



**MEMORANDUM CIRCULAR No. 19
Series of 2020**

SPECIAL GUIDELINES ON THE PROVISION LIVELIHOOD ASSISTANCE GRANTS

I. RATIONALE

On March 8, 2020, President Rodrigo Roa Duterte issued Presidential Proclamation No. 922, series of 2020, declaring a State of Public Health Emergency Throughout the Philippines Calamity throughout the Philippines. In the said Proclamation, President Duterte enjoined the national government and Local Government Units (LGUs) to render full assistance and cooperation and mobilize necessary resources to undertake critical, urgent and appropriate disaster response aid and measures in a timely manner to curtail and eliminate the threat of COVID-19.

Subsequently, on March 16, 2020, President Duterte issued Proclamation No. 929, series of 2020, declaring a State of Calamity throughout the Philippines due to COVID-19. The said Proclamation, which was recommended by the National Disaster Risk and Reduction Management Council, has afforded the National Government as well as the LGUs, to utilize appropriate funds, including Quick Relief Funds, for disaster preparedness and response efforts to contain the spread of COVID-19 and to continue to provide basic services to the affected population.

Moreover, on March 25, 2020, Republic Act (RA) No. 11469, otherwise known as the "Bayanihan to Heal as One Act of 2020" was enacted and an intensified whole of government response is adopted whereby the national government will render full assistance to the LGUs, and mobilize the necessary resources to undertake urgent and appropriate measures to curtail the effects of the recent declarations on the economic, physical, and psychosocial well-being of the most affected residents.

As a contribution to the above-cited Presidential Proclamations and to RA 11469, the Department of Social Welfare and Development (DSWD), as the lead agency in social protection, is mandated to contribute to a better quality of life of the Filipino people, has provided social amelioration programs such as the Assistance to Individuals in Crisis Situation (AICS) and augmentation of Food and Non-food Items (FNI), among others, during the quarantine period.

The DSWD's response to COVID-19 does not stop in providing emergency subsidies but will continue by providing recovery interventions such as the provision of Livelihood Assistance Grants (LAG) to low-income families in the informal sector whose livelihoods or jobs were affected by the imposition of community quarantine or are assessed to be continuously affected.

II. LEGAL BASES

- A. **Sections 4, 5, 9, and 15 of Article II of the 1987 Constitution.**
- B. **Section 11, Article XIII, of the 1987 Constitution.**
- C. **Section 4, Article XV, 1987 Constitution.**
- D. **Executive Order 292, Series of 1987**, entitled the Administrative Code of 1987, which renamed the Ministry to Department, reiterating the basic mandate, and the structural and functional authority of DSWD under EO 123.
- E. **Memorandum Circular No. 09 series of 2020-** Omnibus Guidelines in the Implementation of Emergency Subsidy Program of the Department of Social Welfare and Development
- F. **Memorandum Circular No. 22-2019-** Comprehensive Guidelines on the implementation of Sustainable Livelihood Program
- G. **Presidential Proclamation No. 922**, Declaring A State of Public Health Emergency Throughout the Philippines.
- H. **Republic Act (R.A.) No. 11469, "Bayanihan to Heal as One Act"**
- I. **DSWD-DOLE-DTI-DA-DOF-DBM Joint Memorandum Circular No. 1, Series of 2020.** Special Guidelines on the Provision of Social Amelioration Measures by the Department of Social Welfare And Development, Department of Labor and Employment, Department of Trade and Industry, Department of Agriculture, Department of Finance, Department of Budget Management, and Department of the Interior and Local Government to the Most Affected Residents of the Areas Under Enhanced Community Quarantine.

III. SCOPE, COVERAGE, AND APPLICABILITY

A. Target Beneficiaries

The LAG shall only be provided to low-income families with at least one (1) member in the informal sector, subject to compliance to eligibility assessment as stipulated in this Memorandum Circular, such as the following:

1. **Directly hired or occasional worker/s** – persons who are contracted to do work on an irregular basis, hired by the direct recipient of the service and whose salary is completely dependent upon the completion of the particular work for which he or she was hired (*e.g. laundry maid*);
2. **Subcontracted worker/s** – any person who is an employee of a subcontractor, as defined by Article 106 and 107 of the Labor Code (*e.g. pakyaw workers*);
3. **Homeworkers** – any person who performs in or about his home, any processing of goods or materials, in whole or in part, which have been furnished

directly or indirectly by an employer and thereafter to be returned to the latter (*e.g. family enterprise such as those involved in crafts making, native delicacy production, home-based food processing including those online sellers*);

4. **House helpers** – persons defined as “*kasambahay*” under Section 4 (d) of R.A. 10361 or the Domestic Workers Act, who are currently not receiving any remuneration from their household of work, or who cannot report to work due to the community quarantine (*e.g. kasambahay or family driver*);
5. **Drivers of Public Utility Vehicles (PUVs), namely, Public Utility Jeepneys (PUJs), Public Utility Buses (PUBs), Point-to-Point (P2P) Buses, UV Express, Taxi, Shuttle Service, Tourist Transport Service, School bus service, and Transport Network Vehicle Services (TNVS)** whose daily sustenance is solely dependent on the income they derived therefrom.

Moreover, included in this category, for the purpose of the program, are the drivers of Motorcycle (MC) Taxi which are registered in the Pilot Study currently conducted by the DOTr and accredited by the three participating Transport Network Corporations, namely, Angkas, Joyride and Move It.
6. **Drivers and Operators of Tricycles (TODA) and pedicabs, categorized as three-wheel public utility vehicles (PUVs)**, and are registered by the Local Government Units in the place where they are currently operating; provided that the tricycles, pedicabs and PUVs are their only source of income.
7. **Micro-entrepreneurs and producers, operators of sari-sari stores, and the like** – persons operating independent, small-scale enterprises and distributors of goods and services the scope of business or service any business activity or enterprise engaged in industry, agri-business and/or services who have: (a) an asset size, without land, of less than P100,000.00; and (b) an employment size with less than five (5) employees;
8. **Family enterprise owners** – families operating or managing small businesses such as retail, food production, and vending (*such as, but not limited to, owners of carinderia, fruit or vegetable vendors and vendors in streets, RTW, etc.*);
9. **Sub-minimum wage earners** – any person who earns a wage below the statutory minimum wage rate/s, and is the sole income-earner of their family (*not limited to dishwashers or helpers in carinderia*);
10. **Farmers** – rice farmers with farm sizes ranging from 1 hectare and below and listed under the Registry System for Basic Sectors in Agriculture (RSBSA), and other low-income marginal farmers including but not limited to coconut, sugar, vegetable farmers provided that they are not 4Ps beneficiaries and are not covered by the Social Amelioration Programs of the Department of Agriculture (DA);
11. **Fisherfolks** – people who earn their living by fishing and are not 4Ps beneficiaries, or those registered under the Bureau of Fisheries and Aquatic Resources (BFAR) but will not be covered by assistance from the DA; and

12. **Stranded workers** – refer to individuals affected by work suspension or closure who are in sites or places other than their permanent residence and unable to return home on account of the community quarantine (*not limited to construction workers stranded in their respective construction site/s*) provided that their respective assistance shall be provided in the place where their respective families are residing; *provided further that*, the stranded workers may avail of immediate assistance from any of the Government Agencies for their survival while on stranded.

In addition, the following may also be covered provided that there is one (1) member in the family in the informal sector subject to eligibility assessment as stipulated in this Memorandum Circular:

13. **Indigent Indigenous Peoples** - are those certified as poor by the National Household Targeting System for Poverty Reduction (NHTS-PR) or the subject Field Office (FO) of the DSWD or those who are living in recognized ancestral domains whose income solely depend on subsistence economy as those engaged in indigenous means of livelihood as hunting, gathering or foraging as certified by the NCIP or tribal chieftain/council of elders or those who are informal economy workers;
14. **Underprivileged and homeless individuals** - refer to individuals or families residing in urban and urbanizable areas whose income or combined household income falls within the poverty threshold as defined by the National Economic and Development Authority and who do not own housing facilities. They shall include those who live in makeshift dwelling units and do not enjoy security of tenure;
15. **Overseas Filipinos (OFs) in Distress**- those who were repatriated, or who have no income or remittance from OFs due to COVID-19, or those who were banned from traveling outside the Philippines or stranded herein on account of the COVID-19 breakout thereby preventing their capacity to work abroad, from January 2020 until the lifting of the community quarantine;
16. Retired individuals whose pension is the main source of income of the family and is insufficient, said family is considered as "low-income family" and belonging to the informal sector may be considered as target beneficiary provided that they are compliant to the eligibility criteria and processes as stipulated in this Circular; and
17. **Other vulnerable groups** - may include the following but not limited to: *senior citizens, persons with disabilities, lactating and pregnant women*. Provided, that in the determination of vulnerable groups, they shall be qualified as families and not as individual members such that the provision of LAG to any one of them will exclude the other members of his/her declared family in the qualification.

In addition, the following provisions are hereby reiterated and emphasized:

1. The LAG is not exclusive for the families provided with emergency subsidy programs during the community quarantine but may also cater other low-income families that were not beneficiaries of the emergency subsidy programs provided that these families are compliant to the eligibility criteria and processes as stipulated in this Circular;
2. The LAG will support only the families whose livelihoods or employment was affected during the quarantine period or will continuously be affected even after it is lifted, subject to assessment. It is reiterated therefore that all target beneficiaries should have livelihoods or employment before the community quarantine; and
3. All previously served SLP participants/individuals or members of organized SLP Associations (SLPAs) may be considered as target beneficiaries of LAG provided that they are compliant to the eligibility criteria and processes as stipulated in this Circular.

B. Eligibility Criteria

For a target beneficiary to be eligible to be included in the list of eligible recipients to be provided with LAG, the said family shall:

1. be included in the list of target families as enumerated in Section III, item A of this Circular;
2. be profiled through the Social Amelioration Card (SAC) for non-4Ps and for 4Ps beneficiaries, the target families should be in the Pantawid database;
3. have livelihoods or employment before the community quarantine which were affected during the community quarantine period and/or projected to continuously be affected in the next three (3) to six (6) months even after the lifting of the community quarantine; and
4. not be included as beneficiaries of various livelihood recovery or rehabilitation projects of other national government agencies and/or other stakeholders.

The City/Municipal Local Government Units (C/MLGUs) shall certify that the target beneficiaries *were pre-assessed and identified as eligible for the provision of LAG because said beneficiaries have complied with all the criteria as mentioned above.* The certified list of beneficiaries is subject to final validation of the DSWD.

Over and above the eligibility criteria provided, the target beneficiary should undergo the processes prior to receiving the LAG, as stipulated in this Circular.

C. Modalities of Assistance

The LAG can be used as a **seed capital** for new alternative income-generating activities or certain micro-enterprise ventures. Further, the grant may also be used as a support and an additional capital to the existing viable micro-enterprise of the target beneficiary, income of which had been severely affected on account of the declaration of public health emergency in the country.

The LAG can be used to support beneficiaries' needs for **pre-employment** requirements, with a view of augmenting the expenses to be incurred in securing documents in relation thereto, such as payment of certifications (birth certificate, NBI, etc.), food and transportation in securing pre-employment documents, employment kits, and food and transportation allowance during the first month of employment.

D. Cost Parameter

The maximum amount of LAG per eligible family shall not exceed Fifteen Thousand Pesos (PHP 15,000.00), for micro-enterprise or employment-related projects or a combination of both and shall only be provided once per family.

E. Fund Source

The LAG shall be charged against the Sustainable Livelihood Program (SLP) General Appropriations Act (GAA) funds and other sources such as special allocation or appropriations from the Department of Budget and Management (DBM).

F. Exclusion from LAG

The following families shall be excluded from receiving the LAG under these Guidelines if any of its member/s is/are:

1. Elected and Appointed government official/s (i.e. permanent, contractual, casual, coterminous) or personnel contracted (under Memorandum of Agreement; Cost of Service, Job Order and other similar arrangement/s) in any National Government Agency (NGA), Government-owned and Controlled Corporation, Local Government Unit and GOCCs with original charter. However, appointed workers of the BLGU in honorarium basis such as the Barangay Health Workers (BHW), Barangay Tanods and Barangay Day Care Workers, and the likes, may be considered as target beneficiary provided that they pass the eligibility criteria and comply the selection process;
2. Employees in the private sector, or those in the formal economy, including those who are employees of GOCCs without original charters, regardless of the existence of employee-employer relationship, and regardless of the fact that they are receiving salary or wage;
3. Retired individuals who are receiving pension; and
4. Families with independent financial capacity consistent with the intent of RA 11469 to provide livelihood assistance only to low income families.

G. Implementation Period

The LAG shall be fully implemented in areas under the General Community Quarantine or modified General Community Quarantine or in areas whose quarantine impositions have been lifted. The implementation period shall cover a period of two (2) years with the following phases:

Phases	Duration
1. Pre-implementation (LGU engagement to Beneficiary Assessment)	2 weeks to 4 weeks
2. Project implementation (Grant releasing to Grant Utilization)	2 weeks to 4 weeks
Project Monitoring and Assessment	
<i>Grant Utilization monitoring</i>	Within 30 days after the release of LAG
<i>Quarterly Project Monitoring</i>	4 monitoring activities after the release of LAG

The following is the implementation timeline from the pre-implementation to LAG releasing:

Phase	Activity	Expected Output	Responsible	Duration	
				Minimum	Maximum
Pre-implementation	Conduct of Orientation on LAG for DSWD staff	Schedule of LAG and LRPP Orientation	SLP-RPMO	1 day	2 days
	Inter-agency coordination relative to livelihood recovery of Informal sectors	Feedback report	SLP-RPMO	1 day	2 days
Sub-total				2 days	4 days
Preparation of Livelihood Recovery Project Proposal	<ul style="list-style-type: none"> Orientation on LAG Local stakeholders Meeting for the identification of projects and initial formulation of municipal livelihood recovery project proposal (LRPP) 	<ul style="list-style-type: none"> Livelihood projects identified Priority informal sectors identified Priority barangays and target beneficiaries identified 	C/MLGU DSWD FO (PDOs and other DSWD staff)	2 days	5 days
Beneficiary and Project Identification and Pre-Assessment and Finalization and Submission of LRPP	Identification of target beneficiaries and finalization of projects identified	<ul style="list-style-type: none"> List of target beneficiaries 	BLGU	2 days	6 days
	Pre-eligibility Assessment	<ul style="list-style-type: none"> Certified List of Target Beneficiaries certified by C/MSWDO and duly noted by the LCE 	C/MLGU	2 day	3 days
	Finalization of the LRPP integrating the final list of target beneficiaries and validated projects	<ul style="list-style-type: none"> Signed LRPP by the LCE 	Focal Person designated by the LCE	2 day	5 days
	Submission of the LRPP with complete attachments	<ul style="list-style-type: none"> LRPP endorsed to DSWD FO with complete attachments 	C/MLGU	2 day	2 days
Beneficiary and Project Final Assessment	Name-matching of target beneficiaries to SAC and Pantawid Databases (Field validation to be conducted if needed)	<ul style="list-style-type: none"> List of eligible families 	<ul style="list-style-type: none"> SLP/RPMO PC Other FO Office or Unit 	3 days	5 days
Sub-total				13 days	26 days
Note: Grant Releasing should be undertaken at least within 30 days after the submission of List of Eligible Beneficiaries. Shortest Period to Count from LRPP Preparation to Grant Releasing is 24 days only.					
LAG Proposal Preparation and Approval	Preparation of LAG Proposal with complete attachments	<ul style="list-style-type: none"> Signed LAG proposal by the Regional Director 	RPC of SLP-RPMO	5 days	7 days
Grant Releasing	Preparation of Cash Pay-out documents	<ul style="list-style-type: none"> Cash Assistance Payroll 	SLP-RPMO	2 days	5 days
	Grant Releasing	<ul style="list-style-type: none"> Signed Payroll 	SLP-RPMO PDOs DSWD SDOs	2 days	4 days
Sub-total				9 days	16 days
Note: Grant Utilization Monitoring should be undertaken at least within 30 days after the release of LAG					

IV. OBJECTIVES

Provide guidance on the implementation of LAG as a recovery and rehabilitation intervention that support the recovery of affected livelihoods or jobs of low-income families in the informal sector.

V. OPERATIONAL DEFINITION OF TERMS

- A. **Family**- for purposes of these guidelines, it shall refer to a social unit generally composed of a father, mother and/or children, including all individuals who live in the authority of the another, and includes the domestic workers of the family; Provided, That a solo parent who has custody of his/her children is considered as a family.
- B. **Livelihood Assistance Grants (LAG)** - The LAG is a form of financial assistance granted to eligible families whose livelihoods were affected by the implementation of the community quarantine. This aims to aid the target beneficiaries who have suffered economic loss/es, and provide economic recovery/rehabilitation support through financial assistance for micro-enterprise or employment related activities particularly to those in the informal sector;
- C. **Livelihood Assistance Grant Proposal (LAG Proposal)**- refers to a document that details the proposed projects of families that are included in the submitted LRPP of the C/MLGUs. The LAG Proposal shall be approved by the Regional Director of the DSWD Field Office.
- D. **Livelihood Recovery Project Proposal (LRPP)**- refers to a document which details the kind or types of livelihood projects that the target families proposed with corresponding cost which is submitted by the C/MLGU to the DSWD FO. The LRPP is a document that provides basic information on proposed livelihood recovery projects of the C/MLGUs. The LRPP shall serve as a documentary evidence for the C/MLGUs in securing funding for rehabilitating or recovering livelihoods and economic activities in their locality that was affected by the COVID 19 and the subsequent imposition of the Community Quarantine.
- E. **Local Government Unit (LGU)** – shall cover the political subdivisions of the government, i.e. province, city, municipality, and barangay; provided that their roles shall be specified in these Guidelines if particularly referring to each one of them; otherwise, they shall be referred to as LGU/LGUs to mean that anyone can act or they shall act jointly;
- F. **Low-income families**- those who have no incomes, low incomes, or no savings to draw from, including those who are not currently recipients of the current 4Ps, and working in the informal economy;
- G. **Social Amelioration Card (SAC)**- a barcoded form with series numbers, distributed at the Barangay level, that captures the family profile which will be the mechanism to monitor the provision of the social amelioration programs of the government and the DSWD;

H. **SAC Database**- refers to DSWD-validated registry of SAP beneficiaries who are non-4Ps beneficiaries. The database will be used as a reference of the DSWD Field Offices in the validation of the submitted list of target beneficiaries of LAG by the C/MLGUs which is one of the eligibility criteria prior to receiving LAG.

I. **Sustainable Livelihood Program (SLP)** – a capability-building program for the 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. SLP is likewise one of the core programs of the Department providing livelihood assistance in lieu of the impact caused by natural or human-induced disasters such as the COVID-19.

VI. OPERATIONAL GUIDELINES

The livelihood recovery intervention through the provision of LAG shall promote a LGU-led strategy which shall ensure participation of informal sectors in the identification, implementation, monitoring and sustaining livelihood recovery projects. The C/MLGUs in collaboration with the key leaders or officials of existing organizations/associations/groups of the informal sectors in the city or municipality shall identify feasible, profitable, resource-based and market-driven livelihood projects which are contributory to the livelihood recovery and rehabilitation plan of the LGU.

The following are the steps in the implementation of LAG:

A. Preparation of Livelihood Recovery Project Proposal (LRPP)

1. The City/Municipal Local Government Units (C/MLGUs) to convene the key leaders/officials of existing Organizations, Associations, Groups of informal sectors, Barangay LGUs (BLGUs) and other stakeholders for the formulation of the City/Municipal Livelihood Recovery Project Proposal (LRPP). The SLP Project Development Office (SLP-PDO) or designated DSWD staff may attend the activity to provide orientation on LAG, discuss the details of the LRPP, eligibility assessment processes and project implementation and monitoring activities;
2. After the activity, the C/MLGUs shall have identified target sectors, beneficiaries and livelihood projects with concurrence of the invited sectoral leaders, BLGU officials and other local stakeholders. Further, the schedule of ground activities to finalize the list of target beneficiaries and livelihood projects should be agreed upon; and
3. At this stage, the C/MLGUs should have started formulating the LRPP. The LRPP will be finalized after the ground activities to ensure that the information gathered will be integrated in the LRPP. The C/MLGUs should ensure that the data being summarized/consolidated in the LRRP should be consistent with the information gathered during the ground activities.

B. Beneficiary and Project Identification and Pre-Assessment & Finalization and Submission of LRPP

1. The C/MLGU in coordination with the BLGUs shall identify the target beneficiaries and livelihood projects as discussed during the LRPP orientation. The leaders/officials of the organization/association/groups of the target beneficiaries shall provide assistance during this stage;
2. The BLGU shall submit to the C/MLGU the list of target beneficiaries and livelihood projects;
3. The CMLGU shall validate the submitted list to the SAC or Pantawid database of the C/MLGU and assess the feasibility and profitability of the proposed projects;
4. All target beneficiaries pre-assessed by the C/MLGU shall be included in the Certified List of Target Beneficiaries to be certified by the C/MSWDO and duly noted by the Local Chief Executive (LCE); and
5. The C/MLGU through the LCE shall then endorse the LRPP with the Certified list of target of beneficiaries to the Regional Director of the DSWD Field Office (FO).

C. Project and Beneficiary Final Assessment

1. The FO through the SLP Regional Program Management Office (SLP-RPMO) shall review the submitted documents by the C/MLGU, validate the submitted list of target beneficiaries to the SAC and Pantawid databases in coordination with concerned units/offices of the FOs. To expedite this process, the validation may be undertaken at the provincial level through the Provincial Coordinator (PC) of SLP or concerned DSWD staff;
2. At this stage, the SLP-RPMO or the PC may refer to other government agencies involved in livelihood recovery activities such as DA, DTI, DOLE, CDA, among others, certain proposed livelihood projects by the C/MLGUs which may be covered by them under their respective programs;
3. In case that the FO decides to conduct *field assessment*, the following should be undertaken:
 - a. The SLP-RPMO or the PC/field PDOs to inform the C/MLGUs on the schedule of the field assessment;
 - b. The "assessors" from FO should bring with them copies of the submitted LRPP and Certified List of Target beneficiaries. The assessor should pay courtesy to the LCE or to the designated official. During the meeting, the assessor may already discuss the initial assessment on the submitted documents and initial actions undertaken such as referral to other NGAs, if there's any;

- c. The "assessors" may conduct random interviews with the sectoral group leaders, target beneficiaries and other stakeholders. The assessor may recommend for deferment of livelihood project/s if these projects are assessed to be possibly catered by other NGAs such as the DA, DTI, DOLE, TESDA, CDA, among others;
- d. The FO should inform the C/MLGUs on the result of referral to NGAs. In case that the concerned NGAs did not approve the referral, the deferred projects and beneficiaries may still be included in the final list of beneficiaries; and
- e. The "assessors" in consultation with the C/MLGU to formulate the Final List of Eligible Beneficiaries to be approved by the Regional Director. The "assessor" should submit the Final List of Eligible Beneficiaries, copy of LRPP and the Certified List from the C/MLGU to DSWD FO.

D. LAG Proposal Preparation and Approval

1. The SLP-RPMO shall prepare the LAG proposal with the LRPP, Certified List of Target Beneficiaries from the C/MLGU and the List of Eligible Families/Beneficiaries as minimum attachments;
2. The Regional Director of the FO shall approve the List of Eligible Families/Beneficiaries endorsed by the RPC of SLP-RPMO;
3. The SLP-RPMO or designated office/unit of the FO to prepare all necessary documents pertaining to the releasing of LAG such as Cash Assistance Payroll, among others; and
4. Once the proposal is approved and funds are available, the SLP-RPMO through the PC to coordinate with the C/MLGUs on the schedule of grant releasing.

E. LAG Releasing

1. The LAG shall be released only to those included in the List of Eligible Families/Beneficiaries approved by the Regional Director;
2. The LAG will be released through Cash pay-out. The Special Disbursing Officers (SDOs) of the FO shall release the LAG;
3. Each beneficiary shall present at least one (1) original or certified true copy of government-issued ID in claiming the grants. However, in case of representation, the issuance of "authorization letter or special power of attorney (SPA)" by the enlisted family member to any legal-age member of the family will remain applicable;
4. Only the grant recipient is authorized to receive the LAG. However in extreme or unavoidable circumstances, the grant recipient may issue "authorization letter or special power of attorney (SPA)" to any legal-age member of the family.

The representative must present the signed authorization or SPA with his/her and the grant recipient's valid ID;

5. The release of LAG can be through door-to-door or on a designated site of pay-out, or through any mode that is most convenient and safe for both the staff and beneficiaries;
6. The SLP-RPMO should ensure that liquidation reports will be accomplished and submitted within at least seven (7) days after the grant releasing;
7. Other possible modes of disbursement other than Cash Pay-out by the DSWD may also be implemented upon approval of the DSWD Secretary; and
8. Depending on the kind of beneficiary, the following are the specific requirements to be presented:

BENEFICIARY/IES	SPECIFIC DOCUMENTARY REQUIREMENTS
HOMELESS FAMILIES AND OTHER VULNERABLE GROUPS	As applicable: Certification from the Barangay they are located certifying that they are homeless families or belonging to other vulnerable groups, or from the CSWDO/MSWDO/PSWDO where they are currently located
INDIGENT INDIGENEOUS PEOPLES	Certification from the NCIP or the tribal chieftain/council of elders that the beneficiaries are Indigenous Peoples (IPs) and are on subsistence economy
INFORMAL WORKERS	As applicable: Driver's License; Tricycle Operators and Drivers Association (TODA) ID; or Certification of membership from the Organization/Association; or Certificate of Public Convenience (CPC); or Certification from the Barangay/ Municipality, for TODA only. Employment ID; or Kasambahay ID; or Certificate of Employment/Separation from or Suspension of Work from the employer; Proof of business; Any other proof showing employment/ occupation/enterprise

FARMERS FISHERFOLKS	AND	ID or Certification issued by the DA - RABAS and BFAR, as the case may be.
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F. LAG Utilization Monitoring

1. The SLP PDOs in collaboration with the C/MLGUs to conduct the Grant Utilization Monitoring thirty (30) days after the release of the LAG;
2. The SLP Livelihood Assistance Grant Information System (LAG IS) shall be used for the encoding and generation of data for reporting;
3. The SLP-RPMO is likewise required to provide status and accomplishment reports to SLP-NPMO for the latter's onward submission to various stakeholders;
4. All families served through LAG shall be reported as accomplishment of SLP; and
5. The SLP-NPMO to device a separate monitoring process for LAG projects. The SLP-NPMO will issue separate guidance will be provided to the FOs.

VII. MONITORING AND EVALUATION

The provision of LAG aims to contribute to the whole of government approach for the recovery and rehabilitation of the livelihoods and employment of the most affected families as a result of the imposition of community quarantine.

To ensure that the purpose of LAG is achieved, a set of performance indicators is being formulated for the periodic monitoring and assessment of funded projects and to evaluate if these interventions contributed to the recovery of the affected families. The periodic monitoring and assessment timeline are targeted to be undertaken within a period of one (1) year after the LAG was provided.

The results of the monitoring and evaluation activities shall serve as one of the bases of the SLP-NPMO for the enhancement of its policies, processes and strategies in implementing livelihood assistance in times of public health emergencies and other similar disasters.

The table below presents the performance indicators and their definition and the Means of Verification (MOV):

Objective/ Program/ Sub-Program/ Performance Indicator	DEFINITION	MEANS OF VERIFICATION
End of Program Outcome: Participants are engaged in productive economic activities		
Percentage of participants who are engaged in operational microenterprises	This indicator measures the proportion of participants who were consecutively engaged in operational microenterprises for the past six (6) months.	<ul style="list-style-type: none"> • LAG MD Monitoring Form • LAG Information System
Percentage of participants who are actively employed	This indicator measures the proportion of participants who were actively employed after the provision of Livelihood Assistance Grants.	<ul style="list-style-type: none"> • LAG EF Monitoring Form • LAG Information System
Percentage of participants who generated savings from LAG projects implemented	This indicator measures the proportion of participants who generated savings from the LAG project implementation.	<ul style="list-style-type: none"> • LAG MD and EF Monitoring Forms • LAG Information System
Immediate Outcome 1		
Percentage of participants engaged in microenterprise	This indicator measures the proportion of households with one member engaged in established/diversified/enhanced microenterprises and have started business operations.	<ul style="list-style-type: none"> • LAG Utilization Form • LAG Information System
Immediate Outcome 2		
Percentage of participants employed	The indicator measures the proportion of households with at least one (1) adult member who has acquired work after the provision of Livelihood Assistance Grants.	<ul style="list-style-type: none"> • LAG Utilization Form • LAG Information System
Immediate Outcome 3		
Percentage of participants continuously receiving complementary livelihood recovery services from SLP partners	The indicator measures the proportion of households with at least one (1) adult member who is continuously receiving complementary livelihood recovery services from SLP partners for the past six (6) months, consecutively.	<ul style="list-style-type: none"> • LAG MD Monitoring Form • LAG Information System
Output 1		
Percentage of participants provided with livelihood assistance	This indicator measures the proportion of household with one (1) adult member provided livelihood assistance	<ul style="list-style-type: none"> • LAG Utilization Form • LAG Information System
Output 2		
Percentage of participants who received complementary livelihood recovery services from partners	This indicator measures the proportion of household with (1) adult member received complementary livelihood recovery services from partners	Report on additional livelihood interventions received by the LAG beneficiaries

VIII. INSTITUTIONAL ARRANGEMENTS

A. SLP National Program Management Office (SLP-NPMO)

1. Formulate Guidance Notes on the implementation of LAG, if and whenever applicable or necessary, which details the specific operational and fiduciary processes for approval of the Cluster Head;
2. Determine budgetary requirements for inclusion in agency's budget or request special allocation from the Department of Budget and Management (DBM);
3. Provides technical assistance to the DSWD Field Offices along implementation, if and whenever necessary;
4. Conducts regular monitoring in all phases of project implementation;
5. Submits regular financial and physical accomplishment reports on the implementation of the program to concerned authorities; and
6. Conducts project monitoring and assessment.

B. DSWD Field Offices

1. Ensures the implementation of the project components vis-à-vis approved guidelines;
2. Reviews, evaluates, and approves for funding the submitted LRPP by the C/MLGUs;
3. Releases the approved amount of LAG to eligible recipients;
4. Conducts regular monitoring in all phases of project implementation;
5. Ensures judicious management of funds; and
6. Consolidates and submits monthly reports and other reports as requested on the status of the project implementation to the SLP-NPMO or to other DSWD OBSUs.

C. Barangay/Municipal/City Local Government Units

1. Collaborate with the staff and volunteers of DSWD FO as they execute their duties and functions;
2. Designate focal persons/staff-in-charge for the provision of LAG for a more cohesive implementation and monitoring;
3. Comply with the processes and requirements along LAG implementation as stipulated in these Guidelines.

IX. GRIEVANCE MECHANISM AND APPEAL SYSTEM

The existing Grievance Mechanism and Appeal System for the implementation of Social Amelioration Program (SAP) of DSWD shall be used for LAG. The SLP-NPMO may also device a separate grievance mechanism and appeal system for LAG subject to the approval of the Cluster Head.


X. REPEALING CLAUSE

This Circular repeals the provisions of Memorandum Circular Nos. 04, 06, 07 and 09 particularly on the implementation of Livelihood Assistance Grants (LAG) that are inconsistent herewith.


XI. EFFECTIVITY CLAUSE

This Memorandum Circular on the Special Guidelines on the Provision of Livelihood Assistance Grants shall take effect immediately.

Signed on the 28th day of August 2020, in Quezon City.


ROLANDO JOSELITO D. BAUTISTA
Secretary

Certified True Copy:


CHILVA CLARISSA ALBORNOZ-BARRACA
Administrative Officer III
Records & Archives Mgt. Division