

**MEMORANDUM CIRCULAR**

**NO: 07**

**SERIES OF 2019**

**GUIDELINES ON THE IMPLEMENTATION OF LIVELIHOOD SETTLEMENT GRANTS (LSG) FOR THE INTERNALLY DISPLACED PERSONS OF MARAWI CITY**

**I. BACKGROUND/RATIONALE**

Administrative Order No. 03 signed by President Rodrigo Roa Duterte on 28 June 2017 created the Inter-agency Task Force for the Recovery, Reconstruction and Rehabilitation of the City of Marawi and other affected Localities, also known as Task Force Bangon Marawi (TFBM). The said Order also created the Task Force's sub-committees to include the Sub-Committee on Business and Livelihoods wherein the DSWD through the Sustainable Livelihood Program is a member agency.

Section 4 of the said Order directed government agencies to provide full support, assistance and cooperation to the Task Force. Further, to execute the interventions of each agency, Section 5 of the same Order stated that the resources needed for the implementation of the Order shall be sourced from available funds of the member agencies and such other appropriate funding sources as the Department of Budget and Management (DBM) may identify subject to existing budgeting, accounting and auditing laws, rules and regulations.

The DBM through Sub-allotment Order SARO-BMB-0018207 dated August 14, 2018 released to DSWD its requested funds for the provision of Livelihood Settlement Grants (LSG) to the Internally Displaced Persons (IDPs) of Marawi Siege prioritizing those from the declared Most Affected Areas (MAA) or Barangays of Marawi City as identified through the profiling of the IDPs through the "Kathanor" system of the TFBM.

**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-Governmental 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; and

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 member-agency of the Subcommittee on Business and Livelihoods.

### III. DESCRIPTION

1. The **Livelihood Settlement Grants (LSG)** is a financial assistance to the IDPs of Marawi siege to support the recovery and rehabilitation of their livelihoods or economic activities affected by the Marawi siege. The grants are directly provided to each family that is listed or included in TFBM's Kathanor database of profiled IDPs of Marawi City.
2. The LSG shall be used for the following:
  - a. Seed capital to start-up micro-enterprises that were damaged during the siege or for identified new, feasible and viable micro-enterprises; and/or
  - b. Seed capital for the purchase of inputs or starter kits for the re-establishment of damaged livelihoods or for the development/rehabilitation of micro-enterprises

### 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. **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;
3. "**Kathanor**" is a Maranao term for "*pagsasa-ayos*" or "refinement" through survey designated to collect number, location, status and other characteristics if the IDPs of Marawi City;
4. **Less Affected Areas (LAA)** pertains to the barangays of Marawi City outside the twenty-four (24) Most Affected Areas or the ground zero of the Marawi siege;
5. **Most Affected Areas (MAAs)** pertains to the twenty-four (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
6. **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 the mechanisms of the following to ensure proper management of the releasing and monitoring of the LSG:

1. Standard requirements to prepare before, during and after the grant releasing; and
2. Institutional arrangement among key stakeholders.

## **VI. SCOPE AND COVERAGE**

1. The LSG shall only be provided to those IDPs that are included in the Task Force Bangon Marawi (TFBM) Kathanon database. The IDPs belonging to the Most Affected Areas or Barangays shall be the **first priority** while other IDPs such as those from the Less Affected Areas shall be the next priority; and
2. The LSG shall only be provided once per eligible family of the TFBM Kathanon database.

## **VII. COST PARAMETER**

The maximum amount of LSG per eligible family shall not exceed Twenty Thousand Pesos (Php20,000.00).

## **VIII. FUND SOURCE**

The Livelihood Settlement Grants shall be charged against the SLP GAA or any other fund sources such as the DBM released funds through SARO-BMB-B-18-0018207 dated August 14, 2018, among others.

## **IX. LSG RELEASING PROCESS**

### **1. Kathanon-Verification Stage**

- a. All grant recipients shall undergo the verification process to validate if they are included in the TFBM Marawi IDP Profile System;
- b. The head of the family is the primary grantee/receiver of the grant. However, in the absence of the head of the family, the spouse or a child of legal age ( at least 18 years old) as long as they are included in the TFBM Marawi IDP Profile System may represent the family to receive the grant;
- c. The Verifying Officer shall issue the DSWD Grant Recipient Card Number (DSWD-GRCN) as a proof of verification;
- d. The DSWD-GRCN shall be presented to the DSWD Registration Officer for their registration; and
- e. All individuals not verified may proceed to the DSWD Grievance Desk to officially file complaint for DSWD to record and provide necessary responses.

## 2. DSWD Registration Stage

- a. Each verified IDP shall present the DSWD-GRCN, original and a photocopy of at least one (1) government issued ID and at least one (1) secondary identification document to the DSWD Registration Officer. (*see items “d” and “e” below for the list of identification documents*)
- b. In case that the IDP has presented two (2) government issued ID, a secondary identification document is no longer required to be presented.
- c. In case the grant recipient is not the head of the family, the spouse or legal-aged child representing their head of family must also present an original and a photocopy of at least one (1) government issued ID and at least one (1) secondary identification document of their head of family.
- d. If validated, the DSWD Registration Officer shall undertake the following:
  - i. Countersign the photocopy of the presented identification documents as a proof of validation;
  - ii. Conduct a LSG Project Intake to determine what livelihood project will the IDP be pursuing using the LSG. After the LSG Project Intake, the IDP shall sign the DSWD Grant Recipient Registration Sheet (GRRS);
  - iii. Sign the DSWD Grant Recipient Card Number (DSWD-GRCN) for presentation to the assigned DSWD Pay-out Teller.
- e. The following are the examples of government issued ID:
  - Passport;
  - Driver’s License;
  - Social Security System-Unified Multi-Purpose ID (SSS-UMID);
  - Government Service Insurance System (GSIS) e-card;
  - Postal ID;
  - Professional Regulation Commission (PRC) ID;
  - Integrated Bar of the Philippines (IBP) ID;
  - Overseas Workers Welfare Administration (OWWA) ID;
  - Overseas Filipino Workers (OFW) ID;
  - Seaman’s Book;
  - Senior Citizen’s ID;
  - Pantawid Pamilyang Pilipino Program (4Ps) ID;
  - Tax Identification Number ID;
  - Philippine Health Insurance Corporation (PhilHealth) ID;
  - Persons with Disabilities (PWDs) ID;
  - Solo Parent ID; and
  - Any other government-issued ID with complete name, picture and complete address.
- f. The following are the examples of secondary identification documents:
  - PSA Authenticated Birth Certificate;
  - NBI Clearance;
  - Barangay Clearance; and

- Any other issued documents with name and complete address.

### **3. DSWD Grant Releasing Stage**

- a. The IDP shall present to the DSWD Pay-out Officer the DSWD-GRCN and the copy of the validated identification document.
- b. The DSWD Pay-out Officer shall have a final inspection on the document presented and if verified, the LSG shall be released.
- c. The LSG may be released either through cash or individual checks.**
- d. The validated photocopy of the identification documents shall be surrendered to the DSWD Pay-out Officer which will be an attachment to the liquidation of cash advances together with the signed Cash Assistance Payroll by the grant recipients.
- e. The DSWD Pay-out Officer shall countersign the DSWD-GRCN as a proof that the IDP has already received the grant.

### **4. Post Grant Releasing Stage**

- a. The IDP shall present to the DSWD Confirmation Officer the DSWD-GRCN that has been signed by the Verifying Officer during the Kathanon-verification stage, DSWD Registration Officer during the DSWD Registration Stage and DSWD Pay-out Officer during the Grant Releasing Stage.
- b. If in case, there are lacking signatories in the DSWD-GRCN, the DSWD Confirmation Officer shall have this validated with the concerned officer. Once validated, the IDP shall undergo a photo-documentation process to confirm that the IDP has received the grant.
- c. The DSWD Confirmation Officer shall sign and keep the copies of the DSWD-GRCN.

## **X. PROJECT PROPOSAL PREPARATION AND APPROVAL**

- a. The SLP Regional Program Coordinator shall prepare the project proposal for approval of the Regional Director or his/her authorized representative; and
- b. The list of the eligible IDPs listed in the TFBM profiled IDPs through the Kathanon should be attached to the project proposal.

## **XI. PROJECT IMPLEMENTATION**

The DSWD Implementing PDO shall conduct the grant utilization monitoring at least within two (2) weeks after the release of grants and shall provide continuous technical assistance to the IDPs for the implementation of their livelihood projects.

The PDO shall ensure that the LSG is only utilized for its intended purposes.

## **XII. INSTITUTIONAL ARRANGEMENTS**

### **A. SLP National Program Management Office**

- a. Facilitate the release of the project fund through the Financial Management Services;
- b. Provide technical assistance to DSWD FO X in the project implementation;
- c. Collaborate with the Task Force Bangon Marawi for the access of the biometric-based TFBM Marawi IDP Profile as the official list of grant recipients;
- d. Conduct field monitoring activities to determine areas of convergence for effective and efficient project implementation;
- e. Issue necessary policy guidelines to address implementation gaps, if necessary;
- f. Issue guidance on the reporting and monitoring of activities and outputs;
- g. Coordinate with the Office of the Secretary and concerned members of the DSWD EXECOM and MANCOM for their participation before and during grant releasing activities;
- h. Analyze and submit reports to the DSWD Management and other stakeholders; and
- i. Continuously collaborate with other stakeholders particular the member-agencies of the Sub-committee on Business and Livelihoods for the implementation of the identified projects of the IDPs.

**B. DSWD Field Office X**

- a. Directly implement the project in close coordination with LGU Marawi City and member-agencies of the TFBM;
- b. Identify Special Disbursing Officers (SDOs) for the disbursement of grants;
- c. Facilitate the release of funds to Special Disbursing Officers (SDOs) and monitor compliance to liquidation of cash advances following COA rules and regulations;
- d. Coordinates with the Sub-committee on Business and Livelihoods of the Task Force Bangon Marawi and other stakeholders for a harmonious project implementation.
- e. Conducts regular monitoring in all phases of project implementation.
- f. Ensures judicious management of funds.
- g. Consolidates and submits monthly reports and other reports as requested on the status of the project implementation to SLP – NPMO and other bodies.
- h. Taps services from various agencies of government and private sector/CSOs as necessary to accompany the livelihood enterprise development and provide business development.

**XIII. EFFECTIVITY**

This Memorandum Circular shall take effect immediately and shall provide guidelines on the provision of Livelihood Settlement Grants to the Internally Displaced Persons of Marawi City.

Issued in Quezon City this 2<sup>nd</sup> day of April 2019.



**ROLANDO JOSELITO D. BAUTISTA**

Secretary

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