



Republic of the Philippines
Department of Social Welfare and Development

IBP Road, Batasan Pambansa Complex, Constitution Hills, Quezon City 1126

Telephone Nos. (632) 931-8101 to 07; Telefax (632) 931-8191

E-mail: osec@dswd.gov.ph

Website: <http://www.dswd.gov.ph>

FOR : **GEMMA B. GABUYA**
Regional Director
DSWD-III

ATTN : **VENUS F. REBULDELA**
Assistant Regional Director for Operations

FROM : **THE DIRECTOR**
Sustainable Livelihood Program - NPMO

SUBJECT : **SUMMARY OF AGREEMENTS DURING THE MEETING WITH
THE SLP REGIONAL PROGRAM MANAGEMENT OFFICE**

DATE : 2 March 2016

This has reference to the Sustainable Livelihood Program-Regional Program Management Office (RPMO) meeting attended by National Program Management Office representatives at Otel Pampanga in San Fernando City, Pampanga last 18 February 2016. Key points are enumerated below for your immediate reference:

First Tranche of the General Appropriation Act (GAA) downloaded

- The first tranche of the approved Sub-Allotment Release Order (SARO) (Grants ME/EF for CY 2016) dated 10 February 2016 signed by Secretary Corazon Juliano-Soliman was provided to the Field Office last 12 February 2016. Cash will be downloaded to the Field Office based on the Monthly Disbursement Plan prepared during the Cluster PREW last year. As indicated, the Field Office needs to **utilize 19% of the funds amounting to Php 119,391,746 for Regular SLP GAA by March 2016**. Provincial Coordinators and Field Project Development Officers are enjoined to ensure that this target is met, under the guidance of the office-based RPMO staff.

Sustainable Livelihood Program Information System (SLPIS)

- To provide further assistance on the use of the Sustainable Livelihood Program Information System (SLPIS), the Monitoring and Evaluation Officer for Operations will be conducting visits among all provinces of Field Office III during the 1st and 2nd weeks of March. One of the outputs of the activity should be the **actual encoding of families served during the 1st quarter of CY 2016**. In addition, all accomplishments in CY 2015 that were not yet included in the monthly accomplishment report should be reported and encoded in the SLPIS.
- It is acknowledged that there are still some challenges encountered in using the SLPIS. An enhanced instructional video will be sent to the Field Office by the first week of March as an additional reference. For any other matters concerning the SLPIS, kindly contact Mr. Juan Miguel de la Cruz, Information Technology Officer, at jmodelacruz@e-dswd.net or (02) 951-2806.

Timely Submission of Reports

- To promote accountability among stakeholders of the Sustainable Livelihood Program, reporting of accomplishments especially of partnership projects should be prioritized. Apart from existing monitoring tools, guides, and references, the RPMO may proceed with employing other monitoring mechanisms to ensure that projects are documented for purposes of replication.
- The SLP Project Tracker should still be submitted every 25th of the month.

Role Clarification and Delineation

- With the growing number of the RPMO, the team should review the Terms of Reference of each staff including the RPMO-based staff that will complement the provincial-based staff to ensure that physical and financial targets are met.
- We commend the Field Office's initiative of assigning office-based RPMO staff to coach provinces to meet this objective. Once finalized, we would appreciate receiving advice on the assignments of coaches per province for our reference.

Appropriate Technical Assistance to Field PDOs by the RPMO-based staff and the Provincial Coordinators

- In order to effectively supervise and provide assistance to the Field PDOs, a similar training conducted by the Civil Service Commission's Supervisory Development Course will be explored by the Capacity Building Unit of the NPMO. The training will serve as an enabling tool towards understanding one's self and career, handling responsibilities, becoming better leaders, and learning essential communication process for the RPMO-based staff and Provincial Coordinators.

We commend the Field Office for the successful conduct of the activity. Kindly ensure that the highlights of the meeting including key agreements are cascaded to all Provincial Coordinators and Field Project Development Officers. For any other queries you may have, please feel free to contact us through Ms. Beverly Pascual, Project Development Officer, through: bvpascual@e-dswd.net.

For your information and appropriate action.


GIL DENNIS A. RAPOSA

Cc DPM for Operations
PMEF
Capacity Building Unit