

**Memorandum Circular No. 02
Series of 2019**

Subject: Amendments to Memorandum Circular No. 01, Series of 2017 and Memorandum Circular No. 01, Series of 2018 or the Revised Guidelines on the Pagkilala sa Natatanging Kontribusyon sa Bayan (PaNata Ko sa Bayan) Awards

I. RATIONALE

The Department of Social Welfare and Development (DSWD) leads in the formulation, implementation, and coordination of social welfare and development policies and programs for and with the poor, vulnerable, and disadvantaged. This will be realized through the coordination and collaboration with various stakeholders as allies in providing support to the various sectors in the country.

The Local Government Units (LGUs), Civil Society Organizations (CSOs), Non-Government Organizations (NGOs), People's Organizations (POs), Resource Agencies/Development Partners, and volunteers play a significant role in alleviating the plight of the poor, vulnerable, disadvantaged, and marginalized sectors.

The Pagkilala sa Natatanging Kontribusyon sa Bayan (PaNata Ko sa Bayan) Awards shall continue to recognize and acknowledge the efforts of individuals, groups and organizations which vowed to share their time and resources to ensure that the various sectors benefit from enhanced service delivery and better opportunities.

In line with this, two (2) additional sub-awards such as the **"Best Foster Parent"** and **"Most Outstanding Volunteer in DSWD Centers/Residential Care Facilities"** under the **Salamat Po Award** shall be conferred as a commendation to partners and volunteers who provided assistance in the Department's delivery of social protection services and achievement of goals.

The Department also pave the way to various developments and improvements hence, there is a need to revise the rubrics and shoresheets for **Gawad Paglilingkod sa Sambayanan (GAPAS) Award for LGU Implementing Outstanding Sustainable Livelihood Program (SLP)** i.e. Microenterprise Development Model and Employment Facilitation Model; inclusion of description and new sub-committee for **GAPAS Award for Good Convergence Initiative**; set additional criteria for the **Gawad sa Makabagong Teknolohiyang Panlipunan** or the Best New Social Technology by either LGU or NGO; and creation of the **"Hall of Fame Award"**.

II. SPECIFIC AMENDMENTS

The following are the specific amendments to MC No. 01, series of 2017 and MC No. 01, series of 2018:

A. SALAMAT PO AWARD

a.1 Best Foster Parent

Foster Parents nominees either developed by DSWD, LGU or Child-Placing Agency (CPA) and must be in a category of an active regular foster parent who have been caring a child either short –term or long term basis. The criteria are as follows:

2. Provided quality care to foster child/children placed under the Foster Parents care;
3. No disruption of foster care placement;
4. Maintained a good example of a law abiding citizen by demonstrating highest level of professionalism, right conduct and active involvement in civic/ community organization/ activities; and
5. Initiated or perform Best/Good Practice as Foster Parent/s

a.2 Most Outstanding Volunteer in DSWD Centers/Residential Care Facilities

This will highlight the exemplary performance and dedication to service of volunteers in helping the clients/beneficiaries in the DSWD Centers/Residential Care Facilities and recognize the role of volunteerism in development, protection, and promotion of rights of various sectors. The criteria for nomination are as follows:

1. Must have been a regular volunteer individual/ group of the center/residential care facility for a certain period;
2. Must be under a Memorandum of Agreement/Understanding (MOA/MOU) with the center/residential care facility. The volunteer should abide with the provision stipulated in the MOA/MOU and should be registered with any of the DSWD data base such as the DSWD Bayanihang Bayan or Field Offices;
3. Must abide to the policies and procedures of the center/residential care facilities and must not involved in any conflict/ or any record of complaint with the staff and or client/ residents;
4. Partnership/s with the center/residential care facility must have clearly produced an exemplary result such as any of the following:
 - a. Improvement/repair, establishment/construction of facilities/work stations or additional structures that contribute to the well-being of center residents and staff;
 - b. Improvement in programs and services of the center; and
 - c. Financial Support/Additional Financial Resources
5. Partnership with the center/residential facility must have resulted in the significant contribution in the workforce of staff (social service, homelife, medical, administrative in the implementation of programs and services; and
6. Partnership with the center/residential care facility must have resulted in the significant increase of client empowerment as evidenced by any of the following:
 - a. Skills acquisition (i.e. Technical, Livelihood, Life, etc)
 - b. Academic Improvement
 - c. Healing and Recovery (i.e. Trauma cases, etc.)
 - d. Increased Independence/Self-Reliance

The screening, validation, and evaluation of nominees for these sub-awards shall be facilitated by the Protective Services Bureau (PSB). The Bureau shall engage other Offices/Bureaus/Services/Units (OBSUs) concerned in the conduct of evaluation and selection of awardees, when necessary. Each Field Office shall submit the complete documents for assessment.

Refer to Annex A for the rubrics and scoresheets.

B. GAPAS AWARD

b.1 LGU Implementing an Outstanding Sustainable Livelihood Program (SLP)

The SLP-National Program Management Office (NPMO) will facilitate the screening, validation, evaluation, and selection of nominees. The revised and enhanced criteria for both Microenterprise Development Model and Employment Facilitation Model are:

1. **Representation and Participation** (30%)
2. **Transparency and Accountability** (15%)
3. **Civic Engagement** (10%)
4. **Effectiveness and Equity** (15%)
5. **Sustainability** (30%)

Refer to Annex B for the revised rubrics and scoresheets.

b.2 Good Convergence Initiative

The GAPAS Award for Good Convergence Initiative embodies "*Gikan sa Masa, Para sa Masa*", a convergence initiative (CI) which seeks for an innovative, purposive, responsive, and sustainable action initiated by the DSWD team in a certain locality at the field level with various stakeholders aimed to assist in resolving identified gaps and community-based needs. By action, it may come in the form of program, project, activity or process.

The award recognizes the exemplary CIs of LGUs in coordination with the DSWD field operations teams i.e. Provincial/ City/ District/ Municipal Action Teams (P/C/D/MATs) that demonstrates that a convergent approach addresses more effectively the needs of the community or poor households.

The nominees shall provide a packaged documentation of the CI completed or ongoing implementation for at least six (6) months along with the Means of Verifications (MOVs) indicated in the scoresheet. The shortlisting of nominees for this sub-award shall be facilitated by the National Convergence Technical Support Unit (NCTSU) with the engagement of Kalahi-CIDSS-NPMO, Pantawid-NPMO, Sustainable Livelihood Program (SLP)-NPMO, Social Technology Bureau (STB), and Social Welfare Institutional Development Bureau (SWIDB).

The screening, validation, and evaluation of nominees shall be based from the existing guidelines on Development of Convergence Initiatives, to verify the Key Evaluation Areas for the Award.

C. GAWAD SA MAKABAGONG TEKNOLOHIYANG PANLIPUNAN

The Social Technology Bureau (STB) shall lead the screening, validation, evaluation, and selection of awardees for the "Best New Social Technology" by either the LGU or NGO. The criteria have been revised and assigned the following weights:

1. **Responsiveness and Effectiveness**
 - 1.1 *Culture-Based* (5%)
 - 1.2 *Needs-Based* (5%)
 - 1.3 *Rights-Based* (5%)
 - 1.4 *Gender-Based* (5%)
 - 1.5 *Area-Focused* (5%)

2. **Innovativeness** (25%)
3. **Transparency** (10%)
4. **Sustainability**
 - 4.1 *Institutional Sustainability* (10%)
 - 4.2 *Financial Sustainability* (10%)
5. **Replicability** (15%)
6. **Documentation** (5%)

Refer to Annex C for the rubrics and scoresheets.

D. HALL OF FAME AWARD

The National awardees of the same category who will be nominated for three (3) consecutive years with consistently increasing final score shall be conferred the "Hall of Fame Award".

For partners/stakeholders comprised of the LGUs, CSOs, NGOs, POs, Resource Agencies/ Development Partners, and volunteers winning for three (3) consecutive years of the same award category but with *decreasing* scores, the proponent or the office concerned of the award category will look into the reasons for the decrease. Should there be found justifiable reasons, the proponent shall then recommend the partner/stakeholder for the Hall of Fame Award.

If the decrease cannot be justified but the partner/stakeholder still scored higher than the other nominees, the case shall be brought before the PaNata Awards Committee for deliberation. If not qualified for the Hall of Fame Award, the partner/stakeholder shall be declared only as National Awardee.

This Memorandum Circular takes effect immediately and amends previous issuances contrary thereto.

Issued this 21st day of January 2019 in Quezon City.



ROLANDO JOSELITO D. BAUTISTA
Secretary

Certify True Copy:



MYRNA H. REYES
OIC-Division Chief

Records and Archives Mgt. Division

LCI/CLM

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ANNEX A

Category : **Salamat Po Award: Best Foster Parent**
Proponent : **Protective Services Bureau (PSB)**
Field Office : _____
Name of Nominee : _____

CRITERIA	MEANS OF VERIFICATION	WEIGHT	RATING
1. At least 6 years and above as active Foster Parent/s	1.1 Uninterrupted service of being a Foster Parent/s for 6 years at least with renewed Foster Care License once and renewed Foster Placement Authorities for 6 times (15%)	20%	
	1.2 Uninterrupted service of being a Foster Parent for more than 9 years with renewed Foster Care License for 3 or more times and more than 9 or more Foster Placement Authorities renewed (20%)		
2. Provided quality care to foster child/children placed under the Foster Parents care	2.1 Safety Practices for children under care. Children are protected from harm or the threat from self or others (25%) <ul style="list-style-type: none"> ➤ No incident report of abuse or any kind of exploitation of foster child during the duration of the foster care placement within household, neighbors, schools, church and community as shown in the following documents: <ul style="list-style-type: none"> a. Clearances from Barangay, Police or NBI by the Foster Parents; b. Home Study Reports and Supervisory Monitoring Reports documenting the adjustment and progress of the child and child caring plans of the Foster Parent/s; and c. Collateral interview/s 	50%	
	2.2 Over-all health and development of children is actively promoted (25%) <ul style="list-style-type: none"> a. Children are maintaining good physical health during foster care placement as shown in the child's medical profile, and/or dental records, immunization records; 		

CRITERIA	MEANS OF VERIFICATION	WEIGHT	RATING
	<p>b. Regular check-up for children (dental/ physical or regular attendance to psychological or therapy session, as necessary);</p> <p>c. Learning or stimulating activities are done/ provided to Foster Children through enrolling the child in school, academic tutorial, dance or swimming lessons among others as shown in school report cards, certificate of enrollment among others; and</p> <p>d. Children have accurate, individual, secure and confidential records of their relevant history and progress in the home. The following records maybe considered, baby book, medical and dental, medicines and/or records of psychological sessions among others</p> <p>2.3 Other means of verification:</p> <p>a. Home Study Reports</p> <p>b. Supervisory Monitoring Reports documenting the child care plans of the Foster Parent/s and practices that nurtures the child's optimum development <i>(Supervisory Reports with dates and pictures)</i></p> <p>Grading System:</p> <ul style="list-style-type: none"> ➤ Presence of all the indicators (50%) ➤ Absence of an indicator (40%) ➤ Absence of two (2) or more indicators (30%) 		
3. No disruption of foster care placement	<p>3.1 Progress Reports or Report on Foster Placement Supervisory Visits where skills of Foster Parents in responding or addressing issues on adjustment of the foster child/children while in foster care is reported/documented;</p> <p>3.2 No incident report of disruption during the whole duration of being a Foster Parent; and</p> <p>3.3 Discharge or Closure Summary Report showing smooth transition of all the foster children under the care of the</p>	20%	

CRITERIA	MEANS OF VERIFICATION	WEIGHT	RATING
	<p>Foster Parent from foster care to permanent placement</p> <p>Grading System:</p> <ul style="list-style-type: none"> ➤ Presence of all the indicators (20%) ➤ Absence of one (1) or more indicators (0%) 		
4. Maintained a good example of a law abiding citizen by demonstrating highest level of professionalism, right conduct and active involvement in spiritual/ religious/ civic/ community organization/ activities	<ol style="list-style-type: none"> 1. Certifications from the organizations such as Barangay Certificates, Parents and Teachers Associations Certificate showing good moral character and good influence in the community and Church; 2. Three (3) Character References from unrelated person/s; 3. Not engaged in any kind of vices which may be verified thru collateral interviews and issuance of a certificate of good moral character by church; and 4. No report/record of involvement/ incident of conflict with the neighbors, organizations like DSWD, LGU, CPAs among others through collateral interviews <p>Grading System:</p> <ul style="list-style-type: none"> ➤ Presence of all the indicators (20%) ➤ Absence of one (1) or more indicators (0%) 	5%	
5. Initiated or perform Best/Good Practice as Foster Parent/s	Engages in advocacy activities of the DSWD on Foster Care with Certificate of Participation or Recognition or Appreciation	5%	
TOTAL		100%	

Note: Out of the 100% rating, an **additional 5% points will be given to volunteer foster parents.**

Rated by:

Confirmed by:

Name, Position, and Signature

Name, Position, and Signature

Category : **Salamat Po Award: Most Outstanding Volunteer in DSWD Centers/ Residential Care Facilities**
Proponent : **Protective Services Bureau (PSB)**
Field Office : _____
Name of Nominee : _____

CRITERIA	MEANS OF VERIFICATION	WEIGHT	RATING
1. Must have been a regular volunteer individual/ group of the center/residential care facility for a period of: <ul style="list-style-type: none"> ➤ 4-5 years (15%) ➤ 2-3 years (5%) 	1.1 Registry of Volunteer/s from the data base of Field Office-Community Based Services (CBS); 1.2 Evaluation; and 1.3 Certification of Completion of Volunteerism	20%	
2. Must be under a Memorandum of Agreement/Understanding (MOA/MOU) with the center/residential care facility. The volunteer should abide with the provision stipulated in the MOA/MOU and should be registered with any of the following DSWD data base: <ul style="list-style-type: none"> ➤ DSWD Bayanihang Bayan ➤ Field Offices 	2.1 MOA/MOU; 2.2 Terms of Reference (TOR); and 2.3 Document/Record of registration	10%	
3. Must abide to the policies and procedures of the center/residential care facilities and must not involved in any conflict/ or any record of complaint with the staff and or client/ residents.	3.1 Written complaint from the staff of the center/residential care facilities; and 3.2 Incident report	20%	
4. Partnership/s with the center/residential care facility must have clearly produced an exemplary result such as any of the following: <ul style="list-style-type: none"> a. Improvement/repair, establishment/construction of facilities/work stations or additional structures that contribute to the well-being of center residents and staff 	Any of the following documents: <ul style="list-style-type: none"> 1. Deed of Donation; or 2. Certificate of Turnover 	20%	

CRITERIA	MEANS OF VERIFICATION	WEIGHT	RATING
<p>b. Improvement in programs and services of the center</p> <p>c. Financial Support/ Additional Financial Resources</p>			
<p>5. Partnership with the center/residential care facility must have resulted in the significant contribution in the workforce of staff (social service, homelife, medical, administrative in the implementation of programs and services.</p>	<p>Any of the following documents:</p> <ol style="list-style-type: none"> 1. Report on the ratio of client: staff; or 2. Accomplishment Report 	10%	
<p>6. Partnership with the center/residential care facility must have resulted in the significant increase of client empowerment as evidenced by any of the following:</p> <ol style="list-style-type: none"> a. Skills acquisition (i.e. Technical, Livelihood, Life, etc.) b. Academic Improvement c. Healing and Recovery (i.e. Trauma cases, etc.) d. Increased Independence/ Self-Reliance 	<p>Any of the following documents:</p> <ol style="list-style-type: none"> 1. Accomplishment Report indicating most/highest number of rehabilitated clients; 2. List of clients who graduated in a specific course; or 3. School/Educational Service Report on Rehabilitated Clients/Discharged Clients with proof of after-care reports indicating continued productivity and client's ability to be self-reliant or contributing member of community 	20%	
TOTAL		100%	

Rated by:

Confirmed by:

Name, Position, and Signature

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ANNEX B

Category : **Gawad sa Paglilingkod sa Sambayanan (GAPAS) Award: Local Government Unit (LGU) Implementing an Outstanding Sustainable Livelihood Program (SLP) Microenterprise Development Model**

Proponent : **SLP-NPMO**

LGU : _____

Field Office : _____

MD Project Title : _____

CRITERIA	MEANS OF VERIFICATION	WEIGHT	RATING
Representation and Participation	<ul style="list-style-type: none"> ➤ Provided counterparts and aid such as financial assistance, facilities and infrastructures, technology, equipment, and other in-kind assistance for the implementation of SLP; ➤ Guided the SLP participants in planning and assisted in the program implementation; and ➤ Generated additional microenterprise opportunities and market linkages for the program participants 	30%	
Transparency and Accountability	Forwarded updated reports (accomplishment/ financial/ progress) to the Field Offices or SLP-Regional Program Management Offices	15%	
Civic Engagement	Facilitated various activities and initiatives to enable and promote participation, partnership, linkages, among SLP participants and stakeholders (e.g. bazaars, trade fairs, forum, conference, trainings, etc.)	10%	
Effectiveness and Equity	The LGU, through its Local Social Welfare and Development Office (LSWDO) conducted socio-economic profiling, livelihood assessments, technical assistance, monitoring support, among others for SLP participants	15%	
Sustainability	<ul style="list-style-type: none"> ➤ Developed comprehensive work and financial plans, annual investment plans, as well as multi-year strategic plans with particular consideration to SLP; and ➤ Put forward resolutions or ordinances in support of and for institutionalization of SLP endeavors and initiatives. 	30%	
TOTAL		100%	

Rated by:

Confirmed by:

Name, Position, and Signature

Name, Position, and Signature

Category : **Gawad sa Paglilingkod sa Sambayanan (GAPAS) Award: Local Government Unit (LGU) Implementing an Outstanding Sustainable Livelihood Program (SLP) Employment Facilitation Model**
Proponent : **SLP-NPMO**
LGU : _____
Field Office : _____
MD Project Title : _____

CRITERIA	MEANS OF VERIFICATION	WEIGHT	RATING
Representation and Participation	<ul style="list-style-type: none"> ➤ Provided counterparts and aid such as financial assistance, facilities and infrastructures, technology, equipment, and other in-kind assistance for the implementation of SLP; ➤ Guided the SLP participants in planning and assisted in the program implementation; and ➤ Generated additional employment opportunities and employee-employer linkages for the program participants 	30%	
Transparency and Accountability	Forwarded updated reports (accomplishment/ financial/ progress) to the Field Offices or SLP-Regional Program Management Offices	15%	
Civic Engagement	Facilitated various activities and initiatives to enable and promote participation, partnership, linkages, among SLP participants and stakeholders (e.g. career counselling, job fairs, special recruitment activities, etc.)	10%	
Effectiveness and Equity	The LGU, through its Local Social Welfare and Development Office (LSWDO) conducted socio-economic profiling, livelihood assessments, technical assistance, monitoring support, among others for SLP participants	15%	
Sustainability	<ul style="list-style-type: none"> ➤ Developed comprehensive work and financial plans, annual investment plans, as well as multi-year strategic plans with particular consideration to SLP; and ➤ Put forward resolutions or ordinances in support of and for institutionalization of SLP endeavors and initiatives 	30%	
TOTAL		100%	

Rated by:

Confirmed by:

Name, Position, and Signature

Name, Position, and Signature

ANNEX C

Category : **GAWAD SA MAKABAGONG TEKNOLOHIYANG PANLIPUNAN**
(Best New Social Technology by either LGU or NGO)
Proponent : **Social Technology Bureau (STB)**
LGU/NGO : _____
Field Office : _____
Name of Nominee : _____

KEY EVALUATION AREAS	MEANS OF VERIFICATION	GRADING SYSTEM/INDICATORS	WEIGHT	RATING
RESPONSIVENESS AND EFFECTIVENESS				
Culture-Based	<ul style="list-style-type: none"> ➤ Documentation report that shows recognition on the use of native or heritage language. The FAMILY & COMMUNITY are actively involved in the development and program implementation; ➤ Confirmation report or testimonial from the beneficiaries; and ➤ Certification from the partner implementers/barangay council stating that the program being implemented is culturally-sensitive 	3 documents = 5% 2 documents = 3% 1 document = 2%	5%	
Needs-Based	<ul style="list-style-type: none"> ➤ Focused-Group Discussion Report with analysis and recommendations; ➤ Research Results with analysis and recommendations; and ➤ Consultation Report with analysis and recommendations 	Any of the document may get 5% Without analysis and recommendation = 3% No documentation = 0	5%	
Rights-Based	Documentation Report that stipulates the fulfillment of the rights of the target sector	With documentation = 5% No documentation = 0	5%	
Gender-Based	<ul style="list-style-type: none"> ➤ Technical Report on the gender-sensitivity training conducted both for implementers and beneficiaries; and ➤ Technical Report targeting specific gender issue, making use of gender-fair languages and include sex and age disaggregated data 	Presence of 2 documents = 5% Presence of 1 document = 3% No documentation = 0	5%	
Area-Focused	Document that shows that targeting of the area is based on need	With document = 5% No document = 0%	5%	

KEY EVALUATION AREAS	MEANS OF VERIFICATION	GRADING SYSTEM/INDICATORS	WEIGHT	RATING
INNOVATIVENESS				
Innovativeness	Report on the Review on Related Literatures show that no same program is being implemented	With report = 25% No report = 0	25%	
TRANSPARENCY				
Transparency	<ul style="list-style-type: none"> ➤ Financial Report; and ➤ Feedback Report on the Financial Status presented during meetings/ conferences/ assemblies 	Presence of 2 reports = 10% Presence of 1 report = 5% No report = 0	10%	
SUSTAINABILITY				
Institutional Sustainability	<ul style="list-style-type: none"> ➤ Copy of Resolution adopting the program; and ➤ Capability-building Activity Report 	Presence of 2 reports = 10% Presence of 1 report = 5% No report = 0	10%	
Financial Sustainability	Copy of LGU's Annual Investment Plan indicating the program implementation with corresponding budget or similar document for NGO	With report = 10% No report = 0	10%	
REPLICABILITY				
Replicability	<ul style="list-style-type: none"> ➤ Documentation report stating the success story/good practices which may be considered for replicating the project by other areas; and ➤ Copy of Communication Plan for the replication of the project 	Presence of 2 documents = 15% Presence of 1 document = 10% No documentation = 0	15%	
DOCUMENTATION				
Additional evidence to support your nomination (may not) be part of the criteria but will show evidence of LGU's leadership and good governance practices	Certificate of Recognition/ Merit/ Awards	Presence of 2 documents = 5% Presence of 1 document = 3% No document = 0	5%	

Rated by:

Confirmed by:

Name, Position, and Signature

Name, Position, and Signature