

Memorandum CircularNo: 09

Series of 2018

SPECIAL GUIDELINES ON THE PROVISION OF LIVELIHOOD ASSISTANCE TO THE FAMILIES/INDIVIDUALS AFFECTED BY THE CLOSURE OF BORACAY ISLAND**A. BACKGROUND**

One of the world's best tourist destinations is the Boracay Island in Malay, Aklan. According to Reuters, nearly two million tourists are visiting Boracay Island each year. The data from Region VI-Western Visayas Regional Disaster Risk Reduction and Management Council reveal that the tourist arrival increased by more than 160% from 2012 to 2017. Subsequently, growth of business establishments is increasing each year. As of December 31, 2017, the Local Government of Malay in Aklan registered a total of 3,211 establishments with 14,624 workers in hotels, restaurants, bars, among others. The tourism activities in Boracay Island brought billions of investments; however, environmental issues also increased such as high concentration of fecal coliform in the Bolabog beaches in the eastern side of Boracay Island, poor sewerage system of most of the commercial establishments, and poor solid waste management, among others.

With the abovementioned premises, President Rodrigo Roa Duterte ordered the Department of Environment and Natural Resources, Department of Tourism and Department of Interior and Local Government to conduct investigations which resulted to the decision on the temporary closure of Boracay Island for six (6) months starting April 26, 2018 to give way to its rehabilitation.

The decision to temporary close Boracay Island from tourists was further affirmed through Proclamation No. 475 issued on April 26, 2018 by President Duterte declaring state of calamity in the barangays of Balabag, Manoc-manoc and Yapak (Island of Boracay) and temporary closure of the Island as a tourist destination.

With the closure of Boracay Island, thousands of workers both from the formal and informal sectors will be affected. In response to this, the Boracay Emergency Employment Program (BEEP) Working Group was established to ensure that needs of the affected workers will be addressed by the government agencies concerned including the Department of Social Welfare and Development through the Sustainable Livelihood Program (DSWD-SLP).

The DSWD-SLP will primarily cater the needs of the displaced workers from the informal sector through the provision of grants for alternative income-generating activities such as engaging in micro-enterprises or employment.

With that, this guideline was written to detail the procedure of provision of immediate support to the affected families to ensure continuity of income during the closure period, and to establish sustainable livelihood activities to be implemented even beyond the said period.

B. OBJECTIVES

In general, this special guideline aims to provide guidance on the processes to be undertaken on the identification of eligible recipients and the over-all management of the processing and monitoring of livelihood assistance to the families/individuals affected by the closure of Boracay Island.

Specifically, this special guideline aims to:

1. Support the immediate provision of needed livelihood assistance to families/individuals affected on or before the end of 2nd month of the closure of the Boracay Island prioritizing those in the informal sector; and
2. Provide specific procedures for micro-enterprise projects that are identified to be implemented, and employment assistance needs after the 6-month closure period.

C. ELIGIBLE FAMILIES/INDIVIDUALS

The assistance is extended to the families/individuals affected by the closure of Boracay Island within or outside Boracay Island with the following eligibility requirements:

1. ***Residents or non-residents of Boracay Island with at least one family member in the informal sector prior to the closure of the Boracay Island*** such as those who are self-employed, occasionally or personally hired workers, subcontracted workers, homeworkers, micro-entrepreneurs and producers, operators of sari-sari stores, carpenters, construction workers, repair services, agricultural workers, interpreter, tour guides, tour coordinators and the like. ***The said family member or individual should have been working or engaged in any of the aforementioned categories of informal sector within or outside Boracay Island. For those who reside outside Boracay Island, the work or engagement should be connected to tourism and other business activities such as those who deliver food and non-food items for business establishments in Boracay Island.***
2. ***Included in the masterlist of validated families/individuals of DSWD.*** Families/individuals who are included in the masterlist after the validation by DSWD which may also be undertaken in collaboration with other National Government Agencies and stakeholders involved in the delivery of essential services to families affected by the closure of Boracay Island.
3. Former recipients of SLP assistance prior to the closure of Boracay Island may still receive grants provided that they pass the eligibility requirements as stated above.

D. MODALITIES OF INTERVENTIONS

The assistance to be provided to the eligible affected families/individuals is a grant that can be used within or outside Boracay Island. The modalities of interventions include:

1. ***Micro-enterprise Assistance Grant (MAG)*** - is a grant to be used as a capital for a certain micro-enterprise that can be used as start-up capital or an additional capital for new or existing enterprises, respectively.
2. ***Employment Support Grant (ESG)***- is a grant to be used to augment the following expenses in support to an identified guaranteed employment:
 - a. payment of certifications (e.g. birth certificate, CENOMAR, NBI, etc) and medical examinations;
 - b. food and transportation in securing pre-employment documents;
 - c. employment kits necessary for the execution of the job (e.g. personal protective equipment) ; and
 - d. food and transportation allowance during the 1st month of employment.
3. ***Livelihood Asset Rehabilitation Grant (LARG)*** - is a grant provided for the payment of allowance for a short-term work rendered by a member of an eligible family, not exceeding 15 days, for the rehabilitation/development/building of livelihood assets in or outside Boracay Island. Rehabilitation activities include the cleaning of wetlands, mangrove cleaning or reforestation, tree planting, and the like.

E. COST PARAMETER AND SOURCE OF FUND

1. *MAG and ESG*

- a. Each eligible family may receive MAG or ESG amounting to a maximum of Fifteen Thousand Pesos (15,000.00) charged to current SLP GAA or any other fund sources.
- b. An eligible family may receive MAG, ESG, or both provided that the grant will not exceed the maximum cost parameter of 15,000.00 per family.

2. *LARG*

- a. Daily allowance is equivalent to 100% of the prevailing minimum wage.
- b. Only one (1) member, at least 18 years old on the 1st day of work, per eligible family is allowed to work. In case where there is insufficient number of workers, an additional worker from the eligible family may be qualified to render labor services.
- c. The grant will be charged to current SLP GAA or any other fund sources.

A family who already received MAG or ESG can still avail of the LARG or vice-versa.

F. IMPLEMENTATION PROCESS FOR MAG and ESG

1. Eligible Recipient and Project Identification Stage

- a. **Target Recipient Orientation** - The SLP-RPMO Project Development Officers (PDOs) or any DSWD staff may convene the target recipients in a meeting or assembly to present the procedures in the availment of the grants. The selection process and eligibility requirements shall be discussed during the orientation.

Those who are qualified under the eligibility requirements of DSWD-SLP shall proceed to the Grant Needs Assessment.

- b. Grant Needs Assessment - The assessment forms will initially determine the type of enterprise or employment and corresponding needs of the target recipients which will be administered by the SLP-RPMO PDOs or any DSWD staff. The grant needs assessment shall be signed by the target recipients.
- c. Eligible Recipient identification - A validation process shall be undertaken by the SLP-RPMO to avoid duplication of grant recipients or multiple recipients in a family.

Those who were not identified as DSWD-SLP recipients should be referred to other government agencies or any stakeholders that could provide the needed interventions.

2. Grant Proposal Preparation Stage

After validating the feasibility of the projects being proposed as indicated in the Grant Needs Assessment, the SLP-RPMO PDOs or any DSWD staff shall prepare the Grant Proposal with the following attachments:

- a. Accomplished and signed Grant Needs Assessment (MAG or ESG)
- b. Certificate of Eligibility to be signed by the Regional Director or his/her designated staff.

3. Grant Proposal Review and Approval Stage

The submitted Grant Proposal with supporting documents shall be reviewed by the Provincial Coordinator of SLP prior to submission to SLP-RPMO. The Regional Director or his/her authorized representative shall approve the proposal after the endorsement of the SLP-RPMO and Assistant Regional Director for Operations. Once approved, it shall be processed for funding prior to disbursement.

4. Grant Releasing Stage

- a. The grants shall be directly released to each eligible recipient through cash or check payment following existing government auditing and accounting rules and procedures.
- b. The eligible recipient shall receive the grant at the cash unit or from the Field Office's authorized Special Disbursing Officers (SDOs).
- c. Pertinent documents relative to the disbursement such as disbursement vouchers or cash assistance payroll shall be properly accomplished and secured which shall be attached to the liquidation report.
- d. The only authorized person to receive the grant is the one whose name is in the approved grant proposal. In the absence of the authorized person, an "authorization" bearing the name, signature and a photocopy of the identification card of the said person shall be presented by the

representative. Only the legal-aged member of the family is allowed to receive the grant on behalf of the grantee.

- e. No DSWD personnel is allowed to be authorized by any eligible grant recipient to claim their grant for any reason.

5. Grant Utilization Monitoring

The PDOs shall conduct grant utilization check a week after the release of grant and succeeding months to the program participants to ensure that the fund was utilized as to its purpose. After the 6-month closure period, a post-closure monitoring shall be continuously undertaken by SLP-RPMO to assess the enterprise and employment that the grant recipients engaged with.

G. IMPLEMENTATION PROCESS FOR LARG

1. Eligible Recipient and Project Identification Stage

- a. Same with MAG and ESG, the procedures for LARG may be presented during meetings/assemblies with the target recipients. A list of interested LARG target recipients should be prepared and readily available in case there are identified works to be undertaken.
- b. Other NGAs, LGU and other public or private stakeholders may also refer potential projects. In case there are referred list of workers, the SLP-RPMO must validate this to ensure that they pass the eligibility requirements. For the referred projects, a program of work shall be provided as a reference in preparing the proposal.

2. Grant proposal Preparation Stage

The proposal shall be prepared by the SLP PDOs or any DSWD staff with the following attachments:

- a. Program of work/s
- b. Certificate of Eligibility (COE) to be signed by the Regional Director or his/her designated staff (one COE for all the workers)

3. Grant Proposal Review and Approval Stage

The submitted proposal with supporting documents shall be reviewed by the Provincial Coordinator of SLP prior to submission to SLP-RPMO. The Regional Director or his/her authorized representative shall approve the proposal after the endorsement of the SLP-RPMO and Assistant Regional Director for Operations. Once approved, it shall be processed prior to disbursement.

4. Project Implementation Stage

- a. A half-day pre-work orientation shall be undertaken to the workers to discuss the rules and procedures of LARG and the scope of work.
- b. A daily attendance or log book shall be signed by all the workers including the team/cluster leaders. The team/cluster leaders shall ensure that the

scope of work is accomplished and attendance sheets are signed by the workers.

- c. A half-day post-work meeting shall be undertaken with the workers on the last day of work to check the status of completion of work.

5. Grant Releasing Stage

- a. The grants shall be directly released to each eligible recipient through cash or check payment following existing government auditing and accounting rules and procedures.
- b. The eligible recipient shall receive the grant at the cash unit or from the Field Office's authorized Special Disbursing Officers (SDOs).
- c. Pertinent documents relative to the disbursement such as disbursement vouchers or cash assistance payroll shall be properly accomplished and secured which shall be attached to the liquidation report.
- d. The only authorized person to receive the grant is the one whose name is in the approved grant proposal. In the absence of the authorized person, an "authorization" bearing the name, signature and a photocopy of the identification card of the said person shall be presented by the representative. Only the legal-aged member of the family is allowed to receive the grant on behalf of the grantee.
- e. No DSWD personnel is allowed to be authorized by any eligible grant recipient to claim their grant for any reason.

H. TREATMENT FOR THOSE ELIGIBLE FAMILIES THAT WILL BE RELOCATED TO OTHER REGIONS

For those eligible recipients identified by SLP who shall go back to their respective provinces outside Region VI, the DSWD Field Office VI could endorse the list of the said eligible recipients to SLP-National Program Management Office (SLP-NPMO) for the latter's endorsement to the concerned DSWD Field Offices for prioritization and for the preparation of grant proposals, processing and releasing of MAG or ESG. The identified assistance shall be charged to their respective current allocation following the process as indicated in this special guideline.

I. IMPLEMENTATION OF ASSISTANCE AFTER THE 6-MONTH CLOSURE PERIOD

1. MICRO-ENTERPRISE PROJECTS

For micro-enterprise projects, particularly group enterprises, that will be implemented after the closure period, the social preparation activities shall be undertaken during the 6-month closure period. The social preparation includes the conduct of thorough project identification, capacity-building activities, SLPA formation and beneficiary CSO accreditation. The funds for these projects shall be sourced out from current SLP-GAA and any other fund sources. A separate guideline shall be developed for this intervention. Those eligible families/individuals that were already provided with interventions under the MAG or ESG may still be part of the group project that will be funded and implemented after the 6-month closure period.

2. EMPLOYMENT FACILITATION

The provision of ESG and LARG shall only be effective during the 6-month closure period. In case, there are needs for employment support for families/individuals in Boracay Island after the 6-month closure period, the SLP-RPMO may provide assistance through the provision of Employment Assistance Fund (EAF) or Cash for Building Livelihood Assets (CBLA) following the prescribed cost parameter and processes for CY 2018 SLP implementation.

J. IMPLEMENTATION ARRANGEMENTS

1. SLP REGIONAL PROGRAM MANAGEMENT OFFICE

- a. Mobilize SLP Project Development Officers for the conduct of assessment, grant proposal preparation, grant releasing and project monitoring;
- b. Coordinate with other units of DSWD Field Office VI for manpower augmentation and delivery of services;
- c. Organize and deploy SLP core group who shall provide technical assistance to the PDOs and other DSWD staff, serve as technical specialists in identification of feasible projects that could be implemented after the closure, among others.
- d. Coordinate with the regional Boracay Emergency Employment Program (BEEP) working group or other inter-agency groups organized for Boracay rehabilitation for data gathering and sharing, convergent project identification, project implementation and other activities within the mandate of the BEEP working group;
- e. Collaborate with other public and private stakeholders to avoid duplication of interventions; and
- f. Provide regular updates on the status of implementation to SLP-NPMO and other stakeholders.

2. SLP NATIONAL PROGRAM MANAGEMENT OFFICE

- a. Coordinate with other DSWD OBSUs for technical assistance to ensure smooth delivery of services;
- b. Provide technical assistance to SLP-RPMO in terms of guideline formulation, implementation, monitoring, among others;
- c. Coordinate with the national BEEP working group for data gathering and sharing, convergent project identification, project implementation and other activities within the mandate of the BEEP working group;
- d. Provide regular updates on the status of implementation to the OIC Secretary and other DSWD OBSUs.

K. REPORTING

1. The DSWD Field Office VI should submit a weekly and monthly progress report on the status of implementation of this special guideline. The SLP-NPMO shall formulate the reporting template for this purpose. The said report shall be submitted to the Office of the Secretary and SLP-NPMO.

2. The DSWD Field Office VI through the SLP-RPMO should submit a report to the regional Boracay Emergency Employment Program (BEEP) Working Group on the status of implementation.
3. The SLP-NPMO shall submit a regular progress report to the national BEEP working group.
4. The served families shall be included in the accomplishments of DSWD FO VI for CY 2018 to be reflected in the SLP database to be submitted to SLP-NPMO.

L. EFFECTIVITY

This Memorandum Circular shall take effect immediately and shall provide guidelines on the provision of livelihood assistance grants to the families/individuals affected by the closure of Boracay Island.

Issued in Quezon City this 10th day of May 2018.



EMMANUEL A. LEYCO

OIC Secretary

Department of Social Welfare and Development

Certify True Copy:


MYRNA H. REYES
OIC-Division Chief
Records and Archives Mgt. Division

Department of Social Welfare and Development
Sustainable Livelihood Program
GRANT PROPOSAL (MAG and ESG)

PROVISION OF LIVELIHOOD ASSISTANCE TO THE FAMILIES AFFECTED BY THE CLOSURE OF BORACAY ISLAND

I. BASIC INFORMATION OF THE RECIPIENTS (see attached MAG Grant Need Assessment)

1. Micro-enterprise Assistance Grants (MAG)

	Name of Recipient	Home Address	Proposed Project	Grant Amount
1				
2				
	TOTAL			

2. Employment Support Grants (ESG)

No	Name of Recipient	Home Address	Location of Employment	Grant Amount
1				
2				
	TOTAL			

II. BUDGETARY REQUIREMENTS

Modality of Intervention	No. of Recipients	Total Amount of Grants
Micro-enterprise Assistance Grant		
Employment Support Grant		
TOTAL		

III. ANNEXES (MAG and ESG Grant Needs Assessment and Certificate of Eligibility)

IV. RECOMMENDATIONS

It is recommended to fund this proposal for the provision of livelihood assistance to families affected by the closure of Boracay Island with a total amount of [total project cost, in words] ([total project cost]) chargeable against the 2018 SLP GAA.

PREPARED	_____	Date
	<i>Signature over Printed Name of PDO</i>	
REVIEWED	_____	Date
	<i>Signature over Printed Name of the Provincial Coordinator</i>	
RECOMMENDED	_____	Date
	<i>Signature over Printed Name of the Regional Program Coordinator</i>	
ENDORSED FOR APPROVAL	_____	Date
	<i>Signature over Printed Name of the Assistant Regional Director for Operations</i>	
APPROVED	_____	Date
	<i>Signature over Printed Name of the Regional Director</i>	

**MICRO-ENTERPRISE ASSISTANCE GRANT (MAG)
NEEDS ASSESSMENT**

A. BASIC INFORMATION OF GRANT RECIPIENT

Name of Eligible Recipient: _____

___Male___ Female ___Senior Citizen ___PWD ___IP ___Solo Parent ___Pantawid

Home Address: _____

B. NEED ASSESSMENT FOR THE PROVISION OF MICRO-ENTERPRISE ASSISTANCE GRANTS

Proposed Enterprise: _____

Location of Enterprise: _____

Proposed Amount: _____

Katanungan	Kasagutan
Bakit ito ang napiling negosyo?	
Kung ito ay produkto, saan ito ibebenta? May pangangailangan ba para sa produktong ito?	
May pagkukunan ba ng materyales para sa produktong nabanggit? Saan o kanino ito kukunin?	
Kung ito ay serbisyo, saan ito gagamitin? May mga kliyente ba dati para sa serbisyong ito? May mga bagong kliyente ba para dito? Sino-sino ang mga ito?	
Papaano papatakbuhan ang negosyo na ito? Sino ang magiging kasama sa pagpapatakbo ng negosyo?	
Magkano ang kabuuhanang kita kada buwan?	

Assessed by: _____ Date: _____
Signature over printed Name of PDO or DSWD staff

Concurred by: _____ Date: _____
Signature over printed Name of Target Recipient

**EMPLOYMENT SUPPORT GRANT
NEEDS ASSESSMENT**

A. BASIC INFORMATION OF GRANT RECIPIENT

Name of Eligible Recipient: _____

___Male___ Female ___Senior Citizen ___PWD ___IP ___Solo Parent ___Pantawid

Home Address: _____

B. DETAILS OF EMPLOYMENT

	Name of Target Employer	Location	Target Start Date	Occupation
1				
2				
3				

C. PROPOSED AMOUNT OF EMPLOYMENT SUPPORT GRANT PER COMPONENT

Component	Specific Needs	Total
Certifications		
Medical		
Transportation		
Food Allowance		
Employment Kits		
Others (specify)		
TOTAL		

Assessed by: _____ Date: _____
Signature over printed Name of PDO or DSWD staff

Concurred by: _____ Date: _____
Signature over printed Name of Target Recipient



Department of Social Welfare and Development
Sustainable Livelihood Program



This
CERTIFICATE OF ELIGIBILITY
is awarded to

Name of Eligible Recipient

Of _____
Home address

for having passed the eligibility requirements of the Sustainable Livelihood Program (SLP) for the livelihood assistance to families/individuals by the closure of Boracay Island thereby granting the above-cited recipient to receive grants in support to identified enterprise or employment as indicated in the grant proposal.

With the above premises, this Certificate of Eligibility is hereby issued this _____ day of _____, 20____ at _____.

Signature over Printed Name

Date: _____

Department of Social Welfare and Development
Sustainable Livelihood Program

LIVELIHOOD ASSET REHABILITATION GRANT (LARG) PROPOSAL
PROVISION OF LIVELIHOOD ASSISTANCE TO THE FAMILIES AFFECTED BY THE CLOSURE OF BORACAY ISLAND

I. PROJECT INFORMATION

PROJECT TITLE			
LOCATION		TARGET IMPLEMENTATION DATE(S)	
Physical target: <i>(Ex. Mangrove, Upland Forest, River, etc.) and Quantity (Ex. Hectares, kilometers, etc.)</i>	Target No. of Workers: <i>(Number of workers to be mobilized-please attach list)</i>		
	_____ Total _____ Women _____ Men		
PROJECT DETAIL			
	Work /Activity	Output for the entire work	No. of Workers
	Ex. Cleaning of slopes	Ex. 0.20 Hectares/day	24
MAINTENANCE AND SUSTAINABILITY			
LGU/Other Partners <i>Will the LGU/Other Partners provide maintenance funds? Or maintenance personnel (e.g., Bantay Dagat, Bantay Bakawan, allowances, etc.)? If not, how will the asset be maintained? Will arrangements/agreements/instruments with the LGU or NGAs (Co-Management agreements, Sharing agreements, Individual Property Rights, Certificate of Land Ownership Award, etc.) be needed to ensure that the participants will benefit from the asset? If yes, describe the arrangements briefly and indicate how these will be negotiated in the Detailed Work Plan.</i>			
Participants <i>What short- and medium-term livelihood/maintenance activities can the beneficiaries do inside the boundaries of the assets (e.g., intercropping with cash crops [corn, cacao, coffee, banana, etc.], agroforestry, crab-fattening, hatcheries, gathering fingerlings, bamboo harvesting, rubber-tapping, etc.)? What are the estimated costs of these activities/projects?</i>			

II. IMPLEMENTATION PLAN

Activity	Timeline	Responsible

III. LIST OF WORKERS

(Add rows if necessary)

No	Name of Participant/Worker	Home Address

IV. BUDGETARY REQUIREMENTS

<i>Work</i>	<i>Unit</i>	<i>Unit Cost</i>	<i>Total</i>
TOTAL			

V. RESOURCE COUNTERPART

RESOURCE	COUNTERPART (SPECIFY)	AMOUNT (IF APPLICABLE)
Participant		
LGU: [Name of LGU]		
Partner Institution: [Name of Partner]		
DSWD		

VI. ANNEXES (Program of Works and Certificate of Eligibility)

VII. RECOMMENDATIONS

It is recommended to fund this proposal for the provision of livelihood asset rehabilitation grant to families affected by the closure of Boracay Island with a total amount of [total project cost, in words] ([total project cost]) chargeable against the 2018 SLP GAA.

PREPARED	_____	Date
	<i>Signature over Printed Name of PDO</i>	
REVIEWED	_____	Date
	<i>Signature over Printed Name of the Provincial Coordinator</i>	
RECOMMENDED	_____	Date
	<i>Signature over Printed Name of the Regional Program Coordinator</i>	
ENDORSED FOR APPROVAL	_____	Date
	<i>Signature over Printed Name of the Assistant Regional Director for Operations</i>	
APPROVED	_____	Date
	<i>Signature over Printed Name of the Regional Director</i>	

