

**SUPPLEMENTAL GUIDELINES TO MEMORANDUM CIRCULAR NO. 19 SERIES  
OF 2019 OTHERWISE KNOWN AS THE UNIFIED GUIDELINES ON THE  
CLARIFICATORY IMPLEMENTING DOCUMENT (CID) FOR THE 2000 PEACE  
AGREEMENT WITH THE RPM-P/RPA/ABB/TPG FOR THE PROVISION OF DSWD  
PROGRAMS AND SERVICES**

**I. RATIONALE**

The Department of Social Welfare and Development (DSWD) issued Memorandum Circular 19 series of 2019 or the *Unified Guidelines on the Clarificatory Implementing Document (CID) for the 2000 Peace Agreement with the RPM-P/RPA/ABB/TPG for the Provision of DSWD Programs and Services*. In the same year, a Memorandum of Agreement (MOA) between the DSWD and the Office of the Presidential Adviser on the Peace Process was forged for the downloading of funds for the implementation of socio-economic reintegration programs by the DSWD for the Tabara-Paduan Group (TPG), now known as the KAPATIRAN. Under the said MOA, the DSWD provided the Social Protection Package (SPP), Livelihood Settlement Grants (LSG) and other interventions under its regular programs.

For CY 2021, the DSWD and the Office of the Presidential Adviser on the Peace Process (OPAPP) forged another MOA for the provision of livelihood reinforcement support to the KAPATIRAN for their livelihood projects that were implemented through the DSWD and other government agencies. The MOA also paved the way for the continuous provision of other programs and services of the DSWD to the KAPATIRAN.

In order to execute the provisions of the CY 2021 DSWD-OPAPP MOA, the Memorandum Circular No. 19 series of 2019 needs to expand its coverage of programs and services to include the provision of Livelihood Reinforcement Grants (LRG) which will be implemented through the Sustainable Livelihood Program-National Program Management Office (SLP-NPMO) and the DSWD Field Offices (FO) IV-CALABARZON, VI, VII and X.

The provision of LRG to the KAPATIRAN Chapters is a manifestation that the Government of the Philippines is committed to provide the necessary resources that continuously capacitate the entire KAPATIRAN for them to better manage and be able to sustain the various socio-economic investments in the long term.



## II. SUPPLEMENTAL PROVISIONS

Additional provisions shall be inserted under the following Sections:

### Section V. Definition of Terms

13. **Livelihood Reinforcement Grants (LRG)**- refers to the financial assistance provided by the DSWD which will be used to reinforce the existing or operational livelihood projects of the KAPATIRAN Chapters. Further, the LRG may also be used to rehabilitate the livelihood projects that were affected by the occurrence of fortuitous events or causes which are beyond the control of the beneficiaries such as but not limited to public health emergencies, typhoons, floods, earthquake, fire, and war. As a reinforcement support, the LRG may be used to fund new projects provided that said projects are directly related to or in connection with the existing livelihoods of the KAPATIRAN Chapters. Meanwhile, the LRG may be used as a rehabilitation support to fund new projects even if the projects have no or direct connection to the affected livelihoods.
14. **Sustainable Livelihood Program Association (SLPA)**- As will be used and referred to in this guideline, this refers to a KAPATIRAN Chapter that is formed into SLPA and is being accredited as a beneficiary Civil Society Organization (CSO) by the DSWD following the DSWD's Memorandum Circular 26 series of 2020 or the " Guidelines in the Accreditation of Civil Society Organizations Organized by the Sustainable Livelihood Program as Beneficiaries Using DSWD Funds".

### Section VII. Implementation Mechanisms

#### **B. General Implementation Mechanisms**

##### **2. Program Implementation**

- 2.1.3. The implementation of LRG shall be based on the provisions set forth in this Circular. The KAPATIRAN Chapter may be provided with the LRG such as but not limited to the following:
  - a. purchase of equipment, materials and inputs needed for the production of goods and the delivery of services;
  - b. acquisition of vehicles such as public utility vehicles, tricycles, pedicab, motorcycles that are used for the delivery of goods, service delivery, marketing, among others.
- 2.1.4. The amount of LRG needed by each KAPATIRAN Chapter shall be based on the needs of the project/s being proposed. The amount per project and the allocation per KAPATIRAN Chapter shall be concurred by the key KAPATIRAN Chapter officers, Joint Enforcement Monitoring Committee (JEMC), Project Management Monitoring Team (PMMT), and other stakeholders.



- 2.1.5. The LRG to be provided to the KAPATIRAN Chapters shall be sourced from the available funds to be provided by the OPAPP to the DSWD and from other available fund sources, if applicable. Other costs needed for the project shall be a counterpart of the KAPATIRAN chapters or by other stakeholders as specified in the proposal.

#### **4. Mode of Releasing**

##### **4.5 The LRG shall be released through the following:**

- a. issuance of checks addressed to the President, Treasurer and a nominated officer of the KAPATIRAN Chapter formed as SLPA. Upon receipt, the check shall be deposited to the depository bank account; or
- b. release to the bank account of the KAPATIRAN Chapter formed as SLPA.

#### **C. Specific Implementation Mechanisms**

##### **3. Provision of Livelihood Reinforcement Grants (LRG)**

###### **3.1. General Guidelines**

- a. The provision of LRG supports the continuous reintegration of the KAPATIRAN Chapters in which the assistance aims to contribute to the resiliency of the members and the organization to external shocks such as but not limited to COVID-19 pandemic and other disasters;
- b. The KAPATIRAN Chapters with all of their members shall be formed into SLPAs and must be accredited as beneficiary CSOs by the DSWD following the latter's accreditation process. The KAPATIRAN Chapters shall not be eligible to receive the LRG if they are not accredited as beneficiary CSO of the DSWD;
- c. The constitution and by-laws of the KAPATIRAN Chapters should include internal rules and procedures on the management of the LRG with the minimum standards of the SLP stipulated therein;
- d. All LRG project proposals shall be concurred by the majority of the members of the JEMC and approved by the DSWD Regional Director (RD);
- e. A PMMT composed of representatives from the FOs, OPAPP Field Office and the C/MLGUs shall be created to monitor and provide technical assistance to the KAPATIRAN Chapters in the implementation of their projects to be funded by the LRG;
- f. The existing Site Coordinating Teams (SCT) composed of public and private sectors who are providing support to the activities of KAPATIRAN shall be a part of and be engaged in activities where their participation is needed;
- g. The Socio-economic Team (SET) in each KAPATIRAN Chapter shall also be engaged in the identification and preparation of project proposals of the



KAPATIRAN Chapters and in other activities where their participation is needed; and

- h. The provision of LRG to the KAPATIRAN Chapters is guided with the principle that the transformation process is not only the sole accountability of the KAPATIRAN Chapter officers but also lies in the engagement of its members and all of the stakeholders from the private and public sectors. The KAPATIRAN Chapters shall have to cultivate and sustain the trust of each other in the implementation of the LRG-funded projects. The KAPATIRAN Chapters has the authority to exercise decision-making responsibilities in the implementation of the livelihood projects and must accept accountability and responsibility towards the outcome of the projects that are within the purview of the KAPATIRAN Chapters; and
- i. The KAPATIRAN Chapters shall ensure that the projects will be implemented and monitored. The PMMT with the assistance of the different government agencies shall co-monitor and provide necessary technical support to the implementation of the projects of the KAPATIRAN Chapters.

### 3.2. Implementation Process on the Provision of LRG for the Livelihood Projects to be managed by the KAPATIRAN Chapters formed into SLP Associations (SLPA)

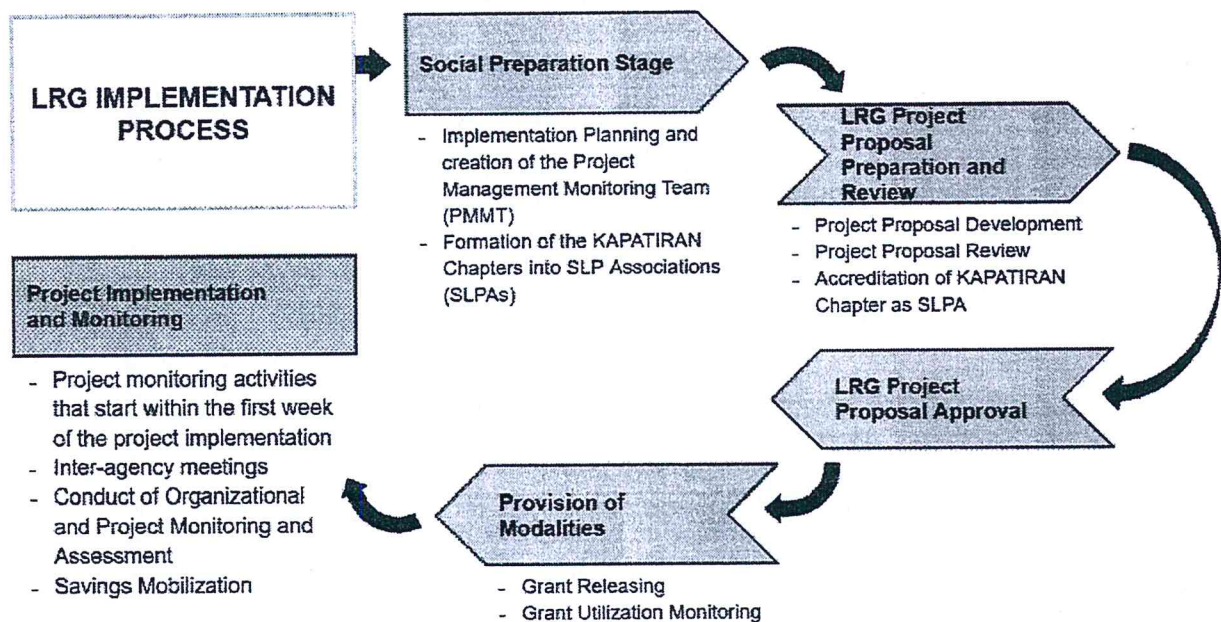


Chart 1 - Implementation Process

#### 3.2.1. Social Preparation

##### 3.2.1.1. Implementation Planning and creation of the Project Management Monitoring Team (PMMT)

- a. At the regional level, the DSWD Field Office through the SLP Regional Program Management Office (SLP-RPMO) shall meet with the OPAPP field staff, C/MLGU representatives for the orientation on the objectives, parameters and processes for the provision of LRG. The Project Management Monitoring Team (PMMT) chaired/led/headed by the representative from the DSWD Field

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Office particularly from the SLP Regional Program Management Office (SLP-RPMO) with members from the OPAPP Field Office and City/Municipal LGU shall be formed. The OPAPP shall act as the Secretariat of the PMMT.

- b. The PMMT shall perform the following duties and responsibilities:
  - i. Provide technical assistance to the KAPATIRAN Chapters in their formation as SLPAs and the preparation for their accreditation as beneficiary CSOs by the FO;
  - ii. Facilitate the different activities related to the preparation, submission and review of the LRG Project Proposals and ensure that the KAPATIRAN Chapters are provided with the needed technical assistance;
  - iii. Ensure that other stakeholders are being engaged in the different activities where their participation are needed;
  - iv. Conduct project monitoring activities in collaboration and coordination with the different stakeholders after the release of the LRG to the KAPATIRAN Chapters; and
  - v. Prepare and submit reports to the concerned offices regarding the status of the implementation of the LRG-funded projects within the agreed timeline.

### **3.2.1.2. Formation of the KAPATIRAN Chapters into SLPAs**

- a. If needed, the SLP-PDO with other members of the PMMT shall facilitate a Micro-enterprise Development Training (MEDT) for the KAPATIRAN members and officers to understand the components in starting-up micro-enterprises. The SLP-PDO may tap resource person/s or request the assistance of the LGU, if applicable. The MEDT shall include sessions on micro-entrepreneurship, basic bookkeeping and accounting, the value and requirements of business registration; and the preparation of LRG Project Proposal and beneficiary CSO Accreditation.
- b. The SLP-PDO with the other members of the PMMT shall facilitate the formulation or enhancement of the Constitution and by-Laws (CBL) of the KAPATIRAN Chapters. The CBL must be ratified by all of the members of the KAPATIRAN Chapter through the issuance of a Resolution.
- c. The CBL should contain the vision, mission, core values of the KAPATIRAN Chapter, roles and responsibilities of the KAPATIRAN Chapter officers, duties of the members in the operationalization of the Chapter's enterprises and the individual projects of its members, rules on management of funds, grievance management particularly on the misuse of grants, non-payment to the agreed capital build-up, operational and emergency funds, and penalty clause which details measures on sanctions/penalties that can be given to the members found to have breached/disobeyed provisions of the CBL.
- d. The KAPATIRAN Chapter after it is formed into an SLP Association (SLPA) shall open a bank account with the assistance of the SLP-PDO. The bank account shall serve as the depository bank for the LRG to be provided to the KAPATIRAN Chapter.



### 3.2.2. LRG Project Proposal Preparation and Review

- a. The PMMT may facilitate a project proposal development workshop to assist the KAPATIRAN Chapters in the identification of livelihood projects and in the preparation of LRG project proposals. The DSWD Field Office or the OPAPP Field Office shall convene the workshop.
- b. The LRG project proposal shall be prepared with the technical assistance and guidance from the PMMT and from other government agencies especially those that are identified to be contributory in the operationalization of the proposed livelihood project such as provision of inputs, technical skills training, additional capitalization, market linkage, etc., if needed. The signatures of the LRG Project Proposal include the following:
  - i. Prepared by the President of the KAPATIRAN Chapter;
  - ii. Recommended for approval by the SLP Regional Program Coordinator (RPC); and
  - iii. Approved by the DSWD Regional Director
- c. The PMMT may conduct a workshop to review the submitted LRG project proposal. During the workshop, the President of the KAPATIRAN Chapter formed as SLPA shall present the project proposal before the PMMT and authorized representatives of all government agencies or stakeholders on the proposed project. The PMMT shall review the LRG Project Proposal using the Project Assessment Tool to be provided by the DSWD Field Office. The SLP Provincial Coordinator (PC) shall attend the project proposal review workshop. If present during the workshop, the authorized representative/s of the JEMC may sign the Certificate of Concurrence accepting the LRG Project Proposal.
- d. The following must be undertaken after the review of the LRG Project Proposal:

Result of Assessment	Actions to be undertaken
Approved Proposals	<ol style="list-style-type: none"> <li>1. The <u>PMMT</u> shall sign the <i>Project Assessment Tool</i>.</li> <li>2. Through the OPAPP Field Office, the JEMC to issue a Certificate of Concurrence confirming their acceptance to the LRG Project Proposal.</li> </ol>
<p><b>Note:</b>  <i>The <u>PMMT</u> may defer the endorsement of the LRG Project Proposal should all or majority of them have reservations on the proposed project and may request for additional information or documents.</i></p>	
Deferred Proposals	<ol style="list-style-type: none"> <li>1. The <u>PMMT</u> should immediately inform the KAPATIRAN Chapter President on the findings on the submitted <i>LRG Proposal</i>, through a memorandum from the DSWD FO, not exceeding two (2) days after the assessment.</li> <li>2. The KAPATIRAN Chapter in coordination with the SLP-PDO and other representatives from the concerned government agencies and LGU must submit the missing attachments or must revise/reconstruct the <i>LRG Project Proposal</i> based</li> </ol>

	on the findings of the PMMT not exceeding three (3) days upon receipt of the notice.
Disapproved Proposals	<ol style="list-style-type: none"> <li>1. The PMMT should immediately inform the KAPATIRAN Chapter on the findings on the submitted <i>LRG Project Proposal</i> through a memorandum from the DSWD FO not exceeding two (2) days after the assessment.</li> <li>2. The KAPATIRAN Chapter may opt to submit a new project proposal within seven (7) calendar days. Otherwise, the KAPATIRAN Chapter shall submit a resolution or written documentation indicating that they no longer intend to pursue their proposed project.</li> </ol>

- e. The final LRG Project Proposal of the KAPATIRAN Chapter shall be submitted by the PMMT to the DSWD Field Office through the SLP-RPMO. The LRG Project Proposal must have the following minimum attachments:
  - i. Grant Utilization Commitment Form signed by the President, Treasurer and Auditor of the KAPATIRAN Chapter;
  - ii. Copy of the bank account of the KAPATIRAN Chapter;
  - iii. Copy of the ratified constitution and by-Laws of the KAPATIRAN Chapter formed as SLPA duly signed by all of the members;
  - iv. Program of Works (POW) if the LRG will be used to establish/rehabilitate common service facility/ies. The POW shall be signed by a technical expert/staff/employee that has direct knowledge on the work to be undertaken;
  - v. Certificate of Concurrence by the JEMC; and
  - vi. Signed Project Assessment Tool by the PMMT.
- f. The SLP-RPMO shall review the LRG Project Proposal through its existing Regional Review Committee (RRC).
- g. The RRC shall review the *LRG Project Proposal* as to: 1) program standards and parameters; and 2) completeness and correctness of attachments. The SLP-RRC members shall affix their signatures on the same PAT accomplished by the PMMT.
- h. The staff from the Standard Section (SS) of the FO shall conduct a desk review of the documents required for the issuance of the Certificate of Accreditation. The SS staff shall not review the feasibility of the LRG Project Proposal as this is under the responsibility of the RRC.
- i. The RRC shall prepare the "Endorsement of SLPA with Certificate of Eligibility" which shall enumerate the proposals that were approved by the RRC. The SLP-RPC, being the chairperson of the RRC shall initially sign the endorsement which is then endorsed to the SS with the certified true copy of the Certificate of Eligibility issued by the SLP-RPMO. The SS shall sign the endorsement of SLPA upon review and approval of the said documents.

- j. The RRC must undertake the following after the review of the *LRG Project Proposal*:

Results of the Review	Actions to be undertaken
Approved LRG Project Proposal	<ol style="list-style-type: none"> <li>1. The RRC shall prepare the Certificate of Eligibility (COE) to be signed by the RPC.</li> <li>2. The RPC shall sign the <i>LRG Project Proposal</i>;</li> <li>3. The RRC shall prepare the "Endorsement of SLPAs with COE" for the signature of the SLP-RPC and SS representative. The SS, within two (2) days upon receipt of the Endorsement, shall process the issuance of COA to the KAPATIRAN Chapter formed as SLPAs that are included in the Endorsement.</li> <li>4. The <i>LRG Project Proposal</i> with COE shall be forwarded to the Regional Director for approval and onward processing at the Budget Unit for obligation.</li> </ol>
Deferred Proposals	<ol style="list-style-type: none"> <li>1. The RRC shall inform the KAPATIRAN Chapter through the PMMT via a memorandum on the deferment of the submitted <i>LRG Project Proposal</i> not exceeding two (2) days after the assessment.</li> <li>2. The KAPATIRAN Chapter shall comply with the findings of the RRC within three (3) days after receipt of the memorandum.</li> </ol>
Disapproved Proposals	<ol style="list-style-type: none"> <li>1. The RRC must prepare a memorandum addressed to the KAPATIRAN Chapter immediately informing that the <i>LRG Project Proposal</i> has been irrevocably disapproved due to violation of the program standards.</li> <li>2. The KAPATIRAN Chapter may opt to submit a new <i>LRG Project Proposal</i> within seven (7) calendar days which shall undergo the usual assessment procedures. Otherwise, the KAPATIRAN Chapter shall submit a resolution or written documentation indicating that it no longer intends to pursue its participation.</li> </ol>

### 3.2.3. LRG Project Proposal Approval

- a. The Regional Director shall only approve the *LRG Project Proposal* with COE;
- b. The SLP-RPMO should ensure that all approved *LRG Project Proposal* shall be returned to them for tracking and shall be endorsed to the Finance and Management Division for processing and funding;
- c. The Focal Person on KAPATIRAN of the SLP-RPMO is responsible for updating the project tracker for all actions/progress of the approved *LRG Project Proposal* that are endorsed for funding and ensure that the SLP-PDO, PC and KAPATIRAN Chapter/SLPA are informed on the status;
- d. After the receipt of the approved *LRG Project Proposal* from the Regional Director, the SLP-RPMO shall endorse it to concerned units of the FO for obligation and preparation of checks. On the other hand, all approved *LRG Project Proposal* with COE and other required documents can only be



obligated, but preparation of checks and payment of obligated funds shall only be made after the COA is issued by the SS.

**3.2.4. Processing and validity of the Certificate of Eligibility (COE) and Certificate of Accreditation (COA)**

- a. The COE shall only be issued to the KAPATIRAN Chapters formed as SLPAs by the DSWD FO and will be provided once the selection process is completed;
- b. The COE shall be valid only for three (3) years from the date of issuance or until the project is completed or cancelled, whichever comes earlier;
- c. The KAPATIRAN Chapter formed as SLPAs do not need to submit COE since this is an integral component of the processes. The SLP-PDO is in-charge in the preparation of the COE and in complying all the needed requirements together with the KAPATIRAN Chapters;
- d. The SLP-PDO shall prepare and sign the COE to attest that all required activities are undertaken with the following MOV:

Activity	MOV
Actual dates of the MEDT	Training Report and Attendance Sheets
Actual date of the ratification of the CBL by all members of the KAPATIRAN Chapters	Ratified CBL
Actual date of the signing of the LRG Project Proposal by the KAPATIRAN Chapter President	Signed LRG Project Proposal

- (i) At the **provincial level**, the PC shall countersign the COE after the review of the *LRG Project Proposal* by the PMMT.
  - (ii) At the **regional level**, the RPC shall sign the COE during the RRC review. After which, the RPC shall sign the *LRG Project Proposal*.
- e. The COA shall be issued by the SS to the KAPATIRAN Chapter formed as SLPA with COE that were endorsed by the SLP-RPC. The COA shall be signed by the Regional Director or his/her Officer-in-Charge; and
  - f. The COA shall be forwarded by the SS to the SLP-RPMO for the latter's onward submission to Cash Unit for the preparation of checks to the KAPATIRAN Chapter.

**3.2.5. Accreditation of the KAPATIRAN Chapters as beneficiary CSO**

The DSWD FO shall refer to DSWD Memorandum Circular No. 26 series of 2020 or the " Guidelines in the Accreditation of Civil Society Organizations Organized by the Sustainable Livelihood Program as Beneficiaries Using DSWD Funds".



### 3.2.6. Provision of Modality

#### 3.2.6.1. Grant Releasing

- a. The SLP-PDO shall inform the KAPATIRAN Chapter/SLPA on the scheduled releasing of the LRG such as through phone call, text messaging, official communication signed by the RD, among other feasible means in which the KAPATIRAN Chapter will be properly informed. The SLP-PDO shall convene the key officials of the KAPATIRAN Chapter/SLPA to discuss the steps, procedures and requirements before, during and after the LRG releasing;
- b. The LRG shall only be addressed to and received by - either through a check or release of grants to the - bank account of the following officers: President, Treasurer and nominated officer of the KAPATIRAN Chapter/SLPA (*the officer who will receive the check in behalf of the KAPATIRAN must present a written authority from its Association*). Upon receipt, the check shall be deposited only to the depository bank account of the KAPATIRAN Chapter/SLPA; and
- c. The President of the KAPATIRAN Chapter/SLPA shall submit the accomplished LRG Acknowledgement Receipt, signed by all officers of the KAPATIRAN Chapter/SLPA which is a confirmation that it has received the funds from the DSWD. This must be submitted to the SLP-PDO within three (3) days from date of receipt of the LRG. The SLP-PDO shall forward this to the PC within two (2) days after the submission of the KAPATIRAN Chapter/SLPA.

#### 3.2.6.2. Grant Utilization Monitoring

- a. The LRG shall be used for the intended purpose/s only for which it was intended as indicated in the approved LRG Proposal;
- b. The KAPATIRAN Chapter/SLPA shall draft and release an official resolution signed by the majority of all its members, a copy of which shall be sent to the SLP-PDO prior to each withdrawal for proper monitoring. The said resolution shall include a provision that the only allowable co-signatories for withdrawal of LRG are the following: President, Treasurer and nominated officer of the KAPATIRAN Chapter/SLPA.
- c. Within one (1) week after the release of the LRG, the SLP-PDO together with the other members of the PMMT shall conduct a project site visit for the LRG Utilization monitoring. The SLP-PDO shall provide technical assistance to the KAPATIRAN Chapter/SLPA for the preparation of the needed reports;
- d. All purchases made must have acceptable means of verification, such as official receipts, acknowledgement receipts, or any other acceptable proof of purchase. Purchase of items not indicated in the approved LRG proposal must be approved by the majority of the KAPATIRAN Chapter/SLPA through a resolution, provided that it will still lead to the establishment of the approved project. The President shall notify the SLP-PDO regarding the changes. However, changes for the projects which are seasonal, e.g. farm related projects, may be allowed if they are deemed no longer feasible upon release of

funds. The purchase of items/supplies on a staggered delivery schedule may be allowed if this is necessary for the approved livelihood project and should be indicated in the purchase order and a disbursement schedule of the grant shall be attached to the LRG proposal. The SLP-PDO shall provide necessary technical assistance to the KAPATIRAN Chapters formed into SLPAs in the preparation of reports;

- e. The SLP-PDO shall inform the PC and SLP-RPMO through the PC on any changes in the purchased items through an official written communication;
- f. The KAPATIRAN Chapter/SLPA Auditor must keep the scanned and duplicate copies of the receipts of the purchases and provide the original copies to the SLP-PDO. The Treasurer should prepare the Grant Utilization Report and present it to all the members of the KAPATIRAN Chapter/SLPA for transparency. Once all expenses are accounted for, the President should sign and submit the LRG Utilization Report to the SLP-PDO. The SLP-PDO should submit the LRG Utilization Report, including the original copies of official receipts, acknowledgement receipts, or any other acceptable proof of purchase to the PC;
- g. The SLP-PDO shall submit a LRG Utilization Monitoring Report together with the Grant Utilization Report/s to the PC. Both aforementioned reports shall be endorsed to the SLP-RPC through the Monitoring and Evaluation Officer for Finance (MEF) of the SLP-RPMO for monitoring purposes. These must be submitted within 30 days from provision of the LRG;
- h. The SLP-PDO shall secure a Financial Statement (FS) from the KAPATIRAN Chapter/SLPA which will serve as attachments in the liquidation of the LRG. The FS shall be signed by the President, Treasurer and the Auditor. The FS reflects the actual utilization of the LRG being received by the SLPA and shall bear with the following attachments:
  - i. Group Acknowledgement Receipt for the LRG received by the SLPA duly signed by the President and two (2) witnesses;
  - ii. Official receipts or sales invoice or acknowledgement receipt of the expenses incurred;
  - iii. Resolutions pertaining to the withdrawals of LRG;
  - iv. Photos of materials, equipment, inputs, etc., being purchased/acquired/conducted for the Chapter-managed group projects; and
  - v. All other documents relative to the implementation or execution of the project, such as proof of any adjustments made, if any, and the like.
- i. The PDO shall discuss with the PMMT any findings related to the utilization of the LRG and properly identify recommendations and actions to be undertaken. The PMMT shall then discuss the concern with the KAPATIRAN Chapter and agree on the next steps to be undertaken. If agreements are not complied with, the PMMT through the OPAPP being the Secretariat shall elevate the concern

to the JEMC for resolution especially if the KAPATIRAN Chapters are concerned. The OPAPP shall submit a report to the PMMT on the decision agreed upon by the JEMC. The PMMT shall then monitor the compliance of the KAPATIRAN Chapter or concerned officer/member of the Chapter. If the SLP-PDO, OPAPP staff or LGU is concern, the KAPATIRAN Chapter may file its complaints/grievances before the concerned offices of the aforementioned staff for proper actions.

### **3.2.7. Project Implementation and Monitoring**

- a. The implementation of the project shall be based on the activities and timelines laid down in the approved LRG Project Proposal. The execution of the activities indicated in the approved LRG Proposal shall be monitored by the PMMT;
- b. The members of the PMMT shall conduct project monitoring activities that start within the first week of the project implementation to check the compliance of the KAPATIRAN Chapter/SLPA vis-a-vis approved project proposal. The PMMT may be joined by the authorized representative from the different government agencies with commitments to the approved project proposal during the conduct of monitoring activities; and provide necessary technical assistance, mentoring and coaching to the SLPAs in the management of their enterprises. The authorized representatives from the different government agencies may also conduct independent monitoring activities; and
- c. The result of the monitoring shall be discussed during the inter-agency meetings regarding the socio-economic reintegration of KAPATIRAN and must be reported to the JEMC and DSWD Field Office.

### **3.2.8. Savings Mobilization**

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

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

Phase	Activity	Expected Output	Responsible Office	Duration ( in days)	
				Minimum	Maximum
<b>Social Preparation</b>	Implementation Planning and creation of the Project Management Monitoring Team (PMMT)	<ul style="list-style-type: none"> <li>Conducted consultation meeting with OPAPP and JEMC</li> </ul>	SLP-NPMO, OPAPP, JEMC and OUISP.	.5 day	1 day
	Formation of the KAPATIRAN Chapters into SLP Associations (SLPAs)	<ul style="list-style-type: none"> <li>MEDT conducted, if needed</li> </ul>	SLP-PDO with the PMMT and other representatives from other offices	2 days	3 days
		<ul style="list-style-type: none"> <li>ratified CBL</li> </ul>	KAPATIRAN Chapter with the facilitation of the PMMT	1 day	2 days
		<ul style="list-style-type: none"> <li>bank account of the KAPATIRAN Chapter opened</li> </ul>	KAPATIRAN Chapter President, Treasurer and one nominated officer with the assistance of the SLP-PDO	5 days	7 days
<b>LRG Project Proposal Preparation and Review</b>	Project Proposal Development	<ul style="list-style-type: none"> <li>Conducted a multi-stakeholder meeting to discuss the proposed projects of the KAPATIRAN ( simultaneous with the opening of bank account)</li> </ul>	PMMT, SLP-PDO, KAPATIRAN, SCT, SET	2 days	5 days
		<ul style="list-style-type: none"> <li>LRG Project Proposal prepared with complete attachments</li> </ul>	PMMT, SLP-PDO, KAPATIRAN Chapter	3 days	5 days
	Project Proposal Review	<ul style="list-style-type: none"> <li>JEMC issued certificate of concurrence to approved proposals at the level of the PMMT</li> </ul>	JEMC through the facilitation of OPAPP	1 day	3 days
		<ul style="list-style-type: none"> <li>COE issued by the RRC of the SLP-RPMO</li> </ul>	SLP-RPMO	1 day	2 days

	Accreditation of KAPATIRAN Chapter as SLPA	<ul style="list-style-type: none"> <li>COA issued to the KAPATIRAN Chapter formed into SLPA</li> </ul>	Standard Section of the FO	1 day	3 days
<b>LRG Project Proposal Approval</b>	Endorsement of the RRC approved proposal to the Regional Director	<ul style="list-style-type: none"> <li>LRG Project Proposal approved</li> </ul>	Regional Director	1 day	3 days
<b>Provision of Modality</b>	Grant Releasing	<ul style="list-style-type: none"> <li>Checks released to the KAPATIRAN Chapters</li> </ul>	SLP-RPMO, PDO, PMMT, KAPATIRAN Chapters, JEMC	1 day	2 days
	Grant Utilization Monitoring	<ul style="list-style-type: none"> <li>Grant Utilization Report submitted by the KAPATIRAN Chapter</li> <li>Liquidation report prepared by the SLP-PDO</li> </ul>	KAPATIRAN Chapter, PDO, PMMT	14 days	30 days
<b>TOTAL</b>				37 days	66 days
<b>Project Implementation and Monitoring</b>	Periodic Project monitoring	<ul style="list-style-type: none"> <li>Project Monitoring report submitted to the JEMC, DSWD CO, SCT and other stakeholders</li> </ul>	PMMT, PDO, SET	1st monitoring- 7 days after the start of the project implementation; succeeding monitoring to be conducted every month or quarter.	

### III. EFFECTIVITY CLAUSE

This Memorandum Circular shall be immediately effective upon signing.

Signed on 24th day of OCTOBER 2021 in Quezon City.

  
**ROLANDO JOSELITO D. BAUTISTA**  
 Secretary

Cert. True Copy:

  
**MYRNA H. REYES**  
 OIC-Division Chief  
 Records and Archives Mgt. Division

29 OCT 2021