

MEMORANDUM CIRCULAR NO. 20
Series of 2023**ENHANCED GUIDELINES ON THE COMPUTATION OF CASH GRANTS IN THE PANTAWID PAMILYANG PILIPINO PROGRAM (4PS)****I. RATIONALE**

The Pantawid Pamilyang Pilipino Program (4Ps) is a human capital investment Program of the national government that contributes to breaking the intergenerational cycle of poverty among poor households. As a Conditional Cash Transfer (CCT) Program, it provides cash grants and life skills development to qualified household beneficiaries based on their commitment, ownership and compliance with the Program's health and education conditions. Since its launch in 2008, the 4Ps has been successful in improving the lives of millions of Filipinos by enabling them to access better education and healthcare services.

In his first State of the Nation Address (SONA) on 25 July 2016, then President Rodrigo Roa Duterte recognized the need to provide rice subsidies to the household beneficiaries of the 4Ps aside from the education and health grants to further support their needs. Then President Duterte directed the Department of Social Welfare and Development (DSWD) to facilitate the provision of rice subsidies to the household beneficiaries in addition to the education and health grants. With this directive, the DSWD issued Memorandum Circular No. 6 Series of 2017, or the Guidelines on the Provision of Rice Subsidy to Pantawid Pamilyang Pilipino Program Households. This identified the recipients of the said subsidy, prescribed the amount of grants per household, the conditions for its entitlement, and the schedule of its release to beneficiaries.

To sustain the program's gains, former President Duterte signed on 17 April 2019, Republic Act 11310, which institutionalized the 4Ps as the national poverty reduction strategy that provides conditional cash transfers to poor households for a maximum period of seven (7) years. The law established specific cash transfer schemes for children enrolled in Early Childhood Care and Development (ECCD), kindergarten, elementary programs, junior high school, and senior high school, as well as health and nutrition grants for compliant household beneficiaries. This landmark legislation demonstrates the government's commitment to improving the health, nutrition, and education aspects of the lives of poor households and breaking the intergenerational cycle of poverty as provided in RA 11310.

With these developments in the implementation of the Program, there is a need to update the approved Guidelines on the Computation of Cash Grants under the 4Ps issued in 2016. Through the enhanced guidelines, the Program implementers will be properly guided on the basis of computation and the allowable amount of cash grants in accordance with the 4Ps Law.

II. LEGAL BASES

1. Republic Act No. 11310: “An Act Institutionalizing the Pantawid Pamilyang Pilipino Program (4Ps) “

Section 7 of the 4Ps Act which was enacted into law in 2019 specifies the amount of conditional cash transfer to beneficiaries and Section 4 states that the 4Ps is the national anti-poverty reduction strategy and a human capital investment program that provides conditional cash transfer to poor households for a maximum of seven (7) years to improve the health, nutrition, and education aspects of their lives. The National Advisory Council (NAC) may recommend a longer period under exceptional circumstances.

2. NAC Resolution No. 1 Series of 2020 Regularity of Release and Amount of Conditional Cash Transfer to Beneficiaries of Pantawid Pamilyang Pilipino Program

The conditional cash transfer shall be released every two months subject to the approved program timeline and verification of compliance with conditions as specified in Section 12. Rule VI of the 4Ps Act Implementing Rules and Regulation.

3. General Appropriations Act (GAA)

The annual legislation defines and provides for budgetary support for programs, projects, and activities of government instrumentalities for a specific year. The Pantawid Pamilyang Pilipino Program shall be used to support the poverty reduction and social development strategies of the National Government.

4. Memorandum Circular No. 6 Series of 2017: Guidelines on the Provision of Rice Subsidy to 4Ps Households

As directed by then President Rodrigo Roa Duterte during his SONA to the Filipino people on 25 July 2016, rice subsidies are provided as additional cash grants to the household beneficiaries of the 4Ps. Particularly, this subsidy is given to registered, active, and compliant 4Ps household beneficiaries on a bi-monthly period amounting to PhP7,200.00 per year or PhP600.00 per month per household. The grants for this subsidy are subject to approval and provision as stated in the General Appropriations Act (GAA) per fiscal year.

5. Memorandum Circular No. 3 Series of 2021: Omnibus Guidelines on the Recovery of Overpayments from Pantawid Pamilya Beneficiaries

In instances where household beneficiaries received overpayments of cash grants, it is imperative that such excess be recovered from them and returned to the government. Since entitlement to the Pantawid cash grants is conditional, over payments resulting from duplication of households in the database, non-compliance, and/or data inaccuracy should be retrieved from the household. This will prevent unfavorable findings from different regulatory offices and other negative feedback from the public in general. The beneficiaries will also be encouraged to faithfully

comply with the Program conditions because their non-compliance will result in reduced grants.

6. NPMO Order No. 6 Series of 2022 Enhanced Guidance Note on the Use of Certificate of Compliance (COC) for the Program Conditions of Pantawid Pamilyang Pilipino Program (4Ps)

The use of the Certificate of Compliance (COC) forms to facilitate the payment of compliant beneficiaries who are validated to be enrolled in other schools, availing of health/nutrition services from other health facilities, or attending FDS in other facilities/areas during a particular period. This is to ensure the timely receipt of the correct amount of grants by the concerned beneficiaries.

7. Guidance Note on the Non-forfeiture of Cash Grant of Pantawid Pamilya Households in Special or Difficult Circumstances, also known as “Purple Tagging”

As stated in the Implementing Guide of the Guidance Notes on the Non-forfeiture of Cash Grant of Pantawid Pamilya Households in Special or Difficult Circumstances, also known as “Purple Tagging” under 6.5 Payment, the generated list of purple-tagged households in the PPIS is eligible for NAPA generation and payroll computation. The household shall be eligible for cash grant payment for the period covered as recommended by the case manager concurred by the Field Supervisor and approved by the Regional Director. The cash grant computation is based on the latest eligibility status at the time the challenging or peculiar circumstances were recorded. And, the cash grant payment shall include Health grants, Rice subsidy grants, and Education grants per household beneficiary.

8. Guidance Note on the Computation of Seven (7) Years in Pantawid Pamilyang Pilipino Program

The length of the provision of cash grants, however, has a statutory limitation. Section 4 of the Republic Act 11310 or “An Act Institutionalizing the Pantawid Pamilyang Pilipino Program” articulates that the 4Ps, “...provides conditional cash transfers to poor households for a maximum of seven (7) years, to improve their health, nutrition, and education aspects of their lives. The National Advisory Council (NAC) may recommend a longer period under exceptional circumstances.”

9. Memorandum Circular No. 12 Series of 2019 Guidelines on the Replacement of Pantawid Pamilya Households to Reach the Annual Household Coverage

As stated in the Implementing Guidance Notes on the Replacement of Pantawid Pamilya households to reach the annual household coverage, under registration, households that have been processed for registration but for various reasons were not included in the list of households endorsed by BDMD to be paid shall be prioritized for inclusion and payment in the succeeding year, subject to availability of funds.

10. Memorandum Circular No. 36 Series of 2020 Guidelines for the Removal of Persistently Non-Compliant Beneficiaries in the Pantawid Pamilyang Pilipino Program

Section 20 in the Implementing Rules and Regulations Act 11310, otherwise known as the Institutionalization of the Pantawid Pamilyang Pilipino Program (4Ps) states that, should the qualified household-beneficiary member persist in not complying with the conditions within a period of one (1) year since the receipt of the written notification, the qualified household beneficiary member shall be removed from the program. Should the qualified household beneficiary comply with any of the program conditions during this period, they shall continue to receive the corresponding conditional cash grants.

There shall be proper notice given to the non-compliant qualified household beneficiary prior to their removal from the program. Guidelines for the removal of non-compliant beneficiaries shall be formulated by the DSWD, with the approval of the NAC.

11. Memorandum Circular No. 4 Series of 2023 Addendum to Memorandum Circular No. 10 Series of 2022 or the Guidelines on the Implementation of the Kilos-Unlad: 4Ps Social Case Management Strategy

In the transition process for potential beneficiaries for Exit, under the Package of Services, the potential beneficiaries for Exit may still be entitled to the release of their cash grants provided that they are compliant with the conditions set during the period prior to the official release of Listahanan. This memorandum Circular shall have retroactive effect to facilitate the necessary cash grant payment for the applicable months and livelihood intervention of the affected households.

12. Memorandum Circular No. 06 Series of 2021 Enhanced Support Services Intervention (ESSI) Guidelines for Pantawid Pamilyang Pilipino Program Beneficiaries

The ESSI is one of the strategies of the 4Ps to be inclusive. It targets the 4Ps beneficiaries, specifically the Homeless Families, Indigenous Peoples (IP), and other vulnerable groups, who have their own unique dynamic and way of living. Thus, have difficulty complying with the Program conditions. The ESSI is a complementary and supportive intervention to address their risks and vulnerabilities to help them comply with the Program conditions.

III. OBJECTIVES

1. Set the parameters for the computation of cash grants;
2. Establish the allowable amount of cash grants per fiscal year to eligible household beneficiaries; and
3. Provide guidance to the Field Offices (FOs) on the said parameters.

IV. DEFINITION OF TERMS

Active Household - is a household that is registered in the Program and eligible to receive cash grants based on its compliance with the conditions.

Beneficiary Data Management System (BDMS) - is one of the systems of the Pantawid Pamilyang Pilipino Program (4Ps) with the aim of ensuring that all validated eligible households are enrolled in the Program and the beneficiary data used in the Program implementation is updated and accurate.

Cash Grants Payroll Computation – is the process of computing the cash grants in accordance with the approved 4Ps Timeline supported by the signed Notice of Approved Payroll Action (NAPA) and Certification from the 4Ps NPMO that the 4Ps beneficiaries included in the NAPA has met the criteria in accordance with Section 6 of RA No. 11310 and have been determined by 4Ps NPMO as qualified and eligible to receive cash grants and/or categorized as poor in the Standardized Targeting System.

Client Status - refers to the classification of a household as a beneficiary of the Program.

Compliance Verification – refers to the checking and monitoring undertaken using standardized monitoring tools to ensure that the qualified household beneficiaries comply with the conditions for entitlement set forth by the 4Ps.

Compliance Verification Forms (CV Forms) - refer to the standardized monitoring tools used in determining the compliance of the beneficiaries with the Program conditions. There are four kinds of CV forms: CV-F1 - Masterlist of Household Beneficiary; CV-F2 – Education; CV-F3 - Health Center Visit; CV-F4 - Family Development Session.

Compliance Verification System (CVS) – refers to the mechanism of the DSWD that monitors the compliance of all qualified household beneficiaries to Program conditions which is used as the basis for payment of grants to household beneficiaries and capturing the data on non-compliant beneficiaries as a basis for case management.

Conditional Cash Grant – refers to the amount received by qualified household beneficiaries who comply with the conditions for entitlement.

Continuing Child/ren - refers to member beneficiaries who turned 19 years of age after the cut-off of age eligibility and will still be monitored until the end of the current school year. The program's cut-off for age eligibility is subject to change in adherence to the prevalent approved guidelines by the program in accordance with DepEd guidelines.

Delisted Household – refers to a household that was validated to be no longer eligible in the Program.

Duplicate - refers to a household or member beneficiary who is found to have similar record/s with another household and/or within the household.

Electronic Case Management System (ECMS) - refers to the information technology (IT) application that allows the case managers to systematize their recording, facilitating effective intervention planning, review, and monitoring/tracking the progress of their beneficiaries, regardless of location and time.

Eligible Children – refers to household members aged zero (0) to eighteen (18), with active member status and with a relationship as son/daughter or grandson/granddaughter of the household head, and are part of households classified as poor or near-poor based on the adopted standardized targeting system.

Eligible Households - refer to households that are classified as poor or near-poor based on the Standardized Targeting System and the poverty threshold issued by the Philippine Statistics Authority (PSA) at the time of selection, have members who are aged zero (0) to eighteen (18) years old or have members who are pregnant at the time of registration; and willing to comply with the conditions specified by Republic Act 11310.

Enhanced Support Services Interventions (ESSI) – a demand-driven intervention for specific sectors, such as indigenous peoples (IP), homeless families (HFs), and other vulnerable groups.

Field Office (FO) – refers to the Regional Field Offices of the DSWD which are primarily responsible for the management and implementation of DSWD functions. It shall facilitate direction-setting and provide resource and technical assistance to DSWD intermediaries within a collaborative environment. It shall also promote and ensure the implementation and enforcement of laws, policies, rules, and regulations pertaining to social welfare and development within its geographical, spatial, and cultural jurisdiction.

Financial Management Service - Special Projects (FMSSP) - The FMSSP for the 4Ps executes all financial transactions of the Program approved by the 4Ps National Program Manager and/or concerned principal of the Program. It facilitates the subsequent downloading of funds allocated to DSWD Field Offices and monitors the utilization and disbursement of funds both at the National and Regional levels, including the preparation of reports and liquidation of funds when applicable. It is linked directly with the Financial and Management Service (FMS) under the supervision of the General Administration Services and Support Groups (GASSG).

Grade Level – refers to the declared grade level of the eligible children selected for education monitoring that is recorded in the PPIS and serves as the basis for the amount that shall be received by the beneficiaries for education grants.

Grantee - refers to the most responsible adult member of the qualified household beneficiary authorized to receive the conditional cash transfer grants.

Grievance Redress System (GRS) – is a mechanism of the Program to resolve grievances and utilize such grievance data for program development with the end view of minimizing the incidence of grievances and improving beneficiary experience and satisfaction with the Program.

Household/s (HH) – refers to the social unit consisting of a person living alone or a group of persons who sleep in the same housing unit, including any place of dwelling or facility, and have common arrangements for the preparation and consumption of food.

Household Beneficiaries – refer to households that receive the assistance of the 4Ps through the conditional cash grant scheme.

Inactive Household - refers to a registered household that is temporarily not monitored based on the deactivation criteria of the Program and may be reactivated after thorough validation.

Information and Communications Technology Management Services (ICTMS)- Maintains the Pantawid Pamilya Information System (PPIS) database.

Initial Cash Grant – refers to the grants received by the newly registered households for the payroll period after registration to the Program that are not based on compliance with the Program's conditions.

Member Status - refers to the classification of a household member as a beneficiary of the Program.

Mode of Payment (MOP) – refers to the identified delivery mode of grants to the beneficiaries.

National Advisory Council (NAC) – an advisory council that was created at the national level and headed by the DSWD and representatives from the Department of Health (DOH), Department of Education (DepEd), Department of Agriculture (DA), Department of Labor and Employment (DOLE), Department of Trade and Industry (DTI), Department of Agrarian Reform (DAR), Department of Science and Technology (DOST), Technical Education and Skills Development Authority (TESDA), and two (2) representatives from accredited Non-Governmental Organizations (NGOs) working or monitoring social welfare service programs whose membership shall be valid for three (3) years. The NAC meets regularly to promote coordination across agencies to enhance the implementation of the program and jointly address and resolve program implementation issues.

National Program Management Office (NPMO) - refers to the office of the Pantawid Pamilyang Pilipino Program that executes all plans, policies, services, and activities in the implementation of the Program to achieve the overall goal towards contributing to poverty reduction and human capital investment primarily through effective management, monitoring, evaluation, and provision of technical assistance.

Newly Registered Household/s - refers to eligible household/s that have been recently registered in the Program.

No Payment – refers to cash grants to which Pantawid Pamilya beneficiaries are entitled to receive based on their compliance data for a particular Pay period but for some reason/s were not computed and released to them.

Notice of Approved Payroll Action (NAPA) refers to a document that notifies the FMS and ICTMS to proceed with payroll processing for a particular period.

Overpayment - refers to cash grants computed for Pantawid Pamilya beneficiaries and actually received by them on a particular Pay Period that is in excess of what they rightfully earned based on their compliance data for the said period. It also includes excess cash grants given as emergency subsidies which should be recovered based on the parameters.

Pantawid Pamilya Information System (PPIS) - refers to the main source of data on the profile of 4Ps households, compliance verification, beneficiary updates, generated payroll, and other related data.

Pool of Qualified Households – refers to households that were validated as eligible for registration to the program as a result of the conducted Community Assembly.

Proxy Means Test (PMT) - is a statistical method used to predict the income of a household based on observable characteristics that correlate with, but are easier to measure, than income. This is the methodology used by the Standardized Targeting System for estimating the per capita income of households based on a set of verifiable indicators that are difficult to manipulate such as the source of income, properties, and many more.

Purple Tagging - refers to the classification of beneficiaries needing developmental interventions due to challenging situations or circumstances that constrain them to comply with Program conditions.

Regional Program Management Office (RPMO) - ensures the effective day-to-day delivery of the program, management, and operations of 4Ps in the region down to the provincial, city, and municipal levels of implementation of the Program.

Retroactive Payment - refers to cash grants due to the beneficiary from previous months or years that were not paid because of compliance disputes or errors in the systems.

Standardized Targeting System - refers to a system for identifying who and where poor households are, through the generation of socio-economic database of poor households that is adopted by national government agencies (NGAs) and implemented by the DSWD.

Social Welfare and Development Indicators (SWDI) - are used to determine the family's level of well-being in terms of their economic sufficiency and social adequacy. The results of the assessment indicate the living conditions of 4Ps households. Based on this information, DSWD and other stakeholders provide social protection services and interventions corresponding to the immediate needs of the household beneficiaries.

Unclaimed/Unpaid Cash Grants – refer to cash grants not claimed/released during the Payout schedule for various reasons.

Underpayment – refers to cash grants to which Pantawid Pamilya beneficiaries are entitled to receive based on their compliance data for a particular Pay period but for some reason/s they receive less than the expected payment for a specific period.

V. HOUSEHOLD/CLIENT STATUS

The Program has classified its beneficiaries into four major categories, namely: Active Households; Inactive Households, Delisted Households; Pool of Qualified Households. These households can be further divided into different categories, as follows:

1. ACTIVE HOUSEHOLDS

Client Status 1 – Active

A household that is eligible to receive cash grants based on its compliance with the conditions.

Client Status 19 - Grants Temporarily On-Hold

A household that is being monitored by the Program but has a pending case due to duplicity. The grants shall be released once the household is validated as unique and the duplicity case is resolved.

Client Status 24 - GRS: Suspended grants due to misbehavior of HH

A household that has a member who has committed a second offense of misusing cash grants (e.g., gambling, vices, or pawning of cash cards). This household is not entitled to receive cash grants for one (1) period or equivalent of two (2) months.

Client Status 27 - Integrated MCCT Beneficiary

A MCCT household that is migrated into the PPIS through the Natural Data Integration Process and is currently in the updating Phase for one (1) Period.

Client Status 28 - Active Households in Special or Difficult Circumstances

A household assessed by a case manager in need of developmental and psycho-social interventions due to difficult and challenging situations or circumstances thus, compliance with Program conditions is suspended are still entitled to receive grants while case management is ongoing.

2. INACTIVE HOUSEHOLDS**Client Status 4 – Shady/Unvalidated Set 1**

A household from Set 1 that was identified as inactive from the list of potential household beneficiaries.

Note: No longer used by the Program

Client Status 11 - Moved to Non-PP Area through Bus Type 3

A household that was validated to have its address changed to an area where the 4Ps are not implemented, thus the household is no longer monitored.

Client Status 12 - Moved out of the Area Without Notice

A household that is no longer found at the declared address and did not process or file a request for transfer of residence.

Client Status 15 - No Eligible Member of HH for CVS Monitoring

A household that no longer has eligible members for compliance monitoring in the Program. The tagging is a system generated after the CV Generation activity of a monitoring period.

Client Status 25 – Suspended due to Non-Compliance

A household with at least one member who is non-compliant with Program conditions for three (3) consecutive periods or six (6) months.

Client Status 26 - Deferred Exit due to NAC Resolution No.2 s. 2020

A household with no eligible member in the system for CVS monitoring during the declaration of a State of Calamity due to the COVID-19 Pandemic whose exit was deferred due to NAC Resolution No. 2 series of 2020.

Client Status 30 - L3 Non-Poor for Validation

A household that is identified as non-poor in Listahanan 3. The grants are temporarily on hold while validation is ongoing.

Client Status 32 - Unassessed Households

A household that shall be reinstated after the validation and allowed to facilitate/process all types of updates through the BUS module.

Client Status 59 - Eligible Child/ren not Selected for CVS Monitoring

A household with eligible member/s (0-18 years old) but are either not selected for monitoring or not enrolled in Health and/or Education Facilities.

3. DELISTED HOUSEHOLDS

Client Status 2 - Delisted by Region

A household that was validated as not eligible by the Regional Program Management Office.

Client Status 3 - Exited with Improved Level of Well-Being

A household that has achieved self-sufficiency, the third and highest level of well-being based on the Social Welfare and Development Indicators (SWDI), that made it eligible to exit after or before the completion of the seven-year maximum stay in the Program.

Client Status 5 - GRS delisted due to Misbehavior

The grantee of a household was filed with a case and proved to have committed fraudulent acts such as collection of fees in any form; misrepresentation; or provision of false information.

Client Status 6 – Duplicates

A household that was found and validated to have the same details as another household. The details could be: same household grantee; same monitored child/children; or different grantees with the same household composition/members.

Client Status 7 - Delisted due to Non-Compliance

A household that was terminated from the Program due to non-compliance to Program conditions as the result of an under-evaluation period.

Client Status 8 – Waived

A household that voluntarily signed a waiver expressing disinterest to be a beneficiary of the Program.

Client Status 10 - GRS delisted due to Disqualification

A household filed a grievance case questioning its eligibility for the Program. After a thorough investigation through the Grievance Redress System (GRS), the household was found to be ineligible.

Client Status 13 - Validated Not Poor due to Change of Address

A household that was validated as “not poor” in the city/municipality where it transferred.

Client Status 14 - No Eligible (0-18 Y/O) for CVS Monitoring (Certified by RPMO)

A household that was validated and certified by the RPMO with no eligible member for compliance monitoring in the Program.

Client Status 17 - GRS (Not Eligible - Regular Income)

A household that is a potential beneficiary or already a registered beneficiary but does not meet the minimum eligibility requirement of the Program such as having a regular source of income, according to the Proxy Means Test.

Client Status 18 – Delisted due to Non-Registration

A household from Sets 1 to 3, who are potential beneficiaries but did not express interest in being registered.

Client Status 29 - Delisted due to Aging Inactive Status in the Program

A household that has been inactive for six (6) consecutive months. Prior to such tagging, the aging inactive household could either be from the following status: Client Status 11 - Moved to Non-PP Area Through BUS Type 3; Client Status 12 - Moved out of the Area Without Notice; Client Status 15 - No Eligible member of HH for CVS monitoring; or Client Status 26 - Deferred Exit due to NAC Resolution No. 2, s. 2020.

Client Status 31 – Validated Non-Poor Households

A household that is identified as non-poor in Listahanan 3 and confirmed as such by the FO through re-validation.

Client Status 50 – Graduated (Not eligible per ECR)

MCCT household that underwent Tugmaan Validation but is not eligible for mainstreaming to RCCT due to ECR ineligibility.

Client Status 54 - Delisted (HH also in PPIS)

A household is delisted in the MCCT IS due to Active household status in the PPIS.

Client Status 58 - Households Integrated in PPIS

MCCT households who successfully underwent the data integration to the RCCT/PPIS.

Client Status 60 - Mainstream to RCCT via Tugmaan

MCCT households underwent mainstreaming process and Tugmaan validation and were successfully migrated into the PPIS.

4. POOL OF QUALIFIED HOUSEHOLDS**Client Status 9 – Not Registered**

A household that is eligible for registration per the Standardized Targeting System.

Client Status 16 – Did not Complete the Registration Process

A household from Sets 1 to 3 who failed to attend the Community Assembly (CA).

Client Status 21 - RPMO Approved Household for NPMO Processing

A newly registered household being processed for initial non-compliant-based payment of grants.

Client Status 22 – Unlocated Households

A household identified as a potential beneficiary but was not found in the area.

Client Status 23 – Migrated to PPIS (BAPORS only)

A household in the Beneficiary Augmentation on Poor Households Revalidation System (BAPORS) eligible for migration to PPIS.

VI. MEMBER STATUS

To easily identify the status of the individual members of the households in the Program, the following Member Status is reflected in the PPIS:

Member status 1 – Active

A member who is living within the household or maybe residing outside the household but is still considered to be part of it.

Member Status 2 – Deceased

A household member who is already dead.

Member Status 3 - Moved Out

A household member who is no longer living in the household for at least two (2) months and is no longer considered to be part of the household.

Member Status 4 - Delisted (Education)**Member Status 5 – Duplicate**

A household member who has multiple entries in the PPIS. The entries could be within a household roster or with other household rosters.

Member Status 6 - Wrong Entry

A household member who was included in the household roster even if he/she was not part of the household during the enumeration.

Member Status 7 – Missing

A household member who cannot be located within the vicinity of the household. This status is usually used when a household member has gone missing after a disaster.

Member Status 8 - New 15-18 y/o High School Children**Member Status 9 - For Duplicity Validation**

A household member who is identified with a possible duplicate in MCCT and/or RCCT based on the RMQAD's Quality Assurance result needs to be validated by the FO.

VII. CONDITIONS FOR MONITORING OF HOUSEHOLD/CLIENT AND MEMBER STATUS

1. Education Monitoring

- a. The names of eligible children are included in CV Form 1 (CV-F1 Masterlist) and in CV Form 2 (CV-F2 – Education).
- b. The household beneficiaries with Client Status 1 – Active and Client Status 19 - Grants Temporarily On-Hold and with selected children for education monitoring are included in the CV generation in a certain monitoring period.
- c. The following are the criteria to be included in the CV-F2: Selected children for education monitoring, aged 3-18 years old and/or “continuing” children, Member Status is 1 – Active or Member Status 9 - For Duplicity Validation (MCCT); Enrolled in school; With name of school facility; Attending school is Yes; Grade level is No Grade Completed, Early Childhood Care and Development, Kindergarten, Elementary Grade, Junior/Senior High School, ALS, SNP, SPED, and Kariton Klasrum (Elementary); and the Relationship to the household head is 3-Son/Daughter and/or 6-Grandson/Granddaughter.
- d. Children beneficiaries who do not meet the above-mentioned education criteria are not included in the monitoring for the period.

2. Deworming Monitoring

- a. The names of eligible children are included in CV Form 1 (CV-F1 Masterlist), in CV Form 2 (CV-F2), and in CV Form 3 (CV-F3).
- b. The household beneficiaries with Client Status 1 – Active and Client Status 19 - Grants Temporarily On-Hold and with selected children aged 3-14 years old enrolled in a school shall be included in the CV generation for CV-F2 (Education). The following are the criteria: Member Status is 1 - Active; Enrolled in school; With name of school facility; Attending School is Yes; Grade level is No Grade Completed, ECCD, Kindergarten, Elementary Grade, Junior/Senior High School; and the Relationship to the household head is 3-on/Daughter and/or 6-Grandson/Granddaughter.
- c. Children aged 1-14 years old not in school are included in the CV-F3 (Health Center Visit). The following criteria are: Member Status is 1 - Active; With name of health facility; and the Relationship to the household head is 3-Son/Daughter and/or 6-Grandson/Granddaughter.
- d. Household beneficiaries that do not meet the above-mentioned deworming criteria are not included in the monitoring for the period.

3. Health Center Visit Monitoring

- a. Eligible children 0-5 years old and/or pregnant women, with Client Status 1-Active and Client Status 19 - Grants Temporarily On-Hold are included in the

CV-F3 (Health Center Visit) with the following criteria: Member Status is 1 - Active; With name of health facility; and the Relationships to the household head are 2-Spouse/Wife, 3-Son/Daughter, and/or 6-Grandson/Granddaughter are included in CV-F3.

- b. Household beneficiaries who do not meet the above-mentioned health center visit monitoring criteria are not included in the monitoring for the period.

4. Family Development Session (FDS) Monitoring

- a. Households with Client Status 1-Active and Client Status 19-Grants Temporarily On-Hold are included in the CV-F4 for the FDS monitoring. The following are the criteria: Member Status is 1 - Active; Defined in the relationship as 1-Head, relationship to the household head is 2-Spouse/Wife, 3-Son/Daughter, 6-Grandson/Granddaughter, and/or 12 Guardian; and name of Barangay.
- b. Household beneficiaries that do not meet the above-mentioned FDS monitoring criteria are not included in the monitoring for the period.

*Note: The Advisory Council, as a policy-making body of the Program, shall determine the regularity and the amount of grants entitled for the Conditional Cash Transfer (CCT) beneficiaries through a resolution by the National Advisory Council (NAC) as stipulated in the IRR **“Rule VI. Conditional Cash Transfer to Beneficiaries.”** The amount of grants shall be in accordance with the existing approved policies and guidelines.

VIII. CONDITIONS FOR PAYMENT OF CASH GRANTS

1. Newly Registered Household Beneficiaries

Upon approval of registration in the Program, household beneficiaries shall be entitled to an initial cash grant/non-CV based payment covering one (1) monitoring period or two (2) months provided that the Program has yet to reach its physical target and the household beneficiaries are part of the latest data in the Standardized Targeting System.

- a. Upon approval of the Regional Directors, all newly registered households in the Program are automatically tagged as Client Status 21 in the PPIS.
- b. The Households tagged as Client Status 21 and certified by the Regional Director for initial payroll processing for the period will be subjected to quality assurance checking by the Risk Management and Quality Assurance Division (RMQAD) of the 4Ps National Program Management Office (NPMO) or assigned office.
 - i. Only those approved eligible households with no QA findings as endorsed by the Beneficiary Data Management Division (BDMD) of the 4Ps National Program Management Office (NPMO) to the Financial

Management Service (FMS) are allowed to proceed with payroll computation.

- ii. Those unapproved households shall be endorsed to the concerned FOs for validation and resolution. This includes households with the following findings: without eligible members, households that are duplicates/with duplicate members, households with both cases and other data inconsistencies that may be identified. Once the identified cases are resolved, the concerned households shall be processed for payroll computation on the next processing period provided that the Program has yet to reach its physical target and the household beneficiaries are part of the latest data in the Standardized Targeting System.
- c. The computation of the initial noncompliance-based cash grants for household beneficiaries shall be based on their Program eligibility during the initial payroll generation and non-compliance-based.
- d. Per household beneficiary, the initial cash grant payment shall include health grants amounting to Php750.00 per month and education grants for a maximum of three (3) eligible children selected for education compliance monitoring per household as stated in the succeeding provision.
- e. Education grants shall be based on the declared grade level of the eligible children selected for education monitoring Php300.00 per child per month for a maximum of ten (10) months for grade levels: Kinder, ECCD, and Elementary; Php500.00 per child per month for a maximum of ten (10) months for Junior High School; Php700.00 per child per month for a maximum of ten (10) months for Senior High School.
- f. The rice subsidy grants amounting to Php600.00 per month per household shall also be given to the eligible household beneficiaries on top of the initial non-compliance-based health and education cash grants. Rice Subsidy shall only be included in the computation of grants if it is stipulated in the GAA.
- g. Only households successfully included in the payroll shall be tagged as Client Status 1 – Active. Client Status 21 households that are not endorsed or unapproved for payroll shall be retained under Client Status 21 while those that are tagged as another status shall be retained in their current status and be excluded from the payroll.
- h. After the successful processing of the initial non-compliance-based cash grants of the Client Status 21 household beneficiaries, they shall then be automatically tagged in the PPIS as Client Status 1 – Active.
- i. The household beneficiaries who have been approved and successfully processed with initial non-compliance-based cash grants shall be included in the succeeding compliance monitoring period for the compliance-based cash grants computation.

- j. If there will be changes to the endorsed NAPA, the 4Ps NPMO needs to officially notify the FMS through a Memorandum and issue a revised NAPA (clean list) and the corresponding revised Certification thereof.

2. Inclusion of Household/Client Status in the Generation of Notice of Approved Payroll Action (NAPA)

The NAPA shall be supported with the complete pertinent attachment/documents such as but not limited to: NAPA List/Summary; Certification on the validation done and the eligibility and qualification of the beneficiaries to receive 4Ps cash grants; Standardized Targeting System Certification; Compact Disc containing the list/summary of beneficiaries' subject for payment.

a. Household/Client and Member Status

- i. At the time of the NAPA generation of a given monitoring period, only household beneficiaries with Client Status 1 - Active, Client Status 14-No Eligible Member (0-18 Y/O for CVS Monitoring Certified by RPMO), and Client Status 19 - Grants Temporarily On-Hold with Member Status 1-Active shall be included in the NAPA. Only the validated households in Client Status 19 to Client Status 1 of the recent and current year transactions will be processed. Two years' prior transactions, will be unbooked transactions (subject for appeal to COA and DBM by 4Ps NPMO).
- ii. Household beneficiaries with Client Status 1 included in the generated CV forms that were tagged as "compliant" with the Program conditions but were subsequently changed to Client Status 14 after the NAPA generation, the household shall be counted as compliant for the period and be reflected in the NAPA for that monitoring period.
- iii. Household beneficiaries with Client Status 1 that was subsequently changed to Client Status 14 before the NAPA generation even if they are compliant, the household shall be excluded and not be reflected in the NAPA for that monitoring period.
- iv. The Household beneficiaries with Client Status 19 - Grants Temporarily On-Hold with Member Status 1-Active shall be segregated from those with Client Status 1-Active in order to determine the estimated amount to be earmarked and obligated under the current allotment. Validation of household beneficiaries tagged as Client Status 19 should be completed within 18 months to give enough time for the processing and funding. As a general rule, cash grants of households that remain not validated and tagged as CS 19 beyond 18 months shall no longer be processed.
- v. The households shall be certified and endorsed by concerned Division/s to FMS after the conduct of the QA process by the RMQAD to ensure that no overpayment before payroll computation. Those households identified

with outstanding over payment balances shall be excluded in the payroll computation.

- vi. The household beneficiaries with Client Status 1-Active tagged as “compliant” with the Program conditions subsequently changed to Client Status 3: Graduated due to improved level of well-being before the NAPA generation, the household shall not be counted as compliant thus, not be reflected in the NAPA for that monitoring period.
- vii. Compliant beneficiaries but the household status was changed from Client Status 1-Active to Client Status 3: Graduated due to improved level of well-being happened after the NAPA generation, the graduation/exit of the household shall take effect immediately but shall still receive appropriate grants for that monitoring period.
- viii. The household beneficiaries with Client Status 1-Active tagged as “compliant” with the Program conditions subsequently changed to Client Status 24-GRS: Suspended grants due to misbehavior of HH happened before the NAPA generation, the compliance data shall not be counted and thus not be reflected in the NAPA for that monitoring period.
- ix. If household beneficiaries were tagged Client Status 24 after the NAPA generation, the suspension shall take effect on the next payroll period.
- x. A separate NAPA shall be generated for the household beneficiaries that were tagged as Client Status 28 and the beneficiaries shall receive appropriate grants for the applicable monitoring period.
- xi. Household beneficiaries with client and member status not mentioned above shall be excluded from the NAPA.

b. Education Grants

Education grants shall be based on the declared grade level of the eligible children selected for education monitoring Php300.00 per child per month for grade levels: ECCD, Kindergarten, and Elementary; Php500.00 per child per month for Junior High School; Php700.00 per child per month for Senior High School. A maximum of three (3) eligible children were selected for education compliance monitoring per household. The education grants are provided per month per child for a maximum of ten (10) months per year.

- i. Only those children selected for education monitoring will be provided/computed with education grants which will be based on the recorded grade level of the monitored child/ren during the monitoring period.
- ii. If the child/ren of the household beneficiary is/are compliant on the first (1st) month of the monitoring period and was non-compliant on the second (2nd) month of the monitoring period, the count of compliant children for the 1st month shall be reflected in the NAPA.

- iii. If the child/ren of the household beneficiary is/are compliant on the first (1st) month of the monitoring period and if the household beneficiary's member status will change into Member Status 2 or 3 on the 2nd month of the monitoring period, the count of compliant children for the 1st month shall be included in the NAPA.
- iv. If the child/ren of the household beneficiary is/are active and compliant in the first (1st) month of the monitoring period wherein the member status will change into Member Status 4/5/6/7 on the second (2nd) month of the monitoring period, the count of children for both months shall be excluded from the NAPA.
- v. If the child/ren of the household beneficiary is/are active and compliant in the first (1st) month of the monitoring period and tagged as "dropped out" on the 2nd month of the monitoring period, the count of compliant children for the 1st month shall be included in the NAPA.
- vi. If the child/ren of the household beneficiary is/are active and tagged as "dropped out", "not enrolled", and "transferred" in CV-F2, the count of children for both months shall be excluded from the NAPA.
- vii. If the child/ren of the household beneficiary is/are active and marked as "dropped out", "not enrolled", and "transferred" in CV-F2, but encoded compliance data based on the secured Certificate of Compliance (COC). During the monitoring period, the count of children for compliant months shall be included in the NAPA. The payment for compliant beneficiaries whose COC was secured after the NAPA shall be processed through the retroactive payment scheme. The corresponding updates shall also be facilitated for them to be monitored in the succeeding periods.
- viii. If the child/ren of the household beneficiary received less than ten (10) months grants in the months of November and December shall be included in the NAPA.

c. Health Grants

The household beneficiary shall include health grants amounting to Php750.00 per month. Section 11 of 4Ps IRR states that The health and nutrition grant component aims to promote healthy practices and family development, improve the health and nutritional status of pregnant and postpartum mothers, infants, and young children; and increase the use of health services by the qualified household-beneficiary. The health and nutrition grant is a Fixed Amount and does not depend on the number of members in the household".

- i. The count of compliant household beneficiaries as to the health grants component shall be based on the applicable health condition required from the household member during the monitoring period.

- ii. Pregnant women shall visit the Health Center once every two months for pre and post-natal check-ups;
- iii. Children aged 2 to 5 shall visit the Health Center once every two months for immunization, growth, and development monitoring;
- iv. Children aged 0 to below 2 shall visit the Health Center once a month for immunization, growth, and development monitoring.
- v. If the eligible beneficiary is active and tagged as “no record in HC”, the count of compliance data for both months shall be excluded from the NAPA.
- vi. If the child/ren of the household beneficiary is/are active and marked as “no record in HC” in CV-F3, but with encoded compliance data based on the secured Certificate of Compliance (COC) during the monitoring period, the count of children for compliant months shall be included in the NAPA. The payment for compliant beneficiaries whose COC was secured after the NAPA shall be processed through the retroactive payment scheme. The corresponding updates shall also be facilitated for them to be monitored in the succeeding periods.
- vii. Eligible children 1-14 years old shall avail of deworming pills/medicines twice a year.
- viii. If the monitored Grantee or adult member attends a Family Development Session once a month and is tagged as compliant they shall be included in the NAPA.
- ix. If the monitored Grantee or adult member is marked as non-compliant in CV-F4, but with encoded compliance data based on the secured Certificate of Compliance (COC) during the monitoring period, the count for the compliant months shall be included in the NAPA. The payment for compliant beneficiaries whose COC was secured after the NAPA shall be processed through the retroactive payment scheme. The corresponding updates shall also be facilitated for them to be monitored in the succeeding periods.

d. Rice Subsidy

- i. A household that complies with either a health condition or an education condition will receive at least Php600.00 per month as a rice subsidy. It is not part of the package provided under the 4Ps Act, but it is based on the President’s directive in his State of the Nation Address in 2016. The amount is a top-up in the form of cash in accordance with DSWD Memorandum Circular 6, Series of 2017 – Guidelines on the Provision of Rice Subsidy to 4Ps Households.
- ii. Provision of Rice Subsidy to active household beneficiaries in the amount of Php600.00 per month.

- iii. Rice Subsidy shall only be included in the computation of grants if it is stipulated in the GAA.

3. Conditions on the Use of Certificate of Compliance (COC)

- a. This is to facilitate the payment of compliant beneficiaries who are validated to be enrolled in other schools, availing of health/nutrition services from other facilities, or attending FDS in other facilities/areas during a particular period. This is to ensure the timely receipt of the correct amount of grants for the concerned beneficiaries.
- b. This document will serve as proof that beneficiaries listed in the CV forms are compliant with Program conditions. Hence, they are eligible to receive grants based on their correct information in the specified month stipulated in the accomplished form.
- c. The following are the responsible person(s) to sign this document for validation purposes:

Certificate of Compliance (COC)	Responsible Person(s)
COC for Education	School Principal/Adviser/Teacher/Pantawid Coordinator
COC for Deworming	School/Health Personnel
COC for Health Center Visit	Doctor/Nurse/Midwife
COC for FDS	City/Municipal Link

4. Condition in Handling Persistently Non-Compliant Household Beneficiaries

- a. Should the qualified household-beneficiary member persist in not complying with the conditions within a period of one (1) year since the receipt of the written notification signed and issued by the assigned case manager, the qualified household beneficiary member shall be removed from the Program. There shall be a proper notice to the non-compliant qualified household beneficiary prior to the removal from the Program.
- b. Interventions shall be conducted by the respective government agency vis-a-vis the non-compliance of the qualified household beneficiary member based on a specific case management intervention plan to address the reason for non-compliance.
- c. The said persistently non-compliant household beneficiary shall be delisted in the Program and will be tagged as Client Status 7 - Delisted due to Non-Compliance. It is not appealable because the household has already undergone the required case management within one (1) year.

5. Exemption and Lifting of Exemption of Households from Compliance to Program Conditions

- a. An exemption shall be for one period (equivalent to 2 months) to a maximum of 3 periods (6 months) depending on the case manager's assessment and recommendation. The case management shall be immediately administered to the household.
- b. The Program may allow an exemption beyond the three (3) periods on a case-to-case basis depending on family circumstances. The extension may be for another one (1) period or two (2) months but not exceeding three (3) periods or six (6) months.
- c. If the re-assessment is not done within the prescribed period regardless of the reason, the system will automatically revert to their original case status. Provided, further that upon reversal to normal status and the household still fails to comply with Program conditions, the household will be sanctioned following the provision stipulated in the Memorandum Circular 26 Series of 2020 or the Guidelines for the Removal of Persistently Non-Compliant Beneficiaries in the Pantawid Pamilyang Pilipino Program.
- d. SSDMD-NPMO shall generate a separate list of purple-tagged households before the NAPA generation in accordance with the approved 4Ps Timeline, therefore, regular NAPA will not be applied to the households under this case/category.
- e. Only purple-tagged households in the PPIS are eligible for NAPA generation and payroll computation.
- f. Once the household is purple-tagged in the ECMS, and subsequently reflected in the PPIS, the household shall be eligible for cash grant payment for the period covered as recommended by the case manager and concurred by the Field Supervisor, and approved by the Regional Director.
- g. The basis for cash grant computation is based on the latest eligibility status at the time the challenging or peculiar circumstances were recorded.
- h. The cash grant payment shall include Health grants, Rice subsidies grants, and Education grants per household beneficiary. Further, the education grants shall only be based on the grade level of the children recorded in the PPIS.

6. Conditions for Payment of Enhanced Support Services Intervention (ESSI) Grants

The ESSI grants of beneficiaries with the following Client Status: CS 1, CS 3, CS 7, CS 8, CS 11, CS 12, CS 14, CS 15, CS 24, CS 25, CS 26, CS 28, CS 29, CS 30, CS 31, CS 32, CS 50, CS 54, CS 58, CS 59, and CS 60 during actual payout shall be released to them as long as the concerned ESSI beneficiaries were CS 1-Active status from the Social Preparation Phase of the ESSI project. The FO is to

ensure the beneficiary is in the ESSI project proposal's list of household beneficiaries approved by the Regional Director.

IX. CONDITIONS FOR INCLUSION OF HOUSEHOLD/CLIENT AND MEMBER STATUS IN THE CASH GRANTS PAYROLL COMPUTATION

The cash grants payroll computation is in accordance with the approved 4Ps Timeline supported by the following documents: Signed Notice of Approved Payroll Action (NAPA); Certification from the 4Ps NPMO that the 4POs beneficiaries included in the NAPA have met the following criteria in accordance with the provision of the Republic Act No. 11310 and have been determined by 4Ps NPMO as qualified and eligible to receive cash grants: Copy of Certification from the Standardized Targeting System; and Compact disc containing the list of beneficiaries for payment of cash grants.

1. For a given monitoring period, only household beneficiaries included in the NAPA and with an assigned mode of payment shall be included in the computation of cash grants in accordance with the conditions/parameters stated above. The Client/Member Status of the household beneficiary during the time of the NAPA generation shall be the basis of payroll computation for the period.
2. Only validated CS 19 to CS 1 households certified and endorsed by the concerned Division/s to FMS and after the conduct of QA and shall be processed for payroll process subject to the availability of funds. Those households identified with outstanding overpayment balance/s shall be excluded from the payroll computation.
3. The generated NAPA for Client Status 21 – RPMO Approved Household for NPMO Processing, as the initial grants of the household beneficiary shall be included in the payroll computation for cash grants payment.
4. The generated NAPA for Client Status 28 – Active Households in Special or Difficult Circumstances shall be included in the payroll computation for cash grants payment.
5. The generated NAPA from the retroactive payment process with recent year or current year transactions shall be included in the payroll computation for cash grants payment, and subject to the availability of funds.
6. Prior year transactions are considered Unbooked and shall follow the procedures under the Conditions for Unbooked Transactions.
7. Only clean list NAPA with Certification shall be endorsed to FMS for payroll processing. In case the household is being identified as with findings, it shall be re-validated/re-assessed by the concerned office within the prescribed period.
8. All Accounts Payable that remain outstanding for two (2) years in the books shall be reverted to the Accumulated Surplus or Deficit of the General Fund of the

National Government. With this, the following time frames are: 18 months for validation of the FO from tagging of CS 19; 2 months for the review/consolidation/endorsement of the 4Ps NPMO to the FMS; and 4 months for the processing by the FMS. The submission of the request for retroactive payment should be on a regular basis.

9. Late endorsement of request for the payroll computation of cash grants relative to re-assessed/re-validated households might result in insufficient funds (if two-year prior) remaining funds were already returned to the Bureau of Treasury (BTr) or unbooked transactions.

X. CONDITIONS DURING ACTUAL CASH GRANTS PAYOUT IN RELATION TO THE HOUSEHOLD/CLIENT STATUS

1. The cash grants of household beneficiaries with Client Status: CS 1, CS 3, CS 7, CS 8, CS 11, CS 12, CS 14, CS 15, CS 24, CS 25, CS 26, CS 28, CS 29, CS 30, CS 31, CS 32, CS 50, CS 54, CS 58, CS 59, and CS 60 during payout shall be released to them.

2. The cash grants of household beneficiaries with Client Status: CS 8, CS 10, and CS 17 shall be put on hold pending their final validation.

3. Cash grants of the household beneficiaries with Client Status 5-GRS (Fraud) or Client Status 6 – Duplicates shall not be released and shall be returned to the Bureau of the Treasury (BTr).

4. Household beneficiaries that were compliant with the Program conditions prior to the delisting shall receive appropriate grants for the applicable monitoring period, except those households that commit offenses.

XI. CONDITIONS FOR UNBOOKED TRANSACTIONS FOR THE PAYMENT OF GRANTS FOR PRIOR YEARS

1. Insufficient funds:

- a. Due to the actual budget for the year has been already utilized/zero balance;
- b. The remaining funds for prior years have already been returned to BTr (i.e. non receipt of requests from 4Ps NPMO due to pending various Client Status validation).

2. Prescribed period:

- a. Endorsement of requests by OBS or concerned offices;
- b. Appeal to COA and DBM;
- c. Below are the steps to facilitate the payment of unpaid grants due to funds deficit as follows:

- i. In collaboration with the FMSSP, prepare and submit a request for money claim to the Commission on Audit (COA) based on the payroll generated by the FMSSP as a result of their compliance with Program conditions;
- ii. Once the money claim is approved by COA, include the amount in the succeeding Budget proposal of the Program;
- iii. A memorandum endorsing the approval of payment for the unbooked grants of affected households signed by the Cluster Head of 4Ps shall be sent to the GASSG Cluster Head with the required supporting documents;
- iv. Households, both active and inactive, or delisted with the following Client Status: CS 1, CS 3, CS 7, CS 8, CS 11, CS 12, CS 14, CS 15, CS 24, CS 25, CS 26, CS 28, CS 29, CS 30, CS 31, CS 32, CS 50, CS 54, CS 58, CS 59, and CS 60 during the time of FMS verification for grants payout re-scheduling shall be eligible for payment.
- v. Household beneficiaries with Client Status 19 - Grants Temporarily On-Hold shall only be included in the cash grants payroll for payment but the actual release of grants due to the deficit will be done once the household status is reactivated i.e., changed to Client Status 1-Active.

XII. CONDITIONS FOR UNPAID/UNCLAIMED CASH GRANTS

Cash grants that are not paid or not claimed during a monitoring period are subject to re-scheduling of payout.

1. The unclaimed cash grants of the household beneficiaries with Client Status: CS 1, CS 3, CS 7, CS 8, CS 11, CS 12, CS 14, CS 15, CS 24, CS 25, CS 26, CS 28, CS 29, CS 30, CS 31, CS 32, CS 50, CS 54, CS 58, CS 59, and CS 60 during the time of FMS verification of the FOs' requests for cash grants payout re-scheduling shall be released.
2. The unclaimed cash grants of the household beneficiaries not indicated in number 1 shall not be released and shall be returned to the Bureau of Treasury (BTr) following the related Financial Management Guidelines.

XIII. CONDITIONS FOR TAGGING CLIENT STATUS 3 – GRADUATED DUE TO IMPROVED LEVEL OF WELL-BEING

1. Tagging of Client Status 3 shall only apply after the Case Summary Report has been approved by the Regional Director with instruction to the RBDO to tag in the PPIS from Client Status 1 to Client Status 3.
2. Potential beneficiaries for Exit may still be entitled to the release of their cash grants provided that they are compliant with the conditions set during the period prior to the official release of the Standardized Targeting System.

3. All grievances in the implementation of the set guideline shall be acted upon according to its existing grievance mechanism as applicable.
4. Facilitate the retroactive effect, the necessary cash grant payment for the applicable months and livelihood intervention of the affected households.

XIV. CONDITIONS FOR RETROACTIVE CASH GRANTS PAYMENT PROCESSING

Retroactive payment of cash grants is the payment to eligible and compliant household beneficiaries who were not included in the regular monitoring and payment cycle due to various valid reasons. However, funding for retroactive payments shall always be subject to the availability of funds specifically for cases where the contested pay period/s are of the previous fiscal year/s. Hereunder are the treatments of retroactive payment to Household Beneficiary/Client Status.

1. Grievance Driven through Manual Retro Module

- a. Retroactive cash grants are categorized as “Manual” because the household beneficiaries to receive cash grants retroactively cannot be pre-detected but instead, manually identified, verified, and processed based on the payment-related grievances reported;
- b. The conditions allowing for manual retroactive cash grant payment include those that cannot be attributed to the household beneficiaries’ inaction or non-compliance with set conditions, compelling them to file a complaint through the 4Ps GRS. The retroactive cash grants payment to them indicates the full resolution of complaints;
- c. Household beneficiaries that file grievances under the Payment Issue grievance type and with subtype “No Payment” or “Underpayment” shall be considered for the processing of cash grants payment if household beneficiaries concerned are found to be compliant after submitting complete supporting documents;
- d. In terms of the basis for processing the retroactive payment request of a beneficiary, the program conditions stipulated in the 4Ps Act Implementing Rules and Regulations (IRR) under Rule VIII Conditions for Entitlement must be met. Further, facility records and essential updates (those household details that are tied to payments) must be correctly recorded. This is to ensure that the households will be appropriately monitored in the next CV monitoring cycle;
- e. Regional Directors approve the retroactive transaction files via the Manual Retroactive Payment Module;
- f. Submit “RD-Approved” retro transactions to GRD NPMO for NAPA generation and payroll processing;

- g. Below is the treatment of retroactive payment relative to the client status of a beneficiary:

HH Status during the Retroable Months/Periods	HH Status as of RPMO Approval of Retroactive Payment	Treatment
Any Client Status	a. Client Status 1-Active b. Client Status 3 – Exited with improved Level of Well-Being c. Client Status 14 – No Eligible (0-18 Y/O) for CVS Monitoring (Certified by RPMO) d. Client Status 15-No Eligible Member of HH for CVS Monitoring e. Client Status 30 – L3 Non-Poor Households f. Client Status 31 – Validated Non-Poor Households g. Other client status provided the retroactive payment requests are coming from previously-delisted households reactivated due to erroneous tagging made by staff.	Retroactive payroll shall be processed and released
Any Client Status	Other Client Status not mentioned above	Not retroable/ no payment of grants

2. Program Implementation Driven

- a. Retroactive payment for cash grants due to the beneficiary from previous months or years that were not paid because of compliance disputes or errors in the systems shall be processed within the prescribed timeline.
- b. The conditions and processes stipulated in number 1 shall be followed.
- c. All concerned divisions may process retroactive payments through special payroll under the Retro System Module.

XV. CONDITIONS FOR COMPUTATION OF CASH GRANTS OF HOUSEHOLDS WITH OVERPAYMENT FOR RECOVERY AND FOR PAYROLL ADJUSTMENT

1. The RPMO through the City/Municipal Links shall inform the households about the adjustment in their grants through a “Paunawa sa Pagbabawas ng Grants”, and shall secure their conformity to recovery, at least 15 days before the next payout. Said notice shall be signed by the Regional Director.

2. The list of households with overpayment shall be submitted to the NPMO using the prescribed template, certified by the Regional Program Coordinator (RPC),

approved by the RD, and forwarded to the NPMO within seven (7) days from approval.

3. Payroll adjustment shall be effected on Type 1 - CVS Regular Payrolls of Active households immediately on the succeeding Pay Period following the approval of the request.

4. Fifty percent (50%) of the computed cash grants based on the NAPA during the monitoring period shall be deducted. If 50% of the computed cash grants based on NAPA is greater than the overpayment, the deduction is up to the amount of overpayment only.

5. Should there be a balance in the overpayment after adjustment, the same rule shall apply in the succeeding monitoring period until 50% of the total computed grants are greater than the remaining overpayment.

6. Deduction of the amount of overpayment shall be applied to the education and health grants first and last to the rice subsidy.

7. Transactions shall be processed in accordance with the government accounting and auditing rules and regulations.

8. Payroll files based on the adjustment shall then be generated and sent to the Land Bank of the Philippines and the Field Offices for payout.

9. For transparency and auditing purposes, the adjustment made in every pay period shall be reflected in each of the affected households' CVS and Payroll History in the PPIS.

10. Adjustments made due to recovery of overpayments shall not be subject to Retro payment.

11. For cases where the households have been inactive or delisted from the Program and received a previous overpayment, the recovery must be fully deducted from any future grants the household may receive due to delayed grants and/or unpaid grants as a result of a budget deficit, as specified in provision 11 of this enhanced guidelines.

XVI. INSTITUTIONAL ARRANGEMENTS

A. 4Ps National Program Management Office (NPMO)

1. Beneficiary Data Management Division (BDMD)

- a. Forwards the list of households tagged as Client Status 21 with findings to the FOs for validation, based on the quality checking conducted by the RMQAD.
- b. Endorses the list of verified eligible households approved for registration to the FMS for non-compliance-based initial payment.

2. Compliance Verification Division (CVD)

- a. Shall monitor the implementation of these guidelines and provide technical assistance to the Regional Program Management Office (RPMO).
- b. Shall enhance the Compliance Verification System (CVS) of the PPIS in accordance with these guidelines.
- c. The CVD processes compliance data, which is used as the basis for cash grant payment.

3. Grievance Redress Division (GRD)

GRD ensures improved beneficiary experience and satisfaction with the Program through grievance resolution and policy development. Specifically, it shall:

- a. Record grievances from diverse channels of reporting;
- b. Establish a set of standard, streamlined, and end-to-end procedures with corresponding timelines in resolving grievances;
- c. Engage grievance actors to resolve grievances within the established time protocol and provide appropriate technical assistance and capacity-building activities in areas where necessary;
- d. Set up monitoring and evaluation tools and systems to support timely and accurate reporting, and;
- e. Process grievances to generate data on the Program vulnerabilities with the end view of generating policies to minimize the incidence of grievances and improve program implementation.

4. Risk Management and Quality Assurance Division (RMQAD)

- a. Forwards the list of households with findings to the FOs or concerned offices for further validation, based on the result of QA;
- b. Review the completeness of supporting documents based on the prescribed template for recovery of overpayment;
- c. Provides the summary of the households who submitted and signed the "Paunawa sa Pagbabawas ng Grants" to the FMS at least five (5) days prior to the scheduled payment adjustments as indicated in the approved 4Ps timeline;
- d. Monitors the list of households with the recovery of overpayment and provides feedback to the NPMO periodically.

5. Social Services Delivery and Management Division (SSDMD)

The Social Services Management and Delivery Division (SSDMD) manages and monitors social services delivery and implementation among household beneficiaries. SSDMD uses case management approaches and tools that help households improve their well-being and eventually graduate from the Program.

B. Regional Program Management Office (RPMO)

Implement the conditional cash transfer (CCT) Program and ensure that all Program implementers will be properly guided on the basis of computation and the allowable amount of cash grants in accordance with the 4Ps Law.

C. DSWD OBSUs

1. Financial Management System - Special Projects (FMS - SP)

The FMS facilitates the financial requirements of the Program. This includes the subsequent utilization and disbursement of funds allocated at the national and regional levels including fund liquidation and reporting. The FMSSP ensures that there is an adequate financial management system in place for the Program by adopting and implementing sound accounting policies and procedures, adequate accounting records, and appropriate internal control systems to safeguard the use of Project funds.

The DSWD Undersecretary for General Administration Support Service (GASSG) assisted by the Assistant Secretary for GASSG Finance Group oversees the overall implementation of the 4Ps financial management system. The overall Financial Management Organization involves the officials and staff of the 4Ps National Program Management Office (NPMO) as well. Hence, the FMSSP works closely with the NPMO. The FMSSP performs the following tasks to ensure and sustain a sound financial management system for the 4Ps:

- a. **Internal Controls:** formulate and implement policies and guidelines to ensure that the financial resources of the 4Ps are effectively, economically, and efficiently managed; implement the internal control systems established to secure and safeguard program resources; ensure the legality, validity, propriety, and accuracy of all financial transactions prior to payment.
- b. **Availability of Program Funds:** Establish the cost parameters for the 4Ps in accordance with the cost parameters and ceilings being implemented by the DSWD for its other programs and activities; Review the 4Ps Budget Proposal prepared by the 4Ps NPMO whether the activities indicated are in accordance with the program performance indicators, outputs and deliverable; Review the Annual Work and Financial Plan following the approved activities and established cost parameters; Ensure the payments for all project related expenditures are made in a timely manner; Prepare the Statement of Expenditure for Loan Proceeds upon the request of the Department of Finance (DOF), for reimbursement by the funding institutions.

- c. Financial Recording and Reporting: Process all claims for payment e.g. Obligation Requests, Disbursement Vouchers, and disbursement of funds; maintain basic and subsidiary accounting records and books of accounts for the 4Ps; prepare and submit financial monitoring reports; prepare and submit mandatory government financial reports for submission to the different oversight agencies.
- d. Audits: Ensure compliance with the provisions stipulated in the loan agreement and the Project documents related to financial management; ensure the timely preparation of unaudited 4Ps Financial Statements (FS) for submission to the Resident Commission on Audit (COA); coordinate and monitor the timely submission of Audited Project FS and other covenanted financial monitoring reports to the funding institutions; ensure compliance with the Financial Management Action Plan and report on the progress during review missions; and perform other relevant tasks as may be assigned by the FMS Director from time to time.

2. Information and Communications Technology Management Service (ICTMS)

Performs the following tasks: conduct business process and requirement analysis; conduct system analysis and develop system design; design write, test debug, troubleshoot, and maintain the source code of the information system; provide technical assistance in the preparation of system maintenance, monitoring, change management, and sustainability plans. Prepare and submit the documentation of tasks performed and services rendered, and prepare ICT service management reports and recommendations. Maintains the Pantawid Pamilya Information System (PPIS) database.

Note: The other OBSUs of the Department, together with the FO counterparts, shall extend the necessary support to give effect to the provisions and objectives of this Circular. Also, Advisory Councils shall be created at the regional and national levels to be headed by the DSWD. The Advisory Councils shall perform functions stipulated in the **"Section 15. Advisory Council"** of the 4Ps law.

XVII. REPEALING CLAUSE

The 2016 approved Guidelines on the Computation of Grants in the Pantawid Pamilyang Pilipino Program is hereby repealed, modified, or amended accordingly.


XVIII. EFFECTIVITY CLAUSE

This Circular shall take effect within fifteen (15) days after publication in the official Gazette or in a newspaper of general circulation.

Issued in Quezon City this 13th day November, 2023.


REX GATCHALIAN
 Secretary

Certified True Copy


MYRNA H. REYES
 Administrative Officer V
 Records and Archives Mgt. Division
 14 NOV 2023