



Department of Social Welfare and Development

Field Office 8 - Eastern Visayas

**DEPARTMENT OF
SOCIAL WELFARE AND DEVELOPMENT**

FIELD OFFICE VIII

CITIZEN'S CHARTER

2024 (1ST Edition)

I. Mandate:

The Department of Social Welfare and Development (DSWD) is the primary government agency mandated to develop, implement, and coordinate social protection and poverty-reduction solutions for and with the poor, vulnerable and disadvantaged.

II. Vision:

An empowered society where the poor, vulnerable, and disadvantaged sectors have immediate and equitable access to opportunities for an improved quality of life.

III. Mission:

As the authority in the Social Welfare and Development (SWD) sector, the DSWD develops, implements, enables, and coordinates SWD policies and programs for and with the poor, vulnerable, and disadvantaged.

IV. Service Pledge:

We are committed to provide quality, prompt, and courteous service from Mondays to Fridays, 8:00 A.M. to 5:00 P.M., without noon breaks and thereby ensure that all applicants or requesting parties who are within the DSWD premises prior to the end of the official working hours and during lunch break shall be attended to. In view of this, we shall ensure availability of Officers-in-Charge of our frontline services at all times for consultation and advice.

Furthermore, we shall endeavor to complete transactions within the day and in the event that we are unable to do so, we shall inform our clients promptly of our actions taken so far and clearly explain the reason/s for such delay.

We shall appreciate any positive or negative feedback regarding our services, facilities, and personnel.

All these we pledge for the best interest of the clients/customers we serve.

Quality Policy

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Deliver, coordinate, and monitor social protection programs and services to the poor, vulnerable, and disadvantaged population towards a fair, just and peaceful society;

Sustain a culture of excellence through continual improvement of systems, mechanisms, and procedures in the delivery of programs and services;

Work with integrity and adhere to ethical standards for customer satisfaction and quality service by complying with the DSWD mandates, and other pertinent laws; and

Demonstrate genuine concern for the poor, prompt compassionate service, and free from any form of corruption.

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FIELD OFFICE VIII

FRONTLINE SERVICES

ADMINISTRATIVE DIVISION

FRONTLINE SERVICES

1. Issuance of Gate Pass for Properties for Repair/ Replacement/ Transfer/Disposal/Other Modes of Disposition

Issued for properties which are to be brought outside of DSWD premises for repair or replacement by the supplier and for properties that are to be disposed through sale/transfer/other mode of disposition.

Office or Division:	Administrative Division - Property and Supply Section (PSS)	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen G2G - Government to Government G2B - Government to Business Entities	
Who may avail:	Designated Property and Supply Custodian	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none"> 1. Three (3) original copies of duly accomplished Gate Pass 2. Property/ies to be brought outside the DSWD premises 		<ol style="list-style-type: none"> 1. To be prepared by the concerned Office's Designated Property and Supply Custodian (DPSC) through the Property Records and Equipment Monitoring Inventory System (PREMIS) 2. To be prepared by the DPSC of concerned Office without any prescribed format
<p><u>In the absence of the authorized signatory secure any of the following:</u></p> <ol style="list-style-type: none"> 1. Signed by the personnel authorized to sign in behalf of the authorized signatory – with attached one (1) photocopy of Special Order (SO) for order of succession 2. Digitally signed using the PNPKI registered digital signature 3. Printed copy of email using the official DSWD email account allowing the property to be brought outside DSWD premises 		<ol style="list-style-type: none"> 1. Records and Archives Management Section (RAMS) 2. Digital signature of: <ul style="list-style-type: none"> • Authorized signatory or; • Authorized representative with attached 1 photocopy of SO for order of succession; 3. From the: <ul style="list-style-type: none"> • Authorized signatory or; • Authorized representative with attached 1 photocopy of SO for Order of succession

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p><u>Properties for repair/replacement attach:</u></p> <ol style="list-style-type: none"> 1 photocopy of pull-out slip indicating the name of person who will bring out the property or authorization letter 1 photocopy of Technical Assistance Report 1 photocopy of approved Purchase Order (PO) or Purchase Request (PR) 1 photocopy of PAR/ICS if property is under warranty 1 photocopy of government issued ID and company ID of client or representative <p><u>For loaned properties to be returned to supplier attach:</u></p> <ol style="list-style-type: none"> 1 photocopy of pull-out slip indicating the name of person who will bring out the property or authorization letter Personal Property Item Pass Slip (PPIPS) and/or delivery or acknowledgement receipt 1 photocopy of government issued ID and company ID of client or representative 	<ol style="list-style-type: none"> Issued by the supplier/contractor From concerned DSWD Office (IT Equipment – ICTMS/RICTMU; Motor Vehicle, Office Equipment, Furniture and Fixtures –GSS; Maintenance Equipment – BGMO/GSS) Procurement Section (PS) From the accountable personnel From supplier or representative <ol style="list-style-type: none"> Issued by the supplier/contractor Issued by the Security Personnel upon entry of the property, from supplier or contractor From supplier or representative 			

<p>1. End User request and submit accomplished Gate Pass.</p>	<p>1.1 Property personnel shall receive and review submitted duly accomplished gate passes and attachments vis-à-vis property presented.</p>	<p>None</p>	<p>3 Minutes</p>	<p><i>Section Head Property and Supply Section</i></p>
	<p>1.2 The property personnel shall review if the Gate Pass is complete and with attachments (PPIP and other supporting documents)</p> <p>1.2.1 Complete/Duly Accomplished:</p> <p>Update PREMIS through scanning the barcode of the Gate Pass to record the time of receipt of request and endorse the same to the Head of Property and Supply Section for approval</p> <p>1.2.2 Incomplete/ with discrepancy:</p> <p>Return the Gate Pass to the requestor/ DPSC</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Section Head Property and Supply Section</i></p>

	for proper accomplishment.			
	1.3 The Head Property and Supply Section shall approve the Gate Pass (from 8:00 A.M. to 4:00 P.M)	None	2 Minutes	<i>Section Head</i> Property and Supply Section
	1.4 The property personnel shall scan the Gate Pass barcode to record the time of approval.	None	2 Minutes	<i>Section Head</i> Property and Supply Section
	1.5. The property staff shall provide the customer feedback form to the requesting party for the service provided. 1.5.1 Forward copy of the approved Gate Pass to: a. Original copy – Security Guard b. Duplicate copy – Person who shall bring the equipment out of DSWD premises to	None	5 Minutes	<i>Section Head</i> Property and Supply Section

	<p>present to Security Guard On-Duty/ Property Officer</p> <p>c. Triplicate – Property Office copy</p>			
<p>2. Present property together with the duplicate copy of the approved Gate Pass to the security guard</p>	<p>2.1 Review the presented property vis-à-vis the duplicate copy of the approved Gate Pass</p> <p>With discrepancy Return gate pass to the person who shall take the equipment out of DSWD premises and instruct the latter to secure a new gate pass reflecting the correct details of the property to be brought outside DSWD premises.</p> <p>Without discrepancy Security Guard On-Duty shall sign the original and duplicate copy of the gate pass,</p>	None	15 Minutes	<i>Section Head</i> Property and Supply Section

	<p>return the signed duplicate copy to the client.</p> <p>2.2 Scan the barcode of the Gate Pass to record the time when the property was brought outside the DSWD in PREMIS.</p>			
	<p>2.3 Surrender the original copy of the gate pass to the Property and Supply Section (PSS).</p> <p>The Security Guard shall return the copy of the gate pass upon return of the equipment brought outside the DSWD premises for monitoring purposes.</p>		5 Minutes	<i>Section Head</i> Property and Supply Section
	<p>2.4 File gate pass for safekeeping and future reference.</p>	None	6 Minutes	<i>Section Head</i> Property and Supply Section
	TOTAL	NONE	43 Minutes	

2. Issuance of Property Clearance for Separated Official and Employees

Property Clearance is issued to DSWD employees who are retired/transferred to another government agency/detail separation from the service, promotion/reassignment/transfer from one organizational unit within the Department. Approved Property Clearance shall be issued immediately upon cancellation of property accountability.

Office or Division:	Administrative Division - Property and Supply Section (PSS)	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Department of Social Welfare and Development (DSWD) Employees who are: a. Resigned b. Transferred to other Government Offices c. Non-renewal of Contract d. Terminated e. Retired	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. <u>Without Property Accountability</u> 1. Three (3) original copies of Clearance Form 2. And/or duly approved request for transfer / resignation / retirement B. <u>With Property Accountability</u> 1. Three (3) original copies of Clearance Form 2. One (1) Original Copy of Duly Accomplished Furniture and Equipment Transfer Slip (FETS) to transfer/turnover of property accountabilities 3. Duly signed PAR/ICS for transferred property accountability <u>In Case of Lost:</u>		A. <u>Without Property Accountability</u> 1. Personnel Administration Section with prescribed format 2. From Client B. <u>With Property Accountability</u> 1. Personnel Administration Section (PAS) with prescribed format 2. To be prepared by the Office's Designated Property and Supply Custodian (DPSC) through the Property Records and Equipment Monitoring Inventory System (PREMIS) 3. Submitted by the personnel applying for property clearance with signature of the new end user

<ol style="list-style-type: none"> 1. With request for relief from property accountability due to loss - one (1) copy of COA decision 2. With request for replacement / reimbursement of lost property - One (1) photo copy of request for replacement approved by the Regional Director (RD) 	<p><u>In Case of Lost:</u></p> <ol style="list-style-type: none"> 1. 1.DSWD Commission on Audit without prescribed format 2. 2. Property and Supply Section (PSS) without prescribed format
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit three original copies of the clearance form issued by the Personnel Administration Section (PAS) and/or duly approved request for transfer / resignation / retirement 2 months before the effectivity of retirement, 30 days of resignation or transfer from 8 AM to 5 PM, Mondays to Fridays except holidays	1.1 Receive Three original copies of clearance issued by PAS and/or duly approved request for transfer / resignation / retirement and review the attached documents from 8 AM to 5 PM, Mondays to Fridays except holidays.	None	15 Minutes	<i>Section Head</i> Property and Supply Section
	1.2 Review and validate recorded property accountability/ies on file using the Property Records and Equipment Monitoring Inventory System (PREMIS) and the individual folder of personnel if canceled.	None	1 Day	<i>Section Head</i> Property and Supply Section
	1.3 If No Accountability/ies	None	1 Day	<i>Section Head</i> Property and Supply Section

	<p>The property personnel shall record the date of effectivity of retirement / resignation / transfer/detail of separation/date of issuance of property clearance in PREMIS and process clearance by affixing initial and forward to the Head of Property for approval.</p> <p>With Accountability/ies Inform the former Office of the applicant through a Memorandum on the remaining accountability/ies to process its cancellation and/or request submission of other requirements/ proof of canceled Property Accountability.</p>			
<p>2. Submit documents and other requirements as proof of canceled property accountability and accomplish Client Satisfaction Measurement Form</p>	<p>2.1 The property personnel shall receive and review/validate the submitted documents and other requirements as</p>	<p>None</p>	<p>4 Hours</p>	<p><i>Section Head</i> Property and Supply Section</p>

	proof of canceled property accountability.			
	2.2 Check the “cleared” box and affix the signature in the clearance form	None	10 Minutes	<i>Section Head Property and Supply Section</i>
	2.3 The property personnel shall scan signed clearance form, record in clearance logbook/ monitoring sheet, forward to the next office concerned and administer the Client Satisfaction Measurement Form (either online or paper-based)	None	15 Minutes	<i>Section Head Property and Supply Section</i>
	2.4 Upload scanned signed clearance in PREMIS	None	15 Minutes	<i>Section Head Property and Supply Section</i>
	TOTAL	NONE	2 Days, 4 Hours, 55 Minutes	

3. Receiving Request for Information

To provide the process in dealing with requests for information involving transactions, general operations, thrusts, and programs of the Department involving public interest subject to the procedures and limitations pursuant to Executive Order No. 02 dated 23 July 2016 on Freedom of Information (FOI), entitled Operationalizing in the Executive Branch the People’s Constitutional Right to Information and the State Policies to Full Public Disclosure and Transparency in the Public Service and Providing Guidelines Therefor.

Office or Division:	Records And Archive Management Section	
Classification:	Covered by special law (Executive Order No. 02, s. of 2016)	
Type of Transaction:	G2C – Government to Citizens	
Who may avail:	Individuals with Filipino Citizenship	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Standard Request (through FOI Request Form) 1. Must Accomplish FOI Request Form 1.1 State your complete name, contact information and purpose of your request 1.2. Attach one (1) photocopy of government issued I.D or valid school I.D (for registered students) (front and back) with photo	Requesting party may visit: https://www.dswd.gov.ph/issuances/MCs/MC_2017-009.pdf for the FOI Request Form or Secure FOI Request Form in the Office of the FOI Receiving Officer / FO FOI Focal	
Online Requests (through eFOI portal) 1. Visit the eFOI website 1.1 Choose <u>Make a Request</u> icon 1.2 Select <u>Department of Social Welfare and Development</u> 1.3 Click on <u>Write My Request</u> 1.4 Ensure all the mandatory fields are filled out 1.5 Attach one (1) photocopy of government issued I.D or valid school I.D (for registered students) (front and back) with photo. 1.6 Create an account	Requesting party may visit the FOI website to place their request: https://www.foi.gov.ph/	
If unable to make a written request, because of illiteracy or disability 1. Visit the nearest DSWD Office or directly contact at (02) 8-951-7119 for inquiries	Requesting may visit the nearest DSWD Office	

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For Standard Request through FOI Request Form				
CLIENT STEP/S	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for information via the Manual Request (FOI Form)	<p>1. Review the completeness of the request and supporting document.</p> <p>If the details provided in the FOI Request Form is complete with attached one (1) copy of any government-issued I.D or school I.D (for registered students) with photo</p> <p>If the FOI Request reasonably describes the information requested and the reason, or purpose of the request.</p> <p>If complete, endorse the request to the Legal Unit.</p> <p>If incomplete and with clarification, return the FOI Form to the requesting party for compliance. Or notify the requesting party through an email if the request was received</p>	None	1 hour	<i>Section Head Records And Archive Management Section</i>

	<p>digitally and wait for the requesting party's response. If a response is not received within 60 calendar days, the request is deemed closed.</p>			
	<p>1.2. Conduct initial assessment and determine whether to deny or accept the FOI Request</p> <p>1.2.1 Outright deny if the request is found to be:</p> <ul style="list-style-type: none"> a. Available online b. Substantially similar or identical to the previous request; and c. Information not maintained by the Department. <p>1.2.2 Draft a reply letter to the requesting party indicating the reason for full denial signed by FRO / Regional Director</p> <p>1.2.3 Transmit the reply letter with attached Client Satisfaction Measurement Form to the requesting party, through:</p> <ul style="list-style-type: none"> a. electronic mail; or b. courier service 	<p>None</p>	<p>5 hours (end of process)</p>	<p><i>Unit Head</i> Legal Unit</p>

	1.3. Accept if the request is accurate and complete.	None	45 minutes	<i>Unit Head</i> Legal Unit
	1.4 Draft a letter endorsing the request to the FOI Decision Maker (FDM) / FO FOI Focal for evaluation.	None	2 hours.	<i>Unit Head</i> Legal Unit
	1.5. Sign the prepared memorandum	None	1 hour	<i>Unit Head</i> Legal Unit
	1.6. Transmit the memorandum endorsing the FOI request to FO FOI Focal	None	30 minutes	<i>Unit Head</i> Legal Unit
	1.7. Update status in the ISO registered FOI Monitoring Tool	None	15 minutes	<i>Unit Head</i> Legal Unit
	1.8. Receive the endorsement letter from FO FOI Focal	None	17 hours and 45 minutes	<i>Unit Head</i> Legal Unit
	1.9. Determine if the request is simple or complex. If simple , draft a reply letter addressed to the client. Send the reply to the client by email If complex , conduct research.	None	(8.1) 10 minutes (8.2) 7 hours and 10 minutes	<i>Unit Head</i> Legal Unit

	1.9.1 Coordinate with concerned FO offices			
	1.10 Prepare a memorandum to concerned offices	None	2 hours	<i>Unit Head Legal Unit</i>
	1.11. Send an email to the Office of the Director (OD) / FO FOI Focal attaching the draft memorandum, screenshots and reply to client for review	None	15 minutes	<i>Unit Head Legal Unit</i>
	1.12. Print the draft memorandum to FO offices and forward to the OD / FO FOI Focal to respond to FRO not more than 10 working days.	None	10 minutes	<i>Unit Head Legal Unit</i>
	1.13. Review the printed draft memorandum and recommend its approval to the FDM / FO FOI Focal / FO ORD If documents are found to be in order, refer to step 10. If the documents need revisions, the OD personnel will send back the drafts with comments to FDM	None	1 hour	<i>Unit Head Legal Unit</i>

	Process focal for enhancement.			
	1.14. Revise the draft memorandum and incorporate the comments.	None	15 minutes	<i>Unit Head Legal Unit</i>
	1.15. Re-submit to the LS-OD / FO FOI Focal personnel the printed copy of the revised memorandum	None	15 minutes	<i>Unit Head Legal Unit</i>
	1.16. Forward the draft memorandum to the FDM / FO FOI Focal for approval.	None	30 minutes	<i>Unit Head Legal Unit</i>
	<p>1.16. FDM / FO FOI Focal will review the printed draft memorandum.</p> <p>If the draft memorandum is found to be in order, FDM shall approve it.</p> <p>If the draft memorandum needs revision, FDM / FO FOI Focal will send back to OD personnel the documents with comments.</p> <p>1.16.1 OD personnel shall return to the LS / FO FOI Focal, the documents for revision. Then proceed to step 13</p>	None	<p>30 minutes</p> <p>20 minutes</p> <p>15 minutes</p>	<i>Unit Head Legal Unit</i>

	1.17. Sign the memorandum to the concerned FO offices	None	2 minutes	<i>Unit Head</i> Legal Unit
	1.18. Record, scan, and send the signed memorandum to the concerned FO offices through email to notify them.	None	20 minutes	<i>Unit Head</i> Legal Unit
	1.19. Send the hard copy of the signed memorandum to the concerned FO offices	None	30 minutes	<i>Unit Head</i> Legal Unit
	1.20. Receive the referral through a memorandum from the FDM / FO FOI Focal	None	15 minutes	<i>Section Head</i> Records And Archive Management Section
	1.21. Retrieval of the requested data: If the Office/s concern does not maintain the requested information, they must inform the FRO/FO FOI Focal, in writing within 2 working days upon receipt of the referral from the FDM/FO FOI Focal. <i>Proceed to step 23</i>	None	(21.1) 16 hrs.	<i>Unit Head</i> Legal Unit

	<p>For standard requests, transmit such information to the FRO / FO FOI Focal within 10 working days upon receipt of endorsement from FDM / FO FOI Focal.</p> <p>For complex requests or those requests that require an extensive search of office records, the concerned office/s may write a request for an extension of time to respond to FRO / FO FOI Focal for not more than 10 working days.</p>	None	<p>(21.2) Standard Request: 71 hrs. and 25 mins.</p> <p>(21.3) Complex Requests: 159 hrs. and 5 mins.</p>	<i>Unit Head</i> Legal Unit
	1.22. Forward to the FRO / FO FOI Focal the requested data.	None	1 hr. and 20 minutes	<i>Unit Head</i> Legal Unit
	1.23. Receive a response from the FO offices holding the information	None	15 minutes	<i>Unit Head</i> Legal Unit
	<p>1.24. The FRO Process Focal / FO FOI Focal shall collate and ensure that the information is complete</p> <p>If found to be incomplete, return the same to the concerned office/s for compliance.</p>	None	1 hour and 15 minutes	<i>Unit Head</i> Legal Unit

	If found to be complete , prepare a letter endorsing the data/information to the Requesting Party through a formal letter with the attached FOI Customer Feedback Form.	None	5 hours	<i>Unit Head Legal Unit</i>
	1.26. Sign the letter endorsing the data/information to the Requesting Party through a formal letter with an attached FOI Customer Feedback Form.	None	40 minutes	<i>Unit Head Legal Unit</i>
	1.27. Transmit the approved information to the requesting party, through: a. electronic mail; or b. courier service	None	1 hour	<i>Unit Head Legal Unit</i>
	1.28. Update the status in the FOI Monitoring Tool, and file a copy of the endorsement letter to the requesting part.	None	30 minutes	<i>Unit Head Legal Unit</i>
	TOTAL:	None	Standard Request - 12 working days and 50 minutes Complex Request - 23 working days and 49 minutes (Covered by EO 02 s2016)	

FINANCIAL MANAGEMENT DIVISION (FMD)

FRONTLINE (EXTERNAL) SERVICES

1. Processing of BIR Form 2322 : Certificate of Donation

This covers the request of Certificate of Donation as substantiation requirement for donors claiming charitable contributions as deduction from gross income pursuant to Bureau of Internal Revenue Memorandum Circular No. 86-2014 dated December 5, 2014.

Office or Division:	Accounting Section	
Classification:	Complex	
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen G2G – Government to Government	
Who may avail:	Donors of cash and in-kind donations or his/her authorized representative	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For walk-in clients		
<i>A. Requesting of Certificate</i>		
1. Request form for Certificate of Donation (1 Original Copy)	1.For Field Offices (FO) - Accounting Section Schedule of request: Monday – Friday, 8:00 AM – 5:00 PM	
2. Signed and Notarized Deed of Donation (1 Original Copy)	2.Requesting Party	
3. Signed and Notarized Deed of Donation (1 Original Copy)	3.For Cash Donation - Cash Division of Financial Management Service (CO) / Cash Section (FO) For Donations in Kind - Office/Bureau in DSWD who receive the donation	
4. Official receipt for Cash Donations; or Acknowledgement receipt and Delivery receipt for Donations in Kind (1 Original Copy)	4.For Field Offices (FO) - Accounting Section	
For online clients		

A. Requesting of Certificate 1. Request form for Certificate of Donation (1 Electronic Copy)		1. Download and print the request form from https://bit.ly/3I7RCeu (form is located under General Administration and Support Services Group, select DSWD-FMS-GF-002 REV 01 REQUEST FORM FOR CERTIFICATE OF DONATION)		
2. Signed and Notarized Deed of Donation (1 Electronic Copy)		2. Requesting Party/Donor		
3. Official receipt for Cash Donations; or Acknowledgement receipt and Delivery receipt for Donations in Kind (1 Electronic Copy)		3. For Cash Donation - Cash Division of Financial Management Service (CO) / Cash Section (FO) For Donations in Kind - Office/Bureau in DSWD who receive the donation		
B. Claiming of Certificate 4. E-mail Acknowledgement Receipt (1 Printed Copy) <ul style="list-style-type: none"> Signed and Notarized Deed of Donation (1 Original Copy) Official receipt for Cash Donations; or Acknowledgement receipt and Delivery receipt for Donations in Kind (1 Original Copy) 		4. Email from accounting@dswd.gov.ph for CO or accounting.fo8@dswd.gov.ph <ul style="list-style-type: none"> Requesting Party/Donor For Cash Donation - Cash Section (FO) For Donations in Kind - Office/Bureau in DSWD who receive the donation 		
Additional requirements if claimed by authorized representative				
<ul style="list-style-type: none"> Authorization letter for the representative (1 Printed Copy) 		<ul style="list-style-type: none"> Requesting Party/Donor 		
<ul style="list-style-type: none"> Government-issued IDs (1 Photocopy) 		<ul style="list-style-type: none"> Requesting Party/Donor and His/Her Authorized Representative 		
CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

<p>1. Visit the ADRP Records and Reporting Section of the Central Office or Accounting Section in the Field Offices to secure the request form.</p> <p>-or-</p> <p>Secure the request form by visiting the link and download the form via https://bit.ly/3I7RCeu</p> <p>-</p>	<p>1. Provide the request form for Certificate of Donation to walk-in client/s.</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Section Head</i> Accounting Section</p>
<p>2. Fill-out and submit the request form together with the required supporting documents to ADRP Records and Reporting Section (CO) or Accounting Section (FO).</p> <p>-or-</p> <p>Fill-out and submit the scanned form together with the supporting documents and email the documents via accounting@dswd.gov.ph for CO or accounting.fo8@dswd.gov.ph.</p> <p>Note: The client shall wait for the</p>	<p>2.1 The Accounting Staff shall receive and review the completeness of the request form and supporting documents. If complete, the Accounting Staff shall provide a claim stub to walk-in clients.</p> <p>-or-</p> <p>If sent via email, the Accounting Staff shall review the documents as to completeness, acknowledge the email, and request for an original copy upon claiming.</p>	<p>None</p>	<p>6 Minutes (Walk-in/ Online)</p>	<p><i>Section Head</i> Accounting Section</p>

<p>schedule of the release of the Certification. They shall receive a NOTIFICATION via email/chat/call from the Donation Office on the schedule to claim the Certification.</p>	<p>Note: Only requests with complete requirements shall be accepted and processed. All requests with incomplete requirements shall be returned to the client.</p>			
	<p>2.2 The Accounting Staff shall record in the monitoring sheet the details of the donation and indicate on the claim stub or email acknowledgement the schedule of release of BIR Form 2322: Certificate of Donation.</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Section Head</i> Accounting Section</p>
	<p>2.3 The Accounting Staff shall prepare the Certificate of Donation for Signature of the Secretary or the Authorized Representative</p>	<p>None</p>	<p>6 Days, 7 Hours</p>	<p><i>Section Head</i> Accounting Section</p>
	<p>2.4 The Accounting Staff shall update the status of request for certificate on the monitoring file.</p> <p>Note: All certificates that are ready for</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Section Head</i> Accounting Section</p>

	release shall be issued to the requesting party/ies			
<p>3. The donor/authorized representative shall personally visit the ADRP Records and Reporting Section (CO) or Accounting Section (FO), wait for the release of the Certification, and receive and sign the logbook for acknowledgement</p> <p>Note: The Client shall present the following documents:</p> <ol style="list-style-type: none"> claim stub for walk-in requests -or- printed email acknowledgment receipt together with the original copy of required documents for online requests authorization letter from the donor and photocopy of government-issued ID of the donor and his/her authorized representative, if applicable 	<p>3. The Accounting Staff shall issue the BIR Form 2322: Certificate of Donation and assist the client to sign in the logbook as a proof that the Certification has been received.</p>	None	2 Minutes	<i>Section Head</i> Accounting Section
<p>4. Fill-out the provided customer feedback form for the service availed</p>	<p>4. The Accounting staff shall administer the Client Satisfaction</p>	None	2 Minutes	<i>Section Head</i> Accounting Section

	Measurement Form (via pen-and-paper /online) to the requesting party for the service provided			
	TOTAL:	None	6 Days, 7 Hours, 30 Minutes	

2. Processing of Request for Accounting Certifications for Former DSWD Employees

This covers the processing of requests of DSWD separated employees for the certifications in Accounting.

Accounting Certifications offered:

For Former Cost of Service (COS) worker:

- Last Cost of Services Processed;

For Former Permanent, Casual or Contractual employee:

- Last Salary Processed;
- Pag-IBIG Contributions and Remittances;
- Pag-IBIG Loan Amortization Withheld and Remittances;
- GSIS Contribution and Remittances;
- GSIS Loan Amortization Withheld and Remittances;
- Philhealth Contributions and Remittances (maximum of one year)

Office or Division:	Accounting Section		
Classification:	Complex		
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government		
Who may avail:	Former employees of the Department or his/her authorized representative		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For walk-in clients			

A. Requesting of Certificate 1. Request form for Accounting Certification of Former DSWD Employees (1 Original Copy)		1. For Field Offices (FO) - Accounting Section Schedule of request: Monday – Friday, 8:00 AM – 5:00 PM		
2. Government-issued ID of the requesting party (1 Photocopy)		2. Requesting Party/Formal DSWD employee		
B. Claiming of Certificate 3. Claim Stub (1 Original Copy)		3. For Central Office (CO) - ADRP Pre-Audit Internal Section For Field Offices (FO) - Accounting Section		
For online clients				
A. Requesting of Certificate 1. Request form for Accounting Certification of Former DSWD Employees (1 Electronic Copy)		1. Download and print the request form from https://www.dswd.gov.ph/about-us-2/citizens-charter (form is located under General Administration and Support Services Group, select DSWD-FMS-GF-001 REV 01 REQUEST FORM FOR ACCOUNTING CERTIFICATIONS)		
2. Government-issued ID of the requesting party (1 Electronic Copy)		2. Requesting Party/Formal DSWD employee		
B. Claiming of Certificate 3. E-mail Acknowledgement Receipt (1 Printed Copy)		3. For Central Office (CO) - ADRP Pre-Audit Internal Section For Field Offices (FO) - Accounting Section		
Additional requirements if claimed by authorized representative				
<ul style="list-style-type: none"> Authorization letter for the representative (1 Printed Copy) 		<ul style="list-style-type: none"> Requesting Party/Formal DSWD employee 		
<ul style="list-style-type: none"> Government-issued IDs (1 Photocopy) 		<ul style="list-style-type: none"> Requesting Party/Formal DSWD employee and His/Her Authorized Representative 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

<p>1. Visit the ADRP Pre-Audit Internal Section of the Central Office or Accounting Section in the Field Offices to fill-out the request form.</p> <p>-or-</p> <p>Secure the request form by visiting the link or download the form via https://www.dswd.gov.ph/about-us-2/citizens-charter</p>	<p>1. Provide the request form for Accounting Certification to the walk-in clients (Former DSWD Employee/s)</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Section Head</i> Accounting Section</p>
<p>2. Fill-out and submit the form together with the required supporting documents to ADRP Pre-Audit Internal Section (CO) or Accounting Section (FO).</p> <p>-or-</p> <p>Fill-out and submit the form together with the supporting documents or email the documents via accounting@dswd.gov.ph for CO or accounting.fo#@dswd.gov.ph.</p>	<p>2.1 The Accounting Staff shall receive and review/check the completeness of the request form and required supporting documents</p> <p>-or-</p> <p>The Accounting staff shall review the documents as to completeness and print the emailed scanned documents</p> <p>Note: Only requests with complete requirements shall be accepted and</p>	<p>None</p>	<p>5 Minutes (Walk-in/Online)</p>	<p><i>Section Head</i> Accounting Section</p>

<p>Note: The client shall wait for the release of the Certification based on the scheduled release of the document.</p>	<p>processed. All requests with incomplete requirements shall be returned to the client.</p>			
	<p>2.2 The Accounting Staff shall record the details of the request and indicate the schedule to claim the certificate with control number in the monitoring sheet.</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Section Head</i> Accounting Section</p>
	<p>2.3 The accounting staff shall respond to the email for online request or issue claim stub for the walk-in request. He/She shall also indicate the schedule of the release of Certification with reference number of the document.</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Section Head</i> Accounting Section</p>
	<p>2.4 The Accounting Staff shall prepare the Certificate for Accounting Certification for review/approval of the Chief Accountant or the Authorized Representative</p>	<p>None</p>	<p>6 Days, 45 Minutes</p>	<p><i>Section Head</i> Accounting Section</p>

	<p>2. 5 The Accounting Staff shall update the status of the request for the certificate in the monitoring file.</p> <p>Note: All certificates that are ready for release shall be issued to the requesting party/ies</p>	None	15 Minutes	Section Head Accounting Section
<p>3. The client shall present the following to the Accounting staff-in-charge to receive the Certification:</p> <ul style="list-style-type: none"> a. claim stub for walk-in requests -or- b. printed email acknowledgment for online requests c. authorization letter from the former employee and photocopy of government-issued ID of the former employee and his/her authorized representative, if applicable. <p>Then, sign the logbook for acknowledgement</p>	<p>3. The Accounting Staff shall issue the Certificate for Accounting Certification to the client and Assist the client to sign in the logbook as a proof that the Certification has been received.</p>	None	5 Minutes	Section Head Accounting Section

4. Fill out the Client Satisfaction Measurement Form	4. The Accounting staff shall administer the Client Satisfaction Measurement Form(via pen-and-paper /online) to the requesting party for the service provided	None	2 Minutes	<i>Section Head</i> Accounting Section
	TOTAL:	None	6 Days, 1 Hour, 32 Minutes	

**HUMAN RESOURCE MANAGEMENT AND
DEVELOPMENT DIVISION
(HRMDD)**

FRONTLINE SERVICES

1. Issuance of Certificate of Employment to Separated Officials, Employees and Contract of Service Workers

The Certificate of Employment (COE) is issued to separated Officials and employees in the Central Office (CO) who have been cleared of money, property, and legal accountabilities, which certifies their services rendered in the Department.

Office or Division:	Personnel Administration Section (PAS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Transacting Public			
Who may avail:	Separated Central Office Officials, Employees, and COS Workers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) HRMDD-PAS Request Form or formal letter or e-mail request		PAS Receiving Area Client		
One (1) FO Clearance Certificate		Client or if none, FILE 201 / PER 16		
One (1) Authorization Letter (if necessary)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send request through mail/e-mail or accomplish the HRMDS-PAD Request Form (write contact details, as needed) and submit to PAD together with supporting documents, if any.	1. Receive and acknowledge request for COE from the client, then forward to personnel handling COE requests (via: DRF/email)	None	10 minutes	<i>Section Head</i> Personnel Administration Section

<p>2. Wait for advice of the assigned PAD Focal Person</p>	<p>2.1. Upon receipt of request from the receiving clerk, the responsible personnel shall review and draft the COE based on the purpose indicated in the request following the standard template, if the COE is to be sent via courier service, prepare transmittal with information on how to return the customer feedback form</p> <p><i>Note: Use Service Card or 201 File/PER 16 or Index Card for COS Workers as reference in preparation of COE</i></p>	<p>None</p>	<p>2 Days, 4 hours (depending on the period of retrieving the files)</p>	<p><i>Section Head Personnel Administration Section</i></p>
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	2.2. Authorized Certifying authority shall review/ sign/initial the COE and inform the client once the COE is ready for releasing via e-mail/SMS/call.	None	3 hours and 40 minutes (depending on the availability of signatories)	Section Head Personnel Administration Section
3. If the COE is for pick-up, proceed to PAD and get the requested document. If the COE is to be sent via courier service, wait until the parcel is sent to a given address.	3. Provide one (1) duly signed COE to the client and request the client to accomplish the CSMF to be submitted via dropbox, email or google form	None	10 Minutes	Section Head Personnel Administration Section
	TOTAL:	None	3 Days	

2. Issuance of Certificate of Leave Without Pay (CLWOP)/No LWOP (CNLWOP) to Separated Officials and Employees

The CLWOP/CNLWOP is being issued to separated Officials and employees in the Central Office (CO) who have been cleared of money, property, and legal accountabilities, which certifies that they have/do not have LWOP for a certain period.

Office or Division:	Personnel Administration Division (PAD)
Classification:	Complex
Type of Transaction:	G2C – Government to Transacting Public
Who may avail:	Separated CO Officials and Employees

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) HRMDS-PAD Request Form or formal letter or e-mail request		PAD Receiving Area Client		
One (1) CO Clearance Certificate		Client or if none, 201 FILE		
One (1) Special Power of Attorney (If authorized representative)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send mail/e-mail or for walk-in without any written request, accomplish the HRMDS-PAD Request Form and submit to PAD. <i>(Write contact details as well for courier purposes, if needed)</i> and submit to PAD together with complete supporting documents.	1.1 Receive the complete documents submitted, and forward the request to the PAD Focal Person.	None	5 minutes	<i>Section Head Personnel Administration Section</i>
2. Wait for advice of the assigned Focal Person	2.1 Review the documents submitted and check if the client already has an encoded ELARS ¹ . 2.1.1 If there is none, encode the ELARS.	None	6 days, 4 hours and 35 minutes <i>(May be shortened if there is already a reviewed ELARS, or may be</i>	<i>Section Head Personnel Administration Section</i>

¹ Electronic Leave Administration and Recording System

	<p>2.1.2 If there is an encoded ELARS, proceed to step 4.</p> <p>2.1.3 If there is an encoded and reviewed ELARS, proceed to step 6.</p> <p>2.1.4 Review/check the ELARS vis-à-vis the leave card.</p> <p>2.1.5 Reprint the corrected ELARS, if errors are found.</p> <p>2.1.6 Encode the needed details to the CLWOP/CNLWOP, print the issuance and attach the necessary documents.</p>		<p><i>extended depending on the number of ELARS being encoded/ reviewed at a given time, the time needed to review the ELARS, or length of service of the client.)</i></p>	
	<p>2.2 The Focal Person shall forward the CLWOP/CNLWOP to the Certifying Authority for certification.</p> <p>2.2.1 The Certifying Authority shall sign the CLWOP/ CNLWOP.</p>	None	2 hours	<p><i>Section Head Personnel Administration Section</i></p>
3. Inform PAD of preferred method	3.1 Inform the client that the CLWOP/	None	5 minutes	<i>Section Head</i>

<p>of receiving the duly-signed Certificate.</p>	<p>CNLWOP is ready for releasing via email/SMS/call/ chat.</p> <p>3.1.1 Ask the client of the preferred method of receiving the duly signed CLWOP/ CNLWOP:</p> <p><i>If through courier service, proceed to step 11.</i></p> <p><i>If the CLWOP/ CNLWOP will be picked up at the office, proceed to step 12.</i></p>			<p>Personnel Administration Section</p>
<p>4. Wait for the arrival of the Certificate.</p>	<p>4.1 Outgoing Clerk or Email Custodian shall return the CLWOP/ CNLWOP to the Focal Person.</p> <p>4.1.1 The Focal Person shall prepare the transmittal with information on how to return the CSMF. Attach the duly signed CLWOP/ CNLWOP and one (1) CSMF for accomplishment</p> <p>4.1.2 Certifying Authority shall sign the transmittal letter.</p>	<p>None</p>	<p>1 hour and 5 minutes</p>	<p>Section Head Personnel Administration Section</p>

	<p>4.1.3 Encode tracking details in the applicable document tracking system used by the office or through logs.</p> <p>4.1.5 Forward the document to the Records and Archives Management Division/Section for courier service.</p> <p><i>(The CSMF will be followed-up within 3 working days upon receipt of the document.)</i></p>			
5. If the Certificate is for pick-up, proceed to PAD and get the requested document.	5. If the CLWOP/ CNLWOP is for pick-up, provide one (1) duly signed CLWOP/CNLWOP to the client and request the client to accomplish the CSMF to be submitted via drop box, email or Google form.	None	10 minutes	Section Head Personnel Administration Section
	TOTAL:	None	7 days	

3. Issuance of Completed Office Clearance Certificate for Money, Property, and Legal Accountabilities to Separated Officials and Employees

The Central Office Clearance Certificate is being provided to officials, employees and contract of service (COS) workers who were separated from the Department which

certifies that the former official/employee/COS worker no longer has money, property and legal accountabilities. The provision of the CO Clearance Certificate may be requested by separated officials/employees/COS workers if the CO Clearance Certificate initially-issued to them was lost, damaged, etc., or the official/employee/COS worker was not able to secure the duly-accomplished CO Clearance Certificate at the time of their separations

Office or Division:	Personnel Administration Section (PAS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Transacting Public			
Who may avail:	Separated Field Office (FO) Officials, Employees and COS Workers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) HRMDD-PAS Request Form or formal letter or e-mail request		PAS Receiving Area Client		
One (1) Authorization Letter (if necessary)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send request through mail/e-mail or accomplish the HRMDD-PAS Request Form (write contact details, as needed) and submit to PAS	1. Receive and acknowledge request for FO Clearance Certificate from the client, then forward to personnel handling requests (via: DRF/email)	None	10 minutes	<i>Section Head Personnel Administration Section</i>

<p>2. Wait for advice of the assigned PAS Focal Person</p>	<p>2.1. Upon receipt of request from the receiving clerk, the responsible personnel shall review the request and check the 201 FILE to retrieve the FO Clearance Certificate on file and photocopy the FO Clearance Certificate then stamp “Certified True Copy”, if the FO Clearance is to be sent via courier service, include in the transmittal with information on how to return the customer feedback form.</p>	<p>None</p>	<p>2 Days, 4 hours (depending on the period of retrieving the files)</p>	<p><i>Section Head Personnel Administration Section</i></p>
	<p>2.2. Sign the photocopied FO Clearance Certificate as “Certified True Copy”</p>		<p>3 hours and 30 minutes (depending on the availability of signatories)</p>	<p><i>Section Head Personnel Administration Section</i></p>
	<p>2.3 Inform the client that the CTC of his/her FO Clearance Certificate is ready and ask if for pick-up or for courier service (either through chat, e-mail, or phone call)</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Section Head Personnel Administration Section</i></p>

<p>3. If the CTC copy of the CO Clearance is for pick-up, proceed to PAS and get the requested document.</p> <p>If the CTC copy of the CO Clearance Certificate is to be sent via courier service, wait until the parcel is sent to given address</p>	<p>3. Provide the CTC of CO Clearance to the client and have it properly received. Ask the client to accomplish Customer Feedback Form</p>	None	10 minutes	<i>Section Head</i> Personnel Administration Section
	TOTAL:	None	3 Days	

4. Issuance of Service Record to Separated Officials and Employees

The Service Record (SR) is being issued to separated officials and employees in the Central Office (CO) who have been cleared of money, property, and legal accountabilities. As requested, the SR provides and certifies their detailed government service, to include: Full Name, Date and Place of Birth, Positions, Status of Employment and Equivalent Periods and Salaries

Office or Division:	Personnel Administration Division (PAD)
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Classification:	Simple			
Type of Transaction:	G2C – Government to Transacting Public			
Who may avail:	Separated Central Office Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) HRMDS-PAD Request Form or formal letter or e-mail request		PAD Receiving Area Client		
One (1) CO Clearance Certificate		Client or if none, FILE 201 / PER 16		
One (1) Authorization Letter (if necessary)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send request through mail/e-mail or accomplish the HRMDS-PAD Request Form (write contact details as needed) and submit to PAD together with supporting documents, if any.	1. Receive and acknowledge request for SR from the client, then forward to personnel handling SR requests (via: DRF/email)	None	10 minutes	<i>Section Head</i> Personnel Administration Section
2. Wait for advice of the assigned PAD Focal Person	2.1. Upon receipt of request from the receiving clerk, the responsible personnel shall review and draft the SR based on the purpose indicated in the request following the standard template, if the SR is to be sent via courier	None	2 Days, 4 hours (depending on the period of retrieving the files)	<i>Section Head</i> Personnel Administration Section

	<p>service, prepare the transmittal with instructions on how to return the customer feedback form</p> <p><i>Note: Use Service Card or 201 File/as reference in preparing SR</i></p>			
	<p>2.2. Authorized Certifying authority shall review/ sign/initial the SR / transmittal letter.</p>	<p>None</p>	<p>3 hours and 30 minutes (depending on the availability of signatories)</p>	<p><i>Section Head</i> Personnel Administration Section</p>
	<p>2.3 Inform the client that the SR is ready for releasing via e-mail/SMS/call.</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Section Head</i> Personnel Administration Section</p>

<p>3. If the SR is for pick-up, proceed to PAD and get the requested document.</p> <p>If the SR is to be sent via courier service, wait until the parcel is sent to a given address.</p>	<p>3. Provide one (1) duly signed SR to the client and request the client to accomplish the CSMF to be submitted via dropbox, email or google form</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Section Head</i> Personnel Administration Section</p>
	<p>TOTAL:</p>	<p>None</p>	<p>3 Days</p>	

**DISASTER RESPONSE MANAGEMENT
DIVISION
(DRMD)**

FRONTLINE SERVICES

1. Processing of Relief Augmentation Request by DSWD Field Offices

This process intends to provide a system on receiving, recording, approving and determining the requirements for request for resource augmentation to the Local Government Units (LGUs) in response to the needs of the families affected by disasters, calamities, and pandemic. Likewise, it aims to ensure that management and mobilization of food and non-food items (FNIs) are done in an effective, efficient, timely and coordinated manner.

This procedure applies to the processes to be undertaken in providing relief augmentation to the LGUs during disaster operations and other calamities and the pandemic. It covers the receipt of the Field Office/s request until the delivery or release of welfare goods. However, special requests from Legislators are not covered by this service. Assistance through congressional requests are considered direct assistance from the DSWD to the disaster victims subject to usual accounting and auditing rules. Further, requests for FNIs that are not disaster related are not covered in this process.

Office or Division:	Disaster Response Management Division			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Local Government Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
LGU Request, with either of the following attachments: <i>Situational Report / Disaster Incident Report and its relative attachments based on existing guidelines</i> - (1 original or 1 electronic copy)		Provided by the concerned LGU		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send a request letter addressed to the Office of the Regional Director with either of the following attachments: Situational Report / Disaster Incident Report and its relative attachments based on existing guidelines.	1.1 Receive the request and logs the documents, and route LGU request to Disaster Response Management Division (DRMD) Chief	None	5 Minutes	<i>Regional Director</i> DSWD Field Office VIII

	1.2 DRMD Chief shall endorse the request to Disaster Response and Rehabilitation Section (DRRS) Head for review	None	10 Minutes	<i>Division Chief</i> Disaster Response Management Division
	1.3 Conduct desk review / assessment and validation of request: review, validate, and assess the request through the Local Disaster Risk Reduction and Management Council (LDRRMC) of requesting LGUs, or through review of the following reports, if available: <ul style="list-style-type: none"> a. latest Disaster Response Operations Monitoring and Information Center (DROMIC) Report b. Rapid Damage Assessment and Needs Analysis (RDANA) Report c. DSWD Predictive Analytics 	None	2 Hours	<i>Division Chief</i> Disaster Response Management Division

	If assessed to be invalid , proceed to Agency Action Step 1.9			
	1.4 Coordinate with the Regional Resource Operation Section (RROS) Head / Staff to validate availability of FNI Resources for augmentation to LGUs, and to determine other logistics requirements.	None	30 Minutes	<i>Division Chief</i> Disaster Response Management Division
	<p>1.5 If FNIs are not available, prepare a Request Letter for Augmentation of FNI Resources from the Office of the Undersecretary for Disaster Response Management Group (OUS-DRMG), attention Disaster Response Management Bureau (DRMB).</p> <p>If FNIs are available, prepare Requisition Issuance Slip (RIS) / Issuance Form (IF) (c/o RROS) and Response Letter to LGUs (c/o DRRS), and endorse to the DRMD chief</p>	None	1 Hour	<i>Division Chief</i> Disaster Response Management Division

	1.6 Division Chief shall review all documents; provide recommendation; initial pertinent documents; and endorse to the Assistant Regional Director for Operations (ARDO). If documents are not in order, return to AA #1.3.	None	1 Hour	<i>Division Chief Disaster Response Management Division</i>
	1.7 Review all documents and provide recommendations; if found in order initial RIS/IF and other pertinent documents and endorse to the Regional Director. If documents are not in order, return to AA #1.6	None	1 Hour	<i>Assistant Regional Director for Operations DSWD Field Office VIII</i>
	1.8 Approval / Disapproval of RD, and route to DRMD for action.	None	1 Hour	<i>Regional Director DSWD Field Office VIII</i>
	1.9 Send a response letter to LGUs regarding the status of their request letter. If the request is approved, finalize the schedule of delivery/hauling of goods from DSWD warehouse to LGU.	None	1 Hour and 30 Minutes	<i>Division Chief Disaster Response Management Division</i>

	1.9.1 Forward RIS/IF and/or Assessment Report, and/or approved LGU Request Letter to RROS Head / Staff for release of goods			
2. Receive response from DSWD. If the request is approved, confirm / agree on the schedule of delivery / hauling of goods.	2.1 Facilitate preparation and signature of Delivery Receipt by RROS Head;	None	1 Hour	<i>Division Chief</i> Disaster Response Management Division
	2.2 Facilitate release of goods to LGUs as per the delivery plan agreed upon by both DSWD and the requesting LGU. 2.2.1. Should there be any delays from the agreed delivery plan, notify the LGU in writing through electronic mail or short message service (SMS) on the reason and the final date of release.	None	within 5 Days, 5 Hours and 45 Minutes	<i>Division Chief</i> Disaster Response Management Division
3.1 Receive requested goods through hauling or delivery and sign the receipt of RIS/IF and Delivery Receipt / Issuance Receipt. 3.1.1 Fill-out Client Satisfaction	3.1 Ensure signed receipts of RIS/IF and Delivery Receipt / Issuance Receipt by receiving LGU and administer Client Satisfaction Measurement Form (CSMF) upon	None	1 Hour	<i>Division Chief</i> Disaster Response Management Division

Measurement Form (CSMF)	receipt of requested goods. 3.1.1 Report on the release of FNIs thru submission of any of the following – * Summary Report * Feedback Report * Signed RIS * Delivery Receipts * FNI Augmentation and Delivery Report – reflecting release of goods to the DRMD Head and DROMIC			
	TOTAL	None	For the processing of request - 1 Day, 2 Hours, 15 Minutes For full delivery of the approved augmentation based on the delivery plan agreed upon by both DSWD and the requesting LGU including the processing of request, and as consistent with the EODB Law - 7 Days	

**PANTAWID PAMILYANG PILIPINO
PROGRAM MANAGEMENT DIVISION
(4Ps)**

FRONTLINE SERVICES

1. Grievance Intake and Response

The Grievance Intake and response is the initial phase of the whole GRS process, which starts from accepting a grievance filed by a client, recording it in the information system, and providing the client an initial response. This service only covers walk-in transactions.

As a general rule, anyone may accept a grievance, request, and inquiry but only the City/Municipal Link and grievance officers may ascertain its validity and thereafter **intake** the grievance. To ‘accept’ a grievance is to receive the transaction but to ‘intake’ is to record the transaction after ascertaining its validity. Intake and response require technical know-how about the GRS, particularly on the procedures in resolving the specific types and subtypes of grievances.

Office or Division:	Pantawid Pamilyang Pilipino Program (4Ps) Management Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	4Ps Beneficiaries, and General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
I. INTAKE: 1. 4Ps ID or 1 valid ID (Original Copy), Any Proof of grievance, if available		4Ps Assistance Desk		
II. RESPONSE: 1. Client Satisfaction Form (CSF) (1 form per client)		4Ps Assistance Desk		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
I. INTAKE				
1. Present the 4Ps ID for 4Ps beneficiary. or 1 valid ID for non-4Ps.	1. Verify the identity of the client if 4Ps beneficiary or non-beneficiary	None	2 minutes	<i>Assistant Regional Director for Operations</i> DSWD Field Office VIII
2. Proceed to the 4Ps Assistance Desk for verification of identity.	2.1 Verify the client’s identity and assess/evaluate the received complaint/s. <i>Note: Refer to the Grievance Redress System Field Manual for</i>	None	5 minutes	<i>Assistant Regional Director for Operations</i> DSWD Field Office VIII

	<i>guidance on the intake of grievances.</i>			
II. RESPONSE				
3. Provide details about the grievance and supporting documents, if available, depending on the type of grievance reported.	3.1. If the client is a beneficiary or a former beneficiary, check the status of the concerned beneficiary in the Pantawid Pamilya Information System (PPIS).	None	5 minutes	<i>Assistant Regional Director for Operations DSWD Field Office VIII</i>
	3.2. Encode the transaction correctly and completely in the GRS Information System. <i>*For instances when the GRS Information System is inaccessible, the staff may use the Client Assistance Form to intake the grievance.</i>	None	5 minutes	<i>Assistant Regional Director for Operations DSWD Field Office VIII</i>
	3.3. Check the supporting documents provided, if available.	None	2 minutes	<i>Assistant Regional Director for Operations DSWD Field Office VIII</i>
	3.4. Assess all the data and information available and discuss with the client the findings and next steps to take. If all information is readily available to resolve the case, Resolve the grievance and provide feedback to the client. and proceed to step 6.	None	15 minutes	<i>Assistant Regional Director for Operations DSWD Field Office VIII</i>

	<p>If other information is needed and the grievance cannot be resolved immediately, explain to the client the process that will be undertaken in processing the grievance, and inform the client that he/she will be contacted thru his/her mobile number.</p> <p>3.4.1 Print and provide a copy of the encoded transaction to the client.</p> <p><i>*For instances when the GRS Information System is inaccessible, the client will be given an acknowledgment receipt found at the bottom of the Client Assistance Form.</i></p>			
4. Wait for the updates on the status of the grievance within three (3) days.	4.1 Endorse the transaction to the concerned office (DSWD Field Office, and/or OBSU) for processing and updating of the transaction in the GRS Information System (GIS), reflecting the actions taken by the concerned office within three (3) working days.	None	7 hours	Assistant Regional Director for Operations DSWD Field Office VIII
	4.2 Send an email notification to the Regional Grievance	None	6 minutes	Assistant Regional Director for Operations

	Officer to inform him/her.)			DSWD Field Office VIII
	4.3 Monitor the status of the transaction and check for updates from the concerned office in the GRS Information System.	None	2 Days	<i>Assistant Regional Director for Operations</i> DSWD Field Office VIII
5. Receive update/feedback on the status of the grievance.	5.1 Provide the client an update/feedback about the status of his/her concern either through text messaging or phone call. <i>*For instances when the client did not provide contact information, the provision of feedback may be coursed through the assigned City/Municipal Link.</i>	None	5 minutes	<i>Assistant Regional Director for Operations</i> DSWD Field Office VIII
	5.2 Update the status of the transaction in the GRS Information System.	None	5 minutes	<i>Assistant Regional Director for Operations</i> DSWD Field Office VIII
6. Accomplish the client satisfaction measurement Form	6.1 Administer the Client Satisfaction Measurement Survey Form.	None	5 minutes	<i>Assistant Regional Director for Operations</i> DSWD Field Office VIII
	6.2. Analyze the data collected and include in the Client Satisfaction Measurement Report.	None	5 minutes	<i>Assistant Regional Director for Operations</i> DSWD Field Office VIII

	TOTAL	None	If the grievance is resolved outright - 44 minutes
		None	If the grievance is referred to Field Office for resolution and feedback is provided to the client - 3 days

**PROMOTIVE SERVICES DIVISION
(PrSD)**

FRONTLINE (EXTERNAL) SERVICES

1. Grievance Management Process

The Grievance Management Process at the NPMO level provides the initial implementation of facilitating the request of individual clients, and the final and full implementation of the process shall be at the Field Office (RPMO) level.

Office or Division:	Sustainable Livelihood Program - Regional Program Management Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	All DSWD FOs, DSWD OBSUs, or other Agencies/Institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> One (1) Copy of Filled-up SLP Grievance Form – for walk-in clients; One (1) Copy of complaint letter received from OBSUs, NGAs, NGOs, concerned citizen, social media and others; and One (1) Photocopy each of supporting documents <ul style="list-style-type: none"> <i>Clients Testimony</i> <i>Witness Testimony (if necessary)</i> <i>Barangay / Police Report (if necessary)</i> 		SLP Helpdesk 2 nd Floor, DSWD Building, Government Center, Candahug, Palo, Leyte		
ACTIVITIES TO BE UNDERTAKEN BY THE SLP-NPMO/RPMO:				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ol style="list-style-type: none"> The clients shall ratify or concur on the Data Privacy Consent's content. <i>Proceed to customer step number 2 after approval.</i> 	<ol style="list-style-type: none"> Explain to and request the client to sign or place his/her thumb mark on the Data Privacy Act (DPA) of 2012. <i>Brief orientation on the SLP Processes</i> 	None	3 Minutes	<i>Grievance Management Officer (GMO)/ Technical Officer (TO) of the day Sustainable Livelihood Program</i>
<ol style="list-style-type: none"> Fill-up the walk-in logbook 	<ol style="list-style-type: none"> Instruct the client to register in the Walk-in Clients Log Book. 	None	2 minutes	<i>GMO/ TO Sustainable Livelihood Program</i>

	2.2. Conduct the initial interview on the complaint.	None	10 minutes	GMO/ TO Sustainable Livelihood Program
3. Fill-out the SLP Grievance Form	3.1. Request the client to fill out the SLP Grievance Form.	None	10 minutes	GMO/ TO Sustainable Livelihood Program
	3.2. Validate any lacking information of the client/s as necessary.	None	3 Minutes	GMO/ TO Sustainable Livelihood Program
4. Received the Walk-in Client Slip	4.1. Issue SLP Walk-in Client Slip. 4.1.1 Certify that clients appeared at the SLP NPMO	None	3 Minutes	GMO/ TO Sustainable Livelihood Program
5.Fill- out the CSMF	5.1. Request the client to fill-out the Client Satisfaction Measurement Form	None	5 Minutes	GMO/ TO Sustainable Livelihood Program
	5.2. Encode client/s profile in the SLP Referral Management System (SLP GMS)	None	5 minutes	GMO/ TO Sustainable Livelihood Program
	5.3. Classify the complaint / grievance.	None	3 Minutes	Grievance Management Unit Head (GMUH) Grievance Management Unit
	5.4. Validate if the findings are valid. If invalid, notify the concerned process owner for the invalid findings, and validate lacking information of the	None	10 minutes	GMO/ TO Sustainable Livelihood Program

	client/s as necessary.			
	5.5. Encode the details in the SLP GMS and EDTMS	None	6 minutes	GMO/ TO Sustainable Livelihood Program
	5.6. Refer/ Endorse the Grievance for verification to concerned DSWD Field Offices, OBSUs, NGAs, NGOs, CSOs and other institutions.	None	8 hours	GMO/ TO Sustainable Livelihood Program
	5.7. Monitor and follow-up feedback/ updates to concerned FOs	None	3 days (simple) 7 days (complex) 10 days (highly technical)	GMO/ TO Sustainable Livelihood Program
	5.8. Classify the Complaint / Grievance.	None	3 Minutes	GMUH Grievance Management Unit

FOR GRIEVANCES AT THE SLP- REGIONAL LEVEL:				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.9. Processing of Grievance For Non-Cognizable Grievance (Simple Transactions) - Does not require verification The GRMO shall provide technical assistance, explain and orient on program implementation.	None	7 days	<i>Fact Finding Team</i> <i>(For Non-cognizable Grievance)</i>

	<p>For Cognizable Grievance (Highly Technical Transactions)</p> <p>The SLP Regional Grievance Management Committee shall convene to manage and decide the resolution of the grievance.</p> <p>For grievances that need further assessment, the SLP Regional Grievance Management Committee (RMGC) shall collaborate to include the deployment of Fact-Finding Team.</p> <p>Gather data and other essential information in order to determine the reasons/ factors that trigger the filing of grievance.</p>	None	10 days	<p><i>SLP Regional Grievance Management Committee</i></p> <p><i>(For Cognizable Grievance)</i></p>
	<p>5.10. The Fact-finding team shall conduct field visits for assessment/ validation, investigation and other duties and responsibilities under GMP.</p>	None	3 days	<p><i>SLP Regional Grievance Management Committee</i></p>
	<p>5.11. Include in the feedback other essential information, reasons or factors that trigger the filing of grievance.</p>	None	3 days	<p><i>Fact Finding Team</i></p>

	5.12. Provide recommendation and decision for endorsement to concerned OBSUs towards the resolution of the grievance.	None	1 day	<i>SLP Regional Grievance Management Committee</i>
	5.13. Provide feedback to the complainant on the action taken.	None	1 day	<i>RGMO</i>
	5.14. The SLP RGMC shall endorse unresolved grievances to the DSWD FO Regional Grievance Committee for resolution.	None	1 day (FO RGC)	<i>SLP Regional Grievance Management Committee</i>
	<p>5.15. The SLP RGMC shall endorse gathered information/ documentation to Management (FO RGMC/AG-AC/RD)</p> <p>5.15.1. Endorse the gathered documentation for submission to the Office of the Secretary</p> <p>5.15.2. Process the gathered SLP RGMC information or documentation based on the existing guidelines.</p> <p>LGU Employees - Endorse to the Local Government Unit – Local Chief Executives</p> <p>5.15.3. Endorse SLP RGMC information/</p>	None	1 day	<i>RGMO</i> <i>SLP RGMS/ AG-AG</i>

	<p>documentation in the form of Grievance Management Report to the Regional Director for action.</p> <p>5.15.4. Endorse SLP RGMC information/ documentation in the form of Grievance Management Report for submission to the Regional Director following the RA No. 6713 and to the DSWD Regional Grievance Committee.</p>			
	<p>5.16 Issuance of Resolution based on the decision by the authority.</p> <p>If Resolution was issued by the:</p> <p>PC – Appeal processed by the SLP RGMC</p> <p>SLP RGMC or SLP RPMO – The appeal shall be processed by the SLP NPMO GMC</p> <p>SLP NPMO GMC – Appeal process by Office of the Secretary or OBSUs concerned.</p>	None	2 days	RGMO

	<p>5.17. Monitor the status of newly resolved grievances to ensure that recommendations provided are properly executed and followed by the involved persons/parties.</p> <p>5.17.1 Encode in the SLP Grievance Tracker.</p>	None	1 day	RGMO
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FOR GRIEVANCES AT THE SLP- PROVINCIAL LEVEL:

	<p>5.9 Processing of Grievance.</p> <p>For Non-Cognizable Grievance (Simple Transactions)</p> <p>The Non-Cognizable (invalid) grievance does not require verification</p> <p>The GRMO shall provide Technical Assistance, simple explanation, and orientation on program implementation.</p> <p>For Cognizable Grievance (Highly Technical Transactions)</p> <p>The SLP Regional Grievance Management Committee shall convene to manage and decide the</p>	None	7 working days	<p><i>Fact Finding Team</i></p> <p><i>(For Non-Cognizable Grievance)</i></p>
	<p>The SLP Regional Grievance Management Committee shall convene to manage and decide the</p>	None	10 days	<p><i>SLP Regional Grievance Management Committee</i> <i>(For Cognizable Grievance)</i></p>

	<p>resolution of the grievance.</p> <p>For grievances that need further assessment, the SLP Regional Grievance Management Committee (RMGC) shall be activated to include the deployment of Fact-Finding Team.</p> <p>5.9.1 Gathering of data and other essential information in order to determine the reasons/factors that trigger the filing of grievance.</p>			
	<p>5.10. Assess grievances and sort based on the validity or gravity.</p> <p>5.10.1 Ensure the accomplished forms, prepare letters of acknowledgement.</p> <p>For Non – cognizable Grievance (invalid) - Does not require verification</p> <p>5.10.2 Encode in the Database.</p>	None	1 day	PGMO

	<p>5.11. Non-Cognizable Grievance (Simple Transactions)</p> <p>5.11.1 The PGMO shall provide technical assistance, explain and orient on program implementation.</p>	None	1 day	PGMO
	5.11.2 Endorse all major grievances to RPMO.	None	1 day	PGMO
	5.12 Gather data and other essential information to determine the reasons or factors that trigger the filing of grievance.	None	4 days	PGMO
	5.13. Endorse data gathered and other essential information to the RPMO.	None	1 day	PGMO
	5.14. Provide feedback to the complainant on the actions taken.	None	1 day	PGMO
	<p>5.15. Monitor the status of newly resolved grievances to ensure that recommendations provided are properly executed by the involved persons/parties.</p> <p>5.15.1 Encode in the SLP Grievance Tracker.</p>	None	1day	PGMO

FOR GRIEVANCES AT THE SLP- MUNICIPAL LEVEL:

	5.9 Assess grievances (e.g. involvement of PDO) and sort based on the validity or gravity.	None	2 hours	PGMO
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	<p>5.9.1 Secure the accomplished forms, prepare letter of acknowledgement.</p> <p>5.9.2 Encode to the Database.</p>			
	<p>5.10 Non-Cognizable Grievance (Simple Transactions)</p> <p>The FPDO shall provide technical assistance, explain, and orient on program implementation.</p>	None	3 days	<i>PGMO</i>
	<p>5.11 Endorse all major grievances to the RPMO.</p>	None	1 day	<i>PGMO</i>
	<p>5.12 Gather data and other essential information to determine the reasons or factors that trigger the filing of grievance.</p> <p>5.12.1. The PGO shall check the involvement of the PDO.</p>	None	1 day	<i>PGMO</i>
	<p>5.13. Provide feedback to the complainant on the action taken.</p>	None	1 day	<i>PGMO</i>
	<p>5.14 Monitor the status of newly resolved grievances to ensure that recommendations</p>	None	1 day	<i>PGMO</i>

	provided are properly executed by the involved persons/parties. 5.14.1. Encode in the SLP Grievance Tracker.			
Activities to be undertaken by the SLP-NPMO/RPMO		None	For Simple - 4 Days and 1 Hour For Complex - 8 Days and 1 Hour For Highly Technical - 11 Days and 1 Hour	
For Grievances at the SLP- Regional Level		None	30 Days	
For Grievances at the SLP- Provincial Level		None	27 Days	
For Grievances at the SLP- Municipal Level		None	7 days and 2 Hours	
*The processing of grievances is based on the Guidance Note on the Grievance Management Process of the Sustainable Livelihood Program.				

2. Process for Referrals received through Individual / Group/ Association or organization referred from OBSUs, NGAs, NGOs, CSOs, LGUs and Other Institutions

The process for referrals received by the Sustainable Livelihood Program - National Program Management Office (SLP-NPMO) or SLP Regional Program Management Office (RPMO) aims to enumerate the steps and procedures that the referring office, client and concerned DSWD personnel to undertake to efficiently facilitate the request for livelihood assistance of referred individuals received by the DSWD SLP-NPMO or SLP RPMO.

Office or Division:	Sustainable Livelihood Program - Regional Program Management Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizens G2G – Government to Government
Who may avail:	All Qualified Walk-in Program Participants

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) Photocopy of any valid identification of the client/person applying for Livelihood Assistance Grants		Government Agencies issuing identification cards such as SSS, Philhealth, PAG-IBIG, LTO, DFA, PRC, COMELEC, NBI and others		
ACTIVITIES TO BE UNDERTAKEN BY THE SLP-NPMO/RPMO:				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File the application for livelihood assistance from SLP-NPMO, OBSUs, NGAs, NGOs, CSOs, LGU, and other institutions through email.	1.1. The PDO/RMO shall acknowledge the receipt of individual referral applications for livelihood assistance through email.	None	10 minutes	<i>Project Development Officer (PDO)</i> National Program Management Office (NPMO) <i>Referral Management Officer (RMO)</i> <i>Regional Program Management Office (RPMO)</i>
	1.2. The PDO/RMO shall check and review the completeness of the client's information and validate lacking information, if any.	None	10 minutes	<i>PDO</i> <i>NPMO</i> <i>or</i> <i>RMO</i> <i>RPMO</i>
2. Wait for the call/email/text or personal visit of the PDO from the SLP-RPMO.	2.1. For the SLP-NPMO: 2.1.1. The PDO shall prepare the endorsement memorandum to be signed by the National Program Manager to the DSWD-FO through the SLP-RPMO with complete attachments.	None	6 hours	<i>Project Development Officer (PDO) or National Program Manager</i> <i>NPMO</i> <i>RMO, PC, RPC, and RD-RPMO</i>

	<p>2.1.2. The PDO shall prepare a letter/ memorandum to be signed by the National Program Manager informing the referring party that the referral has been endorsed to the DSWD-FO through the SLP-RPMO.</p> <p>2.1.3. For the SLP-RPMO:</p> <p>2.1.3.1. Once received by the SLP-RPMO, the RMO shall acknowledge receipt of individual referral applications for livelihood assistance from SLP-NPMO through email. The RMO shall review the completeness of the client's information as necessary and coordinate with the referring party.</p> <p>2.1.3.2. The RMO shall undertake name-matching to the endorsed list of Pantawid Familyang Pilipino Program (4Ps) Targets of SLP.</p>			
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	<p>For those not found in the List of Pantawid Pamilyang Pilipino Program (4Ps) Targets of SLP, the RMO shall conduct name-matching with the Listahanan 3 Database.</p> <p>For those tagged as non-poor in the Listahanan - The RMO shall prepare a letter for endorsement of the client to stakeholders for review of the RPC and for approval by the Regional Director (RD).</p> <p>For those found in the endorsed list of 4Ps targets of SLP and tagged “No Match” in the Listahanan 3 Database - The RMO shall prepare a memorandum addressed to the Provincial Coordinator (PC) to refer the clients that are found in the endorsed list of 4Ps targets of SLP and those tagged as “no-match” for the conduct of SLP Means Test for onward submission</p>			
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	to Regional Program Coordinator (RPC).			
	2.2. The RMO shall encode the details of the client in the SLP Information System (SLPIS)	None	30 minutes	RMO RPMO
	2.3. The RMO shall email, text, or call the referring party and clients to inform them that the application was endorsed to the concerned SLP Provincial Office for the conduct of succeeding steps.	None	10 minutes	RMO RPMO

ACTIVITIES TO BE UNDERTAKEN BY THE SLP-RPMO/PROVINCIAL OFFICE				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Wait for the call/email/text or personal visit of the IPDO from the SLP-Provincial Office.	3.1. The PC shall acknowledge receipt of the memorandum from the RPC through email.	None	10 minutes	PC - RPMO
	3.2. The PC shall review the completeness of the client's information. 3.2.1 The PC shall coordinate with the Implementing Project Development Officer (IPDO) to conduct succeeding steps for the referred applicant	None	2 hours	PC - RPMO

	<p>3.3 The IPDO shall email, text, or call applicant/s to inform them that the application was received by the concerned SLP Provincial Office and there shall be an assessment to be conducted.</p>	None	15 minutes	<i>IPDO - RPMO</i>
<p>4. Undergo the SLP Means Test</p>	<p>4.1. If the referred client is tagged as no-match in the Listahanan 3 Database:</p> <p>4.1.1. The IPDO shall administer the SLP Means Test to determine the client's qualification to the program. The SLP Means Test shall be approved by the Provincial Coordinator. The PC shall provide feedback to the RPC on the result of SLP Means Test.</p>	None	6 hours	<i>IPDO/PC - RPMO</i>
	<p>If qualified in the SLP Means Test - proceed to client step 5.</p> <p>If not qualified in the SLP Means Test - After the approval of the PC of the SLP Means Test, the IPDO shall inform the client on the result. The PC shall inform the RMO for the latter to prepare letter for endorsement of the client to stakeholders to be reviewed by the RPC and to be approved by the RD</p>			

<p>5. Accomplish the SLP Data Privacy Consent Form</p>	<p>If the referred client is found in the endorsed list of Pantawid Pamilyang Pilipino Program (4Ps) Targets of SLP, tagged as Poor in the Listahanan and tagged as “no-match” in the Listahanan but qualified in the SLP Means Test:</p> <ul style="list-style-type: none"> The IPDO shall explain the data privacy protocol of the program by reading and explaining the SLP Data Privacy Notice and Consent Form before proceeding with the SLP processes for referrals. 	<p>None</p>	<p>10 minutes</p>	<p><i>IPDO – RPMO</i></p>
	<p>5.2. The IPDO shall assist in the administration of the Data Privacy Consent Form. Once the client concurs, he/she shall sign or place his/her thumb mark in the consent form</p>	<p>None</p>	<p>15 minutes</p>	<p><i>IPDO - RPMO</i></p>
<p>6. Participate in the SLP Orientation</p>	<p>6. The IPDO shall conduct a brief orientation to the client on the general description of SLP, Program Tracks, Program Modalities, and Program Eligibility Requirements.</p>	<p>None</p>	<p>30 minutes</p>	<p><i>IPDO - RPMO</i></p>

7. Accomplish the Letter of Intent or SLP Waiver Form.	7. The client shall accomplish the Letter of Intent (LOI) signifying the interest to pursue engagement with SLP as program participants while for clients who decided not to proceed with the succeeding activity must sign the SLP Waiver Form.	None	15 minutes	<i>IPDO - RPMO</i>
8. Accomplish the SLP Profile Form	8. The IPDO shall assist the client in accomplishing the SLP Profile Form.	None	20 minutes	<i>IPDO - RPMO</i>
9. Accomplish the Livelihood Skills Assessment Form (LSAF)	<p>9.1. The IPDO shall assist the administration of the Livelihood Skills Assessment Form (LSAF).</p> <p>For those who passed the LSAF and decided to continue, proceed to client step 10.</p> <p>The clients who decided not to proceed to the succeeding activity must sign the SLP Waiver form</p>	None	6 hours	<i>IPDO - RPMO</i>

<p>10. Participate in the Micro-Enterprise Development Training 1 (MEDT1) and Basic Employment Skills Training (BEST1)</p>	<p>10.1. Conduct of MEDT1 or BEST1</p> <p>For the clients qualified for MD Track - The IPDO shall conduct MEDT 1 for all MD Track.</p> <p>For the clients qualified for EF track - The IPDO shall conduct BEST 1 for all EF Track.</p>	<p>None</p>	<p>4 hours</p>	<p><i>IPDO / Capacity Building Project Development Officer (CPDO)</i></p>
	<p>For the participants who decided not to proceed - The clients must sign the SLP Waiver form.</p> <p>Note: <i>In case that the IPDO may not be able to act as the Subject Matter Expert (SME), the CPDO may act as the SME, if the CPDO will not be available, the CPDO must coordinate with the PC for the identification of SME from the pool of business development partners.</i></p>			
	<p>10.2. The IPDO shall update the client's information in the SLP Information System (SLPIS).</p>	<p>None</p>	<p>30 minutes</p>	<p><i>IPDO - RPMO</i></p>

11. Prepare and sign the Modality Application Form (MAF)	11. The IPDO shall guide/assist the client in the preparation of the MAF.	None	2 hours	IPDO RPMO
12. Receive the SLP Grant	12.1. The IPDO shall prepare the attachments to the Mungkahing Proyekto (MP) or Project Proposal such as the Certificate of Eligibility (COE), MAF and other documents needed for the review and approval of the MP.	None	6 hours	IPDO RPMO
	<p>12.2. Project Proposal Review at the Provincial Level.</p> <p>The PC shall review the MP using the Project Assessment Tool (PAT).</p> <p>Note: <i>MPs with findings that need revision / enhancement or replacement will be endorsed to IPDO by the PC.</i></p>	None	1 day	PC - RPMO

	<p>12.3. Project Proposal Review at the Regional Level</p> <p>The RPC shall review and sign the MP as to completeness of attachment and compliance to program standards. After which, it shall be forwarded to RD for approval.</p>	None	1 day	<i>RPC - RPMO</i>
	<p>12.4. Project Proposal Approval</p> <p>The RD shall approve the MP prior to processing.</p>	None	2 days	<i>RD - RPMO</i>
	<p>12.4.1. Project Proposal Processing</p> <p>After the approval of the RD, the project proposal shall undergo review by the Finance Management Division (FMD) of the FO to ensure compliance to accounting and auditing procedures. Then, prepare the Obligation Request.</p>			

	12.5. Process the Disbursement Voucher.	None	2 days	<i>Finance Management Division (FMD)</i>
	<p>12.6. Preparation for Grant Releasing</p> <p>12.6.1. The IPDO shall monitor the issuance of the approved check for disbursement.</p> <p>12.6.2. The IPDO shall notify the program participant/s for the release of the check through text, email, call, visit, etc.</p>	None	1 day	<i>IPDO - RPMO</i>
	<p>12.7. Grant Releasing</p> <p>12.7.1. The IPDO to coordinate with the client for the schedule of grant releasing</p> <p>12.7.2. The IPDO to conduct Financial Literacy Training before the grant releasing</p> <p>12.7.3. The client shall receive the grant in the form of cash through cash payout or via check through disbursement vouchers.</p>	None	1 day	<p><i>IPDO – RPMO (For Step 12.7.1)</i></p> <p><i>Special Disbursement Officer (SDO) / RMO / IPDO / RPC / PC – RPMO (For Step 12.7.3)</i></p>

13. Fill out the Client Satisfaction Measurement Form (CSMF)	13.1. Administer the CSMF with assistance from the IPDO.	None	5 minutes	IPDO - RPMO
	13.2. The IPDO shall update the client's information to the SLP IS.	None	30 minutes	IPDO - RPMO
Activities to be undertaken by SLP - NPMO/SLP - RPMO		None	7 hours	
Activities to be undertaken by SLP – RPMO		None	11 days and 5 hours	
TOTAL		None	12 days and 4 hours	

3. Process for the Provision of Livelihood Assistance to Walk-in Clients

The process for Walk-in Individuals Seeking Livelihood Assistance aims to enumerate the steps and procedures that the client and concerned DSWD personnel undertake to efficiently facilitate the request for livelihood assistance of individuals that personally appeared at the DSWD Sustainable Livelihood Program-National or Regional Program Management Offices.

Office or Division:	Sustainable Livelihood Program – Regional Program Management Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizens G2G – Government to Government			
Who may avail:	All Qualified Walk-in Program Participants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) Photocopy of any valid identification of the client/person applying for the Livelihood Assistance Grants.		Government Agencies issuing identification cards such as SSS, Philhealth, PAG-IBIG, LTO, DFA, PRC, COMELEC, NBI and others.		
ACTIVITIES TO BE UNDERTAKEN BY THE SLP-NPMO/SLP-RPMO:				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish the SLP Data Privacy Consent Form and Attendance Sheet	1.1. The Project Development Officer (PDO) at the SLP National Program Management Office	None	10 minutes	Project Development Officer (PDO - SLP-NPMO)

	(NPMO) or Referral Management Officer (RMO) at the SLP Regional Program Management Office (RPMO) shall explain the data privacy protocol of the program by reading and explaining the SLP Data Privacy Notice and Consent Form.			<i>Referral Management Officer (RMO - SLP-RPMO)</i>
	1.2. Request client to fill-out attendance sheet. For the walk-in clients from the SLP NPMO - the PDO shall request the client to fill-out the attendance sheet.	None	30 minutes	<i>PDO NPMO</i>
	For the walk-in clients from the SLP RPMO - the RMO shall request the client to fill-out the attendance sheet.			<i>RMO RPMO</i>
2. Participate in the SLP Orientation	2.1. The PDO/RMO shall conduct a brief orientation to the client on the general description of SLP 2.1.1 Facilitate the administration of the Walk-in Client Information Sheet (WCIS) to gather basic information of the clients.	None	1 hour	<i>PDO NPMO</i> <i>RMO RPMO</i>

	<p>Pilipino Program (4Ps) Targets of SLP.</p> <p>For those not found in the List of Pantawid Pamilyang Pilipino Program (4Ps) Targets of SLP - The RPMO shall conduct name-matching with the Listahanan 3 Database.</p> <p>For those tagged as non-poor in the Listahanan - The RMO shall prepare a letter for endorsement of the client to stakeholders for review of the RPC and for approval by the Regional Director (RD).</p>			
	<p>For those found in the endorsed list of 4Ps Targets of SLP and tagged as “No Match” in the Listahanan 3 Database - The RMO shall prepare a memorandum addressed to the Provincial Coordinator (PC) to refer the clients found in the endorsed list of 4Ps targets of SLP and those tagged as “no-match” for the conduct of SLP Means Test for onward submission to Regional Program Coordinator (RPC).</p>			<p><i>RMO, PC, RPC, and RD - RPMO</i></p>

	4.3. The RMO shall encode the details of the client in the SLP Information System (SLPIS)	None	30 minutes	RMO RPMO
	4.4. The RMO shall email, text, or call the clients to inform them that the application was endorsed to the concerned SLP Provincial Office for the conduct of succeeding steps.	None	10 minutes	RMO RPMO

ACTIVITIES TO BE UNDERTAKEN BY THE SLP-RPMO/PROVINCIAL OFFICE				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Wait for the call/email/text or personal visit of the IPDO from the SLP Provincial Office.	5.1. The PC shall acknowledge receipt of the memorandum from the RPC through email and review the completeness of the client's information.	None	2 hours	<i>Program Coordinator</i> RPMO
	5.1.1 The PC shall coordinate with the Implementing Project Development Officer (IPDO) to assess the referred client.			<i>PC / IPDO -</i> <i>RPMO</i>
	5.2. The IPDO shall email, text, or call clients to inform them that the application was received by the concerned SLP Provincial Office and there shall be an assessment to be conducted.	None	15 minutes	<i>Implementing Project Development Officer</i> RPMO

<p>6. Undergo the SLP Means Test</p>	<p>6.1 Actions to be undertaken by the IPDO after receipt of the referred walk-in client:</p> <p>If no-match in the Listahanan 3 Database - The IPDO shall conduct the SLP Means Test to determine the client's qualification to the program. The SLP Means Test shall be approved by the Provincial Coordinator. The PC shall provide feedback to the RPC on the result of SLP Means Test.</p> <p>If qualified in the SLP Means Test - proceed to client step 7.</p>	<p>None</p>	<p>6 hours</p>	<p><i>RMO, IPDO, PC, RPC, and RD - RPMO</i></p>
	<p>If not qualified in the SLP Means Test - After the approval of the PC of the SLP Means Test, the IPDO shall inform the client on the result. The PC shall inform the RMO for the latter to prepare a letter for endorsement of the client to stakeholders to be reviewed by the RPC and to be approved by the Regional Director (RD).</p>			

7. Accomplish the SLP Data Privacy Consent Form	. The IPDO shall explain the data privacy protocol of the program by reading and explaining the SLP Data Privacy Notice and Consent Form before proceeding with the SLP processes for referrals.	None	10 minutes	<i>Implementing Project Development Officer RPMO</i>
	7.2 The IPDO shall assist in the administration of the Data Privacy Consent Form. Once the client concurs, he/she shall sign or place his/her thumb mark in the consent form.	None	15 minutes	<i>Implementing Project Development Officer RPMO</i>
8. Participate in the SLP Orientation	3. The IPDO shall conduct a brief orientation to the client on the general description of SLP, Program Tracks, Program Modalities, and Program Eligibility Requirements.	None	30 minutes	<i>Implementing Project Development Officer RPMO</i>
9. Accomplish the Letter of Intent or SLP Waiver Form	9. The client shall accomplish the Letter of Intent (LOI) signifying the interest to pursue engagement with SLP as program participants, while clients who decided not to proceed with the succeeding activity must sign the SLP Waiver Form .	None	15 minutes	<i>Implementing Project Development Officer RPMO</i>
10. Accomplish the SLP Profile Form	10. The IPDO shall assist or guide the client in accomplishing the SLP Profile Form.	None	20 minutes	<i>Implementing Project Development Officer RPMO</i>

<p>11. Accomplish the Livelihood Skills Assessment Form (LSAF)</p>	<p>11.1. The IPDO shall administer the Livelihood Skills Assessment Form (LSAF).</p> <p>For the clients who passed the LSAF and decided to continue, proceed to client step 8.</p> <p>The clients who decided not to proceed to the succeeding activity must sign the SLP Waiver form.</p>	<p>None</p>	<p>6 hours</p>	<p><i>Implementing Project Development Officer RPMO</i></p>
<p>12. Participate in the Micro-Enterprise Development Training 1 (MEDT1) and Basic Employment Skills Training (BEST1)</p>	<p>12.1. Conduct of MEDT 1 or BEST1.</p> <p>For clients who are qualified for MD Track - The IPDO shall conduct the MEDT 1 for all MD Track.</p> <p>For clients who are qualified for EF track - The IPDO shall conduct the BEST 1 for all EF Track.</p>	<p>None</p>	<p>4 hours</p>	<p><i>IPDO / Capacity Building Project Development Officer (CPDO) - RPMO</i></p>

	<p>For the clients who decided not to proceed - The clients must sign an SLP Waiver form</p> <p>Note: <i>In case that the IPDO may not be able to act as the Subject Matter Expert (SME), the CPDO may act as the SME, if the CPDO will not be available, the CPDO must coordinate with the PC for the identification of SME from the pool of business development partners.</i></p>			
	12.2. The IPDO shall update the client's information in the SLP IS.	None	30 minutes	<i>Implementing Project Development Officer RPMO</i>
13. Prepare and sign the Modality Application Form (MAF)	13. The IPDO shall guide/assist the client in the preparation of the MAF.	None	2 hours	<i>Implementing Project Development Officer RPMO</i>
14. Receive the SLP Grant	14.1. The IPDO shall prepare the attachments to the Mungkahing Proyekto (MP) or Project Proposal such as the Certificate of Eligibility (COE), MAF and other documents needed for the review and approval of the MP.	None	6 hours	<i>Implementing Project Development Officer RPMO</i>

	<p>14.2. Project Proposal Review at the Provincial Level</p> <p>The PC shall review the MP using the Project Assessment Tool (PAT).</p> <p><i>Note: MPs with findings that need revision / enhancement or replacement will be endorsed to IPDO by the PC.</i></p>	None	1 day	<i>Program Coordinator</i> RPMO
	<p>14.3. Project Proposal Review at the Regional Level</p> <p>The RPC shall review and sign the MP as to completeness of attachment and compliance to program standards. After which, it shall be forwarded to RD for approval.</p>	None	1 day	<i>RPC</i> RPMO
	<p>14.4. The RD shall approve the MP prior to processing.</p> <p>14.4.1 After the approval of the RD, the project proposal shall undergo review by the Finance Management Division (FMD) of the FO to ensure compliance to accounting and auditing procedures. Then, prepare the Obligation Request.</p>	None	2 days	<i>Regional Director</i> RPMO

	14.5. Process the Disbursement Voucher	None	2 days	<i>Finance Management Division (FMD)</i>
	<p>14.6. Preparation for Grant Releasing</p> <p>14.6.1. Monitor the issuance of the approved check for disbursement.</p> <p>14.6.2. Notify the program participants for the release of the check through text, email, call, visit, etc.</p>	None	1 day	<i>Implementing Project Development Officer RPMO</i>
	<p>14.7. Grant Releasing</p> <p>14.7.1. The IPDO to coordinate with the client for the schedule of grant releasing.</p> <p>14.7.2. The IPDO shall conduct Financial Literacy Training.</p> <p>14.7.3. The clients shall receive the grant in the form of cash through cash payout or via check through disbursement vouchers.</p>	None	1 day	<p><i>IPDO – RPMO (For Step 14.7.1.)</i></p> <p><i>Special Disbursement Officer (SDO) / RMO / IPDO / RPC / PC – RPMO (For Step 14.7.3.)</i></p>
15. Fill out the Client Satisfaction Measurement Form (CSMF)	15.1. The client shall fill-out the CSMF with assistance from the IPDO.	None	5 minutes	<i>Implementing Project Development Officer RPMO</i>
	15.2. The IPDO shall update the client's information to the SLP IS.	None	30 minutes	<i>Implementing Project Development Officer RPMO</i>

Activities to be undertaken by SLP - NPMO/SLP – RPMO	NONE	1 day, 1 hour and 15 minutes
Activities to be undertaken by SLP – RPMO	NONE	11 days 2 hours and 5 minutes
TOTAL	NONE	12 days and 4 hours

PROTECTIVE SERVICES DIVISION (PSD)

FRONTLINE SERVICES

1. Onsite Implementation of the Assistance to Individuals in Crisis Situation Program for Clients Transacting with the DSWD Offices (CIU/CIS/SWAD OFFICES)

AICS serves as a social safety net or stop-gap measure to support the recovery of individuals and families identified to be suffering from any adversity or crisis through the provision of financial assistance, psychosocial intervention, and referral services that will enable the clients to meet their basic needs in the form of food, transportation, medical, educational, material, funeral, and cash assistance for other support services, among others.

The provision of psychosocial support, including psychological first aid, and counseling, as well as financial assistance to disadvantaged and marginalized sectors, are part of the social protection services of the Department. These protective services aim to help individuals and families cope with the present difficult situation they are experiencing, such as illness, death, loss of job, or source of income. In order to effectively and efficiently respond to existing and emerging crisis situations among vulnerable sectors, a Citizens Charter was crafted to provide a comprehensive guide on the provision of the aforementioned assistance.

Office or Division:	Crisis Intervention Section	
Classification:	Simple	
Type of Transaction:	G2C- Government to Citizen	
Who may avail:	Indigent, marginalized, and vulnerable/disadvantaged individuals and families or are otherwise in crisis situation based on the assessment of the Social Worker	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Any Valid identification card of the client/ person to be interviewed (1 original copy) from the following:		
• PhilSys ID		Philippine Statistics Authority
• UMID ID, SSS or GSIS ID		Social Security System or Government Service Insurance System
• Philhealth ID		Philhealth
• Driver's License		Land Transportation Office
• PRC ID		Professional Regulation Commission
• OWWA ID		Overseas Workers Welfare Administration
• DOLE ID		Department of Labor and Employment
• PAG-IBIG ID		Pag-IBIG Fund
• Voter's ID or Voter's Certification		Commission on Election
• Postal ID		Post Office

<ul style="list-style-type: none"> • Philippine Passport 	Department of Foreign Affairs
<ul style="list-style-type: none"> • NBI Clearance 	National Bureau of Investigation
<ul style="list-style-type: none"> • 4Ps ID 	Department of Social Welfare and Development
<ul style="list-style-type: none"> • PWD ID 	Local Government Unit
<ul style="list-style-type: none"> • Solo Parent ID 	Local Government Unit
<ul style="list-style-type: none"> • City or Municipal ID 	Local Government Unit
<ul style="list-style-type: none"> • Barangay ID 	Local Government Unit
<ul style="list-style-type: none"> • Office of Senior Citizen Affairs (OSCA ID) 	Local Government Unit
<ul style="list-style-type: none"> • Police Clearance 	Police Station
<ul style="list-style-type: none"> • or any ID preferably with validity date, and picture and signature of the client. 	Barangay Hall
In extremely justifiable circumstances, a Barangay Certification certifying the identity of the client may be presented in lieu of an Identification Card.	Barangay Hall
Signed Authorization Letter (if applicable)	Beneficiary of Assistance except for those who do not have the capacity to act or below 18 years old
TRANSPORTATION ASSISTANCE	WHERE TO SECURE
Other supporting document/s such as but are not limited to (1 original copy):	
Police Blotter	Police Station
Medical Abstract	Hospitals or clinic
Court Order or Subpoena	Supreme Court
Death Certificate	Civil Registry Office
MEDICAL ASSISTANCE FOR HOSPITAL BILL	WHERE TO SECURE
1. Medical Certificate or Clinical Abstract or Discharge Summary or Alagang Pinoy Tagubilin Form with Diagnosis with complete name, license number and signature of the Physician issued within three months (1 Original or Certified true copy)	Medical records of the Hospital or Clinic or the Attending Physician
2. Hospital bill or Statement of Account (outstanding balance) with name and signature of billing clerk or Certificate of balance and promissory note signed by credit and collection officer or billing clerk (1 Original or Certified True Copy)	Billing Office of the Hospital Credit and Collection Office of the Hospital

3. Social Case Study Report or Case Summary. (1 original copy)	Registered Social Worker in public or private practice. DSWD LSWDO NGO Medical Social Service
MEDICAL ASSISTANCE FOR MEDICINE ASSISTIVE DEVICE	WHERE TO SECURE
1. Medical Certificate or Clinical Abstract or Discharge Summary or Alagang Pinoy Tagubilin Form with Diagnosis with complete name, license number and signature of the Physician issued within three months (Original / Certified true copy)	Medical records of the Hospital or Clinic or the Attending Physician
2. Prescription with date of issuance, complete name, license number and signature of the Physician issued within three months	Attending Physician from a hospital or clinic.
If the amount of assistance being requested exceeds PhP10,000.00, the following shall be required as additional requirements	
1. Quotation of Laboratory	Service Provider
2. Social Case Study Report or Case Summary.	Registered Social Worker in public or private practice. DSWD LSWDO NGO Medical Social Service
MEDICAL ASSISTANCE FOR LABORATORY	WHERE TO SECURE
1. Medical Certificate or Clinical Abstract or Discharge Summary or Alagang Pinoy Tagubilin Form with Diagnosis with complete name, license number and signature of the Physician issued within three months (Original or Certified true copy)	Attending Physician or from Medical Records of the hospital or clinic.
2. Laboratory Requests or Laboratory Protocol or Doctor's Order with name, license number, and signature of the Physician	Attending Physician from a hospital or clinic
If the amount of assistance being requested exceeds PhP10,000.00, the following shall be required as additional requirements	

1.Quotation of Laboratory	Service Provider
2.Social Case Study Report or Case Summary.	Registered Social Worker in public or private practice. DSWD LSWDO NGO Medical Social Service
FUNERAL ASSISTANCE FOR FUNERAL BILL	WHERE TO SECURE
1.Death Certificate or Certification from the Tribal Chieftain (Original or certified true copy	City or Municipal Hall (Civil Registry Office), Hospital, Funeral Parlor, Tribal Chieftain or Imam
2.Promissory Note or Certificate of Balance or Statement of account	Authorized staff of the Funeral Parlor or Memorial Chapel
3.Funeral Contract	Authorized staff of the Funeral Parlor or Memorial Chapel
FUNERAL ASSISTANCE FOR TRANSFER OF CADAVER	WHERE TO SECURE
1.Death Certificate or Certification from the Tribal Chieftain (Original or certified true copy)	City or Municipal Hall (Civil Registry Office), hospital, funeral parlor, tribal chieftain or Imam.
2.Transfer Permit	City or Municipal Hall
EDUCATIONAL ASSISTANCE	WHERE TO SECURE
1.Validated School ID and Valid I. D	School where the beneficiary is enrolled
2. a. Enrolment Assessment Form or b. Certificate of Enrolment or Registration; or c. Statement of Account	School Registrar or Concerned Office where the beneficiary is enrolled
FOOD ASSISTANCE FOR INDIVIDUAL AND FAMILIES ENDORSED IN GROUPS	
1.Barangay Certificate or Residency or Certificate of Indigency or Certificate that the client is in need of assistance may be required or medical document as proof that the beneficiary is admitted	Barangay Hall where the client is presently residing Hospital where the beneficiary is currently admitted
CASH RELIEF ASSISTANCE	WHERE TO SECURE
Depending on the circumstances: a. For Fire Victims: Police Report or Bureau of Fire Protection Report from the Bureau of Fire	

<p>b. For Distressed OFs: Passport, Travel Document/s, certification from OWWA or the Barangay</p> <p>c. For Rescued Client: Certification from a social worker or Case manager from rescued clients.</p> <p>d. For victims of Online Sexual Exploitation: Police Blotter and social worker's certification for the victims of online</p> <p>a. sexual exploitation of children</p> <p>b. For Locally stranded individuals (LSI): LSI without valid IDs, the Medical Certificate or the Travel Authority issued by the Philippine National Police will suffice and be accepted to prove his or her identity.</p>	<p>Bureau of Fire or PNP</p> <p>Overseas Workers Welfare Administration or Department of Migrant Workers or Barangay</p> <p>Local Social Welfare and Development Office or other social welfare agencies</p> <p>Local Social Welfare and Development Office or other social welfare agencies</p> <p>Police Station</p> <p>Hospital or Clinic</p>
<p>For all other incidents:</p> <p>Barangay Certificate of Residency or Certificate of Indigency or Certificate of the Client is in Need of Assistance as well as other documents from legal authorities or regulating agencies, as may be applicable such as but not limited to Police Report or Blotter, Spot report from the AFP or PNP, Joint AFP-PNP Intelligence Committee (JAPIC) certificate, Certification of death, Disaster Assistance Family Access Card (DAFAC); Medico-legal certification</p>	<ul style="list-style-type: none"> • Barangay Hall where the client is presently residing • Police Station • AFP or PNP • Office of Civil Registry • Certificate from the LDRMO; <i>or</i> • Local Government Unit • Hospital or Clinic signed by Licensed Physician
<p>MATERIAL ASSISTANCE</p>	<p>WHERE TO SECURE</p>
<p>1. General Intake Sheet</p>	<p>DSWD CIU or CIS or SWAD</p>
<p>2. Material Assistance Distribution Sheet</p>	<p>DSWD CIU or CIS or SWAD</p>
<p>ON-SITE TRANSACTION</p>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present pertinent documents.	1.1 Check the completeness of documents submitted by clients.	NONE	1 hour	Section Head Crisis Intervention Section
	1.2. Verify client's records if within the frequency of availing assistance to Crisis Monitoring System (CrIMS) If it is determined that the client has received assistance beyond the allowed frequency, notify the client regarding the provisions stipulated in the guidelines. If eligible, provide the client a queuing number and instruct them to proceed with Step 2- Interview and Assessment.			
2. Submit pertinent documents for interview and assessment	2.1 The SWO shall Interview and assess the client to determine the actual need and to check the accuracy and authenticity of the documentary requirements presented. Additionally, the SWO shall fill out the assessment area in the GIS. If determined to be eligible to receive assistance, the SWO shall recommend the	NONE	3 hours	Section Head Crisis Intervention Section

	<p><i>appropriate assistance and fill out the CE.</i></p> <p><i>For financial assistance amounting to P10,000.00 and below, the SWO shall advise the client to proceed to Step 4 (releasing of assistance) while the GIS, CE, or justification will be subjected to approval.</i></p> <p><i>For assistance through a guarantee letter, the DSWD personnel shall prepare the GL. The DSWD personnel shall forward it to Step 3: Review and Approval along with the GIS, CE, and justification of the social worker.</i></p> <p><i>If for material assistance, depending on the availability, the SWO shall advise the client to proceed to Step 4 Releasing of Assistance.</i></p> <p><i>If documents are found to be incomplete to support the request, the SWO shall advise the client to comply with the documentary requirements needed as listed in the compliance slip per type of assistance.</i></p>			
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	<p><i>If the client is found to be ineligible to avail the assistance, the SWO shall issue a letter of disapproval to the client.</i></p> <p><i>If found that services needed are outside the scope of the program, the SWO shall refer the client to the corresponding program concerned.</i></p>			
<p>3. Receiving Assistance</p>	<p>3.1 The DSWD personnel Shall Forward the documents to the authorized official/s.</p> <p><i>If the authorized official/s finds the request valid and complete, the authorized personnel shall approve the request.</i></p> <p><i>If the approving officer determines that the client's submitted documents are insufficient to support the social worker's assessment, the approving officer shall return the documents to the attending SWO for justification or for further appropriate instruction deemed necessary.</i></p>	<p>NONE</p>	<p>50 Minutes</p>	<p>Section Head Crisis Intervention Section</p>

<p>4. Fill out Client Satisfaction Measurement Survey</p>	<p>4.1 The DSWD personnel shall Forward all the approved requests for assistance to the SDO/RDO/DSWD personnel for release, depending on the mode of assistance.</p> <p>For Cash Outright (Php10,000 and below): 4.1.1.1. The Regular/Special Disbursing Officer/s of the FMS/U or the designated disbursing officer for cash shall release the assistance.</p> <p>For Guarantee Letter addressed to the Service Provider: 4.1.2.1. The DSWD personnel shall prepare the GL. 4.1.2.2. CIU/S Admin staff shall encode the GL to the existing document tracking system. 4.1.2.3. Designated Approving Officer shall Review and Approve the GL.</p> <p>For clients recommended to avail material assistance: 4.1.3.1. The CIU/S staff shall assist the client in filling out the Material Assistance Distribution Sheet.</p>	<p>NONE</p>	<p>50 Minutes for Cash Outright</p>	<p>SPECIAL DISBURSING OFFICER (SDO)</p> <p>Section Head Crisis Intervention Section</p>
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	<p>4.1.3.2. <i>The CIU/S Staff shall provide the assistance.</i></p> <p>4.1.4<i>The DSWD personnel shall update client's records into CrIMS or to the existing monitoring tool/system once the assistance is released.</i></p>		10 Minutes for Material Assistance	
	<p>4.2. <i>The DSWD personnel shall ensure scan the client's documents or secure a copy of documents for filing and references.</i></p> <p>4.2.1.<i>The client/beneficiary shall accomplish the Client Satisfaction Measurement Survey Form (CSMF) and drop it to the allocated suggestion box</i></p>			Section Head Crisis Intervention Section
	TOTAL	NONE	5 Hours 40 Minutes for Cash-Outright 16 Working Hours(2 days) for GL	

2. Offsite Implementation or Assessment of Individual Clients outside the DSWD Offices (CIU/COS/SWAD OFFICES)

AICS serves as a social safety net or stop-gap measure to support the recovery of individuals and families identified to be suffering from any adversity or crisis through the provision of financial assistance, psychosocial intervention, and referral services that will enable the clients to meet their basic needs in the form of food,

transportation, medical, educational, material, funeral, and cash assistance or other support services, among others.

The provision of psychosocial support, including psychological first aid, and counseling, as well as financial assistance to disadvantaged and marginalized sectors, are part of the social protection services of the Department. These protective services aim to help individuals and families to cope with the present difficult situation they are experiencing, such as illness, death, loss of job, or source of income. In order to effectively and efficiently respond to existing and emerging crisis situations among vulnerable sectors, a Citizens Charter was crafted to provide a comprehensive guide on the provision of the aforementioned assistance.

Prior to Offsite implementation, the identified group of individuals shall undergo cross matching prior to the date of implementation to avoid duplication while the assessment and provision of assistance shall be based on the provisions of the MC 06 s. 2023 and its corresponding Amendments.

The planning and implementation shall be in coordination with the appropriate local government offices/agencies/authorities, as applicable, before, during and after the activities. The implementation shall be conducted by schedule.

Office or Division:	Crisis Intervention Section	
Classification:	Simple	
Type of Transaction:	G2C- Government to Citizen	
Who may avail:	Indigent, marginalized, and vulnerable/disadvantaged individuals and families or are otherwise in crisis situation based on the assessment of the Social Worker	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Any valid identification card of the client/ person to be interviewed (1 original copy) from the following:		
● PhilSys ID		Philippine Statistics Authority
● UMID ID, SSS or GSIS ID		Social Security System or Government Service Insurance System
● Philhealth ID		Philhealth
● Driver's License		Land Transportation Office
● PRC ID		Professional Regulation Commission
● OWWA ID		Overseas Workers Welfare Administration
● DOLE ID		Department of Labor and Employment
● PAG-IBIG ID		Pag-IBIG Fund
● Voter's ID or Voter's Certification		Commission on Election

• Postal ID	Post Office
• Philippine Passport	Department of Foreign Affairs
• NBI Clearance	National Bureau of Investigation
• 4Ps ID	Department of Social Welfare and Development
• PWD ID	Local Government Unit
• Solo Parent ID	Local Government Unit
• City or Municipal ID	Local Government Unit
• Barangay ID	Local Government Unit
• Office of Senior Citizen Affairs (OSCA ID)	Local Government Unit
• Police Clearance	Police Station
• or any ID preferably with validity date, and picture and signature of the client.	Barangay Hall
In extremely justifiable circumstances, a Barangay Certification certifying the identity of the client may be presented in lieu of an Identification Card.	Barangay Hall
Signed Authorization Letter (1 original copy if applicable)	Beneficiary of Assistance except for those who do not have the capacity to act or below 18 years old
TRANSPORTATION ASSISTANCE	WHERE TO SECURE
Other supporting document/s such as but are not limited to: (1 original copy)	
Police Blotter	Police Station
Medical Abstract	Hospitals or clinic
Court Order or Subpoena	Supreme Court
Death Certificate	Civil Registry Office
MEDICAL ASSISTANCE FOR HOSPITAL BILL	WHERE TO SECURE
1. Medical Certificate or Clinical Abstract or Discharge Summary or Alagang Pinoy Tagubilin Form with Diagnosis with complete name, license number and signature of the Physician issued within three months (1 Original or Certified true copy)	Medical records of the Hospital or Clinic or the Attending Physician
2. Hospital bill or Statement of Account (outstanding balance) with name and signature of billing clerk or Certificate of balance and promissory note signed by	Billing Office of the Hospital Credit and Collection Office of the Hospital

credit and collection officer or billing clerk (1 original /certified true copy)	
3. Social Case Study Report or Case Summary. (1 original copy)	Registered Social Worker in public or private practice. DSWD LSWDO NGO Medical Social Service
MEDICAL ASSISTANCE FOR MEDICINE ASSISTIVE DEVICE	WHERE TO SECURE
1. Medical Certificate or Clinical Abstract or Discharge Summary or Alagang Pinoy Tagubilin Form with Diagnosis with complete name, license number and signature of the Physician issued within three months (1 Original / Certified true copy)	Medical records of the Hospital or Clinic or the Attending Physician
2. Prescription with date of issuance, complete name, license number and signature of the Physician issued within three months (1 original copy)	Attending Physician from a hospital or clinic.
If the amount of assistance being requested exceeds PhP10,000.00, the following shall be required as additional requirements	
1. Quotation of Laboratory (1 original copy)	Service Provider
2. Social Case Study Report or Case Summary. (1 original copy)	Registered Social Worker in public or private practice. DSWD LSWDO NGO Medical Social Service
MEDICAL ASSISTANCE FOR LABORATORY	WHERE TO SECURE
1. Medical Certificate or Clinical Abstract or Discharge Summary or Alagang Pinoy Tagubilin Form with Diagnosis with complete name, license number and signature of the Physician issued within three months (1 Original or Certified true copy)	Attending Physician or from Medical Records of the hospital or clinic.
2. Laboratory Requests or Laboratory Protocol or Doctor's Order with name, license number, and signature of the Physician (1 original/certified true copy)	Attending Physician from a hospital or clinic
If the amount of assistance being requested exceeds PhP10,000.00, the following shall be required as additional requirements	

1.Quotation of Laboratory (1 original copy)	Service Provider
2.Social Case Study Report or Case Summary. (1 original copy)	Registered Social Worker in public or private practice. DSWD LSWDO NGO Medical Social Service
FUNERAL ASSISTANCE FOR FUNERAL BILL	WHERE TO SECURE
1.Death Certificate or Certification from the Tribal Chieftain (Original or certified true copy (1 original/certified true copy)	City or Municipal Hall (Civil Registry Office), Hospital, Funeral Parlor, Tribal Chieftain or Imam
2.Promissory Note or Certificate of Balance or Statement of account (1 original/certified true copy)	Authorized staff of the Funeral Parlor or Memorial Chapel
3.Funeral Contract (1 original/certified true copy)	Authorized staff of the Funeral Parlor or Memorial Chapel
FUNERAL ASSISTANCE FOR TRANSFER OF CADAVER	WHERE TO SECURE
1.Death Certificate or Certification from the Tribal Chieftain (1 Original or certified true copy)	City or Municipal Hall (Civil Registry Office), hospital, funeral parlor, tribal chieftain or Imam.
2.Transfer Permit	City or Municipal Hall
EDUCATIONAL ASSISTANCE	WHERE TO SECURE
1.Validated School ID and Valid I. D (1 original copy)	School where the beneficiary is enrolled
2. (1 original/certified true copy of the following) a. Enrolment Assessment Form or b.Certificate of Enrolment or Registration; or Statement of Account	School Registrar or Concerned Office where the beneficiary is enrolled
FOOD ASSISTANCE FOR INDIVIDUAL AND FAMILIES ENDORSED IN GROUPS	
1.Barangay Certificate or Residency or Certificate of Indigency or Certificate that the client is in need of assistance may be required or medical document as proof that the beneficiary is admitted (1 original/certified true copy)	Barangay Hall where the client is presently residing Hospital where the beneficiary is currently admitted
CASH RELIEF ASSISTANCE	WHERE TO SECURE
Depending on the circumstances: a. For Fire Victims: Police Report or Bureau of Fire Protection Report from the Bureau of Fire	Bureau of Fire or Philippine National Police

<p>b. For Distressed OFs: Passport, Travel Document/s, certification from OWWA or the Barangay</p> <p>c. For Rescued Client: Certification from a social worker or Case manager from rescued clients.</p> <p>d. For victims of Online Sexual Exploitation: Police Blotter and social worker's certification for the victims of online</p> <p>a. sexual exploitation of children</p> <p>b. For Locally stranded individuals (LSI): LSI without valid IDs, the Medical Certificate or the Travel Authority issued by the Philippine National Police will suffice and be accepted to prove his or her identity.</p>	<p>Overseas Workers Welfare Administration or Department of Migrant Workers or Barangay, Local Social Welfare and Development Office or other social welfare agencies</p> <p>Local Social Welfare and Development Office or other social welfare agencies</p> <p>Police Station</p> <p>Hospital or Clinic</p>
<p>For all other incidents:</p> <p>Barangay Certificate of Residency or Certificate of Indigency or Certificate of the Client is in Need of Assistance as well as other documents from legal authorities or regulating agencies, as may be applicable such as but not limited to Police Report or Blotter, Spot report from the AFP or PNP, Joint AFP-PNP Intelligence Committee (JAPIC) certificate, Certification of death, Disaster Assistance Family Access Card (DAFAC); Medico-legal certification</p>	<ul style="list-style-type: none"> • Barangay Hall where the client is presently residing • Police Station • AFP or PNP • Office of Civil Registry • Certificate from the LDRMO; <i>or</i> • Local Government Unit • Hospital or Clinic signed by Licensed Physician
<p>MATERIAL ASSISTANCE</p>	<p>WHERE TO SECURE</p>
<p>1. General Intake Sheet</p>	<p>DSWD CIU or CIS or SWAD</p>
<p>2. Material Assistance Distribution Sheet</p>	<p>DSWD CIU or CIS or SWAD</p>
<p>OFF-SITE TRANSACTION</p>	<p></p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Present pertinent document</p>	<p>1.1 Conduct validation of clients/beneficiaries with the official list of target beneficiaries</p> <p>1.1.1 Check the validity and completeness of the required documents presented by the client.</p> <p>If the documents submitted by the client are incomplete, advise the client to comply with the relevant documents.</p> <p>If complied, check validity and completeness of documents before proceeding to the next step.</p>	<p>NONE</p>	<p>5 Minutes</p> <p>5 minutes</p>	<p><i>Section Head Crisis Intervention Section</i></p>
<p>2. Submit pertinent documents for Interview and Assessment</p>	<p>2.1 Fill out the assessment area in the GIS;</p> <p>2.1.1 The social worker shall conduct an interview and assess the client to determine the eligibility of the client and complete the filling out of the GIS.</p>	<p>NONE</p>	<p>30 Minutes</p>	<p><i>Section Head Crisis Intervention Section</i></p>

	<p>If the client is eligible to receive assistance, the social workers shall recommend the appropriate assistance and fill out the CE.</p> <p>If the client is ineligible to avail assistance, the DSWD Personnel shall issue a letter of ineligibility signed by the authorized staff</p>			
3. Receive Assistance and fill out Client Satisfaction Measurement Survey	<p>3.1 The authorized DSWD Personnel shall review and release the assistance upon the establishment of the correctness and completeness of documents.</p> <p>3.1 1 .The client/beneficiary shall accomplish the Client Satisfaction Measurement Survey Form (CSMF) and drop it to the allocated suggestion box.</p>	NONE	5 Minutes	<i>Section Head Crisis Intervention Section</i>
	TOTAL	NONE	40 Minutes	

3. Auxiliary Social Services to Persons with Disabilities

As a part of Auxiliary Social Services and in support to the Magna Carta for Persons with Disabilities, the DSWD through our Field Offices provides augmentation support under the Medical assistance, Educational assistance, Burial Assistance

and Livelihood Assistance for Persons with Disabilities specifically with those Physical Disabilities, Visual Disability and Learners with Disabilities. In doing this, the Department's aim is to contribute to the Physical Restoration, self, and social enhancement of Persons with Disabilities to attain more meaningful and contributing members of society.

Office or Division:	Community-Based Welfare Section			
Classification:	Simple/ Complex			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Filipino Children and Persons with Disabilities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<i>Provision of Assistive Devices</i>				
1. Medical Certificate (Indicating the specific assistive devices needed)	Attending Physician (Hospital, Clinic, Barangay Health Worker)			
2. Barangay Certificate of Indigency	Barangay Hall			
3. Social Case Study Report/ Case Summary	Local Government Unit or Medical Social Service			
4. 2x2 Picture or 1 whole body picture	Client			
5. Request letter	Client			
<i>*Provision of the assistance is still based on the record of availments of the client and assessment of Social Worker.</i>				
<i>*Documents are still subject for verification and additional documents may be required depending on the case.</i>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Persons with Disabilities or Family members of Person with Disability may Visit the SWADT offices or Field Offices (Walk-in Clients) to submit their complete requirements	For walk-in clients 1.1 Social Worker of the Program Focal Person shall receive and review the required documents.	None	3-5 minutes	<i>Section Head</i> Community-Based Welfare Section
	1.2 Interview and assessment of Persons with Disability needs	None	5 minutes	<i>Section Head</i> Community-Based Welfare Section
	1.3 The FO Focal Person/ Social Worker or SWADT Social Worker decides with the Person with Disability/ family member/ guardian shall decide what services can be provided to the client.	None	5 minutes	<i>Section Head</i> Community-Based Welfare Section
	1.4 For AICS, FO Social Worker/ Focal Person shall provide referral letter or endorsement to CIS or SWADT		10 minutes	<i>Section Head</i> Community-Based Welfare Section
	TOTAL	NONE	25 minutes	

4. Implementation of Government Internship Program (GIP) to Central office and Field Offices

The Government Internship Program is part of the Kabataan 2000 program of the government. It was developed with the end goal of providing an opportunity for both out-of-school and in-school youths to a hands-on experience of working in various government agencies, which they could later use when they later decide to be part of the government workforce. This is likewise an opportunity for them to learn life skills in the workplace at the same time earn money to augment their school needs.

Office or Division:	Sectoral Programs Division, Community-Based Welfare Section
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	Filipino Youth (18 – 25 years of age)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>A. Application as participants of the program</i>	
1. Duly accomplished Application Form	DSWD Central Office and Field Offices
2. Photocopy of PSA issued Birth Certificate of the Youth or any government issued ID indicating the date of birth – youth must be aged 18-25 years old.	Philippine Statistics Authority (PSA) Concerned Government Agencies
3. Recent School registration form or certification from the school indicating the recent year/semester of the applicant's school attendance.	School
4. Photocopy of income tax return (ITR) of parents/head of the family/guardian or Barangay Certificate of Indigency confirming that family is residing in the barangay.	Barangay or Concerned Office/s of the parents

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
I. Pre-Implementation Phase				

Prior to the submission of the application, a notice of acceptance of the applicant shall be cascaded with the deadline of the submission of the application form and other needed documents. (The announcement can be done during flag-raising ceremonies, through a press release and radio announcements. For the Field Office, a letter/notice of Acceptance of Applications will be sent to the identified LGU recipient.)

1. Application or Registration	1.1 Issuance of Applications forms 1.1.1 Issuance service sequence number 1.1.2 Encoding of the client's information in Spreadsheet)	None	10 minutes	<i>Section Head</i> Community-Based Welfare Section
2. Submit the required documents to the DSWD Central Office/Field Office	2.1 Screen the required documents its authenticity	None	1 day	<i>Section Head</i> Community-Based Welfare Section
3. Wait for the result of the Assessment of applications	3.1 Conduct table Assessment of the applications based on the qualifications.	None	2 days	<i>Section Head</i> Community-Based Welfare Section
4. Received the notification of qualified applicants for interview	4.1 Notify the qualified applicants for the Interview	None	1 day	<i>Section Head</i> Community-Based Welfare Section
5. Attend the interview at DSWD Central Office/Field Office	5.1 Conduct actual interviews with the applicants.	None	2 days	<i>Section Head</i> Community-Based Welfare Section

6. Wait for the notification on the status of your application	6.1 Final screen the applicants (All qualified applicants shall be notified of the next steps to take while the applicants who did not qualify shall still be notified about the status of their application)	None	1 day	<i>Section Head</i> Community-Based Welfare Section
II. Implementation Phase				
7. Attend Orientation	7.1 Conduct orientation with the selected participants about the GIP program)	None	1 day	<i>Section Head</i> Community-Based Welfare Section
8. Render service in the area of assignment	8.1 Assist and monitor the youth in their area of assignment	None	30 working days	<i>Section Head</i> Community-Based Welfare Section
9. Attend Capacity Building Activities	9. 1 Conduct capacity building activities	None	1 day	<i>Section Head</i> Community-Based Welfare Section
10. Receive stipend	10. 1 Provide stipend to the youth (Stipend is 75% of the current regional minimum wage rate)	None	1 day	<i>Section Head</i> Community-Based Welfare Section
III. Post-Implementation Phase				
11. Attend Program Evaluation Activity	11. Conduct program evaluation activity	None	1 day	<i>Section Head</i> Community-Based Welfare Section

TOTAL:	None	Pre-Implementation Phase - 7 Days	
		Implementation Phase - 33 Days	
		Post-Implementation Phase - 1 Day	

5. Implementation of the Supplementary Feeding Program

The enactment of the Republic Act 11037 or the Masustansyang Pagkain Para sa Batang Pilipino Act institutionalized the implementation of the Supplementary Feeding Program which is the provision of food on top of the regular meals to children ages 2-4 years old enrolled in Supervised Neighborhood Playgroup (SNP), 3-4 years old children enrolled in the Child Development Centers (CDC) and 5-year-old children not enrolled in DepEd but is enrolled in the CDCs.

Office or Division:	Protective Services Division
Classification:	Highly Technical
Type of Transaction:	G2G-Government to Government
Who may avail:	Local Government Units
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

Duly signed Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU)	Local Government Unit (Office of the Mayor/ C/MSWDO)
Certified True Copy of Sangguniang Bayan Resolution	Local Government Unit (Office of the Mayor)
Duly signed Project Proposal	Local Government Unit (Office of the Mayor/ C/MSWDO)
Weight Monitoring Report (Form 3.A)	C/MSWDO (Child Development Center/ Child Development Worker)/ (Supervised Neighborhood Play/ Supervised Neighborhood Play Worker)
Master list of Beneficiaries (Form 2.A)	C/MSWDO (Child Development Center/ Child Development Worker)/ (Supervised Neighborhood Play/ Supervised Neighborhood Play Worker)
Master list of Child Development Centers (Form 2.B)	Local Government Unit (C/MSWDO)
<i>*These documentary requirements are presented to the DSWD Field Office personnel.</i>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>I Social Preparation for the Implementation of SFP (LGU to Field Offices)</i>				
1. LGU to submit the required documents for the program inclusion per Day Care Centers/ Supervised	1.1 Receive and review the completeness of the documents submitted	None	3 days	DSWD Field Office SFP Focal Person / Unit Head DSWD Field Office

Neighborhood Play				
	1.2 Process the submitted documents for inclusion in the program beneficiaries	None	20 days	<i>DSWD Field Office SFP Focal Person/ Unit Head</i> DSWD Field Office
	1.4 Consolidate all the submitted master list with nutritional status for submission of monthly report to the Central Office	None	20 days	<i>DSWD Field Office SFP Focal Person/ Unit Head</i> DSWD Field Office
	1.5 Keep the document for data banking and comparison on the succeeding nutritional status/ improvement of the children beneficiaries			<i>DSWD Field Office SFP Focal Person/ Unit Head</i> DSWD Field Office
2. Comply with the necessary signatures /action needed for the processing of the documents.	2.1 Facilitate signing and Notarization of Memorandum of Understanding (MOU) between LGU and DSWD FO.	None	20 days	<i>DSWD Field Office SFP Focal Person/ Unit Head</i> DSWD Field Office
	2.2 Proceed with the processing of the procurement of commodities	None	20 days	<i>DSWD Field Office SFP Focal Person/ Unit Head</i> DSWD Field Office

	If TOF is allowed, review eligibility of LGU based on previous performances in program implementation and timely and complete liquidation.			
	If LGU is eligible, facilitate signing and Notarization of Memorandum of Agreement (MOA) between LGU and DSWD FO.	None	20 days	<i>DSWD Field Office SFP Focal Person Regional Director Finance staff DSWD Field Office</i>
	2.3 Facilitate the processing and Distribution of available checks / ADA for the LGU.	None	20 days	<i>DSWD Field Office Cash Section/Disbursing Officer DSWD Field Office</i>
3.LGU to participate to the program orientation	<i>3.1. Conduct program orientation/updates and reiterates necessary documents, proper accomplishment, and signatories for submission to the Field Office.</i>	None	<i>1 day per LGU/Province</i>	<i>DSWD Field Office SFP Focal / Unit Head DSWD Field Office</i>
	TOTAL	None	144 days	

**Republic Act No. 9184 or Government Procurement Reform Act - Annex C
(Recommended Earliest Possible Time and Maximum Period allowed for the Procurement of Goods and Services; Article 11, Section 37,38)**

RA 7160, 54a – “The veto shall be communicated by the local chief executive concerned to the sanggunian within fifteen (15) days in the case of a province, and ten (10) days in

the case of a city or a municipality; otherwise the ordinance shall be deemed approved as if he had signed it”

II. Creation of Cycle Menu and Supervision of Feeding Implementation

1. Assist in the Conduct of Market Research	1.1 Conduct market research of the most common and available food items in the community.	None	7days	<i>DSWD Field Office SFP Focal / Unit Head</i>
2. Participate in the creation of cycle menu	<p>2.1 Solicit recommendation with LSWDOs/focal persons on Menu preference per province</p> <p>In times of COVID-19 pandemic and other similar emergencies, conduct virtual meetings with provinces with capacity on network connection /gadgets</p> <p>2.1.1 Draft two-four-week cycle menu based on the market research conducted, budget and the agreed Menu preference of the focal persons per province following the 1/3 PDRl requirements of the children</p>	None	1 day/per province	<p><i>DSWD Field Office SFP Focal / Unit Head</i></p> <p><i>DSWD Field Office SFP Focal / Unit Head</i></p>

	beneficiaries and/or DOST-FNRI Pinggang Pinoy for Kids..			
3. Finalization of the Cycle menu	3.1 Submit the draft cycle menu for approval of the SFP Focal.	None	4 hours	<i>DSWD Field Office SFP Focal / Unit Head</i> <i>DSWD Field Office SFP Focal / Unit Head</i>
	3.2 Approve the cycle menu for allocation in the purchase request.		4 hours	<i>DSWD Field Office SFP Focal / Unit Head</i>
	3.3 Prepare the Food Distribution Plan per Mun/City, Province, as basis in the allocation in the Purchase Request		20 days	<i>DSWD Field Office SFP Focal / Unit Head</i>
4. Implement the approved cycle menu	4.1 Distribute copy of the menu to the LGU SFP Focal Person for reference and implementation.	None	20 days	<i>DSWD Field Office SFP Focal / Unit Head</i>
5. Receive the delivery of	5.1 Monitor the delivery of food	None	3 days	

food commodities and assist in the delivery of foods to the beneficiaries based on distribution plan	commodities to the implementing LGU			
	5.2 The FO shall monitor the feeding implementation of SFP by the LGUs based on the approved cycle menu, target beneficiaries and areas of implementation.		120 feeding days	<i>DSWD Field Office SFP Focal / Unit Head</i>
6. Submit the Accomplishment Report	6.1 The FO shall acknowledge and analyze the submitted accomplishment reports of LGUs (e.g. Physical, Narrative, Financial, Nutritional status reports) and provide technical assistance as needed.	None	7 days	<i>DSWD Field Office SFP Focal / Unit Head</i>
	6.2 The FO shall consolidate and evaluate the submitted reports of the LGUs for endorsement to the Central Office	None	20 days	<i>DSWD Field Office SFP Focal / Unit Head</i>

			1 day	
	1.2 Provide technical assistance through either demo, actual observation of the procedure and / or virtual provision of technical assistance ensuring LGUs compliance to EODB-ARTA requirements such as the SFP guidelines, among others.		7 days	<i>Focal Person/ Unit Head</i> DSWD Field Office
2. Provide feedback, issues and concerns on the SFP implementation	2.1 Discuss the salient findings and recommendations to the Local Chief Executive during the Exit Conference.		1 day	<i>DSWD Field Office SFP Focal / Unit Head</i>
	2.2 Prepare the Feedback Report and Confirmation Report to the LGU. 2.2.1 Approve the feedback report and confirmation report. Focal Person shall be responsible for any e revisions and other instructions in the feedback report and confirmation report.		2 Days and 10 minutes	<i>DSWD Field Office SFP Focal / Unit Head</i> <i>Regional Director</i> <i>Outgoing Administrative Staff</i> <i>Outgoing Administrative Staff</i>

	2.2.2 Log the document number of the confirmation report in the DTS. 2.2.3 Endorse to Records Unit / Section.			
3. Respond to Client Satisfaction Survey Form	3.1 Transmits the approved confirmation report to the LGU and request the LGU counterpart to respond to the Client Satisfaction Survey relative to the TA through a Google form		c/o records unit	<i>Outgoing Administrative Staff /SFP</i>
	Total	None	15 days 4 hours and 10 minutes	

****For procurement process, kindly refer to Citizens Charter of Procurement Management Service/ Section***

6. PLHIV Referral for Care and Support Services

In compliance with Section 35 of the Implementing Rule and Regulations of the *Philippine AIDS Prevention and Control Act of 1998* or RA 8504, the DSWD has developed a referral system to assist Persons Living with HIV and AIDS in accessing available care and support services. The new *Philippine HIV and AIDS Policy Act* or RA 11166 also cites the use of the Department's Referral Mechanism for various stakeholders to protect and promote the rights of PLHIVs and affected families.

This mechanism aims to ensure access of PLHIV to a quality and timely delivery of services and is also intended to facilitate coordination between and among service-providers.

Office or Division:	Community-Based Welfare Section
Classification:	Simple

Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Persons-living with HIV and their affected families			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>One (1) valid identification card of the client or person to be interviewed:</p> <ul style="list-style-type: none"> ● PhilSys ID ● UMID ID, SSS, or GSIS ID ● Philhealth ID ● Driver's License ● PRC ID ● OWWA ID ● DOLE ID ● PAG-IBIG ID ● Voters ID or Voter's Certification\ ● Postal ID ● Philippine Passport ● NBI Clearance ● 4Ps ID ● PWD ID ● Solo Parent ID ● City or Municipal ID ● Barangay ID ● Office of Senior Citizen Affairs (OSCA) ID ● Police Clearance ● or any ID preferably with validity date, and picture and signature of the client in extreme justifiable circumstances, a Barangay Certification certifying the identity of the client may be presented in lieu of an ID Card 		<ul style="list-style-type: none"> ● Philippine Statistics Authority ● Social Security System or Government Service Insurance System ● Philhealth ● Land Transportation Office ● Professional Regulation Commission ● Overseas Workers Welfare Administration ● Department of Labor and Employment ● Pag-Ibig Fund ● Commission on election ● Post Office ● Department of Foreign ● National Bureau of Investigation ● Department of Social Welfare and Development ● Local Government Unit ● Police Station ● Barangay Hall 		
Signed Authorization Letter (if applicable)		Beneficiary of Assistance except for those who do not have the capacity to act or below 18 years old		
Form 1: Intake Form		Referring Agency		
Informed Consent				
Form 2: Referral for Service		HIV Treatment Hub;		
Medical Certificate or Clinical Abstract		Designated HIV Treatment Facility		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Secure a queuing number	1.1 Provide client with queuing number	None	5 minutes	<i>Officer-of-the-Day</i> Public Assistance and Compliant Desk
2. Present self and documents for assessment and review	<p>2.1 Receive and review submitted documents</p> <p>2.1.1 Check the client's record on existing database, e.g. Crisis Intervention Monitoring System, to check whether client had sought assistance within the last three (3) months</p> <p>If a client is eligible based on frequency and/or type of assistance last provided, the staff shall further assess documents presented</p> <p>If client is not eligible, staff shall provide reasons for non-eligibility and shall provide further instruction / information to client</p> <p>2.1.2 Conduct interview with</p>	None	40 minutes	<i>Section Head</i> Community-Based Welfare Section

	<p>client to further gather information and/or for clarification</p> <p>2.1.3 If necessary, coordinate with the receiving agency for validation</p>			
3. Fill-out necessary fields in the prescribed forms	3.1 Handout copies of prescribed forms to client	None	20 minutes	<i>Section Head</i> Community-Based Welfare Section
	3.2 Ask client to fill-out necessary fields and provide instructions			
4. Submit the accomplished forms	4.1 Collect accomplished forms	None	80 minutes	<i>Section Head</i> Community-Based Welfare Section
	4.2 Review and completely accomplish forms			
	4.3 The DSWD Social Worker Officer shall determine the amount that is appropriate and responsive to the needs of the client			
	4.4 Prepare vouchers and			

	other financial documents			
	4.5 Submit forms and supporting documents to the Authorized Approving Officer			
	4.5 Compile approved documents			
5. Client received assistance or any relevant documents for claiming of assistance (e.g. accomplished Form 3: referral for Service or stub)	5.1 Re-confirmation of client's identity	None	15 minutes	<i>Section Head</i> Community-Based Welfare Section
	5.2 Releasing of assistance to client If outright cash, ask client to check the actual amount received If Guarantee Letter, advise client to review the correctness of the personal information reflected in the document			

	<p>If a client shall be referred again to another office and/or agency, the social worker shall accomplish Form 3: Referral for Service.</p>			
6. Accomplish Client Satisfaction Survey from	<p>6.1 Issue Client Satisfaction Survey Form</p> <p>6.1.1 Collect accomplished form</p>	None	20 minutes	Section Head Community-Based Welfare Section
	TOTAL	NONE	<p>180 minutes or three (3) hours for Outright Cash</p> <p>One (1) day or 24 hours for a Guarantee Letter.</p>	

7. Procedure in the Implementation of the Social Pension for Indigent Senior Citizens (SPISC)

The Social Pension for Indigent Senior Citizens (SPISC) is a social protection scheme for the welfare of senior citizens in compliance with the Republic Act No. 9994 or the “Expanded Senior Citizens Act of 2010” which institutionalized social protection to senior citizens by providing additional government assistance to indigent senior citizens which aims to augment the daily subsistence and other medical needs of the eligible beneficiaries based on the eligibility criteria as mentioned below.

Office or Division	Social Pension Program, Protective Services Division
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Classification	Highly Technical	
Type of Transaction	G2G-Government to Government; G2C-Government to Citizen	
Who may avail:	Indigent senior citizens who are: <ol style="list-style-type: none"> a) 60 years old and above indigent senior citizens who are frail, sickly, bedridden or with disability; b) No permanent source of income; c) No regular support from family or relatives; and d) No pension from GSIS, SSS, PVAO and other insurance agencies 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>One (1) photocopy of the OSCA ID or any Valid Government-Issued ID indicating the birth date of the senior citizens such as but not limited to the following:</p> <ol style="list-style-type: none"> 1. PhilSys ID 2. Driver's License 3. Philhealth ID 4. Voter's ID 5. Postal ID 6. Federation ID <p><i>*The indigent senior citizen applicant is likewise encouraged to present the original copy of his/her OSCA ID or valid ID for further information verification.</i></p>		<p>OSCA at the Local Government Unit or any Government Agency issuing the listed identification cards.</p>
<p>One (1) original copy of the fully accomplished and signed Social Pension Application Form</p>		<p>The indigent senior citizen applicant shall inquire and/or submit the needed documentary requirements to the following:</p> <ol style="list-style-type: none"> 1. Barangay Senior Citizens Association (BSCA) 2. Office for Senior Citizens Affairs (OSCA) 3. Local Social Welfare and Development Office (LSWDO)

	<p>4. DSWD Field Office through the Regional Social Pension Unit (DSWD FO-RSPU)</p> <p>5. DSWD Central Office through the Older Persons Unit under the Program Management Bureau (DSWD CO-OPU)</p> <p>BSCA/ OSCA/ LSWDO/ DSWD FO-RSPU to provide one (1) copy of the Social Pension Application Form to the indigent senior citizen applicant.</p> <p><i>*no application is processed in the DSWD CO-OPU. All applications will be endorsed to the DSWD FO-RSPU.</i></p>
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
I. APPLICATION AND PRESENTATION OF NECESSARY DOCUMENTARY REQUIREMENTS OF THE INDIGENT SENIOR CITIZEN TO THE SOCIAL PENSION PROGRAM				
<p><i>*The same client steps shall be applied to indigent senior citizens re-applying to the program due to possible previous removal or inactivity to the social pension.</i></p>				
<p>A. INDIGENT SENIOR CITIZEN APPLIES FOR SOCPEN THROUGH EITHER OF THE FOLLOWING OFFICES LOCATED AT THEIR CITY/ MUNICIPALITY</p> <ul style="list-style-type: none"> a. Barangay Senior Citizens Association (BSCA) b. Office for Senior Citizens Affairs (OSCA) c. Local Social Welfare and Development Office (LSWDO) <p><i>*As recommended, the LGU processes shall be excluded from this citizens' charter thus the LGUs shall prepare a Citizens' Charter to ensure accountability and responsiveness between the DSWD and LGUs. Nonetheless, it must be noted that SocPen application processing through the BSCA/OSCA/LSWDO is the most utilized service modality in the regions.</i></p>				
B. INDIGENT SENIOR CITIZEN APPLIES FOR SOCPEN THROUGH THE DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE - REGIONAL SOCIAL PENSION UNIT (DSWD FO-RSPU)				
1. The indigent senior citizen applicant goes to the DSWD FO-RSPU to	1.1. The DSWD FO-RSPU Focal/Staff is to provide a copy of the Social	None	None	Division Chief Protective Services Division

<p>apply for his/her possible inclusion in the Social Pension Program.</p>	<p>Pension Application Form to the Indigent Senior Citizens.</p>			
<p>2. The indigent senior citizen applicant fills up and submits the accomplished Social Pension Program Application Form to the DSWD FO-RSPU</p>	<p>2.1. The DSWD FO-RSPU Focal/Staff shall assist the indigent senior citizen applicant in filling up the form and provide the necessary information to the senior citizen regarding his application.</p> <p>2.1.1. The DSWD FO-RSPU Focal/Staff shall accept and verify the completeness of the accomplished application form together with one (1) original and/or photocopy of the OSCA ID or any valid government-issued ID indicating the birthdate of the senior citizen presented.</p>	<p>None</p>	<p>30 minutes</p> <p><i>*processing time for the indigent senior citizen to complete his/her presentation of interest to apply to SocPen at the RSPU.</i></p>	<p><i>Division Chief Protective Services Division</i></p>

	<p>2.1.2 The DSWD FO-RSPU Focal/Staff shall notify and/or endorse the concerned LGUs for initial validation of applications such as confirmation of residence, etc. upon receipt of applications from walk-in clients.</p> <p>Note: <i>The DSWD FO-RSPU Focal/Staff may provide one (1) photocopy of the received application form to the indigent senior citizen for record purposes.</i></p> <p><i>It is further recommended that the applicant presents his/her original copy of OSCA ID and/or any government-issued IDs for verification purposes.</i></p>			
C. INDIGENT SENIOR CITIZEN GOES TO THE DSWD CENTRAL OFFICE - OLDER PERSONS UNIT TO SIGNIFY INTEREST IN APPLYING TO SOCPEN FOR ENDORSEMENT TO THE DSWD FO - RSPU				
1. The indigent senior citizen applicant goes	1.1. The DSWD CO-OPU receives and	None		<i>Division Chief Protective Services Division</i>

<p>to the DSWD CO-OPU to signify interest in applying to the Social Pension Program as a possible beneficiary.</p>	<p>interviews the indigent senior citizen applicant through walk-in, phone-in, and email inquiries to get the following information for referral to the appropriate Field Office:</p> <ul style="list-style-type: none"> a. Name b. Age and Birthdate c. Address d. Contact Information e. Other pertinent details on the application <p>Note: <i>There shall be no processing of program applications being done at the Central Office level.</i></p> <p><i>The RSPU shall conduct the necessary application procedures.</i></p> <p><i>All application requests received by the DSWD CO-OPU shall be officially</i></p>		<p>30 minutes</p> <p><i>*processing time for the indigent senior citizen to complete his/her presentation of interest to apply to SocPen at the DSWD CO</i></p>	
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	<p><i>communicated with the senior citizen's information to their respective DSWD FO-RSPU for action.</i></p> <p><i>It is further recommended that the applicant presents his/her original copy of OSCA ID and/or any government-issued IDs for verification purposes.</i></p>			
II. THE INDIGENT SENIOR CITIZEN APPLICANTS WILL BE SUBJECTED FOR VALIDATION AND ASSESSMENT BASED ON THE PROGRAM CRITERIA				
<p>2. The indigent senior citizen applicant undergoes validation and assessment to determine if he/she is eligible for the social pension.</p>	<p>2.1.DSWD FO-RSPU Focal/ Staff shall schedule and inform through a written letter and/or other tangible means of communication such as email/ text message, etc. the OSCA/ LSWDO on the conduct of validation and assessment based on either/or of the following received consolidated and certified list from the LSWDO/ walk-</p>	<p>None</p>	<p>1 hour</p> <p><i>*maximum processing for the conduct of the interviews during validation per applicant.</i></p>	<p><i>Division Chief Protective Services Division</i></p>

	<p>in applicants/ referrals from different stakeholders to the RSPU, as follows:</p> <ul style="list-style-type: none"> a. List of potential beneficiaries - new applications b. List of potential beneficiaries - re-application (if any) c. List of delisted and replacement beneficiaries for inclusion in the beneficiaries to be validated/ re-validated by the RSPU. 			
	<p>2.2DSWD FO-RSPU Focal/ Staff shall take the lead in the conduct of the validation of the indigent senior citizen applicants, validating the information provided, using the General Intake Sheet (GIS) to</p>			

	<p>determine the eligibility to the program.</p> <p>2.2.1. Assessment of the beneficiary will be written in the General Intake Sheet (GIS) or the Social Pension Beneficiary Update Form (SPBUF) and shall be the basis for the final list of beneficiaries to be encoded in the Social Pension Information System (SPIS) and endorsed for cross-matching to the DSWD-OPU.</p> <p>2.2.2. The LSWDO shall also submit the list of delisted/replacement SocPen beneficiaries for validation and assessment.</p> <p>Note: Validation and assessment of potential beneficiaries shall</p>			
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	<i>be done through an interview during the home visit.</i>			
III. THE SOCIAL PENSION BENEFICIARY IS NOTIFIED, GOES TO THE PAYOUT VENUE AND RECEIVES HIS/ HER STIPEND				
3. The SocPen beneficiary is notified of his/ her qualification to the program.	3.1 The DSWD FO-RSPU Focal/ Staff shall endorse to the OSCA/LSWD O the approved list of SocPen beneficiaries. The OSCA Head shall then notify the senior citizen through a written letter and/or other tangible means of communication such as email/ text message, etc. of his/her inclusion as a beneficiary of the program.	None	None	<i>Division Chief Protective Services Division</i> <i>OSCA Head/ Representative</i> <i>LSWDO Head/ Representative</i>
4. Appear during the payout schedule a. Present the original and/or photocopy copy of his/her OSCA ID or any valid government-	4.1 The DSWD FO-RSPU Focal/ Staff and/or the LGU shall conduct a brief orientation to the SocPen beneficiaries and/or their authorized representatives on the	None	12 hours	<i>Division Chief Protective Services Division</i> <i>Identified DSWD or LGU SDOs</i> <i>(*positions of assigned SDO shall</i>

<p>issued ID/federation ID indicating his/her date of birth.</p> <p>In cases of SocPen beneficiary who cannot personally appear at the payout venue, S/he may designate his/her authorized representative and shall present and submit the original and photocopy of the following requirements:</p> <ol style="list-style-type: none"> a. Authorized representative's valid government-issued ID or any valid certificate such as birth certificate, etc. b. SocPen beneficiary's OSCA ID or any valid government-issued ID. c. Authorization/certification letter from the beneficiary 	<p>procedure of the program.</p> <p>4.1.1 The DSWD FO SDOs/ LGU SDOs shall ensure the completeness and authenticity of the presented requirements by the SocPen beneficiary before releasing the stipend.</p>		<p><i>*maximum processing time a social pension beneficiary undergoes in a payout as it depends on the number of SocPen beneficiaries present at the payout to receive his/her stipend.</i></p> <p><i>** Please note that the payout for one barangay is a whole-day activity and may take up to 5 days for the whole LGU.</i></p>	<p><i>depend on the FOs and LGUs)</i></p> <p><i>BSCA Head/ Representative</i></p> <p><i>OSCA Head/ Representative</i></p> <p><i>LSWDO Head/ Representative</i></p>
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<p>indicating the name of the authorized representative and the reason/s of inability to personally claim his/her stipend at the time of the payout.</p>				
IV. FILLING OUT OF THE CLIENT SATISFACTION MEASUREMENT FORM				
<p>5. The SocPen beneficiary or his/her authorized representative shall accomplish the Client Satisfaction Measurement Form (CSMF) to rate the services provided by the DSWD.</p> <p>The accomplished CSMF shall be submitted to the DSWD FO-RSPU Focal/Staff.</p>	<p>5.1 The DSWD FO-RSPU Focal/Staff to assist the SocPen beneficiary or his/her authorized representative in the accomplishment of the CSMF.</p> <p>5.1.1 The DSWD FO-RSPU Focal/Staff shall ensure confidentiality and proper consolidation of the CSMF for subsequent submission to the CART Secretariat as MOVs.</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Division Chief</i> Protective Services Division</p>

	TOTAL:	None	<p>13 hours and 40 minutes for the total processing time a SocPen Beneficiary and/or his/her authorized representative undergoes from application, validation, notification, payout, and accomplishment of CSMF regardless of where s/he applies.</p> <p>*Processing time depends on the number of beneficiaries per Barangay, per LGU, and the output capability of SDOs.</p>
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NOTE: This Citizens' Charter (CC) is limited to the DSWD processes involving the client - the indigent senior citizen applicant and the SocPen beneficiaries. The CC shall cover the following procedures, as follows: (1) application and presentation of documents of the indigent senior citizen, (2) participation of the indigent senior citizen in the validation and assessment, (3) notification and attendance of the SocPen beneficiary to the cash payout through the DSWD or LGUs under TOF, (4) Filling out of the CSMF of the SocPen Beneficiaries or his/her authorized representative.

Other DSWD processes not directly involving the client shall be separated and included in the program's Standard Operating Procedures. The processing of eligibility and release of cash advances of the social pension payment is a separate process being done by the DSWD Field Office in coordination with the concerned LGUs.

The SPISC is currently implementing two modes of payments, (a) Cash Payment through identified SDOs and (2) Transfer of funds to LGUs, hence, there may be differences in the turnaround/processing time. The SocPen Team needs staff augmentation from other programs/units for the conduct of simultaneous pay-outs considering the huge number of beneficiaries per region. It is further noted that the program has no plantilla personnel hence, the pay-out depends on the number of SDOs of other programs/units who are available to handle the social pension cash advances.

The Turnaround/ Processing time depends on the social pension beneficiary's capacity, availability of the DSWD Field Office identified SDOs, schedules of payout, number of social pension beneficiaries present at the conduct of the payout, and other geographical location/ logistical requirements as agreed upon by the FOs and LGUs.

8. Provision of Assistance to Person Living with HIV (PLHIVs)

As part of the DSWD's psychosocial care and support services for persons living with HIV (PLHIV) and their affected families and in accordance with Section 36 of RA 11166, the Department, through its Field Offices (FOs) provides economic assistance for education, livelihood, burial/funeral, transportation, medical, and food. These forms of assistance are meant for individuals and families of PLHIV in need of social welfare and development interventions.

The direct provision of these assistance aims to mitigate the impact of HIV and AIDS on affected individuals and their families, assuring their well-being and contributing to the overall response of the national government to HIV and AIDS

Office or Division:	Community-Based Welfare Section, Protective Service Division	
Classification:	Simple	
Type of Transaction:	G2C- Government to Citizen	
Who may avail:	People-living with HIV (PLHIVs) and their affected families	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
One (1) valid identification card of the client/ person to be interviewed;		
<ul style="list-style-type: none"> PhilSys ID 		Philippine Statistics Authority
<ul style="list-style-type: none"> UMID ID, SSS or GSIS ID 		Social Security System or Government Service Insurance System
<ul style="list-style-type: none"> Philhealth ID 		Philhealth
<ul style="list-style-type: none"> Driver's License 		Land Transportation Office
<ul style="list-style-type: none"> PRC ID 		Professional Regulation Commission
<ul style="list-style-type: none"> OWWA ID 		Overseas Workers Welfare Administration
<ul style="list-style-type: none"> DOLE ID 		Department of Labor and Employment
<ul style="list-style-type: none"> PAG-IBIG ID 		Pag-IBIG Fund
<ul style="list-style-type: none"> Voter's ID or Voter's Certification 		Commission on Election
<ul style="list-style-type: none"> Postal ID 		Post Office
<ul style="list-style-type: none"> Philippine Passport 		Department of Foreign Affairs
<ul style="list-style-type: none"> NBI Clearance 		National Bureau of Investigation

<ul style="list-style-type: none"> • 4Ps ID 	Department of Social Welfare and Development
<ul style="list-style-type: none"> • PWD ID 	Local Government Unit
<ul style="list-style-type: none"> • Solo Parent ID 	Local Government Unit
<ul style="list-style-type: none"> • City or Municipal ID 	Local Government Unit
<ul style="list-style-type: none"> • Barangay ID 	Local Government Unit
<ul style="list-style-type: none"> • Office of Senior Citizen Affairs (OSCA ID) 	Local Government Unit
<ul style="list-style-type: none"> • Police Clearance 	Police Station
<ul style="list-style-type: none"> • or any ID preferably with validity date, and picture and signature of the client. 	Barangay Hall
In extremely justifiable circumstances, a Barangay Certification certifying the identity of the client may be presented in lieu of an Identification Card.	Barangay Hall
Signed Authorization Letter (if applicable)	Beneficiary of Assistance except for those who do not have the capacity to act or below 18 years old
Medical Abstract or Referral Letter or Accomplished DSWD Form Three (3)	<ul style="list-style-type: none"> • Designated Treatment Hub / HIV Primary Care Facility; • Local Government Unit
TRANSPORTATION ASSISTANCE	
1. Original and one (1) photocopy of supporting document/s such as, but are not limited to, Medical Certificate, Death Certificate, and/or Court Order or Subpoena	<ul style="list-style-type: none"> • Police Station - Police Blotter; • Hospitals or Clinic - Medical Abstract; • Court - Court Order or Subpoena; and • Civil Registry - Death Certificate.
MEDICAL ASSISTANCE FOR HOSPITAL BILL	
1. One (1) Original and/or Certified True Copy of Medical Certificate or Clinical Abstract or Discharge Summary or <i>Alagang</i> issued within three (3) months and with the following information: (i) final diagnosis; and (ii) complete name, license number and signature of the Physician	Medical records of the Hospital or Clinic or the Attending Physician

<p>2. One (1) original and one (1) photocopy of Hospital Bill or Statement of Account (outstanding balance) with the complete name and signature of the Billing Clerk; or Certificate of Balance and Promissory Note signed either by the Credit and Collection Officer or Billing Clerk.</p>	<ul style="list-style-type: none"> • Statement of Account - Billing Office of the hospital • Certificate of Balance and Promissory Note - Credit and Collection Office
<p>3. One(1) original copy of Social Case Study Report or Case Summary.</p>	<p>Registered Social Worker, whether from public or private practice, from any of the following:</p> <ul style="list-style-type: none"> • Department of Social Welfare and Development; • Local Social Welfare and Development Office; • Non-Government Organization; or • Medical Social Service.
MEDICAL ASSISTANCE FOR MEDICINE OR ASSISTIVE DEVICE	
<p>1. One (1) original and/or Certified True Copy of Medical Certificate or Clinical Abstract or Discharge Summary or <i>Alagang</i> issued within three (3) months and with the following information: (i) final diagnosis; and (ii) complete name, license number and signature of the Physician.</p>	<p>Medical records of the Hospital or Clinic of the Attending Physician</p>
<p>2. One (1) original and one (1) photocopy of prescription issued within three (3) months and with the following information: (i) date of issuance; and (ii) complete name, license number and signature of the Physician.</p>	<p>Attending Physician from a hospital or clinic.</p>
<p>If the amount of assistance being requested exceeds PhP10,000.00, the following shall be required as additional documentary requirements</p>	
<p>1. One (1) original and one (1) photocopy of the Quotation of Medicine or Assistive Device</p>	<p>Service Provider</p>

<p>2. One(1) original copy of Social Case Study Report or Case Summary.</p>	<p>Registered Social Worker, whether from public or private practice, from any of the following:</p> <ul style="list-style-type: none"> • Department of Social Welfare and Development; • Local Social Welfare and Development Office; • Non-Government Organization; or • Medical Social Service
MEDICAL ASSISTANCE FOR LABORATORY	
<p>1. One (1) original and/or Certified True Copy of Medical Certificate or Clinical Abstract or Discharge Summary or <i>Alagang</i> issued within three (3) months and with the following information: (i) final diagnosis; and (ii) complete name, license number and signature of the Physician.</p>	<p>Attending Physician or from Medical Records of the hospital or clinic.</p>
<p>2. One (1) original and/or one(1) Certified True Copy of Social Case Study Report or Case Summary.</p>	<p>Registered Social Worker, whether from public or private practice, from any of the following:</p> <ul style="list-style-type: none"> • Department of Social Welfare and Development; • Local Social Welfare and Development Office; • Non-Government Organization; or • Medical Social Service.
<p>If the amount of assistance being requested exceeds PhP10,000.00, the following shall be required as additional requirements</p>	
<p>1. One(1) original and/or photocopy of the Quotation of Laboratory)</p>	<p>Service Provider</p>
<p>2. One(1) original copy of Social Case Study Report or Case Summary.</p>	<p>Registered Social Worker, whether from public or private practice, from any of the following:</p> <ul style="list-style-type: none"> • Department of Social Welfare and Development; • Local Social Welfare and Development Office; • Non-Government Organization; or • Medical Social Service.
MEDICAL ASSISTANCE FOR LABORATORY	

1. One (1) original and/or Certified True Copy of Medical Certificate or Clinical Abstract or Discharge Summary or <i>Alagang</i> issued within three (3) months and with the following information: (i) final diagnosis; and (ii) complete name, license number and signature of the Physician	Attending Physician or from Medical Records of the hospital or clinic.
2. One (1) original and one (1) photocopy of laboratory requests or laboratory protocol or Doctor's Order with name, license number, and signature of the Physician	Attending Physician from a hospital or clinic
3. One (1) original and/or one(1) Certified True Copy of Social Case Study Report or Case Summary.	Registered Social Worker, whether from public or private practice, from any of the following: <ul style="list-style-type: none"> • Department of Social Welfare and Development; • Local Social Welfare and Development Office; • Non-Government Organization; or • Medical Social Service.
If the amount of assistance being requested exceeds PhP10,000.00, the following shall be required as additional requirements	
1. One(1) original and/or photocopy of the Quotation of Laboratory	Service Provider
2. One (1) original and/or one(1) Certified True Copy of Social Case Study Report or Case Summary. (1 Original or Photocopy)	Registered Social Worker in public or private practice. <ul style="list-style-type: none"> • DSWD • LSWDO • NGO • Medical Social Service
FUNERAL ASSISTANCE FOR FUNERAL BILL	
1. One (1) original and/or one(1) Certified True Copy of Death Certificate or Certification from the Tribal Chieftain	City or Municipal Hall (Civil Registry Office), Hospital, Funeral Parlor, Tribal Chieftain or Imam
1. One (1) original copy of Promissory Note or Certificate of Balance or Statement of Account	Authorized staff of the Funeral Parlor or Memorial Chapel

2. One (1) original and/or Photocopy of Funeral Contract	City or Municipal Hall
EDUCATIONAL ASSISTANCE	
1. One (1) original and/or photocopy of Validated School ID and Valid I.D	School Registrar where the beneficiary is enrolled
1. One (1) original and/or photocopy of any of the following: a. Enrolment Assessment Form; or b. Certificate of Enrolment; or c. Registration; or d. Statement of Account	School Registrar or Concerned Office where the beneficiary is enrolled
FOOD ASSISTANCE	
1. One (1) original and/or photocopy of Barangay Certificate or Residency or Certificate of Indigency or Certificate that the client is in need of assistance may be required or medical document as proof that the beneficiary is admitted	<ul style="list-style-type: none"> • Barangay Hall where the client is presently residing • Hospital where the beneficiary is currently admitted
CASH RELIEF ASSISTANCE	
<p>Depending on the circumstances:</p> <p>a. For Fire Victims: One (1) original and/or photocopy of Police Report or Bureau of Fire Protection Report from the Bureau of Fire;</p> <p>b. For Distressed OFs: One (1) original and/or photocopy of Passport, Travel Document/s, certification from OWWA or the Barangay;</p>	<ul style="list-style-type: none"> • Bureau of Fire or PNP • Overseas Workers Welfare Administration or Department of Migrant Workers or Barangay • Local Social Welfare and Development Office or other social welfare agencies • Local Social Welfare and Development Office or other social welfare agencies

<p>c. For Rescued Client: One (1) original and/or photocopy of Certification from a social worker or Case manager from rescued clients.</p> <p>d. For victims of Online Sexual Exploitation: One (1) original and/or photocopy of Police Blotter and social worker's certification for the victims of online sexual exploitation of children</p> <p>e. For Locally stranded individuals (LSI): LSI without valid IDs – One (1) original and/or photocopy of the Medical Certificate or the Travel Authority issued by the Philippine National Police will suffice and be accepted to prove his or her identity.</p>	<ul style="list-style-type: none"> • Police Station - Police Blotter • Hospital or Clinic - Medical Certificate signed by the Registered Physician 			
<p>For all other incidents:</p> <p>1. One (1) original and/or photocopy of any of the following: Barangay Certificate of Residency; or Certificate of Indigency; or Certificate of the Client in Need of Assistance as well as other documents from legal authorities or regulating agencies, as may be applicable such as but not limited to Police Report or Blotter, Spot report from the AFP or PNP, Joint AFP-PNP Intelligence Committee (JAPIC) certificate, Certification of death, Disaster Assistance Family Access Card (DAFAC); Medico-legal certification</p>	<ul style="list-style-type: none"> • Barangay Hall where the client is presently residing • Police Station • Armed Forces of the Philippines or Philippine National Police • Office of the Civil Registry • Certificate from the Local Disaster Risk Management Office; <i>or</i> • Local Government Unit • Hospital or Clinic signed by Licensed Physician 			
<p style="text-align: center;">CLIENT STEPS</p>	<p style="text-align: center;">AGENCY ACTIONS</p>	<p style="text-align: center;">FEEES TO BE PAID</p>	<p style="text-align: center;">PROCESSING TIME</p>	<p style="text-align: center;">PERSON RESPONSIBLE</p>

1. Secure a queuing number	1.1 Provide client with queuing number	None	5 minutes	<i>Section Head</i> Community-Based Welfare Section
2. Present self and documents for assessment	2.1 Conduct initial interview for assessment	None	40 minutes	<i>Section Head</i> Community-Based Welfare Section
	2.1.1 Check the client's record to the existing database – e.g Crisis Intervention Monitoring System, to check whether the client had sought assistance within the last three (3) months. If a client is eligible (based on frequency and/or type of assistance last provided), the staff shall further assess documents presented. If a client is not eligible , the staff shall provide the reasons for non-eligibility and shall further provide further instruction / information.			

	<p>2.1.2 Check the documents presented by the client.</p> <p>If documents are complete and valid, the client will be advised to fill-out necessary forms and submit documents pertinent to their request.</p> <p>If supporting documents are incomplete and non-compliant, provide a checklist.</p> <p>2.1.3 If necessary, coordinate with the client's designated treatment hub or LGU to further verify validity of documents presented</p>			
<p>3 Fill-out necessary fields in the prescribed forms</p>	<p>3.1 Handout copies of prescribed forms to client</p> <p>3.1.1 Ask client to fill-out the necessary fields in the prescribed forms</p>	<p>None</p>	<p>20 minutes</p>	<p><i>Section Head</i> Community-Based Welfare Section</p>

<p>4. Submit accomplished forms and required documents. If necessary, attend the interview for further clarification.</p>	<p>4.1 Collect the accomplished forms and documentary requirements from client</p> <p>4.1.1 Verify the submitted documents for veracity, consistency, and authenticity.</p> <p>4.1.2 If necessary, conduct interviews with the client and; or additional coordination with treatment hubs, LGUs, and or the referring agency.</p> <p>4.1.3 The DSWD Social Welfare Officer (SWO) shall determine the amount that is appropriate and responsive to the needs of the client.</p> <p>4.1.4 Preparation of vouchers and financial documents.</p> <p>4.1.5 Forward the Client's Document to the Authorized</p>	<p>None</p>	<p>80 minutes</p>	<p><i>Section Head Community-Based Welfare Section</i></p>
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	<p>Approving Officer.</p> <p>4.1.6 Compile the approved documents of the client.</p>			
5. Receive assistance	<p>5.1 Confirmation of client's identity;</p> <p>5.1.1 Releasing of actual assistance to client;</p> <p>5.1.2 Releasing of actual assistance to client;</p> <p>If through outright cash, ask client to check the actual amount received;</p> <p>If through Guarantee Letter, advise clients to review the correctness of the personal information reflected in the document.</p>	None	15 minutes	<p><i>Section Head</i> Community-Based Welfare Section</p>

6. Accomplish Client Satisfaction Measurement Survey	6.1 Provide a copy of the Client Satisfaction Measurement Survey;	None	20 minutes	Section Head Community-Based Welfare Section
	6.2 Collect accomplished Client Satisfaction Measurement Survey			
TOTAL		None	180 minutes or three (3) hours for Outright Cash One (1) day or 24 hours for a Guarantee Letter.	

9. Provision of Assistance to Solo Parent

Solo parents are those who are left alone with the responsibility of rearing their children regardless of marital status and based on National Statistics Office (NSO) data, there are about 14 million solo parents in the Philippines as of 2015. The increasing number of solo parents has led the national government to pass Republic Act No. 8972 or the Solo Parents' Welfare Act of 2000, which was promulgated on November 7, 2000. On 04 June 2022, the Republic Act No. 11861 (RA 11861) or the Expanded Solo Parents Welfare Act lapsed into law and its Revised Implementing Rules and Regulations took effect on 01 November 2022. The passage of RA 11861 expanded the benefits of the solo parents, promotes the rights of Filipino solo parents and ensures that they can receive adequate social protection programs from the government.

RA 11861 directs the Department of Social Welfare and Development (DSWD), in coordination with other agencies to develop a "comprehensive package" of social protection services for solo parents and their families which includes livelihood

opportunities, legal advice and assistance, counseling services, parent effectiveness services, and stress debriefing, among others, regardless of financial status.

DSWD is mandated to protect and promote the welfare of the disadvantaged group including the solo parents, and provide technical assistance to partner stakeholders (National Government, Local Government Unit, and Civil Society Organizations). Any solo parent whose income in the place of residence is equal to or below the poverty threshold as set by the PSA and subject to the assessment.

Office or Division:	Community-Based Welfare Section	
Classification:	Simple	
Type of Transaction:	G2C – Government to Client	
Who may avail:	REGISTERED SOLO PARENT	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Valid Solo Parent Identification Card		Local Government Unit

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the Field Office for assistance	1. The DSWD office Security Guard/Public Assistance and Complaints Desk (PACD) Officer shall direct the client to the Field Office (FO)/Social Welfare and Development Team (SWADT) social worker or solo parent focal person.	None	0 minute	<i>Section Head Community-Based Welfare Section</i>
2. Attend Interview for assessment of needs	2.1 FO / SWADT social worker / Focal Person shall validate the Solo Parent Identification Card (SPIC) of the client. 2.1.1 Interview the client and fill-out the general intake sheet and indicate	None	10 minutes	<i>Section Head Community-Based Welfare Section</i>

	recommendations based on assessed needs			
3. Attend psychological intervention, psychological first aid and/or counseling	3.1 FO / SWADT social worker / Focal Person shall provide psychological intervention, psychological first aid and/or counseling based on their solo parent concerns. Recommendation may be provided to help in the needs of the family.	None	30 minutes	<i>Section Head</i> Community-Based Welfare Section or <i>Head</i> Community Based Service Section
	If no further assistance is to be provided , the client shall accomplish the Client Satisfaction Measurement Form (CSMF) and return the form to the social worker before leaving. 3.1.1 FO / SWADT social worker / Focal Person shall encode the client's information in the caseload inventory of solo parents provided with assistance	None	5 minutes	<i>Section Head</i> Community-Based Welfare Section or <i>Head</i> Community Based Service Section
4. Preparation of referral / endorsement for Assistance to Individuals in Crisis Situation (AICS) or Sustainable Livelihood Program (SLP) or to another office or	4.1 Preparation of referral / endorsement for Assistance to Individuals in Crisis Situation (AICS) or Sustainable Livelihood Program (SLP) or to another office or agency if the need of the client cannot be met by the DSWD. For AICS , FO / SWADT social worker / Focal Person shall provide a referral or endorsement letter to CID / CIS / SWADT and fill-out the General Intake Sheet	None	40 minutes	<i>Section Head</i> Community-Based Welfare Section or <i>Head</i> Community Based Service Section

agency if the need of the client cannot be met by the DSWD.	<p>For livelihood assistance, FO / SWADT social worker / Focal Person shall provide a referral or endorsement letter to SLP for possible provision of assistance.</p> <p>For other agency/ies, FO / SWADT social worker / Focal Person to provide a referral or endorsement letter to appropriate agency/ies.</p>			
	4.2. Referral or endorsement letter for approval of Division Chief, Bureau/Regional Director or COmbased Section Head / PSD Chief in SWADT.	None	2 days	<i>Regional Director</i> DSWD Field Office VIII
5. Receive the referral/ endorsement letter	5. Send the referral / endorsement letter to appropriate agency/ies	None	5 minutes	<i>Section Head</i> Community-Based Welfare Section
	TOTAL	2 working days, 90 minutes		

10. Provision of Assistance under the Recovery and Reintegration Program for Trafficked Persons (RRPTP)

The RRPTP is a comprehensive program that ensures adequate recovery and reintegration services provided to trafficked persons. It utilizes a multi-sectoral approach and delivers a complete package of services that will enhance the psychosocial, social, and economic needs of the clients, the families, and the communities where the trafficked persons will be eventually reintegrated. It also improves community-based systems and mechanisms that ensure the recovery of the victim-survivors and prevents other family and community members from becoming victims of trafficking.

Office or Division:	Sectoral Programs, Community-Based Welfare Section
Classification:	Highly Technical
Type of Transaction:	G2C- Government to Citizens
Who may avail:	1. Victim-survivor of trafficking

	2. Families of the victim-survivor of trafficking. 3. Witnesses of cases of human trafficking. 4. Communities with incidence of human trafficking.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Case Management	
1. Travel document (for Repatriated TIP Victims) (1 Photocopy) 2. Valid ID (1 Photocopy) 3. Social Case Study Report	Department of Foreign Affairs / Philippine Embassy (for Repatriated TIP Victims)
Medical Assistance	
1. Clinical Abstract / Medical Certificate with signature and license number of the attending physician (issued within three months) (1 Original and 1 Photocopy) 2. Hospital Bill (for payment of hospital bill) or Prescription (for medicines) or Laboratory requests (for procedures). 3. Barangay Certificate of Residency and Valid ID for the client	Hospital or health facility where the client is admitted or seen (Clinical Abstract and Hospital Bill) Barangay Hall (Barangay Certificate) Government Institutions (Valid ID)
Educational Assistance	
1. School registration and/ or certificate of enrolment 2. Statement of Account for tertiary education 3. Valid school ID Valid ID of the parent/ guardian	School where the client is enrolled (School Registration, Certificate of Enrolment, Statement of Account) Government Institutions (Valid ID)
Skills Training	
1. Official receipt from the training school (TESDA/ CHED accredited training school. (1 Original and 1 Photocopy) 2. Valid ID	TESDA / accredited training school where the client is enrolled Government Institutions (Valid ID)
Financial Assistance for Employment (e.g. driver's license, NBI and police clearance, Medical Certificate etc.)	
1. Contract of Employment or any similar document which indicates that they are hired 2. Valid ID (1 Original and 1 Photocopy)	Employer of the client Government Institutions (Valid ID)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The victim survivors of trafficking may visit the DSWD Field/ Regional Office or Rescued by Social Worker	1.1 Interview of the client 1.1.1 Provide Psychosocial Counseling 1.1.2 Conduct Assessment If the Client needs Temporary Shelter refer to Residential Care Facility. 1.1.3 The Social Worker shall provide a list of documentary requirements depending on the assistance to be provided. 1.1.4 Refer to the list of requirements.	None	2 Hours	<i>Section Head Community-Based Welfare Section</i>
2. Submit Documentary Requirement for the service/s to be availed	2.1 Screening of the submitted documents (Note: Given all requirements are submitted by the client) 2.1.1 For livelihood assistance, the RRPTP Social Worker shall forward the	None	10 minutes	<i>Section Head Community-Based Welfare Section</i> <i>Sustainable Livelihood Program Section Head and Community Based Services Section Head/ Social Welfare Officer III Protect Services Division</i>

	documents to the Sustainable Livelihood Program for further assessment.			
	<p>2.2 Processing of the assistance being sought;</p> <p>a. Preparation of Voucher (if financial related)</p> <p>b. Social Case Study Report</p> <p>c. Preparation of referral letter (if needs other program assistance)</p>	None	7 Days	<i>Section Head</i> Community-Based Welfare Section
	2.3 PSU/ CBU Division Chief and Budget Officer recommend the provision of assistance for approval of the Regional Director.	None	3 working days	<i>Section Head</i> Community-Based Welfare Section
	2.4 The Regional Director shall approve the provision of assistance to the victim-survivors of trafficking.	None	2 working days	<i>Regional Director</i> DSWD Field Office VIII
	2.5 Releasing of the assistance to client (Cash or Non-Cash)	None	2 working days	<i>Section Head</i> Cash Section
3. Accomplish Client Satisfaction	3.1 RRPTP Social Worker shall provide the client the copy of	None	5 minutes	<i>Section Head</i> Community-Based Welfare Section

Measurement Survey (CSMS)	the CSMS to provide feedback regarding the service received.			
	Total	None	For Temporary Shelter -2 hours	
	Total	None	For Livelihood Assistance - 12 Days	
	Total	None	For other Assistance - 5 Days	

11. Provision of Centenarian Gifts to Centenarian

Republic Act No. 10868 or the Centenarians Act of 2016 gives due recognition to Filipino citizens, both in the Philippines and abroad, who reached the age of 100 years old. The Act mandated the Department to provide the centenarian benefit of Php100,000.00, Letter of Felicitation signed by the President of the Philippines for the living centenarians and Posthumous Plaque of Recognition to the deceased centenarians, at the national level

Office or Division:	Sectoral Programs, Protective Services Division
Classification:	Complex
Type of Transaction:	G2C-Government to Citizen
Who may avail:	All Filipino citizens who reached the age of 100 years old
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Living Centenarians: <i>(One original or one certified true copy)</i>	
Birth certificate	Philippine Statistics Authority (PSA) or Local Civil Registrar (LCR)
Philippine Passport	Department of Foreign Affairs (DFA)
Identification cards	Office for Senior Citizens Affairs (OSCA); Land Transportation (LTO)-issued Driver's License; social security cards like the Government Service Insurance System (GSIS) and Social Security System (SSS); Professional Regulatory Commission (PRC) license; Philippine Postal;

	Commission on Elections (COMELEC); Philippine Identification System; Philhealth MDR
Marriage Certificate	Philippine Statistics Authority (PSA) or Local Civil Registrar (LCR)
Birth Certificates of children	Philippine Statistics Authority (PSA) or Local Civil Registrar (LCR)
Affidavit executed by at least two (2) disinterested persons	Lawyer (either public or private)
Old School or Employment records	School or Employment agency
Baptismal and/or Confirmation records	Parish church and other religious denomination
Medical and/or Dental examination	Government / private doctors or dentist
Other related documents	National Commission on Muslim Filipinos (NCMF) / National Commission on Indigenous People (NCIP); AFPSLAI, AMWSLAI, Veterans
For Deceased Centenarians: <i>(One original or one certified true copy)</i>	
Death certificate	Philippine Statistics Authority (PSA) or Local Civil Registrar (LCR)
Identification card of the nearest surviving relative	Office for Senior Citizens Affairs (OSCA); Land Transportation (LTO)-issued Driver's License, social security cards like the Government Service Insurance System (GSIS), and Social Security System (SSS), Professional Regulatory Commission (PRC) license, Philippine Postal, Commission on Elections (COMELEC); Philippine Identification System; Philhealth MDR
Proof of Relationship	
<ul style="list-style-type: none"> ● Certificate of live birth of the nearest surviving relative ● Marriage Certificate 	Philippine Statistics Authority (PSA) or Local Civil Registrar (LCR) Parish church and other religious denomination

• Baptismal	
Affidavit of Adjudication and/or Special Power of Attorney	Lawyer (either public or private)
Warranty and Release from Liability	DSWD Field Offices
<p><i>*Documents stated in the living centenarians, shall also be required to be submitted by the nearest surviving relative of the deceased centenarians that will prove the deceased centenarians' age eligibility at the time RA 10868 took effect if any</i></p>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Centenarian and/or nearest surviving applicant submit the one (1) original or one (1) certified true copy of the necessary documentary requirements to the Office for Senior Citizens Affairs (OSCA)	<p>1.1. The DSWD FO shall receive the masterlist of potential centenarians through the following:</p> <ul style="list-style-type: none"> a. Submitted consolidated list from the Local Government Units through the OSCA b. Endorsement from legislators; Office of the President, among others; c. Walk-in clients 	None	1 working day	<i>Division Chief</i> Protective Services Division

	<p>1.2. The DSWD FO shall conduct desk or home validation to the identified potential centenarians and/or nearest surviving relative</p> <p>If assessed as eligible, the DSWD FO shall send a letter duly signed by the DSWD Regional Director citing the eligibility of the applicant. The LGU shall then inform the centenarian and/or nearest surviving relative applicant.</p> <p>If the documents submitted are incomplete and/or with discrepancy, the DSWD FO shall inform and request the LGU to provide technical assistance to the centenarian and/or nearest surviving relative applicants to comply with the additional requirements</p>	<p>None</p>	<p>Desk validation: 3 working days</p> <p>Home validation: 15 working days</p> <p>5 working days</p>	<p><i>Division Chief</i> Protective Services Division</p>
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	and/or reconcile the documents with discrepancies.			
2. Centenarian and/or nearest surviving relative receive the centenarian benefit	2.1. The DSWD FO shall facilitate the preparation of documents such as disbursement voucher, obligation request, payroll, etc. corresponding to the number of eligible centenarians to be awarded.	None	5 working days	<i>Division Chief</i> Protective Services Division
	2.2. The DSWD FO shall prepare a notification letter to the LGU duly signed by the Regional Director citing the scheduled payout to the eligible centenarians and/or nearest surviving relative.	None	3 working days	<i>Division Chief</i> Protective Services Division
	2.3. The DSWD FO shall release the centenarian benefit to the eligible centenarian and/or nearest surviving relative in the following mode: Cash: House-to-house delivery and/or plaza type by	None	20 working days	<i>DSWD FO-Special Disbursing Officer and Protective Services Division Chief (Social Welfare Officer IV/V)</i>

	<p>the FO-Special Disbursing Officer together with the Centenarian focal person</p> <p>Cheque: Deposit in the existing savings or current account or deliver through house-to-house and/or plaza type</p>			
3. Centenarian and/or nearest surviving relative shall fill-out the Client Satisfaction Measurement Form	3.1. The DSWD FO shall consolidate the filled-out Client Satisfaction Measurement Form for subsequent submission to DSWD FO CART focal person	None	5 minutes	<i>Division Chief</i> Protective Services Division
	TOTAL	None	52 days and 5 minutes	

12. Securing Travel Clearance for Minors Traveling Abroad

Travel Clearance is a document issued by the Department of Social Welfare and Development for a minor who is below 18 years old, who is traveling abroad alone or with someone other than their biological parents.

Office or Division:	Community-Based Welfare Section
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Filipino Minors Traveling Abroad

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. For Minors Traveling Alone to a Foreign Country for the First Time	
1. Duly Accomplished Application Form (1 Original Copy or Electronic Copy)	DSWD Field Offices or download form at www.dswd.gov.ph
2. LSWDO/SWAD Social Worker's assessment, in the absence of the biological parent/s or an appointed legal guardian (1 Original Copy)	Local Social Welfare and Development Office/SWAD where the minor resides
3. PSA issued Birth Certificate of Minor (1 Original and 1 Photocopy**)	Philippine Statistics Authority (PSA)
4. PSA issued Marriage Contract of minor's parents/ Copy of Court issued Legal Guardianship/ Tallaq or Fasakh Certification from the Shariah Court or any Muslim Barangay or religious leader; or PSA issued CENOMAR for non-marital minors on SECPA; (1 Original and 1 Photocopy**)	Philippine Statistics Authority (PSA); Court who handled the Legal Guardianship petition; Shariah Court or Religious Leader
5. Notarized Affidavit of Consent or Written Consent of both parents/ legal guardian/solo parent, whichever is applicable. Photocopy of valid passport and valid visa or valid ID issued abroad, if parents are working abroad. (1 Original)	Law Office and Notarized at the place where the parent/s resides/Philippine Embassy (if minors parent/s are abroad)
6. Original colored passport size photos of the minor (in White, Red or Blue Background) taken within the last 6 months. No scanned picture is allowed. (2 pcs.)	Applicant
7. Notarized Affidavit of Support and Certified copy of evidence to show financial capability of sponsor e.g Certificate of Employment, Latest Income Tax Return, Bank Statement, etc.) (1 Original)	Applicant or Sponsoring Person/Agency
8. PSA issued Death Certificate (for deceased parent/s) on SECPA (1 Original and 1 Photocopy)	Applicant
9. Unaccompanied Minor Certificate from the Airlines (if available)	Airline Company where ticket is obtained

10. Waiver from the parents releasing DSWD from any liability/responsibility in case of untoward incident during the travel of the child.	Applicant
For Succeeding Travel of Unaccompanied minor or Traveling ALONE	
1. Duly Accomplished Application Form (1 Original Copy or Electronic Copy)	DSWD Field Office/ DSWD website: www.dswd.gov.ph
2. Notarized Affidavit of Consent or Written Consent of both parents/ legal guardian/solo parent, whichever is applicable. Photocopy of valid passport and valid visa or valid ID issued abroad, if parents are working abroad. (1 Original)	Law Office and Notarized at the place where the parent/s resides/Philippine Embassy (if minors parent/s are abroad)
3. Original copy of the previous Travel Clearance issued	Applicant
4. Original colored passport size photos of the minor (in White, Red or Blue Background) taken within the last 6 months. No scanned picture is allowed. (2 pcs.)	Applicant
5. Unaccompanied Minor Certificate from the Airlines (if available)	Airline Company where ticket is obtained
6. Waiver from the parents releasing DSWD from any liability/responsibility in case of untoward incident during the travel of the child.	Applicant
Minor Travelling for the FIRST TIME with persons other than the Parents or Legal Guardian	
1. Duly Accomplished Application Form (1 Original Copy or Electronic Copy)	DSWD Field Office/ DSWD website: www.dswd.gov.ph
2. PSA issued Birth Certificate of Minor (1 Original and 1 Photocopy**)	Philippine Statistics Authority (PSA)
3. Notarized Affidavit of Consent or Written Consent of both parents/ legal guardian/solo parent, whichever is applicable. Photocopy of valid passport and valid visa or valid ID issued abroad, if parents are working abroad. (1 Original)	Law Office and Notarized at the place where the parent/s resides/Philippine Embassy (if minors parent/s are abroad)

4. PSA issued Marriage Contract of minor's parents/ Copy of Court issued Legal Guardianship/ Tallaq or Fasakh Certification from the Shariah Court or any Muslim Barangay or religious leader; or PSA issued CENOMAR for non-marital minors on SECPA; (1 Original and 1 Photocopy**)	Philippine Statistics Authority (PSA); Court who handled the Legal Guardianship petition; Shariah Court or Religious Leader
5. Two (2) colored passport size pictures of the minor (in white, red or blue background) taken within the last 6 months. No scanned pictures will be accepted.	Applicant
6. Photocopy of the valid passport of the traveling companion.	Minor's traveling companion
Minors Traveling subsequently with a Person Other than the Parents of Legal Guardian	
1. Duly Accomplished Application Form (1 Original Copy or Electronic Copy)	DSWD Field Office/ DSWD website: www.dswd.gov.ph
2. Original copy of the Travel Clearance previously issued by the DSWD Field Office;	Applicant
3. Notarized Affidavit of Consent or Written Consent of both parents/ legal guardian/solo parent, whichever is applicable. Photocopy of valid passport and valid visa or valid ID issued abroad, if parents are working abroad. (1 Original)	Law Office and Notarized at the place where the parent/s resides/Philippine Embassy (if minors parent/s are abroad)
4. Two (2) original colored passport size photos of the minor taken within the last six (6) months. No scanned pictures will be accepted;	Applicant
5. Photocopy of the valid passport of the traveling companion.	Minor's traveling companion
Additional Requirements for Minors Under Special Circumstances:	
For Filipino Minors Migrating to Another Country	
1. Visa Petition Approval	Applicant
For Minors Studying Abroad	
1. Acceptance or Certificate of Enrollment or Registration from the School where the minor is to be enrolled.	Applicant
For Minors who will attend Conference, Study Tours, Competition, Student Exchange Program, Summer Camp, Pilgrimage, World Youth Day and Other Related Activities:	
1. Certification from Sponsoring Organization	Sponsoring Organization

2. Affidavit of Undertaking of Companion indicating safety measures undertaken by the School, Sports Agency, or Organization	School, Sports Agency, or Sponsoring Organization
3. Signed Invitation from the Sponsoring Agency/Organization abroad with itinerary of travel and list of participants and duration of the activity/travel	School, Sports Agency, or Sponsoring Organization
Minors going Abroad for Medical Purposes	
1. Medical Abstract of the Minor (1 Original Copy)	Attending Physician
2. Recommendation from the Attending Physician that such medical procedure is not available in the country (if applicable)	Attending Physician
3. Letter from the Sponsor (if applicable)	Sponsoring Person
Minors going Abroad with pending petition for Inter-Country or Domestic Adoption	
1. Placement Authority issued by NACC-RACCO	National Authority for Child Care (NACC)
2. Consent to Travel issued by NACC-RACCO	National Authority for Child Care (NACC)
3. Notarized Affidavit of Undertaking from the Prospective Adoptive Parent/s (1 Original)	Applicant
4. Court Order (for those with Pending Court Petition)	RTC who has jurisdiction over the case
1. Placement Authority issued by NACC-RACCO	National Authority for Child Care (NACC)
Minors under Foster Care	
1. Notarized Affidavit of Undertaking by the Foster Parent/s	Foster Parent/s
2. Consent to Travel issued by NACC-RACCO	National Authority for Child Care (NACC)
Minors under Legal Guardianship who will be unaccompanied by their Legal Guardian	
1. Court Order on Legal Guardianship (1 Certified True Copy)	Court
For Minors whose parents are Seafarers	
1. Certification from the Manning Agency attesting that the parent/s is on board employment (1 Original or 1 Electronic Copy)	Applicant
2. Seaman's Book of Parent/s (1 Photocopy)	Applicant
3. Parent/s Written Consent (1 Electronic Copy)	Applicant

For Minors with alleged missing parent/s

1. Social Case Study Report from the LSWDO where the alleged missing parent's last known address (1 Original)		Local Social Welfare and Development Office		
2. Blotter Report from either local police or Barangay Certification from the Locality of the last known address of the alleged missing parent (1 Original)		Local Police or Barangay of the alleged missing parent/s last known address		
3. Returned registered mail to the last known address of the alleged missing parent/s known address (1 Original, if available)		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register information in MTA client's logbook	1.1 Issue Service Sequence Number 1.1.2 Encoding of the client's information in online Spreadsheet	None	5 minutes	<i>Division Chief</i> Protective Services Division
2. Fill out and Submit Accomplished Application Form and Documentary Requirements for Screening	2.1 Accept and review the accomplished MTA application form and the authenticity of the presented documentary requirements If the documents are complete, assigns control number on the application form If the documents are incomplete, request the client	None	10 minutes	<i>Division Chief</i> Protective Services Division

	<p>to comply with the lacking documents. Provides the client the initial findings.</p>			
	<p>2.2 Conduct interview and prepare assessment of the application.</p> <p>2.2.1 Review and approval of the supervisor of the assessment report.</p>	None	30 minutes	<i>Division Chief</i> Protective Services Division
	<p>2.3 Approve/Disapprove the application</p> <p>If approved, fill-out the payment slip and order of payment and advise the applicant to proceed to the cashier for payment.</p> <p>If disapproved, provide the client with a written explanation stating the reasons of the disapproval</p>	None	5 minutes	<i>Division Chief</i> Protective Services Division

	<p>If exempted, prepare the Certificate of Exemption for Approval of the Regional Director</p>			
	2.4 Notify the DFA, BI, DSWD-CO on the list of Approved and Disapproved Travel Clearance Applications	None	5 minutes	<i>Division Chief</i> Protective Services Division
3. Pay the prescribed amount and receives the Official Receipt	3.1 Receive the Order of Payment	Php300.00 for 1 year validity;	5 minutes	<i>Section Head</i> Cash Section
	3.2. Issue Official Receipt to the Applicant on the Payment Received	Php600.00 for 2 years validity	5 minutes	<i>Section Head</i> Cash Section

<p>4. Present the Official Receipt and Receives the issued Travel Clearance</p>	<p>4.1 Receive the official receipt</p> <p>4.1.1 Encode the details of the applicant in the Travel Clearance.</p> <p>4.1.2 Sign the Travel Clearance.</p> <p>4.1.3 Release the travel clearance/certificate of exemption including the official receipt</p>	<p>None</p>	<p>30 Minutes</p>	<p><i>Division Chief</i> Protective Services Division</p>
<p>5. Receive the Travel Clearance/Certificate of Exemption and Signs the Logbook</p>	<p>5.1. Issuance of Claim Stub schedule of release (Minimum of 1-day processing and maximum of 3 days processing)</p> <p>5.1.1 Ask the client to sign the Log Book for the Travel Clearance/Certificate of Exemption Received</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Division Chief</i> Protective Services Division</p>
<p>6. Accomplish and Submit the Client Satisfaction Measurement Form (CSMF)</p>	<p>6. Receive the Filled up CSMF Form</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Division Chief</i> Protective Services Division</p>

	TOTAL	For or 1 year validity- Php 300.00 Php 600.00 for 2 years validity	1 hour and 40 minutes	
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13. Provision of Resource Person to DSWD Intermediaries and Stakeholders

This process responds to the request for a resource person to capacitate the external intermediaries and stakeholders with the needed knowledge and skills to effectively implement social welfare and development and social protection programs and services that are responsive to the needs of different sectoral groups in the community.

Office or Division:	Capability Building Section		
Classification:	Complex		
Type of Transaction:	Government to Government (G2G) Government to Business (G2B)		
Who may avail:	All external intermediaries and stakeholders such as other National Government Agencies (NGAs), Non-Government Organizations (NGOs), Local Government Units (LGUs), and Academe and Civil Society Organizations (CSOs)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Request Letter (1 scanned or printed copy) 2. Request Form (if applicable; 1 scanned copy) 3. Client Satisfaction Measurement Survey		1. Requesting party 2. Field Office (FO) Capacity Building Section (CBS) 3. Field Office (FO) Capacity Building Section (CBS)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter	1.1 Receive, check, and log the request letter.	None	4 Hours	<i>Section Head</i> Records and Archives Management Section

	<p>After recording, forward the request letter to the CBS/SWIDS</p> <p>Note: Generate copies of the request and copy furnish the ORD, ARD, and Assigned DCs for information.</p>			
	1.2 Receive and record the request letter, and forward it to the Section Head/OIC/ for review of the request.	None	2 Hours	<i>Regional Director</i> DSWD Field Office VIII
	1.3. Receive and review the request letter, and forward it to the assigned staff for processing.	None	4 Hours	<i>Section Head</i> Capability Building Section
(If applicable) Submit accomplished Request Form to CBS or SWIDS assigned staff	<p>1.4. Review the completeness of the request.</p> <p>1.4.1 If the details of the request are complete, identify a resource person by checking the directory of Core Group of Specialists</p> <p>1.4.2 If not complete, coordinate with the requestor to complete the details.</p> <p><i>Note:</i></p> <p><i>If the request indicates preference in RP for the activity, the assigned CBS/ SWIDS staff shall check the available list and offer to change the RP if there shall be an available RP on top of</i></p>	None	4 Hours	<i>Section Head</i> Capability Building Section

	<p><i>the preferred one.</i></p> <p><i>If the request letter provides unclear information, send the Request Form to the requester</i></p>			
	<p>1. 5. Once the senior specialist is identified per database/list, coordinate with the supervisor of the CGS member (Specialist)/ to inform and check on their availability.</p> <p><i>Note: If the supervisor of the CGS member will not be able to respond within an hour, assigned CBS/SWIDS staff shall email the CGS member with the details of the request.</i></p> <p>1.5.1. If the senior specialist is not available, coordinate with the prospective RPs in the following order: 1. Junior Specialist (JS) 2. Program Focal (PF) 3. SWDL-Net Member 4. Other DSWD Experts</p> <p>1.5.2. If no RP is available, coordinate with the requestor and negotiate the date of the activity to suit the availability of the prospective RP and the requester.</p>	None	18 Hours	Section Head Capability Building Section

	<p>1.5.2.1. If the requester is amenable to changing the date, the same process of coordination, following the sequence, shall be done.</p> <p>Note: If an RP is available, send a confirmation slip for approval of the immediate supervisor of the RP</p>			
(If regret) Accomplish CSM Survey	<p>1.6. Prepare and forward the Confirmation Letter/ Regret Letter, and RSO/ Referral Letter to the CB/SWID Section Head for review and initials.</p> <p>1.6.1. If no RP is available and the requester is not amenable to changing the date, prepare a letter of regret.</p>	None	8 Hours	Section Head <i>Capability Building Section</i>
	<p>1.7. Review and forward the confirmation Letter/ Regret Letter, and RSO/ Referral Letter to the Office of the Regional Director.</p> <p><i>1.7.1. with corrections:</i> Return the Confirmation Letter/ Regret Letter and draft RSO to the assigned CBS/ SWIDS staff.</p> <p><i>1.7.2. with no correction:</i> Forward the Confirmation Letter/ Regret Letter, and RSO to the Regional Director.</p>	None	4 Hours	Section Head Capability Building Section

	Note: Forward the RSO to the DC of the RP for countersigning before submission for approval of the RD			
	<p>1.8. Review and approve the Confirmation Letter/ Regret Letter, and RSO/ Referral Letter.</p> <p><i>1.8.1. if with corrections:</i> Return the Confirmation Letter/ Regret Letter, and RSO/ Referral Letter to CBS/SWIDS Head.</p> <p><i>1.8.2. If with no corrections:</i> Approve the Confirmation Letter/ Regret Letter, and RSO/ Referral Letter then forward to CBS/SWIDS Administrative Staff.</p>	None	8 Hours	<i>Regional Director DSWD Field Office VIII</i>
	<p>1.9. Send the Confirmation Letter/ Regret Letter, and CSMS Form (google form) to the Requester. Then provide the RP supervisor with an RSO/ Referral Letter to SWD L-Net Member.</p> <p>Encode the rest of the details of the request to the Database.</p>	None	3 Hours and 50 minutes	<i>Section Head Capability Building Section</i>
2. Accomplish CSM Survey	2.1 Administer the accomplished CSMS Form (google form), convert it to PDF then forward to the Document Custodian via Email.	None	10 minutes	<i>Section Head Capability Building Section</i>

	TOTAL	None	7 Days	
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**POLICY DEVELOPMENT AND PLANNING
SECTION
(PDPS)**

FRONTLINE SERVICES

1. Approval for the Conduct of Research Study and Acquiring Primary Data From DSWD Officials/Personnel, Beneficiaries, and Clients

Approval is issued to external requesting parties who intend to conduct research studies related to or involving the Department. The processing of requests to conduct research studies in DSWD Offices, Centers, and Institutions particularly applies to requesting parties who wish to acquire primary data through first-hand investigation, e.g., face-to-face interviews, survey questionnaires, focus group discussions, and case studies, among others, with the DSWD, including its clients/beneficiaries and ongoing programs, projects, and services, wherein their main subject of research study involves the DSWD as an organization. Requests to conduct such activities need to undergo research protocol. Research in which target respondents involve more than one (1) region shall seek the approval of the Director of the Policy Development and Planning Bureau (PDPB). Research requests must be submitted to the PDPB Director at least one (1) month before the projected start of data gathering activity.

On the other hand, research requests for the following need not go through the protocol and may be approved and provided by submitting a letter of request addressed to the head of the concerned office, bureau, service, or unit:

- Observations and/or photo/video/audio shoots at DSWD premises, except those involving DSWD’s clients or beneficiaries. If a photo, audio, or video of a client or beneficiary is essential for the study, the requesting party shall secure the consent of the Center Head/Client/Beneficiary.
- Briefing/interview/orientation sessions with key focal persons in the Central Office on general information about DSWD programs, policies, and projects. The DSWD, however, discourages requests for “practice interviews” of DSWD personnel for the sole purpose of student’s acquisition of interview skills, in consideration of the valuable time taken away from the personnel when accommodating student requesting parties.
- Conduct surveys with DSWD employees about subject matters that do not directly concern the Department or are not related to the DSWD’s program operations.
- Studies conducted by consultants/requesting parties under the Technical Assistance Facility (TAF) grant portfolio. The requesting party, however, shall adhere to the policies on undertaking research and evaluation studies as stipulated in the Guidelines for the Conduct of Research and Evaluation in the DSWD.

Office or Division:	Policy and Plans Division (PPD) - Policy Development and Planning Section (PDPS)
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government

Who may avail:	External requesting parties (e.g., students, academe, other government agencies, including members of other branches of government, local and international organizations or research institutions, and other independent requesting parties, including DSWD personnel researching to pursue higher academic education) who intend to conduct research studies related to or involving the DSWD.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
If request shall not undergo Research Protocol: 1. Request letter (1 Original copy)		Requesting party		
If the request shall undergo Research Protocol: 1. Request letter (1 Original copy) 2. Research Request Form (1 original copy) 3. Research Brief (1 original copy) 4. Research Instruments (1 original copy)		1. Requesting party 2. Policy Development and Planning Bureau (PDPB) - Policy and Research Division (PRD) 3. Policy Development and Planning Bureau (PDPB) - Policy and Research Division (PRD)/PPD-PDPS 4. Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter and/or the research request documents	1.1. Receive the request letter addressed to the PDPB/Regional Director and/or the research request documents and encode the details in the office's document tracking/monitoring system. <i>Note: The received documents are stamped with an official receiving stamp, which contains important information such as the date and time of receipt and the name of the receiving office. For requests received through email, a copy of the email</i>	None	4 hours	<i>Section Head Policy Development and Planning Section</i>

	<p><i>along with the attachments shall be printed and recorded.</i></p> <p>1.1.1. Furnish the requesting party with a receiving copy of the request letter, along with printed or digital leaflets/ information, education, and communication (IEC) materials detailing the process flow and requirements.</p> <p>If the request is received through email, reply and acknowledge receipt with attached digital leaflets/IEC materials showing the process flow and requirements</p> <p>1.1.2. Endorse request letter to the Division Chief Policy Development and Planning Bureau (PDPB) - Policy and Research Division (PRD) or Section Head- Policy and Plans</p>			
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	Division (PPD) - Policy Development and Planning Section (PDPS) for assignment and further instructions (if any) to the concerned technical staff			
	1.2. Review the request and assign it to available technical staff	None	2 hours	<i>Section Head</i> Policy Development and Planning Section
	<p>1.3. Review the request as to the following:</p> <p>1.3.1. Area/region of coverage (<i>refer to Memorandum Circular No. 10, s. 2019 Section VII. Item 4</i>) to ensure that it is sent to the correct office. Otherwise, endorse the correct office.</p> <p>1.3.2. Review the completeness of the submitted requirements.</p> <p>If incomplete, assist the requesting party in completing documentary requirements and provide orientation on the research</p>	None	2 hours	<i>Section Head</i> Policy Development and Planning Section

	protocol. Then go back to Step 1.1 and restart the count of working hours/days			
	<p>1.4. If the request falls within the scope of the office, assess if it shall undergo research protocol (i.e., approval of the Policy Development and Planning Bureau (PDPB) Director/PPD Chief) using the <i>Checklist for Reviewing Research and Social Welfare and Development (SWD) Data Requests</i></p> <p>1.4.1. For non-protocol requests, endorse the researcher to the concerned DSWD Office, Bureau, Service, and/or Units using the <i>Endorsement of Research and SWD Data Request Form</i>.</p> <p>1.4.2. For requests with complete documentary requirements that need to go through the</p>	<p>None</p> <p>None</p>	<p>4 days <i>(For request that don't need to go through the protocol)</i></p> <p>7 days <i>(For request that need to go through the protocol)</i></p>	<p><i>Section Head</i> Policy Development and Planning Section</p>

	<p>protocol, proceed to the review of the research request in consultation with concerned OBSUs and Field Offices (FOs).</p>			
	<p>1.5. Receive the comments or inputs, and recommendations from other offices. These shall be the basis for the decision to approve/ disapprove the request.</p>	None	1 day	<p><i>Section Head</i> Policy Development and Planning Section</p>
	<p>1.6. To recommend Approval?</p> <p>Yes - Prepare a recommendation for approval using the <i>Outline Memorandum of Recommendation on the Research Request</i> for review and the initials of the Division Chief. This shall include the consolidated recommendations from the concerned OBSUs/FOs.</p>	None	1 day	<p><i>Section Head</i> Policy Development and Planning Section</p>

	<p>No - Communicate the decision to the requesting party and inform them of relevant revisions that need to be made. Two (2) days will be given to the requesting party to officially respond, through a letter, if they will continue or terminate their request. If they will pursue the request, ask the requesting party to re-submit the revised request based on DSWD's comments, then go back to step 1.4.2. and restart the count of working hours/days.</p>			
	<p>1.7. Approve/disapprove requests based on recommendations.</p> <p>If the recommendations are approved: Inform the requesting party and endorse to the concerned OBSUs/FOs. Coordinate with the concerned office</p>	None	2 days	<i>Division Chief Policy and Plans Division (PPD)</i>

	<p>where the research the request was endorsed and assisted the requesting party in matters related to the conduct of data-gathering activities.</p> <p>If the recommendations are disapproved: Go back to step 1.4.2.</p>			
2. Fill out the Client Satisfaction Measurement Form (CSMF)	2.1. Administer the CSMF. (either online or paper-based)	None	1 minute	<i>Section Head</i> Policy Development and Planning Section
	Total	None	For Non-protocol - 5 working days For Protocol - 12 working days	

2. Obtaining Social Welfare and Development Data and Information

Social Welfare and Development (SWD) data and information are provided to external requesting parties upon their request, specifically for secondary data. Requests for secondary SWD data and information need not go through the DSWD Research Protocol (or DSWD Memorandum Circular No. 10 s. 2019) and may be approved and provided by submitting a letter of request addressed to the head of the concerned office, bureau, service, or unit. Secondary SWD data refers to data that has already been consolidated and/or published by the DSWD and is readily available as a public document.

Office or Division:	Policy and Plans Division (PPD) - Policy Development and Planning Section (PDPS)
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government

Who may avail:		Requesting parties such as students, academe, other government agencies including members of other branches of government, local and international organizations or research institutions and other independent requesting parties who are requesting current and secondary SWD data and statistics from the DSWD.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
If request shall not undergo Research Protocol:				
1. Request letter (1 Original copy)		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Request Letter	1.1. Receive the request letter for SWD data from the requesting party For Walk-in: Receive request letter and ask the requesting party to provide details in the logbook For Email: Download and print request	None	10 minutes	<i>Section Head</i> Policy Development and Planning Section
	1.2. Check completeness of information in the request letter (i.e., name of the requesting party, contact details, and data being requested) If complete, acknowledge receipt of the request (for email) or provide receiving copy (for walk-in)	None	10 minutes	<i>Section Head</i> Policy Development and Planning Section
	1.3. Encode details to the system or the Enhanced Document Transaction Management System (EDTMS) For email: Request Letter	None	5 minutes	<i>Section Head</i> Policy Development and Planning Section

	For walk-in: Information provided in the requesting party's Logbook			
	<p>1.4. Endorse request to the concerned Division (for PDPB) / Unit (for PDPS)</p> <p>1.4.1. Assign request to concerned technical staff</p>	None	10 minutes	Section Head Policy Development and Planning Section
	1.5. Assess if the data/information being requested is available within the division/unit	None	10 minutes	Section Head Policy Development and Planning Section
	1.6. If data is available, prepare the data and letter response (utilizing the letter response template) which includes a request to accomplish the Client Satisfaction Measurement Survey.	None	<p>7 hours (For Single Data)</p> <p>1 day and 4 hours (For Multiple Data)</p>	
	<p>1.7. Submit to Division Chief/Unit Head for review, approval, and signature. If not available within the office/ section, endorse the request to the concerned office/division/ section using the <i>Endorsement of Research and SWD Data Request Form</i>.</p> <p>If data/ information is not available in DSWD, inform the requesting party of other sources of data.</p> <p>1.7.1. Prepare a letter response (utilizing the letter response template)</p>	None	30 minutes	Section Head Policy Development and Planning Section

	1.7.2. Submit to the Division Chief/Unit Head for review, approval, and signature.			
	1.8. Review, approve and sign the letter response, prepared data (if available), and applicable forms.	None	20 minutes	<i>Section Head</i> Policy Development and Planning Section
	1.9. Send the signed letter response containing the Client Satisfaction Measurement Survey Form link/code to the requesting party together with the approved data (if available) and applicable form.	None	10 minutes	<i>Section Head</i> Policy Development and Planning Section
2. Fill-out the Client Satisfaction Measurement Form	2. Administer the Client Satisfaction Measurement Form (either online or paper-based)	None	1 minute	<u>Central Office:</u> <i>Section Head</i> Policy Development and Planning Section
	TOTAL	None	For Single Data - 1 working day, 15 minutes For Multiple Data - 1 working day, 5 hours, 15 minutes No Data - 1 hour, 45 minutes	

STANDARDS SECTION

(SS)

FRONTLINE SERVICES

1. Accreditation of Civil Society Organizations (CSOs) – Non-SLP Organized

The process of issuing Certificate of Accreditation to Civil Society Organizations (CSOs) Beneficiaries of DSWD Projects and/or Program.

Office or Division:	DSWD Field Office - Standards Section		
Classification:	Highly Technical		
Type of Transaction:	G2C - Government to Client G2G - Government to Government		
Who may avail:	All eligible beneficiary CSOs organized by the Department through DSWD project/s and/or program/s.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Duly accomplished and duly sworn Beneficiary CSO Accreditation Application Form (1 original copy)		<ul style="list-style-type: none"> DSWD Field Office - Standards Section, or; DSWD Website https://standards.dswd.gov.ph/wp-content/uploads/2022/10/DSWD-SB-GF-010_REV-01_APPLICATION-FORM-FOR-THE-ACC.-OF-CSO-AS-BENEFICIAR.pdf 	
2. Proof of existence or presence of the CSO in its stated address and area of operation or organization, namely: <ul style="list-style-type: none"> a. Pictures of office and direction sketch (1 photocopy); and b. At least one of the following documents (1 original copy): <ul style="list-style-type: none"> <i>i. Barangay certification</i> <i>ii. Certification or endorsement from at least two (2) publicly known individuals in the community</i> <i>iii. Other documents showing proof of existence</i> 		<ul style="list-style-type: none"> CSO Beneficiary Applicant 	
3. Proof of organization, namely: <ul style="list-style-type: none"> a. Organizational chart or governance structure (1 original copy); and b. Date of organization, list of officers and members with their complete names, dates of birth (if known and or registered, complete address, and contact numbers, if available (1 original copy). 		<ul style="list-style-type: none"> CSO Beneficiary Applicant 	
4. Certificate of Good Standing – if the CSO applicant has received public funds prior		<ul style="list-style-type: none"> Government agency or agencies from which it has received public funds, or; 	

<p>to its application; Specifically stating that the CSO has liquidated, in accordance with COA regulations, all fund transfers due for liquidation (1 original copy).</p>	<ul style="list-style-type: none"> ● DSWD Website https://standards.dswd.gov.ph/wp-content/uploads/2022/10/DSWD-SB-GF-013_REV-01_CERTIFICATE-OF-GOOD-STANDING.pdf
<p>5. Social Preparation (1 original copy)</p>	<ul style="list-style-type: none"> ● Designated DSWD Regional Program/Project Officer of the DSWD Program or project where the CSO applicant is seeking funds, or; ● DSWD Website https://standards.dswd.gov.ph/wp-content/uploads/2022/10/DSWD-SB-GF-014_REV-01_CERTIFICATION-ON-SOCIAL-PREPARATION.pdf

Note to Applicant. *The acceptance of application documents does not imply that the application is already approved. The applicant must satisfy the assessment indicators based on DSWD Memorandum Circular No. 17 Series of 2017.*

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit the application documents</p>	<p>1.1 Receive and log the receipt into the document tracking system (DTS)/ Logbook. Refer to the concerned unit.</p>	<p>None</p>	<p>*2 hours</p>	<p><i>Regional Director</i> DSWD Field Offices</p>
<p>2. Wait for the result of the assessment</p>	<p>2.1 If Complete and Compliant: 2.1.1 Receive and review the documentary requirements</p>	<p>None</p>	<p>1 day</p>	<p><i>Regional Director</i> DSWD Field Offices</p>
	<p>2.2 Post name of applicant to DSWD website</p>	<p>None</p>	<p>1 day</p>	<p><i>Regional Director</i> DSWD Field Offices</p>

	2.3 . Prepare activities for the conduct of validation	None	2 day	<i>Regional Director DSWD Field Offices</i>
	2.4 Conducts validation as to the existence of the applicant beneficiary CSO including its on-going projects and/or programs as applicable. Note: This include activities e.g. FGD, interviews, photo documentation of the validation site, interviewed persons and other related documents	None	5 days	<i>Regional Director DSWD Field Offices</i>
	2.5 Prepare and sign Validation Report and Abstract with supporting documents.	None	2 days	<i>Regional Director DSWD Field Offices</i>
	2.6 Facilitate conduct of evaluation and deliberation by the Field Office - Accreditation Committee.	None	2 days	<i>Regional Director DSWD Field Offices</i>
	2.7 Prepare the Certificate of Accreditation	None	1 day	<i>Regional Director DSWD Field Offices</i>
	2.8 Facilitates the signing of the Certificate of Accreditation	None	1 day	<i>Regional Director DSWD Field Offices</i>

	2.9 Post of list of accredited Beneficiary CSOs to FO-assigned bulletin board	None	1 day	<i>Regional Director</i> DSWD Field Offices
	<p>2.10 If found incomplete or non-compliant (in any part of the process)</p> <p>2.10.1 If found to be incomplete, prepares acknowledgement memorandum returning the application documents for compliance to the concerned Program or Bureau</p>	None	1 day	<i>Regional Director</i> DSWD Field Offices
	2.11 If an irregularity, falsehood, fabrication or forgery is noted or found in the documents the applicant shall be required to explain not later than 3 days from receipt of notice issued by the Regional Director.	None	1 day and 5 hours and 55 minutes	<i>Regional Director</i> DSWD Field Offices

3. Receive the Certificate of Accreditation	3.1 Release of the signed Certificate/s of Accreditation through: a. Befitting ceremony (e.g. during the flag-raising ceremony) b. Pick-up by the CSO applicant, c. Courier, and d. Hand-carrying of the Certificate/s of Accreditation whichever is practicable	None	*1 day	Regional Director DSWD Field Offices
	3.2 Administer Client Satisfaction Measurement Survey Form (either online or paper-based)	None	5 minutes	Regional Director DSWD Field Offices
TOTAL For Complete and Compliant:		None	20 working days	
For Incomplete Submission:		None	30 minutes	

The number of minutes shall be included on the total 20 working days. This does not include the travel time of documents from the DSWD Field Office to the Central Office, and vice versa.

2. Accreditation of Civil Society Organizations (CSOs) - Organized by the Sustainable Livelihood Program (SLP)

The process of issuing Certificate of Accreditation to Civil Society Organizations (CSOs) Beneficiaries of DSWD Projects and/or Program Organized by the Sustainable Livelihood Program (SLP).

Office or Division:	DSWD Field Office - Standards Section
Classification:	Complex
Type of Transaction:	G2G - Government to Government

Who may avail:	All eligible Beneficiary CSOs organized by the Department through SLP.	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. Certificate of Eligibility (CoE) (1 certified true copy) <i>*The issuance of COE is subject to compliance with SLP existing guidelines.</i>	<ul style="list-style-type: none"> DSWD Sustainable Livelihood Program-Regional Program Management Office (DSWD SLP-RPMO) 	
2. Endorsement of SLPAs with CoE signed by the Regional Program Coordinator (to include the project/s approved, address of the SLPA, and the budget approved for the project) (1 original copy)	<ul style="list-style-type: none"> DSWD Sustainable Livelihood Program-Regional Program Management Office (DSWD SLP-RPMO) 	

Note to Applicant. The acceptance of application documents does not imply that the application is already approved. The applicant must satisfy the assessment indicators based on **DSWD Memorandum Circular No.26 Series of 2020.**

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application documents	1.1 Log the receipt of the application to the document tracking system (DTS)/Logbook Refer to the concerned unit.	None	1 day	Regional Director DSWD Field Offices
2. Wait for the result of the assessment	2.1. If Complete and Compliant: 2.1.1. Receive the documentary requirements	None	2 days	Regional Director DSWD Field Offices
	2.2. If found incomplete or non-compliant: 2.2.1. Prepare a memo to the SLP-RPMO returning the application documents for compliance.	None	2 days	Regional Director DSWD Field Offices

3. Receive the issued Certificate of Accreditation and accomplished the Client Satisfaction Measurement Form	3.1 Forward the signed memo to SLP-RMPO with the signed certificates and secure receiving copy.	None	1 day	Regional Director DSWD Field Offices
	3.2 Forward the signed memo to ICTMS for posting to the Field Office website.	None	4 hours	Regional Director DSWD Field Offices
	3.3 Post of list of accredited Beneficiary CSOs to FO-assigned bulletin board	None	55 minutes	Regional Director DSWD Field Offices
	3.4 Administer Client Satisfaction Measurement Survey Form (online or paper-based)	None	5 minutes	Regional Director DSWD Field Offices
TOTAL				
For Complete and Compliant:		None	7 working days	
For Incomplete Submission:		None	30 minutes	

The number of minutes shall be included on the total 7 working days.

3. Accreditation of Pre-Marriage Counselors

The process of assessing the applicant eligible to conduct pre-marriage counseling pursuant to Article 16 of the Family Code of the Philippines.

Office or Division:	DSWD Field Office - Standards Section	
Classification:	Highly Technical	
Type of Transaction:	G2C - Government to Client	
Who may avail:	All qualified applicants per item VIII of MC 1 s. 2019 and as amended in MC 10 s. 2021	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. For New Applicants		
1. Duly Accomplished Application Form (1 Original copy)	<ul style="list-style-type: none"> Any DSWD Field Office - Standards Section (Regions I, II, III, IV-A, V, VI, VII, VIII, IX, X, XI, XII, CAR, Caraga, MIMAROPA & NCR) https://www.dswd.gov.ph/issuances/MCs/MC_2019-001.pdf Annex A. PMC Form_App 	

<u>One (1) photocopy of the following documents (original copies must be presented during the actual accreditation assessment):</u>	
<p>2. Any of the following as proof that the applicant is a Bachelor Degree in Social Work or in Nursing or in any Behavioral and Social Sciences Course or in any other course that includes counseling as part of the academic curriculum or professional practice:</p> <p>a. Certificate of graduation/college diploma or transcript of records; (1 Photocopy); or</p> <p>b. Certified photocopy of valid PRC ID. (1 Photocopy)</p>	<ul style="list-style-type: none"> • Any PRC Office nationwide
<p>3. Training Certificates/ Certificates from seminars, conferences, training, and other related activities on basic counseling service for at least twenty-four (24) four hours. If original copy is unavailable, a certified true copy of the certificate of participation/attendance from the training provider will be accepted. (1 photocopy)</p>	<ul style="list-style-type: none"> • Provided by the Applicant
<p>4. Any of the following as proof that applicant is tasked to assist/conduct PMC sessions and/or part of the local PMC Team, if applicable:</p> <p>4.1 Certification from immediate Supervisor (1 photocopy); or</p> <p>4.2 An approved resolution from the Local Government Office (1 photocopy)</p>	<ul style="list-style-type: none"> • Local Government Office
<p>5. Documentation of at least six (6) PMC sessions, which captures the role performed by the applicant as proof that he/she has assisted in the PM Counseling session. (1 photocopy)</p>	<ul style="list-style-type: none"> • https://www.dswd.gov.ph/issuances/MCs/MC_2019-001.pdf <p style="text-align: center;"><i>Annex C. Documentation Report Template</i></p>

<p>6. Other documents to be made available during the assessment visit.</p> <p>6.1 Accomplished Marriage Expectation Inventory Form of would-be-married couple/s present during the validation visit. (1 photocopy)</p>	<ul style="list-style-type: none"> ● Accomplished Marriage Expectation Inventory Form
<p>B. For Renewal</p>	
<p>1. Certificates of training, seminars, orientation and other related or similar activities on marriage counseling or topics related to pre-marriage counseling such as but not limited to Gender and Development, Human Maturity, Value Clarification and Responsible Parenting for at least twenty-four (24) hours within the validity period of the preceding certificate. (1 Photocopy)</p>	<ul style="list-style-type: none"> ● Training Provider
<p>2. Accomplishment Report for the past year with at least a minimum of ten (10) PMC sessions conducted preceding the application using the template provided by DSWD (<u>Annex D</u>) (1 Photocopy)</p>	<ul style="list-style-type: none"> ● Any DSWD Field Office - Standards Section (Regions I, II, III, IV-A, V, VI, VII, VIII, IX, X, XI, XII, CAR, Caraga, MIMAROPA & NCR) ● https://www.dswd.gov.ph/issuances/MCs/MC_2019-001.pdf <i>Annex D. PMC Form</i>
<p>3. Summary documentation of PMC session/s conducted for the past year using the template provided by DSWD (<u>Annex C</u>) (1 Photocopy)</p>	<ul style="list-style-type: none"> ● Any DSWD Field Office - Standards Section (Regions I, II, III, IV-A, V, VI, VII, VIII, IX, X, XI, XII, CAR, Caraga, MIMAROPA & NCR) ● https://www.dswd.gov.ph/issuances/MCs/MC_2019-001.pdf <i>Annex C. PMC Form</i>
<p>4. Other documents to be made available during the validation visit</p> <p>4.1 Accomplished Marriage Expectation Inventory Form of would-be-married couple/s present during the validation visit. (1 Photocopy)</p> <p>4.2 Accomplished and consolidated result of client feedback/satisfaction survey (See <u>Annex F</u>) for the template) of about fifty (50) percent of the total number of counselled</p>	<ul style="list-style-type: none"> ● Accomplished Marriage Expectation Inventory Form ● Any DSWD Field Office - Standards Section (Regions I, II, III, IV-A, V, VI, VII, VIII, IX, X, XI, XII, CAR, Caraga, MIMAROPA & NCR) https://www.dswd.gov.ph/issuances/MCs/MC_2019-001.pdf <i>Annex F. PMC Form</i>

couple for the past year (1 Photocopy) 4.3A summary/record on the number of Certificates of Marriage Counseling issued. (1 Photocopy)	<ul style="list-style-type: none"> Number of Certificates of Marriage Counseling issued.
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Note to Applicant: The acceptance of application documents does not imply that the application is already approved. The applicant must satisfy the assessment indicators based on DSWD Memorandum Circular No. 10 Series of 2021.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Assessment Procedures for Walk-in Applicants				
1. Secure application form thru the DSWD Website/Field Office	1.1 Provide the client an application form, and checklist of requirements	None	Not Applicable (NA)	Regional Director DSWD Field Offices
2. Submit the application and supporting documents at Field Office – Standards Section	2.1 Receive the application and forward the same to the concerned Field Office Standards staff	None	Not Applicable (NA)	Regional Director DSWD Field Offices
3. Await the acknowledgement or notification relative to the assessment visit.	3.1 Review and assess the completeness of requirements/ documents submitted and prepare acknowledgment letter, to wit:	None	3 working days	Regional Director DSWD Field Offices
	3.2 If found complete/ sufficient, acknowledge receipt of the application and notify applicant and coordinate for the schedule of assessment visit.	None	1 day and 7 hours	Regional Director DSWD Field Offices

	3.3 If found insufficient/have not met required qualification and requirements, acknowledge receipt and notify the applicant on the lacking requirements and provide necessary technical assistance.	None	1 day and 7 hours <i>Total of 4 days and 7 hours for incomplete/non-compliant applications sent via email/courier</i>	<i>Regional Director DSWD Field Offices</i>
	3.4 Tracks and forwards the signed/approved acknowledgment letter to the Records Section.	None	30 minutes	<i>Regional Director DSWD Field Offices</i>
	3.5 Email advance copy of the acknowledgement letter to the applicant.	None	30 minutes	<i>Regional Director DSWD Field Offices</i>
4. Participate in the Actual Accreditation Assessment	4.1 Conduct of validation assessment with the applicable mode: a. Under Normal circumstances actual accreditation visit; b. During the state of calamity/emergency virtual assessment	None	1 working day	<i>Regional Director DSWD Field Offices</i>

5. Await the approval of the confirmation report/issuance of the Certificate	1.1. Conduct final review of the Assessment of the application documents.	None	4 working days	Regional Director DSWD Field Offices
	5.2 Prepare the confirmation report.	None	1 working day	Regional Director DSWD Field Offices
	5.3 Assess the accreditation. If favorable, inform the applicant on the approval of his/her accreditation. If unfavorable, recommend for re-assessment.	None	2 hours	Regional Director DSWD Field Offices
	5.4 Forwards to the office of the RD for approval/signature	None	1 day and 6 hours	Regional Director DSWD Field Offices
	5.5 Prepares certificate for issuance, if favorable.	None	3 working days	Regional Director DSWD Field Offices
	5.6 Approval and signature of the Certificate	None	2 working days	Regional Director DSWD Field Offices
6. Receive the Accreditation Certificate	6.1 Release of Certificate to Records Section.	None	1 working day and 30 minutes	Regional Director DSWD Field Offices
	6.2 Email advance copy of the Accreditation Certificate and Confirmation letter to applicant.	None	25 minutes	Regional Director DSWD Field Offices
7. Accomplished the Client Satisfaction Measurement Form	6.3 Administer the Client Satisfaction Measurement	None	5 minutes	Regional Director DSWD Field Offices

	Form (online or paper-based)			
TOTAL Complete and Compliant:		None	20 working days	
Complete but Non-Compliant and/or Incomplete Submission:		None	4 working days and 7 hours	

**The number of minutes shall be included in the total 20 working days.*

4. Issuance of Certificate of Authority to Conduct Fund-Raising Campaign to Individual, Corporation, Organization and Association: Regional Regular Permit

The process of assessing the applicant person, corporation, organization or association eligibility for Solicitation Permit to conduct Regional Fund-Raising Campaign in Normal Situation

Office or Division:	All Standards Section – DSWD Field Office		
Classification:	Complex		
Type of Transaction:	G2C - Government to Client		
Who may avail:	Person/s whose child, relative or friend ailing of chronic ailments as endorsed by the LSWDO or a SWDA; non-stock, non-profit organizations; regional offices of government agencies (GAs), GOCCs and LGUs; and, SWDAs with updated/valid Certificate of Registration, License to Operate and/or Accreditation		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
A. For Person/s whose child, relative or friend of an ailing person with a chronic ailment as endorsed by the Local Social Welfare and Development Office (LSWDO)			
1. Duly Accomplished Application Form signed by the Agency Head or his/her authorized representative (1 original copy)	<ul style="list-style-type: none"> Standards Section (SS) of the concerned DSWD Field Office https://standards.dswd.gov.ph/wp-content/uploads/2022/10/DSWD-SB-GF-080_REV-01_APPLICATION-FOR-AUTHORITY-TO-CONDUCT-SOLICITATION-FUND-RAISING-CAMPAIGN.pdf 		
2. Project Proposal including the Work and Financial Plan (WFP)	<ul style="list-style-type: none"> Standards Section (SS) of the concerned DSWD Field Office 		

<p>for the intended public solicitation, approved by the Head of Agency (1 original copy)</p>	<ul style="list-style-type: none"> • https://standards.dswd.gov.ph/wp-content/uploads/2022/10/DSWD-SB-GF-083_REV-01_PROJECT-PROPOSAL-FOR-SOLICITATION-ACTIVITY.pdf
<p>3. Notarized Written Agreement or any similar document signifying the intended beneficiary's concurrence as recipient of the fundraising activity.</p> <p>For children beneficiaries, only the parent/s of the child/children or maternal/paternal relative/s may sign the document on behalf of the child (1 original copy).</p>	<ul style="list-style-type: none"> • Applicant signed by the intended beneficiary/recipients or its head/authorized representative
<p>Duly signed the Social Case Study Report and endorsement from the Local Social Welfare and Development Office (LSWDO)(1 original copy).</p>	<ul style="list-style-type: none"> • Local Social Welfare and Development Officer who has jurisdiction on the area of the applicant
<p>4. Medical Certificate/Abstract and/or Treatment Protocol signed by the attending physician or the hospital's records section (1 original copy).</p>	<ul style="list-style-type: none"> • Attending physician or Hospital Records Section
<p>5. Signed Memorandum of Agreement (MOA) between the DSWD and the LSWDO of the concerned LGU stating therein their commitment to monitor the applicant's solicitation activities and to submit post-reportorial requirements to the issuing DSWD Office (1 original Certified True Copy)</p>	<ul style="list-style-type: none"> • Concerned DSWD Office and/or the C/MSWDO of the concerned LGU
<p>6. Pledge of Commitment (Annex 11) (1 original copy).</p>	<ul style="list-style-type: none"> • Standards Section (SS) of the concerned DSWD Field Office • https://standards.dswd.gov.ph/wp-content/uploads/2022/10/DSWD-SB-GF-089_REV-01_Pledge-of-Commitment.pdf
<p>7. Official Receipt as proof of payment of processing fee issued by the concerned DSWD</p>	<ul style="list-style-type: none"> • Applicant as issued by the concerned Field Office

CO-FO Finance Management Unit (FMU) (1 photocopy)	
8. Fund Utilization Report for those applying for renewal of their solicitation permit (Annex 12) (1 original copy).	<ul style="list-style-type: none"> Standards Section (SS) of the concerned DSWD Field Office https://standards.dswd.gov.ph/wp-content/uploads/2022/10/DSWD-SB-GF-090_REV-01_Fund-Utilization-Report.pdf
B. For Person/s whose child, relative or friend ailing of a chronic ailment as endorsed by a registered, licensed and/or accredited Social Welfare and Development Agency (SWDA)	
1. Duly Accomplished Application Form signed by the Agency Head or his/her authorized representative (1 original copy).	<ul style="list-style-type: none"> Standards Section (SS) of the concerned DSWD Field Office https://standards.dswd.gov.ph/wp-content/uploads/2022/10/DSWD-SB-GF-080_REV-01_APPLICATION-FOR-AUTHORITY-TO-CONDUCT-SOLICITATION-FUND-RAISING-CAMPAIGN.pdf
2. Project Proposal including the Work and Financial Plan (WFP) for the intended public solicitation, approved by the Head of Agency (1 original copy).	<ul style="list-style-type: none"> Standards Section (SS) of the concerned DSWD Field Office https://standards.dswd.gov.ph/wp-content/uploads/2022/10/DSWD-SB-GF-083_REV-01_PROJECT-PROPOSAL-FOR-SOLICITATION-ACTIVITY.pdf
3. Notarized Written Agreement or any similar document signifying the intended beneficiary's concurrence as recipient of the fundraising activity. For children beneficiaries, only the parent/s of the child/children or maternal/paternal relative/s may sign the document on behalf of the child (1 original copy).	<ul style="list-style-type: none"> Applicant signed by the intended beneficiary/recipients or its head/authorized representative
4. Endorsement or Certification from Licensed and Accredited SWDA allowing an individual to solicit funds under their name or responsibility (1 original copy).	<ul style="list-style-type: none"> Licensed and Accredited SWDA that allowed the applicant to solicit funds under their name or responsibility
5. Board Resolution or any document authorizing the conduct of public solicitation (1 original copy).	<ul style="list-style-type: none"> Standards Section (SS) of the concerned DSWD Field Office https://standards.dswd.gov.ph/wp-content/uploads/2022/10/DSWD-SB-GF-088_REV-01_Board-Resolution.pdf

6. Official Receipt as proof of payment of processing fee issued by the concerned DSWD CO-FO Finance Management Unit (FMU) (1) (1 photocopy)).	<ul style="list-style-type: none"> ● Applicant as issued by the concerned Field Office
7. Fund Utilization Report for those applying for renewal of their solicitation permit (Annex 12) (1 original copy).	<ul style="list-style-type: none"> ● Standards Section (SS) of the concerned DSWD Field Office ● https://standards.dswd.gov.ph/wp-content/uploads/2022/10/DSWD-SB-GF-090_REV-01_Fund-Utilization-Report.pdf
C. For Non- Stock, Non-Profit Corporations, Organizations or Associations	
1. (1) Duly Accomplished Application Form signed by the Agency Head or his/her authorized representative (1 original copy).	<ul style="list-style-type: none"> ● Standards Section (SS) of the concerned DSWD Field Office ● https://standards.dswd.gov.ph/wp-content/uploads/2022/10/DSWD-SB-GF-080_REV-01_APPLICATION-FOR-AUTHORITY-TO-CONDUCT-SOLICITATION-FUND-RAISING-CAMPAIGN.pdf
2. Project Proposal including the Work and Financial Plan (WFP) for the intended public solicitation, approved by the Head of Agency (1 original copy).	<ul style="list-style-type: none"> ● Standards Section (SS) of the concerned DSWD Field Office ● https://standards.dswd.gov.ph/wp-content/uploads/2022/10/DSWD-SB-GF-083_REV-01_PROJECT-PROPOSAL-FOR-SOLICITATION-ACTIVITY.pdf
3. Certified True Copy (CTC) of Certificate of Registration with SEC which has jurisdiction to regulate the endorsing SWDA, and Articles of Incorporation and By-Laws, if new applicant (1) original Certified True Copy)	<ul style="list-style-type: none"> ● Securities Exchange Commission (SEC) - Company Registration and Monitoring Department Secretariat Building, PICC Complex, Roxas Boulevard, Pasay City, 1307 ● Any SEC Extension Office (Baguio City, Tarlac City, Legazpi City, Cebu City, Iloilo City, Cagayan De Oro City, Davao City, Zamboanga City, etc.)
4. Updated Certificate of Good Standing, or Updated Certificate of Corporate Filing/ Accomplished SEC General Information Sheet (GIS) from any of the above-mentioned regulatory government agency that has jurisdiction to regulate the applying organization or agency (1 original Certified True Copy)	<ul style="list-style-type: none"> ● Securities Exchange Commission (SEC) Company Registration and Monitoring Department Secretariat Building, PICC Complex, Roxas Boulevard, Pasay City, 1307 ● Any SEC Extension Office (Baguio City, Tarlac City, Legazpi City, Cebu City, Iloilo City, Cagayan De Oro City, Davao City, Zamboanga City, etc.)

<p>5. Updated Profile of Governing Board or its Equivalent in Government Organizations (1 original copy).</p>	<ul style="list-style-type: none"> Standards Section (SS) of the concerned DSWD Field Office https://standards.dswd.gov.ph/wp-content/uploads/2022/10/DSWD-SB-GF-084_REV-01_Profile-of-Governing-Board-for-Issuance-of-Solicitation-Permit.pdf
<p>6. Board Resolution or any document authorizing the conduct of public solicitation (1 original copy).</p>	<ul style="list-style-type: none"> Standards Section (SS) of the concerned DSWD Field Office https://standards.dswd.gov.ph/wp-content/uploads/2022/10/DSWD-SB-GF-088-REV-01_Board-Resolution.pdf
<p>7. Notarized Written Agreement or any similar document signifying the intended beneficiary/ies concurrence as recipient of the fundraising activities. <i>For children beneficiaries, only the parent/s or maternal/paternal relative/s may sign the document on behalf of the child</i> (1 original copy).</p>	<ul style="list-style-type: none"> From the applicant signed by the intended beneficiary/recipients or its head/authorized representative
<p>8. Pledge of Commitment (1 original copy).</p>	<ul style="list-style-type: none"> Standards Section (SS) of the concerned DSWD Field Office https://standards.dswd.gov.ph/wp-content/uploads/2022/10/DSWD-SB-GF-089_REV-01_Pledge-of-Commitment.pdf
<p>9. Endorsement or Certification from any but not limited to the following agencies that allow/s applicant to undertake solicitation activities in their agency's jurisdiction, as applicable (1 original copy):</p> <ol style="list-style-type: none"> Director of Private Schools Schools Superintendent of Public School Head or authorized representative of National Government Agencies (NGAs) Head or authorized representative of Local Government Unit (LGU) Bishop/Parish Priest/Minister or Head of Sect or Denomination 	<ul style="list-style-type: none"> Agency that allows applicant to undertake solicitation activities in their jurisdiction

f. Others	
10. Fund Utilization Report of proceeds and expenditures (1 original copy).	<ul style="list-style-type: none"> Standards Section (SS) of the concerned DSWD Field Office https://standards.dswd.gov.ph/wp-content/uploads/2022/10/DSWD-SB-GF-090_REV-01_Fund-Utilization-Report.pdf
11. Official Receipt as proof of payment of processing fee issued by the concerned DSWD CO-FO Finance Management Service/Unit (FMS/U (1 photocopy).	<ul style="list-style-type: none"> Applicant as issued by the concerned Field Office
<p>12. Sample of additional specific requirements for each methodology to be used (1 photocopy), such as:</p> <p>a. Ticket, Ballots, Cards and similar forms</p> <p>b. Donation Boxes, Coin Banks and other similar forms</p> <p>c. Benefits show such as fashion show, concert and similar activities</p> <p>d. Photo or Painting Exhibits and similar activities</p> <p>e. Written request such as envelopes, letters of appeal, greeting cards and similar forms</p> <p>f. Text message, e-mail, online post and other types of solicitation using electronic devices</p> <p>g. Mass media campaign through radio, television, cinema, magazines, newspapers, billboards and other similar forms</p> <p>h. Sport activities for a cause such as fun run, marathon, cycling and similar activities</p>	<ul style="list-style-type: none"> Applicant

<p>i. Rummage sale, garage sale, sale of goods and other similar forms</p>	
<p>D. For Regional Offices of Government Agencies (GAs), Government Owned and Controlled Corporations (GOCCs), and Local Government Units (LGUs) desiring to solicit funds</p>	
<p>1. Duly Accomplished Application Form signed by the Agency Head or his/her authorized representative (1 original copy).</p>	<ul style="list-style-type: none"> Standards Section (SS) of the concerned DSWD Field Office https://standards.dswd.gov.ph/wp-content/uploads/2022/10/DSWD-SB-GF-080_REV-01_APPLICATION-FOR-AUTHORITY-TO-CONDUCT-SOLICITATION-FUND-RAISING-CAMPAIGN.pdf
<p>2. Project Proposal including the Work and Financial Plan (WFP) for the intended public solicitation, approved by the Head of Agency (1 original copy).</p>	<ul style="list-style-type: none"> Standards Section (SS) of the concerned DSWD Field Office https://standards.dswd.gov.ph/wp-content/uploads/2022/10/DSWD-SB-GF-083_REV-01_PROJECT-PROPOSAL-FOR-SOLICITATION-ACTIVITY.pdf
<p>3. Written Authorization from Head of Government Agency for the intended solicitation activity that also ensures strict compliance to the standard ratio of funds utilization (1 original copy).</p>	<ul style="list-style-type: none"> Applicant
<p>4. Official Receipt as proof of payment of processing fee issued by the concerned DSWD CO-FO Finance Management Unit (1 photocopy).</p>	<ul style="list-style-type: none"> Applicant as issued by the concerned Field Office
<p>5. Fund Utilization Report for those applying for renewal of their solicitation permit (Annex 12) (1 original copy).</p>	<ul style="list-style-type: none"> Standards Section (SS) of the concerned DSWD Field Office https://standards.dswd.gov.ph/wp-content/uploads/2022/10/DSWD-SB-GF-090_REV-01_Fund-Utilization-Report.pdf
<p>6. Sample of additional specific requirements for each methodology to be used (1 photocopy):</p> <p>a. Ticket, Ballots, Cards and similar forms</p>	<ul style="list-style-type: none"> Applicant

<p>b. Donation Boxes, Coin Banks and other similar forms</p> <p>c. Benefits show such as fashion show, concert and similar activities</p> <p>d. Photo or Painting Exhibits and similar activities</p> <p>e. Written request such as envelopes, letters of appeal, greeting cards and similar forms</p> <p>f. Text message, e-mail, online post and other types of solicitation using electronic devices</p> <p>g. Mass media campaign through radio, television, cinema, magazines, newspapers, billboards and other similar forms</p> <p>h. Sport activities for a cause such as fun run, marathon, cycling and similar activities</p> <p>i. Rummage sale, garage sale, sale of goods and other similar forms</p>	
E. For Social Welfare and Development Agency (SWDA) with updated/valid registration, license and/or accreditation	
<p>1. Duly Accomplished Application Form signed by the Agency Head or his/her authorized representative (1 original copy).</p>	<ul style="list-style-type: none"> Standards Section (SS) of the concerned DSWD Field Office https://standards.dswd.gov.ph/wp-content/uploads/2022/10/DSWD-SB-GF-080_REV-01_APPLICATION-FOR-AUTHORITY-TO-CONDUCT-SOLICITATION-FUND-RAISING-CAMPAIGN.pdf
<p>2. Project Proposal including the Work and Financial Plan (WFP) for the intended public solicitation, approved by the Head of Agency (1 original copy).</p>	<ul style="list-style-type: none"> Standards Section (SS) of the concerned DSWD Field Office https://standards.dswd.gov.ph/wp-content/uploads/2022/10/DSWD-SB-GF-083_REV-01_PROJECT-PROPOSAL-FOR-SOLICITATION-ACTIVITY.pdf
<p>3. Notarized Written Agreement or any similar document signifying the intended beneficiary's concurrence as recipient of the fundraising activity (1 original copy).</p>	<ul style="list-style-type: none"> Applicant signed by the intended beneficiary/recipients or its head/authorized representative

<p>For children beneficiaries, only the parent/s of the child/children or maternal/paternal relative/s may sign the document in behalf of the child</p>	
<p>4. Endorsement or Certification from Licensed and Accredited SWDA allowing an individual to solicit funds under their name or responsibility (1 original copy). <i>*Not applicable to Government Agencies and SWDAs with Valid RLA.</i></p>	<ul style="list-style-type: none"> • Applicant
<p>5. Board Resolution or any document authorizing the conduct of public solicitation (1 original copy).</p>	<ul style="list-style-type: none"> • Standards Section (SS) of the concerned DSWD Field Office • https://standards.dswd.gov.ph/wp-content/uploads/2022/10/DSWD-SB-GF-088-REV-01_Board-Resolution.pdf
<p>6. Official Receipt as proof of payment of processing fee issued by the concerned DSWD CO-FO Finance Management Unit (FMU) (1 photocopy).</p>	<ul style="list-style-type: none"> • Applicant as issued by the concerned Field Office
<p>7. Fund Utilization Report for those applying for renewal of their solicitation permit (Annex 12) (1 original copy).</p>	<ul style="list-style-type: none"> • Standards Section (SS) of the concerned DSWD Field Office • https://standards.dswd.gov.ph/wp-content/uploads/2022/10/DSWD-SB-GF-090_REV-01_Fund-Utilization-Report.pdf

<p>8. Sample of additional specific requirements for each methodology to be used, such as:</p> <ul style="list-style-type: none"> a. Ticket, Ballots, Cards and similar forms b. Donation Boxes, Coin Banks and other similar forms c. Benefits show such as fashion show, concert and similar activities d. Photo or Painting Exhibits and similar activities e. Written request such as envelopes, letters of appeal, greeting cards and similar forms f. Text message, e-mail, online post and other types of solicitation using electronic devices g. Mass media campaign through radio, television, cinema, magazines, newspapers, billboards and other similar forms h. Sport activities for a cause such as fun run, marathon, cycling and similar activities i. Rummage sale, garage sale, sale of goods and other similar forms 	<ul style="list-style-type: none"> • Applicant
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Note to Applicant: The acceptance of application documents does not imply that the application is already approved. The applicant must satisfy the assessment indicators based on DSWD Memorandum Circular No. 05 Series of 2021.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Facilitation Procedures after receipt of complete application documents from the applicant of Regional Public Solicitation Permit at the concerned DSWD Field Office (Walk-In)				
1. Secure a copy of the application documents	1.1 Provide a copy of the application documents	None	Not Applicable (NA)	Regional Director DSWD Field Offices

2. Submit a filled-out application form and supporting document to the Field Office Standards Section.	2.1 Receive submitted application documents, log its receipt in the DTMS, assign a DRN and route to the Incoming Support Staff of SCMD	None	15 minutes	<i>Regional Director</i> DSWD Field Offices
	2.2 Review the completeness and correctness of the submitted application documents based on the checklist	None	30 minutes	<i>Regional Director</i> DSWD Field Offices
	2.2.1 If complete, forward application documents to the Standards Section Support Staff, for tracking	None	10 minutes	<i>Regional Director</i> DSWD Field Offices
	2.2.2 If incomplete, provide the applicant with the necessary technical assistance to rectify the gap and/or submit lacking requirements and provide applicant with checklist of requirements	None	25 minutes	<i>Regional Director</i> DSWD Field Offices
3. Receive reference number for tracking	3.1 Receive application documents and logs its receipt into the document tracking system	None	5 minutes	<i>Regional Director</i> DSWD Field Offices
	3.2 Provide the applicant with a document reference number for easy tracking either in person, courier or e-mail.	None	5 minutes	<i>Regional Director</i> DSWD Field Offices

	3.3 Prepare billing statement for the payment of the processing fee to Cash Section	None	5 minutes	<i>Regional Director</i> DSWD Field Offices
	3.4 Provide instruction to the applicant to pay the processing fee at the Cash Section of the DSWD Field Office	None	5 minutes	<i>Regional Director</i> DSWD Field Offices
4. Pay Processing Fee at the Cash Section	4.1 Receive payment and Provide OR to the client	PhP 500.00	15 minutes	<i>Cash Section Chief</i> Cash Section
5. Submit the Official Receipt for attachment to the application	5.1 Receive the photocopy of the official receipt for the processing fee and attach the same to the application documents	None	3 minutes	<i>Regional Director</i> DSWD Field Offices
	5.2 Route the complete application documents including photocopy of official receipt to the Head of the Standards Section/Policy and Plans Division Chief	None	7 minutes	<i>Regional Director</i> DSWD Field Offices
6. Wait for the result of the application	6.1 Provide instructions for appropriate action of the concerned Standards Section Technical Staff	None	10 minutes	<i>Regional Director</i> DSWD Field Offices
	6.2 Endorse the application documents to the concerned Standards Section Technical Staff, for appropriate action	None	5 minutes	<i>Regional Director</i> DSWD Field Offices

	<p>6.3 Receive the application documents and conduct assessment of the application for the issuance of solicitation permit</p>	None	1 day	<i>Regional Director DSWD Field Offices</i>
	<p>6.4 Acknowledge receipt of application documents and transmit it thru e-mail or courier</p> <p><i>If found eligible and compliant, facilitate the preparation of Solicitation Permit/Certificate of Authority to Conduct Fund-Raising Campaign and Conforme Letter and endorse the same to the Section Head for review.</i></p> <p><i>If found non-eligible, non-compliant or both, technical staff immediately or within the day of receipt of application provide the applicant with technical assistance on fund raising requirements per M.C. 5 series of 2021 to rectify the gap and/or submit lacking requirements</i></p>	None	1 day	<i>Regional Director DSWD Field Offices</i>

	<p>6.5 Receive and review the application documents including the prepared Certificate of Authority to Conduct Fund Campaign endorsed by the technical staff.</p> <p><i>If found in-order, affix initial and endorse the same to the concerned Division Chief for further review and/or onward endorsement to the Office of the Regional Director, for approval and signature</i></p> <p><i>If found not in-order, provide comments/inputs/ corrections and return the same to the technical staff</i></p>	None	4 hours	Regional Director DSWD Field Offices
	6.6 Log receipt to the Document Tracking System for routing to the concerned Division Chief	None	10 minutes	Regional Director DSWD Field Offices
	6.7 Receive and route the application documents including prepared Solicitation Permit/ Certificate of Authority to Conduct FundRaising Campaign to the Division Chief	None	10 minutes	Regional Director DSWD Field Offices

	6.8 Receive and review application for solicitation permit and the prepared Solicitation Permit/Certificate of Authority to Conduct Fund Campaign. <i>If found in-order, endorse the same to the Office of the Regional Director for approval and signature</i> <i>If found not in-order, return the same to the Standards Section for proper action</i>	None	2 days	<i>Regional Director</i> DSWD Field Offices
	6.9 Log receipt to the Document Tracking System for routing to the Regional Director	None	10 minutes	<i>Regional Director</i> DSWD Field Offices
	6.10. Receive and route application documents including prepared Solicitation Permit/ Certificate of Authority to Conduct Fund-Raising Campaign to the Regional Director	None	10 minutes	<i>Regional Director</i> DSWD Field Offices

	<p>6.11 Review application documents including the prepared Solicitation Permit/ Certificate of Authority to Conduct Fund-Raising Campaign <i>If found in order, approve the application for solicitation permit and sign the prepared Certificate of Authority to Conduct Fund Campaign and transmit the same to the Standards Section for issuance</i> <i>If found not in order, return the same to the Standards Section through the concerned Division Chief for appropriate action</i></p>	None	2 days	<i>Regional Director</i> DSWD Field Offices
	<p>6.12 Track the receipt of the approved Certificate of Authority to Conduct Fund Campaign for routing to the Standards Section</p>	None	10 minutes	<i>Regional Director</i> DSWD Field Offices
	<p>6.13 Track /receive and send advanced copy of the Solicitation Permit, Conformance Letter to the applicant through email.</p>	None	10 minutes	<i>Regional Director</i> DSWD Field Offices
	<p>6.14 Provide a copy of the issued permit to the Records and Archives Management Unit (RAMU) of the Administrative Division 6.14.1 Coordinate with the applicant for the pick-up of the Solicitation Permit</p>	None	5 minutes	<i>Regional Director</i> DSWD Field Offices

7. Receive the Solicitation Permit through mail/courier or pick-up at the field office and accomplish the Client Satisfaction Measurement Survey Form	7. Facilitate issuance of the Solicitation Permit through Conforme Letter to the applicant	None	5 minutes	<i>Regional Director</i> DSWD Field Offices
	7.2 Administer the Client Satisfaction Measurement Form (either online or paper-based)	None	5 minutes	<i>Regional Director</i> DSWD Field Offices
Total No. of Days		PhP500.00	Seven (7) Days	
Complete but Non-Compliant or Incomplete Submission:		PhP500.00	Three (3) Days	
Incomplete Submission:		None	25 minutes	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
B. Facilitation Procedures after receipt of complete application documents from the applicant of Regional Public Solicitation Permit at the concerned DSWD Field Office (Courier/E-mail)				
1. Secure a copy of the application documents	1.1 Provide the client with application documents	None	Not Applicable (NA)	<i>Regional Director</i> DSWD Field Offices
2. Submit filled-out application documents to the Field Office Standards Section. and receive reference number for tracking	2.1 Receive application documents and log receipt into the document tracking system	None	5 minutes	<i>Regional Director</i> DSWD Field Offices
	2.2 Provide the applicant with a document reference number for easy tracking either in	None	5 minutes	<i>Regional Director</i> DSWD Field Offices

	person, courier or e-mail.			
	2.3 Prepare billing statement for the payment of the processing fee to Cash Section	None	5 minutes	<i>Regional Director DSWD Field Offices</i>
	2.4 Provide instruction to the applicant to pay the processing fee at the Cash Section of the DSWD Field Office	None	5 minutes	<i>Regional Director DSWD Field Offices</i>
3. Pay Processing Fee at the Cash Section	3.1 Receive payment and provide official receipt to the client	PhP500.00	15 minutes	<i>Section Chief Cash Section</i>
4. Wait for the result of the application	4.1 Provide instructions for appropriate action of the concerned Standards Section Technical Staff	None	30 minutes	<i>Regional Director DSWD Field Offices</i>
	4.2 Endorse application documents to the concerned Standards Section Technical Staff, for appropriate action	None	10 minutes	<i>Regional Director DSWD Field Offices</i>
	4.3 Receive application documents and conduct assessment of the application for the issuance of solicitation permit	None	1 Day	<i>Regional Director DSWD Field Offices</i>
	4.4 Acknowledge receipt of application documents and transmit it thru e-mail or courier	None	1 Day	<i>Regional Director DSWD Field Offices</i>

	<p><i>If found eligible and compliant, facilitate the preparation of Solicitation Permit/Certificate of Authority to Conduct FundRaising Campaign and Conforme Letter and endorse the same to the Section Head for review.</i></p> <p><i>If found non-eligible, non-compliant or both, technical staff immediately or within the day of receipt of application provide the applicant with technical assistance on fund raising requirements per M.C. 5 series of 2021 to rectify the gap and/or submit lacking requirements</i></p>			
	<p>4.5 Assigned Focal Person shall receive and review the application documents including the prepared Certificate of Authority to Conduct Fund Campaign endorsed by the technical staff.</p> <p><i>If found in-order, affix initial and endorse the same to the concerned Division Chief for further review and/or onward endorsement to the Office of the Regional Director, for approval and signature</i> <i>If found not in-order, provide comments/inputs/</i></p>	None	4 Hours	Regional Director DSWD Field Offices

	<i>corrections and return the same to the technical staff</i>			
	4.6 Log its receipt to the Document Tracking System for routing to the concerned Division Chief	None	10 Minutes	<i>Regional Director DSWD Field Offices</i>
	4.7 Receive and route the application documents including prepared Solicitation Permit/ Certificate of Authority to Conduct FundRaising Campaign to the Division Chief	None	2 Days	<i>Regional Director DSWD Field Offices</i>
	4.8 Concerned Division Chief shall receive and review application for solicitation permit and the prepared Solicitation Permit/Certificate of Authority to Conduct Fund Campaign. <i>If found in-order, endorsed the same to the Office of the Regional Director for approval and signature. If found not in-order, return the same to the Standards Section for proper action</i>	None	20 Minutes	<i>Regional Director DSWD Field Offices</i>
	4.9 Log its receipt to the Document Tracking System for routing to the Regional Director	None	20 Minutes	<i>Regional Director DSWD Field Offices</i>
	4.10. Receive and route application documents including prepared Solicitation Permit/ Certificate of Authority to Conduct FundRaising Campaign to the Regional Director	None	30 Minutes	<i>Regional Director DSWD Field Offices</i>

	<p>4.11 The Regional Director shall review application documents including the prepared Solicitation Permit/ Certificate of Authority to Conduct FundRaising Campaign</p> <p>If found in order, the Regional Director approves application for solicitation permit and signs the prepared Certificate of Authority to Conduct Fund Campaign and transmit the same to the Standards Section for issuance</p> <p>If found not in order, return the same to the Standards Section through the concerned Division Chief for appropriate action</p>	None	2 Days	<i>Regional Director</i> DSWD Field Offices
	4.12 Track the receipt of the approved Certificate of Authority to Conduct Fund Campaign for routing to the Standards Section.	None	20 minutes	<i>Regional Director</i> DSWD Field Offices
	4.13 Track/receive and send advanced copy of the Solicitation Permit, Conforme Letter and Client Satisfaction Measurement Form to the applicant through email		1 hour	<i>Regional Director</i> DSWD Field Offices
	4.14 Provide a copy of the issued permit to the Records and Archives Management Unit (RAMU) of the Administrative Division Note: <i>The Standards Section Support Staff</i>		20 minutes	<i>Regional Director</i> DSWD Field Offices

	<i>shall coordinate with the applicant for the pick-up of the Solicitation Permit</i>			
5. Receive the approved Solicitation Permit	5.1 Facilitate issuance of the Solicitation Permit through Conforme Letter to the applicant	None	5 minutes	<i>Regional Director DSWD Field Offices</i>
6. Fill out the Client Satisfaction Measurement Survey Form	6.1 Administer the applicant the Client Satisfaction Measurement Form (either online or paper-based)	None	5 minutes	
TOTAL:		PhP500.00	7 days	
Complete but Non-Compliant or Incomplete Submission:		PhP500.00	3 days	
Incomplete Submission:		None	1 day	

The number of minutes shall be included in the total 7 days. This does not include the travel time of documents from the DSWD Field Office to the Applicant, and vice versa.

5. Issuance of Certificate of Authority to Conduct Fund-Raising Campaign to Individual, Corporation and Organization: Regional Temporary Permit During State of Emergency/Calamity

The process of assessing the applicant person, groups, corporation, organization or association eligibility for the issuance of Regional Solicitation Permit/Authority to Conduct Fund Campaign during State of Emergency/Calamity

Office or Division:	Standards Section – DSWD Field Office
Classification:	Complex
Type of Transaction:	G2C - Government to Client G2G - Government to Government
Who may avail:	Person, Group, Corporation whether profit or non-profit, Organization or Association including Regional Government Agencies (GAs) and Local Government Units (LGUs) intending to solicit or receive contributions for charitable, social and public welfare purposes during state of emergency/calamity

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE FORMS
A. For Person/s (including persons representing an unregistered/unorganized group) desiring to solicit or receive contributions for response to victims of emergency/calamity	
1. Duly Accomplished Application Form signed by the applicant person (1 original copy)	<ul style="list-style-type: none"> Standards Section (SS) of the concerned DSWD Field Office https://www.dswd.gov.ph/issuances/MCs/MC_2021-005.pdf Enhanced Annex 2 – DSWD-SB-PSF-001 - Application Form https://standards.dswd.gov.ph/wp-content/uploads/2022/10/DSWD-SB-GF-080_REV-01_APPLICATION-FOR-AUTHORITY-TO-CONDUCT-SOLICITATION-FUND-RAISING-CAMPAIGN.pdf
2. Project Proposal with Work and Financial Plan (WFP) for the intended public solicitation, signed by the applicant person (1 original copy)	<ul style="list-style-type: none"> https://www.dswd.gov.ph/issuances/MCs/MC_2021-005.pdf Annex 5 – DSWD-SB-PSF-003: Project Proposal https://standards.dswd.gov.ph/wp-content/uploads/2022/10/DSWD-SB-GF-083_REV-01_PROJECT-PROPOSAL-FOR-SOLICITATION-ACTIVITY.pdf
3. Undertaking to comply with the remaining requirements during the validity of the issued solicitation permit (1 original copy)	<ul style="list-style-type: none"> https://www.dswd.gov.ph/issuances/MCs/MC_2021-005.pdf Annex 7 – DSWD-SB-PSF-006: Undertaking during State of Local Emergency/Calamity https://standards.dswd.gov.ph/wp-content/uploads/2022/10/DSWD-SB-GF-085_REV-01_UNdertaking-DURING-STATE-OF-LOCAL-EMERGENCY-CALAMITY.pdf
4. Fund Utilization Report, if applying for the renewal of solicitation permit (Annex 12) (1 original copy)	<ul style="list-style-type: none"> https://www.dswd.gov.ph/issuances/MCs/MC_2021-005.pdf Annex 12 – DSWD-SB-PSF-011: Fund Utilization Report https://standards.dswd.gov.ph/wp-content/uploads/2022/10/DSWD-SB-GF-090_REV-01_Fund-Utilization-Report.pdf
5. Additional Requirements a. Two valid government issued Identification Cards (IDs) (1 photocopy)	<ul style="list-style-type: none"> Applicant

<p>b. Barangay Certification attesting to the applicant's integrity and capability to conduct a fundraising activity (1 original copy)</p> <p>c. Endorsement from the group the person is representing with (1 original copy).</p>	
<p>6. Sample of each methodology to be used in the solicitation activity (1 photocopy)</p>	<ul style="list-style-type: none"> • Applicant
<p>7. Official Receipt as proof of payment of the processing fee issued by the concerned DSWD – FO, Finance Management – Cash Unit (1 Photocopy copy)</p>	<ul style="list-style-type: none"> • Applicant
B. For Corporation, Organization or Association with SEC Registration	
<p>1. One (1) Duly Accomplished Application Form signed by the Head of Agency or his/her authorized representative (1 original copy)</p>	<ul style="list-style-type: none"> • Standards Section (SS) of the concerned DSWD Field Office • https://www.dswd.gov.ph/issuances/MCs/MC_2021-005.pdf Enhanced Annex 2 – DSWD-SB-PSF-001: Application Form • https://standards.dswd.gov.ph/wp-content/uploads/2022/10/DSWD-SB-GF-080_REV-01_APPLICATION-FOR-AUTHORITY-TO-CONDUCT-SOLICITATION-FUND-RAISING-CAMPAIGN.pdf
<p>2. Project Proposal with Work and Financial Plan (WFP) for the intended public solicitation, approved by the Head of Agency (1 original copy)</p>	<ul style="list-style-type: none"> • https://www.dswd.gov.ph/issuances/MCs/MC_2021-005.pdf Annex 5 – DSWD-SB-PSF-003: Project Proposal • https://standards.dswd.gov.ph/wp-content/uploads/2022/10/DSWD-SB-GF-083_REV-01_PROJECT-PROPOSAL-FOR-SOLICITATION-ACTIVITY.pdf

<p>3. Undertaking to comply with the remaining requirements during the validity of the issued solicitation permit (1 original copy)</p>	<ul style="list-style-type: none"> • https://www.dswd.gov.ph/issuances/MCs/MC_2021-005.pdf Annex 7 – DSWD-SB-PSF-011: Undertaking • https://standards.dswd.gov.ph/wp-content/uploads/2022/10/DSWD-SB-GF-085_REV-01_UNdertaking-DURING-STATE-OF-LOCAL-EMERGENCY-CALAMITY.pdf
<p>4. Fund Utilization Report, if applying for the renewal of solicitation permit (Annex 12) (1 original copy)</p>	<ul style="list-style-type: none"> • https://www.dswd.gov.ph/issuances/MCs/MC_2021-005.pdf Annex 12 – DSWD-SB-PSF-011: Fund Utilization Report • https://standards.dswd.gov.ph/wp-content/uploads/2022/10/DSWD-SB-GF-090_REV-01_Fund-Utilization-Report.pdf
<p>5. Sample of each methodology to be used in solicitation activity (1 original copy)</p>	<ul style="list-style-type: none"> • Applicant
<p>Official Receipt as proof of payment of processing fee issued by the concerned DSWD – FO, Finance Management – Cash Unit (1 photocopy)</p>	<ul style="list-style-type: none"> • Applicant
C. For Organizations or Agencies including SWDAs and Religious Organizations	
<p>1. One (1) Duly Accomplished Application Form signed by the Head of Agency or his/her authorized representative (1 original copy)</p>	<ul style="list-style-type: none"> • Standards Section (SS) of the concerned DSWD Field Office • https://www.dswd.gov.ph/issuances/MCs/MC_2021-005.pdf Enhanced Annex 2 – DSWD-SB-PSF-001 - Application Form • https://standards.dswd.gov.ph/wp-content/uploads/2022/10/DSWD-SB-GF-080_REV-01_APPLICATION-FOR-AUTHORITY-TO-CONDUCT-SOLICITATION-FUND-RAISING-CAMPAIGN.pdf
<p>2. Project Proposal with Work and Financial Plan (WFP) for the intended solicitation activity, approved by the Head of Agency (1 original copy)</p>	<ul style="list-style-type: none"> • https://www.dswd.gov.ph/issuances/MCs/MC_2021-005.pdf Annex 5 – DSWD-SB-PSF-003: Project Proposal • https://standards.dswd.gov.ph/wp-content/uploads/2022/10/DSWD-SB-GF-083_REV-01_PROJECT-PROPOSAL-FOR-SOLICITATION-ACTIVITY.pdf

3. Undertaking to comply with the remaining requirements during the validity of the issued solicitation permit (1 original copy)	<ul style="list-style-type: none"> • https://www.dswd.gov.ph/issuances/MCs/MC_2021-005.pdf Annex 7 – DSWD-SB-PSF-011: Undertaking • https://standards.dswd.gov.ph/wp-content/uploads/2022/10/DSWD-SB-GF-085_REV-01_UNdertaking-DURING-STATE-OF-LOCAL-EMERGENCY-CALAMITY.pdf
4. Fund Utilization Report, if applying for the renewal of solicitation permit (Annex 12) (1 original copy)	<ul style="list-style-type: none"> • https://www.dswd.gov.ph/issuances/MCs/MC_2021-005.pdf Annex 12 -DSWD-SB-PSF-011: Fund Utilization Report • https://standards.dswd.gov.ph/wp-content/uploads/2022/10/DSWD-SB-GF-090_REV-01_Fund-Utilization-Report.pdf
5. Sample of each methodology to be used in solicitation activities (1 original copy)	<ul style="list-style-type: none"> • Applicant
6. Official Receipt as proof of payment of processing fee issued by the concerned DSWD – FO, Finance Management - Cash Unit (1 photocopy)	<ul style="list-style-type: none"> • Applicant

Note to the Applicant: The acceptance of application documents does not indicate that the application for permit is already approved. The application documents shall be assessed for completeness and compliance as required by DSWD Memorandum Circular No. 05 Series of 2021.

Facilitation Procedures for the Issuance of Regional Temporary Solicitation Permit at the Standards Section of the concerned DSWD Field Office				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. For Walk-In Applicants				

1. Secure application form thru the DSWD Website or from the DSWD Field Office Website	1.1 Provide the client with application form and checklist of requirements in the website	None	Not Applicable (NA)	<i>Not Applicable (NA). Application Form is readily downloadable</i>
2. Pay Processing Fee at the Cash Section of the Field Office	2.1. Receive payment for the required processing fee and issue official receipt (OR)	PhP500.00	10 minutes	<i>Section Chief Cash Section</i>
3. Submit/file application documents at the Field Office Standards Section	3.1 If Complete and Compliant: 3.1.1 Review completeness and correctness of submitted application documents.	None	10 minutes	<i>Regional Director DSWD Field Offices</i>
	3.2 Receive the documentary requirements and provide the organization an acknowledgement receipt and log the receipt of application documents into the Document Tracking System.	None	10 minutes	<i>Regional Director DSWD Field Offices</i>
	3.3 Endorse application documents to the head of Standards Section	None	10 minutes	<i>Regional Director DSWD Field Offices</i>
	3.4 Endorse the Application Documents together with the Standards Section head's instruction to the Technical Staff, for assessment and processing of the regional permit	None	10 minutes	<i>Regional Director DSWD Field Offices</i>

	3.5 If found incomplete or non-compliant, 3.5.1 Communicate with the applicant citing reason/s for non-processing and denial.	None	2 hours	<i>Regional Director DSWD Field Offices</i>
	3.6 Return all documents submitted accompanied by a letter providing technical assistance and a checklist of requirements for applicant Organization's compliance.	None	2 hours <i>Total of 4 Hours for incomplete/ non-compliant walk in applicants</i>	<i>Regional Director DSWD Field Offices</i>
B. For Applications Sent through Email/Courier				
11. Secure application form thru the DSWD Website or from the DSWD Field Office Website	1.1 Provide the client with application form and checklist of requirements in the website	None	Not Applicable (NA)	<i>Not Applicable (NA). Application Form is readily downloadable</i>
2. Pay Processing Fee at the Cash Section of the Field Office	2.1. Receive payment for the required processing fee and issue official receipt (OR)	PhP500.00	10 minutes	<i>Section Chief Cash Section</i>
3. Submit application documents through email/courier	3.1 If Complete and Compliant: 3.1.1. Reviews completeness and correctness of submitted applications documents.	None	10 minutes	<i>Regional Director DSWD Field Offices</i>

	3.2 Receive the documentary requirements and provide the organization an acknowledgement receipt and log the receipt of application documents into the Document Tracking System.	None	10 minutes	<i>Regional Director DSWD Field Offices</i>
	3.3 Endorse application documents to the head of Standards Section	None	10 minutes	<i>Regional Director DSWD Field Offices</i>
	3.4 Endorse the Application Documents together with the Standards Section Head's instruction to the Technical Staff, for assessment and processing of the regional permit	None	10 minutes	<i>Regional Director DSWD Field Offices</i>
	3.5 If found incomplete or non-compliant, 3.5.1 Communicate with the applicant citing reason/s for non-processing and denial.	None	4 hours	<i>Regional Director DSWD Field Offices</i>
	3.6 Return all documents submitted accompanied by a letter providing technical assistance and a checklist of requirements for applicant	None	4 hours <i>Total of 4 Hours for incomplete/ non-compliant applications sent via email/courier</i>	<i>Regional Director DSWD Field Offices</i>

	Organization's compliance.			
<p>Note: Technical assistance shall be provided through phone call, e-mail, text, chat or face-to-face technical assistance while written communication shall be provided for applications submitted via courier or email, as applicable. In case of incomplete documents where the return of said documents cannot be facilitated due to unavailability of the service provider, an acknowledgment letter shall be sent electronically and with the checklist of documents for compliance.</p>				
4. Wait for the result of the assessment	<p>4.1 Review and assess submitted application documents for compliance to the requirements for the issuance of regional temporary permit;</p> <p><i>(May conduct validation activity, collateral interview and/or agency visit, as necessary).</i></p>	None	4 hours	Regional Director DSWD Field Offices

	<p>4.2 If found eligible with complete and compliant requirements:</p> <p>4.2.1 Prepare the assessment report, draft Regional Solicitation Permit/ Certificate of Authority to Conduct Fund Campaign, and Confirmation Letter, and endorse the same to the Section Head, for signature/initial and onward endorsement to the Division Chief in-charge of the Standards Section in the Field Office</p>	None	2 hours	<i>Regional Director</i> DSWD Field Offices
	<p>4.3 Sign the assessment report with the complete application documents along with the prepared Regional Solicitation Permit/Certificate of Authority to Conduct Fund Campaign and endorse the same to the Division Chief supervising the Standards Section</p>	None	2 hours	<i>Regional Director</i> DSWD Field Offices

	4.4 Endorse the same to the Office of the Regional Director with recommendation for approval and signature for the Permit/Certificate of Authority to Conduct Regional Fund Campaign	None	1 hours	<i>Regional Director DSWD Field Offices</i>
	<p>4.5 If found non-compliant to eligibility and documentary requirements</p> <p>4.5.1 Return the application documents with a letter citing reasons for disapproval with technical assistance on how to rectify non-compliance and/or submit lacking requirements.</p>	None	4 hours	<i>Regional Director DSWD Field Offices</i>
	4.6 Review and sign the letter citing reasons for disapproval simultaneously providing technical assistance to address non-compliance and/or submit lacking requirements.	None	4 hours	<i>Regional Director DSWD Field Offices</i>

	4.7 The Regional Director shall review, sign & issue the Regional Solicitation Permit/Certificate of Authority to Conduct Fund Campaign		4 hours	<i>Regional Director DSWD Field Offices</i>
5. Receive Permit or Denial Letter via email, courier, or pick-up	5.1 Notify the applicant on its approved/ signed permit with an instruction to sign the Conforme Letter on the set standards in the inventory, monitoring and utilization of solicited funds, submission of lacking requirements and post-facilitation reports	None	1 hour and 10 minutes	<i>Regional Director DSWD Field Offices</i>
	5.2 Issue the Regional Fundraising Campaign Authority/Solicitation Permit or the Denial Letter via email/courier or by pick up at the Field Office	None	55 minutes	<i>Regional Director DSWD Field Offices</i>
6. Fill out the Client Satisfaction Measurement Form	6.1 Administer the Client Satisfaction Measurement Form (either online or paper-based)	None	5 minutes	<i>Regional Director DSWD Field Offices</i>
TOTAL		PhP500.00	Complete and Compliant - 2 Working Days	
		None	Complete but Non-Compliant	

		and/or Incomplete Submission - 1 Day	
	None	Incomplete Submission - 4 Hours	

Note: Processing fees for regional or national temporary solicitation permit during state of national emergency/ calamity and during calamity amidst state of national emergency shall be waived in favor of the applicant

6. Licensing of Private Social Welfare and Development Agencies (SWDAs) – Operating in One Region

The process of assessing the qualifications and authorizing a registered SWDA to operate as a Social Work Agency or as an Auxiliary SWDA operating in one region.

Office or Division:	DSWD Field Office – Standards Section		
Classification:	Highly Technical		
Type of Transaction:	G2C - Government to Client		
Who may avail:	All registered private Social Welfare and Development Agencies (SWDAs) that are not yet in operation and those already engaged in the implementation of SWD programs and services within the region		
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
	1. Duly Accomplished and Notarized Application Form (1 original copy)	<ul style="list-style-type: none"> • DSWD Central Office - Standards Bureau (SB) IBP Road, Constitution Hills, Batasan Pambansa Complex, Quezon City • Any DSWD Field Office - Standards Section (Regions I, II, III, IV-A, V, VI, VII, VIII, IX, X, XI, XII, CAR, CARAGA, MIMAROPA & NCR) • https://standards.dswd.gov.ph/issuances/ (DSWD-SB-GF-111_REV 00_Application Form for Licensing – Already Operation) 	
	2. Manual of Operation containing the SWDAs program and administrative policies, procedures and strategies to attain its purpose/s among others (1 original copy)	<ul style="list-style-type: none"> • https://standards.dswd.gov.ph/issuances/ (DSWD-SB-GF-049_REV-01_Manual of Operations) 	
	3. Staff Complement Requirement of Employees and Volunteers		

For Social Work Agency, to consider the following staff requirement:

1. At least one (1) RSW to supervise and take charge of its social work functions for residential care agencies and community based agencies that caters to beneficiaries that requires social case management

2. For Center Based (Residential Based), to observe the caseload requirement of client ration of the social workers and house parent

3. For Center Based (Non-Residential Based) to observe at least one full-time social worker to drop in center, processing center and vocational rehabilitation center while for senior citizens' center and the like, a part-time social worker is considered.

4. For Community-based, implementing community development community organizing, any of the following shall be hired in full/part time basis per region:

4.1. Graduate of bachelor Degree in Social Work or Community Development or

4.2 Other professionals who have at least three (3) year work experiences in the field of social welfare and development

For Auxiliary SWDA, at least one (1) full time staff who will manage its operation

4. For *Applicant SWA's implementing Child Placement Services*: Certification from DSWD or photocopy of the certificate of training attended by the hired RSW related to child placement service (1 photocopy)

5. Certification of no derogatory information issued by SEC within three (3) years during application with DSWD (1 Photocopy)

**Applicable to those operating more than six (6) months prior application to DSWD*

***Not applicable to Public SWDAs*

- https://standards.dswd.gov.ph/issuances/DSWD-SB-GF-064_REV 01_PROFILE OF EMPLOYEES

- From DSWD or training agency

- **Securities Exchange Commission (SEC) -** Company Registration and Monitoring Department Secretariat
Building, PICC Complex, Roxas Boulevard, Pasay City, 1307

<p>6. Copy of the valid Safety Certificates:</p> <p>a. For Center Based (Residential Based and Non-Residential Based)</p> <p>i. Occupational permit (only for new buildings) or Annual Building Inspection Certificate (for old building)</p> <p>ii. Fire Safety Inspection Certificate</p> <p>iii. Water Potability Certificate or Sanitary Permit</p> <p>b. For Community Based</p> <p>i. Fire Safety Inspection Certificate</p> <p>7. ABSNET Membership (1 original or Photocopy) Certification from the Regional ABSNET (RAB) President or Chairperson of the Cluster ABSNET (CAB) or the authorized ABSNET Officer attesting the active ABSNET membership of the applicant SWDA. <i>*Undertaking for new applicant organization</i></p> <p>8. Duly signed Work and Financial for the two (2) succeeding years (1 original copy)</p> <p>9. Notarized certification from the Board of Trustees and/or the funding agency to financially support the organization to operate for at least two (2) years (1 original copy)</p> <p>10. Annual Accomplishment Report of the previous year (1 original copy) <i>*If no latest submission with the DSWD</i></p> <p>11. The Audited Financial Report of the previous year submitted to SEC and/or Bureau of Internal Revenue (BIR) shall be accepted; and a financial report</p>	<ul style="list-style-type: none"> ● City/Municipal Engineering Office of Local Government Unit covering the SWDAs area of operation ● Office of the Bureau of Fire Protection in the City/Municipal Local Government Unit covering the SWDAs area of operation ● City/Municipal Health Office of Local Government Unit covering the SWDAs area of operation or Private Service Provider ● Office of the Bureau of Fire Protection in the City/Municipal Local Government Unit covering the SWDAs area of operation ● ABSNET Cluster where the applicant belongs or https://standards.dswd.gov.ph/issuances/DSWD-SB-GF-065_REV-01_ABSNET Active Membership Certification ● https://standards.dswd.gov.ph/issuances/DSWD-SB-GF-54_REV-01_Work and Financial Plan ● Applicant's office record ● https://standards.dswd.gov.ph/issuances/DSWD-SB-GF-051_REV-01_Annual Report ● BIR or SEC and for Financial Report template: https://standards.dswd.gov.ph/issuances/DSWD-SB-GF-053_REV-01_Financial Report
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<p>based on the DSWD template shall also be submitted. For those SWDAs with a total revenue of less than Php 600,000.00, an unaudited financial statement prepared by the Financial Officer and concurred by the Head of Agency, may suffice. (1 Photocopy)</p> <p>12. For applicant with past and current partnership with the DSWD: Certification from the concerned DSWD Office that the applicant is free from any financial liability/obligation (1 original copy)</p>	<ul style="list-style-type: none"> • https://standards.dswd.gov.ph/issuances/DSWD-SB-GF-055_REV-01_Certification Free from Financial Liability
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Note to Applicant: *The acceptance of application documents does not imply that the application is already approved. The applicant must satisfy the assessment indicators for Licensing based on Memorandum Circular No. 21 series of 2022 entitled “Amendment of MC No. 17 s. 2018 entitled Revised Guidelines Governing the Registration, Licensing of Social Welfare and Development (SWD) Agencies and Accreditation of SWD Programs and Services”.*

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Assessment Procedures for Walk-in Applicants				
1. Submit the application and supporting documents.	1.1 Receive the documentary requirements and provide the applicant organization with an application reference number for easy tracking and reference	None	10 minutes	Regional Director DSWD Field Offices
	1.2 Determine whether the submitted documents are complete. If complete, provide the organization an acknowledgment receipt and log the receipt of application	None	20 minutes	Regional Director DSWD Field Offices

	<p>documents into the Document Tracking System (DTS) for Standards Section – Field Office.</p> <p>If incomplete, return all documents submitted accompanied by a checklist of requirements for applicant Organization’s compliance.</p>			
2. Pay the required processing fee.	2.1 Prepare Billing Statement and instruct applicant to proceed to the Cash Section of DSWD Field Office	None	*25 minutes	<i>Section Head</i> Cash Section
	2.2 Process the payment and issue Official Receipt.	PHP 1,000.00	*10 minutes	<i>Section Head</i> Cash Section
3. Provide the DSWD Standards Section the photocopy of the Official Receipt (OR).	3.1 Acknowledge the photocopy of the Official Receipt from the applicant Organization.	None	*20 Minutes	<i>Regional Director</i> DSWD Field Offices
	3.2 Review the submitted documents as to completeness and compliance, both in form and substance. The submitted complete documents must satisfy the Criteria based on MC 21 series of 2022.	None	2 working days	<i>Regional Director</i> DSWD Field Offices

	<p>If complete and compliant, an Acknowledgment Letter and Notification on the proposed schedule on the conduct of Validation Visit shall be prepared.</p> <p>If found incomplete or non-compliant, the Acknowledgement Letter prepared shall contain the checklist of requirements to be secured and complied. This will be sent to the applicant SWDA together with all the application documents submitted.</p>			
	3.3 Review and approval of the Acknowledgement Letter including its attachments.	None	2 working days	<i>Regional Director DSWD Field Offices</i>
4. Confirm availability on the proposed Validation Visit	4.1 For those with requirements that are complete and compliant, Confirmation of Validation Visit.	None	30 minutes	<i>Regional Director DSWD Field Offices</i>
5. Participate in the conduct of the Validation visit.	5.1 Conduct of Validation visit	None	1 working day per agreed schedule	<i>Regional Director DSWD Field Offices</i>
	5.2 Prepare Confirmation Report	None	3 working days	<i>Regional Director DSWD Field Offices</i>

	<p>If favorable, the Technical Staff shall draft Confirmation Report and Draft Certificate of License to Operate.</p> <p>If not favorable, the Technical Staff shall detail the Assessors Findings in a report.</p>			
	<p>5.3 Approval and Endorsement of the Section/Division Chief to Regional Director</p> <p>If favorable, review and approval of the Confirmation Report and the Draft Certificate of License to Operate.</p>	None	<p>Favorable; 8 working days</p> <p>Unfavorable; 7 working days</p>	<p><i>Section Head/Division Chief</i> Policy and Plans Division</p>
	<p>5.4 Approval of the Regional Director</p> <p>If favorable, for approval and signature of the Certificate of License to Operate.</p>	None	<p>Favorable; 3 days</p> <p>Unfavorable; 2 days</p>	<p><i>Regional Director</i> DSWD Field Offices</p>
6. Receive the License to Operate through mail/courier or pick-up at the field office and accomplish the Client satisfaction survey.	6.1 Send the Confirmation Report and notify the availability of the License to Operate for release through preferred means of delivery indicated in the application form. (direct pick-up or courier)	None	1 day and 25 minutes (depending on the choice of the applicant)	<i>Regional Director</i> DSWD Field Offices
	6.2 Administer the Client Satisfaction Survey Form (either online or paper-based)	None	5 minutes	<i>Regional Director</i> DSWD Field Offices

	TOTAL:	PHP 1,000.00	For Complete and Compliant - 20 Working Days	
		None	For Unfavorable Result - 17 Working Days	
B. Processing Procedures of Applications submitted at Standards Section through Mail/Courier:				
1. Send the Application Form together with the prescribed documentary requirements for Licensing through Mail or Courier to: Standards Section of concerned DSWD Field Office	1.1 Log receipt into the Document Tracking System (DTS) for Standards Section – Field Office and route to the Assigned Technical Staff.	None	15 minutes	<i>Regional Director DSWD Field Offices</i>
	1.1.1 Review the submitted documents as to completeness and compliance. The submitted documents must satisfy the criteria based on MC 21 series of 2022. If complete and compliant, an Acknowledgment Letter and Notification on the proposed schedule on the conduct of Validation Visit shall be prepared. If found incomplete or non-compliant, the Acknowledgement	None	2 working day	<i>Regional Director DSWD Field Offices</i>

	Letter prepared shall contain the checklist of requirements to be secured and complied. This will be sent to the applicant SWDA together with all the application documents submitted.			
2. Pay the required processing fee.	<p>2.1 If found both complete and compliant, notify the applicant organization that they have to settle their processing fee.</p> <p>2.1.1 Inform the applicant organization that the processing of the application shall start once they have paid the required fees and provided the Standards Section the copy of the Official Receipt. Field Office: The Administrative staff shall prepare Billing Statement and instruct the applicant to proceed to Field Office Cashier Section.</p> <p><i>Note: The processes shall only take place once the applicant organization settled its payment.</i></p>	PHP 1,000.00	15 minutes	<i>Regional Director DSWD Field Offices</i>

<p>3. Provide the DSWD Standards Section the copy of the Official Receipt (OR) through the following:</p> <p>a. Scanned copy of the Official Receipt to the concerned DSWD Field Offices' official email address with the subject: Name of the Organization <u>Copy of OR for Licensing</u>.</p> <p>b. Hand-carry the Photocopy of Official Receipt</p> <p>c. Courier the Photocopy of Official Receipt</p>	<p>3.1 Acknowledge the copy of Official Receipt from the SWDA.</p> <p>For the copy of OR sent through email: the Administrative Staff managing the Official email of the Standards Section shall acknowledge its receipt.</p> <p>For the copy of OR sent through mail/courier: the assigned technical Staff shall acknowledge its receipt.</p>	None	20 Minutes	<i>Regional Director</i> DSWD Field Offices
	<p>3.2 Review and approval of the Acknowledgement Letter including its attachments.</p>	None	3 days	<i>Regional Director</i> DSWD Field Offices
<p>4. Confirm availability on the proposed Validation Visit</p>	<p>4.1 For those with requirements that are complete and compliant, schedule of validation visit shall be confirmed</p>	None	1 day	<i>Regional Director</i> DSWD Field Offices
<p>5. Participate and assist the Assessor during the conduct of Validation visit.</p>	<p>5.1 Conduct of validation visit</p>	None	1 day per agreed schedule	<i>Regional Director</i> DSWD Field Offices
	<p>5.2 Prepare Confirmation Report</p> <p>If favorable, the Technical Staff shall draft Confirmation Report and Draft Certificate of License to Operate.</p>	None	3 days	<i>Regional Director</i> DSWD Field Offices

	If not favorable , the Technical Staff shall detail the assessor's findings in a report.			
	5.3 Approval of the Section Head/Division Chief If favorable , review and approval of the Confirmation Report and the Draft Certificate of License to Operate.	None	Favorable; 8 working days Unfavorable; 7 working days	<i>Regional Director</i> DSWD Field Offices
	If favorable , for approval and signature of the License to Operate.		Favorable; 3 working days Unfavorable; 1 day	<i>Regional Director</i> DSWD Field Offices
6. Receive the License to Operate through mail/courier or pick-up at the field office and accomplish the Client satisfaction survey.	6.1 Send the Confirmation Report and notify the availability of the License to Operate for release through various means per preference indicated in the application form. (direct pick-up or courier)	None	1 day and 25 minutes (depending on the choice of the applicant)	<i>Regional Director</i> DSWD Field Offices
	6.2 Administer the Client Satisfaction Survey Form (either online or paper-based)	None	5 minutes	<i>Regional Director</i> DSWD Field Offices
TOTAL:				
For Complete and Compliant:		PHP 1,000.00	20 working days	
For Incomplete Submission:		None	17 working days	

The number of minutes shall be included on the total working days. This does not include the travel time of documents from the DSWD Field Office to the Central Office, and vice versa.

7. Pre-Accreditation Assessment of Social Welfare and Development Programs and Services Licensed Private

Refers to the process conducted by the Standards Section of the concerned DSWD Field Office to determine the readiness of the SWDA to meet the set standards on SWD programs and services being delivered to its client prior to SBs accreditation.

Office or Division:	DSWD Field Office - Standards Section
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Client G2G - Government to Government
Who may avail:	New applicant Registered and Licensed SWDA operating within the region.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Basic Documents	
1. Duly Accomplished and Notarized Application Form (1 original copy)	<ul style="list-style-type: none"> Any DSWD Field Office - Standards Section (Regions I, II, III, IV-A, V, VI, VII, VIII, IX, X, XI, XII, CAR, Caraga, MIMAROPA & NCR) <i>(kahit saang tanggapan ng DSWD (Regions I, II, III, IV-A, V, VI, VII, VIII, IX, X, XI, XII, CAR, Caraga, MIMAROPA & NCR)</i> https://standards.dswd.gov.ph/wp-content/uploads/2023/05/DSWD-SB-GF-097_REV-00_APPLICATION-FORM-FOR-ACCREDITATION-OF-SWD.docx
2. Pre-accreditation assessment	
a. For New Applicant, submit pre-assessment conducted by concerned Field Office covering the Area of Operation (1 original copy)	<ul style="list-style-type: none"> Memorandum Circular No. 21 s. 2022 https://standards.dswd.gov.ph/wp-content/uploads/2023/03/MC_2022-021-Amended-of-MC-No.-17-s.2018-Entitled-Revised-Guidelines-Governing-the-RLA.pdf
b. For Renewal, submit self-pre-assessment tool signed by the SWAs Head of Agency or authorized representative (1 original copy).	<ul style="list-style-type: none"> Assessment Tools <p><i>For Residential:</i> https://standards.dswd.gov.ph/wp-content/uploads/2023/05/DSWD-SB-GF-</p>

102 REV-00 ASSESSMENT-TOOL-FOR-THE-ACCREDITATION-OF-CENTER-BASED.docx

For Community-Based:

https://standards.dswd.gov.ph/wp-content/uploads/2023/05/DSWD-SB-GF-104_REV-00_ASSESSMENT-TOOL-FOR-THE-ACCREDITATION-OF-COMMUNITY-BASED.docx

For Non-Residential Based

https://standards.dswd.gov.ph/wp-content/uploads/2023/05/DSWD-SB-GF-101_REV-00_ASSESSMENT-TOOL-FOR-THE-ACCREDITATION-OF-CENTER-BASED.docx

For Senior Citizens Center

https://standards.dswd.gov.ph/wp-content/uploads/2023/05/DSWD-SB-GF-105_REV-00_ACCREDITATION-ASSESSMENT-TOOL-FOR-SENIOR-CITIZEN-CENTER-SCC.docx

For Child Placement Services

https://standards.dswd.gov.ph/wp-content/uploads/2023/05/DSWD-SB-GF-103_REV-00_ASSESSMENT-TOOF-FOR-ACCREDITATION-OF-CHILD-PLACEMENT-SERVICES.doc

For Special Drugs Education Center

https://standards.dswd.gov.ph/wp-content/uploads/2023/05/DSWD-SB-GF-106_REV-00_ASSESSMENT-TOOL-FOR-THE-ACCREDITATION-OF-SPECIAL-DRUGS-EDUCATION-CENTER.docx

For STACs and Hospices, Physical and Rehabilitation Centers, Providing Free and/or Socialized Stimulation, Therapeutic and Physical Rehabilitation Services

<https://standards.dswd.gov.ph/wp-content/uploads/2023/05/DSWD-SB-GF->

	<p><u><i>107_REV-00_ASSESSMENT-TOOL-FOR-THE-ACCREDITATION-OF-STIMULATION-AND-THERAPEUTIC-ACTIVITY-CENTERS.docx</i></u></p> <p><i>For Reception and Action Center (RAC), Drop-In and other Centers Providing Similar Programs and Services</i> <u>https://standards.dswd.gov.ph/wp-content/uploads/2023/05/DSWD-SB-GF-096_REV-00_ACCREDITATION-TOOL-FOR-RECEPTION-AND-ACTION-CENTERS.docx</u></p> <p><i>For NVRC, AVRC and other Centers Providing Similar Programs and Services</i> <u>https://standards.dswd.gov.ph/wp-content/uploads/2023/05/DSWD-SB-GF-095_REV-00_ACCREDITATION-ASSESSMENT-TOOL-FOR-NATIONAL-VOCATIONAL.docx</u></p>
<p>3. Manual of Operation containing the SWDAs program and administrative policies, procedures and strategies to attain its purpose/s among others (1 original copy)</p> <p>4. Profile of Employees and Volunteers: At least one (1) full time staff who will manage its operations (1 original copy of Profile)</p> <p>Note: The first 2 Basic Documents are needed if only there is an update or amendment on documents recently submitted to the DSWD Standards Section.</p> <p>For Applicant SWA's implementing Child Placement Services:</p> <p>5. Certification from DSWD or one (1) photocopy of the certificate of training attended by the hired RSW</p>	<ul style="list-style-type: none"> ● <u>https://standards.dswd.gov.ph/wp-content/uploads/2023/08/DSWD-SB-GF-049_REV-01_MANUAL-OF-OPERATION.docx</u> ● The Approved Form for the Profile of Employees and Volunteers is incorporated in the Revised Application Form for Accreditation <u>https://standards.dswd.gov.ph/wp-content/uploads/2023/05/DSWD-SB-GF-097_REV-00_APPLICATION-FORM-FOR-ACCREDITATION-OF-SWD.docx</u>

<p>related to child placement service (1 photocopy of Certification).</p>	
<p>B. Documents Establishing Corporate Existence and Regulatory Compliance</p>	
<p>6. Certification of no derogatory information issued by SEC (for those operating more than six (6) months upon filing of the application (1 Photocopy of Certification)</p> <p><i>(not applicable for Public SWDA)</i></p>	<ul style="list-style-type: none"> • Securities Exchange Commission (SEC) - Company Registration and Monitoring Department Secretariat Building, PICC Complex, Roxas Boulevard, Pasay City, 1307
<p>7. For Center Based (Residential) and Community Based (Non-Residential Based), Copy of the valid safety certificates namely:</p> <p>a. Occupancy permit (only for new buildings) or Annual Building Inspection Certificate (for old buildings) (1 photocopy of Certificate)</p> <p>b. Fire Safety Inspection Certificate Water (1 photocopy of Certificate)</p> <p>c. Water Potability Certificate or Sanitary Permit (1 photocopy of Certificate)</p>	<ul style="list-style-type: none"> • City/Municipal Engineering Office of Local Government Unit covering the SWDAs area of operation • Office of the Bureau of Fire Protection in the City/Municipal Local Government Unit covering the SWDAs area of operation • City/Municipal Health Office of Local Government Unit covering the SWDAs area of operation or Private Service Provider
<p>C. Documents Establishing Track Record and Good Standing</p>	
<p>8. ABSNET Membership Certification from the Regional ABSNET (RAB) President or Chairperson of the Cluster ABSNET (CAB) or the authorized ABSNET Officer attesting the active ABSNET membership of the applicant SWDA (1 photocopy of Certificate)</p> <p>For RAB President, the Standards Section shall be the one to issue the required certification.</p>	<ul style="list-style-type: none"> • https://standards.dswd.gov.ph/wp-content/uploads/2023/08/DSWD-SB-GF-065_REV-01_ABSNET-Active-Membership-certification.docx

9. Work and Financial Plan for the two (2) succeeding years (1 original copy).	<ul style="list-style-type: none"> • https://standards.dswd.gov.ph/wp-content/uploads/2023/08/DSWD-SB-GF-054_REV-01_Work-and-Financial-Plan.docx
10. Certification from the Board of Trustees and/or the funding agency to financially support the organization to operate for at least two (2) years (1 Notarized and Updated Photocopy of Certification)	<ul style="list-style-type: none"> • Board Resolution by the Organization <i>Not applicable for public SWDAs</i>
11. Annual Accomplishment Report of the previous year (1 photocopy)	<ul style="list-style-type: none"> • https://standards.dswd.gov.ph/wp-content/uploads/2023/08/DSWD-SB-GF-051_REV-01_Annual-Report.docx
12. Audited Financial Report of the previous year (1 photocopy)	<ul style="list-style-type: none"> • For Public SWDA, Copy of Consolidated Annual Audit Report; • For Licensed SWA, Copy of Audited Financial Statement duly received by BIR or SEC. • https://standards.dswd.gov.ph/wp-content/uploads/2023/08/DSWD-SB-GF-053_REV-01_Financial-Report.docx
13. For applicants with past and current partnership with the DSWD that involved transfer of funds (1 photocopy of Certificate).	Certification from DSWD Office that the applicant is free from any financial liability/obligation
14. Processing Fee - ₱1,000.00 (1 Photocopy of Receipt) <ul style="list-style-type: none"> • Not applicable to Public SWDA 	Cashier Division, DSWD Central/Field Offices

Note to Applicant. The acceptance of application documents does not imply that the application is already approved. The applicant must satisfy the assessment indicators on the Accreditation Tools based on DSWD Memorandum Circular No. 21 Series of 2022.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. Secure application form thru the DSWD Website/ Field Office	1.1 Upload and make available of the necessary documents in the DSWD website	None	None	<i>Regional Director DSWD Field Offices</i>
2. Submit the application documents, get a stamped receiving copy of the documents submitted and reference number for follow up of the request.	2.1 Receive the documentary requirements, stamped the receiving copy and provide the applicant SWDA with an application reference number for easy tracking.	None	25 minutes	<i>Regional Director DSWD Field Offices</i>
3. Await the result of the documents review and notice of pre-accreditation assessment.	3.1 Conduct desk review of the documentary requirements: 3.2 Desk Review: If complete, prepares acknowledgement letter indicating the schedule of the pre-assessment; If Incomplete, prepare an acknowledgement letter indicating the checklist of documents to be submitted	None None	6 days 7 hours 30 minutes	<i>Regional Director DSWD Field Offices</i>
4. Receive the acknowledgment letter from the DSWD Field Office: Note: If the acknowledgement letter indicates that the submitted documents are	4.1 Prepare necessary documents: pre-assessment tool, powerpoint presentation, special order, etc.	None	Not Applicable (Depends on the SWDA)	<i>Regional Director DSWD Field Offices</i>

complete and compliant, confirm the schedule of the pre-accreditation assessment to the DSWD Field Office. If the acknowledgement letter indicates that the submitted documents submitted are incomplete and non-compliant, comply and submit the lacking requirements.				
5. Participate in the conduct of pre-accreditation assessment	<p>5.1 Conduct the pre-accreditation assessment (virtual or actual visit) through the following activities: Focus Group Discussion with Clients</p> <p>5.1.1 Interview with the staff 5.1.2 Review of documents 5.1.3 Ocular Inspection 5.1.4 Action Planning/ Exit Conference</p>	None	2 days	<i>Regional Director DSWD Field Offices</i>
6. Wait for the result of the assessment.	6.1 Prepare Confirmation Report	None	4 days	<i>Regional Director DSWD Field Offices</i>
	6.2 Review and approval of the confirmation report	None	4 days	<i>Regional Director DSWD Field Offices</i>

	6.3 Transmittal memo to Standards Bureau attached the confirmation report, complete documentary requirements including the accomplished pre-accreditation assessment tool.	None	3 working days	<i>Regional Director DSWD Field Offices</i>
	6.4 If the result of the pre-accreditation is not favorable, prepare a confirmation report to the SWDA and Standards Bureau highlighting the indicators / requirements for compliance of SWDA.	None	3 working days	<i>Regional Director DSWD Field Offices</i>
7. Accomplish the Client Satisfaction Measurement Form (CSMF) and submit it to DSWD Field Office.	7.1 Administer the Client Satisfaction Form (either online or paper-based)	None	5 minutes	<i>Regional Director DSWD Field Offices</i>
TOTAL Social Work Agency:		None	20 working days	
Senior Citizen Center:		None	19 working days	

The number of minutes shall be included on the total number of working days. This does not include the travel time of documents from the DSWD Field Office to the Central Office, and vice versa.

8. Registration of Private Social Welfare and Development Agencies Operating in One Region

The process of assessing the applicant person/individual, corporation, organization or association operating only in one region whether its intended purpose is within the purview of social welfare and development.

Office or Division:	DSWD Field Office – Standards Section
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Classification:	Complex
Type of Transaction:	G2C - Government to Client G2G - Government to Government
Who may avail:	Any private Social Welfare and Development Agency that implements or intends to engage in Social Welfare and Development (SWD) activities whose coverage or areas of operation is within the region.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Assessment Procedures for Walk-in Applicants	
1. Duly Accomplished and Notarized Application Form (1 original copy)	<ul style="list-style-type: none"> • DSWD Central Office - Standards Bureau (SB) IBP Road, Constitution Hills, Batasan Pambansa Complex, Quezon City • Any DSWD Field Office - Standards Section (Regions I, II, III, IV-A, V, VI, VII, VIII, IX, X, XI, XII, CAR, CARAGA, MIMAROPA & NCR) • https://standards.dswd.gov.ph/issuances/(DSW-D-SB-GF-100-REV-00_Application_Form_for_Registration)
2. Updated Certificate of Registration with the Securities and Exchange Commission (SEC), and latest Articles of Incorporation and by-laws wherein the applicant's primary purpose/s is/are within the purview of social welfare and development (1 photocopy of each)	<ul style="list-style-type: none"> • Securities Exchange Commission (SEC) - Company Registration and Monitoring Department Secretariat Building, PICC Complex, Roxas Boulevard, Pasay City, 1307 • Any SEC Extension Office (Baguio City, Tarlac City, Legazpi City, Cebu City, Iloilo City, Cagayan De Oro City, Davao City, Zamboanga City)
3. Photocopy of any of the following:	
a. Handbook or Manual of Operations of its programs, policies and procedures to attain its purposes.	<ul style="list-style-type: none"> • https://standards.dswd.gov.ph/issuances/ (DSWD-SB-GF-049_REV-01_Manual of Operations)
b. Brochure	<ul style="list-style-type: none"> • https://standards.dswd.gov.ph/issuances/ (DSWD-SB-GF-050-REV 01_GUIDE IN THE PREPARATION OF BROCHURE)
c. Duly signed Work and Financial Plan (for two succeeding years) by the Head of Agency	<ul style="list-style-type: none"> • https://standards.dswd.gov.ph/issuances/ (DSWD-SB-GF-054_REV-01_Work and Financial Plan)

4. Official Receipt (OR) of processing fee on registration amounting to P 1,000.00 (1 Photocopy only)	<ul style="list-style-type: none"> • Applicant
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Note to Applicant: The acceptance of application documents does not imply that the application is already approved. The applicant should comply with the RA 10847 criteria that it is engaged mainly or generally in social welfare and development activities prior to issuance of Certificate of Registration.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Pre-Registration Procedures for Walk-in Applicants				
1. Submit the application and supporting documents.	1.1 If complete, receive the documentary requirements and provide the organization an acknowledgement receipt and log the receipt of application documents into the Document Tracking System.	None	20 minutes	Regional Director DSWD Field Offices
	1.2 Log its receipt in the document tracking system (DTMS). 1.2.1 Provide the walk-in applicant with a document reference number for easy tracking.	None	10 minutes	Regional Director DSWD Field Offices
	1.3 If incomplete, return all documents submitted accompanied by a checklist of requirements for applicant Organization's compliance.	None	30 minutes	Regional Director DSWD Field Offices
2. Pay the processing fee	2.1 Prepare billing statement	None	10 minutes	Section Head Cash Section

	2.2 Process payment and issue Official Receipt.	₱1,000.00	20 minutes	Section Head Cash Section
3. Provide the DSWD Standards Section the photocopy of the Official Receipt (OR).	3.1 Attach the photocopy of the official receipt of the processing fee.	None	30 minutes	Regional Director DSWD Field Offices
4. Wait for the processing of the application	4.1 Route to Standards Section the Application Documents	None	30 minutes	Regional Director DSWD Field Offices
	4.2 Receive incoming applications and assign them to concerned technical staff.	None	5 hours	Regional Director DSWD Field Offices
	4.3 Conduct a desk review of the received application as to completeness and compliance. The submitted documents must satisfy the criteria under MC 21 series of 2022. If complete and compliant, notify the applicant SWDA on the payment for processing fee. If incomplete , prepare an acknowledgement letter with a checklist of documents indicating the lacking requirement.	None	3 days and 7 hours	Regional Director DSWD Field Offices

	4.4 Preparation of the Confirmation Report with attached draft Certificate of Registration and printing of Security Paper(SECPA)	None	1 day	<i>Regional Director</i> DSWD Field Offices
	4.5 Review and approval of the Confirmation Report; Endorsement for Approval of the Registration Certificate	None	1 day	<i>Regional Director</i> DSWD Field Offices
5. Receive certificate thru pick-up and accomplish the Client satisfaction survey.	5.1 Release of the Certificate of Registration to the SWDA. Secure the filled-out CSMS.	None	30 minutes	<i>Regional Director</i> DSWD Field Offices
	5.2 Administer the Client Satisfaction Survey Form (either online or paper-based)	None	30 minutes	<i>Regional Director</i> DSWD Field Offices
TOTAL				
For Complete and Compliant:		PHP 1,000.00	7 working days	
For Incomplete Submission Walk-in: Courier:		None	30 Minutes 2 days	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
B. Processing Procedures of Applications submitted at Standards Section through Mail/Courier:				
1. Send the Application Form together with the prescribed documentary requirements through Mail or Courier to: respective Standards Section Offices	1.1 Receive the document and log its receipt into the document tracking system.	None	15 minutes	<i>Regional Director</i> DSWD Field Offices

2. Wait for the processing of the application	2.1 Endorse the document to Section Head.	None	15 minutes	<i>Regional Director</i> DSWD Field Offices
	2.2 Receive incoming applications and assign them to concerned technical staff.	None	30 minutes	<i>Regional Director</i> DSWD Field Offices
	2.3 Provide notes/ instructions for action to concerned technical staff.	None	30 minutes	<i>Regional Director</i> DSWD Field Offices
	2.4 Review the submitted documents as to completeness and compliance, both in form and substance. If complete and compliant , notify the SWDA on the payment for processing fee. If incomplete , an acknowledgement letter with a checklist of requirements shall be returned to the applicant.	None	4 days	<i>Regional Director</i> DSWD Field Offices
	2.5 Prepare the Confirmation Report with attached certificate of Registration in Security Paper (SECPA) and duplicate copy	None	6 hrs	<i>Regional Director</i> DSWD Field Offices

	2.6 Review and provide inputs and endorse the Confirmation Report with attached Certificate of Registration in Security Paper (SECPA) and duplicate copy to the PPD Chief for initial.	None	1 day	<i>Regional Director DSWD Field Offices</i>
	2.7 Approval of the Registration Certificate	None	1 day	<i>Regional Director DSWD Field Offices</i>
3. Receive the Certificate, and confirmation letter through mail or pick-up at the field office and accomplish the Client Satisfaction Survey Form	3.1 Send the Confirmation Report and notify the availability of the Certificate of Registration for release through various means per preference indicated in the application form. (direct pick-up or courier)	None	20 minutes	<i>Regional Director DSWD Field Offices</i>
	3.2 Administer the Client Satisfaction Survey Form (either online or paper-based)	None	10 Minutes	<i>Regional Director DSWD Field Offices</i>
TOTAL For Complete and Compliant:		PHP 1,000.00	7 working days	
For Incomplete Submission Walk-in: Courier:		None	30 Minutes 2 days	

The number of minutes shall be included on the total 7 working days.

**NATIONAL HOUSEHOLD TARGETING
SECTION
(NHTS)**

FRONTLINE SERVICES

1. Data Sharing – List of Data Subjects

Generation of datasets with Personal Information (PI) and Sensitive Personal Information (SPI) with a Data Sharing Agreement (DSA)

Office or Division:	National Household Targeting Sections (NHTS)	
Classification:	Highly Technical	
Type of Transaction:	Government to Government (G2G) and Government to Citizen (G2C)	
Who may avail:	All National Government Agencies (NGAs), Local Government Units (LGUs), District Representatives, Government-Owned and Controlled Corporations (GOCCs) Non- Governmental Organizations (NGOs), Civil Society Organizations (CSOs), the Academe, and Private Foundations for the purpose of utilizing the data for social protection programs.	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<ol style="list-style-type: none"> 1. One (1) original or copy of Letter of Request (indicating reasons for the request and specific data sets expected to be acquired from the Listahanan database) 2. One (1) original copy of accomplished Data Sharing Agreement (DSA) 3. One (1) original/certified true copy of document indicating the appointed and NPC- registered Data Protection Officer (DPO) 4. One (1) original/copy of Privacy Manual or approved document/s on the security measures in place which indicates the data protection procedures and processes of the office/agency in addressing breaches 5. One (1) original/copy of list of identified staff who will access, process, and safeguard the Listahanan data including the data processing to be employed 6. Hardware and Security Component with supporting images and specifications 7. One (1) original/copy of Documentation of physical security measures in place 8. One (1) original copy of the Resolution of Governing Board authorizing head of agency to enter into a data sharing agreement with DSWD (only for NGOs, CSOs, and Private Foundations) 9. One (1) original/copy of Valid Proof of Identities of the agency head and their designated DPO/s (only for NGOs, CSOs, and Private Foundations) 10. One (1) original/certified true copy of Valid documents indicating the legitimacy of the organization (only for NGOs, CSOs, and Private Foundations) 	<p>Provided by the Requesting Party</p>

<i>For Local Government Unit (LGU):</i> <ul style="list-style-type: none"> The letter of request shall be signed by the Local Chief Executive (LCE) accompanied by a Sanggunian resolution authorizing the LCE to enter a data sharing agreement with the DSWD The DSWD Regional Director (RD) and the incumbent LCE shall sign the DSA 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the letter of request with attached electronic copy of the data requirements (if available) to NHTO/ NHTS.	1.1 Receive and record the request in the document transaction/ tracking system.	None	15 minutes	<i>Division Chief</i> Policy and Plans Division
	1.1.1 Advise the requesting party that they will receive an email or call after 2-3 working days on the approval of their request and the expected schedule of release of the results.			
	1.1.2 Forward the request to the Director for approval.			
	1.2 Input comments and decide if the request is for processing or not, then endorse it to the NHTO Operations Division Chief/ NHTS Policy and Plans Division (PPD) Chief.	None	6 hours	<i>Division Chief</i> Policy and Plans Division
	1.3 Input recommendations and endorse it to the assigned Project Development Officer (PDO).	None	3 hours	<i>Division Chief</i> Policy and Plans Division

	<p>1.4 Inform the requesting party on the approval or disapproval of the data request based on the DSWD MC 15, s. 2021.</p> <ul style="list-style-type: none"> • If approved- the orientation will be scheduled including the preparation of the other documentary requirements not included in the submission of a letter of request. • If disapproved- Inform the requesting party of the disapproval highlighting the grounds for such denial through writing. (<i>End of process</i>) 	None	2 hours	<p><i>Division Chief</i> Policy and Plans Division</p>
<p>2. Attend the scheduled orientation with the NHTO ACBS and Inspection Team/ NHTS designated personnel & Inspection Team.</p>	<p>2.1 Orient the requesting party about the Listahanan, Data Privacy Act of 2012, MC 15, s. 2021, and data sharing requirements.</p> <p>2.1.1 Issue Certificate of Orientation on the Data Privacy Act (DPA) of 2012.</p> <p>2.1.2 Send to the requesting party via email the copy of the law, IRR and the issuances of NPC together with the issuance of Certification on the Acknowledgement</p>	None	2 hours	<p><i>Division Chief</i> Policy and Plans Division</p>

	Receipt of the said law/policies.			
3. Submit the signed Data Sharing Agreement (DSA) and other documentary requirements not included in the submission of letter request.	<p>3.1 Review all documentary requirements including DSA submitted by the requesting party.</p> <p>3.1.1 Schedule with the requesting party on the conduct of virtual/physical inspection meeting</p>	None	2 hours	<i>Division Chief</i> Policy and Plans Division)
4. Present the IT facilities to the NHTO Inspection Team.	<p>4.1 Conduct virtual/physical inspection of IT facilities of the requesting party.</p> <p>4.1.1 Issue Certifications (Certification of Physical Set-up, Organization, Technical and Security Set-up)</p>	None	1 day	<i>Division Chief</i> Policy and Plans Division
	4.2 Certifications and documentary requirements will be attached to the accomplished DSA and for endorsement to the Department's/Regional DPO.	None	2 hours	<i>Division Chief</i> Policy and Plans Division
	4.3 Assess the accomplished DSA, and documentary attachments. Once approved, the DPO will endorse the DSA for the Department Secretary's signature/Regional Director.	None	1 day	<i>Division Chief</i> Policy and Plans Division
	4.4 Review and sign the DSA. The signed DSA will be endorsed to the	None	3 days	<i>Regional Director</i> DSWD Field Office VIII

	NHTO/NHTS for data processing.			
	4.5 Generate the requested data.	None	1 day	<i>Division Chief</i> Policy and Plans Division
	4.6 Review result of the data generation	None	1 day	<i>Division Chief</i> Policy and Plans Division
	4.7 Secure the data by adding password protection to the file. 4.7.1 Prepare Data Release Form (DRF), draft memorandum reply, and burn results in a compact disc (CD), USB stick, or hard drive. <ul style="list-style-type: none"> ● Other electro-mechanical storage devices may apply as long as it is approved by the IT Head and the storage device is provided by the requesting party. ● Google Drive may also be used as a storage of the requested data as long as it is encrypted and password-protected. Further, the password will only be released to the authorized personnel of the requesting party. 4.7.2 Counter sign in the DRF.	None	1 day	<i>Division Chief</i> Policy and Plans Division

	4.7.3 Finalize the memo, attach the Data Release Form (DRF) and secure data then forward it to the Administrative unit.			
	4.8 Track and scan the documents upon releasing the result to the requesting Party.	None	10 minutes	<i>Division Chief</i> Policy and Plans Division
5. Call NHTO/NHTS for retrieval of password upon receipt of the result.	5. Provide the password of the file to the requesting party thru phone upon inquiry and administer the Client Satisfaction Measurement Survey (CSMS) form per Committee on Anti-Red Tape (CART) guidelines.	None	10 minutes	<i>Division Chief</i> Policy and Plans Division
TOTAL: <i>*with possible extension on the actual data processing depending on the volume of data requirements, number of names required, and the compliance and submission of the documentary requirements by the requesting party.</i>		None	10 Days, 1 Hour, 35 Minutes	

2. Data Sharing – Name Matching

Provision of data corresponding the individual/s name matching request to determine if a household is in the Listahanan database and its poverty status.

Office or Division:	National Household Targeting Sections (NHTS)
Classification:	Highly Technical
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), Government to Citizen (G2C)
Who may avail:	All National Government Agencies (NGAs), Local Government Units (LGUs), Government-Owned and Controlled Corporations (GOCCs) Non-Governmental Organizations (NGOs), Civil Society Organizations (CSOs), the Academe, and Private Foundations for the purpose of utilizing the data for social protection programs.

CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. One (1) original or copy of letter of request (Indicate reason for name matching) 2. One (1) electronic copy (Preferably in CSV format) of the name to be matched which includes the following: <ul style="list-style-type: none"> • Complete name (Last name, First Name, Middle Name, Extension Name) • Birth Date (YYYY-MM-DD format) • Philippine Standard Geographic Classification of (PSGC) Province, City/Municipality, and Barangay 3. One (1) original Valid Proof of Identities of the Personal Information Controller (PIC), Data Protection Officer (DPO), Compliance Officer (COP) 4. One (1) original copy of Data Sharing Agreement (DSA) signed by the: (1) Head of Office as PIC, (2) designated DPO or COP 5. One (1) original/photocopy of List of Personnel who will access, process, and safeguard the Listahanan data, including the employed data processing 6. One (1) original Copy of the Resolution of Governing Board authorizing head of agency (NGOs, CSOs, and Private Foundations) <i>*For Local Government Unit (LGU):</i> <ul style="list-style-type: none"> • The letter of request shall be signed by the Local Chief Executive (LCE) accompanied by a Sanggunian resolution authorizing the LCE to enter a data sharing agreement with the DSWD • The DSWD Regional Director (RD) and the incumbent LCE shall sign the DSA 			Provided by the Requesting Party	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provide the letter of request together with the electronic copy of the names for name matching	1.1 Receive the request 1.1.1 Endorse request to the NHTO Director / Regional Director	None	15 minutes	<i>Division Chief</i> Policy and Plans Division
	1.2 Provide instruction to facilitate/review the request. 1.1.2 Endorse to the NHTO OD Chief / Policy and	None	2 hours	<i>Regional Director</i> DSWD Field Office VIII

	Plans Division (PPD) Chief			
	1.3 Provide recommendations on the request 1.3.1 Endorse to the assigned Project Development Officer (PDO) to inform the client on the status of their request	None	1 hour	<i>Division Chief</i> Policy and Plans Division
	1.4 Inform the requesting party of the status of the approval /disapproval of the request based on the DSWD MC 15, s. 2021. If disapproved -Inform the requesting party of the disapproval highlighting the grounds for such denial through writing. (<i>End of process</i>) If approved – Notify and provide the DSA and documentary requirements to the client	None	1 hour	<i>Division Chief</i> Policy and Plans Division
2. Provide the documentary requirements and the DSA signed by the Head of Office (HOO) as Personal Information Controller (PIC) and the designated Data Privacy Officer (DPO) / Compliance	2.1 Review all documentary requirements including the DSA submitted by the client. <ul style="list-style-type: none"> ● Non-Compliant – Inform the client regarding the incomplete requirements via email. ● Compliant – <ul style="list-style-type: none"> a. Facilitate the DSA and endorse to the DPO and the Office of the Secretary/ Regional Director for signature 	None	2 hours	<i>Division Chief</i> Policy and Plans Division

Officer for Privacy (COP)	b. Endorse the signed DSA to Information Technology Officer for processing			
	<p>2.2 Review the compliance of the electronic copy of names with the required template/ format:</p> <ul style="list-style-type: none"> • Non-Compliant – Inform the client about the findings via email. • Compliant – Process the request within the set deadline depending on the volume or number of names to be matched 	None	<p>1 day (5,000 and below)</p> <p>3 days (5,001 – 50,000)</p> <p>7 days (50,001 – 400,000)</p> <p>18 days (400,001 – 1,000,000)</p>	<i>Division Chief</i> Policy and Plans Division
3. Provide a storage device that is approved by the IT Chief or request for a Google Drive link	<p>3.1 Secure the data by adding a password to the file.</p> <p>3.1.1 Prepare the Data Release Form (DRF).</p> <p>3.1.2 Draft the response memorandum.</p> <p>3.1.3 Save the results in a compact disc (CD), Universal Serial Bus (USB) stick, google drive, or hard drive.</p> <p>3.1.4 Sign the DRF.</p> <p>3.1.5 Endorse the finalized documents to NHTO Director / PPD Chief.</p>	None	3 hours	<i>Division Chief</i> Policy and Plans Division
	3.2 Sign the memorandum and endorse it to the	None	1 hour	<i>Regional Director</i> DSWD Field Office VIII

	Administrative Assistant for release.			
4. Receive the documents	4.1 Track and scan the documents for record keeping. 4.1.1 Release the document to the client	None	10 minutes	<i>Division Chief</i> Policy and Plans Division
5. Fill out the Client Satisfactory Measurement Survey (CSMS)	5 Provide the client the CSMS form per Committee on Anti- Red Tape (CART) guidelines.	None	10 minutes	<i>Division Chief</i> Policy and Plans Division
TOTAL: <i>*With possible extension on the actual data processing depending on the number of names required but shall not exceed forty (40) days as reference in RA-IRR-11032.Rule 7.Section 3.c.</i>		None	For 5000 names and below: 2 days, 3 hours and 45 minutes For 5,001 - 50,000 names: 4 days, 3 hours and 45 minutes For 50-000 – 400,000 names: 8 days, 3 hours and 45 minutes For 400,001- 1,000,000 names: 21 days, 3 hours and 45 minutes	

3. Data Sharing – Statistics/Raw Data Request

Generation of source data, unprocessed anonymized data or numerical processed data as requested by the client.

Office or Division:	National Household Targeting Sections (NHTS)
Classification:	Simple

Type of Transaction:	Government to Government (G2G), Government to Citizen (G2C), Government to Business (G2B)			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) original/copy of Letter of Request (specify purpose and data requested)		Provided by the Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a letter or email re: request for Listahanan data – addressed to the NHTO Director/ Regional Director.	1.1 Receive and record the request. 1.1.1 Forward request to NHTO Operations Division/ National Household Targeting Section (NHTS), then furnish the NHTO Director/ Regional Director and the Policy and Plans Division (PPD) a copy of the request	None	30 minutes	<i>Division Chief</i> Policy and Plans Division
	1.2 Review the request based on MC 15 s.2021 1.2.1 Input comment/s then endorse to the NHTO Statistics Section/ NHTS Associate Statistician	None	2 hours	<i>Division Chief</i> Policy and Plans Division
	1.3 Provide instruction based on the data requested. If the request is: <ul style="list-style-type: none"> ● Not clear a. In case of vague data request, 	None	3 hours	<i>Division Chief</i> Policy and Plans Division

	<p>instruct the Associate Statisticians to coordinate with the data users (through emails, recorded calls or text) and clarify the data requirement.</p> <p>b. In case the requested data is not available in the Listahanan database, instruct the Associate Statistician to coordinate with the requesting party and provide recommendations on other data available in the Listahanan.</p> <ul style="list-style-type: none"> • Clear Forward request to the Associate Statistician for data generation. 			
	<p>1.4 Generate the requested data from the Listahanan database, and export into excel or any format available.</p> <p>1.4.1 Draft response letter to the requesting party.</p> <p>1.4.2 Submit to the NHTO Statistics Section</p>	None	1 day	<p style="text-align: center;"><i>Division Chief</i> Policy and Plans Division</p>

	Head/ NHTS RFC for review.			
	<p>1.5 Review the generated statistical /raw data. In case the generated data is:</p> <ul style="list-style-type: none"> • Not accurate – Return the generated statistical/raw data to the Associate Statisticians for revision. • Accurate – Submit to the NHTO Operations Division Chief / FO PPD Chief for review and recommending approval. 	None	3 hours	<i>Division Chief</i> Policy and Plans Division
	1.6 Countersign response letter and endorse the same to the NHTO Director/ Regional Director for approval.	None	2 hours	<i>Division Chief</i> Policy and Plans Division
	<p>1.7 Approval of the facilitated data request for release to the requesting party.</p> <ul style="list-style-type: none"> • If disapproved – Provide note on the reason of disapproval; then return the facilitated request to the Operations Division / NHTS for revision. • If Approved – Sign the response letter for data release. 	None	5 hours	<i>Regional Director</i> DSWD Field Office VIII

<p>2. Receive the data requested and fill-out the CSMS form</p>	<p>2.1 Track and facilitate the release of the approved data request to the requesting party.</p> <p>2.2 Administer Client Satisfaction Measurement Survey (CSMS) during the release of approved data request.</p>	<p>None</p>	<p>30 minutes</p>	<p><i>Division Chief</i> Policy and Plans Division</p>
	<p>TOTAL</p>	<p>None</p>	<p>3 days</p>	

4. Walk-in Name Matching Data Request

Provision of data corresponding to the individual/s name matching request to determine if a household is in the Listahanan database and its poverty status

Office or Division:	National Household Targeting Office (NHTO) and National Household Targeting Sections (NHTS)			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	All walk-in clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> One (1) Valid Identification Card / Proof of Identity One (1) original copy of Walk-in Name Matching Form 		<ol style="list-style-type: none"> Provided by the Requesting Party NHTO/NHTS Grievance Officer 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provide Valid Identification Card / Proof of Identity and fill-out the name matching form	<ol style="list-style-type: none"> Interview the client to evaluate the validity of the request as to its purpose: <ul style="list-style-type: none"> <i>Invalid</i> – Inform the client on the grounds for the denial of the request based on the DSWD MC 15, s. 2021. <i>End of process</i> <i>Valid</i> – Provide the name matching form upon confirming the validity of the request and proceed for processing the name matching 	None	30 minutes	<i>Division Chief</i> Policy and Plans Division
2. Receive the Name Matching result	<ol style="list-style-type: none"> Explain the result of Name Matching 	None	5 minutes	<i>Division Chief</i> Policy and Plans Division

3. Fill-out the Client the Satisfactory Measurement Survey (CSMS)	3. Provide the client the CSMS form per Committee on Anti- Red Tape (CART) guidelines.	None	5 minutes	<i>Division Chief</i> Policy and Plans Division
	TOTAL:	None	40 minutes	

SOCIAL MARKETING SECTION (SMS)

FRONTLINE SERVICES

1. Handling of 8888 Inquiries, Complaints, and Grievances

The Department of Social Welfare and Development established the Agency Operations Service (AOS) under President Rodrigo Roa Duterte's Executive Order No. 06, Series of 2016. This order institutionalized the 8888 Citizens' Complaint Hotline and established the 8888 Citizens' Complaint Center. The AOS must ensure adherence to the mandated 72-hour response on inquiries, complaints, and grievances referred to the DSWD through the 8888 hotline portal.

Office or Division:	Social Marketing Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizens G2G - Government to Government			
Who may avail:	A person who has inquiries, complaints, and grievances to the Department of Social Welfare and Development (DSWD) is received through the 8888 Citizens' Complaint Hotline portal.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Required documents for processing 8888 Citizens' Complaint Hotline inquiries, complaints, or grievances: <ol style="list-style-type: none"> One (1) Copy of the Referral Letter (PDF format): <i>This contains the Ticket Reference Number issued by the 8888 Citizens' Complaint Center.</i> Client Information (if available): <i>This includes the client's name, address, telephone number, and email address (if applicable).</i> Inquiry/Complaint/Grievance Details: <i>This provides a complete and detailed description of the concern.</i> 		8888 Citizens' Complaint Center		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client or Citizen to lodge/file their inquiries, complaints, or grievances, regarding the Department	1.1 The Technical Staff shall receive, review, evaluate, and determine if the client's inquiry, complaint, or grievance is a DSWD concern.	None	15 Minutes	<i>Section Head</i> Social Marketing Section

<p>of Social Welfare and Development (DSWD) programs, services, or staff via the 8888 Hotline.</p>	<p>If yes, the Technical Staff shall refer to the concerned Office/Sections/Units in the Field Office (FO) / Attached Agencies (AAs).</p> <p>If not, the Technical Staff shall request for reversion to the 8888 CCC Administrator through the 8888 Citizens' Complaint Hotline Portal.</p> <p>1.2 The Technical Staff shall encode the client's details into the 8888 unified monitoring matrix.</p>			
<p>2. The 8888 client/s shall receive a response/action on the concern.</p>	<p>2.1 The Technical Staff shall receive, review, and refer 8888 ticket/s to the concerned Division/Unit/Service for appropriate action.</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Section Head</i> Social Marketing Section</p>
	<p>2.2 The Technical Staff shall respond to the concern of the client accordingly.</p>		<p>71 Hours, 10 Minutes</p>	<p><i>Section Head</i> Social Marketing Section</p>
	<p>2.3 The Technical Staff shall conduct a Client Satisfaction Measurement Survey (CSMS) to the client, provided that the client's</p>		<p>5 Minutes</p>	<p><i>Section Head</i> Social Marketing Section</p>

	information is available.			
	2.4 The Technical Staff shall submit the signed feedback report/memorandum addressed to the DSWD 8888 Permanent Focal Person to the AOS, detailing the action/s taken, and the complete attachments ² on the ticket referred by the DSWD 8888 Action Center.		5 Minutes	<i>Section Head</i> Social Marketing Section
3. Receive a response or resolution to the client's concern.	3.1 The Technical Staff shall receive, review, and acknowledge the signed an official memorandum of responses submitted by the concerned OBSU/FO/AA. If the responses are not deemed as concrete and specific actions, the Technical Staff shall return the submitted official memorandum and attachments to the respective OBSU/FO/AA through the official email address for further compliance.	None	8 Minutes	<i>Section Head</i> Social Marketing Section

² Signed feedback report/memorandum, proof of communication with the client not limited to email attachments, a screenshot of the text message, or call logs that include the client's contact number with the date and time of call, text or email.

	If the responses are deemed concrete and specific ³ , and accompanied by complete attachments, proceed to the next step.			
	3.2 The Technical Staff shall recommend the closure of the ticket in the 8888 Citizens' Complaint Hotline Portal.	None	2 minutes	<i>Section Head</i> Social Marketing Section
	3.3 Once closed, the Technical Staff shall notify the concerned OBUS/FO/AA that the ticket has been closed in the 8888 Citizens' Complaint Hotline Portal. 3.3.1 The Technical Staff shall acknowledge the provided update. 3.3.2 The Technical Staff shall update the 8888 unified monitoring matrix and mark the ticket as closed.	None	10 Minutes	<i>Section Head</i> Social Marketing Section
	TOTAL:	None	72 Hours or 3 Calendar Days	

³ It refers to actual and factual action to the complaint. It must be within the mandate of the Agency and a clear, exact, and relevant response to the complainant.

2. Handling of Inquiries, Request for Assistance, and Complaints/Grievances from the General Public and Referral Letters received from other National Government Agencies (NGAs), Local Government Units (LGUs), and other concerned offices

To address and provide an immediate effective response to all incoming and referral letters, Public Assistance and Complaints Desk/Walk-In, DSWD Inquiry Email, and DSWD Hotline requesting assistance, inquiries, feedback, or complaints received from the general public and other National Government Agencies (NGAs), Local Government Units (LGUs), and other concerned offices in compliance with Republic Act No. 11032: "An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, amending for the Purpose Republic Act No. 9485, Otherwise Known as Anti-Red Tape Act of 2007".

Office or Division:	Social Marketing Section			
Classification:	Simple			
Type of Transaction:	Government-to-Citizens (G2C); Government-to-Government (G2G)			
Who may avail:	Person who has inquiries, requests for assistance, and complaints/grievances to the Department of Social Welfare and Development (DSWD) received thru the Public Assistance and Complaints Desk (PACD), DSWD Inquiry Email, and DSWD Hotline.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Required documents for processing of inquiries, requests for assistance, and complaints, or grievances; <ol style="list-style-type: none"> Client's Information: (Name, Address, Telephone number, E-mail Address), and the complete details of concern; or Referral Letter from the National Government Agencies (NGAs), Local Government Units (LGUs), and other concerned offices 		Agency Operations Service – Client Support Section (CSS)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The client shall submit or send communication of their inquiry, request, complaints/ grievances.	1.1 Technical /Grievance Officer shall receive, review, and assess the inquiry, request for assistance, and complaint/grievance of the client 1.1.1 Technical /Grievance Officer shall receive	None	2 Minutes	Section Head Social Marketing Section

	<p>inquiries, requests, complaints/ grievances, or endorsement letters from the Public Assistance and Complaints Desk (PACD), DSWD Inquiry Email, DSWD Hotline, Social Media platform referrals, and Presidential Action Center (PACe).</p>			
	<p>1.2 Technical /Grievance Officer shall review and assess the received inquiries, requests, and complaints/ grievances of the client/s.</p> <p>For inquiries received through PACD/Walk-In clients, the PACD officer shall respond through the PACD.</p> <p>For inquiries received through the DSWD Inquiry Email, the AOS Technical/ Grievance Officer shall respond through the DSWD email;</p> <p>For inquiries received through the DSWD Hotline, the AOS Technical/ Grievance Officer shall respond through phone call/hotline;</p> <p>For inquiries received through referral letters from the NGAs, LGUs and concerned office, the AOS Technical /Grievance Officer shall draft an official</p>		<p>3 Minutes</p>	<p><i>Section Head</i> Social Marketing Section</p>

	<p>memorandum and respond through an official letter.</p>			
	<p>1.3 Technical /Grievance Officer shall review and assess the received inquiries, requests, and complaints/ grievances of the client/s and determine whether the received inquiry, requests, complaint /grievance is within the mandate of the DSWD.</p>		2 minutes	<p>Section Head Social Marketing Section</p>
<p>2. The client's submitted inquiry, request, and complaints/grievances will be reviewed, assessed, and categorized.</p>	<p>2.1. For DSWD concerns with complete contact information, proceed to the next step.</p> <p>For DSWD concerns with no contact information of the client or non-DSWD concern, request for reversion.</p> <p>For non-DSWD concerns received through email, revert the concern to the proponent's office through email.</p> <p>For non-DSWD concern referral letters, revert the concern through an official letter and send it to the provided address or email address (if available).</p> <p>For non-DSWD concerns received through the DSWD hotline and PACD, respond accordingly and</p>		3 Minutes	<p>Section Head Social Marketing Section</p>

	<p>refer the client to the concerned NGAs, and/or LGUs.</p> <p>2.1.2 For client/s who chose to remain anonymous and the client's concern was categorized as a complaint in nature without documentary or direct evidence, respond to the client's concern based on the AO 17, s, 2022, section 15:</p> <p><i>“No anonymous complaint shall be entertained unless the act complained of is of public knowledge or the allegations can be verified or supported by documentary or direct evidence”</i></p>			
<p>3. The client's submitted inquiry, request, and complaints/grievances will be reviewed, assessed, and categorized.</p>	<p>3.1 Technical /Grievance Officer shall categorize the concern whether Simple, Complex, or Highly Technical, and encode the client's details in the AOS Monitoring Matrix/Tool.</p> <p>For simple queries: The Technical / Grievance Officer shall respond to the concern of the client through the DSWD hotline/email/letter, through the provided contact information (e.g., e-mail address or phone number).</p> <p>For PACD clients, the assigned PACD Officer</p>	<p>None</p>	<p>10 Minutes (For simple queries and complex concerns}</p>	<p>Section Head Social Marketing Section</p>

	<p>(inquiry@dswd.gov.ph) and/or hard copy.</p> <p>4.1.1 Technical /Grievance Officer shall review and determine to which Division/Unit/Services the concern will be forwarded.</p> <p>4.1.2. Technical /Grievance Officer shall endorse the email/ referral letter to the concerned Division/Unit/ Services for appropriate action.</p> <p>4.1.3 Technical/ Grievance Officer shall encode the client's details in the Monitoring Matrix/Tool.</p>			
5. The client to receive a response/action on the concern.	<p>5.1 The concerned Division/Unit shall provide appropriate action/update the client on the status of his/her concern.</p> <p>5.1.2 The concerned Division/Unit shall conduct a Client Satisfaction Measurement Survey (CSMS) on the client.</p> <p>5.1.3 The concerned Division/Unit shall provide and submit a feedback report.</p>	None	<p>a. Simple Transaction (three (3) working days)</p> <p>b. Complex Transaction (seven (7) working days)</p> <p>c. Highly Technical Transaction (twenty (20) working days)</p>	<p><i>Division Chief</i></p> <p>Concerned Division</p>
6. The Social Marketing Section is to receive a response/resolution to the client's inquiry,	6.1 The Technical/ Grievance Officer shall submit to Social Marketing Section the copy of the signed document/feedback report/ memorandum with	None	5 Minutes	<p><i>Section Head</i></p> <p>Social Marketing Section</p>

request for assistance, complaints/grievance.	supporting documents including the accomplished CSMS Form (if available) stating the concrete and specific action/s undertaken by the concerned Division/Unit to respond/resolve the complaint/grievance of the client and update the Monitoring Matrix/Tool.			
7. The Social Marketing Section to receive a response/resolution to the client's inquiry, request for assistance, complaints/grievance.	7.1 The Technical/ Grievance Officer shall review the submitted signed official document/ memorandum/ feedback report.		5 Minutes	<i>Section Head</i> Social Marketing Section
	7.2 Technical /Grievance Officer shall review the action undertaken by the concerned office. 7.2.1 For PACe referral, the Technical/ Grievance Officer shall recommend the closure of the ticket to the Presidential Action Center Administrator through email and proceed to the next step if the submitted response is considered concrete and specific. 7.2.2 For actions/feedback reports not considered concrete and specific, return the submitted report for compliance.	None	10 Minutes	<i>Section Head</i> Social Marketing Section
	7.3 Technical/ Grievance Officer shall acknowledge the receipt of the official		5 Minutes	<i>Section Head</i>

	document/ memorandum/ feedback report.			Social Marketing Section
	7.4 Update the AOS monitoring matrix and mark the inquiry, request for assistance, and complaints/grievances as responded/closed.		5 Minutes	<i>Section Head</i> Social Marketing Section
	TOTAL	NONE	1 hour and 15 Minutes	

SOCIAL TECHNOLOGY BUREAU (STB)

FRONTLINE SERVICES

1. Technical Assistance On Program / Project Development Or Enhancement

This refers to provision of technical assistance on program development or enhancement which includes problem analysis, research for program development, designing, documentation, pilot testing and evaluation of social technologies, programs and projects. This process shall apply to the STB and STUs based on the needs presented by primary customers. This covers the review of requests, preparation of a reply letter for requests for comments, or a memorandum containing the recommendation, actual activity on TA provision (if needed), and next steps based on a coordination meeting on the requested technical assistance.

Office or Division:	All Field Offices - Social Technology Unit			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen G2G – Government to Government			
Who may avail?:	National Government Agencies (NGAs), Local Government Units (LGUs), Non-Government Organizations (NGOs), and academe			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
Request Letter		From the requesting DSWD Field Office, LGU, NGO, or NGA		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.) Send the request for technical assistance along program/project development or enhancement to Social Technology Bureau (STB) / DSWD Field	1) Receive and record the request.	None	2 hours	<i>Unit Head</i> Social Technology Unit

<p>Office Social Technology Unit (STU) through:</p> <ul style="list-style-type: none"> a. Letter signed by the Requesting Party, in any form; b. Accomplished Request Form; c. E-mail; or d. Ticketing System. 				
	<p>1.2) Prepare, review, and send responses to the requesting party.</p>	<p>None</p>	<p>7 days</p>	<p><i>Unit Head</i> Social Technology Unit</p>
	<p>1.3) If the request involves conduct of actual technical assistance activity including orientation and capability building activities, either via face-to-face or online means:</p> <ul style="list-style-type: none"> a.) Activity flow b.) Powerpoint presentation c.) Attendance Sheet d.) Other logistical requirements 	<p>None</p>	<p>5 days</p> <p><i>Note: Turn around time does not include days between sending a response and actual conduct of activity.</i></p>	<p><i>Unit Head</i> Social Technology Unit</p>

2.) Answer the Client Satisfaction Survey (CSS)	1.4.) Administer/ Monitor/Follow-up Client Satisfaction Survey (CSS).	None	Not applicable	<i>Unit Head</i> Social Technology Unit
TOTAL	If the Technical Assistance requested may be provided via official communications.	None	7 days 2 hours	
TOTAL	If the request involves conduct of actual technical assistance activity	None	12 days 2 hours	

2. Technical Assistance On Social Technology Bureau (STB) Developed Programs And Projects

Refers to the provision of technical assistance on concerns relative to the ongoing and completed social technology programs and projects of the Social Technology Bureau (STB). The process starts with the receipt of the request from Local Government Units or other intermediaries until the actual provision of technical assistance in the form of meetings, orientation and capability building activities through face-to-face and online platforms. This includes the requests for data, information, social marketing materials, and other knowledge products on Social Welfare and Development (SWD) programs and projects designed, under pilot-testing or on-going implementation, and completed by the STB for adoption / replication by stakeholders.

Office or Division:	Social Technology Unit
Classification	Highly Technical
Types of Transaction:	G2G – Government to Government G2C - Government to Citizens

Who may avail:	National Government Agencies (NGAs), Local Government Units (LGUs), Non-Government Organizations (NGOs), Civil Society Organizations (CSOs), and academe
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CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Written and signed request letter with complete contact details (name and contact information) of the requesting party. 2. Details of the technical assistance needed.		Requesting Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1) Send the request for technical assistance along program/project development or enhancement to Social Technology Bureau (STB) / DSWD Field Office Social Technology Unit (STU) through: <ol style="list-style-type: none"> a. Letter signed by the Requesting Party, in any form; b. Accomplished Request Form; c. E-mail; or d. Ticketing System. 	1) Receive and record the request.	None	2 hours	<i>Unit Head</i> Social Technology Unit

	1.2) Prepare, check, and send response to the request, and conduct the Technical Assistance.	None	7 days	Unit Head Social Technology Unit
	1.3) If the request involves conduct of actual technical assistance activity including orientation and capability building activities, either via face-to-face or online means:	None	8 days <i>Note: Turn around time does not include days between sending a response and actual conduct of activity.</i>	Unit Head Social Technology Unit
2. Accomplish the Client Satisfaction Survey (CSS).	2. Administer/ Monitor/Follow-up Client Satisfaction Survey (CSS).	None	Not applicable	Unit Head Social Technology Unit
	TOTAL If the Technical Assistance is sharing data, information and knowledge product	None	7 days 2 hours	
	TOTAL If the request involves conduct of actual technical assistance activity	None	15 days 2 hours	

FIELD OFFICE VIII

NON-FRONTLINE SERVICES

**ADMINISTRATIVE DIVISION
(AD)**

NON-FRONTLINE SERVICES

1. Facilitation of Request for Relief from Property Accountability from Commission on Audit

To provide assistance to accountable officers who are requesting relief from property accountability with the Commission on Audit (COA) for lost, damaged or destroyed property under his/her accountability.

Office/Division:	Property and Supply Section (AD-PSS)
Classification:	Complex Transaction
Type of Transaction:	G2G – Government to Government
Who may avail: <i>Sino ang maaaring makinabang?</i>	Department of Social Welfare and Development (DSWD) Employees who are: a. DSWD employees and officials
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. One (1) original copy of duly accomplished and notarized Report of Loss, Stolen, Damaged and Destroyed Property (RLSDDP). 2. One (1) original copy of duly notarized Affidavit of Loss 3. One (1) original copy of duly notarized Joint Affidavit of Two (2) Disinterested Person. 4. One (1) original copy of Police Report 5. One (1) original copy Comments of the Head Cluster/Regional Director 6. One (1) original copy of Certification from Competent Authority on the Destruction brought by Natural Calamity and Insurgency. 	<ol style="list-style-type: none"> 1. From PSS through PREMIS 2. To be prepared by the client without any prescribed format 3. To be prepared by the client without any prescribed format 4. To be prepared by the client without any prescribed format 5. To be prepared by the client without any prescribed format 6. To be prepared by the client without any prescribed format 7. To be prepared by the client without any prescribed format

7. One (1) original copy of Inspection Report of Damaged Property. 8. One (1) photocopy of Property Acknowledgement Receipt (PAR)/Inventory Custodian Slip (ICS)		8. From Property Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Processing of Request for Relief				
1. Submit copy of notarized Report of Lost, Stolen, Damaged or Destroyed Property (RLSDDP) with proof of receipt by the Commission on Audit (COA) and/or request for relief duly endorsed by the Head of Office, Divisions, and Sections (HODS) concerned.	1.1 The property personnel receive the request for relief with attachments. Review if the submitted request has complete documentary requirements as provided for under Sec. 6.9 of AO 6, s. 2017.	None	5 Minutes	<i>Section Head Property and Supply Section</i>
	1.2 Property personnel shall verify if the property is already tagged in PREMIS as lost/damaged/destroyed; If not, tag property as lost under the module RLSDDP/RLSD DSP.	None	2 Hours (May be extended depending on the number of transactions being handled and the availability of documents and information to support the issuance of	<i>Section Head Property and Supply Section</i>

	<p>If not complete: prepare a reply Memorandum to the accountable officer thru the HOBS to require submission of the identified lacking documentary requirement/s.</p> <ul style="list-style-type: none"> The Memorandum shall be signed by the ARDA/Administrative Division Chief <p>If complete, proceed to the next step</p>		<p>recommendation.)</p>	
	<p>1.3 Prepare recommendation/ comments addressed to COA, copy furnished the Accountable Officer and HODS concerned, to be signed by the Regional Director</p> <p>1.3.1 The ARDA/ Administrative Division Chief and Head of Property and</p>	<p>None</p>	<p>5 Days</p> <p>5 days</p> <p>(May be extended depending on the number of transactions</p>	<p><i>Section Head</i> Property and Supply Section</p> <p>ARDA</p> <p>or</p> <p><i>Division Chief</i></p>

	<p>Supply Section shall affix his/her initial on the draft Recommendation/ Comment;</p> <p>1.3.2 The draft Recommendation/ Comment shall be properly endorsed by the aforementioned officials, with sufficient information as to the compliance of the Request to all the documentary requirements</p> <p>1..3.3 Property personnel shall submit the original copy to COA and photocopy to the Accountable Officer and HODS concerned.</p>		<p>being handled and the availability of documents and information to support the issuance of recommendation.)</p>	<p>Administrative Division</p> <p><i>Section Head</i> Property and Supply Section</p>
TOTAL:		None	5 Days, 2 Hours, 5 Minutes	

Provision of Technical Assistance upon Receipt of COA Decision				
1. Forward copy of COA decision on the request for relief from property accountability	1.1 Property personnel will receive copy of COA decision on the accountable officer's	None	5 Minutes	<i>Section Head</i> Property and Supply Section

	Request for Relief from Property Accountability			
	<p>1.2 The property personnel shall review the Decision of COA to determine the appropriate assistance to be provided to the accountable officer, as follows:</p> <p>If Relief is Granted Prepare Memorandum to Finance Office (Accounting Section) endorsing the COA decision and request the dropping of the lost property from the Books of Accounts for signature of ARDA/ Concerned Division Chief in Field Office, copy furnished the Accountable Officer through the HODS.</p> <p>1.2.1 Update records/PREMIS</p> <p>If Relief is Denied – Property personnel will prepare memorandum informing the Accountable Officer of the “Money Value” to be settled and processes for replacement or payment, as the case maybe, in accordance with the existing guidelines.</p> <p>Replacement</p>	None	<p>3 Days</p> <p>(May be extended depending on the number of transactions being handled)</p>	<p><i>Section Head</i> Property and Supply Section</p>

	<p>Pagpapalit– Accountable Officer to submit to Property Office through a memorandum the details of the proposed item/s with same or higher specifications as replacement to the lost property</p> <p>Payment –Accountable Officer to settle/pay the “money value” of the lost property based on the existing COA accounting rules and guidelines</p>			
<p>2. For Replacement:</p> <p>Present replacement unit for the lost property</p>	<p>2.1 Inspect/Validate the offered replacement item/s</p> <p>If Non-Compliant, Inform the Accountable Officer of the reason/s for non-compliance and require to meet the needed requirements</p> <p>If Compliant, Proceed to next step</p>	None	<p>4 Hours</p> <p>(May be extended depending on the number of transactions being handled.)</p>	<p><i>Section Head</i> Property and Supply Section</p>
	<p>2.2 Once the replacement unit is compliant with the approved recommendation, the Property Personnel shall:</p> <p>a. Accept replacement unit upon concurrence of COA</p>	None	<p>4 Hours</p> <p>(May be extended depending on the number of transactions being handled.)</p>	<p><i>Section Head</i> Property and Supply Section</p>

	<p>Representative and Prepare necessary documentation/update record in PREMIS</p> <p>b. Prepare Memorandum to Finance and Management Division (FMD) and COA on the acceptance of offered replacement items for reference and recording in the Books of Accounts</p>			
<p>2. For Reimbursement</p> <p>Request for Assistance for securing the Order of Payment from Accounting Section and pay the money value of the lost property in accordance with the approved recommendation</p> <p>Upon receipt of the Official Receipt (OR), forward original copy to property office for facilitation of cancellation of property accountability in the property records</p>	<p>2.1 The accountable officer, through the assistance of property personnel, shall secure from the Accounting Section an Order of Payment and pay to the Cash Section the Money Value of the lost property in accordance with the approved recommendation.</p>	None	2 Hours	Section Head Property and Supply Section
<p>3. Fill-out CSMF</p>	<p>3. Upon completion of the process, the Property Personnel shall administer CSMF (either online or paper-based) from the client/accountable officer through the prescribed customer feedback form</p>	None	5 Minutes	Section Head Property and Supply Section
TOTAL:		None	For Replacement -	

		3 Days, 8 Hours, 10 Minutes For Reimbursement - 3 Days, 2 Hours, 10 Minutes	
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2. Facilitation of Request for Replacement/Reimbursement of Lost, Damaged or Destroyed Properties

When the lost, damaged and destroyed property issued to employees was due to other circumstance other than force majeure, theft/robbery and fire (whereas lost may be credited), the Accountable Officer can request for the replacement or reimbursement of the money value of the lost property or payment of cost of repair of the damaged property, within thirty (30) days from the occurrence of loss.

Office/Division:	DSWD Field Office – Property and Supply Section (PSS)
Classification:	Complex Transaction
Type of Transaction:	G2G – Government to Government
Who may avail:	Department of Social Welfare and Development (DSWD) Officials and Employees

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) copy of duly accomplished Report of Loss, Stolen, Damaged and Destroyed Property (RLSDDP), with proof of submission to COA 2. One (1) original copy of Memorandum requesting reimbursement/replacement of item lost endorsed by Regional Director		1. From PSS Office through PREMIS 2. To be prepared by the Client without any prescribed format		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. End User shall request to the Regional Director re replacement or reimbursement of	1.1 The RD shall forward the request to the Property and Supply Section (PSS).	None	20 Minutes	Section Head Property and Supply Section

<p>lost, damaged or destroyed properties.</p>	<p>1.1.1 PSS shall assign to action officer the request for review</p> <p>1.1.2 Review the request and determine the completeness of data and attachments</p> <p>If not complete – Prepare a Memorandum to the Accountable Officer thru the HODS concerned to require submission of the identified lacking requirement/s</p> <p>The Memorandum shall be signed by the ARDA/Administrative Division Chief</p> <p>If Complete – Proceed to the next step</p>			
	<p>1.2 The Property Personnel shall prepare a recommendation addressed to the Regional Director for the replacement or payment of the lost property to be coursed through the Accounting Section for concurrence as to the computation of the Money Value</p>	<p>None</p>	<p>5 Days (May be extended depending on the number of transactions being handled and the availability of signatories of approving officials)</p>	<p><i>Section Head</i> Property and Supply Section</p>
	<p>1.3The property personnel shall receive of the decision (approval/disapproval) from the Regional</p>	<p>None</p>	<p>2 Days (May be extended depending on the number of</p>	<p><i>Section Head</i> Property and Supply Section</p>

	<p>Director on the request, the Property personnel shall assess the same and advise the accountable officer through the HODS for the next steps to be undertaken:</p> <p>If the request is disapproved, prepare a Memorandum informing the Accountable Officer of the disapproval of the request and/or require compliance with the lacking requirements, within 7 working days upon receipt of the Memorandum.</p> <p>Upon receipt of the lacking requirements or compliance with the instructions of the Regional Director, repeat the 3rd step of this Citizen's Charter</p> <p>If the request is approved, prepare Memorandum to Accountable Officer through his/her head informing the approval of the request for reimbursement/replace ment of the lost property and the steps to be undertaken for the execution of the decision (e.g. submission of the replacement unit and TA Report, if applicable) or payment of the money value to the</p>		<p>transactions being handled)</p>	
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	<p>Cash Section within 15 calendar days from receipt of the decision</p> <p>Proceed to next step</p>			
<p>2. Present replacement unit/Settle the money value of the lost property</p>	<p>2.1 Inspect/Validate the offered replacement item/s</p> <p>If Non-Compliant, Inform the Accountable Officer of the reason/s for non-compliance and to meet the needed requirements.</p> <p>If Compliant, proceed to next step <i>Magpatuloy sa susunod na hakbang</i> Once the replacement unit is compliant with the approved recommendation, the Property Personnel shall:</p> <p>a. Accept replacement unit</p> <p>b. Prepare necessary documentation/update record in PREMIS</p> <p>c. Prepare Memorandum to Finance and Management Division (FMD) and copy furnish Accountable Officer on the acceptance of the offered replacement items for reference and recording in the Books of Account</p>	<p>None</p>	<p>8 Hours (May be extended depending on the number of transactions being handled)</p>	<p><i>Section Head</i> Property and Supply Section</p>

	2.2 Reimbursement - The accountable officer, through the assistance of property personnel shall secure from the Accounting Section the order of payment and pay to the Cash Section the money value of the lost property in accordance with the approved recommendation.	None	2 Hours	Section Head Property and Supply Section
3. Fill-out CSMF	3. Upon completion of the process, the Property personnel shall administer the CSMF (either online or paper-based) from the client/accountable officer through the prescribed customer feedback form	None	5 Minutes	Head Property and Supply Section
TOTAL:		None	For Replacement - 7 Days, 12 Hours, 25 Minutes For Reimbursement - 7 Days, 7 Hours, 25 Minutes	

3. Issuance of Sticker Pass

- a. Issued in lieu of Gate Pass when **portable equipment belonging to the Department** (i.e. laptop) are frequently brought outside or inside DSWD premises.
- b. Issued as proof of ownership of **personal/ private properties** (e.g. demo units, consigned items) brought inside DSWD premises for more than one day.

Office/Division:	DSWD Field Office – Property and Supply Section (PSS)
Classification:	Simple

Type of Transaction:		G2G – Government to Government		
Who may avail:		Department of Social Welfare and Development (DSWD) Officials and Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>One (1) original copy of duly accomplished request for issuance of Sticker Pass</p> <p><u>In the absence of the authorized signatory secure any of the following:</u></p> <ol style="list-style-type: none"> Signed by the personnel authorized to sign in behalf of the authorized signatory – with attached one (1) photocopy of Special Order (SO) for order of succession Digitally signed using the PNPKI registered digital signature Printed copy of email using the official DSWD email account requesting for the issuance of sticker pass Present the property to claim sticker pass 		<p>To be prepared by the client Office’s Designated Property and Supply Custodian (DPSC) through the Property Records and Equipment Monitoring Inventory System (PREMIS);</p> <ol style="list-style-type: none"> Records and Archives Management Section (RAMS) Digital signature of: <ul style="list-style-type: none"> Authorized signatory or; Authorized representative with attached 1 photocopy of SO for order of succession From the: <ul style="list-style-type: none"> Authorized signatory or; Authorized representative with attached 1 photocopy of SO for order of succession To be presented by the requester 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished request for Sticker Pass from 8 AM to	1.1. The property personnel shall receive the duly accomplished request for issuance	None	5 Minutes	<i>Section Head Property and Supply Section</i>

<p>5 PM, Mondays to Fridays except holidays</p>	<p>Sticker Pass from 8am to 3pm</p>			
	<p>1.2 Validate request:</p> <p>If not duly signed, request for the lacking signature</p> <p>If duly signed, update expiration date of the sticker pass in PREMIS; for DSWD property with an accountable person under regular / contractual / coterminous / casual employee expiration date shall be at the end of every semester and for COS workers, expiration date shall be the end of every quarter. For personal property expiration date shall be similar to the DSWD property with regular accountable person Ensure that the client has provided their satisfaction feedback in PREMIS which will automatically generate the name of service provider once request was approved.</p>	<p>None</p>	<p>1 Hour, 30 Minutes</p>	<p><i>Section Head Property and Supply Section</i></p>

	1.3. Generate and print sticker pass and forward to Head of Property and Supply Section together with the Sticker Pass request for approval of the request and for signature of the generated Sticker Pass	None	30 Minutes	<i>Section Head</i> Property and Supply Section
	1.4. Approve Sticker Pass Request and sign printed Sticker Pass	None	15 Minutes	<i>Section Head</i> Property and Supply Section
	1.5. Attach signed sticker pass to the submitted sticker pass request and file in the data file folder according to numerical sequence	None	15 Minutes	<i>Section Head</i> Property and Supply Section
2. Claim Sticker Pass	2.1. Validate presented property vis-à-vis the details of property indicated in the request for issuance of sticker pass and in the printed sticker pass.	None	30 Minutes	<i>Section Head</i> Property and Supply Section
	If incorrect details, inform the requester and request for the right item. If correct details, Attach sticker pass in the most visible and secure area of the property and present, the submitted sticker pass request for signature or requester as received sticker	None	30 Minutes	<i>Section Head</i> Property and Supply Section

	2.3. Update PREMIS and marked sticker pass as claimed	None	30 Minutes	Section Head Property and Supply Section
	TOTAL:	None	4 Hours, 5 Minutes	

4. Procurement under Agency to Agency

Procurement of Goods and Services, Infrastructure Projects, and Consulting Services based on the requirement needed by the Agency to be procured using **Negotiated Procurement – Agency to Agency under Section 53.5** of the 9th Edition 2016 Revised IRR of R.A. 9184 as the applicable Alternative Method of Procurement.

Office or Division:	Procurement Section Bids and Awards Committee Secretariat Section (BAC SEC) Contract Monitoring Section (CMS)			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government-to-Government) / G2B Government to Business			
Who may avail:	DSWD Office / Program/ Section/ Unit			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
All Purchase Request (PR) with DRN number must be submitted in three (3) copies signed by the Head of the OBS indicating complete technical specifications of the goods and services requested with a certified true copy of approved PPMP and other supporting documents per request as follows: <ul style="list-style-type: none"> ● Approved Project Proposal ● Approved Terms of Reference ● Justification ● Price Quotation/ Proposal ● Market Scanning/ Research, if applicable 		End-user Unit submit to BAC Secretariat located at the 2nd Floor, DSWD FO VIII, Government Center, Candahug, Palo, Leyte		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. End-user endorses approved PR to	1.1 The PPMS Procurement Officer	None	One (1) calendar day	Section Head Procurement Section

<p>the BAC through its Secretariat</p>	<p>endorses to the BAC, through its Secretariat, a transmittal memorandum requesting for BAC Resolution recommending the adoption of Negotiated Procurement – Agency-to-Agency as the mode of procurement and award of contract to the identified Servicing Agency, together with the accomplished Checklist for AMPs (DSWD-AS-GF-0</p>			
	<p>1.2 Upon receipt of the documents, BAC Secretariat Procurement Officer shall review and verify the veracity and completeness of the documents – e.g. justification, market study/ research, price quotations/ proposals – to ensure that the Servicing Agency is technically, legally and financially capable to deliver the goods and/or services in accordance with the provision of R.A. No. 9184 and its 2016 Revised IRR.</p> <p>1.2.1 The BAC Secretariat Procurement Officer, upon the BAC’s due deliberation, shall then prepare the BAC Resolution recommending adoption of Negotiated</p>	<p>None</p>	<p>Within Fifteen (15) calendar days</p>	<p><i>Section Head</i> Procurement Section</p>

	<p>Procurement – Agency-to-Agency modality and award of contract to the Servicing Agency.</p> <p>1.2.2 The BAC Resolution shall be endorsed to the Head of the BAC Secretariat for final review and comments, prior to its routing for signature of the members of the BAC, and eventually for signature and approval of the Head of the Procuring Entity (HoPE).</p> <p>1.2.3 The BAC Resolution is routed by the BAC Secretariat among the BAC Members for their signature.</p> <p>1.2.4 The BAC Resolution is routed to the HoPE for signature and/or approval.</p> <p>1.2.5 The BAC Secretariat Procurement Officer shall endorse the approved BAC Resolution Certified True Copy (CTC) with complete supporting documents and the accomplished Checklist for AMPs to BAC Secretariat Receiving Officer for the updating of PMT and afterwards endorse to PMD-CMS for preparation of Memorandum of Agreement (MOA)/</p>			
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	<p>Memorandum of Understanding (MOU)/ Purchase Order (PO).</p> <p>1.2.6 In the event the HoPE shall disapprove the recommendation, such disapproval shall be based only on valid, reasonable, and justifiable grounds to be expressed in writing, addressed to the BAC.</p> <p>The BAC deliberates and informs the End-user on the decision/disapproval by the HoPE.c</p>			
<p>2. Prepare the ORS and have the PO signed by the HoPE</p>	<p>2.1 Upon receipt of the complete documents from BAC Secretariat, the CMS receiving officer updates the PMT and hands over the documents to the CMS Procurement Officer, upon coordination with the CMS Section Head, to review and prepare MOA/ MOU/ PO.</p> <p>In case of MOA/ MOU: Prepare draft MOA/ MOU between the Department and Servicing Agency and endorse the same with outgoing clerk for onward endorsement to the Legal Service (LS) for review.</p> <p>2.1.1 Within three (3) days from receipt of comments, the</p>	<p>None</p>	<p>Six (6) Calendar days <i>(exclusive of End-user and FMS process)</i></p>	<p><i>Section Head Procurement Section</i></p>

	<p>concerned Procurement Officer shall then finalize the MOA/ MOU in accordance to the comments of Legal Unit, prepare the FMD-COA Checklist and label all the documents and endorse to the End-user concerned the entire document and the accomplished Checklist for AMPs.</p> <p>NOTE: <i>In case the Servicing Agency has their prescribed or template MOA/MOU and requires their prior vetting/review, an additional number of days is allotted to the SA and End-user Unit.</i></p> <p>In case of PO: Prepare PO. Then endorse to the End-user concerned the entire documents and the accomplished Checklist for AMPs.</p> <p>2.1.2 The End-user prepares the Obligation Request and Status (ORS) form and facilitates the signature on Box A of ORS by the HOBS.</p> <p>2.1.3 The End-user facilitates the signature and approval of the MOA/ MOU/ PO by the HoPE.</p> <p>2.1.4 Once MOA/ MOU/ PO is signed and approved by the HoPE,</p>			
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	the End-user facilitates the processing of fund obligation by Budget Section and certification of funds availability by Accounting Section			
	<p>2.2 Upon receipt of the duly funded MOA/ MOU/ PO, the CMS Procurement Officer shall notify and serve immediately to the Servicing Agency (SA) the MOA/ MOU/ PO and facilitate the signing by the duly authorized representative of the SA.</p> <p>2.2.1 The CMS Procurement Officer shall immediately furnish the BAC Secretariat with a hard copy/scanned copy of the duly conformed MOA/ MOU/ PO for posting.</p>	None	Three (3) calendar days	<i>Section Head</i> Procurement Section
	2.3 The BAC, through its Secretariat, shall post the MOA/ MOU/ PO, for information purposes, in the PhilGEPS website, the DSWD website, and at any conspicuous place reserved for this purpose in the DSWD premises within ten (10) days from their issuance, except for contracts with ABC of Fifty Thousand Pesos (₱50,000.00) and below.	None	Within Ten (10) days	<i>Section Head</i> Procurement Section

	2.3.1 The BAC Sec shall furnish the proof of posting to the PMD-CMS.			
	TOTAL:	NONE	35 Calendar Days	

5. Procurement under Direct Contracting

Procurement of Goods based on the requirement needed by the Agency to be procured using **Direct Contracting under Section 50** of the 9th Edition 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184 as the applicable Alternative Method of Procurement.

Office or Division:	Procurement Section Bids and Awards Committee Secretariat Section (BAC SEC) Contract Monitoring Section (CMS)
Classification:	Highly Technical
Type of Transaction:	G2G Government-to-Government / G2B Government to Business
Who may avail:	DSWD Office/ Program/ Section/ Unit
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
All Purchase Request (PR) with DRN number must be submitted in three (3) copies signed by the Head of the OBS indicating complete technical specifications of the goods and services requested with a certified true copy of approved PPMP and other supporting documents per request as follows: <ul style="list-style-type: none"> ● Pre-repair Inspection Report ● Service Provider Diagnostic Report ● Certificate of Exclusive/ Sole Distributorship ● Market Survey/ Market Research, if applicable 	End-user submit to BAC Secretariat located at the 2nd Floor, DSWD Building, Government Center, Candahug, Palo, Leyte

<ul style="list-style-type: none"> Property Accountability Report (PAR), if applicable Price Quotation 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. End-user endorses approved PR to the BAC through its Secretariat	<p>1.1 The PPMS receiving officer shall record, update the Procurement Monitoring Tool (PMT) and endorse to the PPMS Procurement Officer who then prepares the RFQ and ensures that the specific requirements indicated in the approved PR are consistent with the approved technical specifications and/or supporting documents. He/She then endorses the RFQ and other relevant supporting documents, together with the accomplished Checklist for Alternative Mode of Procurement (AMPs) (DSWD-AS-GF-096), to the PPMS receiving officer for signature of the PMD-Chief/OIC.</p> <p>1.1.1 The Section Head signs the RFQ Form.</p> <p>1.1.2 Once the RFQ is signed, the PPMS</p>	None	Three (3) calendar days	<i>Section Head</i> Procurement Section

	<p>receiving officer updates the PMT, and endorses the RFQ to the PPMS Procurement Officer to facilitate the procurement process.</p> <p>1.1.3 The PPMS Procurement Officer shall send the RFQ to the identified direct supplier and require the same to submit price quotation including the terms and conditions of sale, and a certification of exclusive dealership and/or sole distributorship, patents or copyrights.</p> <p>1.1.4 Upon receipt of the price quotation and required documents, the PPMS Procurement Officer endorses to the BAC, through its Secretariat, a transmittal memorandum requesting for BAC Resolution recommending the adoption of Direct Contracting as the mode of procurement and award of contract to the identified direct supplier, together</p>			
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	with the accomplished Checklist for AMPs (DSWD-AS-GF-096)			
	<p>1.2 Upon receipt of the documents, BAC Secretariat Procurement Officer shall review and verify the veracity and completeness of the documents submitted – e.g. justification, market study, price quotations and others. Otherwise, BAC Secretariat shall coordinate with PPMS to comply with the lacking document.</p> <p>1.2.1 The BAC may conduct simplified negotiations on the terms and conditions of the contract to ensure that the direct supplier is technically, legally and financially capable to deliver the goods at the most advantageous price and contract for the Government.</p> <p>1.2.3 Upon successful negotiation, the BAC shall recommend the award of contract to the HoPE in accordance with</p>	None	Within Fifteen (15) calendar days	<i>Section Head</i> Procurement Section

	<p>Section (IV)(L) of the Guideline [Annex "H"].</p> <p>1.2.4 The BAC Secretariat Procurement Officer, upon the BAC's due deliberation, shall then prepare the BAC Resolution recommending adoption of Direct Contracting modality and award of contract in favor of the direct supplier. The NOA is also prepared.</p> <p>1.2.5 The BAC Resolution and the NOA shall be endorsed to the Head of the BAC Secretariat for final review and comments, prior to its routing for signature of the members of the BAC, and eventually for signature and approval of the Head of the Procuring Entity (HoPE).</p> <p>1.2.6 The BAC Resolution is routed by the BAC Secretariat among the BAC Members for their signature.</p>			
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	<p>1.2.7 Then, the BAC Resolution together with the NOA is routed to the HoPE for signature and/or approval.</p> <p>1.2.8 In the event the HoPE shall disapprove the recommendation, such disapproval shall be based only on valid, reasonable, and justifiable grounds to be expressed in writing, addressed to the BAC.</p> <p>1.2.9 The BAC deliberates and informs the End-user on the decision/ disapproval of the HoPE.</p> <p>1.2.10 Upon receipt of the duly signed NOA, the BAC Sec Procurement Officer serves it at once to the awarded supplier. The BAC Sec procurement officer shall then endorse the approved BAC Resolution Certified True Copy (CTC) with complete supporting documents and the accomplished Checklist for AMPs to BAC Sec</p>			
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	Receiving Officer for the updating of PMT and afterwards endorse to PMD-CMS for preparation of Purchase Order (PO).			
2. Prepare the ORS and have the PO signed by the HoPE	<p>2.1 The PMD-CMS shall prepare and facilitate the issuance of PO.</p> <p>2.1.1 Upon receipt of the complete documents, e.g. certified true copies of the BAC Resolution, NOA, PR, and other relevant documents from BAC Secretariat, the CMS receiving officer updates the PMT and hand over the documents to the CMS Procurement Officer, upon coordination with the CMS Section Head, to review and prepare Purchase Order. Then endorses to the End-user concerned the entire documents and the accomplished Checklist for AMPs.</p> <p>2.1.2 The End-user prepares the Obligation Request and Status (ORS) form and facilitates</p>	None	Three (3) calendar days (<i>exclusive of FMS process</i>)	<i>Division Chief</i> Procurement Management Division

	<p>the signature on Box A of ORS by the HOBS.</p> <p>2.1.3 Then, the End-user facilitates for signature and approval of the PO by the HoPE.</p> <p>2.1.4 Once PO is signed and approved by the HoPE, the End-user facilitates the processing of fund obligation by Budget Section and certification of funds availability by Accounting Section.</p>			
	<p>2.2 Upon receipt of the duly funded PO, the CMS Procurement Officer shall immediately notify and serve to the supplier the PO.</p> <p>2.2.1 The HoPE or his duly authorized representative shall issue the Notice to Proceed (NTP), if necessary, and a copy of the approved PO to the Supplier within three (3) calendar days from the date of approval of the contract.</p> <p>2.2.2 The CMS Procurement Officer shall immediately furnish the BAC</p>	None	Three (3) calendar days	Section Head Procurement Section

	Secretariat with a scanned copy of the duly conformed NOA and PO, including the NTP if necessary, for posting.			
	<p>3.1 The BAC, through its Secretariat, shall post the NOA, PO, including the NTP if necessary, for information purposes, in the PhilGEPS website, the DSWD website, and at any conspicuous place reserved for this purpose in the DSWD premises within ten (10) days from their issuance, except for contracts with ABC of Fifty Thousand Pesos (₱50,000.00) and below.</p> <p>3.1.1 The BAC Sec shall furnish the proof of posting to the PMD-CMS.</p>	None	Within ten (10) days	<i>Division Chief</i> Procurement Management Division
	TOTAL:	None	34 Calendar Days	

6. Procurement under Direct Detail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets

Procurement of Goods and Services based on the requirement needed by the Agency to be procured using Negotiated Procurement - Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets under Section

53.14 of the 9th Edition 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184 as the applicable Alternative Methods of Procurement.

Office or Division:		Procurement Section Bids and Awards Committee Secretariat Section (BAC SEC) Contract Monitoring Section (CMS)		
Classification:		Highly Technical		
Type of Transaction:		Government-to-Government (G2G) / Government to Business (G2B)		
Who may avail:		DSWD Office/ Program/ Section/ Unit		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>All Purchase Request (PR) with DRN number must be submitted in three (3) copies signed by the Head of the OBS indicating complete technical specifications of the goods and services requested with a certified true copy of approved PPMP and other supporting documents per request as follows:</p> <ul style="list-style-type: none"> ● Approved Project Proposal ● Approved Terms of Reference (TOR) ● Justification Letter ● Market Survey/ Market Research ● Price Quotation/ Proposal 		End-user submit to BAC Secretariat located at the 2nd Floor, DSWD Building, Government Center, Candahug, Palo, Leyte		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

<p>1. End-user endorses approved PR to the BAC through its Secretariat</p>	<p>1.1 The PPMS Procurement Officer endorses to the BAC, through its Secretariat, a transmittal memorandum requesting for BAC Resolution recommending the adoption of Negotiated Procurement – Direct Retail Purchase of POL products and Airline Tickets as the mode of procurement and award of contract to the identified supplier and/or service provider, together with the accomplished Checklist for AMPs (DSWD-AS-GF-096).</p>	<p>None</p>	<p>One (1) calendar day</p>	<p><i>Section Head</i> Procurement Section</p>
	<p>1.2 Upon receipt of the documents, the BAC Secretariat Procurement Officer shall review and verify the veracity and completeness of the documents to ensure that the conditions have been met.</p> <p>Otherwise, BAC Secretariat shall coordinate with PPMS to comply with the lacking document.</p>	<p>None</p>	<p>Within Fifteen (15) calendar days</p>	<p><i>Section Head</i> Procurement Section</p>
	<p>1.3 The BAC Secretariat Procurement Officer, upon the BAC's due deliberation, prepares the BAC Resolution with the following recommendation:</p> <p>1.3.1 The end-user delegated to directly purchase POL products</p>			<p><i>Section Head</i> Procurement Section</p>

	<p>and airline tickets in accordance with Part IV (J) of the Guidelines for Alternative Methods of Procurement (AMPs) shall determine the supplier or service provider capable of delivering the required POL products and airline tickets at retail pump price or at the most reasonable retail price, as the case may be.</p> <p>1.3.4 Taking into account the usual trade and business practices being observed in the industry and the requirements and other reasonable considerations identified by the end-user, direct retail purchase of the required POL products or airline tickets shall be carried out in accordance with pertinent accounting principles and practices as well as of sound management and fiscal administration provided that they do not contravene existing laws and regulations applicable to financial transactions.</p> <p>1.3.5 The BAC Resolution shall be endorsed to the Head of the BAC Secretariat for final review and comments, prior to its routing for signature of the members of the BAC, and eventually for</p>			
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	<p>signature and approval of the Head of the Procuring Entity (HoPE).</p> <p>1.3.6 The BAC Resolution is routed by the BAC Secretariat among the BAC Members for their signature.</p> <p>1.3.7 Then, the BAC Resolution is routed to the HoPE for signature and/or approval.</p> <p>Upon receipt of the duly approved BAC Resolution, the BAC Sec-in-Charge shall then endorse the approved BAC Resolution Certified True Copy (CTC) with complete supporting documents and the accomplished Checklist for AMPs to BAC Sec receiving officer for the updating of PMT and afterwards endorse to End-user (ex. AS-GSD-AMBPS), copy furnish CMS.</p> <p>In the event the HoPE shall disapprove the recommendation, such disapproval shall be based only on valid, reasonable, and justifiable grounds to be expressed in writing, addressed to the BAC.</p> <p>1.3.8 The BAC shall deliberate and inform the End-user on the decision/ disapproval by the HoPE.</p>			
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	TOTAL	NONE	16 Calendar Days
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7. Procurement under Emergency Cases

Procurement of Goods and Services, Infrastructure Project, and Consulting Services based on the requirement needed by the Agency to be procured using **Negotiated Procurement - Emergency Cases under Section 53.2** of the 9th Edition 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184 as the applicable Alternative Methods of Procurement.

Office or Division:		Procurement Section Bids and Awards Committee Secretariat Section (BAC SEC) Contract Monitoring Section (CMS)		
Classification:		Highly Technical		
Type of Transaction:		Government-to-Government (G2G) / Government to Business (G2B)		
Who may avail:		DSWD Office/ Program/ Section/ Unit		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
All Purchase Request (PR) with DRN number must be submitted in three (3) copies signed by the Head of the OBS indicating complete technical specifications of the goods and services requested with a certified true copy of approved PPMP and other supporting documents per request as follows: <ul style="list-style-type: none"> ● Approved Project Proposal ● Approved Terms of Reference (TOR) ● Justification Letter ● Market Survey/ Market Research 		End-user submit to BAC Secretariat located at the 2nd Floor, DSWD Building, Government Center, Candahug, Palo, Leyte		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 End-user endorses approved PR to the BAC through its Secretariat	1.1 The BAC Secretariat (BAC Sec) checks the submitted PR and its supporting documents versus a checklist, as hand	None	One (1) calendar day	<i>Section Head</i> Procurement Section

	<p>carried by the End-user staff.</p> <p>If found complete, the BAC Sec stamps receive the PR. The BAC Sec receives, records the approved PR with proper signatories – in consonance with the existing guidelines – and with complete supporting documents, and encodes in the Procurement Monitoring Tool (PMT).</p> <p>If found incomplete, the PR is immediately declined for appropriate action by the End-user.</p> <p>1.1.1 BAC Sec shall check the inclusion of the procurement project in the approved Supplemental PPMP and completeness of required supporting documents. If found in order, the BAC Sec affixes his/her initial, then endorses to the BAC Sec Head.</p> <p>Otherwise, if no approved Supplemental PPMP the BAC Sec prepares a PR Action</p>			
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	Form (DSWD-AS-GF-083) and returns the PR to the End-User Unit for appropriate action.			
	1.2 The BAC Sec Procurement Officer, upon the BAC's due deliberation, prepares the BAC Resolution recommending to the HOPE: (i) any revision of the Annual Procurement Plan (APP) to cover the Procurement Project; (ii) adoption of the Negotiated Procurement - Emergency Cases modality and (iii) delegate to either the BAC or the End-user unit or any other appropriate bureau, committee, support or procuring unit the authority to directly negotiate with a legally, technically, and financially capable supplier, contractor, or consultant for procurement undertaken through any of the allowable instances of Negotiated Procurement (Emergency Cases) under Section 53.2 of the 2016 revised IRR.	None	Within One (1) calendar day	<i>Section Head</i> Procurement Section

	<p>1.2.1 The BAC Resolution shall be endorsed to the Head of the BAC Secretariat for final review and comments, prior to its routing for signature of the members of the BAC, and eventually for signature and approval of the Head of the Procuring Entity (HoPE).</p> <p>1.2.2 The BAC Resolution is routed by the BAC Secretariat among the BAC Members for their signature.</p> <p>1.2.3 Then, the BAC Resolution is routed to the HoPE for signature and/or approval.</p> <p>1.2.4 The BAC Sec furnishes the PPMS and/or the authorized OBS/ End-user Unit the approved BAC Resolution Certified True Copy (CTC) to proceed with securing quotations.</p> <p>1.2.5 If NP-EC is directly negotiated, proceed to Step # 14.</p> <p>1.2.6 In the event the HoPE shall disapprove the recommendation,</p>			
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	<p>such disapproval shall be based only on valid, reasonable, and justifiable grounds to be expressed in writing, addressed to the BAC.</p> <p>1.2.7 The BAC deliberates and informs the End-user on the decision/disapproval by the HoPE.</p>			
	<p>1.3 The PPMS receiving officer records, updates the PMT and endorses to the PPMS Procurement Officer who then prepares the RFQ/ Request for Proposal (RFP) and ensures that the specific requirements indicated in the approved PR are consistent with the approved technical specifications/ project proposal/ TOR and/or supporting documents.</p> <p>1.3.1 The PPMS receiving officer shall endorse the RFQ/ RFP and other relevant supporting documents to the PPMS receiving officer for signature of the PMD-Chief. Once the RFQ/RFP</p>	None	Three (3) calendar days	<i>Section Head</i> Procurement Section

	<p>is signed, the PPMS receiving officer updates the PMT, and endorses it to the PPMS Procurement Officer to facilitate the procurement process.</p> <p>1.3.2 The PPMS Procurement Officer sends out/ emails the RFQ/ RFP and requests the prospective suppliers, service providers, contractors and/or consultants, to submit a price quotation/ proposal that is responsive to the minimum technical specifications/ requirements set by the End-user Unit.</p>			
<p>2. Submit a bid quotation/ bid proposal through the official email</p>	<p>2.1 The Supplier/ Contractor/ Consultant shall submit a bid quotation/ bid proposal through the official email address and/or fax number of the BAC Secretariat dedicated for the receipt of quotations/proposals or submits personally to the BAC Secretariat office.</p> <p>2.1.1 The PPMS Procurement Officer</p>	<p>None</p>	<p>In accordance with the deadline set in the RFQ/RFP</p>	<p><i>Section Head</i> Procurement Section</p>

	shall endorse to the BAC, through its Secretariat, a transmittal memorandum requesting for BAC evaluation and/or deliberation of quotations received.			
	2.2 Upon receipt of the price quotations/ proposals, the BAC, through the BAC Sec. Procurement Officer or through the designated Technical Working Group (TWG) if any, shall then proceed to examine and evaluate the submitted documents, and determine their compliance to the minimum technical specifications set by the end-user Unit, and recommend to the BAC their findings.	None	Three (3) calendar days	<i>Section Head</i> Procurement Section
	2.3 Upon receipt of the documents, BAC Sec Procurement Officer reviews and verifies the veracity and completeness of the appropriate supporting documents to ensure that the supplier, contractor, or consultant is technically, legally and financially capable to deliver the	None	Within Fifteen (15) calendar days	<i>Section Head</i> Procurement Section

	<p>goods and/or services.</p> <p>2.3.1 The BAC Sec Procurement Officer, upon the BAC's due deliberation, shall then prepare the BAC Resolution recommending to the HOPE the award of contract to the legally, technically and financially capable supplier, service provider, contractor or consultant.</p> <p>2.3.2 The BAC Resolution shall be endorsed to the Head of the BAC Secretariat for final review and comments, prior to its routing for signature of the members of the BAC, and eventually for signature and approval of the HoPE.</p> <p>2.3.3 The BAC Resolution is routed by the BAC Secretariat among the BAC Members for their signature.</p> <p>2.3.4 The BAC Resolution together with the NOA is routed to the HoPE for signature and/or approval.</p>			
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	<p>2.3.5 Upon receipt of the duly approved BAC Resolution, the BAC Sec-in-Charge shall then endorse the approved BAC Resolution (CTC) with complete supporting documents and the accomplished Checklist for AMPs to BAC Sec receiving officer for the updating of PMT and afterwards endorse to PMD-CMS for preparation of Purchase Order (PO).</p> <p>2.3.6 In the event the HOPE shall disapprove the recommendation, such disapproval shall be based only on valid, reasonable, and justifiable grounds to be expressed in writing, addressed to the BAC.</p> <p>2.3.7 The BAC deliberates and informs the End-user on the decision/disapproval by the HoPE.</p>			
<p>3. Prepare the ORS and have the PO signed by the HoPE</p>	<p>3.1 The CMS prepares and facilitates the issuance of PO.</p>	<p>None</p>	<p>Three (3) calendar days (exclusive of FMD process)</p>	<p>Section Head Procurement Section</p>

	<p>3.1.1 Upon receipt of the complete documents, e.g. certified true copies of the BAC Resolution, PR, and other relevant documents from BAC Secretariat, the CMS receiving officer updates the PMT and hand over the documents to the CMS Procurement Officer, upon coordination with the CMS Section Head, to review and prepare Purchase Order. Then endorses to the End-user concerned the entire documents and the accomplished Checklist for AMPs.</p> <p>3.1.2 The End-user prepares the ORS form and facilitates the signature on Box A of ORS by the HOBS.</p> <p>3.1.3 The End-user facilitates for signature and approval of the PO by the HoPE.</p> <p>3.1.4 Once PO is signed and approved by the HoPE, the End-user facilitates the processing of fund obligation by</p>			
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	Budget Section and certification of funds availability by Accounting Section.			
	<p>3.2 Upon receipt of the duly funded PO, the CMS Procurement Officer shall immediately notify and serve to the supplier, contractor or consultant the PO. Then, he/she facilitates and/or ensures the signing of PO by the supplier, contractor or consultant to signify the acceptance of the award made to them.</p> <p>3.2.1 The CMS Procurement Officer shall immediately furnish the BAC Secretariat with a hard copy/scanned copy of the duly conformed Contract/PO for posting.</p>	None	One (1) calendar day	<i>Section Head Procurement Section</i>
	3.3 The BAC, through its Secretariat, shall post the PO, for information purposes, in the PhilGEPS website, the DSWD website, and at any conspicuous place reserved for this purpose in the	None	Within Ten (10) days	<i>Section Head Procurement Section</i>

	<p>premises of the DSWD within ten (10) days from their issuance, except for contracts with ABC of Fifty Thousand Pesos (₱50,000.00) and below.</p> <p>3.3.1 The BAC Sec shall furnish the proof of posting to the CMS.</p>			
	TOTAL	NONE	38 Calendar Days	

8. Procurement under Highly Technical Consultant

Procurement of Consulting Services based on the requirement needed by the Agency to be procured using **Negotiated Procurement - Highly Technical Consultant under Section 53.7** of the 9th Edition 2016 Revised IRR of R.A. 9184 as the applicable Alternative Method of Procurement.

Office or Division:	Procurement Section Bids and Awards Committee Secretariat Section (BAC SEC) Contract Monitoring Section (CMS)		
Classification:	Highly Technical		
Type of Transaction:	Government-to-Government (G2G) / Government to Business (G2B)		
Who may avail:	DSWD Central Office Office/ Bureau/ Service/ Unit (OBSU)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<p>All Purchase Request (PR) with DRN number must be submitted in three (3) copies signed by the Head of the OBS indicating complete technical specifications of the goods and services requested with a certified true copy of approved PPMP and other supporting documents per request as follows:</p> <ul style="list-style-type: none"> ● Approved Project Proposal ● Approved Terms of Reference ● Justification 		<p>End-user submit to BAC Secretariat located at the 2nd Floor, DSWD Building, Government Center, Candahug, Palo, Leyte</p>	

• Curriculum Vitae				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. End-user endorses approved PR to the BAC through its Secretariat	1.1 The PPMS Procurement Officer endorses to the BAC, through its Secretariat, a transmittal memorandum requesting for BAC Resolution recommending the adoption of Negotiated Procurement - Highly Technical Consultant as the mode of procurement and award of contract to the identified individual consultant, together with the accomplished Checklist for Alternative Mode of Procurement (AMPs) (DSWD-AS-GF-096).	None	One (1) calendar day	<i>Section Head</i> Procurement Section
	1.2 Upon receipt of the documents, BAC Secretariat Procurement Officer shall review and verify the veracity and completeness of the documents - e.g. justification, TOR, CV, and others. Otherwise, BAC Secretariat shall coordinate with PPMS to comply with the lacking document. 1.2.1 The BAC shall undertake the negotiation with the individual consultant based on the TOR	None	Within Fifteen (15) calendar days	<i>Section Head</i> Procurement Section

	<p>prepared by the End-user. Considering the nature of the consultancy work, the negotiations need not be elaborate, it is enough that the BAC has validated that the individual is legally, technically and financially capable to undertake and fulfill the consultancy work based on the TOR.</p> <p>1.2.2 Upon successful negotiation, the BAC shall recommend the award of contract to the HoPE in accordance with Section (IV)(L) of the Guideline [Annex “H”].</p> <p>1.2.3 The BAC Secretariat Procurement Officer, upon the BAC’s due deliberation, shall then prepare the BAC Resolution recommending adoption of Negotiated Procurement – Highly Technical Consultant modality and award of contract to the individual consultant. The Notice of Award (NOA) is also prepared.</p> <p>1.2.4 The BAC Resolution and the NOA shall be endorsed to the Head of the BAC Secretariat</p>			
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	<p>for final review and comments, prior to its routing for signature of the members of the BAC, and eventually for signature and approval of the HoPE.</p> <p>1.2.5 The BAC Resolution is routed by the BAC Secretariat among the BAC Members for their signature.</p> <p>1.2.6 The BAC Resolution together with the NOA is routed to the HoPE for signature and/or approval.</p> <p>1.2.7 In the event the HoPE shall disapprove the recommendation, such disapproval shall be based only on valid, reasonable, and justifiable grounds to be expressed in writing, addressed to the BAC.</p> <p>1.2.8 The BAC deliberates and informs the End-user on the decision/disapproval of the HoPE.</p> <p>1.2.9 Upon receipt of the duly signed NOA, the BAC Sec Procurement Officer serves it at once to the awarded individual consultant. The BAC Sec procurement</p>			
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	<p>officer shall then endorse the approved BAC Resolution (CTC) with complete supporting documents and the accomplished Checklist for AMPs to BAC Sec Receiving Officer for the updating of Procurement Monitoring Tool (PMT) and afterwards endorse to Contract Monitoring Section (CMS) for preparation of Contract.</p>			
<p>3. Prepare the ORS and have the PO signed by the HoPE</p>	<p>3.1 Upon receipt of the complete documents e.g. CTC of the BAC Resolution, NOA, PR, and other relevant documents from BAC Secretariat, the CMS receiving officer updates the PMT and hand over the documents to the CMS Procurement Officer, upon coordination with the CMS Section Head, to review and prepare the draft Contract.</p> <p>3.1.1 The CMS Procurement Officer prepares the draft Contract between the Department and the Consultant and endorses the same with outgoing clerk for onward endorsement to the LS for review.</p>	<p>None</p>	<p>Six (6) calendar days</p>	<p><i>Section Head</i> Procurement Section</p>

	<p>3.1.2 Within three (3) days from receipt of comments, the concerned Procurement Officer shall then finalize the Contract in accordance to the comments of Legal Unit, prepare the Accounting Section COA Checklist and label all the documents and endorse to the End-user concerned the entire document and the accomplished Checklist for AMPs.</p> <p>3.1.3 The end-user prepares the ORS form and facilitates the signature on Box A of ORS.</p> <p>Then, the End-user facilitates the signature and approval of the Contract by the HoPE.</p> <p>3.1.4 Once the Contract is signed and approved by the HoPE, the End-User facilitates the processing of fund obligation by Budget Section and certification of funds availability of Accounting Section.</p>			
	<p>3.2 Upon receipt of the duly funded Contract, the CMS Procurement Officer shall immediately notify and serve to the consultant the Contract.</p>	None	Three (3) calendar days	<i>Section Head</i> Procurement Section

	<p>3.2.1 The HoPE or his duly authorized representative shall issue the Notice to Proceed (NTP), if necessary, and a copy of the approved Contract to the Consultant within three (3) calendar days from the date of approval of the contract.</p> <p>3.2.2 The CMS Procurement Officer shall immediately furnish the BAC Secretariat with a scanned copy of the duly conformed NOA and Contract, including the NTP if necessary, for posting.</p>			
	<p>3.3 The BAC, through its Secretariat, shall post the NOA, Contract, including the NTP if necessary, for information purposes, in the PhilGEPS website, the DSWD website, and at any conspicuous place reserved for this purpose in the DSWD premises within ten (10) days from their issuance, except for contracts with ABC of Fifty Thousand Pesos (₱50,000.00) and below.</p> <p>3.3.1 The BAC Sec shall furnish the proof</p>	None	Within Ten (10) days	<i>Division Chief</i> Procurement Management Division

	of posting to the PMD-CMS.			
	TOTAL:	None	35 Calendar Days	

9. Procurement under Lease of Real Property and Venue

Procurement of Goods or Services based on the requirement needed by the agency to be procured using Lease of Real Property and Venue under Section 53.10 of the 2016 Revised IRR of RA 9184 as mode of procurement.

Office or Division:	Procurement Section Bids and Awards Committee Secretariat Section (BAC SEC) Contract Monitoring Section (CMS)			
Classification:	Highly Technical			
Type of Transaction:	Government-to-Government (G2G) / Government to Business (G2B)			
Who may avail:	DSWD Central Office Office/ Bureau/ Service/ Unit (OBSU)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
All Purchase Request (PR) with DRN Number must be submitted in three (3) copies signed by the Head of the OBS indicating complete technical specifications of the goods and services requested with a certified true copy of approved PPMP and other supporting documents per request as follows: <ul style="list-style-type: none"> • Approved Project Proposal • Evaluation Criteria/ Rating Factor • Justification on the proposed venue/ location • Certification that DSWD facilities are not available 			End-user submit to BAC Secretariat located at the 2nd Floor, DSWD Building, Government Center, Candahug, Palo, Leyte	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. End-user endorses approved PR to the BAC through its Secretariat	1.1 The PPMS receiving officer shall record, update the PMT and endorse it to the PPMS Procurement Officer who then prepares the Request for Quotation (RFQ) and ensures	None	Three (3) calendar days	Section Head Procurement Section

	<p>that the specific requirements indicated in the approved PR are consistent with the approved Project Proposal and/or supporting documents. He/She then endorses the RFQ and other relevant supporting documents, together with the accomplished Checklist for AMPs (DSWD-AS-GF-096), to the PPMS receiving officer for signature of the PMD Chief/OIC.</p> <p>1.1.1 The Section Head signs the RFQ Form.</p> <p>1.1.2 Once the RFQ is signed, the PPMS receiving officer updates the PMT, and endorses the RFQ to the PPMS Procurement Officer to facilitate the procurement process.</p> <p>1.1.3 The PPMS Procurement Officer sends out/ emails the RFQ and requests the prospective service providers/Lessors to submit a price quotation/proposal that is responsive to the minimum technical specifications/</p>			
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	<p>requirements set by the End-user.</p> <p>Real Property</p> <p>The PPMS Procurement Officer shall invite at least three (3) prospective Lessors to submit sealed price quotations.</p> <p>Venue</p> <p>The PPMS Procurement Officer shall send the RFQ to at least three (3) venues within the vicinity of the selected location. Receipt of at least one (1) quotation is sufficient to proceed with the evaluation thereof.</p>			
2. Submit price quotations/ bid proposal through official email address and/or fax number of the BAC Secretariat	2.1 The Service Providers/Lessors submit price quotation through the official email address and/or fax number of the BAC Secretariat dedicated for the receipt of quotation or submits personally to the BAC Secretariat office, on or before the deadline for submission of quotation indicated in the RFQ.	None	In accordance with the deadline set in the RFQ	<i>Section Head</i> Procurement Section
	2.2 The PPMS Procurement Officer, thereafter, endorses to	None	Within One (1) calendar day from the	<i>Section Head</i> Procurement Section

	<p>the BAC, through its Secretariat, a transmittal memorandum requesting for BAC evaluation and/or deliberation of quotations received and award of contract to the legally, technically and financially capable service provider/ Lessor.</p>		<p>deadline for submission of quotations</p>	
	<p>2.3 Upon the deadline for receipt of the price quotations, BAC Secretariat Procurement Officer shall then proceed to recommend to the BAC, if warranted, the creation of Technical Working Group (TWG) from the pool of technical experts in the Department who will examine and evaluate the submitted documents, and determine their compliance to the minimum technical specifications set by the end-user, and recommend to the BAC their findings.</p> <p>Real Property</p> <p>On a specified date, submitted price quotations shall be opened to determine the Lowest Calculated Quotation. Receipt of at least one (1)</p>	<p>None</p>	<p>Three (3) calendar days</p>	<p><i>Section Head</i> Procurement Section</p>

	<p>quotation is sufficient to proceed with the evaluation thereof.</p> <p>The real property being offered by the Lessor with the Single or Lowest Calculated Quotation shall be rated in accordance with the technical specifications and the reasonableness of its price quotation shall be determined in accordance with the methodology prescribed in Appendix B of Annex "H".</p> <p>Upon determination of the responsiveness and reasonableness of the quotation, the BAC shall recommend to the HOPE the award of contract in favor of the Lessor with the Single or Lowest Calculated a. and Responsive Quotation. Award of contract shall be made in accordance with Section IV(L) of the Guidelines (Annex "H").</p> <p>Venue</p> <p>Receipt of at least one (1) quotation is sufficient to proceed with the evaluation thereof.</p>			
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	<p>The venue being offered by the Lessor with the Lowest Calculated Quotation shall then be rated in accordance with the technical specifications prepared pursuant to Appendix B of Annex "H". Compliance rating with technical specifications may be conducted through ocular inspection, interviews, or other forms of due diligence.</p> <p>Upon determination of the responsiveness of the quotation, the BAC shall recommend to the HOPE the award of contract in favor of the Lessor with the Single or Lowest Calculated and Responsive Quotation. Award of contract shall be made in accordance with Section IV(L) of the Guidelines (Annex "H").</p> <p>In case of failure of procurement, the BAC Secretariat Head issues a Memorandum to PMD-PPMS copy furnished the End-user informing the result and advising End-user to conduct mandatory review of specifications and/or</p>			
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	requirements prior to conduct of another round of procurement			
	<p>2.4 The BAC Sec Procurement Officer, upon the BAC's due deliberation, prepares the Abstract of Quotations (AOQ) recommending to the HoPE the adoption of the Negotiated Procurement – Lease of Real Property or Venue modality and award of contract to the service provider/Lessor with the Single or Lowest Calculated and Responsive Quotation.</p> <p>2.4.1 The AOQ and the NOA shall be endorsed to the Head of the BAC Secretariat for final review and comments, prior to its routing for the signature of the members of the BAC, and eventually for the signature and approval of the HoPE.</p> <p>2.4.2 The AOQ is routed by the BAC Secretariat among the BAC Members for their signature.</p> <p>2.4.3 Then, the AOQ and NOA are routed to the HOPE for</p>	None	Within Fifteen (15) calendar days	<i>Section Head</i> Procurement Section

	<p>signature and/or approval.</p> <p>2.4.4 Upon receipt of the duly signed NOA, the BAC Sec Procurement Officer serves it at once to the awarded service provider/ Lessor. The BAC Sec-in-Charge shall then endorse the approved Abstract of Quotations with complete supporting documents and the accomplished Checklist for AMPs to BAC Sec receiving officer for the updating of PMT and afterwards endorse to PMD-CMS for preparation of Purchase Order (PO).</p> <p>2.4.5 In the event the HOPE shall disapprove the recommendation, such disapproval shall be based only on valid, reasonable, and justifiable grounds to be expressed in writing, addressed to the BAC.</p> <p>The BAC deliberates and informs the End-user on the decision/disapproval of the HOPE.</p>			
3. Prepare the ORS and have the PO	3.1 The CMS shall prepare and facilitate the issuance of	None	Three (3) calendar days	<i>Section Head</i> Procurement Section

<p>signed by the HoPE</p>	<p>Contract (for Lease of Real Property) / Purchase Order (for Lease of Venue).</p> <p>Upon receipt of the complete documents, e.g. Abstract of Quotations, NOA, PR, and other relevant documents from BAC Secretariat, the CMS receiving officer updates the PMT and hand over the documents to the CMS Procurement Officer, upon coordination with the CMS Section Head, to review and prepare Purchase Order/ Contract. Then endorses to the End-user concerned the entire documents and the accomplished Checklist for AMPs.</p> <p>3.1.2 The End-user prepares the Obligation Request and Status (ORS) form and facilitates the signature on Box A of ORS.</p> <p>3.1.3 Then, the End-user facilitates for signature and approval of the PO/Contract by the HoPE.</p> <p>3.1.4 Once PO/Contract is signed and approved by the</p>			
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	HoPE, the End-user facilitates the processing of fund obligation by Budget Section and certification of funds availability by Accounting Section.			
	<p>3.2 Upon receipt of the duly funded PO/Contract, the CMS Procurement Officer shall immediately notify and serve to the service provider/Lessor the PO/Contract, as follows:</p> <p>3.2.1 The HoPE or his duly authorized representative (ex. CMS) shall issue the approved PO/Contract to the Service Provider/Lessor within three (3) calendar days from the date of approval of the contract.</p> <p>3.2.2 The CMS Procurement Officer shall immediately furnish the BAC Secretariat with a hard or scanned copy of the duly conformed NOA and PO/Contract for posting</p>	None	Three (3) calendar days	<i>Section Head</i> Procurement Section
	3.3 The BAC, through its Secretariat, shall post the NOA and PO/Contract for information purposes,	None	Within Ten (10) days	<i>Section Head</i> Procurement Section

	<p>in the PhilGEPS website, the DSWD website, and at any conspicuous place reserved for this purpose in the DSWD premises within ten (10) days from their issuance, except for contracts with ABC of Fifty Thousand Pesos (₱50,000.00) and below.</p> <p>3.3.1 The BAC Sec shall furnish the proof of posting to the PMD-CMS.</p>			
	TOTAL:	None	38 Calendar Days <i>(exclusive of FMS process)</i>	

10. Procurement Under Repeat Order

Procurement of Goods based on the requirement needed by the Agency to be procured using **Repeat Order** under Section 51 of the 9th Edition 2016 Revised Implementing rules and Regulations (IRR) of Republic Act (RA) 9184 as the applicable Alternative Method of Procurement.

Office or Division:	Procurement Section Bids and Awards Committee Secretariat Section (BAC SEC) Contract Monitoring Section (CMS)	
Classification:	Highly Technical	
Type of Transaction:	Government-to-Government (G2G) / Government to Business (G2B)	
Who may avail:	DSWD Office/ Program/ Section/ Unit	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>All Purchase Request (PR) with DRN number must be submitted in three (3) copies signed by the Head of the OBS indicating complete technical specifications of the goods and services requested with a certified true copy of approved PPMP and other supporting documents per request as follows:</p> <ul style="list-style-type: none"> ● Justification ● Market Survey/ Market Research 		<p>End-user submits to BAC Secretariat located at the 2nd Floor, DSWD Building, Government Center, Candahug, Palo, Leyte</p>

<ul style="list-style-type: none"> • Previously Awarded Contract, BAC Resolution, Notice of Award, Notice to Proceed • Inspection and Acceptance Certificate • Price Quotation 	
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. End-user endorses approved PR to the BAC through its Secretariat	1.1 The PPMS Procurement Officer endorses to the BAC, through its Secretariat, a transmittal memorandum requesting for BAC Resolution recommending the award of contract through Repeat Order, together with the accomplished Checklist for AMPs (DSWD-AS-GF-096).	None	Three (3) calendar days	<i>Section Head</i> Procurement Section
	<p>1.2 Upon receipt of the documents, BAC Secretariat Procurement Officer shall review and verify the veracity and completeness of the documents submitted – e.g. justification, market study, price quotations and others.</p> <p>Otherwise, BAC Secretariat shall coordinate with PPMS to comply with the lacking document.</p> <p>1.2.1 The BAC Secretariat Procurement Officer, upon the BAC's due deliberation, shall then prepare the BAC</p>	None	Within Fifteen (15) calendar days	<i>Section Head</i> Procurement Section

	<p>Resolution recommending award of contract through Repeat Order. The NOA is also prepared.</p> <p>1.2.2 The BAC Resolution and the NOA shall be endorsed to the Head of the BAC Secretariat for final review and comments, prior to its routing for signature of the members of the BAC, and eventually for signature and approval of the HoPE.</p> <p>1.2.3 The BAC Resolution is routed by the BAC Secretariat among the BAC Members for their signature.</p> <p>1.2.4 Then, the BAC Resolution together with the NOA is routed to the HoPE for signature and/or approval.</p> <p>1.2.5 In the event the HoPE shall disapprove the recommendation, such disapproval shall be based only on valid, reasonable, and justifiable grounds to be expressed in writing, addressed to the BAC.</p> <p>1.2.6 The BAC deliberates and informs the End-user on the decision/disapproval of the HoPE.</p>			
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	<p>1.2.7 Upon receipt of the duly signed NOA, the BAC Sec Procurement Officer serves it at once to the awarded supplier. The BAC Sec procurement officer shall then endorse the approved BAC Resolution Certified True Copy (CTC) with complete supporting documents and the accomplished Checklist for AMPs to BAC Sec Receiving Officer for the updating of Procurement Monitoring Tool (PMT) and afterwards endorse to PMD-Contract Monitoring Section (CMS) for preparation of Purchase Order (PO).</p>			
<p>2. Prepare the ORS and have the PO signed by the HoPE</p>	<p>2.1 The CMS prepares and facilitates the issuance of PO.</p> <p>2.1.1 Upon receipt of the complete documents, e.g. certified true copies of the BAC Resolution, NOA, PR, and other relevant documents from BAC Secretariat, the CMS receiving officer updates the PMT and hand over the documents to the CMS Procurement Officer, upon coordination with the CMS Section Head, to review and prepare Purchase Order. Then endorses to the End-user concerned the entire documents and the</p>	<p>None</p>	<p>Three (3) calendar days <i>(exclusive of FMS process)</i></p>	<p><i>Section Head Procurement Section</i></p>

	<p>accomplished Checklist for AMPs.</p> <p>2.1.2 The End-user prepares the ORS form and facilitates the signature on Box A of ORS by the HOBS.</p> <p>2.1.3 Then, the End-user facilitates for signature and approval of the PO.</p> <p>2.1.4 Once PO is signed and approved by the HoPE, the End-user facilitates the processing of fund obligation by Budget Section and certification of funds availability by Accounting Section.</p>			
	<p>2.2 Upon receipt of the duly funded PO, the CMS Procurement Officer shall immediately notify and serve to the supplier the PO.</p> <p>2.2.1 The HoPE or his duly authorized representative shall issue the NTP, if necessary, and a copy of the approved PO to the Supplier within three (3) calendar days from the date of approval of the contract.</p> <p>2.2.2 The CMS Procurement Officer shall immediately furnish the BAC Secretariat with a scanned copy of the duly conformed NOA and PO</p>	None	Three (3) calendar days	<i>Section Head</i> Procurement Section

	<p>2.3 The BAC, through its Secretariat, shall post the NOA, PO, including the NTP if necessary, for information purposes, in the PhilGEPS website, the DSWD website, and at any conspicuous place reserved for this purpose in the DSWD premises within ten (10) days from their issuance, except for contracts with ABC of Fifty Thousand Pesos (₱50,000.00) and below.</p> <p>2.3.1. The BAC Sec shall furnish the proof of posting to the PMD-CMS.</p>	None	Within Ten (10) days	Section Head Procurement Section
	TOTAL	None	34 Calendar Days <i>(exclusive of FMS process)</i>	

11. Procurement under Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services

Procurement of Goods and Services, Infrastructure Project, and Consulting Services based on the requirement needed by the Agency to be procured using **Negotiated Procurement - Scientific, Scholarly, or Artistic Work, Exclusive Technology and Media Services under Section 53.6** of the 9th Edition 2016 Revised IRR of R.A. 9184 as the applicable Alternative Method of Procurement.

Office or Division:	Procurement Section Bids and Awards Committee Secretariat Section (BAC SEC) Contract Monitoring Section (CMS)
Classification:	Highly Technical
Type of Transaction:	Government-to-Government (G2G) / Government to Business (G2B)
Who may avail:	DSWD Central Office Office/ Bureau/ Service/ Unit (OBSU)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
All Purchase Request (PR) with DRN number must be submitted in three (3) copies signed by the Head of the OBS indicating complete technical specifications of the goods and services	End-user submit to BAC Secretariat located at the 2nd Floor, DSWD Building,

requested with a certified true copy of approved PPMP and other supporting documents per request as follows:		Government Center, Candahug, Palo, Leyte		
<ul style="list-style-type: none"> ● Approve Project Proposal ● Approved Terms of Reference ● Justification ● Price Quotation/ Proposal ● Market Scanning/ Research 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. End-user endorses approved PR to the BAC through its Secretariat	1.1 The PPMS Procurement Officer endorses to the BAC, through its Secretariat, a transmittal memorandum requesting for BAC Resolution recommending the adoption of Negotiated Procurement – Scientific, Scholarly, or Artistic Work, Exclusive Technology and Media Services as the mode of procurement and award of contract to the identified supplier, contractor or consultant, together with the accomplished Checklist for Alternative Mode of Procurement (AMPs) (DSWD-AS-GF-096).	None	One (1) calendar day	<i>Section Head</i> Procurement Section
	1.2 Upon receipt of the documents, BAC Secretariat Procurement Officer shall review and verify the veracity and completeness of the documents – e.g. justification, market study, price quotations/ proposals – to ensure that the supplier,	None	Within Fifteen (15) calendar days	<i>Section Head</i> Procurement Section

	<p>service provider, contractor, or consultant is technically, legally and financially capable to deliver the goods and/or services in accordance with the provision of R.A. No. 9184 and its 2016 Revised IRR.</p> <p>1.2.1 The BAC shall undertake the negotiation with a technically, legally and financially capable supplier, contractor or consultant based on the technical specifications, scope of work or terms of reference prepared by the End-user.</p> <p>1.2.2 Upon successful negotiation, the BAC shall recommend the award of contract to the HoPE in accordance with Section (IV)(L) of the Guideline [Annex "H"].</p> <p>1.2.3 The BAC Secretariat Procurement Officer, upon the BAC's due deliberation, shall then prepare the BAC Resolution recommending adoption of Negotiated Procurement – Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services modality and award of contract to the</p>			
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	<p>supplier, service provider, contractor, or consultant. The Notice of Award is also prepared.</p> <p>1.2.4 The BAC Resolution and the NOA shall be endorsed to the Head of the BAC Secretariat for final review and comments, prior to its routing for signature of the members of the BAC, and eventually for signature and approval of the Head of the Procuring Entity (HoPE).</p> <p>1.2.5 The BAC Resolution is routed by the BAC Secretariat among the BAC Members for their signature.</p> <p>1.2.6 Then, the BAC Resolution together with the NOA is routed to the HoPE for signature and/or approval.</p> <p>1.2.7 Upon receipt of the duly signed NOA, the BAC Sec Procurement Officer serves it at once to the awarded supplier, service provider, contractor, or consultant. The BAC Sec-in-Charge shall then endorse the approved BAC Resolution Certified</p>			
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	<p>True Copy (CTC) with complete supporting documents and the accomplished Checklist for AMPs to BAC Sec Receiving Officer for the updating of PMT and afterwards endorse to PMD-CMS for preparation of Purchase Order (PO).</p> <p>1.2.8 In the event the HoPE shall disapprove the recommendation, such disapproval shall be based only on valid, reasonable, and justifiable grounds to be expressed in writing, addressed to the BAC.</p> <p>1.2.9 The BAC deliberates and informs the End-user on the decision/disapproval of the HoPE.</p>			
2. Prepare the ORS and have the PO signed by the HoPE	<p>2.1 The CMS prepares and facilitates the issuance of PO.</p> <p>2.1.1 Upon receipt of the complete documents, e.g. certified true copies of the BAC Resolution, NOA, PR, and other relevant documents from BAC Secretariat, the CMS receiving officer updates the PMT and hand over the documents to the CMS Procurement Officer, upon coordination with the CMS Section Head,</p>	None	Three (3) calendar days	<i>Section Head Procurement Section</i>

	<p>to review and prepare PO. Then endorses to the End-user concerned the entire documents and the accomplished Checklist for AMPs.</p> <p>2.1.2 The End-user prepares the ORS form and facilitates the signature on Box A of ORS.</p> <p>2.1.3 Then, the End-user facilitates for signature and approval of the PO by the HoPE.</p> <p>2.1.4 Once PO is signed and approved by the HoPE, the End-user facilitates the processing of fund obligation by Budget Section and certification of funds availability by Accounting Section.</p>			
	<p>2.2 Upon receipt of the duly funded PO, the CMS Procurement Officer shall immediately notify and serve to the supplier, contractor or consultant the PO.</p> <p>2.2.1 The HoPE or his duly authorized representative shall issue the Notice to Proceed (NTP), if necessary, and a copy of the approved PO to the Supplier, Contractor or Consultant within three (3) calendar days</p>	None	Three (3) calendar days	<i>Section Head</i> Procurement Section

	<p>from the date of approval of the contract.</p> <p>2.2.2 The CMS Procurement Officer shall immediately furnish the BAC Secretariat with a scanned copy of the duly conformed NOA and PO, including the NTP if necessary, for posting.</p>			
	<p>2.3 The BAC, through its Secretariat, shall post the NOA, PO, including the NTP if necessary, for information purposes, in the PhilGEPS website, the DSWD website, and at any conspicuous place reserve for this purpose in the DSWD premises within ten (10) days from their issuance, except for contracts with ABC of Fifty Thousand Pesos (Php 50,000.00) and below.</p> <p>2.3.1 The BAC Sec shall furnish the proof of posting to the PMD-CMS.</p>	None	Within Ten (10) days	<i>Section Head</i> Procurement Section
	TOTAL:	None	32 Calendar Days <i>(exclusive of FMD process)</i>	

12. Procurement under Shopping under Section 52.1 (B)

Procurement of Goods based on the requirement needed by the agency to be procured using Shopping under Section 52 of the 2016 Revised IRR of RA 9184 as a mode of procurement.

Office or Division:	Procurement Section Bids and Awards Committee Secretariat Section (BAC SEC) Contract Monitoring Section (CMS)			
Classification:	Highly Technical			
Type of Transaction:	Government-to-Government (G2G) / Government to Business (G2B)			
Who may avail:	DSWD Office/ Program/ Section/ Unit			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<p>All Purchase Request (PR) with DRN number must be submitted in three (3) copies signed by the Head of the OBS indicating complete technical specifications of the goods and services requested with a certified true copy of approved PPMP and other supporting documents per request as follows:</p> <ul style="list-style-type: none"> • Approved Terms of Reference • TA Report (BGMD/ICTMS/SMS) 			<p>End-user submits to BAC Secretariat located at the 2nd Floor, DSWD Building, Government Center, Candahug, Palo, Leyte</p>	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. End-user endorses approved PR to the BAC through its Secretariat	<p>1.1 The PPMS receiving officer records, updates the Procurement Monitoring Tool (PMT) and endorses to the PPMS Procurement Officer who then prepares the RFQ and ensures that the specific requirements indicated in the approved PR are consistent with the approved technical specifications and/or supporting documents. He/She then endorses the RFQ and other relevant supporting documents, together with the accomplished Checklist for AMPs (DSWD-AS-GF-096), to the PPMS receiving officer for signature of the PMD-Chief/OIC.</p> <p>1.1.1 The Section signs the RFQ Form.</p>	None	Three (3) calendar days	<i>Section Head Procurement Section</i>

	<p>1.1.2 Once the RFQ is signed, the PPMS receiving officer updates the PMT, and endorses the RFQ to the PPMS Procurement Officer to facilitate the procurement process. Proceed to step # 9.</p> <p>1.1.3 For those projects/ activities with an Approved Budget for the Contract (ABC) above Fifty Thousand Pesos (₱50,000.00) but not more than One Million Pesos (PhP1M), the PPMS receiving officer shall endorse the RFQ to the BAC, through its Secretariat, to proceed with the required postings.</p>			
	<p>1.2 The BAC Sec Head assigns the RFQ to BAC Sec Procurement Officer for posting.</p> <p>1.2.1 The BAC Sec Procurement Officer shall post the RFQ at the PhilGEPS website, DSWD website and at the conspicuous place reserved for this purpose in the premises of the DSWD FO for a period of three (3) calendar days.</p> <p>1.2.2 The BAC Sec procurement officer shall forward the posted RFQ together with the proofs of postings to the BAC Sec records officer for updating in the PMT. He/She shall then endorse the documents to the PPMS receiving officer.</p>	None	Twp (2) calendar days	<i>Section Head</i> Procurement Section
	<p>1.3 The PPMS receiving officer updates the PMT and forwards the posted RFQ to the PPMS procurement officer.</p>	None	One (1) calendar days	<i>Section Head</i> Procurement Section

	<p>1.3.1 The PPMS Procurement Officer shall send out/email the RFQ to at least three (3) suppliers of known qualifications and requests to submit price quotation that is responsive to the minimum requirements on technical specifications, quantity, ABC and other terms and conditions of the contract set by the End-user. This, notwithstanding, those who respond through any of the required postings shall be allowed to participate.</p>			
<p>2. Submit price quotations through official email address and/or fax number of the BAC Secretariat</p>	<p>2.1 The suppliers must submit their price quotation through the official email address and/or fax number of the BAC Secretariat dedicated for the receipt of quotation or submits personally to the BAC Secretariat office, on or before the deadline for submission of quotation indicated in the RFQ.</p> <p>2.1.1 At least three (3) price quotations must be obtained to proceed with the evaluation thereof.</p>	None	In accordance with the deadline set in the RFQ	<i>Section Head</i> Procurement Section
	<p>2.2 The deadline for submission may be extended thrice, if none or less than the required number of quotations are received.</p> <p>2.2.1 For ABCs more than Fifty Thousand Pesos (₱50,000.00), extensions of deadline shall likewise be posted for a period of three (3) calendar days in the PhilGEPS, the website of the Procuring Entity, if any, and at any conspicuous place</p>	None	Before the original deadline for submission	<i>Section Head</i> Procurement Section

	<p>in the Procuring Entity's premises.</p> <p>2.2.2 In case no supplier responded after the third extension, the BAC shall conduct a mandatory review in accordance with Section IV(K) of the Guidelines.</p>			
	<p>2.3 The PPMS Procurement Officer, thereafter, endorses to the BAC, through its Secretariat, a transmittal memorandum requesting for BAC evaluation and/or deliberation of quotations received and award of contract to the legally, technically and financially capable supplier to supply and deliver the goods.</p>	None	<p>Within one (1) calendar day from the deadline for submission of quotations</p>	<p><i>Section Head</i> Procurement Section</p>
	<p>2.4 Upon the deadline for receipt of the price quotations, the BAC Sec Procurement Officer shall conduct evaluation, reviews and verifies the veracity and completeness of the submitted quotations to ensure that the supplier is technically, legally and financially capable to deliver the goods or services in accordance with the provision of R.A. No. 9184 and its 2016 IRR.</p> <p>If the BAC Secretariat procurement officer could not proceed with the evaluation due to the complexity of the technical specifications, the BAC Secretariat may recommend to the BAC, if warranted, the creation of Technical Working Group (TWG) from the pool of technical experts in the</p>	None	<p>Three (3) calendar days</p>	<p><i>Section Head</i> Procurement Section</p>

	<p>Department who will examine and evaluate the submitted documents, and determine their compliance to the minimum technical specifications/ requirements set by the end-user, and recommend to the BAC their findings.</p> <p>In case of failure of procurement, the BAC Secretariat Head issues a Memorandum to PMD-PPMS copy furnished the End-user informing the result and advising End-user to conduct mandatory review of specifications and/or requirements prior to conduct of another round of procurement.</p>			
	<p>2.5 The BAC Sec Procurement Officer, upon the BAC's due deliberation, prepares the AOQ recommending to the HoPE the adoption of the Shopping under Section 52.1(b) modality and the award of contract in favor of the supplier with the Single or Lowest Calculated and Responsive Quotation, as the case may be.</p> <p>The AOQ shall be endorsed to the Head of the BAC Secretariat for final review and comments, prior to its routing for signature of the members of the BAC, and eventually for the signature and approval of the Head of the Procuring Entity (HoPE).</p> <p>2.5.1 The AOQ is routed by the BAC Secretariat among the</p>	None	Within Fifteen (15) calendar days	<i>Section Head</i> Procurement Section

	<p>BAC Members for their signature.</p> <p>2.5.2 Then, the AOQ is routed to the HoPE for signature and/or approval.</p> <p>2.5.3 The BAC Sec Procurement Officer shall then endorse the approved AOQ with complete supporting documents and the accomplished Checklist for AMPs to BAC Sec receiving officer for the updating of the PMT and afterwards endorse to PMD-CMS for preparation of Purchase Order (PO).</p> <p>2.5.4 In the event the HoPE shall disapprove the recommendation, such disapproval shall be based only on valid, reasonable, and justifiable grounds to be expressed in writing, addressed to the BAC.</p> <p>2.5.5 The BAC deliberates and informs the End-user on the decision/disapproval of the HoPE.</p>			
<p>3. Prepare the ORS and have the PO signed by the HoPE</p>	<p>3.1 Upon receipt of the complete documents e.g. AOQ, PR, and other relevant documents from the BAC Secretariat, the CMS receiving officer updates the PMT and hand over the documents to the CMS Procurement Officer, upon coordination with the CMS Section Head, to review and prepare the PO.</p> <p>3.1.1 CMS Procurement Officer prepares the PO. Then endorses to the End-user</p>	<p>None</p>	<p>Three (3) calendar days</p>	<p><i>Section Head</i> Procurement Section</p>

	<p>concerned the entire documents and the accomplished Checklist for AMPs.</p> <p>3.1.2 The End-user prepares the ORS form and facilitates the signature on Box A of ORS.</p> <p>3.1.3 Then, the End-user facilitates for signature and approval of the PO by the HoPE.</p> <p>3.1.4 Once the PO is signed and approved by the HoPE, the End-user facilitates the processing of fund obligation by Budget Section and certification of funds availability by Accounting Section.</p>			
	<p>3.2 Upon receipt of the duly funded PO, the CMS Procurement Officer shall notify and serve immediately to the Supplier the PO and facilitate the signing by the duly authorized representative.</p> <p>3.2.1 The CMS Procurement Officer shall immediately furnish the BAC Secretariat with a hard copy/scanned copy of the duly conformed PO for posting.</p>	None	Three (3) calendar days	<i>Section Head</i> Procurement Section
	<p>3.3 The BAC, through its Secretariat, shall post the PO, for information purposes, in the PhilGEPS website, the DSWD website, and at any conspicuous place reserved for this purpose in the DSWD premises within ten (10) days from their issuance, except for contracts with an Approved Budget for the Contract of Fifty</p>	None	Within Ten (10) calendar days	<i>Section Head</i> Procurement Section

	Thousand Pesos (₱50,000.00) and below. 3.3.1 The BAC Sec shall furnish the proof of posting to the PMD-CMS.			
	TOTAL:	None	41 Calendar Days <i>(exclusive of End-User and FMS process)</i>	

13. Procurement under Small Value Procurement

Procurement of Goods, Infrastructure Projects or Consulting Services based on the requirement needed by the agency to be procured using Negotiated Procurement- Small Value Procurement under Section 53.9 of the 2016 Revised IRR of RA 9184 as mode of procurement.

Office or Division:	Procurement Section Bids and Awards Committee Secretariat Section (BAC SEC) Contract Monitoring Section (CMS)		
Classification:	Highly Technical		
Type of Transaction:	Government-to-Government (G2G) / Government to Business (G2B)		
Who may avail:	DSWD Office/ Program/ Section/ Unit		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Three (3) copies of Procurement Request (PR) with DRN Number signed by the Head of the OBS indicating complete technical specifications of the goods and services requested One (1) certified true copy of approved PPMP and other supporting documents per request as follows: <ul style="list-style-type: none"> ● Approved Terms of Reference ● Technical Assistance (TA) Report (BGMD/ICTMS/SMS) 		End-user submits to BAC Secretariat located at the 2nd Floor, DSWD Building, Government Center, Candahug, Palo, Leyte	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. End-user endorses approved PR to the BAC through its Secretariat</p>	<p>1.1 The PPMS receiving officer shall record, and update the Procurement Monitoring Tool (PMT) and endorse to the PPMS Procurement Officer who then prepares the RFQ/ RFP and ensures that the specific requirements indicated in the approved PR are consistent with the approved technical specifications, scope of work, terms of reference (TOR) and/or supporting documents.</p> <p>1.1.1 The PPMS receiving officer shall endorse the RFQ/RFP and other relevant supporting documents, together with the accomplished Checklist for Alternative Mode of Procurement (AMPs) (DSWD-AS-GF-096), to the PPMS receiving officer for signature of the Section Head.</p> <p>1.1.2 The Section Head shall sign the RFQ/RFP Form.</p> <p>1.1.3 Once the RFQ/RFP is signed, the PPMS receiving officer shall update the PMT, and endorse the RFQ/RFP to the PPMS Procurement Officer to facilitate the procurement process.</p>	<p>None</p>	<p>Three (3) calendar days</p>	<p><i>Section Head Procurement Section</i></p>

	<p>1.1.3 For those projects/ activities with an Approved Budget for the Contract (ABC) above Fifty Thousand Pesos (₱50,000.00) but not more than One Million Pesos (₱1M), the PPMS receiving officer shall endorse the RFQ/RFP to the BAC, through its Secretariat, to proceed with the required postings.</p>			
	<p>1.2 The BAC Sec Head assigns the RFQ/RFP to BAC Sec Procurement Officer for posting.</p> <p>1.2.1 The BAC Sec Procurement Officer shall post the RFQ/RFP at the PhilGEPS website, DSWD website and at the conspicuous place reserved for the purpose in the premises of the DSWD FO for a period of three (3) calendar days.</p> <p>1.2.2 The BAC Sec procurement officer shall forward the posted RFQ/RFP together with the proofs of postings to the BAC Sec records officer for updating in the PMT.</p> <p>1.2.3 The BAC Sec procurement officer shall endorse the documents to the PPMS receiving officer.</p>	None	Two (2) calendar days	Section Head Procurement Section
	<p>1.3 The PPMS receiving officer shall update the PMT and forward the</p>	None	One (1) calendar day	Section Head Procurement Section

	<p>posted RFQ/RFP to the PPMS procurement officer.</p> <p>1.3.1 The PPMS Procurement Officer shall send out/email the RFQ/RFP to at least three (3) suppliers, service providers, contractors or consultants of known qualifications and requests to submit price quotation/proposal that is responsive to the minimum requirements on technical specifications/ scope of work/ TOR, ABC and other terms and conditions set by the End-user. This, notwithstanding, those who respond through any of the required postings shall be allowed to participate.</p>			
<p>2. Submit price quotations/ bid proposal through official email address and/or fax number of the BAC Secretariat</p>	<p>2.1 The suppliers, service providers, contractors or consultants must submit their price quotation/bid proposal through the official email address and/or fax number of the BAC Secretariat dedicated for the receipt of quotation or submits personally to the BAC Secretariat office, on or before the deadline for submission of quotation indicated in the RFQ/RFP.</p>	<p>None</p>	<p>In accordance with the deadline set in the RFQ/RFP</p>	<p><i>Section Head</i> Procurement Section</p>

	Receipt of at least one (1) quotation is sufficient to proceed with the evaluation thereof.			
	2.2 The PPMS Procurement Officer shall endorse to the BAC, through its Secretariat, a transmittal memorandum requesting for BAC evaluation and/or deliberation of quotations/proposals received and award of contract to the legally, technically and financially capable service provider/ Lessor.	None	Within one (1) calendar day from the deadline for submission of quotations	<i>Section Head</i> Procurement Section
	<p>Evaluation of quotations/ proposals</p> <p>2.3 Upon the deadline for receipt of the price quotations/ proposals, the BAC Sec Procurement Officer shall conduct evaluation, review and verify the veracity and completeness of the submitted quotations/proposal to ensure that the supplier is capable to deliver the goods or services in accordance with the provision of RA No. 9184 and its 2016 Revised IRR.</p> <p>If the BAC Secretariat procurement officer could not proceed with the evaluation due to the complexity of the</p>	None	Three (3) calendar days	<i>Section Head</i> Procurement Section

	<p>specifications, scope of works, or TOR, the BAC Secretariat may recommend to the BAC, if warranted, the creation of Technical Working Group (TWG) from the pool of technical experts in the Department who will examine and evaluate the submitted documents, and determine their compliance to the minimum technical specifications/ qualifications set by the end-user, and recommend to the BAC their findings.</p> <p>In case of failure of procurement, the BAC Secretariat Head shall issue a Memorandum to PPMS copy furnished the End-user informing the result and advising End-user to conduct mandatory review of specifications and/or requirements prior to conduct of another round of procurement.</p>			
	<p>2.4 The BAC Sec Procurement Officer, upon the BAC's due deliberation, shall prepare the BAC Resolution or AOQ recommending to the HoPE the adoption of the Negotiated Procurement - Small Value Procurement modality and the award of contract in favor of the</p>	<p>None</p>	<p>Within Fifteen (15) calendar days</p>	<p><i>Section Head</i> Procurement Section</p>

	<p>supplier, service provider, contractor with the Single or Lowest Calculated and Responsive Quotation (for goods or infrastructure projects), or in favor of the consultant with the Single or Highest Rated and Responsive Proposal (for consulting services) as the case may be. Likewise, the NOA is also prepared in cases of infrastructure projects and consulting services.</p> <p>2.4.1 The BAC Resolution/AOQ and the NOA (if applicable) shall be endorsed to the Head of the BAC Secretariat for final review and comments, prior to its routing for signature of the members of the BAC, and eventually for the signature and approval of the HoPE.</p> <p>2.4.2 The BAC Secretariat shall route the BAC Resolution/AOQ among the BAC Members for their signature.</p> <p>2.4.3 The AOQ/BAC Resolution and NOA are routed to the HoPE for signature and/or approval.</p> <p>2.4.4 Upon receipt of the duly signed NOA, the BAC Sec Procurement Officer shall serve it to</p>			
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	<p>the awarded supplier, contractor or consultant.</p> <p>2.4.5 The BAC Sec Procurement Officer shall endorse the approved AOQ/ BAC Resolution Certified True Copy (CTC) with complete supporting documents and the accomplished Checklist for AMPs to BAC Sec Receiving Officer for the updating of the PMT and afterwards endorse to CMS for preparation of Purchase Order (PO) or Contract.</p> <p>In the event the HoPE shall disapprove the recommendation, such disapproval shall be based only on valid, reasonable, and justifiable grounds to be expressed in writing, addressed to the BAC.</p> <p>2.4.6 The BAC shall deliberate and inform the End-user on the decision/ disapproval of the HoPE.</p>			
<p>3. Prepare the OBRS and have the PO signed by the HoPE</p>	<p>3.1 Upon receipt of the complete documents from the BAC Secretariat, the Contract Monitoring Section (CMS) receiving officer shall update the PMT and endorse the documents to the CMS Procurement Officer, upon coordination with the CMS Focal, to review and prepare the PO or Contract.</p>	<p>None</p>	<p>Six (6) calendar days</p>	<p><i>Section Head</i> Procurement Section</p>

	<p>In case of Contract for Consulting Services: Prepare the draft Contract between the Department and the Consultant and endorse the same to the outgoing clerk for onward endorsement to the Legal Unit (LU) for review.</p> <p>Within three (3) days from receipt of comments, the concerned Procurement Officer shall then finalize the Contract in accordance with the comments of LU, prepare the Accounting Section COA Checklist and executive summary (if necessary) and label all the documents. Then endorse to the End-user concerned the entire document and the accomplished Checklist for AMPs.</p> <p>In case of PO for Goods and Infrastructure Projects:</p> <p>Prepare the PO. Then endorses to the End-user concerned the entire documents and the accomplished Checklist for AMPs.</p> <p>3.1.1 The End-user shall prepare the ORS form and facilitate the</p>			
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	<p>signature on Box A of ORS.</p> <p>3.1.2 The End-user facilitates for signature and approval of the PO or Contract by the HoPE.</p> <p>3.1.3 Once the PO or Contract is signed and approved by the HoPE, the End-user shall facilitate the processing of fund obligation by Budget Section and certification of funds availability by Accounting Section.</p>			
	<p>3.2 Upon receipt of the duly funded PO/Contract, the CMS Procurement Focal shall notify and serve immediately to the Supplier, Service Provider, Contractor or Consultant the PO/Contract and facilitate the signing by the duly authorized representative.</p> <p>3.2.1 The CMS Procurement Officer shall furnish the BAC Secretariat with a hard copy/scanned copy of the duly conformed PO/ Contract for posting.</p>	None	Three (3) calendar days	<i>Section Head</i> Procurement Section
	<p>3.3 The BAC, through its Secretariat, shall post the PO/ Contract and NOA (if any), for information purposes, in the PhilGEPS website, the DSWD website, and at any conspicuous place</p>	None	Within Ten (10) calendar days	<i>Section Head</i> Procurement Section

	reserved for this purpose in the DSWD premises within ten (10) days from their issuance, except for contracts with an Approved Budget for the Contract (ABC) of Fifty Thousand Pesos (₱50,000.00) and below. 3.3.1 The BAC Sec shall furnish the proof of posting to the PMD-CMS.			
	TOTAL:	None	44 Calendar Days <i>(exclusive of End-User and FMS process)</i>	

14. Procurement Under Two Failed Biddings under Section 53.1

Procurement of Goods, Infrastructure Projects or Consulting Services based on the requirement needed by the Agency to be procured using **Negotiated Procurement – Two Failed Biddings under Section 53.1** of the 9th Edition 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184 as the applicable Alternative Method of Procurement.

Office or Division:	Procurement Section Bids and Awards Committee Secretariat Section (BAC SEC) Contract Monitoring Section (CMS)	
Classification:	Highly Technical	
Type of Transaction:	Government-to-Government (G2G) / Government to Business (G2B)	
Who may avail:	DSWD Office/ Program/ Section/ Unit	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Three (3) copies of Purchase Request (PR) with DRN number must be submitted signed by the Head of the OBS indicating complete technical specifications of the goods and services requested One (1) certified true copy of approved PPMP and other supporting documents per request as follows:		End-user submit to BAC Secretariat located at the 2nd Floor, DSWD Building, Government Center, Candahug, Palo, Leyte

<ul style="list-style-type: none"> • Approved Terms of Reference • Approved Project Proposal • BAC Resolution declaring 2nd Failure of Bidding 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. End-user endorses approved PR to the BAC through its Secretariat	<p>1.1 The PPMS receiving officer shall record, update the PMT and endorse to the PPMS Procurement Officer who shall prepare the Draft RFQ/RFP and ensures that the specific requirements indicated in the approved PR are consistent with the approved technical specifications, scope of work, Terms of Reference (TOR) and/or other supporting documents.</p> <p>1.1.1 Prepare a transmittal memorandum to the BAC, through the BAC Secretariat, endorsing the Draft RFQ/RFP and other relevant supporting documents, together with the accomplished Checklist for Alternative Mode of Procurement (AMPs) (DSWD-AS-GF-096)</p> <p>1.1.2 The PPMS Chief/OIC shall sign the memorandum-endorsement.</p> <p>1.1.3 The PPMS receiving officer shall then transmit the memo-endorsement to the BAC, through its Secretariat, to proceed with the required postings.</p>	None	One (1) calendar day	<i>Section Head Procurement Section</i>
	1.2 The BAC Sec Head shall assign the RFQ/RFP to BAC	None	Two (2) calendar days	<i>Section Head</i>

	<p>Sec Procurement Officer for posting.</p> <p>1.2.1 The BAC Sec Procurement Officer shall post the procurement opportunity (e.g. RFQ/RFP) at the PhilGEPS website, DSWD website and at the conspicuous place reserved for this purpose in the premises of the DSWD FO for a period of at least three (3) calendar days.</p> <p>1.2.2 The BAC Sec procurement officer shall forward the posted RFQ/RFP together with the proofs of postings to the BAC Sec records officer for updating in the PMT. He/She shall then endorse the documents to the PPMS receiving officer.</p>			Procurement Section
	<p>1.3 The PPMS receiving officer shall update the PMT and forward the posted RFQ/RFP to the PPMS procurement officer.</p> <p>1.3.1 The PPMS Procurement Officer shall send out/email the RFQ/RFP to at least three (3) suppliers, contractors or consultants, including those disqualified in previous biddings for the project, for negotiations to ensure effective competition. This, notwithstanding, those who responded through any of the required postings shall be allowed to participate. Even if only one (1) bidder</p>	None	One (1) Calendar day	<i>Section Head</i> Procurement Section

	<p>should respond to such invitation or posting, the BAC shall proceed with the negotiation subject to the rules prescribed hereunder.</p>			
	<p>1.4. Any requirements, guidelines, documents, clarifications, or other information relative to the negotiations that are communicated by the BAC to a supplier, contractor, or consultant shall be communicated on an equal basis to all other suppliers, contractors, or consultants engaging in negotiations with the BAC relative to the procurement. The prospective bidders shall be given equal time and opportunity to negotiate and discuss the technical and financial requirements of the project to be able to submit a responsive quotation or proposal.</p> <p>1.4.1 Following completion of the negotiations, the BAC shall request all suppliers, contractors, or consultants in the proceedings to submit, on a specified date (e.g. within five calendar days), a best offer based on the final technical and financial requirements together with their post-qualification documents.</p> <p>1.4.2 Upon receipt of the best and final offer, together with their post-qualification documents, the BAC Sec Procurement Officer shall</p>	<p>None</p>	<p>Within Fifteen (15) calendar days</p>	<p><i>Section Head</i> <i>Procurement</i> <i>Section</i></p>

	<p>conduct evaluation, review and verify the veracity and completeness of the documents to ensure that the supplier, contractor, or consultant is capable to deliver the goods/render the services and in accordance with the provision of RA No. 9184 and its 2016 Revised IRR.</p> <p>1.4.3 The BAC Secretariat may recommend to the BAC, if warranted, the creation of Technical Working Group (TWG) from the pool of technical experts in the Department who shall examine and evaluate the submitted documents (best and final offer and post-qualification documents), and determine their compliance to the minimum technical specifications, scope of work or terms of reference set by the end-user, and recommend to the BAC their findings.</p>			
	<p>1.5 The BAC Sec Procurement Officer, upon the BAC's due deliberation, shall prepare the BAC Resolution recommending to the Head of the Procuring Entity (HoPE) the adoption of the Negotiated Procurement –Two Failed Bidding and the award of contract in favor of the supplier, contractor with Single or Lowest Calculated and Responsive Quotation (for goods or infrastructure projects), or in favor of the</p>	None	Within Fifteen (15) calendar days	<i>Section Head</i> Procurement Section

	<p>consultant with the Single or Highest Rated and Responsive Proposal (for consulting services) as the case may be. Likewise, the NOA is also prepared in cases of infrastructure projects and consulting services.</p> <p>1.5.1 The BAC Resolution and the NOA shall be endorsed to the Head of the BAC Secretariat for final review and comments, prior to its routing for approval and signature of the members of the BAC, and eventually approval of the HoPE.</p> <p>1.5.2 The BAC Secretariat shall route the BAC Resolution among the BAC Members for their signature.</p> <p>1.5.3 The BAC Resolution and NOA are routed to the HoPE for signature and/or approval.</p> <p>In the event the HoPE shall disapprove the recommendation, such disapproval shall be based only on valid, reasonable, and justifiable grounds to be expressed in writing, addressed to the BAC.</p> <p>1.5.4 The BAC shall deliberate and inform the End-user on the decision/disapproval of the HoPE.</p> <p>1.5.5 Upon receipt of the duly signed NOA, the BAC</p>			
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	<p>Sec Procurement Officer shall serve it to the awarded supplier, contractor or consultant.</p> <p>1.5.6 The BAC Sec Procurement Officer shall endorse the approved BAC Resolution Certified True Copy (CTC) with complete supporting documents and the accomplished Checklist for AMPs to BAC receiving officer for the updating of PMT and afterwards endorse to CMS for preparation of the Contract.</p>			
<p>2. Prepare the ORS and have the PO signed by the HoPE</p>	<p>2.1 Upon receipt of the complete documents from the BAC Secretariat, the CMS receiving officer shall update the PMT and hand over the documents to the CMS Procurement Officer, upon coordination with the CMS Section Head, to review and prepare the draft Contract.</p> <p>2.1.1 The CMS Procurement Officer shall prepare the draft Contract between the Department and the Supplier, Contractor or Consultant and endorse the same with outgoing clerk for onward endorsement to the Legal Unit (LU) for review.</p> <p>2.1.2 Within three (3) days from receipt of comments, the concerned Procurement Officer shall finalize the Contract in accordance to the comments of LS, prepare the Accounting</p>	<p>None</p>	<p>Six (6) Calendar Days <i>(exclusive of End-user and FMD process)</i></p>	<p><i>Section Head</i> Procurement Section</p>

	<p>Section COA Checklist and label all the documents and endorse to the End-user concerned the entire document and the accomplished Checklist for AMPs.</p> <p>2.1.3 The End-user shall prepare the ORS form and facilitate the signature on Box A of ORS. Then, the End-user shall facilitate for signature and approval of the Contract by the HoPE.</p> <p>2.1.4 Once the Contract is signed and approved by the HoPE, the End-user shall facilitate the processing of fund obligation by Budget Section and certification of funds availability by Accounting Section.</p>			
	<p>2.2 Upon receipt of the duly funded Contract, the CMS Procurement Officer shall notify and serve to the Supplier, Contractor or Consultant the Contract, as follows:</p> <p>2.2.1 The HoPE or his duly authorized representative shall issue the Notice to Proceed (NTP), if necessary, and a copy of the approved Contract to the Supplier, Contractor or Consultant within three (3) calendar days from the date of approval of the contract.</p> <p>2.2.2 The CMS Procurement Officer shall furnish the BAC Secretariat with a scanned copy of the duly conformed</p>	None	Three (3) calendar days	<i>Section Head</i> Procurement Section

	NOA and Contract, including the NTP if necessary, for posting.			
	<p>2.3 The BAC, through its Secretariat, shall post the NOA, Contract, including the NTP if necessary, for information purposes, in the PhilGEPS website, the DSWD website, and at any conspicuous place reserved for this purpose in the DSWD premises within ten (10) days from their issuance, except for contracts with ABC of Fifty Thousand Pesos (₱50,000.00) and below.</p> <p>2.3.1 The BAC Sec shall furnish the proof of posting to the PMD-CMS.</p>	None	Within Ten (10) days	Section Head Procurement Section
	TOTAL:	None	56 Calendar Days <i>(exclusive of End-user and FMS process)</i>	

15. Provision of Technical Assistance on Property and Supply Management

Technical Assistance is provided to Office, Bureaus, Service Unit and Field Offices in the area of Property, Asset and Warehouse Management to capacitate their Property Officers and/or Designated Property and Supply Custodian on the knowledge of DSWD Guidelines, Oversight Agencies Rules and Regulations on Property and Supply Management and Land Titling facilitation.

Office/Division:	DSWD Field Office – Property and Supply Section (PSS)
Classification:	Highly Technical <i>Teknikal sa mataas na antas</i>
Type of Transaction:	G2G – Government to Government <i>Pamahalaan sa Pamahalaan</i>
Who may avail:	<ol style="list-style-type: none"> 1. DSWD Offices 2. DSWD Designated Property and Supply Custodian

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for Technical Assistance - One (1) original copy.		To be prepared by respective Units, Sections, Programs, Divisions, Centers and SFOs DPSC through Memorandum addressed to ARDA, Attention the Chief Administrative Division signed by their Head of Office or authorized official.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward the request for Technical Assistance (TA) indicating the specific topics and concerns to be discussed from 8 AM to 5 PM, Mondays to Fridays except holidays	1.1. Received request for TA from 8 AM to 5 PM, Mondays to Fridays except holidays, and forward to the Head of Property Office	None	5 Minutes	<i>Section Head Property and Supply Section</i>
	1.2. The property personnel shall identify if immediate request for TA If yes: Conduct TA to the requesting client If no: Forward to Head of Property and Supply Section for assigning of task	None	5 Minutes	<i>Section Head Property and Supply Section</i>
	1.3. The Head of the Property and Supply Section shall review the request.	None	5 Minutes	<i>Section Head Property and Supply Section</i>
	1.4. Check the availability of Technical Staff on the requested date of TA.	None	10 Minutes	<i>Section Head Property and Supply Section</i>

	1.5. If not available - Assign request to concerned Technical Staff and advise staff to request for reschedule of TA through Memorandum	None	1 Day	Section Head Property and Supply Section
	1.6. If available for scheduled TA Request, advise the Technical Staff to prepare a Memorandum confirming the date of TA	None	1 Day	Section Head Property and Supply Section
	1.7. Prepare Regional Special Order (RSO), for the period of TA. <i>Maghanda ng Regional Special Order (RSO), para sa panahon isinasagawa ang TA</i>	None	4 Day	Section Head Property and Supply Section
	1.8. Conduct TA for immediate request and/or scheduled TA request	None	Immediate - 1 Day	Section Head Property and Supply Section
2. Accomplished the TA Evaluation Form and/or Client Satisfaction Measurement Form (CSMF)	2.1. Receive the duly accomplished TA Evaluation Form and/or CSMF.	None	10 Minutes	Section Head Property and Supply Section
	2.2. Prepare TA Feedback Report for review and signature of the Head of Property and Supply Section For CSMF – will be reported on the succeeding month after the conduct of TA, this will be included in the Client Satisfaction Measurement Survey	None	10 Days from returned to Official Station CSMF report will be submitted to CART every 10 th of the succeeding month	Section Head Property and Supply Section

	Report (CSMR) submitted to DSWD Field Office (FO) Committee on Anti Red Tape (CART) focal every 10 th of the succeeding month			
	TOTAL	None	For immediate TA - 13 Days and 35 Minutes For Schedules TA - 20 Days and 35 Minutes	

16. Re-issuance of Equipment and Semi-Expendable Supplies

To ensure that surrendered serviceable equipment and semi-expendable supplies may be requested for re-issuance to optimize the use of equipment or semi-expendable equipment or supply due to lack of equipment, lack of capital outlay and other exigencies.

Office/Division:	DSWD Field Office – Property and Supply Section (PSS)		
Classification:	Simple Transaction		
Type of Transaction:	G2G – Government to Government		
Who may avail:	Department of Social Welfare and Development (DSWD) Officials and Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. One (1) Original copy of memorandum requesting for issuance of property		1. From concerned personnel, interoffice memorandum format	
2. Two (2) Original copies of Furniture and Equipment Transfer Slip (FETS)		2. From PREMIS online through the Designated Property Officer of concerned Office	
3. Two (2) Original copies of Property Accountability Receipt or Inventory Custodian Slip		3. From PREMIS online through the Designated Property Officer of concerned Office	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare a request letter containing item specifications , quantity, purpose and to whom the equipment or semi-expendable equipment/supply shall be assigned.	1. Receive, review and verify the availability of request	None	60 Minutes (Verification of request may take longer hours depending on technicality of details, availability and volume of items)	<i>Section Head</i> Property and Supply Section
2. Process the signing of FETS of the recipient office or accountable person for the re-issuance of item or equipment	2.1 Inform requesting Office on the availability/non-availability of items 2.1.1 Request approval of FETS for confirmation of transfer 2.1.2 AD Property Officer shall inform the concerned office non-availability of equipment	None	120 Minutes (Processing of request may take longer hours depending on technicality of details, availability and volume of items)	<i>Section Head</i> Property and Supply Section
3. Recording of re-issuance through PREMIS	3.1 Update PREMIS and generate PAR/ICS and barcode	None	90 Minutes (Updating of PREMIS and generation of PAR/ICS and barcode may take longer hours depending on technicality of details, availability and volume of items)	<i>Section Head</i> Property and Supply Section

	3.2 Transfer accountability through updating of database and issuance of PAR or ICS	None	45 Minutes (Processing and approval of request may take longer hours depending on technicality of details and volume of items)	<i>Section Head</i> Property and Supply Section
	3.3 Attach generated barcode sticker on the requested item	None	15 Minutes (Barcode placement may take longer hours depending on the volume of items)	<i>Section Head</i> Property and Supply Section
	3.4 Physical issuance of item or equipment and filing of PAR or ICS	None	60 Minutes (Issuance of item/s may take longer hours depending on volume of items and response of the end-user or requesting office)	<i>Section Head</i> Property and Supply Section
	3.5 Provide customer feedback form to the requesting party for the service provided	None	5 Minutes	<i>Section Head</i> Property and Supply Section
	TOTAL:	None	6 Hours, 35 Minutes <i>(Total time for continuous and non-continuous transactions and may take longer time depending on</i>	

			<i>volume, technicality, documents, and available resources</i>	
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17. Recording, Documentation and Issuance of Expendable or Consumable Supplies

Request for issuance of commonly used office supplies is being done through filling-out of Requisition and Issue Slip (RIS) prepared by designated OBSU staff. The RIS and actual issuance of supplies shall be processed by the Warehouse Management Section subject to approval of the Chief of AS-PSAMD.

Office/Division:	DSWD Field Office – Property and Supply Section (PSS)			
Classification:	Simple Transaction			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Department of Social Welfare and Development (DSWD) Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Three (3) copies of duly accomplished RIS of concerned Offices		1. RIS template issued to respective Offices with prescribed format;		
2. One (1) Photocopy of approved PPMP of requesting Office		2. Designated Supply/Property Custodian of respective Office, Units, Section, Division, Program, Centers and SFOs;		
3. One (1) Photocopy of approved Technical Assistance Request, if required		3. Focal person of concerned technical support office such as AD-BGMO/GSS, RICTMU, SMU, among others, depending on the nature of technical assistance request without any prescribed format		
4. One (1) Photocopy of project proposal, if required		4. Focal person of proponent Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

<p>1. Submit duly approved Requisition Issue Slip (RIS) to Procurement Section (PS) including required attachment such as Project Procurement Management Plan (PPMP) and Technical Assistance Request (TAR)</p>	<p>1.1 Property and Supply Section shall receive and validate the accuracy and completeness of all attached documents.</p> <p>1.1.1 Upon receipt of RIS from end-user, the Property Officer shall review and verify the completeness of information and attachments as follows:</p> <ul style="list-style-type: none"> a. Photocopy of approved PPMP b. Inventory of Supplies on-hand duly noted by the requesting Office's Head; c. Technical Report from concerned Offices, if necessary; d. Pre-repair inspection, if necessary <p>1.1.2 Property/Supply Staff shall return the RIS should the following be encountered:</p> <ul style="list-style-type: none"> a. Incomplete documents b. Issuance will result in surplus 	<p>None</p>	<p>20 Minutes (per submitted RIS)</p>	<p><i>Section Head</i> Property and Supply Section</p>
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	<p>of inventory of the requesting office.</p> <p>c. Item requested is not the intended item for replacement</p> <p>d. The specification of the item requested is not the same as provided in the Technical Report.</p>			
	<p>1.2 Property Officer shall check completeness of document</p> <p>If no, request for the lacking document(s);</p> <p>If yes, assign the RIS number, encode the RIS details in the monitoring tool, check the items if included in the Approved PPMP and proceed to the next step.</p>	None	30 Minutes (per submitted RIS)	<i>Section Head</i> Property and Supply Section
	<p>1.3 Supply Officer shall check availability of Supplies</p> <p>1.3.1 Assess the availability of the requested supplies. Fill-out the RIS Form. Put “√” for available items and/or “X” for items that are not available.</p>	None	80 Minutes (per submitted RIS and actual availability verification)	<i>Section Head</i> Property and Supply Section

	<p>If not available, prepare a Memorandum for the end-user returning the RIS with instruction to prepare Purchase Request (PR) to procure those marked as unavailable items.</p> <p>If available, request the approval of the Division Chief in the RIS for the issuance of the item/s.</p> <p>1.3.2 Indicate the quantity issued in the “issued-quantity” column and any remarks in the “issued-remarks” column.</p>			
	<p>1.4 Prepare the items to be issued by observing the First In First Out (FIFO)/ First Expired First Out (FEFO) method. Issue and sign the “Issued by” portion.</p> <p>1.4.1 Goods to be issued must be recorded in the Stock and Bin Card and existing database.</p> <p>1.4.2 The property staff shall issue the available requested items to the end user.</p> <p>1.4.3 The End-User shall validate the quantity and</p>	None	4 Hours (Average working hours per RIS, however, transactions time may differ due to volume or quantity of items, distance of origination and destination, response time of the end user or requesting office)	<i>Section Head Property and Supply Section</i>

	<p>specification of received items. If accurate/in order, sign the “received by” portion of RIS.</p> <p>1.4.4 The property/supply staff shall retain the original copy of the duly signed RIS for preparation of Report of Supplies and Materials Issued (RSMI), while the 2nd copy shall be given to the end-user.</p>			
	1.5 The property staff shall provide CSMF to the client for the service provided.	None	5 Minutes	<i>Section Head</i> Property and Supply Section
	1.6 After completion of the issuance of expendable/consumable supplies, the concerned property personnel shall prepare monthly RSMI to be submitted to the Accounting Section	None	60 Minutes (Average time per RIS, depending on volume of transactions and simplicity or complexity of information)	<i>Section Head</i> Property and Supply Section
	TOTAL:	None	7 Hours, 25 Minutes (Average working hours and not a continuing process per step and applicable to 1-10 types of items for less than 50 total quantity of items)	

18. Recording, Documentation and Issuance of PPE and Semi-Expendable Properties

Prior to issuance to end user, all newly acquired properties, classified either as PPE or Semi-expendable properties shall first be coordinated with the Property Supply and Asset Management Division (PSAMD) in the Central Office or Property Supply/Units in the Field Offices for recording and property tagging.

Office/Division:	DSWD Field Office – Property and Supply Section (PSS)			
Classification:	Simple Transaction			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Department of Social Welfare and Development (DSWD) Officials and Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ol style="list-style-type: none"> 1. 1 Copy of Purchase Order (PO) 2. 1 Copy of Contract (if applicable) 3. 1 Copy of Sales Invoice / Delivery Receipt (SI/DR) 4. 1 Copy of Notice to Proceed 5. 1 Copy of Inspection and Acceptance Report (IAR) 6. 1 Copy of Property Transfer Report (PTR) (If applicable) 			<ol style="list-style-type: none"> 1. Procurement Section 2. Concerned Offices, Units, Section, Program, Centers & SFOs 	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward complete documents to Property Office:	1.1. The Inspection Committee shall submit from 8am to 5pm, Mondays to Fridays, except holidays: For Purchased Property a. Purchase Order (PO) Or Contract b. Sales Invoice (SI)/Delivery Receipt (DR)	None	5 Minutes	<i>Section Head Property and Supply Section</i>

	<p>c. Notice to Proceed, Certificate of Completion/Inspection and Acceptance Report (IAR)/ Property Transfer Report (PTR) for transferred property from Central Office (CO) to Field Office (FO) / FO to CO / FO to FO</p> <p>d. Copy of Purchase Contract</p> <p>e. Approved Distribution List</p> <p>For Donated Properties</p> <p>a. Deed of Donation</p> <p>b. Approved Distribution List</p> <p>For properties attached to subscription</p> <p>a. Copy of Contract</p> <p>b. Approved Distribution List</p> <p>For fabricated and constructed buildings</p> <p>a. Liquidation Report for fabricated properties; and</p> <p>b. Approved Distribution List</p> <p>Note: Prior to recording, ensure the following:</p> <p>a. that the items are properly inspected prior to transmittal of documents</p> <p>b. Documents are endorsed with routing slip</p>			
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	1.2. The Property Personnel shall validate the accuracy and completeness of all attached documents	None	15 Minutes	<i>Section Head</i> Property and Supply Section
	1.3. If no, request for the lacking document/s If yes, proceed to the next step	None	5 Minutes	<i>Section Head</i> Property and Supply Section
	1.4. The Property Personnel shall determine property acquisition cost and record the property details, identified end user and other information in PREMIS	None	10 Minutes	<i>Section Head</i> Property and Supply Section
	1.5. The property officer shall determine property acquisition cost and record the property details, identified end user and other information in PREMIS Upon successful encoding electronically, a property number shall be automatically generated by the system for property identification.	None	10 Minutes	<i>Section Head</i> Property and Supply Section
	1.6. The Property Personnel shall print the property label/barcode to be placed in the most visible and secured part of the property and print the PAR/ICS and Undertaking (if with	None	10 Minutes	<i>Section Head</i> Property and Supply Section

	secondary end-user) for Approval of the Head of Property Office			
	1.7. The property officer shall prepare Memorandum to endorse the approved PAR/ICS and Undertaking (if with secondary end user) forms with attached routing slip and CSMF to the identified end user	None	15 Minutes	<i>Section Head Property and Supply Section</i>
	1.8. issuance of Semi expendable property, the property personnel shall prepare the Report of Semi-Expendable Property Issued (RSPI) to report the issued property and forward to Accounting Section	None	1 Day	<i>Section Head Property and Supply Section</i>
	1.9. Scan barcode PAR/ICS to update the following information of the property in PREMIS: 1. Date the PAR/ICS was returned with signature of the End-User 2. Date of approval of PAR/ICS	None	10 Minutes	<i>Section Head Property and Supply Section</i>
	1.10. The copy of PAR/ICS and undertaking (if with secondary accountable person) shall be filed for reference	None	5 Minutes	<i>Section Head Property and Supply Section</i>

	TOTAL:	None	1 Day, 1 HOUR, 5 Minutes	
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19. Request for Air Transport Service

To provide a systematic procedure for the requests of reservation/booking of air transport service through a 24/7 online portal system provided by the airline service provider.

Office or Division:	General Services Section			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All DSWD Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) copy of the duly approved Air Transport Order (ATO)		GSS or DSWD Resource Site		
2. One (1) copy of the Approved Air Transport Reservation Request Form				
3. One (1) photocopy of Authority to Travel		Requesting Office		
4. Justification (if applicable)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
BOOKING PROCESS 1. Submit one (1) copy of the approved Air Transport Order (ATO) to GSS together with the approved ATRR and Travel Authority.	1.1 Receive the ATO with the attached documents and endorse it to the GSS System Administrator.	None	2 minutes	<i>Section Head</i> General Services Section
	1.2 Review as to completeness of details and required documents.	None	10 minutes	<i>Section Head</i> General Services Section
	1.3 If found in order, the System Administrator affixes	None	5 minutes	<i>Section Head</i>

	<p>his/her signature to verify the ATO.</p> <p>1.3.1 If not, return the ATO to the concerned office to comply with the required details/documents.</p>			General Services Section
	<p>1.4 Provide the ATRO with access to the corporate account through the service provider's 24/7 online portal system.</p> <p>1.4.1 Return the verified ATO to the concerned OBS to proceed with the booking process through the online portal system.</p>	None	5 minutes	Section Head General Services Section
2.1 Book the requested flight based on the details provided in the ATO.	<p>2.1 Monitor the flight booking/reservation through the online portal system.</p> <p>2.1.1 Provide the passenger/s with the Electronic Ticket Transaction Receipt (e-ticket).</p> <p>2.1.2 Inform the passenger/s of the airline policies relating to their service availment.</p>	None	30 minutes	Section Head General Services Section
<p>IF WITH FLIGHT CHANGES</p> <p>3. The passenger or their representative shall inform the Air Transport Reservation Officer (ATRO) at least four (4) hours before the flight regarding the flight rebooking or cancellation and request for system</p>	<p>3.1 Provide system access to the corporate account through the service provider's 24/7 online portal system.</p> <p>3.1.1 The ATRO shall inform the General Services Section (GSS) System Administrator about the rebooking/cancellation and request for system access to facilitate the rebooking through the online portal system.</p>	None	30 minutes	Section Head General Services Section

access to facilitate the rebooking of the flight.	3.1.2 To cancel the booked flight, the ATRO shall contact the service provider's hotline number to request the cancellation.			
4.1 Monitor the flight rebooking through the online portal system and coordinate with the ATRO through email/hangouts for flight cancellation.	4.1 The ATRO shall facilitate the rebooking through the portal system or contact the hotline number for cancellation of the flight. 4.1.1 The ATRO shall issue the rebooked flight ticket to the requesting passenger. For the refund of airfare of the canceled flight, the ATRO shall contact the service provider through email to request the issuance of the refund record required for the payment process.	None	1 hour	<i>Section Head</i> General Services Section
5. Secure a copy of the justification for the rebooked/canceled flights and other required documents.	5. The ATRO shall update the GSD/GSS System Administrator regarding the flight changes/cancellations made including the charges incurred.	None	10 minutes	<i>Section Head</i> General Services Section
6. Accomplish the Client Satisfaction Measurement Form (CSMF)	6.1 Secure the accomplished CSMF.	None	5 minutes	<i>Section Head</i> General Services Section
	TOTAL:	None	2 hours and 37 Minutes	

20. Request for Technical Assistance for Special Sanitation and Disinfection of the Offices

This technical assistance is particular to the provision of clean and COVID-19 free offices and facilities. Regular sanitation and disinfection of the offices is being conducted every weekend even without a request from offices. This process is applicable only to those offices with COVID-19 positive employees and close contact. This can be scheduled during working days provided that the request must be properly coordinated with the Human Resource Management and Development Service (HRMDS) and Administrative Service for recommendation and approval.

Office or Division:	General Service Section			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Offices, Programs, Sections and/or Units of the Field Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Generated request using General Services e-Ticketing System (GSeTS); or		https://gsets.dswd.gov.ph/users/login		
2. Accomplished manual request form (Request for Technical Assistance); or		BGMD office or through DSWD Resource Site		
3. Email		Submit request to admin.fo8@dswd.gov.ph and gss.fo8@dswd.gov.ph for approval and recommendation.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Technical Assistance (TA) request through: a. Electronic System (GSeTS) b. Manual request form c. Email	1.1. Upon receiving, the requests shall be properly reviewed, checked, and coordinated with HRMDS. 1.1.1 Forward the approved request to the assigned personnel for appropriate action.	None	10 minutes	<i>Section Head</i> General Services Section
	1.2. Verify the availability of the disinfection team and pending schedule, if any. 1.2.1 The assigned personnel have the right to reject the requested date/time of the requesting office. Hence, the assigned personnel shall inform the requesting office the next available day/time	None	20 minutes	<i>Section Head</i> General Services Section

	of sanitation and disinfection.			
2. The assigned Administrative Officer / Sanitation Inspector shall confirm and approve the final date/time of sanitation and disinfection schedule.	2.1. Disinfection and Sanitation Team composed of 3 Janitorial Staff with the supervision of the Technical Staff shall perform all necessary preparation prior to the execution.	None	1 hour	<i>Section Head</i> General Services Section
	2.2. Proceed to the area to be sanitized and disinfected, and implement the Department's safety and health protocols.	None	1 hour	<i>Section Head</i> General Services Section
	2.3. After the activity, advised the Disinfection and Sanitation Team to begin with the cleaning and sanitizing of the whole office area including the office equipment, furniture and fixtures.	None	1 hour	<i>Section Head</i> General Services Section
	2.4. Upon completion, notify the assigned Administrative Officer / Sanitation Inspector to coordinate with the requesting office. ❖ Advise the requesting office to wait for at least two hours in order to avoid the possible inhalation of chemicals that may affect their health.	None	10 minutes	<i>Section Head</i> General Services Section
3. Once completed, accomplish the Customer Satisfaction Measurement Form (CSMF).	3.1. Forward the accomplished CSMF with the attached copy of TA/email request to the administrative staff for	None	10 minutes	<i>Section Head</i> General Services Section

	proper recording and filing.			
	TOTAL:	None	3 hours and 50 minutes	

21. Request for Technical Assistance Relative to Building and Grounds Management

This process covers the provision of technical assistance for preventive/corrective maintenance, renovation, fabrication, office layout, and engineering/architectural solution. The required work/action, preparation, technical document varies depending on the subject/type of requests submitted by the Department offices using the electronic system or manual request form.

The technical assistance can be categorized into:

A. Corrective and/or Preventive Maintenance

- This shall be limited to corrective and/or preventive maintenance, and it does not need any materials to purchase. These requests can be done with immediate solution by the expertise of the skilled/technical personnel

B. Repair, Replacement, In-house Fabrication, Construction and/or Renovation

- This is highly technical that may be completed in a couple of days, weeks and/or months depending on the complexity of the requests (excluding procurement process). It will be evaluated, performed and supervised by the skilled personnel and Engineer/Architect.

C. Engineering and Architectural Documents and Practices

- This is particular to the Engineer and Architect expertise related to providing technical specification (materials, furniture, equipment etc.), office arrangement, plans/layouts, detailed estimates, and other engineering and architectural matters.

Office or Division:	General Services Section		
Classification:	Highly Technical		
Type of Transaction:	G2G - Government to Government G2B - Government to Business		
Who may avail:	All Offices, Programs, Sections and/or Units of the Field Office		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Generated request using General Services e-Ticketing System (GSeTS); or		https://gsets.dswd.gov.ph/users/login	
2. Accomplished manual request form (Request for Technical Assistance); or		BGMD office or through DSWD Resource Site	

3. Email		Submit request to admin.fo8@dswd.gov.ph and gss.fo8@dswd.gov.ph for approval and recommendation.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. The concerned office shall submit their request through:</p> <p>a. Electronic System (GSeTS)</p> <p>b. Manual request form</p> <ul style="list-style-type: none"> ❖ Ensure that all needed information is provided. ❖ Ensure that any request related to repair/replacement is properly coordinated with the DSWD Inspection Committee and secure Pre-repair Inspection. 	<p>1.1. Upon receiving, the request/s shall be properly reviewed, checked and corrected if applicable.</p> <p>1.1.1 Determine and identify the scope of the request/s.</p>	None	1 hour	<i>Section Head</i> General Services Section
	<p>1.2. Upon reviewing, secure duplicate copy and forward the request to the assigned staff.</p> <p>1.2.1. The assigned technical staff/skilled personnel may conduct ocular inspection, if necessary.</p> <p>1.2.2. If upon inspection and/or further analysis, the work required has other areas of concern, assigned to another skilled</p>	None	1 day	<i>Section Head</i> General Services Section

	<p>personnel who are authorized to do the job.</p> <p>1.2.3. If it can be resolved within the assigned skilled personnel level, perform/ implement the actual work needed.</p> <p>1.2.4. If the request requires assistance beyond the capability of the available skilled personnel, the assigned technical staff shall immediately inform the requesting office for the out-sourcing of services.</p>			
	<p>1.3. All requests that require fabrication, installation, plans/layout, technical specification and material procurement the assigned technical staff shall prepare all necessary documents like:</p> <p>A. Plans/ Layout B. Program of Works C. Technical Specification D. Bill of Quantities E. Terms of Reference (TOR) F. Project Proposal</p>	None	7 days	<i>Section Head</i> General Services Section
	<p>1.4. All applicable documents shall be endorsed to the requesting office for confirmation and approval.</p> <p>1.4.1 Revisions or adjustments may be requested by the requesting office.</p>	None	3 days	<i>Section Head</i> General Services Section
2. Review and approve the submitted technical	2.1. Assigned technical staff shall review and	None	3 days	<i>Section Head</i>

document/s, if applicable.	<p>revise the documents until approved by the requesting office.</p> <p>2.1.1 Upon approval of the requesting office, all documents shall now be submitted to the Head of the Office for final approval.</p>			General Services Section
3. The requesting office's Procurement Officer shall prepare the Requisition and Issue Slip (RIS) and Purchase Request (PR) and facilitate the rest of the procurement process, if applicable.	<p>3.1. Assigned technical staff shall wait until the delivery schedule of materials and/or mobilization of service provider.</p> <p>3.1.1 Conduct Pre-construction Conference, if necessary.</p>	None	Varies (Depending on the procurement process)	Section Head General Services Section
4. Notify the GSS once all resources needed are available to begin with the implementation, if applicable.	<p>4.1. All assigned technical staff and/or service provider/contractor shall strictly follow the health and safety measures of the Department.</p> <p>If the nature of the work required does not affect the usual work operations, the execution shall be performed within office hours.</p> <p>If the nature of the work may affect the usual work operations, execution shall be performed after office hours or during weekends</p> <p>4.1.1 The Service Provider shall submit and secure necessary permit, including but not limited to:</p>	None	30 days	Section Head General Services Section

	<p>A. Request for Entry to DSWD Premises B. Request to Stay C. Request for Overtime</p> <p>4.1.2 Monitor the implementation and document the progress of work.</p> <p>4.1.3 Coordinate with the requesting office for proper turnover and acceptance of work.</p>			
5. Participate in the Post-repair Inspection and/or Joint Inspection for the acceptance and turnover of work, if applicable.	5.1. Facilitate the possible correction/adjustment until approved, if necessary.	None	7 days	<i>Section Head</i> General Services Section
	5.2. The assigned Technical Staff shall prepare the Certificate of Completion or Certificate of Acceptance, for approval if necessary.	None	1 day	<i>Section Head</i> General Services Section
6. Once completed and accepted, accomplish the Customer Satisfaction Measurement Form (CSMF).	6.1. Forward the accomplished CSMF with the attached TA request copy to the administrative staff for proper recording and filing.	None	1 hour	<i>Section Head</i> General Services Section
	TOTAL:	None	60 Days (Excluding Procurement of Resources)	

22. Request for the Use of DSWD Conference Rooms

The use of conference rooms is provided for all DSWD Officials and Employees as a venue for meetings, events and other official activities at the Central Office.

Office or Division:	General Services Section			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All DSWD Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Submit one (1) copy of the duly accomplished Request for Use of Conference Room Form		GSS or DSWD Resource Site		
CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Request For Use Of Dswd Conference Rooms Through Manual Form				
1. Submit one (1) copy of the accomplished Request Conference Room Form through email at gss.fo8@dswd.gov.ph or Hard copy endorsed to GSS.	1.1 Receive and assign a control number to the submitted request form and/or send an acknowledgement email to the Requesting Party.	None	3 minutes	<i>Section Head General Services Section</i>
	1.2 Confirm the availability/non-availability of the Conference Room to the Requesting Party and provide recommended approval/disapproval to the Head of General Services Section.	None	10 minutes	<i>Section Head General Services Section</i>
	1.3 Affix his/her signature and endorse the request to the Director IV of Administrative Service for approval/disapproval.	None	5 minutes	<i>Section Head General Services Section</i>
	1.4 Sign the request form and return the approved/ disapproved request to the GSS.	None	5 minutes	<i>Section Head General Services Section</i>
	1.5 Transmit the approved or disapproved	None	5 minutes	<i>Section Head</i>

	request to the Client through email			General Services Section
2. Wait for the email if the request is approved or disapproved. If approved, acknowledge and/or confirm receipt of email If disapproved, request a certification of non-availability of conference room	2. Inform the client of the request through email. If disapproved, issue a certificate of non-availability of conference room.	None	5 minutes	<i>Section Head</i> General Services Section
3. Before the actual event, check the arrangement set up	3. Before the actual event, check that all event requirements are arranged as requested 3.1 Provision of Service	None	10 minutes	<i>Section Head</i> General Services Section
4. Accomplish the Client Satisfaction Measurement Form (CSMF) through online or pen and paper.	4. Secure the accomplished CSMF	None	2 minutes	<i>Section Head</i> General Services Section
	TOTAL	None	45 minutes	

23. Request for Use and Monitoring of Vehicle

Administrative Service-General Services Division (AS – GSD) commits itself to deliver a very satisfactory delivery and conveyance of the officials, personnel, staff and services of the department at all times.

This service is to provide a systematic procedure in response to the official requests for the vehicle of the Department’s Executive Officials and other employees.

Office	General Services Section
Classification	Complex
Type of Transaction	G2G Government-to-Government
Who may avail	All DSWD personnel regardless of nature of employment or rank
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	

<p>1. Accomplished one (1) copy of Request for Use of Service Vehicle Form (AS-TMS-01) to be received by the General Services Section (GSS).</p> <p>Note:</p> <p>A. Original Copy for GSS</p> <p>B. 1 receiving copy for the concerned office (photocopy)</p>	<p>General Services Section</p>
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submits the filled-out Request Form (AS-TMS-01) together with the receiving copy to the GSS.</p> <p>Note: Submission of request must be at least 2 days prior to the actual travel.</p>	<p>1.1 Receives and stamps "Received" in the receiving copy.</p> <p>1.1.1 Review/validate the received request if properly accomplished; special directives or emergency requests may be received through the accomplishment of the Vehicle Request Form.</p>	<p>None</p>	<p>2 minutes</p> <p>3 minutes</p>	<p><i>Section Head</i> General Services Section</p>
<p>2. Coordinates / follows up with the GSS regarding their request.</p> <p>Note: If the vehicle is not available, please proceed to Step 3. Otherwise, proceed to Step 4.</p>	<p>2.1 Request shall be forwarded within the same day to the technical staff or personnel in charge for evaluation of the request.</p> <p>2.1.1 Review the current schedule of availability of vehicle;</p> <p><i>Note: If the vehicle is not available, proceed to Step 3. Otherwise, proceed to Step 4</i></p>	<p>None</p>	<p>3 minutes</p> <p>3 minutes</p>	<p><i>Section Head</i> General Services Section</p>

	2.1.2 If the vehicle is not available, inform the end-user thru phone call or email. The technical staff or personnel in charge prepares certification of non-availability of vehicle		10 minutes	
3. Receives the Certification of non-availability of vehicle. (end of transaction if vehicle is not available)	3.1 The GSS Head reviews and signs the certification 3.1.1 Issue the certification to support the reimbursement claims for use of public transport of the end-user	None	2 minutes 2 minutes	<i>Section Head</i> General Services Section
4. Receives the confirmation of travel details from the GSS personnel.	4.1 If vehicle is available, the technical staff or personnel in charge identifies the appropriate vehicle to accommodate the request through number of passengers and destination; 4.1.1 The technical staff or personnel in charge prepares Trip ticket for the said trips	None	2 minutes 15 minutes	<i>Section Head</i> General Services Section
	4.2 The technical staff or personnel in charge prepares Travel Order and Trip ticket in case of out of town trip;	None	15 minutes	<i>Section Head</i> General Services Section
	4.3 The GSS Head reviews and signs the Trip Ticket and the Travel Order shall be signed by the FO		2 minutes	<i>Section Head</i> General Services Section <i>or</i>

	Administrative Division Chief			<i>Division Chief</i> Administrative Division
	4.4 Upon approval of the Trip Ticket and/or Travel Order, the technical staff or personnel in charge shall immediately coordinate with requesting party/end-user for the confirmation of the travel details thru phone call and issue to the driver the Trip Ticket and/or Travel Order.		10 minutes	<i>Section Head</i> General Services Section
5. Use of DSWD vehicle	5. At the scheduled date of the trip, the driver shall wait at the designated area identified by the requesting party/end-user.	None	As needed	<i>Section Head</i> General Services Section
6. End of travel and/or back to work station <i>Note: Passenger to fill-out "Client Satisfaction Measurement Form" (CSMF) and drop the CSMF thru the drop boxes available in the GSS.</i>	6.1 Driver must travel back to the workstation or park the vehicle at the designated DSWD garage. 6.1.1 The driver and Security Guard shall briefly assess the condition of the vehicle and check if there are major damage/s. 6.1.2 The Security Guard shall record the vehicle's condition on the Guard's Report / Security Guard Logbook. <i>Note: The driver shall surrender the vehicle</i>	None	20 minutes	<i>Section Head</i> General Services Section

	<p><i>keys to the Security Guard. All vehicles must be stationed at the DSWD Field Office, or at any DSWD Satellite Office/facility at the end of each official trip.</i></p> <p>6.3 All relevant documents such as Trip Ticket, Fuel Consumption and Monitoring Form, Receipts of Toll Fees, and Travel Order shall be filed accordingly.</p>			
	TOTAL:	None	1 Hour and 55 Minutes	

24. Surrender / Turnover of Property and Cancellation of Property Accountability

To provide procedure for the surrendered / turned over property due to its obsolescence, unserviceability or when the same is no longer needed by the accountable person to effect cancellation of property accountability.

Office/Division:	DSWD Field Office – Property and Supply Section (PSS)		
Classification:	Simple		
Type of Transaction:	G2G – Government to Government		
Who may avail:	Department of Social Welfare and Development (DSWD) Officials and Employees		
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
<ol style="list-style-type: none"> Two (2) Original Copy and 1 photo copy of duly Accomplished Furniture and Equipment Transfer Slip (FETS) For unserviceable property: <ul style="list-style-type: none"> 1 photocopy of Technical Assistance Report 	<ol style="list-style-type: none"> To be prepared by the Offices' Designated Property and Supply Custodian through the Property Records and Equipment Monitoring Inventory System (PREMIS) with prescribed format; For unserviceable property: From concerned offices (IT Equipment – RICTMU; Motor Vehicle, Office Equipment, 		

<ul style="list-style-type: none"> • Inspection Report • Picture of the item to be disposed (2 different angle) • ICS/PAR (certified photocopy) <p>3. Actual Property for turnover</p>	<p>Furniture and Fixtures –GSS; Maintenance Equipment – BGMO/GSS)</p> <p>General Accounting Manual Volume II Appendix 62 with prescribed format</p> <p>3. To be made available by the accountable person</p>			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. End- User will apply for clearance for property accountability</p>	<p>1.1 The Property Personnel will verify and evaluate the following:</p> <ul style="list-style-type: none"> • Duly Accomplished and signed FETS; • RRPS (if applicable) • Inspection report or TA (if required) • Picture of the item to be disposed (2 different angle) • ICS/PAR (certified photocopy) • Surrendered Property Item/s <p>1.1.1 Any discrepancy will be discussed with the DPSC or end-user for rectification of documents or replacement of surrendered items.</p> <p>1.1.2 Identify when rectification of documents applies</p> <p>1.1.3 Identify when replacement of surrendered items</p>	<p>None</p>	<p>90 Minutes (Depending on the distance of origin and destination office and volume of items to be surrendered)</p>	<p><i>Section Head Property and Supply Section</i></p>

	1.1.4 The Property Personnel shall prepare recommendation either rectification or replacement			
2. Property Accountability Cancellation	<p>2.1 The Property Personnel shall receive the surrendered property item/s including the submitted FETS, RRSP (if applicable) and other pertinent documents then shall sign the "Received By" portion in the FETS.</p> <p>The property staff shall provide the customer feedback for manually requested FETS to the requesting party for the service provided.</p> <p>2.1.1 Property Personnel Shall Generate and print two (2) copies PAR or ICS through PREMIS; and,</p> <p>2.1.2 Generate and print the barcode sticker, then attach to each surrendered property item/s</p>	None	55 Minutes (Processing may take longer hours depending on technicality and volume of items)	<i>Section Head</i> Property and Supply Section

<p>3. Updating of Records</p>	<p>3.1 The property staff shall sign the generated PAR/ICS under the “Received by” portion</p> <p>3.1.1 Forward to the Head of Property and Supply Section for signature on the “Approved by” portion.</p> <p>3.1.2 The property personnel shall scan and provide copy of approved PAR/ICS to the DPSC/End User as reference and confirmation of cancellation of property accountability of the end user</p> <p>3.1.3 Property Personnel shall forward the signed PAR/ICS to the concerned personnel for filing and uploading.</p>	<p>None</p>	<p>55 Minutes (Signing may take longer hours depending on volume of items)</p>	<p><i>Section Head Property and Supply Section</i></p>
<p>TOTAL</p>		<p>None</p>	<p>4 Hours, 45 Minutes</p> <p><i>(Total time for continuous and non-continuous transactions and may take longer time depending on volume, technicality, documents and available resources)</i></p>	

25. Transfer of Property Accountability

Transfer of property accountability to another accountable person shall be processed for documentation of the actual transfer of property and issuance of new Property Acknowledgement Receipt (PAR) or Inventory Custodian Slip (ICS) for signature of the new accountable person to warrant cancellation of property accountability of the previous accountable person.

Office/Division:		DSWD Field Office – Property and Supply Section (PSS)		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Department of Social Welfare and Development (DSWD) Officials and Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) original copy of the duly accomplished Furniture and Equipment Transfer Slip (FETS)		To be prepared by the client Office’s Designated Property and Supply Custodian (DPSC) through the Property Records and Equipment Monitoring Inventory System (PREMIS);		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished request for Furniture and Equipment Transfer Slip (FETS)	1.1. To facilitate the transfer of property from one end user to another, the requester shall accomplish and submit the FETS for transfer to Property Office from 8:00 AM to 5:00 PM, Mondays to Fridays except holidays	None	10 Minutes	<i>Section Head</i> Property and Supply Section
	1.2. The property personnel shall review the accomplished FETS form if the needed signatures are complete	None	15 Minutes	<i>Section Head</i> Property and Supply Section
	1.3. Check completeness of documents. If incomplete, FETS shall be returned to the requester for completion. If complete, proceed to the next step	None	30 Minutes	<i>Section Head</i> Property and Supply Section
	1.4. Check the received FETS Request and process the approval of the request	None	30 Minutes	<i>Section Head</i> Property and Supply Section

	through the Property Records and Equipment Monitoring Inventory System (PREMIS) FETS request module													
	<p>1.5. The property personnel shall generate and print the Property Acknowledgement Receipt (PAR)/Inventory Custodian Slip (ICS), Undertaking (if there is a secondary accountable person) into two (2) copies and barcode sticker through PREMIS Report Module, the applicable forms shall depend on the acquisition cost of the property (see procedure under the Recording, Documentation and Issuance of PPE and Semi-expendable properties.</p> <p>Generate and print barcode sticker with number of copies as follows:</p> <table border="1"> <tr> <td>Computer Desktop</td> <td>4</td> </tr> <tr> <td>Split Type Air condition unit</td> <td>2</td> </tr> <tr> <td>Partition</td> <td>Depends on the number of partition per property number</td> </tr> <tr> <td>Blinds</td> <td>Depends on the number of blinds per property number</td> </tr> <tr> <td>Other property</td> <td>1</td> </tr> </table> <p>Generated PAR/ICS with/without undertaking and barcode stickers shall be</p>	Computer Desktop	4	Split Type Air condition unit	2	Partition	Depends on the number of partition per property number	Blinds	Depends on the number of blinds per property number	Other property	1	None	30 Minutes	<i>Section Head</i> Property and Supply Section
Computer Desktop	4													
Split Type Air condition unit	2													
Partition	Depends on the number of partition per property number													
Blinds	Depends on the number of blinds per property number													
Other property	1													

	forwarded to the requesting office for signature.			
<p>2. The old barcode stickers shall be replaced with the new barcode sticker before the transfer of item/s including accessories to the new end user. The Property personnel/Designated Property and Supply Custodian (DPSC) shall ensure that the barcode sticker is attached to the most visible and secured area of the property.</p> <p>The end user shall return the signed PAR/ICS, undertaking (if with secondary accountable person) to the property office</p>	<p>2.1 Provide one copy of PAR/ICS and undertaking (if with secondary accountable person) to the end user for their reference</p>	None	4 Hours, 15 Minutes	<i>Section Head</i> Property and Supply Section
	<p>2.2. Scan barcoded PAR/ICS and update the following information of the property in PREMIS and file for reference:</p>	None	15 Minutes	<i>Section Head</i> Property and Supply Section

	a. Date the PAR/ICS and undertaking (if with secondary accountable person) was returned with signature of the end user b. Date of approval of PAR/ICS			
TOTAL		None	6 Hours, 20 Minutes	

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT DIVISION (HRMDD)

NON-FRONTLINE SERVICES

1. Issuance of Certificate of Employment to Current Officials, Employees and Contract of Service Workers

The COE is being issued to current Officials, employees, and COS Workers in the Central Office, which certifies their services rendered.

Office or Division:	Personnel Administration Section (PAS)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Current Field Office officials, employees and COS workers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) HRMDS-PAS HRMIS online system		PAS Receiving Area		
One (1) Document Request Form or formal letter or e-mail request		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send request through /e-mail or accomplish the HRMDD-PAS Request Form (write contact details as, as needed) and submit to PAS together with complete supporting documents, if any.	1. Receive and acknowledge request for COE from the client, then forward to personnel handling COE requests (via: DRF/email/google form)	None	10 minutes	<i>Section Head</i> Personnel Administration Section

<p>2. Wait for the email notification regarding the status of the requested COE or advice of the assigned PAS Focal Person</p>	<p>2.1. Upon receipt of request from receiving clerk, the responsible personnel shall review and draft/print the COE based on the purpose indicated in the request following the standard template</p> <p><i>Note: Use Service Card/201 File or Index Card for COS Workers as reference</i></p>	<p>None</p>	<p>2 Days, 4 hours (depending on the period of retrieving the files)</p>	<p><i>Section Head Personnel Administration Section</i></p>
	<p>2.2. Authorized Certifying authority shall review/ sign/initial the COE</p>	<p>None</p>	<p>3 hours and 30 minutes (depending on the availability of signatories)</p>	<p><i>Section Head Personnel Administration Section</i></p>
	<p>2.3 Inform the client that the COE is ready for releasing via email/ SMS/call.</p>	<p>None</p>	<p>20 minutes</p>	<p><i>Section Head Personnel Administration Section</i></p>
<p>3. Proceed to PAS and get the requested document.</p>	<p>3. Inform the client that the COE is ready for releasing via email/ SMS/call.</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Section Head Personnel Administration Section</i></p>
<p>TOTAL</p>		<p>None</p>	<p>3 Days</p>	

2. Issuance of Certificate of Leave Credits (CLC) to Current Officials and Employees

The CLC is being issued to current Officials and employees in the Central Office (CO), which certifies their unutilized leave credit balances for a certain period.

Office or Division:	Personnel Administration Section (PAS)			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Current FO Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) HRMDD-PAS Request Form or formal letter or e-mail request		PAS Receiving Area		
One (1) Authorization Letter (if necessary)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send mail/e-mail or for walk-in without any written request, accomplish the HRMDD-PAS Request Form and submit to PAS.	1.1 Receive the complete documents submitted and forward the request to the PAS Focal person	None	5 minutes	<i>Section Head Personnel Administration Section</i>
2. Wait for advice of the assigned Focal Person	2.1 Review the documents submitted and check if the client already has an encoded ELARS ⁴ . 2.1.1 If	None	6 days, 5 hours and 45 minutes <i>(May be shortened if there is already a reviewed ELARS, or may be extended)</i>	<i>Section Head Personnel Administration Section</i>

⁴ Electronic Leave Administration and Recording System

	<p>there is none, encode the ELARS.</p> <p>2.1.2 If there is an encoded ELARS, proceed to step 2.1.4.</p> <p>2.1.3 If there is an encoded and reviewed ELARS, proceed to step 2.1.6.</p> <p>2.1.4 Review/ check the ELARS vis-à-vis the leave card.</p> <p>2.1.5 Reprint the corrected ELARS, if errors are found.</p> <p>2.1.6 Encode the needed details to the CLC, print the issuance and attach the necessary documents</p>		<p><i>depending on the number of ELARS being encoded/ reviewed at a given time, the time needed to review the ELARS, or length of service of the client.)</i></p>	
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	and forward to the certifying authority			
	2.2 The Certifying Authority shall sign the CLC.	None	2 hours	<i>Section Head Personnel Administration Section</i>
3. Claim the CLC.	<p>3.1 Inform the client that the CLC is ready for releasing via email/SMS/call / chat.</p> <p>3.1.1 Provide one (1) duly signed CLC to the client and request the client to accomplish the CSMF to be submitted via drop box, email or Google form.</p>	None	10 minutes	<i>Section Head Personnel Administration Section</i>
TOTAL		None	7 days	

3. Issuance of Certificate of Leave Without Pay (CLWOP)/No LWOP (CNLWOP) to Current Officials and Employees

The CLWOP/CNLWOP is being issued to current Officials and employees in the Central Office (CO), which certifies that they have/do not have LWOP for a certain period.

Office or Division:	Personnel Administration Section (PAS)			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Current FO Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) HRMDD-PAS Request Form or formal letter or e-mail request		PAS Receiving Area		
One (1) Authorization Letter (if necessary)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send mail/e-mail or for walk-in without any written request, accomplish the HRMDD-PAS Request Form and submit to PAS.	1.1 Receive the complete documents submitted and forward the request to the PAS Focal Person	None	5 minutes	<i>Section Head</i> Personnel Administration Section
2. Wait for advice of the assigned Focal Person	2.1 Review the documents submitted and check if the client already has an encoded ELARS ⁵ . 2.1.1 If there is none, encode the ELARS. 2.1.2 If there is an encoded ELARS, proceed to step 2.1.5. 2.1.4 If there is an encoded and	None	6 days, 5 hours and 45 minutes <i>(May be shortened if there is already a reviewed ELARS, or may be extended depending on the number of ELARS being encoded/ reviewed at a given time, the time needed to review the</i>	<i>Section Head</i> Personnel Administration Section

⁵ Electronic Leave Administration and Recording System

	<p>reviewed ELARS, proceed to step 2.1.6.</p> <p>2.1.5 Review/check the ELARS vis-à-vis the leave card.</p> <p>2.1.6 Reprint the corrected ELARS, if errors are found.</p> <p>2.1.7 Encode the needed details to the CLWOP/ CNLWOP, print the issuance and attach the necessary documents and forward the CNLWOP/ CNLWOP to the Certifying Authority</p>		<i>ELARS, or length of service of the client.)</i>	
	2.2.1 The Certifying Authority shall sign the CLWOP/ CNLWOP.	None	2 hours	<i>Section Head Personnel Administration Section</i>
3. Claim the CLWOP/ CNLWOP.	<p>3.1 Inform the client that the CLWOP/ CNLWOP is ready for releasing via email/SMS/call/ chat.</p> <p>3.1.1 Provide one (1) duly signed CLWOP/ CNLWOP to the client and request the client to accomplish the CSMF to be submitted via drop box, email or Google form.</p>	None	10 minutes	<i>Section Head Personnel Administration Section</i>

TOTAL	None	7 days	
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4. Issuance of Certificate of Performance Rating

The service covers the facilitation of issuance of Certificate of Performance Rating to officials and individuals in the Central Office for the performance period upon request.

Office or Division:	Human Resource Planning and Performance Management Section (HRPPMS)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	CO Officials, Employees and COS Workers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
(1) Online Request Form / Request Form		Performance Management System (PMS) Online Portal / HRPPMS Receiving Area		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish the request form or through online.	1. Acknowledge receipt of the request.	None	4 Hours	<i>Section Head</i> Human Resource Planning and Performance Management Section
2. Wait for further instructions from HRPPMD.	2.1 Check the availability of performance ratings from the database. 2.1.1 Prepare the Certificate of Performance Rating for	None	16 Hours	<i>Section Head</i> Human Resource Planning and Performance Management Section

	approval, if performance ratings are available. 2.1.2 Prepare the Certificate of No Performance Rating for approval, if HRPPMS has no records of performance ratings.			
3. Receive or pick-up the certificate and accomplish the customer feedback form.	3. Inform the concerned personnel of the availability of the certificate.	None	4 Hours	Section Head Human Resource Planning and Performance Management Section
4. Submit the accomplished customer feedback form.	4. File the receiving copy of certificate and update the monitoring tool	None		Section Head Human Resource Planning and Performance Management Section
TOTAL		None	24 Hours	

5. Issuance of Service Record to Current Officials and Employees

The Service Record (SR) is issued to current Officials and employees in the Central Office and, as requested, which provides and certifies their detailed government service, to include: Full Name, Date and Place of Birth, Positions, Status of Employment and Equivalent Periods and Salaries.

Office or Division:	Personnel Administration Section (PAS)
Classification:	Simple
Type of Transaction:	G2G – Government to Government

Who may avail:		Current Field Office Officials and Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) HRMDD-PAS Request Form or formal letter or e-mail request		PAS Receiving Area Client		
One (1) FO Clearance Certificate		Client or if none, FILE 201 / PER 16		
One (1) Authorization Letter		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send request through e-mail or accomplish the HRMDD-PAS Request Form (write contact details, as needed) and submit to PAS together with supporting documents, if any.	1. Receive and acknowledge request for SR from the client, then forward to personnel handling SR requests (via: DRF/email)	None	10 minutes	<i>Section Head Personnel Administration Section</i>
2. Wait for the advice of the assigned PAS Focal Person	2.1. Responsible personnel shall review and draft/print the SR based on the purpose indicated in the request following the standard template. <i>Note: Use Service Card or 201 File as reference in</i>	None	2 Days, 4 hours	<i>Section Head Personnel Administration Section</i>

	<i>preparing the SR</i>			
	2.2. Authorized Certifying authority shall review/sign/initial in the SR	None	3 hours and 30 minutes	<i>Section Head Personnel Administration Section</i>
	2.3 Inform the client that the SR is ready for releasing via e-mail/SMS/call.	None	20 minutes	<i>Section Head Personnel Administration Section</i>
3. Proceed to PAD and get the requested document.	3. Provide one (1) duly signed SR to the client and request the client to accomplish the CSMF to be submitted via dropbox, email or google form	None		
	TOTAL	None	3 Days	

**NATIONAL HOUSEHOLD TARGETING
SECTION
(NHTS)**

NON-FRONTLINE SERVICES

1. Data Sharing with DSWD OBSUs - List of Data Subjects

Generation of data sets with Personal Information (PI) and Sensitive Personal Information (SPI) for social protection purposes.

Office or Division:	National Household Targeting Sections (NHTS)			
Classification:	Complex			
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), Government to Citizen			
Who may avail:	All DSWD Offices, Bureaus, Services, Units (OBSUs) at the Central and Field Offices, Centers, Residential Care Facility, Sections, and Units (CRCFU) at the regional level, and attached agencies.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> • With existing and valid Non-Disclosure Agreement (NDA): <ol style="list-style-type: none"> 1. One (1) original/copy of letter of request (indicating purpose for the request, the list of data sets required and how these will be used, and a reasonable timeline as to when the requested data is needed) • No existing and valid Non-Disclosure Agreement (NDA): <ol style="list-style-type: none"> 2. One (1) original/certified true copy of document indicating the appointed and NPC- registered Data Protection Officer 3. One (1) original copy of accomplished Non-Disclosure Agreement (NDA) 4. One (1) copy of List of personnel who will have access to the Listahanan data together with the purpose and data processing they will employ in the treatment of data 			Provided by the Requesting Party	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Endorse the letter of request with attached e-copy of data requirements (if available) to NHTO/NHTS.	1.1 Receive and record the request in the document transaction/tracking system. 1.1.1 Advise the requesting party that they will receive an email or call after 2-3	None	15 minutes	<i>Division Chief</i> Policy and Plans Division

	<p>working days on the approval of their request and the expected schedule of release of the results.</p> <p>1.1.2 Forward the request to the NHTO Director/ NHTS Policy and Plans Division (PPD) Chief for approval.</p>			
	<p>1.2 Review, input comment, and decide if the request is for processing or not, then endorse it to the NHTO Operations Division Chief/ RFC.</p>	None	6 hours	<i>Division Chief</i> Policy and Plans Division
	<p>1.3 Input recommendations and endorse it to the designated Data Privacy Officer (DPO)</p>	None	6 hours	<i>Division Chief</i> Policy and Plans Division NHTS
	<p>1.4 Review the request and make recommendations if the request is for approval or not, then endorse it to the NHTO Director/ NHTS Policy and Plans Division Chief.</p>	None	3 hours	<i>Division Chief</i> Policy and Plans Division
2. Submission of signed Non-Disclosure Agreement (NDA) Agreement and other documentary requirements not	<p>2.1 The NHTO Director/NHTS PPD Chief endorses the recommendation to the assigned Project Development Officer to inform the client on the approval or disapproval</p>	None	2 hours	<i>Division Chief</i> Policy and Plans Division

<p>included in the submission of letter of request to the NHTO/ NHTS for review on completeness</p>	<p>of the data request based on the DSWD AO 19, s. 2021.</p> <ul style="list-style-type: none"> • If Approved – Communicate with the requesting party, facilitate the signing of the NDA, and review all the documentary requirements • If Disapproved- Return to the requesting party and prepare a Denial of Request for Data Form highlighting the grounds for such denial. <i>End of process.</i> <p>2.1.1 After accomplishing the NDA and reviewing the completeness of the documentary requirements, endorse to the NHTO IT Division Chief or designated IT personnel/ NHTS Information Technology Officer</p>			
	<p>2.2 Generate the requested data.</p>	<p>None</p>	<p>1 day</p>	<p><i>Division Chief</i> Policy and Plans Division NHTO Database Management Section</p>
	<p>2.3 Review result of the data generation.</p>	<p>None</p>	<p>1 day</p>	<p><i>Division Chief</i> Policy and Plans Division</p>

	<p>2.4 Secure the data by adding password protection to the file.</p> <p>2.4.1 Prepare Data Release Form (DRF), draft memorandum reply, and burn results in a compact disc (CD), USB stick, or hard drive.</p> <ul style="list-style-type: none"> ● Other storage devices may apply as long as it is approved by the IT Head and the storage device is provided by the requesting party. ● Google drive may also be used as a storage of the requested data as long as it is encrypted and password-protected. Further, the password will only be released to the authorized personnel of the requesting party. <p>2.4.2 Counter sign in the DRF.</p>	None	1 day	<p><i>Division Chief</i> Policy and Plans Division</p>
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	2.4.3 Finalize the memo, attach the Data Release Form (DRF) and secure data then forward it to the Administrative unit.			
	2.5 Track and scan the document before releasing the result to the requesting party.	None	10 minutes	<i>Division Chief</i> Policy and Plans Division
3. Call NHTO/NHTS for retrieval of password upon receipt of the result and submit the signed Certificate of Acceptance	3.1 Provide the password of the file to the requesting party thru phone upon inquiry and receive the signed Certificate of Acceptance from the requesting party. 3.1.1 Administer the Client Satisfaction Measurement Survey (CSMS) form per Committee on Anti-Red Tape (CART) guidelines.	None	10 minutes	<i>Division Chief</i> Policy and Plans Division
TOTAL:		None	5 days, 1 hour and 35 minutes	
*with possible extension on the actual data processing depending on the type of data being requested and the compliance and submission of the documentary requirements by the requesting party.				

2. Data Sharing with DSWD OBSUs – Name Matching Request

Provision of data corresponding the individual/s name matching request to determine if a household is in the Listahanan database and its poverty status.

Office or Division:	National Household Targeting Sections (NHTS)
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Classification:	Highly Technical
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), Government to Citizen
Who may avail:	All DSWD Offices, Bureaus, Services, Units (OBSUs) at the Central and Field Offices, Centers, Residential Care Facility, Sections, and Units (CRCFU) at the regional level, and attached agencies.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> • With existing and valid Non-Disclosure Agreement (NDA): <ol style="list-style-type: none"> 1. One (1) original/copy of letter of request (Indicate reason for name matching) 2. One (1) electronic copy (Preferably in CSV format) of the name to be matched which includes the following: <ul style="list-style-type: none"> • Complete name (Last name, First Name, Middle Name, Extension Name) • Birth Date (YYYY-MM-DD format) • Philippine Standard Geographic Classification of (PSGC) Province, City/Municipality, and Barangay • No existing and valid Non-Disclosure Agreement (NDA): <ol style="list-style-type: none"> 3. One (1) original Non-Disclosure Agreement (NDA) signed by the: (1) Head of Office as Personal Information Controller (PIC), (2) designated Data Privacy Officer (DPO) or Compliance Officer (COP) 4. One (1) copy of List of Personnel who will access, process, and safeguard the Listahanan data, including the employed data processing 	Provided by the Requesting Party

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provide the letter of request together with the electronic copy of the names for name matching	1.1 Receive and record the request. 1.1.1 Endorse request to the NHTO Director / Regional Director	None	15 minutes	<i>Division Chief</i> Policy and Plans Division
	1.2 Provide instruction to facilitate/review the request.	None	2 hours	<i>Division Chief</i> Policy and Plans Division

	1.2.1 Endorse to the Policy and Plans Division (PPD) Chief.			
	1.3 Provide recommendations on the request. 1.3.1 Endorse to the assigned Project Development Officer (PDO) to inform the client about the status of their request.	None	1 hour	<i>Division Chief</i> Policy and Plans Division
	1.4 Inform the client on the status of data request based on the DSWD AO 19, s. 2021. <ul style="list-style-type: none"> Disapproved – Sign the letter of disapproval and endorse it to the client. <i>End of process</i> Approved – Notify and provide the NDA and documentary requirements to the client 	None	1 hour	<i>Division Chief</i> Policy and Plans Division
2. Provide the documentary requirements and the NDA signed by the Head of Office (HOO) as Personal Information Controller (PIC)	2.1 Review all documentary requirements including the NDA submitted by the client. <ul style="list-style-type: none"> Non-Compliant – Inform the client 	None	2 hours	<i>Division Chief</i> Policy and Plans Division

<p>and the designated Data Privacy Officer (DPO) / Compliance Officer for Privacy (COP)</p>	<p>regarding the incomplete requirement via email.</p> <ul style="list-style-type: none"> ● Compliant – <ol style="list-style-type: none"> a. Sign the NDA and endorse to the DPO for signature b. Endorse the signed NDA to Information Technology Division (ITD) for processing 			
	<p>2.2 Review the compliance of the electronic copy of names with the required template/format:</p> <ul style="list-style-type: none"> ● Non-Compliant – Inform the client about the findings via email ● Compliant – Process the request within the set deadline depending on the volume or number of names to be matched 	None	<p style="text-align: center;">1 day (5,000 and below)</p> <p style="text-align: center;">3 days (5,001 – 50,000)</p> <p style="text-align: center;">7 days (50,001 – 400,000)</p> <p style="text-align: center;">18 days (400,001 – 1,000,000)</p>	<i>Division Chief</i> <i>Policy and Plans</i> <i>Division</i>
<p>3. Provide a storage device that is approved by the IT Focal or request for a Google Drive link</p>	<p>3.1 Secure the data by adding a password to the file.</p> <ol style="list-style-type: none"> 3.1.1 Prepare the Data Release Form (DRF). 3.1.2 Draft the response memorandum. 3.1.3 Save the results in a compact disc 	None	3 hours	<i>Division Chief</i> <i>Policy and Plans</i> <i>Division</i>

	(CD), Universal Serial Bus (USB) stick, or hard drive. 3.1.4 Sign the DRF. 3.1.5 Endorse the finalized documents to the PPD Chief.			
	3.2 Sign the memorandum and endorse it to the Administrative Assistant for release.	None	1 hour	<i>Division Chief</i> Policy and Plans Division
4 Receive the results of name matching	2.1 Track and scan a copy of the documents for record keeping 2.1.1 Release the document to the client	None	10 minutes	<i>Division Chief</i> Policy and Plans Division
3. Fill-out the Client Satisfaction Measurement Survey (CSMS)	5 Provide the client the CSMS form per Committee on Anti-Red Tape (CART) guidelines	None	10 minutes	<i>Division Chief</i> Policy and Plans Division
TOTAL: <i>*With possible extension on the actual data processing and depending on the number of names required but shall not exceed forty (40) days as reference in RA-IRR-11032. Rule 7. Section 3.c.</i>		None	For 5000 names and below: 2 days, 3 hours and 35 minutes For 5,001 - 50,000 names: 4 days, 3 hours and 35 minutes For 50-000 – 400,000 names: 8 days, 3 hours and 35 minutes	

		For 400,001-1,000,000 names: 21 days, 3 hours and 35 minutes	
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3. Data Sharing with DSWD OBSUs – Statistics/Raw Data Request

Generation of source data, unprocessed anonymized data or numerical processed data as requested by the client.

Office or Division:	National Household Targeting Sections (NHTS)			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	DSWD Offices/Bureaus/Services/Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) original or copy of letter of request (specify purpose and data requested)		Provided by the Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a letter or email re: request for Listahanan data – addressed to the NHTO Director/ Regional Director.	1.1 Receive and record the request.	None	30 minutes	<i>Division Chief</i> Policy and Plans Division
	1.1.1 Forward request to NHTO Operations Division/ National Household Targeting Section (NHTS), then furnish the NHTO Director/ Regional Director and the Policy and Plans Division (PPD) a copy of the request			
	1.2 Review the request based on AO 19 s.2021.	None	2 hours	<i>Division Chief</i> Policy and Plans Division

	1.2.1 Input comment/s then endorse to the NHTO Statistics Section/ NHTS Associate Statistician			
	1.3 Provide instruction based on the data requested. If the request is: <ul style="list-style-type: none"> ● Not clear <ol style="list-style-type: none"> a. In case of vague data request, instruct the Associate Statisticians to coordinate with the data users (through emails, recorded calls or text) and clarify the data requirement. b. In case the requested data is not available in the Listahanan database, instruct the Associate Statistician to coordinate with the requesting party and provide recommendations on other data available in the Listahanan. ● Clear - Forward request to the Associate Statistician for data generation. 	None	3 hours	<i>Division Chief</i> Policy and Plans Division

	<p>1.4 Generate the requested data from the Listahanan database, and export into excel or any format available.</p> <p>1.4.1 Draft response letter to the requesting party and attach routing slip.</p> <p>1.4.2 Submit to the NHTO Statistics Section Head/ NHTS RFC for review.</p>	None	1 day	<p><i>Division Chief</i> Policy and Plans Division</p>
	<p>1.5 Review the generated statistical /raw data. In case the generated data is:</p> <ul style="list-style-type: none"> ● Not accurate – Return the generated statistical/raw data to the Associate Statisticians for revision. ● Accurate – Submit to the NHTO Operations Division Chief / FO PPD Chief for review and recommending approval. 	None	3 hours	<p><i>Division Chief</i> Policy and Plans Division</p>
	<p>1.6 Countersign response letter and endorse the same to the NHTO Director/ Regional</p>	None	2 hours	<p><i>Division Chief</i> Policy and Plans Division</p>

	Director for approval.			
	<p>1.7 Approval of the facilitated data request for release to the requesting party.</p> <ul style="list-style-type: none"> • If Disapproved – Provide note on the reason of disapproval; then return the facilitated request to the Operations Division / NHTS for revision. • If Approved – Sign the response letter for data release. 	None	5 hours	<i>Division Chief</i> Policy and Plans Division
2. Receive the data requested and fill-out the CSMS form	<p>2.1 Track and facilitate the release of the approved data request to the requesting party.</p> <p>2.1.1 Administer Client Satisfaction Measurement Survey (CSMS) during the release of approved data request.</p>	None	30 minutes	<i>Division Chief</i> Policy and Plans Division
Total:		None	3 days	

**LEGAL UNIT
(LU)**

NON-FRONTLINE SERVICES

1. Issuance of Online Certificate of No Pending Administrative Case (CENOPAC)

This process covers online requests for CENOPAC filed by the DSWD Central Office personnel (a) who has an active HRMIS account; (b) whose employment status is updated; and who are currently employed in the DSWD (“**Covered Employee**”).

Office or Division:	Legal Unit			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	DSWD Central Office Personnel ⁶			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for CENOPAC through HRMIS Access Account		1. Human Resource Management Information System (HRMIS)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The DSWD employee/requests for submits a request for CENOPAC using the HRMIS.	None	None	2 minutes	<i>Unit Head</i> Legal Unit
	1. The Legal Assistant shall process the CENOPAC request. 1.1.1 The Legal Assistant (LA) shall receive the requests for CENOPAC through Legal Case portal at legalcaseportal.dswd.gov.ph .	None	10 minutes	<i>Unit Head</i> Legal Unit
	1.2 The Legal Assistant shall check the name of the	None	45 minutes	<i>Unit Head</i> Legal Unit

⁶ It does not apply to workers engaged under Contract of Service or Job Order[1] (“COS/JO”), and Presidential Appointees[2].

[1] This is due to the absence of employer-employee relationship between the DSWD and the COS/JO workers, and the fact that the latter are not governed by Civil Service laws and regulations.

[2] Requests for CENOPAC by a Presidential Appointee should be requested directly before the Office of the Deputy Executive Secretary for Legal Affairs (“ODESLA”) pursuant to the Guidance of the ODESLA (ODESLA LETTER dated 26 June 2023) in relation to Executive Order No. 01, Series of 2022, and pertinent issuances of the Office of the President.

	<p>requestor against the Legal Case Portal (LCP) database to determine whether or not the requestor has a pending administrative case.</p> <p>If the requestor has NO PENDING administrative case, LA clicks the “ISSUANCE” The requestor will receive an email notification that his/her request is now being PROCESSED.</p> <p>If the requesting employee HAS a PENDING administrative case, LA clicks the “DISAPPROVED” button. The requestor will automatically receive an email notification of the disapproval with an instruction to coordinate with the Legal Service (LS) for the specific details.</p> <p>1.2.1 The Legal Assistant shall forward the printed certifications to the LS Director for signature.</p>			
	<p>1.3 The Legal Unit Head shall review, approve and sign the certification.</p> <p>1.3.1 The LS Director shall give the signed certification to LA for updating the LCP.</p>	None	5 hours and 5 minutes ⁷	<i>Unit Head Legal Unit</i>

⁷ This reflects the maximum time during which the responsible officer must review, approve, and sign the CENOPAC. It considers the availability and schedule of the Legal Service Director or OIC, and may be done in a shorter period within the day.

	1.3.2 The Legal Assistant shall click the “APPROVE” button and forward the approved CENOPAC to the Administrative Aide (AA) for release.			
2. The DSWD employee/requestor will receive a notification that the CENOPAC is ready for pick-up. The DSWD employee/requestor or his/her duly authorized representative claims the approved CENOPAC to the Legal Service. 2.1 The DSWD employee/requestor or his/her duly authorized representative shall accomplish the Customer Feedback Form.	2.1 . The Administrative Aide IV shall release the approved and signed CENOPAC to the requestor or his/her duly authorized representative. ⁸ 2.2 Administrative Aide shall give a copy or link of the Customer Feedback Form to the requestor.	None	10 minutes	<i>Unit Head</i> Legal Unit
	TOTAL	NONE	6 working hours and 12 minutes	

⁸ Unclaimed CENOPAC after 30 days from the date of approval will be archived and the requestor will need to file a new request for CENOPAC.

FEEDBACK AND COMPLAINTS MECHANISM

<p>How to send feedback and/or complaints</p>	<p>Clients may accomplish the Client Satisfaction Measurement Survey (CSMS) Form and drop it at the designated drop box located at the PACD Area or at the respective offices where clients have transacted.</p>
<p>How feedbacks are processed</p>	<p>The designated Technical Staff shall compile and record all feedback submitted.</p> <p>For feedback requiring answers/updates, they shall be forwarded to the concerned personnel/unit and are required to respond within three (3) days upon receipt of the feedback.</p> <p>The response of the personnel/unit is then relayed to the client/citizen on how the complaints are received by the concerned office in the Field Office.</p> <p>Moreover, the Records and Archives Management Section will conduct evaluation regarding the data gathered, and must identify plans and actions that must be recommended for execution of the concerned office.</p> <p>For inquiries and follow-up, clients may contact the following telephone number: (053) 552-3698 or through email: fo8@dswd.gov.ph or inquiry.fo8@dswd.gov.ph.</p>
<p>How to file a complaint</p>	<p>Clients may accomplish the Complaint Intake Sheet (CISh) that is available at the PACD and drop it at the designated drop box. Complaint may also be filed via Google Form through this link: https://tinyurl.com/ComplaintIntakeSheet or via telephone (DSWD Official Hotline), DSWD Inquiry email, or through the Integrated Grievance Redress Management System Public Portal. Make sure to provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained - Incident - Evidence <p>For inquiries and follow-up, clients may contact the following telephone number: (053) 552-3698 or through email: fo8@dswd.gov.ph or inquiry.fo8@dswd.gov.ph.</p>

<p>How complaints are processed</p>	<p>The complaints received shall be forwarded and endorsed to the concerned grievance officers to respond and/or conduct validation or investigation.</p> <p>If the complaint is simple, resolution shall be provided through email, call, or text to the complainant. However, if the complaint is complex, initial feedback shall be provided.</p> <p>All complaints are expected to be acted upon or possibly be resolved within three (3) working days by the concerned office.</p> <p>For inquiries and follow-up, clients may contact the following telephone number: (053) 552-3698 or through email: fo8@dswd.gov.ph or inquiry.fo8@dswd.gov.ph</p>
<p>Contact Information of CCB, PACe, ARTA</p>	<p>Anti Red Tape Authority (ARTA) complaints@arta.gov.ph or call at 8478–5091 or 8478–5093.</p> <p>Presidential Action Center (PACe) pace@op.gov.ph Hotline 8888 or 82498310 loc. 8175 or 8182 Tel Nos. 8736-8645, 8736-8603, 8736-8606, 8736-8629, 8736-8621</p> <p>Contact Center ng Bayan (CCB) email@contactcenterngbayan.gov.ph 0908-881-6565</p>

LIST OF OFFICES

Office Assignment	Specific Location	Name & Position	E-mail Address
Office of the Regional Director (ORD)	Government Center Candahug, Palo, Leyte	Grace Q. Subong Director IV/ RD	(053) 552-3698 gqsubong@dswd.gov.ph
Office of the Assistant Regional Director for General Administration and Support Services (OARDA)	Government Center Candahug, Palo, Leyte	Clarito T. Logronio Director III/ ARDA	ctlogronio@dswd.gov.ph
Office of the Assistant Regional Director for Operations (OARDO)	Government Center Candahug, Palo, Leyte	Antonio R. Dolaota Director III/ ARDO	ardolaota@dswd.gov.ph
Social Technology Unit	Government Center Candahug, Palo, Leyte	Leo Nito L. Caliba SWO II	lnlcaliba@dswd.gov.ph
Internal Audit Unit	Government Center Candahug, Palo, Leyte	Lassie F. Madelo Management Audit Analyst II	lfmadelo@dswd.gov.ph
Social Marketing Unit	Government Center Candahug, Palo, Leyte	Atty. Jonalyndie B. Chua Attorney III	jbchua@dswd.gov.ph
Legal Unit	Government Center Candahug, Palo, Leyte	Atty. Jonalyndie B. Chua Attorney III	jbchua@dswd.gov.ph

Policy and Plans Division	Government Center Candahug, Palo, Leyte	Ofelia O. Pagay SWO V/ Division Chief	oopagay@dswd.gov.ph
Policy Development & Planning Section	Government Center Candahug, Palo, Leyte	Carol B. Gerilla PO IV/ Section Head	cbgerilla@dswd.gov.ph
Information & Communications Technology Section	Government Center Candahug, Palo, Leyte	Elvin A. Chua ITO II/ Section Head	eachua@dswd.gov.ph
National Household Targeting Section	Government Center Candahug, Palo, Leyte	Leizel B. Astorga PDO IV/ Program Focal	lbastorga@dswd.gov.ph
Standards Section	Government Center Candahug, Palo, Leyte	Carissa O. Mendoza PDO III/ Section Head	comendoza@dswd.gov.ph
Financial Management Division	Magsaysay Blvd., Tacloban City	Brigida D. Espejo CAO/ Division Chief	bdespejo@dswd.gov.ph
Budget Section	Magsaysay Blvd., Tacloban City	Mark Lorben E. Vicuña AO V/ Section Head	mlevicuna@dswd.gov.ph
Accounting Section	Magsaysay Blvd., Tacloban City	Christopher I. Bacason Accountant III/ Section Head	cibacason@dswd.gov.ph
Cash Section	Magsaysay Blvd., Tacloban City	Julieta S. Redoña AO IV/ OIC Section Head	jsredona@dswd.gov.ph
Administrative Division	Magsaysay Blvd., Tacloban City	Orville C. Berino SAO/ OIC Division Chief	ocberino@dswd.gov.ph

	Tacloban City		
General Services Section	Government Center Candahug, Palo, Leyte	Federico P. Pagayanan AO V/ Section Head	fppagayanan@dswd.gov.ph
Property & Supply Section	Magsaysay Blvd., Tacloban City	Jeanne V. Bauzon AO III/ OIC Section Head	jvbauzon@dswd.gov.ph
Records and Archives Management Section	Magsaysay Blvd., Tacloban City	Daisy Mae D. Cera AO I/ OIC Section Head	dmdcera@dswd.gov.ph
Procurement Section	Magsaysay Blvd., Tacloban City	Manuel C. Jimenez Jr. AO V/ OIC Section Head	mcjimenezjr@dswd.gov.ph
Human Resource Management and Development Division	Government Center Candahug, Palo, Leyte	Ann Ritzel C. Caragos AO V/ OIC Division Chief	arccaragos@dswd.gov.ph
Human Resource Planning & Performance Management Section	Government Center Candahug, Palo, Leyte	Daisy P. Almadro AO II/ OIC Section Head	dpalmadro@dswd.gov.ph
Learning & Development Section	Government Center Candahug, Palo, Leyte	Brian M. Requitillo AO II/ OIC Section Head	bmrequitillo@dswd.gov.ph
Human Resource Welfare Section	Government Center Candahug, Palo, Leyte	April O. Cahayag AO II/ OIC Section Head	aocahayag@dswd.gov.ph
Personnel Administration Section	Government Center Candahug,	Bece E. Oliverio AO III/ OIC Section Head	beoliverio@dswd.gov.ph

	Palo, Leyte		
Provincial SWAD Team	Sub Field Office - Leyte	Raquel J. Bateo SWO III/ SWADT Leader	rjbateo@dswd.gov.ph
	Sub Field Office - Southern Leyte	Ma. Joyce A. Flora SWO III/ SWADT Leader	mjaflora@dswd.gov.ph
	Sub Field Office - Eastern Samar	Maria Felisa C. Cotejar SWO III/ SWADT Leader	mfccotejar@dswd.gov.ph
	Sub Field Office - Samar	Anna S. Aban SWO III/ SWADT Leader	asaban@dswd.gov.ph
	Sub Field Office - Northern Samar	Ma. Lucilla L. Montilla SWO II/ SWADT Leader	mllmontilla@dswd.gov.ph
	Sub Field Office - Biliran	Leida S. Rocabo SWO III/ OIC - SWADT Leader	lsrocabo@dswd.gov.ph
Pantawid Familyang Pilipino Program Management Office	Government Center Candahug, Palo, Leyte	Paula B. Unay PDO V/ RPC/ DC	pbunay@dswd.gov.ph
Protective Services Division	Government Center Candahug, Palo, Leyte	Gina D. Ogay SWO V/ Division Chief	gdogay@dswd.gov.ph
Capability Building Section	Government Center Candahug, Palo, Leyte	Myrlina G. Pascual TS II/ OIC Section Head	mgpascual@dswd.gov.ph

Crisis Intervention Section	Government Center Candahug, Palo, Leyte	Leila E. Auditor SWO IV/ Section Head	leauditor@dswd.gov.ph
Community- Based Welfare Section	Government Center Candahug, Palo, Leyte	Marichu E. Bustillos SWO IV/ Section Head	mebustillos@dswd.gov.ph
Supplementary Feeding Program	Government Center Candahug, Palo, Leyte	Pauline Liza C. Nadera ND III	plcnadera@dswd.gov.ph
Social Pension Program	Government Center Candahug, Palo, Leyte	Marichu E. Bustillos SWO IV/ Program Head	mebustillos@dswd.gov.ph
Minors Traveling Abroad	Government Center Candahug, Palo, Leyte	Katrina Dominique C. Acerden SWO II/ Focal Person	mcbchavez@gmail.com
Sectoral Program	Government Center Candahug, Palo, Leyte	Marichu E. Bustillos SWO IV	mebustillos@dswd.gov.ph
Children & Youth Sector	Government Center Candahug, Palo, Leyte	Katrina Dominique C. Acerden SWO II/ Focal Person	dominiqueacerden@gmail.com
Women and Family Sector	Government Center Candahug, Palo, Leyte	Maria Carmela T. Pullantes SWO II/ Focal Person	mctpullantes@dswd.gov.ph
Person With Disability Sector	Government Center	Vacant	cbws.fo8@dswd.gov.ph

	Candahug, Palo, Leyte		
Center-Based Section	Government Center Candahug, Palo, Leyte	Vacant	protective.fo8@dswd.gov.ph
Reception And Study Center For Children	Government Center Candahug, Palo, Leyte	Vacant	protective.fo8@dswd.gov.ph
Regional Rehabilitation Center for Youth	Government Center Candahug, Palo, Leyte	Georgina M. Bulasa SWO III/ Center Head	gmbulasa@dswd.gov.ph
Haven for Women	Pawing, Palo, Leyte	Hilda B. Tambio SWO IV/ Center Head	hbtambio@dswd.gov.ph
Home for Girls	Pawing, Palo, Leyte	Delia P. Aguirre SWO III/ Center Head	dpaguirre@dswd.gov.ph
Promotive Services Division	Government Center Candahug, Palo, Leyte	Natividad G. Sequito SWO V/ Division Chief	ngsequito@dswd.gov.ph
Sustainable Livelihood Program Management Office	Government Center Candahug, Palo, Leyte	Hermanito S. Mangalao PDO III/ RPC	hsmangalao@dswd.gov.ph
Enhanced Partnership Against Hunger and Poverty	Government Center Candahug, Palo, Leyte	Noel P. Villones PDO III/ RPC	noel_villones@yahoo.com
KALAHI-CIDSS Program Management Office	Government Center Candahug, Palo, Leyte	Irene A. Permejo SWO III/ RPC	iapermejo@dswd.gov.ph

Disaster Response Management Division	Brgy. Pawing Palo, Leyte	Lucia G. Balantad SWO IV/ OIC Division Chief	lgbalantad@dswd.gov.ph
Disaster Response & Rehabilitation Section	Brgy. Pawing Palo, Leyte	Nena L. Getalado SWO IV/ Section Head	nlgetalado@dswd.gov.ph
Disaster Response Information & Mgt. Section	Brgy. Pawing Palo, Leyte	Nena L. Getalado SWO IV/ Section Head	nlgetalado@dswd.gov.ph
Regional Resource Operations Section	Brgy. Pawing Palo, Leyte	Lucia G. Balantad SWO IV/ Section Head	lgbalantad@dswd.gov.ph
Warehousing Unit	Brgy. Pawing Palo, Leyte	Rey B. Peñaranda Admin. Aide I	rpenaranda0572@gmail.com
Donations Unit	Brgy. Pawing Palo, Leyte	Lucia G. Balantad SWO IV	lgbalantad@dswd.gov.ph