

MEMORANDUM CIRCULAR NO. 02
Series of 2018

Subject: REVISED MAINSTREAMING GUIDELINES OF THE MODIFIED CONDITIONAL CASH TRANSFER (MCCT) BENEFICIARIES TO THE REGULAR CONDITIONAL CASH TRANSFER (RCCT) PROGRAM

I. Rationale

The Modified Conditional Cash Transfer Program is a sub-component of Pantawid Pamilyang Pilipino Program which uses a modified approach in implementing the CCT program for poor families including Homeless Street Families (HSF), Indigenous Peoples (IPs) and Families in Need of Special Protection (FNSP). Salient features of the MCCT include modification in terms of targeting, conditionalities, program interventions and mode of implementation. Also, it aims to provide social protection services fit to the needs of IPs, and to the dynamics of the HSF and FNSP beneficiaries. It incorporates strategies from the regular CCT, strengthened stakeholder partnership, and active participation of beneficiaries in the empowerment process.

It is a modified approach to reach the poor families who are not registered in the regular Conditional Cash Transfer (CCT) program due to their current situation such as lack of physical structures, the indigenous people's mobility which excluded them during the conduct of enumeration, resulting to the non-inclusion in the regular CCT.

The MCCT in general serves as a bridging strategy of the Department for after a period of time the beneficiaries are in the MCCT, their readiness shall be assessed for eventual mainstreaming into the regular CCT. The purpose of this guideline is to provide the Regional Field Offices and their corresponding provincial and city/municipal operations offices, a step by step procedure to guide them in mainstreaming of the MCCT beneficiaries.

II. Legal Bases

- 1.) **Memorandum Circular 09 Series of 2014** Revised Guidelines on the Implementation of the Modified Conditional Cash Transfer for Homeless Street Families
- 2.) **Memorandum Circular 19 Series of 2014** Guidelines for the Pilot Implementation of the Modified Conditional Cash Transfer Program for Indigenous Peoples in Geographically Isolated and Disadvantaged Areas (GIDAs)
- 3.) **Memorandum Circular 02 Series of 2015** Guidelines on the Implementation of the Modified Conditional Cash Transfer for Families in Need of Special Protection (FNSP)

- 4.) **Memorandum Circular 07 Series of 2016** Guidelines on Strengthening Support Services and Interventions (SSI) Implementation for Modified Conditional Cash Transfer (MCCT) Beneficiaries
- 5.) **National Advisory Committee Resolution No. 31 Series of 2016** Amending the Program Duration and Conditionalities of the Beneficiaries in the Modified Conditional Cash Transfer (MCCT) Program

III. Objectives

General Objectives:

To provide clear guidance to different offices/bureaus/services/units in Central Office, Regional Office and field staff to ensure minimal errors in the mainstreaming process

Specific Objectives:

1. To re-establish the criteria for the mainstreaming of eligible MCCT beneficiaries to regular Conditional Cash Transfer
2. To redefine the appropriate steps and processes to be undertaken in transferring eligible beneficiaries to the Regular CCT
3. To define the roles and tasks of responsible units/offices at the Central Office, Regional Office and Provincial/City/Municipal level in implementing the mainstreaming process

IV. Criteria and Requirements

Mainstreaming of MCCT beneficiaries (FNSP, HSF and IPs) into the Regular CCT shall be based upon the following criteria:

1. Identified **“verified matched”** in the Listahanan database whose poverty status in the Proxy Means Test (PMT) is **POOR**. Verified Matched refers to:
 - a. Complete enumeration of household by Listahanan, thus included in the Listahanan database
 - b. With eligible members 0-18 years old children and/or pregnant member during first monitoring period in the RCCT (eligibility requirement shall follow the existing requirements of the RCCT)
2. For MCCT HSF beneficiaries, they should be assessed and certified by case workers with their professional judgement as recommended for mainstreaming to RCCT with the following indicators:
 - a. Eligible children are enrolled and being monitored for education and health conditionalities
 - b. Family has the capacity to secure food for their daily consumption
 - c. Family especially children are away from staying and living in the streets
 - d. Family has established income for at least 1 year
3. For MCCT IPs in GIDA beneficiaries, the community should be assessed as **non GIDA** and is recommended for mainstreaming to RCCT with the following indicators:
 - a. Area is at the poblacion/urban level; area is along major highways and roads

- b. Accessibility to facilities/services on health and education
- c. Accessible to various modes of transportation

V. Implementing Procedure

A. Preparatory Phase

Preparatory phase in the mainstreaming process of MCCT beneficiaries shall include reviewing the MCCT database and submitting the list of beneficiaries to Listahanan for cross-matching to identify those “verified matched with poor poverty status”. Beneficiaries who were not included in Listahanan shall be endorsed by MCCT NPMO to National Household Targeting Office for conduct of special validation and shall be retained in the MCCT program until the results of special validation are out. Moreover, for beneficiaries identified as verified matched with poverty status of poor or non-poor should be reassessed and shall remain in the MCCT program until final result of reassessment released.

At the regional level, preparatory phase shall include: 1) reviewing caseload in terms of completeness of family information and updates, 2) inventory of the completeness of compliance reporting and 3) ensuring that the complete payment had been facilitated. Moreover, HSFs who are recommended for mainstreaming shall also undergo assessment of the case worker. The caseworker shall endorse to NPMO the Recommendation for Mainstreaming to RCCT and the List of Beneficiaries Recommended for Mainstreaming in RCCT (Annex A). For IPs in GIDA, the Community Facilitator (CF) shall assess the sitios/barangays of the IP beneficiaries as GIDA or non-GIDA. The CF shall provide corresponding certification based on his/her assessment and those certified as non-GIDA shall be included as eligible for mainstreaming to RCCT. The CF shall endorse to NPMO the Recommendation for Mainstreaming to RCCT together with the list of beneficiaries recommended for mainstreaming in RCCT (Annex B).

Prior to the mainstreaming process, pre-orientation on mainstreaming shall be conducted by the Community Facilitator/Caseworker/Municipal/City Links through the conduct of Community/Family Development Session (CFDS) together with other stakeholders. The orientation may include reflection and appreciation session on the changes gained from the program, visioning session on what they still want to achieve, empowerment session, and orientation on the mainstreaming process.

B. Mainstreaming Phase

Below table shows the process to be undertaken for the mainstreaming of MCCT beneficiaries to the regular CCT program with the responsible office per process. The process involves cross-matching, eligibility check routine, data quality check, migration of data to Pantawid Pamilya Information System (PPIS), field validation, approval and inclusion in the first compliance verification monitoring in regular CCT.

ACTIVITY	RESPONSIBLE OFFICE
Cross matching of MCCT beneficiaries with Listahanan Database	Listahanan
Endorsement of Cross matching result data of MCCT beneficiaries from Listahanan to PMED copy furnished IMB	NPMO MCCT

Endorsement of data result of PMED to IMB	NPMO PMED
Submit Dump Data of MCCT to IMB for Tugmaan	NPMO MCCT
Migration of cross matching result to Eligibility Check Routine (ECR) Database	IMB
Eligibility Check Routine and Duplicity Checking	IMB
Migration of ECR and Duplicity Checking result and family information from MCCT Database (MCCT dump data) in Tugmaan Table	IMB
Data Quality Check in Tugmaan Table	IMB, NPMO - RMQAD, BDMD, PMED, MCCT
Generation of list of eligible beneficiaries for mainstreaming and downloading of Tugmaan Validation Form (Annex C)	NPMO BDMD
Printing of the Identified List of beneficiaries for Tugmaan Validation (Master list/HH Roster)	Pantawid Regional Program Management Office (RPMO)
Distribution of the printed list of identified beneficiaries and forms for Tugmaan Validation to the City/Municipal Links	Pantawid RPMO / Provincial Operations Office
Conduct of Tugmaan (field validation)	City/ Municipal Links
Processing of output and consolidate result of Tugmaan validation	Municipal Operations Office (MOO)
Encoding and submission of report	Pantawid Regional Program Management Office (RPMO)
Updating of appropriate family status of the concerned beneficiaries at the MCCT Information System (MCCTIS) and updating of household information of concerned beneficiaries at the Pantawid Pamilyang Pilipino Program Information System (PPIS) using the MCCT Mainstreaming Validation Form (Annex D) – for those verified matched	RPMO
Encoding of verified updates	RPMO / POO/MOO
Regional Director's Approval	RPMO
Tagging of successful mainstreamed MCCT beneficiaries in the MCCT database (Status Code 20 or 21)	RPMO
Inclusion in the Compliance Verification Generation in the regular CCT of the successful mainstreamed beneficiaries	Compliance Verification Division (CVD)

Cross matching will be done by the National Household Targeting Office (NHTO) to identify beneficiaries enumerated in Listahanan and their corresponding poverty status. All *poor verified matched* shall be migrated in the ECR database by the Information Management Bureau (IMB) for ECR checking and duplicity checking. After which, the result should be migrated in the Tugmaan Table. Result of the validation should be encoded as updates for approval of the Regional Director in the PPIS and MCCT IS. Once the verified updates are approved, corresponding tagging of mainstreamed beneficiaries in the MCCT database

approval of the Regional Director in the PPIS and MCCT IS. Once the verified updates are approved, corresponding tagging of mainstreamed beneficiaries in the MCCT database should be done using **Status Code 20 GRADUATED (MAINSTREAMED TO RCCT)** or **Status Code 21 GRADUATED (NOT ELIGIBLE TO RCCT)**.

All successful mainstreamed beneficiaries in RCCT shall be included in the Compliance Verification Generation. With this, the first month of all successful mainstreamed beneficiaries in Regular CCT should be compliance-based.

Tugmaan warrants the identification of the matched beneficiaries in Listahanan database are one and the same household beneficiaries of the MCCT. NPMO shall generate and download to the Field Offices the list of eligible beneficiaries and validation forms. RPMO shall print and distribute the list and forms to the respective areas for the conduct of validation. A rigorous field validation will be conducted before the household beneficiaries' data information should be passed on the Pantawid Pamilya Information System (PPIS) to ensure rightful program beneficiaries are the ones mainstreamed to regular CCT/PPIS.

C. Post Mainstreaming Phase

MCCT beneficiaries mainstreamed to RCCT with approved and obligated Support Services Intervention (SSI) prior to their first CV monitoring in RCCT shall continue to receive SSI grant to be monitored by the community facilitator/case worker.

VI. Effectivity

This Memorandum Circular revokes MC 8 series of 2016 Mainstreaming Guidelines of the Modified Conditional Cash Transfer (MCCT) Beneficiaries to the Regular Conditional Cash Transfer (RCCT) Program. This shall take effect immediately and copies of this order shall be disseminated to all concerned Offices, Bureaus and Services at the DSWD Central and Field Offices.

Issued this 14th day of FEBRUARY 2018 in Quezon City, Philippines.


USEC. EMMANUEL A. LEYCO
Officer-in-Charge, DSWD

Certified True Copy:


MYRNA H. REYES

Records & Archives Mgt. Section