

MEMORANDUM CIRCULAR NO. 22  
Series of 2018

**ENHANCED GUIDELINES ON THE IMPLEMENTATION OF THE FAMILY DEVELOPMENT  
SESSIONS OF THE PANTAWID PAMILYANG PILIPINO PROGRAM**

**I. Rationale**

The Department of Social Welfare and Development (DSWD) is mandated to care, protect, rehabilitate and empower the socially, economically and physically disadvantaged individuals, families and communities for an improved quality of life. The Department, with its mission to provide social protection and promote the rights and welfare of the poor households, implements the Pantawid Pamilyang Pilipino Program focusing on human capital investment of families with children 0-18 years old.

In the implementation of the Pantawid Pamilyang Pilipino Program, the development of the family is seen crucial to give protection and nurturance as well as respond to the growth and educational development of young members of the household. Hence, the Family Development Session (FDS) was deemed an important intervention to realize the family development thrust of the program as well as strengthen the fulfillment of investing into human capital of families and children 0-18 years old. It is the psychosocial, psycho-educational intervention of the program to encourage positive family values, strengthen marital relationships and promote involvement, participation, volunteerism, and leadership for strengthened individual and community empowerment. It sees the household grantees and parents to have the most crucial role in achieving transformation and development of the family.

This Memorandum Circular is an enhancement to the Pantawid Pamilya Memorandum Circular 02 series of 2013 (Guidelines in the Implementation of the Family Development Sessions of Pantawid Pamilyang Pilipino Program) to strengthen the responsiveness of the FDS to the evolving needs in the communities.

**II. Legal Bases**

**A. Agenda for Sustainable Development**

The 17 Sustainable Development Goals and 169 targets seek to build on the Millennium Development Goals and complete what they (the MDGs) did not achieve. They also seek to realize the human rights of all and to achieve gender equality and the empowerment of all women and girls. They are integrated and indivisible which balance the three dimensions of sustainable development: the economic, social and environmental.

**B. The United Nations Convention on the Rights of the Child (UNCRC)**

The UNCRC is an international instrument ratified in 1990 by the Philippines which sets minimum standards for state parties to ensure the promotion and protection of the rights of children.

**C. 1987 Philippine Constitution**

The state recognizes the sanctity of family life, and protects and strengthens the family as a basic autonomous social institution. It shall equally promote the life of the mother and the life of the unborn from conception (Article 2, Section 1).

**D. EO 209 s. 1987: The Family Code of the Philippines**

The husband and wife are obliged to live together, observe mutual love, respect and fidelity, and render mutual help and support (Article 68). The Management of the household shall be the right and duty of both spouses (Article 71).

**E. PD 603: The Child and Youth Welfare Code**

“The molding of the character of the child starts at the home. Consequently, every member of the family should strive to make the home a wholesome and harmonious place as its atmosphere and conditions will greatly influence the child’s development.

**F. RA 8980: Early Childhood Care and Development Act**

It aims to enhance the role of parent as primary caregivers and educators of their children from birth onwards through parent education to promote and achieve the optimum growth and development.

**G. Section 7 of the Executive Order No. 43, s. 2011 (Pursuing our Social Contract with the Filipino People through the Reorganization of the Cabinet Clusters): Human Development and Poverty Reduction**

The Human Development and Poverty Reduction Cluster shall focus on improving the overall quality of life of the Filipino and translating the gains of good governance into direct, immediate, and substantial benefits that will empower the poor and marginalized segments of society. In particular, the cluster shall pursue the following goals:

1. Making education the central strategy for investing in our people, reducing poverty and building national competitiveness;
2. Recognizing the importance of advancing and protecting public health;
3. Building of the capacities and creation of opportunities among the poor and the marginalized;
4. Increasing social protection and engaging communities in their own development;
5. Promotion of equal gender opportunities in all spheres of public policies and programs; and
6. Ensuring effective coordination of national government programs for poverty reduction at the local level.

### III. Goals and Objectives

- A. The Family Development Session intends to strengthen the capacities of Pantawid families, particularly the parents/grantees, to become more responsive to the health and education needs of the family and their children. It also enables the households to become socially aware and be involved and participative in community development activities.
- B. Specifically, it aims to:
  1. Enhance basic knowledge, attitudes and skills of parents/household grantees on familial and parental responsibilities including:
    - a. Understanding the roles as a parent and as a partner beneficiary of the program;
    - b. Development of health and education-seeking behaviour of the family and children;
    - c. Management of family and community resources and undertaking of livelihood activities through the parent groups as economic subsectors;
    - d. Prevention of any forms of gender-related abuse in the family;
    - e. Preparedness and response of the family to disasters and environmental preservation.
  2. Inculcate positive values and attitudes towards the individual, family, and community, especially on the rights and welfare of women, children, IPs, persons with disability (PWD), and other vulnerable groups;
  3. Encourage peer support and monitoring for improvement of their level of well-being and strengthening of parent groups;
  4. Strengthen the parent groups' capacities in networking, cooperation, collaboration, accessing of support services, and community participation and development;

5. Provide venue/strategy for convergence of other interventions, programs and services that will contribute to the improvement of the well-being of Pantawid families; and
6. Provide venue for monitoring compliance/updating of household data and facilitating response to grievances and complaints.

#### IV. Expected Outputs and Outcomes

- A. The FDS is expected to contribute to the improvement of the level of well-being of the partner household beneficiaries through delivering the following outputs and outcomes:

Objective Levels	Objective Statements
Intermediate Outcome	Learnings from the development sessions applied and practiced by household grantees and beneficiaries to include spouses, adult family members, and youth beneficiaries.
Immediate Outcome	Knowledge, skills and attitudes from the sessions acquired.
	Partner beneficiaries are satisfied with the sessions
Output	Delivery of inclusive and responsive modules
	Conduct of quality sessions

- B. Through the FDS, the partner beneficiaries will have improved in the following key areas:
1. Performance of parental roles and responsibilities and other familial obligations
  2. Positive behaviours towards health, nutrition and education of children
  3. Prevention of any forms of gender-related abuse in the family;
  4. Management and augmentation of family income and other family resources
  5. Undertaking livelihood related activities such as family and community gardening, organization of small business enterprise and self-help groups on livelihood
  6. Meeting the needs of family in times of disasters and responsiveness to sustainable use of natural resources
  7. Respect on the rights and welfare of women, children, IPs, persons with disability (PWD), and other vulnerable groups
  8. Provision of peer support and strengthened relationships and communication among parent leaders and members
  9. Ability to network, coordinate, and collaborate with different stakeholders in the community for accessing of support services

10. Participation and involvement of in community development activities as parent groups
11. Use of FDS as a venue for achievement of convergence efforts and activities towards improvement of well-being
12. Use of FDS as a venue to address program concerns such as compliance follow-up, processing of updates and response to grievances and complaints

## V. Coverage and/or Scope

- A. This Memorandum Circular shall apply to all the implementers of the Family Development Sessions at the national, regional, provincial, and city/municipal levels, including the Autonomous Region of Muslim Mindanao (ARMM).
- B. This policy also covers the external partners who are conducting the FDS like the inter-agency partners, civil society organizations and other volunteers.
- C. Also, this policy covers the implementation of the Community and Family Development Sessions of the Modified Conditional Cash Transfer.

## VI. Definition of Terms

- A. **Alternate FDS Attendee** – refers to the spouse of the main grantee, legally married or not, or an adult within the 4th degree of consanguinity, as long as they are living within the same household and are directly involved in rearing and disciplining the children beneficiaries.
- B. **Development Needs Assessment (DNA)** – a standard mechanism of identifying the needs of the beneficiaries to serve as one of the bases for the provision of locally responsive Family Development Session and other interventions.
- C. **Equivalency FDS** – activities outside the regular family development sessions that can be considered as compliance to the FDS conditionality.
- D. **Facilitator** – the one that organizes and ensures the conduct of the FDS. In the session proper, the Facilitator is the one who help the parent group understand the session objectives and assist them to plan how to achieve these objectives.
- E. **Family Development Sessions Team** – a body at the city/municipal level which is composed of the workers of DSWD’s core social protection programs and representatives from the national government agencies, local government units, civil society organizations, trained and other

- stakeholders who are involved in conducting the FDS of Pantawid Pamilya including the Parent Leaders.
- F. **Make-up Session** – a session outside of the regular FDS schedule of a parent group. Make-up sessions shall be considered as an option for FDS absentees to attend a session on a different schedule.
  - G. **NPMO** – refers to the National Program Management Office of the Pantawid Program located at DSWD Central Office
  - H. **Parent Group** – a group of up to 40 members composed of Pantawid Pamilya household grantees/partner beneficiaries and spearheaded by a Parent Leader and Assistant Parent Leader.
  - I. **POO** – refers to the Provincial Operations Office located in every province where Pantawid Program is being implemented.
  - J. **Principal/Permanent FDS Attendee** – refers to the main grantee of the Pantawid household.
  - K. **Proxy** – an attendee on behalf of the permanent and/or alternate attendee who is an adult member of the household based on the set criteria.
  - L. **Resource Person** – the one who has the technical expertise on a certain topic who may be invited to share his/her knowledge during the session proper.
  - M. **PMO** – refers to the Regional Program Management Office of Pantawid program located at the regional offices of DSWD
  - N. **Special FDS Attendance Options** – other means to comply with the FDS conditionality in case the household cannot attend the regular schedule due to some valid reason.
  - O. **Talaarawan** – a journal-like notebook provided by the DSWD to the partner beneficiaries for documenting their learning from the Family Development Sessions.
  - P. **Visiting Grantee** – a main grantee who will attend an FDS in a place/venue different from his/her origin not covered by his/her City/Municipal Link.

## VII. The Family Development Session

The Family Development Sessions (FDS) is a monthly parent group activity attended by the main grantee/s of the household, usually mothers, to enhance their parenting capabilities and encourage them to be more active citizens of the society. It serves as a psycho-social and education intervention of the Pantawid Pamilya Program and complementary activity provided to the household grantees and household heads to ensure that children beneficiaries are able to comply with the conditionalities, and parents are able to provide the necessary support to their children for health and education needs.

Attendance to Family Development Session is also one of the conditionalities of the program and implemented and monitored monthly by the City/Municipal Links. Parent Leaders and Assistant Parent Leaders may monitor the attendance of household beneficiaries on FDS equivalency, activities that will reinforce, apply and practice the learnings of the participants to their family and community. This may refer to activities such as conduct of gardening in different approaches – individual family, groups or community, and other related activities on livelihood, disaster preparedness, environmental conservation and other areas of community development.

The Family Development Session also serves as a venue where other concerns of the beneficiaries and the program can be addressed such as monitoring of compliance of household beneficiaries, updating of household data and facilitating appropriate response to grievances and complaints. The FDS shall be a venue also to update the partner beneficiaries on the latest policies and developments on the program. The program concerns shall be prioritized in the monthly sessions. Thus, one (1) hour shall be allotted for updates, compliance concerns, grievances and other issues before the session proper to ensure that partner beneficiaries' program concerns and issues will be addressed.

#### **VIII. Family Development Sessions Learning Materials**

- A. The main manual or guide for the facilitators in implementing the Family Development Sessions is the ***Gabay sa Pagpapaunlad ng Pamilyang Pilipino*** (Guide to Filipino Family Development), the FDS manual, which has the following modules and sessions and objectives:
1. **Laying the Foundation of the Pantawid Pamilyang Pilipino Program.** The first module discusses the overall perspective of Pantawid Pamilya as a nationwide program that seeks to uplift the lives of the poor households in the country. Specifically, it covers the goals and direction of the Program, and the conditionalities that the partner beneficiaries should comply with for continued eligibility. This module also includes the guiding principles in implementing the program and in upholding the rights of women, children, indigenous peoples (IPs) and persons with disabilities (PWDs).
  2. **Preparing and Nurturing the Filipino Family.** The second module is about strengthening and enabling families to become active participants in facilitating change. It begins with discussion on preparing the family and ensuring the growth and development of children, including children with disabilities. Topics emphasize parental responsibilities, and laws protecting women and children against all forms of violence, abuse and exploitation.

3. **Participation of the Filipino Family in Community Development.** The last module contains topics on how partner beneficiaries can actively participate in community development.
- B. In support of the *Gabay sa Pagpapaunlad ng Pamilyang Pilipino*, the following modules are **supplemental materials** which can be used as additional guides/references in conducting the FDS:
1. Appreciating Early Childhood Enrichment (Early Childhood Care and Development Manual)
  2. Pagiging Mabuting Pilipino: Active Citizenship Module
  3. Modyul Ukol sa Kapansanan (Module on Disabilities)
  4. Gabay at Mapa para sa Listong Pamilya
  5. Child Sexual Abuse Prevention (CSAP) Modules
  6. FDS Module on Child Labor
  7. Enhanced Module on Sanitation (module on Water, Sanitation and Hygiene or WASH)
  8. Food and Nutrition Module
  9. FDS Module on Social Preparation for Recertification
  10. Session Guide on Tuberculosis Awareness
  11. Regional IP (Indigenous Peoples) Modules
  12. Family- and Community-Based Disaster Preparedness Module
  13. Empowerment and Re-affirmation of Paternal Abilities (ERPAT) Manual
  14. Parenting Effectiveness Sessions (PES) Modules
  15. Parenting the Adolescent Manual (PAM)
  16. Positive Discipline Manuals
  17. Social Preparation Module of the Sustainable Livelihood Program
  18. Other modules developed by the NPMO and RPMO (for approval of the former)
- C. The FDS materials (manuals, modules, flip charts, etc.) may be translated to the vernacular in the locality to be spearheaded by the FDS Focal Person to ensure that the translation will remain faithful to the original content.
- D. Any module from partners and stakeholders to be discussed during FDS shall undergo review and approval by the Regional Program Management Office and/or the National Program Management Office.

## IX. Target Areas and Participants

- A. The Family Development Sessions shall be conducted in all the covered areas of the Pantawid Pamilyang Pilipino Program.



- B. The household beneficiaries, particularly the main grantees of the program, serve as the main participants of the FDS.
- C. Other adult members of the household with children and surrogate parents may also join the household grantees in attending the sessions.
- D. Children beneficiaries may also be brought to the sessions especially if the topics are about their rights and welfare.
- E. Non-Pantawid beneficiaries, or other people in the community may also be encouraged to join the sessions.

#### **X. The Pantawid Pamilya Parent Group**

- A. The organization of the beneficiaries into parent groups is a strategy to establish peer support and monitoring of compliance with the conditionalities of the program on health and education.
- B. It also encourages unity and cooperation among the household grantees through the regular conduct of the Family Development Session (FDS)
- C. The organization of parent groups serves the following purpose:
  - 1. Venue for the regular and efficient conduct of the Family Development Session;
  - 2. Venue for information dissemination and sharing of updates about Pantawid Pamilyang Pilipino Program;
  - 3. Venue for elevating issues and concerns for the improvement of the program implementation;
  - 4. Strategy for a more convenient and better monitoring and evaluation of program implementation and improvement and development of partner beneficiaries; and
  - 5. Venue for peer support and monitoring as well as to resolve gaps in the household's level of well-being.
- D. One parent group shall be composed of up to 40 members.
- E. Geographical location and proximity shall be considered in grouping the grantees into a parent group. Indigenous affiliation shall also be considered.
- F. Among the members, there shall be a Parent Leader and Assistant Parent Leaders to be elected per parent group.

#### **XI. Operational Guidelines / Implementing Mechanics of the FDS**

##### **A. FDS Principles**

- 1. The integrity of the Family Development Sessions and the program, in general, shall be maintained as:
  - a. **Apolitical and non-partisan.** The FDS shall not lean towards political and partisan concerns especially

- during election period. The FDS shall not be used as a venue for campaigns and other politicking activities.
- b. **Non-sectarian.** The FDS shall be neutral in terms of faith-based parties. Thus, this shall not be used as a venue for preaching and other faith-based learning.
  - c. **Non-profit.** The FDS shall remain to be an activity without fees for cost participation, and shall not be a venue for pyramiding/multi-level marketing. There shall be no monetary collection or in kind from beneficiaries, or engagement in any business dealing such as selling of merchandise of any kind that will put pressure to the beneficiaries to patronize the merchandise.
  - d. **Non-discriminatory.** The FDS shall ensure the promotion of holistic development without prejudice to one's gender and cultural background. Thus, biases and other untoward attitude, behavior, and language shall be prohibited.
2. Violation of these principles shall be reported through the Grievance Redress System, and can result to disciplinary actions and other sanctions as may be determined from the Civil Service Code and other administrative coverage.
  3. External partners like civil society organizations and other volunteers violating these principles will result to the termination of their Memorandum of Agreement (MOA) with Pantawid Pamilyang Pilipino Program and/or the DSWD. Private organizations and individuals will be banned to facilitate FDS.

## **B. FDS Topics and Needs Assessment**

1. For newly registered partner beneficiaries, the fundamental topics (Module 1 of the FDS Manual) shall be prioritized in their first year in the program. The said module includes the following topics:
  - a. Overview of the Pantawid Pamilyang Pilipino Program
  - b. Guiding Principles of the Pantawid Pamilyang Pilipino Program
  - c. Recognition of Self as a Person, as a Family Member and as a Partner Beneficiary of Pantawid Pamilya
2. Continuing topics to be discussed in the Family Development Sessions shall be planned by the City/Municipal Links with the parent groups based on the following considerations:

- a. Identified needs of the participants through the Development Needs Assessment;
  - b. Results of Social Welfare and Development Indicators (SWDI) intervention plan;
  - c. Expressed and felt needs of the participants;
  - d. Arising social issues that affect the families in the community;
  - e. Theme/celebration of the month initiated by the LGU and national declarations;
  - f. Issues seen during home visits or topics deemed necessary by the C/ML as agreed with the partner beneficiaries; and
  - g. Special topics based on strategic initiatives of the Department or as maybe directed by the Secretary, the NPMO and/or the RPMO.
3. Session/topic may be given to the same parent group more than once provided that there is a need based on participatory evaluation, and the session will be conducted in a different approach and methodologies, and with additional references to have an added value.

### **C. Methodology**

1. The conduct of the sessions must and shall always be gender-sensitive and responsive, culturally sensitive and competent, inclusive of participants with disability (differently-abled), and respectful of the adult learning principles.
2. The sessions shall also follow the ADIDS Framework – Activity, Discussion, Input, Deepening, Synthesis, to ensure the quality of the conduct of the sessions.
3. It also applies peer support approach wherein the parent group are committed to be part of and share equal responsibility for group tasks, maintenance, and growth and sharing of experiences as point of learnings.
4. Participatory Approach is observed in the process of implementing FDS, ensuring that everyone in the group of parents has a sense of ownership and value in the overall conduct of FDS. Maximizing the participation of parent groups is most important for everyone to share and optimize their learnings and experiences.

### **D. The Family Development Sessions Team (FDS Team)**

1. The creation of the Family Development Sessions Team at the city/municipal level aims to:

- a. Converge the efforts of the government agencies, local government, civil society and partner beneficiaries in uplifting the well-being of Pantawid Pamilya households through the conduct of the Family Development Sessions as a psycho-educational intervention;
  - b. Align the purpose and intentions of the FDS implementers, internal and external, towards the strategic goals of the program;
  - c. Provide augmentation support to the City/Municipal Links in the actual conduct of FDS and monitoring of the learning of the partner beneficiaries; and
  - d. Improve the implementation standards of the FDS through ensuring plans, schedule and quality; monitoring of the FDS conduct and the learning of the beneficiaries; and enhancing FDS materials through development of modules suited to the needs of the locality.
2. The team may be composed of all the stakeholders in the locality who can be tapped to strengthen and support the implementation of the FDS, i.e. personnel of the DSWD programs (city/municipal action team members), CSO partners, LGU personnel, Local Advisory Committee members, national government agency partners, parent leaders, etc.

#### **E. Resource Person and Facilitator**

1. The City/Municipal Link shall be the main facilitator for the FDS. Flexibilities may be applied depending on the agreements reached by the FDS Team.
2. The qualification of the resource persons shall be considered to ensure the quality of the FDS conduct. Only those civil society organization volunteers who are trained/oriented on the FDS modules or with expertise on the topic are qualified to become resource persons. Tapped resource persons must wear IDs during the FDS conduct.
3. The Parent Leaders can assist the City/Municipal Link in handling the opening and closing amenities of the session, as facilitators. The C/MLs shall provide regular coaching on facilitation to them.
4. Trained and capable Parent Leaders may be tapped as Facilitators and/or Resource Persons (depending on their expertise) for the FDS.

5. All facilitators and resource persons, internal or external, shall uphold the FDS principles faithfully.

#### **F. Schedule and Venue**

1. The Family Development Sessions are conducted at least once a month on schedule as agreed upon by the C/MLs and the parent groups.
2. The FDS shall be scheduled preferably on days/dates and time when the target participants are most available.
3. Usually, the sessions in the FDS lasts for two (2) hours. If the topics require additional time, and the participants are amenable, the session duration may go beyond the usual.
4. The appropriate FDS venue shall be in accessible places in the neighborhood to ensure attendance and timeliness of the household beneficiaries, without transportation cost, as much as possible. Venues may include the Barangay Hall, Multi-Purpose Hall, Women Center, Day Care Centers, Barangay Health Stations, Nutrition Posts, and other facilities available in the neighbourhood or community as long as these are conducive for learning and interactive discussions and activities, and safe and secure for the attendees and the implementers. The FDS may also be conducted in the houses of partner beneficiaries, provided that it is safe for the participants and their young children (should they bring them to the sessions), or in any open space in the home of partner beneficiaries upon agreement of the parent group.
5. Appropriateness of the venue to the topic can also be considered, e.g. ECCD topics may be discussed in child development centers, gardening topics may be discussed in backyard/communal/school gardens, etc.
6. The FDS should not be conducted in churches or chapels of the partner faith-based civil society organizations to insulate the sessions from conflicting interests.
7. Plans and schedule on the FDS conduct shall be submitted by Provincial Operations Offices to the Regional Program Management Offices within the set timeline.

#### **G. Postponement**

1. Postponement of FDS may be allowed only on the following situations:
  - a. Occurrence of armed conflict, tribal war or other similar cases which are not covered by the policy on force majeure (NAC Resolution 26 series of 2015: Handling of Compliance Verification in Cases of State of Calamity,

- Disaster, Complexity and other Exceptional Cases). Minutes of the meeting from the local Peace and Order Council, Philippine National Police, Armed Forces of the Philippines, and/or certification from any executive official from the LGU shall be secured by the C/ML as proof;
- b. Any situation that poses a threat to the security of the partner beneficiaries and/or the FDS implementers;
  - c. Occurrence of human-made and natural disaster, announced or unannounced, that causes potential danger to both partner beneficiaries and implementers;
2. Conflict with schedule of training workshops, staff meeting and other similar activities of the FDS implementer shall not be considered as grounds for postponement. This should be well-planned by the C/ML and the FDS Team.
  3. Should there be changes in the submitted FDS schedules, the C/MLs shall report the situation through an official communication to his/her immediate supervisor at the POO for the latter's approval at least one week before the re-scheduling. The official communication shall also be sent to the RPMO.
  4. The re-scheduled FDS can only be done within the same month of its postponement.

#### H. Standard FDS Process Flow

The sessions shall ensure that the following minimum requirements are met:

1. Preliminaries to include opening prayer and attendance
2. Facilitation of resolution of issues and concerns
3. Energizer or icebreaker;
4. Short review/recapitulation of the previous sessions
5. Session title and objectives
6. Session proper following the ADIDS framework;
7. Plan on application and practice of their learnings in the home and community; and
8. Post-session attendance checking

#### I. FDS Attendees

1. The main grantee of the household shall be the Principal/Permanent FDS Attendee.
2. Each household can assign an Alternate FDS Attendee, whom shall not be counted as a proxy attendee.
3. The Alternate FDS Attendee shall only be one person per household. It cannot be changed unless due to unavoidable

- circumstances (death, imprisonment, etc.). Also, he/she should be duly recognized by the City/Municipal Link.
4. Only those adults who are living in the same household and are directly involved in child-rearing shall be allowed to stand-in as alternate attendees.
  5. For households with both spouses as working, and with the FDS schedule conflicting with their livelihood/employment, they shall opt to explore the make-up session option, the special FDS schedule or the proxy attendance, following these guidelines.

#### **J. Couple Attendance in FDS**

1. The husband and wife, or both spouses (couple attendance), shall be required to attend specific sessions on gender sensitivity, and responsible parenthood and family planning as provided in the NAC Resolution 23 series of 2014. Failure of both parents/spouses to comply will mean non-compliance with the FDS conditionality and shall entail non-receipt of the health grant.
2. Sessions along the stipulated topics but are outside the modules 2.1 and 2.2 are also covered by this set of provisions, i.e. positive masculinity, SOGIE, etc.
3. If the main grantee is a grandparent and is still in the reproductive age, presence of both husband (grandfather) and wife (grandmother) shall still be required. However, if the grantee is not in her reproductive age anymore, is a guardian, a widow/widower and/or solo parent, his/her lone presence will suffice and shall be considered for compliance.
4. If the main grantee is not in her reproductive age anymore and/or is belonging to the situations stated in the previous item, it is encouraged that a reproductive adult/couple from the same household shall attend the sessions instead.

#### **K. Absences**

1. Absence shall not be tolerated because this shall entail non-compliance of the household with the FDS conditionality.
2. However, if an absence falls under the following valid reasons, it may be considered as excused and may not require any special FDS attendance option:
  - a. Pregnant women about to give birth or advised to take a bed rest attested by the Health Center Personnel and/or a medical certificate;
  - b. Partner beneficiaries who recently gave birth as certified by the Health Center personnel or physician

- and/or attested by the Parent Leader or the barangay captain or partner beneficiaries with illness arising out of the pregnancy, delivery, abortion or miscarriage, which renders them unfit for attending the FDS;
- c. Death or burial of immediate members of the family attested by the Parent Leader or the barangay captain in the locality (Tribal leader if in IP communities);
  - d. Victims of violence against women and children (VAWC) and undergoing medical, psychological interventions and legal proceedings certified by the Barangay Captain, C/MSWDO, PNP, or the Social Welfare Officer III;
  - e. Participation in cultural practices of the family and/or community which requires a lengthy period of time that will hinder the grantee from going out of their homes or neighborhood. However, if the grantee can comply with the FDS attendance through other options like make-up sessions, they shall be advised to do so;
  - f. Any unforeseen event or circumstance beyond DSWD control which can compromise the safety and security of the partner beneficiaries such as war, riot, strike, crime, etc.;
  - g. Other reasons deemed valid based on the assessment by the City/Municipal Link and concurred by the Social Welfare officer III.
3. Absences committed due to reasons beyond these provisions shall be complied with through make-up sessions (*see the succeeding provisions*).

#### **L. Special FDS Attendance Options**

In case the attendee has not been able to attend a session, the C/ML shall check on the household to identify their reason. Depending on their circumstance, the household shall be endorsed to comply with a special FDS attendance option within the same month. Non-attendance to the special option will automatically mean non-compliance. The following options may be explored (in order of succession as an option):

##### **1. Make-up Session**

- a. The make-up session may be presented as an option to non-compliant partner beneficiaries under the following circumstances:
  - i. Sickness as attested by a medical certificate from a health facility personnel or by the Parent Leader;



- ii. Grave emergency cases wherein the main grantee or any immediate family member is involved;
  - iii. Engagement in economic/agricultural activity regardless of ethnicity; schedule of which is conflicting with the FDS schedule;
  - iv. Conflict of schedule with other equally important activities such as Parent-Teacher meeting, homeroom meeting, court hearing or any legal proceeding and Barangay or Court Annex mediation;
- b. The make-up sessions to be conducted shall meet the following criteria or quality assurance standards:
- i. Same City/Municipal Link or resource person/facilitator is handling the original and the make-up session;
  - ii. Same topic;
  - iii. Venue is within the locality of the grantee which will not entail transportation expenses;
  - iv. Schedule of the make-up session is within the same month.

## **2. Proxy Attendance**

- a. Proxy Attendance in FDS is highly discouraged to ensure maximum learning of the main grantee and direct application of the learning to their families.
- b. However, proxy attendance may be considered in inevitable circumstances with valid excuses like the following:
  - i. Working solo parents
  - ii. Parents working outside the municipality, province or region who have difficulties in attending the regular FDS schedule due to proximity issues (may be considered for proxy attendance or make-up session, or attendance to sessions in other areas)
  - iii. Sickly, mentally-, physically-challenged grantee or Person with Disabilities, in case of lone grantee;
  - iv. Main grantee is an elderly or grandparent who cannot comply with the FDS conditionality because of health or other physical reasons.

- c. Only persons who meet the following qualification may be allowed to attend as proxy in FDS:
  - i. Any adult member living with the main grantee in the same household;
  - ii. Any appointed/identified adult living outside the household but is directly involved with child-rearing/child care for the children beneficiaries;
  - iii. Guardian of a minor grantee as certified by the C/MSWDO;
  - iv. There should only be one proxy per household whose identity is acknowledged by the C/ML and SWO III, and recorded at the C/MOO and POO.

### 3. Attendance to Sessions in Other Areas

- a. Partner beneficiaries working outside the city/municipality, province or region of residence may explore the option of attending the session in his/her present area. Proper endorsements between C/MLs and accomplishment of forms and reports shall be observed.
- b. Grantee shall inform his/her respective C/ML about his/her destination including the timeline.
- c. The C/ML shall inform the staff-in-charge in that specific area **(may be through the FDS Focal Person and the Regional Compliance Verification Officer if cross-regional; through the SWO III and Provincial Link if cross-provincial and cross-city/municipal, or directly through the C/ML)** of the details – name, address, household ID number, etc., of the said partner beneficiary or Visiting Grantee.
- d. The receiving C/ML shall issue a Certificate of Compliance (COC), either as a soft or printed copy, to the Visiting Grantee as proof of his/her attendance to FDS.
- e. The Visiting Grantee shall provide his/her original C/ML with the COC as proof of his/her attendance.
- f. To ensure faster coordination and in cases of partner beneficiaries who cannot go back to his/her place of origin regularly, the coordination between cities/municipalities/provinces/regions for the COC issuance shall done by the staff as stated in the provision in letter B.

#### **M. Minor Grantees Without Guardians**

1. A minor grantee without a qualified guardian to attend as proxy may not be required to attend the FDS anymore.
2. Instead, other interventions, which can be deemed appropriate as a result of the social case management process, may be provided to the minor grantee as consulted with and approved by the SWO III.
3. Youth Development Session (for high school student beneficiaries) or other age-appropriate activities that will offer learning and aid the child in achieving holistic development may be considered as interventions.

#### **N. Tardiness**

1. All partner beneficiaries shall attend the FDS on time. If tardiness is observed as becoming habitual, the following sanctions may be imposed:
  - a. First Offense: Verbal Warning by the City/Municipal Link
  - b. Second Offense: Written warning by the C/ML and a written commitment from the beneficiary not to repeat the offense
  - c. Third Offense: The grantee shall be subjected to case management by the City/Municipal Link and shall render community volunteer/or development service.
2. Tardiness with valid and excusable reasons may be considered, provided that it will not be habitual.

#### **O. Clustering of Parent Groups**

1. Clustering of more than one parent group in one session is highly discouraged and should be refrained.
2. However, in unavoidable circumstances, clustering may be allowed but only in Geographically Isolated and Disadvantaged Areas (GIDA).
3. C/MLs or other FDS implementers covering for other caseloads in other areas, due to absence/vacancy of a field worker, can opt to cluster parent groups in one session with a maximum of 60 participants or two (2) parent groups only, and with approval of the POO.
4. There shall be no clustering of parent groups on FDS requiring couple attendance.

#### **P. Equivalency FDS**

1. Equivalency FDS activities may include, but are not limited to, the following:
  - a. SLP and KC-NCCDP activities such as social preparation and capacity building activities that will contribute to the improvement of level of well-being of partner beneficiaries;
  - b. Activities initiated by partner agencies, local government units, and Civil Society Organizations such as Women's Month Celebration, Children's Month, Family Week Celebration, Pantawid Pamilya Family Day, *Brigada Eskwela* and other similar activities that can contribute to the improvement of the households' level of well-being;
  - c. Activities initiated by the DSWD, Pantawid Pamilya NPMO, and/or Pantawid Pamilya RPMO i.e. focus group discussions, spot checks, advocacy events, pre-testing and piloting activities that need participation of parent groups.
  - d. Other community development activities that reflect the concrete application of the FDS learning of partner beneficiaries
2. Logistics for the activity shall be ensured by the initiating party. It shall be conducted within the municipality. If the activity will be conducted outside the municipality, the C/ML shall seek the approval of the POO.
3. The C/ML shall also ensure that all partner beneficiaries are informed and are able to participate. After the activity, the C/ML shall conduct a processing session to ensure that the key messages are delivered and learnings are inculcated.
4. The FDS Attendance Sheet and Documentation Form shall still be accomplished.

#### **Q. Non-imposition of Participation Cost on FDS**

1. The FDS does not require any cost or expense from the partner beneficiaries. Honoraria, materials and snacks for the facilitators and resource persons are not valid reasons for monetary contributions of the partner beneficiaries, nor by the C/MLs.
2. The City/Municipal Links and other FDS implementers (including partners) who are imposing any fees to the

beneficiaries during the conduct of FDS shall be subjected for disciplinary action, sanction and/or penalty.

#### **R. Talaarawan**

1. Every end of the session, the partner beneficiaries shall write their insights, reflections and learning in the Talaarawan. Updates and other concerns may also be written in the *Talaarawan*.
2. The Talaarawan entries shall be the basic monitoring of the learning of the partner beneficiaries from the topics discussed. The use of Talaarawan by the beneficiaries shall be monitored by the City/Municipal Links and other partners not only during FDS but also during home visits and other activities.
3. The importance of the use of Talaarawan shall be emphasized and reiterated to the beneficiaries during FDS. Simple writing, drawings, symbols, or other form of expressions may be done by the beneficiaries depending on their literacy level.
4. If the Talaarawan has been used up or if no Talaarawan has been provided, the partner beneficiary can use a notebook instead.

#### **S. Application of FDS Learning**

1. The application of the learning from each session in the Family Development Sessions shall also be ensured.
2. The application of the learning should be tangible, observable and inculcated in the household's values, attitudes and practices.
3. Application of learning by the partner beneficiaries shall be a measure for FDS success.

#### **T. Sanctions**

All violations related to the provisions in these implementing guidelines shall be reported through the Grievance Redress System and to the implementers of the program, and shall be subject to administrative sanctions.

### **XII. Strengthening Parent Groups**

Through FDS, the parent group shall be strengthened to become self-sustaining entrepreneurial groups in the society. Through the group work and community organizing approaches, the parent groups will be provided with the sessions on

strengthening parent groups to facilitate group development, needs identification resource mapping and action planning.

### **XIII. Technical Assistance, Monitoring and Evaluation, and Documentation**

#### **A. Technical Assistance**

1. Technical assistance is provided through conduct of follow-through skills enhancement activities for the Municipal Links, Social Welfare Assistants, LGU Links, Parent Leaders and the Civil Society Organization partners on FDS implementation.
2. This can be provided by the Social Welfare Officer III of the Cluster Operations Unit through individual coaching and demonstration as well as during spot checks done by the Regional Program Management Office (RPMO) through the FDS Focal Person, and the National Project Management Office (NPMO) through the Family Development Division.

#### **B. Monitoring and Evaluation**

1. The NPMO/RPMO staff particularly the FDD staff, Regional FDS Focal Person and SWO III are expected to conduct spot check and monitoring of the Family Development Sessions and review of the reports as stipulated on the different FDS forms.
2. Program review and evaluation can be done at all levels through conduct of Program Implementation Review Workshops, impact assessments, and other research-related activities.
3. These shall assess and report on the status/progress/accomplishment on the conduct of FDS, as well as provide review of the program implementation to identify issues, problems and strengths of the FDS.

#### **C. Documentation**

1. Documentation of compliance shall be facilitated by the City/Municipal Link assisted by the parent leaders.
2. Signing of the FDS Attendance Sheet
  - a. The FDS Attendance Sheet shall be a mandatory report for each session, per parent group.
  - b. The Attendance Sheet shall be pre-generated which includes the identifying information of each parent group and each household in the parent group,

including the names of its principal and alternate attendees.

- c. The signing of attendance shall be done after the session proper.
3. Documentation of best practices, accomplishments, success stories and initiatives in the implementation of FDS shall be undertaken by the Field Offices through the FDS Focal Person of the region in coordination with the FDS implementer and the Information Officers.
4. This will serve as basis for replication and enhancement of policies and key strategies in the implementation of Family Development Sessions.

#### **XIV. Institutional Arrangement**

##### **A. Internal**

1. **Family Development Division – National Program Management office**
  - a. Develop operational policies and guidelines on the conduct of FDS;
  - b. Develop monitoring and reporting templates and tools on FDS implementation;
  - c. Conduct spot check and provide technical assistance on FDS implementation by C/MLs and FDS Focal Persons in coordination with other units/divisions;
  - d. Monitor implementation and provide technical assistance to CSO partners based on the Memorandum of Agreement;
  - e. Develop new modules and alternative strategies on the conduct of FDS;
  - f. Provide capability building for FDS implementers;
  - g. Collect, monitor and analyze regional consolidated FDS reports and documents through coordination with the Regional FDS Focal Persons;
  - h. Coordinate with development partners and other stakeholders in strengthening the FDS implementation.

## 2. Regional Program Management Office

### a. FDS Focal Person

- i. Work with FDD in the NPMO on monitoring the status of FDS implementation per set guidelines;
- ii. Conduct regular spot check on the implementation of FDS by C/MLs, Community Facilitators, CSO partners and other implementers, including CFDS (Community and Family development Sessions in MCCT areas), and recommend strategies that will enhance the FDS conduct;
- iii. Provide technical assistance, in coordination with the Social Welfare Officer III through coaching and mentoring to untrained C/MLs implementers (e.g. replacement or newly hired C/MLs), trained C/MLs needing guidance, resource persons, CSOs and NGAs who have no formal training on FDS;
- iv. Act as repository of all FDS reports and documents at the RPMO for analysis in coordination with relevant Pantawid staff at the provincial and regional levels;
- v. Document innovative and other creative FDS best practices and success stories in coordination with the Pantawid Information Officer
- vi. Assist in the screening and assessment of CSOs applying for partnership on FDS;
- vii. Provide capability building for FDS implementers
- viii. Develop and/or enhance specialized modules as deemed needed in the locality for the approval of the Pantawid Pamilya NPMO;
- ix. Craft policy and module recommendations for the approval of the NPMO towards the improvement of the C/FDS implementation as necessary
- x. Facilitate the translation of the learning materials into the vernaculars in the locality, as needed.



**b. Modified Conditional Cash Transfer (MCCT) Focal Person**

- i. Provide continuous technical assistance to CFDS implementers
- ii. Conduct regular spot checks on the implementation of FDS by C/MLs, Community Facilitators, CSO partners and other implementers, including CFDS (Community and Family development Sessions in MCCT areas), and recommend strategies that will enhance the FDS conduct;
- iii. Craft policy recommendation for the approval of the NPMO towards the improvement of the CFDS implementation as necessary

**c. Gender and Development Focal Person**

- i. Analyze consolidated FDS reports from the FDS Focal Person as submitted by the operations offices;
- ii. Provide technical coaching, monitoring/spot checks and GAD mapping activities;
- iii. Ensure the provision of appropriate materials in the conduct of FDS on gender sensitivity and responsible parenthood and family planning; and
- iv. Integrate consolidated reports with the GAD Accomplishments and submit these to the GADD-NPMO.

**d. Indigenous Peoples Focal Person**

- i. Provide continuous technical assistance to ensure that CFDS activities are in accordance with the provisions of the RA 8371 or the IPRA]
- ii. Conduct regular spot checks on the implementation of C/FDS by C/MLs, Community Facilitators, CSO partners and other implementers, including C/FDS (Community and Family development Sessions in MCCT areas),

and recommend strategies that will enhance the FDS conduct;

- iii. Provide capability building activities to CFDS implementers with the FDS Focal Person;
- iv. Review and facilitate the resolution of CFDS issues and concerns with other staff and stakeholders

**e. Social Welfare Officer III**

- i. Provide technical assistance and supervision to the FDS implementers along quality delivery of the sessions
- ii. Provide technical assistance and supervision to the C/MLs on determining appropriate interventions for specific cases through FDS;
- iii. Refer special cases and ensure that they are handled by relevant institutions, and the City/Municipal Social Welfare and Development Office (C/MSWDO), and the SWAD Team in the province for special cases.
- iv. Monitor and ensure the support of the Local Government Unit (LGU) in the conduct of FDS and C/FDS as well as other stakeholders;
- v. Support the data monitoring of the FDS Focal Persons through ensuring consolidation, review, integrity and analysis of FDS reports, and ensure timely submission to the POO level for transmittal to the RPMO;

**f. City/Municipal Link**

- i. Organize the grantees in groups with a maximum of 40 members each and facilitate election of Parent Leaders and Assistant Parent Leaders per group;
- ii. Organize core parent leaders for every subgroup of parent beneficiaries to act as assistant parent leaders to the overall parent leader in every group of forty (as a maximum number of parent/grantees in parent group);
- iii. Plan and organize the overall conduct of FDS per parent group handled;
- iv. Facilitate the establishment and convention of the FDS Team at the city/municipal level;

- v. Coordinate overall FDS preparatory activities with the local leaders, local partners, Parent Leaders and the FDS Team
- vi. Facilitate the conduct of FDS and/or serve as resource person with the assistance of SWAs, LGU Links, CSOs and Parent Leaders, as applicable;
- vii. Convene Pantawid Pamilya Parent Leaders meeting as part of planning and evaluation activities in the conduct of FDS to consolidate all issues and concerns by the household grantees relative to FDS implementation and other concerns in the program;
- viii. Coordinate with the Local Government Unit regarding provision of logistical support for the improvement of FDS implementation;
- ix. Conduct home visits and/or other interventions as follow-up on partner beneficiaries' application of FDS learning;
- x. Accomplish FDS reports per set timeline;
- xi. Monitor and check appropriate and regular use of the Talaarawan during FDS by all household grantees; and
- xii. Document success stories and best practices (in relation to FDS) and endorse to the RPMO.

## **B. External**

### **1. The Family Development Sessions Team (FDS Team)**

- a. Assess the needs and identify special concerns of the partner beneficiaries in the barangay/city/municipality;
- b. Prepare a map of subject-matter experts in the locality who shall be assigned as resource persons per FDS topic as planned;
- c. Plot the monthly schedule and topic per session of all the parent groups in the Pantawid areas in the municipality, with consideration on the date amenable to the schedule of the partner beneficiaries and their identified needs;
- d. Monitor the overall conduct of FDS including its impact on the partner beneficiaries and prepare reportorials in accordance with the set timeline;
- e. Address issues and concerns encountered in the implementation of the FDS;

- f. Propose enhancements and/or new developments to the policy and the FDS materials based on the assessment as necessary, including translation of the learning materials to the vernacular in the locality;
- g. Meet regularly for planning and follow-through actions;and
- h. Create and maintain an updated inventory and profile of the FDS Team members;
- i. Ensure the provision of logistical requirements for the conduct of FDS.

**2. Local Government Unit (LGU) Link**

- a. Assist the City/Municipal Link in performing the tasks and duties relevant to the implementation of FDS such as facilitation, FDS Team work, coordination, etc.;
- b. The LGU Link may also serve as resource person depending on one's knowledge and skills and may assist in facilitating resolutions to program concerns of the partner beneficiaries during FDS
- c. Support the Pantawid Pamilya implementers in lobbying for augmentation and other needs from the local government

**3. City/Municipal Social Welfare and Development Officer (C/MSWDO)**

- a. Act as Resource Person in the conduct of FDS;
- b. Provide and ensure availability of other reference materials such as the PES manual, ERPAT manual, etc. for use of the C/ML in the conduct of FDS;
- c. Facilitate the provision of logistical support such as training supplies, equipment, support staff, etc.;
- d. Endorse the C/ML to other local officials/staff for support/augmentation in the FDS implementation;
- e. Attend to special cases referred by the City/Municipal Link; and
- f. Provide other support services to household beneficiaries.

**4. Civil Society Organization Partner**

- a. Comply with the agreements stipulated in the MOA and ensure that the Terms of Reference shall be carried out and accomplished within the given/agreed timeline;

- b. Uphold the integrity of the program and the FDS in terms of its principles;
- c. Perform the duties and responsibilities as a member of the FDS Team;
- d. Coordinate with the C/MLs and local leaders in the implementation of FDS;
- e. Facilitate/conduct the FDS and/or CFDS in accordance with the set implementing guidelines of the program as scheduled;
- f. Comply with the documentation requirements and procedures of the program and schedules of submission;

#### **5. Parent Leader and Assistant Parent Leader**

Parent Leader and Assistant Parent Leader (or core parent leaders handling around 5-10 households from the total maximum of 40 partner beneficiaries) are expected to work together to provide aid and support to one another in the implementation of FDS. Assistant Parent Leaders may act as the Parent Leader in the absence of the latter. Both of them are expected to fulfill the following duties and responsibilities:

- a. Assist the C/ML in the preparation, facilitation and other needs for FDS and other follow-through activities (home visits, facilitation of submission of update and grievance forms, etc.);
- b. Assist in validation for the reconciliation of data inconsistencies as part of updating and validation of the partner beneficiaries' information;
- c. Communicate program updates and other pertinent information to the members of the parent group;
- d. Develop rapport with the members of the group and serve as facilitator for group development; and
- e. Mobilize the household members for community development activities in coordination with the C/ML.

#### **6. Household Grantee/Partner Beneficiary**

- a. Regularly attend and actively participate in the scheduled Family Development Sessions;
- b. Assist the Parent Leaders in any announcements and clarifications for other household members;
- c. Provide support to peer members in meeting the conditionalities of the program and report violations or

- any form of grievances and complaints to the Parent Leader or C/ML;
- d. Ensure to indicate learning, insights and thoughts based on the FDS topic in the Talaarawan.
  - e. Ensure that updates affecting their membership status are properly reported to the C/MLs.
  - f. Provide support to household members and other members in the neighborhood/community through sharing the learning gained during FDS and helping them apply the learning in their own family and community, and disseminating information on other support services of the program, the department and the government;
  - g. Participate and cooperate in group development and activities towards community development.

#### **XV. Further Policy Recommendations**

Policy recommendations, further details on the provisions and other interventions outside these guidelines may be crafted by the RPMO for approval of the NPMO.

#### **XVI. Repealing, Transitory and Effectivity Clause**

This Memorandum Circular supersedes all prior issuances inconsistent herewith and shall take effect immediately.

Let copies of this Memorandum Circular be distributed to the Pantawid Pamilya National Program Management Office and all Regional Program Management Offices, Provincial Operations Offices and City/Municipal Operations Offices for information and guidance.

Issued on the 16<sup>th</sup> of October, 2018

**VIRGINIA N. OROGO**

Acting Secretary

Department of Social Welfare and Development

Certify True Copy:

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OIC-Division Chief

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