



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 : **HADJA POMBAEN KARON KADER**
DSWD ARMM Regional Secretary

: **ALL REGIONAL DIRECTORS**
DSWD Field Offices I-XII, NCR, CAR, NIR, Caraga

ATTN : **ALL ASSISTANT REGIONAL DIRECTORS FOR OPERATIONS**
DSWD Field Offices I-XII, NCR, CAR, NIR, Caraga

FROM : **NATIONAL PROGRAM MANAGER**
Sustainable Livelihood Program

SUBJECT : **DISSEMINATION OF ENHANCED TEMPLATES OF SLP PROJECT PROPOSALS**

DATE : January 28, 2016

This is to provide you with the set of enhanced templates (*see attached list of summary of documents and actual templates*) of SLP project proposals and attachments that should be used starting early 2016 (*see provided timeline below*). The following documents are enhancements of those presented and shared with the SLP Regional Program Management Office (RPMO) staff last September 21 to 25, 2015 during the Training of Supervisors (TOS) on Project Feasibility Assessment. Revisions were made based on the input and recommendations received during the activity and from other feedback reports.

1. General Guidelines

- 1.1. All templates are provided to the Field Offices to standardize quality and completeness of proposals, i.e. the provisions in the templates are the minimum content required. The RPMOs and Project Development Officers *may enhance the proposals further* (i.e. providing additional information on the project or providing alternative documents that correspond to the required document), as they see fit. The NPMO requires that the changes made are for the enhancement of the projects and *do not sacrifice the completeness and substance of information*.
- 1.2. For *fields or sections that are not applicable (or not readily available) to the specific project*, these may be left unaccomplished or deleted altogether. A short justification on the non-accomplishment or deletion may be provided for additional reference of the assessors (e.g. Provincial Coordinator or PC, RPMO). The PC's and RPMO's assessment of proposals and their completeness to be endorsed for funding shall prevail.
- 1.3. As much as possible, *only text in blue or red shall be revised by the PDO* when accomplishing the templates. Text in black have been provided as givens and revisions shall be avoided.
- 1.4. The templates shall be *provided to the PDOs prior to their deployment in the field* for review and familiarity. Accomplishment shall span the entire period from initial consultation with the participants up to the submission for assessment (during the Municipal Project Development and Assessment or MPDA), spanning weeks or even months. They should *not be accomplished in a single session*.
- 1.5. *Co-accomplishment of the proposal attachments* (e.g. Microenterprise Plan, Employment Plan) by the PDO and the participants is highly encouraged. The PDOs are instructed to properly guide the participants for this.
- 1.6. All templates may be downloaded from www.bit.ly/SLPprojectproposals2016.

2. Template-specific Clarifications

- 2.1. MD.2 Microenterprise Plan
 - 2.1.1. The *Microenterprise Plan was designed to be accomplished through a guided process*, spanning weeks or even months (like any other well-prepared business plan). It should *not be accomplished in a single session*.

- 2.1.2. The templates (including but not limited to the Microenterprise Plan) *may be modified to fit specific contexts*. While the NPMO has not developed a special template to for special cases (e.g. general merchandise or mini grocery stores), the RPMOs and PDOs are advised to *innovate based on existing templates and other sources*¹, while still considering the completeness and feasibility of the plan. The NPMO is willing to provide assistance to the RPMO for the development of such proposals (see item 6.3.3.).
- 2.1.3. *As per the existing policy, Cash for Building Livelihood Assets (CBLA) projects should lead to the development or enhancement of a microenterprise*. For example, if a CBLA project on the protection of farms from eroding slopes is proposed, a Microenterprise Plan for the farm may be developed. The Pre- and Post-CBLA Analysis should complement the Microenterprise Plan, since it will highlight how the CBLA project will have a positive effect on the microenterprise.
- 2.2. EF.2 Employment Plan
 - 2.2.1. The *Employment Plan was designed to be accomplished through a guided process*, spanning days or even weeks, in the same way that actual job hunting starts with planning and opportunity scanning (types of jobs, types of companies, existing qualifications, and other expectations) before the actual preparations and application.
- 2.3. SCF.1 Utilization Plan & Amortization Schedule
 - 2.3.1. *As per the existing policy on the Seed Capital Fund provision, the funds are to be released to each individual member*². If the members choose to have a *group enterprise and pool their funds* (i.e. the funds are immediately returned to the treasurer / bank account), SCF.1 may be accomplished only once for all participants, wherein the utilization plan will be a group plan and the amortization schedule is the same for all participants. The amortization schedule field can include the full amount on the first payment date and the amortization schedule is "one-time payment".

3. Identification and Tracking

- 3.1. For proper identification and tracking of all SLP projects. Each project shall be assigned a unique code with the following format: **YYYY-RR-PP-MM-XX**
 - 3.1.1. YYYY is for the year the project proposal was submitted to the RPMO (e.g. 2016)
 - 3.1.2. RR is for the region (e.g. 01 for Region I)
 - 3.1.3. PP is for the province (e.g. 28 for Ilocos Norte)
 - 3.1.4. MM is for the city / municipality (e.g. 12 for Laoag City)
 - 3.1.5. XX is for the unique project number assigned to the project for the year in the same city / municipality (e.g. 01 for the first project proposal submitted, 02 for the second)
 - 3.1.6. The resulting sample project code of 2016-01-28-12-01 should be assigned to the first project proposal submitted for Laoag City in Ilocos Norte, Region I for the calendar year 2016.
- 3.2. The list of project codes for each region, province, and city / municipality have been provided in a separate memorandum. The said list may also be downloaded through www.bit.ly/SLPprojectcode.
- 3.3. The project code shall *appear in the project proposal and all its attachments* (in the upper right corner of the document headers). It should therefore be also *used in the Sustainable Livelihood Program Information System (SLPIS)* (the region, province, and city / municipality codes will be automatically generated by the system once the user selects the project location). *The RPMO should ensure that the project codes in the SLPIS and the project proposals match.*
- 3.4. *Mother project proposals will have as many project codes as the number of cities / municipalities involved*. For example, a mother project proposal on Security Service NC II in the cities / municipalities of Laoag City, Paoay, and San Nicolas (province of Ilocos Norte) will have three (3) project codes: 2016-01-28-12-XX, 2016-01-28-16-XX, and 2016-01-20-XX, respectively. The last two digits will depend on the unique number assigned to the project for the year in the same city/municipality (01 for the first project proposal submitted, 02 for the second, etc.). The project codes in the SLPIS should likewise bear the same project codes per city / municipality as is in the mother project proposal.
- 3.5. *Project proposals submitted in 2015, but will be funded and implemented this 2016 shall still bear project codes with 2015 as the reference year.*

¹ Including but not limited to other learning materials, credible print and online resources

² Through direct release to each member or a nominated member of the SLP Association (see Memorandum Circular 13, series of 2015)

4. Fund Sources

- 4.1. A single project may be **funded by a combination of sources**, as long as these are clearly indicated in the project proposal (*in sections I. Project Summary and VI. Budgetary Requirements and Source/s of Funds*). The existing fund sources include, but are not limited to, the following:
 - 4.1.1. SLP MD GAA: Regular 2016
 - 4.1.2. SLP MD GAA: BUB 2015
 - 4.1.3. SLP MD GAA: BUB 2016
 - 4.1.4. SLP EF GAA: Regular 2016
 - 4.1.5. SLP PAMANA
 - 4.1.6. RSF
 - 4.1.7. Partner: LGU (as counterpart)
 - 4.1.8. Partner: [Name of partner] (as counterpart)
 - 4.1.9. Program participants (as counterpart)

5. Timeline

- 5.1. Dissemination of finalized templates and official communication of instruction to RPMOs January 29, 2016
- 5.2. NPMO- and RPMO-initiated rollout and capability building activities February 2016 onwards
- 5.3. Effectivity of use of new templates March 28, 2016 onwards (election ban)

6. Next Steps and Upcoming Initiatives

- 6.1. **Capability building plans** are being developed by the NPMO to address the need of the PCs and Field PDOs to learn the new templates. In addition, the NPMO still expects all RPMO staff, including its PCs and PDOs, to have the **basic knowledge on business management**, since this is a listed function in the Terms of Reference used for the hiring of staff.
- 6.2. A **writeshop on the development of the SLP Omnibus Guidelines** is scheduled this February 2016. **Policy- and procedure-related matters** (brought up but not addressed during the development of the project proposal templates, like the scheme on how to better facilitate the quick processing of the Pre-Employment Assistance Fund) may be discussed during the activity. The NPMO welcomes any recommendations and strategies from the RPMOs that may be developed into a policy for institutionalization nationwide.
- 6.3. Supplementary / complementary materials that will be developed by the NPMO in consultation with the RPMOs
 - 6.3.1. **Filipino versions** of selected templates for use of program participants
 - 6.3.2. **Excel files for automation of computations** needed in proposals
 - 6.3.3. **Specific templates for common projects** (e.g. general merchandise / mini grocery stores)
 - 6.3.4. Other guides, tools, and templates deemed necessary
- 6.4. The NPMO welcomes **any concrete recommendations from the RPMOs to simplify and enhance the templates** without compromise in completeness and substance. However, provided that there are certain timelines that need to be followed, any recommendations received from here on shall be considered and incorporated during the next round of assessment and development of the templates.
- 6.5. These guidelines and all templates shall be packaged as an **additional tool to be included as a component of the program Field Operations Manual**.

For any concerns or clarifications you may have with regard to this memorandum, Angela An Mari F. Ferrer of the SLP NPMO may be reached through aferrer@e-dswd.net.

Thank you very much, and we hope for your usual support and cooperation.



GIL DENNIS A. RAPOSA