



Memorandum Circular
NO. 34
Series of 2020

**ENHANCED GUIDELINES ON THE IMPLEMENTATION
OF KALAHI CIDSS- PAMANA INDIGENOUS PEOPLES - COMMUNITY DRIVEN
DEVELOPMENT (KC-PAMANA IP-CDD) PROGRAM**

I. RATIONALE

The Payapa at Masaganang Pamayanan (PAMANA) continues to be a priority program of the Philippine government that supports the Peace Negotiation Track and contributes to the goal of attaining Just and Lasting Peace. It is part of the Philippine Development Plan (PDP) CY 2017 – 2022 as the Government's peace and development convergence program to communities in isolated, hard-to-reach, and conflict-affected and vulnerable communities. It also supports Agenda #5 of the Six-Point Peace and Development Agenda of the present Administration that focuses on implementing peace-promoting, catch up socio-economic development interventions in conflict-affected areas.

In 2011, the Office of the Presidential Adviser on the Peace Process (OPAPP) and the Department of Social Welfare and Development (DSWD) launched the Kapit-Bisig Laban sa Kahirapan-Comprehensive and Integrated Delivery of Social Services - Payapa at Masaganang Pamayanan (KC-PAMANA) project which focused on improving access of conflict-affected and vulnerable areas to basic social services and accountable governance in identified PAMANA zones utilizing the Community-Driven Development (CDD) approach. The KC-PAMANA 2011 to 2016 implementation funded and completed a total of 4,123 sub-projects located in 67 municipalities of 18 provinces in 8 regions. An estimated 1,047,458 household beneficiaries had been served by the project. The Program was successful in terms of empowering conflict-affected and vulnerable communities, hence were able to access basic social services not only from DSWD but also from Local Government Units.

Building on the experiences and lessons from KC-National Community-Driven Development Project (KC-NCDDP) and previous KC-PAMANA implementation, OPAPP and DSWD agreed to expand the partnership under PAMANA to support a CDD program for indigenous peoples. In 2017, the KC-PAMANA Indigenous Peoples - Community Driven Development (IP-CDD) program was established. The

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partnership now includes the National Commission on Indigenous Peoples (NCIP) but the program implementation still remains with the DSWD.

The Program will be implemented in all regions except BARMM (Bangsamoro Autonomous Region of Muslim Mindanao). It seeks to empower IP communities affected by or vulnerable to conflict and engage them as active partners in development by involving them in culture- and gender-sensitive processes of identifying community needs, planning for and implementing appropriate sub-projects, and participating in monitoring project outputs and results.

Specifically, the program will:

1. Provide access to basic services to Indigenous Peoples communities particularly in vulnerable, geographically-isolated and conflict-affected areas through ADSDPP or CLUP CDP.
2. Strengthen local and external partnerships and cooperation for the promotion and protection of indigenous people communities
3. Strengthen community resiliency and capacity to respond to vulnerabilities including risks in conflict-affected areas
4. Empower communities by treating them not as passive recipients of assistance and services but as partners in development; and
5. Improve local governance systems and mechanisms for people's participation.

II. OBJECTIVES

These guidelines aim to:

- a. Standardize the implementation of KC PAMANA IP-CDD Program.
- b. Outline the process and procedures in the program implementation.
- c. Promote inclusive, efficient, and focused program implementation.
- d. Provide areas of cooperation, institutional arrangements, and complementarities in the CDD program implementation.
- e. Operationalize community-driven development strategies contributing to sustaining the well-being of the indigenous people.

III. SCOPE

These guidelines shall apply to all Program areas based on a final list agreed upon by the OPAPP, DSWD and NCIP with the initial list identified by the OPAPP and validated by the NCIP. Areas that will be included in the succeeding years of implementation shall be discussed and agreed upon by the involved agencies.

IV. LEGAL BASES

- A. **Republic Act No. 8371**, "*Indigenous Peoples Rights Act of 1997*" recognizes,

protects and promotes the rights of Indigenous Cultural Communities/Indigenous Peoples creating a National Commission on Indigenous Peoples (NCIP), establishing implementing mechanisms, appropriating funds therefor, and for other purposes;

- B. **NCIP Administrative Order No. 3, series of 2012.** *"The Revised Guidelines on Free and Prior Informed Consent (FPIC) and Related Processes of 2012"*;
- C. **Memorandum of Agreement (MOA) signed on July 22, 2015**, between the National Commission of Indigenous Peoples (NCIP) and the Department of Social Welfare and Development (DSWD), defines the mutual and agency-specific roles and responsibilities of both agencies, as well as the institutional arrangements for collaboration and partnership between the parties, in the implementation of the programs in municipalities with indigenous peoples;
- D. **Republic Act No. 11291**, *"An Act Providing for a Magna Carta of the Poor"* also ensures the growth and development of the poor by mandating all implementing agencies to provide for a comprehensive, universal, culture-sensitive and non-discriminatory programs and services to the target beneficiaries;
- E. **Guidelines on KC-NCDDP PAMANA Community with Fund Administration by Barangay Local Government Units (BLGUs)**;
- F. **DSWD Administrative Order No. 24 Series of 2018**, *CY 2019 DSWD Thrusts and Priorities*, provides guidance towards the achievement of the Department's five (5) Organizational Outcomes;
- G. **Executive Order No. 70 Series of 2018**, *"Institutionalizing the Whole-Of-Nation Approach in Attaining Inclusive and Sustainable Peace, Creating A National Task Force To End Local Communist Armed Conflict, and Directing the Adoption of A National Peace Framework"* seeks to institutionalize the Whole-of-Nation Approach that emphasizes the need for collaboration of different government agencies in "prioritizing and harmonizing the delivery of basic services and social development packages by the government, facilitating societal inclusivity, and ensuring active participation of all sectors of the society in the pursuit of the country's peace agenda";
- H. **DSWD Administrative Order No. 14 Series of 2019**, *"DSWD Guidelines in the Implementation of Executive Order No. 70, Series of 2018"* provides clear guidance to different OBSUs in the Central Office and Field Offices for efficient and effective collaboration in the Department for the Implementation of EO 70 s. 2018;

- I. **AFP Development Support and Security Plan “Kapayapaan 2017-2022”** highlights areas of cooperation and convergence between the Armed Forces of the Philippines (AFP) and other stakeholders and acknowledges the national government agencies and the local government units’ key roles in the convergence approach of development, governance, and security;
- J. **DSWD Memorandum Circular No. 03, Series of 2020**, “*Revised Guidelines in the Implementation of Executive Order No. 70, Series of 2018*” provides clear guidance to different OBSUs in the Central Offices and the Field Offices in the implementation of social welfare and development programs and projects towards the achievement of the objectives of EO 70 s. 2018; and,
- K. **Administrative Order No. 25, s. 2020**, *Amending Administrative Order No. 10 (S. 2018)*, entitled “*Centralizing All Government Efforts for the Reintegration of Former Rebels and Creating for the Purpose an Inter-Agency task Force*” provides for the centralization of all government efforts to reintegrate Former Rebels (FRs) and Former Violent Extremists (FVES) by intensifying the convergence of various government programs, with due regard to the individual needs of the FRs/FVEs and their families, as well as the entire community.

V. **DEFINITION OF TERMS**

Ancestral Domain (AD) – refers to all areas generally belonging to ICCs/IPs comprising lands, inland waters, coastal areas, and natural resources therein, held under a claim of ownership, occupied or possessed by ICCs/IPs, by themselves or through their ancestors, communally or individually since time immemorial, continuously to the present except when interrupted by war, force majeure or displacement by force, deceit, stealth or as a consequence of government projects or any other voluntary dealings entered into by government and private individuals/corporations, and which are necessary to ensure their economic, social and cultural welfare. It shall include ancestral lands, forests, pasture, residential, agricultural, and other lands individually owned whether alienable and disposable or otherwise, hunting grounds, burial grounds, worship areas, bodies of water, mineral and other natural resources, and lands which may no longer be exclusively occupied by ICCs/IPs but from which they traditionally had access to for their subsistence and traditional activities, particularly the home ranges of ICCs/IPs who are still nomadic and/or shifting cultivators.

Ancestral Domain Management Team (ADMT) – composite team formed by the tribal council/leaders to support the implementation of IP-CDD. The ADMT assists the ACT in implementing CDD activities within the ancestral domain.

Ancestral Domain Sustainable Development Protection Plan (ADSDPP) – the consolidated plans of ICCs/IPs within an ancestral domain for sustainable management and development of their land and natural resources as well as the development of human and cultural resources based on their indigenous knowledge, systems and practices.

Area Coordinating Team (ACT) – the team based in the municipalities covered by the CDD program, which is responsible for the day-to-day operations of the program.

Barangay Development Plan – 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.

Community Empowerment Activity Cycle (CEAC) – the primary community development process utilized under the KC-NCDDP that enables control of community groups over planning and investment resources for the planning, allocation, implementation and management of local development projects. It has five (5) major stages: 1) Social Preparation; 2) Community Planning and Sub-project Proposal Development; 3) Community Managed Implementation and Organization Formation and Development; 4) Community Monitoring and Evaluation; 5) Transition to the Next Cycle.

Community-Driven Development (CDD) refers to an approach in community development practice where processes, principles, strategies, and resources are applied to ensure community empowerment by giving people authority and control over decisions and resources.

Certificate of Ancestral Domain Title (CADT) – a title formally recognizing the rights of possession and ownership of IPs over their ancestral domains identified and delineated in accordance with IPRA.

Conflict-Affected Barangays (CABs) – target areas of program implementation that are affected by conflict or other types of violence.

Community Sub-Project Management Committee (CSPMC) - the committee undertakes the overall management of the sub-project. It shall oversee sub-project implementation, monitoring, maintenance and sustainability after project completion.

Free and Prior Informed Consent (FPIC) – refers to the consensus of all members of the ICCs/IPs which is determined under their respective customary laws and practices that is free from any external manipulation, interference and coercion and obtained after fully disclosing the intent and

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scope of plan/program/project/activity, in a language and process understandable to the community. The FPIC is given by the concerned ICCs/IPs upon signing of the Memorandum of Agreement (MOA) containing the conditions/requirements, benefits as well as penalties of agreeing parties as basis for the consent.

Community Grants - refers to the funds from the Government of the Philippines, through the DSWD, released to the Barangay for implementation of the approved sub-project.

Indigenous Cultural Communities (ICCs) – a group of people or homogenous societies identified by self-ascription and ascription by others, who have continuously lived as organized communities on communally since time immemorial, occupied, possessed and utilized such territories, sharing common bonds of language, customs, traditions and other distinctive cultural traits, or who have, through resistance to political, social and cultural inroads of colonization, non-indigenous religions and cultures, became historically differentiated from the majority of Filipinos.

Indigenous Knowledge, Systems, and Practices (IKSP) – refers to systems, institutions, mechanisms and technologies comprising a unique body of knowledge evolved through time that embody patterns of relationships between and among peoples.

Indigenous Peoples Organization (IPO) – refers to a private, non-profit voluntary organization of members of an ICC/IP which is accepted as representative of such ICCs/IPs.

Indigenous Political Structure (IPS) – refers to the organizational and cultural leadership system, institutions, relationships, patterns and processes for the decision-making and participation, identified and accepted by the ICCs/IPs such as, but not limited to, Council of Elders, Council of Timuay, Bodong Holders, or any other tribunal or body of similar nature. The IPS shall be recognized as the highest governing body with the IPO as its technical arm.

KC-PAMANA IP-CDD – name of the project given to emphasize that the implementation of the CDD program is a conflict-affected area and vulnerable communities (PAMANA area) and at the same time an indigenous peoples' domain.

Municipal Inter-Agency Committee (MIAC) – it is chaired by the Municipal Mayor and is composed of the Municipal Planning and Development Coordinator, Municipal Social Welfare and Development Officer, Municipal

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Local Government Operations Officer, Municipal Health Officer, Municipal Agriculture Officer, Municipal Budget Officer, Municipal Disaster Risk Reduction and Management Officer. It shall monitor the on-going barangay sub-projects.

National Commission on Indigenous Peoples (NCIP) - agency of the national government of the Philippines that is mandated to ensure that the rights and privileges of the Indigenous Peoples are addressed and that the IPRA Law is strictly complied with.

Office of the Presidential Adviser on Peace Process (OPAPP) – of the national government of the Philippines that ensures the achievement of the peace and development agenda of the Philippine Government and is focused on the implementation of peace-monitoring, catch-up socio-economic development interventions in conflict affected areas.

Sub-Project (SP) - refers to the community project prioritized and approved by the assembly as a response to an identified need and/or problem. These may be the identified programs, projects, and activities (PPAs) in the ADSDPP.

VI. PROGRAM COMPONENTS

Component 1: Community Grants for Planning and Implementation
Grants will be provided to eligible communities to fund interventions identified and prioritized by the community as reflected in their plans, as applicable or based on the KALAHI-CIDSS open menu of sub-projects eligible for funding, provided that proposed sub-projects are cleared with the conditions set in the negative list (*see Section IV-A*). Planning grants for community mobilization processes will also be provided for the covered beneficiaries. IP-CDD shall fund projects and activities using the KC-NCDDP open menu of interventions with negative list. The negative list is attached to this circular as an annex.

Component 2: Capability Building and Implementation Support (CBIS)
This component seeks to support the provision of capacity building interventions to program staff, the local governments and other stakeholders relative to risk reduction and management, building community resilience, gender mainstreaming, peace-building and culture-sensitivity, improving level of understanding on IP rights and enhancing facilitation skills in undertaking community mobilization activities.

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Component 3: Program Management, Monitoring and Evaluation

This component would finance the overall management of the Program as well as the monitoring and evaluation activities.

VII. IMPLEMENTING PROCEDURES

The KC-PAMANA IP-CDD is implemented in an Ancestral Domain setting. The harmonized LDP, AD, and CDD process will be followed for project implementation, the process of which will be more evident during the ADSDPP-B/MLGU linking, wherein IP communities' plans and programs are integrated into the LGU-NGA PPA matrix.

1. Social Preparation

- a. Social preparation activities and planning shall be conducted to allow the outputs in the Ancestral Domain Sustainable Development Protection Plan (ADSDPP) to be incorporated in the Barangay Annual Investment Plan. This is to ensure that priority needs identified by the IP communities in the ADSDPP are funded and implemented under the budget execution year.
- b. The CSPMC composed of IP community volunteers elected through an Ancestral Domain Assembly shall be capacitated by the program staff for them (CSPMC) to be able to plan, decide and manage the implementation of the funded sub-projects.
- c. An IP engagement procedure shall be created to ensure that the sub-project or related activities shall respect and uphold IP identity, rights, cultures, customary practices. With this, measures shall be adopted to (a) avoid potentially adverse effects on the IP communities, or (b) when avoidance is not feasible, minimize, mitigate, or compensate for such effects. Thus, ADSDPP Review/AD Needs Assessment, each ancestral domain includes an assessment of the presence and situation of IPs to evaluate the project's potential effects on them. For recognized IP areas, the IP group may decide to have a separate social preparation and community implementation stages using the equivalent indigenous systems or may be included in the overall community CEAC process.

2. Project Proposal Development (Community Planning and Project Development)

- a. Based on the needs and proposed solutions in the ADSDPP or Comprehensive Land Use Plan or Comprehensive Development Plan, the representatives from the Ancestral Domain assess, decide, and allocate funds to implement prioritized proposed sub-projects presented by each ancestral domain project preparation

and representation team. The activities to be undertaken are the following: (i) ICC Meeting to facilitate prioritization of community issues identified during AD Needs Assessment activity, (ii) project proposal development to draft subproject proposal with all the required details including target outputs, workplan, technical plan, and costing; (iii) MIAC Technical Review and approval of the proposal by the tribal council, wherein sub-project proposals identified based on the result of ADSDPP reviews will be checked against the Negative List , (iv) Development Planning Forum to rank proposed priority sub-projects based on agreed criteria or using IKSP-based community project prioritization process, and (v) session to discuss the linking of the ADSDPP and Barangay/Municipal Development Plan to include non-prioritized PPAs in the barangay or municipal development plans and/or find alternative sources of funds from other agencies or organizations.

- b. All throughout the process, the Program-hired Area Coordinating Team (ACT) and its Municipal LGU-hired counterpart Municipal Coordinating Team (MCT) shall help facilitate and guide the CSPMC during implementation.

3. Community – Managed Implementation

- a. Volunteers' and CSPMC Training on Procurement, Finance, O&M and Community Monitoring will be conducted.
- b. IP community volunteers and Local Government Units execute the operationalization of the project in accordance with the approved proposals.
- c. Procurement or acquisition of goods works, and services, contract, and financial management with continuous monitoring of project implementation are conducted during this stage.
- d. The IPRA Law will be maximized in addressing grievances by adopting the traditional conflict resolution practices for settling disputes between and among indigenous communities and integrating CDD principles to complement these.

4. Community Monitoring

- a. This stage is geared towards ensuring the sustainability of the projects 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.
- b. The monitoring and evaluation tool or a simple progress reporting to be crafted by the Ancestral Domain Management Team with the Barangay Development Council (BDC) and sectoral

committees ensuring that IP culture-sensitivity has been integrated in all the activities.

- c. Beyond accountability reporting and sustainability evaluation, the KC PAMANA IP-CDD staff will provide capacity development to community monitoring IP volunteers and develop their capabilities for participatory audit and citizen participation for social accountability. The result will be; (i) Ancestral Domain/Barangay Accountability Reporting (ii) Municipal Accountability Reporting and (iii) Sustainability Evaluation.

5. Sub-project Completion, Turn-over Acceptance and Booking of Sub-projects

- a. Sub-projects shall be completed based on technical plans and specifications and in accordance with program policies and applicable national laws;
- b. Sub-project implementation progress shall be regularly monitored and reported;
- c. Final inspection of the sub-project shall be conducted to check for functionality prior to signing the Final Inspection Report (FIR) and turn-over of the sub-project;
- d. Completed and turned-over sub-project is recognized as an asset into the books of the appropriate institution, as may be applicable; and
- e. For sub-projects to be booked in the BLGUs, recognition shall follow the "*Manual on the Financial Management of Barangays*" prescribed under COA Circular 2015-11 dated 1 December 2015 and shall be based on the total actual cost indicated in the Sub-Project Completion Report (SPCR)¹.

6. Environmental and Social Safeguards

The implementation of the KC-PAMANA IP-CDD shall be in accordance with the KC-NCDDP Environmental and Social Safeguards Framework policies and procedures, which shall be updated to ensure alignment with the provisions of the IPRA, emphasizing that projects/interventions shall be peace-promoting and culturally-sensitive. Specifically, this emphasizes the following:

- a. Respect for existing indigenous political structures;
- b. Recognition of IPs' right to Free Prior and Informed Consent following the validation process as defined in Part IV of NCIP AO no. 3 Series of 2012;

¹ The total actual cost shall be the total actual cash and LCC in-kind utilization (net of refunds) of the sub-project reflected in the community financial reports

- c. Recognition of Environmentally Critical Areas (ECAs) by strictly requiring the submission of Environmental Compliance Certificates (ECC), as necessary;
- d. Screening of proposed sub-projects using the Environmental and Social Safeguards Checklist (ESSC) or based on other appropriate environmental and social safeguards policies;
- e. Preparation of an Environmental and Social Management Plan (ESMP) for each sub-project;
- f. Securing of applicable land acquisition documents, clearances and permits.

7. Procurement

- a. The procurement process shall follow the Government Procurement Reform Act (RA 9184), its Revised Implementing Rules and Regulations, and other related issuance by the Government Procurement Policy Board (GPPB).
- b. Bids and Awards Committee shall create a TWG from a pool of technical, financial and/or legal experts to provide guidance during the procurement process and assist the BAC in the review of technical specifications, the scope of work, terms of reference, review of bidding documents, eligibility screening and shortlisting, evaluation of bids, post-qualification, and resolution of requests for reconsideration.
- c. With a high regard to the community-driven development (CDD) element of the implementation and geared towards CDD institutionalization, it is recommended that the composition of TWG shall be from the pool of technical, financial and/or legal experts within the community and/or from the MLGU.
- d. The members of the Area Coordinating Teams shall provide day-to-day guidance to the procuring entity and shall be responsible for monitoring and ensuring that the procurement proceedings are in order. They shall also be responsible for monitoring and ensuring that procurement red flags are earlier detected and raised to the BAC and the TWG for a resolution to prevent failure of procurement.

VIII. FINANCIAL MANAGEMENT

KALAHI-CIDSS Financial Management System shall be present at all levels of implementation i.e. Central Office, Regional Office, and at the Local Government Units. The Local Chief Executive, as the head of the implementing agency, shall be overall responsible for ensuring utilization of funds is in accordance with the existing government budgeting, accounting and auditing

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laws, rules, and regulations of the program. Funds shall be managed and disbursed by the BLGU.

1. Transfer of Funds

- a. The BLGU shall open a Barangay Trust Fund Account for deposits of community grants and Local Counterpart Contribution. The Trust Fund Account shall be used solely for the sub-project implementation. Signatories of the BLGU account shall follow the existing signatories as provided by law.
- b. Community grants shall be downloaded in two tranches. Tranching shall be based on work requirements reflected on the Program of Works and the procurement plan of the community.
- c. The transfer of funds shall be properly taken up in the books of the DSWD Field Office and BLGU as the Source Agency and Implementing Agency, respectively.

2. Local Counterpart Contribution

- a. As partners in development, not as passive recipients of assistance and services, the LGU shall be required to provide its counterpart contribution as provided in the Memorandum of Agreement (MOA) with the LGU observing government laws, rules and regulations governing the matter.

3. Utilization

- a. The provisions of the BLGU Financial Management System shall govern the utilization of the funds released. Further, the BLGU shall be guided by the documentary requirements prescribed under COA Circular 2012-001 dated June 14, 2012, and other applicable laws, rules and regulations during the processing of the community disbursements.
- b. Savings² realized in implementing the sub-project can be used for enhancing the same sub-project that directly contributes to the enhancement of its functional operations of the sub-project or its long-term success. The Barangay shall draw a detailed plan on the utilization of savings to be approved by the Barangay Assembly held for the purpose. The use of savings should be reported to the Barangay Assembly and is subject to transparency, procurement and audit requirements of the program.
- c. Reports and documents such as, but not limited to, (i) monthly financial reports, (ii) list of donors and amount donated, if any

² Any remaining funds in the community bank account after 100% sub-project completion with all valid financial obligations settled.

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and (iii) list of paid workers/laborers, if any, shall be posted in the barangay bulletin board/hall for transparency purposes.

4. Reporting and Liquidation

- a. The BLGUs shall submit pertinent financial transaction documents to the Office of the Municipal Accountant and the resident COA of the municipality as mentioned in COA Circular 2019-001 dated January 30, 2019.
- b. The following reports shall be submitted by the BLGU to the DSWD Field Office in conformance to the existing government rules:
 - i. Reports of Checks Issued and Report of Disbursement/Utilization prepared by the Barangay Treasurer, approved by the Punong Barangay, certified by the Municipal Accountant, noted by the Municipal Local Government Unit (MLGU) Local Chief Executive and duly received by the auditor of the LGU. It shall be submitted within ten (10) days after the end of each month and finally, at the end of the agreed period for the Sub-Project Implementation.
 - ii. Upon completion of the sub-project, Report of 100% physical accomplishment prepared by the CSPMC Chairperson duly approved by the Punong Barangay, and noted by the Municipal Local Chief Executive.
 - iii. If any, copy of the Official Receipt issued by the DSWD for the refund of unexpended balance.
- c. Financial reports shall follow KC-NCDDP community financial reports, templates and procedures as prescribed in the program finance manuals. Community financial reports shall be prepared by the Barangay Treasurer, approved by the BLGU Chairperson and noted by the CSPMC Chairperson. The DSWD Field Office shall submit monthly the financial reports as well as physical reports to the National Program Management Office in line with the existing setup and reportorial requirements of the program.

5. Closing of Accounts

- a. The BLGUs shall close the Barangay Trust Fund Account that was opened for the sub-project implementation after it has served its purpose.

IX. MONITORING AND EVALUATION

1. The KC PAMANA IP-CDD Program will ensure effective community monitoring that includes accountability reporting in two levels: barangay and

AD level and sustainability evaluation. KC PAMANA IP-CDD program staff will provide capacity development to community monitoring volunteers and develop their capabilities for participatory audit and citizen participation for social accountability.

2. The NPMO will submit quarterly reports to OPAPP on the status of program implementation. Further, to ensure more effective program implementation and to sustain program gains through this modality, special studies and analytical works may be conducted at the NPMO and RPMO-level. Results are expected to inform program management of areas that shall refine for future implementation.

X. INSTITUTIONAL ARRANGEMENTS

1. DSWD will continue to serve as the implementing agency for IP-CDD. The overall management of the Program shall be under the National Program Management Office (NPMO) of KALAHI-CIDSS. The KC-PAMANA NPMO team, composed of a Project Manager, Deputy Project Manager and Project Development Officers for Community Development, Technical, Finance and M&E, shall oversee and assist the RPMOs in the program implementation.
2. The National Technical Working Group (NTWG) composed of representatives from the OPAPP, NCIP, DILG, NAPC and DSWD shall work together for the institutionalization of the CDD approach for the indigenous peoples.
3. The Regional Program Management Office (RPMO) of identified field offices shall be responsible for the implementation of the program within the covered ADs. They shall work closely with the Regional Staff of the OPAPP and the NCIP. The Regional Program Manager shall also be in charge of the management of the Area Coordinating Teams (ACTs).
4. The Regional Project Management Teams (RPMTs) composed of the different divisions, offices and units at the Regional Office shall provide technical support in the execution of the project.
5. The ACTs shall handle day-to-day operations and shall work closely and provide capacity building activities for the M/BLGU structures and Indigenous People Structures.
6. The MLGU shall promote the active engagement of citizens and their organizations in the design, planning, and implementation of the program.



It shall also undertake the mobilization of the MIAC and Barangay Councils in support of the program.

7. The BLGU shall provide support to the ACT in the implementation of the program activities and in mobilizing community residents for community consultations and assemblies. It shall also lead to the formation of CSPMC to manage and implement the project in the barangay following the IP-CDD sub-project implementation guidelines.
8. OPAPP/AFP shall ensure the safety of all stakeholders, including project staff, from conflict issues during the implementation of the project. This is consistent with the provisions of the AFP Development and Security Plan "Kapayapaan" 2017-2022 and the DSWD Administrative Order No. 13 Series of 2014 (Safety and Security Protocols for DSWD Field Workers in Conflict-Affected and High-Risk Areas (CA-HRAs).

XI. SEPARABILITY CLAUSE

DSWD Field Offices shall ensure that these guidelines are well-understood and properly implemented by the program staff to ensure that the core program principles, and all program policies and relevant laws, are observed and complied while ensuring the smooth project implementation. These guidelines shall complement previously issued program manuals and guidelines.

In the event that any provision of this Order is declared unconstitutional, the validity of the other provisions shall not be affected by such declaration.

XII. REPEALING CLAUSE

All previous issuance contrary to or inconsistent with this Memorandum Circular is hereby repealed, modified, or amended accordingly.

XIII. EFFECTIVITY

This Memorandum Circular shall take effect immediately after approval.
Issued in Quezon City this 11th day of December 2020.



ROLANDO JOSELITO D. BAUTISTA
Secretary

Department of Social Welfare and Development

Certified True Copy:


MYRNA H. REYES

OIC-Division Chief

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