawid* personnel;

- 3.6.3.2 Facilities that cater *Pantawid* personnel (such as: office space in the provincial, municipal, or barangay level, etc.);
- 3.6.3.3 Provision of mobile vehicles to *Pantawid* beneficiaries living in the remote or GIDA areas in order to get their cash grants;
- 3.6.3.4 Any other logistics/supplies/resources provision for municipal / city links and/or beneficiaries (for Family / Youth Development Sessions, etc.)
Means of Verification: Documents showing LGU's support to *Pantawid* workers and beneficiaries / constituents.

3.7 Criteria for Gawad Best Convergence Initiative

- 3.7.1 Demonstrated convergence at the local level by directing complimentary programs toward specified target beneficiaries. The LGU's intervention builds on the existing social welfare and development programs being implemented in the LGU and harmonizes existing financial, physical, and human resources to achieve desired results.
- 3.7.2 Focused on targeted beneficiaries – The LGU convergence initiative benefits the poor and vulnerable population identified in the DSWD *Pantawid Pamilyang Pilipino* Program, Sustainable Livelihood Program and KALAHI-CIDSS.
- 3.7.3 Analyses and intervenes based on SWDI assessment – The LGU Convergence initiative uses SWDI in assessing the condition and needs of its target beneficiaries and responds accordingly.
- 3.7.4 Functional City/ Municipal Inter-Agency Committee – The C/MIAC is able to provide timely and consistent technical support to communities.

3.8 Criteria for Best People's Organization

- 3.8.1 Recognized in the community/ organized and operational for the past 3 years
- 3.8.2 Has a valid SEC registration certificate
- 3.8.3 Regular monthly meetings are conducted
- 3.8.4 Has an updated annual progress and accomplishment report
- 3.8.5 Has Annual Plan of Action with corresponding budget
- 3.8.6 Has monitoring and evaluation scheme of the program
- 3.8.7 With existing local and national networks
- 3.8.8 Has been implementing innovative programs/projects and activities for its members
- 3.8.9 Practices transparency on organizational transactions

4. GAWAD LISTAHANAN

- 4.1 LGUs may be nominated to the competition provided that they follow a set of minimum standards:
 - 4.1.1 Must have an active Memorandum of Agreement with the DSWD on *Listahanan* data sharing;
 - 4.1.2 Funded and implemented a social protection program that provide direct service/intervention to the *Listahanan*-identified poor, such as, but not, limited to do Scholarships, Medical Assistance, and Skills/Livelihood Trainings; and
 - 4.1.3 Must be 100% Compliant with the annual reportorial requirement of data sharing as stipulated in the agreement (submission of updated report on the list of programs and their respective beneficiaries, who were identified using the database).
 - 4.1.4 Must have passed a *Sanggunian Bayan/Panglungsod* resolution/ordinance in support of the institutionalization of the *Listahanan* database as a reference for selection of beneficiaries for social protection programs and services.
- 4.2 Qualified LGUs will be classified under one of three categories: Municipal, City, or Provincial Government. They will be evaluated based on the following criteria and using the prescribed evaluation form:
 - 4.2.1 Compliance to the Data Sharing Agreement
 - 4.2.1.1 Use of the *Listahanan* database for beneficiary selection as evidence by feedback reports on data utilization and name matching results.
 - 4.2.1.2 Integration of *Listahanan* in all its social marketing activities, raising awareness on the use of the targeting system identifying beneficiaries of social protection programs and/or projects.
 - 4.2.2 Innovation- Use of *Listahanan* database as reference for crafting local development plans as evidenced by proposals and other program documents.

5. GAWAD SERBISYO

- 5.1 Must have exemplified humanitarian assistance, timely services and logistical support specifically during relief services, emergency assistance, and disaster operation.

6. GAWAD ULAT

- 6.1 Media organizations and media practitioners must have given solid support to the DSWD through publication in print media and airing in broadcast media, of positive social welfare and development stories and have committed to advance the promotions, publicity, and advocacy efforts of the Department.

- 6.2 The nominees will be classified under four (4) categories: (a) Print, for Most DSWD-Supportive Newspaper; (b) Television, for Most DSWD-Supportive TV Station; (c) Radio, for Most DSWD-Supportive Radio Station; and (d) Most DSWD-Supportive Beat Reporter (for Print category only). The following general criteria shall be applied to all awards categories:

- 6.2.1. Must have helped in promoting public awareness and understanding of social welfare and development programs, projects, and services;
- 6.2.2. Must have shown originality and creativity in reporting SWD issues and concerns;
- 6.2.3. Must have demonstrated quality of writing and reporting.

- 6.3. Criteria for selection in each awards category are as follows:

- 6.3.1. For Print, the nominees must have provided free column centimeters for the publication of positive DSWD stories, letters to the editor, public service announcements, photos, and other DSWD-related articles, with the following considerations:

- 6.3.1.1. Only those published within the period under review (2011) will be counted by the SMS.
- 6.3.1.2. The total number of column centimeters shall be monetized accordingly based on the average cost of per column centimeter of PhP 300.00 at the national level (prevailing rate in respective areas may vary).
- 6.3.1.3. The media organization which provided the highest amount of free print space shall be declared winner.

- 6.3.2. For Television, the nominees must have provided free television airtime for the broadcast of positive DSWD stories, public service

announcements, and media interviews of DSWD officials, beneficiaries, and stakeholders, with the following considerations:

6.3.2.1. The SMS shall list down the monitored segments discussing positive DSWD programs, services, issues and concerns aired within the concerned year.

6.3.2.2. The average cost of primetime airtime for TV is PhP 345,000 per 30 seconds.

6.3.2.3. The media organization which provided the highest amount of free airtime shall be declared winner.

6.3.3. For Radio, the nominees must have provided free radio airtime for the broadcast of positive DSWD stories, public service announcements, and media interviews of DSWD officials, beneficiaries, and stakeholders, with the following considerations:

6.3.3.1. The SMS shall list down the monitored segments discussing positive DSWD programs, services, issues and concerns aired within the concerned year.

6.3.3.2. The average cost of primetime airtime for radio stations is PhP 244, 743 per 30 seconds.

6.3.3.3. The media organization which provided the highest amount of free airtime shall be declared winner.

6.3.4. For Beat Reporter, the nominees must have caused the publication of the most number of positive DSWD stories, with the following considerations:

6.3.4.1. This category is exclusively for Print since there are no regular beat reporters for TV.

6.3.4.2. The SMS shall list down all the beat reporters who are assigned to the DSWD. The SMS/SMU will then make an inventory of the stories written by the concerned reporter and published in the particular newspaper.

6.3.4.3. The reporter with the most number of positive stories written shall be declared winner.

6.4. Social Media Advocates

6.4.1. Special recognition will be given to individuals actively promoting and advocating DSWD programs and services through their blogs and social media accounts.

6.4.2. They will receive plaques of appreciation.

6.5. These criteria will be followed by the Social Marketing Units (SMUs) in the Field Offices. SMS shall only choose national media practitioners. In choosing most supportive broadcast stations, the SMUs shall get the average cost of radio and television airtime based on the prevailing rate in their respective

areas. They may confer their own *Gawad Ulat* awards during their respective FOs' anniversary celebrations.

III. PROCESS OF NOMINATION, SELECTION, AND JUDGING

1. Schedule of Nomination, Selection, and Judging

- a. Call for nomination will be done every July.
- b. Submission of nomination including supporting documents will be done from September 1 to 30, or as indicated in the call for nomination. Submissions outside this period will no longer be accepted. Likewise, entries with incomplete submission of supporting documents shall not be given due course.
- c. Screening/desk review of submitted nominations shall be done within two weeks after the deadline of submission, but not later than October 15.
- d. On-site validation of shortlisted nominees will be conducted within one month following the completion of screening/desk review, but not later than November 15.

2. Submission of Nomination

- a. The DSWD Field Office, Attached agencies and the Offices/Bureaus/Services/Units (OBSUs) from the DSWD Central office (hereto referred as nominators), may nominate or endorse nominations to the Awards Committee.
- b. The nominators shall submit one nominee for each category. Should there be more than one nominee, the nominators shall pre-screen and select which among the nominees shall be submitted to the National Committee.
- c. In case no nominee for an award category is submitted, the lead office of said category may facilitate the nomination, subject to the screening and approval of the Committee.
- d. DSWD Field Office shall communicate in writing if they have no nominees for submission to the Committee. The same requirement may be requested by the Committee from the attached agencies and the OBSUs at the DSWD Central Office.
- e. Previous nominees may be re-nominated in the succeeding year supported by a new justification to supplement previous nomination.
- f. Nominees should not be related within the third degree of consanguinity or affinity with any member of the incumbent "*PaNata Ko sa Bayan Awards*" Committee.

- g. Awardees of the same award category for three consecutive years shall be conferred with the Hall of Fame Award. Hall of Fame awardee/s shall not be nominated in the succeeding year for the same award category following the conferment of the Hall of Fame Award. Nomination for the same category may be made after one year. Nevertheless, the awardee may be nominated in the succeeding year to a category other than that for which the Hall of Fame Award was conferred.

3. Screening

- a. The committee shall screen and review all the entries for accuracy and completeness in accordance to the guidelines and other criteria, as may be identified by the committee.
- b. The committee shall use the applicable evaluation tools in screening the nominees and in identifying shortlisted nominees.
- c. The nominator must be ready to present the original documents to the committee as part of the deliberations.

4. Validation

- a. The Committee shall conduct validation through (i) site visits, (ii) conduct of interviews, and (iii) other means of verification.
- b. Validation shall be done for all shortlisted nominees.

5. Final Selection

- a. Final selection of awardee/s shall be done upon completion of the screening and validation.

6. Nomination and selection results

- a. Shortlisted nominees and final awardee/s shall be endorsed by the Head of the Lead office to the Chair to be presented to the Committee and subsequently to the EXECOM for concurrence and/or approval.
- b. Notice of the result of the selection shall be sent to all the awardees and nominators.

IV. AWARDING

- 1. The awarding of winners shall be done in a ceremony during the annual DSWD anniversary celebration.

2. The awardee/s will receive a plaque citing the highlights of their contribution and/or significance of their partnership with the Department.
3. Developmental incentives shall be given to the following awardees as per budget allotted every year from the DSWD anniversary Budget
 - a. *Salamat Po* for Best Volunteer (Individual and Group) and for best NGO
 - b. *Gawad sa Makabagong Teknolohiyang Panlipunan*
 - c. GAPAS
 - d. *Gawad Listahanan*
 - e. *Gawad Serbisyo*
 - f. *Gawad Ulat*
 - g. Other award category as may be recommended by the Committee/EXECOM
4. The amount of the developmental incentives shall be subject to review by the Committee every three years.

V. INSTITUTIONAL ARRANGEMENTS

1. Appointment of an Undersecretary or Assistant Secretary as chair of the Awards Committee shall be done every two years on a rotational basis.
2. The Chair shall convene the Committee on or before July of every year. The Committee members and respective roles are indicated below. Other OBSUs shall be included as member of the committee, as applicable.

Bureau/Office	Roles
Technical Assistant Unit (TAU)	Leading the screening and selection of awardee/s for <i>Salamat Po</i> Award – International Development Agency
Administrative Service (AS)	Leading the screening and selection of awardee/s for (i) <i>Salamat Po</i> Award – Local organization institutions and (ii) for <i>Gawad Serbisyo</i>
Standards Bureau (SB)	Lead office for the screening and selection of awardee/s for Best NGO/s under the <i>Salamat Po</i> Award
Capacity Building Bureau (CBB)	Leading the screening and selection of awardee/s for Best Volunteers (i) individual and (ii) group under <i>Salamat Po</i> Award
Social Technology Bureau (STB)	Lead the screening and selection of awardee/s for <i>Gawad Makabagong Teknolohiyang Panlipunan</i>
Protective Services Bureau (PSB)	Lead the screening and selection of awardee/s (i) for Model LGUs implementing Protective Programs and services (ii) for Best People's Organization
Kapit-Bisig Laban sa Kahirapan – Comprehensive and Integrated	Lead the screening and selection of awardee/s for Model LGU implementing KALAHI-CIDSS NCDP

Bureau/Office	Roles
Delivery of Social Services (KALAHI-CIDSS)	
Sustainable Livelihood Program (SLP)	Lead the screening and selection awardee/s for Model LGU implementing outstanding SLP enterprise and employment facilitation models
Information Management Bureau (IMB)/National Housing Targeting Office (NHTO)	Lead the screening and selection of awardee/s for <i>Gawad Listahanan</i>
<i>Pantawid Pamilyang Pilipino</i> Program NPMO	Lead the screening and selection of awardee/s for LGU supporting the implementation of 4Ps
OPG – National Convergence Technical Support Unit (NCTSU)	Lead the screening and selection of awardee/s for Best Convergence Initiative
Policy Development and Planning Bureau (PDPB)	Provide support in the screening of awardee/s and other activities in the conduct of awarding
Procurement Service (PS)	Provide TA on and facilitate processing of procurement and financial transactions for the <i>PaNata</i> Awards
Financial Management Service (FMS)	
Social Marketing Service (SMS)	Provide TA on the documentation and program of the event and brand design application of the tokens; lead the screening and selection of awardee/s for <i>Gawad Ulat</i>

3. Sub-committees shall be created to take charge of the activities and logistics necessary in the preparation and actual conduct of the awarding ceremony.
4. The lead office for each award category shall facilitate the following:
 - a. Develop or update evaluation tool for the selection of awardees and review/set criteria, as applicable
 - b. Identify at least two OBSU members of committee to be part of the screening and selection of nominees for the respective award category to ensure impartiality and transparency. (already identify the other OBSUs)
 - c. Follow up submission of nominations from the FOs, attached agencies, and OBSUs
 - d. Schedule and facilitate screening and validation of nominees
 - e. Submit shortlisted nominees and final awardees to the Committee
 - f. Follow up confirmation of attendance awardees in the awarding and coordinates other arrangements for the awardees
5. The OBSU committee members aside from the roles indicated above shall undertake the following:

- a. Identify their principal and alternate representatives to the committee
 - b. Provide support to the Chair in the preparation for and conduct of the awarding ceremony.
 - c. Perform other activities in relation to the selection of awardees and conduct of the awarding ceremony.
6. The chair shall identify a secretariat that will provide technical and administrative support to the committee, which include but are not limited to the following:
 - a. Assist the chair in convening the committee and in the conduct of meetings;
 - b. Prepare highlights of meeting and follow through agreements and deliverables of the committee members;
 - c. Prepare correspondence for the dissemination of information pertaining to the *PaNata Awards* and other related documents;
 - d. Prepare the project proposal and procurement and financial documentary requirements of the Committee;
 - e. Coordinate activities of the committee;
 - f. Perform other activities as may be directed by the chair.
 7. All FOs shall create their respective Committee/s that will handle the identification and selection process of regional nominees for all the categories for onward submission to the National Committee.
 8. Winners may be invited to participate in activities organized by the anniversary Committee or other OBSUs as a resource person e.g. ABSENT meetings, special events or other similar activities to advocate the principles of the award and the vision of the department.

VI. EFFECTIVITY

This Memorandum Circular supersedes Memorandum Circular No. 16 series of 2010 otherwise known as Guidelines on the *Pagkilala sa Natatanging Kontribusyon sa Bayan (PaNata Ko sa Bayan) Award* and shall take effect immediately upon its approval.

Issued this 10th day of Jan. 2017 Quezon City, Philippines.


 JUDY M. TAGUIWALO
 Secretary

Certified Copy:


 EMYLOU B. MIRAVALLES
 OIC-Chief, General Services Division

SALAMAT PO AWARD: DEVELOPMENT PARTNER

(C/O TAU)

Development Partner:

Field Office:

Key Evaluation Areas	Yes	No	Means of Verification
1. The DP provided resources in cash and/or in kind for the establishment of basic facilities; health and nutrition services; educational support; capability building activities and/or provided TA projects that support <i>Pantawid Pamilya</i> , SLP, KC-NCDDP, Convergence, Disaster Response, Policy Formulation and other SP programs.			Copy of Grant Agreements / Contracts / Project Completion Reports
2. Provided resource to DSWD for the year			Copy of TA Grant Agreements / Contracts / Project Completion Reports

RATED BY:

CONFIRMED BY:

Name, Position and Signature

Name, Position and Signature

SALAMAT PO AWARD: BEST VOLUNTEER

C/O CBB

Name of Nominee:

Field Office:

Key Evaluation Areas	Rating	Weight	Means of Verification	Grading System
A. Nominees (group and individuals) must be as volunteers of DSWD in any of the following: <i>Bayanihang Bayan</i> Program, Field Office Database, and National Program Management Office Database (10%)				
Duly Registered Volunteer/s		10%	Volunteer Management Databases	Not registered= 0% Registered= 10%
B. Must have rendered volunteer services consistently with the DSWD programs and services in institutions or communities for two (2) years up to the time of nomination (25%)				
Two (2) Years Volunteer Service		25%	A) Volunteer Management Duty Records B) DSWD Operations Logbooks C) Attendance sheets, etc.	Less than 2 years = 0% 2 years= 15-20% More than 2 years = 25%
C. Has performed at the assigned tasks as agreed upon in the work plan or Terms References with exemplary performance based on the following (40%)				
Quality of Service		20%	A) Volunteer Management Duty Records B) DSWD Operations Logbooks	Below Standard = 0% Average = 10% Above Average = 15% Outstanding = 20%
Quality of Outputs		10%	A) Volunteer Management Duty Records B) DSWD Operations Logbooks	Less than target = 0%-6% Equals the Target = 7% More than the target = 8%-10%
Timeliness of Delivery of Service		10%	A) Volunteer Management Duty Records B) DSWD Operations Logbooks	Late delivery = 0% On Time = 7% Ahead of Schedule = 10%

D. Must have rendered the highest amount of time in one year as a volunteer (10%)				
Highest Time Rendered		10%	A) Volunteer Management Duty Records B) DSWD Operations Logbooks	Highest Time /Frequency of services =10%
E. Has Observed DSWD's internal policies and procedure (15%** (10 far Group Volunteers				
Compliance to DSWD Volunteer Management (<i>Bayanihang Bayan</i> Program) protocols and Policies		10%	D) Volunteer Management Duty Records E) DSWD Operations Logbooks	Non- Compliance = 0% Partial Compliance = 7%** (5%) Full Compliance + 15 % ** (10%)
F. For group of volunteers, the organized with SEC Registration and/or duly registered by the Philippine National Volunteers Service Coordinating Agency (PNVSCA) or granted accreditation by the government, or is informally established but is recognized as a volunteer organization by communities, groups or institution it serves				
Registered/Recognized Groups (Formal or Informal)		5%	A) SEC Registration B) PNVSCA Registration C) Government Accreditation D) Recognized by Client Community	Non-Registered = 0% Registered/Recognized= 5%

RATED BY:

Name, Position and Signature

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Name, Position and Signature

SALAMAT PO AWARD: BEST NON-GOVERNMENT ORGANIZATION

C/O SB

Name of LGU:

Field Office:

Name of Nominee:

CRITERIA Minimum Requirements (Preferably with Level II and Level III Accreditation)	SCORE	RATING	REMARKS
1. Criteria on continuing compliance	(35%)		
a. Valid SEC Registration and DSWD Registration, License and Accreditation (RLA) certificates	5		
b. Audited Financial Report for the previous two (2) consecutive years within timeline	5		
c. Annual Report for the two (2) consecutive years	5		
d. At least 3 years of program implementation supported by certification from the concerned LGU written testimony of a beneficiary photo documentation and other certification/citation received, if applicable	5		
e. Updated Manual of Operation containing the SWDA program and administrative policies, procedures and strategies to attain its purpose/s among others	5		
2. Must not have any pending complaints filed with DSWD or other similar bodies by an individual/organization as stated in Administrative Order No. 16, series of 2014.	5		
3. Must be an active member of Area-Based Standards Network (ABSNET). Means of Verification: a. Endorsement from the Cluster President	5		

4. Must have a documented Best Practice with the following Criteria:	(65%)		
<p>4.1 Effectiveness and Efficiency of Scheme</p> <p>The practice must have produced exemplary results, yielded positive changes that were more than what was expected in the given time and resources. The resources needed in the execution of the practice must be reasonable or would allow the NGOs to maximize their resources.</p> <p>Means of Verification:</p> <ol style="list-style-type: none"> Objectives are attained More than the identified targets were accomplished Maintained savings from resource utilization Introduced complemented innovative programs/ strategies 	25		
<p>4.2 Participatory</p> <p>Must involve the active participation of the beneficiaries i.e. individual, group or community, other organization and/or the LGUs in the implementation of the program. The contribution of the partners can be shown in any form i.e. labor, in kind, etc.</p> <p>Means of Verification:</p> <ol style="list-style-type: none"> Documented participation of the community/beneficiaries Active partnership with other office/NGAs/NGOs 	20		
<p>4.3 Sustainable</p> <p>The results must be sustainable and must present benefits experienced or enjoyed by the beneficiaries even after the implementation of the program. It must not foster the dependency of the beneficiaries on the organization.</p> <p>Means of verification:</p> <ol style="list-style-type: none"> Beneficiaries are empowered to live independently, with high level of motivation to lead a group and the community. Foster independency among the beneficiaries. 	20		
TOTAL	100%		

RATED BY:

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 Name, Position and Signature

 Name, Position and Signature

GAWAD SA MAKABAGONG TEKNOLOHIYANG PANLIPUNAN

C/O STB

Name of LGU:

Field Office:

Name of Nominee:

Key Evaluation	Means of Verification	Grading System/Indicators	Weight	Rating
RESPONSIVENESS AND EFFECTIVENESS				
CULTURE-BASED			5%	
NEEDS-BASED			5%	
RIGHTS-BASED			5%	
GENDER- SENSITIVE			5%	
AREA-FOCUSED			5%	
INNOVATIVENESS				
INNOVATIVENESS			25%	
TRANSPARENCY				
TRANSPERANCY			10%	
SUSTAINABILITY				
INSTITUTIONAL SUSTAINABILITY			10%	
FINANCIAL SUSTAINABILITY			10%	
REPLICABILITY				
REPLICABILITY			15%	
DOCUMENTATION				
Additional evidence to support your nomination. (may not) be part of criteria but will show evidence of LGU's leadership and good governance practices			5%	

RATED BY:

CONFIRMED BY:

Name, Position and Signature

Name, Position and Signature

GAPAS AWARD: BEST PEOPLE'S ORGANIZATION (PO)

Name of LGU:

Field Office:

Name of PO:

Key Evaluation Areas	Rating	Weight	Means of Verification	Grading System
I. PO organized, recognized and operational in the community for the past 3 years		15%	<ol style="list-style-type: none"> 1. Certification from an LGU reflecting the functionality of the PO 2. List of organizational officers including committees and members 	<ol style="list-style-type: none"> 1. Below standards: 79% 2. Above standards: 15%
II. PO registered and affiliated to any Accrediting Agency and network		10%	<ol style="list-style-type: none"> 1. With SEC registration or certificate from any Accrediting Agency 2. Membership of any network with certificate of affiliation 	<ol style="list-style-type: none"> 1. Below standards: 5% 2. Above standards: 10%
III. PO conduct regular meetings		15%	<ol style="list-style-type: none"> 1. Agenda and minutes of the meeting 2. List of issues and gaps identified on program/project implementation 	<ol style="list-style-type: none"> 1. Minimum standards: 7% 2. Above standards: 15%
IV. PO has plan of Action with corresponding budget		15%	<ol style="list-style-type: none"> 1. Copy of Annual Plan of Action 2. With Budget source from the organization at least P50,000 	<ol style="list-style-type: none"> 1. Below standards: 7% 2. Above standards: 15%
V. PO submitted annual accomplishment report to LGUs or FOs		10%	<ol style="list-style-type: none"> 1. Copy of annual accomplishment report 	<ol style="list-style-type: none"> 1. Delayed: 1-6% 2. Timely & Consistent: 7%-10%
VI. PO has existing monitoring and evaluation tool used in monitoring evaluating the projects and activities implemented		10%	<ol style="list-style-type: none"> 1. Copy of Monitoring and Evaluation Tool 2. Copy of result on Monitoring and Evaluation of programs/projects 	<ol style="list-style-type: none"> 1. Minimum standards: 5% 2. Above standards: 10%
VII. PO has innovative programs and services implemented for the members		10%	<ol style="list-style-type: none"> 1. List of programs/services implemented 2. List of members benefited from the programs and services 	<ol style="list-style-type: none"> 1. Minimum standards: 5% 2. Above standards: 10%

VIII. PO practice participatory and good governance approach in managing organizational activities		15%	<ol style="list-style-type: none"> 1. Attendance sheets during consultation meetings or special meetings 2. List of officers and members in a various committees handling funds 3. List of issues and concerns raised by the members 	<ol style="list-style-type: none"> 1. Attendance sheets during meetings: 5% 2. Officers and members handling funds for project implementation: 10% 3. Presence of 3 indicators: 15%
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RATED BY:

CONFIRMED BY:

Name, Position and Signature

Name, Position and Signature

GAPAS AWARD: MODEL LGU IMPLEMENTING KALAHI-CIDSS

Name of LGU:

Field Office:

Name of PO:

Key Evaluation Areas	Rating	Weight	Means of Verification	Grading System
A. Demonstrated success in meeting key performance indicators (50%)				
I. On track implementation in at least 2 consecutive cycles of KALAHI-CIDSS		10%	CEAC TRACKING	Delayed: 1-6% On Time: 7% Ahead of Time: 8% -10%
II. b. Sub-projects are completed within cost, time and quality standards		10%	KPI (SPI DB)	Below standards, beyond time and cost: 1%-5% Beyond standards, less cost and time: 6%-10%
III. Effective use and utilization of project resource (no adverse fiduciary findings.)		10%	Finance Records	Not address: 1-6% With findings but addressed: 7%-8% No findings: 9%-10%
IV. Functional Municipal Inter-Agency Structure (MIAC provides timely and consistent technical support to communities.)		10%	KPI (SPI DB)	Delayed: 1-6% Timely & Consistent: 7%-10%
V. Exercise of effective leadership by LCE and <i>Sangguniang Bayan</i> in championing CDD adoption in the municipality (proactive, open and consultative mechanisms are passed, local counterpart contribution is provided on time , LCE chairs MIAC, MIBF and other coordinative meetings, MCT is in place and functional, LGU assists or leads in operation and maintenance of completed sub-projects).		5%	Report from RPMO	With gaps on expected performance: 1-3% Effective: 4%-5%
VI. Relevant information is disclosed by LGU (budgets, lists of projects) in order to promote transparency and accountability.		5%	Report from RPMO (Including AR)	Partial disclosure of information: 1%-3% Full disclosure of Information : 4%-5%

B. Innovation 25%				
VII. The LGU has added value to the implementation by using an innovative or new strategy in order to effectively implement KALAHI-CIDSS in the municipality.		25%	RPMO Report	No Innovation: 0-15% Implement as planned with Innovation: 6%-20% Above standard: 21% - 25%
C. Results 25%				
VIII. The Implementation of the LGU leads to clear or promising results or outcomes on the well being		10%	Increased CIPI	Same Level: 1%-7% Improve : 8%-10%
IX. Empowerment of community members		10%	Leadership KPI (DB)	Not all volunteers were trained: 1%-6% All volunteers were trained: 7%-10 %
X. Empowerment of poor, marginalized and vulnerable sectors		5%	Participation in KC Activities	Below 50% of marginalized participate in decision making: 1%-3% Above 50% of marginalized participate in decision making: 4%-5%

RATED BY:

CONFIRMED BY:

Name, Position and Signature

Name, Position and Signature

GAPAS AWARD: MODEL LGU IMPLEMENTING DAY CARE SERVICE

Name of LGU:

Field Office:

Name of PO:

Key Evaluation Areas	Rating	Weight	MOV	Grading System
I. All barangays have at least 1 DCC and a DCW		15%	ECCD-IS/LSWDO Quarterly Report on ECCD	Compliant: 15% Non-compliant : 10%
II. With 85% of its barangays with functional BCPC with passed resolutions/ordinances and programs for children		15%	DILG-LGOO Report of Functional LCPCs	Within/above 85%: 15% Below 85%: 10%
III. With existing Investment Plan for Children xxx.		15%	Copy of LGU IP for Children and actual expenditures	With IP for Children and actual expenditures: 15% With IP for children but without actual expenditures: 10% Without IP for Children : 0
IV. With at least 80% of DCCs and DCWs accredited		10%	Report from FO- Standards Unit	Within/above 80% : 10% Below 80%: 5%
V. Salary/honorarium xxx.		5%	LSWDO Database/Payroll	Within/above SG 6 : 5% Below SG 6: 2%
VI. Has at least 90% enrolment/participation rate xxx.		10%	LSWDO Database (with total no. of 3-4 y.o children vs. no. of 3-4 y.o attending ECCD service including those in the private ECCD centers)	Within/above 90% : 10% Below 90%: 5%
VII. Must have a maximum of 10% drop-out rate xxx.		5%	LSWDO database (including those in the private ECCD centers)	Above 10%: 2% Below/within 10% : 5%
VIII. LGU has initiated/organized capability building activities for DCWs xxx.		15%	LSWDO Annual Work Plan and actual expenditure	With CB Plan and conducted: 15% With CB Plan but not conducted: 10% Without CB Plan: 0

IX.	DCCs have organized Day Care Service Parents' Group xxx.		10%	DCC's copy of DCSPG offices, policies and plans	<p>With organized DCSPG with officers and policies: 10%</p> <p>With organized DCSPG without set of offices and policies: 5%</p> <p>Without organized DCSPG: 0</p>
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RATED BY:

CONFIRMED BY:

Name, Position and Signature

Name, Position and Signature

**GAPAS AWARD: LGU IMPLEMENTING OUTSTANDING SUSTAINABLE
LIVELIHOOD PROGRAM MICROENTERPRISE DEVELOPMENT MODEL**

Name of LGU:

Field Office:

Name of Nominee:

Key Evaluation Areas	Means of Verification	Grading System/Indicators	Weight	Rating

RATED BY:

CONFIRMED BY:

Name, Position and Signature

Name, Position and Signature

**GAPAS AWARD: LGU IMPLEMENTING OUTSTANDING SUSTAINABLE
LIVELIHOOD PROGRAM EMPLOYMENT FACILITATION MODEL**

Name of LGU:

Field Office:

Name of Nominee:

Key Evaluation Areas	Means of Verification	Grading System/Indicators	Weight	Rating

RATED BY:

CONFIRMED BY:

Name, Position and Signature

Name, Position and Signature

**GAPAS AWARD: MODEL LGU SUPPORTING THE IMPLEMENTATION OF
PANTAWID PAMILYANG PILIPINO PROGRAM
C/O 4Ps**

Name of LGU:

Field Office:

Name of Nominee:

Key Evaluation Areas	Means of Verification	Grading System/Indicators	Weight	Rating
The Local Government Unit provided mechanisms in the form of: standards, guidelines, resolutions, ordinances, strategies, and/or policies supporting <i>Pantawid Pamilyang Pilipino Program</i>	Copies of standards, guidelines, resolutions, ordinance, strategies and/or policies from the LGU related to <i>Pantawid Pamilyang Pilipino Program</i>	Instituted "innovations" on local policies to benefit the beneficiaries in particular and the program in general (10%) Policies, projects, or facilities that address the supply side requirements in complying with the conditionalities of the program (15%) Any other policies/guidelines that support the improvement of service delivery to the beneficiaries and in the attainment of the objectives of the program (15%)	40%	
Initiative of the Local Chief Executive in conducting consultation meetings, planning, and monitoring related to <i>Pantawid Pamilyang Pilipino Program</i>	Minutes of the Meetings initiated / attended by the local chief executive related to <i>Pantawid Pamilyang Pilipino Program</i> during the year of nomination	Minutes of the meeting that captures the issues and concerns of <i>Pantawid Pamilyang Pilipino Program</i> that the Local Chief Executive was able to address (10%) Resolutions, action plans and programs that was captured in the minutes and implemented to benefit the program from its beneficiaries, worker and DSWD in one way or another (15%)	25%	
Local Government Unit support / provision to the <i>Pantawid</i> personnel or its beneficiaries in any form of assistance which can be found in the indicators	Documents showing the Local Government Unit initiative or support to <i>Pantawid Pamilyang Pilipino</i> staff and its beneficiaries	Facilities that cater <i>Pantawid</i> personnel (such as: office space in the provincial, municipal, or barangay level, etc.) and Capacity Building Program for <i>Pantawid</i> personnel (10%); Provision of mobile vehicles to <i>Pantawid</i> beneficiaries living in the remote or GIDA areas in order to get their cash grants (15%); Any other logistics/supplies/resources provision for municipal / city links and/or beneficiaries (for Family / Youth Development Sessions, etc.) (10%)	35%	

RATED BY:

CONFIRMED BY:

Name, Position and Signature

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GAPAS AWARD: BEST CONVERGENCE INITIATIVE

Name of LGU:

Field Office:

Name of Nominee:

Key Evaluation Areas	Means of Verification	Grading System/Indicators	Weight	Rating
A. Demonstrates convergence at the local level				
The LGU intervention featured at least 2 SWD programs harmonizing existing financial, physical and human resources to achieve desired results	Program document; City/Municipal Action Plan	Features at least 2 complimentary programs: 25% Features only 1 program : 0%	25%	
B. Focuses on targeted beneficiaries				
The LGU convergence initiative benefited the poor and vulnerable population identified in the DSWD <i>Pantawid Pamilyang Pilipino</i> Program, Sustainable Livelihood Program and KALAHI-CIDSS	Program document; Name matching of program beneficiaries	100% of the beneficiaries: 25% 90%- 99%: 20% Less than 90% : 15%	25%	
C. Analyses and intervenes based on SWDI assessment				
The LGU convergence initiative used SWDI in assessing the condition and needs of its target beneficiaries.	SWDI results/gap analysis; City/Municipal Action Plan	SWDI-based: 20% Not based on SWDI but result is consistent with SWDI: 10% Not based on any assessment : 0%	20%	
The LGU convergence initiative resulted to evidence of improved well-being of partner beneficiary as reflected in the SWDI.	SWDI results/gap analysis; City/Municipal Action Plan	With improvement in SWDI: 20% Without improvement SWDI: 0%	20%	
D. Functional City/Municipal Inter-agency Committee				
C/MIAC provides timely and consistent technical support to communities	KALAHI-CIDSS SPI DB	Timely & Consistent TA: 10% Delayed and inconsistent: 5% No TA provided : 0%	10%	

RATED BY:

CONFIRMED BY:

Name, Position and Signature

Name, Position and Signature

GAWAD SERBISYO**C/O Admin Service**

Name of LGU:

Field Office:

Name of Nominee:

Key Evaluation Areas	Means of Verification	Grading System/Indicators	Weight	Rating

RATED BY:

CONFIRMED BY:

Name, Position and Signature

Name, Position and Signature

GAWAD ULAT: Most DSWD-Supportive NewspaperName of Nominee:Field Office:

Newspapers/Tabloids	No. of Stories Published	Monetized Value (Average cost of column centimeters)

RATED BY:

CONFIRMED BY:

Name, Position and Signature

Name, Position and Signature

GAWAD ULAT: Most DSWD-Supportive TV Station

Name of Nominee:

Field Office:

TV Stations	No. of Stories Aired	Monetized Value Average cost of airtime

RATED BY:

CONFIRMED BY:

Name, Position and Signature

Name, Position and Signature

GAWAD ULAT: Most DSWD-Supportive Radio Station

Name of Nominee:

Field Office:

Radio Stations	No. of Stories Aired	Monetized Value Average cost of airtime

RATED BY:

CONFIRMED BY:

Name, Position and Signature

Name, Position and Signature

GAWAD ULAT: Most DSWD-Friendly Beat Reporter

Name of Nominee:

Field Office:

Beat Reporters	Affiliation	No. of Stories Published	Equivalent Column Centimeters (Average cost of column centimeters)

RATED BY:

CONFIRMED BY:

Name, Position and Signature

Name, Position and Signature