



Department of Social Welfare and Development
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MEMORANDUM CIRCULAR

No: 06

Series of 2022

SUBJECT: AMENDED MEMORANDUM CIRCULAR NO. 20, SERIES OF 2021: IMPLEMENTATION GUIDELINES ON THE MORO NATIONAL LIBERATION FRONT (MNLF) TRANSFORMATION PROGRAM

I. RATIONALE

With the Final Peace Agreement (FPA) signed on 2 September 1996 between the Government of the Philippines (GPH) and the Moro National Liberation Front (MNLF), the GPH shall provide special socio-economic, cultural, and educational programs for the MNLF forces not absorbed into the Armed Forces of the Philippines (AFP), Philippine National Police (PNP), and the Special Regional Security Force (SRSF).

A Transformation Program for the former MNLF members, combatants, and their families, in provinces of Bangsamoro Autonomous Region in Muslim Mindanao (BARMM), shall be developed to ensure that their socio-economic conditions, legal status, and safety are addressed. The program shall eventually prepare them and their families for productive endeavors and community development.

The Department of Social Welfare and Development (DSWD), mandated by the GPH to provide social protection and promote the rights and welfare of the poor, vulnerable, and the disadvantaged individual, family, and community to contribute to poverty alleviation and empowerment through Social Welfare and Development (SWD) policies, programs, projects, and services, shall guarantee the implementation of the socio-economic programs towards addressing the gaps in terms of achieving stable quality of life through the provision of financial assistance and cash-for-work opportunities for its beneficiaries. In line with these and with the remaining commitments under the GPH-MNLF Peace Agreement, the MNLF members, considered as a vulnerable sector, shall be beneficiaries of the agency.

In order to fully execute the inclusions of the MNLF Transformation Program as provided by the program concept note, the Memorandum Circular No. 20 series of 2021 (MC 20-2021) needs to expand its coverage of programs and services, and update its bases and references as agreements have been amended.

II. LEGAL BASIS

- 1. The 1987 Constitution of the Republic of the Philippines** declares as a State Policy under Article II, Section 9 that, "The State shall promote a just and dynamic social order that will ensure the prosperity and independence of the nation and free the people from poverty through policies that provide adequate social services, promote full employment, a rising standard of living, and an improved quality of life for all."

2. **Executive Order No. 16 s. 2017, Directing all Government Departments and Agencies, Including Government-Owned and Controlled Corporations and Local Government Units to Adopt the National Security Policy 2017-2022 in the Formulation and Implementation of their National Security Related Plans and Programs** calls for the end of all armed threats in the Philippines and recognizes that internal socio-political stability rests upon healing the rifts that divide the nation by promoting participatory governance, synergy of government development efforts and enhancing the participation and responsibilities of Local Government Units.
3. **Philippine Development Plan 2017 – 2022 and the Sectoral Action Plans such as: (i) National Action Plan for Women, Peace and Security 2017-2022; (ii) National Action Plan for Youth, Peace and Security 2017-2022; (iii) National Action Plan for Children 2017-2022)** highlights its objective to attain inclusive and sustainable peace through intensified development and other peace-building initiatives targeting sector-specific concerns to minimize multi-level conflict vulnerability while ensuring that a whole-of nation approach, mechanisms and processes lead to building resiliency from individual to family/community to national level.
4. **Memorandum of Agreement (MOA)** signed between the DSWD and the Office of the Presidential Adviser on Peace, Reconciliation, and Unity (OPAPRU) on 29 June 2021 - and its amendments, extensions, and other supplementary documents as mutually agreed by both parties - for the implementation of the socio-economic component of the MNLF Transformation Program.
5. **1996 Final Peace Agreement (FPA)** between the Government of the Philippines (GPH) and the MNLF which was signed on 2 September 1996 and provides for a special socio-economic, cultural and educational program to cater to MNLF forces not absorbed into the Armed Forces of the Philippines (AFP), Philippine National Police (PNP) and the Special Regional Security Force (SRSF) in order to prepare them and their families for productive endeavors.
6. **Six Point-Peace and Development Agenda** of the OPAPRU includes the implementation of peace agreements with the MNLF.

III. OBJECTIVES

A. General Objective:

To provide clear guidance to concerned Offices, Bureaus, Services and/or Units (OBSUs) in the Central Office and Field Office IX in the implementation of the socio-economic interventions to the MNLF towards the completion of the national commitments under the 1996 Final Peace Agreement.

B. Specific Objectives:

1. To define the roles and tasks of OBSUs in Central Office and in Field Office IX responsible for efficient and effective implementation of the socio-economic interventions for the MNLF;



2. To provide well-defined procedures, requirements, and eligibilities for a seamless process of access to services by the MNLF beneficiaries;
3. To determine the institutional arrangements among key stakeholders; and
4. To provide initial support to the MNLF beneficiaries for their immediate basic needs and expenses that the MNLF members and their families will incur as they transition to civilian life.

IV. OPERATIONAL DEFINITION OF TERMS

For the purpose of this Memorandum Circular, the following terms are defined as follows:

1. **Assembly and Processing Site (APS)** - refers to the designated strategic location for the distribution of immediate socio-economic programs for the MNLF;
2. **Government of the Philippines – Moro National Liberation Front (GPH-MNLF) Coordinating Committees** - President Roa Rodrigo Duterte designated the OPAPRU, and the Office of the Presidential Adviser on Military Affairs as chairpersons of the GPH-Misuari Coordinating Committee, and GPH-Sema Coordinating Committee respectively to assess the needs, profile and validate the MNLF members, and monitor and evaluate the implementation of the programs for the MNLF.
3. **GPH-MNLF Security Subcommittee** - refers to the subcommittee implementing the Security Component of the MNLF Transformation Program. The subcommittee is composed of the Joint Body for Disposition of Arms and Forces, Joint Validation Team, Joint Verification Team, and Joint Security Monitoring and Coordinating Committee. The member agencies of the subcommittee are the Armed Forces of the Philippines (AFP), Philippine National Police (PNP), National Intelligence Coordinating Agency (NICA), and MNLF members.
4. **Joint Body For Disposition Of Armed And Forces (JBDAF)** - refers to the Joint Body which oversees the implementation of the security processes such as the validation and verification of the MNLF members.
5. **Joint Security Monitoring Coordinating Committee** - refers to the Joint Body tasked to handle security of the area where the verification and profiling shall take place.
6. **Joint Verification Team** - refers to the Joint Body mandated to implement the physical verification of the MNLF members as well as their firearms.
7. **Joint Validation Team** - refers to the Joint Body in-charge of comparing the list of MNLF members against the records on file of the security sector to identify qualified members for proper disposition and those with legal impediments that need further assessment.
8. **Local Social Welfare and Development Officer (LSWDO)** - refers to the social welfare and development officers at the Municipal, City and/or Provincial



levels, who formulate and carry out measures to ensure the delivery of basic services and provision of adequate facilities relative to social welfare and development services as provided for under Republic Act No. 7160 or the Local Government Code of 1991.

9. **Moro National Liberation Front (MNLF)** - refers to both the Misuari Group and Sema Group. Individual MNLF combatants are those who are bonafide members of either of the two said MNLF groups. A validated list of MNLF members will be provided by the OPAPRU to the DSWD as a basis for the distribution of the transitional cash assistance and Cash for Work.
10. **MNLF Member** - refers to any MNLF combatant who has been profiled and enrolled to the Transformation Program and whose firearm/weapon has been inventoried for security purposes and subsequent turning in.
11. **MNLF Member's Next of Kin** - refers to the authorized MM's beneficiary as appearing in the profiling list of the OPAPRU.
12. **MNLF Peace and Development Communities (PDCs)** - refer to the barangays or communities with substantial presence of MNLF members and their families, who have been profiled and enrolled to the Transformation Program and whose needs have already been assessed by the program for purposes of their reintegration into the mainstream society.
13. **Transformation Program** - refers to the process of facilitating and promoting the transition of MNLF combatants, together with their families and communities, from armed combatants to productive civilians, thereby ushering the reintegration of former MNLF members into the mainstream society. Such transition shall include socio-economic, security, confidence-building, and community healing and reconciliation aspects in order to ensure sustainable development towards a just and lasting peace.
14. **Validated list of MNLF members** - refers to the list of MNLF members provided by the OPAPRU, validated by the GPH-MNLF Coordinating Committee and verified by the GPH-MNLF Security Subcommittee which will serve as the basis for the distribution of DSWD assistance.

V. POLICY GUIDELINES

1. The DSWD, in close coordination with the OPAPRU, shall ensure the implementation of the socio-economic component of the 1996 Final Peace Agreement.
2. The Bangsamoro Transitory Family Support Package (BTFSP) and Cash for Work of DSWD serve as one of the foundations of the transformation process of the 3,000 verified and profiled former MNLF members from armed individuals into productive civilians of their respective communities which will eventually contribute to the attainment of peace and development.

The total number of MNLF beneficiaries may be subject to changes, depending on the availability of funds, agreements between the GPH and the MNLF, and the endorsed profiled and verified MNLF members by the OPAPRU.

3. The comprehensive implementation of the BTFSP and Cash for Work programs as committed by the Department shall observe the following general guidelines/principles: a) mutual interest of the GPH and MNLF to pursue peace; b) building on past agreements; c) transparency and accountability; d) public consultation and advocacy; e) nationally-led and locally- and community-driven; and f) gender equality and protection of children.
4. To realize the above-indicated guiding principles, the following should be properly observed and/or carried out:
 - 4.1. Adoption of data privacy policy to ensure appropriate data protection at various levels, from program database to the actual process of project delivery to ensure that personal information will be handled with utmost confidentiality; signing of Data Sharing Agreement (DSA) by all concerned and involved officials and personnel.
 - 4.2. Program implementation in close coordination with other national government agencies and local government units, especially the Local Social Welfare and Development Officer (LSWDO) of BARMM or MSSD-BARMM as the eventual lead in the delivery of social welfare and development interventions to the target beneficiaries.
 - 4.3. In the delivery of programs, it is imperative to support the Department's efforts on gender mainstreaming. Hence, the following should be considered and included in the implementation of the program, as applicable:
 - Ensure availability of DSWD personnel at least trained on gender sensitivity or a Gender-sensitive coordinator for the delivery of interventions and services;
 - Ensure the existence of express lanes for senior citizens, persons with disabilities, and pregnant women in the agreed Assembly and Processing Site (APS); and
 - Ensure that the Bangsamoro Transitory Family Support Package (BTFSP) is culturally sensitive and does not promote gender stereotypes.
 - 4.4. DSWD considers children in situations of armed conflict as victim-survivors and shall be provided with special protection from all forms of abuse and violence pursuant to R.A. No. 11188 and other existing Child Protection laws safeguarding the rights of children.
 - 4.5. Implementation of the BTFSP shall be in parallel with the BTFSP for the Decommissioned Combatants¹; while Cash for Work shall be in accordance with the existing guidelines² of the Department.
5. To ensure transparency and accountability at all levels, various measures will be taken to institutionalize mechanisms and processes to ensure abidance to

¹ DSWD MC No. 19, s. 2019: Implementing Guidelines in the provision of Socioeconomic Programs for Normalization for the Decommissioned Combatants of the MILF under the Comprehensive Agreement on the Bangsamoro (CAB)

² DSWD MC No. 4 s. 2021: Enhanced Guidelines in the Implementation of Cash and Food for Work, Training, and Caring for Disaster Risk Reduction and Management

these principles, from the preparatory stages up to the project termination post-signing of the closure agreement.

VI. PROJECT DESCRIPTION

The socio-economic programs for the transitioning of the MNLF members is the DSWD's contribution to the Government of the Philippines' efforts in sustaining the peace and development gains under the Six-Point Peace and Development Agenda. The following socio-economic programs are designed to assist and empower the MNLF members and their families in their transition:

A. Bangsamoro Transitory Family Support Package (BTFSP)

1. The **Bangsamoro Transitory Family Support Package (BTFSP)** is a one-time outright cash assistance to profiled and verified MNLF members or their next of kin.

During their settlement and transition phase from armed combatants to productive civilians, this intervention utilizes the Emergency Cash Transfer (ECT) strategy designed to address, for the time being, the need for food and non-food items (NFIs) and other necessary basic support of the MNLF members and their families.

2. The BTFSP provides the MNLF members or their next of kin with the flexibility to choose from among their priority needs such as, but not limited to, the following: food and non-food items, shelter, livelihood, special needs of family members with prime consideration of their socio-cultural background, medical needs or other needs determined by the MNLF member to be instrumental in their transition back to mainstream society.
3. Each MNLF member shall receive financial assistance through the Bangsamoro Transitory Family Support Package (BTFSP) in the amount of PhP 45,000.00, subject to increase based on the availability of funds and agreements between the GPH and the MNLF. This is a one-time outright cash assistance, which may also be received by the MNLF member's next of kin.

B. Cash for Work

1. The **Cash for Work** is a short-term intervention to provide temporary employment to the MNLF members or their next of kin by participating in or undertaking preparedness, mitigation, relief, rehabilitation, or risk reduction projects and activities in the MNLF Peace and Development Communities (PDC). Work areas/programs are identified by the PDCs under the leadership of local leaders.

2. Projects that can be included in the Cash for Work (Annex D) program will be linked to the community's rehabilitation and development to ensure synchronization of efforts (i.e. repair of school facilities like buildings, fences, tables, chairs, repair of other community facilities, cleaning up of mangroves, building of essential infrastructures, etc.)
3. MNLF members or their next of kin will receive cash based on the prevailing regional wages for doing community projects, such as but not limited to repair and construction of community facilities. Prevailing regional wages will be properly explained to the combatants to avoid issues regarding different wages received. Aside from this, wages will also be computed based on the transferred fund of the OPAPRU for the Cash for Work program.
4. The Cash for Work Program for the MNLF members or their next of kin shall last for 30 days, a maximum of eight (8) working hours per day, with at least two (2) days of orientation. Hired personnel of the implementing Field Office shall monitor the projects under Cash for Work in coordination with the Staff or representative from MSSD BARMM within the area.
5. Each MNLF member shall receive Cash for Work assistance in the amount of Php9,060.00³ for 30 days, which may also be received by the MNLF member's next of kin.

Should there be another set of interventions for the MNLF members or their next of kin in the coming years subject to the availability of funds from the OPAPRU, the implementing Field Office/s and bureaus shall use this Memorandum Circular as the basis for the implementation subject to the existing guidelines of the programs.


VII. SCOPE AND COVERAGE

A. Eligible Beneficiaries

This Memorandum Circular shall cover the implementation of the socio-economic and institutional transformation support interventions to 3,000 profiled and verified MNLF members, or their next of kin, in Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) included in the list provided by the OPAPRU.

The total number of MNLF beneficiaries may be subject to changes, depending on the availability of funds, agreements between the GPH and the MNLF, and the endorsed profiled and validated MNLF members by the OPAPRU.

³ BARMM Daily Minimum Wage Rates <https://nwpc.dole.gov.ph/regionandwages/autonomous-region-in-muslim-mindanao/> and Article II of the OPAPRU-DSWD MOA



B. Fund Source

The source of funds for the programs, projects, and activities in relation to the MNLF Transformation Program shall be charged against the funds provided by the OPAPRU, and/or to the regular funds of participating Offices and Bureaus and special budget allocation from the Department of Budget and Management, as needed, subject to availability of funds and disbursed in accordance with existing government budgeting, accounting, and auditing rules and regulations.

C. Mode of Fund Release

The BTFSP and Cash for Work shall be directly released to each MNLF member or their next of kin in cash through the DSWD-FO Special Disbursing Officers (SDOs) subject to applicable existing government and auditing laws, rules, and regulations.

D. Implementation Period

The project timeline shall follow the provisions of the Memorandum of Agreement (MOA) between OPAPRU and DSWD, and its further stipulations.

VIII. IMPLEMENTATION MECHANISMS

A. Pre-Implementation Stage

1. An MNLF Transformation Program Technical Working Group (TWG) shall be created at the DSWD Central Office and at Field Office IX with the following composition and functions:

Composition:

Position	Central Office TWG	Regional Office TWG
Chair	Undersecretary for Inclusive and Sustainable Peace	Regional Director or designated official
Vice-Chair	Assistant Secretary for Specialized Programs	Assistant Regional Director for Operations or designated official
Members	Representatives from concerned offices, bureaus and services	Representatives from the divisions and units

Functions:

- Actively participate in meetings, events and consultations related to the MNLF Transformation Program

- Ensure responsiveness and harmonization of different DSWD initiatives to attain the objectives of the 1996 Final Peace Agreement, particularly on the deliverables under the Department;
 - Ensure the provision of technical assistance and resource augmentation to the various partner-stakeholders in areas of strategic importance, whichever is applicable and deemed necessary; and
 - Perform other tasks as necessary.
2. To ensure the smooth transition and provision of services within the service delivery network, an MNLF Focal Person from the CO OBS involved and FO IX shall be designated to perform the following:
- Handle all files and documents pertaining to the DSWD implementation of the socio-economic component of the Transformation Program;
 - Provide technical assistance and resource augmentation to LSWDOs focused on, but not limited to, monitoring of endorsed MNLF members and their next of kin for the sustainability of the program;
 - Provide technical assistance and resource augmentation to other stakeholders in the field;
 - Recommend and facilitate the conduct of case conferences with the OPAPRU and other stakeholders to discuss the progress of the case as well as recommendations helpful for the reintegration of MNLF members into the community.
 - Provide updates or progress reports of the referred/endorsed MNLF members to the LSWDO during case conferences and other feedbacking channels, e.g. formal communication.
 - Recommend the termination of service, at the DSWD level, for MNLF Members who have achieved self-sufficiency level based on the results of the Social Welfare and Development Indicators (SWDI) and ensure that the LSWDO is capacitated to provide necessary aftercare services.

B. Implementation Mechanisms

1. Identification of Eligible Grant Recipients

- 1.1. The OPAPRU shall provide the validated list of members of the MNLF with the duly issued resolution from the GPH-MNLF Coordinating Committee which shall be the basis of the DSWD in the delivery of its socio-economic packages. The validated list shall also be verified by the GPH-MNLF Security Subcommittee.

2. Identification of Schedule and APS

- 2.1. The schedule of the distribution of grants will be based on the consultation among the DSWD FO IX, OPAPRU, MNLF counterparts, AFP, PNP, and

BARMM PSWDOs. Hence, the schedule for the distribution of grants and APS shall be endorsed by the OPAPRU to the DSWD through an official letter.

For the Cash for Work, the implementation will be scheduled per batch based on the completion of their profiling and verification process and the submission of LGU project proposals.

3. Grant Releasing Process and Procedures

3.1. The DSWD shall release the grants to the MNLF members through outright cash payout by the DSWD-FO Special Disbursing Officers;

3.2. The DSWD is expected to institute its own internal process to ensure that it is compliant to existing accounting and auditing laws, rules, and regulations procedures and it safeguards its human resources and the integrity of the Department. At the minimum, the following items shall be observed⁴:

i. The mobilization of the implementing Field Office to the APS shall be in accordance and parallel with the recent Inter-agency Task Force on Emerging Infectious Diseases (IATF-EID) guidelines on health and safety protocols of the BARMM. This shall also mean that the implementing Field Office can only administer payout when the selected APS is under Alert Level 1 or 2⁵.

ii. For the safety of the program implementers and MNLF members, the minimum public health standards must be strictly followed, and the safety and health protocols must be observed especially in terms of venue capacity. In addition, both implementers and MNLF members must undergo Antigen test prior to the actual payout.

iii. All MNLF members shall present their program IDs which shall reflect their identification as an MNLF member, as validated by the GPH-MNLF Coordinating Committee, and authenticated by OPAPRU. Said ID shall likewise be supported by the issued resolution and validated list by the GPH-MNLF Coordinating Committee and verified by the GPH-MNLF Security Subcommittee.

iv. All MNLF members who will avail of the Transformation Program shall be validated and verified by both the AFP and PNP.

v. Actual grant releasing:

⁴ Annex A: Agreed documents during the granting of cash advances to SDOs, release of grants to beneficiaries, and liquidation of cash advances

⁵ Guidelines on the nationwide implementation of alert level system for COVID-19 response (<https://mirror.officialgazette.gov.ph/downloads/2021/11nov/20211118-IATF-GUIDELINES-RRD.pdf>)



v-a. The MNLF member who had undergone the verification process or their authorized next of kin are the only ones allowed to receive the grants:

- In extreme cases such as sickness, the spouse or a child of legal age of the MNLF member may claim financial assistance. For this case, the representative of the MNLF members should present at least one (1) valid ID or program ID authenticated by the OPAPRU, a certification or authority from the MNLF member allowing his/her representative to claim the financial assistance, and the MNLF program ID authenticated by the OPAPRU, and duly issued resolution certified by the GPH-MNLF Coordinating Committees;
- In the case of death of the enlisted member, financial assistance may be provided to his/her direct heirs such as the spouse or any member of the immediate family, of legal age. Additional requirements shall be provided to verify the relationship of the new recipient to the profiled member where the grant was intended; and
- In case there are two (2) or more claimants for a deceased MNLF member (spouse or children), the GPH-MNLF Coordinating Committees shall assess and officially endorse to the DSWD the authorized claimant.

v.-b. The DSWD shall implement the MNLF Transformation Program through the following steps⁶:

a. Pre-verification - Verification Stage

- The MNLF members shall be assembled by the Joint Verification Team and the OPAPRU at the identified APS for the pre-registration.
- The 3,000 MNLF members shall be divided into batches. The number of MNLF members per batch shall be determined by OPAPRU.

b. The verified members will proceed to the triage arranged by OPAPRU for the conduct of the following:

- Filling up of Health Declaration Form;
- Checking of temperature and blood pressure; and
- Antigen Test

⁶ Annex C: Proposed Flowchart on Profiling and Socio-Economic Packages Process Flow and Grant Releasing

- MNLF members with negative test results shall proceed to the next step.
 - MNLF members with positive test results shall be escorted by the OPAPRU, medical team, and security forces to undergo necessary quarantine measures in accordance to the Inter-agency Task Force on Emerging Infectious Diseases (IATF-EID) guidelines on health and safety protocols of the BARMM.
- c. After the triage, the following steps shall be undertaken by the OPAPRU with the assistance of the Joint Verification Team:
- The MNLF members will be briefed on the Transformation Program and the entire verification process.
 - The MNLF members will be processed for registration. A Reintegration Monitoring Card will be issued to the combatants.
 - The MNLF members will be processed through biometric enrollment and their specimen signatures will be acquired.
 - The MNLF members will be photographed as part of the registration process. Thereafter, the printed ID signed by the OPAPP will be provided to the MNLF members as proof of their identification for the profiling proper.
- d. The MNLF members shall undergo the actual profiling through one on one interview by the Sulu State College.
- e. The MNLF members will undergo registration with the Philippine Statistics Authority (PSA) for the processing of birth and marriage certificates, and other necessary documents.
- f. After the MNLF members receive their personal identification documents, the DSWD will conduct payout of the grants and provide brief orientation on the Cash for Work to the MNLF members in small groups.
- g. The Payout shall commence upon completion of the following activities:

- Identification and coordination of payout sites;
- Recruitment and/or delegation of staffing for the implementation of the transformation program;
- Creation of requirement lists and matrices that would signify the acceptable identification and certification documents of beneficiaries;
- Endorsement of the validated list⁷ of MNLF members by OPAPRU to DSWD;
- Briefing on financial management of the BTFSP.

vi. The grants for the provision of BTFSP and Cash for Work are a one-time outright cash assistance. Hence, there is no need for the implementing Field Office to conduct grant utilization monitoring.

4. Monitoring, Evaluation and Reporting

4.1 Physical and financial reports will be submitted on a monthly and quarterly basis by the Field Office IX to the Central Office through the Office of the Undersecretary for Inclusive and Sustainable Peace (OUSISP) for consolidation and onward submission of the DSWD Central Office to the OPAPRU for inclusion in its report to the Office of the President, Congress and DBM. Details of reporting arrangements are as follows:

- Monthly Reports - All Regional Focal Persons of Field Office IX shall submit monthly reports on the progress of the program level indicators, monthly statements of receipt, and disbursements to the OUSISP, copy furnished all the concerned programs, every tenth (10th) day of the succeeding month, duly certified by the Regional Accountant, approved by the Regional Director, and received by the COA Resident Auditor.
- National Report - The OUSISP will prepare the national consolidation for submission to the OPAPRU copy furnished the Policy Development and Planning Bureau (PDPB) five (5) days before the end of every month for the monthly report and every 25th of the last month of every quarter for the quarterly report; and

4.2 A standard monitoring report form shall be formulated patterned after the Monthly Project Monitoring Report (MPMR)⁸ in coordination with the monitoring teams.

4.3 Project assessment meetings and evaluation workshop shall be undertaken as platforms for the continuing review, enhancement, knowledge management on the project implementation

⁷ Note: the endorsement from OPAPRU with the attached GPH-MNLF Resolution shall constitute the eligibility documents establishing the identity and involvement of the beneficiary to the MNLF

⁸ Annex B: Monthly Project Monitoring Report

4.4 Data handling shall adhere to existing Data Privacy policies. The parties shall also firm up a Data Sharing agreement for the safety and security of the beneficiaries.

5. Grievance Redress Management

5.1 The DSWD CO and FO IX shall have a Grievance and Redress Management Desk during any grant releasing activity to address areas of concerns pertaining to delivery of the DSWD's socio-economic programs and its other basic statutory services which can be accessed by the MNLF members.

5.2. Grievances may also be raised through other platforms such as DSWD CO and FO IX social media accounts, DSWD contact numbers as indicated in the website, or visits to the nearest DSWD Office.

IX. INSTITUTIONAL ARRANGEMENTS

A. Office of the Presidential Adviser on the Peace Process (OPAPRU)

1. Provide information to the DSWD including, but not limited to, verified list of MNLF member beneficiaries and basic information about them to facilitate programs under the socio-economic component of the Transformation Program;
2. Coordinate with other national government agencies (NGAs), local government units (LGUs), civil society organizations (CSOs), non-government organizations (NGOs); and
3. Manage and take-charge of the conduct of the program from the assembly to the departure from the sites.

B. DSWD Central Office

1. Office of the Undersecretary for Inclusive and Sustainable Peace (OUSISP)

- a. Oversee the overall DSWD implementation of the MNLF Transformation Program based on the MOA with OPAPRU, to include monitoring of both physical and financial accomplishments;
- b. Ensure availability of operational funds, specifically in the conduct of consultation dialogues and other related activities;
- c. Provide guidance, assistance, and support to all DSWD CO OBSUs in the entire project management;
- d. Recommend necessary policy guidelines to address implementation gaps to the DSWD Secretary for the latter's approval, if necessary;
- e. Issue guidance on the reporting and monitoring of activities and outputs and other guidance notes that do not necessarily require the approval and signature of the DSWD Secretary; and
- f. Attend TWG and inter-agency meetings, workshops, project evaluation and other related activities relative to the project implementation.

3. Program Management Bureau (PMB)

- a. Provide guidance and technical assistance to the implementing Field Office;
- b. Designate a MNLF Focal Person who will coordinate with the Field Office IX, OPAPRU, and BARMM for the implementation of the program;
- c. Conduct regular monitoring in all phases of the project implementation are based on the approved WFP and program of work, if applicable; and
- d. Attend coordination or consultative meetings relative to the project implementation as required by the OUSISP.

4. Disaster Response Management Bureau (DRMB)

- a. Provide guidance and technical assistance regarding the implementation of the Cash for Work program to the Field Office IX; and
- b. Attend coordination or consultative meetings relative to the project implementation as required by the OUSISP.

5. Finance and Management Service (FMS)

- a. Assist OUSISP in monitoring the utilization of funds and submit financial reports to the OUSISP;
- b. Assist OUSISP and facilitate the request for sub-allotment and transfer of funds to the DSWD Field Office IX;
- c. Assist the OUSISP in securing the timely submission of liquidation report from DSWD Field Office IX, as implementing unit, for onward submission to OPAPRU, and provide technical assistance if needed; and
- d. Attend coordination or consultative meetings relative to the project implementation as required by the OUSISP.

6. Legal Service

- a. Provide legal advice/guidance and implications to the Field Office IX and OBSUs in relation to the implementation of the program; and
- b. Attend coordination or consultative meetings relative to the project implementation as required by the OUSISP.

7. Social Marketing Services (SMS)

- a. Develop information, education, and communication (IEC) materials on the program;
- b. Provide technical assistance to the DSWD-FO IX in localizing the information and advocacy materials;
- c. Attend coordination or consultative meetings relative to the project implementation as required by the OUSISP.

C. DSWD Field Office IX

1. Act as direct project implementer in close coordination with all concerned DSWD-OBSUs at the DSWD Central-Office, MSSD-BARMM and other stakeholders within the region;

2. Enter into a memorandum of understanding with BARMM, AFP, and PNP;
3. Provide technical assistance to the implementing partners (can be a government agency, LGU, registered POs) as necessary;
4. Assist the municipal team in the conduct of technical review, and validation of project proposals for Cash for Work submitted by BARMM;
5. Identify SDOs for the disbursement of grants;
6. Facilitate the release of funds to Special Disbursing Officers (SDOs) and monitor compliance to liquidation of cash advances following COA rules and regulations;
7. Coordinate with other NGAs and other stakeholders for a harmonious project implementation;
8. Conduct regular monitoring in all phases of the project implementation to ensure that the completion of the approved infrastructure are based on the approved WFP and program of work, if applicable;
9. Ensure judicious management of funds;
10. Formulate and implement a localized communication plan for the project management;
11. Consolidate and submit monthly reports and other reports as requested on the status of the project implementation to DSWD Central Office and other bodies;
12. Tap services from various agencies of government and private sector/CSOs as necessary to accompany the livelihood enterprise development and provide business development, whenever necessary; and,
13. Attend TWG and inter-agency meetings, workshops, project evaluation and other related activities relative to the project implementation.
14. Create a database of served former MNLF members including the basic information of the beneficiaries such as, but not limited to, complete name and address, for monitoring and recording purposes. The data and information derived by the DSWD Field Office IX shall only be available for the use of the DSWD MNLF TP Technical Working Group.

D. Bangsamoro Autonomous Region in Muslim Mindanao (BARMM)

1. Perform duties and responsibilities as indicated in the Memorandum of Understanding between the DSWD and BARMM;
2. Monitor served former MNLF members; and
3. Endorse former MNLF members to MSSD-BARMM for the provision of assistance for the sustainability of the program.

X. PERIODIC REVIEW

The implementation of this Memorandum Circular shall be subjected to a periodical review by the Secretary within three years from the commencement or reinforcement of the current programs.

XI. REPEALING CLAUSE

All issuances, orders, rules, and regulations or parts thereof that are inconsistent with the provisions of this memorandum circular are hereby repealed, amended, or modified accordingly.



Provisions of this Memorandum Circular may likewise be repealed, amended or modified subject to the mutual agreement of OPAPRU and DSWD through formal communication, and official issuances.

XII. TRANSITIONAL PROVISION

This Memorandum Circular shall take effect immediately, hereby amending Memorandum Circular No. 20 series of 2021, and shall provide the Implementing Guidelines on the Provision of Socio-Economic Programs for the Moro National Liberation Front (MNLF) under the 1996 Final Peace Agreement.

Issued in Quezon City, Metro Manila, Philippines.



ROLANDO JOSELITO D. BAUTISTA

Secretary

Date: JUN 13 2022

Cert. True Copy:



15 JUN 2022

MYRNA H. REYES
OIC/Division Chief
Records and Archives Mgt. Division

ANNEX A

AGREED DOCUMENTS DURING THE GRANTING OF CASH ADVANCES TO SDOS, RELEASE OF GRANTS TO BENEFICIARIES, AND LIQUIDATION OF CASH ADVANCES

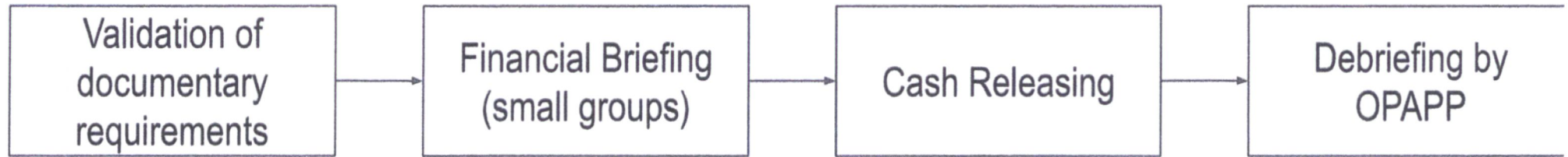
MNLF TRANSFORMATION PROGRAM

TIMELINE	DOCUMENT/S OR PARTICULAR
During the processing of cash advances	Certified True Copy (CTC) by the DSWD of the Official List of Validated Beneficiaries by the GPH-MNLF Coordinating Committees
	Certified True Copy (CTC) by the DSWD of the duly issued resolution validated by the GPH-MNLF Coordinating Committees
	Project Proposals for Cash For Work from the MNLF Counterpart emanating from the Office of the Social Welfare Development Office of the concerned LGU where the target beneficiaries are residing in partnership with OPAPP and MNLF counterpart
Release of grants to beneficiaries	Photocopy of their duly issued MNLF program ID authenticated by OPAPRU
	For the next of kin, photocopy of one (1) valid ID, certification or authorization letter of the MNLF member, photocopy of valid ID of the MNLF member/program ID of the MNLF member authenticated by OPAPRU, photocopy of the duly issued resolution of the MNLF member
	In case of death, the next of kin shall provide a photocopy of the valid ID of the next of kin, photocopy of the MNLF member's death certificate/certification issued by the barangay, warranty and release from liability attested by the MSWDO and BLGU, and authority to claim
Liquidation of cash advances	Duly signed payroll
	Certified True Copy (CTC) by the DSWD of the duly issued resolution validated by the GPH-MNLF Coordinating Committees
	Certified True Copy (CTC) by the DSWD of the Official List of Validated Beneficiaries by the GPH-MNLF Coordinating Committees

	Photocopy of their duly issued MNLF program ID authenticated by OPAPRU
	For the next of kin, photocopy of one (1) valid ID, certification or authorization letter of the MNLF member, photocopy of valid ID of the MNLF member/duly issued MNLF program ID authenticated by OPAPRU, photocopy of the duly issued resolution of the MNLF member
	In case of death, the next of kin shall provide a photocopy of the valid ID of the next of kin, photocopy of the MNLF member's death certificate/certification issued by the barangay, warranty and release from liability attested by the MSWDO and BLGU, and authority to claim

Releasing of Grants

MNLF Transformation Program



Documents required:

1. OPAPP issued ID
2. For the next of kin, valid ID, authorization letter and a copy of the duly issued resolution of the former MNLF member.

AA/PDO

3 minutes per benes

PDO/SWO

10 minutes per group

SDO

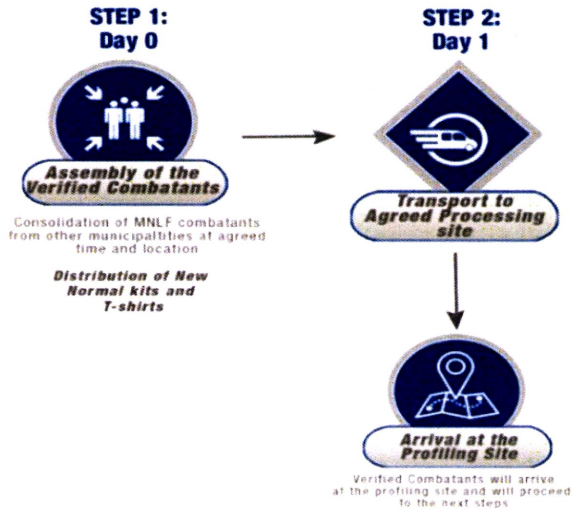
5 minutes per benes

- Legends:
- ★ Documents
 - ★ Person in Charge
 - ★ Approx. time allotted

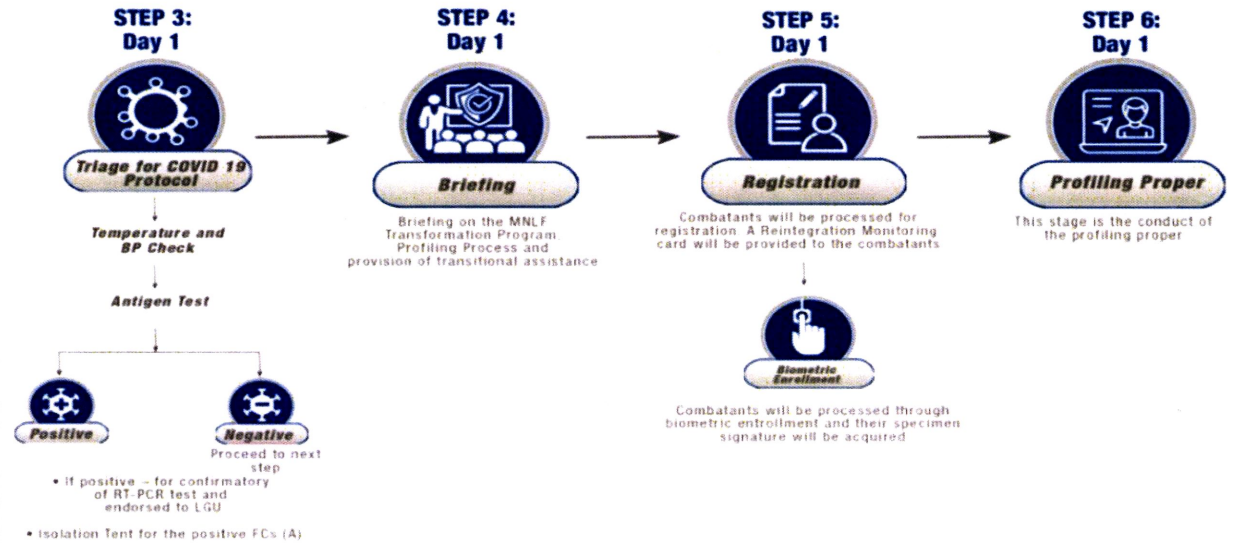
STAGE 2C (PROFILING) TO STAGE 3A (PHASE 1 SOCIO-ECONOMIC PACKAGES) PROCESS FLOW

STAGE 2C-PROFILING

ASSEMBLY AREA (AA) TO THE AGREED PROFILING SITE (APS)



HEALTH ASSESSMENT, BRIEFING, AND INITIAL REGISTRATION



STAGE 3A-PHASE 1 SOCIO-ECONOMIC PACKAGES (TRANSITIONAL ASSISTANCE)

