



Memorandum Circular No. 06  
Series of 2021

**SUBJECT: ENHANCED SUPPORT SERVICES INTERVENTION (ESSI) GUIDELINES FOR PANTAWID PAMILYANG PILIPINO PROGRAM BENEFICIARIES**

**I. Rationale**

The government recognizes the continuous effort of the Department in establishing programs that invest on human capital and improvement of basic services to the poor. This national poverty reduction strategy was signed into law on April 17, 2019 known as Republic Act No. 11310 or the Pantawid Pamilyang Pilipino Program (4Ps) Act.

It is also taken into account that the Republic Act No. 11291 or Magna Carta of the Poor seeks the establishment of a system of progressive realization to ensure the poor's full enjoyment of their rights to adequate food, decent work, relevant and quality education, adequate housing, and highest attainable standard of health.

DSWD in 2008, the Department of Social Welfare and Development implemented the Pantawid Pamilyang Pilipino Program which aims to break the intergenerational cycle of poverty through investment in human capital among poor families especially children by providing conditional cash transfer to improve health, nutrition and education. With the aim of the Pantawid Pamilya to be more inclusive, Modified Conditional Cash Transfer (MCCT) for Families in Need of Special Protection (FNSP) was conceptualized and implemented to maximize the reach of the conditional cash transfer program for the purpose of helping families and children in difficult circumstances overcome their situation and mainstream them to the regular CCT while generating appropriate resources and services in the community. The MCCT then catered Indigenous Peoples in Geographically Isolated and Disadvantaged Areas (IPs in GIDA), Homeless Street Families (HSF) and Families in Need of Special Protection (FNSP) in 2014. Aside from the conditional cash transfer intended for health and education, support services and interventions (SSI) were provided to uplift the socio-economic status of the MCCT beneficiaries.

To improve its service to the poor Filipino families, 4Ps in partnership with different organizations and academe conducted the following research studies:

- 2015, Joselito T. Sescon and Carla Magalona, *Rapid Appraisal of Homeless Street Families (HSFs) in the Cities of Manila, Quezon, Cebu, Tacloban, Zamboanga and Davao*
- 2017, University of the Philippines Population Institute (UPPI), *Assessment of the Modified Conditional Cash Transfer for Indigenous Peoples in Geographically Isolated and Disadvantaged Areas (MCCT-IPs in GIDA)*
- 2018, United Children's Fund (UNICEF)
  - Policy Brief no. 1 *Demystifying GIDAs: A Case for Getting the Unit of Analysis Right*
  - Policy Brief no. 2 *Bringing Education to the Fringes: No Mean Feat*

- Policy Brief no. 3 *How Culture Plays in the MCCT Condition of Expectant Mothers*
- Policy Brief no. 4 *Can the MCCT for IPs on GIDA Be More Inclusive?*
- Policy Brief no. 5 *IPs Speak: The MCCT Program and the View From Within*
- Policy Brief no. 7 *The Future of IP Learners from Non-Accredited Private Schools*
- 2019, Economic Research Policy Institute (EPRI), *Assessment of the Modified Conditional Cash Transfer Program for Homeless Street Families (MCCT-HSF)*
- 2019, University of the Philippines Los Baños Foundation Inc. (UPLBFI), *Women's Economic Empowerment and Leadership (WEEL)*

The research conducted by UPPI on demand and supply side of MCCT IPs in GIDAs resulted to policy briefs, which posted policy recommendations for government agencies to improve access to basic social services and livelihood opportunities. While the WEEL organize trainings on integrating community organizing in the identification and design of eco-cultural livelihoods in support to the SSI.

On the other hand, the Rapid Appraisal for Homeless Street Families identified three types of homelessness: transient, episodic and chronic. These types of homelessness should have distinct interventions that are immediately and easily accessed and appropriate for them.

These studies prove and verify that aside from the general poor that the 4Ps serves, the Indigenous Peoples and Homeless Families need a deeper intervention from the program because of their dynamics and way of living such as the observance of the Indigenous Knowledge, Systems and Practices (IKSP) among IPs and the movement of homeless families based on their economic needs. The intervention will help them cope with their situation to uplift themselves from poverty. Also, based on the research studies, the *support services and interventions* provided to these Homeless Families and Indigenous Peoples are factors that help these vulnerable sectors strive in life. The SSI was found effective and efficient. Ultimately, these collectively necessitate the strengthening and enhancement of the existing SSI guidelines of the program to:

1. Expand the program coverage particularly to include in the provision of SSI the Indigenous Peoples in the regular CCT program; and
2. Provision of additional services based on the needs of the beneficiaries and the community.

Further, it considers the program's role and contribution to the attainment of the 2028 DSWD Strategy as well as the two (2) strategic focus of the Department by ensuring the self-sufficiency of the program beneficiaries and further enabling the LGUs to provide social protection services to them.

Given the mandate of the 4Ps Act, the experiences and the results of research studies, the program has conceptualized and designed the **Enhanced Support Services Intervention (ESSI) Guidelines of Pantawid Pamilyang Pilipino Program** which will ensure that the Indigenous Peoples and Homeless Families will be able to achieve the objectives of the program amidst their existing disadvantages and vulnerabilities.

## II. Legal Bases

1. **Republic Act No. 11310 “Pantawid Pamilyang Pilipino Program (4Ps) Act”** stipulates that the State shall promote a just and dynamic social order thereby uplifting its citizens and vulnerable sectors 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
2. **Republic Act No. 11291 “Magna Carta of the Poor”** highlights the declared policy of the State to uplift the standard of living and quality of life of the poor and provide sustained opportunities for growth and development. It shall adopt an area-based, sectoral and focused intervention to poverty alleviation where every poor Filipino must be empowered to meet the minimum basic needs through the partnership of the government and the basic sectors. It is likewise vital that the State complies with its international obligations to end poverty in all its forms. Ensure and promote the health and well-being of all.
3. **Republic Act No. 8371 Indigenous Peoples’ Rights Act of 1997** call for the recognition and promotion of rights of Indigenous Cultural Communities/Indigenous Peoples (ICCs/IPs) within the framework of national unity and development. The state shall recognize, respect and protect the rights of ICCs/IPs to preserve and develop their cultures, traditions and institutions. It shall consider these rights in the formulation of national laws and policies.
4. **Philippine Development Plan 2017-2022** is geared towards the first medium-term plan to be anchored on the **0-10 point Socioeconomic Agenda** and is geared towards the Ambisyon Natin 2040 which articulates the Filipino people’s collective vision of a **MATATAG, MAGINHAWA, AT PANATAG NA BUHAY PARA SA LAHAT**. It also takes into account the country’s international commitments such as the **2030 Sustainable Development Goals**.
5. **Administrative Order No. 10 Series of 2018 Adopting the DSWD Strategic Plan 2018-2022** is an instrument to communicate desired outcomes and necessary strategies and critical activities to achieve the DSWD’s client-focused and organization-focused objectives, as well as the contribution of the Department to the national development goals.
6. **Pantawid Pamilya Indigenous Peoples Framework** serves as a declaration of policies and standard procedures in implementing 4Ps. This consists the updated strategies which are anchored in the full and meaningful indigenous people participation/ empowerment promotion of IP rights; and protection from any adverse results during the whole cycle of the development process.
7. **United Nations Declaration on the Rights of Indigenous Peoples, Article 21** exemplifies that the 1) Indigenous peoples have the right, without discrimination, to the improvement of their economic and social conditions, including, inter alia, in the areas of education, employment, vocation training and retraining, housing, sanitation, health and social security and, 2) States shall take effective measures and, where appropriate, special measures to ensure continuing improvement of their economic and social conditions. Particular attention shall be paid to the rights and special needs of indigenous elders, women, youth, children and persons with disabilities.



### III. Objectives

The Enhanced SSI Strategy aims to provide supplementary interventions to the indigenous peoples, homeless families and other vulnerable groups to be able to:

1. Meet their basic needs through convergence of programs and services, and ensure that they are ready to comply with the conditions of the program;
2. Uplift and improve the well-being of its partner beneficiaries through intensive case management; and
3. Ensure the full observance of the program safeguards specific for IPs and homeless families
4. Coordinate with relevant agencies and concerned LGUs on the provision of their other needs based on assessment.

### IV. Coverage

The Enhanced SSI is one the strategy of the CCT program to be inclusive, it targets the homeless families, IPs and other vulnerable groups within the 4Ps program beneficiaries who both have their unique dynamics and way of living in which having difficulty in complying with the standard guidelines thus needed support intervention for them to address their risks and vulnerabilities to be able to comply with the program conditionalities.

#### Area Coverage

- IPs living in geographically isolated and disadvantaged areas (GIDAs)
- Pantawid areas with high number of IPs/ICCs
- Highly urbanized cities/areas with high incidence of homeless families

#### Target Beneficiaries

##### A. Homeless Families

These are families who do not own or cannot afford for decent housing facilities for human habitation. Including those who find themselves living in the open air (such as in abandoned buildings and vehicles, sidewalks, parks, car parks, stations, cemetery, under the bridge) or in makeshift dwelling units with no basic facilities, push carts and do not enjoy security of tenure. These are families who have lost their homes due to natural and/or uncontrolled human-made phenomena.

##### B. Indigenous Peoples

Group of people or homogenous society identified by self-ascription and ascription of others who have continuously lived as organized community or communally bounded and defined territory, and who have under claims of ownership, since time immemorial, occupied, possessed and utilized such territories, sharing common bonds of language, through resistance to political, social, cultural inroads of colonization, non-indigenous religions and cultures, became historically differentiated from the majority of the Filipinos. Likewise include peoples who are regarded as indigenous on account of their descent from the populations which inhabited the country, at the time of conquest or colonization, or at the time of inroads of non-indigenous religions and cultures, or the establishment of present state boundaries, who retain some or all of their own social, economic, cultural and political institutions,



but who may have been displaced from their traditional domains or who may have resettled outside their ancestral domains.<sup>1</sup>

#### C. Other Vulnerable Groups

Those who are experiencing a higher degree of social exclusion and deprivation than the general population, and those who go through difficult circumstances and are exposed to risks which limit their resilience including farm workers, fisher folks, those in geographically-isolated and disadvantaged areas (GIDAs) including those in areas without electricity.

### V. Definition of Terms

*Culturally assimilated IPs* - These are non-IP who are recognized by the IP community because they have taken in the culture of the community. They are recognized by the IP community as one of them because they have assumed the values, behaviors and beliefs of the group.

*GIDA or Traditional IPs* - Those living in geographically isolated and disadvantaged areas (GIDA). These are IP who live as organized communities, bounded by territories identified by self-ascription and ascription of others.

*Homelessness* - A person or family is homeless in the absence and inability to have a permanent and secure shelter<sup>2</sup>

*Transitional Homelessness* - The most common type of homelessness. The initial stage of homelessness is where push factors dominate. These are people who have spent the least time homeless and those who still have a strong desire to extricate themselves from homelessness. When their efforts to remove themselves from homelessness fails, they may join the long-term homeless.

*Episodic Homelessness* - At this stage the Push and Pull factors are combined in the decision-making process of the homeless person and family. Any "push" could tip them in one direction or the other. They regard their homeless circumstances less negatively than the transitionally homeless. Although they hope to stabilize their lives, such hope is edged with despair.

*Chronic Homelessness* - They have no realistic hopes for the future. Homelessness has been accepted and they tend to be content with their lives, some claiming to have 'chosen' this lifestyle. They have accommodated themselves to being homeless. The pull factors dominate obviously because of significant time interval. The push factors do not matter anymore because they happened already years ago.

*Program Framework* - a management tool that clearly conveys the objectives of a program, what are the factors that affecting the attainment of goals and how does the program utilize and/or mitigate them in order to attain the intended results and outcomes.

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<sup>1</sup> Indigenous Peoples Rights Act of 1997

<sup>2</sup> Rapid Appraisal on HSFs in Six Cities, 2015, Joselito T. Sescon



*Push Factors* – The reason behind why a person/family is being driven to homelessness. Examples are marital problems, family problems, unemployment, lack of money, demolished homes, disaster, calamities, substance abuse and mental health problems.

*Pull Factor* – The reason behind why a person/family is attracted or encouraged to stay in the streets or to stay homeless. Examples are because they meet people having the same situation and consider them as their new family, they can find instant temporary jobs, and they find the streets as their home, lack of affordable and appropriate housing, loss of housing and have access to different opportunities.

*Convergence of Programs and Services* – Within the framework of a national poverty alleviation strategy and a holistic social protection program, the various agencies of government implementing multi-stakeholder programs and services for the poor shall guarantee that the same complement and converge seamlessly with the aim of ensuring that the targeted household-beneficiaries are alleviated from poverty and remain non-poor even after the prescribed maximum period for the conditional cash grant. Such convergence shall focus on the enhancement of operational efficiency and strengthening of inter-agency partnership.

*Eco-cultural livelihood* – A livelihood that does not undermine and degrade the natural resource base of a community; does create imbalance in the natural ecosystem. Livelihoods that are sustainable considers values, meanings, customs and knowledge system that affirm identity and diversity and play a key role in sustaining livelihoods.

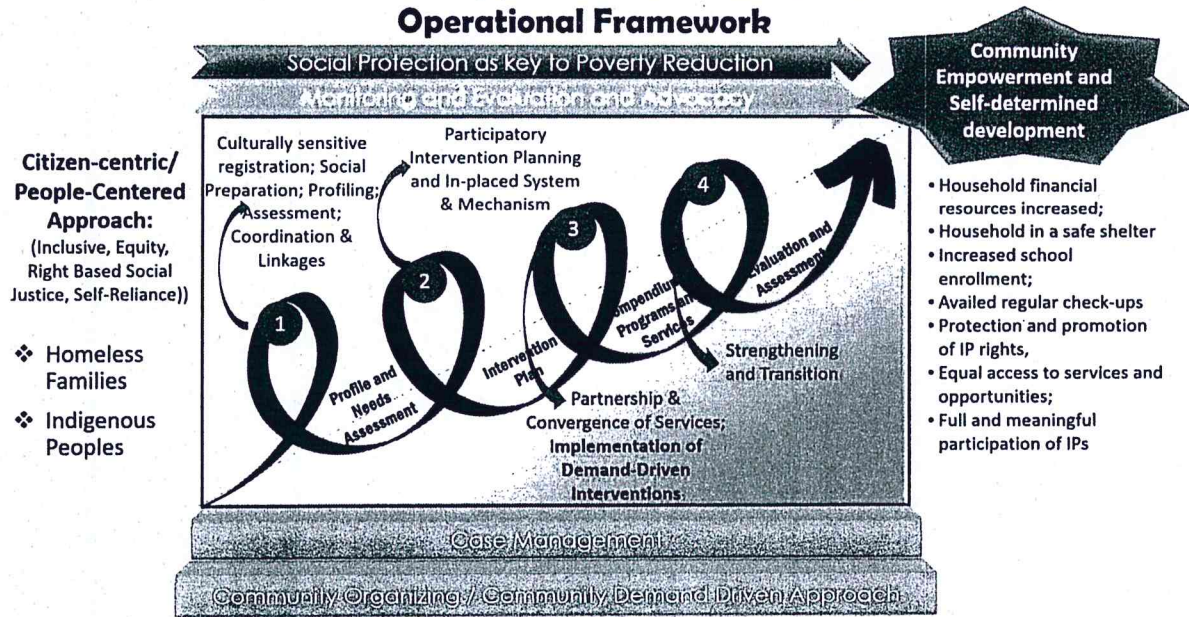
## **VI. Enhanced SSI Operational Framework**

The Enhanced SSI operational framework is focused on (1) responding to the partner beneficiaries' demands or needs identified even during pre-implementation of the program, (2) increasing their involvement in community planning, implementation, monitoring and evaluation in coordination with partner agencies/institutions, and (3) engaging them to find solutions to their difficulties towards self-determination and community empowerment through case management and following the Community Organizing approach to ensure a community-driven development and Convergence Strategy of programs and services.

The operational framework of the Enhanced SSI centers on the four spiral stages of development. It symbolizes action-reflection-action cycle in social work and community development. In every action comes critical reflection which is always part of continuous learning, development and analysis of ways to improve a certain project or intervention.

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## Enhanced Support Services Intervention Operational Framework



Enhanced SSI Interventions Operational Framework<sup>3</sup>

As illustrated, the gradual ascending of spirals refer to the phases of community organizing, levels of consciousness and the level of participation of the beneficiaries. The box is divided into two portions with the upper left (white) signifying the level of participation of the program while the lower right (yellow) pertains to that of the beneficiaries. The first spiral shows that program staff are in the upper left part of the diagram where the ones doing most of the work. However, as it progresses the subsequent spirals gradually become more geared towards the lower right portion of the diagram which implies the increasing level of participation of the beneficiaries. While beneficiaries eventually become empowered, amount of work and influence of program staff becomes little and eventually phase-out by keeping the individual or community sustainable/self-sufficient. Therefore, it is important that the decision-making comes from the individual or community with the proper guidance of the program staff.

### A. Elements

The Enhanced SSI operational framework is characterized by two major elements which are case management and community organizing. (1) **Case management** shall be the approach to meet the needs of IPs and homeless families through the process of assessment, planning, facilitation and advocacy for options and services. It is essential to understand the challenges and needs of the indigenous peoples and homeless families holistically and to be able to resolve and address these by linking them to support services. The program implementer assigned shall be responsible in arranging,

<sup>3</sup> Spiral – change theory/action-reflection-action in every stage of development

Gradient color and diagonal line – program staff are the ones doing all the work during the first stage. While beneficiaries eventually become empowered, amount of work and influence of program staff becomes little and eventually phase-out by keeping the individual or community sustainable/self-sufficient

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coordinating, monitoring, evaluating and advocating for package of services to address the partner beneficiaries' needs through a "therapeutic" relationship with the partner beneficiaries to engage them as much and as proactively as possible in identifying their own needs and empower them to identify solutions to them.

On the other hand, (2) **Community Organizing (CO)** is the approach in achieving community-driven development (CDD) that is characterized by the movement of responsibility over resources and planning decisions to local decision-makers to accurately and efficiently identify the needs on the ground especially for Indigenous Cultural Communities. The Enhanced SSI intends to become a platform to empower communities by establishing or strengthening peoples' organizations. Empowering communities to take charge of their own development may also lead to long-term effects on how they perceive their own role in governance, with improvements in accountability, transparency, and the quality of decisions.

### **B. Principles**

The framework adheres to the citizen-centric/people-centered development approach which focuses on improving local communities' self-reliance, social justice, and participatory decision-making. The Enhanced SSI framework respects the cultural diversity of peoples and communities to make decisions for themselves that will lead to greater independence and self-worth. Lastly, the program believes that using rights-based principles promotes welfare and dignity of every human being.

### **C. The Four (4) Phases of the Enhanced SSI Framework**

The operational framework of the Enhanced SSI centers on the four spiral stages of development. The spiral symbolizes action-reflection-action cycle in social work and community development. In every action comes critical reflection which is always part of continuous learning, development and analysis of ways to improve a certain project or intervention. It is important that the decision-making comes from the individual or community with the proper guidance of the program staff. As illustrated, a gradual ascending of spirals which refer to the phases of community organizing and levels of consciousness.

In the implementation of the four phases of the Enhanced SSI, program implementers shall observe internal convergence with the Sustainable Livelihood Program, KC-NCDDP and other programs of the agency in various levels whenever appropriate to seek technical assistance and other support in the conduct of activities and implementation of the projects. For IPs, in particular, constant coordination and updating with the National Commission on Indigenous Peoples shall be ensured. Further, the direct participation of all stakeholders in the ESSSI activities shall be subject to the consent of the community.

The following are the general process of the Enhanced SSI framework:

#### **a) SOCIAL PREPARATION PHASE**

The first spiral phase of the framework is social preparation which is primarily focused on setting up the necessary arrangements and conduct of preliminary activities to ensure efficient and effective program implementation. This phase consists of two (2) major activities which are the conduct of Enhanced SSI



orientation and community/beneficiary profiling whose major procedures are as follows:

**a.1 Enhanced SSI Orientation**

In the initial stages of implementation, the 4Ps program conducts series of program orientation to all stakeholders particularly to program implementers, the local government units, and the partner beneficiaries. These orientation activities include the discussion on the Enhanced SSI framework, its objectives and procedures. In the field level the following are the sub-activities that should be conducted within the first two (2) months after registration:

**a.1.1 Enhanced SSI Orientation of the Municipal Advisory Committee (MAC)**

An orientation meeting shall be conducted in the MAC level with emphasis on the general procedures of the framework and the expected roles of each stakeholder. IP representation should be ensured thru the IP Mandatory Representative/s (IPMR) or the IP leader/s in municipalities with IP areas. Apart from the framework orientation, the assigned program implementer shall present initial data on the areas within the locality where target program beneficiaries are identified. Further, sources of secondary data for the household/community profile shall be discussed. By the end of the activity, the participants in the activity should be able to develop an initial action plan on how they can implement the social preparation phase to include the conduct of community orientation and community/household profiling.

**a.1.2 Community Orientation**

The beneficiaries and the community shall be oriented on the objectives of the Enhanced SSI provided to ensure the successful implementation of the projects. This shall also serve as a venue to discuss the partnership between the Department and the beneficiaries, and initially assess the needed skills, competencies and abilities of the beneficiaries and communities in developing sustainable projects. It also aims to develop beneficiary/community's sense of ownership of the project.

In coordination with the LGU as agreed during the MAC orientation, program implementers shall conduct community/household orientation on the framework with emphasis on the objectives, procedures and their expected roles on top of the overall program orientation. In preparation for this activity, the program implementers may conduct coordination meetings with key persons from the beneficiaries and/or IP leaders in IP communities to effectively manage the activity. For IP areas, coordination with NCIP shall be observed. The activity shall be considered as part of their Community/Family Development Session and shall be a venue where partner beneficiaries and community members can raise clarifications and inquiries on the program. During the activity, the areas identified with IP beneficiaries in the

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community shall be validated with the community members and shall be amended based on the results. By the end of the activity, a tentative timeline shall be agreed upon by the community and the implementers regarding the major activities of the ESSI strategy for the year. A documentation report containing the discussions and agreements shall also be submitted to the Regional Program Management Office. Copies of the documentation shall also be provided to the NCIP, MAC members and the community thru official endorsement.

### ***a.2 Community/Beneficiary Profiling***

The second major activity under social preparation is the conduct of community and beneficiary profiling. This activity involves the documentation and collection of pertinent information about the partner beneficiaries as well as the immediate environment they are in. The community and beneficiary profile that will be developed is the major output of the social preparation phase and will serve as one of the bases for program implementers and partner stakeholders in identifying the needs and appropriate interventions for the partner beneficiaries of the program and, in extension, their community.

A community profile template shall serve as set the minimum information required but can be enhanced and expanded as needed. For IP communities, the community profile shall emphasize the Indigenous Knowledge, Systems and Practices (IKSP) of the concerned IP groups such as their indigenous political system, sacred areas, etc. subject to Free, Prior and Informed Consent (FPIC). Consequently, the community profile that will be developed shall be completed with full participation of the community members especially the partner beneficiaries. It shall be continuously updated and enhanced while the program is still being implemented in the area. Consequently, community immersion and rapport-building with the locality is crucial in the continuous collection of data. Program implementers shall ensure that the community shall be provided a copy of the community profile for their reference and perusal. Further, consent from the community should be secured before sharing the document to any person/group and/or organization with clear information on the objective and use of the profile.

To initiate the profiling, program implementers shall coordinate with the LGU and other stakeholders in the locality including SLP and KC-NCDDP (if available in the area) to collect and review secondary sources of data about the community which will then be re-organized into a comprehensive community profile based on the community profile template. The consolidated data shall then be subjected for validation and updating with the partner beneficiaries and other relevant persons/institutions. Program implementers shall also ensure the completion of the required information in the community profile template in coordination with the partner beneficiaries and their community. Primarily, the collection of data can be acquired through various means such as key informant interviews, focused-group discussions, etc. The Community and Family Development Sessions (CFDS), especially during the first six months of implementation, can serve as a platform for program implementers in completing the community profile.

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## **b) PARTICIPATORY INTERVENTION PLANNING PHASE**

The second spiral phase of the framework is the participatory intervention planning phase where the partner beneficiaries, their community and the program implementers collectively develop intervention plans through the identification of projects and services based on their needs. This phase shall commence after the first six (6) months of program implementation at the earliest and requires certain conditions that should be met. First, by this time, the program systems and processes including case management, updating, compliance verification and other program mechanisms should already be in place and are conducted efficiently and in sync with each other through the Pantawid database. Second, partner stakeholders, especially the MAC members and the partner beneficiaries, should already be cognizant and are able to deliver on their roles and commitments in the program. Last and most importantly, the first version of the community profile should already be completed and available.

There are three (3) major activities of these phase are the core group formation and Participatory Intervention Planning as follows:

### ***b.1 Core Group Formation***

During the completion of the community profile, program implementers should also take note of locals who can provide and/or validate information about the people and the community as a whole. These people must also possess existing or potential leadership qualities that can be tapped by program implementers in organizing the members of the community. Some of these qualities are good communication skills, a certain degree of influence among community members, has a firm grasp of the situation and problems in the community and are willing to commit and contribute towards addressing them. Possible candidates in the program are the parent leaders and community leaders. In IP areas, existing leaders from their indigenous political structure can be one of the sources of the core group members. Upon identification, program implementers should engage with these individuals and facilitate the formation of a core group/s which shall become the foundation in organizing the whole community. Small group discussions may be facilitated by the program implementers for the core group members to share insights and ideas in understanding of and how to move forward from their current situation in the community. Further, the program implementers may seek support from partner stakeholders in developing the skills of the core group members. Once formed, the core group/s shall develop a plan on the conduct of Participatory Situational Analysis (PSA) which will involve the partner beneficiaries and the rest of the community in coordination with their assigned program implementer.

### ***b.2 Participatory Situational Analysis***

The subsequent activity following the core group formation is the conduct of the PSA which involves community members collectively identifying the problems in the community, its root causes and how it can be addressed. In order to realize this, the program implementer should work together with the core group members in conducting preparatory activities such as setting the schedule and venue, informing the community members, familiarization on the materials to be used, etc. Program implementers shall use various PSA tools in the facilitation



of the actual conduct of the activity such as community mapping, stakeholders mapping, problem-tree analysis, solution-tree analysis, etc. At this time, the community profile is a crucial reference point for the community in responding to the PSA tools. By the end of the activity, the community should have already identified the issues and needs in their community and is sorted based on priority/urgency. Other factors relevant to these issues such as the available resources in the community and existing potential stakeholders as well as the physical and other barriers that should be considered in the development of projects and activities that will address them. The whole process of the PSA should be fully documented especially the outputs and agreements. The PSA results will not only be used as reference in the development of the Participatory Intervention Plan (PIP) but also in the conduct of case management of the beneficiaries of the program. Further, availability of PSA result done by other stakeholders or program implementers (eg. KALAHI-CIDSS NCDPP) can be maximized and used for this purpose.

### ***b.3 Participatory Intervention Planning***

As the major output of the 2<sup>nd</sup> phase of the strategy, the Participatory Intervention Plan (PIP) contains the projects and activities that will address and respond to the identified issues and problems during the PSA. Consequently, the assigned program implementer in the community together with the core group members shall facilitate the creation of the plan with the community.

The PIP should reflect a clear and logical sequence of projects that are appropriate and sustainable to each identified issue. Each project should have its corresponding objectives, resource requirements, desired output, etc. The identified projects in the PIP should consider the complementation or continuation of existing programs and projects in the area which directly benefits the beneficiaries and communities. Also included in the PIP shall be the monitoring and evaluation process of each activity with identified timeline and responsible person. The Barangay Development Plan, the Ancestral Domain Sustainable Development and Protection Plan (ADSDDPP) and other existing plans shall be considered during actual planning. The planning should also consider the available services and support of local stakeholders as identified during the profiling and the PSA. Several committees may also be created among the members of the community who will be responsible of specific tasks/deliverables towards the implementation of each project.

Representatives may also be selected by the community members who shall present the PIP to the Municipal Advisory Committee. The assigned program implementer shall provide guidance and technical assistance to the chosen representative in preparation for the PIP presentation. At this point, coordination with the MAC should already be done to include the PIP presentation as one of the agenda in their next meeting.

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### **c) SUPPORT SERVICES INTERVENTION IMPLEMENTATION PHASE**

The third spiral phase generally pertains to the implementation of the support services interventions (SSI) in response to the PIP of the community. The SSI are a menu of projects and services that are aimed towards addressing the barriers and vulnerabilities that hinder the Indigenous Peoples and homeless families in actualizing the objectives of the program. However, included in this phase is the implementation of non SSI-funded projects which are those that are aimed to respond to the priority needs of the community but are outside the scope of the SSI. There are three (3) major activities under this phase as follows:

#### ***c.1 PIP Presentation in the MAC***

The chosen representatives of the community shall present the PIP to the MAC members with the assistance of the program implementer. The objective of this presentation is to inform/update the MAC members on the problems and needs of the community as well as soliciting support from them in the indicated projects and activities. At this point, the program implementer him/herself should already be able to identify which of the projects in the PIP can be supported by the program through the SSI. Clarifications should also be provided during the meeting that only those PIP projects that coincide with the SSI menu shall be funded based on the availability of funds. Projects that are not compatible with the SSI menu and/or cannot be fully funded by the SSI shall be subject for solicitation from other sources. In particular, the meeting shall also discuss plans on how to coordinate and engage the relevant agencies and stakeholders in addressing the urgent needs of the beneficiaries/community that cannot be funded by the SSI. Concerns such as the permanent housing for homeless families should be discussed including the engagement with the National Housing Authority. The MAC and the community may decide to tap into other potential partners outside the locality if necessary. The assigned program implementer shall ensure that a copy of the minutes of the MAC meeting containing the discussion and agreements shall be provided to the community. The community representative shall provide feedback to the community on the results of the presentation for appropriate action. The community may opt to amend and finalize their PIP based on the results of the presentation.

#### ***c.2 Development of Project Proposals***

The program implementer shall assist the community in crafting the corresponding project proposal based on the finalized PIP of his/her assigned community. The project proposal should clearly describe what identified issue the project intends to address and how it will be done. In addition, a participatory monitoring and evaluation mechanism should be included in the proposal. A template of the project proposal is provided under Annex A of this guideline. This activity will not only result in the creation of project proposals to request for funding and support from the partner stakeholders but also strengthen the community relationships as well as capacitate and prepare the community on how they can do this on their own. The assigned program implementer and the core group members should review each proposal for correctness and completeness. Coordination with the MAC and other agencies may be required in order to reflect the observance of national laws and local ordinances related to the project.



For SSI-funded projects, the budget allocation will be based on the eligible partner beneficiaries of the community. However, the assigned program implementers shall ensure that the design of each project can result indirect benefit/s to the community as much as possible especially in IP communities. Once finalized, the proposals, along with its complete attachments and the approved PIP of the community, shall be endorsed to the Provincial Operations Office for further review and subsequently endorse them to the Regional Program Management Office (RPMO) for approval.

For non SSI-funded projects, the assigned program implementers shall also provide technical assistance in the development of the communication letters, project proposals and other documents that may be necessary. The said documents will then be endorsed to the concerned agencies and/or other potential stakeholder for their consideration. Several coordination activities and meetings may be needed before the successful funding from the target stakeholder. The MAC and the Regional Program Management Office shall provide assistance to the community in soliciting support for the non SSI-funded projects.

### ***c.3 Project Implementation and Monitoring***

The PIP projects shall be implemented according to the approved project proposal. Assistance may also be requested from the LGU and other relevant offices in ensuring that all specifications in the proposals are met especially those that underwent procurement processes. The program implementers may conduct meetings on the specific tasks and deliverables of each responsible person/groups. For non-SSI projects, program implementers shall provide assistance to the community through the created committees and focal persons in coordinating with the concerned partner stakeholders. Further, the community in coordination with the MAC and the program implementer shall continue their engagement efforts to potential partners for the non SSI-funded projects that are still lacking financial and other support. The monitoring and evaluation system in all projects in the approved PIP shall be executed based on the set timeline and procedures. Regular updating of the status of implementation will form part of the agenda in every CFDS.

### **d) STRENGTHENING AND EXIT PHASE**

The fourth and final spiral stage of the framework is the strengthening and transition phase wherein the partner beneficiaries and their community are preparing for their eventual exit from the program by further strengthening their partnerships with partner stakeholders. Specifically, this phase prioritizes that the partner beneficiaries can access the basic social services and having a sustained source of income that would keep their children learning, healthy and nurtured by a family. Further, household beneficiaries should have undergone case management facilitated by program implementers to address the major bottlenecks that hinder them from getting out of poverty and accessing basic social services. The major activities of this final phase are:

#### ***d.1 PIP Assessment***

At this point in the program implementation, the PIP projects of the community should have already been implemented and are evaluated on its effectiveness to address the indicated community issue. The assessment process shall be based on the monitoring and evaluation system in the approved proposal. The best practices, effective innovations and strategies identified during the assessment should be documented. The assessment shall be done in a participatory manner and whose results may necessitate supplementary activities and services. These additional projects will be designed to ensure the sustainability of the gains of the interventions as well as strengthen the capacity of the partner beneficiaries in preparation for their graduation from the program. It should be noted, however, that the supplemental projects under SSI should not exceed 50% of the budget of the primary project.

Aside from this, the PIP itself shall be reviewed and evaluated in order to determine the remaining and/or recently discovered needs and problems in the community. However, the program shall no longer fund these new projects but instead assist the community in coordinating with relevant partners and stakeholders which was similarly done with the non SSI-funded projects.

#### ***d.2 Exit and Referral***

The major output in this activity is the conduct of referral of household beneficiaries to government and non-government institutions that will provide partner beneficiaries and their community with support and opportunities beyond their stay in the program.

The activity shall start in the presentation of the PIP assessment results to the MAC to solicit for support and integrate these projects in the local development plan of the concerned barangay or municipality. The MAC shall then deliberate on developing a transition and referral plan for the partner beneficiaries and their community after graduating from the program. The said plan shall be endorsed to the regional partnership focal person for monitoring and follow-up.

### **VII. Support Services Intervention Projects**

The Support Services Interventions progressively address the complex and multi-faceted concerns of the Pantawid beneficiaries and, in extension, their communities. The SSI are not only meant to address the urgent needs and problems of the beneficiaries but are also a means for them to be capacitated and empowered through their ownership participation in all the processes of the funded projects. These interventions also serve as safeguards for beneficiaries to access development interventions pending those coming from their respective LGUs and the NGAs due to physical, fiscal and cultural barriers. Furthermore, while the SSI projects should be designed as sustainable as possible, it should be complemented by establishing long-term partnerships with relevant agencies and local stakeholders that can address the current and future needs of the community even beyond the implementation of the program.

The provision of these projects shall be based on the PIP as well as the non-availability of similar projects from other DSWD programs, the LGU and other partner stakeholders. Subsequently, the funding and implementation of these projects will require program implementers and the LGU to seek and/or establish mechanisms to ensure provision of similar projects outside the program by the strengthening and exit phase.

The Community Facilitators and/or the Municipal Links assigned in the area shall be the main implementer of the SSI and in the operationalization of the Enhanced SSI process. They shall be working together with the members of the Municipal Action Team (MAT) as well as other stakeholders within (e.g. KC-NCDDP, SLP, etc.) and outside the agency whose specialization and expertise are necessary for specific projects/tasks.

## **1. ECO-CULTURAL LIVELIHOOD ASSISTANCE AND INCOME GENERATING PROJECTS**

The eco-cultural livelihood assistance and income generating projects are intended to increase the economic capacities of the target beneficiaries. This package shall be provided to eligible beneficiaries who cannot be accommodated by the existing livelihood and economic development programs of the agency and the LGU due to limited fiscal and physical capacity. This includes provision of capital assistance for small income generating projects and competency building for livelihood for skills training and/or education to enhance their skill to operate eco-cultural livelihood. Also, assistance for pre-employment shall be provided to qualified beneficiaries as augmentation for expenses in securing employment documents and transportation. The ELAIGP aims to develop the capacity of beneficiaries in engaging to income-generating projects or to seek employment leading to a more stable source of income for their families. It shall be provided to eligible beneficiaries in the absence of regular livelihood programs/projects of the local and national government:

### **a) Competency Development for Livelihood Grant (CDLG)**

The Competency Development for Livelihood Grant (CDLG) is utilized for the acquisition of skills, knowledge, and other inputs necessary to enhance their productivity and/or profitability in starting and managing livelihood and/or enterprise. Each eligible beneficiary can avail up to a **maximum of fifteen thousand pesos (Php15,000.00)** of CDLG per training per year. The competency development for livelihood can be in the form of workshops, Technical Vocational Education and Training (TVET) Courses, orientation and practical application or modular courses such as Micro-Enterprise Development Training (MEDT)<sup>4</sup> **(See attached module)**

### **b) Capital Assistance Grant (CAG)**

Capital Assistance Grant refers to financial assistance given to qualified Pantawid beneficiary per household who wish to engage in livelihood or income-generating projects.

The amount of CAG that can be availed will be based on the required capitalization outlined in the submitted and approved project proposal, not

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<sup>4</sup> Revised MEDT module adopted from Sustainable Livelihood Program was made to be more suitable for the qualified Pantawid beneficiaries





exceeding a **maximum of fifteen thousand pesos (Php15,000.00)** per individual or for every member of the community group.

**c) Grant for Pre-Employment Assistance (GPEA)**

The Grant for Pre-Employment Assistance aims to provide pre-employment assistance to augment expenses in securing employment documents and transportation in order to provide opportunities for the beneficiaries to access quality jobs.

Qualified Pantawid members in the roster at least 18 years old at the date of employment are qualified for the provision of GPEA. The said member should have at least one (1) certification that supports or enables high employability chances (ie. Training Certification from TESDA and others) and must have available potential or guaranteed employer which offers a minimum of six (6) months employment duration.

The maximum grant amount that an eligible beneficiary may receive is **five thousand pesos (Php5,000.00)**. Exact amount should be determined both by the worker and the beneficiary using the GPEA Individual Assessment Form (Annex C.1). In case where the determined amount is lower than the maximum ceiling only the exact amount shall be provided to the participant. Expenses in excess of P5,000.00 may be accessed from other partners and/or absorbed as counterparts of the beneficiaries.

\*Only one (1) member per household may avail LAIGP with the following condition/s:

- ✓ If the **CDLG and CAG** are both availed by the individual per household, **the total maximum amount** shall be **twenty-five thousand pesos (Php25,000)** and ensure that the provision of CAG shall be subsequent and related to the CDLG
- ✓ **GPEA** may be availed by any qualified Pantawid beneficiary per household one at a time per year and the may be utilized together with CDLG by the same member. However, **GPEA could not be availed** by the household at the same time within the year if household has already availed **CAG**.

*\*Table 1 One Member per HH Availing LAIGP*

Household Composition		CDLG	CAG	GPEA
Household 1	Member 1	✓	✓	×
Household 2	Member 1	✓	×	✓

**2. COMMUNITY AND YOUTH DEVELOPMENT PROJECTS**

Community organizing and youth development aims to strengthen the participation of beneficiaries in the conduct of community development activities. These include values formation trainings for the community or families, volunteers' development, leadership training, and other community development activities aimed at enhancing the knowledge, skills and attitude of members of the community such as but not limited to women, elderly, and person with disabilities (PWD), parent leaders, community leaders, and youth leaders towards empowerment in terms of managing their resources, advocating for their needs, assisting them to secure important documents to establish

their identity used for health, education and employment and/or addressing issues and concerns in the community.

### **3. SMALL-SCALE COMMUNITY PROJECTS**

Small-scale community project aims to address the identified community needs and/or felt needs of the beneficiaries within the **Purok/Sitio level**. Areas eligible of this intervention are those that do not have access to similar programs/projects from the local and national government. High priority shall be given to projects that aims to address and/or alleviate problems pertaining to food, water, sanitation, farm-to-market road, disaster, and small infrastructure. These projects include such as but not limited to small access infrastructure that will help the beneficiaries comply with the conditions of the program. These will also provide support for their economic activities such as equipment for Common Service Facilities/ Manufacturing or Processing Facilities. They will also be given opportunity to have access to basic services such as but not limited to communal water supply, sanitation facilities, risk reduction projects, rehabilitation and a community kitchen to address food insecurity in which the community has identified in coordination with the LGU.

There should be **a minimum of five (5) qualified Pantawid household beneficiaries in a group/community** in order to avail the small-scale community project with a **maximum grant amount of twenty-five thousand pesos (Php25,000.00) per household beneficiary**. While the **total maximum amount for group/community** shall receive **three hundred seventy-five thousand pesos (Php375,000.00)** and expenses in excess of the total project cost shall be accessed through the LGU or other partners/institutions.

Also, the small-scale community initiated projects shall serve as a venue to strengthen the capacities of the community towards having ownership in moving towards their self-determined development while ensuring the preservation of culture and tradition. These projects shall also serve as means for strengthening relationship since not only the beneficiaries will benefit from the identified project but also the whole community especially those hard to reach areas.

### **4. ALTERNATIVE FAMILY HOME (AFH)**

The Alternative Family Home aims to provide house rental subsidy for the qualified Pantawid beneficiaries in order to ensure compliance with the conditions of the program. In particular, the AFH shall also be the means for the program to provide permanent housing for homeless street families in coordination with the Department of Human Settlements and Urban Development (DHSUD) and the concerned Local Government Units (LGUs).

The AFH intends not to incentivize the homeless families to stay in the street but rather prevent the episode of homelessness within the household clientele. The AFH is provided based on the assessment of the worker considering the push and pull factors of staying in the street. Strengthen convergence and LGU partnership should be facilitated to improve response to homelessness, the assessed need of the homeless families outside the agency's mandate should be referred to LGU and other stakeholders. Moreover, the need to develop an approach to track department's response including

other stakeholders (CSOs and Faith-based organizations) in reducing and ending homelessness."

The following are the qualified Pantawid beneficiaries who may avail the AFH grant:

- a) **Homeless Street Families** including Itinerant IPs who wish to get a stable and decent abode but do not have provinces to go back or do not want to return to their places of origin due to lack of opportunities, conflicts within the area, distance or inaccessibility to services shall be referred to available housing facilities or the household may determine available shelter near the place of their economic activities. The household may be provided with rental subsidy based on assessment of the Pantawid field staff for a maximum amount of **six thousand five hundred pesos (Php6,500.00)**/month for twelve (12) months and subject for assessment on the 11<sup>th</sup> month if there is a need to continue the rent subsidy for another six (6) months at the maximum. Since households may avail other interventions, it will help the HSF obtain a stable source of income and eventually have their own permanent place to live in.
- b) **IPs in GIDA beneficiaries enrolled in High School** who are the monitored son/daughter, grandson/granddaughter needing temporary shelters/lodging near their schools may avail AFH rent subsidy for a maximum amount of **twenty thousand pesos (Php20,000.00)** per student per school year provided that they do not have other higher education scholarships/grants or with scholarship/grants but not provided with board and lodging expenses.
- c) **Pregnant IP women in GIDA** who belong to the succeeding pregnancy and having pregnant status in the program Information System specifically those household head (female) and members whose relation to the head is wife/spouse, daughter, granddaughter, and daughter-in-law needing a halfway house near the birthing facility may be provided with AFH rent subsidy. AFH shall serve as a one-time rental subsidy with a maximum amount of **four thousand five hundred pesos (Php4,500.00)** per month provided for a maximum of two (2) months (1 month before expected date of delivery and 1 month after giving birth). Only those households who have not reached the maximum children for education monitoring shall be eligible and will only be provided once.

##### 5. CASH FOR WORK (CFW)

Cash for Work shall refer to a short-term intervention providing an allowance or stipend to program beneficiaries participating in or undertaking preparedness, relief, rehabilitation or risk reduction projects in their communities. The CFW project under this guideline shall not be limited to disaster-related community projects but shall also include identified community development activities that may be deemed necessary by the community to respond to the development needs of the Pantawid beneficiaries particularly the HSFs, IPs and other vulnerable groups.

Projects under the scheme of CFW shall have a **maximum of eleven (11) days** with payment rate of **100% of the prevailing regional minimum wage** per individual at the time of the project proposal preparation. **CFW** may be availed by any adult member of the Pantawid household roster **one at a time** and may be availed together with other component by the same individual/household.

Grant for CFW is intended for allowance or stipend only, other requirements (ie. Materials, equipment, tools etc.) to fulfil the CFW project shall be coordinated with other stakeholders including LGU and other government or non-government agencies.

## VIII. General Provisions

1. **Target Beneficiaries.** Active qualified beneficiaries as specified in the guidelines can avail the projects.

A specific intervention component may be availed by any qualified beneficiary per household and may be utilized together with other intervention component however with the following condition/s:

For individual/household availing the **LAIGP**:

- a. If the **CDLG and CAG** are both availed by the individual, **the total maximum amount shall be twenty-five thousand pesos (Php25,000.00)** and ensure that the provision of CAG shall be subsequent and related to the CBLG.
  - b. **GPEA** may be availed by any qualified beneficiary per household one at a time per year and may be utilized together with CBLG. However, **GPEA could not be availed** by the household at the same time per year **with CAG**.
2. **Procedure.** The implementation of the interventions shall be conducted based on procedural mechanics established herein (**See Annex**).
  3. **Responsibility of the DSWD Field Offices.** Regional Program Management Office (RPMO) shall facilitate provision of support to the implementation of the Enhanced SSI guidelines with the Regional Director (RD) as the overall responsible and accountable person in the implementation.
  4. **Capacity-Building for SSI Implementers**  
The program shall allocate funds for the provision of one (1) capacity-building activity per year for all SSI implementers within the agency, including those from other programs to ensure the successful and efficient implementation. The funding for this annual training shall be a separate allocation to the regional offices and shall not be charged under the SSI fund.
  5. **Internal and External Convergence.** Close coordination and collaboration with the different national agencies, local government units and other stakeholders shall be facilitated in the implementation. DSWD as the lead agency shall ensure internal convergence which includes overseeing and provision of technical support to the over-all management and implementation. It shall also ensure allocation of funds for the implementation of projects/interventions. External convergence shall also be observed and implemented particularly by the members of the National Advisory Council and of its corresponding regional counterparts per RA 11310. Other agencies including National Commission on Indigenous Peoples (NCIP), Department of Human Settlements and Urban Development (DHSUD), Local Government Units (LGUs) and other stakeholders such as Civil Society Organizations/Non-Government



Organizations who plays a vital role in providing services and support for the IPs, Homeless Families and other vulnerable shall be ensured.

6. **Project Proposals.** The Pantawid field staff in accordance with projects determined by the beneficiaries shall draft the project proposal (**Annex A**) in direct consultation with the beneficiaries and submit with complete supporting documents prescribe in the Procedure. For projects such as Livelihood and Income Generating Projects it has to be accompanied by a simple project study. This shall be reviewed by the DSWD field supervisor, endorsed to the RPMO for further review and consolidation of the appropriate Focal Person within one week and endorsed to the Regional Program Coordinator (RPC). Upon review, the RPC shall endorse the proposal to the Regional Director (RD) for approval within one week.
7. **Monitoring.** The DSWD FO shall conduct monitoring visits to determine and assess the implementation and ensure completion of the project plans, targets and key deliverables as basis for the provision of technical assistance and reporting accomplishments.
8. **Evaluation.** The Pantawid Pamilya – NPMO shall conduct yearly evaluation of the SSI implementation in terms of the physical and fiscal targets in coordination with the DSWD field offices.
9. **Availment of Other Services.** DSWD FO shall determine if the project is within the Scope and Coverage and shall be responsible in referring the beneficiaries to other support services as needed.
10. **Funding.** Projects/activities shall be charged against the Pantawid funds as part of its annual Work and Financial Plan.

## IX. Institutional Arrangement

In order to ensure effective and efficient implementation, the following are the specific roles and functions of concerned OBSUs and other stakeholders in implementing the ESSI guidelines:

### Department of Social Welfare and Development

#### A. Central Office – 4Ps NPMO

- a. Prepare guidelines to ensure the implementation of the Enhanced SSI for Pantawid beneficiaries
- b. Oversee and provide technical support to the over-all management and implementation in coordination with SLP, KC-NCDDP and other relevant DSWD programs/offices
- c. Allocate funding for the implementation of the projects/interventions
- d. Collaboration with NCIP, DHSUD and other agencies”
- e. Conduct spot checks and evaluation

## **B. Regional Office – 4Ps**

### **Regional Director**

- a. Approving authority of the project proposals
- b. Ensure fund release and implementation of the project

### **Regional Program Coordinator**

- a. Review the project proposals for endorsement to the Regional Director
- b. Provide technical assistance on the overall project implementation
- c. Ensure that fund requirement is included in the regional Work and Financial Plan

### **Regional Focal**

- a. Orient the DSWD POO/MOO/LGU and Pantawid Field staff on the Enhanced SSI guidelines
- b. Review, check appropriate supporting documents, consolidate project proposals for endorsement to the Regional Program Coordinator
- c. Coordinate with SLP, KC-NCDDP in the regional level in the implementation of the ESSI procedures and projects.
- d. Collaboration with NCIP, DHSUD and other agencies
- e. Conduct spot check and provide technical assistance to Pantawid field staff
- f. Prepare/submit regular accomplishment report to the National Program Management Office

## **C. DSWD POO/MOO**

- a. Provide technical assistance to the Pantawid field staff in assisting the beneficiary/community in identifying felt needs, preparing simple project study and project proposal for appropriate provision of the intervention
- b. Coordination with and/or referral to other partners/institutions that could provide additional support or resources
- c. Review the project proposal and ensuring complete supporting documents for endorsement to the Regional Program Management Office (RPMO)
- d. Monitor the implementation and completion of the project together with the Pantawid field staff and/or LGU
- e. Provide progress/completion report to the RPMO

## **D. Pantawid Field Staff (City/Municipal Link, Caseworker, Community Facilitator)**

- a. Assist the beneficiary/community in identifying felt needs, preparing simple project study and project proposal
- b. Monitor the implementation and completion of the project together with the Pantawid field supervisor, Municipal Action Team members and/or LGU
- c. Provide progress report to the Pantawid field supervisor
- d. Coordinate with the LGU on the identified projects in the community for possible support and sustainability of the project

## **Sustainable Livelihood Project**

- a. Provide technical assistance to Pantawid Pamilya on livelihood projects in the implementation of the ESSI procedures.
- b. Confirm the non-accommodation of household beneficiaries in their program to signify their eligibility for the livelihood-related ESSI projects.



- c. Assist in the monitoring and evaluation of the ESSI projects.

#### **KALAHI CIDSS – NCDDP**

- a. Provide technical assistance to Pantawid Pamilya on relevant projects in the implementation of the ESSI procedures.
- b. Confirm the non-accommodation of household beneficiaries in their program to signify their eligibility for the ESSI projects.
- c. Assist in the monitoring and evaluation of the ESSI projects.

#### **National Advisory Council Members**

Aside from DSWD, the National Advisory Council (NAC) and its corresponding regional counterparts (Regional Advisory Council - RAC) shall have, as members, representatives from Department of Health (DOH), Department of Education (DepEd), Department of Labor and Employment (DOLE), Department of Agriculture (DA), Department of Agrarian Reform (DAR), Department of Science and Technology (DOST), Department of Trade and Industry (DTI), Technical Education and Skills Development Authority (TESDA) and two (2) accredited Non-Government Organizations (NGOs) shall have the following functions:

- a. Meet regularly to promote coordination across agencies to enhance the implementation of the program and jointly address and resolve program implementation issues;
- b. Recommend measures and policies for the responsive delivery of programs and services;
- c. Ensure funding requirements to facilitate delivery of programs and services.

#### **National Commission on Indigenous People**

At all levels, the NCIP shall:

- a. Provide commitments and support in the form of programs, services and assistance to the PIP projects of IP communities in reference to their duty stated in the Republic Act 8371 or the IP Rights Act
- b. Provide technical assistance to program implementers on IP-related matters.
- c. Participate in the planning, implementation and monitoring of the PIP projects of IP communities.

#### **Department of Human Settlements and Urban Development**

- a. Provide support in the form of programs, services and assistance to Homeless Families for long-term housing intervention
- b. Assist in the verification of beneficiaries who were initially provided with housing intervention by DHSUD and attached agencies particularly those affected by disaster and provide certification if necessary
- c. Provide technical assistance to DSWD at all level in terms of housing intervention
- d. Collaborate with concerned agencies in identification of resettlement sites.

#### **Local Government Unit**

- a. Provide resources augmentation for the successful implementation and sustainability of the project
- b. Provide supplementary services and technical assistance in response to the identified needs of the beneficiaries by virtue of RA 7160 and implement programs in local level. This includes the devolved programs that are mandated



- to be implemented by the LGU based on the 2028 DSWD Strategy as well as the implementation of the Mandanas et. al. vs. Executive Secretary Ruling
- c. Issue Certification as to availability/unavailability of LGU counterpart as needed and/or pertinent documents/permit
  - d. Assist in monitoring of the implementation and ensure completion of the project in coordination with the DSWD staff
  - e. Convene the Municipal Advisory Committee/Municipal Inter-Agency Committee with the presence of the community leaders to discuss and resolve issues/concerns as needed
  - f. Assist in the verification of beneficiaries who were initially provided with housing intervention by the LGU particularly those affected by disaster and provide certification if necessary
  - g. Assume responsibility in the continued support for the development of the beneficiaries and the community during and after SSI implementation through the provision of services and projects that should be included in their local budget.

## **X. Mechanism and Strategy**

### **1. Consultations and Dialogues**

Consultations and dialogues shall be in a manner that is in line with practices, beliefs and principles especially of the IP community. A series of consultations will be facilitated with the beneficiaries including tribal leaders and community leaders as necessary to ensure that projects identified are in line with the needs of the community or Ancestral Domain Sustainable Development Protection Plan if available, and that it will redound to the improvement of the quality of life.

### **2. Project Prioritization**

For projects requiring group or community decision such as community organizing and youth development and other community-initiated projects, project prioritization should be involved.

Based on the series of consultations and dialogues with the beneficiaries, tribal leaders/community leaders and other members of the community, the beneficiaries/community shall be able to identify their needs and shall be able to prioritize which needs to be addressed first based on the assessment of the community members.

The approach in addressing these needs can be done individually or collectively using tools necessary to guide beneficiaries in project prioritization such as resource mapping and community development planning, among others. These tools are expected to identify the most pressing needs of the community like community kitchen or potable water system. Also, to ensure full participation of the beneficiaries and in the spirit of empowerment, the principle of participatory decision-making shall be adopted.

### **3. Community-based Project Study**

This sought to ensure that beneficiaries are part of the assessment resolution on whether to proceed with the identified projects with clear perspective on its viability, feasibility and positive impact. The conduct of community-based study may be facilitated to empower beneficiaries and communities with the right understanding of the project they collectively selected.

Handwritten signature or initials, possibly 'JAB', written in black ink.



**4. Community-based monitoring and evaluation system**

The DSWD MOO, in coordination with the Local Government Unit / Community Tribal Leaders, a community-based monitoring and evaluation shall be employed immediately upon project implementation. There is a need to prepare the local structure involved, introduce the said monitoring and evaluation concept to communities, develop with them the said monitoring and evaluation with work program and monitor development activities through the Municipal Advisory Committee/Municipal Inter-Agency Committee.

Further, the project implementation shall also be closely monitored by the assigned Pantawid field staff in coordination with the LGU with provision of technical assistance from the MSWDO/Provincial Link, the Regional Program Coordinator and the appropriate Focal Person in coordination with the M&E local structure. The RPC, Provincial Link and the appropriate Focal Persons shall also conduct monitoring visits to the project during the implementation period. Also, the NPMO shall conduct monitoring visits during or after the project implementation.

The evaluation shall be done with respect to the principles and beliefs of the beneficiaries/community/ICC. The reflection of the beneficiaries/community/ICC in the implementation of the project shall be given importance for the next steps or next project proposal to be done.

**XI. Fund Releases**

It is expected that the project proposals should contain detailed budgetary requirements, appropriate attachment, such as but not limited to simple project study, and other pertinent documentation and duly signed by proponents. The project proposals shall be approved by the Regional Director for funding, subject to the usual accounting and auditing procedure.

In the event that the project is communal in nature such as but not limited to water system or community-based food and nutrition, the approved budget shall be released directly to the selected beneficiaries by the community. Fund release may also be through the active members in the qualified Pantawid household roster as specified in the procedure per intervention component or through implementing agencies or institutions consistent with the government procurement process.

Regular monitoring of the projects shall be conducted by the concerned DSWD staff, concerned local government officials and/or the tribal leaders. Completion report and financial report shall be submitted by the Regional Office to the Central Office.

**XII. Repealing Clause**


Memorandum Circular No. 7 series of 2016 *Guidelines on Strengthening Support Services and Interventions (SSI) Implementation for Modified Conditional Cash Transfer (MCCT) Beneficiaries* and all related memorandum circulars, orders, and issuances or portions thereof, which are inconsistent with the provisions of this guideline, are hereby repealed accordingly.

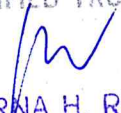
MCCT beneficiaries with approved and/or obligated SSI project prior the approval of this ESSI guidelines shall continue to receive the SSI grant.

**XIII. Effectivity**

This memorandum circular shall take effect immediately and copies of this order shall be disseminated to all concerned Offices, Bureaus and Services in DSWD Central and Field Offices.

Issued in Quezon City this 10th day of June 2021.

  
**ROLANDO JOSÉ LITO D. BAUTISTA**  
Secretary  
gbr ✓

CERTIFIED TRUE COPY  
  
10 JUN 2021  
**MYRNA H. REYES**  
OIC, Division Chief  
Records and Archives Mgt. Division

ANNEX A
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## THE PROJECT PROPOSAL

### Preparation of project proposal

After identifying and prioritizing the needs of the beneficiaries/community/ICC, the Pantawid staff shall guide the beneficiaries/community/ICC in drafting of the project proposal.

The project proposal may include but not limited to the following:

A. Title of the project

This shall contain the proposed title of the project.

B. Area of project implementation

This shall contain the area of implementation where the project will be executed and include a brief description of the area of project implementation.

C. Duration / Timeframe of project implementation

This shall set the overall timeframe of the project to be implemented.

D. Amount proposed for the project implementation

This shall contain the total proposed amount for the funding of the project.

E. Target beneficiaries

This shall contain the total number and description of the beneficiaries of the project. This may include the names of the qualified Pantawid beneficiaries with HH/Family ID.

F. Rationale / Basis of the project

This shall contain the basis and justification of the proposed project.

G. Objective

This shall contain the purpose and expected outcome/output of the project.

H. Project procedures and implementation

This shall contain the procedures including timeframe per activity on how the project will be implemented

I. Project Management Scheme

This shall indicate the systematic plan or arrangement for managing the project including the counterpart of the LGU and other partner agencies/institution if any. This shall also describe the monitoring and evaluation of the project.

J. Budgetary requirements

This shall contain a detailed description of the funding or budget requirement of the project.

K. Project Continuity/Sustainability

This shall indicate the plans for the sustainability of the project.

L. Signatories

Signatories shall be as follows:

- Prepared by the beneficiary/ies / tribal leader and assigned Pantawid staff
- Reviewed by the Provincial Link
- Noted by the Focal Person/s
- Recommending Approval by the Regional Program Coordinator
- Approved by the Regional Director

Since the ESSI fund is lodged under Pantawid, the Focal Person/s shall be responsible in reviewing and ensuring that the project proposal/s for qualified beneficiaries is correct at the RPMO level and ensure that all projects is not discriminatory to the Indigenous Peoples and homeless families.

**Approval of project proposal**

It shall be the discretion of the Regional Director to approve or disapprove the project proposal. Once approved, the project proposal along with other necessary documents (ie. Monthly Cash Program, endorsement request) shall be forwarded to 4Ps NPMO for onward endorsement to the Financial Management Service-Special Projects for processing of Sub-Allotment Advice and Fund Transfer. If disapproved, Focal Person/s shall review the project proposal once again and provide a thorough technical assistance to the persons involved in the preparation of the project proposal.

**Funding of project**

Approved project proposals are subject to funding and shall be prioritized by the Finance Unit considering the peculiar and difficult situation of the qualified beneficiaries. Project funding shall be released **directly** to the concerned

beneficiaries, or through implementing individuals/agencies or institutions consistent with the government procurement process as needed.

**Implementation of the Project**

All beneficiaries and/or stakeholders shall be responsible in the implementation of the program. The project shall be implemented with respect to the principles and beliefs of the beneficiaries.