

**SPECIAL GUIDELINES ON THE PROVISION OF LIVELIHOOD ASSISTANCE  
TO FAMILIES AFFECTED BY DISASTERS THROUGH THE SUSTAINABLE  
LIVELIHOOD PROGRAM**

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**I. RATIONALE**

In July of 2009, Republic Act No. 10121, also known as the *Philippine Disaster Risk Reduction and Management Act of 2010*, was ratified into law mandating the Department of Social Welfare and Development (DSWD) as the Vice Chairperson for Disaster Response. As one of the lead government agencies during disaster relief, recovery and rehabilitation, the Department provides technical assistance and resource augmentation (TARA) to the Local Government Units (LGUs) especially when disasters are of enormous scale and intervention of the national government is needed. Such disasters include the Super Typhoon Yolanda (Haiyan) in 2013, Marawi siege in 2017, several catastrophic typhoons and just recently the COVID-19 pandemic.

The Sustainable Livelihood Program (SLP) upholds the Department's role in the provision of TARA to the LGUs and it is committed to continue enhancing its systems and processes to ensure that its support to the early recovery and rehabilitation of livelihoods of disaster-affected families and communities is timely and remains responsive.

In 2018, the DSWD issued Memorandum Circular Nos. 11, 15 and 24 which laid down SLP's processes in providing livelihood assistance to the Internally Displaced Persons (IDPs) or Persons Displaced by Armed Conflict and other Forms of Disasters. Through the said issuances, the DSWD Field Offices (FOs) were able to provide livelihood support to displaced families affected by fire incidents, landslides, flooding incidents, among others.

Due to the escalating magnitude of disasters wherein disruption of economic activities is a huge challenge not only for the IDPs but to all families particular those who are identified as poor, vulnerable and in the informal sector, expanding the coverage of DSWD's post-disaster livelihood assistance is imperative to make it more inclusive and responsive so that other families not only IDPs will also be assisted.

**II. LEGAL BASES****A. Sections 4, 5, 9, and 15 of Article II of the 1987 Constitution.**

*Section 4.* The prime duty of the Government is to serve and protect the people. The Government may call upon the people to defend the State and, in fulfilment thereof, all citizens may be required, under conditions provided by the law to render personal military or civil service.

*Section 5.* The maintenance of peace and order, the protection of life, liberty, and property, and promotion of the general welfare are essential for enjoyment by all the people of the blessings of democracy.

*Section 9.* The State shall promote a just and dynamic social order that will ensure the prosperity and independence of the nation and free the people from poverty through policies that provide adequate social services, promote full employment, a rising standard of living, and an improved quality of life for all.

*Section 15.* The State shall protect and promote the right to health of the people and instill health consciousness among them.

**B. Section 11, Article XIII, of the 1987 Constitution.**

*Section 11,* The State shall adopt an integrated and comprehensive approach health development which shall endeavor to make essential goods, health and other social services available to all the people at affordable cost. There shall be priority for the needs of the underprivileged sick, elderly, disabled, women, and children. The State shall endeavor to provide free medical care to paupers.

**C. Section 4, Article XV, 1987 Constitution.**

*Section 4.* The family has the duty to care for its elderly members but the State may also do so through just programs of social security.

**D. Republic Act No. 10121 (The Philippine Disaster Risk Reduction and Management Act of 2010)** which mandates the DSWD to act as Vice-Chairperson for Disaster Response Pillar, as well as member of the Disaster Rehabilitation and Recovery under the National Disaster Risk Reduction and Management Council (NDRRMC).

**E. Republic Act No. 7160** or the Local Government Code of 1991 which provides that NGAs may provide or augment basic services to the LGUs when such services are not available or inadequate. Further, it provides that NGAs with project implementation functions shall coordinate with the LGUs concerned in the discharge of these functions.

**F. 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.

**G. Memorandum Circular No. 17-2017** – Amended Guidelines in the Accreditation of Civil Society Organizations (CSOs) as Beneficiaries of DSWD Projects and/or Programs.

**H. Memorandum Circular No.8-2018** - Amending Memorandum Circular No. 17 series of 2017 or the Amended Guidelines in the Accreditation of Civil Society Organizations (CSOs) as Beneficiaries of DSWD Projects and/or Programs.

- I. **Memorandum Circular No. 22-2019** or the Comprehensive Guidelines on the implementation of Sustainable Livelihood Program which provides that vulnerable families such as those affected by disasters is one of the target program participants of SLP.

### III. OBJECTIVES

This Circular aims to :

1. provide guidance to the FOs on the implementation of post-disaster livelihood assistance through the SLP especially when the impact of such disaster is of wide scale and there is a need for DSWD to provide necessary technical assistance and resource augmentation (TARA) to the C/MLGUs or the former has requested for such;
2. repeal DSWD's Memorandum Circular Nos. 11,15 and 24 series of 2018 which are no longer applicable and responsive to the current context; and
3. emphasize the steering role of DSWD that after disasters, the DSWD through the SLP may provide TARA to the C/MLGUs particularly on the rehabilitation of affected livelihoods of disaster-affected communities subject to availability of funds.

### IV. OPERATIONAL DEFINITION OF TERMS

For the purpose of this Circular, the following terms are hereby defined:

- A. **Beneficiary Civil Society Organization (CSO)** - refers to a group made up of individuals bound by common interests and/or are confronted by a calamity, social condition, problem, issue or crisis and who need government support through projects or programs which they can access after having gone through Social Preparation.
- B. **Community Livelihood Rehabilitation Grant (CLRG) Recipient** – refers to the duly-accredited beneficiary CSO by the DSWD which is eligible to receive the CLRG for the implementation of a communal or group livelihood project that has been endorsed by the C/MLGU.
- C. **Community Livelihood Rehabilitation Grant (CLRG)**- refers to a post-disaster intervention that supports the continuing economic rehabilitation activities of the C/MLGUs. The prospective livelihood project shall support the continuous rehabilitation of economic activities as embodied in the C/MLGU's Comprehensive Recovery and Rehabilitation Plan (CRRP) or similar post-disaster rehabilitation plan of the C/MLGU. The CLRG may be used to complement assistance provided by the P/C/MLGU and other private sectors.
- D. **Disaster** – refers to the serious disruption of the functioning of a community or a society involving widespread human, material, economic or environmental losses and impacts, which exceed the ability of the affected community or society to cope using its own resources. Disaster impacts may include loss of life, injury, disease



and other negative effects on human, physical, mental and social well-being, together with damage to property, destruction of assets, loss of services, social and economic disruption and environment degradation.

- E. **Early Recovery** – refers to a multidimensional process of recovery that begins in a humanitarian setting. It is guided by development principles that seek to build on humanitarian programmes and catalyzes sustainable development opportunities. It aims to generate self-sustaining, nationally-owned, resilient processes for post-crisis recovery. It encompasses the restoration of basic services, livelihoods, shelter, governance, security and rule of law, environment and social dimensions, including reintegration of displaced populations.
- F. **Family**- refers 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. A solo parent who has custody of his/her children is considered as a family.
- G. **Financial Service Providers**- refers to financial institutions duly licensed by the Bangko Sentral ng Pilipinas (BSP) as either bank or electronic money issuer, are privately held companies that accept and transfer funds between payers and recipients through online or mobile means.
- H. **Human-induced Disaster**- refers to disasters caused by human beings either with intent, such as armed conflicts, or due to accidents, such as fire, among others.
- I. **Livelihood Settlement Grant (LSG)** – refers to the financial assistance provided to affected families and/or displaced persons due to armed conflicts or any forms of disasters such as typhoons, floods, landslide, fire, and the likes to resettle and start their economic activities. The LSG may be used to complement assistance provided by the P/C/MLGU and other private sectors.
- J. **Livelihood Settlement Grant Proposal (LSG Proposal)**- refers to a document that details the proposed projects of families that are included in the submitted LRPP of the C/MLGUs. The LSG Proposal shall be approved by the Regional Director of the DSWD Field Office.
- K. **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 the recovery of livelihoods and economic activities in their locality that was affected by a disaster.
- L. **Local Government Unit (LGU)** – covers 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.

- M. **Low-income Family**- refers to those who have no incomes, low incomes, or no savings to draw from, including those who are not currently recipients of the DSWD's Pantawid Pamilya Pilipino Program (4Ps), and working in the informal economy.
- N. **Natural disaster** - refers to a catastrophic event caused by naturally occurring physical phenomena such as earthquakes, landslides, volcanic activities, tsunamis, floods, drought, typhoons, storm surges, disease epidemic or pandemic and insect/animal plagues, among others.
- O. **Rehabilitation**- refers to measures that ensure the ability of affected communities/areas to restore their normal level of functioning by rebuilding livelihood and damaged infrastructures and increasing the communities' organizational capacity.
- P. **Sustainable Livelihood Program (SLP)** – refers to 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 DSWD providing livelihood assistance to mitigate impact caused by natural or human-induced disasters.

## V. SCOPE, COVERAGE, AND APPLICABILITY

### A. Target Areas

The DSWD's post-disaster livelihood assistance through the Sustainable Livelihood Program (SLP) shall be implemented only in cities or municipalities that have been affected by either natural or human-induced disasters or in areas declared under State of Calamity or any same declaration or issuances.

### B. Target Beneficiaries

1. At the early recovery phase after the occurrence of disaster, the provision of **Livelihood Settlement Grant (LSG)** through the Sustainable Livelihood Program (SLP) must be provided only to families whose livelihoods or source/s of income are affected by natural or human-induced disasters, subject to compliance to eligibility assessment as stipulated in this Memorandum Circular. Priority consideration should be given to affected low-income/poor families in the informal sector such as those listed in DSWD's Listahanan or included in the Pantawid Pamilya Pilipino Program (4Ps) and other families identified as vulnerable, marginalized and disadvantaged, subject to assessment; and
2. During the rehabilitation phase, the provision of **Community Livelihood Rehabilitation Grant (CLRG)** through the SLP must be provided to duly accredited beneficiary Civil Society Organization (CSO) by the DSWD Field Office (FO).

### C. Eligibility Criteria



## 1. Livelihood Settlement Grant

For a target beneficiary to be eligible to be included in the list of eligible recipients to be provided with LSG through the SLP, the said family must:

- a. be included in the list of disaster-affected families as certified by the City/Municipal Local Government Unit (C/MLGU);
- b. have affected livelihood/s or other source/s of income as a result of a disaster; and
- c. not be a beneficiary of various post-disaster livelihood recovery or rehabilitation projects of other National Government Agencies (NGAs) or any International/National Non-Government Organizations, subject to assessment.

The C/MLGU must certify that the target beneficiaries *were pre-assessed and identified as eligible for the provision of LSG* following the above-cited minimum criteria. The certified list of target beneficiaries for LSG is subject to final validation of the DSWD.

## 2. Community Livelihood Rehabilitation Grant

For a target CLRG beneficiary to be eligible as a recipient of the CLRG, it must:

- a. be certified by the C/MLGU as a legitimate group/association or organization of the city or municipality and its members were affected by a disaster;
- b. have a minimum of fifteen (15) members;
- c. have a project proposal that is endorsed and duly certified by the C/MLGU as necessary in the realization of the C/MLGU's Comprehensive Recovery and Rehabilitation Plan (CRRP) or any similar post-disaster recovery and rehabilitation plan;
- d. not be a beneficiary or recipient of any post-disaster livelihood rehabilitation intervention/assistance by other NGAs or any International/National Non-Government Organizations, subject to assessment; and
- e. be accredited by the DSWD as a beneficiary CSO.

### D. Modalities of Assistance

#### 1. Livelihood Settlement Grant

- a. The LSG is a financial assistance used as 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 by a disaster;

- b. The LSG can also 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; and
- c. The LSG shall be provided only once to each eligible family. However, the LSG may still again be provided to the same family in case that they are again affected by disasters and they are assessed to be eligible again to receive such assistance.

## **2. Community Livelihood Rehabilitation Grant**

- a. The CLRG is a post-disaster intervention that supports the continuing economic rehabilitation activities of the City/Municipal LGUs. The prospective livelihood project shall support the continuous rehabilitation of economic activities as embodied in the C/MLGU's CRRP or in similar post-disaster rehabilitation plan of the C/MLGU;
- b. The CLRG shall be used to implement group or communal livelihood projects such as common service facilities used in producing/manufacturing or distributing (wholesale or retail) of consumable items (e.g. food, clothing, furniture) or in the delivery of services for the benefit of its customers (e.g. catering service, massage service, security service);
- c. The CLRG may be used as a seed capital to purchase inputs needed for the project. It may also be used to acquire needed materials and equipment that will support the project operation;
- d. The CLRG may also be used for technical-vocational skills training that are necessary in the project operation. It is reiterated, however, that such activity/ies may be facilitated by other NGAs or by the C/MLGU;
- e. A portion of the CLRG may be used for project start-up operations but the initial operational expense should not exceed 5% of the total project cost. Other needed operational expenses may serve as a counterpart of the C/M/LGU or by other stakeholders; and
- f. The CLRG shall only be provided once to each eligible beneficiary Association. However, a CLRG beneficiary may again be a recipient of such assistance in case that the Association is again affected by disasters and is assessed to be eligible again to receive such assistance.

### **E. Cost Parameter**

#### **1. Livelihood Settlement Grant**

The maximum amount of LSG per eligible family shall not exceed Twenty Thousand Pesos (PhP20,000.00), for micro-enterprise or employment-related projects or a combination of both. The amount of LSG shall depend on the needs of the target beneficiary's proposed livelihood project.

## 2. Community Livelihood Rehabilitation Grant

The maximum amount of CLRG per eligible beneficiary shall not exceed One Million Pesos (PhP1,000,000.00). The amount of CLRG shall depend on the needs of the target CLRG recipient's proposed livelihood project.

### F. Fund Source

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

### G. Implementation Period

1. The **LSG** is provided as an early recovery intervention that seeks to support the immediate restoration or resettlement of affected livelihoods in which it is targeted to be provided within at least three (3) months after the disaster. However, depending on the impact of disaster in which relief assistance is extended to provide basic needs, the LSG may be provided within a longer period of time after the occurrence of a disaster but should not exceed one (1) year after the occurrence of the disaster.

The following table shows the timeline on the provision of LSG that covers activities from the pre-implementation until the LSG utilization monitoring:

Phase	Activity	Expected Output	Responsible Office	Duration	
				Minimum	Maximum
<b>Preparation of Livelihood Recovery Project Proposal</b>	<ul style="list-style-type: none"> <li>• Orientation on LSG</li> <li>• Initial formulation of livelihood recovery project proposal (LRPP)</li> </ul>	Priority informal sectors, beneficiaries and projects identified	- SLP (PC and/or PDO) -C/MLGU	2 days	5 days
<b>Beneficiary and Project Identification and Pre-Assessment and Finalization and Submission of LRPP</b>	Identification of target beneficiaries and finalization of projects identified	List of target beneficiaries	B/C/MLGU	2 days	5 days
	Pre-eligibility Assessment	Certified List of Target Beneficiaries certified by the C/MSWDO and duly noted by the City/Municipal Mayor or his/her designated official.		2 day	3 days



	Finalization of the LRPP integrating the final list of target beneficiaries and validated projects	Signed LRPP by the City/Municipal Mayor	C/MLGU	2 day	3 days
	Submission of the LRPP with complete attachments	LRPP endorsed to DSWD FO with complete attachments	C/MLGU	2 day	2 days
<b>Project and Beneficiary Final Assessment</b>	Conduct of LSG Field Validation	<ul style="list-style-type: none"> <li>• LSG Field Validation Report</li> <li>• Final List of eligible beneficiaries</li> <li>• Amended LRPP with complete attachments</li> </ul>	-C/MLGU -SLP ( PDO)	3 days	5 days
<b>LSG Proposal Preparation and Approval</b>	Preparation of LSG Proposal with complete attachments	Signed LSG proposal by the Regional Director	SLP ( RPC)	3 days	5 days
<b>LSG Releasing</b>	Preparation of Cash Pay-out documents	Cash Assistance Payroll	-SLP ( RPC,PC,PDO) -DSWD SDO -C/MLGU	2 days	5 days
	Grant Releasing	Signed Payroll		2 days	4 days
		Liquidation Report on cash advances		2 days	5 days
<b>Note: The timeline for the LSG releasing may vary depending on the chosen mode of disbursement ie. individual check payment or through Financial Service Provider</b>					
<b>LSG Utilization Monitoring</b>	Grant Utilization Monitoring	Accomplished Grant Utilization Report	-C/MLGU -SLP (PDO)	7 day	22 days
<b>Note: Grant Utilization Monitoring should be undertaken at least within 30 days after the release of LSG</b>					
<b>TOTAL</b>				<b>29 DAYS</b>	<b>64 DAYS</b>

2. The **CLRG** is a rehabilitation intervention which is provided in a situation where basic services have been restored and economic activities have started. The implementation process for CLRG must be undertaken at least nine (9) months after the occurrence of a disaster. However, due to factors that directly affect the implementation such as availability of funds, change in policy, amendments to CRRP, among others, the implementation process of CLRG may commence one (1) year after the disaster.

The following table shows the implementation timeline on the provision of CLRG that covers activities from social preparation to project implementation:

Phase	Activity	Expected Output	Responsible Office	Duration	
				Minimum	Maximum
<b>Social Preparation</b>	C/MLGU Engagement	<ul style="list-style-type: none"> <li>• Signed Specific Implementation Agreement (SIA)</li> <li>• CLRG Proposal with complete attachments submitted</li> </ul>	<ul style="list-style-type: none"> <li>- C/MLGU</li> <li>- SLP (PC or PDO)</li> <li>- SLP-RPMO (RPC)</li> </ul>	20 days	30 days
	<ul style="list-style-type: none"> <li>• CLRG Field Validation</li> <li>• Conduct of CLRG Project Proposal Review Workshop</li> </ul>	<ul style="list-style-type: none"> <li>• CLRG Field Validation Report</li> <li>• Finalized CLRG application documents with complete attachments</li> </ul>	<ul style="list-style-type: none"> <li>- CLRG Focal Person</li> <li>- SLP (PDO)</li> </ul>		
<b>Project Proposal Review and Approval</b>	<ul style="list-style-type: none"> <li>• Regional review of the CLRG application documents</li> <li>• Beneficiary CSO accreditation process</li> </ul>	<ul style="list-style-type: none"> <li>• Approved CLRG Proposal with complete attachments</li> <li>• CLRG recipient accredited as beneficiary CSO</li> </ul>	<ul style="list-style-type: none"> <li>-SLP(RPC)</li> <li>-DSWD (Standards Unit)</li> </ul>	15 days	20 days
<b>Capacity Building</b>	Conduct of Micro-Enterprise Development Trainings (MEDT) and other related trainings	Activity report	<ul style="list-style-type: none"> <li>-C/MLGU (CLRG Focal Person)</li> <li>-SLP (PDO)</li> </ul>	5days	7 days
<b>Project Implementation</b>	CLRG releasing	CLRG Acknowledgement Receipt	<ul style="list-style-type: none"> <li>-C/MLGU (CLRG Focal Person)</li> <li>-SLP (PDO/PC)</li> </ul>	1 day	3 days
	Grant Utilization Monitoring	-CLRG Utilization Monitoring Report -CLRG Utilization Report	SLP (PDO)	4 days	7 days
<b>TOTAL</b>				<b>45 DAYS</b>	<b>67 DAYS</b>

Note: Continuous project monitoring after the release of the CLRG will be undertaken within a period of two (2) years. Activities such as quarterly project implementation updating will be conducted with the C/MLGU as the lead with assistance of the DSWD FO.

3. In cases where the LSG and CLRG overlap and the former is in process or pending for disbursement, the said assistance should still be provided to the intended target recipient who is a member of the CLRG beneficiary Association.

## **VI. OPERATIONAL GUIDELINES**

The provision of LSG and CLRG through SLP shall promote a LGU-led strategy which shall ensure participation of different sectors in the identification, implementation, monitoring and sustaining livelihood recovery projects which are contributory to the livelihood recovery and rehabilitation plan of the LGU.

The DSWD through the SLP shall provide necessary TARA to the C/MLGUs, if needed, for the immediate recovery and rehabilitation of livelihoods of the affected population. The support that DSWD may provide may not necessarily be in the form of financial assistance but through engaging or linking private and public partners that may provide needed interventions as part of the early recovery and rehabilitation of disaster-affected families and communities.

The succeeding items of this Section details the steps and procedures on how the provision of LSG and CLRG is being implemented highlighting the roles and responsibilities of the C/MLGUs and the DSWD.

### **A. Livelihood Settlement Grant**

#### **1. Preparation of Livelihood Recovery Project Proposal (LRPP)**

- a. The C/MLGU 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 Provincial Coordinator (PC) or SLP Project Development Officer (SLP-PDO) or designated DSWD staff shall attend the activity to provide orientation on LSG, discuss the details of the LRPP, eligibility assessment processes and project implementation and monitoring activities;
- b. After the activity, the C/MLGU 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
- c. At this stage, the C/MLGU 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/MLGU should ensure that the data being summarized/consolidated in the LRRP should be consistent with the information gathered during the ground activities.



## **2. Beneficiary and Project Identification and Pre-Assessment & Finalization and Submission of LRPP**

- a. 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;
- b. The BLGU shall submit to the C/MLGU the list of target beneficiaries and livelihood projects;
- c. The CMLGU shall validate the submitted list and assess the feasibility and profitability of the proposed projects;
- d. 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) or his/her designated official or staff; and
- e. The C/MLGU through the LCE shall then endorse the LRPP through an official letter addressed to the DSWD Regional Director (RD) through the PC where the C/MLGU is located , with the following attachments:
  - i. Certified List of Target Beneficiaries; and
  - ii. Copy of Declaration of State of Calamity or similar documents or disaster reports that highlights the nature, scope and impact of the disaster to the livelihoods of the families in the affected area/s.

## **3. Project and Beneficiary Final Assessment**

- a. The PC shall instruct the SLP-PDO to conduct the LSG Field Validation upon receipt of the LRPP and its attachments from the C/MLGU. The PC may also request other DSWD staff from other DSWD programs in the province to assist in the LSG Field Validation. The C/MLGU shall be required to send at least one (1) technical staff to participate in the field validation. The field validation only covers the C/MLGU's application for LSG. The field validation should be undertaken within a maximum of five (5) working days.;
- b. The LSG Field Validation Form shall be accomplished by the SLP-PDO to be attested by the C/MLGU representative/s who joined the field validation. The LSG Field Validation Form determines the compliance of the C/MLGU as to the eligibility of the target recipients and the feasibility of the proposed livelihood projects. The SLP-PDO shall prepare the LSG Field Validation Report to be reviewed by the PC, recommended for approval by the SLP Regional Program Coordination (RPC) and approved by the DSWD RD;
- c. The PC shall send an official letter to the C/MLGU informing the City/Municipal Mayor on the result of the field validation indicating the number of eligible (

compliant), ineligible and deferred (partially compliant) target recipients with the following description:

- i. Eligible recipients are those target recipients that passed/complied with the eligibility criteria as stated in Section V.C.1 of this Circular and whose proposed livelihood projects were validated to be feasible or viable. These recipients will automatically be included in the Final List of Eligible Beneficiaries to be approved by the DSWD RD;
  - ii. Ineligible recipients are those that were validated to be non-compliant to at least one (1) of the eligibility criteria as provided in Section V.C.1 of this Circular. These recipients may be replaced by the C/MLGU with new target recipients. For this, the C/MLGU should amend the LRPP and its attachments and the SLP-PDO should undertake 2nd round of LSG Field Validation. The PC may refer the ineligible recipients to other government agencies involved in livelihood recovery activities such as DA, DTI, DOLE, CDA, -among others; and
  - iii. Deferred recipients are those that passed the eligibility criteria as provided in Section V.C.1. but the proposed livelihoods projects were validated as not feasible or not viable. The C/MLGU may retain the recipients but shall comply with the recommendations of the DSWD for the proposed livelihood project. The C/MLGU may also replace the deferred recipients with new target recipients. For this, the C/MLGU should amend the LRPP and its attachments and the SLP-PDO should undertake 2nd round of LSG Field Validation.
- d. Within three (3) working days upon receipt of the notice from the DSWD through the PC, the C/MLGU should comply with the recommendations of the DSWD. Failure to comply on the part of the C/MLGU within the timeline means forfeiture of the slots for the said beneficiaries and only those validated eligible recipients will be included in the Final List of Eligible Beneficiaries;
  - e. In case for a change in beneficiaries or projects, the SLP-PDO shall undertake the 2nd round of LSG Field Validation. The LSG Validation Form shall be re-administered for the deferred recipients while a new LSG Validation Form shall be administered for the new target recipients. The LSG Validation Forms shall be accomplished by the SLP-PDO and concurred by the representative from the C/MLGU. The result of the 2nd field validation will be final and executory. The DSWD through the PC shall inform the C/MLGU the final result of the validation. The C/MLGU may appeal to the DSWD RD within three (3) working days upon receipt of the result of 2nd LSG Field Validation; and
  - f. The SLP-PDO shall formulate the Final List of Eligible Beneficiaries to be approved by the DSWD RD. The SLP-PDO shall submit the amended LRPP and its attachments, if there's any, accomplished LSG Field Validation Report and the List of Eligible Beneficiaries.

#### **4. LSG Proposal Preparation and Approval**



- a. The SLP-RPMO shall prepare the LSG proposal with the LRPP, Certified List of Target Beneficiaries from the C/MLGU, List of Eligible Families, Copy of Declaration of State of Calamity or similar documents or disaster reports that highlights the nature, scope and impact of the disaster to the livelihoods of the families in the affected area/s and the LSG Field Validation Report as minimum attachments;
- b. The DSWD RD or his/her designated official of the FO shall approve the List of Eligible Families and the LSG Field Validation Report which is being prepared by the SLP-PDO, reviewed by the PC and endorsed by the SLP-RPC; and
- c. 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.

## 5. LSG Releasing

- a. The LSG shall be released only to those included in the List of Eligible Beneficiaries approved by the DSWD RD;
- b. For DSWD-managed releasing, the LSG can either be released through Cash pay-out or individual check payment with the following guidelines:
  - i. The Special Disbursing Officers (SDOs) of the FO shall release the cash/check to the eligible beneficiaries;
  - ii. Each beneficiary shall present at least one (1) original or certified true copy of valid ID in claiming the LSG:
    1. Passport
    2. Driver's License;
    3. Social Security System-Unified Multi-Purpose ID (SSS-UMID);
    4. Government Service Insurance System (GSIS) e-card;
    5. Postal ID;
    6. Professional Regulation Commission (PRC) ID;
    7. Integrated Bar of the Philippines (IBP) ID;
    8. Overseas Workers Welfare Administration (OWWA) ID;
    9. Overseas Filipino Workers (OFW) ID;
    10. Seaman's Book;
    11. Senior Citizen's ID;
    12. Pantawid Familyang Pilipino Program (4Ps) ID;
    13. Tax Identification Number ID;
    14. Philippine Health Insurance Corporation (PhilHealth) ID;
    15. Persons with Disabilities (PWDs) ID;
    16. Solo Parent ID; and

17. Any other government-issued ID with complete name, picture and complete address. For this, the LSG recipient may be required to present additional documentary requirements as specified below.

iii. In case that the LSG beneficiary has no government-issued valid ID, the following documentary requirements may be presented by the grant recipient or his/her representative:

TYPE OF LSG BENEFICIARY	SPECIFIC DOCUMENTARY REQUIREMENTS
HOMELESS FAMILY AND OTHER VULNERABLE GROUPS	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	Driver's License; or 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; or Any other proof showing employment/ occupation/enterprise
FARMERS AND FISHERFOLKS	ID or Certification issued by the DA - RABAS and BFAR, as the case may be.

iv. In case of representation, the issuance of "Special Power of Attorney (SPA)" by the enlisted LSG beneficiary to any legal-age member of the family is applicable. The SLP-PDO with the concurrence of the SDO should assess if the need for representation in lieu of the grant recipient is applicable and the

submitted documents are valid and supportive to the claim as the duly representative of the grant recipient;

- v. Only the LSG beneficiary is authorized to receive the cash/check. However in extreme or unavoidable circumstances, the LSG beneficiary must issue a SPA to any legal-age member of the family. In case that there is no legal-age member of the family, a relative of the LSG beneficiary within the 1st degree of consanguinity may receive the LSG. The representative must present the signed SPA with his/her and the LSG beneficiary's valid ID;
- vi. In case of the untimely demise/death of the LSG beneficiary prior or during the LSG releasing, the primary authorized claimants include the spouse, parents or legal-age children. The secondary claimants include the grant recipient's relative within the 1st degree of consanguinity. For a primary claimant, the following shall be presented: 1) Certified True Copy of the Death Certificate of the grant recipient issued by the City/Municipal Registrar's Office; 2) notarized affidavit indicating the relationship of the grant recipient and the primary claimant and 3) Valid IDs of the grant recipient and claimant. The secondary claimant may only be allowed to receive the grants if the following documents will be presented: 1) Certified True Copy of the Death Certificate of the grant recipient issued by the City/Municipal Registrar's Office; 2) notarized affidavit indicating the relationship among the grant recipient, primary and secondary claimant; 3) SPA of the primary claimant authorizing the secondary claimant to receive the LSG; and 4) Valid IDs of the grant recipient, primary claimant and secondary claimant;
- vii. The release of the cash/check can be undertaken on a house-to-house basis where the SDO will personally deliver the LSG to the beneficiary or on a designated site of pay-out, or through any mode that is most convenient and safe for both the staff and beneficiaries;
- c. For non-DSWD managed disbursement, the FO may engage a Financial Service Provider (FSP) through a Memorandum of Agreement (MOA) or through the process involving procurement as stipulated under the Republic Act No.9184 otherwise known as the Government Procurement Reform Act, whichever is applicable. In case that the engagement will be through MOA, the signatory shall be the DSWD RD or any other designated official of the FO. The MOA shall include a proposal for the digitized payout to include a brief summary of the intent to conduct such and the areas to be covered. Further, the FO to ensure that there will be no cost, regardless of nature of the charge/cost on part of the DSWD and the FO to ensure the conduct of information dissemination for the LSG beneficiaries and the C/MLGUs to be well-informed on the procedures to be undertaken on the LSG releasing through the engagement of FSP to avoid any grievances to arise, if there's any. The FSP shall ensure that only the LSG beneficiary is authorized to receive the LSG. However in extreme or unavoidable circumstances, the grant recipient may issue 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.

- d. For the purpose of this Circular, the following are the extreme or unavoidable circumstances aside from untimely demise/death that warrant a representative to claim the LSG on behalf of the enlisted LSG beneficiary to any legal-age member of the family with the corresponding documentary requirements which must be submitted as part of the liquidation report of DSWD's SDO and FSP:
- i. Hospitalization of the LSG beneficiary prior or during the LSG releasing- The claimant must present the following: 1) duly signed Certification from the attending physician of the LSG beneficiary citing the latter's inability to attend the scheduled releasing; 2) duly signed SPA authorizing the claimant to receive the LSG; and 3) Valid ID of the LSG beneficiary and the claimant.
  - ii. Newborn mothers- The claimant must present the following: 1) duly signed Certification from the attending physician of the grant recipient citing the latter's inability to attend the scheduled releasing or Certification issued by the Barangay Captain; 2) duly signed SPA authorizing the claimant to receive the LSG; and 3) Valid ID of the LSG beneficiary and the claimant.
  - iii. Permanent disability- The claimant must present the following: 1) duly signed Certification from the attending physician of the grant recipient citing the latter's inability to attend the scheduled releasing or Certification issued by the Barangay Captain; 2) duly signed SPA authorizing the claimant to receive the LSG; and 3) Valid ID of the LSG beneficiary such as PWD ID and the claimant.
  - iv. Other cases may be considered subject to the assessment of the SLP-PDO for DSWD-managed releasing and the designated staff of the FSP in the condition that the following minimum documents shall be presented by the claimant: 1) duly signed SPA authorizing the claimant to receive the LSG; 2) valid ID of the LSG beneficiary and the claimant and 3) any certification to justify the reason for inability of the LSG beneficiary to attend the scheduled releasing.
- e. The SLP-RPMO should ensure that liquidation reports will be accomplished and submitted within the prescribed timeline after the LSG releasing; and

## 6. LSG Utilization Monitoring

- a. The SLP-PDOs in collaboration with the C/MLGUs shall conduct the Grant Utilization Monitoring thirty (30) days after the release of the LSG;
- b. The existing SLP Information System such as the Offline Baseline System and Offline Monitoring and Assessment Systems shall be used for the encoding and generation of data for reporting;

- c. The SLP-RPMO is likewise required to provide status and accomplishment reports to SLP-NPMO for the latter's onward submission to various stakeholders;
- d. All families served through LSG shall be reported as accomplishment of SLP;
- e. The SLP-NPMO shall device a separate monitoring process for LSG projects. The SLP-NPMO shall issue separate guidance to be provided to the FOs;
- f. To ensure that the purpose of LSG is achieved, a set of performance indicators shall be formulated for the periodic monitoring and assessment of funded projects and for evaluation if these interventions contributed to the recovery of the affected families. The periodic monitoring and assessment timeline are to be undertaken within a period of one (1) year after the LSG was provided; and
- g. 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
<b>End of Program Outcome: Participants are engaged in productive economic activities</b>		
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"> <li>• SLP MD Monitoring Tool</li> <li>• SLP OBS/OMAS</li> </ul>
Percentage of participants who are actively employed	This indicator measures the proportion of participants who were actively employed after the provision of LSG.	<ul style="list-style-type: none"> <li>• SLP EF Monitoring Form</li> <li>• SLP OBS/OMAS</li> </ul>
Percentage of participants who generated savings from LSG projects implemented	This indicator measures the proportion of participants who generated savings from the LSG project implementation.	<ul style="list-style-type: none"> <li>• SLP MD and EF Monitoring Forms</li> <li>• SLP OBS/OMAS</li> </ul>
<b>Immediate Outcome 1</b>		
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"> <li>• Grant Utilization Form</li> <li>• SLP OBS/OMAS</li> </ul>
<b>Immediate Outcome 2</b>		
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 Settlement Grants.	<ul style="list-style-type: none"> <li>• Grant Utilization Form</li> <li>• SLP OBS/OMAS</li> </ul>
<b>Immediate Outcome 3</b>		

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"> <li>• SLP MD Monitoring Form</li> <li>• SLP OBS/OMAS</li> </ul>
<b>Output 1</b>		
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"> <li>• Grant Utilization Form</li> <li>• SLP OBS/OMAS</li> </ul>
<b>Output 2</b>		
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 LSG beneficiaries

## **B. COMMUNITY LIVELIHOOD REHABILITATION GRANT**

The CLRG is used to implement a communal/group livelihood project that is supportive to the CRRP or post-disaster rehabilitation plan of the C/MLGUs. The C/MLGU shall take the lead in the entire implementation of the CLRG and the DSWD through the FO shall provide necessary technical assistance and resource augmentation, if needed. The C/MLGU shall lead in the identification of project area, beneficiary and livelihood projects.

### **1. SOCIAL PREPARATION**

#### **a. C/MLGU Engagement**

- i. The DSWD RD to officially inform the C/MLGU on the commencement of the implementation of CLRG. If the C/MLGU affirmatively responded to the FO's advisory, the FO through the PC and/or the SLP-PDO to conduct orientation on the objectives, parameters and processes for the provision of CLRG;
- ii. During the orientation, the C/MLGU shall present their rehabilitation plan for the livelihoods of the disaster-affected sectors of the city or municipality which is based on the C/MLGU's approved CRRP;
- iii. If the C/MLGU is interested to access the CLRG from the DSWD, the C/MLGU shall accomplish and submit the following CLRG application requirements to the FO through an official letter addressed to the DSWD RD within fifteen (15) working days after the CLRG orientation with the C/MLGU:

1. Signed Specific Implementation Agreement (SIA)- If a SIA for the implementation of regular SLP is in effect, the said SIA may be amended to incorporate provisions for the implementation of CLRG. In the absence of the SIA, the C/MLGU and the FO shall enter into such an agreement. The amendment to the existing SIA or signing a new one should be undertaken prior to the conduct of Project Area and Participant Identification/Validation;
2. CLRG Project Proposal to be prepared by the President of the target CLRG recipient, recommended by the City/Municipal Mayor and to be approved by the DSWD RD;
3. Signed designation of CLRG Focal Person of the C/MLGU;
4. Copy of the Declaration of State of Calamity or similar documents or disaster reports that highlight the nature, scope and impact of the disaster to the livelihoods of the families in the affected area/s of the city/municipality signed by the City/Municipal Mayor or his/her designated official;
5. Copy of the signed CRRP or any similar document that dwells on post-disaster rehabilitation activities of the C/MLGU signed by the City/Municipal Mayor or his/her designated official;
6. Certification that the target CLRG recipient is a legitimate group/association, its members were affected by disasters and their proposed projects are necessary in the realization of the C/MLGU's post-disaster rehabilitation plan/CRRP signed by the City/Municipal Mayor or his/her designated official;
7. Copy of the ratified Constitution and by-laws of the target CLRG recipient; and
8. Beneficiary CSO Accreditation Requirements for non-DSWD organized associations such as the following:

a.	Duly accomplished and duly sworn Beneficiary CSO Accreditation Form	Signed by the President of the target CLRG recipient
b.	Proof of existence or presence of CSO in its started address and area of operations or organization, namely:	Certified true copy by the President of the target CLRG recipient
i.	Pictures of office and direction sketch; and	
ii.	At least one of the following documents:	
-	barangay certification;	Signed by the Barangay Chairperson

- certification or endorsement from at least two (2) publicly known individuals in the community	Signed by the issuing entity, office or individual/s
- other documents showing proof of existence	Signed by the issuing entity, office or individual/s
c. Proof of organization, namely:	
i. organizational chart or government structure; and	Certified true copy by the President of the target CLRG recipient
ii. date of organization, list of officers and members with their complete names, date of birth (if known and registered), complete address, and contact numbers, if available.	Signed by Secretary of the target CLRG recipient
d. If the CSO applicant has received public funds, specifically stating that the CSO has liquidated, in accordance with COA regulations, all fund transfer due for liquidation	Signed by the concerned government agency/ies that provided funding.
e. Proof of having undergone Social Preparation from the DSWD by the designated Regional Program/Project Officer of the DSWD Program or project where the CSO applicant is seeking funds.	Designated staff/official of the DSWD Field Office particularly from the SLP

- v. If in case the target CLRG recipient is not yet organized, the C/MLGU shall endeavor to organize them. If necessary, the SLP-PDO may provide technical assistance in the organization activities of the C/MLGU;
- vi. Upon receipt of the signed SIA by the City/Municipal Mayor, the PC to endorse this immediately to the FO for the signature of the DSWD RD. Once signed, the SLP-RPMO to endorse the SIA to the C/MLGU; and
- vii. The SLP-PDO may provide technical assistance to the C/MLGU in the preparation of the above-mentioned documents.

**b. CLRG Application Validation**

1. After receiving the documents from the C/MLGU, the PC shall instruct the SLP-PDO to conduct the CLRG Field Validation together with the CLRG Focal Person of the C/MLGU. The PC may also request other DSWD staff from other DSWD programs in the province to assist in the CLRG Field Validation. The field validation only covers the CLRG application of the C/MLGU. The field validation should be undertaken within a maximum of fifteen (15) working days after the receipt of the CLRG application requirements from the C/MLGU;
2. The CLRG Field Validation Form shall be accomplished by the SLP-PDO to be attested by the CLRG Focal Person;
3. During the CLRG Field Validation, the C/MLGU to convene a CLRG Project Proposal Review Workshop to be attended by the SLP-PDO, key officials of the target CLRG recipient, representatives from the different NGAs and other stakeholders. The activity shall be a venue for the target CLRG recipient and the C/MLGU to solicit support from the other NGAs and stakeholders for the operationalization of the proposed project;
4. The target CLRG recipient shall finalize the CLRG project proposal incorporating the inputs and recommendations of the participants during the CLRG Project Proposal Review Workshop. The SLP-PDO shall provide technical assistance in the finalization of the CLRG project proposal and its attachments as enumerated in Section B.1.a.iii of this Circular. Prior to the finalization of the CLRG project proposal, the SLP-PDO shall discuss the CLRG Fund Management Guidelines to the key officials of the target CLRG recipient and the CLRG Focal Person of the C/MLGU. The CLRG Fund Management Guidelines details the duties and responsibilities of the target CLRG recipient in the utilization of the CLRG. The President, Treasurer and the Auditor of the target CLRG recipient shall sign the CLRG Fund Management Guidelines which shall be attached to the CLRG Proposal;
5. The SLP-PDO and the CLRG Focal Person shall consolidate all the documents that the C/MLGU needs to comply in order to complete the CLRG Application Requirements. After which, the SLP-PDO shall prepare the CLRG Field Validation Report highlighting the activities undertaken in the assessment of the CLRG Application submitted by the C/MLGU and the latter's compliance to the observations and recommendations of the SLP-PDO and the CLRG Focal Person. The CLRG Field Validation report shall be reviewed by the PC, recommended for approval by the SLP-RPC and approved by the DSWD RD;
6. The SLP-PDO shall submit the CLRG Application of the C/MLGU and the CLRG Field Validation Report to the PC for his/her review. Within three (3) days after the receipt of the submitted documents by the SLP-PDO, the PC shall inform the C/MLGU through the City/Municipal Mayor if there are additional or lacking requirements that need to be complied or if there's none, the PC shall endorse the CLRG Application and the CLRG Field Validation Report to the SLP-RPC; and

7. The C/MLGU shall be given at least five (5) working days to comply with the notice of the PC. Failure to comply by the C/MLGU within the timeline means disqualification to receive the CLRG.

## **2. PROJECT PROPOSAL REVIEW AND APPROVAL**

- a. The SLP-RPC shall review the submitted CLRG Application Requirements and CLRG Field Validation Report;
- b. The SLP-RPC shall endorse to the Standards Section of the FO the needed requirements for the accreditation of the target CLRG recipient as non-DSWD organized beneficiary CSO. The beneficiary CSO accreditation process shall follow the prevailing guidelines of DSWD in the accreditation of non-DSWD organized CSOs that are recipients or beneficiaries of DSWD funds; and
- c. The CLRG project proposal shall be approved by the DSWD RD or his/her designated official.

## **3. CAPABILITY-BUILDING**

- a. As the CLRG project proposals are being reviewed, needed capability-building activities shall be undertaken by the NGAs and other stakeholders as part of their commitments, if there's any, during the CLRG Project Proposal Review Workshop;
- b. The SLP-PDO may facilitate the conduct of Micro-enterprise Development Training (MEDT) to the CLRG recipient, if needed;
- c. The SLP-PDO and CLRG Focal Person to jointly monitor the conduct of the capability-building activities and ensure the full participation of the key officials and identified members of the CLRG recipient. The SLP-PDO and the CLRG Focal Person of the C/MLGU shall prepare a report on the capability-building activities conducted; and
- d. The CLRG may not be released to the recipient if needed capability-building activities are not conducted especially if such activity is necessary in the operationalization of the livelihood project.

## **4. PROJECT IMPLEMENTATION**

### **a. Grant Releasing**

- i. The SLP-PDO shall inform the C/MLGU on the scheduled releasing of the CLRG. The SLP-PDO and the CLRG Focal Person shall convene the key officials of the CLRG recipient to discuss the steps, procedures and requirements before, during and after the CLRG releasing;
- ii. The DSWD duly accredited CLRG recipient shall only be allowed to receive the CLRG, through a check addressed to the President, Treasurer and a nominated officer, or release of grants to their bank

account. Upon receipt, the check shall be deposited to the depository bank account of the CLRG recipient; and

- iii. The C/MLGU through the CLRG Focal Person shall submit the accomplished CLRG Acknowledgement Receipt, signed by all the members of the CLRG recipient which is a confirmation that it has received the funds from the DSWD. This must be submitted to the SLP-PDO within three (3) days from date of receipt of the CLRG. The SLP-PDO shall forward this to the PC within two (2) days after the submission of the CLRG Focal Person.

**b. Grant Utilization Monitoring**

- i. The CLRG shall only be used to the intended purpose as indicated in the approved CLRG project proposal;
- ii. The only allowable co-signatories for withdrawal from the bank account are the President, Treasurer, and a nominated officer, as indicated in a resolution. The CLRG recipient must release an official resolution signed by majority of its members before each withdrawal;
- iii. The SLP-PDO should conduct a project site visit and submit a CLRG Utilization Monitoring Report. Likewise, the CLRG recipient shall prepare a CLRG Utilization Report for submission to the SLP-PDO. The CLRG Focal Person shall provide technical assistance to the CLRG recipient for the preparation of the needed reports;
- iv. All purchases made must have acceptable means of verification, such as official receipts, acknowledgement receipts, or any other acceptable proof of purchase. Purchase of items not indicated in the approved CLRG proposal must be approved by majority of the Association members through a resolution, provided that it will still lead to the establishment of the approved project. The President shall notify the SLP-PDO and the CLRG Focal Person regarding the changes. However, changes for the projects which are seasonal, e.g. farm related projects, may be allowed if they are deemed no longer feasible upon release of funds. Purchase of items/supplies on a staggered delivery schedule may be allowed if this is necessary for the approved livelihood project in which a disbursement schedule of the grant shall be attached to the CLRG proposal. The CLRG Focal Person shall provide necessary technical assistance to the CLRG recipient;
- v. The SLP-PDO shall inform the PC and SLP-RPMO through the PC on any changes in the purchased items through an official written communication;
- vi. The CLRG recipient's Auditor must keep the copies of the receipts of the purchases and provide the original copies to the SLP-PDO. The Treasurer should prepare the Grant Utilization Report and present it to all the members of the CLRG recipient for transparency. Once all



expenses are accounted for, the President should sign and submit the CLRG Utilization Report to the SLP-PDO. The SLP-PDO should submit the CLRG Utilization Report, including the original copies of official receipts, acknowledgement receipts, or any other acceptable proof of purchase to the PC; and

- vii. The SLP-PDO shall submit a CLRG Utilization Monitoring Report together with the Grant Utilization Report/s to the PC. Both aforementioned reports shall be endorsed to the SLP-RPC through the Monitoring and Evaluation Officer for Finance (MEF) of the SLP-RPMO for monitoring purposes. These must be submitted within 30 days from provision of the CLRG.

### **c. Project Implementation and Monitoring**

- i. The implementation of the project shall be based on the activities and timelines set in CLRG Project Proposal. The execution of the activities indicated in the CLRG Project Proposal shall be monitored by the CLRG Focal Person with technical assistance of the SLP-PDO. The C/MLGU may create or mobilize existing project monitoring team/group which shall oversee the implementation of the CLRG-funded projects;
- ii. As part of DSWD's project monitoring, the SLP-PDO in collaboration with the CLRG Focal Person and BLGU shall conduct regular meetings with the CLRG recipient for implementation updates, technical assistance provision through mentoring and coaching, among others;
- iii. The C/MLGU in collaboration with the DSWD FO and other project stakeholders shall conduct quarterly Project Implementation Updating Workshop/Assembly within at least two (2) years after the releasing of CLRG. The activity will be the venue for the CLRG beneficiary/ies to report the progress of their project/s and to identify areas needing support from the C/MLGU and other stakeholders. The SLP-PDO shall attend the meeting and provide necessary inputs and recommendations and shall provide feedback to the PC and SLP-RPMO after the meeting;
- iv. The CLRG recipient shall be monitored and reported by the SLP-PDO through the Offline Baseline System (OBS) using the Grant Utilization Monitoring Form. The result of the quarterly monitoring shall likewise be encoded and reported in the Offline Monitoring and Assessment System (OMAS) for the whole incubation period of one (1) year and three (3) quarters.
- v. The SLP-PDO shall submit monitoring reports on each monitoring activity conducted to the PC and SLP-RPMO.

#### **d. Savings Mobilization**

- i. While the CLRG released by DSWD is a grant, the CLRG recipient has the responsibility to recover the grants extended to them in the form of savings;
- ii. The savings to be generated must be equivalent to the amount of grants received. The generated savings shall be used for capital build-up, operational fund, and emergency fund;
- iii. The CLRG recipient shall set up a system for fund management, which details the a) savings mobilization; b) provision for re-loans, if necessary; and c) incentives and penalties for borrowers. These shall be discussed during the formulation of the CBL; and
- iv. The CLRG Focal Person shall regularly monitor the savings generation activities of the CLRG recipient and shall provide technical assistance on how these savings can be used for the benefit of the project, group and the community.

#### **VII. PROVISION OF LSG AND CLRG TO THE SLPAS**

1. The SLPA members and officers and the SLPA in general may avail of the LSG and CLRG, respectively, subject to the eligibility criteria as enumerated in this Circular;
2. The SLPAs may be provided with CLRG subject to the endorsement of the C/MLGU. In any case, the SLPAs may avail SLP's assistance for the rehabilitation of their disaster-affected livelihoods following the existing guidelines of regular SLP implementation; and
3. For SLPAs with valid beneficiary CSO accreditation, the following CLRG Application Requirements should be submitted by the C/MLGU:
  - a. Signed Specific Implementation Agreement (SIA)- If a SIA for the implementation of regular SLP is in effect, the said SIA may be amended to incorporate provisions for the implementation of CLRG. In the absence of SIA, the C/MLGU and the FO shall enter into such an agreement. The amendment to the existing SIA or signing a new one should be undertaken prior to the conduct of Project Area and Participant Identification/Validation;
  - b. CLRG Project Proposal to be prepared by the President of the SLPA, recommended by the City/Municipal Mayor and to be approved by the DSWD RD;
  - c. Signed designation of CLRG Focal Person of the C/MLGU;
  - d. Copy of the Declaration of State of Calamity or similar documents or disaster reports that highlights the nature, scope and impact of the disaster to the livelihoods of the families in the affected area/s of the

city/municipality signed by the City/Municipal Mayor or his/her designated official;

- e. Copy of the signed CRRP or any similar document that dwells on post-disaster rehabilitation activities of the C/MLGU signed by the City/Municipal Mayor or his/her designated official; and
  - f. Certification that the SLPA is a legitimate group/association, its members were affected by disasters and their proposed projects are necessary in the realization of the C/MLGU's post-disaster rehabilitation plan/CRRP signed by the City/Municipal Mayor or his/her designated official.
4. For SLPAs with expired beneficiary CSO accreditation, the C/MLGU to facilitate compliance on the needed requirements for the renewal of the beneficiary CSO accreditation. The SLP-RPMO may seek assistance of the Standards Unit of the FO for the renewal of the beneficiary CSO accreditation of the SLPAs.

#### **VIII. IMPLEMENTATION OF LSG AND CLRG IN THE BANGSAMORO AUTONOMOUS REGION OF MUSLIM MINDANAO (BARMM)**

1. The Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) through the Ministry of Social Services and Development (MSSD) shall adhere to the processes provided in this Circular especially when the funds being used are being transferred by the DSWD through a Memorandum of Agreement (MOA);
2. The BARMM-MSSD through its Minister may issue an internal guidelines for the operationalization of this Circular and may provide additional procedures, enhance certain procedures that are applicable to the context of BARMM-MSSD. The additions, modifications or enhancement should not include the cost parameter and eligibility criteria; and
3. The BARMM-MSSD shall seek concurrence from the DSWD Central Office through the Sustainable Livelihood Program-National Program Management Office (SLP-NPMO) on its internal guidelines for the operationalization of this Circular through an official letter. The BARMM-MSSD shall not implement its internal guidelines without the concurrence of the DSWD CO through the SLP-NPMO.

#### **IX. INSTITUTIONAL ARRANGEMENTS**

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

1. Formulate Guidance Notes on the implementation of LSG and CLRG, 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. Ensure the implementation of the project components vis-à-vis approved guidelines;
2. Review, evaluate, and approve for funding the submitted proposals by the proponents;
3. Release the approved amount of assistance to eligible recipients;
4. Conduct regular monitoring in all phases of project implementation;
5. Ensure judicious management of funds; and
6. Consolidate and submit monthly reports and other reports as requested on the status of the project implementation to the SLP-NPMO or to other DSWD OBSUs.

**C. Municipal/City Local Government Units**

1. Execute the provision of the Specific Implementation Agreement (SIA) for the implementation of CLRG, if applicable;
2. Collaborate with the staff and volunteers of DSWD FO as they execute their duties and functions;
3. Designate focal Focal Person/s for the implementation of LSG and CLRG for a more cohesive implementation and monitoring;
4. Assist the DSWD in the conduct of information dissemination pertaining to the objectives, procedures and eligibility criteria of LSG and CLRG to the disaster-affected communities; and
5. Comply with the processes and requirements along LSG and CLRG implementation as stipulated in these Guidelines.

**X. REPEALING CLAUSE**

This Circular repeals the following issuances:

1. Memorandum Circular No. 11 series of 2018 or the "Special Guidelines on the Provision of Seed Capital Fund (SCF) to the Internally Displaced Persons (IDPs) or Persons Displaced by Disasters Due to Armed Conflicts or any form of Disasters".
2. Memorandum Circular No. 15 series of 2018 or the "Amendment to Memorandum Circular No. 11 Series of 2018 entitled Special Guidelines on the Provision of Seed Capital Fund (SCF) to the Internally Displaced Persons (IDPs) or Persons Displaced by Disasters Due to Armed Conflicts or any form of Disasters".





3. Memorandum Circular No. 24 series of 2018 or the "Addendum to Memorandum Circular No. 11 series of 2018 dated June 4, 2018 or the Special Guidelines on the Provision of Seed Capital Fund (SCF) to the Internally Displaced Persons (IDPs) or Persons Displaced by Disasters Due to Armed Conflicts or any form of Disasters and Further Amended by Memorandum Circular No. 15 series of 2018".

## XI. EFFECTIVITY CLAUSE

This Circular shall take effect immediately upon filing with the Office of the National Administrative Registrar, University of the Philippines Law Center and publication in the Official Gazette.

Signed on the 06<sup>th</sup> day of April 2021, in Quezon City.

  
**ROLANDO JOSELITO D. BAUTISTA**  
Secretary 

Certified True Copy:

  
HORACIO SAMSON, JR.

06 APR 2021