

MEMORANDUM CIRCULARNo. 07
Series of 2023**SUBJECT : REVISED GUIDELINES FOR THE COMPREHENSIVE IMPLEMENTATION OF THE SUSTAINABLE LIVELIHOOD PROGRAM****I. RATIONALE**

The Sustainable Livelihood Program (SLP) continues to be the Department of Social Welfare and Development (DSWD) lead livelihood capability-building program for poor, vulnerable and marginalized households and communities, to help improve their socio-economic conditions through accessing and acquiring necessary assets to engage in and maintain thriving livelihoods.

The SLP remains committed to increase the level of participation among participants and harness a deeper sense of ownership of their development. At the same time, the Program recognizes the need to improve the implementation process and timeline while strengthening the sequence of capability building sub-activities and interventions to ensure that capacitation occurs all throughout the stages of implementation.

In ensuring that the SLP livelihood interventions remains responsive to the needs of the community, and in light of the current thrusts and priorities of the Department to streamline requirements, review and assess cost parameters of interventions, and expedite the implementation process for all DSWD programs and services, the SLP is hereby revising Memorandum Circular No. 22 series of 2019 through this guidelines for the comprehensive implementation of the Sustainable Livelihood Program, to support said streamlining and simplification efforts of the DSWD. Through these revised guidelines, the SLP aims to provide: a) an expedited implementation process; b) rationalized cost parameters for SLP modalities and interventions; and c) new capability building interventions to support livelihood development and association development and management. Finally, as part of the directives and thrusts of the DSWD management to ensure the sustainability of its programs and interventions, the SLP is tasked with sustainability of both the livelihood projects and organization of the SLP associations.

II. LEGAL BASES

The following legal bases and guidelines have been reviewed as supportive for an abridged and enhanced SLP process:

1. **1987 Philippine Constitution** - Article XII Section I states that *"the goal of the national economy are a more equitable distribution of opportunities, income and*

wealth; a sustained increase in the amount of goods and services produced by the nation for the benefit of the people; and, an expanding productivity as the key to raising the quality of life for all, especially the under privileged”.

2. **General Appropriations Act (GAA)** - On the special provision on the implementation and management of the DSWD Sustainable Livelihood Program.
3. **Republic Act 5416 or the Social Welfare Act of 1968** - Created the Department of Social Welfare to develop and implement a comprehensive social welfare program:

Sec. 1. Mandate. Consistent with the provision of the Administrative Code of 1987 and Republic Act 7160 (Local Government Code) - The Department of Social Welfare and Development is hereby mandated to provide assistance to local government units (LGUs), non-government organizations (NGOs), other national government agencies (NGAs), people’s organizations (POs) and members of civil society in effectively implementing programs, projects, and services that will alleviate poverty and empower disadvantaged individuals, families and communities for an improved quality of life as well as implement statutory and specialized programs which are directly lodged with the Department and/or not yet devolved to LGUs.

4. **Republic Act 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018** - Provide guidelines for the adoption of simplified requirements and procedures that will reduce red tape and expedite business and non-business related transactions in government. The SLP supports and adheres to the mandate of timely delivery of services to the Program’s intended participants.
5. **Republic Act 11291 or the Act Providing for a Magna Carta of the Poor** - Mandates that the State shall promote livelihood among the poor by providing them technical and administrative support to establish their livelihood enterprises. The DSWD-SLP, being the Department’s lead livelihood development program, delivers the necessary intervention/s to uplift the standard of living and quality of life of the poor.
6. **Republic Act 11310 or the Act Institutionalizing the Pantawid Pamilyang Pilipino Program (4Ps)** - Mandates that “qualified household-beneficiaries shall be given priority in the availment of the modalities and interventions under DSWD’s Sustainable Livelihood Program (SLP) or other appropriate or similar program offered by other government agencies or accredited private institutions”.

“The household-beneficiary shall also be given priority in the availment of the employment facilitation services provided by the SLP or other employment programs of appropriate government agencies implementing the same”.

7. **DSWD Administrative Order No. 13, series of 2015 or the DSWD Policy Development Framework** - As one of the principles of an effective and

efficient policy development, the DSWD Policy Development Framework states that “addressing Social Welfare and Development policy concerns must be done with an in-depth and extensive analysis pursuant to the DSWD Reform Agenda that mentions the enhancement of evidence-based policy making as a component part of Reform Area 1: Engaging and leading the sector in establishing strategic and result-oriented policies in social protection.

8. **DSWD Memorandum Circular No. 20 series of 2020 - Specifically, Section 73, on the mandate of the Department of Social Welfare and Development in accrediting CSOs/SLPAs as beneficiary of the Department.**

III. OBJECTIVES OF THE REVISED GUIDELINES

The guidelines consolidate all SLP regular and referral processes, procedures, major implementation stages, requirements, and parameters in implementing SLP. The revised guidelines were developed with the following main objectives in mind:

1. To provide comprehensive details on the revised regular and referral SLP implementation process;
2. To incorporate the Program’s Sustainability Plan and provide guidance as to the series of interventions to sustain and further develop both the livelihood projects and organization of the SLP Associations.
3. To make prominent and refresh the capability-building offerings of the Program, mainly the livelihood development modules under the Microenterprise Development Training (MEDT) and Basic Employment Skills Training (BEST), as well as other support interventions for the SLP Associations (SLPA) to ensure that capacitation of program participants occur throughout the implementation process and the established livelihood projects are sustained;
4. To provide updated details and updates on the cost parameters, modalities, and interventions offered by the Program; and
5. To provide the DSWD Field Offices (FOs), being the direct implementers of the SLP in the locality, the specific implementation process and treatment for 4Ps households, Non-4Ps households, and individual referrals.

IV. DEFINITION OF TERMS

Below is the definition of terms for words and terminologies commonly used in the implementation and management of SLP:

Association Enterprise

A type of enterprise that is managed by the members and officers of the SLP association.

<i>Barangay Ranking Matrix (BRM)</i>	A tool used by the Implementing Project Development Officer (IPDO) in identifying and prioritizing project barangays of SLP based on the required criteria.
<i>Basic Employment Skills Training (BEST)</i>	Aa standard capability-building activity for program participants that are interested in seeking employment. This course will consist of sessions developing the learner's capabilities and competencies that will help them land on suitable employment opportunities.
<i>Capacity Building Project Development Officer (CapBuild PDO)</i>	An SLP provincial staff that is responsible for ensuring that all the capacity-building activities for the beneficiaries are provided accordingly. They are also responsible for monitoring and evaluating the learning progress as well as the competency needs and gaps of the SLP beneficiaries.
<i>Cash for Building Livelihood Assets Fund (CBLAF)</i>	The grant is used to implement labor-intensive projects executed by program participants to build, re-build, and/or protect natural and physical assets necessary for more profitable, self-sustaining and resilient microenterprises.
<i>Certificate of Accreditation (CoA)</i>	A certification issued by the Standards Unit (SU) of the FO to the SLPAs after the issuance of the Certificate of Eligibility (COE) by the SLP Regional Program Management Office (SLP-RPMO). The CoA shall be a requisite prior to the release of funds to the SLPAs under the Microenterprise Development (MD) Track
<i>Certificate of Eligibility (CoE)</i>	A certification signed by the Regional Program Coordinator (RPC) of SLP-RPMO certifying that the SLPA or EF program participant/s have complied with the processes of SLP. The CoE is a requisite for the approval and obligation of the Mungkahing Proyekto and shall be the basis of the SU of the FO in issuing the CoA to the SLPAs.
<i>Community Economic Activities (CEA)</i>	Refers to common livelihoods in the barangays, which shall serve as a starting

point for the program participants to identify their potential SLP projects.

Community Mobilization Fund (CMF)

Funds to finance meals and transportation allowance for the conduct of capability-building activities intended for the program participants.

Constitution and By-Laws (CBL)

A document to be ratified or signed by all members of the SLPA that contains the fundamental principles which governs its operation and establishes the specific rules of guidance by which the association is to function.

Employment Facilitation (EF) Track

A track of the SLP that provides assistance to qualified member/s of poor households who preferred employment rather than engaging in microenterprise.

External Partner

Refers to any individual and/or organization outside of the existing structure of the DSWD. External Partners may include but not limited to Civil Society Organizations (CSOs), International Non-Governmental Organizations (INGOs), International Development Partners such as Inter-governmental organizations or International Governmental Organizations (IGOs), Private Entities and Businesses, collaborating Departments, Bureaus, Offices, Agencies, Government-Owned and/or Controlled Corporations (GOCCs), Government Financial Institutions (GFIs), State Universities and Colleges (SUCs), Local Government Units (LGUs) and other government organizations.

Government Sector Partnerships Officer (GSPO)

An SLP Technical Staff of the SLP-RPMO responsible for engaging partners from the public sectors and managing partnership activities.

Grants

Grants are assistance in the form of transfer of resources, in cash or in kind, to an agency/entity from other levels of government, private sectors or international institutions with or without conditions relating to the operating activities of the agency/entity. (GAM, Chapter 1, Section 16).

Grants Utilization Monitoring Report (GUMR)

An SLP document used by the Monitoring PDO to validate that the grant was used in accordance with the approved Mungkahing Proyekto.

Implementing Project Development Officer (IPDO)

An SLP Field Staff of the FO responsible for the organization and facilitation of opportunities of program participants involving stakeholders within or outside the city/municipality.

Incubation Period

Refers to the program implementation of the sustainability plan for each established livelihood starting from year 2 to year 4. This covers monitoring of livelihood, provision of technical assistance, grant incentive, and continuous capacitation of program participants, and SLP association that would eventually lead to their successful graduation to the program.

Individual Enterprise

A type of enterprise that is managed by the individual referrals.

Internal Partner

Refers to DSWD's Offices, Bureaus, Services and Units (OBSUs), and the attached and supervised agencies of the DSWD. Internal partnerships with attached and supervised agencies shall be formalized through a MOA/MOU.

Livelihood Assets and Market Map (LAMM)

An SLP tool used to list down potential partners that may be engaged in the provision of livelihood interventions and/or skills enhancement.

Microenterprise Development (MD) Track

A track of the SLP which focuses on the establishment of microenterprise through provision of financial capital, enhancement of skills, and building / re-building physical and natural assets.

Monitoring Project Development Officer (MPDO)

An SLP Field Staff responsible for the monitoring of the utilization of grants provided to the program participants / SLPA and monitoring and assessment of the microenterprise projects, SLPA and MD and EF program participants within the program's incubation period.

Mungkahing Proyekto (Project Proposal)

Mungkahing Proyekto or Project Proposal is the main document used in determining the specific type of livelihood, project costs, and other key components of the proposed livelihood project of the 4Ps and Non-4Ps participants.

Private Sector Partnership Officer (PSPO)

An SLP Technical Staff of the SLP-RPMO responsible for engaging partners from the private sectors and managing partnership activities.

Convergence Budgeting Scheme or Program Convergence Budgeting (PCB)

Formerly referred to as Program Budgeting which is an integrated group of activities and projects that contributes to a continuing objective of a program implemented by one or a group of department/s or agency/ies, supportive of the Socio-Economic Agenda where resources shall be allocated. PCB is used to plan the budget according to the strategic objectives of the government, and in a manner that is based on results through proper coordination of the lead and participating departments/agencies.¹

Program Participant

Refers to the participants applied and are eligible to receive SLP interventions. These can be members of SLPA, individual participants pursuing employment assistance or participants through individual referrals.

Project Assessment Tool (PAT)

An SLP tool used to evaluate the feasibility of SLP projects proposed by the program participants.

Provincial Coordinator (PC)

An SLP Technical Staff responsible for the management of SLP operations at the provincial level.

Provincial Project Review and Assessment (PPRA)

An activity conducted at the provincial level where the Mungkahing Proyekto submitted by the IPDO will undergo feasibility assessment by the PC and a representative from the SLP-RPMO.

Regional Program Coordinator (RPC)

The head of the SLP Regional Program Management Office responsible for the

¹ <https://www.dbm.gov.ph/wp-content/uploads/BESF/BESF2019/GLOSSARY.pdf>, page 807

management of SLP operations at the regional level.

Seed Capital Fund (SCF) for Individual Referrals

The grant is used as start-up capital to purchase small tools, raw materials, and common service facilities such as machinery, equipment, and plants needed in starting or expanding microenterprise for individual enterprises. The SCF shall only be provided once.

Seed Capital Fund (SCF) for SLP Association

The grant is used as start-up capital for establishing an association enterprise jointly proposed by the members of an SLP Association to purchase raw materials, small tools, and common service facilities such as machinery, equipment, and plant needed in starting or expanding a microenterprise. The SCF shall only be provided once.

Skills Training Fund (STF) pursuing the Employment Facilitation Track

The grant is used for the acquisition of technical and vocational knowledge and skills for guaranteed employment purposes. The EF-STF shall only be provided once.

Skills Training Fund (STF) for SLP Association pursuing the MD Track

The grant is used for the acquisition of technical and vocational knowledge and skills needed in the management of the microenterprise to be managed by the SLPA. The MD-STF shall only be provided once.

Sustainable Livelihood Analysis (SLA)

An activity that shall be undertaken by the GSPO, PSPO, PC, and IPDOs to identify livelihood opportunities in the project areas. Consequently, data and information gathered during this activity shall be used as guide points in selecting livelihoods for the program participants.

SLP Association (SLPA)

An association with 5-30 members organized by the DSWD, through the SLP, which is issued with CoA making them eligible recipients of assistance of SLP under the Microenterprise Development track.

SLP National Program Management Office (SLP-NPMO)

An office of the DSWD Central Office responsible for managing the implementation of SLP, setting the overall direction, and issuing policies and guidelines, among others.

SLP Participant Track Selection Assessment Form (SLP PTSAF)

An SLP tool used to guide the implementing PDO in assessing the potentials of SLP participants to either establish a microenterprise or pursue employment.

SLP Regional Program Management Office (SLP-RPMO)

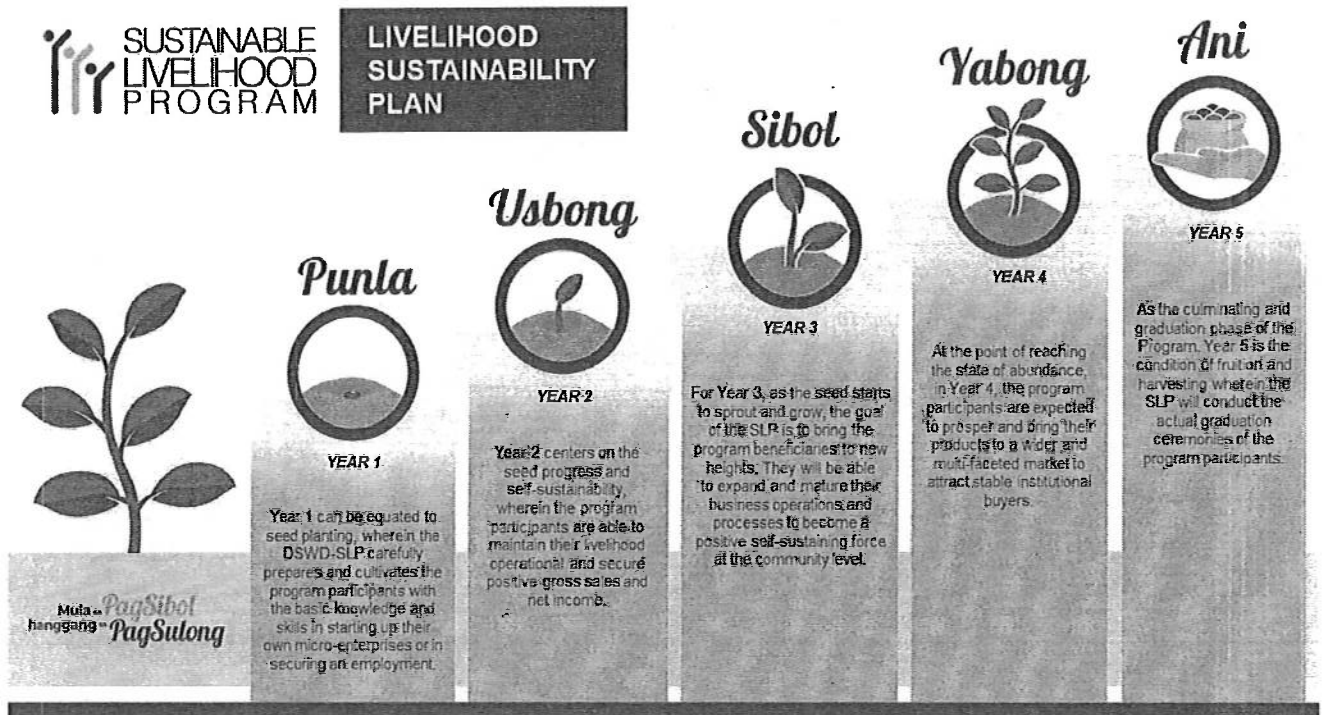
A unit of the DSWD FO responsible for the management of SLP at the regional level providing technical assistance, supervision and management of all SLP provincial offices.

V. SUSTAINABILITY PLAN

Amidst the uncertainty and current socio economic climate and to ensure that the SLP livelihood interventions remain responsive to the needs of the community, as well as, further strengthen the support mechanisms for transitioning SLP associations (SLPA) and the sustainability of both association and livelihood project, the SLP proposes development of the sustainability plan/matrix to address the mainstreaming and sustainability issues arising from the implementation of the regular DSWD-SLP process. This need for longer incubation period and greater attention to the sustainability of projects is further supported by the results of key research and evaluation studies on SLP such as the research study conducted by the Philippine Institutional Development Studies (PIDS) on the impact of the SLP's Microenterprise Development Seed Capital Fund assistance on poor households in the Philippines (PIDS, 2019-2020).

In this light, the SLP Sustainability Plan is integrated in the program's policy and design through which describes the process DSWD-SLP will undertake to develop the capabilities and inherent strengths of the SLP association over the span of multiple incubation years, starting from year 2 to year 5, through provision of continuous and intensified capability building activities and additional livelihood incentives for those associations who manage to sustain their livelihood projects as well as the management of their associations.

Figure 1. SLP Sustainability Plan



It is through the Sustainability Plan, that the DSWD SLP seeks to not only increase the likelihood of SLPAs sustaining their respective livelihood projects but also developing their organizational capacities to transition from an informal community-based entity, to a formal organization that is operationally sound, financially stable, and independently managed by its members.

VI. ELIGIBILITY REQUIREMENTS

The following are the requirements for SLP participants:

1. The target program participants should belong to the poor, marginalized, vulnerable and/or disadvantaged households as identified by the National Household Targeting System for Poverty Reduction (NHTS-PR), prioritizing 4Ps participants;
2. The target program participants must be willing to be a member of an SLP Association and manage an “association enterprise”. The program participants who would prefer an individually-managed enterprise shall be treated as individual/ referral participants in order to be served by the SLP.
3. A participant of the MD Track must be at least sixteen (16) years old to participate, with a written legal consent from the parents or legal guardians, and must be a member of an SLPA;
4. A participant for EF Track must be at least eighteen (18) years old upon employment, following legal employment standards; and
5. All SLPAs and EF Track participants must be granted a CoE signed by the RPC of the SLP-RPMO certifying compliance to SLP’s selection process.

Each household can enroll a maximum of two (2) members pursuing two (2) different tracks – (i) Microenterprise Development through resource-based and market-driven sustainable microenterprises; and (ii) Employment Facilitation.

VII. MODALITIES OF ASSISTANCE

The following are the modalities under the MD Track:

Name of Modality	Description	Cost Parameter
Seed Capital Fund (SCF)	The grant is used as start-up capital for establishing an association enterprise jointly proposed by the members of an SLP Association or an individual enterprise managed by individual referrals to purchase raw materials, small tools and common service facilities such as machinery, equipment, and plant needed in starting or expanding a microenterprise. The SCF shall only be provided once.	<ul style="list-style-type: none"> - Maximum of Twenty Thousand Pesos (Php 20,000.00) per program participant if member of a SLPA. - Maximum of Fifteen Thousand Pesos (Php 15,000.00) per individual referrals
Skills Training Fund (MD-STF)	A grant that is used for the acquisition of knowledge and skills needed in the management of the microenterprise to be managed by the SLPA or its members and individual referrals. The grant covers the following components: a) technical- vocational skills training fee; b) meal, lodging, and transportation allowance; c) training supplies and materials; and d) program participants' assessment fee. The MD-STF shall only be provided once.	Maximum of Fifteen Thousand Pesos (Php 15,000.00) per program participant.
Cash for Building Livelihood Assets Fund (CBLAF)	An allowance or stipend provided to program participants who have rendered work for labour-intensive projects to build, re-build, and/or protect natural and physical assets necessary for more profitable, self-sustaining and resilient microenterprises. The CBLAF shall only be provided once.	One hundred percent (100%) of the present standard minimum wage set by the Department of Labor and Employment applicable in the region at the time of application, for a maximum of eleven (11) days, inclusive of the 0.5 day pre-CBLA orientation

		and 0.5 day post-CBLA activities.
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The following are the modalities under the **Employment Facilitation (EF) Track**:

Name of Modality	Description	Cost Parameter
Employment Assistance Fund (EAF)	A grant provided to program participants that will support a guaranteed employment such as: 1) processing of employment documentary requirements; 2) payment of medical tools and materials; 3) purchase of basic employment tools and materials; and 4) transportation allowance, meal allowance, and board and lodging until the first 15 days of employment. The EAF shall only be provided once.	Maximum of Five Thousand Pesos (Php 5,000.00) per program participant.
Skills Training Fund (EF-STF)	A grant to be used for the acquisition of technical and vocational knowledge and skills delivered in the form of orientations and lectures, demonstrations, and other similar skills acquisition methodologies for the participants. The grant covers the following components: a) technical-vocational skills training fee; b) meal, lodging, and transportation allowance; c) training supplies and materials; and d) program participants' assessment fee. The STF-EF shall only be provided once.	Maximum of Fifteen thousand Pesos (Php 15,000.00) per program participant.

VIII. SLP IMPLEMENTATION/ OPERATIONAL GUIDELINES FOR YEAR ONE (PUNLA)

For the first year of implementation, the SLP has four (4) major stages, mainly: 1.) Pre-Implementation; 2.) Social Preparation; 3.) Resource Mobilization; and 4.) Project Implementation. There are two SLP Project Development Officers (PDO) who are primarily involved – the Implementing PDO (IPDO) and the Monitoring PDO (MPDO). The IPDO serves as the community facilitator who is responsible for identifying,

organizing, and capacitating the new program participants until grant release and utilization. Meanwhile, during the provision of Modalities Phase of the Resource Mobilization Stage, the MPDO shall validate the utilization of grants to ensure that the approved project has been duly implemented. The MPDO is responsible for ensuring that the provided assistance is sustained by the participants through the conduct of regular monitoring visits and assessments. Below are specific stages and sub-activities (per stage) of the revised SLP implementation process.

1. PRE-IMPLEMENTATION STAGE

The Pre-implementation stage involves coordination with various stakeholders to obtain relevant information to be able to identify priority areas of implementation.

A. Preparation of Data and Information for Targeting (0 Day)

A.1. Preparation of Regional, Provincial and City/Municipal Livelihood Assets and Market Map (R/P/C/MLAMM)

- i. The GSPO of SLP-RPMO shall obtain information on regional government investments from the government sector. Complementary to this, the PSPO shall identify institutional market resources and opportunities for the products and services of program participants from the private sector. Both GSPO and PSPO shall also consider livelihood, market and employment opportunities identified and engaged at the national level by the Partnership Building Section applicable to their region. From the obtained data and information, the GSPO and PSPO shall prepare the Regional LAMM (RLAMM) for public and private sector opportunities;
- ii. Likewise, with assistance from the GSPO and PSPO, the PC shall prepare the Provincial LAMM (PLAMM), incorporating public and private sector resources and opportunities reflected in the RLAMM; and
- iii. The IPDO shall also map the nearby commercial areas and financing institutions, as well as active civil society organizations (CSOs), and POs within the city/municipality. Thereafter, the IPDO shall prepare City/Municipal LAMM (C/MLAMM) using the gathered data and PLAMM.

The R/P/C/MLAMM shall serve as one of the references for the identification of livelihood projects of the participants, and the same shall be updated at least once per semester to continuously identify available livelihood, market and employment opportunities for the participants which may contribute to the sustainability of their projects.

A.2. Review of 4Ps Households' Profile

Identification of priority city or municipality of implementation, prioritizing areas with the highest number of 4Ps households who are ready to receive livelihood intervention. The expected output of this phase is the inventory of 4Ps households who are ready to receive assistance from SLP, disaggregated per province, city/municipality, and barangay as assessed by the 4Ps City/Municipal Links. The SLP PDO shall coordinate with the concerned 4Ps staff on the said inventory of target 4Ps participants.

A.3. Prioritization of Project Barangays

The IPDOs shall be deployed to the priority or targeted municipalities or cities. The IPDO shall gather data and information, such as available and accessible natural resources within the municipality or city, government investments including the LGU's Annual Investment Plan, Municipal Development Plan, a list of nearby commercial areas and financing institutions, as well as active civil society organizations and people's organizations within the municipality.

Aside from the developed C/MLAMM, the IPDO shall list CEA and conduct SWOT analysis as part of the SLA, which shall be presented, vetted and finalized during the SLP Association Formation.

After the data gathering, the IPDO/s shall rank the barangay, using the following criteria indicated in the Barangay Ranking Matrix (BRM):

- i. Total number of unserved 4Ps beneficiaries tagged as poor in the Listahanan database;
- ii. Presence of DSWD programs and other national and/or local government development programs, projects and/or activities, including those covered by PCB and special project areas;
- iii. Availability and accessibility of natural resources within the municipality or city;
- iv. Accessibility of commercial areas and financing institutions to the municipality or city; and
- v. Involvement and assistance provided by CSOs, NGOs, and the business sector for the community.

The final list of priority barangays and the corresponding number of target households per barangay will be presented to the city or municipal LGU (C/MLGU).

Further, partnership engagements with identified priority barangays not included in the BRM shall also be considered in the implementation of SLP.

Individual and referred participants needing livelihood assistance that are not residents of the SLP project *barangays* as identified in the BRM may serve through SLP if they pass the eligibility requirements of the Program. The following categories of individuals are covered in this section:

- i. **Individual/s representing a household who is/are referred to the DSWD by another individual, group, organization, or office such as LGUs, NGAs, State Universities and Colleges (SUCs), CSOs, Self-Governing Boards and Commissions, among others, to the SLP-RPMOs or through the SLP-NPMO;**
- ii. **Individual/s or groups who is/are referred by the SLP-NPMO to the SLP-RPMO for further assessment and possible provision of SLP assistance; and**
- iii. Individual participants seeking livelihood assistance - referring to any walk-in client in the national and regional level, referred through correspondence, and those who apply via email.

Accumulation of pertinent data gathered by the SLP RPMOs shall be on an annual basis. Hence, the formulation, gathering, review, and assessment of reference data

such as the LAMM, 4Ps Households' Profile, and priority areas (barangays) are readily available to the IPDOs on the ground. These data must be available prior to the program's current year implementation and must be reviewed and used in the planning and identification of the project barangay.

B. Coordination with the Municipality/City and Barangay Stakeholders (1 Day)

A one (1) day coordination activity for a new project municipality/city and barangays. The prerequisite for this phase is the signed Unified Memorandum of Agreement (MOA) between the Department and the LGU. In case the Unified MOA is not feasible, the SLP-RPMO may initiate a Regional MOA specifically for DSWD-SLP and LGU subject for approval of the Regional Director. For project areas from the previous year, the IPDO may skip these activities and proceed to the next stage.

- i. Presentation of overview of the SLP including implementation process, eligibility requirements, and program modalities;
- ii. Discussion of targeting and selection process of project areas;
- iii. Discussion on the possible areas for support from the LGU (e.g. preparation of Specific Implementation Agreement, if applicable); and
- iv. Presentation of overview of the SLP including the enhanced implementation process, eligible participants, program modalities, and selection process of project areas and program participants for the concerned BLGU/s (barangay captains and members of the Sangguniang Barangay of the approved and final project barangay/s).

2. SOCIAL PREPARATION STAGE

The Social Preparation Stage shall springboard a collective and participatory process to foster a sense of ownership, co-ownership and social responsibility among the program participants. It also provides an opportunity to build and enhance the capability and resources of interested program participants to use in starting a microenterprise.

This stage shall be divided into six (6) phases; i) SLP Assembly, ii) Name Matching in the Listahanan Database and Securing Letter of Intent, iii) SLP Association Formation and iv) Basic MEDT and Shortened BEST, Project Proposal Preparation v) Issuance of the Certificate of Accreditation (CoA) to SLPAs and vi) Capacity Building Activities.

A. SLP Assembly (0.5 Day)

This half-day activity is intended for the presentation of the program background, objectives, and the selection process.

After the orientation, the IPDO shall ensure that all interested participants have duly accomplished the SLP Data Privacy Consent Form in compliance to Republic Act No. 10173 or the Data Privacy Act (DPA) of 2012. The participants who attended the SLP Assembly that are not interested to proceed must sign a waiver signifying that they are no longer interested to participate in the program.

The individual referrals shall not undergo SLP Assembly and may proceed to the next stage.

B. Name Matching in the Listahanan Database and Securing Letter of Intent (0.5 Day)

- i. The SLP-RPMO shall cross-match to the Listahanan database the list of participants that signifies their willingness to undergo the process after the conduct of the SLP Assembly, those received by the SLP-RPMO through referral from the SLP-NPMO or other institutions. For individual referral, the SLP-RPMO should fill out the SLP Profile Form before cross-matching with the Listahanan database;
- ii. All participants belonging to 4Ps households may proceed immediately to the SLPA Formation once certified as 4Ps households by the 4Ps Municipal/ City Link;
- iii. Participants not identified as belonging to a 4Ps household shall be name-matched by the SLP-RPMO in the Listahanan database available in the FO; and
- iv. Participants not found in the Listahanan database shall be endorsed to the Regional National Household Targeting Unit (NHTU) upon acquiring of consent, to request for a household assessment/enumeration following the process of Listahanan in identifying poor households. Once these households have been identified as "poor", then they may be facilitated by the program and proceed to the next stage.

Households identified as "poor" in the Listahanan database may proceed to SLPA Formation Stage (*for MD Participants*) or Project Proposal Preparation Stage (*for EF Participants*) after securing submission of the digitized Livelihood Skills Assessment Form (LSAF). The result shall then be reviewed by the IPDO to assess the profile of the participants.

Households identified as "non-poor" should be referred to other institutions/agencies or partners for appropriate assistance, upon acquiring consent from the participants.

C. Administration of Livelihood Skills Assessment Form for Individual Referrals (1 Day)

Once the result of name-matching is obtained and eligible participants are finalized, the IPDO shall immediately visit/ locate the participants to administer the digitized Livelihood Assessment Form (LAF) and provide brief orientation on SLP.

Within one (1) day, the IPDO shall submit a feedback report to the PC, detailing the result of the assessment undertaken. The accomplished LSAF should be able to identify the track selected by the individual referral and the proposed livelihood before proceeding to the Project Proposal Preparation Stage.

D. SLP Association Formation (3 Days)

This three (3) day activity is for the scheduling of the SLPA Formation which includes

coordination with the barangay officials and dissemination via sending of digital/ automated SMS or any available means of communication.

- i. All program participants pursuing the MD Track are required to be members of an SLPA, composed of a minimum of five (5) and a maximum of thirty (30) members. The members shall group themselves depending on their chosen livelihood project/s based on the result of the SLA, which may be based on their shared interests, issues they intend to address, existing livelihoods or other shared priorities;
- ii. The SLPA formation activities include leadership training and organization building;
- iii. The SLPA shall then be formalized through (a) electing their officer; (b) developing their vision, mission, goals and objectives (VMGO); and (c) writing and ratifying Constitution and By-Laws; and
- iv. (a) Presentation, vetting and finalization of the result of the initial SLA; and (b) microenterprise feasibility guide and preparation of the Modality Application Forms (MAF).

After the SLPA Formation, the SLP-RPMO through the RPC shall issue a ***Certificate of Eligibility (COE)*** to the SLPA to certify that they have complied with the processes of SLP. The COE must be prepared at the provincial level and countersigned by the PC prior to the approval of the RPC.

After the issuance of the COE, the SLP-RPMO must prepare the ***“Endorsement of SLPAs with COE”*** which will be forwarded to the Standards Unit as their basis in issuing a Certificate of Accreditation (CoA) to the SLPAs. Once the SLP-RPMO has provided the endorsement to the SU of the FO, the latter shall facilitate the issuance of CoA to the SLPAs.

All eligible SLPA, EF participants and individual referrals with issued CoE may immediately proceed to capacity building activities.

E. Capability Building Activities - Basic and Shortened Training (0.5 day Per Training)

E.1 Basic Microenterprise Development Training (Basic MEDT)

- i. After the issuance of the CoE, the IPDO shall conduct the Basic MEDT for the program participants to understand the components to start-up a microenterprise. The IPDO may tap resource person/s from partners or request the assistance of the LGU livelihood worker, if applicable; and
- ii. The Basic MEDT only includes the following sessions:

Module 1: Appreciation of Concept, Theories, and Practices on Resilient Livelihood

Session 1: Revisiting the Livelihood Activities of our Community;

Session 2: Building Blocks of Livelihood

Workshop 1: Preparing your Project Proposal or Mungkahing Proyekto

The remaining sessions on each module will be covered during the project implementation stage.

E.2. Shortened Basic Employment Skills Training (Shortened BEST)

- i. The IPDO shall conduct the Shortened BEST or may tap representatives from the Public Employment Service Office (PESO) or other government partners or private institutions, as resource person/s for this training, in coordination with the assigned LGU livelihood worker. Program participants assessed by the IPDO to be equipped with skills related to the identified employment may no longer attend;
- ii. The program participant may provide the PDO a copy of Certificate of Employment from the previous employer, Certification of Training/s attended, or other proof of training received; and
- iii. Participants without existing employable skills who will avail the Skills Training Fund for EF modality will undergo the BEST after the provision of the modality.

Under the Shortened BEST, the program participants will be mentored on how to accomplish a resume that enlists skills, and their educational background. Moreover, the program participant shall also learn employee etiquette and proper decorum. The Shortened BEST shall culminate with a mock interview, in which participants could practice undergoing interviews.

The IPDO, in coordination with the PC/GSPO/PSPO, may tap existing internal and external partners to provide additional capability-building training to the qualified participants maximizing existing partnership engagements. This may include orientation of programs and services by the partners², among others.

For Individual Referrals, to optimize time and resources, the IPDO may opt to gather the eligible individuals on a weekly basis for the conduct of Basic MEDT or Shortened BEST. However, in case only one eligible individual is available for that week, the training shall resume on a one-on-one session. The IPDO may also include the eligible individual in Basic MEDT or Shortened BEST activity scheduled on that week.

F. Project Proposal Preparation and Issuance of CoA to SLPAs (2 Days)

The SLPAs endorsed by the SLP-RPMO shall be accredited by the SU. The CoA must be issued to the SLPAs within two (2) days (*upon receipt of the SU on the endorsement from the SLP-RPMO and prior to the processing of proposals for funding at the FO's Finance Management Division*).

The expected outputs during this phase are accomplished Mungkahing Proyekto (MP) and Modality Application Form (MAF). The MP shall be prepared by the IPDO which details the summary of all modalities availed by the program participants. The MAF shall be prepared by the program participants with the guidance of the IPDO, which contains specific details of the proposed livelihood project, the needed inputs, and the breakdown of cost.

1. MD Track

² e.g. Orientation on Cooperative Code by the CDA, and Barangay Micro Business Enterprises (BMBE) Act of 2002 by the Department of Trade and Industry, among others.

- i. Prepared Modality Application Form (MAF) by the SLPA President or individual referrals and Approved by the PC;
- ii. Prepared Mungkahing Proyekto by IPDO, recommended for approval by the RPC, approved by the DC for Promotive Services (as to Purpose) and Budget Head (as to Funding) and approved by the Regional Director; and
- iii. Attachments needed are the CoE and LAF for individual referrals.

2. EF Track

- i. For Skills Training, the MAF prepared by the concerned participant;
- ii. Prepared Mungkahing Proyekto by IPDO, recommended for approval by the RPC, approved by the DC for Promotive Services (as to Purpose) and Budget Head (as to Funding) and approved by the Regional Director; and
- iii. Attachments needed are the CoE, EAF Needs Assessment prepared by the IPDO and approved by the PC; and Fund Utilization Commitment signed by the program participant witnessed by the IPDO.

G. Process for the Withdrawal of Program Participants and SLPA

1. Replacement of Participant Prior to the Release of Grants:

- i. The IPDO shall secure a waiver from the participants who are no longer interested to participate in the Program;
- ii. For an SLPA, the association may replace a waived member/s if said replacement is/are eligible to participate in the Program. It is highly recommended that the replacement should come from the same household or within the project barangay who are identified as 4Ps household or poor in the Listahanan database;
- iii. The IPDO should ensure that the replacement passed the eligibility requirement and shall be provided with an orientation on SLP and the SLPA should issue a resolution on the replacement and acceptance of its new member/s. A copy of the resolution shall be forwarded to the IPDO for onward submission to the PC. The PC shall acknowledge and approve the replacement and inform the RPMO; and
- iv. In cases where the entire SLPA withdraws after the SLPA Formation, the IPDO shall conduct an assessment and submit a feedback report to the PC and the RPMO. The SLPA shall issue a resolution on their withdrawal to be signed by at least 75% of the members.

2. Replacement of Participant after the Release of Grants:

- i. In case member/s of the association decided to leave the group after the release of funds to the SLPA, the replacement of the member/s shall be agreed and decided by the association through the issuance of resolution; and
- ii. The SLPA must officially inform the SLP-RPMO through the IPDO on any changes on the composition of the members after the release of grants. The signed resolution with regard to the agreement of the association must be attached to the letter to the FO.

3. RESOURCE MOBILIZATION STAGE

The Resource Mobilization Stage involves the (i) assessment of proposed livelihood projects to ensure feasibility and economic viability and (ii) release of grants to the program participants/SLPAs. The final output of this stage is the approved *Mungkahing Proyekto* and the actual provision of SLP Modalities.

A. Project Proposal Review and Approval (8 Days)

A.1. Project Proposal Review at the Provincial and Regional Level

- i. The *Mungkahing Proyekto* (MP) submitted by the IPDO shall undergo assessment at the provincial level. The Project Assessment Tool shall be used during the assessment. Feasibility of the proposed projects should be assessed at the provincial level through the PC;
- ii. After the review at the provincial level, the approved MP, along with the CoE and other attachments, shall be endorsed/submitted to the SLP-RPMO within 1 day (except for those areas belonging to GIDA);
- iii. Approved proposals at the provincial level must be scanned and uploaded in the information system. Other pertinent details of the proposals must be encoded in the information system and submitted to the SLP-RPMO to facilitate the approval at the regional level;
- iv. Upon receipt of the endorsed proposals from the province, the SLP-RPMO should immediately verify the proposals. **The SLP-RPMO shall only review the MP and its attachment as to:** a) program standards and parameters, and b) completeness and correctness of attachments; and
- v. Verified proposals must be forwarded to the Regional Director for approval and onward processing and funding at the concerned Fiduciary Units.

B. Project Proposal Approval (RD)

- i. The Regional Director shall only approve the MP for MD (SLPAs) with CoA and MP for EF participants and individual referrals with CoE;
- ii. The SLP-RPMO should ensure that all approved MP shall be returned to IPDO, PME0, and PC for tracking and shall be endorsed to the Finance and Management Division for processing and funding; and
- iii. The RMEF is responsible for updating the project tracker for all actions/progress of the approved *Mungkahing Proyekto* that are endorsed for funding and ensure that the PC and IPDO are informed on the status;

C. Processing of Proposals at the Finance Management Division (Budget, Accounting, and Cash) for Funding

After the receipt of the approved *Mungkahing Proyekto* from the Regional Director, the SLP-RPMO shall endorse it to concerned units of the FO for obligation and preparation of checks.

D. Release of Checks to Participants

D.1. For the Association

The grants shall be given directly to the SLPA, through a check under the account name of the SLPA President and SLPA Treasurer and a nominated SLPA officer for the account of the SLPA following existing government auditing and accounting rules and procedures.

D.2. For EF/Individual Referrals

- i. The SCF or EAF shall be directly released to each eligible individual through cash or check payment following existing government auditing and accounting rules and procedures;
- ii. The eligible individual shall receive the grant at the Cash Unit or from the FO's authorized Special Disbursing Officers (SDOs); and
- iii. Pertinent documents relative to the disbursement such as disbursement vouchers or cash assistance payroll shall be properly accomplished and secured and shall be attached to the liquidation report.

The only authorized person to receive the grant is the one whose name is in the approved grant proposal. In the absence of the authorized person, an "authorization" bearing the name, signature and a photocopy of the identification card of the said person shall be presented by the representative. Moreover, only the legal-aged member of the household is allowed to receive the grant on behalf of the grantee. No DSWD personnel is allowed to be authorized by any eligible grant recipient to claim their grant for any reason.

4. PROJECT IMPLEMENTATION STAGE

Once the project is funded, it shall be implemented according to the approved Mungkahing Proyekto. The IPDO shall supervise project implementation, along with other DSWD programs and partner institutions.

This stage covers the first three (3) months of project implementation of participant's microenterprise operations (*established enterprise*) or employment. The IPDO should ensure that all procedures, activities, materials and equipment in starting up the microenterprises or employment have been met.

In addition, it includes the provision of capability-building activities such as Advanced MEDT or BEST to increase the knowledge and skills of the program participants in order to continuously capacitate them in managing their enterprise or employment.

A. Capability-Building Activities - Advanced Training (2 days for MEDT and 1 day for BEST)

Conduct of Advanced MEDT or Advanced BEST. This includes other capability-building training/activities for participants in order to continuously capacitate them in managing their enterprise or employment.

Existing internal and external partners may also be tapped to provide additional advanced capability-building training to the qualified participants maximizing existing partnership engagements and available resources.

B. Supervision of Project Implementation (*First 3-months of microenterprise operations/employment*)

The IPDO should ensure that all procedures, activities, materials and equipment in starting up the microenterprises or employment have been met. It is assumed that informal coaching and mentoring sessions between the IPDO and SLP participants will be conducted as part of the supervision of Project Implementation within the first (3) months.

- i. The IPDO should ensure that grants provided are fully disbursed as to purpose and are compliant to existing accounting and auditing rules;
- ii. The mechanism of grant utilization check and project implementation monitoring as prescribed under the implementation process for regular SLP participants shall be undertaken after the release of the grants; and
- iii. The IPDO shall provide guidance to the SLPA or individual referrals and EF participants in drafting their Enterprise Plan and Employment Plan, respectively. This shall be reviewed and approved by the IPDO. The Enterprise Plan and Employment Plan shall be monitored during the incubation period.

For partnership projects including PCB and special projects, the project implementation shall be coordinated with the concerned partners, and shall follow the agreed implementation processes and activities stipulated in the approved Memorandum of Agreement/Understanding, Joint Memorandum Circular/Implementing Guidelines, Guidance Notes and other advisories.

VIII. SLP IMPLEMENTATION/ OPERATIONAL GUIDELINES FOR THE LIVELIHOOD SUSTAINABILITY PLAN FOR YEAR TWO (USBONG)

The second year implementation shall be the start of the Livelihood Sustainability Plan. The Year 2 (Usbong) implementation shall focus on ensuring that the individuals and SLPAs are continuously capacitated towards self-governance and the operations of the established microenterprises and the acquired employment are sustained after the provision of SLP modalities. This shall be done through continuous tracking, mentoring, coaching, linking, and capability building.

A. MONITORING AND ASSESSMENT ACTIVITIES

Under the second year implementation, there shall be quarterly monitoring and semestral assessment from the time the microenterprise started its operations or the program participants were employed.

1. For the MD project and EF participant, the MPDO shall assume the tracking, constant checking up, provision of technical assistance (e.g. review of the enterprise plan, coaching and mentoring, proper management of salary and savings, work etiquette, etc.) and coordinating functions which will commence

three (3) months after the start of the microenterprise or the program participant was employed.

2. For the SLPA, the MPDO shall assume the tracking, constant checking up, provision of technical assistance (e.g. review of the enterprise plan, review of organizational structure, coaching and mentoring, etc.) and coordinating functions which will commence six (6) months after the start of the microenterprise.

At the end of the second year implementation, the MPDO shall prepare an Annual Assessment Report that contains the organizational, financial, and technical status of the livelihood projects, SLPA, and employment of the program participants. This report will also include the next steps to be undertaken based on the current context of the projects and SLPA to further support or scale up their business operations and strengthen self-governance.

The MPDO shall only use the officially released SLP Monitoring and Assessment Tools to track the sustainability of the projects and associations during the Year 2 implementation. Below are the following tools and its corresponding timeline of data collection during the Year 2 (Usbong) implementation:

Tools	When to Conduct	Frequency of Monitoring and Assessment Visit
MD Monitoring Tool	Every 3 months	4
EF Monitoring Tool	Every 3 months	4
Organization Assessment Tool	Every 6 months	2
Individual Enterprise Annual Assessment Tool	After the monitoring and assessment of Year 2 implementation	1
Association Enterprise Annual Assessment Tool		1
EF Participant Annual Assessment Tool		1

The result of the monitoring and assessment reports shall be used by the MPDO to track the progress of the livelihood of the individual/SLPA and employment as a basis for the provision of appropriate assistance. Hence, the Annual Assessment Report shall be accomplished simultaneously with the last monitoring visit and will be reviewed by the PC for submission to the SLP-RPMO RPC. This assessment report shall serve as basis to determine who among the individual and association shall be identified to the following livelihood status as a result of its technical, financial, and organizational performance including its community impact: 1) for Mainstreaming 2) for Rehabilitation, or 3) for Closure.

Generally, these three (3) livelihood status shall be the basis to categorize the program participant and association who will proceed to Year 2 to 4 implementation following the the new indicators to be measured:

1. **For Mainstreaming** - The individual or association is ready "For Mainstreaming" if the status of the enterprise or employment has reached the minimum characteristics based on the results of the monitoring and assessment. Under this status, it is expected that all the sustainability indicators set on each year shall be achieved to be able to qualify to the interventions and/or incentives set to provide by the program. The MPDO shall continuously monitor and assess the identified program participant or association under this livelihood status following the standard frequency of data collection.
2. **For Rehabilitation** - The individual or association is considered "For Rehabilitation" if the sustainability indicators set from Year 2 to 4 implementation under "For Mainstreaming" are not able to achieve and there are still recommended steps or action plans to be done based on the result of the Annual Assessment Report. Under this livelihood status, appropriate interventions and technical assistance may be provided in order to move towards achieving the sustainability indicators under the "For Mainstreaming" status. The MPDO shall continuously monitor and assess the identified program participant or association under this livelihood status following the standard frequency of data collection.
3. **For Closure** - The individual or association is considered "For Closure" if any of the sustainability indicators set under "For Mainstreaming" or "For Rehabilitation" from Year 2 to 4 implementation are not able to achieve.

This livelihood status can be observed based on the following cases but not limited to:

- a. The microenterprise is closed/not operational or employment status is unemployed however, there are still recommended steps or actions to reinstitute or revive the enterprise, association or employment through a form of technical assistance or additional intervention of the program or other identified stakeholders.

For individual or association falls under this status during Year 2 or 3 implementation, continuous capability building shall be provided based on the identified competency gaps.

Meanwhile, if the desired outcome at the end of Year 4 did not able to achieve by an association, an Exit Plan shall be accomplished to provide a final initiatives or connect the association to a suitable partners/stakeholders that can provide an additional assistance needed before exiting the program

- b. The microenterprise is closed or the participant is unemployed due to the following reasons: 1) the individual or association is no longer willing and interested to revive the enterprise, association or employment; 2)

participant is already dead; 4) participant resides in different location; and 5) participant found better opportunities, among others. Hence, a written waiver shall be accomplished as a proof of discontinuity of engagement to the SLP of the individual or association.

Previously served program participants whose microenterprise failed or whose employment ended due to unforeseen events such as natural and/or man-made disaster/calamity upon monitoring of the MPDO may be served again by the Program under Year 2 to 4 subject to further assessment by the MPDO and IPDO and subject for availability of funds from the annual budget allocation.

Specifically, the following set of indicators shall be achieved by the program participant or association at the end of year 2 (Usbong) in order to move to year 3 implementation:

Year 2 Performance Standard	MD Track		EF Track
	Association Enterprise	Individual Enterprise	
Technical	- Operational Livelihood - Updated Enterprise Plan	- Operational Livelihood - Updated Enterprise Plan	- Continuous employment - Updated Employment Plan
Financial	- Postive Gross sales - Positive Net Income	- Postive Gross sales - Positive Net Income	- Positive monthly net salary
Organizational	- Self-governing SLPA	<i>not applicable</i>	
Community Impact (Jobs Generation)	Jobs generated within Association	<i>not applicable</i>	

B. CAPABILITY BUILDING ACTIVITIES

The program shall ensure that the program beneficiaries are capacitated with suitable skills and competencies based on their knowledge gaps and needs. In line with this, the program developed an SLP Livelihood Development Session (LDS) that is anchored to the program sustainability plan. These learning sessions will have a specific theme for each year that will address different competency and knowledge areas.

For year 2 of the SLP LDS or will also be known as Usbong Learning Year, the beneficiaries will be quarterly trained on areas like business management, effective negotiation skills, and basics of Supply Value Chain.

Below are the timeline, objectives, and topics that will be covered by each session:

YEAR 2: Usbong Learning Year	
Timeline/Period	Session Title
MD TRACK	
1st Quarter	Business Risk Management Training
	Effective Negotiation Skills
2nd Quarter	Microenterprise Development 3
3rd Quarter	Introduction to Value Chain and its Primary Activities
	Introduction to Profit Sharing
4th Quarter	Value Chain and its support activities: <ul style="list-style-type: none"> ● Coaching on Basic Human Resource Management ● Coaching on Procurement ● Mentoring on Digital Wallet
	Development of Profit Sharing Plan
EF TRACK	
1st Quarter	Financial Literacy: Insurance, Investment, and Savings Training

- At the end of the Usbong Learning Year, the program participants must complete all the required capability building activities set by the program. Their attendance must also be recorded on their SLP Learning Booklet wherein the assigned PDO must sign beside the title of the training session.

Should the program participant not be qualified for endorsement to next SLP Year, the SLP will be conducting a competency assessment based on the monitoring and assessment report. The result of the competency assessment will be the basis in determining the possible learning areas that the program participant or SLPA must undergo.

C. PARTNERSHIP ACTIVITIES

The SLP-RPMO, through the IPDO, PC, PME0 and CapBuild PDO, shall also review the results of the monitoring and assessment conducted by the MPDO to determine the needed interventions by the SLPA or program participants which can be coursed through to the partners found in the Menu of Partners developed by the SLP-RPMO.

The following activities shall be conducted under the Year 2 (Usbong):

a. Microenterprise Development Track

- **For Mainstreaming:** SLPA and program participants identified under this category shall be linked to partners where they can advance capacity building activities and supplementary livelihood interventions which may contribute to the sustainability and growth of their microenterprises. The SLPA and program participants shall also link with other identified markets within their vicinity as identified in the P/MLAMM
- **For Rehabilitation:** SLPA and program participants identified under this category shall be linked to partners which can provide additional capacity building activities and complementary livelihood interventions to rehabilitate their microenterprises.

Depending on the identified needs of the SLPA and program participants, the livelihood interventions which may be provided to the SLPA and program participants under the Year 2 (Usbong), through the partners are National Certificate Level II and/or III, product enhancements (e.g. product labeling), additional equipments, among others.

b. Employment Facilitation Track

- **For Mainstreaming:** Program participants identified under this category shall be linked to the partners which can provide advanced capacity building activities to enhance their skills needed for their existing employment.
- **For Rehabilitation:** Program participants identified under this category shall be linked to partners which can provide their needed additional capacity building activities to improve their current employment.

Program participants are expected to be acquainted with the PESO assigned in their area.

D. GRANT INCENTIVE

a. Microenterprise Development Track

In congruence with the provision of capability building support for value chain analysis, the Program shall provide as additional support / incentive the Product Diversification / Development Grant (PDDG) to support and stimulate product enhancement and value-chain development in the livelihood project/s of the SLPA.

The cost parameter for the PDDG shall be a maximum of Php 100,000 per association or Php 10,000 per participant managing individual enterprise. Association or Individual that will achieve all indicators under the "For Mainstreaming" status of year 2 implementation are qualified to receive the PDDG incentive, subject for utilization monitoring in year 3 (SIBOL) implementation.

Association or Individual who will achieve all sustainability indicators under the "For Mainstreaming" status of year 3 implementation is qualified to receive the PDDG incentive, subject for utilization monitoring in year 4 (SIBOL) implementation.

b. Employment Facilitation Track

There shall be no grant incentive for EF Participants who achieved all indicators under the “For Mainstreaming” status other than the capability building activities and partnership linkages cited above.

IX. OPERATIONAL GUIDELINES FOR THE LIVELIHOOD SUSTAINABILITY PLAN FOR YEAR THREE (SIBOL)

For year 3 implementation, the main theme and strategic direction of SLP interventions to be provided revolves around growth of employment, business and organization.

The SLPA is expected to have stronger organizational control and management which builds a strong base to transition from an informal organization, solely recognized by the DSWD as a Beneficiary Civil-Society Organization, to a strong community-based association with technical and financial capabilities to sustain itself and its projects, and a legal personality (through formal registration and licensure) that allows them to be recognized as an independently managed group, that is capable of securing further government assistance or support programs or partnership with private sector institutions.

On the other hand, individual participants that manage individual enterprises and EF participants engaged in employment shall enter their completion or graduation year in the program. However, individual participants engaged in microenterprise will be provided an option to join an existing SLPA for additional livelihood support.

A. MONITORING AND ASSESSMENT ACTIVITIES

In the third year of the implementation of the livelihood sustainability plan, the monitoring of livelihood projects (MD and EF) shall be conducted using the same monitoring and assessment tools with enhanced frequency of monitoring visits as illustrated below:

Tool	When to Conduct	Frequency of Monitoring and Assessment Visit
MD Monitoring Tool	Every 6 months	2
EF Monitoring Tool	Every 6 months	2
Organization Assessment Tool	Every 6 months	2
Individual Enterprise Annual Assessment Tool	After the monitoring and assessment of Year 3 implementation	1
Association Enterprise Annual Assessment Tool		1

EF Participant Annual Assessment Tool		1
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Aside from the status of the livelihood projects, under the year 3 implementation, the MPDO shall also monitor and assess if the the SLPAs or individual participants were able to diversify the products, produce, goods, or services offered by their livelihood projects, an increase in the profit of the individual or association and presence of savings. The continuous monitoring, evaluation, and provision of technical assistance by the MPDO and IPDO will support the development / accomplishment of these financial standards indicators.

Given this, the following indicators shall be achieved at the end of year 3 to assess the enterprise and employment status that will qualify to enter the year 4 (YABONG) implementation:

Year 3 Performance Standard	MD Track		EF Track
	Association Enterprise	Individual Enterprise	
Technical	<ul style="list-style-type: none"> - Diversified Livelihood - Operational Livelihood - Updated Enterprise Plan 	<ul style="list-style-type: none"> - Diversified Livelihood - Operational Livelihood 	<ul style="list-style-type: none"> - Continuous employment - With regular or casual employment - Updated Employment Plan
Financial	<ul style="list-style-type: none"> - 10% increase in profit - Savings - Profit Sharing 	<ul style="list-style-type: none"> - 10% increase in profit - Savings 	<ul style="list-style-type: none"> - Positive monthly net salary - Receive employee benefits such as SSS, Pag-ibig, Philhealth
Organizational	<ul style="list-style-type: none"> - Self-governing SLPA 	<i>not applicable</i>	
Community Impact (Jobs Generation)	<ul style="list-style-type: none"> - Number of Jobs generated within the family of the Association Members 	<i>not applicable</i>	

B. CAPABILITY BUILDING ACTIVITIES

The Year 3 of SLP LDS will also be called the Sibol Learning Year, the program will be providing capability building activities focusing on advanced financial literacy that

tackles investment, insurance, and savings, advanced organizational management, and community involvement.

The program will also be conducting a Sulong Dunong, Sibol Kabuhayan (SDSK), this is an expo or symposium for the program beneficiaries that aims to provide them an avenue for sharing best practices and broadening product marketing reach. Below are the suggested activities under Sibol Learning Year:

YEAR 3: Sibol Learning Year	
Timeline/Period	Session Title
1st Quarter	Financial Literacy 2: Insurance, Investment, and Savings Training
2nd Quarter	Advanced Organizational Management Training
	Basic Business Expansion Training
3rd Quarter	Conduct of Sulong Dunong, Sibol Kabuhayan (SDSK)
4th Quarter	Introduction to Community Involvement as their Social Responsibility

During this learning year, the individual enterprise participants will be encouraged to join an existing SLPA or form their own. This will be emphasized on *“Introduction to Community Involvement as their Social Responsibility Module”*.

Just like the previous learning year, should the program participants not meet the criteria for endorsement to next SLP year, they shall re-undergo to an in-depth capacity-building activity based on their competency gaps.

C. PARTNERSHIP ACTIVITIES

Maximizing the existing partnership with the government agencies and offices, and private institutions, the SLPA and program participants shall achieve the following under the Year 3 (Sibol):

a. Microenterprise Development Track

- i. Formal registration and licensure through Securities and Exchange Commission (SEC), Department of Labor and Employment (DOLE), Department of Trade and Industry (DTI), Bureau of Internal Revenue (BIR), Cooperatives Development Authority (CDA), Food and Drug Administration (FDA), among others.
- ii. Additional financial assets such as but not limited to grants or aids, loans with a low interest rate, microfinancing, assets or facilities, insurances (life, health and livelihood) through Government Financial Institution and Microfinance Institutions, among others.

- iii. Network to institutional markets such as but not limited to government and private feeding programs and other markets identified within their area.

b. Employment Facilitation Track

- i. Continues employment opportunities with the assistance of their local PESO.

The IPDO, with the assistance of the GSPO, PSPO, PC, MPDO and Capbuild PDO, shall coordinate with the partners and facilitate the provision of the interventions mentioned above to the SLPAs and program participants.

D. GRANT INCENTIVE

a. Microenterprise Development Track

For year 3, a **Formalization Grant** will be provided to eligible SLPAs and Individual managing an individual enterprise to formalize legal persona of the association/ individual and their enterprise through registration, licensing, and securing of permits to formal institutions such as those listed below:

- SEC Registration
- DOLE People's Org. Accreditation
- DTI MSMEs registration
- BIR Tax permit
- CDA Cooperative Development and Registration
- Health and Sanitary Permits
- SWDA Accreditation

Association or Individual that will achieve all indicators under the "For Mainstreaming" status of year 3 implementation are qualified to receive the Formalization Grant, subject for utilization monitoring in year 4 (YABONG) implementation. Hence, individual participants shall be informed of the option to join an existing SLPA within their locality to receive or benefit from the additional interventions to SLPA in year 4 and 5 implementation.

Moreover, for individual participants that prefer to retain as an independent entrepreneur and oppose joining in an established SLPAs under the incubation period of year 3 but are assessed as "For Mainstreaming" shall be awarded with Graduation Certificate from the Program hence, the incubation period of these program participants shall end.

b. Employment Facilitation Track

For year 3, qualified EF Participants that able to achieve all indicators under the "For Mainstreaming" status shall be provided with the Sustainable Employment Grant (SEG) amounting to Php10,000.

All eligible participants shall receive the SEG at the end of year 3 implementation together with the Graduation Certificate.

X. OPERATIONAL GUIDELINES FOR THE LIVELIHOOD SUSTAINABILITY PLAN FOR YEAR FOUR (YABONG)

The year 4 implementation mainly focuses on the sustainability of the SLPA in terms of the operations of its livelihood with established institutional partnerships or linkages in the market.

A. MONITORING AND ASSESSMENT ACTIVITIES

The SLPA will be monitored based on its consistency of success on its established enterprises wherein the SLPAs are able to generate a large amount of products from the improved and well-developed products that cater to the interest of the customer and market. This leads to an increase in profits and savings that bring about increased jobs/employment from the family members and within the community. Hence, the following indicators shall be achieved at the end of year 4 to be able to qualify to receive the Graduation Livelihood Grant under the year 5 (Pag-ani) or final stage of sustainability plan.

Year 4 Performance Standard	MD Track Association Enterprise
Technical	<ul style="list-style-type: none"> - Operational Livelihood - With Institutional Buyers - Improved product/services - Any certification of product / service quality - Updated Enterprise Plan
Financial	<ul style="list-style-type: none"> - 20% increase in profit from year 3 - 10% increase in savings from year 3 - Continued Profit Sharing
Organizational	<ul style="list-style-type: none"> - SLPA is Formalized
Community Impact (Jobs Generation)	<ul style="list-style-type: none"> - Number of Jobs generated within the community or outside the Association

B. CAPABILITY BUILDING ACTIVITIES

The next learning year level will be the Yabong Learning Year. During this year, the program participants will be capacitated on good practice manufacturing and advanced business expansion. The program participants will be honed towards coming up with possible additional opportunities and livelihood outlets that will significantly increase their livelihood profit.

YEAR 4: Yabong Learning Year

Timeline/Period	Session Title
1st Quarter	Mentoring on Good Manufacturing Practices Plan
	Understanding Your People and Your Product
2nd Quarter	Training on Standardizing Business Processes and Procedures
	Training on Sanitation and Equipment Calibration
3rd Quarter	Advanced Business Expansion Training
4th Quarter	SLP Ugnayan Forum

For participants that will not be endorsed to the final SLP year, they will be needing to undergo a final competency-based assessment and the identified competency gaps will be included on the exit plan of the program participants.

C. PARTNERSHIP ACTIVITIES

In the Year 4 (Yabong), the SLPA and program participants shall continuously be linked to partners depending on their identified needs. The SLPA and program participants shall also be invited to the national, regional and provincial SLP Partnership Forum initiated by the SLP and/or the partners to provide opportunities to meet potential partners, build networks, promote their products, and establish linkages and institutional markets.

XI. OPERATIONAL GUIDELINES FOR THE LIVELIHOOD SUSTAINABILITY PLAN FOR YEAR FIVE (PAG-ANI)

As the culminating and graduation phase from the Program, Year 5 (Pag-ani) mainly focuses on the conduct of the actual SLPA graduation ceremonies and celebration rites. This phase can be linked to the harvesting of the fruits of hard labor by the SLPA members.

A. GRADUATION CEREMONY AND GRANT INCENTIVE

The graduation ceremony shall be conducted to the SLPA with final status as identified "For Mainstreaming" and "For Rehabilitation" based on the annual assessment at the end of Year 4 implementation and shall be held within the 1st semester of Year 5. The graduation activity may be attended also by DSWD Regional employees and officials, family members of SLPA, local partners, local government units such as the LSWDO and City Administrator, and even the Local Chief Executive (LCE).

As part of the graduation rites and program of activities, the final provision of incentive is undertaken through awarding of SLP Graduation Livelihood Grant amounting to Php 250,000 to the graduating SLPA identified under “for Mainstreaming”.

B. EXIT PLAN

The SLPAs that will be identified as “For Closure” upon assessment of year 4 implementation, shall be subject for a project assessment to be conducted by the MPDO to inform them of their final assessment status and process to exit the program due to attrition. To exit in the program, the SLPA shall develop a Program Exit Plan that must be submitted within the 1st semester of Year 5 for review of the MPDO before endorsing it to the PC. All approved Program Exit Plans in the provincial level shall be submitted to the regional level for final review and approval of the RPC.

The Program Exit Plan shall include the final status of the SLPA and their microenterprise following the four (4) performance standard: technical, financial, organizational and community impact. It should also include identified gaps or areas of concerns in the capacity and partnership capability of the SLPA. Moreover, the recommended next step or plan shall be enlisted to guide the SLPA to improve and still achieve their goals even after their departure from the program.

Anent this, the MPDO thru the assistance of the PC or other RPMO Staff shall be able to identify appropriate stakeholder that would take on the SLPA to lead or guide them to implement their Program Exit Plan.

XII. SUPPORT AND OVERSIGHT FUNCTIONS OF THE SLP NATIONAL AND REGIONAL PROGRAM MONITORING OFFICE (N/RPMO)

A. REPORTING, MONITORING AND EVALUATION

The SLP-NPMO shall monitor and provide technical assistance to the SLP-RPMOs with regards to the reporting, monitoring and evaluation. The SLP-NPMO is responsible for the preparation of the consolidated and validated physical and financial reports on a monthly, quarterly, semestral and annual basis following the reporting template as communicated by the SLP-NPMO, DSWD Policy Development and Planning Bureau and other concerned OBSUs.

For the national and regional offices, the official reporting tool to be used shall be the official reporting forms/templates and cascaded SLP Information Technology Systems developed by the SLP-NPMO. The following reporting schedule or as set by the SLP-NPMO shall be observed:

- a. Implementation Progress Report (Social Preparation to Resource Mobilization Report) - every end of the month
- b. Baseline Database (Project and Participants) - every end of the month
- c. Monitoring and Assessment Databases - every 20th of the month
- d. Annual Assessment Reports - every 20th of the month

- e. Financial Utilization Report - every 2nd day of the month
- f. Harmonized Planning Monitoring and Evaluation - every 10th of the succeeding month after the last quarter

All reports shall be submitted to the SLP-NPMO with corresponding official memorandum signed by the respective Regional Director of the Field Offices. Moreover, the SLP-NPMO shall conduct quarterly program implementation assessment based on the performance of the FOs to ensure that timely and relevant technical assistance and guidance is provided. This can also be adopted by the SLP-RPMOs to ensure that compliance to the processes of program implementation is adhered to through the conduct of monitoring field visits to targeted or priorities areas.

Conduct of the Mid-Year Program Review and Evaluation Workshop shall spearhead by the SLP-NPMO with the representatives from the Field Offices to assess and monitor the program implementation while an Annual Planning, Review and Evaluation Workshop will be conducted by the SLP-NPMO every November to develop targeting strategies and implementation guidelines for the succeeding year.

Further, the SLP-NPMO shall lead the conduct of research and evaluation studies of the program following the Memorandum Circular No. 09 Series of 2019 and may tap the Field Offices for any technical assistance, if deemed necessary.

B. CAPABILITY BUILDING

The SLP-NPMO through the Capacity Building and Communications Section (CBCS) and its regional counterparts namely the Regional Training Officer (RTO) and the newly created Capacity Building Project Development Officer (Capbuild PDO) will be responsible for providing capability building activities to the program beneficiaries and intermediaries. On one hand, the SLP-NPMO will be in-charge of the development and creation of the standardized learning and training materials to ensure that the contents are consistent and in line with the program's objectives and mandates, on the other, the SLP-RPMO shall implement standard, intensified, and targeted series of capability building activities.

General and Specific Functions:

National Level

The SLP-NPMO shall provide, design, develop, implement, and monitor learning and development interventions for the program's internal and external stakeholders. The capability building plays a key role in advancing the competencies and capacities of the learners, following the guidelines and standards prescribed by the program based on the Social Welfare Institutional Development Bureau (SWIDB) suggested learning framework, the ADDIE Learning Model. The SLP-NPMO will also provide, design, and develop the standard learning modules and materials that will be cascaded at the regional level. Further, the capability building accomplishment reporting tool will also be developed at the national level that will ensure that the beneficiaries have undergone all the training under the Livelihood Development Sessions (LDS).

Regional Level

The SLP-RPMO through Regional Training Officers (RTOs) is responsible for performing all the capability building-related training/activities/interventions for the external and internal stakeholders following the ADDIE Model Framework. They are also responsible for creation, development, implementation, and monitoring of the Institutional Development and Capacity Building (IDCB) Plan of the SLP-RPMO and must also strictly follow the memorandum entitled “*Reiteration of the Submission of the IDCB Plan and Accomplishment Reports of SLP-RPMOs*” dated 2 June 2022.

- **Submission of the Annual IDCB Plan** - Every 15th of January of the current year
- **IDCB Accomplishment Report** - 1st Quarter: every 15th of April, 2nd Quarter: every 15th of July, 3rd Quarter: every 15th of October, and 4th Quarter: every 15th of January of the following year.

Field Level

Capacity Building Project Development Officer – The Capbuild PDO shall be responsible in leading the conduct and facilitation of capability building activities for the program participants, and shall also lead the monitoring of the learning progress and learning application of the SLP beneficiaries. One of their main responsibilities is to ensure that program’s beneficiaries are capacitated and have undergone the activities included in the LDS. They must also monitor and sign the SLP Beneficiaries Capacity Building Report Card and submit a summary report to SLP-NPMO through RPMO.

Microenterprise Development Track

PUNLA Learning Year - a set of capability building activities that will provide basic knowledge and skills to our beneficiaries on how they could start-up their own businesses.

PUNLA Learning Year			Explanation/Key Assumptions
Stage/Period	Training	No. of Days	
Social Preparation Stage	<ul style="list-style-type: none"> ● SLPA Formation ● Organizational Development Training ● Leadership Training ● Shortened Microenterprise Development Training 1 	3 days	All eligible participants will attend the training as scheduled.

	<ul style="list-style-type: none"> • Basic Employment Skills Training (for EF participants) 		
Resource Mobilization Stage	<ul style="list-style-type: none"> • Financial Literacy Training 	1 day	To be conducted by the field PDO.
Project Implementation Stage	<ul style="list-style-type: none"> • Microenterprise Development Training 2 	2 days	<ol style="list-style-type: none"> 1. The SLP-NPMO will provide and develop the standard modules to be used for these capacity activities. 2. The SLP-RPMO, through the Regional Training Officers, needs to capacitate the field PDO on using the modules. 3. The field PDO must ensure that upon the completion of the activity, the capability building tracking report card must be signed as proof of their attendance.
	<ul style="list-style-type: none"> • Technical Livelihood Training 	2 days <i>(the number of days may vary depending on the training provider)</i>	
	<ul style="list-style-type: none"> • Basic Business Management Training 	1 day	
	TOTAL	9 days	

Employment Facilitation Track

Stage/Period	Training	No. of Days	Explanation/Key Assumptions
Project Implementation Stage	<ul style="list-style-type: none"> • Basic Employment Skills Training 	2 days	<ol style="list-style-type: none"> 1. The SLP-NPMO will provide and develop the standard modules to be used for these capacity activities. 2. The SLP-RPMO, through the Regional Training Officers, needs to capacitate the field PDO on using the modules. 3. The field PDO must ensure that upon the
	<ul style="list-style-type: none"> • Skills Training 	Schedule will depend on the TESDA schedule classes	
	<ul style="list-style-type: none"> • Basic Soft Skills Training (Basic Communication Training) 	2 days	

	TOTAL	4 or more days	completion of the activity, the capability building tracking report card must be signed as proof of their attendance.
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C. PARTNERSHIP BUILDING

The SLP-NPMO, through the Partnership Building Section (PBS), shall engage internal and external national partners for complementary and supplementary livelihood interventions that can be provided to the program participants, and for relevant technical assistance to program implementers. The SLP-NPMO shall develop, oversee, monitor and evaluate national partnership initiatives. It shall also monitor regional partnership initiatives and provide technical assistance to the SLP-RPMO.

At the regional and interregional level, the GSPO shall lead in internal and external public sector partnerships, while the PSPO shall lead in external private sector partnerships. The SLP-RPMO shall submit Quarterly Partnership Status Report every 5th of the succeeding month after the quarter to the SLP-NPMO.

Meanwhile, the PC shall lead in provincial partnerships with both public and private sectors. The IPDO, on the other hand, shall engage with municipal and barangay-level partners. The IPDO shall be responsible in coordinating with the partners which will be tapped in each level with the assistance of the MPDO, Capbuild PDO, PC, GSPO and PSPO.

All partnership engagements shall be developed and implemented in accordance with existing DSWD issuances³ and applicable laws.

The SLP-NPMO/RPMO, together with the concerned partners, shall conduct regular monitoring and periodic project assessment/evaluation of the partnership engagements based on the project monitoring templates, assessment/evaluation instruments, and methodology provided in the Field Operations Manual.

D. SOCIAL MARKETING

The SLP-NPMO through the Capacity Building and Communications Section (CBCS) will also be responsible for developing, designing, conducting, and monitoring various advocacy and promotional activities at the national level geared at reaching out to oversight agencies, funding institutions, legislators, private sectors, media and other targeted stakeholders that will facilitate positive behavioral change to program beneficiaries.

³ e.g. Administrative Order No. 13, series of 2020 or the 2020 DSWD Guidelines and Protocols for Contract Drafting, Review, Implementation and Monitoring.

An annual SLP advocacy and communication plan will be developed and cascaded to all SLP-RPMO which will be their basis in the creation and crafting of their advocacy and communication implementation plan. Through national and regional offices of SLP, they both need to make sure that the visibility and presence of the program is widely spread in the communities.

General and Specific Functions:

National Level

The SLP-NPMO shall conceptualize, develop, the production of appropriate Information, Education, and Communication (IEC) materials (*e.g. brochures, flyers, leaflets, flip charts, slideshow and video presentations, social media/ digital content infographics, infomercials, etc.*) and ensure that these are relevant, of high quality, and disseminated to intended audience/ users. The section also maintains the databank of stories and other documentation materials that depict the changes and communities' perspectives on the impact of SLP on their lives.

Regional Level

The SLP-RPMO through the Regional Social Marketing Officer (RSMO) must implement and create the SLP-RPMO's Advocacy and Communication Implementation Plan and submit their quarterly advocacy and communication implementation accomplishment report to SLP-NPMO. The SMO must also monitor the progress and impact of the advocacy and promotion activities of the program and submit the report to SLP-NPMO as well. The RSMOs develop and publish feature articles, press releases and establish partnership with various media outlets and mobilize in the promotion of the SLP through sharing updates or gains through development of success stories or other information materials or direct media coverage.

- **Submission of the Quarterly Advocacy and Communication Implementation Accomplishment Report** - (1st Quarter) Every 15th of April, (2nd Quarter) Every 15th of July, (3rd Quarter) Every 15th of October, (4th Quarter) Every 15th of January of the following year.

E. FINANCE MANAGEMENT

Regional level:

The RMEF shall provide updates as to the status of fund obligation and utilization through the monthly submission of the Fund Utilization Report (FUR), This is submitted to the NPMO on the 2nd day of the succeeding month and must ensure that the figures reflected in the FUR tally with the amount stated in the Status of Allotment, Obligations, and Incurred Balances (SAOB) for the month covered.

In the event that funds at the Field Offices (FOs) were already exhausted, the FO may request for fund augmentation for both Administrative Cost and Grants, subject to availability of funds. The grants however must be supported by approved project proposals awaiting to be funded as to availability of funds from Central Office. FOs

may also request for modification/realignment/reallocation of funds previously released within the period as prescribed by the Finance and Management Service.

XIII. COMMUNITY MOBILIZATION FUND (CMF)

- a) CMF shall be used to finance meals and transportation allowance of program participants for social preparation and capability-building activities related to microenterprise or employment facilitation. Such activities include the conduct of MEDT, BEST, SLPA Formation, Project Proposal preparation, learning visit, participation in trade fairs, among others. The cost parameter shall be based upon the prevailing market rates within the locality.
- b) The CMF may also be used for the meal and transportation allowance of program participants for other capability building activities and community meetings related to their livelihood projects.
- c) The possible modes of disbursement for the CMF are through cash or individual check payments to program participants or through procurement by the FO.

XIV. SEPARABILITY

If any provision of this revised guidelines is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

XV. AMENDMENTS

The Sustainable Livelihood Program may amend or supplement this revised guidelines as may be necessary.

XVI. REPEALING CLAUSE

This circular supersedes Memorandum Circular No. 22-2019. All orders, rules, and regulations inconsistent or contrary to the provisions of this revised guidelines are hereby repealed or modified accordingly.

XVII. EFFECTIVITY

Once approved, this Memorandum Circular shall take effect fifteen (15) days from its publication in the Official Gazette or newspaper of general circulation. A copy of the Memorandum Circular shall also be filed with the Office of the National Register, University of the Philippines Law Center. This Circular shall remain in effect until otherwise superseded, amended, or repealed accordingly.

Signed in Quezon City, Metro Manila, Philippines.

Certified True Copy


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

12 APR 2023


REX GATCHALIAN
Secretary
Date MAR 31 2023