

MEMORANDUM CIRCULARNo. 04

Series of 2023

**ADDENDUM TO MEMORANDUM CIRCULAR NO. 10, S. 2022 OR THE
GUIDELINES ON THE IMPLEMENTATION OF THE KILOS-UNLAD: 4PS
SOCIAL CASE MANAGEMENT STRATEGY****I. BACKGROUND**

The result of the Listahanan 3 survey, which was conducted by the National Household Targeting Office (NHTO) in 2019, was released on a soft launch on August 1, 2022, resulting in the immediate tagging of household-beneficiaries who were found to be "non-poor" with Client Status (CS) 30. Hence, they became ineligible for cash grants and will eventually be exiting in the Pantawid Pamilya Information System (PPIS) from the Program. With this, there is a need to provide additional guidance to ensure that the households indicated in the NHTO list of non-poor are socially prepared for exit and be provided with cash grants and livelihood assistance prior to their program exit. This is based on Memorandum Circular (MC) 10, Series of 2022 or the "Guidelines on the Implementation of the Kilos-Unlad: 4PS Social Case Management Strategy", specifically Part VII. Implementation Procedures, 1.5. Transition Period.

Further, in light of the direction and thrust of the Department to continuously enhance the case management strategy, feedback and management of grievances received by 4Ps, the provisions on the implementation procedure, transition and exiting process in Memorandum Circular No. 10, Series of 2022 are hereby further improved.

II. LEGAL BASIS

- Republic Act No. 11310, or the "Pantawid Pamilyang Pilipino Program (4Ps) Act", and its Implementing Rules and Regulations (IRR)
- Memorandum Circular No. 10 Series of 2022, or the "Guidelines on the Implementation of the Kilos-Unlad: 4PS Social Case Management Strategy"

III. SCOPE AND COVERAGE

This addendum aims to provide supplemental guidelines to Memorandum Circular No. 10, series of 2022 on the transition of households included in the NHTO list of non-poor towards their eventual exit.

IV. TRANSITION PROCESS FOR POTENTIAL BENEFICIARIES FOR EXIT

The households included in the NHTO list of non-poor shall undergo a transition process towards exit from the Program, as follows:

1. Determination of Potential Beneficiaries for Exit

- 1.1. The National Household Targeting Office (NHTO) shall provide a formal endorsement of the initial list of non-poor based on the Proxy Means Test (PMT) result to Pantawid Familyang Pilipino Program-National Program Management Office (4Ps-NPMO)
- 1.2. From the NHTO Initial List, the 4Ps-NPMO shall endorse the List of **Potential 4Ps Beneficiaries For Exit** through an Official memorandum to the Regional Program Management Office (RPMO) with guidance towards the exit following the social case management strategy.

2. Social Preparation for Exit

- 2.1. 4Ps-RPMOs of the Field Offices (FOs) shall provide accurate information and guidance to the respective Provincial Operations Offices (POOs) and Municipal Operations Offices (MOOs) on the conduct of social preparation to household-beneficiaries as stipulated in MC No. 10, s. of 2022, as applicable, and Local Government Units for their roles in providing post-service interventions to transitioning households.
- 2.2. Case workers shall prepare a Case Summary Report (CSR) with emphasis on the transition plan.

3. Package of Services

- 3.1. The List of Potential Beneficiaries for Exit shall be endorsed to the Sustainable Livelihood Program (SLP) NPMO for possible livelihood assistance in accordance with the beneficiaries' Exit Plan.
- 3.2. The Potential Beneficiaries for Exit shall undergo **Family Development Session (FDS) on Pagpupugay sa Tagumpay ng mga Ka-4Ps** and other related transitioning sessions emphasizing the message that exit and/or graduation from the Program is a celebration of success and resiliency of the family.

3.3. Potential Beneficiaries for Exit may still be entitled to the release of their cash grants provided that they are compliant to the conditions set during the period prior to the official release of Listahanan.

3.4. Referral to LGU for continuous provision of programs and services, monitoring, and follow-through to ensure the sustainability of gains from the Program.

V. MONITORING AND REPORTING

The 4Ps NPMO shall be guided by the existing Monitoring and Reporting guidelines under Memorandum Circular No. 10, Series of 2022, which provides for joint monitoring and follow-up with the Local Government Unit to households that have exited from the Program.

VI. INSTITUTIONAL ARRANGEMENT

The specific roles of the offices concerned shall be governed by existing Memorandum Circulars governing their usual processes, unless otherwise indicated in this MC.

VII. GRIEVANCE MECHANISM

All grievances in the implementation of this guideline shall be acted upon by the 4Ps-NPMO in accordance with its existing grievance mechanism as applicable.

VIII. EFFECTIVITY

This Memorandum Circular shall have retroactive effect to facilitate the necessary cash grants payment for the applicable months and livelihood intervention of the affected households.

Issued in Quezon City, this 24th day of MARCH 2023.


REX GATCHALIAN
Secretary