



**EARLY RECOVERY PROGRAM FOR CAMP COORDINATION AND CAMP MANAGEMENT (CCCM) AND INTERNALLY DISPLACED PERSON (IDP) PROTECTION PROGRAM PROFILE**

<p><b>DESCRIPTION</b></p>	<p>Camp Coordination and Camp Management (CCCM) plays a vital role as the humanitarian response transitions to the recovery of IDPs. There is an immediate need to look beyond the provision of relief, and ensure that durable solutions are provided. These durable solutions shall be aimed at longer-term recovery, and building resiliency among disaster-affected individuals.</p> <p>Camps and transitional/temporary shelters serve as venues for conducting and providing early recovery activities and services to the IDPs in accordance with international and local law of standards. CCCM further ensures that every community member has the opportunity to participate in the camp's activities, based on the assessment of the camp manager and the affected LGU, especially in case of prolonged displacements.</p> <p>Planning and assessment of ER needs of the IDPs inside the camp shall commence after the first week of the activation of the EC/camp. Implementation of identified PPAs shall be based on existing relevant guidelines.</p>						
<p><b>PROJECT/ACTIVITY</b></p>	<p>The following are the CCCM projects and activities which can be implemented for the IDPs inside the camps:</p> <p>A. Implementation of C/FFW/T/C activities inside Camps: Cash/Food for Work/Training/Caring</p> <table border="1" data-bbox="472 1462 1374 1895"> <thead> <tr> <th data-bbox="472 1462 699 1496">PROJECT</th> <th data-bbox="705 1462 1374 1496">ACTIVITY</th> </tr> </thead> <tbody> <tr> <td data-bbox="472 1505 699 1637">Cash/Food for Work</td> <td data-bbox="705 1505 1374 1637">Establishment of camp management facilities (wash facilities CFS, WFS, temporary learning spaces) in transitional shelters (tent city, bunkhouses)</td> </tr> <tr> <td data-bbox="472 1646 699 1895">Cash/Food for Caring</td> <td data-bbox="705 1646 1374 1895">Performing the roles and functions of the Camp Management Teams such as the following: <ul style="list-style-type: none"> <li>• Participation in the conduct of CCCM related activities e.g. FNI Distribution, Safety, and Security (Caring)</li> <li>• Provision of Protection Services (CFS, WFS, MHPSS; COVID-19 related PPEs)</li> </ul> </td> </tr> </tbody> </table>	PROJECT	ACTIVITY	Cash/Food for Work	Establishment of camp management facilities (wash facilities CFS, WFS, temporary learning spaces) in transitional shelters (tent city, bunkhouses)	Cash/Food for Caring	Performing the roles and functions of the Camp Management Teams such as the following: <ul style="list-style-type: none"> <li>• Participation in the conduct of CCCM related activities e.g. FNI Distribution, Safety, and Security (Caring)</li> <li>• Provision of Protection Services (CFS, WFS, MHPSS; COVID-19 related PPEs)</li> </ul>
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<b>LEGAL BASES</b>	<ol style="list-style-type: none"> <li>1. MC 7, s. 2023 - Revised Guidelines for the Comprehensive Implementation of the Sustainable Livelihood Program</li> <li>2. JMC 2 s. 2021 – Guidelines on CCCM and IDP Protection</li> <li>3. MC 4, s. 2021 - Enhanced Guidelines on the Implementation of the Cash and Food-for-Work/Training/Caring (C/FFW/T/C) for Disaster Risk Reduction and Management (DRRM)</li> <li>4. MC 2, s. 2021 - Special Guidelines on the Provision of Livelihood Assistance to Families Affected by Disasters through the Sustainable Livelihood Program</li> <li>5. RA 10821 - Children’s Emergency Relief and Protection Act and the Comprehensive Emergency Program for Children Philippine National Implementation Guidelines for Child-Friendly Spaces in Emergencies</li> <li>6. MC 6, s. 2015 Guidelines in the Institutionalization of Women-Friendly Spaces in Camp Coordination and Camp Management</li> </ol>		
<b>OBJECTIVES</b>	<ul style="list-style-type: none"> <li>● To provide temporary employment through the conduct of productive activities and provision of livelihood assistance to the IDPs while inside the evacuation camps in support to their early recovery;</li> <li>● To provide the necessary services to the IDPs not limited to basic needs but other essential activities based on the assessment of the CMT; and</li> <li>● To ensure full participation of the IDPs in all activities inside evacuation camps.</li> </ul>		
<b>SCOPE AND COVERAGE</b>	This program shall be implemented for all types of disasters and emergencies that caused massive and prolonged displacement for Internally Displaced Families inside Evacuation Centers and Transitional Shelters.		
<b>TARGET BENEFICIARIES</b>	Selection of beneficiaries shall be based on requirements and		

<p><b>AND SELECTION CRITERIA</b></p>	<p>qualifications per activity to be undertaken based on the existing guidelines for C/FFW/T/C and SLP for disaster-affected families.</p> <p><b>For C/FFW/T/C</b>, the following can participate in the ER activities inside the camp:</p> <ol style="list-style-type: none"> <li>1. 4Ps Beneficiaries;</li> <li>2. Poor families listed under the DSWD NHTS-PR or other system for targeting of beneficiaries;</li> <li>3. Beneficiaries of the SLP and KALAHI-CIDSS-NCDDP projects; and</li> <li>4. Other beneficiaries deemed priority targets based on needs assessment and results of VAI conducted by the concerned DSWD-FOs or the LGUs through the CMT.</li> </ol> <p>Only one member per family of legal age is entitled to engage per C/FFW/T/C activity. If all members of legal age within the family is unable to participate due to disability, sickness, and other valid reasons, a minor member may be considered based on the assessment of the LGU provided that the minor will be given a task and fair volume of workload that can be handled by him/her based on the assessment of the LGU, without reduction of grant/assistance.</p> <p>Vulnerable family members such as pregnant women, elder persons, minor-assisted, and persons with disabilities are enjoined to engage in light and support works such as photo documentation, recording, and monitoring of daily attendance, and facilitation of documentary requirements, among others.</p> <p><b>For livelihood assistance</b>, at the early recovery phase, the provision of SLG through the SLP must be provided only to families whose livelihood or source/s of income are affected by natural or human-induced disasters, subject to compliance to eligibility assessment as stipulated in the DSWD MC. 2 series of 2021. Priority consideration should be given to low-income/poor families in the informal sector such as those listed in DSWD's Listahanan or included in the Pantawid Pamilyang Pilipino Program (4Ps) and other families identified as vulnerable, marginalized, and disadvantaged, subject to assessment.</p>
<p><b>DOCUMENTARY REQUIREMENTS</b></p>	<p><b>For C/FFW/T/C</b> (per MC 4 series of 2021)</p> <ol style="list-style-type: none"> <li>1. Project Proposal prepared by the LGU or the DSWD-FO</li> <li>2. Accomplished DAFAC</li> <li>3. Masterlist of Beneficiaries</li> <li>4. Photo Documentation (before, during, after) of the activities to be undertaken</li> </ol>

	<p>5. Cash Assistance Payroll for cash-based interventions  6. RDS for food for based interventions  7. Daily Attendance Sheet for Cash/Food for Work</p> <p><b>For SLP</b> (per MC 2 series of 2021)</p> <p>LGU</p> <ol style="list-style-type: none"> <li>1. Livelihood Recovery Project Proposal (LRRP)</li> <li>2. Certified List of Target Beneficiaries</li> <li>3. Copy of Declaration of State of Calamity or similar documents or disaster reports</li> </ol> <p>DSWD-FO</p> <ol style="list-style-type: none"> <li>1. LSG Field Validation Report</li> <li>2. Final List of Eligible Beneficiaries</li> <li>3. SLG Proposal</li> </ol> <p>Beneficiaries</p> <ol style="list-style-type: none"> <li>1. One (1) original or certified true copy of government-issued valid ID</li> <li>2. In case the LSG beneficiary has no valid ID, other documentary requirements, as per MC 2, s. 2021, may be presented</li> </ol>
<p><b>RATE/ PARAMETERS OF ASSISTANCE</b></p>	<p><b>For C/FFW/T/C:</b></p> <ul style="list-style-type: none"> <li>• Cash-Based assistance shall be equivalent to 100% of the current Regional Daily Minimum Wage Rate with a minimum of 5 days to a maximum of 90 days, based on the assessment and recommendation of the Field Office and subject to the availability of funds.</li> <li>• Food-Based assistance shall be equivalent to the consumption period per family per Family Food Pack (FFP) for a maximum of 90 days per type of disaster and frequency and occurrence</li> </ul> <p><b>For SLP</b>, the maximum amount of LSG per eligible family shall not exceed Twenty Thousand Pesos (Php20,000.00) for micro-enterprise or employment-related projects or a combination of both. The amount of LSG shall be based on the needs of the target beneficiary's proposed livelihood project.</p>

<p><b>SERVICE DELIVERY PROCESS</b></p>	<p><b>For C/FFW/T/C:</b></p> <p>As stipulated under the Preparatory and Planning Phase of this Guideline, the CMT, particularly the camp manager, shall conduct an assessment inside his/her respective camp. Camp coordinators such as the LSWDO or the DSWD-FO may also participate in or lead the assessment process. This shall be based on the following:</p> <ul style="list-style-type: none"> <li>● Length of displacement;</li> <li>● Number of IDPs inside ECs;</li> <li>● Needs of the IDPs; and</li> <li>● Current capacity of the LGU or the DSWD</li> </ul> <p>Once the project proposal and funding have been approved for this purpose, the following steps shall be undertaken in the actual delivery or implementation of identified C/FFW/T/C activity:</p> <ol style="list-style-type: none"> <li>1. Conduct of social preparation activities such as orientation and consultation meeting;</li> <li>2. Photo documentation prior, during, and after the conduct of the activities;</li> <li>3. Actual conduct and monitoring of the activities under the direct supervision of the CMT;</li> <li>4. Daily recording and monitoring of beneficiary attendance through a designated staff from one of the beneficiaries;</li> <li>5. Preparation of documentary requirements for the release of assistance;</li> <li>6. Pay-out/distribution of assistance to the beneficiaries;</li> <li>7. Conduct of post-evaluation survey on cash-based grants utilization; and</li> <li>8. Submission of accomplishment reports.</li> </ol> <p><b>For SLP:</b></p> <p>Upon identification of the need to implement SLP, based on the provisions of MC 2 s. of 2021, and general provision under the Planning and Preparatory Phase of this Guideline, the following activities shall be undertaken for the actual service delivery:</p> <ol style="list-style-type: none"> <li>1. Preparation of Cash Pay-out documents;</li> <li>2. Grant releasing;</li> <li>3. Grant Utilization Monitoring to be undertaken at least within 30 days after the release of grants; and</li> <li>4. Submission of accomplishment reports.</li> </ol>
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## CONTINUING RELIEF SERVICE PROFILE

<b>DESCRIPTION</b>	<p>Continuing Relief Service (CRS) is an intervention designed to address the continuing needs of Internally Displaced Persons (IDPs) and affected families using the existing relief resources of the Department from the impact to the post-impact phase.</p> <p>Provision of CRS shall be based on the assessed length of time the disaster response and early recovery operations may last. Planning and assessment shall be undertaken within the first month, while service delivery shall commence as early as the second month after the occurrence of the disaster. CRS may be provided until the recovery and rehabilitation phase sets in.</p>
<b>PROJECT/ACTIVITY</b>	<p>Continuing Relief Service can be provided through any of the following PPAs:</p> <ol style="list-style-type: none"> <li>1. Continuous provision and protracted distribution of FNIs;</li> <li>2. Provision of Transitory Family Support Package for families going back to their places of origin;</li> <li>3. Emergency Cash Transfer (ECT); and</li> <li>4. Cash and Food-For-Work in support of activities in the delivery of continuous relief including repacking, handling, hauling, and distribution of FNIs.</li> </ol>
<b>LEGAL BASES</b>	<ol style="list-style-type: none"> <li>1. AO 2, S. of 2021 – Omnibus Guidelines on Food and Non-Food Items and Logistics Management for Disaster Operations (and other Guidelines stipulated in the AO 2 guidelines)</li> <li>2. MC 4, S. 2021 - Enhanced Guidelines on the Implementation of the Cash and Food-for-Work/Training/Caring (C/FFW/T/C) for Disaster Risk Reduction and Management (DRRM)</li> <li>3. MC 17, S. of 2019 – Guidelines in the Implementation of Emergency Cash Transfer (ECT) during Disasters</li> <li>4. MC 15, S. of 2019 – Amendment to MC. 5 s. 2019 re Guidelines in the Implementation of the Transitory Family Support Package (TFSP) for the Internally Displaced Persons (IDPs) from the Most Affected Areas (MAAs)/Barangays of Marawi City</li> <li>5. MC 5, S. of 2019 – Guidelines in the Implementation of the Transitory Family Support Package (TFSP) for the Internally Displaced Persons (IDPs) from the Most Affected Areas (MAAs)/Barangays of Marawi City</li> </ol>

<b>OBJECTIVES</b>	<ol style="list-style-type: none"> <li>1. Provide continuous relief assistance to the disaster-affected families; and</li> <li>2. Support the response and early recovery operations of the LGUs as the disaster-affected families transition to recovery and rehabilitation phase.</li> </ol>
<b>SCOPE AND COVERAGE</b>	This service shall be provided for all families affected by disasters and emergencies that caused massive and prolonged displacement.
<b>TARGET BENEFICIARIES AND SELECTION CRITERIA</b>	<p>Selection of beneficiaries shall be based on requirements and qualifications per activity to be undertaken based on the existing guidelines for FNI and Logistics Management, C/FFW/T/C, ECT, and TFSP for disaster-affected families.</p> <p>For continuing or protracted <b>FNI distribution</b>, needs for FNI shall be identified and assessed by the LGUs through the LSWDOs. The following must be considered in identifying the needs of the affected population:</p> <ol style="list-style-type: none"> <li>1. Specific FNI requirement (e.g. children, elderly, pregnant and lactating women);</li> <li>2. Quantity</li> <li>3. Time and Date needed</li> <li>4. Cycles of distribution</li> </ol> <p>For <b>C/FFW/T/C</b>, only one member per family of legal age is entitled to engage per C/FFW/T/C activity. If all members of legal age within the family are unable to participate due to disability, sickness, and other valid reasons, a minor member may be considered based on the assessment of the LGU.</p> <p>For <b>ECT</b>, the priority targets are the poor listed in the National Household Targeting System(NHTS) database:</p> <ol style="list-style-type: none"> <li>1. 4Ps beneficiaries;</li> <li>2. Families considered poor in the Listahanan but do not qualify under the 4Ps</li> </ol> <p>When not included as poor in the NHTS database:</p> <ol style="list-style-type: none"> <li>1. Families not listed as poor but residing in isolated or Geographically Isolated and Disadvantaged Areas (GIDAs);</li> <li>2. Families with members who are persons with disabilities, elderly, children, pregnant, or lactating women;</li> <li>3. Orphaned children;</li> <li>4. Families with dead family members caused by the disaster;</li> <li>5. Families with damaged houses; and</li> </ol>

	<p>6. Families which due to the damage they sustained became transitional or “new poor” and are not able to provide for their own requirements, especially during the relief phase.</p> <p>The ECT may be provided more than once to a family affected by multiple disasters. However, provision of such assistance shall be subject to needs assessment.</p>
<p><b>DOCUMENTARY REQUIREMENTS</b></p>	<p><b>For protracted FNI distribution</b>, documentary requirements shall be based on the latest approved standard operating procedures for FNI augmentation to the LGUs. The Department may also issue interim guidelines with specific documentary requirements provisions.</p> <p><b>LGU</b></p> <ol style="list-style-type: none"> <li>1. Endorsement letter or Letter of Intent</li> <li>2. List of Eligible Beneficiaries duly certified by the MSWDO head and approved by the LCE</li> <li>3. Relief Distribution Sheet</li> </ol> <p><b>DSWD-FO</b></p> <ol style="list-style-type: none"> <li>1. Endorsement letter addressed to the DRMG Undersecretary inclusive of request for funding;</li> <li>2. WFP and MDP; and</li> <li>3. Copy of MOA/U with Service Providers in case of regional level partnership</li> </ol> <p><b>Partner Service Providers:</b></p> <ol style="list-style-type: none"> <li>1. Photocopies of the ID presented and the tape receipt reflecting the goods and services provided/redeemed thru the cash voucher.</li> </ol> <p><b>For C/FFW/T/C (per MC 4 series of 2021)</b></p> <ol style="list-style-type: none"> <li>1. Project Proposal prepared by the LGU or the DSWD-FO</li> <li>2. Accomplished DAFAC</li> <li>3. Masterlist of Beneficiaries</li> <li>4. Photo Documentation (before, during, after) of the activities to be undertaken</li> <li>5. Cash Assistance Payroll for cash-based interventions</li> <li>6. RDS for food for based interventions</li> <li>7. Daily Attendance Sheet for Cash/Food for Work</li> </ol> <p><b>For ECT (as per MC 17, S. of 2019)</b></p> <ol style="list-style-type: none"> <li>1. Copy of the Declaration of State of Calamity</li> <li>2. Photocopies of beneficiaries' valid ID</li> <li>3. Project proposal prepared by the LGU or the DSWD-FO</li> </ol>



	<ol style="list-style-type: none"> <li>4. Accomplished DAFAC</li> <li>5. Masterlist of Beneficiaries prepared by C/MSWDO and approved by the Local Chief Executive (LCE);</li> <li>6. Payroll signed by the beneficiaries, prepared by the paymaster, and attested by the Special Disbursing Officer (SDO); and</li> <li>7. For top-up schemes and other modalities, comply with the documentary requirement in the Terms of Reference(TOR)/ Memorandum of Agreement (MOA) with the depository bank or service provider.</li> </ol>
<p><b>RATE/ PARAMETERS OF ASSISTANCE</b></p>	<p><b>For protracted FNI distribution</b>, the type of number of FNI needed shall be based on the assessed needs of the disaster-affected families and the length of the early recovery period. This shall be supported by a guidance memorandum or interim guidelines as deemed necessary.</p> <p><b>For C/FFW/T/C</b></p> <ul style="list-style-type: none"> <li>● Cash-Based assistance shall be equivalent to 100% of the current Regional Daily Minimum Wage Rate with a minimum of 5 days to a maximum of 90 days, based on the assessment and recommendation of the Field Office and subject to the availability of funds.</li> <li>● Food-Based assistance shall be equivalent to the consumption period per family per FFP for a maximum of 90 days per type of disaster and frequency and occurrence</li> </ul> <p><b>For ECT</b></p> <ol style="list-style-type: none"> <li>1. <b>As relief assistance</b> - equivalent to seventy-five percent (75) percent of the prevailing Regional Daily Wage Rate at the time of the implementation period which may be used to buy nutritious food items not included in the food packages of the DSWD, hygiene kits, medicine, clothing, hospitalization, transportation, and educational support. The emergency cash transfer may be released on a monthly basis for a maximum of three (3) months subject to assessment based on the magnitude or impact of the disaster and availability of funds. ECT support, when considered under response, targets family even when they are living with other families within a household.</li> <li>2. <b>As support to early recovery and rehabilitation</b> - equivalent to the approved cost for ESA for families with damaged houses for the covered fiscal year which may be used for the urgent repair of damaged shelter units or main source of income or livelihood. The amount per schedule of release shall</li> </ol>

	<p>be dependent on the availability of funds for this purpose. The emergency cash transfer may be released on the 3rd or 4th month after the disaster but only to those victim-beneficiaries who, based on predetermined indicators and needs assessment, in particular, evaluation on the status of their safety and security, source of income, and support systems, need further assistance to start their early recovery and rehabilitation.</p> <p>The rate of ECT assistance may be adjusted over time based on the prevailing market price in consideration of economic fundamentals such as inflation.</p>
<p><b>SERVICE DELIVERY PROCESS</b></p>	<p>For <b>protracted FNI Distribution</b>, the actual service delivery shall be based on the existing guidelines or Standard Operating Procedures (SOP) for FNI Relief Augmentation.</p> <p>For <b>C/FFW/T/C</b>, upon approval of the project proposal and funding, the following steps shall be undertaken in the actual delivery or implementation of identified C/FFW/T/C activity:</p> <ol style="list-style-type: none"> <li>1. Conduct social preparation activities such as orientation and consultation meeting;</li> <li>2. Photo documentation prior to, during, and after the conduct of the activities;</li> <li>3. Actual conduct and monitoring of the activities under the direct supervision of the CMT;</li> <li>4. Daily recording and monitoring of beneficiary attendance through a designated staff from one of the beneficiaries;</li> <li>5. Preparation of documentary requirements for the release of assistance;</li> <li>6. Pay-out/distribution of assistance to the beneficiaries;</li> <li>7. Conduct of post-evaluation survey on cash-based grants utilization; and</li> <li>8. Submission of accomplishment reports.</li> </ol> <p>For <b>ECT</b>, the following activities shall be undertaken in the actual service delivery:</p> <ol style="list-style-type: none"> <li>1. The DSWD-FOs shall undertake validation of the LGU-submitted list of disaster victims using the issued DSWD-DAFAC;</li> <li>2. The DSWD-FOs shall conduct a rapid assessment of the situation and needs of the affected areas and recommend to the DRMB the activation of the ECT strategy when appropriate;</li> </ol>

	<ol style="list-style-type: none"><li>3. DRMB shall conduct immediate validation of the appropriateness of ECT to respond and/or implement accordingly;</li><li>4. DRMB shall assess and recommend the amount of ECT support for the release to the DSWD-FOs to the Office of the Secretary through the Office of the Undersecretary for DRMG;</li><li>5. DRMB shall validate the appropriateness of the delivery modality;</li><li>6. DRMB shall provide technical support to the DSWD-FOs and LGUs on the appropriate modality. Eligible beneficiaries will be notified by the Barangay LGU to a chosen payout venue where they will directly receive cash assistance from the authorized DSWD staff. The SDOs shall be responsible for bringing the money safely to the payout venue and the processing of required documents for liquidation while the Special Disbursing Officers (SDOs) will be responsible for the distribution of ECT assistance to each eligible beneficiary during direct payout. The LGUs shall choose and provide security to the payout venue.</li><li>7. The DSWD-FO shall be responsible for providing the SDOs the money for direct payout and transferring the money to the Service Providers of cash cards and electronic transfer payout, except for the 4Ps beneficiaries which top-up process shall be undertaken by the DSWD-Central Office consistent with existing mechanisms;</li><li>8. The ECT-NPMT shall monitor the disbursement of cash grants to ensure that the would-be-beneficiaries receive their assistance on time and that the cash are disbursed as scheduled to avoid being dormant;</li><li>9. The ECT-NPMT shall develop a Management and Information System (MIS) that would track and generates periodic reports of project milestones;</li><li>10. DRMB and the DSWD-FOs shall manage all complaints under the e-reklamo system or other platforms for resolutions; and</li><li>11. The ECT-NPMT shall undertake regular monitoring and conduct evaluation to determine areas for enhancement of guidelines based on need and relevance to the current situation.</li></ol>
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## EMERGENCY SHELTER PROGRAM PROFILE

<b>DESCRIPTION</b>	Service intervention contributes to the social protection needs of the disaster-affected families leading to the restoration of the normal social functioning and development of resilient families and communities.
<b>PROJECT/ ACTIVITY</b>	<p>Undertaking of the following activities relative to the establishment of transitional/temporary shelters and for shelter repair as contributory to the early recovery of disaster-affected populations and areas.</p> <ol style="list-style-type: none"> <li>1. Provision of shelter assistance: <ol style="list-style-type: none"> <li>a. In-kind support (e.g. tents, laminated sacks, tarpaulins)</li> <li>b. Emergency Cash Transfer (ECT)</li> </ol> </li> <li>2. Implementation of C/FFW/T for community works/activities in evacuation sites (Inside and outside transitional shelters) and support complementation with other implementing agencies/organizations.</li> </ol>
<b>LEGAL BASES</b>	<ol style="list-style-type: none"> <li>1. JMC 2, s. 2021 – Guidelines on Evacuation Center Coordination and Management.</li> <li>2. AO 2, s. 2021 – Omnibus Guidelines on Food and Non-Food Items and Logistics Management for Disaster Operations</li> <li>3. MC 4, s. 2021 – Enhanced Guidelines in the Implementation of the Cash and Food-for-Work, Training and Caring (C/FFW/T/C) for Disaster Risk Reduction and Management (DRRM).</li> <li>4. MC 17, s. 2019 – Guidelines in the Implementation of Emergency Cash Transfer (ECT) during Disasters.</li> <li>5. RA 10821 - Children in Emergencies Relief Protection Act</li> <li>6. AO 17, s. 2010 – Omnibus Guidelines on Shelter Assistance which consolidates shelter assistance under one project given the evolution of different types of shelter assistance and updating of project requirements.</li> </ol>
<b>OBJECTIVES</b>	<p><b>General:</b> Service delivery to ensure the protection of disaster-affected families towards transitioning to recovery and rehabilitation through the implementation of early recovery programs and services.</p> <p><b>Specific:</b></p> <ol style="list-style-type: none"> <li>1. Provide shelter support to displaced families while in evacuation sites.</li> <li>2. Complement/support other social protection PPAs of other government agencies.</li> <li>3. Program alignment with the government's efforts in establishing resilient people and communities.</li> </ol>

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			<p>on hazard maps or as identified by the DENR-MGB or DOST-PHIVOLCS.</p>
<p><b>SERVICE DELIVERY PROCESS</b></p>	<p>The above damage classification is based on the latest memorandum guidance issuance and is subject to change as necessary.</p> <p><b>2. Rate of Assistance:</b></p> <p><b>Totally Damaged:</b> Current cost of major shelter parts (posts, beams, etc.) as referred to the bill of materials of the CSAP or any DHSUD's standard core housing for disaster, adding up the highest inflation rate for the previous year and rounding it off to the nearest thousand.</p> <p><b>Partially Damaged:</b> Current cost of minor shelter parts (roofs, walling, flooring, etc.) as referring to the bill of materials of any DSHUD's standard core housing for disaster, adding up the highest inflation rate for the previous year and rounding it off to the nearest thousand.</p> <p><b>1. Pre-Implementation Stage</b></p> <ol style="list-style-type: none"> <li>a. Social preparation e.g. meetings, orientation, workshops, etc. with all stakeholders.</li> <li>b. ER needs assessment and planning.</li> <li>c. Resource generation.</li> </ol> <p><b>2. Implementation Stage</b></p> <ol style="list-style-type: none"> <li>a. Validation</li> <li>b. MOA signing with implementing partners.</li> <li>c. Submission of documentary requirements.</li> <li>d. Financial management e.g. processing of fund release, the release of cash advance to the SDOs, etc.</li> <li>e. Payout/cash distribution.</li> <li>f. Monitoring and technical assistance.</li> <li>g. Reporting.</li> <li>h. Grievance and redress management.</li> <li>i. Policy and operational review and enhancements.</li> </ol> <p><b>3. Post-Implementation Stage</b></p> <ol style="list-style-type: none"> <li>a. Fund liquidation.</li> <li>b. Post monitoring and evaluation.</li> <li>c. Policy and operational review and enhancements.</li> </ol>		



**Other DSWD ER Programs and Services  
Program Profile**

<b>DESCRIPTION</b>	Other DSWD Programs and Services implemented during disaster response and early recovery operations. This aims to identify and consolidate all other programs and services implemented by the department for reporting, assessment, and planning purposes.
<b>PROJECT/ ACTIVITY</b>	<ol style="list-style-type: none"> <li>1. Sustainable Livelihood Program</li> <li>2. Assistance to Individuals in Crisis Situations</li> <li>3. Mental Health and Psychosocial Support Services</li> <li>4. C/FF/W/T/C for Community Activities and other labor-based infrastructure rehabilitation</li> <li>5. Balik-Probinsya Bagong Pagasa Program</li> <li>6. Referral to other Social Services/NGAS/NGOs/IOS/CSO based on needs of clients <ul style="list-style-type: none"> <li>• Job opportunities</li> <li>• Immediate medical needs</li> <li>• Special service for Persons with Disabilities, Senior Citizens, Children ie. Nutritional needs</li> <li>• Services to trafficked persons</li> <li>• Adoption/Foster Care</li> <li>• Protection and Rehabilitation of productive assets (fodder, production, animal health, management of natural resources)</li> <li>• Provision of free skills training by TESDA while recovering from the effects of Disaster</li> </ul> </li> </ol>
<b>LEGAL BASES</b>	<ol style="list-style-type: none"> <li>1. MC 7, s. 2023 - Revised Guidelines for the Comprehensive Implementation of the Sustainable Livelihood Program</li> <li>2. MC 7, s. 2021 - Special Guidelines for the Provision of Assistance to Individuals and Families in Crisis Situation due to the Declaration of Localized Enhanced Community Quarantine</li> <li>3. MC 24, s. 2020 - Amendment to MC No. 11 s.2019 otherwise known as the Revised Guidelines on the Implementation of Assistance to Individuals in Crisis Situation</li> <li>4. MC 11, s. 2020 - Supplement to the Revised Guidelines on the Implementation of Assistance to Individuals in Crisis Situation, Otherwise Known as Memorandum Circular No. 11, Series of 2019</li> <li>5. MC 11, s. 2019 - Revised Guidelines on the Implementation of Assistance to Individuals in Crisis Situation</li> <li>6. MC 13, s. 2015 - Guidelines on the Provision of Seed Capital Fund Through the Sustainable Livelihood Program</li> <li>7. MC 4, s. 2021 - Enhanced Guidelines for the Cash and Food for Work-Training and Caring for DRRM</li> </ol>

	<p>8. MC 2, s. 2021 - Special Guidelines on the Provision of Livelihood Assistance to Families Affected by Disasters through the Sustainable Livelihood Program</p> <p>9. JMC 1, s. 2013 - ECCM Guidelines - CCCM Cluster</p> <p>10. RA 10821 - Children and Emergency Protection Act</p> <p>11. JMC 17 - Guidelines on the Delivery of Humanitarian Services to Disaster Victims and IDPs</p> <p>12. RA 11862 - Expanded Anti-Trafficking in Persons Act of 2022</p> <p>13. MC 23, s. 2014 - Guidelines on Foster Care</p> <p>14. MC 11 - Operational Guidelines on the Engagement with Civil Society Organization in the Implementation of the DSWDs Social Protection Program</p> <p>15. RA No. 8485 - The Animal Welfare Act of 1998</p> <p>16. TESDA Circular Implementing Guidelines for Disaster Response</p>
<b>OBJECTIVES</b>	To complement and sustain the early recovery needs of affected IDPs on their return to normalcy "Social Functioning" and for reintegration to the community.
<b>SCOPE AND COVERAGE</b>	These other programs and services shall be provided to all disaster-affected IDPs
<i>For Target Beneficiaries and Selection Criteria, Documentary Requirements Rate, Parameters of Assistance, and Service Delivery Process refer to existing relevant guidelines.</i>	

Republic of the Philippines  
 Department of Social Welfare and Development  
 Field Office \_\_\_\_\_

**WORK AND FINANCIAL PLAN**  
 Implementation of [Program/Activity/Project (P/A/P)] for the (Disaster)-Affected Families in Region \_\_\_\_\_  
 As of \_\_\_\_\_

**SUMMARY**

PROGRAM/PROJECT/ACTIVITIES	TOTAL	
	NO. OF TARGET BENEFICIARIES*	COST
<b>Grants</b>	0	0.00
1 (P/A/P)	0	0.00
2 (P/A/P)	0	0.00
<b>Operational Cost</b>	0	0.00

\* Based on DROMIC Report No. \_\_ on \_\_, as of \_\_\_\_\_

Prepared by: \_\_\_\_\_

Noted by: \_\_\_\_\_

Recommending Approval: \_\_\_\_\_

Approved by: \_\_\_\_\_

NAME  
 Designation

NAME  
 Designation

NAME  
 Designation

NAME  
 Designation

Republic of the Philippines  
 Department of Social Welfare and Development  
 Field Office \_\_\_\_\_

**WORK AND FINANCIAL PLAN**  
**Implementation of Emergency Cash Transfer for the (Disaster)-Affected Families in**  
 As of \_\_\_\_\_

**GRANTS AND OPERATIONAL COST**

Project Areas <sup>1</sup> (Province/City/ Municipality)	Number of Affected Families <sup>2</sup>				CRDMWR 75% <sup>3</sup> (e)	Unit (d) x (e) = (f)	Total Cost (c) x (f) = (g)
	4Ps (a)	Non-4Ps (b)	Total (a) + (b) = (c)	No. of Days (d)			
<b>GRAND TOTAL</b>	0	0	0	0	0.00	0.00	-
<b>GRANTS</b>							
<b>TOTAL</b>							
<b>A. (Province)</b>							
1 (City/Municipality)	-	-	-	-	0.00	0.00	-
2 (City/Municipality)	-	-	-	-	0.00	0.00	-
3 (City/Municipality)	-	-	-	-	0.00	0.00	-
4 (City/Municipality)	-	-	-	-	0.00	0.00	-
5 (City/Municipality)	-	-	-	-	0.00	0.00	-
<b>B. (Province)</b>							
1 (City/Municipality)	-	-	-	-	0.00	0.00	-
2 (City/Municipality)	-	-	-	-	0.00	0.00	-
3 (City/Municipality)	-	-	-	-	0.00	0.00	-
4 (City/Municipality)	-	-	-	-	0.00	0.00	-
5 (City/Municipality)	-	-	-	-	0.00	0.00	-
<b>OPERATIONAL COST</b>							
<b>TOTAL</b>							
1							
2							

Notes:

- 1 Areas declared under State of Calamity (SoC)
- 2 Based on DROMIC Report No. \_\_\_ on \_\_\_\_\_, as of \_\_\_\_\_
- 3 The rate of (CRDMWR x 75%) is seventy-five (75) percent of the Current Regional Daily Minimum Wage Rate (CRDMWR) of Region \_\_\_\_\_ at Pnp(CRDMWR) per MWPC-DOLE

Prepared by: \_\_\_\_\_

Noted by: \_\_\_\_\_

Recommending Approval: \_\_\_\_\_

Approved by: \_\_\_\_\_

NAME  
 Designation

NAME  
 Designation

NAME  
 Designation

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Republic of the Philippines  
 Department of Social Welfare and Development  
 Field Office \_\_\_\_\_

**WORK AND FINANCIAL PLAN**  
**Implementation of Cash-For-Work for the (Disaster)-Affected Families in**  
 As of \_\_\_\_\_

**GRANTS AND OPERATIONAL COST**

Project Areas <sup>1</sup> (Province/City/ Municipality)	Target No. of Beneficiaries		Number of Affected Families <sup>1</sup>		Unit	Total Cost <i>(a) x (d) = (e)</i>
	(a)	(b)	No. of Days	CRDMWR 100% <sup>2</sup>		
<b>GRAND TOTAL</b>						
<b>GRANTS</b>						
<b>TOTAL</b>	0	0	0	0.00	0.00	0.00
<b>A. (Province)</b>	-	-	-	0.00	0.00	0.00
1 (City/Municipality)	-	-	-	0.00	0.00	0.00
2 (City/Municipality)	-	-	-	0.00	0.00	0.00
3 (City/Municipality)	-	-	-	0.00	0.00	0.00
4 (City/Municipality)	-	-	-	0.00	0.00	0.00
5 (City/Municipality)	-	-	-	0.00	0.00	0.00
<b>B. (Province)</b>	-	-	-	0.00	0.00	0.00
1 (City/Municipality)	-	-	-	0.00	0.00	0.00
2 (City/Municipality)	-	-	-	0.00	0.00	0.00
3 (City/Municipality)	-	-	-	0.00	0.00	0.00
4 (City/Municipality)	-	-	-	0.00	0.00	0.00
5 (City/Municipality)	-	-	-	0.00	0.00	0.00
<b>OPERATIONAL COST</b>						
<b>TOTAL</b>						
1						
2						

Notes:

<sup>1</sup> Based on DROMIC Report No. \_\_\_ on \_\_\_\_\_, as of \_\_\_\_\_  
<sup>2</sup> One hundred (100) percent of the Current Regional Daily Minimum Wage Rate (CRDMWR) of Region \_\_\_\_\_ per MWPC-DOLE

Prepared by: \_\_\_\_\_

Noted by: \_\_\_\_\_

Recommending Approval: \_\_\_\_\_

Approved by: \_\_\_\_\_

NAME  
 Designation

NAME  
 Designation

NAME  
 Designation

NAME  
 Designation

Republic of the Philippines  
 Department of Social Welfare and Development  
 Field Office \_\_\_\_\_

Monthly Disbursement Program (MDP)  
 Implementation of [Program/Activity/Project (P/A/P)] for the (Disaster)-Affected Families in  
 (Fund Source)

As of

PARTICULARS	TOTAL FUNDING REQUIREMENT			MONTHLY DISBURSEMENT PROGRAM (MDP)						TOTAL (c) + (d) + (e) + (f) + (g) + (h) + (i)
	No. (a)	Unit (b)	Cost (a) x (b)	January (c)	February (d)	March (e)	April (f)	May (g)	June (h)	
<b>Project Grants</b>										
1 (P/A/P)										
2 (P/A/P)										
<b>Operational Cost</b>										
1										
2										
3										

Prepared by:

NAME  
 Designation

Noted by:

NAME  
 Designation

Recommending Approval:

NAME  
 Designation

Approved by:

NAME  
 Designation

Republic of the Philippines  
 Department of Social Welfare and Development  
 Field Office \_\_\_\_\_

Implementation of [Program/Activity/Project (P/A/P)] for the (Disaster)-Affected Families with Damaged Houses in Region \_\_\_\_\_  
 WORK AND FINANCIAL PLAN  
 As of \_\_\_\_\_

SUMMARY

REGIONS	PROGRAM/PROJECT/ ACTIVITY	TOTALLY DAMAGED HOUSES			PARTIALLY DAMAGED HOUSES			TOTAL	
		NO. OF TARGET BENEFICIARIES*	UNIT	COST	NO. OF TARGET BENEFICIARIES*	UNIT	COST	NO. OF TARGET BENEFICIARIES*	COST
Grants		0	0.00						
1 (P/A/P)		0	0.00						
2 (P/A/P)		0	0.00						
Operational Cost			0.00						

\* Based on DROMIC Report No. \_\_\_ on \_\_\_\_\_, as of \_\_\_\_\_

Prepared by: \_\_\_\_\_

Noted by: \_\_\_\_\_

Recommended Approval: \_\_\_\_\_

Approved by: \_\_\_\_\_

NAME  
Designation

NAME  
Designation

NAME  
Designation

NAME  
Designation

Republic of the Philippines  
 Department of Social Welfare and Development  
 Field Office \_\_\_\_\_

**WORK AND FINANCIAL PLAN**  
 Implementation of Emergency Cash Transfer for the (Disaster)-Affected Families with Damaged Houses in Region \_\_\_\_\_  
 As of \_\_\_\_\_

**GRANTS**

Project Areas <sup>1</sup>	No. of Affected Families <sup>2</sup>		Totally Damaged Houses <sup>3</sup>					Partially Damaged Houses <sup>3</sup>					Total				
	Target No. of Beneficiaries	No. of Days	CRDMWR 75% <sup>3</sup>	Unit	Cost	Target No. of Beneficiaries	No. of Days	CRDMWR 75% <sup>3</sup>	Unit	Cost	Target No. of Beneficiaries	No. of Days	CRDMWR 75% <sup>3</sup>	Unit	Cost	Target No. of Beneficiaries	Cost
<b>GRAND TOTAL</b>	0	0	0.00	0.00	0.00	0	0	0.00	0.00	0.00	0	0	0.00	0.00	0.00	-	0.00
<b>GRANTS</b>																	
<b>TOTAL</b>	0	0	0.00	0.00	0.00	0	0	0.00	0.00	0.00	0	0	0.00	0.00	0.00	-	0.00
A. (Province)	0	-	0.00	0.00	0.00	-	-	0.00	0.00	0.00	-	-	0.00	0.00	-	-	0.00
1 (City/Municipality)	0	-	0.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2 (City/Municipality)	0	-	0.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3 (City/Municipality)	0	-	0.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4 (City/Municipality)	0	-	0.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5 (City/Municipality)	0	-	0.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
B. (Province)	0	-	0.00	0.00	0.00	-	-	0.00	0.00	0.00	-	-	0.00	0.00	-	-	0.00
1 (City/Municipality)	0	-	0.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2 (City/Municipality)	0	-	0.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3 (City/Municipality)	0	-	0.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4 (City/Municipality)	0	-	0.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5 (City/Municipality)	0	-	0.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>OPERATIONAL COST</b>																	
<b>TOTAL</b>																	
1																	
2																	

Notes:  
 1 Areas declared under State of Calamity (SOC)  
 2 Based on DROMIC Report No. \_\_\_ on \_\_\_\_\_, as of \_\_\_\_\_  
 3 The rate of (CRDMWR x 75%) is seventy-five (75) percent of the Current Regional Daily Minimum Wage Rate (CRDMWR) of Region \_\_\_\_\_ at Phip(CRDMWR) per NWPC-DOLE

Prepared by: \_\_\_\_\_ Noted by: \_\_\_\_\_ Approved by: \_\_\_\_\_  
 Recommended Approval: \_\_\_\_\_  
 NAME Designation NAME Designation NAME Designation



Republic of the Philippines  
 Department of Social Welfare and Development  
 Field Office \_\_\_\_\_

**WORK AND FINANCIAL PLAN**  
 Implementation of Cash-For-Work for the (Disaster)-Affected Families with Damaged Houses in Region \_\_\_\_\_  
 As of \_\_\_\_\_

**GRANTS**

Project Areas <sup>1</sup>	No. of Affected Families <sup>2</sup>	Damaged Houses <sup>1</sup>										Total			
		Totally					Partially					Target No. of Beneficiaries (a) + (g) = (l)	Cost (f) + (k) = (m)		
		Target No. of Beneficiaries (a)	No. of Days (b)	CRDMWR 100% <sup>2</sup> (c)	Unit (b) x (c) = (d)	Cost (a) x (d) = (f)	Target No. of Beneficiaries (g)	No. of Days (h)	CRDMWR 100% <sup>2</sup> (i)	Unit (h) x (i) = (j)	Cost (g) x (j) = (k)				
<b>GRAND TOTAL</b>		0	0	0.00	0.00	0.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>GRANTS</b>		0	0	0.00	0.00	0.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>		0	0	0.00	0.00	0.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A. (Province)		0	0	0.00	0.00	0.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1 (City/Municipality)		0	0	0.00	0.00	0.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2 (City/Municipality)		0	0	0.00	0.00	0.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3 (City/Municipality)		0	0	0.00	0.00	0.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4 (City/Municipality)		0	0	0.00	0.00	0.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5 (City/Municipality)		0	0	0.00	0.00	0.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
B. (Province)		0	0	0.00	0.00	0.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1 (City/Municipality)		0	0	0.00	0.00	0.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2 (City/Municipality)		0	0	0.00	0.00	0.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3 (City/Municipality)		0	0	0.00	0.00	0.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4 (City/Municipality)		0	0	0.00	0.00	0.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5 (City/Municipality)		0	0	0.00	0.00	0.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>OPERATIONAL COST</b>		0	0	0.00	0.00	0.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>		0	0	0.00	0.00	0.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1															
2															

Not  
 see:  
 1 Based on DROMIC Report No. \_\_\_ on \_\_\_\_\_ as of \_\_\_\_\_  
 2 One hundred (100) percent of the Current Regional Daily Minimum Wage Rate (CRDMWR) of Region \_\_\_\_\_ per MWPC-DOLE

Prepared by: \_\_\_\_\_ Noted by: \_\_\_\_\_

Recommended Approval: \_\_\_\_\_ Approved by: \_\_\_\_\_

NAME \_\_\_\_\_ NAME \_\_\_\_\_  
 Designation \_\_\_\_\_ Designation \_\_\_\_\_

Republic of the Philippines  
 Department of Social Welfare and Development  
 Field Office \_\_\_\_\_

Implementation of [Program/Activity/Project (P/A/P)] for the (Disaster)-Affected Families with Damaged Houses in Region \_\_\_\_\_  
 Monthly Disbursement Program (MDP)  
 (Fund Source)

As of \_\_\_\_\_

PARTICULARS	TOTAL FUNDING REQUIREMENT			MONTHLY DISBURSEMENT PROGRAM (MDP)						TOTAL <i>(c) + (d) + (e) + (f) + (g) + (h) = (i)</i>
	No. <i>(a)</i>	Unit <i>(b)</i>	Cost <i>(a) x (b)</i>	January <i>(c)</i>	February <i>(d)</i>	March <i>(e)</i>	April <i>(f)</i>	May <i>(g)</i>	June <i>(h)</i>	
<b>Project Grants</b>										
1 (P/A/P)										
2 (P/A/P)										
<b>Operational Cost</b>										
1										
2										
3										

Prepared by: \_\_\_\_\_

Noted by: \_\_\_\_\_

Recommending Approval: \_\_\_\_\_

Approved by: \_\_\_\_\_

NAME  
Designation

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Designation

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Designation

NAME  
Designation

DRN: \_\_\_\_\_ **(Arial font 8, bold)**

## PROJECT PROPOSAL

### I. Project Information

- a. **Title:** Title of the Proposed Early Recovery and Rehabilitation Program/Project/ Activity (ERR-PPA)

*[Include in the title the ERR-PPA to be implemented, the disaster that took place, and the Region.]*

- b. **Duration:** Inclusive dates

*[Consider the length of period from the preparation of the documents to the implementation of the proposed ERR-PPA.]*

- c. **Venue:** Venue/Location for the implementation of the proposed ERR-PPA.

*[If multiple locations, indicate the province/city/municipality.]*

- d. **Participants:** Proponent of the proposed ERR-PPA

*[Indicate who will be the proponent of the proposed ERR-PPA and include the target number of beneficiaries.]*

- e. **Budgetary Requirement:** Total Budgetary Requirement

*[Indicate the total budgetary requirement for the Proposed ERR-PPA. Type the amount in numbers starting with Php]*

- f. **Source of Fund:** Quick Response Fund (QRF)

*[Indicate the source of fund.]*

### II. Rationale

*Provide a brief background on the occurrence of the disaster that led to the region's request for the implementation of the ERR-PPA. Justified paragraph*

### III. Legal Bases

*Cardinal enumeration; [Title of the guidelines supporting the programs to be implemented.]*

### IV. Objectives

*Cardinal enumeration; not bulleted.*

### V. Expected Outputs/Outcome

*Your own style. It may be in a form of table or enumerated.*

### VI. Timetable

Timeline	Activities

**VII. Additional**

*If two programs are to be implemented, this portion may be used. – Delete if unnecessary.*

**VIII. Budgetary Requirement**

*Indicate total amount in Words (Amount in numbers starting with Php).*

*(Provide breakdown of expenses. Indicate fund source.)*

**\*\* Note:** *All signatories should be in the same page with the last part of the Project Proposal. Refer to the DSWD Administrative Order No. 16, series of 2019 or the 2019 Delegation and Delineation of Authority, and its amendments.*

**Prepared by:**

**Recommending approval:**

**NAME**  
Designation

**NAME**  
Designation

**Approved/Disapproved:**

**NAME**  
Designation

