


MEMORANDUM CIRCULAR NO. 01
 Series of 2022

SUBJECT: SUPPLEMENTAL GUIDANCE TO MEMORANDUM CIRCULAR NO. 04, SERIES OF 2021: ENHANCED GUIDELINES ON THE IMPLEMENTATION OF THE CASH- AND FOOD-FOR-WORK TRAINING, CARING (C/FF/W/T/C) FOR DISASTER RISK REDUCTION AND MANAGEMENT (DRRM)

To increase the capacity of the Department of Social Welfare and Development along with the disaster preparedness and responses consistent with the mandate provided under Republic Act 10121 or the Philippine Disaster Risk Reduction and Management Act of 2010 and its continuous service delivery to families and communities affected by the COVID-19 Pandemic, provisions hereto stipulated shall supplement Memorandum Circular No. 04 series of 2021:

IMPLEMENTATION MECHANISMS

Components	DSWD-Initiated Project/Activity
Pre-Implementation Stage	<ol style="list-style-type: none"> 1. Selection of target beneficiaries by the National Resource Logistics and Management Bureau (NRLMB) based on any of the following criteria: <ul style="list-style-type: none"> • Existing beneficiaries of DSWD Programs (4Ps, SLP, etc); • Disaster/Pandemic-affected families; or • Volunteers engaged and identified by the NRLMB. 2. Identification of type of activities to be undertaken; 3. Administration/issuance of the DSWD Disaster Assistance Family Access Card (DSWD-DAFAC); 4. Preparation of Project Proposal by NRLMB with the Certified List of Beneficiaries and Program of Activities to be undertaken with the following signatories: and <ul style="list-style-type: none"> • NRLMB Director as the project proponent; • Assistant Secretary of DRMG as the recommending approval; and • Undersecretary of DRMG as approving official.
Implementation Stage	<ol style="list-style-type: none"> 1. Organization and orientation of the beneficiaries by the NRLMB on the activities to be undertaken; 2. Photo and process documentation before, during, and after the conduct of activities undertaken; 3. Actual conduct of the activities by the beneficiaries under the direct supervision of the NRLMB;



Components	DSWD-Initiated Project/Activity
	<ol style="list-style-type: none"> 4. Monitoring of the conduct of activity of the beneficiaries by the NRLMB; 5. Recording and monitoring of attendance of beneficiaries by the NRLMB/Visayas Disaster Response Center; 6. Signing by beneficiaries of Cash Assistance Payroll (CAP) for cash-based intervention; 7. Signing by beneficiaries of Relief Distribution Sheet (RDS) for food-based intervention; 8. Release of assistance by the Special Disbursing Officer (SDO) to the project beneficiaries; and 9. Submission of physical and financial accomplishment reports by the NRLMB to OUS-DRMG.
Post-Implementation Stage	Fund liquidation by the NRLMB consistent with government accounting and auditing laws, rules, and regulations.

DOCUMENTARY REQUIREMENTS

Thematic Areas	DSWD-Initiated Project/Activity
Disaster Preparedness and Disaster Response	<ol style="list-style-type: none"> 1. Project Proposal prepared by NRLMB with the Certified List of Beneficiaries and Program of Activities to be undertaken with the following signatories: <ul style="list-style-type: none"> • NRLMB Director as the project proponent; • Assistant Secretary of DRMG as the recommending approval; and • Undersecretary of DRMG as approving official. 2. Photo and process documentation before, during, and after the activities undertaken; 3. Signing by beneficiaries of Cash Assistance Payroll (CAP) for cash-based intervention; and 4. Signing by beneficiaries of Relief Distribution Sheet (RDS) for food-based intervention.

This Circular shall take effect immediately and supersedes previous issuances inconsistent herewith.

Signed on the 24 day of JANUARY, 2022 in Quezon City.



ROLANDO JOSELITO BAUTISTA
Secretary

Cert. True Copy:

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

26 JAN 2022