

GUIDELINES ON THE IMPLEMENTATION OF HARMONIZED COMMUNITY-DRIVEN DEVELOPMENT (CDD) PROCESS IN SPECIALIZED/PROMOTIVE PROGRAMS**I. RATIONALE**

The Magna Carta of the Poor provides that investments in anti-poverty programs to enable the poor to fully participate in the country's growth and development shall be among the top priorities of the State. Among the identified poverty alleviation programs identified under this law are under the DSWD's Specialized/Promotive Programs, namely Pantawid Pamilyang Pilipino Program (4Ps), Sustainable Livelihood Program (SLP), and Kapit-Bisig Laban sa Kahirapan- Comprehensive and Integrated Delivery of Social Services - National Community-Driven Development Program (KC-NCDDP). This validates the role of the Specialized Programs as the lead in the attainment of DSWD's Organizational Outcome 1: Well-being of poor families improved (OO1).

Based on the DSWD Strategic Plan 2018-2022, the institutionalization and harmonization of the CO/CDD approach in the Specialized/Promotive Programs and strengthening internal convergence was identified as one of the strategic initiatives to achieve OO1. The Specialized Programs Sub-Cluster recognizes the importance of community-driven development (CDD) as an approach in improving the well-being of the poor because it promotes ownership of one's own development but at the same time actively seek for programs and services that will help achieve an improved well-being. To operationalize the strategic initiative, the Sub-Cluster will strengthen the core social protection programs by integrating and harmonizing the community organizing/community-driven development (CO/CDD) principles in the design and implementation. Among the project activities, social preparation has been identified as a critical stage in the success of program implementation. Hence, the Sub-Cluster focused first on the social preparation process

To sustain the gains of the CDD approach implemented by KC-NCDDP since 2003, all community organizing or organizational development frameworks of the Specialized Programs were harmonized using the CDD framework to produce the Harmonized CDD Process. It harmonized not just the social preparation activities but also Local Government Unit (LGU) engagement and post-implementation. The Harmonized CDD Process shall also complement the DSWD Convergence Strategy by providing a streamlined process and at the same time providing added value by infusing the CDD principles.

The Memorandum Circular will guide the field implementers, Regional Program Management Offices, and the National Program Management Offices of 4Ps, SLP, KC-NCDDP, and other programs on the implementation of the Harmonized CDD Process.



II. LEGAL BASES

1. **DSWD Memorandum Circular 22, series of 2019** or Comprehensive Guidelines on the Implementation of the Sustainable Livelihood Program, provided the specific implementation process for 4Ps households, non-4Ps households, individual referrals, and walk-in clients.
2. **Republic Act No. 11291** or the Magna Carta of the Poor, provided that it is the declared policy of the State to uplift the standard of living and quality of the poor and provide them with sustained opportunities for growth and development.
3. **DSWD Administrative Order 24, series of 2018** or CY 2019 DSWD Thrusts and Priorities, reiterated the strategic initiatives on internal and external convergence in the DSWD Strategic Plan 2018-2022.
4. **DSWD Administrative Order 10, series of 2018** or Adopting the Department of Social Welfare and Development (DSWD) Strategic Plan 2018-2022, identified the strengthening of internal and external convergence as the two strategic initiatives to enable the achievement of Organization Outcome 1: Well-being of poor families improved.
5. **Philippine Development Plan 2017-2022**, highlighted the strategies to achieve a greater socioeconomic resiliency by providing universal transformative social protection and empowering the people to make them capable of preventing, responding to, and recovering from various risks. Further, it highlighted the promotion of participatory governance as one of the strategies to ensure people-centered, clean, and efficient governance.
6. **DSWD Memorandum Circular 07, series of 2016** or Guidelines on Strengthening Support Services Intervention (SSI) Implementation for Modified Conditional Cash Transfer (MCCT), provided clarification and guidance on implementation of MCCT SSI to benefit the homeless street families (HSF), indigenous people (IP) families, and vulnerable families who are in need of special protection (FNSP).
7. **DSWD Memorandum Circular 06, series of 2014** or Guidelines in Conducting the Social Preparation Phase for the Implementation of the Conditional Cash Transfer for Indigenous Peoples in Geographically Isolated and Disadvantaged Areas, outlined the procedures and expected results of the social preparation phase.
8. **DSWD Memorandum Circular 18, series of 2012** or Guidelines on Internal Convergence of the DSWD Core Social Protection Programs, defined the DSWD Convergence Strategy as harmonizing common project activities of the three core social protection programs so that impact and efficiency towards poverty reduction may be reduced.

III. OBJECTIVES

Complementing the Convergence Strategy, the Harmonized CDD Process aims to ensure that management and implementation of the Specialized Programs lead to empowerment, poverty reduction, and improved quality of life of poor households and communities.

The Harmonized CDD Process specifically aims to:

1. Facilitate the efficient and effective delivery of programs and services by synchronizing the activities at the city/municipal level to avoid duplication and overlapping of activities;
2. Advocate a participatory process in identifying the needs of the individuals, families, and community, and identifying solutions;
3. Provide appropriate interventions tailored to the context and needs of the individuals, families, and community;
4. Capacitate the organizations or groups formed to be advocates for their interests, participate in the local governance process, and ensure the sustainability of the projects; and
5. Mobilize the community to assist and be a support system for 4Ps and sustainable livelihood beneficiaries to achieve a better level of well-being or sufficiency.

IV. SCOPE AND COVERAGE

The guidelines shall be implemented in areas covered by the Specialized Programs and other DSWD programs. It shall initially be implemented in five (5) municipalities covered by 4Ps, SLP, and KC-NCDDP.

V. DEFINITION OF TERMS

- a) **Active Citizenship** – Refers to people getting involved in their communities and democracy at all levels from local to national and global.
- b) **Barangay Action Plan (BAP)** - A plan of action of the community based on the results of the Participatory Situation Analysis workshop. It indicates the solutions and interventions to the identified problems; what should be done to ensure that the solution materializes; who is responsible for making the solution happen; and when the solution will be implemented
- c) **Barangay Development Plan (BDP)** – A comprehensive multi-sectoral development plan that is formulated through an inclusive and participatory approach led by its development council and approved by its Sanggunian. It is an official document of the barangay that specifies policy options, programs, projects and activities intended to contribute towards the achievement of the barangay's developmental goals and objectives. The BDP is integrated into the Comprehensive Development Plan of the municipality.

- d) **Community-Based Organizations (CBOs)** - A public or private nonprofit organization that is representative of a community or a significant segment of a community and works to meet community needs.
- e) **Community-Driven Development Strategy** – Refers to an emerging approach in community development practice where processes, principles, strategies, and resources are applied to ensure community empowerment by giving the people authority and control over decisions and resources. It also improves local governance through the adoption of participatory, transparent, accountable and inclusive governance practices.
- f) **Community Volunteers** - Individuals in the community that are experienced in community activities, committed to community welfare, sensitive to others, and have expressed willingness to participate and allot time and availability to be part of the implementation of the program.
- g) **City/Municipal Action Team (C/MAT)** - Refers to the DSWD team composed of program staff assigned at the city or municipal level such as City/Municipal Link (C/ML) of 4Ps, Project Development Officer (PDO) of SLP, and Area Coordinator (AC)/Community Facilitator of KC-NCDDP who ensures that the implementation of the three core social protection programs are synchronized and harmonized.
- h) **Participatory Situation Analysis (PSA)** – A research approach where community members work together to assess and analyze their situation based on gathered data (e.g. Social Welfare and Development Indicators (SWDI), Listahanan, Community Based Monitoring System (CBMS), etc.), observations, experiences, and perspective.
- i) **Support Services Intervention (SSI)/ Demand-Driven Intervention** – A menu of protective services for the marginalized and disadvantaged families of the MCCT Program particularly the HSF, IP, and FNSP to improve their situations. The SSI provision is also extended to RCCT beneficiaries in need of special protection or those residing in areas that suffered from man-made and/or natural disasters and resulted to loss of lives, loss of livelihood, and homelessness.

VI. DESCRIPTION

The Harmonized CDD Process is an internal convergence strategy that seeks to harmonize the program activities and tools of the three core social protection programs using the CDD approach to improve the efficiency and impact on poverty reduction.

Key Features:

- 1) **Complementation and harmonization of pre-implementation, social preparation and post-implementation**

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To streamline the activities done in the barangay/municipality and avoid duplication, activities or steps will be jointly done by the field implementers of 4Ps, SLP, and KC-NCDDP from pre-implementation to community planning and separate during project development and implementation stage using the different program guidelines. Activities under post-implementation and monitoring stages will be jointly done. This is the start of the streamlining effort and to avoid disruption of program implementation. However, at the end of 2020, an evaluation will be done to assess the implementation and further review where CDD can be pursued.

Convergence shall happen all throughout the stages of the program. Since the C/MAT works as a team, collaboration and coordination are necessary to ensure that delivery of services is harmonized and project issues are collectively addressed before, during, and after implementation.

2) Multiyear Planning Approach

Year Zero will comprise of pre-implementation and social preparation leading to PSA and BAP and development of project proposals. The next two years will be implementation, periodic evaluation, and establishment of community structures that will sustain every completed project based on the plans from Year Zero.

This approach will provide more time and opportunity for the communities to be capacitated, to analyze their needs, and to ensure that appropriate interventions are provided and sustained. This will support medium-term planning and cash-based budgeting

For the Year 2020, Batch 1, or the proposed five (5) municipalities will undergo the Pre-implementation, Social Preparation, and Project Development stages. For 2021, while the first batch is undergoing the implementation phase, Batch 2 will begin with its social preparation and project development phase. For 2022, three batches will undergo the cycle at different phases—Batch 1 is nearing project completion and transitioning to post-implementation, Batch 2 will start with the project implementation, and Batch 3 to begin its social preparation and project development—all simultaneously being implemented and supported by the Field Offices.

3) Synchronized with the Local Planning Process

Social preparation activities and planning will be scheduled to allow the outputs particularly the BAP to be incorporated in the barangay and municipal annual investment plans. This is to ensure that priority needs identified by the beneficiary communities are funded and implemented in the succeeding budget execution year. For next year's local planning activities, the initial development plans will be revisited or validated and the results to be adopted in the Annual Investment Plans (AIPs).

VII. OPERATIONAL GUIDELINES

Figure 1. Diagram of Harmonized CDD Process

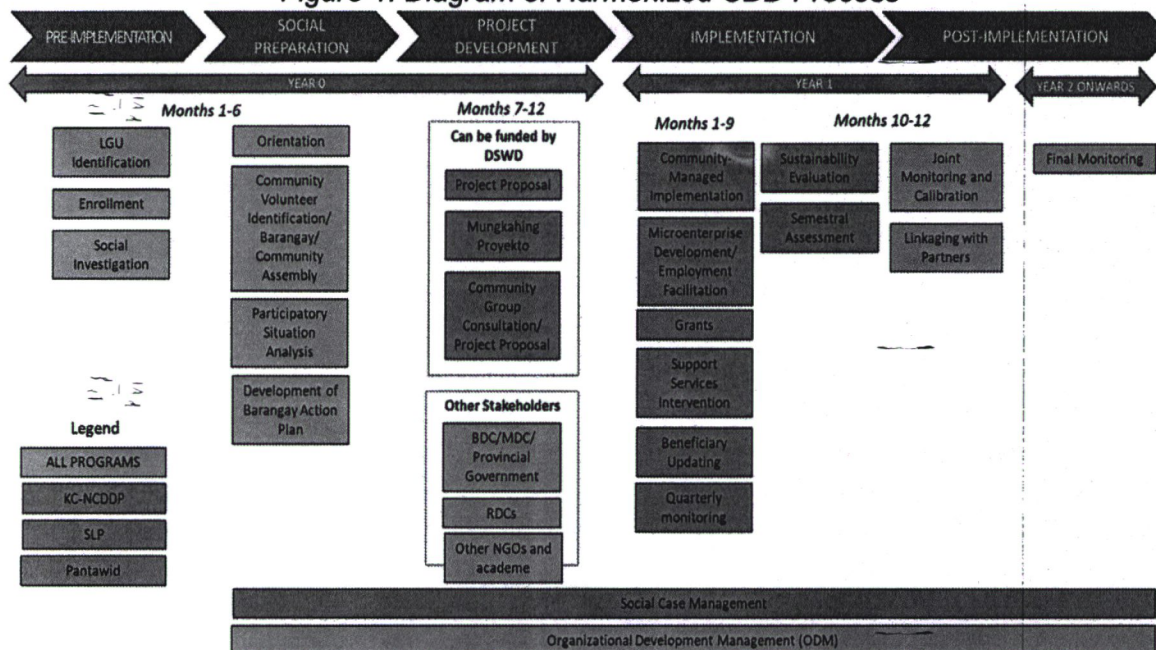


Figure 1 illustrates how the Harmonized CDD Process will be implemented at the barangay level with the C/MAT as the main actors. The whole program cycle is categorized into five (5) stages as shown by the chevron at the top: Pre-Implementation, Social Preparation, Project Development, Implementation, and Post-Implementation. Just below the chevrons or the stages are the timelines. Under each stage, the boxes represent the activities to be undertaken. The yellow boxes represent the activities that will be done jointly by the three programs. The blue boxes represent activities specific to KC-NCDDP. The green boxes represent activities specific to SLP. The orange boxes represent the activities specific to 4Ps.

The next section shall provide a brief description of the activities for each stage. The matrix that reflects the timeline, objectives, and outputs, people involved, methods, and data needs and tools under each stage is included in Appendix A.

STAGE 1: PRE-IMPLEMENTATION

The objective of the pre-implementation stage is to identify target LGUs based on an existing database or set of criteria/standards. Initial coordination and orientation with the municipalities are to be conducted to present the program to the LGUs in the hope of building a strong partnership and collaboration in the implementation of the program in their localities. Necessary information and data are further gathered to gain a deeper understanding of the context of the community/ beneficiaries.

Before undergoing the Harmonized CDD Process, the C/MATs, a composite team of DSWD program staff assigned in cities/municipalities—C/ML, Area Coordinator, Deputy Coordinator, Community Facilitator, SLP Project Development Officer (PDO),

and other personnel—should be hired to support the implementation of the Program in the municipality.

The following are the activities under the Pre-Implementation Stage:

1.1. LGU Identification

Based on the budgetary allocation for the implementation of the Program, target LGUs are identified through existing targeting systems such as the National Household Targeting System (NHTS)/ Listahanan Database, or through various criteria/standards such as the National Poverty Index, Income Class, Poverty Threshold, Human Development, and Poverty Reduction (HDPRC) priority areas, Philippine Statistics Authority (PSA) data on poorest provinces, among others.

Once LGUs are identified, the necessary data is gathered in preparation for the coordination and initial orientation that will serve as a venue for DSWD and LGU to discuss information about the Program.

1.2. Enrollment

Enrollment is an indication of the interest of the municipality to partner and work with DSWD. Initial documents are prepared to ensure that qualifications/standards are met before full engagement with the LGU.

1.3. Social Investigation

The Social Investigation (SI) is conducted to provide a deeper understanding of the conditions of the community and the beneficiaries. Its results are used in identifying factors that can help in the implementation of the Program. The conduct of the Social Investigation is continuous throughout the Harmonized CDD Process depending on the need for additional data/ information.

Pre-Implementation activities may be skipped if the barangay is already covered by any of the Specialized Programs and data are already available.

STAGE 2. SOCIAL PREPARATION

The Social Preparation Stage is a conduct of preliminary social analysis of the community where the program will engage in institution preparations, area selection, and social investigation or integration.

The following are the activities under the Social Preparation Stage:

2.1. Municipal Orientation

The Orientation is a formal launch of the Program to the partner municipality during which the goals, objectives, process, outputs, timelines, and other details will be discussed. During the said activity, the DSWD and LGU will sign the

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Memorandum of Agreement (MOA) to signify its support for the successful implementation of the Program

2.2. Community Volunteers Identification

Community Volunteers are identified to lead and facilitate the conduct of activities pertaining to the implementation of the program. Depending on the process, committees of community volunteers may also be formed.

2.3. Participatory Situation Analysis

In the harmonized Social Preparation, the PSA is modified to incorporate the data needs of programs. SLP's Sustainable Livelihood Assessment (SLA) is incorporated which will be used in track selection, project identification, and project proposal preparation. Supply Side Assessment (SSA), community group consultation, and Development Needs Analysis of 4Ps to identify proper Family Development Sessions such as modules on Disaster Risk Reduction Management (DRRM), Water, Sanitation and Hygiene (WASH), and Active Citizenship are also incorporated.

After the conduct of PSA, it is expected that the communities will have a clearer picture of the pressing gaps and issues that need to be addressed, as well as the existing resources, opportunities, and potentials that may be capitalized or used to address identified concerns.

2.4. Barangay Action Plan

The result of the PSA is used and integrated for the formulation of the BAP which reflects the solutions and interventions of each beneficiary and existing partners to identified problems and issues in the community. The BAP contains the programs, projects, and activities that are needed to provide solutions to issues and concerns of the local residents in the community. The BAP will serve as a guide for the barangays on the priority projects targeted in a specific year and will be incorporated into their BDP.

In the BAP is where the programs may see entry-points in providing assistance and working hand-in-hand with the community and LGUs in the execution of their respective Plans. Once BAP is developed, SLP shall identify priority barangays using other criteria indicated in the SLP Barangay Ranking Matrix (BRM), while 4Ps can start targeting specific members of the community as beneficiaries for SSI, the conduct of capacity building activities, evaluation, and family registry. Other programs that will respond to other needs can come in to provide interventions.

STAGE 3: PROJECT DEVELOPMENT

Based on the needs and proposed solutions in the BAP, the Project Development Stage aims to detail the identified interventions that DSWD will support for its operationalization/ implementation. The Project Development includes finalizing the

participants of the program, providing the necessary capacity building activities and technical support to ensure efficient planning of resources, capacities, activities, and documents to clearly define the project in preparation for its implementation.

The Project Development and Implementation Stage of the Harmonized CDD Process are implemented mainly based on the respective Programs' timelines and procedures. Henceforth, parallel implementation of activities in the Project Development and Implementation Stages of existing Programs in the municipality is possible.

3.1. Project Proposal

The Project Proposal is a document detailing the specific technical requirements, steps, activities, and implementation timeline needed to facilitate the implementation of the proposed project.

The *Mungkahing Proyekto* is a document prepared by the C/MAT (Implementing Project Development Officer or IPDO) which details the summary of all modalities that will be availed by the SLP participants. This requires Modality Application Form/s (MAF) as an attachment which the SLP participants will prepare with the guidance of the IPDO. The MAF contains the specific details of the proposed livelihood project, the needed inputs, and the breakdown of cost per input.

3.2. Technical Review

Common to all programs is the technical review of drafted proposals before proceeding to Project Implementation. With this, all Project Proposals drafted will undergo technical review following the program-specific guidelines.

STAGE 4: IMPLEMENTATION

During the Implementation Stage, program participants, volunteers, and LGUs execute the operationalization of the project in accordance with the approved proposals. Procurement of supplies, financial management, and continuous monitoring of project implementation are conducted during this stage.

At this stage, the programs will follow their program-specific guidelines for implementation.

A Unified Grievance Redress Mechanism shall be implemented for all three Programs to promote social accountability and responsiveness to the beneficiary communities. It is designed to attend to the complaints, problems, and issues that arise from project implementation. These issues may include misuse of funds and allegations of corruption, inappropriate interventions by outside parties, violations of project policies, and others.

The **Organizational Development Management (ODM)** will facilitate the mobilization and empowerment of community members, program participants, Civil Society

Organizations (CSOs), and People's Organizations (POs), to play an active role in the development of their projects, and its operationalization and sustainability in the succeeding years. ODM may take in the form of empowering existing civil society organizations to serve as Operations and Maintenance (O&M) Group that will ensure sustainability of subprojects constructed, as interventions in strengthening SLP Associations (SLPAs), or as an entry point in the 4Ps's Strengthening Parent Groups (SPG) module to organize parent groups in the communities.


STAGE 5: POST-IMPLEMENTATION

Post-implementation includes activities geared towards ensuring the sustainability of the projects/initiatives through the support and active involvement of the organizations in the community. Monitoring and evaluation will be conducted to ensure the functionality and effectiveness of the program, while communities, beneficiaries, and organizations will be continuously capacitated towards self-governance.

VIII. INSTITUTIONAL ARRANGEMENT

A. DSWD Central Office

1. Office of the Assistant Secretary for Specialized Programs
 - a) Provide overall direction on the implementation of the Harmonized CDD Process;
 - b) Provide technical/secretariat support to relevant activities. The secretariat shall manage and maintain a data repository and serve as a clearinghouse of reports, manuals, guidelines, and other documents related to CO/CDD; and coordinate with TWG members in different offices for data and implementation updates for the quarterly reporting of commitments to DSWD Thrusts and Priorities to PDPB; and
 - c) Create *an ad hoc* team as necessary
2. 4Ps, SLP, and KC-NCDDP National Program Management Offices (NPMOs)
 - a) Develop operational policies and guidelines on the Harmonized CDD Process such as manuals and toolkit;
 - b) Develop a work plan and oversee the implementation or rollout of the Harmonized CDD Process;
 - c) Recommend enhancements on existing framework, design, manual or modules of the programs to incorporate the results of the pilot implementation and/or ensure alignment to the Harmonized CDD Process; and
 - d) Provide inputs on development or enhancement of program design/framework related to social preparation within Specialized Programs to ensure alignment to the Harmonized CDD Process.



B. DSWD Field Office

- a) The Regional Director (RD), as the Regional Program Director, shall oversee the implementation and lead in formulating policies to ensure alignment of the Harmonized CDD Process in the context of the region and ensure convergence at all levels
- b) The Assistant Regional Director for Operations (ARDO), as Program Manager, shall manage, monitor and evaluate the effective implementation of the Harmonized CDD process.
- c) The Division Chief for Promotive Programs shall manage the day-to-day operations.
- d) The 4Ps, SLP, and KC-NCDDP Regional Project Management Offices (RPMOs) shall execute plans and activities in the implementation of the Harmonized CDD Process. A Unified Project Management Team (URPMT) may be formed to provide a venue to provide technical assistance and discuss implementation concerns.
- e) A composite team composed of staff assigned at the province—Provincial Coordinator, Provincial Link, and SWADT—will meet to discuss provincial level issues and concerns. BAP's that cannot be addressed at the city/municipal level will be endorsed to the provincial level to provide reinforcement or augmentation.
- f) The C/MAT shall execute the Harmonized CDD Process.


IX. REPEALING AND EFFECTIVITY CLAUSES

This Memorandum Circular shall take effect immediately. All guidelines inconsistent with the provision of this Memorandum Circular are hereby repealed or amended accordingly.

Furnish copies of this issuance to DSWD Central Office and Field Offices.

Issued in Quezon City this 02 of MARCH 2020.

Certified True Copy:


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APPENDIX A

STAGE I: PRE-IMPLEMENTATION

STEPS/ ACTIVITIES	TIMELINE	OBJECTIVES AND OUTPUT	GROUPS/PEOPLE INVOLVED	METHODS	DATA NEEDS AND TOOLS
LGU Identification	Year Zero, 5 working days	<p><u>Objective</u> To obtain relevant information to be able to identify LGUs, and project areas and program participants through coordination with various stakeholders.</p> <p><u>Output</u></p> <ul style="list-style-type: none"> • List of identified provinces, cities/municipalities • Regional Livelihood Asset and Market Map (public and private sector) 	<ul style="list-style-type: none"> • Office of the Regional Director including ARDO and ARDA • URPMT* • RPMO • C/MAT 	<ol style="list-style-type: none"> 1. The respective RPMOs gather data, plans, and information relative to the municipality. The URPMT shall consolidate and finalize the list and shall provide the same to the C/MAT. 2. Gathered data/information undergoes desk review and cross-validation with the set of city/municipal selection criteria. Market maps and plans to be drafted based on existing data. A C/MAT meeting will be conducted to discuss and finalize the results of desk review prior to endorsing and presenting such document to the URPMT. <p>*The URPMT or similar structure like Regional Management Committee (RMANCOM) that is</p>	<p><u>Data Needs</u></p> <ul style="list-style-type: none"> • National Government Agency (NGA) programs, projects, and activities to address poverty • Geohazard Maps • Poverty data from the NHTS for Poverty Reduction • Family Income and Expenditure Survey of the PSO • Demographic data and Profile of Cities/Municipalities • NHTS-PR (Listahanan Database) • Regional Development Plans • 4Ps Database • Municipality Income Classification <p><u>Tools</u></p> <ul style="list-style-type: none"> • Assessment of Readiness of LGUs • Livelihood Asset and Market Map (LAMM)

STEPS/ ACTIVITIES	TIMELINE	OBJECTIVES AND OUTPUT	GROUPS/PEOPLE INVOLVED	METHODS	DATA NEEDS AND TOOLS
Enrollment	Year Zero, 5 working days	<u>Objective</u> To secure the intent and willingness of the identified LGUs to participate in the Program <u>Output</u> <ul style="list-style-type: none"> • Compendium of Required Documents 	<ul style="list-style-type: none"> • Municipal Mayor • Sangguniang Bayan (SB) members • URPMT • RPMO • C/MAT 	composed of at least the RD as Chairperson, ARDO as Vice Chairperson, Planning Officer, Regional Program Coordinators (RPCs) of 4Ps, SLP and KC, and Heads of Protective Services and DRMU will promote the convergence strategy in the Field Office, and will oversee the implementation of Harmonized CDD Process.	<u>Tools</u> <ul style="list-style-type: none"> • Municipal Enrollment Form
				<ol style="list-style-type: none"> 1. The C/MAT meets with the Mayor and Municipal Local Government to brief about the project context and framework, which includes the roles and responsibilities of the LGU in the Program, and provide them opportunity for comments and inputs 2. LGU to complete the required documents for processing of RPMO 	

STEPS/ ACTIVITIES	TIMELINE	OBJECTIVES AND OUTPUT	GROUPS/PEOPLE INVOLVED	METHODS	DATA NEEDS AND TOOLS
Social Investigation	Year Zero, 30 working days	<p><u>Objective</u> To build familiarity with the conditions of the LGU and community</p> <p><u>Output</u></p> <ul style="list-style-type: none"> • Municipality and Barangay Profiles and Social Assessment Report • A List of potential contacts in the barangay, along with a simple profile of these contacts • Initial results of the Sustainable Livelihood Analysis (SLA) including the City/ Municipal Livelihood Asset and Market Map (C/MLAMM) and List of Community Economic Activities (CEA) • Initial list of Eligible/Potential Participants for SLP 	<ul style="list-style-type: none"> • C/MAT 	<ol style="list-style-type: none"> 1. The C/MAT to review available secondary data from the RPMO and LGU, prepare an SI plan and timeline. and schedule meetings and other activities with their respective target informants 2. The C/MAT conducts site visits to their respective areas of assignment. Key informant interviews (KIs), informal discussions and meetings, attends the meeting of 4Ps parent groups and other SI tools are used by C/MAT members with their target respondents, following the SI plan 3. The C/MAT shall prepare the C/MLAMM and list of CEA to have a consolidated data on internal/external market and opportunities. A supply-side assessment is conducted to 4. 	<p>Data Needs</p> <ul style="list-style-type: none"> • Demographic Data • Economic, political, socio-cultural situation and dynamics • Social Services and programs available in the community • Condition of vulnerable groups • Local governance systems and practices • Local government's priority programs and projects • Citizen's participation in local governance and community development • Organizations working in the community and their interventions • Data on 4Ps Pamilya families/ members per barangay • Listahanan Database • Data on internal and external market opportunities (for labor, products, and services)

STEPS/ ACTIVITIES	TIMELINE	OBJECTIVES AND OUTPUT	GROUPS/PEOPLE INVOLVED	METHODS	DATA NEEDS AND TOOLS
				<p>determine the availability and condition of health and educational facilities and identify areas' gaps and needs.</p> <p>5. The C/MAT shall (i) review and analyze SI outputs including the list of potential livelihood participants; (ii) identify issues and gaps information; and (iii) plan for follow-up to gather additional information to deepen the analysis</p> <p>6. Based on the results of the SI, the C/MAT (CEF/AC) prepares the LGU profile and SI report. The C/MAT (PDO II) prepares the initial results of SLA and list of potential SLP participants to undergo further assessment during the PSA.</p>	<ul style="list-style-type: none"> • NGOs, CSOs, and business sectors <p><u>Tools</u></p> <ul style="list-style-type: none"> • SLA Tools (LAMM and CEA)

STAGE II: SOCIAL PREPARATION

STEPS/ ACTIVITIES	TIMELINE	OBJECTIVES AND OUTPUT	GROUPS/PEOPLE INVOLVED	METHODS	DATA NEEDS AND TOOLS
Municipal Orientation	Year Zero, 1 day	<p><u>Objective</u> To introduce the Program design, features, implementation process, standards, and implementation agreements</p> <p>To formalize the engagement through the MOA</p> <p><u>Output</u></p> <ul style="list-style-type: none"> • Unified Memorandum of Agreement (MOA) • Municipal Resolution (expressing official acceptance of the Program in the Municipality) • One-year general action plan, and a six-month detailed action plan covering all stages of the process 	<ul style="list-style-type: none"> • Municipal Mayor • Sangguniang Bayan (SB) members • LGU Department Heads and relevant staff • Punong Barangay and councilors • Municipal Local Government Operations Officer (MLGOO) • NGA Representatives • CSOs including NGOs and CBOs and POs • URPMT • RPMOs • C/MAT • Municipal Inter-Agency Committee (MIAC) 	<ol style="list-style-type: none"> 1. The C/MAT to present and discuss a detailed overview of the programs 2. Role of DSWD, LGU, and C/MAT is explained 3. Unified MOA is formally signed. The Unified MOA should include important provisions in the Specialized Implementation Agreements of the respective programs 4. Resolution on the following are passed: <ol style="list-style-type: none"> (i) expressing official acceptance of the implementation of the program in the municipality; (ii) instructing all municipal LGU divisions/offices/units to support the project, and (iii) enjoining all barangays to fully support and actively participate in Program Implementation 5. Executive Order/ Special Order is issued designating an 	<p>Tools and Forms</p> <ul style="list-style-type: none"> • MOA Template • Resolution Template • Standard Program Presentation

STEPS/ ACTIVITIES	TIMELINE	OBJECTIVES AND OUTPUT	GROUPS/PEOPLE INVOLVED	METHODS	DATA NEEDS AND TOOLS
Community Volunteers Identification / Barangay/Community Assembly	Year Zero, 1 day per barangay (depending on the number of barangays and facilitators)	<p><u>Objective</u> To facilitate a criteria-based and tasked-informed identification and selection of volunteers</p> <p>To register and validate household beneficiaries</p> <p>To orient eligible households on their roles and responsibilities in the program</p> <p><u>Output</u></p> <ul style="list-style-type: none"> • Barangay Resolution (i) supporting Program implementation including specific support to be provided by the barangay; and (ii) committees formed • List of community volunteers and composition/ membership of committees formed (as needed) 	<ul style="list-style-type: none"> • Punong Barangay • Sangguniang Barangay members • Households in the Community • C/MAT 	<p>LGU staff as the focal persons and installing the City/Municipal Action Team.</p> <ol style="list-style-type: none"> 1. During a barangay assembly, the C/MAT together with Barangay officials presents the DSWD Programs and the roles/responsibilities that the community volunteers will undertake and solicit reaction/recommendations from the community 2. The C/MAT with the barangay facilitates a criteria-based and tasked informed identification and selection of community volunteers/ committees needed for implementation of the CDD cycle 3. Formation of committees, election of officers, and selection of committee members, as needed for the implementation of the respective programs, are also conducted. 	<p><u>Data Needs</u></p> <ul style="list-style-type: none"> • Database of POs, NGOs, CSOs, and other organizations <p><u>Tools</u></p> <ul style="list-style-type: none"> • Criteria-based selection process of community volunteers • Proxy Means Test of Listahanan • Households Assessment form • Top-Down Duplication Check

STEPS/ ACTIVITIES	TIMELINE	OBJECTIVES AND OUTPUT	GROUPS/PEOPLE INVOLVED	METHODS	DATA NEEDS AND TOOLS
PSA	Year Zero, 3 working days per barangay	<p>Objective To facilitate the identification and analysis of problems, needs, and criteria-based identification and prioritization of proposed solutions to address needs in the barangay</p> <p>Output</p> <ul style="list-style-type: none"> • Vetted SLA result with SWOT Analysis • Issue prioritization • Community Vision 	<p>Barangay PSA</p> <ul style="list-style-type: none"> • PSA Community Volunteers • Punong Barangay • MIAC Representative • C/MAT 	<p>4. The Community Volunteers shall serve as focal persons at the barangay level.</p> <p>5. For 4Ps, registration and validation of Beneficiaries are also conducted during the community assembly. It will be followed by the signing of oath of commitment, enrolling in Land Bank cash card program and distribution of identification cards.</p>	
				<p>1. C/MAT and barangays shall facilitate PSA (resource/ stakeholders mapping, issues identification, issue prioritization, and assessment of beneficiaries)</p> <p>2. Barangay with the assistance of the C/MAT presents the barangay profile, validates the information, and facilitates discussion on the current situation, issues, and concerns of the barangay.</p>	<p>Data Needs</p> <ul style="list-style-type: none"> • LGU priority sectoral Programs, Projects, and Activities (PPAs) • Results of Supply-side Assessment • Results of Sustainable Livelihood Assessment <p>Tools</p> <ul style="list-style-type: none"> • Problem/Solution Tree • Ranking of problems/solutions based on Criteria • Resource/ Stakeholders Map

STEPS/ ACTIVITIES	TIMELINE	OBJECTIVES AND OUTPUT	GROUPS/PEOPLE INVOLVED	METHODS	DATA NEEDS AND TOOLS
				<p>3. Results of the Situational Analysis are presented for comments, validation, and approval. During the PSA, the results of the Situational Analysis are reviewed to make it more specified/ localized in the context of the community. (Results of the Supply Side Assessment, Municipal Opportunity Identification Matrix, SLA)</p> <p>4. A Development Needs Assessment is conducted to identify proper Family Development Sessions to be conducted for the beneficiaries. SSA results are also vetted for further comments/inputs.</p> <p>5. C/MAT with the barangay facilitates a visioning exercise.</p> <p>6. C/MAT facilitates the discussion to explore range of solutions to address the identified problems, the resources necessary, and the priority problem that needs an</p>	<ul style="list-style-type: none"> • Barangay/Community Market Opportunity Identification through the use of SLA Tools (LAMM, CEA, and SWOT) • Request Form for Name-Matching in the Listahanan Database • SLP Means Test Form

STEPS/ ACTIVITIES	TIMELINE	OBJECTIVES AND OUTPUT	GROUPS/PEOPLE INVOLVED	METHODS	DATA NEEDS AND TOOLS
				<p>immediate response. The solutions identified may be interventions from DSWD and from other agencies that may be tapped</p> <p>7. The identified solutions should be in the form of PPAs. Based on the PPAs, a tentative list of beneficiaries is identified, subject to further assessment in accordance with the Program's procedures. For PPAs that concern SLP, potential participants of the PPAs to be supported by the SLP are identified and assessed through name-matching with the 4Ps and Listahanan databases. Identified participants not found in the databases shall undergo a household assessment through the Regional National Household Targeting Unit (NHTU) using the Household Assessment Form (HAF). In case the Regional NHTU officially communicates their unavailability to</p> <p>8.</p>	

STEPS/ ACTIVITIES	TIMELINE	OBJECTIVES AND OUTPUT	GROUPS/PEOPLE INVOLVED	METHODS	DATA NEEDS AND TOOLS
Barangay Action Plan	Year Zero, 5 working days	<u>Objective</u> To formulate the BAP <u>Output</u> <ul style="list-style-type: none"> • Approved BAP 	<ul style="list-style-type: none"> • Punong Barangay • Barangay Representation Team (BRT) volunteers • C/MAT 	<p>conduct the assessment through HAF within five (5) working days after the result of name-matching, C/MAT (IPDO) shall use the SLP Means Test to determine the qualification of the attendee/s to receive program intervention</p> <p>9. For PPAs that concern 4Ps, an initial list of beneficiaries is prepared for Household Selection.</p>	
				<p>1. Results of the PSA, including the LGU-NGA PPAs, are consolidated.</p> <p>2. The BAP includes the priority PPAs and beneficiaries as identified in PSA, costing and other important information</p> <p>3. Based on the prioritized PPA of the LGUs, DSWD to identify areas where intervention may be provided.</p> <p>4. A Barangay Assembly is conducted to present the Priority PPAs for comments and approval.</p>	<u>Tools:</u> <ul style="list-style-type: none"> • BAP Template

STAGE III: PROJECT DEVELOPMENT

STEPS/ ACTIVITIES	TIMELINE	OBJECTIVES AND OUTPUT	GROUPS/PEOPLE INVOLVED	METHODS	DATA NEEDS AND TOOLS
KC-NCDDP					
Project Proposal Development	Year Zero, 60 days	<p><u>Objective</u> To facilitate the conduct of project study and the preparation of the detailed proposals for priority subprojects</p> <p><u>Output</u></p> <ul style="list-style-type: none"> • Final subproject and costs finalized and agreed by Community Assembly • Request for Fund Release (RFR) documents 	<ul style="list-style-type: none"> • Project Preparation Team • BRTs • C/MAT • RPMO 	<ol style="list-style-type: none"> 1. A Project Development Workshop is conducted where the MIAC facilitates the conduct of project study, preparation of project proposal 2. The C/MAT shall provide inputs and guidance in the final preparation of Project Proposal 3. A Community Volunteer Training on RA No. 9184 and Community Finance 4. Conduct of Site visits, and workshops on the finalization of the proposal, technical plans, detailed cost estimates, and other documents 	<p><u>Tools/Forms</u></p> <ul style="list-style-type: none"> • Template Subproject Proposal • RFR Documents • Safeguards screening tool
SUSTAINABLE LIVELIHOOD PROGRAM					
SLP Assembly	Year Zero, 0.5 day	<p><u>Objective</u> To present the background, objectives, and the selection process of the Program.</p> <p><u>Output</u></p> <ul style="list-style-type: none"> • Accomplished Data Privacy Consent and 	<ul style="list-style-type: none"> • C/MAT (IPDO) • Program Participants 	<ol style="list-style-type: none"> 1. An SLP Assembly is called to orient identified project barangays and potential beneficiaries based on the result of BAP and BRM 2. The participants, with the guidance of the IPDO, shall accomplish the 	<p><u>Tools/Forms</u></p> <ul style="list-style-type: none"> • Data Privacy Consent and Confidentiality Agreement • SLP Participant Track Qualification Assessment Form (PTSASF)

STEPS/ ACTIVITIES	TIMELINE	OBJECTIVES AND OUTPUT	GROUPS/PEOPLE INVOLVED	METHODS	DATA NEEDS AND TOOLS
Final Eligibility Assessment	Year Zero, 1 day	<p>Confidentiality Agreement</p> <ul style="list-style-type: none"> Accomplished PTSAF 		<p>Participant Track Qualification Assessment Form (PTSAF) to help them decide which SLP Track to pursue.</p> <p>3. Interested participants who are willing to be part of the Program shall accomplish the SLP Data Privacy Consent and Confidentiality Agreement in compliance with Republic Act No. 10173 or the Data Privacy Act (DPA) of 2012 prior to the administration of PTSAF.</p> <p>4. Participants who attended the SLP Assembly who are not interested to proceed must sign a waiver signifying that they are no longer interested to participate in the Program.</p> <p>5. The C/MAT (IPDO) shall review the accomplished SLP PTSAF and assess the profile of the participants.</p> <p>1. Final desk review of the eligibility requirements.</p>	<p><u>Data Needs</u></p> <ul style="list-style-type: none"> 4Ps Database Listahanan Database

STEPS/ ACTIVITIES	TIMELINE	OBJECTIVES AND OUTPUT	GROUPS/PEOPLE INVOLVED	METHODS	DATA NEEDS AND TOOLS
		<p>accomplished the PTSAF and consent form during the SLP Assembly</p> <p><u>Output</u></p> <ul style="list-style-type: none"> List of eligible participants 	<ul style="list-style-type: none"> Program Participants 		<ul style="list-style-type: none"> Result of HAF Result of SLP Means Test <p><u>Tools</u></p> <ul style="list-style-type: none"> Form request for 4Ps/ Listahanan Database Household Assessment Form (HAF) SLP Means Test Tool
Track Selection	Year Zero, 0.5 day	<p><u>Objective</u></p> <p>To provide a venue for participants to formally decide on what SLP Track to pursue</p> <p><u>Output</u></p> <p>Signed Letter of Intent</p>	<ul style="list-style-type: none"> C/MAT (IPDO) Program Participants 	<ol style="list-style-type: none"> The C/MAT (IPDO) shall discuss the result of the assessment with the participants Eligible and interested participants who concurred shall sign Letter of Intent (LOI) After the Track Selection, program participants shall attend capability-building activities for their selected Track within three (3) days. 	<p><u>Tools</u></p> <ul style="list-style-type: none"> Template Letter of Intent
Capacity-Building Activities (Micro-enterprise Development Training or Basic Employment Skills Training)	Year Zero, 2 days	<p><u>Objective</u></p> <p>To provide capacity-building activities that would help program participants acquire knowledge and skills necessary in managing their enterprises or learn the basics of job application</p>	<ul style="list-style-type: none"> C/MAT Resource Person/s Business Development Partners (CSOs, micro-finance institutions, academe, etc) Municipal PESO Program Participants 	<ol style="list-style-type: none"> Program participants to undergo the Micro-enterprise Development Training (MEDT) or Basic Employment Skills Training (BEST). The Micro-enterprise training includes modules on (i) basic book-keeping and accounting; (ii) micro-enterprise feasibility study; and (iii) 	<p><u>Tools</u></p> <ul style="list-style-type: none"> MEDT or BEST Module/s Materials to be used for workshop/ activity indicated in the modules

STEPS/ ACTIVITIES	TIMELINE	OBJECTIVES AND OUTPUT	GROUPS/PEOPLE INVOLVED	METHODS	DATA NEEDS AND TOOLS
SLPA Formation for MD Participants	Year Zero, 3 days	<p>MEDT: To conduct training for participants to understand the components in starting-up micro-enterprises</p> <p>BEST: To conduct training for participants to have an overview of the endeavors involved in securing employment</p> <p><u>Output</u></p> <ul style="list-style-type: none"> • List of participants who attended the MEDT or BEST • Activity Report/ Documentation <p><u>Objective</u></p> <p>To establish an association/group depending on their chosen livelihood project/s based on the results of the SLA</p> <p><u>Output</u></p> <ul style="list-style-type: none"> • Formed SLPA • Elected SLPA Officers • Signed/ ratified Constitution and By-Laws 	<ul style="list-style-type: none"> • Program Participants • C/MAT 	<p>Mungkahing Proyekto orientation for MD projects</p> <p>3. The Basic Employment Skills Training (BEST) will tackle identifying participant's current skill set and work experience while comparing with the employment opportunities identified for Employment Facilitation</p>	
				<p>1. Participants under the MD track shall group themselves composed of 5-30 members, depending on their chosen livelihood projects and attend a series of capacity-building activities.</p> <p>2. Participants shall attend Leadership Training and Organization Building</p> <p>3. Participants shall formalize their association/organization by electing their officers, crafting their VMGO, and</p>	<p>Tools</p> <ul style="list-style-type: none"> • SLPA CBL Template

STEPS/ ACTIVITIES	TIMELINE	OBJECTIVES AND OUTPUT	GROUPS/PEOPLE INVOLVED	METHODS	DATA NEEDS AND TOOLS
Project Proposal Preparation (Mungkahing Proyekto)	Year Zero, 2 days	<u>Objective</u> To facilitate the preparation of project proposals of an SLPA <u>Output</u> <ul style="list-style-type: none"> • Accomplished Mungkahing Proyekto Modality Application Form/s 	<ul style="list-style-type: none"> • Program Participants • SLPA • C/MAT 	writing/ratifying their Constitution and By-Laws (CBL)	
				Micro-enterprise Track 1. Program participants to identify the micro-enterprises they intend to establish 2. SLPA to prepare Modality Application Forms (MAF) for each modality it will avail, namely (i) Seed Capital Fund, (ii) Cash for Building Livelihood Assets Fund, (iii) Skills Training Fund, along with its corresponding attachments Employment Facilitation Track 1. The Mungkahing Proyekto shall be drafted prepared by the Implementing PDO. The participant, with the guidance of the IPDO, shall prepare the MAF. It will detail the identified technical-vocational skills needed by the	<u>Tools / Forms</u> <ul style="list-style-type: none"> • Mungkahing Proyekto Template • Modality Form • Mungkahing Proyekto List of Documents/ Attachments

STEPS/ ACTIVITIES	TIMELINE	OBJECTIVES AND OUTPUT	GROUPS/PEOPLE INVOLVED	METHODS	DATA NEEDS AND TOOLS
4PS					
Finalization and Issuance of the Family Roster	15 days after the registration of the HHs	<u>Objective</u> To finalize the official list of registered households	<ul style="list-style-type: none"> C/MAT Program Beneficiaries 	<p>participant for their potential employment.</p> <p>1. Upon approval of registration forms, the final list of registered HHs is prepared. (Implementation; monthly</p>	
Initial Release of Grant Transfer	Within 30 days upon approval of registration	<u>Objective</u> To provide the initial grants in accordance with the mode of payments identified to a specific area of program implementation	<ul style="list-style-type: none"> C/MAT Program Beneficiaries 	<p>1. The release of grants to HH beneficiaries is according to the mode of payment identified to specific areas of program identification, based on the agreement of the Regional Action Center (RAC), which is composed of DSWD Land Bank offices in the region.</p>	
MCCT: Project Proposal Preparation for Support Services Intervention (SSI)	Year Zero, 14 days	<u>Objective</u> To provide more opportunities to the beneficiaries and to facilitate the improvement of their socio-economic situations. Outputs: SSI Project Proposal	<ul style="list-style-type: none"> Community Community Facilitator or Caseworker or Municipal Link MCCT and/or IP Focal Person Provincial Link Regional Program Coordinator Regional Director 	<p>1. Assessment of needs by community members through Community FDS</p> <p>2. Drafting of proposals by the community and the community facilitator in partnership with the project staff of SLP, PSU, and DRU</p>	<p>Tools/Forms</p> <ul style="list-style-type: none"> Project Proposal Template (modified to meet the needs of the beneficiaries through simple procedures, requirement, and modalities)
Compliance Verification		<u>Objective</u> To monitor and record compliance of beneficiaries	<ul style="list-style-type: none"> C/MAT (C/ML) School Head 	<p>1. Monitors and records how beneficiaries comply with the</p>	<p>Tools/Forms</p> <ul style="list-style-type: none"> CV F1: Master List CV F2: Education

STEPS/ ACTIVITIES	TIMELINE	OBJECTIVES AND OUTPUT	GROUPS/PEOPLE INVOLVED	METHODS	DATA NEEDS AND TOOLS
		with the program conditions applicable to their household <u>Output</u> <ul style="list-style-type: none"> • Notice of Approved Payroll Action (NAPA) 	<ul style="list-style-type: none"> • Program Beneficiaries • NPMO 	<p>program conditions, which is the basis for HH's grant payment.</p> <p>2. The school facility head, C/ML use the CV Forms to record the two-month compliance of and non-compliance of beneficiaries to the program conditions</p> <p>3. Forms are collected and converted into electronic data</p> <p>4. Once compliance data is approved by the National Program Manager, the NPMO generates NAPA based on the approved compliance results.</p>	<ul style="list-style-type: none"> • CV F3: health • CV F4: Family Development Session

TECHNICAL REVIEW

STEPS/ ACTIVITIES	TIMELINE	OBJECTIVES AND OUTPUT	GROUPS/PEOPLE INVOLVED	METHODS	DATA NEEDS AND TOOLS
LGU Technical Review	Year Zero, 30 days	Objective Facilitate the review, approval, and endorsement of the final subproject proposal Output	<ul style="list-style-type: none"> • Municipal Mayor • MIAC • CVs • Barangay Representatives • C/MAT 	<p>1. Upon completion of project proposals and RFR documents, a technical review meeting is conducted to provide final comments and recommendations. Other stakeholders may be</p>	<p>Tools</p> <ul style="list-style-type: none"> • RFR Review Checklist • Project Proposal Template • Template Resolution Approving Proposals

STEPS/ ACTIVITIES	TIMELINE	OBJECTIVES AND OUTPUT	GROUPS/PEOPLE INVOLVED	METHODS	DATA NEEDS AND TOOLS
		<ul style="list-style-type: none"> • Finalized subproject proposals • Endorsement of the subproject for Participatory Resource Allocation 		<p>invited to the technical meetings.</p> <p>2. In the event that the amount of the proposed subprojects exceeds the agreed budget allocation, a Participatory Resource Allocation Meeting is conducted to discuss prioritization of projects or to agree on other measures to fund proposed projects.</p> <p>3. As needed, a resolution on the approval of the proposals is issued. For the case of SLP, project proposals shall be forwarded to Provincial Coordinator for the Provincial Project Review and Assessment (PPRA)</p>	
Project Proposal Review and Approval		<p><u>Objective</u> To assess project proposals ensuring compliance to program standards prior to approval</p>	<ul style="list-style-type: none"> • DSWD RD • URPMT • RPMO • C/MAT 	<p>1. Project proposals and attachments are submitted to the RPMOs to undergo further review and approval by the Regional Review Committee</p> <p>2. In the case of MCCT-SSI, Project Proposal shall be reviewed by the MCCT Focal and recommended by the RPC</p>	

STEPS/ ACTIVITIES	TIMELINE	OBJECTIVES AND OUTPUT	GROUPS/PEOPLE INVOLVED	METHODS	DATA NEEDS AND TOOLS
				3. Once documents are found in order, such will be signed by the DSWD ARDO and RD	

STAGE IV: IMPLEMENTATION

STEPS/ ACTIVITIES	TIMELINE	OBJECTIVES AND OUTPUT	GROUPS/PEOPLE INVOLVED	METHODS	DATA NEEDS AND TOOLS
Community-managed Implementation	Year One, 6 months	<p><u>Objective</u> Complete community subprojects on time and within specified quality and cost</p> <p>Establish community associations for Operation and Maintenance and Sustainability of completed projects.</p> <p><u>Output</u></p> <ul style="list-style-type: none"> Completed community subprojects 	<p>KG-NCDDP</p> <ul style="list-style-type: none"> MLGU BAC, Finance, and O&M Team Community Volunteers RPMO C/MAT 	<ol style="list-style-type: none"> Stakeholders involved in the implementation discuss their roles/functions. A series of meetings are conducted to finalize the work plan. Procurement process/activities consistent with RA No. 9184 is conducted following the work plan and schedule Monitoring and supervision activities including site visits, periodic meetings, coaching sessions, and fiduciary review conducted C/MAT conducts additional training/ follow-through activities of community volunteers on 	<p>Tools</p> <ul style="list-style-type: none"> RFR documents Sub-project Implementation Manual Community Procurement Manual Community Finance Manual Environment-Social Management Framework and Plan Grievance Redress System Manual

STEPS/ ACTIVITIES	TIMELINE	OBJECTIVES AND OUTPUT	GROUPS/PEOPLE INVOLVED	METHODS	DATA NEEDS AND TOOLS
Sustainability Evaluation and Functionality Audit	5 days	<u>Objective</u> To assess the quality of sustainability activities including organizational effectiveness, financial management, physical-technical conditions, and benefits of sub-projects. <u>Output</u> <ul style="list-style-type: none"> • Sustainability Plan 	<ul style="list-style-type: none"> • C/MAT • MIAC • Community Volunteers • Barangay Officials 	procurement, finance and organizational development for operations and maintenance. 5. C/MAT facilitates the resolution of grievances, as they arise. 6. The O&M group is to be established through organizing volunteers or empowering existing CSOs/groups to be in charge of the operation and maintenance of the subprojects.	
				1. A Sustainability Workshop is conducted to draft the Sustainability Plan which shall ensure that the necessary organizations and mechanisms are in place for the operation of the sub-project. 2. The MIAC shall facilitate the conduct of the Sustainability Evaluation Functionality Audit. Depending on the nature of the subprojects, 3. MIAC to prepare reports, and if adverse findings are found, the Municipality prepares an action plan to resolve the issue/ restore/ enhance the service.	<u>Tools</u> <ul style="list-style-type: none"> • Functionality Audit • Sustainability Evaluation Guidelines • FA and SET Checklist Tool

STEPS/ ACTIVITIES	TIMELINE	OBJECTIVES AND OUTPUT	GROUPS/PEOPLE INVOLVED	METHODS	DATA NEEDS AND TOOLS
SUSTAINABLE LIVELIHOOD PROGRAM					
Provision of Modality		<p><u>Objective</u> To facilitate the timely delivery and utilization of grants of SLPAs for each modality based on the approved Mungkahing Proyekto</p>	<ul style="list-style-type: none"> • C/MAT • SLPA 	<ol style="list-style-type: none"> 1. Once the Mungkahing Proyekto is approved, it shall immediately be funded for project implementation 2. Grants shall be disbursed as stipulated in the procedures for the release of funds 3. Procedure and requirements for the release of funds vary depending on the track selected. 	
Project Implementation (Micro-enterprise and Employment Track)		<p><u>Objective</u> To actively implement the Mungkahing Prokyekto based on participants track selected</p>	<ul style="list-style-type: none"> • C/MAT • SLPA • Program Participants 	<ol style="list-style-type: none"> 1. For the micro-enterprise track, the C/MAT shall ensure that all SLPA members are actively involved in the daily operation of their respective micro-enterprises, and ensure that all procedures, activities, materials, and equipment in starting up the micro-enterprise have been met 2. For the Employment Facilitation track, the C/MAT shall also convene a meeting the program participants to gather feedback from the participants regarding their employment conditions, including the 	

STEPS/ ACTIVITIES	TIMELINE	OBJECTIVES AND OUTPUT	GROUPS/PEOPLE INVOLVED	METHODS	DATA NEEDS AND TOOLS
Quarterly Monitoring, Semestral assessment, and Annual Assessment		<u>Objective</u> To ensure that the SLPA/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	<ul style="list-style-type: none"> • MPDO • C/MAT 	<p>provisions stated in their respective employment contracts, such as salaries and benefits, work hours, and other employment requirements.</p> <p>1. The MPDO shall assume the tracking, provision of Technical Assistance (review of the enterprise plan, review of org structure, initial recommendation on possible enterprise expansion for MD track and proper management of salary, work etiquette for EF track), and coordinating functions which shall commence three months after the start of the micro-enterprise.</p>	
4PS					
Second Payment and Succeeding Release of Cash Grants	60 days	<u>Objective</u> To release succeeding cash grants depending on the beneficiaries' compliance	<ul style="list-style-type: none"> • C/MAT • RPMO • Program Beneficiaries 	<p>1. Succeeding release of cash grants depend on the beneficiaries' compliance with the conditionalities on health, and education, subject to verification</p> <p>2. Failure to collect the transfer of cash grants for two consecutive payment periods prompts the</p>	

STEPS/ ACTIVITIES	TIMELINE	OBJECTIVES AND OUTPUT	GROUPS/PEOPLE INVOLVED	METHODS	DATA NEEDS AND TOOLS
Support services Interventions		<p><u>Objective:</u> To strengthen the participation of the beneficiaries in the implementation of SSI by involving them directly to maximize their contribution to the development process</p> <p>To strengthen other community development projects in the areas of education, livelihood, training, security, and protection of natural resources.</p>	<ul style="list-style-type: none"> • Beneficiaries/community • Community facilitator / Caseworker / Municipal Link • MCCT / IP Focal Person 	<p>RPMO to conduct an investigation and provide the necessary intervention</p> <p>Please be guided by MC 07 Series of 2016 – Guidelines on Support Services and Interventions (SSI)</p> <p>Implementation for Modified Conditional Cash Transfer (MCCT) Beneficiaries and NAC Resolution No. 39 series of 2017 – Strengthening and Expanding the Implementation of Support Services Intervention (SSI) of 4Ps Pamilyang Pilipino Program</p>	
Beneficiary Updating	30 days	<p><u>Objective</u></p> <ul style="list-style-type: none"> • To validate and update household information 	<ul style="list-style-type: none"> • C/MAT • Program Beneficiaries 	<p>1. The Beneficiary Updating ensures that household information is correct and up-to-date, as an important procedure in monitoring the household's continuous eligibility in the program. It tracks information changes, like a new birth, new enrollees, transfer of residences, transfer of school and health centers, and other pertinent information that affects compliance monitoring</p>	

STAGE V: POST-IMPLEMENTATION

Joint Monitoring

STEPS/ ACTIVITIES	TIMELINE	OBJECTIVES AND OUTPUT	GROUPS/PEOPLE INVOLVED	METHODS	DATA NEEDS AND TOOLS
Accountability Reporting	5 days	<p><u>Objective</u> To inform the community members on the status of the sub-project and for public disclosure of all aspects of the implementation</p> <p>To review and assessment of commitments made and delivered by the MLGU and other stakeholders.</p>	<ul style="list-style-type: none"> • Punong Barangay • BRT members • Community Residents 	<ol style="list-style-type: none"> 1. The Barangay presents a historical review of the activities conducted in the community and presents an update of the status of subproject implementation activities. 2. The C/MAT facilitates the assessment of commitments and activities undertaken, surfaces problems, issues, and gaps, generates a recommendation to address existing gaps, surfaces lessons, and generates a recommendation for improving activities and processes for the next cycle. 3. The Municipality Accountability Reporting will present the status of implementation of all subprojects at the barangay level 	<p><u>Tools</u></p> <ul style="list-style-type: none"> • Activity Checklist
Final Assessment	3 days	<p><u>Objective</u> To assess project implementation status and sustainability of the projects</p>	<ul style="list-style-type: none"> • SLP-RPMO • C/MAT 	<ol style="list-style-type: none"> 1. The MPDO shall provide a final report of the assessment which shall contain the employment status of the program participants within one year and three quarters monitoring period for EF track, and organizational, financial and micro-enterprise project status for MD track. 	

STEPS/ ACTIVITIES	TIMELINE	OBJECTIVES AND OUTPUT	GROUPS/PEOPLE INVOLVED	METHODS	DATA NEEDS AND TOOLS
Linkaging with Partners		<u>Objective</u> To assist LGUs in establishing a partnership with various institutions and organizations to support LGUs programs, projects, and activities <u>Output</u> <ul style="list-style-type: none"> • Network of partners 	<ul style="list-style-type: none"> • C/MAT • Program beneficiaries 	2. Spot checks will be conducted by the C/MAT and RPMO to validate the reports submitted 3. Results of the monitoring conducted by the MPDO will determine the course of action that be undertaken for the participants. The DSWD shall assist the LGUs in tapping other organizations, government agencies, and funding institutions for social protection programs, projects, and activities that DSWD cannot support due to limited funding.	