



Department of Social Welfare and Development

DSWD-GF-010 | REV 01 / 12 OCT 2021

Memorandum Circular

No. 14

Series of 2022

Subject: Community Validation Guidelines for the Implementation of the Targeted Cash Transfer for 3 Million Household Beneficiaries

I. RATIONALE

In February 2022, the world witnessed the conflict between Russia and Ukraine resulting in economic sanctions which triggered disruption in the supplies of petroleum products. Consequently, the Philippines has experienced fuel price increases which disrupts fiscal harmony resulting in an increased cost of living for every household.

To mitigate the continuous effects of fuels and other commodities, the Philippine government committed to provide the bottom 50 percent of the Filipino households with a monthly cash subsidy covering a period of 6 months. The proposed targeted cash transfer program was approved by President Rodrigo Roa Duterte as per the Executive Order signed by April 2022.

Several government agencies were tasked to implement and oversee the TCT program through the Joint Memorandum Circular No. 01 series of 2022. The Department of Finance (DOF) is the chair, co-chair by the National Economic Development Authority (NEDA), with Department of Social Welfare and Development (DSWD), Department of Budget and Management (DBM), Bureau of Treasury (BoT), and LandBank of the Philippines (LBP).

The DSWD is tasked to spearhead the implementation at the ground level for the validation of at least 3 million qualified beneficiaries who do not have any LBP, Gcash, PayMaya account, or other similar electronic financial e-wallet accounts. Pantawid Pamilyang Pilipino Program (4Ps), Social Pension, and Unconditional Cash Transfer (UCT) Program beneficiaries shall use their existing LBP cash card, Gcash, and PayMaya account for the purposes of the TCT.

II. LEGAL BASIS

1. Republic Act 10963 or the Tax Reform for Acceleration and Inclusion (TRAIN) law Section 82.

Sec. 82 of Republic Act 10963 or the Tax Reform for Acceleration and Inclusion (TRAIN) law provides "(b) Social mitigating measures and investments in: (i) education, (ii) health, targeted nutrition, and anti-hunger programs for mothers

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infants, and young children, (iii) social protection, (iv) employment, and (v) housing that prioritize and directly benefit both the poor and near-poor households.

2. Executive Order 867 Series of 2010

Providing for the adoption of the national household targeting system for poverty reduction as the mechanism for identifying poor households who shall be recipients of social protection programs nationwide.

3. Republic Act No. 11310

An Act Institutionalizing the Pantawid Pamilyang Pilipino Program (4Ps). Section 6. Eligible Beneficiaries. -Farmers, fisherfolks, homeless families, indigenous peoples, those in the informal settler sector, and those in geographically isolated and disadvantaged areas including those in areas without electricity shall be automatically included in the standardized targeting system to be conducted by the DSWD;

4. Republic Act 11219 or also known as the “Magna Carta of the Poor” Section 15 item 3 and Section 16, Item 1;

Government agencies 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.

5. Memorandum Circular 15 Series of 2021

DSWD guidelines on the sharing of data generated from the Listahanan Database to External Stakeholders. It aims to establish a system for the sharing of data and information on poor households that may be used in the targeting of eligible beneficiaries for various anti-poverty programs and services and ensure that mechanisms to safeguard or protect the Personal and Sensitive Personal Information of households in the Listahanan database are in place

6. Administrative Order 19 Series of 2021

DSWD internal Guidelines on the Sharing of Data Generated from Listahanan shall serve as a basis for prioritizing beneficiaries of social protection programs as mandated by EO No. 867. It specifically aims to establish a systematic way of sharing data as well as information on poor households who may be eligible for various anti-poverty programs and services hence increasing coordination on the use of data generated from the Listahanan vis-à-vis other databases of households utilized by the DSWD OBSUs in the development

7. Memorandum Circular 19 Series of 2022

Special Guidelines for the implementation of the Targeted Cash Transfer (TCT) Program under Protective Services for Individuals and Families in Especially Difficult Circumstances. Aims to facilitate and provide a cash grant to all 4Ps and UCT-Listahanan beneficiaries.

III. OBJECTIVES

- a. To provide guidance to all Field Offices for the validation of the potential beneficiaries of the TCT program;
- b. To validate the 3 million target households through a Community Validation Approach.

IV. SCOPE AND COVERAGE

1. The community validation activity shall cover at least 3 million¹ households from the Listahanan 2 to be the potential beneficiaries of the TCT program. The program shall provide cash grants amounting to a total of P3,000 for six months;
2. The cash grant for the said beneficiaries shall be given through LBP cash card or other approved modes of distribution/ financial conduits such as Gcash, Paymaya, and StarPay;
3. The household members of the UCT-SocPen beneficiaries can be a recipient of the TCT Program.

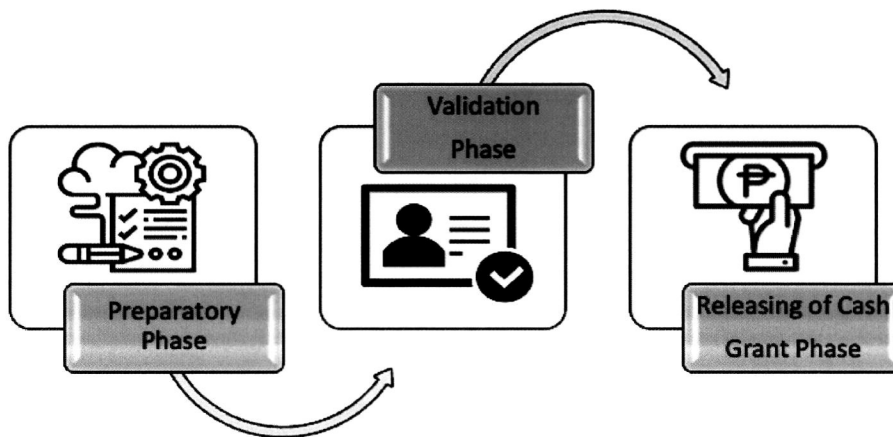
V. DEFINITION OF TERMS

- a. **National Government Agency** refers to the offices operated and managed by the government under the office of the president who will complement the implementation of the project.
- b. **Local Government Unit** refers to offices operated and managed by the local chief executive as prescribed by the Local Government Code of 1992.
- c. **DSWD OBSU** refers to the office, bureau, section, or unit that will serve the national program management office as stipulated in Section VII of this document.
- d. **Field Validator** refers to hired personnel tasked to locate and verify potential household beneficiaries for the cash grants.

¹ The 3 million potential beneficiaries came from the Listahanan 2 database that were matched or undergo a deduplication protocol in the Pantawid Pamilya and UCT-Listahanan database resulted with unique household records.

- e. **Area Supervisor** refers to hired personnel who are tasked to manage and supervise a set of field validators.
- f. **Cash Grant:** refer to the monetary assistance of the government to qualified household beneficiaries to augment basic need in the light of the increasing cost of living

VI. IMPLEMENTATION FRAMEWORK



VII. IMPLEMENTING PROCEDURES

A. Preparatory Activity

1. Generation of List of Beneficiaries.

The regional ICTMU shall upload the list of households subjected to validation to the validator's laptop. The list must be the same as the summary statistics that will be downloaded to the field office.

2. Hiring of Field Personnel

The Field Office Human Resource Management and Development Division shall immediately hire qualified field staff as stipulated in Annex A Qualification Standard and Terms of Reference for competent personnel.

3. Conduct 1-day Training and Orientation

Once the required field staff are hired, the concerned NHTS will subject the said personnel to a one-day orientation following the minimum orientation content and design indicated in Annex B. No orientation - no deployment policy shall be strictly adhered to.

4. Printing of the Following Documents

- a. **Validation Log Form.** It is a consolidated log form for recording of located and validated households. This form will be signed by the respondent, validator, area supervisor and barangay official.
- b. **Land Bank Know-Your-Customer (KYC) Form.** The LBP will generate and provide this form. This includes a valid ID is among the requirements that must be accomplished and submitted by the TCT grantee to open an account with Land Bank.

5. Coordination with Local Government Units (LGUs).

The FO shall inform the provincial and city/municipal LGUs about the validation activity through formal communication. Orientation with the City/ Municipal Social Welfare and Development Officer (C/MSWDO) and the Association of Barangay Captains (ABC) shall be conducted before field staff is deployed to the barangay. BLGUs are expected to provide logistical support/ assistance to the field staff assigned in their barangay.

6. The Social Marketing Service will draft and implement an approved communication strategy in collaboration with the FO Social Marketing Unit. The communication strategy should cover key messages addressing anticipated frequently asked questions with a corresponding response.

B. Validation Activity

1. The Field Office prepare and submit the field validators' deployment plan to serve as the basis for the execution of community validation;
2. The **VALIDATOR** is tasked to perform the following:
 - a. She/he will be assigned to different areas/ barangay depending on the list and address of the target beneficiaries;
 - b. The target households for the community validation must be completed within the approved time period of validation;
 - c. During the actual community validation or interview, the respondent must give at least one of its household members, then they will proceed with the interview. The validator shall ensure that the respondent must be in the pre-generated TCT dashboard;
 - d. She/he will explain to respondent that they are the potential beneficiary of the TCT program;
 - e. She/he will ask for the following information indicated in the TCT dashboard:
 - Complete address;
 - Contact number;
 - If the household member is currently living in the household;
 - Availability of electronic financial account;

- Potential Grantee for registration in the TCT database;
 - Presence of valid ID/s².
- f. Determine which among the household members with valid ID;
- g. Double check the name and birthdate of the grantee in the presented ID vis-a-vis with TCT dashboard;
- h. She/he will submit daily output to his/her Area Supervisor for recording and random checking.
3. The **Area Supervisor** is tasked to perform the following:
- a. Conduct courtesy call/ exit meeting with LGUs together with his/her field validators;
 - b. Ask the barangay to inform the household head in the TCT list to proceed/ participate in the community validation based on the schedule that will be provided with them. If the household head cannot proceed in the area, they must provide a representative or qualified respondent³;
 - c. Provide a list of TCT potential beneficiaries to barangay captain/ kagawad for their reference.
 - d. Develop a plan to organize the community validation activity in the area;
 - e. Monitor the conduct of community validation and ensure that the deployment plan is implemented as scheduled;
 - f. Conduct five (5) random checking/ validation for the validated households in a week.
4. Once all target households subject to validation are completed, the field validators should sign the log form for those validated households in Annex C.
5. Every eight (8) field validators are supervised by an area supervisor who will provide the overall management and coordination of field deployment in coordination and collaboration with the local government unit;
6. She/he must validate a minimum of 50 households per day. Payment shall be on a monthly basis. Entitled to communication allowance, reimbursement of transportation expense based on actual cost, and per-diem subject to existing accounting rules of the department;

² The following are the valid IDs required by the LandBank of the Philippines for the opening of LBP cash card account: Philippine Identification (PhilID) Card, SSS ID, GSIS ID, Driver's License, Company ID (present), School ID, Passport, TIN ID, Postal ID, Phil Health ID, Marriage Contract (original copy), Major Credit Card, Membership Card of well-known associations and clubs, HMO ID, Senior Citizens Card.

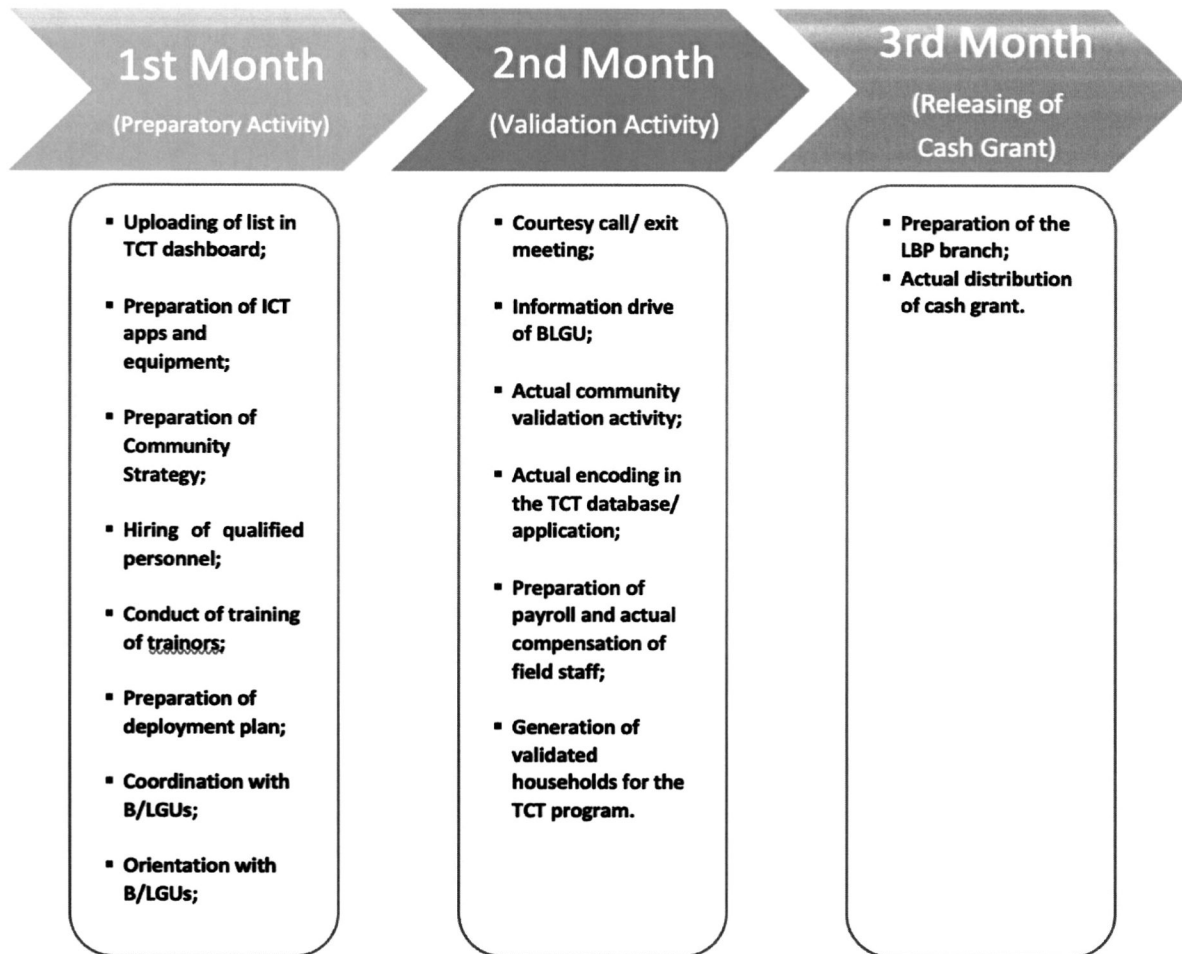
³ The eligible respondent is any responsible member of the household who can provide accurate information or answers to all or most of the questions pertaining to the household. The head of the household and the spouse are the most qualified respondents. If they are not available, any member who is at least 15 years old may be considered as the respondent.

7. Once the validation in the area is complete, the Area Supervisor shall prepare and submit the accomplishment report to the Field Office indicating the following:
 - i. Target, Output, and Variance
 - ii. Consolidated reasons for households not found
 - iii. Challenges, actions taken, and recommendation

8. Once the community validation concludes, the Field Office generates the list of the recommended households for TCT payout. The DSWD Field Office will inform the identified beneficiaries via text or call of the schedule of registration at the nearest LBP branch.

9. The DSWD Field Offices shall properly endorse the list to LBP Branch for consolidation and preparation of payroll for the releasing of cash grant;

IV. TIMELINE



V. INSTITUTIONAL ARRANGEMENT**DSWD-Central Office**

The implementation of the activity shall be steered by selected OBSUs duly recognized by a Special Order signed by the Department Secretary. Below are the duties and responsibilities of the said structure:

A. Office of the Undersecretary for Standards and Capacity Building Group

1. Shall serve as a National Program Director;
2. Oversee the implementation of the Targeted Cash Transfer Program of Central and Field Office;
3. Formulate, review, and submit proposed procedure and/or guidance in the implementation of the project;
4. Approve and provide guidance on behalf of the DSWD Secretary.

B. Office of the Assistant Secretary for Standards and Capacity Building

1. Shall serve as a Deputy National Program Director;
2. Received, reviewed, and consolidated field monitoring reports on the status of implementation;
3. Design training curriculum to equip field validators and encoding personnel;
4. Assign personnel to monitor and provide technical assistance to regional counterparts relative to implementation which includes but is not limited to finance, social marketing, information communication, and field verifications;
5. Lead and formulate the work and financial plan for the implementation of the program and prepare the execution documents relative to budget requests;
6. Serve as a liaison office with stakeholders at the national level;
7. Prepares and submits a terminal report once the project is completed.

C. National Household Targeting Office

1. Shall serve as technical adviser to the National Program Director in the implementation of this activity;
2. Conduct training of trainers for the field office staff;
3. Develop encoding application;
4. Monitor the conduct of validation and encoding of the TCT beneficiaries.

D. Information Communication Technology and Management Service

1. Prepare and generate the list of potential households for validation;
2. Prepare a summary of statistics per region, province, municipality/city, and barangay the potential beneficiaries of the TCT program.

E. Social Welfare Institutional Development Bureau

1. Prepare a project proposal for the hiring of field staff for this activity.

F. Finance and Management Service

1. Review the work and financial plan, budget requests and monthly disbursement program of the program;
2. Facilitate the review and approval of the budgetary requirement upon submission of the request from the NPMO;
3. Prepare payroll for the validated household beneficiaries.

G. Social Marketing Service

1. Develop messaging about TCT implementation;
2. Coordinate with Regional Information Officers to ensure uniform messaging.

H. Agency Operations Center

1. Responsible for handling Grievances with regards to the implementation of the TCT program.

DSWD Field Office

Below are the duties and responsibilities of the field office:

A. Office of the Regional Director

1. Oversee the implementation at the regional level;
2. Provide instructions and guidance to field office staff;
3. Directly report to the Department Secretary and OUSCBG for the status and updates.

B. ARD for Operation and Programs

1. Monitor and supervise the implementation of validation and registration activity in the field;
2. Collaborate with local government units such as provincial, city, municipal, and barangay officials to properly organize the field activities consistent with the city/municipal ordinances; Identify focals to ensure accomplishment of mission tasks;

C. ARD for Administration

1. Monitor and supervise the hiring of qualified field staff;
2. Facilitate the venue for the conduct of training;
3. Facilitate the preparation of salary and submission of TEVs of the TCT field staff. Provide needed admin support to deployed staffs/personnel;

D. Human Resource and Development Division

1. Hire qualified personnel as stipulated in Annex A.

E. Financial Management Division

1. Facilitate payment of salaries and appropriate allowances to personnel.

F. National Household Targeting Section

1. Conduct one-day orientation to all personnel using the training curriculum as stipulated in Annex B;
2. Prepare deployment plan of field staff;
3. Prepare and submit a monthly report on the status of the implementation following the prescribed content stipulated in Section VII, item 3.

FINANCIAL SERVICE PROVIDERS (FSPs)**A. Land Bank of the Philippines**

1. Facilitate the registration of TCT household beneficiaries;
2. Facilitate the issuance of cash cards for the TCT household beneficiaries

VII. REPORTING AND FEEDBACKING

In order to provide timely information on the status to serve basis for making a sound decision, the project shall be conducting the following activities:

1. A bi-weekly report on the household validated shall be prepared by the NHTO and submitted to the National Program Director;
2. A meeting shall be conducted twice in July and August 2022 which will be organized by OASSCB in order to serve as an opportunity to learn, discuss and agree upon key actions to address challenges;
3. Once the project is completed, a terminal report shall be prepared by OASSCB and submitted indicating an executive summary, target beneficiary for payment vs actual vs variance with analysis, challenges, and actions taken to the National Program Director and Secretary.
4. The encoding application shall also provide real-time data on the status of encoding.




IX. EFFECTIVITY

These guidelines will take effect immediately upon approval and issuance. It shall be reviewed, amended, or supplemented as necessary in the light of the current development relative to procedure and protocols.

Issued in Quezon City, Philippines.


ERWIN TESHIBA TULFO
Secretary
Date: July 6, 2022

Cert. True Copy:

MYRNA H. REYES
08 JUL 2022
SIC-Division Chief
Records and Archives Mgt. Division

TERMS OF REFERENCE OF TCT PERSONNEL

AREA SUPERVISORS

Qualifications:

- Completed 4 years college education
- Preferably with experience in the conduct of household assessment or similar projects/activities/related task
- Must be a resident of the province where s/he will be assigned to
- Must be able to write legibly
- A team player
- Knowledgeable in local language or dialects of the province
- Willing to be deployed in far-flung or remote areas of the province

FIELD VALIDATORS

Qualifications:

- Senior high school or completed at least 2 years of college education or its equivalent
- Preferably with experience in the conduct of household assessment or similar projects/activities/related task
- Must be a resident of the province where s/he will be assigned to
- Must be able to write legibly
- A team player
- Knowledgeable in local language or dialects of the province
- Willing to be deployed in far-flung or remote areas of the province
- Physically fit (health certificate from government hospital/clinic)
- Must possess good interviewing and listening skills

Department of Social Welfare and Development
National Household Targeting Office

**ORIENTATION OF PERSONNEL-TARGETED CASH TRANSFER
SYLLABUS**

TIME ALLOCATION	LEARNING OBJECTIVES	ACTIVITIES/ CONTENT	LEARNING METHOD	PERSON RESPONSIBLE	DOCUMENTS/MATERIALS/ EQUIPMENT NEEDED
	<i>At the end of each session, the participants will be able to:</i>				
08:30 – 09:30	Articulate what they are expected to do and expect to learn as field supervisors/notifiers or Encoding Supervisor/Encoders	Preliminaries <ul style="list-style-type: none"> ▪ Invocation ▪ Singing of the National Anthem ▪ Welcome Message ▪ Presentation of Objectives 	Plenary discussion	Facilitator	Laptop and projector; AVPs on Prayer and Lupang Hinirang; PowerPoint slides on topic
Session 1 09:30 – 10:30	Discuss the salient features of the TRAIN Law, with emphasis on the Targeted Cash Transfer (TCT) Program	<ul style="list-style-type: none"> ▪ TRAIN Law ▪ TCT Program 	Lecturette	PPD Chief/RFC/RITO	PowerPoint material on the activity content
Session 2 10:30 – 12:00	Explain the procedures in the validation of TCT beneficiaries	Procedures in the validation and updating of TCT beneficiaries <ul style="list-style-type: none"> ▪ Courtesy call with the BLGUs ▪ Contacting respondents ▪ Exit conference with the BLGUs 	Lecturette; Plenary discussion	PPD Chief/RFC/RITO	PowerPoint material on the activity content
12:00 – 01:00	Lunch				
Session 3 01:00 – 01:30	Explain with confidence the different sections of the TCT dashboard and its indicators and proper accomplishment Demonstrate understanding and proper accomplishment of the other forms used in the validation	<ul style="list-style-type: none"> ▪ Accomplishing the TCT Forms and log forms 	Plenary discussion	PPD Chief/RFC/RITO	PowerPoint material on the activity content; hard copy of sample forms
Session 4 1:30 2:30	Demonstrate understanding of the various administrative forms necessary for the reimbursement	TE Reimbursement (OR/DV, Itinerary, RER, Certification of Expenses Not Requiring Receipts	Plenary discussion	Personnel Unit staff	Hard copy of forms

ANNEX B

	of travel and other related expenses				
Session 5 2:30 3:00	Demonstrate required group supervision competence in managing field notifiers for Field Supervisors	Roles and Responsibilities of Field Supervisor/validators	Role Play	PPD Chief/RFC/RITO	PowerPoint material on the activity content; hard copy of sample forms
3:00 3:30	Deployment Plan for the field staff	Highlighting the importance of deployment plan with the area of assignment	Plenary discussion	PPD Chief/RFC/RITO	PowerPoint material on the activity content; hard copy of sample forms
3:30 4:00	Summarize and synthesis of the learnings from the orientation	<ul style="list-style-type: none"> ▪ Synthesis ▪ Closing program 	Plenary discussion	Facilitator	PowerPoint on the synthesis

NAME OF VALIDATOR:	
NAME OF AREA SUPERVISOR:	
DATE OF ASSESSMENT:	

#	HOUSEHOLD ID	HOUSEHOLD HEAD	ADDRESS (Province, City, Barangay)	REASON	REMARKS
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

This is to certify that the households listed herein are not validated during the TCT validation by the validator, area supervisor, and authorized barangay representative.

Signature of Validator: _____ Signature of Area Supervisor: _____

 Signature over Printed name
 Authorized Barangay Representative

Note to Validator: Indicate the following reasons for the not validated household:

Located household:
 NQR – No Qualified Respondent
 RW – Refusal or waived

Not Located Household:
 T – Transfer of residence
 CB – Cannot be located

VHU – Vacant housing unit at the time of visit

NAME OF VALIDATOR:	
NAME OF AREA SUPERVISOR:	
DATE OF ASSESSMENT:	

#	HOUSEHOLD ID	HOUSEHOLD HEAD	ADDRESS (Province, City, Barangay)	REMARKS
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

This is to certify that the households listed herein are validated during the TCT validation by the validator, area supervisor, and authorized barangay representative.

Signature of Validator: _____ Signature of Area Supervisor: _____

 Signature over Printed name
 Authorized Barangay Representative

Note to Validator: This log serves as your daily accomplishment report. Record only the households that have been successfully interviewed for a specific validation.