

**MEMORANDUM CIRCULAR**NO. 04

Series of 2021

**SUBJECT : ENHANCED GUIDELINES ON THE IMPLEMENTATION OF THE CASH AND FOOD-FOR-WORK, TRAINING AND CARING (C/FF/W/T/C) FOR DISASTER RISK REDUCTION AND MANAGEMENT (DRRM)****I. RATIONALE:**

Reconfiguration and uniformed guidelines on the implementation of social protection interventions for the economically and disaster vulnerable population are a continuing challenge for humanitarian and development stakeholders.

The new normal, apart from the organizational transformation that is occurring in the Department of Social Welfare and Development (DSWD) and the Philippine Government, causes societal clamor for greater disaster preparedness and response capacity in view of the anticipated hazard of higher magnitude. This is also an external impetus as the whole world mechanism needs to deal with the issue of climate change.

In the Philippine setting, it has become an increasingly important and common element of humanitarian response which has already expanded along disaster mitigation, preparedness and early recovery and rehabilitation. The Cash for Work (CFW), as a cash-based approach not only revitalizes the market functionality of the disaster-stricken communities but allows the affected population to determine their own priorities in rebuilding their lives and restoring their dignity.

Strengthening and expanding the current Food-for-Work (FFW) or in-kind assistance primarily aims to respond to the needs of food-insecure and disaster-affected communities as an alternative and/or supplementary intervention to CFW. Applicability of the FFW is generally attributed in disaster-affected areas with entirely no market functionality.

Thus, in order to have a more effective and more efficient implementation of DSWD programs, redesigning and reinforcing cash-based and food-based service interventions that were previously formulated in Administrative Order No. 15 Series of 2008 would respond to evolving demands for appropriateness and timeliness of actions to lessen the vulnerabilities of families and communities at risk.

These guidelines will have nationwide coverage, cutting across all the four (4) thematic areas of DRRM and shall apply to both human-induced disasters and natural calamities that involves beneficiaries of CCAM-RRP, Indigenous Peoples, and all the major flagship programs of the Department, namely; Pantawid Pamilyang Pilipino Program (4Ps), National Household Targeting

System for Poverty Reduction (NHTS-PR), YAKAP-BAYAN or Recovering Persons Who Use Drugs (RPWUDs), Sustainable Livelihood program (SLP), (Kapit-Bisig Laban sa Kahirapan Comprehensive and Integrated Delivery of Social Services - National Community Driven Development Program (KC-NCDDP), and the "New Poor" under Emergency Cash Transfer (ECT).

## II. OBJECTIVES:

These guidelines intend to provide a policy direction in the implementation of C/FF/W/T/C as contributory service interventions for DRRM.

It specifically aims to:

1. Provide operational clarity and guidance to DRRM managers, implementers and partner stakeholders in the project management;
2. Assist the concerned DSWD-Central and Field Office officials and personnel in understanding the scope, mechanisms and strategies in the project management;
3. Specify the roles and responsibilities of the DSWD and other stakeholders engaged in the project implementation;
4. Guide the project implementation to ensure consistency, appropriateness and timeliness of the CFFW/T/C.

## III. LEGAL BASES:

- a. Republic Act 10121 (The Philippine Disaster Risk Reduction and Management - DRRM Act of 2010) which mandates the DSWD as the Vice-Chairperson for Disaster Response of the National Disaster Risk Reduction and Management Council (NDRRMC);
- b. RA 9729 (Climate Change Act of 2009) which aims to mainstream climate change into government policy formulations, establishes the framework strategy and program on climate change and creates the Climate Change Commission (CCC);
- c. RA 7160 (Local Government Code of 1991) which establishes the system and defines the powers of the provincial, city, municipal and barangay governments. It provides for a more responsive local government structure instituted through a system of decentralization whereby Local Government Units (LGUs) are delegated more powers, authority, responsibilities and resources; and,
- d. General Appropriations Act (GAA) providing for budgetary support to PPAs of government agencies for a specific year;
- e. Executive Order No. 15, s. 1998, Redirecting the Functions and Operations of the Department of Social Welfare and Development, Section 1 of which mandated the Department to provide assistance to local government units (LGUs), non-government organizations (NGOs), other national government agencies (NGAs), people's organizations (POs) and other members of civil society in effectively implementing programs, projects, and services that will alleviate poverty and empower disadvantaged individuals, families and communities for an improved quality of life;

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- f. Administrative Order No. 15, Series of 2008 (Guidelines for the Implementation of the Cash-for-Work - CFW Project) which provides the mechanism in the CFW implementation for mitigation, preparedness, response and early recovery and rehabilitation programs, projects and activities (PPAs).

#### IV. PROJECT DESCRIPTION:

Under the context of DRRM, the following service interventions are articulated:

Project	Description
1. Cash-for-Work (CFW)	: Cash support in exchange for community work rendered. This short-term intervention used by DRRM advocates, humanitarian organizations and development agencies aims to provide temporary employment to economically- poor and disaster and climate change-vulnerable families and communities and to victims of natural and human-induced disasters. Cash aid is provided in exchange of community work participated.
2. Cash-for-Training (CFT)	: Capacity building intervention aimed to instill public awareness/advocacies on DRRM and to provide livelihood opportunities through skills training for gainful employment to economically- poor and disaster and climate change-vulnerable families and communities and to victims of natural and human-induced disasters. Cash aid is provided in lieu of capacity building attended.
3. Cash-for-Caring (CRC)	: Specialized service intervention aimed at ensuring the provision of special care to disaster vulnerable population while in displacement. This includes the tending to children, older persons, pregnant women, lactating mothers, and Persons with Disabilities (PWDs) while in evacuation centers and in its facilities such as in Child Development Centers (CDCs), Women and Child-Friendly Spaces (WCFS), productivity centers and among others.
4. Food-for-Work (FFW)	: Food support in exchange of community works rendered by economically- poor and disaster and climate change-vulnerable families and communities and to victims of natural and human-induced disasters. This aims to address the food security of the vulnerable population.

Project		Description
5. Food-for-Training (FFT)	:	Food support in exchange of capacity building activities attended. This intervention aims to instill public awareness/advocacies on DRRM and to provide livelihood opportunities through skills training for gainful employment to economically-poor and disaster and climate change-vulnerable families and communities and to victims of natural and human-induced disasters.
6. Food-for-Caring (FFC)	:	Food aid in exchange of specialized service intervention aimed in ensuring the provision of special care to disaster vulnerable population while in displacement. This includes tending to children, older persons, pregnant women, lactating mothers, and Persons with Disabilities (PWDs) while in evacuation centers and in its facilities such as in Child Development Centers (CDCs), Women and Child-Friendly Spaces (WCFS), productivity centers and among others.

**V. DEFINITION OF TERMS:**

The following terminologies, as defined, are used in articulating the overall concept of this guideline:

Terms		Definition
1. Adaptation	:	The adjustment in natural or human systems in response to actual or expected climatic stimuli or their effects, which moderates harm or exploits beneficial opportunities. (Revised IRR, RA 10121, 2016)
2. Cash Assistance Payroll (CAP)	:	Document signed by a beneficiary as proof of receipt for cash released/distributed as prescribed under government accounting and auditing laws, rules and regulations.
3. Climate change	:	A change in climate that can be identified transformations in the mean and/or variability of its properties and that persists for an extended period typically decades or longer, whether due to natural variability or as a result of human activity. (Revised IRR, RA 10121, 2016)
4. Disaster	:	A serious disruption of the functioning of a community or a society involving widespread human, material, economic or environmental losses and impacts which exceeds the ability of the affected community or society to cope using



Terms	Definition
	<p>its own resources. Disasters are often described as a result of the combination of the exposure to hazard, the condition of the vulnerability that are present and insufficient capacity or measures to reduce or cope with the potential negative consequences. Disaster impacts may include loss of life, injury, disease, and other negative effects on human, physical and social well well-being together with damage to property, destruction of assets, loss of services, social and economic disruption and environmental degradation (Revised IRR, RA 10121, 2016)</p>
<p>5. Disaster mitigation</p>	<p>: Structural and non-structural measures undertaken to limit the adverse impact of natural hazards, environmental degradation, and technical hazards and to ensure the ability of at-risk communities to address vulnerabilities aimed at minimizing the impact of disasters. Such measures include, but are not limited to, hazard-resistant construction and engineering works, the formulation and implementation of plans, programs, projects and activities, awareness raising, knowledge management, policies on land-use and resource management, as well as the enforcement of comprehensive land-use. (Revised IRR, RA 10121, 2016)</p>
<p>6. Disaster preparedness</p>	<p>: The knowledge and capacities developed by governments, professional response and recovery organizations, communities and individuals to effectively anticipate, respond to and recover from the impacts of likely imminent or current hazard events or conditions. Preparedness action is carried out within the context of disaster risk reduction and management and aims to build the capacities needed to efficiently manage all types of emergencies and achieve orderly transitions from response to sustained recovery. Preparedness is based on a sound analysis of disaster risk and good linkages with early warning systems and includes such activities as contingency planning, stockpiling of equipment and supplies, the development of arrangements for coordination, evacuation and public information and associated training and field exercises. These must be supported by formal institutional, legal and budgetary capacities (Revised IRR, RA 10121, 2016)</p>

Terms		Definition
7. Disaster response	:	Provision of emergency services during or immediately after a disaster in order to save lives, reduce health impacts, and ensure safety and meet the basic subsistence needs of the affected people. Disaster response is predominantly focused on immediate and short-term needs and is sometimes called "disaster relief" (Revised IRR, RA 10121, 2016)
8. Disaster early recovery	:	Multidimensional process of recovery that begins in a humanitarian setting, it is guided by development principles that seek to build on humanitarian programs and catalyze 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. (Revised IRR, RA 10121, 2016)
9. Disaster rehabilitation	:	Measures after a disaster that supports the ability of affected communities to restore the normal social functioning of the affected population or communities by rebuilding livelihood and damaged infrastructures, including shelter units, and increasing the community's organizational capacity. (Revised IRR, RA 10121, 2016)
10. Disaster Risk Reduction and Management (DRRM)	:	The systematic process of using administrative directives, organizations, and operational skills and capacities to implement strategies, policies, and improved coping capacities, in order to lessen, the adverse impacts of hazards, and the possibility of disaster. Prospective disaster risk reduction and management refers to risk reduction and management activities that address and seek to avoid the development of new or increased disaster risks, especially if risk reduction policies are not put in place. (Revised IRR, RA 10121, 2016)
11. Disaster victims	:	Persons or a group of persons who have been adversely affected by a natural or human-induced hazard who have to leave their habitual places of origin due to existing or impending threats, damaged shelter units, with casualty among family members or those who remained in their habitual places of origin, when still habitable but whose main source of income or livelihood have been damaged and are experiencing hopelessness and difficulty in coping or

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Terms	Definition
	responding to the onslaught of hazardous events on their own resources. (Revised IRR, RA 10121, 2016)
12. Geographically Isolated and Disadvantaged Areas (GIDAs)	: Communities with vulnerable population which are physically and socio-economically separated from the mainstream.
13. Hazards	: A dangerous phenomenon, substance, human activity or condition that may cause of life, injury or other health impacts, property damage, loss of livelihood and services, social and economic disruption, or environmental damage. Revised IRR, RA 10121, 2016)
14. Human-Induced Disasters	: Man-made significant incidents resulting in acts of terrorism, destabilization, criminal activities and disruption of normal and day-to-day economic activities that require prompt intervention.
15. Internally Displaced Persons (IDPs)	: Are persons or a group of persons who have been forced or obliged to flee or to leave their homes or places of habitual residence, in particular as a result of or in order to avoid the effects of natural or human-induced disasters, and who have not crossed an internationally recognized State border.
16. Local Government Unit (LGU)	: As used in this guideline, the LGU refers to the City or Municipal government, an institutional unit which fiscal, legislative and executive authority extends over the smallest geographical areas distinguished for administrative and political purposes.
17. Minimum Wage Rate	: Lowest wage rate fixed by law that an employer can pay his workers.
18. Relief Distribution Sheet (RDS)	: Document signed by a beneficiary as proof of receipt for distributed food and non-food items.
19. State of Calamity (SoC)	: A condition involving mass casualty and/or major damages to property, disruption of means of livelihood, roads and normal way of life of people in the affected areas as a result of natural or human-induced hazards. (RA 10121)

**VI. PROJECT BENEFICIARIES:**

Only one (1) member per family of legal age is entitled to engage in the C/FFW/T/C activities. **If all members of legal age within the family are unable to participate due to disability, sickness, and other valid reasons, a minor member may be considered based on the assessment of the LGU** provided that the minor will be given a task and fair volume of workload that can be handled by him/her based on the assessment of the LGU, without reduction of grant/assistance.



Vulnerable family members such as pregnant women, elder persons, **minor-assisted** and Persons with Disabilities (PWDs) are enjoined to engage in light and support works such as photo documentation, recording and monitoring of daily attendance, facilitation of documentary requirements and among others.

Thematic Areas	Targets	
	Areas	Beneficiaries
1. Disaster Mitigation	<ul style="list-style-type: none"> <li>a. Areas with high susceptibility to climate change and disaster hazards based on scientific and historical records;</li> <li>b. Geographically Isolated and Disadvantaged Areas (GIDAs);</li> <li>c. Convergence areas for 4Ps, Sustainable Livelihood Program (SLP) and <i>Kapit-Bisig Laban sa Kahirapan</i> – Comprehensive and Integrated Delivery of Social Services – National Community-Driven Development Programs (KALAHI-CIDSS-NCDDP) and other core programs;</li> <li>d. Economically poor and vulnerable areas; and,</li> <li>e. Other areas deemed priority targets based on the need assessment of concerned DSWD-FOs.</li> </ul>	<ul style="list-style-type: none"> <li>a. Beneficiaries of the Pantawid Pamilyang Pilipino Programs (4Ps);</li> <li>b. Poor families under the DSWD National Household Targeting System for Poverty Reduction (NHTS-PR);</li> <li>c. Beneficiaries of the SLP and KALAHI-CIDSS-NCDDP projects and other core programs; and,</li> <li>d. Other beneficiaries deemed priority targets based on needs assessment of the concerned DSWD-FOs.</li> </ul>
2. Disaster Preparedness	<ul style="list-style-type: none"> <li>a. Areas with high susceptibility to climate change and disaster hazards based on scientific and historical records;</li> <li>b. GIDAs;</li> <li>c. Convergence areas for 4Ps, SLP and KALAHI-CIDSS-NCDDP) and other core programs;</li> <li>d. Economically poor and vulnerable areas; and,</li> </ul>	<ul style="list-style-type: none"> <li>a. 4Ps beneficiaries;</li> <li>b. Poor families under the DSWD NHTS-PR;</li> <li>c. Beneficiaries of the SLP and KALAHI-CIDSS-NCDDP projects and other core programs; and,</li> <li>d. Other beneficiaries deemed priority targets based on needs assessment</li> </ul>



Thematic Areas	Targets	
	Areas	Beneficiaries
	e. Other areas deemed priority targets based on the need assessment of concerned DSWD-FOs.	of the concerned DSWD-FOs or other DSWD implementing office such as the National Resource and Logistics Management Bureau (NRLMB) and Visayas Disaster Resource Center (VDRC).
3. Disaster Response	a. Areas declared under State of Calamity (SoC); b. Other disaster-affected areas deemed priority targets based on needs assessment by concerned DSWD-FOs considering the following and among others: <ul style="list-style-type: none"> <li>● GIDAs;</li> <li>● Convergence areas for 4Ps, SLP and KALAHI-CIDSS-NCDDP) and other core programs; and,</li> <li>● Economically poor and vulnerable areas;</li> </ul>	a. 4Ps beneficiaries; b. Poor families under the DSWD NHTS-PR; c. Beneficiaries of the SLP and KALAHI-CIDSS-NCDDP projects; and, d. Other beneficiaries deemed priority targets based on needs assessment of the concerned DSWD-FOs.
4. Disaster Early Recovery and Rehabilitation	a. Areas declared under SoC; b. Other disaster-affected areas deemed priority targets based on needs assessment by concerned DSWD-FOs considering the following and among others: <ul style="list-style-type: none"> <li>● GIDAs;</li> <li>● Convergence areas for 4Ps, SLP and KALAHI-CIDSS-NCDDP) and other core programs; and,</li> <li>● Economically poor and vulnerable areas.</li> </ul>	a. 4Ps beneficiaries; b. Poor families under the DSWD NHTS-PR; and, c. Beneficiaries of the SLP and KALAHI-CIDSS-NCDDP projects; and, d. Other beneficiaries deemed priority targets based on needs assessment of the concerned DSWD-FOs.

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## VII. TYPE OF ACTIVITIES:

The following provides salient classifications of activities to be undertaken cutting across the four (4) thematic areas of DRRM. A detailed recommended list of activities is enclosed and marked as Annex A which the concerned DSWD-FOs may supplement based on needs assessment.

Thematic Areas	Activities		
	Work	Training	Caring
1. Disaster Mitigation	<ul style="list-style-type: none"> <li>Structural or infrastructure-related work activities undertaken to limit the adverse impact of a natural or human-induced disaster on the context of DRRM and Climate Change Adaptation and Mitigation (CCAM).</li> </ul>	<ul style="list-style-type: none"> <li>Non-structural interventions such as policy and plan formulation and implementation, public awareness and advocacy activities and among others on the context of DRRM and CCAM.</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>
2. Disaster Preparedness	<ul style="list-style-type: none"> <li>Pre-disaster actions and measures on the context of DRRM to minimize loss of life and properties such as but not limited to resource repacking, handling/hauling and stockpiling, hazard mapping and among others.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and skill-based pre-disaster activities such as community organizing, training, planning public information and education initiatives and among others.</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>
3. Disaster Response	<ul style="list-style-type: none"> <li>Support activities in the delivery of emergency</li> </ul>	<ul style="list-style-type: none"> <li>Capacity building on response activities such</li> </ul>	<ul style="list-style-type: none"> <li>Activities addressing the needs of the</li> </ul>

Thematic Areas	Activities		
	Work	Training	Caring
	relief to affected families which may include resource e repacking, handling/hauling and distribution and the construction/ setting-up management and maintenance of facilities such as evacuation centers/ temporary shelters and the facilities attached thereto.	as crash course on Camp Coordination and Camp Management (CCCM), IDP Protection and among others.	vulnerable sectors such as the management of Child Development Centers (CDCs), Women and Child-Friendly Spaces (WCFS), productivity centers and among others.
4. Disaster Early Recovery and Rehabilitation	<ul style="list-style-type: none"> <li>Activities supportive to the repair/ reconstruction of damaged homes, livelihood, small-scale community infrastructures and among others.</li> </ul>	<ul style="list-style-type: none"> <li>Capacity building on the implementation of early recovery and rehabilitation such as repair/ reconstruction of damaged homes and facilities, livelihood skills training and among others.</li> </ul>	

#### VIII. IMPLEMENTATION MECHANISMS:

The project management concept is primarily anchored on the direct implementation of the DSWD-FOs in close coordination and/or partnership with LGUs and intermediaries such as other government agencies, People's Organizations (POs), Civil Society Organizations (CSOs) and Non-Government Organizations (NGOs).

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Components	DSWD-Initiated Project/Activity	LGU-Proposed Project/Activity
1. Pre-Implementation Stage	<ul style="list-style-type: none"> <li>● Selection of target areas and beneficiaries in coordination with concerned LGU and/or partner organizations;</li> <li>● Identification of type of activities to be undertaken;</li> <li>● Administration/issuance of the DSWD-Disaster Assistance Family Access Card (DAFAC) by the DSWD-FO to the project beneficiaries;</li> <li>● Preparation and submission of project proposal by the DSWD-FO to DRMB subject for approval/funding;</li> <li>● Assessment and recommendation by DRMB to the DRMG Undersecretary or to the Secretary for approval consistent with the delegated authority for based on budget cap; and,</li> <li>● Release of funds by DRMB to the DSWD-FO thru the FMS.</li> </ul>	<ul style="list-style-type: none"> <li>● Selection of target areas and beneficiaries subject for validation by the DSWD-FO;</li> <li>● Identification of type of activities to be undertaken subject for validation by the DSWD-FO;</li> <li>● Administration/issuance of the DSWD-Disaster Assistance Family Access Card (DAFAC) by the LGU to the project beneficiaries subject for validation by the DSWD-FO;</li> <li>● Preparation and submission of project proposal by the LGU to the DSWD-FO for assessment and endorsement DRMB subject for approval/funding;</li> <li>● Assessment and recommendation by DRMB to the DRMG Undersecretary or to the Secretary for approval consistent with the delegated authority for based on budget cap; and,</li> <li>● Release of funds by DRMB to the DSWD-FO thru the FMS. Release of funds by DRMB to the DSWD-FO thru the FMS.</li> </ul>
2. Implementation Stage	<ul style="list-style-type: none"> <li>● Organization and orientation of the beneficiaries by the DSWD-FO on the</li> </ul>	<ul style="list-style-type: none"> <li>● Organization and orientation of the beneficiaries by the LGU in coordination with DSWD-FO;</li> </ul>

Components	DSWD-Initiated Project/Activity	LGU-Proposed Project/Activity
	<p>activities to be undertaken;</p> <ul style="list-style-type: none"> <li>● Photo documentation prior, during and after the conduct of the activities by the DSWD-FO in close coordination with concerned LGU and partners;</li> <li>● Actual conduct of the activities by the beneficiaries under the direct supervision of the DSWD-FO;</li> <li>● Monitoring in the conduct of the activities of the beneficiaries by the DSWD-FO;</li> <li>● Recording and monitoring of attendance of the beneficiaries by the DSWD-FO through a designated staff or from among the beneficiaries;</li> <li>● Preparation of documentary requirements by the DSWD-FO to affect the release of assistance: <ul style="list-style-type: none"> <li>a. Payroll for cash-based activities;</li> <li>and,</li> <li>b. RDS for food-based activities.</li> </ul> </li> <li>● Release of assistance by the DSWD-FO to the project beneficiaries in coordination with the concerned LGU;</li> <li>● Submission of periodic physical and financial accomplishment reports by the DSWD-FO to DRMB.</li> </ul>	<ul style="list-style-type: none"> <li>● Photo documentation prior, during and after the conduct of the activities by the LGU in close coordination with the DSWD-FO;</li> <li>● Actual conduct of the activities by the beneficiaries under the direct supervision of the LGU in close coordination with the DSWD-FO;</li> <li>● Monitoring in the conduct of the activities by the DSWD-FO;</li> <li>● Recording and monitoring of attendance of the beneficiaries by the LGU through a designated staff or from among the beneficiaries;</li> <li>● Coordination by the concerned LGU to the DSWD-FO on the project completion and schedule of release of assistance;</li> <li>● Release of assistance by the DSWD-FO to the project beneficiaries in coordination with the concerned LGU.</li> </ul>

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Components	DSWD-Initiated Project/Activity	LGU-Proposed Project/Activity
3. Post Implementation Stage	<ul style="list-style-type: none"> <li>● Fund liquidation by the DSWD-FO consistent with government accounting and auditing laws, rules and regulations;</li> <li>● Post survey on the actual utilization of the cash aid by the DSWD-FO in close coordination with the concerned LGU;</li> <li>● Post monitoring on the impact of the interventions on the economic and food security component of the project areas and beneficiaries by the DSWD-FO in close coordination with the concerned LGU.</li> </ul>	<ul style="list-style-type: none"> <li>● Post survey on the actual utilization of the cash aid by the LGU in close coordination with the DSWD-FO;</li> <li>● Post monitoring on the impact of the interventions on the economic and food security component of the project areas and beneficiaries by the LGU in close coordination with the technical support of the DSWD-FO.</li> </ul>

**IX. DOCUMENTARY REQUIREMENTS:**

Thematic Areas	DSWD-Initiated Activities	LGU-Proposed Activities
1. Disaster Mitigation	<p>a. Project proposal as prepared by the DSWD-FO with the certified list of beneficiaries and program of activities to be undertaken with the following signatories from the DSWD-FO:</p> <ul style="list-style-type: none"> <li>● Chief of the Disaster Response Management Division (DRMD) as project proponent;</li> <li>● Assistant Regional Director for Operations (ARDO) as recommending approval; and;</li> </ul>	<p>a. Project proposal as prepared by the LGU with the certified list of beneficiaries and program of activities to be undertaken with the following signatories:</p> <ul style="list-style-type: none"> <li>● Local Engineer and/or the Local Social Welfare and Development Officer (LSWDO) of the LGU as project proponents;</li> <li>● Local Chief Executive (LCE) of the LGU as endorsing official;</li> </ul>

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Thematic Areas	DSWD-Initiated Activities	LGU-Proposed Activities
	<ul style="list-style-type: none"> <li>• Regional Director as approving official.</li> <li>b. Photo documentation (before, during and after) of the activities undertaken; and,</li> <li>c. CAP for cash-based interventions;</li> <li>d. RDS for food-based interventions;</li> </ul>	<p>Chief of the Disaster Response Management Division (DRMD) of the DSWD-FO as recommending approval; and;</p> <ul style="list-style-type: none"> <li>• Regional Director of the DSWD-FO as approving official.</li> <li>b. Photo documentation (before, during and after) of the activities undertaken by the LGU; and,</li> <li>c. Cash assistance payroll (CAP) by the DSWD-FO.</li> <li>d. RDS for food-based interventions.</li> </ul>
2. Disaster Preparedness	<p>a. Project proposal prepared by the DSWD-FO with the certified list of beneficiaries and program of activities to be undertaken with the following signatories from the DSWD-FO:</p> <ul style="list-style-type: none"> <li>• DRMD Chief as project proponent;</li> <li>• ARDO as recommending approval; and;</li> <li>• Regional Director as approving official.</li> </ul> <p>b. Photo documentation (before, during and after) of the activities undertaken;</p> <p>c. CAP for cash-based interventions; and,</p> <p>d. RDS for food-based interventions.</p>	<p>a. Project proposal as prepared by the LGU with the certified list of beneficiaries and program of activities to be undertaken and with the following signatories:</p> <ul style="list-style-type: none"> <li>• LSWDO of the LGU as project proponent;</li> <li>• LCE of the LGU as endorsing official;</li> <li>• DRMD Chief of the DSWD-FO as recommending approval; and,</li> <li>• Regional Director of the DSWD-FO as approving official.</li> </ul> <p>b. Photo documentation</p>

Thematic Areas	DSWD-Initiated Activities	LGU-Proposed Activities
		(before, during and after) of the activities undertaken by the LGU; c. CAP for cash-based interventions; and, d. RDS for food-based interventions.
3. Disaster Response	a. Project proposal prepared by the DSWD-FO with the certified list of beneficiaries and program of activities to be undertaken with the following signatories from the DSWD-FO: <ul style="list-style-type: none"> <li>● DRMD Chief as project proponent;</li> <li>● Assistant Regional Director for Operations (ARDO) as recommending approval; and;</li> <li>● Regional Director as approving official.</li> </ul> b. Photo documentation (before, during and after) of the activities undertaken; c. CAP for cash-based interventions; and, d. RDS for food-based intervention.	a. Project proposal as prepared by the LGU with the certified list of beneficiaries and program of activities to be undertaken with the following signatories: <ul style="list-style-type: none"> <li>● LSWDO of the LGU as project proponent;</li> <li>● LCE of the LGU as endorsing official;</li> <li>● DRMD Chief of the DSWD-FO as recommending approval; and;</li> <li>● Regional Director of the DSWD-FO as approving official.</li> </ul> b. Photo documentation (before, during and after) of the activities undertaken by the LGU; c. CAP for cash-based interventions; and, d. RDS for food-based intervention.



**X. RATE OF ASSISTANCE AND NUMBER OF DAYS**

**1. Cash-Based Approach (CFW/T/C)**

<b>Thematic Areas</b>	<b>Daily Cost</b>	<b>No. of Days</b>
a. Disaster Mitigation	<ul style="list-style-type: none"> <li>One hundred (100) percent of the highest classification cost under the Current Regional Daily Minimum Wage Rate (CRDMWR) of the project area (as prescribed by the National Wages and Productivity Commission – Department of Labor and Employment (NWPC-DOLE))</li> </ul>	<ul style="list-style-type: none"> <li>Maximum of thirty (30) days based on the activities to be undertaken and assessment by the proponent organization.</li> </ul>
b. Disaster Preparedness	<ul style="list-style-type: none"> <li>One hundred (100) percent of the highest classification cost under the CRDMWR of the project site as prescribed by the NWPC-DOLE.</li> </ul>	<ul style="list-style-type: none"> <li>Maximum of thirty (30) days based on the activities to be undertaken and assessment by the proponent organization.</li> </ul>
c. Disaster Response	<ul style="list-style-type: none"> <li>One hundred (100) percent of the highest classification cost under the CRDMWR as prescribed by the NWPC-DOLE.</li> </ul>	<ul style="list-style-type: none"> <li>Maximum of ninety (90) days based on the activities to be undertaken and assessment by the proponent organization.</li> </ul>
d. Disaster early recovery and rehabilitation	<ul style="list-style-type: none"> <li>One hundred (100) percent of the highest classification cost under the CRDMWR as prescribed by the NWPC-DOLE.</li> </ul>	<ul style="list-style-type: none"> <li>Maximum of ninety (90) days based on the activities to be undertaken and assessment by the proponent organization.</li> </ul>

**2. Food-Based Approach (FFW/T/C)**

<b>Thematic Areas</b>	<b>No. Family of Food Packs (FFPs)</b>	<b>No. of Days</b>
a. Disaster Mitigation	<ul style="list-style-type: none"> <li>Equivalent to the consumption period per family per FFP as</li> </ul>	<ul style="list-style-type: none"> <li>Maximum of thirty (30) days per year based on the activities</li> </ul>

Thematic Areas	No. Family of Food Packs (FFPs)	No. of Days
	provided as a relief intervention.	to be undertaken and assessment by the proponent organization.
b. Disaster Preparedness	<ul style="list-style-type: none"> <li>Equivalent to the consumption period per family per FFP as provided as a relief intervention.</li> </ul>	<ul style="list-style-type: none"> <li>Maximum of thirty (30) days per year based on the activities to be undertaken and assessment by the proponent organization.</li> </ul>
c. Disaster Response	<ul style="list-style-type: none"> <li>Equivalent to the consumption period per family per FFP as provided as a relief intervention.</li> </ul>	<ul style="list-style-type: none"> <li>Maximum of ninety (90) days per type of disaster and frequency of occurrence based on the activities to be undertaken and assessment by the proponent organization.</li> </ul>
d. Disaster early recovery and rehabilitation	<ul style="list-style-type: none"> <li>Equivalent to the consumption period per family per FFP as provided as a relief intervention.</li> </ul>	<ul style="list-style-type: none"> <li>Maximum of ninety (90) days per type of disaster and frequency of occurrence based on the activities to be undertaken and assessment by the proponent organization.</li> </ul>

**XI. TIMELINE AND MODALITY IN THE RELEASE OF ASSISTANCE:**

Payment shall commence within two (2) weeks after completion of the project and submission of required documents by the Local Government Units (LGUs) or other partners to the DSWD Field Office (FO).

Under the concept of direct project management by the Department, the following mechanism shall guide in the release of the assistance:

**a. Cash-based intervention:**

- Direct cash or check payout to the beneficiaries by designated Special Disbursing Officers (SDOs);
- Top-up scheme with existing program beneficiaries; and,
- Financial service providers.

**b. Food-based intervention:**

- Direct distribution to the project beneficiaries.

Release of assistance may be in tranche or in full, based on assessment by the DSWD-FO, immediately upon completion on agreed deliverables under the approved program of works.

**XII. INSTITUTIONAL ARRANGEMENTS:**

**1. DSWD-Central Office**

**a. Office of the Secretary (OSec);**

- Approves the downloading of funds to the DSWD-FOs with the amount consistent with the delegated authority as endorsed by the DRMG Undersecretary; and,
- Provides policy and operational guidance in the project management.

**b. Office of the Undersecretary for Disaster Response Management Group (DRMG):**

- Approves the downloading of funds to the DSWD-FOs with the amount consistent with the delegated authority as endorsed by the DRMB;
- Endorses to the DSWD Secretary the downloading of funds to the DSWD-FOs consistent with the delegated authority;
- Submits accomplishment reports to the Secretary; and,
- Provides policy and operational guidance in the project management.

**c. Disaster Response Management Bureau (DRMB):**

- Spearheads the overall project management;
- Undertakes coordination meetings with concerned Offices, Bureaus, Services and Units (OBSUs) at the DSWD-Central Office for project convergence;
- Provides capacity building or orientation for DSWD-Central and Field Office personnel;
- Develops and/or enhances existing Grievance and Redress Management System (GRMS);
- Develops a Management and Information System (MIS) for data and information management with the support of the Information and Communication Technology Service (ICTMS):



- Develops Information and Education Campaign (IEC) materials with technical assistance of the Social Marketing Service (SMS);
- Assesses and recommends to the DRMG Undersecretary or DSWD Secretary, based on delegated authority, requests for funding from the DSWD-FOs;
- Releases funds to the DSWD-FOs through the Financial and Management Service (FMS);
- Undertakes field monitoring and provision of technical assistance to the DSWD-FOs;
- Conducts meetings, workshops, planning activities and among others on the project management;
- Addresses policy and operational issues in the project management;
- Submits accomplishment reports to the DSWD Secretary through the DRMG Undersecretary;
- Conducts regular periodic review/enhancement of guidelines based on need/applicability; and,
- Undertakes an annual national project implementation review to document success stories and address implementation gaps to further enhance the project management.

**d. National Resource and Logistics Management Bureau (NRLMB):**

- Assists the DRMB in the implementation of the food-based interventions;
- Provides inputs on the continuing review and enhancement of the guidelines;
- Attends meetings, workshops, planning activities and among others on the project management; and,
- Participates in the conduct of the annual national project implementation review.

**e. Pantawid Pamilyang Pilipino Program – National Project Management Office (4Ps-NPMO):**

- Provides to the DRMB the list of beneficiaries of 4Ps and Modified Conditional Cash Transfer (MCCT);
- Assists in the possible operationalization of the top-up scheme for 4Ps and MCCT beneficiaries;
- Provides inputs on the continuing review and enhancement of the guidelines;
- Attends meetings, workshops, planning activities and among others on the project management; and,
- Participates in the conduct of the annual national project implementation review.

**f. Sustainable Livelihood Program – National Project Management Office (NPMO):**

- Collaborates with the DRMB on the convergence of project implementation for common target areas and beneficiaries;

- Provides inputs on the continuing review and enhancement of the guidelines;
- Attends meetings, workshops, planning activities and among others on the project management; and,
- Participates in the conduct of the annual national project implementation review.

**g. Kapit-Bisig Laban sa Kahirapan – Comprehensive and Integrated Delivery of Social Services – National Community-Driven Development Program (KALAH-CIDSS-NCDDP):**

- Collaborates with the DRMB on the convergence of project implementation for common target areas and beneficiaries;
- Provides inputs on the continuing review and enhancement of the guidelines;
- Attends meetings, workshops, planning activities and among others on the project management; and,
- Participates in the conduct of the annual national project implementation review.

**h. Program Management Bureau (PMB):**

- Collaborates with the DRMB on the convergence of project implementation for common target areas and beneficiaries;
- Provides inputs on the continuing review and enhancement of the guidelines;
- Attends meetings, workshops, planning activities and among others on the project management; and,
- Participates in the conduct of the annual national project implementation review.

**i. KALAH-CIDDS**

- Collaborates with the DRMB on the convergence of project implementation for common target areas and beneficiaries;
- Provides inputs on the continuing review and enhancement of the guidelines;
- Attends meetings, workshops, planning activities and among others on the project management; and,
- Participates in the conduct of the annual national project implementation review.

**j. Sustainable Livelihood Program**

- Collaborates with the DRMB on the convergence of project implementation for common target areas and beneficiaries;
- Provides inputs on the continuing review and enhancement of the guidelines;
- Attends meetings, workshops, planning activities and among others on the project management; and,

- Participates in the conduct of the annual national project implementation review.

**k. National Household Targeting Office (NHTO):**

- Provides to the DRMB the list of poor households under the National Household Targeting System for Poverty Reduction (NHTS-PR);
- Provides inputs on the continuing review and enhancement of the guidelines;
- Attends meetings, workshops, planning activities and among others on the project management; and,
- Participates in the conduct of the annual national project implementation review.

**l. Financial and Management Service (FMS):**

- Facilitates the release of funds to the DSWD-FOs through the DRMB based on the approval of the DRMG Undersecretary or DSWD Secretary consistent with the delegated authority;
- Provides technical assistance to the DRMB concerning financial matters on the project management;
- Provides inputs on the continuing review and enhancement of the guidelines;
- Attends meetings, workshops, planning activities and among others on the project management; and,
- Participates in the conduct of the annual national project implementation review.

**m. Social Marketing Services (SMS)**

- Assists the DRMB in the development of IEC materials;
- Provides inputs on the continuing review and enhancement of the guidelines;
- Attends meetings, workshops, planning activities and among others on the project management; and,
- Participates in the conduct of the annual national project implementation review.

**n. Policy Development and Planning Bureau (PDPB):**

- Assists the DRMB in the development of a monitoring and evaluation results framework;
- Provides inputs on the continuing review and enhancement of the guidelines;
- Attends meetings, workshops, planning activities and among others on the project management; and,
- Participates in the conduct of the annual national project implementation review.



**o. Information and Communication Technology Service (ICTMS):**

- Assists the DRMB in the development of a MIS for data and information management;
- Provides inputs on the continuing review and enhancement of the guidelines;
- Attends meetings, workshops, planning activities and among others on the project management; and,
- Participates in the conduct of the annual national project implementation review.

**2. DSWD-Field Offices (FOs)**

- a. Spearhead the project management at the local level;
- b. Participate in all capacity building activities;
- c. Submit to the DRMB the DSWD-FO-initiated proposed activities for funding;
- d. Assess, validate, and endorse/recommend for approval to DRMB on LGU-proposed activities subject for funding;
- e. Undertake the conduct of activities for DSWD-FO-initiated projects consistent with the approved program of works;
- f. Undertakes direct payment of cash assistance and food distribution to the beneficiaries in close coordination with concerned LGUs;
- g. Conduct field monitoring and provision of technical assistance to the LGUs;
- h. Submit physical and financial accomplishment reports to the DRMB and FMS;
- i. Provide input on the continuing review and enhancement of the guidelines;
- j. Conduct meetings, workshops, planning activities, regional project implementation review and among others with the LGUs;
- k. Participate in nationally-organized meetings, workshops, planning activities and among others on the project management; and,
- l. Participate in the conduct of the annual national project implementation review.

**3. DSWD-FO IX**

- a. In addition to the deliverables under the DSWD-FOs (2), it manages the project implementation in the island provinces of Basilan, Sulu and Tawi-tawi under the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) in close collaboration with the Ministry of Social Services of (MSS) BARMM; and,
- b. Undertakes the full turnover of the project management to MSS-BARMM upon issuance of a written guidance from the DSWD Secretary.

#### **4. DSWD-FO X**

- a. In addition to the deliverables under the DSWD-FOs (2), it manages the project implementation in the province of Lanao del Sur, under BARMM in close collaboration with MSS-BARMM; and,
- b. Undertakes the full turnover of the project management to MSS-BARMM upon issuance of a written guidance from the DSWD Secretary.

#### **5. DSWD-FO XII**

- a. In addition to the deliverables under the DSWD-FOs (2), it shall manage the project implementation in the province of Maguindanao under BARMM in close collaboration with MSS-BARMM; and,
- b. Undertakes the full turnover of the project management to MSS-BARMM upon issuance of a written guidance from the DSWD Secretary.

#### **6. Ministry of Social Services – Bangsamoro Autonomous Region in Muslim Mindanao (MSS-BARMM):**

- a. Assists DSWD-FOs IX, X and XII in the project management within its area of jurisdiction;
- b. Participates in all capacity building activities organized by the DSWD-Central and Field Office concerned;
- c. Assists DSWD-FOs IX, X and XII in the field monitoring and conduct of cash payouts and food distribution within its area of jurisdiction;
- d. Provides inputs on the continuing review and enhancement of the guidelines;
- e. Attends meetings, workshops, planning activities and among others with the LGUs on the project management;
- f. Participates in nationally-organized meetings, workshops, planning activities and among others on the project management; and,
- g. Participates in the conduct of the annual national project implementation review.

#### **7. Local Government Units (LGUs):**

- a. Submit project proposal and other documentary requirements to the DSWD-FO subject for assessment, validation and funding;
- b. Participate in capacity building activities initiated by the DSWD-FO;
- c. Conduct social preparation activities to the beneficiaries;
- d. Undertake the conduct of the activities for LGU-proposed projects, consistent with the approved program of works, in close coordination with the DSWD-FO;
- e. Provides inputs on the continuing review and enhancement of the guidelines; and,
- f. Attends to the conduct of the regional project implementation review.





### XIII. REPORTING, MONITORING AND EVALUATION:

Tracking the progress of the project implementation form part of the critical components in the project management. Strategies must be in place to ensure compliance on deliverables within timelines which may include.

1. The DSWD-FOs as the primary source of information;
2. Submission of consolidated regional physical and financial reports by the DSWD-FOs to DRMB based on agreed indicators, format and timelines; and,
3. Submission of consolidated national physical and financial reports by the DRMB to the DSWD Secretary through the DRMG Undersecretary based on agreed indicators, format and timelines.

### XIV. GRIEVANCE AND REDRESS MANAGEMENT:

Transparency and accountability shall be the primary principles in the project management.

The existing *e-reklamo* system, a web-based complaints management ticket system designed to manage grievances on the implementation of Disaster Risk Reduction and Management (DRRM) programs, projects and activities, shall be tapped for grievance and redress management.

Under the *e-reklamo* system, a complaint could be sent by accessing the following information and communication technology platforms:

1. **ereklamo.dswd.gov.ph** website wherein each complaint is assigned a unique ticket number that can be used to track the progress and response online. A valid email address from the sender is required to use the system.
2. **Short Messaging System (SMS)** using the following syntax:  
  
Text DSWD<space>ereklamo<space>"Name of Complainant"<space>Location<space>"Complaint Message" and send to 3456 (for all networks).
3. **Email** to [ereklamo@dswd.gov.ph](mailto:ereklamo@dswd.gov.ph)

Other workable strategies may be tapped in furthering the feedback mechanism and complaint resolutions such as:

1. Setting-up of information or grievance/complaint desks at the DSWD-Central and Field Offices;
2. Use of the social media platforms (e.g. Facebook, Twitter, Instagram, and others); and,
3. Mobilization of other existing grievance and redress management such as the 4Ps, Social Pension, etc.



**XV. FUNDING SOURCE:**

Funding Source	Indicators
1. Climate Change Adaptation and Mitigation (CCAM) Fund, GAA	<ul style="list-style-type: none"> <li>• Authorized expenditure consistent with the provisions under the GAA and in compliance with government accounting laws, rules and regulations.</li> </ul>
2. Quick Response Fund (QRF), GAA	<ul style="list-style-type: none"> <li>• Authorized expenditure consistent with the provisions under the GAA and in compliance with government accounting laws, rules and regulations.</li> </ul>
3. National Disaster Risk Reduction and Management Fund (NDRRMF), GAA	<ul style="list-style-type: none"> <li>• Authorized expenditure consistent with the provisions under the GAA and in compliance with government accounting laws, rules and regulations.</li> </ul>
4. Disaster Fund (DF), GAA	<ul style="list-style-type: none"> <li>• Authorized expenditure consistent with the provisions under the GAA and in compliance with government accounting laws, rules and regulations.</li> </ul>
5. Supplemental Funds as enacted for specific PPAs and target areas and beneficiaries	<ul style="list-style-type: none"> <li>• Authorized expenditure consistent with the provisions under the enacted supplemental budget.</li> </ul>
6. Cash donations	<ul style="list-style-type: none"> <li>• As authorized consistent with the intent of the donor.</li> </ul>
7. Support Funds from United Nations (UN), International Organizations (IOs) and other donors and partners	<ul style="list-style-type: none"> <li>• As authorized per approved project proposal.</li> </ul>

**XVI. EFFECTIVITY:**

This Memorandum Circular shall take effect immediately and supersedes any issuance inconsistent thereto.

Signed this 19<sup>th</sup> day of MAY, 2021 in Quezon City, Philippines.

  
**ROLANDO JOSELITO D. BAUTISTA**  
 Secretary

CERTIFIED TRUE COPY

24 MAY 2021

  
 CHLORELLA ALBOROZ-BARRACA  
 Administrative Officer III  
 Records & Archives Mgt. Division

### ANNEX A

#### Recommended List of Activities for Cash- and Food-for-Work, Training, and Caring

THEMATIC AREA	ACTIVITIES		
	Work	Training	Caring
Disaster Mitigation	<ol style="list-style-type: none"> <li>1. Retrofitting or Refurbishing of Public or Multi-Purpose Buildings, Evacuation Centers, School Buildings, Tribal Halls, etc.</li> <li>2. Cleaning and Sanitizing of Public Places</li> <li>3. Tree Planting for Slope Protection or Reforestation</li> <li>4. Rehabilitation/ Planting of Mangroves</li> <li>5. Clearing/Desilting of Waterways</li> <li>6. Repair of Water Supply Facilities</li> <li>7. Clean-up Drives</li> <li>8. Ripping</li> <li>9. Clearing/ De-clogging of Canals</li> <li>10. Recycling</li> </ol>	<ol style="list-style-type: none"> <li>1. IEC Campaign</li> <li>2. Participation in trainings, workshops, writeshops, etc.</li> </ol>	NA
Disaster Preparedness	<ol style="list-style-type: none"> <li>1. Prepositioning or Repacking of Food and Non-Food Items or Relief Resources</li> <li>2. Manual Hauling of Relief Resources</li> <li>3. Retrofitting or Refurbishing of Public or Multi-Purpose Buildings, Evacuation Centers, School Buildings, Tribal Halls, etc.</li> </ol>	<ol style="list-style-type: none"> <li>1. IEC Campaign</li> <li>2. Participation in trainings, workshops, writeshops, etc.</li> </ol>	NA

THEMATIC AREA	ACTIVITIES		
	Work	Training	Caring
	<ol style="list-style-type: none"> <li>4. Cleaning and Sanitizing of Public Places</li> <li>5. Tree Planting for Slope Protection or Reforestation</li> <li>6. Rehabilitation/ Planting of Mangroves</li> <li>7. Clearing/Desilting of Waterways</li> <li>8. Repair of Water Supply Facilities</li> <li>9. Clean-up Drives</li> <li>10. Riprapping</li> <li>11. Clearing/ De-clogging of Canals</li> <li>12. Recycling</li> </ol>		
Disaster Response	<ol style="list-style-type: none"> <li>1. Manual Hauling of Relief Resources</li> <li>2. Setting-up of Temporary Learning Spaces, Temporary Isolation Spaces, Temporary/ Transitional Shelters, Community Kitchens, Health Stations, and other facilities to deliver basic social services</li> <li>3. Communal Livestock</li> <li>4. Vegetable Community Gardening or Farming</li> <li>5. Road Debris Clearing</li> </ol>	<ol style="list-style-type: none"> <li>1. Participation in trainings, workshops, writeshops, etc.</li> </ol>	<ol style="list-style-type: none"> <li>1. Management of CFS/CDC</li> <li>2. Management of WFS</li> </ol>
Disaster Recovery and Rehabilitation	<ol style="list-style-type: none"> <li>1. Road Debris Clearing</li> <li>2. Retrofitting or Refurbishing of</li> </ol>	<ol style="list-style-type: none"> <li>1. Participation in trainings, workshops,</li> </ol>	NA

*\*Note: Additional activities may be identified based on assessment, validity, and applicability.*

THEMATIC AREA	ACTIVITIES		
	Work	Training	Caring
	Public or Multi-Purpose Buildings, Evacuation Centers, School Buildings, Tribal Halls, etc. 3. Cleaning and Sanitizing of Public Places 4. Tree Planting for Slope Protection or Reforestation 5. Rehabilitation/ Planting of Mangroves 6. Clearing/Desilting of Waterways 7. Repair of Water Supply Facilities 8. Clean-up Drives 9. Riprapping 10. Clearing/ De-clogging of Canals	writeshops, etc.	

*\*Note: Additional activities may be identified based on assessment, validity, and applicability.*