

**MEMORANDUM CIRCULAR**

NO. 05  
Series of 2019

**SUBJECT: GUIDELINES IN THE IMPLEMENTATION OF THE TRANSITORY FAMILY SUPPORT PACKAGE (TFSP) FOR THE INTERNALLY DISPLACED PERSONS FROM THE MOST AFFECTED AREAS (MAAs)/BARANGAYS OF MARAWI CITY**

**I. RATIONALE:**

The raising of the Philippine flag on 17 October 2017 in Marawi City marked its liberation from the Maute group, a government milestone on its challenges and triumphs in retaking this majestic and culturally-rich city from the five month battle since 23 May 2017.

At the conclusion of the armed struggle, the resolute government leadership of President Rodrigo Roa-Duterte defies the daunting tasks to restore the normalcy of living of the 77,170 affected families and to rebuild the city amidst a continuing threat on social cohesion, security and economic development.

By virtue of Presidential Administrative Order No. 03 issued on 28 June 2018,<sup>1</sup> the Task Force Bangon Marawi (TFBM) was created and commissioned to comprehensively address the full recovery and restoration of Marawi City and other affected localities. The TFBM constitutes all national and local government agencies and instrumentalities directed to pool all of its resources through complementation and convergence service delivery to help in the recovery efforts in a timely manner.

Commencing the operationalization of its mandate, the TFBM formulated the estimated Php55 Billion Bangon Marawi Comprehensive Recovery and Rehabilitation Programs (BMCRRP). Considering the magnitude of damage to personal properties, livelihood and infrastructure, the BMCRRP gives prejudice towards the rehabilitation needs of the affected population and areas from the Most Affected Areas (MAAs) composed of twenty-four (24) barangays of Marawi City. With the basic need to reconstruct their houses, electric and water facilities, support community facilities and essential infrastructures, these families from the MAAs are still in home and center-based evacuation sites and are continuously being assisted by concerned TFBM agencies.

With a projected long-term displacement and evident need to further help the affected families from the MAAs, the DSWD as Co-Lead with the Department of Health (DOH) of TFBM's Health and Social Welfare Sector is responsible to ensure a sustained delivery of essential needs for food, shelter and specialized intervention for the vulnerable sectors e.g. children, women, Persons with

<sup>1</sup>Creating an Inter-Agency Task Force for the Recovery, Reconstruction, and Rehabilitation of the City of Marawi and other Affected Localities.

Disabilities (PWDs), Senior Citizens, etc. The service delivery should instill empowerment and self-reliance among the project beneficiaries as they progress along transitioning stage to recovery.

## II. LEGAL BASES:

1. **Republic Act No. 10121** (The Philippine Disaster Risk Reduction and Management Act of 2010) designates the DSWD as Vice-Chairperson for Disaster Response, as well as member agency of the Disaster Rehabilitation and Recovery under the National Disaster Risk Reduction and Management Council (NDRRMC);
2. **Executive Order No. 15, Series of 1998, As Amended** (Redirecting the Functions and Operations of DSWD) mandates the DSWD to provide assistance to Local Government Units (LGUs), Non-Government Organizations (NGOs), other National Government Agencies (NGAs), People's Organizations (POs) and other members of the civil society in effectively implementing programs, projects and services that will alleviate poverty and empower disadvantaged individuals, families and communities for an improved quality of life;
3. **Presidential Administrative Order No. 03 dated 28 June 2017** (Creating an Inter-Agency Task Force for the Recovery, Reconstruction and Rehabilitation of the City of Marawi and Other Affected Localities), designating the DSWD as Co-Lead of the Sub-Committee on Health and Social Welfare with the DoH under the Task Force Bangon Marawi (TFBM);
4. **Presidential Administrative Order No. 09, Series of 2017** (Amending AO No. 03 dated 28 June 2017 specifically on the change of Chairmanship from the DND Secretary to the HUDCC Secretary and expansion of TFBM Sub-Committees); and,
5. **TFBM Memorandum Circular No. 12, Series of 2018** (TFBM Terms of Reference).

## III. PROJECT DESCRIPTION:

The Transitory Family Support Package (TFSP) is an integral part of the holistic psychosocial aid for the Marawi City IDPs from the (24) MAAs/barangays. It aims to contribute in the government's short-term continuing efforts in dealing with the psychological consequences of armed conflict, displacement, loss of lives, properties and source of income to the IDPs towards achieving long-term goals.

The TFSP is a one-time cash assistance intervention designed to address the continuing need for food and necessary basic support intervention, bridging the gradual transitioning from response to recovery and rehabilitation. This intervention institutes an unconditional service intervention providing the IDPs with the flexibility to choose from among their priority needs for shelter, food and non-food items (NFIs) with prime consideration on their socio-cultural background.



#### IV. DEFINITION OF TERMS:

1. **Family** is a basic social unit consisting of parent/s and child/children, considered as a group, and living in one dwelling unit.
2. **Family House Owner** is a proprietor of a house or building used as a domicile;
3. **Family House Sharer** is one who partakes accommodation and properties with other people that live in a single house and uses communal areas such as kitchen, living and dining areas, etc.
4. **Internally Displaced Persons (IDPs)** are persons or groups of persons who have been forced or obliged to flee or to leave their homes or places of habitual residence, in particular as a result of or in order to avoid the effects of natural or human-induced disasters, and who have not crossed an internationally recognized State border;
5. **“Kathanor”** – a Maranao term for *“pagsasa-ayos”* or “refinement” through survey designed to collect number, location, status and other characteristics of the IDPs of the Marawi City;
6. **Most Affected Areas (MAAs)** pertains to the (24) barangays of Marawi City classified as the “Ground Zero” or the center of the armed battle between government forces and the Maute group; and,
7. **TFBM Marawi IDP Profile** is a biometric-system based collection of IDP profile through “Kathanor” based on the DSWD Marawi IDP database and other verified sources.

#### V. OBJECTIVES:

This guidelines intends to provide standards and mechanisms in the TFSP implementation for the affected families from the MAAs of Marawi City:

In particular, the guidelines aims to:

1. Provide the eligibility requirements to qualify for the assistance;
2. Determine the documentary requirements to access the support;
3. Set the TFSP composition and rate; and,
4. Provide and define the project mechanism in the TFSP distribution.

#### VI. SCOPE AND COVERAGE:

This Memorandum Circular shall specifically cover the implementation of the TFSP for the Marawi City IDPs originating from the (24) MAAs/barangays, as follows:

1 .	Banggolo Poblacion	13 .	Moncado Colony
2 .	Bubonga Lilod Madaya	14 .	Moncado Kadingilan
3 .	Daguduban	15 .	Norhaya Village
4 .	Dansalan	16 .	Raya Madaya I
5 .	Datu Naga	17 .	Raya Madaya II
6 .	Datu sa Dansalan	18 .	Sabala Manao
7 .	Kapantaran	19 .	Sabala Manao Proper
8 .	Lilod Madaya (Poblacion)	20 .	Sangcay Dansalan
9 .	Lumbac Marinaut	21 .	South Madaya Proper
10 .	Lumbaca Madaya (Poblacion)	22 .	Tolali

11 . Marinaut East  
12 . Marinaut West

23 . Tuca Marinaut  
24 . Wawalayan Marinaut

## VII. TARGET AND SELECTION OF BENEFICIARIES:

A projected total of 27,554 displaced families are targeted for service delivery with the following indicators:

1. The family shall be the service unit of intervention; and,
2. Family house owners and sharers from the (24) Most Affected Areas (MAAs) or barangays of Marawi City who undergone the "Kathanor" shall be the beneficiaries of the Project.

## VIII. RATE OF ASSISTANCE

1. Each family-beneficiary is entitled to a **Fifty-Three Thousand Pesos (Php53,000.00)** TFSP assistance earmarked for the following recommended basic expenditures which the family-beneficiary may utilize with flexibility based on priority of needs and for other necessities such as for medical aid, support to livelihood and special needs of vulnerable family members:
  - a. Php30,000.00 for shelter assistance which may be used for house rental or improvement of occupied transitory shelters;
  - b. Php17,370.00 for food computed at Php386.00 per pack for two days for a three-month period;
  - c. Php2,327.00 for family kit consisting of children and adult clothes, undergarments and pair of slippers, bath towels, etc.;
  - d. Php1,826.00 for hygiene kit composed of bath and laundry soaps, children and adult toothbrush and toothpaste, shampoo, etc.;
  - e. Php796.00 for sleeping kit consisting of blankets, malong, mosquito net and plastic mat; and,
  - f. Php681.00 for children toys, art and educational materials.

## IX. RELEASE OF ASSISTANCE:

1. Submission of two of any of the following primary valid identifying documents by the family-claimant for cross-verification and check encashment:
  - a. Passport;
  - b. Driver's License;
  - c. Social Security System - Unified Multi-Purpose ID (SSS-UMID);
  - d. Government Service Insurance System (GSIS) eCard;
  - e. Posta ID;
  - f. Professional Regulation ID;
  - g. Integrated Bar of the Philippines (IBP) ID;
  - h. Overseas Workers Welfare Administration (OWWA) ID;
  - i. Overseas Filipino Workers (OFW) ID;
  - j. Seaman's Book
  - k. Senior Citizen ID;
  - l. Pantawid Pamilyang Pilipino Program (4Ps) ID;

- m. Tax Identification Number ID;
- n. Philippine Health Insurance Corporation (PhilHealth) ID;
- o. Persons with Disabilities (PWDs) ID;
- p. Solo Parent ID; and,
- q. Any other government-issued ID with complete name, picture and complete address.

**2. Modality of Release Assistance:**

- a. The TFSP assistance shall be given through any of the following modes:
  - a.1 Cash Card;
  - a.2 Cash payout; and,
  - a.3 Check release.
- b. Check encashment shall be authorized in any of the following branches of the Land Bank of the Philippines (LBP):
  - b.1 Cagayan de Oro City;
  - b.2 Iligan City;
  - b.3 Marawi City; and,
  - b.4 Tubod, Lanao del Norte

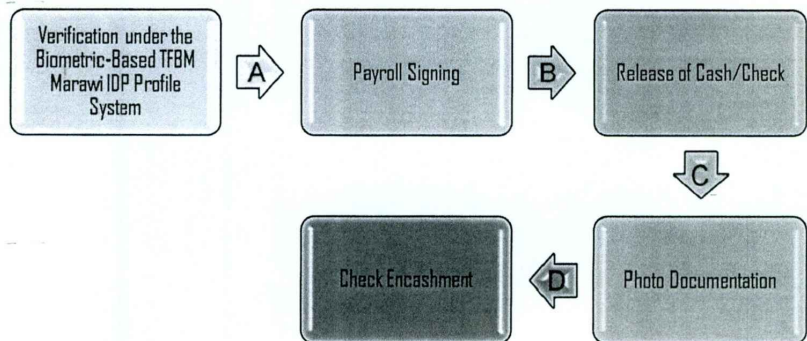
**3. Process of Release of Assistance:**

**a. Cash Card**

- a.1 The TFSP shall be deposited in the beneficiary's Land Bank of the Philippines (LBP) Account and may then be withdrawn using the Cash Card issued by the Pantawid Pamilyang Pilipino Program (4Ps) or other programs of the DSWD.

**b. Cash Payout or Check Release:**

- b.1 The following process shall be observed:





- A. Verification of beneficiary under the TFBM Marawi IDP Profile System;
- B. Signing of payroll as proof on receipt of the TFSP assistance
- C. Release of cash or check;
- D. Photo documentation of the family-beneficiary exhibiting the TFSP assistance as proof of the successful release/receipt; and,
- E. Encashment of check in designated LBP branches.

#### **4. Authorized Claimants:**

- a. The Family Head who has undergone the “Kathanon” as indicated on the TFBM Marawi IDP Profile shall be the only authorized person to claim the assistance; and,
- b. In case of death of the Family Head during the TFSP distribution, an immediate member of the family, as indicated on the biometric-based TFBM Marawi IDP Profile, shall be authorized to claim the assistance. A certified true copy of the Death Certificate is required to support the claim by the immediate family-claimant.

#### **5. Designated Distribution Areas**

- a. The TFSP distribution shall be undertaken in any secured area as recommended/identified by government security forces; and,
- b. The Armed Forces of the Philippines (AFP) shall secure the distribution site at all times.

### **X. PERIOD OF IMPLEMENTATION:**

The TFSP shall be implemented upon availability and/or completion of the “Kathanon” covering all displaced families from the 24 MAAs/barangays.

### **XI. IMPLEMENTATION MECHANISM:**

#### **1. Institutional Arrangement:**

##### **a. Disaster Response Management Bureau (DRMB), DSWD-Central Office:**

- a.1 Facilitate the release of the project fund through the Financial Management Service (FMS);
- a.2 Provide technical assistance to DSWD-FO X in the project implementation;
- a.3 Coordinate with the National Program Management Office (NPMO) of 4Ps and with other concerned offices for the list and operationalization of the tap-up scheme for Cash Card holders;
- a.4 Request and/or collaborate with the TFBM for access of the biometric-based TFBM Marawi IDP Profile as the official list of project beneficiaries;
- a.5 Undertake field monitoring to determine areas for enhancement in the project implementation;
- a.6 Formulate and issue supplemental policies to address implementation gaps or issues;

- a.7 Facilitate the presence of EXECOM or MANCOM members who shall witness all scheduled TFSP distribution in close coordination with DSWD-FO X;
- a.8 Analyze and submit reports to DSWD-EXECOM and MANCOM members and to external users; and,
- a.9 Conduct a project evaluation workshop to document and determine success stories for replication.

**b. DSWD-Field Office (FO) X:**

- b.1 Directly implement the project in close collaboration with LGU-Marawi City and concerned TFBM agencies;
- b.2 Identify and implement strategies in expediting the TFSP distribution based on given targets and timelines;
- b.3 Coordinate with concerned agencies/organizations for assistance:
  - b.3.1 MSU-IIT, Iligan City or any AFP-recommended/identified distributions area for the use of facilities; and,
  - b.3.2 AFP for the security requirement in all distribution sites and check encashment in all designated encashment LBP branches.
- b.4 Coordinate with DSWD-Field Office (FO) XII on the release of the assistance to family-beneficiaries located in Lanao del Sur, ARMM areas within its operational jurisdiction;
- b.5 Develop and disseminate a localized or Maranao vernacular advocacy materials on the TFSP implementation;
- b.6 Deploy personnel in all designated LBP branches to assist the family-beneficiaries in the encashment of checks;
- b.7 Recommend to DRMB, DSWD-Central Office policies to further strengthen the project implementation; and,
- b.8 Participate in the project evaluation workshop.

**c. DSWD-Field Office (FO) XII:**

- c.1 Assist and strategize mechanisms with DSWD-FO X in the TFSP distribution for family-beneficiaries located in Lanao del Sur areas;
- c.2 Recommend to DRMB, DSWD-Central Office, policies to further strengthen the project implementation; and,
- c.3 Participate in the project evaluation workshop.

**2. Reporting, Monitoring and Evaluation:**

**a. DSWD-Central Office Monitoring Team**

- a.1 A team from the DSWD-Central Office composed of EXECOM or MANCOM members and DRMB officials/personnel shall be deployed to witness/ monitor the TFSP distribution.

**b. Reporting Templates:**

- b.1 Status of Accomplishments (Annex A):
  - b.1.1 Name of Barangay
  - b.1.2 Total Targets:
    - No of Families;
    - Unit Cost; and,
    - Total Cost.
  - b.1.3 Served
    - Number of Families;
    - Cost of Assistance;
    - Percentage of Accomplishment; and,
    - Date Distributed.
  - b.1.4 Gap for Distribution:
    - Number of Families;
    - Cost of Assistance; and,
    - Date of Distribution.
- b.2 Areas of Concerns (Annex B):
  - b.2.1 Name of Barangay;
  - b.2.2 Implementing Issues/Concerns: and,
  - b.2.3 Actions Undertaken.

**c. Reporting Timeline:**

Reporting Office	End User	Timeline
c.1 DSWD-FO	DSWD-DRMB	<ul style="list-style-type: none"> <li>• Every Wednesday on a weekly basis; and,</li> <li>• Every Tuesday if a Wednesday falls on a holiday.</li> </ul>
c.2 DSWD-DRMB	DSWD-Executive Committee and Management Committee (EXECOM/MANCOM members)	<ul style="list-style-type: none"> <li>• Every Friday on a weekly basis; and,</li> <li>• Every Thursday if a Friday falls on a holiday.</li> </ul>
c.3 DSWD-DRMB	External users (OCD, <sup>2</sup> DBM, <sup>3</sup> NEDA, <sup>4</sup> DoF, <sup>5</sup> TFBM Secretariat, etc.)	<ul style="list-style-type: none"> <li>• As required.</li> </ul>

<sup>2</sup>Office of Civil Defense.

<sup>3</sup>Department of Budget and Management.

<sup>4</sup>National Economic and Development Authority.

<sup>5</sup>Department of Finance.



**d. Project Evaluation:**

Project evaluation shall be undertaken through the following strategies taking into consideration the effectiveness of the TFSP scheme as a cash transfer program:

1. Focus group discussion with the project beneficiaries;
2. Key Informant Interviews (KIIs) with implementing DSWD-FO personnel and partner stakeholders e.g. TFBM agencies, Marawi City and Barangays officials; and,
3. Project review.

**3. Grievance and Redress Management:**

The DSWD-FOs may utilize the following mechanisms and strategies in the management of grievance/complaints:

1. Setting-up of information and/or grievance/complaints desks at the DSWD-FOs and Satellite Offices;
2. Maximum use of the social media;
3. Installation and dissemination of cellular phone short message service (SMS) and telephone hotlines; and,
4. Maximum use of existing grievance and redress management of the Provincial/City/Municipal Action Teams (P/CMATs) and Social Welfare and Development (SWAD) teams at the local level.

**XII. FUND SOURCE:**

Funding for this purpose shall be chargeable against **SARO-BMB-B-18-0018207** dated **14 August 2018** with a total budgetary requirement of **One Billion Five Hundred Sixty-Five Million Six Hundred Fifty Thousand Pesos (P1,565,650,000.00).**<sup>6</sup>

**XIII. EFFECTIVITY:**

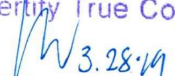
This guidelines shall take effect immediately and supersede previous issuances inconsistent herewith.

Issued this 28<sup>th</sup> day of March 2019 in Quezon City, Philippines.

  
**ROLANDO JOSÉ LITO D. BAUTISTA**  
Secretary  
Date: \_\_\_\_\_

fn:Memorandum.Circular.TFSP@3.14.2019  
RJDB/FCB/RME/rem

<sup>6</sup>Total SARO amount is P2,286,060,365.00.

Certify True Copy:  
  
**MIRNA H. REYES**  
OIC-Division Chief  
Records and Archives Mgt. Division  
**\*AS-RAMD ELECTRONIC COPY\***

Republic of the Philippines  
Department of Social Welfare and Development  
FIELD OFFICE X

## STATUS OF ACCOMPLISHMENT

Re: Transitory Family Support Package (TFSP) for the Internally Displaced Persons (IDPs) from the Most Affected Areas/Barangays of Marawi City

As of \_\_\_\_\_

Name of Barangay	Total Target			Served				Gap for Distribution		
	No.	Cost		No.	Cost	%	Date Distributed	No.	Cost	Date of Distribution
		Unit	Total							
(1)	(2)	(3)	(4) = [2 x 3]	(5)	(6) = [3 x 5]	(7) = [5/2x100]	(8)	(9) = [2-5]	(10) = [4-6]	(11)
1 .	-	53,000.00	-	-	-	#DIV/0!		-	-	
2 .		53,000.00	-	-	-	#DIV/0!		-	-	
3 .		53,000.00	-	-	-	#DIV/0!		-	-	
4 .		53,000.00	-	-	-	#DIV/0!		-	-	
5 .		53,000.00	-	-	-	#DIV/0!		-	-	
6 .		53,000.00	-	-	-	#DIV/0!		-	-	
7 .		53,000.00	-	-	-	#DIV/0!		-	-	
8 .		53,000.00	-	-	-	#DIV/0!		-	-	
9 .		53,000.00	-	-	-	#DIV/0!		-	-	
10 .		53,000.00	-	-	-	#DIV/0!		-	-	
11 .		53,000.00	-	-	-	#DIV/0!		-	-	
12 .		53,000.00	-	-	-	#DIV/0!		-	-	
13 .		53,000.00	-	-	-	#DIV/0!		-	-	
14 .		53,000.00	-	-	-	#DIV/0!		-	-	
15 .		53,000.00	-	-	-	#DIV/0!		-	-	
16 .		53,000.00	-	-	-	#DIV/0!		-	-	

Name of Barangay	Total Target			Served				Gap for Distribution		
	No.	Cost		No.	Cost	%	Date Distributed	No.	Cost	Date of Distribution
		Unit	Total							
(1)	(2)	(3)	(4) = [2 x 3]	(5)	(6) = [3 x 5]	(7) = [5/2x100]	(8)	(9) = [2-5]	(10) = [4-6]	(11)
17 .		53,000.00	-	-	-	#DIV/0!		-	-	
18 .		53,000.00	-	-	-	#DIV/0!		-	-	
19 .		53,000.00	-	-	-	#DIV/0!		-	-	
20 .		53,000.00	-	-	-	#DIV/0!		-	-	
21 .		53,000.00	-	-	-	#DIV/0!		-	-	
22 .		53,000.00	-	-	-	#DIV/0!		-	-	
23 .		53,000.00	-	-	-	#DIV/0!		-	-	
24 .		53,000.00	-	-	-	#DIV/0!		-	-	
<b>Total</b>	-		-	-	-	#DIV/0!	-	-	-	

Prepared by:

Noted by:

\_\_\_\_\_  
Focal Person

\_\_\_\_\_  
Regional Director



**Annex B**

Republic of the Philippines  
Department of Social Welfare and Development  
**FIELD OFFICE X**

**AREAS OF CONCERNS**

Re: Transitory Family Support Package (TFSP) for the Internally Displaced Persons (IDPs) from the Most Affected Areas/Barangays of Marawi City  
As of \_\_\_\_\_

Name of Barangay	Issues/Concerns	Actions Undertaken/Updates/Status
(1)	(2)	(3)
1 .		
2 .		
3 .		
4 .		
5 .		
6 .		
7 .		
8 .		
9 .		
10 .		
11 .		
12 .		
13 .		
14 .		

Name of Barangay	Issues/Concerns	Actions Undertaken/Updates/Status
(1)	(2)	(3)
15 .		
16 .		
17 .		
18 .		
19 .		
20 .		
21 .		
22 .		
23 .		
24 .		
<b>Total</b>		

Prepared by:

Noted by:

\_\_\_\_\_

Focal Person

\_\_\_\_\_

Focal Person