



MEMORANDUM CIRCULAR

NO: 15
Series of 2023

SUBJECT: AMENDED MEMORANDUM CIRCULAR NO. 06, SERIES OF 2022: IMPLEMENTATION GUIDELINES ON THE MORO NATIONAL LIBERATION FRONT (MNLF) TRANSFORMATION PROGRAM

I. RATIONALE

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

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

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

In order to fully execute the inclusions of the MNLF Transformation Program as provided by the program concept note, the Memorandum Circular No. 06 series of 2022 (MC 06-2022) needs to expand its coverage of programs and services, and update its bases and references as agreements have been amended. Further, with the recent progresses of the peace process undertaken by the lead agency of the Transformation Program - the Office of the Presidential Adviser on Peace, Reconciliation, and Unity (OPAPRU) - strengthening and enhancement of the guidelines has been deemed most benefitting to the implementations of the Department and its beneficiaries.

II. LEGAL BASES

1. **The 1987 Constitution of the Republic of the Philippines** declares as a State Policy under Article II, Section 9 that, “The State shall promote a just and dynamic social order that will ensure the prosperity and independence of the nation and free the people from poverty through policies that provide adequate social services, promote full employment, a rising standard of living, and an improved quality of life for all.”
2. **1996 Final Peace Agreement (FPA)** between the Government of the Philippines (GPH) and the MNLF which was signed on 2 September 1996 and provides for a special socio-economic, cultural and educational program to cater to MNLF forces not absorbed into the Armed Forces of the Philippines (AFP), Philippine National Police (PNP) and the Special Regional Security Force (SRSF) in order to prepare them and their families for productive endeavors.
3. **Executive Order No. 16 s. 2017, Directing all Government Departments and Agencies, Including Government-Owned and Controlled Corporations and Local Government Units to Adopt the National Security Policy 2017-2022 in the Formulation and Implementation of their National Security Related Plans and Programs** calls for the end of all armed threats in the Philippines and recognizes that internal socio-political stability rests upon healing the rifts that divide the nation by promoting participatory governance, synergy of government development efforts and enhancing the participation and responsibilities of Local Government Units.
4. **Philippine Development Plan 2023-2028 and the Sectoral Action Plans such as: (i) National Action Plan for Women, Peace and Security; (ii) National Action Plan for Youth, Peace and Security; (iii) National Action Plan for Children** highlights its objective to attain inclusive and sustainable peace through intensified development and other peace-building initiatives targeting sector-specific concerns to minimize multi-level conflict vulnerability while ensuring that a whole-of-nation approach, mechanisms and processes lead to building resiliency from individual to family/community to national level.
5. **Five Point-Peace and Development Agenda** of the OPAPRU includes the implementation of peace agreements with the MNLF.
6. **Memorandum of Agreement (MOA)** signed between the DSWD and the Office of the Presidential Adviser on Peace, Reconciliation, and Unity (OPAPRU) effective and executory within the implementing Fiscal Year (FY) and its amendments, extensions, and other supplementary documents as mutually agreed by both parties - for the implementation of the socio-economic component of the MNLF Transformation Program.

III. OBJECTIVES

A. General Objective:

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

B. Specific Objectives:

1. To define the roles and tasks of OBSUs in Central Office and Field Offices IX, X, and XII responsible for efficient and effective implementation of the socio-economic interventions for the MNLF;
2. To provide well-defined procedures, requirements and eligibilities for a seamless process of access of services by the MNLF beneficiaries;
3. To determine the institutional arrangements among key stakeholders; and
4. To provide initial support to the MNLF beneficiaries for their immediate basic needs and expenses that the MNLF members and their families will incur as they transition to civilian life.

IV. OPERATIONAL DEFINITION OF TERMS

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

1. **Assembly and Processing Site (APS)** - refers to the designated strategic location for the distribution of immediate socio-economic programs for the MNLF;
2. **Government of the Philippines – Moro National Liberation Front (GPH-MNLF) Management Committees** - The OPAPRU, and the Office of the Presidential Adviser on Military Affairs have been designated as chairpersons of the GPH-Misuari Management Committee, and GPH-Sema Management Committee respectively to assess the needs, profile and validate the MNLF members, and monitor and evaluate the implementation of the programs for the MNLF.
3. **GPH-MNLF Security Subcommittee** - refers to the subcommittee implementing the Security Component of the MNLF Transformation Program. The subcommittee is composed of the Joint Body for Management of Arms and Forces, Joint Validation Team, Joint Verification Team, and Joint Security Monitoring and Coordinating Committee. The member agencies of the subcommittee are the Armed Forces of the Philippines (AFP), Philippine National Police (PNP), National Intelligence Coordinating Agency (NICA), and MNLF members.

4. **Joint Body For Management Of Arms And Forces (JBMAF)** - refers to the Joint Body which oversees the implementation of the security processes such as the validation and verification of the MNLF members.
5. **Joint Verification Team** - refers to the Joint Body mandated to implement the physical verification of the MNLF members as well as their firearms.
6. **Government Validation Team (GVAT)** - refers to the team composed of personnel from the security and law enforcement sector (AFP/PNP/NICA/) to conduct due diligence in validating the list of MNLF combatants vis-à-vis available data sets of the Government such as pending cases, standing warrants of arrest, involvement with Local Terrorist Groups (LTGs)/Violent Extremists (VEs).
7. **Joint Security and Monitoring Team**- refers to the Joint Body tasked to handle security of the area where the verification and profiling shall take place.
8. **Local Social Welfare and Development Officer (LSWDO)** - refers to the social welfare and development officers at the Municipal, City and/or Provincial levels, who formulate and carry out measures to ensure the delivery of basic services and provision of adequate facilities relative to social welfare and development services as provided for under Republic Act No. 7160 or the Local Government Code of 1991.
9. **Moro National Liberation Front (MNLF)** - refers to both the Misuari Group and Sema Group. Individual MNLF combatants are those who are bonafide members of either of the two said MNLF groups. A list of validated MNLF members will be provided by the OPAPRU to the DSWD as a basis for the distribution of the transitional cash assistance and Cash for Work.
10. **MNLF Member** - refers to any MNLF combatant who has been profiled and enrolled to the Transformation Program and whose firearm/weapon has been inventoried for security purposes and subsequent turning in.
11. **MNLF Member's Next of Kin** - refers to the authorized MNLF Members beneficiary, within their immediate family (up to 1st degree of consanguinity) as appearing in the validated list of the OPAPRU.
12. **MNLF Peace and Development Communities (PDCs)** - refer to the barangays or communities with substantial presence of MNLF members and their families, who have been profiled and enrolled to the Transformation Program and whose needs have already been assessed by the program for purposes of their reintegration into the mainstream society.
13. **Transformation Program** - refers to the process of facilitating and promoting the transition of MNLF combatants, together with their families and communities, from armed combatants to productive civilians, thereby ushering the reintegration of former MNLF members into the mainstream

society. Such transition shall include socio-economic, security, confidence-building, and community healing and reconciliation aspects in order to ensure sustainable development towards a just and lasting peace.

14. **List of Validated MNLF members** - refers to the list of MNLF members who were validated by the Government Validation Team (GVAT) composed of AFP, PNP, and NICA. This will serve as the basis for the distribution of DSWD assistance.

V. PROJECT DESCRIPTION

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

A. Bangsamoro Transitory Family Support Package (BTFSP)

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

During their settlement and transition phase from armed combatants to productive civilians, this intervention is designed to address, in the short term, the need for food and non-food items (NFIs) and other necessary basic support of the MNLF members and their families. The BTFSP sets no conditionalities in the release of the assistance, either in tranches or in full amount, depending on the decisions between the GPH-MNLF Management Committees.

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

B. Cash for Work (CFW)

1. The **Cash for Work** is a short-term intervention to provide temporary employment to the MNLF members or their authorized next of kin by participating in or undertaking preparedness, mitigation, relief, rehabilitation

or risk reduction projects and activities in the MNLF Peace and Development Communities (PDC). Work areas/programs are identified by the PDCs under the leadership of local leaders.

2. Projects that can be included in the Cash for Work program will be linked to the community's rehabilitation and development to ensure synchronization of efforts (i.e. repair of school facilities like buildings, fence, tables, chairs, repair of other community facilities, cleaning up of mangroves, building of essential infrastructures, etc.)
3. MNLF members or their authorized next of kin will receive cash wages for doing community projects, such as but not limited to community restoration and expansion. Amount of wages is equivalent to Php 316.00 per day, or as computed based on the transferred fund of the OPAPRU for the Cash for Work program.
4. The Cash for Work Program for the MNLF members or their authorized next of kin shall last for 30 days, a maximum of eight (8) working hours per day, with at least two (2) days of orientation. Hired personnel of the Field Offices IX, X, and XII shall monitor the projects under Cash for Work in coordination with the Staff or representative from MSSD BARMM within the area.

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

VI. SCOPE AND COVERAGE

A. Eligible Beneficiaries

This Memorandum Circular shall cover the implementation of the socio-economic and institutional transformation support interventions to the -endorsed, profiled, and verified MNLF members, or their authorized next of kin, within the prescribed areas and as included in the list provided by the OPAPRU.

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

B. Fund Source

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

accordance with existing government budgeting, accounting, and auditing rules and regulations.

C. Mode of Fund Release

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

D. Implementation Period

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

VII. POLICY GUIDELINES

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

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

3. The implementation of the BTFSP and CFW programs by the Department shall be based on these guidelines/principles: a) mutual interest of the GPH and MNLF to pursue peace; b) building on past agreements; c) transparency and accountability; d) public consultation and advocacy; e) nationally-led and locally- and community-driven; and f) gender equality and protection of children.
4. The following should be properly observed in the implementation of the guiding principles:
 - 4.1 Adoption of data privacy policy to ensure appropriate data protection at various levels, from program database to the actual process of project delivery to ensure that personal information will be handled with utmost confidentiality, security and integrity; signing of Data Sharing Agreement (DSA) by all concerned and required offices.
 - 4.2. Program implementation in close coordination with other national government agencies and local government units, especially the Local Social Welfare and Development Officer (LSWDO) of BARMM or

MSSD-BARMM as eventual lead in the delivery of social welfare and development interventions to the target beneficiaries.

4.3. In the delivery of programs, it is imperative that gender mainstreaming is considered. Hence, the following should be considered and included in the implementation of the program, as applicable:

- Ensure availability of DSWD personnel at least trained on gender sensitivity or a Gender-sensitive coordinator for the delivery of interventions and services;
- Ensure existence of express lanes for senior citizens, persons with disabilities, and pregnant women in the agreed Assembly and Processing Site (APS); and
- Ensure that the BTFSP is culturally sensitive and does not promote gender stereotypes.

4.4. DSWD considers children in situations of armed conflict as victim-survivors and shall be provided with special protection from all forms of abuse and violence pursuant to R.A. No. 11188 and other existing child protection laws safeguarding the rights of children.

5. To ensure transparency and accountability at all levels, various measures will be taken to institutionalize mechanisms and processes to ensure adherence to these principles, from the preparatory stages up to the project termination or submission of a terminal report.

VIII. IMPLEMENTATION MECHANISMS

A. Pre-Implementation Stage

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

Composition:

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

Functions:

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

B. Implementation Mechanisms

1. Identification of Eligible Grant Recipients

- 1.1. The OPAPRU shall provide and officially endorse the list of validated members of the MNLF with the duly issued resolution from the GPH-MNLF Management Committee which shall be the basis of the DSWD in the delivery of its socio-economic packages.

2. Identification of Schedule and APS

- 2.1. The schedule of the distribution of grants will be based on the consultation among the DSWD implementing Field Offices, OPAPRU, MNLF counterparts, AFP, PNP, and BARMM PSWDOs. Hence, the schedule for the distribution of grants and APS shall be endorsed by the OPAPRU to the DSWD through an official letter - in consideration

of the timeframes needed by the latter to effectively implement the program.

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

3. Grant Releasing Process and Procedures

- 3.1. The DSWD shall release the grants to the MNLF members through outright cash payout by the DSWD-FO Special Disbursing Officers;
- 3.2. The DSWD is expected to institute its own internal process to ensure that it is compliant to existing accounting and auditing laws, rules, and regulations procedures and it safeguards its human resources and the integrity of the Department. At the minimum, the following items shall be observed¹:
 - i. All MNLF members shall present their valid government ID or, in absence of valid ID, Program IDs that reflect their identification as an MNLF member (validated by OPAPRU) shall suffice. Said IDs shall likewise be supported by the validated list from OPAPRU.
 - ii. All MNLF members who will avail of the Transformation Program shall be validated and verified by both the AFP and PNP.
 - iii. Actual grant releasing:
 - iii-a. The MNLF member who had undergone the verification process or their authorized next of kin are the only ones allowed to receive the grants;
 - In extreme cases such as sickness of the MNLF member, the next of kin, the next of kin shall provide a photocopy of one (1) valid ID, certification or authorization letter of the MNLF member, photocopy of the valid ID or Program ID of the MNLF member, photocopy of the duly issued resolution from the GPH-MNLF Management Committees
 - In case of death of the MNLF member, the next of kin shall provide a photocopy of the valid ID of the next of kin, photocopy of the MNLF member's death certificate/ certification issued by the barangay, warranty and release from liability attested by the MSWDO and BLGU
 - In case there are two (2) or more claimants for a deceased MNLF member (spouse or children), the GPH-MNLF Management Committees shall assess and

¹ Annex A: Agreed documents during the granting of cash advances to SDOs, release of grants to beneficiaries, and liquidation of cash advances

officially endorse to the DSWD the authorized claimant.

- In cases where there are discrepancies between the name/s reflected in the masterlist endorsed by the OPAPRU, and the actual pertinent docs (IDs, marriage/birth/death certificates), the OPAPRU shall issue a certificate of oneness stating that the person reflected in the payroll and the claimant is one and the same person.

iii.-b. The following procedures² shall be conducted before grant releasing:

- a. The MNLF members will undergo registration with the Philippine Statistics Authority (PSA) for the processing of birth and marriage certificates, and other necessary documents
- b. The MNLF members shall undergo the actual profiling through one on one interview by the OPAPRU-commissioned profiling body
- c. A voluntary stress debriefing to MNLF members will be conducted by the OPAPRU-commissioned psychologist.
- d. After the MNLF members were profiled and/or debriefed, the DSWD will conduct intake and payout of the grants.

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

4. Monitoring, Evaluation and Reporting

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

- Monthly Reports - All Regional Focal Persons of the implementing Field Offices shall submit monthly reports on the progress of the program level indicators, monthly statements of receipt, and disbursements to the OUSISPSC, copy furnished all the concerned programs, **every tenth (10th) day of the succeeding**

² Annex C: Flowchart on Profiling and Socio-Economic Packages Process Flow and Grant Releasing

month, duly certified by the Regional Accountant, approved by the Regional Director, and received by the COA Resident Auditor; and

- National Report - The OUSISPSC will prepare the national consolidation for submission to the OPAPRU copy furnished the Policy Development and Planning Bureau (PDPB) five (5) days before the end of every month for the monthly report and every 25th of the last month of every quarter for the quarterly report;
- 4.2 A standard monitoring report form shall be formulated patterned after the Monthly Project Monitoring Report (MPMR)³ in coordination with the monitoring teams.
 - 4.3 Project assessment meetings and evaluation workshop shall be undertaken as platforms for the continuing review, enhancement, knowledge management on the project implementation
 - 4.4 Data handling shall adhere to existing Data Privacy policies. The parties shall also firm up a Data Sharing agreement for the safety and security of the beneficiaries.

5. Grievance Redress Management

- 5.1 The OPAPRU and DSWD shall have a Grievance and Redress Management Desk during any grant releasing activity to address areas of concerns pertaining to delivery of the DSWD's socio-economic programs and its other basic statutory services which can be accessed by the MNLF members.
- 5.2. Grievances may also be raised through other platforms such as DSWD CO and implementing Field Offices' social media accounts, DSWD contact numbers as indicated in the website, or visits to the nearest DSWD Office.

IX. INSTITUTIONAL ARRANGEMENTS

A. Office of the Presidential Adviser on the Peace, Reconciliation and Unity (OPAPRU)

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

³ Annex B: Monthly Project Monitoring Report

3. Manage and take-charge of the conduct of the program from the assembly to the departure from the sites.

B. DSWD Central Office

1. Office of the Undersecretary for Inclusive-Sustainable Peace and Special Concerns (OUSISPSC)

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

2. Office of the Assistant Secretary for Inclusive-Sustainable Peace and Special Concerns (OUSISPSC)

- a. Provide advice to the Undersecretary for the overall DSWD implementation of the MNLF Transformation Program;
- b. Provide guidance, assistance, and support to all DSWD CO OBSUs in the entire project management;
- c. Recommend necessary policy guidelines to address implementation gaps to the DSWD Secretary for the latter's approval, if necessary;
- d. Attend TWG and inter-agency meetings, workshops, project evaluation and other related activities relative to the project implementation.

3. Program Management Bureau (PMB)

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

4. Disaster Response Management Bureau (DRMB)

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

5. Finance and Management Service (FMS)

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

6. Legal Service

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

7. Digital Media Service (DMS)

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

C. DSWD Field Offices IX, X, and XII

1. Act as direct project implementers in close coordination with all concerned DSWD-OBSUs at the DSWD Central-Office, MSSD-BARMM and other stakeholders within the region;
2. Provide technical assistance to the implementing partners (can be a government agency, LGU, registered POs) as necessary;
3. Assist the municipal team in the conduct of technical review, and validation of project proposals for Cash for Work submitted by BARMM;
4. Identify SDOs for the disbursement of grants;
5. Facilitate the release of funds to Special Disbursing Officers (SDOs) and monitor compliance to liquidation of cash advances following COA rules and regulations;

6. Coordinate with other NGAs and other stakeholders for a harmonious project implementation;
7. Conduct regular monitoring in all phases of the project implementation to ensure that the completion of the approved infrastructure are based on the approved WFP and program of work, if applicable;
8. Ensure judicious management of funds;
9. Formulate and implement a localized communication plan for the project management;
10. Consolidate and submit monthly reports and other reports as requested on the status of the project implementation to DSWD Central Office and other bodies;
11. Tap services from various agencies of government and private sector/CSOs as necessary to accompany the livelihood enterprise development and provide business development, whenever necessary; and,
12. Attend TWG and inter-agency meetings, workshops, project evaluation and other related activities relative to the project implementation.
13. Create a database of served former MNLF members including the basic information of the beneficiaries such as, but not limited to, complete name and address, for monitoring and recording purposes. The data and information derived by the implementing Field Offices shall only be available for the use of the DSWD MNLF TP Technical Working Group.

D. Bangsamoro Autonomous Region in Muslim Mindanao (BARMM)

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

X. PERIODIC REVIEW

The implementation of this Memorandum Circular shall be subjected to a periodical review by the Department within three years or as may be necessary and/or requested from the commencement or reinforcement of the current programs.

XI. REPEALING CLAUSE

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

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

XII. EFFECTIVITY CLAUSE

This Memorandum Circular shall take effect immediately, hereby amending Memorandum Circular 06, series of 2022, and shall provide the Implementing Guidelines on the Provision of Socio-Economic Programs for the Moro National Liberation Front (MNLF) under the 1996 Final Peace Agreement.

Issued in Quezon City this 26th day of September 2023.


REX GATCHALIAN
Secretary

CERTIFIED TRUE COPY


ATTY. KARINA ANTONETTE A. AGUDO
Director IV, Administrative Service

27 SEP 2023

REVISED MC 06 S. 2022: 2023 IMPLEMENTATION GUIDELINES ON THE MORO NATIONAL LIBERATION FRONT (MNLF) TRANSFORMATION PROGRAM

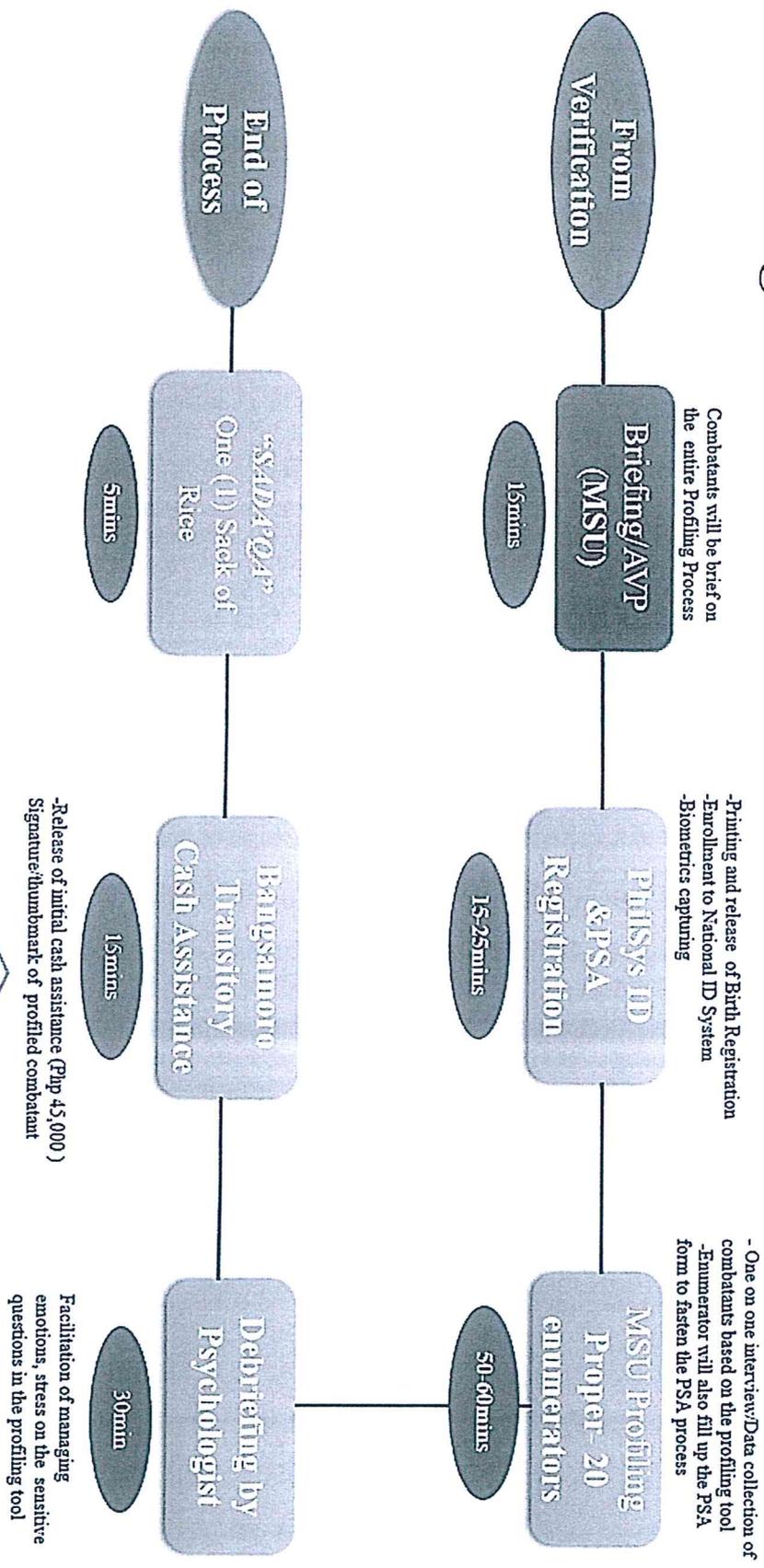
AGREED DOCUMENTS DURING THE PROCESSING OF CASH ADVANCES, GRANT RELEASE TO BENEFICIARIES, AND LIQUIDATION OF CASH ADVANCES

TIMELINE	PARTICULARS
During the Processing of Cash Advances	Certified True Copy (CTC) by the DSWD of the Official List of Validated MNLF Beneficiaries by the GPH-MNLF Management Committees
	Certified True Copy (CTC) by the DSWD of the duly issued resolution signed by the GPH-MNLF Management Committees
	For Cash-for-Work, project proposals from the MNLF Counterpart emanating from the Social Welfare and Development Office of the concerned LGU where the target beneficiaries are residing in partnership with OPAPRU and MNLF counterpart
Release of grants to Beneficiaries	Photocopy of their Valid ID or MNLF Program ID
	In extreme cases such as sickness of the MNLF member, the next of kin, the next of kin shall provide a photocopy of one (1) valid ID, certification or authorization letter of the MNLF member, photocopy of the valid ID or Program ID of the MNLF member, photocopy of the duly issued resolution from the GPH-MNLF Management Committees
	In case of death of the MNLF member, the next of kin shall provide a photocopy of the valid ID of the next of kin, photocopy of the MNLF member's death certificate/certification issued by the barangay, warranty and release from liability attested by the MSWDO and BLGU
	In case there are two (2) or more claimants for a deceased MNLF member (spouse or children), the GPH-MNLF Management Committees shall assess and officially endorse to the DSWD the authorized claimant.
	In cases where there are discrepancies between the name/s reflected in the masterlist endorsed by the OPAPRU, and the actual pertinent docs (IDs, marriage/birth/death certificates), the OPAPRU shall issue a certificate of oneness stating that the person reflected in the payroll and the claimant is one and the same person.

Liquidation of Cash Advances	Duly signed payroll
	Certified True Copy (CTC) by the DSWD of the Official List of Validated MNLF Beneficiaries by the GPH-MNLF Management Committees
	Certified True Copy (CTC) by the DSWD of the duly issued resolution signed by the GPH-MNLF Management Committees
	Photocopy of their Valid ID or MNLF Program ID
	In extreme cases such as sickness of the MNLF member, the next of kin, the next of kin shall provide a photocopy of one (1) valid ID, certification or authorization letter of the MNLF member, photocopy of the valid ID or Program ID of the MNLF member, photocopy of the duly issued resolution from the GPH-MNLF Management Committees
	In case of death of the MNLF member, the next of kin shall provide a photocopy of the valid ID of the next of kin, photocopy of the MNLF member's death certificate/certification issued by the barangay, warranty and release from liability attested by the MSWDO and BLGU
	In case there are two (2) or more claimants for a deceased MNLF member (spouse or children), the GPH-MNLF Management Committees shall assess and officially endorse to the DSWD the authorized claimant.
	In cases where there are discrepancies between the name/s reflected in the masterlist endorsed by the OPAPRU, and the actual pertinent docs (IDs, marriage/birth/death certificates), the OPAPRU shall issue a certificate of oneness stating that the person reflected in the payroll and the claimant is one and the same person.

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