

MEMORANDUM CIRCULAR
NO. 18
Series of 2023

SUBJECT: SUPPLEMENTAL GUIDELINES OF MEMORANDUM CIRCULAR 1, SERIES OF 2017 - REVISED GUIDELINES ON THE PAGKILALA SA NATATANGING KONTRIBUSYON SA BAYAN (PANATA KO SA BAYAN) AWARDS ON THE PROVISION OF REWARDS AND INCENTIVES TO LOCAL GOVERNMENT UNITS THROUGH THE LOCAL SOCIAL WELFARE AND DEVELOPMENT OFFICES (LSWDO) ON SOCIAL WELFARE AND DEVELOPMENT (SWD) LOCAL IMPLEMENTATION

I. Rationale

Devolution is a method of increasing the efficiency of local government units (LGUs) by granting them the autonomy to manage their resources to improve the economic condition of their respective localities and address the community's general welfare needs. In a decentralized system, local governments decide on priorities, programs, and services. The national government's role is to set standards for program implementation, monitor progress, and create an enabling environment through policies that promote the implementation of social welfare and development (SWD) programs and services.

The Department of Social Welfare and Development's (DSWD's) role in the devolution focuses on the steering function of the implementation of social welfare and development (SWD) programs and services which started in 1991 upon the enactment of Republic Act No. 7160 or the Local Government Code of 1991. The majority of its sectoral programs were devolved to the local government units (LGUs) through the Local Social Welfare and Development Offices (LSWDOs) and shifted its functions along the lines of policy formulation, standard-setting, and monitoring and technical assistance relative to the SWD programs and services. This was supported by Executive Order (EO) No. 15, series of 1998, which mandated the DSWD to "provide assistance to local government units (LGUs), non-government organizations (NGOs), other national government agencies (NGAs), people's organizations (POs), and other 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." Another EO supporting the provision of assistance to the LGUs is EO No. 221, series of 2003 or the "Redirecting the Functions and Operations of Social Welfare and Development." This highlighted the continuous steering function of the LGUs and the rowing function in the direct implementation of the DSWD of its statutory programs and services. After 30 years, EO No. 138, series of 2021, or the "Full Devolution of Certain Functions of the Executive Branch to Local Governments, the Creation of a Committee on Devolution, and for other purposes," was enacted in compliance with the Mandanas-Garcia Ruling of the Supreme Court that increases the Internal Revenue Allotment, now called National Tax Allotment, of the LGUs. To support its implementation, the NGAs are directed to fully devolve their programs and services to the LGUs. In effect, the provision of Technical/ Advisory Assistance and Other Related Support Services (TAAORSS) to LGUs became the DSWD's Strategic Focus No. 1—"Increase the capacity of the LGUs to improve the delivery of social protection and social welfare services".

To operationalize the role of the DSWD in implementing the TAAORSS program for LGUs through LSWDOs, the DSWD issued Memorandum Circular (MC) No. 10, Series of 2018, or the Guidelines on the Provision of Technical Assistance and Resource Augmentation (TARA) to LGUs through LSWDOs. These guidelines were issued to support the functionality of LSWDOs as frontline service providers of SWD programs and services.

Considering that LGUs have autonomy in implementing their programs and services, the provision of recognition and incentives will serve as a positive stimulus for them to mainstream the implementation of social protection programs and services. In a study conducted entitled "Incentives, Workplace, and Performance"¹, a 44% increase in the performance of employees was achieved when rewards and incentives were in place. The study showed that the percentage of improved performance was greater when the rewards and incentives were sustained for a longer period. Through the rewards and incentives mechanism, it is expected that the quality of social welfare and development programs and services of the LGUs will be improved.

The guidance contained herein is hereby issued to provide rewards and incentives for LGUs through LSWDOs; that is, in recognition of the exemplary performance of LSWDOs as frontline service providers of SWD programs and services. Through this, the DSWD envisions that exemplary efforts will be recognized accordingly.

II. Supplemental Provisions

The following are the supplemental provisions to the Pagkilala sa Natatanging Kontribusyon sa Bayan (PaNata Ko sa Bayan) Awards:

A. Definition of Terms

The following terms are the operational definitions as used in the context of this Guidelines.

1. **Award** - a recognition provided by the DSWD to an LGU that has shown exemplary performance in implementing programs and services along social welfare and development (SWD).
2. **Awarding Ceremony** - refers to DSWD's annual recognition activity of LGUs that performed exemplary performance in the delivery of SWD programs and services.
3. **Committee Chairperson** - leads the Rewards and Incentives Committee and is the DSWD CO Undersecretary for Standards and Capacity Building Group.
4. **Committee Vice-Chairperson** - leads the Rewards and Incentives Committee in the absence of the Committee Chairperson and is the Assistant Secretary for Standards and Capacity Building Group.

¹ Stolovich, H. (2010, January 20). *Research Performance Incentives*. Retrieved from <https://theirf.org/research/incentives-motivation-and-workplace-performance-research-and-best-practices/147/#:~:text=The%20study%20found%20that%20incentive,and%20employees%20value%20incentive%20progra ms. on 25 March 2022>

5. **Contribution** - any outputs and service delivery that results in improvement in any form of idea or performance (e.g. improvement in service delivery).
6. **Eligibility Criteria** - refers to the set of requirements needed for an LGU to qualify as a nominee. All the set indicators should be met or submitted on or before the deadline indicated to qualify.
7. **Entry** - refers to the set of documents with the letter of intent from the LGUs or endorsement memo from the Field Offices (FOs) including the requirements for submission to the Committee Chairperson.
8. **Final List** - refers to the list of LGUs that will be awarded after the final deliberation process of the Secretariat and the Screening Representatives.
9. **Good Practice Documentation** - refers to the documentation of a program or service initiated by an LGU that has been proven to produce positive results relative to SWD delivery of programs and services. It has the potential to have a long-term sustainable impact, hence contributing to the achievement of the DSWD's strategic outcomes.
10. **Incentives** - refer to awards given to LGUs that deliver the desired performance in SWD programs and services. This may include monetary and non-monetary forms of incentives intended to encourage LGUs to perform better.
11. **Local Government Units** - refers to the provincial, city, or municipal government
12. **Local Social Welfare and Development Office (LSWDO)** - refers to the provincial, city, or municipal social welfare and development office that provides frontline services along social welfare and social protection programs.
13. **Mainstreamed Social Welfare and Social Protection** - refers to laws on social welfare and social protection that have been adopted by the LGUs through local ordinances, plans, programs, and services.
14. **Participating LGUs** - refers to local government units that submitted entries for Rewards and Incentives.
15. **Rewards** - refer to the recognition given to LGUs that reached the highest expected and desired performance in service delivery based on the assessment tool and the good practice documentation guidelines.
16. **Rewards and Incentives Committee** - refers to the committee that facilitates the conduct of Rewards and Incentives activities at the Central Office and the Field Offices.
17. **Screening Process** - refers to the process of selecting top-performing LGUs that will be recognized in the awarding ceremony.
18. **Screening Team** - refers to the members of the Rewards and Incentives Committee in the DSWD Field Offices and Central Office who review documents submitted, validation, and final deliberation processes.

- 19. Service Delivery Capacity Assessment (SDCA)** - refers to the assessment tool administered by the Field Office every 3 years to determine the level of service delivery of the LGU assessed. The components of SDCA are Administration and Organization, Program Management, and Institutional Mechanisms.
- 20. Secretariat** - refers to the technical staff assigned to perform administrative functions in relation to the processing of entries submitted for the award categories. This includes Social Welfare Institutional Development Bureau (SWIDB) staff and Field Office staff assigned to perform such functions.
- 21. Social Protection** – refers to policies and programs that seek to reduce poverty and vulnerability to risks and enhance the social status and rights of all women, especially the marginalized by promoting and protecting livelihood and employment, protecting against hazards and sudden loss of income, and improving people’s capacity to manage risk. Its components are labor market programs, social insurance, social welfare, and social safety nets.
- 22. Top Performing LGUs** - refers to local government units (LGUs) in the province, city and municipality that achieved the highest score in the assessment of service delivery. This means that the LGU was able to satisfy the requirements in all areas of the service delivery capacity assessment tool.
- 23. Technical/ Advisory Assistance and Other Related Support Services (TAAORSS)** - refers to the program related to the provision of technical assistance and resource augmentation to the LGUs aimed at increasing the capacity and service delivery of the LGUs. This pertains to the TAAORSS budget item under the General Appropriations Act that is a direct release fund to the Field Offices for the provision of technical assistance and resource augmentation.

B. Objectives

The provision of rewards and incentives to local government units (LGUs) through local social welfare development offices (LSWDOs) shall recognize the exemplary contribution of LSWDOs as frontline service providers in the implementation of SWD programs and services to improve the wellbeing of its constituents. It shall:

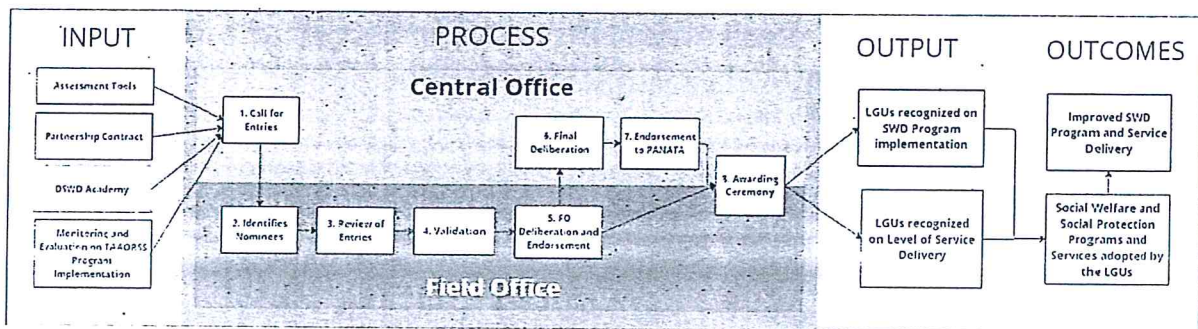
1. Recognize top-performing LGUs in the implementation of SWD programs and services;
2. Create an enabling environment for the sustained implementation/ continuous development, and institutionalization of social welfare and social protection programs and services addressing the needs of the local community;
3. Allocate funds regularly for the rewards and incentives to LGUs from the Technical Assistance/ Advisory and Other Related Support Services (TAAORSS) funds, and from other sources; and
4. Monitor and evaluate the performance based on the Service Delivery Capacity Assessment (SDCA), and documentation of good practice.

C. Coverage

This guideline shall cover all the Local Government Units and the Local Social Welfare and Development Offices from Regions I, II, III, IV, V, VI, VII, VIII, IX, X, XI, XII, Cordillera Administrative Region (CAR), National Capital Region (NCR), Caraga, and MIMAROPA.

D. Rewards and Incentives Operational Framework

Figure 1. Framework for Rewards and Incentives for LGUs through LSWDOs



Please refer to Annex A for the larger version of the image.

Figure 1 illustrates the system for rewards and incentives for the LGUs through the LSWDOs. The inputs to the rewards and incentives are derived from the implementation of the Technical/ Advisory Assistance and Other Related Support Services (TAAORSS) Program of the DSWD. The inputs described in the Rewards and Incentives Operational Framework are also discussed in the Capacity Development Framework. Specifically, inputs would come from the Assessment process that uses the Service Delivery Capacity and Competency Assessment Tool, the Partnership Contract which binds the DSWD and the LGU's relationship along TAAORSS program, and the monitoring and evaluation of the TAAORSS program, and the DSWD Academy that seeks to determine the progress of the LGUs on adopting social welfare and social protection programs and services. These inputs are part of the eligibility criteria used to assess the LGUs. The process shows the delineated role of the Central Office and Field Office. The major processes include the call of entries, identification of nominees, review of entries, validation, FO deliberation and endorsement, Central Office final deliberation, and awarding ceremonies. The details of each process are discussed under E. Assessment and Recognition Process, no. 4. Screening Process.

The outputs are LGUs recognized on SWD program implementation, and the LGUs recognized based on service delivery which includes recognition of those with highest scores and the most improvement in the level of service delivery. The intermediate outcome is social welfare and social protection programs and services adopted by the LGUs. The impact level outcome is the improvement of the SWD program and service delivery aligned with the commitments in the General Appropriations Act which is monitored by the Department of Budget and Management. This commitment pertains to the achievement of Organizational Outcome No. 5 - "Improved Delivery of Social Welfare and Development Programs and Services."

E. Assessment and Recognition Process

Under the item V. Institutional Arrangement, as part of the MC No. 1, series of 2017, the role of SWIDB will include the management of the additional Gawad Paglilingkod sa Sambayanan (GAPAS) awards as stated under the award categories herein.

In order to accomplish the objectives, the following award categories, eligibility criteria, committee, screening process, awardees, award type, schedule, and reporting and monitoring shall be complied with. It will also consider the priorities of the administration in determining the themes of the award categories that can be assigned for each year to be aligned with the commitments of the DSWD.

1. Award Categories

1.1 National Awards

1.1.a. Gawad Serbisyong Mapagkalinga - This award is provided to LGUs with the highest rating/ score based on the latest available Service Delivery Capacity Assessment (SDCA). The SDCA is a tool that provides performance indicators along administration and organization, program management, and institutional mechanisms. There will be three (3) LGUs that will be recognized under this category - namely 1st, 2nd and 3rd.

Winners will be eligible to be nominated again for this category after three (3) years since the service delivery assessment happens every three (3) years. The LGU and the head of the LSWDO will be given recognition under this award category.

1.1.b. Gawad Serbisyong Mahusay - This award is given to the LGU with the highest rating generated from implementing specific social welfare and development program and/or service based on the Good Practice Documentation Guidelines and the Performance Delivery Standards. Please refer to Annex C for the GPD Template and Annex B for the Consent Form. Only one LGU per sector is recognized under this award category. This will cover the following recognition:

- Best implementation of SWD Programs and Services for Children (Except for ECCD²);
- Best implementation of SWD Programs and Services for Youth;
- Best implementation of SWD Programs and Services for Family and Community (Except for KALAHI-CIDSS and SLP³);
- Best implementation of SWD Programs and Services for Women;
- Best implementation of SWD Programs and Services for Internally Displaced Persons;
- Best implementation of SWD Programs and Services for Persons with Disabilities;
- Best implementation of SWD Programs and Services for Older Persons;

² Already recognized under GAPAS award of the PANATA Ko Sa Bayan Awards.

³ Already recognized under GAPAS award of the PANATA Ko Sa Bayan Awards.

- Best implementation of SWD Programs and Services for Indigenous Peoples; and
- Best implementation of SWD Programs on Peace and Development.

LGUs that are awarded on a particular sector will have 3 years to send entry again on that same sector. This is done to give other LGUs the opportunity to be recognized as well.

The LGU, staff-in-charge and the head of the LSWDO will each receive recognition under this category. The staff-in-charge refers to the focal person/ technical staff/ program lead/ accredited court social worker/s handling the program that was recognized based on the attached means of verification submitted.

1.2. Regional Level Awards

1.2.a. Gawad Serbisyong Mapagkalinga - Regional Level - This is given to the LGUs garnering the highest score in the level of service delivery based on the SDCA. The highest-rated winner per LGU category in the Field Office will be endorsed to SWIDB as entry to the national-level recognition. Winners will be eligible to be nominated again for this category after 3 years since the service delivery assessment happens every 3 years. The LGU and the head of the LSWDO will be given recognition in this award category. There are 3 awards - 1st, 2nd and 3rd place- for this category.

1.2.b. Gawad Serbisyong Mahusay - Regional Level - This award is given to the LGUs with the best program implementation for each of the sectoral areas based on the criteria set in the Good Practice Documentation Guidelines and the Performance Delivery Standards. The highest-rated winner per sector will be endorsed to the national level category. LGUs that are awarded on a particular sector will have 3 years to send an entry again on that same sector. This is done to give other LGUs the opportunity to be recognized as well. The LGU, staff in charge and the head of the LSWDO will each receive recognition under this category. The staff-in-charge refers to the focal person/ technical staff/ program lead/ accredited court social worker/s handling the program that was recognized based on the attached means of verification submitted. Please refer to Annex C for the GPD Template and Annex B for the Consent Form.

1.2.c. Gawad Serbisyong Masigasig - This award is given to the top 3 municipalities per province, top 3 cities per region, and top 3 provinces per region that were assessed to have the greatest increase in the level of service delivery.

1.2.d. Gawad Serbisyong Matapat - This recognition is given to LGUs that have a commitment to quality service and values the importance of undergoing assessment to be able to deliver quality SWD programs and services. All LGUs that completed the SDCA are given this award.

1.3. Other Awards may be given to the LGUs as deemed necessary, subject to approval of the Secretary and availability of funds.

1.4. In instances where an LGU will be selected as winner for the same award category for three (3) consecutive years (Gawad Serbisyong Mahusay) or three (3) cycles (Gawad Serbisyong Mapagkalinga), they will considered for the award equivalent to a hall of fame

award which will be called as “**Institusyon ng Kagalingang Panlipunan**” to give recognition to their consistent commitment to quality public service.

2. Eligibility Criteria

2.1. Gawad Serbisyong Mapagkalinga

- a. Participating LGUs through the LSWDOs should reach level 3 in the most recent Service Delivery Capacity Assessment (SDCA) result with complete means of verifications (MOVs);
- b. With a memorandum of agreement signed by DSWD and the LGUs as required by MC 10, series of 2018, and other related guidelines;
- c. LSWDO is headed by a Registered Social Worker; and
- d. No unliquidated fund transfer as applicable (Note: The FO will provide a certification of no unliquidated fund transfer to the LGU nominee).

The requirements stated are to be provided by the Field Office.

2.2. Gawad Serbisyong Mahusay

All LSWDOs regardless of the service delivery level are eligible to participate in this awards category. The following are the minimum requirement on the submitted entry for the chosen SWD program or service:

- a. Implementation of the good practice for at least two consecutive years;
- b. Compliant with the submission of SWD laws monitoring report (Supporting resolutions and/or ordinances);
- c. Documentation of Good Practice following the minimum standard set under the Good Practice Documentation Guidelines or AO 5, Series 2016 with a Consent Form (see Annex B);
- d. LGU's Annual Work and Financial Plan (i.e. Comprehensive Development Plan, Annual Investment Plan) incorporating the SWD programs and services;
- e. Social Protection and Development Report (SPDR);
- f. Annual Accomplishment Report;
- g. LSWDO is headed by a Registered Social Worker; and
- h. No unliquidated fund transfer as applicable (Note: The FO will provide a certification of no unliquidated fund transfer to the LGU nominee.).

The LGU will submit a letter of intent (Annex E) along with the required attachments listed as part of the eligibility criteria. The LGU will also submit the Consent Form (Annex B) for the authorization to publish the submitted good practice.

2.3. Gawad Serbisyong Masigasig

All LSWDOs are eligible for this award category. This is to be determined by the FO. The eligibility requirements include the following:

- a. Most recent SDCA;
- b. With a memorandum of agreement signed by DSWD and the LGUs as required by MC 10, series of 2018 and other related guidelines; and

- c. No unliquidated fund transfer (Note: The FO will provide a certification of no unliquidated fund transfer to the LGU nominee).

The LGUs need not submit these to the FOs.

2.4. Gawad Serbisyong Matapat - The Eligibility Criteria is the same as provided in 2.3 of this issuance.

The eligibility criteria are considerations for shortlisting the awardees. All the stated eligibility criteria should be present to be eligible for the assessment.

3. TAAORSS Program Rewards and Incentives Committee

3.1. The Committee

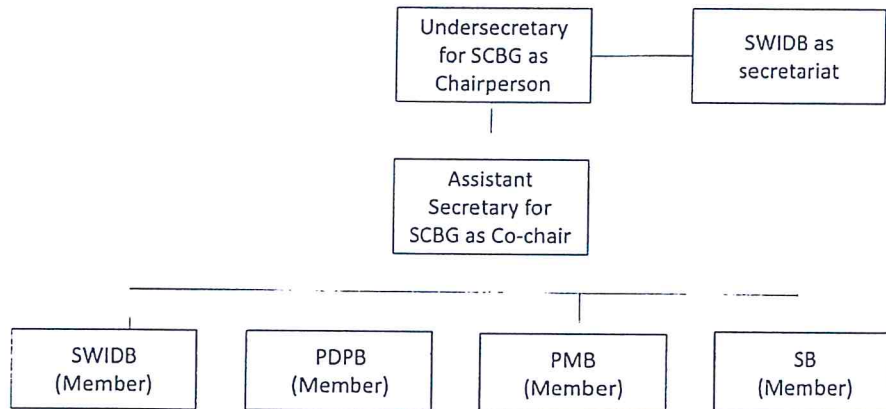
As stated in No. MC 1, series of 2017, Item V. Institutional Arrangement, section 4 mentions that the lead office will be in charge of the selection process for the award categories being led which includes the creation of at least 2 OBSU members for the committee under sub-section b. For this awarding, there are 2 sets of committees (Central Office and Field Office) that will manage the selection process for the rewards and recognition.

3.1.1. Central Office Rewards and Incentives Committee

The composition and the roles of the committee members are as follows:

- i. The Committee Chairperson shall be the Undersecretary for Standards and Capacity Building Group (SCBG) or its designated representative;
- ii. The Committee Co-chairperson shall be the Assistant Secretary for SCBG or its designated representative;
- iii. The members of the Committee shall be representatives from the Standards Bureau (SB), Policy Development and Planning Bureau (PDPB), Program Management Bureau (PMB), and SWIDB with staff holding a position of Division Chief or Director; and
- iv. The Screening Committee Secretariat shall be chaired by the Director for SWIDB who may assign staff to perform secretariat functions for the rewards and recognition. The secretariat shall be composed of at least 2 staff holding a position with at least SG 18.

Figure 2 - Central Office Rewards and Incentives Committee

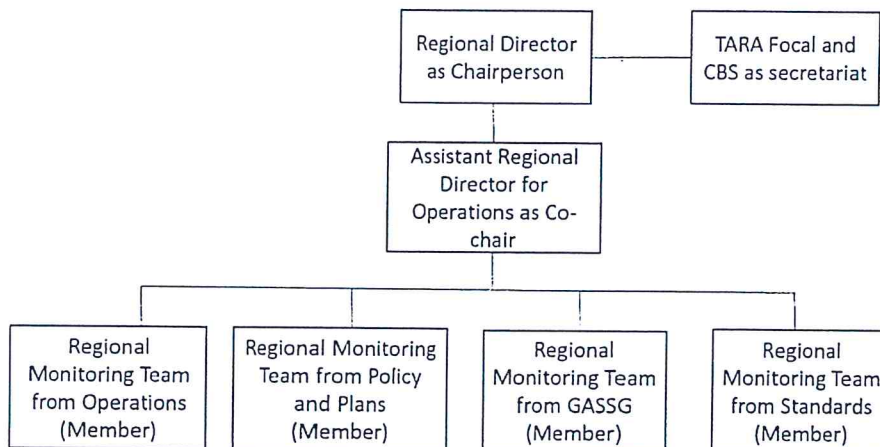


3.1.2 Field Office Rewards and Incentives Committee

The composition and the roles of the committee members are as follows:

- i. The Committee Chairperson shall be the Regional Director;
- ii. The Committee Co-chairperson shall be the Assistant Regional Director for Operations;
- iii. The members of the Committee shall be representatives from the Regional Monitoring Team coming from the Standards, Policy and Plans, Operations and GASSG with staff holding a position of Division Chief; and
- iv. The Screening Committee Secretariat shall be jointly led by the TAAORSS Focal Person and Capacity Building Section. The secretariat shall be composed of at least 2 staff holding at least SG 15.

Figure 3 - Field Office Rewards and Incentives Committee



3.2. Roles and Responsibilities

3.2.1. Central Office

- a. The Committee Chairperson shall:
 1. Oversee the conduct of the screening process for selecting SWD top-performing LGUs;
 2. Preside committee meetings;
 3. Vote in case of tie from among the entries; and
 4. Validate and Review submitted documents.
- b. The Committee Co-Chairperson shall:
 1. Act as one of the assessors; and
 2. Preside when the Chairperson is not available.
- c. Members of the Committee shall:
 1. Assess the entries submitted and endorse candidates for recognition to the Committee Chairperson for validation.
- d. The Secretariat shall:
 1. Ensure the preparation needed for selecting top-performing LGUs;
 2. Assist the committee members in the entire screening process;
 3. Ensure completeness of submitted entries; and
 4. Ensure immediate action is taken for any grievance filed by the LGUs before and after the conduct of the awarding ceremony.

3.2.2. Field Office

- a. The Committee Chairperson shall:
 1. Oversee the conduct of the screening process for selecting SWD top-performing LGUs;
 2. Preside committee meetings;
 3. Vote in case of tie from among the entries; and
 4. Validate and Review submitted documents.
- b. The Committee Co-Chairperson shall:
 1. Act as one of the assessors; and
 2. Preside when the Chairperson is not available.
- c. Members of the Committee shall:
 1. Assess the entries submitted and endorse candidates for recognition to the Committee Chairperson for validation.
- d. The Secretariat shall:
 1. Ensure the preparation needed for selecting top-performing LGUs;
 2. Assist the committee members in the entire screening process;
 3. Ensure completeness of submitted entries;
 4. Ensure immediate action is taken for any grievance filed by the LGUs before and after the conduct of the awarding ceremony; and
 5. Endorse the highest-rated winners to the national award categories.

4. Screening Process

This discusses the screening process on the selection of winners. Prior to the call for entries, the CO Secretariat will have conducted an orientation and training to the Field Office Screening Committee to guide them in the entire process.

4.1. Call for Entries

- a. The Central Office Committee Chairperson shall announce the call for entries to the LGUs through the Field Offices by a memorandum. The Union of Local Authorities of the Philippines (ULAP) will be provided with information on the awards for LGUs.
- b. The Field Offices shall announce the call for entries to its LGUs within five (5) working days after receiving the memorandum of invitation for entries from the Committee Chairperson.
- c. The Field Offices will identify nominees and prepare the eligibility requirement documents available at the FO and coordinate with the LGUs for other requirements. For the award category "Gawad Serbisyong Mahusay", the participating LGUs shall submit their letter of intent (see Annex E).
- d. For the "Gawad Serbisyong Mahusay", the LSWDOs can submit as many entries as they can, provided that one entry per social welfare and development program per sector shall be submitted.
- e. All required eligibility documents as mentioned in "Eligibility Criteria" should be submitted to their respective Field Offices on or before the set deadline as stated in the memorandum circulated by the Committee Chairperson for the Gawad Serbisyong Mahusay. For Gawad Serbisyong Mapagkalinga, the document package with the eligibility criteria and means of verification should be prepared and completed by the FO on the set deadline of the submission.
- f. Incomplete and/or late submissions of entries will not be accepted by the Secretariat.
- g. The Secretariat will acknowledge all submitted entries of the LGUs or inform the LGU regarding their nomination.
- h. Participating LGUs are given two (2) months from the time of the announcement to the deadline of submission of entries.

4.2. FO Level Screening Process

4.2.1. Eligibility assessment

- a. Field Office Secretariat shall review the submitted entries by the LGUs and prepared nomination packet by the FO based on the eligibility requirements. Incomplete submission will not be presented to the FO Rewards and Incentives Committee for the assessment.
- b. The FO Committee Chairperson shall convene the Rewards and Incentives Committee within five (5) working days upon receiving the endorsed entries. Under circumstances that some of the representatives will not be available, the Secretariat shall set a meeting closest to the date of the initial timeline.
- c. The FO Rewards and Incentives Committee shall approve the short-listed entries based on the eligibility criteria set under this guideline.

- d. The LGUs will be informed by the FO Secretariat as to the status of submitted entries. Part of the feedback will be the reasons why some LGUs did not meet the eligibility criteria.
- e. The eligibility assessment shall be conducted within 2 weeks after the deadline of the submission of entries.

4.2.2. Documents Review

- a. The FO Rewards and Incentives Committee shall review the entries for the award categories stated in Section II, sub-section E, no 1. Award Categories, using the SDCA indicators and the Good Practice Documentation Criteria along with the MOVs.
- b. The Committee will approve the rating based on the MOVs submitted.
- c. Based on the document review the committee will endorse the top 3 for each award category except for Commitment to Quality Service.
- d. The documents review by the Committee should be completed within 2 weeks after the deadline of the submission of entries.

4.2.3. Validation

- a. The validation may be done thru a virtual platform, face-to-face, or blended using appropriate tools. These are subject to Inter-Agency Task Force (IATF) regulations. Budget for the validation should be included in the activity proposal.
- b. The review and validation of entries will have to be finished within one (1) month once the documents review report has been submitted to the committee chairperson.

4.2.4. Endorsement of FO nominees

- a. Based on the result of the validation, the FO shall formally endorse the highest-rated entry or 1 nominee to the Gawad Serbisyong Mapagkalinga and Gawad Serbisyong Mahusay to the CO Rewards and Incentives Committee not later than what is set by the Chairperson. The scanned and hard-copy of the documents shall be submitted to the SWIDB.
- b. The endorsement of nominees should not be more than 1 week from the FO deliberation on the highest rated entries.

4.3. CO Level Selection Process

- a. The SWIDB Secretariat will review the completeness of the documents submitted by the FOs and acknowledge the submission.
- b. The submissions with complete documents based on the eligibility criteria will be endorsed to the CO Rewards and Incentives Committee.
- c. The Committee will deliberate the submitted entries and will validate the top 5 submitted entries via online, face-to-face, or blended platforms using appropriate tools. These are subject to IATF regulations. Budget for validation shall be included in the activity proposal.
- d. Based on the result of the validation, the Committee will identify the winners per award category.

- e. The CO-Chairperson will communicate to the awardees, and copy-furnished the Field Office on the winners for the award categories. The LGUs may post the results in conspicuous places for transparency.

The Secretariat will involve representative/s from the Internal Audit Service (IAS) to review the processes done to ensure transparency of the selection process.

5. Timeline

With the assumption that there are no major intervening factors that will affect the completion of the activities, below is the timeline to ensure synchronization of efforts:

Table 1 - Timeline

Month	Activities
July	Preparation of activity proposal on the selection and screening process
September to October	Call for Entries and FO Level Assessment
November	CO Level Selection Process
December	Endorsement to PaNata - The results of the selection process will be endorsed to PaNata Ko Sa Bayan Committee Chairperson for inclusion in the awarding ceremonies for external stakeholders. Cash Transfer to awardees of prizes
January	Preparation of Activity Proposal for Awarding Ceremonies; Awarding Ceremonies during the DSWD Anniversary - The role of the committee is to facilitate the process of notifying the winners, arranging their accommodation, and ensuring the smooth process of awarding the winners.
February	Processing of Awards (Administrative)- This includes the preparation of documentary requirements for the processing of monetary and non-monetary rewards and incentives.
February	After Action Review - This includes the discussion of lessons learned, risks, strengths of the rewards and recognition, and results of Customer Satisfaction and Measurement Rating.

February	Submission of Report
----------	----------------------

6. Awards and Incentives

The awards and incentives for the LGUs include monetary and non-monetary forms. The awards and incentives are given based on the identified awardees under the section "A. Award Categories." Below are the details of the awards and incentives per award category.

6.1. National Level

Table 2 - National Level Awards and Incentives

Award Category	Rank	Awardee	Incentives	Requirements
1. Gawad Serbisyong Mapagkalinga	1 st	LGU	Php.100,000.00 and Plaque of Recognition	Approved Work and Financial Plan; Approved proposal;
		Local Chief Executive and LSWDO Head	Plaque of Recognition and advocacy materials	Report on the Selection Process; Accomplishment Report or monitoring of accomplishments Distribution List
	2 nd	LGU	Php.50,000.00 and Plaque of Recognition	Approved Work and Financial Plan Approved proposal
		Local Chief Executive and LSWDO Head	Plaque of Recognition and advocacy materials	Report on the Selection Process Accomplishment Report or monitoring of accomplishments

				Distribution List
	3rd	LGU	Php.30,000.00 and Plaque of Recognition	Approved Work and Financial Plan
		Local Chief Executive and LSWDO Head	Plaque of Recognition and advocacy materials	Approved proposal Report on the Selection Process Accomplishment Report or monitoring of accomplishments Distribution List
	Finalists	LGU and LSWDO Head	Certificate of Recognition for reaching level 3 Advocacy Materials	Approved proposal Distribution List
2. Gawad Serbisyong Mahusay	Only 1 awardee per sector	LGU	Php.20,000.00 and Plaque of Recognition	Approved Work and Financial Plan
		Local Chief Executive, Program Focal LSWDO Head	Plaque of Recognition and advocacy materials	Approved proposal Report on the Selection Process Distribution List Accomplishment Report or monitoring of accomplishments
	Finalists	Local Chief Executive, LSWDO Head, Focal Person	Certificate of Recognition Advocacy Materials	Approved proposal Distribution List

6.2. Regional Level

Table 3: Regional Level Awards and Incentives

Award Category	Rank	Awardee	Incentives	Requirements
1. Gawad Serbisyong Mapagkalinga	1 st	LGU	Php.10,000.00 and Plaque of Recognition	Approved Work and Financial Plan
		Local Chief Executive and LSWDO Head	Plaque of Recognition and advocacy materials	Approved proposal Report on the Selection Process Distribution List Accomplishment Report or monitoring of accomplishments
	2nd	LGU	Php.7,000.00 and Plaque of Recognition	Approved Work and Financial Plan
		Local Chief Executive and LSWDO Head	Plaque of Recognition and advocacy materials	Approved proposal Report on the Selection Process Distribution List Accomplishment Report or monitoring of accomplishments
	3rd	LGU	Php.5,000.00 and Plaque of Recognition	Approved Work and Financial Plan
		Local Chief Executive and LSWDO Head	Plaque of Recognition and advocacy materials	Approved proposal Report on the Selection Process

				Distribution List Accomplishment Report or monitoring of accomplishments
	Finalists	LGU and LSWDO Head	Certificate of Recognition for reaching level 3 Advocacy Materials	Approved proposal Distribution List
2. Gawad Serbisyong Mahusay	Only 1 awardee per sector	LGU	Php.5,000.00 and Plaque of Recognition	Approved Work and Financial Plan
		Local Chief Executive, LSWDO Head and Program Focal	Plaque of Recognition and advocacy materials	Approved proposal Report on the Selection Process Accomplishment Report or monitoring of accomplishments Distribution List
	Finalists	LGU and LSWDO Head	Certificate of Recognition Advocacy Materials	Approved proposal Distribution List
3. Gawad Serbisyong Masigasig	Municipality (Per province)	1 st	Framed Certificate of Recognition Advocacy Materials	Approved proposal Distribution List
		2 nd		
		3 rd		
	City (per region)	1 st		
		2 nd		
		3 rd		
	Province (per region)	1 st		
		2 nd		

		3 rd		
4. Gawad Serbisyong Matapat	Province/City/Municipality	n/a	Framed Certificate of Recognition Advocacy Materials	Approved proposal Distribution List

In cases when the scores of the awardees are the same for the Gawad Serbisyong Mapagkalinga award, to break the tie, the LGU with the most number of documented innovations as indicated in the results of the SDCA will get the highest rank, followed by those with the next highest number of innovations.

7. Other Forms of Rewards

- a. The provision of rewards and incentives to the LGUs is not limited to the specified rewards and incentives. The Central Office and Field Offices may provide additional incentives (monetary and non-monetary) subject to the availability of resources.
- b. Other forms of incentives that may be provided are opportunities for training and further professional development, benchmarking opportunities to learn from other organizations, wellness opportunities for self-care of the awardees, supplies, and equipment that may be used in the operation of the office. The provision of such rewards is subject to the guidelines and protocols for its implementation. Below are the descriptions and conditions on the provision of such rewards:

Table 4: Other Forms of Rewards

Form of Rewards	Description
1. Training	<p>The DSWD may partner with other learning institutions for learning and development opportunities of LSWDOs. There are free trainings which may be given to awardees as additional rewards. In some cases, depending on the availability of funds, the DSWD may fund the training of awardees. The nature of training may be in-house or from other service providers. Usually the duration of these trainings are from 1-5 days. If this is from a partner, this may include training within and outside the country.</p> <p>Opportunities to attend courses with continuing professional development (CPD) units granted by the Professional Regulation Commission (PRC) may be offered first to the winners.</p> <p>Training opportunities may also include availing of highly-sought DSWD Core Group of Specialists (CGS) to serve as resource</p>

	person/s for this purpose.
2. Professional Development	<p>The DSWD may partner with other learning institutions that provide continuing professional education on specialized areas. These are more intensive than training and may last more than 5 days to years of training, depending on the learning program. The partner organization may shoulder the cost and these may be learning opportunities, within or outside the country.</p> <p>The list of awardees will be shared to the different professional organizations (i.e. Philippine Association of Social Workers, Incorporated (PASWI) and the Association of Local Social Welfare and Development Officers of the Philippines, Incorporated (ALSWDOPI). These organizations will be the venue for the awardees to share their milestone or achievement during its conferences. Also, the winning LGUs will be tapped to serve as resource person of the DSWD-led activities such as the Knowledge Fair, Social Welfare and Development Forum and other similar initiatives.</p>
3. Benchmarking opportunities	<p>This would include learning visits to organizations with good practices that the LGUs may be able to relate to. These benchmark opportunities may include traveling to other regions in the country to learn from other organizations. The DSWD may organize such activities as an additional incentive for the winners, subject to the availability of funds.</p>
4. Wellness opportunities for self-care	<p>The DSWD may organize wellness opportunities to the LSWDOs as rewards. This may be in the form of massage, hair and skin pampering, spa, and other wellness opportunities that may be given as part of SWD Forum or other learning opportunities. Another strategy to implement this is thru a partnership with organizations or accessing the trained beneficiaries to provide these wellness opportunities.</p>
5. Grants	<p>The winners shall be prioritized for grant projects, and resource augmentation as applicable.</p>

8. Awarding

- a. All winners should be posted on all DSWD Official social media sites.

- b. Awarding of the winners will be during the DSWD Anniversary Celebration, specifically, during the PaNata Ko sa Bayan Awarding Ceremonies which are conducted at the national and Field Office level.
- c. The winners will be recognized also in one of the SWD Forum and/or the Regional Development Council (RDC) Meeting of the FO.
- d. A letter will be sent to the Union of Local Authorities of the Philippines (ULAP) commending the awardees and urging them to announce these awardees in one of their conferences.
- e. The Secretariat will arrange the meals and accommodation of the awardees. Transportation cost will be a counterpart of the awardees. The airfare of the awardees may be shouldered by the organizer subject to availability of funds.

9. Reporting and Monitoring

The Committee shall ensure to accomplish the following to monitor the success of its activities:

- a. The Secretariat shall submit progress reports to the Committee Chairperson on every process being accomplished;
- b. The Secretariat shall prepare a report on the selection process conducted to be signed by the Committee;
- c. The Secretariat shall distribute and collect all the client satisfaction measurement survey results to the LGU participants;
- d. The Secretariat shall submit an executive summary report to the Committee Chairperson within seven working days after the conduct of the awarding ceremony;
- e. The Committee Chairperson shall convene the Committee for an after-action review to discuss the lessons learned, relevant risks being encountered in the preparation and conduct of the TAAORSS Program Rewards and Incentives, strengths, and ways forward to improve the implementation; and
- f. The Secretariat shall submit a terminal report after the facilitation of the entire process.

10. Source of Funds

- a. FO level incentives are charged under the Direct Release Fund for TAAORSS following the standard procedures. National Level Awards are charged under SWIDB's Work and Financial Plan.
- b. Other CO-OBS may also contribute to the rewards and incentives for the LGUs subject to the availability of funds. This may be communicated to SWIDB through a memorandum.

- c. Outside resources may be generated for other forms of incentives.

F. Institutional Arrangements

1. DSWD Central Office

1.1. Office of Undersecretary for Standards and Capacity Building (OUSSCB)

- a. Oversee the conduct of the screening process;
- b. Preside committee meetings;
- c. Announce the call for entries to the LGUs through Field Offices (FOs);
- d. Approves nomination of the awardees; and
- e. Approves the reports and financial transactions related to the rewards and recognition.

1.2. Office of Assistant Secretary for Standards and Capacity Building (OASSCB)

- a. Recommends memorandum for the announcement for the call for entries to the LGUs through FOs;
- b. Recommends approval of the nomination of the awardees; and
- c. Supports the Committee Chairperson in presiding committee meetings and overseeing the conduct of the screening process in the absence of the Committee Chairperson.

1.3. Social Welfare Institutional Development Bureau (SWIDB)

- a. Ensures preparation needed for the selection process;
- b. Provides technical assistance to FOs in the announcement and collection of entries from the LGUs;
- c. Prepares documents needed for procurement processing and transfer of funds for this purpose;
- d. Ensures completeness and accuracy of the submitted entries;
- e. Take part in the assessment of the entries and endorse candidates for recognition to the Committee Chairperson;
- f. Submits a report to the Committee Chairperson per set timeline and prescribed templates;
- g. SWIDB to prepare a status report on the implementation of the rewards and incentives system to the Secretary; and
- h. Ensure that due process on the management and utilization of funds granted to the LGU winners are followed.

1.4. Program Management Bureau (PMB)

- a. Ensure completeness and accuracy of the submitted entries.
- b. Take part in the assessment of the entries and endorse candidates for recognition to the Committee Chairperson.

1.5. Financial Management Service (FMS)

- a. Processing of transfer of funds for this purpose; and
- b. Provide updates on fund utilization and provide TA on financial management relative to this undertaking.

1.6. Standards Bureau (SB)

- a. Ensure completeness and accuracy of the submitted entries; and
- b. Take part in the assessment of the entries and endorse candidates for recognition to the Committee Chairperson.

1.7. Policy Development and Planning Bureau (PDPB)

- a. Ensure completeness and accuracy of the submitted entries; and
- b. Take part in the assessment of the entries and endorse candidates for recognition to the Committee Chairperson.

1.8. Procurement Management Service (PMS)

- a. Facilitate procurement related to the implementation of TAAORSS Program Rewards and Incentives.

1.9. Social Marketing Service (SMS)

- a. Support the SWIDB in the development of IEC materials for the TAAORSS Program Rewards and Incentives;
- b. Disseminate announcements related to the TAAORSS Program Rewards and Incentives; and
- c. Provide TA to the Secretariat before and during the awarding ceremony.

1.10. Internal Audit Service

- a. Audit the process and review the report before finalization; and
- b. Facilitate resolution of the grievance that may be filed.

2. Field Offices (FOs)

- 1. Relay the announcement for the call for entries to their respective LGUs by a memorandum;
- 2. Identify nominees based on the result of the SDCA;
- 3. Collect and review the completeness of the entries submitted by their respective LGUs for endorsement to the Committee Chairperson;
- 4. Validate the entries based on submission;

5. Endorse the winners at the FO level as entries for the national level awards;
6. Facilitate the grievance process at the FO; and
7. Recognize winners and facilitate provision of rewards and incentives.

G. GRIEVANCE MECHANISM


To ensure that grievances related to the process of TAAORSS program rewards and incentives shall be addressed directly and immediately, the FO and CO Secretariat shall conduct the following strategies:

1. Distribution and collection of satisfactory survey forms after the awarding ceremony to the invited LGUs.
2. Setting up of information or grievance/complaint platforms through DSWD, SWIDB and Field Office counterparts email accounts that operate within the period of announcing the call of entries and conduct of awarding ceremony.
 - a. Grievance may be filed prior to awarding after the posting of finalists in the DSWD Websites.
 - b. Grievance or complaint relative to the process will be accepted and given immediate action within five working days upon receipt of the letter addressed to the Secretariat.
 - c. Grievance or complaint relative to the award ceremony will be accepted and given immediate action if filed within 30 days after the conduct of the award ceremony.
 - d. Feedback received in the Client Satisfaction Measurement Surveys will be processed and taken into consideration in the next assessment of the provision of rewards and incentives to LGUs through LSWDOs.
3. The process for grievance procedure is illustrated in Annex F- Flowchart on Handling Complaints. The illustration shows the assessment of the grievance filed if this is for the Field Office or Central Office to address. At the Field Office, the FO Secretariat transmits the complaint to the Internal Audit Unit, which facilitates the resolution of the grievance. The secretariat communicates to the LGU the responses to grievances. On the other situation, if the FO finds the grievance to be a concern of the Central Office, it is submitted to the Central Office Secretariat that assesses and transmits the grievance to the Internal Audit Service for facilitation on the resolution of the complaint. Based on the result, the Secretariat officially communicates to the LGU the response to the grievance.
4. For grievances that concern the Central Office Committee, the LGU may directly address the concern to the Director of the Internal Audit Service. The complainant may furnish the SWIDB and the Committee Chairperson with a copy of the said complaint. For grievances that concern the Field Office Committee, the LGU may directly address them to the Regional Director.

III. REPEALING, TRANSITORY and EFFECTIVITY CLAUSES

This Memorandum Circular shall take effect immediately. Copies of this guideline shall be disseminated to all DSWD OBS and FOs, LGUs, LSWDOs, and other key stakeholders.

Issued on _____, this _____ of _____ 2023.

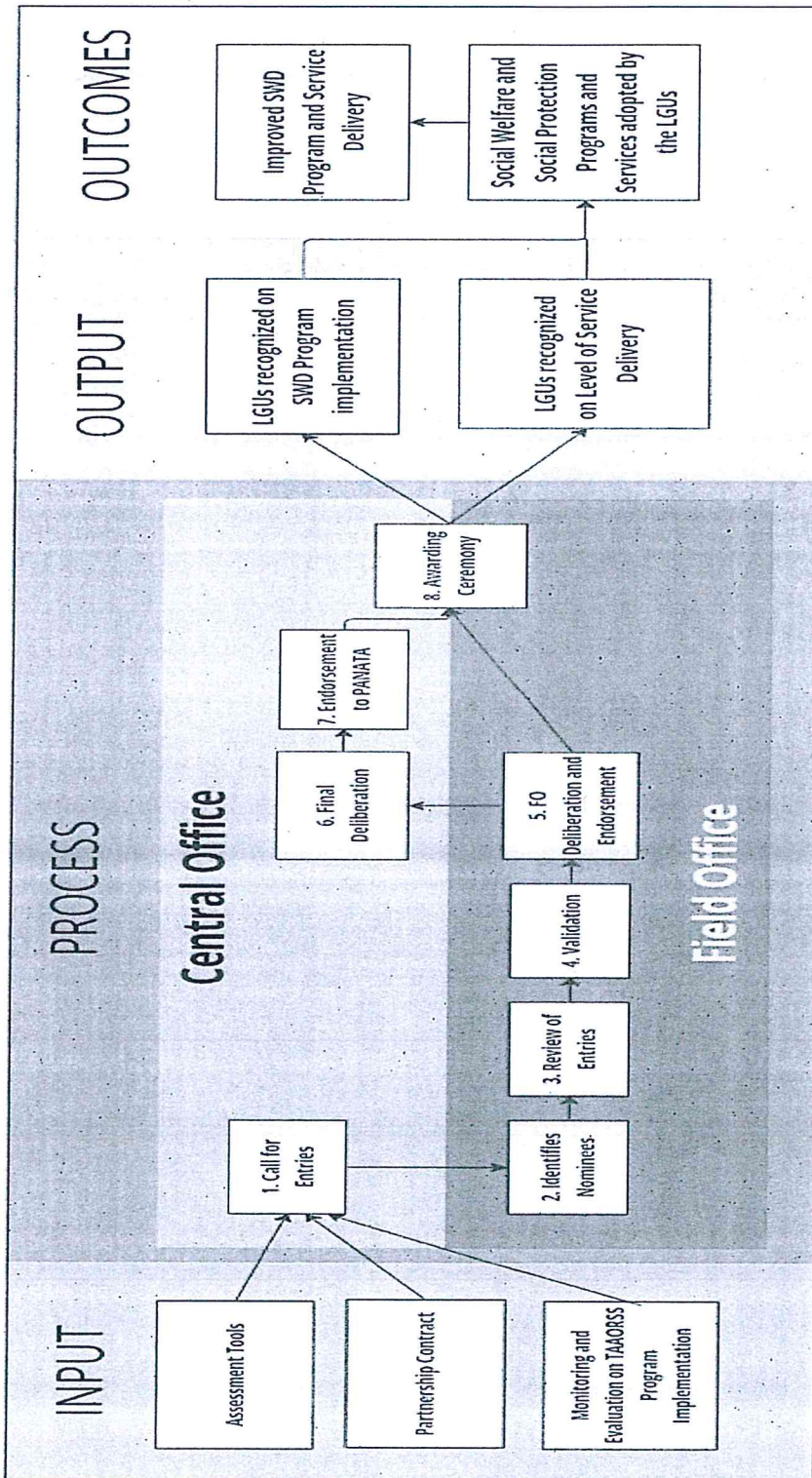

REX GATCHALIAN
Secretary
Date: SEP 27 2023

CERTIFIED TRUE COPY


ATTY. KAPINA ANTONETTE A. AGUDO
Director IV, Administrative Services

29 SEP 2023

Annex A - Rewards and Incentives Framework



Annex B - Consent Form

Affidavit

Republic of the Philippines)
Province of _____)
City/Municipality of _____)

I, _____, of legal age, FILIPINO _____, and residing at _____

make oath and say as follows:

1. I am the MAYOR/GOVERNOR and the duly authorized representative of the (NAME OF THE LOCAL GOVERNMENT UNIT) and that I possess the legal authority to make this Affidavit on behalf of myself and the organization for which I am acting;
2. The LGU submitted its letter of intent on _____ for the award category Gawad Serbisyong Mahusay;
3. The title of the good practice documentation is _____;
4. The LGU provides consent to the Department of Social Welfare and Development (DSWD) to review the good practice submitted subject to further technical assistance from the DSWD;
5. Contents of the Good Practice Documentation are hereby certified true and correct to the best of my knowledge;
6. In good faith, we are granting DSWD rights to print and disseminate the Good Practice Documentation of "(Title of the Good Practice)" attached to this affidavit.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of (Month), in the _____, Philippines.

Affiant

SUBSCRIBED AND SWORN to before me, in _____, this _____ day of _____ with ID Number _____ issued at _____ on _____, 20____.

Doc No. _____
Page No. _____
Book No. _____
Series of _____

(https://docs.google.com/document/d/1MEnrpodS7CsY5r_c56Z7bZlclAgTRYN8/edit?usp=sharing&oid=107452130884504438298&rtpof=true&sd=true)

Annex C – Good Practice Documentation Template

Title	
Context	
Implementation	
Results/ Outcome	
Lessons Learned	
Implication for Replication	
References	
Summary of Means of Verification	

Submitted by:

Program Focal/ Staff-In-Charge

Noted:

Head LSWDO

Approved by:

Local Chief Executive

Note: File should be sent in PDF format, pictures should have captions and observe protection protocols for showing pictures of clients.

Annex D – Rubrics for Good Practice Documentation

Annex A – Good Practice Rubric

Good Practice Rubric

This rubric may be used to assess whether a documented practice is a Good Practice or not. It may serve as a guide to the writer or documenter on how to proceed with the documentation and what important attachments to include as evidence, and to the assessor to identify important elements that make a Good Practice. A documented practice should be able to get an average rating of "2" (Meets standard) or higher to qualify as a Good Practice Documentation.

CRITERIA	RATING				EXAMPLES OF MOV
	3	2	1	0	
1. INNOVATIVE	Exceeds standard	Meets standard	Nearly meets standard	Does not meet standard	
1.1 The practice challenges or reinvents the usual way of doing things.	Tools or techniques not yet used by the Department are introduced and have been proven effective through the practice.	Tools or techniques that are widely used in the Department are improved or enhanced.	Tools or techniques that are widely used in a particular aspect are adopted as is for use in another aspect.	Tools or techniques that are widely used in the Department are used.	Description of new/improved vs. existing tools/techniques
2. RESPONSIVE	Exceeds standard	Meets standard	Nearly meets standard	Does not meet standard	
2.1 The practice contributes to achieving target/s or milestones.	The practice exceeds target/s or addresses multiple vulnerabilities or issues.	The practice directly contributes to achieving target/s in terms of quantity, quality, and timeframe.	The practice holds improve internal systems or mechanisms, but does not directly contribute to achieving target.	The practice has little to no effect on achieving target or objective.	Scorecard, Office Performance Contract Rating, impact evaluation or assessment study
2.2 There is evidence of the effectiveness of the practice.	Along with research-based evidence, the practice may have	There is objective evidence to prove the effectiveness of the	Testimonials or subjective evidence are used to prove	The effectiveness of the practice is generalized (little	Citations, benchmark study, statistics.

Annex E – Sample Letter of Intent

(Date)

USEC. XXXXXXXXXXXX

Committee Chairperson, Rewards and Incentives Committee
Standards and Capacity Building Group
DSWD, Batasan Hills, Quezon City

Attention: **(NAME OF REGIONAL DIRECTOR)**
Regional Director
DSWD Field Office _____

Dear Usec.Xxxxxx:

The Local Government Unit of _____, a
____class province/city/municipality through its Local Social Welfare and
Development Office, hereby submits its entry for the award category Gawad
Serbisyong Mahusay.

Attached are the following supporting documents:

- SWD laws monitoring report (Supporting resolutions and/or ordinances);
- Documentation of Good Practice following the minimum standard set under the Good Practice Documentation Guidelines or AO 5, Series 2016 with a Consent Form (see Annex B) that has been implemented since _____ ;
- LGU’s Annual Work and Financial Plan (i.e. Comprehensive Development Plan, Annual Investment Plan) incorporating the SWD programs and services;
- Social Protection and Development Report (SPDR)
- Annual Accomplishment Report; and

The soft copy of aforementioned documents were sent to the FO for reference.

For your consideration.

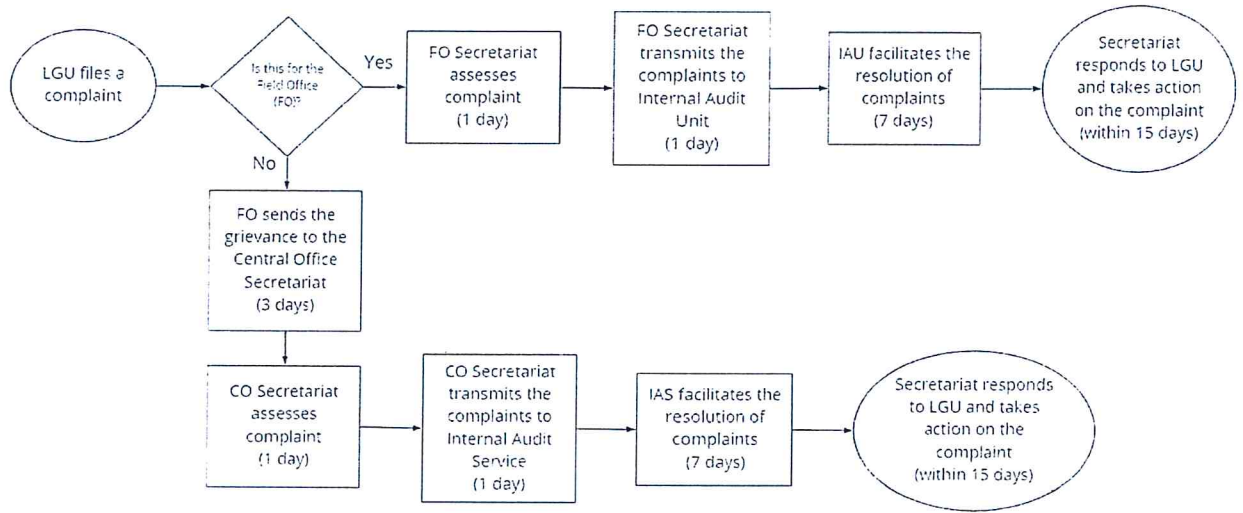
Sincerely,

Name of LSWDO Head and signature

Noted:

Name of LCE and signature

Annex F - Flowchart in Filing of Complaints



Annex G – Legal Basis

Administrative Order (AO) No. 05, series of 2022 “Guidelines on the Management of the Direct Release Fund for the Provision of Technical/Advisory Assistance and other related support services (TAAORSS)” provides the processes and the guidance on the utilization of fund for the TARA program.

Executive Order 138, s. 2021 - Full Devolution of Certain Functions of the Executive Branch to Local Governments, Creation of a Committee on Devolution, and for Other Purposes. Full devolution identifies the role of National Government Agencies (NGAs) in setting standards for the devolved programs and services.

Memorandum Circular 10, s. 2018 - Guidelines on the Provision of Technical Assistance and Resource Augmentation to Local Government Units through the Local Social Welfare and Development Office (LSWDOs) identifies the processes and institutional arrangements for TARA. The Circular defined 10 forms of technical assistance under capability building that includes training, training of trainers, orientation, demonstration session, workshop, forum, consultation or sharing, conference, coaching, and mentoring. It also defined that resource augmentation is for disaster response and early recovery. The procedures for providing TARA include (a) situational analysis, (b) planning, (c) partnership contracting, (d) monitoring and evaluation, and reporting. Other components of the guidelines are institutional arrangements and funding requirements.

Administrative Order No. 05, S. 2016 - Good Practice Documentation Guidelines provides guidance on how to properly document good practices related to programs, processes, and strategies of the offices in the DSWD.

Administrative Order 007, s. 2012 Guidelines for Local Government Units' Social Welfare and Development Service Delivery System (Amending Administrative Order No. 82 series of 2003, Standards on Social Welfare and Development Service Delivery System in the Local Government Units) This was developed after the Reform Agenda that aims to improve the outcomes of SWD reforms. Under Reform Area no. 2 “Providing Faster and Better Social Protection Programs”, this recognizes LGUs as partners in social protection, and the role of DSWD is to ensure that they are capable of delivering programs and services based on standards. The coverage of the Social Welfare and Development Standards are (a) Administration and Organization, (b) Program Management, (c) Case Management, (d) Helping Strategies and Interventions, and (e) Physical Structures and Safety. The guidelines include the mechanism for the assessment, Regional Monitoring Team (RMT), institutional arrangements, and source of funds.

Executive Order 221, s. 2003 Redirecting the Functions and Operations of the Social Welfare and Development where “DSWD 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 DSWD and/or not yet devolved to LGUs.”

Administrative Order 082, s. 2003 Standards on Social Welfare and Development Service Delivery System in the Local Government Units articulates the standards of

quality delivery along with administration and organization, program management, community bodies/ facilities on sectoral concerns, and case management.

Administrative Order (AO) 44, s. 2002 Guidelines in the Provisions of Technical Assistance and Resource Augmentation (TARA) to DSWD Intermediaries. “This is in line with the mandate of the DSWD to provide leadership in social welfare and development and to operationalize the provision of technical assistance and resource augmentation (TARA) to its intermediaries.” This defines that the forms of TA are training or capability building, consultation meetings or sessions, demonstration sessions on programs and services, and conduct of surveys and studies. This defines resource augmentation as “the provision by DSWD of manpower, funding, facilities, and supplies to LGUs, NGOs, POs, and other social welfare and development intermediaries to enable them to deliver basic social services.”

Executive Order (EO) No. 15, series of 1998 Redirecting the Functions and Operations of the Department of Social Welfare and Development states that “The DSWD is a national agency mandated to provide assistance to local government units (LGUs), non-government organizations (NGOs), other national government agencies (NGAs), people’s organizations (POs) and other 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.

RA No. 7160 of 1991 (An Act Providing for A Local Government Code of 1991 or Local Government Code of 1991), Rule V Article 24 (a) Consistent with the Local autonomy and decentralization, the provision for the delivery of basic services and facilities shall be devolved from the National Government to provinces, cities, municipalities, and barangays so that each LGU shall be responsible for a minimum set of services in accordance with established national, policies and standards.

PANATA Guidelines:

MC 016, s.2010 - Guidelines on the Pagkilala sa Natatanging Kontribusyon sa Bayan (PANATA) Awards identifies the Gawad Makabagong Teknolohiya, Gapas Award for Model LGUs implementing DSWD Programs and Services which includes programs for Day Care, KALAHY-CIDSS, SLP, and Good Convergence Initiative. The awardees are to be provided with plaques and cash incentives subject to the availability of funds.

MC 020, s.2014 - Addendum to the Guidelines on the Pagkilala sa Natatanging Kontribusyon sa Bayan (PaNata Ko sa Bayan) Awards focuses on the added award for LGUs which is Gawad Listahanan

MC 001, s.2017 - Revised Guidelines on the Pagkilala sa Natatanging Kontribusyon sa Bayan Awards added provisions on recognizing LGUs related to the implementation of KALAHY-CIDSS, Protective Programs and Services, Sustainable Livelihood Program, 4Ps and Best Convergence Initiative.

MC 018, s.2017 - Supplemental Guidelines to the Panata Ko sa Bayan Award Guidelines Series of 2017 on the Provision of Development Incentive to the Awardees for CY. 2016 focuses on the provision of budget allocation to the awardees in the form of Development Incentive (DI) which intends to support the proposed programs and projects of the awardees which will directly benefit the basic sectors being served by the DSWD; and provision of capability building activities, supplies, and materials or semi-expandable items necessary for the program implementation.

MC 001, s.2018 - Amendment to Memorandum Circular No. 01, Series 2017 or the Revised Guidelines on the Panata Ko Award provides specific amendments on the GAPAS award such as the weights and renamed to Good Convergence Initiative; and provided the grant and amount of developmental incentive, which may be monetary in form, shall be based on the discretion of the DSWD Executive Committee and subject to the availability of funds.

MC 002, s.2019 - Amendments to MC No. 1, s. 2017 and MC No. 1, s. 2018 provides specific amendments to the criteria for implementing GAPAS award; and provides a template on how to rate the nominees based on the category (including GAPAS awardees)

Annex F- List of Supporting Documents

(Per COA Circular No. 2012-001 dated July 14, 2012 and other existing rules and regulations)

1. Disbursement Voucher
2. Obligation Request and Status
3. Guidance and Mechanics
4. Tabulation of Score
5. Scoresheet
6. Criteria
7. Activity Proposal/ PPMP/ Others
8. Certification as Winner
9. List of Winner