

MEMORANDUM CIRCULAR

No. 20

Series of 2022

**GUIDELINES ON THE IMPLEMENTATION OF THE KAPIT-BISIG LABAN SA
KAHIRAPAN – COMPREHENSIVE AND INTEGRATED DELIVERY OF
SOCIAL SERVICES (KALAHI-CIDSS) UNDER KAPANGYARIHAN AT
KAUNLARAN SA BARANGAY – CASH-FOR-WORK (KKB-CFW) PROGRAM
FOR PERSONS WITH DISABILITIES**

I. RATIONALE

The vulnerability of Persons With Disabilities in the Philippines exposes them to all forms of discriminatory acts and practices, and even worse, exclusion from the social, cultural, political, and economic aspects of the society. Thus, in the absence of comprehensive, holistic, and responsive social protection programs, activities and projects, the Persons With Disabilities are more likely to experience poverty and this further places them at a greater disadvantage for not having been properly considered in the development and intervention processes.

During the time of the Coronavirus Disease 2019 (COVID-19) pandemic, the Persons With Disabilities have become more vulnerable to risks, thus the exigency for immediate and even long-term interventions. The Cash-for-Work (CFW) Program for Persons With Disabilities in pursuit of the Department of Social Welfare and Development (DSWD) of its mandate and commitment to social inclusion for all Filipinos to have an equal access to opportunities, enabled by a fair and peaceful society, and in response to the emerging priorities of the current administration in the formulation, implementation and coordination of social protection interventions to mitigate the vulnerabilities of the Persons With Disabilities and provision of stop-gap mechanisms to contribute to the improvement of their well-being.

Further, the Special Provisions of the Republic Act (R.A.) No. 11639 or the “*General Appropriations Act (GAA) Fiscal Year (FY) 2022*”, provides that the Kapit – Bisig Laban sa Kahirapan-Comprehensive and Integrated Delivery of Social Services - Kapangyarihan at Kaunlaran sa Barangay (KALAHI-CIDSS-KKB) shall implement and provide CFW for no income or low income families, homeless/street families, returning Overseas Filipino Workers (OFW), indigenous peoples, Persons With Disabilities, families in conflict-affected communities, and other indigent or individuals/families in difficult circumstances who are vulnerable, at risk, or affected by the COVID-19 pandemic.

In response to the emerging priority for the provision of social protection to Persons With Disabilities, and the recognition of their human rights, together with the funding of allocation of the government, the DSWD adopts the CFW scheme in extending social protection interventions for them.

II. LEGAL BASES

The following are the legal bases for the implementation of the CFW Program for Persons With Disabilities:

1. **R.A. No. 11639, “General Appropriations Act FY 2022” Volume 118, No. 1, page 284 Item No. 9.** It appropriates funds to KALAHI-CIDSS KKB for the provision of CFW for no income or low income families, homeless/street families, returning overseas Filipino workers, indigenous peoples, Persons With Disabilities, families in conflict-affected communities, and other indigent or individuals/families in especially difficult circumstances who are vulnerable, at risks or affected by the COVID-19 pandemic.

2. **United Nations Convention on the Rights of Persons with Disabilities.**

Article 27 - Work and Employment: States Parties recognize the right of persons with disabilities to work, on an equal basis with others; this includes the right to the opportunity to gain a living by work freely chosen or accepted in a labor market and work environment that is open, inclusive and accessible to persons with disabilities.

3. **Disability-Inclusive, Sustainable Development Goals, 2030 Agenda for Sustainable Development:**

- a. **Goal :** End poverty in all its forms everywhere; and specifically:
 - 1.3. Implement nationally appropriate social protection systems and measures for all, including floors, and by 2030 achieve substantial coverage of the poor and the vulnerable.

4. **R.A. No. 7277, “Magna Carta for Disabled Persons (as amended by R.A. No. 9442)”**

- a. Chapter I. Section 5. Equal Opportunity for employment - no disabled person shall be denied access to opportunities for suitable employment; and

- b. Chapter I. Section 6. Sheltered Employment — If suitable employment for disabled persons cannot be found through open employment as provided in the immediately preceding Section, the State shall endeavor to provide it by means of sheltered employment. In the placement of disabled persons in sheltered employment, it shall accord due regard to the individual qualities, vocational goals and inclinations to ensure a good working atmosphere and efficient production.
5. **R.A. No. 10524, “An Act Expanding the Positions Reserved for Persons With Disabilities, amending for the purpose R.A. No. 7277 (Magna Carta for Persons with Disability)”**. This expanded employment opportunities for Persons With Disabilities. It provides equal work opportunities to Persons With Disabilities and at the same time incentivizing the private sector for its participation. More than the incentive, integrating Persons With Disabilities in the workforce means rehabilitation, self-development, self-reliance and affirmation of Persons With Disabilities as productive members of society.
 6. **R.A. No. 10070, “Establishing Institutional Mechanism to Ensure the Implementation of Programs and Services for Persons With Disabilities in every Province, City and Municipality, Amending R.A. No. 7277, Otherwise Known as the Magna Carta for Disabled Persons, as Amended, and For Other Purposes.”** This policy mandates the establishment and operationalization of Persons with Disability Affairs Office (PDAO) in every province, city, and municipality to ensure implementation of programs and services for Persons With Disabilities everywhere.
 7. **R.A. No. 10121, “The Philippine Disaster Risk Reduction and Management Act of 2010”**. It is an act strengthening the Philippine disaster risk reduction and management system, providing for the national disaster risk reduction and management framework and institutionalizing the national disaster risk reduction and management plan, appropriating funds therefore and for other purposes.
 8. **DSWD Memorandum Circular (MC) No. 04, Series of 2021, “Enhanced Guidelines on the Implementation of the Cash and Food-For-Work, Training, and Caring (C/FFW/T/C) for Disaster Risk Reduction and Management (DRRM)”**. This provided a policy direction in implementing C/FFW/T/C as contributory service interventions for DRRM”. Specifically, Sec. IV. Project Beneficiaries identifies the conditions and parameters in selecting the beneficiaries who may participate in the CFW Program.
 9. **DSWD Administrative Order No. 13, Series of 2021. “Guidelines on the Rules and Regulations in Granting, Utilization and Liquidation of all Cash Advances and the Penalties for Failure to Liquidate within the Prescribed Reglementary Period”**

10. **DSWD Administrative Order 59, Series of 2003.** "Guidelines for the implementation of Auxiliary Services for Persons with Disabilities"
11. **DSWD Administrative Order 19, Series of 2010.** "Guidelines on the implementation of the Comprehensive Program for Children and Persons with Disabilities"
12. **Commission on Audit Circular No. 94-013.** "Rules and Regulations in the Grant, Utilization and Liquidation of Funds Transferred to Implementing Agencies"
13. **Commission on Audit Circular No. 2012-001.** "Prescribing the Revised Guidelines and Documentary Requirements for Common Government Transactions"

III. DEFINITION OF TERMS

1. **Persons With Disabilities** - are those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others. For purposes of the Rules and Regulations of R.A. No. 10754, persons with disability shall be classified by the Department of Health (DOH) through an issuance¹.
2. **Cash-for-Work (CFW)** - a cash support in exchange for community work/ services/ tasks rendered. This short-term intervention is used by Disaster Risk Reduction Management advocates, humanitarian organizations and development agencies aims to provide temporary employment to economically-poor and disaster and climate change-vulnerable families and communities and to victims of natural and human-induced disasters². Further, for the purposes of this provision, it also includes other light tasks/ activities/ works that are manageable for the Persons with Disabilities.
3. **Persons With Disabilities Affairs Office (PDAO)** - a duly created office at the LGU levels pursuant to R.A. No. 10070, "Establishing Institutional Mechanism to Ensure the Implementation of Programs and Services for Persons With Disabilities in every Province, City and Municipality, Amending R.A. No. 7277, Otherwise Known as the Magna Carta for Disabled Persons, as Amended, and For Other Purposes."

¹ As defined in the Implementing Rules and Regulations of R.A. No. 10754, "An Act Expanding The Benefits And Privileges Of Persons With Disability" and the United Nations' Convention on the Rights of the Persons With Disabilities.

² As described in the DSWD MC No. 04, Series of 2021, "Enhanced Guidelines on the Implementation of the Cash and Food-For-Work, Training, and Caring (C/FF/W/T/C) for Disaster Risk Reduction and Management (DRRM)".

4. **Community Works/Services/Tasks** - for purposes of this Circular, the community works/services/tasks refer to those agreed activities to be undertaken by the persons with disability beneficiary or his/her representative based on the assessment of the LGU and consultation with project beneficiaries, the PDAO and other stakeholders working for the welfare of the persons with disabilities in the said locality.

IV. OBJECTIVES

This Circular aims to provide a policy direction in the implementation of the KALAH-CIDSS KKB-CFW Program for Persons With Disabilities, which are as follows:

1. Provide operational clarity and guidance to Program managers, implementers and partner stakeholders in the project management;
2. Assist the concerned DSWD Central Office (CO) and Field Offices (FOs') officials and personnel in understanding the scope, mechanisms and strategies in the project management;
3. Define the specific roles and responsibilities of the DSWD and other stakeholders who are engaged in the project implementation; and
4. Ensure consistency, appropriateness, correctness, completeness and timeliness of the delivery of the Program.

V. PROJECT DESCRIPTION

The KALAH-CIDSS KKB-CFW Program is a cash support in exchange for the agreed community work/ services/ tasks rendered. It provides a short-term intervention through temporary employment or a targeted cash transfer intervention for no income or low income Persons With Disabilities or households with at least one (1) member with disability, who are vulnerable, at risks or affected by the COVID-19 pandemic and/ or affected by the disaster, natural and/or human-induced calamities, as well as climate change. Cash aid is provided in exchange for community work/ service/ task completed.

Further, the community work/ service/ task shall be for a minimum of six (6) days and a maximum of 10 days period.

VI. PROJECT SCOPE AND BENEFICIARIES

A. Project Areas

The Project shall be implemented all throughout the country.

B. Project Beneficiaries

Project beneficiaries are the following:

1. Persons With Disabilities identified in the DSWD-NHTO shall be given the priority to the CFW.

In case the Person With Disability beneficiary cannot work due to limitations of his/ her, he/ she can recommend a member of his/ her family to do the CFW on his/ her behalf, provided the member of his/ her family is capable of doing work.

2. Upon serving of all households with at least one (1) member with disability of the NHTO, the Local Government Units (LGUs) may proceed in including as beneficiaries the Persons with Disabilities listed in their respective databases, provided that it is
 - a) Assessed as poor/ indigent by any registered Social Worker of the LGU or of the provincial LGU or of the Field Office and duly endorsed by the Local Chief Executive (LCE);
 - b) Noted by the Local Social Welfare and Development Officer (LSWDO) or PDAO or its equivalent office/ department; and
 - c) Approved by the DSWD FO Regional Director (RD).

The endorsed list of the LGU will form part of the attachment for the project proposal.

Note that the Persons With Disabilities listed in the system of the target LGUs may include but not be limited to the inventory of the PDAO.

C. Work Duration and Cost

Each beneficiary shall be allowed to render community work/ service/ task for a minimum of six (6) days and a maximum of 10 days period

The rate of wage will be set based on the 2022 regional daily wage rates for non-agriculture as enumerated below:

REGION	WAGE ORDER (WO) NO./DATE OF ISSUANCE	DATE OF EFFECTIVITY	RATE
BARMM	WO BARMM-02/ May 31, 2022	July 21, 2022	341.00
NCR	WO 23/ May 13, 2022	June 04, 2022	570.00
CAR	WO 21/ May 23, 2022	June 14, 2022	380.00
I	WO 21/ May 16, 2022	June 06, 2022	370.00
II	WO 21/ May 17, 2022	June 08, 2022	400.00
III	WO 23/ May 30, 2022	June 20, 2022	450.00
IV-A	WO 19/ May 30, 2022	June 30, 2022	435.00
IV-B	WO 10/ May 19, 2022	June 10, 2022	355.00
V	WO 20/ May 19, 2022	June 18, 2022	345.00
VI	WO 26/ May 13, 2022	June 05, 2022	450.00
VII	WO 23/ May 24, 2022	June 14, 2022	435.00
VIII	WO 22/ June 06, 2022	June 27, 2022	350.00
IX	WO 21/ June 01, 2022	June 25, 2022	351.00
X	WO 21/ May 27, 2022	June 18, 2022	390.00
XI	WO 21/ May 31, 2022	June 19, 2022	427.00
XII	WO 23/ May 18, 2022	June 09, 2022	352.00
Caraga	WO 17/ May 17, 2022	June 06, 2022	350.00

VII. IMPLEMENTATION MECHANISM

The project implementation shall be anchored on the direct implementation of the DSWD FOs in close coordination and/or partnership with LGUs.

A. Pre-implementation Stage

1. **Selection of Target Areas.** All cities/ municipalities with assessed households with at least one (1) member with disability provided by the NHTO shall be covered/ included in the targeting for the project.

2. LGU Engagement.

- a) The DSWD-Field Offices (DSWD-FOs) shall convene, either virtually or face-to-face, with the Local Government Units (LGUs), for an orientation. The orientation includes but is not limited to a discussion on the following topics: the objectives, design, criteria for the selection of beneficiaries, implementation processes, and monitoring and evaluation, assessment requirements and reporting system of the Program.
- b) To formalize the engagement, the LGUs are requested to submit a Letter of Intent, signifying intent/ willingness to take part in the CFW and affirming the physical and financial allocations. However, if the mode of payment is through fund transfer to LGU, a Memorandum of Agreement must be secured between the DSWD and the LGU, provided the LGU should not have any unliquidated funds transferred by DSWD FOs.
- c) In cases, where the LGU does not have an existing Data Sharing Agreement with the DSWD FO, the same shall be secured following the procedures of the National Household Targeting System for Poverty Reduction within the DSWD FO. On the other hand, the LGU may opt to submit its list of households with at least one (1) member with disability for inclusion and subject for cross-matching with the list of Persons With Disabilities identified in the DSWD-NHTO. After the cross-matching at the DSWD FO, the list shall be returned for the subsequent activities of the implementation of the CFW program.

3. Validation of Project Beneficiaries.

- a) The LGU shall cascade the target project beneficiaries from NHTO to concerned barangays for validation on the beneficiaries' eligibility to the program. Further,
 - (1) If the listed Person With Disability beneficiary is deceased this shall be automatically replaced following the provision of item VI.B.2.;

- (2) If the listed Person With Disability beneficiary transferred to another area, the LSWDO and in coordination with the concerned Punong Barangay shall secure Certificate of Residency from the new residence of the beneficiary;
 - (3) For those Persons With Disabilities who are not capable to perform work without any family member to represent, the LGU shall assign any other manageable work/ service/ task for a minimum period of six days; OR the LGU shall assign any voluntary member from the barangay or any volunteer constituent who can serve as the representative.
- b) The transferred person with disability beneficiaries shall automatically be replaced by the LSWDO as discussed in item VI.B.2..
 - c) A minor member of the household aged 15 to 17 years old, with proper supervision of a responsible adult, may be considered to represent the person with disability if all members of legal age within the household are unable to participate due to sickness and other valid reasons. The minor shall be given a task and a fair volume of workload that can be handled by him/ her based on the assessment of the LGU, without reduction of grant/ assistance and be supervised by a responsible adult. As minimum child protection protocol, the following shall be observed: working hours must not exceed 40 hours a week or 8 hours a day; and the child is not allowed to work between 10:00 in the evening to 6:00 in the morning. Finally, a parental consent must be sought in the participation of the minor to the CFW.
4. **Identification of type of activities to be undertaken.** Based on the assessment of the LGUs and appropriate consultation with project beneficiaries, the PDAO and other stakeholders working for the welfare of the Persons With Disabilities, the scope of work/ service/ task includes but not limited to, management of, or response to, the effects of COVID-19 pandemic. Further, it must ensure a task and fair volume of workload appropriate for Persons With Disabilities and/ or their representatives.

5. **Preparation and submission of project proposal.**

- a) The project proposal, together with the list of validated project beneficiaries, shall have the following signatories:
- (1) LSWDO and/ or PDAO as the preparer and project proponent/s;
 - (2) LCE of the LGU as endorsing official;
 - (3) Community Development Officer III/ IV or any of the KALAHI-CIDSS Technical Staff (as assigned/ designated by the Regional Director) as reviewed;
 - (4) Assistant Regional Director for Operations as recommending approval; and
 - (5) RD of the FO as approving officer.
- b) The proposal must indicate the measures to ensure minimum health protocols are complied with, and safeguards installed to maintain the integrity of the environment and respect of the rights of the minorities, indigenous peoples among others.

6. **Issuance of Notice of Approval.** Upon approval, the FO shall issue a Notice of Approval, together with the copy of the approved project proposal.

B. Implementation Stage

1. **Organization and orientation of the beneficiaries.** Upon approval of the proposal, the LGU, together shall commence with the CFW. Prior to the start of the CFW, LGU shall ensure that the project beneficiaries are properly oriented on the nature of the program, on the minimum health protocols and other considerations necessary for the smooth implementation of the CFW.
2. **Actual conduct of the activities by the project beneficiaries under the direct supervision of the LGU.** The LGU shall ensure that minimum health protocols are complied with and the well-being and safety of the Persons With Disabilities are guaranteed.
3. **Photo-documentation prior, during and after the conduct of the activities.** The LGU may document the proceedings of the CFW by capturing the before, during and after of the areas identified for CFW.

4. **Recording and monitoring of the attendance of the beneficiaries.** During the conduct of CFW, the City/ Municipal/ Barangay LGU, wherever the person with disability beneficiary or his/her representative are stationed/deployed, must capture the daily attendance of the project beneficiaries and monitor their progress within the day.
5. **Preparation of documentary requirements.** In processing the payroll for the rendered services, the LGU shall prepare and submit to the FO the following:
 - a) **Cash Assistance Payroll.** As much as possible the payroll must indicate the name of the person with disability as the direct beneficiary. In cases, where the person with disability is not able to claim the cash assistance, an authorization letter together with a photocopy of valid identification cards must be submitted. In cases of a family member/ relative doing the work on behalf of the Person with Disability, the payroll must be named after the representative provided that in the approved project proposal, it clearly stipulated the name of the representative of the Person With Disability; and
 - b) **Daily Time Record** for each project beneficiary.
6. **Release of assistance to the project beneficiary.** Upon approval of the documentary requirements of the LGU, the FO shall arrange the schedule of payout with the assistance of the LGU for the coordination to project beneficiaries and for the provision of logistical and administrative support during the payout.

Direct payment through Special Disbursing Officers of the FOs (as prescribed by DSWD Administrative Order No. 13, Series of 2021) is recommended. Further, the FO may explore other modes of payment which includes but is not limited to, the following:

1. Top-up scheme with existing program beneficiaries;
2. Fund transfer to LGUs (following Commission on Audit Circular No. 2012-001 and COA Circular No. 94-013);
3. Other Financial service providers; and

In cases where the person with disability beneficiary is not able to claim the assistance, the FO-SDO may opt to hand-deliver it to the beneficiary's residence.

For those Persons With Disabilities who had been assigned by the LGU with a representative to do the work/ service/ task, the LGU must ensure that the cash benefit will be given to the Person With Disability.

C. Post-Implementation Stage

1. **Fund Liquidation.** Upon completion of the payout, the FO shall liquidate the funds as prescribed by the DSWD Administrative Order No. 13, Series of 2021, COA Circular No. 94-013, COACircular No. 2012-001.
2. **Submission of the Completion Report of LGU to DSWD FO.** The LGU will submit a Completion Report to the DSWD FOs, which may include but not limited to: LGU profile, demographic characteristics of Persons with Disabilities, the project description of the work provided to the Persons with Disabilities, scope of work, physical and financial accomplishments, photo documentation among others. The submission is expected to be received by the Regional Program Management Office (RPMO) 15 days after the conduct of the payout to the project beneficiaries.
3. **Submission of Consolidated Completion Report of RPMO to NPMO.** The RPMO shall submit a consolidated Completion Report to the NPMO 15 days upon receipt of the Completion Report.
4. **Submission of Accomplishment Report of NPMO to the Office of the Secretary.** The NPMO shall submit an Accomplishment Report to the Office of the Secretary on the proceedings of the implementation and policy recommendations in providing developmental interventions for Persons With Disabilities. The report shall be submitted 15 days upon receipt of the Completion Reports from all DSWD FOs.

VIII. GRIEVANCE AND REDRESS MECHANISM:

A. The implementation of the program adopts the Grievance Redress System (GRS). This applies to any complaints, problems, or issues that arise as a result of the Program implementation, such as but not limited to: (i) misappropriation of funds and allegations of corruption; (ii) inappropriate intervention by outside parties (in making decisions and determining allocations), procurement, and other related matters; (iii) violations of project policies, principles, or procedures; and (iv) other related GRS concerns.

1. Filing of Grievance. It can be done through any levels of the DSWD structure from community to national levels using any of the following means:

- a) Verbal narration from walk-in complaints at NPMO, RPMO and grievance volunteers at covered areas,
- b) Letter addressed to KALAHI-CIDSS at DSWD Central Office (Batasan Complex, Constitution Hill) or DSWD FOs;
- c) Phone calls: 8931-8101 to 07 local 513/527, mobile messages: +6394562925155 or e-mail: kc@dswd.gov.ph;
- d) KALAHI-CIDSS social media accounts: Facebook account: NPMO-DSWD, KALAHI-CIDSS (<https://www.facebook.com/DSWDKALAHICIDSS>) and/or RPMO KALAHI-CIDSS official social media account;
- e) Grievance boxes;
- f) Complaint centers such as 8888 Citizen's Complaint Center; and
- g) Other modes of GRS of the DSWD, this includes but is not limited to, Agency Operation Center and other established reporting of complaints.

B. Processing Grievance and Complaints.

1. Operating hours:

- a) All grievances can be filed at any time of any day but those sent on the weekends and holidays shall be answered on the next working day immediately after the weekend or holiday; and
- b) All grievances received after six (6) p.m. working hours shall be answered on the next working hour of the next working day.

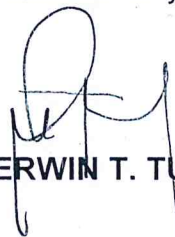
2. Period to take action:

- a) All grievances shall be responded within 72 hours from receipt of complaint; and
- b) The received grievance shall be resolved within the following prescribed periods:
 - Simple grievance - 72 hours from receipt;
 - Complex Grievance – seven (7) days from receipt; and
 - Highly technical - 20 days from receipt.
- c) The resolution shall follow R.A. No. 11032, “An Act promoting Ease of Doing Business and Efficient Delivery of Government Services”, amending for the purpose R.A. No. 9485, otherwise known as the “Anti-Red Tape Act of 2007, and for other Purposes”.

IX. EFFECTIVITY

This Circular shall take effect immediately upon its approval.

Signed on the 14th day of November 2022, in Quezon City.


ERWIN T. TULFO

Certified True Copy


MYRNA H. REYES 16 NOV 2022
OIC-Division Chief
Records and Archives Mgt. Division