

MEMORANDUM CIRCULAR  
NO. 22  
SERIES OF 2019

**COMPREHENSIVE GUIDELINES ON THE IMPLEMENTATION OF THE  
SUSTAINABLE LIVELIHOOD PROGRAM**

**I. INTRODUCTION**

The Sustainable Livelihood Program (SLP) is a capability-building program for poor, vulnerable and marginalized households and communities to help improve their socio-economic conditions through accessing and acquiring necessary assets to engage in and maintain thriving livelihoods.

Upholding the value of inclusivity, the Program is open to poor, marginalized, vulnerable and/or disadvantaged households, building upon their strengths and understanding how they can use these to achieve positive livelihood outcomes. Furthermore, it operates in all regions and provinces, treating all municipalities, cities, and *barangays* as potential areas to implement its various interventions.

Moreover, the Program endeavors to increase the level of participation among participants and harness a deeper sense of ownership of their development. At the same time, the Program recognizes the need to improve the implementation process with a more efficient implementation timeline and further strengthen the social preparation of participants, while ensuring responsible and judicious use of resources.

In ensuring that SLP remains relevant to the needs of the communities, the Program implementation process shall be streamlined and simplified. Therefore, the following guidelines are hereby revised: (i) Department of Social Welfare and Development (DSWD) Memorandum Circular (MC) 12 series of 2018 or the Guidelines on the Implementation of the SLP dated 26 June 2018; (ii) DSWD MC 14 series of 2018 or the Special Guidelines on the Provision of Livelihood Assistance to Individual Referrals and Walk-in Clients under the SLP; and (iii) DSWD MC 18 series of 2018 or the Addendum to Memorandum Circular 12, Series of 2018 dated June 26, 2018 Re: Implementation of the SLP are hereby revised.

This guidelines aims to provide the DSWD Field Offices (DSWD FOs), being the direct service providers, the specific implementation process for *Pantawid* households, non-*Pantawid* households, individual referrals, and walk-in clients.

**II. DEFINITION OF TERMS**

*Barangay Ranking Matrix (BRM)*

A tool used by the Implementing Project Development Officer (IPDO) in identifying and prioritizing project *barangays* of SLP based on the required criteria.

*Basic Employment Skills Training (BEST)*

A capacity-building for Program participants who are qualified for Employment Facilitation Track which includes modules on work ethics, resume preparation, and mock interview, among others.

*Cash for Building Livelihood Assets Fund (CBLAF)*

One of the SLP modalities under the Micro-enterprise Development Track. It is implemented through labor-intensive projects executed by program participants to build, re-build, and/ or protect natural and physical assets necessary for more profitable, self-sustaining and resilient micro-enterprises.

*Certificate of Accreditation (COA)*

A certification issued by the Standards Unit (SU) of the FO to the SLPAs after the issuance of the Certificate of Eligibility (COE) by the SLP Regional Program Management Office (SLP-RPMO). The COA shall be a requisite prior to the release of funds to the SLPAs under the Micro-enterprise Development (MD) Track.

*Certificate of Eligibility (COE)*

A certification signed by the Regional Program Coordinator (RPC) of SLP-RPMO certifying that the SLPA or EF program participant/s have complied with the processes of SLP. The COE is a requisite for the approval and obligation of the *Mungkahing Proyekto* and shall be the basis of the SU of the FO in issuing the COA to the SLPAs.

*Community Economic Activities (CEA)*

Refers to common livelihoods in the *barangays*, which shall serve as starting point for the program participants to identify their potential SLP projects.

*Community Mobilization Fund (CMF)*

Funds intended for the conduct of capability-building activities for the program participants.

*Constitution and By-Laws (CBL)*

A document to be ratified or signed by all members of the SLPA that contains the fundamental principles which governs its operation and establishes the specific rules of guidance by which the association is to function.

*Employment Assistance Fund (EAF)*

A maximum of Php 5,000 grant provided to program participants pursuing the Employment Facilitation Track of the Program, for the following: 1) processing of employment documentary requirements; 2) payment of medical exams; 3) purchase of basic employment tools and materials; and 4) transportation allowance, meal allowance, and board and lodging until the first 15 days of employment.

*Employment Facilitation (EF) Track*

A Track of the SLP that provides assistance to qualified member/s of poor households who preferred employment rather than engaging in micro-enterprise.

*Government Sector Partnerships Officer (GSPO)*

A technical staff of the SLP-RPMO responsible for engaging partners from the public sectors and managing partnerships activities.

*Grants Utilization Monitoring Report (GUMR)*

An SLP document used by the Monitoring PDO to validate that the grant was used in accordance with the approved *Mungkahing Proyekto*.

*Implementing Project Development Officer (IPDO)*

An SLP staff of the FO responsible for the organization and facilitation of opportunities of program participants involving stakeholders within or outside the city/municipality.

*Livelihood Assets and Market Map (LAMM)*

An SLP tool used to list down potential partners that may be engaged in the provision of livelihood interventions.

*Microenterprise Development (MD) Track*

A Track of the SLP which focuses on the establishment of micro-enterprise through provision of financial capital, enhancement of skills, and building/re-building physical and natural assets.

*Micro-enterprise Development Training (MEDT)*

A mandatory capacity-building activity for program participants who chose Micro-enterprise Development Track with modules on micro-entrepreneurship, basic bookkeeping and accounting, microenterprise feasibility guide, and preparation of the Grant Modality Application Forms.

*Monitoring Project Development Officer (MPDO)*

An SLP field staff responsible in the monitoring of the utilization of grants provided to the program participants/SLPA and the operationalization of the enterprises or employment three (3) months after the release of grants.

*Private Sector Partnerships Officer (PSPO)*

A technical staff of the SLP-RPMO responsible for engaging partners from the private sectors and managing partnerships activities.

*Project Assessment Tool (PAT)*

An SLP tool used to evaluate the feasibility of SLP projects proposed by the program participants.

*Provincial Coordinator (PC)*

An SLP personnel responsible in the management of SLP operations at the provincial level.

*Provincial Project Review and Assessment (PPRA)*

An activity conducted at the provincial level where the *Mungkahing Proyekto* submitted by the IPDO will undergo feasibility assessment by the PC and a representative from the SLP-RPMO.

*Regional Program Coordinator (RPC)*

The head of the SLP Regional Program Management Office responsible in the management of SLP operations at the regional level.

*Regional Review Committee (RRC)*

A team chaired by the RPC with three (3) technical staff, all from the SLP-RPMO, responsible in reviewing the *Mungkahing Proyekto* endorsed by the PC.

*Seed Capital Fund (SCF)*

A maximum of Php 15,000.00 per program participant which is used as a start-up capital to purchase small tools, raw materials, and common service facilities such as machinery, equipment, and plant needed in starting or expanding a micro-enterprise. The SCF shall only be provided once per program participant.

*Skills Training Fund (STF)  
for Micro-enterprise Development Track*

A maximum of Php 15,000.00 per program participant pursuing the Micro-enterprise Development Track. The grant is intended to prepare program participants to better manage their chosen livelihood/ microenterprise.

*Skills Training Fund (STF)  
for EF Track*

A maximum of Php 15,000.00 per program participant for the acquisition of technical and vocational knowledge and skills for guaranteed employment purposes.

*SLP Association (SLPA)*

An association with 5-30 members organized by the DSWD, through the SLP, which is issued with COA making them eligible recipients of assistance of SLP under the Micro-enterprise Development Track.

*SLP Means Test*

An SLP tool used to determine the eligibility of potential SLP participants who were not found in the *Listahanan* database.

*SLP Participant Track Selection Assessment Form (SLP PTSAF)*

An SLP tool used to guide the Implementing PDO in assessing the potentials of SLP participants to either establish a micro-enterprise or pursue employment.

*SLP-National Program Management Office (SLP-NPMO)*

An office of the DSWD Central Office responsible in managing the implementation of SLP, setting the over-all direction, and issuing policies and guidelines, among others.

*SLP-Regional Program Management Office (SLP-RPMO)*

A unit of the DSWD FO responsible in the management of SLP at the regional level providing

technical assistance, supervision and management of all SLP provincial offices.

*Sustainable Livelihood Analysis (SLA)*

An activity that shall be undertaken by the GSPO, PSPO, PC, and IPDOs to identify livelihood opportunities in project areas. Consequently, data and information gathered during this activity shall be used as guide points in selecting livelihoods for the program participants.

### III. LEGAL BASES

1. **The 1987 Philippine Constitution** - Article XII Section I states that *"the goal of the national economy are a more equitable distribution of opportunities, income and wealth; a sustained increase in the amount of goods and services produced by the nation for the benefit of the people; and, an expanding productivity as the key to raising the quality of life for all, especially the under privileged"*.
2. **Republic Act 5416 or the Social Welfare Act of 1968** created the Department of Social Welfare to develop and implement a comprehensive social welfare program:

**Sec. 1. Mandate.** Consistent with the provisions of the **Administrative Code of 1987 and Republic Act 7160 (Local Government Code)**, the Department of Social Welfare and Development is hereby mandated to provide assistance to local government units (LGUs), non-government organizations (NGOs), other national government agencies (NGAs), people's organizations (POs) and members of 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 as well as implement statutory and specialized programs which are directly lodged with the Department and/or not yet devolved to the LGUs.

3. **Republic Act 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018** provides guidelines for the adoption of a simplified requirements and procedures that will reduce red tape and expedite business and non-business related transactions in government. The Enhanced Guidelines on the Implementation of SLP adheres to the mandate of timely delivery of services to the Program's intended participants.
4. **Republic Act 11291 or the Act Providing for a Magna Carta of the Poor** mandates that the State shall promote livelihood among the poor by providing them technical and administrative support to establish their livelihood enterprises. The DSWD-SLP is one of the identified programs that will deliver the necessary intervention/s to uplift the standard of living and quality of life of the poor.
5. **Republic Act 11310 or the Act Institutionalizing the Pantawid Pamilyang Pilipino Program (4Ps) Section 13** mandates that *"qualified household-beneficiaries shall be given priority in the availment of the modalities and interventions under DSWD's*

Sustainable Livelihood Program (SLP) or other appropriate or similar program offered by other government agencies or accredited private institutions”.

#### IV. IMPLEMENTATION PROCESS FOR REGULAR CLIENTS

##### A. ELIGIBILITY REQUIREMENTS

1. Each household can enroll a maximum of two (2) members pursuing two (2) different tracks – (i) Micro-enterprise Development through resource-based and market-driven sustainable micro-enterprises and (ii) Employment Facilitation through technical and vocational skills training; job network services, which links the program participants to locally available jobs that are appropriate to their skills and competencies and submission of employment requirements;
2. A participant of the Micro-enterprise Development Track must be at least sixteen (16) years old to participate, with a written legal consent from the parents or legal guardians, and must be a member of an SLPA;
3. A participant for EF Track must be at least eighteen (18) years old upon employment, following legal employment standards; and
4. All SLPAs and EF Track participants must be granted with COE signed by the RPC of the SLP-RPMO certifying compliance to SLP’s selection process as follows:

MD Track	EF Track
Attendance to SLP Orientation	Attendance to SLP Orientation
Attendance of all SLPA members to MEDT	Attendance to BEST or presentation of other valid documents
Ratified SLPA CBL	Signed EAF/STF Needs Assessment, Modality Application Form with complete attachments, if applicable, and EAF Fund Utilization Commitment
Signed Modality Application Forms with complete attachments, if applicable	<i>Mungkahing Proyekto</i> that has been approved by the Regional Director
<i>Mungkahing Proyekto</i> that has been approved by the Regional Director	

##### B. MODALITIES OF ASSISTANCE

1. **Micro-enterprise Development (MD) Track-** is a Track of the SLP which focuses on the establishment of micro-enterprise through provision of a one-time financial capital, enhancement of skills, and building/re-building and developing physical and natural assets, to wit:

Modality	Description	Cost Parameter
Seed Capital Fund (SCF)	A start-up capital used to purchase small tools, raw materials, and common service facilities such as machinery, equipment, and plant needed in starting or expanding a micro-enterprise. The SCF is only provided once per program participant.	Maximum of Fifteen Thousand Pesos (Php 15,000.00) per program participant
Skills Training Fund (STF)	A grant that used for the acquisition of knowledge and skills needed in the management	Maximum of Fifteen Thousand Pesos

	of the micro-enterprise to be managed by the SLPA or its members.	(Php 15,000.00) per program participant.
Cash for Building Livelihood Assets Fund (CBLAF)	An allowance or stipend provided to program participants who have rendered work for labor-intensive projects to build, re-build, and/ or protect natural and physical assets necessary for more profitable, self-sustaining and resilient micro-enterprises.	One hundred percent (100%) of the present standard minimum wage set by the Department of Labor and Employment applicable on the region at the time of application, for a maximum of eleven (11) days, inclusive of the ½ day pre-CBLA orientation and ½ day post-CBLA activities.)

2. **Employment Facilitation (EF) Track-** is a Track of the SLP that provides one-time assistance through the provision of EAF and STF to qualified member/s of eligible households who preferred employment.

Modality	Description	Cost Parameter
Employment Assistance Fund (EAF)	A grant provided to program participant that will support a guaranteed employment such as: 1) processing of employment documentary requirements; 2) payment of medical exams; 3) purchase of basic employment tools and materials; and 4) transportation allowance, meal allowance, and board and lodging until the first 15 days of employment.	Maximum of Five Thousand Pesos (Php 5,000.00) per program participant
Skills Training Fund (STF)	A grant to be used for the acquisition of technical and vocational knowledge and skills delivered in the form of orientations and lectures, demonstrations, and other similar skills acquisition methodologies for the participants. The grant covers the following components: a) technical-vocational skills training fee; b) meal, lodging, and transportation allowance; c) training supplies and materials; and d) program participants' assessment fee.	Maximum of Fifteen Thousand Pesos (Php 15,000.00) per program participant

### C. STAGES OF IMPLEMENTATION

The IPDO shall conduct the first four (4) stages of the Implementation Process, including supervision of the first three (3) months of the employment, or operationalization of the micro-enterprise. However, during the Provision of Modalities Phase of the Resource Mobilization Stage, the MPDO shall validate the utilization of grants to ensure that the approved project has been duly implemented. The IPDO shall transition the fifth stage to the MPDO who shall monitor program participants until the end of the one (1) year and three (3) quarters incubation period.

## 1. PRE-IMPLEMENTATION STAGE

The Pre-implementation stage involves coordination with various stakeholders to obtain relevant information to be able to identify priority areas of implementation.

### 1.1. Preparation of Data and Information for Targeting

#### 1.1.1. Livelihood Assets and Market Map (LAMM)

- a. The GSPO of SLP-RPMO shall obtain information on regional government investments, including the Regional Development Plan (RDP), and programs, projects and activities (PPAs) of various National Government Agencies (NGAs). Complementary to this, the PSPO shall identify institutional market resources and opportunities for the products and services of program participants.
- b. From the obtained data and information, the GSPO and PSPO shall prepare the Regional LAMM (RLAMM) for public and private sector opportunities. Likewise, the PC, with assistance from the GSPO and PSPO, shall prepare the Provincial LAMM (PLAMM), incorporating public and private sector resources and opportunities reflected in the RLAMM.

#### 1.1.2. Review of *Pantawid* Households' Profile

The SLP-RPMO in coordination with the *Pantawid* Pamilyang Pilipino Program-RPMO will review profiles of *Pantawid* households that have not yet received assistance from the Program. The expected output of this phase is the inventory of *Pantawid* households who are ready to receive assistance from SLP, dis-aggregated per province, city/municipality, and *barangay*.

The SLP-RPMO shall determine the priority city or municipality of implementation, prioritizing areas with the highest number of *Pantawid* households who are ready to receive livelihood intervention.

#### 1.1.3. Prioritization of Project *Barangays*

The IPDOs shall be deployed to the priority municipalities or cities. The IPDO shall gather data and information, such as available and accessible natural resources within the municipality or city, government investments, including the LGU's Annual Investment Plan (AIP), Municipal Development Plan, a list of nearby commercial areas and financing institutions, as well as active civil society organizations (CSOs) and POs within the municipality.

After the data gathering, the IPDO shall then prepare a City/Municipal LAMM (C/MLAMM) and formulate an initial SLA, through listing CEA and conducting SWOT analysis, for vetting during the MEDT.

The IPDO/s shall rank the *barangays*, using the following criteria:

- (i) availability and accessibility of natural resources within the municipality or city;
- (ii) presence of DSWD programs and other national and/or local government development programs, projects and/or activities;
- (iii) accessibility of commercial areas and financing institutions to the municipality or city; and
- (iv) involvement and assistance provided by CSOs, NGOs, and business sector for the community.



The final list of priority *barangays* and the corresponding number of target households per *barangay* will be presented to the city or municipal LGU (C/MLGU).

## 1.2. Coordination with Municipality/City and *Barangay* Stakeholders

The following activities must be conducted for new project municipality/city and *barangays*. The pre-requisite for this Phase is the signed Unified Memorandum of Agreement (MoA) between the Department and the LGU. For project areas from the previous year, the IPDO may skip these activities and proceed to the next stage.

- a. With the presence of the City/Municipal Social Welfare and Development Officer (C/MSWDO), the IPDO shall meet with the Local Chief Executive (LCE) or the City/Municipal Administrator, as well as other stakeholders to present an overview of SLP, including the implementation process, eligibility requirements and program modalities.
- b. The IPDO shall discuss the targeting and selection process of project areas. Proposal for the inclusion of non-project *barangay/s* may be considered only if the concerned *barangay/s* is/are identified as target area/s for LGU projects for the calendar year. The IPDO shall endorse this, together with supporting documents (e.g. certification from the LGU, copy of the LGU's Annual Investment Program, etc.) to the PC for assessment and approval.
- c. Once targets are settled, the IPDO may discuss the possible areas of support needed from the LGU. The FO may prepare a Specific Implementation Agreement (SIA), to be signed by both DSWD FO and the City/Municipal LGU. The SIA will specify the LGU support to the Program, particularly on the provision of staff to assist SLP PDOs and other non-financial or financial counterparts necessary to ensure smooth implementation. However, the SIA is not a prerequisite to SLP implementation. The FO may proceed with the implementation of SLP in the city or municipality as long as there is a signed Unified MoA between the DSWD and the LGU.
- d. The IPDO shall invite the *barangay* captains and members of the *Sangguniang Barangay* of the approved and final project *barangays* to present an overview of the SLP, including the enhanced implementation process, eligible participants, program modalities, and selection process of project areas and program participants.

## 2. SOCIAL PREPARATION STAGE

This stage shall be divided into six (6) phases: (i) SLP Assembly; (ii) Name-Matching in the *Pantawid* and *Listahanan* Databases (iii) Track Selection; (iv) Capability-building Activities (MEDT or BEST); (v) SLPA Formation for MD Track participants; and (vi) Project Proposal Preparation.

### 2.1. SLP Assembly

This half-day activity is intended for the presentation of the background, objectives, and the selection process of the Program. The IPDO shall administer the SLP PTSAF to help the participants decide which SLP Track to pursue.

After the orientation, the IPDO shall ensure that all interested participants have duly accomplished the SLP Data Privacy Consent and Confidentiality Agreement in compliance to Republic Act No. 10173 or the Data Privacy Act (DPA) of 2012. Participants who attended the SLP Assembly that are not interested to proceed must sign a waiver signifying that they are no

longer interested to participate in the Program. The IPDO shall review the accomplished SLP PTSAF and assess the profile of the participants.

## **2.2. Name-Matching in the *Pantawid* and *Listahanan* Databases**

- a. The IPDO shall cross-match the list of attendees with signed SLP Data Privacy Consent and Confidentiality Form vis-à-vis *Pantawid* database which can be obtained from the City/Municipal Link. Participants belonging to *Pantawid* households may proceed immediately to the Track Selection Phase.
- b. Participants not identified as belonging to a *Pantawid* household and those belonging to marginalized, vulnerable and disadvantaged sectors shall be name-matched with the *Listahanan* database available in the FOs. Names not found in the regional databases may be referred to the National Household Targeting Office (NHTO) for further matching. The name-matching results shall be transmitted within five (5) days upon receipt of the request. Participants not found in the *Listahanan* database shall undergo a household assessment through the Regional National Household Targeting Unit (NHTU) using the Household Assessment Form (HAF). Households identified as non-poor in the *Listahanan* Database should be referred to other institutions/agencies for other assistance, upon their approval and provision of consent.
- c. In case the Regional NHTU officially communicates their unavailability to conduct the assessment through HAF within five (5) working days after the result of name-matching, the IPDO shall use the SLP Means Test to determine the qualification of the attendee/s to receive program intervention. If found qualified based on the indicators, the attendee/s may proceed to the succeeding phases. If found unqualified, the IPDO shall refer the attendee/s to appropriate institutions, upon their approval and provision of consent.

## **2.3. Track Selection**

- a. The IPDO shall discuss the result of the assessment with the participants and if the participant concurred, he/she shall then proceed to the signing of the Letter of Intent (LOI).
- b. Within three (3) days after the Track Selection, program participants shall attend capability-building activities for their selected Track.

## **2.4. Capability-building Activities**

- a. Participants pursuing the MD Track shall attend the MEDT and those pursuing the EF Track shall proceed to BEST.
- b. The capability-building phase shall be completed within two (2) days.
- c. The IPDO shall secure a waiver from each program participant who are no longer interested to pursue their participation in SLP.

### **2.4.1. Micro-enterprise Development Training (MEDT)**

- a. After the Track Selection, the IPDO shall organize the MEDT for the program participants to understand the components in starting-up micro-enterprises. The IPDO may tap resource person/s or request the assistance of the LGU livelihood worker, if applicable.
- b. The MEDT shall include sessions on: (i) Presentation, Vetting and Finalization of the Result of the initial SLA; (ii) micro-entrepreneurship, basic bookkeeping and accounting, the value and requirements of business registration; and (iii) microenterprise feasibility guide and

preparation of the Modality Application Forms (MAF).

#### **2.4.2. Basic Employment Skills Training (BEST)**

- a. The IPDO shall conduct the BEST or may tap representatives from the Public Employment Service Office (PESO) or private institutions, as resource person/s for this training, in coordination with the assigned LGU livelihood worker. Participants assessed by the IPDO to be equipped with skills related to the identified employment may no longer attend. The participant may provide the PDO a copy of COE from previous employer, certification of trainings attended, or other proof of training received. Participants without existing employable skills who will avail the Skills Training for EF modality will undergo the BEST after the provision of the modality.
- b. Under the BEST, the program participants will be mentored on how to accomplish a resume that enlists skills, and their educational background. Moreover, the program participant shall also learn employee etiquette and proper decorum. The BEST shall culminate with a mock interview, in which participants could practice undergoing interviews.

#### **2.5. SLPA Formation-for MD Track Participants Only**

- a. All program participants pursuing the MD Track are required to be members of an SLPA, composed of a minimum of five (5) and a maximum of thirty (30) members. The members shall group themselves depending on their chosen livelihood project/s based on the results of the SLA, which may be based on their shared interests, issues they intend to address, existing livelihoods or other shared priorities.
- b. The SLPA Formation activities include leadership training and organization building.
- c. The SLPAs shall then be formalized through (i) electing their officers; (ii) developing their vision, mission goals and objectives (VMGO); and (iii) writing and ratifying their CBL.

##### **2.5.1. Leadership Training**

- a. The IPDO shall conduct a leadership training as an empowerment activity, enabling participants to recognize their own capabilities and articulate their own leadership journey. This should give them insight on the capabilities and leadership journeys of other program participants as well.
- b. The training encompasses sharing sessions on their work experiences, dreams and aspirations, and building relationships with other participants from their community which shall broaden their understanding towards each other as primary stakeholders of their development.

##### **2.5.2. Organization Building**

- a. The SLPA participants shall accomplish the following:
  - Elect set of officers;
  - Craft Vision, Mission, Goals, and Objectives (VMGOs);
  - Finalize SLPA name; and
  - Prepare CBL which should contain the roles and responsibilities of the elected officers, duties of the members in the operationalization of the enterprise, rules on management of funds, grievance management particularly on misuse of grants, non-payment to the agreed capital build-up, operational and emergency funds, and penalty clause which details measures on sanctions/penalties that can be given to members found to have breached/disobeyed provisions of the CBL.

- b. Should a participant decide to defer his/her participation in the Program, he/she shall signify this by signing a waiver.

## 2.6. Project Proposal Preparation

- a. The expected outputs during this phase are accomplished *Mungkahing Proyekto* and MAF. The *Mungkahing Proyekto*, which was prepared by the IPDO, details the summary of all the modalities availed by the SLP participants. The Modality Application Forms, prepared by the SLP participants with the guidance of the IPDO, contains the specific details of the proposed livelihood project, the needed inputs, and the breakdown of cost. The signatories are as follows:

Track	Modality Application Forms	<i>Mungkahing Proyekto</i>
MD Track	<b>For Association Enterprise-</b> Prepared by the SLPA President and Approved by the PC.	<ul style="list-style-type: none"> <li>• Prepared by the IPDO</li> <li>• Recommended for approval by the RPC</li> <li>• Approved by the Regional Director</li> </ul>
	<b>For Individual Enterprise-</b> Prepared by the concerned SLPA member, Recommended by the SLPA President and Approved by the PC.	
EF Track	For Skills Training - Prepared by the concerned participant.	

### 2.6.1. Micro-enterprise Development Track

- a. The SLPA, with the guidance of the IPDO, shall prepare the MAF for each of the SLP modalities it will avail, namely, SCF, CBLAF, and STF.
- b. The MAF shall detail the identified microenterprise/s, project costs, and procedures necessary for the livelihood project/s. The accomplished MAF must be attached to the *Mungkahing Proyekto* to be prepared by the IPDO, which shall serve as the summary of all the MAFs of the SLP participants.
- c. The allowable types of micro-enterprises include *association* enterprise to be managed by all of the members of the SLPA and *individual* microenterprise to be managed by the individual members of the SLPA. An SLPA may have a combination of association and individual enterprises.
- d. Aside from the documents mentioned above, additional attachments shall be required depending on the chosen SLP modality. The table below shows the summary of attachments to the *Mungkahing Proyekto* for MD.

SLP Modality	Attachments
Seed Capital Fund (SCF)	<ol style="list-style-type: none"> <li>1. SLP-CBL signed by all of the SLPA Members and Officers;</li> <li>2. SCF MAF; <ul style="list-style-type: none"> <li>• For Association Enterprise, prepared by the SLPA President</li> <li>• For Individual Enterprise, prepared by the concerned SLPA member and recommended by the SLPA President</li> </ul> </li> <li>3. COE to be prepared and attested by the IPDO and certified by the SLP-RPC; and</li> <li>4. Program of Works if the grants will be used for the establishment of Common Service Facility</li> </ol>
Cash for Building Livelihood Assets Fund (CBLAF)	<ol style="list-style-type: none"> <li>1. SLP-CBL signed by all of the SLPA Members and Officers;</li> <li>2. MAF prepared by the SLPA President;</li> </ol>

	<p>3. COE to be prepared and attested by the IPDO and certified by the SLP-RPC; and</p> <p>4. Tenurial Agreement such as <i>usufruct, resolution, deed of donations, lease of contract.</i></p>
Skills Training Fund (STF)	<p>1. SLP-CBL signed by all of the SLPA Members and Officers;</p> <p>2. SCF MAF</p> <ul style="list-style-type: none"> <li>• For Association Enterprise, prepared by the SLPA President</li> <li>• For Individual Enterprise, prepared by the concerned SLPA member and recommended by the SLPA President; and</li> </ul> <p>3. COE to be prepared and attested by the IPDO and certified by the SLP-RPC</p>

## 2.6.2. Employment Facilitation (EF) Track

### 2.6.2.1. Employment Assistance Fund (EAF)

- a. After the BEST, the IPDO shall prepare the Employment Assistance Fund Needs Assessment of the participants to be signed by the PC, and Fund Utilization Commitment to be signed by the program participants. Documents proving that the participant has a guaranteed employment must be attached to the Employment Assistance Fund Needs (e.g. letter of offer from the employer, employment contract, etc.)
- b. The IPDO shall craft the *Mungkahing Proyekto* for the provision of the EAF to eligible program participants pursuing the EF Track. The *Mungkahing Proyekto* details the rationale, objectives, profile of eligible participants, employment opportunities, and a list of components with corresponding proposed amount.
- c. The *Mungkahing Proyekto* for the EAF shall have the following minimum attachments:
  - (i) Certificate of Eligibility to be prepared and attested by the IPDO and to be certified by the SLP-RPC;
  - (ii) EAF Needs Assessment prepared by the IPDO and approved by the PC; and
  - (iii) Fund Utilization Commitment signed by the program participant witnessed by the IPDO.

### 2.6.2.2. Skills Training Fund (STF)

- a. The participant, with the guidance of the IPDO, shall prepare the MAF. The MAF shall detail the identified technical vocational skills needed by the participant for their potential employment. The accomplished MAF must be attached to the *Mungkahing Proyekto* to be prepared by the IPDO. The following are the *minimum attachments* of the MAF for STF for EF Track:
  - (i) COE to be prepared and attested by the IPDO and certified by the SLP-RPC;
  - (ii) ST-EF Needs Assessment prepared by the IPDO and approved by the PC; and
  - (iii) Certification from an authorized government institution stating the eligibility and availability of a Technical Vocational Institute (TVI) or service provider to conduct the identified skills training. The certification should also detail the specifics of the training and corresponding costs.

- b. The participants may be referred to existing training providers offering free trainings as identified in the R/P/C/MLAMM. The project proposal may cover the meal, lodging, and transportation allowance of the participants.

**2.7. Procedures for the Withdrawal of Program Participants and SLPA**

- a. The following processes shall apply for participants who will not pursue with the Program:

Activities in the Pre-Implementation and Social Preparation Stages	Process
On or prior to Track Selection	The IPDO shall secure a waiver from the participants who are no longer interested to participate in the Program.
After submission of LOI	
On or after the Capacity-building Activities (MEDT or BEST)	
During SLPA Formation	
After SLPA Formation	The SLPA shall issue a resolution for the acceptance of the withdrawal of the member/s and transmit this officially to the IPDO. After which, the IPDO shall forward the same to the PC and the latter to acknowledge.

- b. The SLPA may replace its waived member/s if said replacement is/are eligible to participate in the Program. It is highly recommended that the replacement should come from the same household or within the project *barangay*. The IPDO should ensure that the replacement will be provided with an orientation on SLP and MEDT and the SLPA to provide necessary orientation about the SLPA's operation. After which, the SLPA should issue a resolution on the acceptance of its new member/s. A copy of the resolution shall be forwarded to the IPDO for onward submission to the PC. The PC shall acknowledge and approve the replacement.
- c. In cases where the entire SLPA withdraws after the SLPA Formation, the IPDO shall conduct an assessment and submit a feedback report to the PC. The SLPA shall issue a resolution on their withdrawal to be signed by at least 75% of the members.

**3. RESOURCE MOBILIZATION STAGE**

The Stage involves the (i) assessment of proposed livelihood projects to ensure feasibility and economic viability and (ii) release of grants to the program participants/SLPAs. The final outputs for this Stage are the approved *Mungkahing Proyekto* and the actual provision of SLP modalities.

**3.1. Project Proposal Review and Approval**

- a. The *Mungkahing Proyekto* submitted by the IPDO shall undergo assessment in two (2) levels - provincial and regional. The PAT shall be used during the assessment;
- b. After the review at the Provincial level, the COE shall be countersigned by the PC prior to the signature of the RPC;
- c. The *Mungkahing Proyekto*, along with the COE and other attachments, shall then be submitted to the RPMO, to undergo further review and approval by the RRC;
- d. The RRC shall be composed of the RPC, as chairperson; and three (3) other members from the SLP-RPMO technical staff. A staff from the SU of the FO shall be present for the review of the documents required for the issuance of the COA. The RRC shall review the

*Mungkahing Proyekto* vis-à-vis compliance to program standards, cost parameters, as well as the completeness and correctness of attachments;

- e. After the RRC assessment, the COE shall be signed by the RPC; and
- f. The Signed Certificate of Eligibility issued by SLP-RPMO shall be the primary basis of the SU in issuing the COA.

### 3.1.1. Project Proposal Review at the Provincial Level

- a. Prior to submission of the hard copies of the *Mungkahing Proyekto* to the PC, the IPDO must encode the details of the Modality Application Forms in the project tracker and send this to the Provincial Monitoring and Evaluation Officer (PMEO). The IPDO must also ensure that attachments are complete prior to the review of the PC.
- b. The PMEO shall be responsible in updating the project tracker for all actions/progress of the submitted *Mungkahing Proyekto* and must provide updates to the IPDO and PC.
- c. If the attachments are incomplete or incorrect, the PC shall notify the IPDO to submit or revise the documents within two (2) days upon receipt of the *Mungkahing Proyekto*. The PMEO shall update the project tracker to indicate that the *Mungkahing Proyekto* was returned to the IPDO.
- d. The PC should conduct a PPRA and may invite partners or technical experts who could help in providing technical inputs in assessing the proposals.
- e. At least one (1) RPMO specialist (GSPO, PSPO, RMEF or RMEO, or Training Officer) must attend the PPRA to provide technical inputs in assessing the proposals. If no RPMO specialist is available, the RPMO should inform the PC through an official communication, before the PPRA is conducted.
- f. The PC and the technical staff from the RPMO must ensure that all approved *Mungkahing Proyekto* to be endorsed to the RPMO are thoroughly reviewed and assessed.
- g. The assessor should review the feasibility of the proposed project/s using the PAT for each modality. The PAT shall serve as the basis of the RRC in approving, deferring, or disapproving project proposals.
- h. The assessors must review and assess the submitted MAF based on the following:

SLP Modality	Criteria for assessment
Seed Capital Fund (SCF)	<ol style="list-style-type: none"> <li>1. Result of the SLA;</li> <li>2. Organizational readiness of the SLPA on the management of grants, enterprise and their association as reflected in the CBL; and</li> <li>3. Compliance to all necessary attachments and other supporting documents.</li> </ol>
Cash for Building Livelihood Assets Fund (CBLAF)	<ol style="list-style-type: none"> <li>1. Use of asset or common service facility to be established/ enhanced that will contribute to the development/profitability of the micro-enterprise of SLPA/program participants;</li> <li>2. Counterpart of the LGU and/ or other identified partner/s as to financial and/ or other logistical support which includes maintenance of the assets developed/rehabilitated;</li> <li>3. Tenurial agreement on the use of land between the participants and the land owner; and</li> <li>4. Compliance to all necessary attachments and other supporting documents.</li> </ol>
Skills Training Fund (STF)	<ol style="list-style-type: none"> <li>1. Use of the STF in the enterprise/s of the SLPA/program participants;</li> <li>2. Justification for the proposed training;</li> <li>3. Resource counterpart of the partner/s on the conduct of the training (quality of training, technical expertise of the partner, other possible arrangement in relation to the conduct of training that is beneficial both for the participants and the partner institution; and</li> <li>4. Compliance to all necessary attachments and other supporting documents.</li> </ol>

Employment Assistance Fund (EAF)	<ol style="list-style-type: none"> <li>1. Nature of employment, duration of work, area of assignment/ location, monthly wage, etc.; and</li> <li>2. Compliance to all necessary attachments and other supporting documents.</li> </ol>
Skills Training for EF	<ol style="list-style-type: none"> <li>1. Type of training and justification for the proposed training such as nature of employment, duration of work, area/s of assignment/location, monthly wage, etc.</li> <li>2. Compliance to all necessary attachments and other supporting documents.</li> </ol>

i. The following must be undertaken after the assessment:

Result of Assessment	Actions to be undertaken
Approved Proposals for endorsement to the RPMO	<ol style="list-style-type: none"> <li>1. For MD proposal, the PC should affix his/her initial in the COE confirming the selection process undertaken during the pre-implementation and social preparation.</li> <li>2. The PC shall endorse all approved <i>Mungkahing Proyekto</i> to the SLP-RPMO not exceeding 3 days after the assessment.</li> </ol>
<p><b>Note:</b>  <i>The PC may defer countersigning of COE should s/he have reservations on the execution of Pre-implementation and Social Preparation activities and may request the IPDO to submit additional documents.</i></p>	
Deferred Proposals	<ol style="list-style-type: none"> <li>1. The PC should immediately inform the concerned IPDO on the findings on the submitted <i>Mungkahing Proyekto</i>, through a memorandum, not exceeding 2 days after the assessment.</li> <li>2. The IPDO must submit the missing attachments or must revise/reconstruct the <i>Mungkahing Proyekto</i> based on the findings of the PC, not exceeding three (3) days upon receipt of the notice.</li> <li>3. The IPDO must consult the SLPA/program participants should there is a need for revision or reconstruction of the <i>Mungkahing Proyekto</i>.</li> </ol>
Disapproved Proposals	<ol style="list-style-type: none"> <li>1. The PC should immediately inform the concerned IPDO on the findings on the submitted <i>Mungkahing Proyekto</i> through a memorandum, not exceeding two (2) days after the assessment.</li> <li>2. The SLPA/program participant may opt to submit new project proposal, through the IPDO, which shall undergo the usual assessment procedures. Otherwise, the SLPA / program participant shall submit a resolution or written documentation indicating that they no longer intend to pursue their participation in SLP.</li> </ol>

### 3.1.2. Project Proposal Review at the Regional Level

- a. The RMEO shall update the project tracker for all actions/progress of the submitted *Mungkahing Proyekto* and ensure to inform the IPDO, PME0, and PC on the status of the submitted *Mungkahing Proyekto*.
- b. The SLP-RPMO shall invite the SU, through email or memorandum, to the scheduled project proposal review at the regional level. The invitation shall be communicated at least three (3) days before the activity.
- c. The SU shall confirm the attendance of their representative to the scheduled project proposal review upon receipt of the invitation.
- d. The SLP-RRC shall review the *Mungkahing Proyekto* as to: 1) program standards and parameters; and 2) completeness and correctness of attachments. The SLP-RRC members shall affix their signature on the same PAT accomplished by the PC and RPMO specialist, if applicable, during the PPRA.
- e. The SU staff shall review the documents needed for the issuance of the COA. The SU staff shall not review the feasibility of the proposed project as this is under the responsibility of



the SLP-RPMO. The SLP documents shall no longer be submitted to the FO-Accreditation Committee.

f. The RRC shall prepare the "Endorsement of SLPAs with Certificate of Eligibility" which shall enumerate the proposals that were approved by the RRC and reviewed by the SU representative. The SLP-RPC, being the chairperson of the RRC, and the SU representative, shall sign the Endorsement. It shall be submitted to the SU as the latter's reference in preparing the COA. No supporting documents are needed to be attached to the Endorsement.

g. The RRC must undertake the following after the review of the *Mungkahing Proyekto*:

Results of the Review	Actions to be undertaken
Approved Proposals for MD and EF	<ol style="list-style-type: none"> <li>1. The RPC shall sign the <i>Mungkahing Proyekto</i> and the COE;</li> <li>2. For the MD Track, the RRC shall prepare the "Endorsement of SLPAs with COE" for the signature of the SLP-RPC and SU representative. The SU, within two (2) days upon receipt of the Endorsement, shall process the issuance of COA to the SLPAs that are included in the Endorsement.</li> <li>3. For the MD Track, all approved <i>Mungkahing Proyekto</i> with COE shall be forwarded to the Regional Director for approval and onward processing at the Budget Unit for obligation.</li> <li>4. For the EF Track, all approved <i>Mungkahing Proyekto</i> with COE shall be forwarded to the Regional Director for approval and onward processing and funding at the concerned Fiduciary Units.</li> </ol>
Deferred Proposals	<ol style="list-style-type: none"> <li>1. The RRC shall inform the PC through a memorandum on the deferment of the submitted <i>Mungkahing Proyekto</i> not exceeding two (2) days after the assessment.</li> <li>2. The PC shall comply with the findings of the RRC within three (3) days after receipt of the memorandum.</li> <li>3. Deferred project proposals may or may not undergo PPRA depending on the findings and instructions of the RRC</li> </ol>
Disapproved Proposals	<ol style="list-style-type: none"> <li>1. The RRC must prepare a memorandum addressed to the PC immediately informing that the <i>Mungkahing Proyekto</i> has been irrevocably disapproved due to violation of the program standards. The PC to relay to the IPDO the decision of the RRC and the IPDO to inform the program participant and/or the SLPA.</li> <li>2. The SLPA/program participant may opt to submit a new <i>Mungkahing Proyekto</i>, through the IPDO, which shall undergo the usual assessment procedures. Otherwise, the SLPA / program participant shall submit a resolution or written documentation indicating that they no longer intend to pursue their participation in SLP.</li> </ol>

### 3.1.3. Project Proposal Approval

- a. The Regional Director shall only approve the *Mungkahing Proyekto* for MD and EF with COE;
- b. The SLP-RPMO should ensure that all approved *Mungkahing Proyekto* shall be returned to them for tracking and shall be endorsed to the Finance and Management Division for processing and funding;
- c. The RMEF is responsible for updating the project tracker for all actions/progress of the approved *Mungkahing Proyekto* that are endorsed for funding and ensure that the IPDO and PC are informed on the status;

- d. After the receipt of the approved *Mungkahing Proyekto* from the Regional Director, the SLP-RPMO shall endorse it to concerned units of the FO for obligation and preparation of checks. All approved *Mungkahing Proyekto* under EF Track with COE and other required documents can be obligated and processed for payment by the Cash Unit. On the other hand, all approved *Mungkahing Proyekto* under MD Track with COE and other required documents can only be obligated, but preparation of checks and payment of obligated funds shall only be made after the COA is issued by the SU.

**3.1.4. Processing and validity of the Certificate of Eligibility (COE) and Certificate of Accreditation (COA)**

- a. The COE shall only be issued to the SLPAs/program participants organized by SLP and will be provided once selection process is completed;
- b. The COE shall only be valid for three (3) years from the date of issuance or until the project is completed or cancelled, whichever comes earlier;
- c. The SLPA or program participants do not need to submit COE since this is an integral component of the SLP processes. The IPDO is in-charge in the preparation of the COE and in complying all the needed requirements together with the SLPAs/program participant/s:
- (i) At the **municipal level**, the IPDO shall prepare and sign the COE to attest that all required activities are undertaken with the following MOV:

MD Track	
Activity	MOV
Actual dates of the MEDT	Training Report and Attendance Sheets
Actual date of the ratification of the CBL by all members of the SLPA	Ratified CBL
Actual date of the signing of the MAF by the SLPA President	Signed MAF with attachments, if applicable
EF Track	
Activity	MOV
Actual dates of the BEST	Training Report and Attendance Sheets or training certificates for equivalent trainings
Actual dates of the signing of the EAF Needs Assessment and Fund Utilization Commitment	Signed EAF Needs Assessment and Fund Utilization Commitment
Actual dates of the signing of the ST-EF Needs Assessment	Signed ST-EF Needs Assessment
Actual date of the signing of the MAF by the participant (For STF modality only)	Signed MAF with attachments, if applicable

- (ii) At the **provincial level**, the PC shall countersign the COE after the review of the *Mungkahing Proyekto* during the PPRA.
- (iii) At the **regional level**, the RPC shall sign the COE during the RRC review. After which, the RPC shall sign the *Mungkahing Proyekto*.
- d. The COA shall only be issued by the SU to all SLPAs with COE that were endorsed by the SLP-RPC and the SU representative. The COA shall be signed by the Regional Director or his/her Officer-in-Charge. The SLP participants under EF Track do not need to be issued with COA; and
- e. The COA shall be forwarded by the SU to the SLP-RPMO for the latter's onward submission to Cash Unit for the preparation of checks to SLPAs.

### 3.1.5. Provision of Modalities

#### 3.1.5.1. Micro-enterprise Development (MD) Track

- a. The grants shall be given directly to the SLPA, through a check addressed to the SLPA President, SLPA Treasurer and a nominated SLPA officer, or release of grants to their bank account. The only allowable co-signatories for withdrawal from the bank account are the SLPA president, treasurer, and a nominated SLPA officer, as indicated in a resolution. The SLPA must release an official resolution signed by majority of its members before each withdrawal. The SLPA shall notify the IPDO for every withdrawal and secure his/her endorsement, through a letter, prior to withdrawal.
- b. During this phase, the IPDO should accomplish a Modality Provision Status Report for each modality as a final output, while the MPDO shall conduct a project site visit and submit a Grant Utilization Monitoring Report. Likewise, the SLPA shall prepare a Grants Utilization Report.

##### 3.1.5.1.1. Procedures for the Release Seed Capital Fund (SCF)

###### Step 1: Receipt of Grants

The SLPA should submit the accomplished Grants Acknowledgement Receipt, signed by all the current active members, as a confirmation that it has received the funds from the DSWD. This must be submitted to the IPDO within three (3) days from date of receipt. The IPDO shall forward this to the PC within two (2) days after the submission of the SLPA. In case member/s of the association left the group prior to release of funds to the SLPA, the SLPA must submit a resolution to DSWD for replacement of the member/s that should come from the same household or other qualified households within the project *barangay* who are identified poor in the *Pantawid* or *Listahanan* database, or identified poor using the HAF or the SLP Means Test.

###### Step 2: Withdrawal

Only the SLPA president, treasurer, and the nominated SLPA officer may jointly withdraw the grants. Every bank withdrawal must be supported by a resolution signed by majority of the SLPA members and an endorsement letter from the IPDO.

###### Step 3: Internal Fund Utilization Check

- i. The SLPA officers must report and monitor the utilization of the grants.
- ii. For Association enterprise, all purchases made must have acceptable means of verification, such as official receipts, acknowledgement receipts, or any other acceptable proof of purchase. Purchase of items not indicated in the approved *Mungkahing Proyekto* must be approved by majority of the SLPA members through a resolution, provided that it will still lead to the establishment of the approved micro-enterprise. The SLPA President shall notify the IPDO regarding the changes. However, changes for projects which are seasonal (e.g. farm related projects); projects affected by outbreak of livelihood-related threats (e.g. hog and cattle diseases); or projects

affected by the issuance of new ordinances may be allowed if they are deemed no longer feasible upon release of funds. Establishment of project which is completely different from the approved project in the *Mungkahing Proyekto* may be allowed if it is supported by a justification from the SLPA, subject to the approval of the RRC and the Regional Director.

- iii. For SLPA members with individual enterprises, each member must submit a Grant Acknowledgement Receipt for Individual SCF as a proof that they have received the funds from the DSWD, through the SLPA, for their individual projects. Likewise, all purchases must have acceptable means of verification, original copies of which must be submitted to the SLPA Auditor. Purchase of items not indicated in the approved *Mungkahing Proyekto* must be supported by a written justification submitted to the IPDO.
- iv. The IPDO shall inform the PC and SLP-RPMO on any changes in the purchased items, for both the individual and association enterprise, through an official written communication.
- v. The SLPA Auditor must keep the copies of the receipts of the purchases and provide the original copies to the IPDO. The SLPA Treasurer should prepare the SLPA SCF Utilization Report and present it to all SLPA members for transparency. Once all expenses are accounted, the SLPA President should sign and submit the SLPA Grants Utilization Report to the IPDO.

#### **Step 4: Grants Utilization Monitoring**

- i. The IPDO should submit the Modality Provision Status Report and SLPA SCF Utilization Report, including the original copies of official receipts, acknowledgement receipts, or any other acceptable proof of purchase to the PC. The IPDO should provide the SLPA technical assistance on how to fast track the utilization of the remaining grants. Purchase of items/supplies on a staggered delivery schedule may be allowed if this is necessary for the approved livelihood project in which a disbursement schedule of the grant shall be attached to the Modality Application Form.
- ii. After which, the PC, shall instruct the MPDO to countercheck the fund utilization of the SLPA based on the submitted report vis-à-vis the approved *Mungkahing Proyekto*.
- iii. After counterchecking, the MPDO shall submit a Grant Utilization Monitoring Report together with the SLPA SCF Utilization Report/s to the PC for review. Both aforementioned reports shall be endorsed to the SLP-RPMO through the RMEF for monitoring purposes. These must be submitted within thirty (30) days from provision of the SCF. The reporting of the utilization of the grants must be continuously done until one hundred percent (100%) of the grants is utilized, according to the submitted disbursement schedule.
- iv. The SLPA shall be provided with technical assistance by the IPDO or by other stakeholders to ensure that the grants are utilized based on the approved *Mungkahing Proyekto*.

#### **Step 5: Savings Management**

While the seed capital released by DSWD is a grant, the SLPA has the responsibility to recover the grants extended to them in the form of savings among its members. The savings to be generated must be equivalent to the amount of grants received. The generated savings shall be used for capital build-up, operational fund, and emergency fund. The SLPA shall set up a system for the management of grant, which details the a) savings management; b) provision

for re-loans, if necessary; and c) incentives and penalties for borrowers. These shall be discussed during the formulation of the SLPA CBL.

### **3.1.5.1.2. Procedures for the Release of Cash for Building Livelihood Assets Fund (CBLAF)**

#### **Step 1: Receipt of Grants**

As a confirmation that the SLPA has received the funds from the DSWD, it shall submit the accomplished Grants Acknowledgement Receipt, signed by all the current active members, to the IPDO within three (3) days from date of receipt.

The IPDO shall forward this to the PC within two (2) days after the submission of the SLPA. In case member/s of the association left the group prior to the release of funds to the SLPA, and the funds were already received by the SLPA, the association must submit a resolution to DSWD for replacement of the member/s that should come from the same household or other qualified households within the project *barangay* who are identified poor in the *Pantawid* or *Listahanan* database, or identified poor using the HAF or the SLP Means Test.

#### **Step 2: Pre-Cash for Building Livelihood Assets (CBLA) Activity Orientation**

A half-day orientation will be given to the participants covering the purpose, roles and/or tasks, work schedule, terms of payment, and other pertinent information regarding the project. The orientation should also include safety precautions and procedures to all identified CBLA participants. The IPDO and/or LGU Livelihood Worker/C/MSWDO shall administer this orientation.

#### **Step 3: Work and Payment**

- i. During the days of work, the IPDO and the other co-implementers monitoring the implementation of the project must maintain a daily logbook for attendance, signed by the program participants, including the signature of the assigned activity monitor. They should also document the CBLA activity, including photos before, during, and after work.
- ii. For the terms of payment, the stipend should either be given daily or weekly. It should be strictly paid within two (2) weeks or not longer than fourteen (14) days after the last working day. In case program participants fail to report to work or send substitute on certain day/s, corresponding deductions shall be made on the stipend to be given. The terms of payment to be administered by the authorized SLPA officers/members must be supported by a resolution. Only the SLPA president, treasurer, and the nominated SLPA officer may jointly withdraw the grants. Every bank withdrawal must be supported by a resolution signed by majority of the SLPA members.
- iii. Upon receipt of the stipend, each program participant should sign the CBLAF Stipend Acknowledgement Receipt.
- iv. Program participants who will not be able to attend the CBLA activity due to sickness and/or emergency situations may identify a substitute to work for his/her behalf from within the family or household. The substitute must be at least sixteen (16) years old to participate, with a written legal consent from the parents or legal guardians.



#### **Step 4: Internal Fund Utilization Check**

Within three (3) to seven (7) days after the last day of release of the stipend to the participants, the SLPA officers must report the utilization of the grants to the members. The SLPA must keep copies of the daily logbook of attendance and acknowledgement sheets for the payment of stipend. The SLPA Treasurer should prepare the SLPA CBLAF Utilization Report and present it to all SLPA members for transparency. Once all expenses are accounted for, the SLPA President should sign and submit the SLPA CBLAF Utilization Report to the IPDO.

#### **Step 5: Grants Utilization Monitoring**

- i. The IPDO should submit the Modality Provision Status Report and SLPA CBLAF Utilization Report, including the copies of daily logbook of attendance and original CBLAF Stipend Acknowledgement Receipts, to the PC. After which, the PC, shall instruct the MPDO to countercheck the fund utilization of the SLPA based on the submitted report vis-à-vis the approved *Mungkahing Proyekto*.
- ii. After counterchecking, the MPDO shall submit a GUMR together with the SLPA CBLAF Utilization Report/s to the PC for review. Both aforementioned reports shall be endorsed to the SLP-RPMO through the RMEF for monitoring purposes. The GUMR and all the attachments must be submitted within thirty (30) days from the last day of release of the stipend to the participants.
- iii. In case there are still unspent CBLAF as reflected in the GUMR, a resolution signed by the majority of the members of the SLPA may be passed to utilize the grant for another labor-intensive work which is necessary for their micro-enterprise. The IPDO should ensure that a Program of Works for this shall be presented by the SLPA to support the proposed work.

#### **3.1.5.1.3. Procedures for the Release of Skills Training Fund (STF)**

##### **Step 1: Receipt of Grants.**

The SLPA should submit the accomplished Grants Acknowledgement Receipt, signed by all the current active members, as a confirmation that it has received the funds from the DSWD. This must be submitted to the IPDO within three (3) days from date of receipt. The IPDO shall forward this to the PC within two (2) days after the submission of the SLPA. In case member/s do not want to pursue the skills training and the funds were already received by the SLPA, the SLPA must submit a resolution to DSWD for the replacement of the member/s that should come from the same household or other qualified households from the project *barangay*.

##### **Step 2. Selection of Service Provider**

The SLPA shall select the service provider among the previously canvassed potential service providers. The selection must be supported by a resolution signed by majority of the SLPA members. The contract between the SLPA and the service provider/training institution must be signed for the training activity to proceed. The PSPO shall assist the IPDO in crafting the contract between the SLPA and the selected service provider.

##### **Step 3. Start of Micro-enterprise Skills Training Activity**

The IPDO should convene the participants and conduct a short meeting prior to their first day of the activity. The IPDO will clarify skills training activity procedures and address concerns that the SLPA/program participants may have.

#### **Step 4: Monitoring of Micro-enterprise Skills Training Activity**

The IPDO should track the program participants' progress in the trainings until they are given the pertinent certificates (e.g. National Certification) after training completion. The IPDO should ensure the 100% attendance of the participants to the training activities through a daily logbook.

#### **Step 5: Payment**

The terms of payment must be clearly stipulated in the contract. It may be paid in tranches or within three (3) to seven (7) days after the complete provision of all the identified training components, including assessment of participants, if applicable.

#### **Step 6: Internal Fund Utilization Check**

- i. Within three (3) to seven (7) days after the payment of the service provider, the SLPA officers must report the utilization of the grants to the members.
- ii. The SLPA must keep copies of the daily logbook of attendance and official receipt of payment to the service provider.
- iii. The SLPA Treasurer should prepare the SLPA STF Utilization Report and present it to all SLPA members for transparency.
- iv. Once all expenses are accounted for, the SLPA President should sign and submit the report to the IPDO, including copies of the official receipt.

#### **Step 7: Grants Utilization Monitoring**

- i. The IPDO should submit the SLPA STF Utilization Report, including all means of verification, to the PC. After which, the PC, shall instruct the MPDO to countercheck the fund utilization of the SLPA based on the submitted report vis-à-vis the approved *Mungkahing Proyekto*. The MPDO shall also visit/interview the service provider.
- ii. After counterchecking, the MPDO shall submit a GUMR together with the SLPA STF Utilization Report to the PC for review. Both aforementioned reports shall be endorsed to the SLP-RPMO through the RMEF for monitoring purposes. The GUMR and all the attachments must be submitted within thirty (30) days from the last day of training activity or assessment of program participants.

#### **3.1.5.2. Employment Facilitation (EF) Track**

- a. The EAF modality shall be given as financial assistance through cash or individual check payment, where each program participant must formally and personally acknowledge receipt. Program participants may avail of EAF for the following: 1) processing of employment documentary requirements; 2) payment of medical exams; 3) purchase of basic employment tools and materials; and 4) transportation allowance, meal allowance, and board and lodging until the first 15 days of employment.
- b. On the other hand, the ST-EF modality will undergo the procurement process in compliance with RA 9184 or the Government Procurement Reform Act.

### 3.1.5.2.1. Procedures for Release of Employment Assistance Fund (EAF)

#### Step 1: Participant Mobilization and Payout

- i. The IPDO should inform the program participants on the scheduled disbursement of the EAF, and set the meeting time and venue.
- ii. Before commencing with the payout, the IPDO must conduct a refresher on the use of the grants. The IPDO must be able to relay that a) the program participants shall issue an EAF Acknowledgement Receipt; b) a grant utilization check will be conducted to monitor the program participants who have availed of the modality; and c) that each program participant should submit copies of official receipts, acknowledgement receipts, or any other proof of purchase.
- iii. The IPDO should coordinate and schedule the most efficient time for payouts. A Special Disbursing Officer (SDO) should conduct the payout in a secured location. The program participants must make a personal appearance to receive the grants, bringing a valid ID, such as *Pantawid* ID, voter's ID, or LGU certification of participation in the SLP, if no IDs are available. The IPDO should schedule another payout if there are program participants who are unavailable during the scheduled pay-out.
- iv. Individuals not enlisted in the approved *Mungkahing Proyekto* cannot receive grants. Program participants who will no longer pursue employment will forfeit their eligibility to receive the grants. During such cases, the IPDO should provide a summary report and a waiver stating reason/s of program participants for not pursuing their participation in the SLP. The waiver shall be duly signed by the program participant/s.

#### Step 2: Grants Utilization Report

The IPDO should submit the status of modality provision report and the signed individual EAF Acknowledgement Receipts to the PC.

#### Step 3: Grants Utilization Monitoring

The PC shall instruct the MPDO to visit the program participants' employment site or office two weeks after the release of grants to determine if they have received the EAF and have pursued employment. A corresponding Grant Utilization Monitoring Report must be endorsed by the MPDO to the PC who shall later on submit it to the RPMO.

Participants provided with EAF and are found to have intentionally misused or improperly used the grants shall be subject for delisting in the Program and shall no longer be eligible to receive any assistance from SLP.

### 3.1.5.2.2. Skills Training Fund (STF) for Employment

#### Step 1: Selection of Service Provider

- a. The appropriate service provider will be selected following the provisions of RA 9184. The provision of 100% guaranteed employment to SLP participants must be included in the Specification Requirements of the Request for Quotation. If there are no qualified service providers based on the required specifications, the GSPO/PSPO shall refer the participants to other NGAs or private institutions for the provision of skills training.



## Step 2: Monitoring of Skills Training Activity

The IPDO should track the program participants' progress until they are given the pertinent certificates (e.g. National Certification) after training completion. The IPDO should ensure the 100% attendance of the participants to the training activities through a daily logbook.

## Step 3: Payment

Payment of the service provider or TVI must be processed by the FO only after the completion of the deliverables stipulated in the Purchase Order.

## 4. PROJECT IMPLEMENTATION STAGE

### 4.1. Micro-enterprise Development (MD) Track

- a. The IPDO shall supervise project implementation, along with other DSWD programs and partner institutions.
- b. Project Implementation shall cover the first three (3) months of micro-enterprise operations. During such time, the IPDO should ensure that all SLPA members are actively involved in the daily operations of their respective micro-enterprises. Moreover, the IPDO should ensure that all procedures, activities, materials and equipment in starting up the micro-enterprises have been met.
- c. After the first three (3) months of operations, the SLPA shall assemble for a meeting where all micro-enterprises within the association shall present a statement of account and the highlights of their operations, along with the next courses of action for their respective micro-enterprises.
- d. This should also be a platform to discuss matters concerning the association, including grants utilization, membership and/or registration to concerned government agencies, or local networks and cooperatives, participation in additional trainings, and engagements with suppliers and/or buyers. Aside from that, the SLPA may use this as an opportunity for members to share their experiences, learn strategies and areas for improvement, but also to update each other about their respective micro-enterprise operations.
- e. The PC, through PMEOP, should consolidate all implementation reports from the IPDOs which details information regarding the utilization of grants that were transferred to the SLPAs, and ensure that these reports are duly turned over to the MPDOs.

### 4.2. Employment Facilitation (EF) Track

- a. Project Implementation shall cover the first three (3) months of employment. For program participant/s employed within their respective municipalities, in adjacent or nearby municipalities, the IPDO shall schedule a meeting with the participant/s or visit/contact the program participants' families. The meeting should be scheduled on a day agreed upon by the program participant/s.
- b. During the meeting, the IPDO should gather feedback from the program participants regarding their employment conditions, including the provisions stated in their respective employment contracts, such as salaries and benefits, work hours, and other employment requirements.
- c. For program participants employed away from their respective municipalities, or outside their provinces, but within the region, the PC should facilitate and call for the meetings after three (3) months of employment, in coordination with the PSPO and/or GSPO.

- d. For check and balance, the PSPO and/or GSPO should also meet with employers regarding the performance of the program participants. They should ensure that arising concerns from the employers are also discussed and addressed. Further, they should provide feedback to the PCs and IPDOs regarding matters raised by the employers.
- e. The PME0 should consolidate all implementation reports from the IPDOs, GSPO and/or PSPO, and ensure that these reports are duly turned over to the MPDOs.

## **5. PROGRAM PARTICIPANT MAINSTREAMING STAGE**

- a. The Program Participant Mainstreaming stage shall focus on the achievement of the Program's intermediate outcome based on the approved Theory of Change. For SLP, the intermediate outcome is to ensure that the participants have access to external resources through network linkages who can provide additional funds and services for the sustainability of their livelihood project or employment.
- b. This stage ensures that SLPAs/program participants are continuously capacitated towards self-governance and that the operations of the established micro-enterprises and the acquired employment are sustained after the provision of SLP modalities. This shall be done through continuous tracking, mentoring, coaching, and capability building for a period of one (1) year and three (3) quarters incubation period.
- c. There shall be monitoring and assessment which shall be done on a quarterly, semestral, and annual basis from the time the micro-enterprise started its operations or the program participants were employed.
- d. For the MD Track, the MPDO shall assume the tracking, provision of technical assistance (e.g. review of the enterprise plan, review of organizational structure, initial recommendation on possible enterprise expansion/diversification of products/services, etc.) and coordinating functions which will commence three (3) months after the start of the micro-enterprise. There shall be quarterly monitoring and semestral and annual assessments from the time the micro-enterprise started its operation.
- e. At the end of the one (1) year and three (3) quarters incubation period, the MPDO shall prepare a final report to be reviewed by the PC for submission to the SLP-RPMO. The final report shall contain the organizational, financial and micro-enterprise project status of the SLPA/program participants and next steps based on their sustainability or long term plan. This incubation period shall serve as the transition stage for the SLPA/program participants to scale up their business operations and become self-governing.
- f. For the EF Track, the MPDO shall assume the tracking, provision of technical assistance (e.g. proper management of salary, work etiquette, etc.), and coordinating functions which will start three (3) months after the program participant was employed. There shall be quarterly monitoring and semestral assessment from the time the program participant was employed.
- g. To ensure accuracy, the PC and RPMO must conduct spot-checks to validate the reports submitted by the MPDOs. At the end of the one (1) year and three (3) quarters incubation period, the MPDO shall prepare a final report to be reviewed by the PC for submission to the SLP-RPMO. The final report shall contain the employment status of the program participant within one year and three quarters monitoring period, which shall serve as the transition stage for the program participants to secure stable employment.
- h. The result of the monitoring conducted by the MPDO will determine the course of action that may be undertaken for the participants. This may include additional capability-building activities of the SLPAs that can be sourced-out from program stakeholders or development partners.
- i. For both Tracks, the IPDO shall facilitate the provision and implementation of the additional capability building activities. Participants who were provided with additional capability building activities shall be monitored by the MPDO.



- j. At the end of the incubation period, the MPDO shall prepare a final report to be reviewed by the PC for submission to the SLP-RPMO. Program participants whose micro-enterprise failed or whose employment ended even after the provision of additional capability building activities will no longer be eligible to receive additional interventions from the Program and may be referred to other NGAs or partner institutions.
- k. Previously served program participants whose micro-enterprise failed or whose employment ended, due to unforeseen events such as natural and/or man-made disaster/calamity, upon monitoring of the MPDO during the one year and three (3) quarters incubation period may be served again by the Program subject to further assessment by the MPDO.

## V. COMMUNITY MOBILIZATION FUND (CMF)

- a. The CMF shall be used to finance meals and transportation allowance of program participants for capability-building activities related to micro-enterprise or employment facilitation. Such activities include the conduct of MEDT, BEST, SLPA Formation, Project Proposal preparation, learning visit, participation to trade fairs, among others. The cost parameter shall be based on applicable rates for the said activities and should be shall be based upon the prevailing market rates within the locality.
- b. The CMF may also be used for the meal and transportation allowance of program participants for other capability building activities and community meetings related to their livelihood projects.
- c. The possible modes of disbursement for the CMF are through cash or individual check payments to program participants or through procurement by the FO.

## VI. IMPLEMENTATION PROCESS FOR INDIVIDUAL REFERRALS AND WALK-IN CLIENTS

### A. COVERAGE

Individuals needing livelihood assistance that are not residents of the SLP project *barangays* as identified in the BRM may be served through SLP if they pass the eligibility requirements of the Program. The following categories of individuals are covered in this section:

- a. **Individual/s representing a family or a household** who is/are referred to the DSWD by another individual, group, organization, or office such as LGUs, NGAs, state universities and colleges (SUCs), CSOs, Self-Governing Boards and Commissions, among others, to the DSWD FOs or through the SLP-NPMO;
- b. **Individual/s who is/are referred by the SLP-NPMO** to the DSWD FOs for further assessment and possible provision of SLP assistance; and
- c. **Walk-in client/s** who personally go to any DSWD FO seeking livelihood assistance.

### B. ELIGIBILITY REQUIREMENTS

The following are the criteria that determine eligibility of referred individual/s or walk-in clients to be provided with SLP assistance:

1. A participant of the Micro-enterprise Development Track must be at least sixteen (16) years old to participate, with a written legal consent from the parents or legal guardians, and must be a member of an SLPA;
2. A participant for EF Track must be at least eighteen (18) years old upon employment, following legal employment standards;

- Included in the *Listahanan* database and tagged as poor or assessed as poor through the administration of HAF or SLP Means Test; and
3. Issued with COE as a proof that the referred individual or walk-in client underwent the required processes of the Program.

### C. MODALITIES OF ASSISTANCE

An eligible individual may be provided with either a Seed Capital Fund under the Micro-enterprise Development Track or Employment Assistance Fund under the Employment Facilitation Track.

Track	Modality	Description	Cost Parameter
Micro-enterprise Development Track	Seed Capital Fund (SCF)	A start-up capital used to purchase small tools, raw materials, and common service facilities such as machinery, equipment, and plant needed in starting or expanding a micro-enterprise. The SCF is only provided once per program participant.	Maximum of Fifteen Thousand Pesos (Php 15,000.00) per program participant
Employment Facilitation Track	Employment Assistance Fund (EAF)	A grant provided to program participant that will support a guaranteed employment such as: 1) processing of employment documentary requirements; 2) payment of medical exams; 3) purchase of basic employment tools and materials; and 4) transportation allowance, meal allowance, and board and lodging until the first 15 days of employment.	Maximum of Five Thousand Pesos (Php 5,000.00) per program participant

### D. STAGES OF IMPLEMENTATION

#### 1. PARTICIPANT ELIGIBILITY ASSESSMENT STAGE

##### 1.1. Name-Matching in the *Pantawid* Database

- a. Within one (1) day after the receipt of referral letters from the SLP-NPMO or other institutions, the SLP-RPMO should officially communicate to Pantawid-RPMO the request for name-matching in the *Pantawid* database. The list of individuals for name-matching shall be consolidated using the SLP Profile Form.
- b. For walk-in clients, the SLP-RPMO should fill-out the SLP Profile Form. Within one (1) day after the profiling, the SLP-RPMO should officially communicate to Pantawid-RPMO the request for name-matching.
- c. Within three (3) days after the receipt of the request from the SLP-RPMO, the Pantawid-RPMO should provide the result of the name-matching.
- d. Within one (1) day after receipt of the result of the name-matching from the Pantawid-RPMO, the SLP-RPMO should endorse to the NHTU the list of individuals who do

not belong to *Pantawid* households. *Pantawid* households shall proceed to the next stage of implementation.

### **1.2. Name-Matching in the *Listahanan* Databases**

- a. Within five (5) days after the receipt of the request from SLP-RPMO, the NHTU should provide the SLP-RPMO with the result of the name-matching.

### **1.3. Administration of HAF or SLP Means Test**

- a. If the referred individual/walk-in client is not found in the *Listahanan* database, the administration of HAF should be undertaken within a maximum of five (5) days by the NHTU. The SLP-RPMO should get the confirmation of the NHTU for their availability to administer the HAF within one (1) day after sending the request for name-matching.
- b. Should the NHTU officially communicate their unavailability to administer the HAF, the IPDO should administer the SLP Means Test within a maximum of five (5) days.

### **1.4. Administration of Livelihood Assessment Form and SLP Orientation**

- a. Within three (3) days after the administration of the HAF or SLP Means Test, the SLP-RPMO should officially endorse the qualified individual to the PC, who will endorse it to the IPDO. The concerned IPDO should immediately visit/locate the individual to administer the Livelihood Assessment Form and provide a brief orientation on SLP.
- b. Within two (2) days after the administration of LAF and SLP Orientation, the IPDO should submit a feedback report to the SLP-RPMO, through the PC, detailing the result of the assessment undertaken. Within one (1) day, the PC should endorse the feedback report to the SLP-RPMO.
- c. If the said individual is assessed to be poor, as justified by the administered tools, succeeding SLP stages may be undertaken.

### **1.5. Treatment for not qualified individuals after *Listahanan* name-matching, administration of HAF or SLP Means Test, and administration of LAF.**

The SLP-RPMO should communicate to the referred individual/s within three (3) days the result of the assessment and direct the concerned IPDO, through the PC, to identify actions on how to assist the individual.

### **1.6. Treatment for walk-in clients or referrals received by the PC or IPDO**

- a. The PC or IPDO to immediately accomplish the SLP Profile Form for *Listahanan* Name-Matching for endorsement to SLP-RPMO.
- b. The SLP-RPMO, after receipt of the SLP Profile Form, shall undertake the processes under the Participant Eligibility Assessment Stage.

## **2. SOCIAL PREPARATION STAGE**

### **2.1 Track Selection**

After the administration of LAF and SLP Orientation, the qualified individual shall choose an SLP track. The IPDO shall explain the cost parameters and processes of the track and modality that the qualified individual will be engaging in.

**2.2. Conduct of Micro-enterprise Development Training (MEDT) or Basic Employment Skills Training (BEST)**

- a. Within three (3) days after the participant eligibility assessment, the IPDO or external partners shall conduct either MEDT or BEST depending on the SLP track chosen by the participant using the standard MEDT and BEST modules prescribed by SLP.
- b. To optimize time and resources, the IPDO may opt to gather the eligible individuals on a weekly basis for the conduct of MEDT or BEST. However, in case only one eligible individual is available for that week, the training shall resume on a one-on-one session. The IPDO may also include the eligible individual in a regular MEDT or BEST activity scheduled on that week.
- c. After the attendance to the MEDT or BEST, a COE should be prepared by the IPDO for signature of the SLP-RPC. The COE shall be included as attachment to the *Mungkahing Proyekto*.

**2.3. Project Identification**

- a. The IPDO and the participant shall discuss the result of the Livelihood Assessment and other opportunities for his/her identified livelihood project which will be the basis in crafting the *Mungkahing Proyekto*.
- b. In case where the participant needs additional skills for his/her identified micro-enterprise, he/she shall be referred by the IPDO to other stakeholders for such training.

**2.4 Project Proposal Preparation**

- a. The IPDO shall assist the participants in preparing the *Mungkahing Proyekto* either for MD or EF. For participants with ready proposals, the IPDO shall ensure that this conforms with the *Mungkahing Proyekto* templates and to the administered Livelihood Assessment Form.
- b. The Modality Application Form for SCF shall be prepared and signed by the participant to be reviewed by the IPDO.
- c. The minimum attachments of the *Mungkahing Proyekto* include the signed Livelihood Assessment Form and COE. Other required documents for the SLP modality should be attached. The following are the attachments of the proposal for each modality:

Modality	Additional Attachments
Seed Capital Fund	1. SCF Modality Application Form 2. Certificate of Eligibility
Employment Assistance Fund	1. Certificate of Eligibility 2. EAF Needs Assessment prepared by the IPDO and approved by the PC; and 3. Fund Utilization Commitment signed by the program participant witnessed by the IPDO.

### 3. RESOURCE MOBILIZATION STAGE

#### 3.1. Project Proposal Review, Approval and Funding

- a. All *Mungkahing Proyekto* should undergo the review of the PC and the RRC using the Project Assessment Tool (PAT).
- b. Once reviewed, the RRC shall endorse the *Mungkahing Proyekto* to the Regional Director for approval.

#### 3.2 Grant Releasing

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

#### 3.3 Project Implementation

- a. The IPDO should ensure that grants provided are fully disbursed as to purpose and are compliant to existing accounting and auditing rules.
- b. The mechanism of grant utilization check and project implementation monitoring as prescribed under the implementation process for regular SLP clients shall be undertaken after the release of the grants.

#### 3.4. Project Monitoring

- a. The MPDO shall monitor the SLP projects using the approved monitoring tools and timeline as prescribed under the process for regular SLP clients.

### E. REPORTING PROCEDURES

- a. The SLP-RPMO shall submit an initial report to SLP-NPMO ten (10) working days upon receipt of the referral. Thereafter, the SLP-RPMO should submit a weekly status report until such time the unqualified referred individuals have been referred to other stakeholders or qualified individuals have been provided with SLP assistance in the form of SCF or EAF. Thereafter, regular reporting on the status of enterprise or employment under the regular SLP process shall be followed.
- b. For referred individuals and walk-in clients who are provided with livelihood assistance by SLP, the SLP-RPMO should ensure that these individuals are included



- in the SLP data base and properly tagged as *referrals* with correct information on fund source, modality, cost of assistance and others that are required by the data base.
- c. All referred individuals/walk-in clients who are provided with livelihood assistance by SLP should be included in the accomplishments of the DSWD FOs for the current year.

#### **VII. REPEALING CLAUSE**

All Memorandum Circulars, rules and regulations and other issuances or parts thereof, which are inconsistent with this Memorandum Circular are hereby repealed, amended, and/or modified accordingly.

#### **VIII. EFFECTIVITY**

This Memorandum Circular shall take effect immediately.

Issued on 19 day of Nov 2019 in Quezon City, Philippines.



**ROLANDO JOSELITO D. BAUTISTA**

Secretary

Department of Social Welfare and Development

Certified True Copy:

*Mw* 11.22.19

**MYRNA H. REYES**

OIC-Division Chief

Records and Archives Mgt. Division