

GOOD PRACTICE DOCUMENTATION

Building a Stronger Network of 4Ps Parent Leaders in Catarman, Northern Samar

Creation of municipal-wide federation and incentivization among Parent Leaders

Prepared by:

JONNA MARIE M. RANES
Information Officer II
Pantawid Pamilyang Pilipino Program

I. CONTEXT

In the Pantawid Program implementation, Parent Leaders play a vital role considering that the Parent leaders' program's co-implementers. They also serve as the agency's link to the program beneficiaries and other partner stakeholders in the municipality. Also, parent leaders are partners of the agency in monitoring the compliance of other beneficiaries at the barangay level. They contribute a big part to the attainment of the program's thrusts.

Some of the assistance Parent leaders give include monitoring monthly development sessions, updating beneficiaries' profiles, presiding meetings, helping in information dissemination, status, and updates, and doing voluntary acts for the benefit of the community and others.

During the height of the pandemic, resources became scarce. It was then observed that Parent Leaders in Catarman, Northern Samar struggled to be mobilized during activities, aside from the fear of contact COVID-19 disease, the parent leaders were also faced with financial constraints such as but not limited to transportation fare. There had been many parent leaders who verbalized that they wanted to be replaced for the position. Before the pandemic, there were around 427 parent leaders in the municipality, and it was lowered to 300 in 2020. All these challenges slowed down the mobilization of parent leaders towards various activities in the program implementation and in the municipality.

Considering these challenges, the Municipal Action Team (MAT) of Catarman in Northern Samar thought of a way to address these challenges—a push for incentivization or monetary compensation among Parent Leaders was conceptualized. With this incentivization, the parent leaders are expected to receive a monthly compensatory honorarium in cash or in kind.

Moreover, it is also seen that as leaders, PLs should be provided with capability-building activities (on top of the Family Development Sessions) to deepen their understanding of their roles. Thus, the 4Ps MAT of Catarman initiated to propose the conduct of a municipal convention of Parent Leaders.

To complement the initiatives of incentivization and convention of parent leaders, the Municipal Action Team also proposed to organize a parent leaders' association.

All these initiatives are expected to ensure maximum participation and build a stronger network and increase the mobilization of the Parent Leaders in the municipality. More so, it aims to foster faster transactions of compliance of beneficiaries towards the program conditionalities and intensify the support of the beneficiaries in any development activities in the locality.

II. IMPLEMENTATION

In the year 2020, it was just an idea of the 4Ps Municipal Action Team (MAT) Leader Cris Sioson to conduct the initiatives. He eventually shared the plan with his team and did a series of brainstorming and planning afterward. Fortuitously, Mayor Francisco Aurelio Rosales, III committed to supporting the initiatives. Cris Sioson initiated the craft of a project proposal on this initiative [please see annexes] and lead the realization of the annual convention [please see annexes].

On the Annual Convention of the Parent Leaders and creation of a federation

There have been a series of consultations and collaboration planning, meetings, and preparations with the local government units and other partner stakeholders regarding the initiative.

Around November to December 2021, the team drafted Training Needs Assessment (TNA) questionnaire so that the training provided to the Parent's leaders are suited to their needs and to determine the type of training they will provide to the participants in order to improve their skills and knowledge. Below is the actual TNA the MOO Catarman administered to the intended parent leaders as the basis for aligning topics or discussions during the clustered training.



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TRAINING NEEDS ASSESSMENT

How well do you know the concepts, policies, and tools listed below? Please check the circle that corresponds to your answer. 1 – No Idea; 2 – Know Little About It; 3 – Familiar With It; 4 – Confident to Talk About It	1	2	3	4
1. Republic Act 11310	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Grievance Redress Systems and Complaint Desk.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Family / Youth Development Session.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Household Intervention and Case Management.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Iba't ibang uri ng Beneficiary Updating System.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Iba't ibang uri ng Compliance Verification Forms.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Mga Social Services nga pwede matagamtaman / makarawat san 4Ps members.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Eksakto nga amounts san 4Ps cash grants. Pera an grant kada bulan kada bata, para san: FDS/Health: _____ Elementary Education: _____ High School Education: _____ Senior High School Education: _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How do you feel about the following statements listed below? Please check the circle that corresponds to your answer. 1 – Agree; 2 – Disagree; 3 – Neither Agree or Disagree; 4 – Rather Not Comment	1	2	3	4
1. Pag prenda, baligya, o pag-collateral an 4Ps ATM Cash Card	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Pag paalayan san pag kobra san 4Ps ATM Cash grants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Pag bulig san mga buruhaton sa Barangay, LGU, Probinsya	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Naaaroon ako bulig san akon members parte san ira problema san ira: <ul style="list-style-type: none"> • Cash Card ATM ngan Cash Grants • Beneficiary Updating • Compliance to the Program • Module / FDS / YDS Schedule • Household Problems • Iba pa nga problema bahin san 4Ps 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Maghatag sin opinyon para san mga masunod:

1. Nano an premira nga burohaton san Parent Leader?

2. Nano an pwede pa nga buruhaton para san kaupayan san pag implementar san programa?

Maraming salamat po sa pag sagot.. 😊

The TNA questionnaire used for basis of aligning topics or discussions during the clustered trainings.

As soon as the team consolidated the results of TNA, series of coordination and communication have been conducted as preparations for the clustered training. At the clustered trainings, the topics include pre- assessment of the TNA; lectures on the basic and concurrent implementation of the program which will serve as their refresher course in the forms of workshops and simulations; and things the Parent Leaders will prepare during the municipal-wide general convention.

A client satisfaction survey was also administered after the each clustered meetings. An evaluation form was also facilitated to improve or enhance the way of doing things in this initiative.

On February 24, 2022, they successfully held the First Parent Leaders' Convention held last February 24, 2022, at the Municipal Covered Court, Catarman, Northern Samar. The highlight of the activity is the Election of Officers for the federation.

Here is the program flow during the convention.

AGENDA ITEMS	DISCUSSANT	TIME	DURATION
I. Registration of Participants	LGU Links	8:00-8:30 AM	30 mins
II. Preliminaries i. Prayer ii. Philippine National Anthem iii. Opening Remarks / Goal Setting	Audio Visual Cris E. Sioson	8:30-8:40 AM	10 mins
III. Workshop Simulation on BDMD Updating Process i. Critiquing / Inputting	Grace E. Manuel Ruth N. Novio Charin E. Depiña Daisy A. Ariaso	8:40-9:00 AM	20 mins
IV. Group Presentation	Parent Leaders	9:00-9:15 AM	15 mins
V. Workshop Simulation on Finance Process i. Critiquing / Inputting	Mary Jane M. Guadalquiver	9:15-9:35 AM	20 mins
VI. Group Presentation	Parent Leaders	9:35-9:45 AM	15 mins
VII. Workshop Simulation on the Conduct of FDS/YDS i. Critiquing / Inputting	Leonora V. Macabare Edna E. Fainsan	9:45-10:05 AM	20 mins

VIII. Group Presentation	Parent Leaders	10:05-10:15 AM	15 mins
IX. Workshop Simulation on Handling Pantawid Case Situations i. Critiquing / Inputting	Elena S. Diaz Yvette M. Bulac	10:15-10:35 AM	20 mins
X. Group Presentation	Parent Leaders	10:35-10:45 AM	15 mins
XI. Synthesis of the Workshop	Rolando A. Sarzata	10:45-10:55 AM	10 mins
XII. Election of Officers	Rolando A. Sarzata	10:55-11:05 AM	10 mins
XIII. Child Protection Orientation	Sarah Cardenas, RSW	11:05-11:45 AM	40 mins
XIV. Breaktime			

Figure A1.2
Program flow of convention

This year, on March 9, 2023, they have recently conducted their second annual convention wherein the discussions entail agreements on how regular they would conduct their convention. They also tackled their ways forward such as the following:

- Conduct of “Tabo” during women’s month celebration to raise fund of the federation;
- Implement a project **“One barangay, one delicacy ng sarap program”** wherein 4Ps members will be encouraged to join as production force and the monitoring will be supported by the BLGUs

Currently, most of the activities of the federation include support to the LGU activities.

On the incentivization: Monthly compensation for the Parent Leaders

Here is the total cost of One Hundred and Fifty Thousand Pesos (Php 150,000.00) for the proposed incentives of parent leaders for one year. The budget will be taken from AIP-SPA 2023.

The breakdown of expenses is as follows:

Specifics	Amount Allocation	Total
300 Parent Leaders	Php 500.00 each	Php 150,000.00

Though there have been a lot of beneficiaries who expressed their intention to be parent leaders. MAT Cris Sioson decided to put in the budget allocation for incentivization is for 300 parent leaders only for now. Through the official formation of the association, each of the parent leaders handles 30-35 households for easier data gathering during validation.

Moreover, regarding the status of the federation, its registration with the Security and Exchange Commission (SEC) is still ongoing as of this writing.

At present, the budgetary support from the Local Government Unit for the disbursement of the monthly compensatory honorarium in cash or kind through the MSWDO of LGU Catarman is now an ongoing Municipal Resolution waiting for approval and signing of the incoming municipal mayor.

Included also in the AIP is the fund for the conduct of their regular convention and other needs such as food.



Conduct of the first annual municipal-wide convention of Parent Leaders on February 24, 2022 at the Municipal Covered Court, Catarman, Northern Samar.



Conduct of the 2nd municipal-wide convention of Parent Leaders on March 9, 2023 at the Municipal Covered Court, Catarman, Northern Samar.

This Incentivization mechanism is different from other DSWD's incentivized versions (which include monetary incentives) like "Performance-Based Bonus (PBB) and PRAISE awards because the former's incentive is given every month and is allocated through the local government unit, whereas the latter incentivization schemes are provided in a specific period of time in a year.

Furthermore, the eligibility requirements for this initiative only limit to Parent Leaders being part of the association. Meanwhile, the PBB and PRAISE have a list of respective eligibility requirements.

Moreover, it was noted that other municipalities in other regions have this kind of incentivization but this initiative in the municipality of Catarman is coupled with capability building activities and a fundraising scheme. As stated in the Constitution and By-laws of the association it does not just stop from providing monetary compensation to the parent leaders, there would be fundraising activities for Emergency Assistance in Crisis Situations (E-AICS). This E-AICS fund is intended to assist members who are in need of immediate intervention, such as but not limited to immediate relief goods during calamities and accidents.

On the other hand, to make the easier flow of communication among these organized parent leaders, they suggested and made a group chat.

Also, some of the parent leaders are elected as parent officers whose function is to act as counseling advisers during case management conferences relating to family problems. During the conference, the parent officers together with the city/municipal links take part in solving family problems.

III. CHALLENGES

Since its conceptualization in 2020, the 4Ps MOO planned of conducting the activity sooner within the year or in 2021. But there were still constraints on mobility due to the COVID-19 pandemic. To ensure the safety of the participants, it was rescheduled to a later time in 2022.

INTERNAL CHALLENGES

There were negativities among the Municipal Operations Office as to the success rate of this initiative, and it is only extra work outside the KRA for the staff. Also, numerous challenges as to coordination and logistics were met by the team.

IV. LESSONS LEARNED

With the challenge due to the COVID-19 pandemic, the convention activities were postponed to conduct later in 2022. Presently, the convention was followed through. In fact, a convention happened in March this year.

MAT leader Cris Sioson continued to motivate other staff on the possible result of the initiative that will enable to cultivate of maximum participation of parent leaders in the delivery of expected tasks from them.

The initiatives in creating the municipal-wide federation among parent leaders with the conduct of convention and push for monthly compensation cannot be attained without the support of the local government unit.

V. RESULTS/IMPACTS

The behavioral impacts on the parent leaders are noticeable after the conduct of the convention and the plan for incentivization or proposal for monthly compensation.

There has been an increase in compliance of gardening in 2023 from 2020 which can be attributed to the initiative.

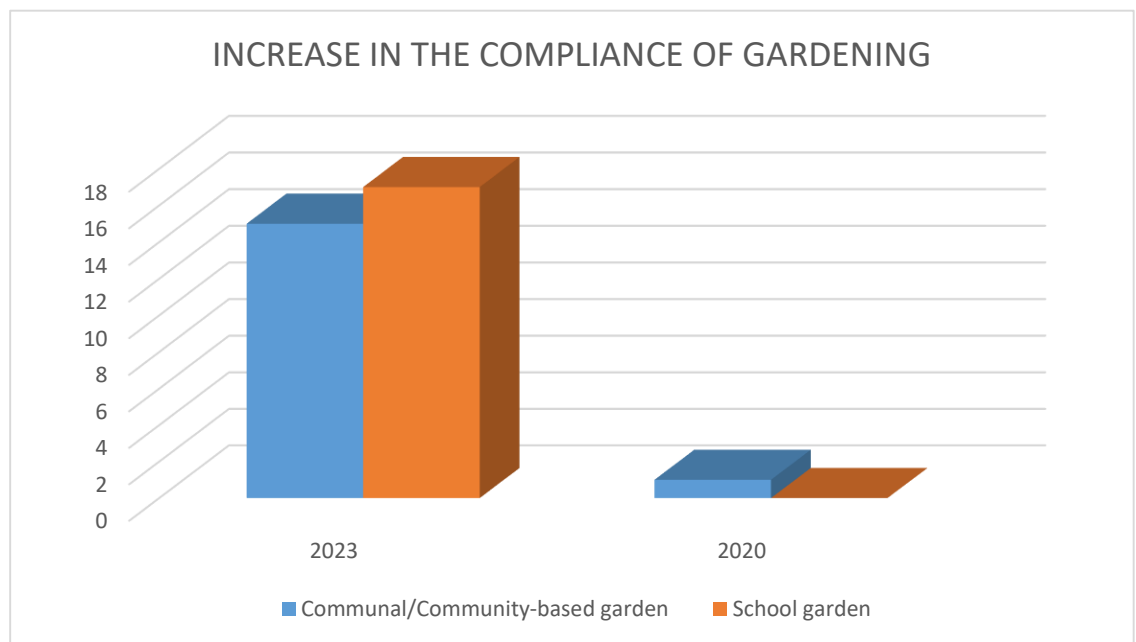


Figure A1.3
Comparative data on the compliance of gardening from 2020 versus 2023.

Because other barangays are seen rekindling their gardens, more barangays are requesting to help them rebuild theirs, through the association of parent leaders.

With the initiative of parent leaders handling 30-35 households, the number of days of data gathering such as validation of the reported details in the SWDI became shorter. In 2020-2022, it took 3-5 days for the data gathering. Now, it only takes less than a day.

The indirect result of the initiative came in the form of more voluntary clean-up activities conducted not only in the barangay but at schools as well. Furthermore, as MAT leader Cris Sison said, “There has been an increase to conduct of voluntary activities like coastal Clean-ups, earth day volunteers, women's day celebration participation and parent leaders created a core group for counseling to help non-compliant Pantawid households.”

VI. IMPLICATIONS FOR REPLICATION

With the success of the Parent Leaders' Association or Federation, along with all other prior preparations, commitments, and dedication, the activity is no longer exclusive to the Pantawid Municipal Operation. It has become a welcoming success and is now an established collaborative activity between the Pantawid Municipal Operation Office and the Local Government Unit.

For the legality and formality of the federation, there has been drafting of the Parent Leaders' Federation's first copy of its Constitutions and By-laws.

These Constitutions and By-Laws are already deliberated upon, signed, and adopted by all the duly elected officers of the organization, and now serve as the guiding principles of the federation. Their organization is likewise in the process of being registered with the Security and Exchange Commission (SEC).

Other municipalities in the region can replicate the initiative; they shall begin with preliminary meetings to discuss plans among the municipal or city operations offices (M/COOs) and endorse them to the local government unit for budget allocation of incentives and funds for activities.

TESTIMONIES

MSWDO Irmina O. Delorino stated that *“Organizing the Parent Leaders Association in Catarman is an approach to recognize and strengthen them as one of those who have significant roles in barangay development. I believe they deserve attention from the government and be provided with benefits that may help them in their daily survival. With the hardworking 4Ps personnel of Catarman, all that we pray and wish for our parent leaders to be granted in the future with the support of everyone from the 4Ps beneficiaries to barangay and to the local level. Everything will be in place as we continue to work realize the plans.*

Prepared by:

JONNA MARIE MARQUEZ-RANES

Information Officer II

Reviewed and noted by:

PAULA B. UNAY
PDO V/DC-PPMD

ANNEXES

Figure A2

Minutes of the meeting Municipal Inter-Agency Advisory Committee Meeting which includes matters on the Parent Leaders' Association or Federation.



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
DSWD-GF-005 | REV 01 / 12 OCT 2021

DRN: _____

MINUTES OF MEETING

MUNICIPAL INTER-AGENCY ADVISORY COMMITTEE MEETING
FEBRUARY 23, 2022 | 1-4:00PM
Office of the Mayor Conference Room, LGU Catarman

I. Attendance

- 1 LCE/MAYOR
- 1 MUNICIPAL ADMINISTRATOR
- 1 MLGOO/REPRESENTATIVE
- 1 BUDGET OFFICER
- 1 PESO/DOLE REPRESENTATIVE
- 1 MDRRMC OFFICER/REPRESENTATIVE
- 1 PNP COMMUNITY AFFAIRS AND DEVELOPMENT SECTION
- 1 RHU/MNAO/GAD OFFICER
- 1 MIATF INSPECTION OFFICER/REPRESENTATIVE
- 1 DEPED REPRESENTATIVE
- 1 CEBUANA LLHUILIER REPRESENTATIVE
- 4 PANTAWID PAMILYA MUNICIPAL STAFFS
- 3 PANTAWID PAMILYA PROVINCIAL STAFFS

II. Call to Order

MAYOR ROSALES called to order the meeting at **1:30PM**.

III. Highlights of Discussion

1. Preliminaries
2. Welcome Message of Mayor Rosales
3. Acknowledgement and rollcall of Participants by Mayor Rosales
4. Presentation of Agenda of the Meeting by 4Ps Municipal Action Team Leader
5. Presentation of the Pantawid Implementation Status based on the following:
 - a. Presentation of Pantawid Program Year-Round Implementation
 - b. Presentation/Ratification of EOs Relative to Pantawid Implementation
 - i. Anti-Pawning of Pantawid ATM Card
 - ii. Prioritization of Pantawid Pamilya Households Tagged as Code 26 and Exiting Households
 - iii. Ratification of FDS Team Composition
 - c. Nomination of Pantawid Program (4Ps) Coordinators
 - i. Contracts signed by CSOs
 - ii. FDS Resource Persons
 - d. Presentation of Municipal Action Plan
 - i. Kilos-Unlad Pugay Tagumpay Status of Graduates
 - ii. Services Provided by Partner Stakeholders
 - iii. Aftercare Services

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CATARMAN MIAC MEETING

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- e. Pantawid Upcoming Activities
 - i. Parent Leaders Convention
 - ii. Face to Face Family Development Sessions
 - iii. Partner's Activities Relative to Pantawid
 - iv. Kilos-Unlad Pugay Tagumpay Next Semestral Graduation
 - f. GAPS and Needs
 - i. Education – Supervised Neighborhood Play Facilities
 - ii. Health – Barangay Health Centers and Assigned Health Workers
 - iii. PPMP – Office Supplies and Furnitures
 - g. Partner Stakeholders' Other Concerns
6. Discussions and open forum on the agenda of the meeting
 7. Open concerns raised from the members of the committee
 8. Agreements and solutions provided by the LCE and the members of the committee to perceived gaps.

Issues/Concerns/Solutions:

1. For the past two years, formal meeting such as this which focused mainly on the Pantawid concerns were put on less time and priority mainly because of more pressing concerns on the issues of pandemic.
2. There are still Pantawid potential beneficiaries who remain not-updated and others who cannot be registered due to lacking of requirements, primarily the livebirths, despite the all-out support and effort of the LGU through the LCR on live-birth registration and mobile registration campaigns. The beneficiaries themselves are at fault and negligent, hence needs values formation.
3. There are also Pantawid potential beneficiary couples who yet remained as common-law couples or without marriage ceremony.
4. Proposed resolution on the Anti-Pawing of Pantawid Cash Cards needs further deliberation to highlight the purpose as well as the support for the implementation of sanctions from the existing memorandums circular of the DSWD.
5. The 4Ps beneficiaries are welcome to open or continue their savings account at the Cebuana Lhuillier, but not allowed to pawned their Cash Cards. The company on the other hand accepts collaterals such as jewelries but not 4Ps Cash Cards.
6. The Kilos-Unlad Pugay Tagumpay Graduation Ceremony per information from the 4Ps Provincial M&E has a target of about 1.5% of the total 4Ps beneficiaries per year for the whole Northern Samar, and Catarman has a fair share on these number of households as target for graduation to be given with priority intervention from all partner stakeholders and agencies.

IV. Action Points and Deliverables

1. Mayor ask to present a list of 4Ps beneficiary members who are not registered at LCR, and hence are still in need birth certificates to be endorsed to LCR for free registration.
2. Mayor also proposed to gather a list of unwedded 4Ps couples to be submitted for a proposed Mass Wedding.
3. Municipal Administrator also proposed to invite and create a MOA with the parish pastoral representative of the Diocese of Catarman to attend the MIAC Meeting and serve as a member of the FDS Resource Persons to deliver lectures/seminars to address the concern on values formation of the Pantawid beneficiaries.
4. Municipal Administrator proposed to schedule the MIAC meeting on a monthly basis. It was agreed to be conducted every first Tuesday of the month, subject to availability of the members.

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CATARMAN MIAC MEETING

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5. The first Parent Leaders Convention proposed by MAT Leader Cris E. Sioson and agreed through concession with the MOO Team during their previous MAT Meeting with the preliminary cluster sessions already successfully held as agreed and scheduled will have its culmination on Feb 24 or 25 to be attended by all the Parent Leaders of Catarman. The MAT Leader will spearhead the said activity and must be participated by the MSWDO, the 4Ps staff, and the invited guests. Budgetary allocation for the said activity must be forwarded for prioritization to the Budget Office through the MSWDO.
6. Next proposed MIAC meeting is on March 8, 2022.

V. Adjournment

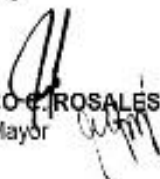
Having no other matters for discussion, the meeting was adjourned by Municipal Administrator at **4:00PM**

Prepared by:


CRIS E. SIOSON
 4Ps MAT Leader

Concurred by: ALL MEMBERS

Approved by:


FRANCISCO C. ROSALES, JR.
 Municipal Mayor

POST MEETING NOTES:

Pursuant to the Executive Order No. 1 Series of 2017, Creating the Municipal Inter-Agency Committee and Municipal Grievance Committee for the Pantawid Familyang Filipino Program (4Ps) and Other Programs of the Department of Social Welfare and Development (DSWD) for the Municipality of Catarman, Province of Northern Samar, under Section 2 Regular Meeting, "The Municipal Inter-Agency Advisory Committee shall conduct a regular meeting which shall be scheduled every first Monday of the month, once every quarter."



**PANTAWID PAMILYANG
PILIPINO PROGRAM
MOO CATARMAN**
DSWD-GF-005 | REV 02 | 17 AUG 2022

DRN: _____

MINUTES OF MEETING

MUNICIPAL INTER-AGENCY COMMITTEE MEETING
JANUARY 27, 2023 | 10:00AM – 12:00PM
Office of the Mayor Conference Room, LGU Catarman

I. Attendance

NAME	POSITION	OFFICE
Francisco Aurelio E. Rosales III	Local Chief Executive	LGU-Catarman
Jennalyn G. Omanito	Municipal Link	MOO Catarman
Rolando A. Sarzata	Municipal Link	MOO Catarman
Yvette M. Bulac	Municipal Link	MOO Catarman
Leonora V. Macabare	Municipal Link	MOO Catarman
Edna E. Fainsan	Municipal Link	MOO Catarman
Elena S. Diaz	Municipal Link	MOO Catarman
Cris E. Sioson	Municipal Link / MAT Leader	MOO Catarman
Julie Ann M. Mijares	Municipal Link	MOO Catarman
Darwin B. Beros	Municipal Local Registrar	Local Civil Registrar Office-Catarman
Emerald E. Guevara	Local Disaster Risk Reduction Management Officer	Municipal Disaster Risk Reduction Management Office
Ronalyn R. Banado	Staff	Mayor's Office-LGU Catarman
Rachel V. Arnaiz	Information Officer	Mayor's Office-LGU Catarman

II. Call to Order

Hon. Francisco Aurelio E. Rosales III, Local Chief Executive, LGU-Catarman, Northern Samar called to order the meeting at exactly 9:00 am.

III. Highlights of Discussion

1. Set 12 Registration:
 - 1.1 List of Potential Households
 - 1.2 Requirements
 - 1.3 Coordination Meetings
 - 1.4 Schedule and Planning of Activities

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2. Follow up on the Executive Orders and Proposals
 - 2.1 Executive Order on Cash Card Pawning
 - 2.2 Budgetary Proposal on Parent Leaders Federation
 - 2.3 Budgetary Proposal on Semestral Kilos-Unlad Pugay Tagumpay Graduation
3. Other Matters
 - 3.1 On-Demand Application
 - 3.2 DSWD 72nd Anniversary
 - 3.3 Office Repair
 - 3.4 Registration of Set 12 potential household beneficiaries to Local Civil Registrar
 - 3.5 LGU Links Concerns

IV. Action Points and Deliverables

1. Set 12 Registration:

1.1 List of Potential Households

The List of 1,095 Set 12 Potential Households Beneficiaries for Registration was presented and given by Cris E. Sioson, Municipal Action Team Leader, to Hon. Francisco Aurelio E. Rosales III, Local Chief Executive of LGU Catarman, Northern Samar. Among 55 barangays in Catarman, Northern Samar, 48 barangays have identified Set 12 potential households for registration while 5 up-stream barangays and 2 barangays from Población have no identified Set 12 potential households for registration, namely: Brgy. Trangue, Brgy. Mabini, Brgy. San Julian, Brgy. Quezon, Brgy. Cabayhan, Brgy. Lapu-lapu and Brgy. Santol.

1.2 Requirements

The Checklist of Requirements for Set 12 Potential Households for Registration was presented and given by Cris E. Sioson, Municipal Action Team Leader, to Hon. Francisco Aurelio E. Rosales III, Local Chief Executive of LGU Catarman, Northern Samar. These requirements which have been presented and given were as follows:

- Marriage Certificate (kun kasal)
- Birth Certificate (tanang nga member)
 - alternate: Baptismal
- School Certificate (yaon LRN)
 - para san edad 3-18
- Health Certificate from RHU/BHS
 - para san may edad 0-5
 - para san buro
 - para san PWD (isurat an disability sa certificate)
- Sertipikasyon ng Pagpapatunay na hindi pa myembro ng 4Ps at MCCT
- Death Certificate
 - para san patay na nga myembro sulod-balay
 - alternate: Barangay Certificate
- Barangay Certificate of Residency
 - kun lumipat na residency an bug-os na pamilya
- Valid ID
- Waiver (para san diri na ig rerehistro)
- PhilSys ID (kun yaon)
- Solo Parent ID (para san Solo Parent)
- PWD ID (para san may kapansanan)
- IP/Tribal Certification (kun an pamilya IP member)

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Para san successful nga mairerehistro, ig-prepara an mga kadugangan nga requirements:

- pictures san balay (bug-os, gawas ngan sulod)
- family picture (tanang nga myembro)
- picture san source of income
- white folder long
- short nga kasuratan rason kay nano kaangayan mahiapi an imo pamilya san 4Ps

To help in the program vaccination drive, the potential registrants will also be asked about the number of their household members who have already received immunization. Successful registrants will be required later by the 4Ps staff to submit the list of their members who were vaccinated for the purpose of monitoring.

1.3 Coordination Meetings

The schedule of Coordination Meetings for set 12 Potential Household registration has been agreed upon and planned as follows: February 1, 2023 Meeting with Barangay Captains (LIGA MEETING) to be attended by the LCE, LCR Officer, MDRRMO, 4Ps, and other MIAC members; and, on February 2, 2023, for next MIAC Meeting to tackle whatever other gaps, issues, and concerns arising from previous meetings and were left unattended and unaddressed.

1.4 Schedule and Planning of Activities

The scheduled registration of Set 12 potential household beneficiaries was agreed upon and planned as shown in the table below. Catarman may conduct the pilot registration of Set 12 for this year, as such Mayor Rosales III agreed to grace the event with his presence and spearhead the registration on February 7 with the invitation of the Barangay Captains in preparation for the possible passage of the On-Demand Application in collaboration with the CBMS through MDRRM Officer Emerald E. Guevarra to accommodate the identified indigents who were not enumerated and included in the current list of the Set 12 potential household beneficiaries.

BARANGAY	TOTAL TARGET	TARGET DATE OF VALIDATION	VENUE
ACACIA (POB.)	1	February 7, 2023	Catarman Covered Court
BANGKEROHAN	30	February 7, 2023	Catarman Covered Court
BAYBAY	70	February 7, 2023	Catarman Covered Court
CAWAYAN	40	February 7, 2023	Catarman Covered Court
DOÑA PULQUERIA (HIMBANG)	30	February 7, 2023	Catarman Covered Court
GALUTAN	20	February 7, 2023	Catarman Covered Court
HINATAD	30	February 7, 2023	Catarman Covered Court
IMELDA (ELIMBO)	19	February 7, 2023	Catarman Covered Court
IPII-IPIL (POB.)	30	February 7, 2023	Catarman Covered Court
JOSE ABAD SANTOS (POB.)	30	February 7, 2023	Catarman Covered Court
JOSE P. RIZAL (POB.)	2	February 7, 2023	Catarman Covered Court
MABOLO (POB.)	6	February 7, 2023	Catarman Covered Court
MACAGTAS	50	February 7, 2023	Catarman Covered Court
MCKINLEY	50	February 7, 2023	Catarman Covered Court
MOLAVE (POB.)	20	February 7, 2023	Catarman Covered Court

PAGE 3 of 8
MOO CATARMAN MIAC MEETING

DSWD Field Office VIII, Magsaysay Boulevard, Brgy. 1 and 4 (Libertad), Tacloban City, Philippines 6500
Email: fo8@dswd.gov.ph website: <https://dswd.gov.ph> Telephone No. 560-2724



NARRA (POB.)	30	February 7, 2023	Catarman Covered Court
SAMPAGUITA (POB.)	6	February 7, 2023	Catarman Covered Court
TALISAY (POB.)	20	February 7, 2023	Catarman Covered Court
UEP I	18	February 7, 2023	Catarman Covered Court
UEP II	4	February 7, 2023	Catarman Covered Court
UEP III	20	February 7, 2023	Catarman Covered Court
YAKAL (POB.)	20	February 7, 2023	Catarman Covered Court
AGUINALDO	8	February 8, 2023	Polangi Covered Court
BOCSOL	5	February 8, 2023	Polangi Covered Court
CAG-ABACA	30	February 8, 2023	Polangi Covered Court
CAL-IGANG	20	February 8, 2023	Polangi Covered Court
CERVANTES	40	February 8, 2023	Polangi Covered Court
CULARIMA	4	February 8, 2023	Polangi Covered Court
GEBALAGNAN (HIBALAGNAN)	8	February 8, 2023	Polangi Covered Court
GEBULWANGAN	10	February 8, 2023	Polangi Covered Court
GENERAL MALVAR	19	February 8, 2023	Polangi Covered Court
GUBA	8	February 8, 2023	Polangi Covered Court
LIBERTY	10	February 8, 2023	Polangi Covered Court
NEW RIZAL	20	February 8, 2023	Polangi Covered Court
PATICUA	20	February 8, 2023	Polangi Covered Court
POLANGI	70	February 8, 2023	Polangi Covered Court
SALVACION	10	February 8, 2023	Polangi Covered Court
SAN PASCUAL	7	February 8, 2023	Polangi Covered Court
SOMOGUE	30	February 8, 2023	Polangi Covered Court
TINOWARAN	20	February 8, 2023	Polangi Covered Court
WASHINGTON	20	February 8, 2023	Polangi Covered Court
AIRPORT VILLAGE	10	February 9, 2023	Capitol Covered Court
CALACHUCHI (POB.)	10	February 9, 2023	Capitol Covered Court
DAGANAS	20	February 9, 2023	Capitol Covered Court
DALAKIT (POB.)	70	February 9, 2023	Capitol Covered Court
KASOY (POB.)	20	February 9, 2023	Capitol Covered Court
LIBJO (BINOG)	30	February 9, 2023	Capitol Covered Court
OLD RIZAL	30	February 9, 2023	Capitol Covered Court
TOTAL	1095		

2. Follow-up on the Executive Orders and Proposals:

2.1 Executive Order on Cash Card Pawning

The draft for the EO presented to the LIGA on Nov 11, 2021, MIAC/LIGA Meeting has not yet been signed but was in an ongoing discussion for the signing of the LCE.

2.1 Budgetary Proposal on Parent Leaders Federation

The LGU has allotted a budget for this year through the care of the office of the MSWDO with additional budgetary allocation coming from the BLGU as was



DSWD-GF-005| REV 02 | 17 AUG 2022

concurring by the body during the previous MIAC Meetings, and later discussed by the LCE and approved during the previous LIGA Meetings with the presence of the Barangay Captains. The EO awaits signing for approval.

2.2 Budgetary Proposal on Semestral Kilos-Unlad Pugay Tagumpay Graduation

The LGU has allotted a budget for this year under the Mayor's Office. The MSWDO previously requested the budget to be allocated on a yearly basis and she likewise presented the request during the Annual Investment Planning. The EO awaits signing for approval.

3. Other Matters

3.1 On-Demand Application

An On-Demand Application (ODA) for households not included in Set 12 potential registration will be endorsed by the Local Chief Executive directly to Regional Office in reference to the CBMS 2023 result. Mayor Rosales III instructed Emerald E. Guevarra, MDRRM Officer of Catarman, to cull the list of households enumerated in the CBMS who may have passed the corresponding HAF of the NHTS-PR survey of the DSWD so that these households can be included in the endorsement for the request of the ODA to the DSWD Regional and National Office, especially the indigent households of the 7 remaining barangays with no potential registrants. MDRRM Guevarra shared that the list of households in the CBMS is yet at the cloud server of the Philippine Statistics Agency (PSA) and may take 2 to 3 months to cull out the list of those who can be endorsed for registration to 4Ps along with the Set 12 households. Upon availability of the said list, the LGU of Catarman will set the passage of the ODA. This will be around March to April this year.

3.2 DSWD 72nd Anniversary

The solicitation letter was endorsed during the meeting in preparation for the upcoming activities. The budget will be provided later, while the detailed list of schedules of travels of the 4Ps Team was required for the exact provision of transportation with the AMOEC vehicles.

3.3 Office Repair

For follow-up. Feedback was provided to Mayor about the staff from the Engineering Office who has already visited the 4Ps office to assess the current situation for repairs and others. With the assessment, the schedule for repair was already set for the next quarter.

3.4 Registration of Set 12 potential household beneficiaries to Local Civil Registrar

The potential household beneficiaries who do not have legal documents yet like Birth Certificates, Death Certificates, and Marriage Contracts, will be endorsed simultaneously to the Local Civil Registrar (LCR) to comply with the requirements of the registration. Sir Darwin B. Beros of the Local Civil Registrar agreed to accommodate the processing of the documents of the prospected registrants and late registrants of potential 4Ps beneficiaries so that they will be able to comply with the requirements upon the availability of their documents. The LCR likewise offered to heighten their drives for live birth registrations with more than 1000 new late registrants last year and counting. The office will also hold and sponsor a Mass Wedding this February 2023 to accommodate couples of the potential 4Ps registrants who are yet unwedded. Likewise, a Certificate of Cohabitation can be issued to those who have been living together for more than 5 years already in lieu of the marriage contract.

PAGE 5 of 8

MOO CATARMAN MIAC MEETING

DSWD Field Office VIII, Magsaysay Boulevard, Brgy. 1 and 4 (Libertad), Tacloban City, Philippines 6500
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3.5 LGU Links Concerns

This concern was left to the discretion of the LCE on the status of the LGU Links' renewal of contracts as assigned in the Pantawid Office. The LGU Links will be fully mobilized to assist the 4Ps staff during the Set 12 registrations and in the completion of the documents on case folders and after-care services monitoring of those households who have already graduated from the program.

V. Adjournment

Having no other matters for discussion, the body unanimously approved to adjourn the meeting at **12:05 PM.**

Prepared by:

Elena S. Diaz
ELENA S. DIAZ
 Municipal Link

Reviewed and noted by:

Cris E. Sioson
CRIS E. SIOSON
 Municipal Action Team Leader

Concurred by: ALL MEMBERS

Approved by:

Francisco Aurelio E. Rosales, III
FRANCISCO AURELIO E. ROSALES, III
 Municipal Mayor

POST-MEETING NOTES:

Pursuant to Executive Order No. 1 Series of 2017, Creating the Municipal Inter-Agency Committee and Municipal Grievance Committee for the Pantawid Pamilyang Pilipino Program (4Ps) and Other Programs of the Department of Social Welfare and Development (DSWD) for the Municipality of Catarman, Province of Northern Samar, under Section 2 Regular Meeting, "The Municipal Inter-Agency Advisory Committee shall conduct a regular meeting which shall be scheduled every first Monday of the month, once every quarter."



Figure A2.2 Evaluation form after trainings

EVALUATION FORM

PARENT LEADERS TRAINING

Name of Parent Leader: JOESIE D. ESPANIO

Barangay: CA-LACUDAN

Mga dapat sagutan	Lubos na Nasayahan	Nasayahan	Maaaring Nasayahan o Hindi Nasayahan	Hindi Nasayahan	Lubos na Hindi Nasayahan	Hindi Angkop
	☺	☹	☺	☹	☹	☹
	5	4	3	2	1	-
1. Gaano kahusay naabot ang mga layunin ng aktibidad?	/					
2. Mga pagkakataong lumahok sa mga talakayan?	/					
3. Gaano ka nasayahan sa galing at husay ng Resource Speakers?	/					
4. Pangkalahatang evaluation rating ng gawaing ito.	/					
Ano ang natutuhan mo?	Marami akong natutuhan gaya ng mapapalad ang buhay, pag-impok, at kung paan magulang sa kapwa tao magulang ng pinindita, at magulang sa magulang at anak.					
Mungkahi upang mapabuti ang pagsasagawa ng susunod na pagtitipon?	Sana ang natutuhan ay ipagpatuloy pa.					

EVALUATION FORM

PARENT LEADERS TRAINING

Name of Parent Leader: JOESIE D. ESPANIO

Barangay: CA-LACUDAN

Mga dapat sagutan	Lubos na Nasayahan	Nasayahan	Maaaring Nasayahan o Hindi Nasayahan	Hindi Nasayahan	Lubos na Hindi Nasayahan	Hindi Angkop
	☺	☹	☺	☹	☹	☹
	5	4	3	2	1	-
1. Gaano kahusay naabot ang mga layunin ng aktibidad?	/					
2. Mga pagkakataong lumahok sa mga talakayan?	/					
3. Gaano ka nasayahan sa galing at husay ng Resource Speakers?	/					
4. Pangkalahatang evaluation rating ng gawaing ito.	/					
Ano ang natutuhan mo?	Marami akong natutuhan gaya ng mapapalad ang buhay, pag-impok, at kung paan magulang sa kapwa tao magulang ng pinindita, at magulang sa magulang at anak.					
Mungkahi upang mapabuti ang pagsasagawa ng susunod na pagtitipon?	Sana ang natutuhan ay ipagpatuloy pa.					

EVALUATION FORM
PARENT LEADERS TRAINING

Name of Parent Leader: *MAARISA B. FAORIAN*
Barangay: *CALAHUCHA CATAMAN N. SAMAN*

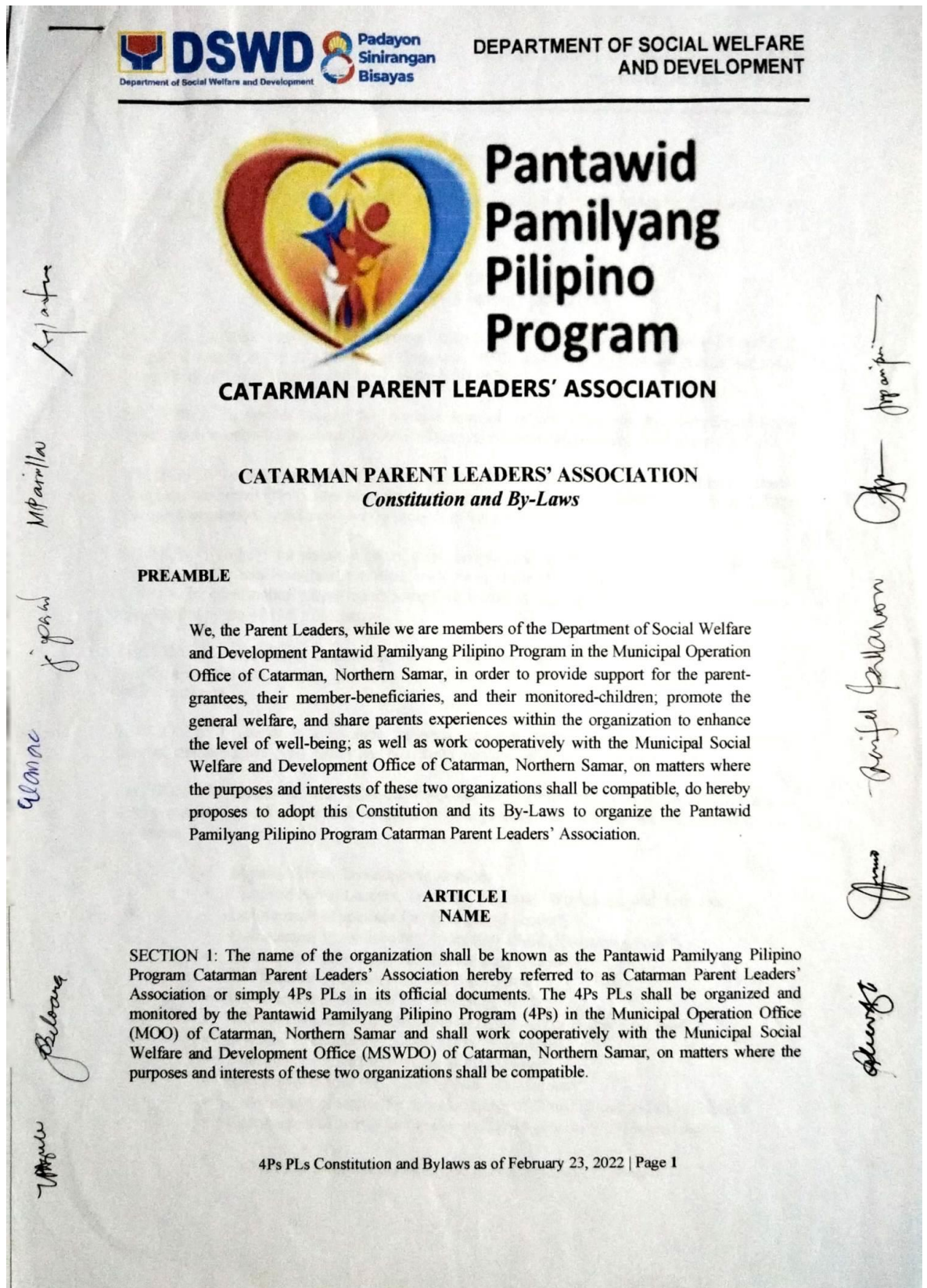
Mga dapat sagutan	Lubos na Nasayahan	Nasayahan	Maaring Nasayahan o Hindi Nasayahan	Hindi Nasayahan	Lubos na hindi Nasayahan	Hindi Angkop
	☺	☹	☺	☹	☹	☹
	5	4	3	2	1	-
1. Gaano kahusay naabot ang mga layunin ng aktibidad?	/					
2. Mga pagkakataong lumahok sa mga talakayan?	/					
3. Gaano ka nasayahan sa galing at husay ng Resource Speakers?		/				
4. Pangkalahatang evaluation rating ng gawaing ito.	/					
Ano ang natutuhan mo?	- Marumi tulad ng pagsasagawa ng FDC at paglarap sa mga benepisyo ng programa.					
Mungkahi upang mapabuti ang pagsasagawa ng susunod na pagtitipon?	- I-message sa group chat o di kaya pumapunta sa mga member para tumalak sa mga pagtitipon. Tulug-lala sa mga meeting sa FDC man o sa barangay.					

EVALUATION FORM
PARENT LEADERS TRAINING

Name of Parent Leader: *MAARISA B. FAORIAN*
Barangay: *CALAHUCHA CATAMAN N. SAMAN*

Mga dapat sagutan	Lubos na Nasayahan	Nasayahan	Maaring Nasayahan o Hindi Nasayahan	Hindi Nasayahan	Lubos na hindi Nasayahan	Hindi Angkop
	☺	☹	☺	☹	☹	☹
	5	4	3	2	1	-
1. Gaano kahusay naabot ang mga layunin ng aktibidad?	/					
2. Mga pagkakataong lumahok sa mga talakayan?	/					
3. Gaano ka nasayahan sa galing at husay ng Resource Speakers?		/				
4. Pangkalahatang evaluation rating ng gawaing ito.	/					
Ano ang natutuhan mo?	- Marumi tulad ng pagsasagawa ng FDC at paglarap sa benepisyo ng programa.					
Mungkahi upang mapabuti ang pagsasagawa ng susunod na pagtitipon?	- I-message sa group chat o di kaya pumapunta sa mga member para tumalak sa mga pagtitipon. Tulug-lala sa mga meeting sa FDC man o sa barangay. At para lang and ang masimulan ng programa ipapabalay.					

Figure A2. 3
Constitution and By-Laws of
Catarman Parent Leaders' Association





DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

ARTICLE II
PURPOSE

SECTION 1: The purposes of the 4Ps PLs shall be those stated in the Preamble for this Constitution and Bylaws.

ARTICLE III
PURPOSE OF THE ORGANIZATION

SECTION 1: To be organized as a registered parent leaders association of the Pantawid Pamilyang Pilipino Program in the 4Ps Municipal Operation Office of Catarman, Northern Samar under the Department of Social Welfare and Development (DSWD).

SECTION 2: To provide support for, promote general welfare, and share experiences within the organization to enhance the household level of well-being as members of the 4Ps under the DSWD.

SECTION 3: To help support the parent-grantees, their member-beneficiaries, children, parents, guardians, and other family and household members as they become part and member of the 4Ps through enumeration, validation, and registration to the program.

SECTION 4: To help the parent-grantees, their member-beneficiaries, children, parents, guardians, and other family and household members learn more about 4Ps and work cooperatively with the MSWDO by coordinating parent/family/household socials at Local Government Unit (LGU) events spearheaded by the 4Ps MOO Catarman.

SECTION 5: To facilitate communication between and among parent-grantees, their member-beneficiaries, children, parents, guardians, and other family and household members of 4Ps and 4Ps MOO Catarman.

SECTION 6: To serve as a resource for parent-grantees, their member-beneficiaries, children, parents, guardians, and other family and household members of 4Ps and 4Ps MOO Catarman.

SECTION 7: To support the 4Ps MOO Catarman and the MSWDO of LGU Catarman in parent and family support and communication programs. These programs include, but are not limited to, the following:

- Monthly Family Development Sessions
- Clustered Parent Leaders' Trainings, Seminars, Workshops, and Activities
- Endorsement of nominee for "Best Parent Leader"
- Endorsement of nominee for "Exemplary Child (Huwarang Anak)"
- Endorsement of nominee for "Huwarang Pamilya"
- Endorsement of nominee for "Modelong Ama"
- Endorsement of nominee for "Modelong Ina"
- Selection of entries for "Salaysay ng Buhay ng Pamilyang Pantawid"
- Selection of entries for "Katuwang ng Pamayanan"
- Selection of entries for "Kwento ng Pagbangon"
- Selection of entries for "Likha ng Bata Para sa Bata"
- Endorsement of entries for Success Stories of Exited Household-Beneficiaries
- Endorsement of entries for Gender and Development (GAD) related stories

M. P. ...
 Elana ...
 J. ...
 ...

...
 ...
 ...
 ...
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DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

- Endorsement of member-beneficiaries, families, or households who are in need of Emergency Assistance in Crisis Situations (E-AICS) for immediate intervention of 4Ps MOO Catarman and the MSWDO of LGU Catarman
- Participation in the Annual Women's Trade Fair
- Creation of the yearly parent leaders' association activities parent-grantees, their member-beneficiaries, children, parents, guardians, and other family and household members focused events.

SECTION 8: To assist in special events of the 4Ps MOO Catarman and MSWDO of LGU Catarman. These events include, but are not limited to, the following:

- Annual Parent Leaders' Convention
- LGU Women's Month Celebration
- LGU Children's Month Celebration
- LGU Senior Citizens' Month Celebration
- Other related activities where involvement of the organization is vital

ARTICLE IV MEMBERSHIP AND ELIGIBILITY

SECTION 1: Membership in 4Ps PLs is open to all parent-grantees who are active grantees and chosen as Parent Leaders in their respective parent groups at 4Ps MOO Catarman, Northern Samar.

SECTION 2: All Parent Leaders, by virtue of their active-membership in the 4Ps MOO Catarman, are eligible to be members of the General Assembly of the 4Ps PLs and shall be subject to this Constitution and its Bylaws.

SECTION 3: Membership, and thus voting powers and eligibility for Parent Leaders Officers' positions, shall be achieved by any and all interested Parent Leaders through contacting the 4Ps MOO Catarman and its MOO Staffs headed by its Municipal Action Team Leader (MAT Leader).

ARTICLE V ORGANIZATION

SECTION 1. STRUCTURE - The 4Ps PLs will consist of two branches, the General Assembly, and the Parent Leaders' Officers.

SECTION 1.01: GENERAL ASSEMBLY - The General Assembly consists of all members of the 4PS CPLA who are grouped into 8 clusters of barangays depending on proximity.

SECTION 1.02: PARENT LEADERS' OFFICERS - The Parent Leaders' Officers is the group of elected parent leaders with the responsibility of operating as the main governing body of the 4Ps PLs with the approval and guidance of the 4Ps MOO Catarman and in coordination with the MSWDO of Catarman. The Parent Leaders' Officers will also hold the responsibility of maintaining communications between the General Assembly, the Parent Leaders' Officers, the 4Ps MOO Catarman, and the MSWDO of Catarman. The Parent Leaders' Officers will consist of elected officers, in addition to nominated PIOs from the parent leaders' group of clustered barangays and whose nomination is officially acknowledged by the 4Ps MOO Catarman Staffs through its MAT Leader or designated 4Ps MOO Catarman Officiating Staff.

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Handwritten signatures on the right margin: Alonilla, Alonac, Alonac, Alonac



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

SECTION 2: OFFICERS - The officers of the Parent Leaders' Officers shall be as follows:

- President
- Vice President
- Secretary
- Treasurer
- Auditor
- Public Information Officers (PIOs)

SECTION 3: ELECTIONS - Elections for the positions of President, Vice President, Secretary, Treasurer, and Auditor, will be held at the Annual Parent Leaders Convention each February. With this election, the MAT Leader or designated 4Ps MOO Catarman Officiating Staff will also officially acknowledge nominations for the PIOs with at least one (1) or a maximum of two (2) nominees coming from each group of clustered barangays.

SECTION 4: CALL FOR CANDIDATES - Names of proposed officers may be presented at a planning session prior to the Annual Parent Leaders Convention or by open nominations from the floor with the nominator to present the profile of the nominee at the convention. Officers will be elected by majority vote of current association members present at this convention. Officers shall assume office at the end of this convention. Vacancies in office shall be filled by nomination and selection of nominee through special quorum of the Parent Leaders' Officers.

SECTION 5: TERMS OF OFFICE - The term of office for the parent leaders' position of President, Vice President, Secretary, Treasurer, Auditor, and PIOs will be effective from the time of election or appointment within three (3) consecutive years of service. The transition of power will take place during the Oath Taking held at the Annual Parent Leaders' Convention. There are no limits on the number of terms each parent leaders' officer serves until the parent leader graduated from the 4Ps, subjected to Grievance Redress Ineligibility, tender resignation, or unable to render service due to physical incapacibilities, or whichever comes first.

SECTION 6: POWERS - The Parent Leaders' Officers as a whole has the power to make decisions on the direction of the 4Ps PLs on behalf of the General Assembly, in coordination with the 4Ps MOO Catarman and MSWDO of LGU Catarman. Primary voting power lies in the positions of Vice President, Secretary, Treasurer, Auditor, and PIOs. The President has voting power only in the event of a tie.

SECTION 7: GOVERNING RULES - These officers shall perform the duties prescribed by these bylaws and the standard operating procedures for the association.

ARTICLE VI MEETINGS

SECTION 1: There will be a minimum of one meeting held each year during the Annual Parent Leaders Convention. Specific dates, times, and locations of the meetings will be decided by the Parent Leader's Officers with the advice from 4Ps MOO Catarman and the MSWDO of LGU Catarman. At the Annual Parent Leaders' Convention, the newly elected Parent Leaders Officers will provide a tentative schedule of meetings for the year.

SECTION 2: NOTICE - The Secretary of 4Ps PL shall provide a minimum of two (2) days' notice and reminder via email, or messenger chat, or communication letter, to each Parent Leaders' Officers in advance of any meeting.

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DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

SECTION 3: SPECIAL MEETINGS - Special meetings may be called at the request of the President, by a simple majority (or above 1/2) of the Parent Leaders' Officers, or three-fourths (3/4) of the General Assembly.

ARTICLE VII QUORUM

SECTION 1: A quorum for the transaction of business shall consist of a simple majority, or more than one-half (1/2) of the number of voting Parent Leaders' Officers.

ARTICLE VIII COMPENSATION, COLLECTION OF FUNDS, AND ARTICLE OF DISSOLUTION

SECTION 1: All Parent Leaders are entitled to receive a monthly compensatory honorarium in cash or in kind from the MSWDO of LGU Catarman and with amount subject to the discretion of the MSWD Officer.

SECTION 2: Collection of funds may be allowed provided the proposition for collection and the amount to be collected shall be approved with the consensus of all the members, or the majority or three-fourths (3/4) of the General Assembly.

SECTION 3: Collection of funds shall be used in fundraising for the participation of the organization during LGU-organized Trade Fairs, and raise Emergency Assistance in Crisis Situations (E-AICS) Funds to assist members who are in need for immediate intervention of 4Ps MOO Catarman and the MSWDO of LGU Catarman, in such cases as, but not limited to:

- Death of the member
- Medical Assistance for accidents or hospitalization of the member where large amount of financial expense is needed
- Financial Assistance in case of Fire Accident
- Calamity Loan, which shall be paid in full upon agreed duration of payment
- Assistance to all members in the form of Relief Goods during calamity or typhoons

SECTION 4: The Parent Leaders who graduated from the 4Ps, subjected to Grievance Redress Ineligibility, tender resignation, or unable to render service due to physical incapacibilities, or whichever comes first, but who have served the organization actively for at least three (3) years, shall be entitled to a separation pay of 5% of the total existing amount of funds of the organization, while those who have served as Officers of the Organization, on the same conditions, shall receive 10%.

SECTION 5: Any amount of money, funds from collections approved by the General Assembly or from profits from business ventures for which the association participated, to be determined by the Parent Leaders' Officers, shall be left in the general treasury or a depository account at the end of the 4Ps PLs fiscal year to cover outstanding expenses. Any other funds remaining in the general treasury shall be transferred to the 4Ps PLs E-AICS Funds. In the event of dissolution of the organization, the total amount of funds shall be divided equally to all its existing active members.

ARTICLE IX CONSTITUTIONAL CHANGES

SECTION 1: ADOPTION AND RATIFICATION - A simple majority of the General Assembly members are needed for adoption and ratification of amendments to the constitution.

Handwritten signatures on the left margin: M. Parilla, E. Llanoc, J. Espan, B. Balang, and A. Ayala.

Handwritten signatures on the right margin.



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

SECTION 2: AMENDING THE CONSTITUTION - Proposed amendments to this Constitution or Bylaws may be proposed by a petition signed by one-fifth (1/5) of the General Assembly or Parent Leaders' Officers. Amendments to this Constitution or its proceeding Bylaws may be made at any meeting of the Parent Leaders' Officers. A simple majority vote of members of the General Assembly are needed for adoption.

SECTION 3: CONSTITUTIONAL REVIEW - The constitution shall be reviewed for updates every three (3) years by a committee elected from the General Assembly. The committee will have one year to review the constitution, take comments from the General Assembly, and propose changes, updates or new amendments to be voted on at the next Annual Parent Leaders' Convention.

ARTICLE X
GENERAL PROVISIONS

SECTION 1: This Constitution and General Provisions of the 4Ps PLs, and amendments thereto, under the supervision of the 4Ps MOO Catarman and in coordination with the MSWDO of LGU Catarman, shall be subject to the Implementing Rules and Regulations of the Republic Act 11310 as the governing law of the Pantawid Pamilyang Pilipino Program (4Ps).

Drafted by:

[Signature]
PDO II-ML CRIS E. SIOSON
Municipal Action Team Leader
Pantawid Catarman

Conformed:

IRMINA O. DELORINO, RSW
MSWD Officer
LGU Catarman

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Figure A2. 4
ACTIVITY PROPOSAL



PANTAWID PAMILYANG PILIPINO PROGRAM
Catarman Municipal Operation Office
Catarman, Northern Samar

DSWD-GF-010 | REV 00 / 12 OCT 2021

DRN: 4Ps-20220406-00003

PROJECT PROPOSAL

**CREATION OF CATARMAN PARENT LEADERS' FEDERATION THROUGH THE
FIRST-EVER MUNICIPAL-WIDE PARENT LEADERS' CONVENTION:
Our Solution to Uplift the Dignity of the Parent Leaders
(NOVEMBER 2021 - JUNE 2022)**

I. BACKGROUND AND RATIONALE

In the Pantawid Program implementation, parent leaders play a vital role. They are the most bombarded individuals who are entrusted to accomplish the most crucial role of data collection, information dissemination, and social service provision on the ground-root level. Yet, despite all these, they are also the least compensated. Oftentimes, just like their dedicated Municipal Links, they also spend money from their own pockets to help their fellow Pantawid members. But then, they do all these based mainly on trust, respect, and the spirit of voluntarism.

To some extent, this spirit of voluntarism gets to be abused. In the Municipality of Catarman alone, there are about 250-300 parent leaders who are susceptible to this abuse, especially during this time of pandemic when every available resource in compliance with the Pantawid conditionalities is very much scarce and needed.

As such, we at the Pantawid Municipal Operation Office of Catarman, with the support of the MSWDO, decided to gratefully provide our parent leaders with even just the minimal compensation that they do deserve to assuage their situation. To properly do this, we conceptualized to organize our parent leaders so that we can level up the help that they can get in the implementation of their functions as parent leaders to their beneficiary members and fellow parent leaders through the conduct of the municipal-wide First Parent Leaders' Convention in this municipality.

II. CONCEPTUALIZATION, PREPARATIONS, AND IMPLEMENTATION

For an obvious reason, there have been clamors amongst parent leaders even from other municipalities for monetary compensation for their services rendered as Parent Leaders. But the answer is obvious even with the enactment of RA 11310, that the positions of the Parent Leaders are only considered as a voluntary service.

PAGE 1 of 5

Municipal Operation Office, Pantawid Program, LGU Catarman, Northern Samar, Philippines
Email: catarmancct@gmail.com Facebook Site: [Catarman Pantawid](#) Telephone No. 0919-5133391



PANTAWID PAMILYANG PILIPINO PROGRAM
Catarman Municipal Operation Office
Catarman, Northern Samar

DSWD-GF-010 | REV 00 / 12 OCT 2021

The grim thought that there may no longer be any mother grantee who will be willing to serve as a parent leader, in the long run, is hovering in the ground-root processes of the program implementation. Unless otherwise they are duly compensated for such service, either in cash or in kind, no one will volunteer as a parent leader anymore.

Support to this clamor comes with the proposal of the newly elected Municipal Action Team Leader who happens to be also predisposed to provide the realization of these ideas. Such ardor to support the Parent Leaders for their concern is re-echoed to the rest of the municipal team, and the ideas come in full bloom with the welcoming support as well from the Office of the MSWD.

From around November until December last year 2021, we deliberated on a series of preparations and collaborations with partner stakeholders. We drafted and deliberated to come up with a unique and specifically catered Training Needs Assessment (TNA) questionnaire. But since we cannot implement this plan all at once because of the constraints which the MIATF imposed on the observance of social distancing and minimal health protocol due to the current threat of the COVID-19 pandemic, we adjusted the plan of implementation accordingly.

Under the requirements and provisions of all government rules, laws, and regulations relative to the conduct of activities during this time of COVID-19 pandemic and following the Inter-Agency Task Force (IATF), we requested permission for the conduct of Clustered Pantawid Parent Leaders' Meetings with Pantawid Municipal Operation Staffs. These series of activities are vital in the preparation of the Parent Leaders before the Parent Leaders' Convention with the theme "Capability Building Amidst the Threat of Pandemics".

Instead of calling the participants all at once, we conducted a series of Clustered Parent Leaders' Training and Seminars that are based on the results of the TNA. For about three weeks, this series of Clustered Parent Leaders' Training and Seminars were done successfully in eight separate locations and on consecutive dates. After the successful clustered training and seminars of the Parent Leaders which served as their Day 1, the Day 2 of their training and seminar was successfully held with all of them together in attendance during the First Parent Leaders' Convention held last February 24, 2022, at the Municipal Covered Court, Catarman, Northern Samar.

III. OBJECTIVES

This Parent Leaders' Convention is the first of the conventions to be held for the parent leaders in the Municipality of Catarman, Northern Samar, ever since the Pantawid Program was implemented in this municipality during the year 2013.

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Municipal Operation Office, Pantawid Program, LGU Catarman, Northern Samar, Philippines
 Email: catarmancct@gmail.com Facebook Site: [Cataman Pantawid](https://www.facebook.com/CatamanPantawid) Telephone No. 0919-5133391



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Among other reasons, this activity with the theme “Capability Building Amidst the Threat of Pandemics” is vital in re-orienting the parent leaders with up-to-date knowledge and information about the program implementations so that they can maintain their compliance to the program accordingly with the current mandates, and re-echo the same information to their members.

With this, the goal of this Parent Leaders’ Convention is geared to:

GENERAL OBJECTIVE

1. Equip the parent leaders with up-to-date knowledge and information about the program implementations;
2. Provide them the right avenue to manifest their opinions towards current issues and events they meet on daily basis especially in drafting the propositions for the Municipal Ordinances supporting the Pantawid Programs in any program in the Local Government of Catarman;
3. Assist the parent leaders to organize themselves into a legitimate and registered group which will help themselves and their fellow parent-grantees to access available social services that will eventually help them uplift their level of well-being;
4. Assist the parent leaders to engage and mobilized themselves towards helping any and/or all activities in the prioritization of services towards the Pantawid Pamilyang Pilipino Program beneficiaries of the Local Government Unit requiring their involvement;
5. Provide recognition to the parent leaders for their untiring and voluntary service towards their fellow parent-grantees and towards the service of the program and the Department;
6. Gain support from the Office of the MSWDO and the LGU of Catarman for the budget allocation of monthly monetary compensation for the services rendered by the Parent Leaders; and,
7. Showcase their hidden talents.

SPECIFIC OBJECTIVES

1. Conduct lectures, seminars, and training workshops during the convention of the Parent Leaders; and,
2. Elect new sets of officers as may be necessary.

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Municipal Operation Office, Pantawid Program, LGU Catarman, Northern Samar, Philippines
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IV. SUSTAINABILITY AND REPLICABILITY OF THE ACTIVITY

With the success of the Parent Leaders' Convention, along with all other prior preparations, commitments, and dedication, the activity is no longer exclusive to the Pantawid Municipal Operation. It has become a welcoming success and is now an established collaborative activity between the Pantawid Municipal Operation Office and the Municipal Social Welfare and Development Office. The activity will be held henceforth annually every third week of February since this month also happens to be the first month of the monitoring period of the Pantawid implementation.

For the legality and formality of the group, the Municipal Action Team leader likewise drafted the organization's first copy of its Constitutions and By-laws. These Constitutions and By-Laws are already deliberated upon, signed, and adopted by all the duly elected officers of the organization, and now serve as their guiding principles. Their organization is likewise in the process of being registered with the Security and Exchange Commission.

At present, the budgetary support from the Local Government Unit for the disbursement of the monthly compensatory honorarium in cash or kind through the MSWDO of LGU Catarman and with the amount subject to the discretion of the MSWD Officer is now an ongoing Municipal Resolution waiting for approval and signing of the incoming municipal mayor.

With the likelihood of the passing and enactment of the Municipal Resolution in support of the monthly compensatory honorarium in cash or kind for the Parent Leaders, all the efforts and risk well taken is now at the forefront of being the first of its kind in the Pantawid Program implementation.

V. NEXT STEPS AND FINALE

At the end of the making of the Parent Leaders' Association is the long list of their responsibilities stipulated and laid out openly in their Constitution and By-Laws which nonetheless demands the utmost commitment and zeal. They are expected to be active in their services not only toward their fellow Pantawid Parent Leaders but also towards all of the Pantawid Members in the Municipality of Catarman, Northern Samar, in support of all the programs and services of the DSWD rendered through the office of the MSWDO and the LGU of Catarman, Northern Samar.

Despite the huge responsibilities ahead of them however, compared to before, the Parent Leaders are now even more receptive and much more active not only in their being a beneficiary-member of the Pantawid Program but also as proud parent-leader grantees who will take on the roles ahead and much more willingly.

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Municipal Operation Office, Pantawid Program, LGU Catarman, Northern Samar, Philippines
 Email: catarmanccct@gmail.com Facebook Site: [Catarman Pantawid](https://www.facebook.com/CatarmanPantawid) Telephone No. 0919-5133391



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From our point of view, the Municipal Team is even more proud to provide the parent leaders with this small token of gratitude. Along with those involved in the collaboration of all efforts taken, in the municipality, we were nonetheless faced with challenges: we were faced with negativism; we were faced with rejection in the implementations and risks with lots of struggles on the side; but we chose to risks, and with the initiatives that we have and solid team collaboration, we eventually achieve our goals with good results.

Prepared by:

A handwritten signature in black ink, appearing to read 'Cris E. Sioson', written over a circular stamp.

CRIS E. SIOSON, CSPE, LPT
 PDCO II + ML, 4Ps Municipal Action Team Leader
 Pantawid Catarman Northern Samar

Concurred by **All Municipal Staff**

Attested by:

IRMINA O. DELORINO, RSW
 Municipal Social Welfare Officer
 LGU Catarman

Approved by:

A handwritten signature in black ink, appearing to read 'Francisco Aurelio E. Rosales, III', written over a circular stamp.

FRANCISCO AURELIO E. ROSALES, III
 Municipal Mayor

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Municipal Operation Office, Pantawid Program, LGU Catarman, Northern Samar, Philippines
 Email: catarmancct@gmail.com Facebook Site: [Catarman Pantawid](#) Telephone No. 0919-5133391

