



Department of Social Welfare and Development

MEMORANDUM CIRCULAR

No. 18
Series of 2017

SUBJECT: SUPPLEMENTAL GUIDELINES TO THE PANATA KO SA BAYAN AWARD GUIDELINES SERIES OF 2017 ON THE PROVISION OF DEVELOPMENT INCENTIVE TO THE AWARDEES FOR CY 2016

I. Background:

The budget allocation within the Department intended for the *Salamat Po Award (Non-Government Organization)*, *Gawad sa Makabagong Teknolohiyang Panlipunan*, and *GAPAS Award (Model LGU Implementing DSWD Project/s, Model LGU Implementing Day Care Services, People's Organization, Outstanding Sustainable Livelihood Program Microenterprise Development Model, Outstanding Sustainable Livelihood Program Employment Facilitation Model, Model LGU Implementing KALAHY-CIDSS)* under PANATA Ko sa Bayan Awards shall be given to the awardees in the form of Development Incentive (DI) as stated in Memorandum Circular No. 1, Series of 2017 (Subject: Revised Guidelines on the Pagkilala sa Natatanging Kontribusyon sa Bayan Awards). The awardees are partners of the Department of Social Welfare and Development (DSWD) in providing social protection programs and services in the country.

The DI is an approach of the Department to recognize the awardees' innovation and good practice in local governance. In essence, it is intended to support the proposed programs and projects of the awardees which will directly benefit the basic sectors being served by the Department.

II. Objective:

This circular is issued to provide the guidelines for the provision of Development Incentives to the awardees of the abovementioned categories. Specifically, it can be used to augment:

1. **Capability Building Activities for Individuals, Service Providers and/or Sectoral Partners**

The individuals, service providers and/or sectoral partners will be capacitated continuously in accordance with their professional and institutional needs which may include, among others, the following:

Individuals	Organization/Institution	System
<ul style="list-style-type: none"> • Training on Coaching, Mentoring and Supervision • Training on Financial Management and Resource Augmentation 	<ul style="list-style-type: none"> • Training on Organizational Management • Human Resource Management • Training on Partnership, Collaboration and Networking 	<ul style="list-style-type: none"> • Training Focused on Policy and Program Development

2. Supplies and materials or semi-expandable items necessary for the program implementation

These may include common office supplies which are crucial for smooth operation such as but not limited to stationery, copy papers, filing cabinets, box folders, printer inks and toners, staplers and USB, among others.

III. Requirements

1. The awardee shall submit a project proposal to the concerned Bureau or Service of the Department stipulating the rationale and details of the activity for further assessment and concurrence.
2. The concerned Bureau or Service of DSWD shall review and assess the activity proposal for possible recommendations and/or approval.

IV. Release of Funds to the Awardees

1. The concerned Bureau or Service, in coordination with the Financial Management Service (FMS), shall release the development incentive to the awardee based on the approved Annual Budget Allocation for the awards.
2. The awardee shall issue an Official Receipt (OR) to the FMS on the amount of the development incentive and manage/ utilize the funds in accordance with the approved project proposal.

V. Role of the Concerned Bureau or Service

1. Coordinate with the awardee to explain the process and requirements for the development incentive.
2. Provide technical assistance to the awardee in drafting the project proposal when necessary.
3. Assess the feasibility of the project proposal and recommend points for improvement or approval.

5. Assist the awardee in the implementation of the project proposal if necessary
6. Provide feedback and narrative accomplishment report to the Chairperson of PaNata Ko sa Bayan Awards for reference.

VI. Reporting

1. A report indicating physical and fund utilization on the status of the development incentive plan/proposed activity shall be shared by the awardee to the concerned Bureau or Service.
2. The Field Office shall likewise conduct photo documentation on the implementation of the project for audit purposes.
3. Once the proposal is implemented, the awardee shall submit an accomplishment report to the concerned Bureau or Service, copy furnished the Chairperson of the Awards Committee, three (3) months after the actual implementation of the project.

VII. Effectivity

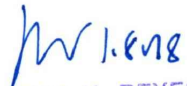
This circular shall take effect immediately.

Issued this 20th day of December 2017.



EMMANUEL A. LEYCO
Officer-in-Charge

Certified True Copy:



MYRNA H. REYES

Records & Archives Mgt. Section