



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>

MEMORANDUM FROM THE SECRETARY

FOR : THE REGIONAL SECRETARY
DSWD ARMM

THE REGIONAL DIRECTOR
DSWD NCR, CAR, I-XII and CARAGA

SUBJECT : GUIDANCE NOTE ON THE PROVISION OF LIVELIHOOD
INTERVENTIONS TO PERSONS WITH DISABILITIES
(PWDs)

DATE : October 07, 2014

The Persons with Disabilities (PWDs) are considered as one of the marginalized, disadvantage and vulnerable sectors of the society. Their situation can be more serious if they are economically unstable because of poverty especially those PWDs who are included in the NHTS-PR list particularly the beneficiaries of Pantawid Pamilya Pilipino Program.

In the thrust of the Department to provide social protection programs to improve the well-being of the poor, marginalized, vulnerable and disadvantaged individuals and groups, the Sustainable Livelihood Program is taking its steering role to facilitate opportunities for the Persons with Disabilities mobilizing its resources and the support of other stakeholders for a holistic intervention for PWDs.

In this light, to better guide our field implementers and our stakeholders in providing support to PWDs, this Memorandum is hereby issued with the following provisions:

A. OBJECTIVE

This Memorandum seeks to guide the field implementers of Sustainable Livelihood Program and other program stakeholders in providing livelihood support to Persons with Disabilities regardless of economic status but prioritizing those listed in the NHTS-PR especially the Pantawid Pamilya Pilipino Program beneficiaries. The support provided to the PWDs should lead in the improvement of their well-being and their families that maximizes their skills and potentials for gainful entrepreneurial and employment activities.

B. PRINCIPLES

Republic Act No. 7277 otherwise known as "An Act Providing for the Rehabilitation, Self-Development and Self-Reliance of Disabled Persons and their Integration into the Mainstream of Society and for Other Purposes", as amended by RA 9442, laid

RECEIVED
OCT 09 2014

OFFICE OF THE SECRETARY
By: 14420-14
Time: 12:00 Control No. 14420-14

1007/4-042
Department of Social Welfare and Development
Constitution Hills, Quezon City
RECEIVED
OCT 09 2014
4454-14
Office of Undersecretary for Operations
and Programis Group

MEMORANDUM FROM THE SECRETARY

**FOR : THE REGIONAL SECRETARY
DSWD ARMM**

**THE REGIONAL DIRECTOR
DSWD NCR, CAR, I-XII and CARAGA**

**SUBJECT : GUIDANCE NOTE ON THE PROVISION OF LIVELIHOOD
INTERVENTIONS TO PERSONS WITH DISABILITIES
(PWDs)**

DATE : October 07, 2014

The Persons with Disabilities (PWDs) are considered as one of the marginalized, disadvantage and vulnerable sectors of the society. Their situation can be more serious if they are economically unstable because of poverty especially those PWDs who are included in the NHTS-PR list particularly the beneficiaries of Pantawid Pamilya Pilipino Program.

In the thrust of the Department to provide social protection programs to improve the well-being of the poor, marginalized, vulnerable and disadvantaged individuals and groups, the Sustainable Livelihood Program is taking its steering role to facilitate opportunities for the Persons with Disabilities mobilizing its resources and the support of other stakeholders for a holistic intervention for PWDs.

In this light, to better guide our field implementers and our stakeholders in providing support to PWDs, this Memorandum is hereby issued with the following provisions:

A. OBJECTIVE

This Memorandum seeks to guide the field implementers of Sustainable Livelihood Program and other program stakeholders in providing livelihood support to Persons with Disabilities regardless of economic status but prioritizing those listed in the NHTS-PR especially the Pantawid Pamilya Pilipino Program beneficiaries. The support provided to the PWDs should lead in the improvement of their well-being and their families that maximizes their skills and potentials for gainful entrepreneurial and employment activities.

B. PRINCIPLES

Republic Act No. 7277 otherwise known as "An Act Providing for the Rehabilitation, Self-Development and Self-Reliance of Disabled Persons and their Integration into the Mainstream of Society and for Other Purposes", as amended by RA 9442, laid

down the principles on the grant of the rights and privileges for Persons with Disability (PWD)¹.

The Department of Social Welfare and Development (DSWD) is tasked to design and implement training programs that will provide disabled persons with vocational skills to enable them to engage in livelihood activities or obtain gainful employment. The DSWD's Sustainable Livelihood Program (SLP) adheres to the principle of inclusivity in its program implementation. It shall therefore endeavor to contribute in the development of their skills and potentials to enable them to compete favorably for available opportunities to improve their well-being.

C. SCOPE AND LIMITATIONS

1. Eligible participant

- 1.1. Duly registered resident of the City/Municipality as certified by the Barangay Captain and duly endorsed by the C/MSWDO as legitimate or registered PWD.
- 1.2. Either a beneficiary of Pantawid Pamilya Pilipino Program or non-Pantawid but listed in NHTS-PR or belonging to poor family duly certified by C/MSWDO or non-poor as long as he/she is a registered/legitimate PWD as certified by C/MSWDO.
- 1.3. At least 16 years of age for microenterprise activities while 18 years old for employment facilitation.

2. Project Management

2.1. Targeting of participants

- a. Regional profiling of target group/participant by the SLP-RPMO in collaboration with the Pantawid Pamilya Pilipino Program RPMU, National Housing Targeting Unit and the Regional Focal Person on PWDs to locate where the target PWDs are and what are their specific livelihood needs. The demographic, skills and employment and enterprise profiles will help implementers and stakeholders to better plan necessary interventions for PWDs.
- b. The result of the profile analysis may lead to the following actions:
 - Refer to external partners to address the needs of PWDs where former's expertise is needed and is beyond the capacities of DSWD
 - Match the skills of PWDs to existing opportunities (both for enterprise and employment) that partners or DSWD can provide

¹ Defined as a person suffering from restriction or different abilities, as a result of a mental, physical or sensory impairment, to perform an activity in a manner or within the range considered normal for human being. Disability shall mean (1) a physical or mental impairment that substantially limits one or more psychological, physiological or anatomical function of an individual or activities of such individual; (2) a record of such an impairment; or (3) being regarded as having such an impairment. - See more at: <http://www.ncda.gov.ph/disability-laws/implementing-rules-and-regulations-irr/implementing-rules-and-regulations-of-republic-act-no-9442/#sthash.widJ108S.dpuf>

- Facilitate various capacity-building activities, if and whenever necessary, to better prepare PWDs in their chosen livelihood activities

2.2.Validation of target participants

- a. The profiles of target participants based on the data from the SLP-RPMO and those provided by the NHTU shall be validated by the PDOs with the help of the C/MSWDO or the SLP Community Core Group (CCG).
- b. The C/MSWDO shall issue certification to those validated PWDs who are not included in the NHTS-PR list but have been identified as target participants.

2.3.Social Preparation

- a. The special needs of the PWDs, especially in developing or raising their confidence level, to prepare them for a bigger role in the household as well as in the community requires special considerations. As such, the involvement of the C/MSWDO or any registered social worker in the conduct of social preparation is deemed necessary. Additional modules appropriate to the case of the target PWDs shall be identified by the C/MSWDO, C/MAT members and other stakeholders to provide them a deeper sense of identity/self-awareness and commitment to the program.
- b. A self-help group² maybe established within and among these target PWDs, with the support of the C/MSWDO, C/MAT and other willing partners. Another option is to link them to existing formal groups or institutions, if available in the area, who may be able to provide additional support in this aspect.

2.4.Opportunity Matching

- a. The field PDOs in coordination with C/MSWDO shall determine which of the available livelihood opportunities match that of the interests and profile of the target PWDs.
- b. The necessary skills training shall be identified and conducted to better equip the PWDs in their chosen livelihood track.
- c. Target PWDs may also be referred to external partners for other needs other than the provision of livelihood assistance, such as advance skills trainings, social integration, and the like.

2.5.Project Proposal Development

- a. Once the target PWDs are ready to join the program and that their skills training needs, as well as partner institutions have been identified, the participant shall be assisted by the field PDO or by C/MSWDO staff to prepare the corresponding project proposal, which shall be submitted to RPMO for review.

² The target PWDs in an area may be grouped together to provide mutual support for each other to facilitate social integration.

2.6.Funding of Project Proposals

- a. The proposals should be reviewed and validated thoroughly by the SLP-RPMO ensuring that it only caters to the target PWDs and the proposed interventions are aligned with the mandate of SLP and DSWD in general.
- b. Reviewed proposals should be submitted to SLP-NPMO for further review and approval. If approved, funds will be downloaded by SLP-NPMO to the SLP-RPMO following the guidelines in transferring of funds as provided in MC 11-2014.

3. Mechanisms of Intervention

3.1.Participation in Skills Training

3.1.1. Community-based skills trainings for PWDs

- a. There are special considerations that need to be addressed in planning trainings for PWDs. The SLP-RPMO through the field PDOs may need the support of C/MSWDO or a registered social worker such as C/ML and SWO to assess the eligibility of PWDs to attend trainings in the community. Such condition includes the physical and emotional stability of the PWD, among others. If the pre-conditions for such training are met, the SLP-RPMO shall prepare the training proposal for submission to SLP-NPMO.
- b. The SLP-RPMO may tap the support of partners to conduct the skills training such as CSOs, academe, public and private owned technical vocation schools, among others.
- c. The Skills Training fund will be used for this purpose following the mechanisms provided in MC 11-2014.

3.1.2. Center-based skills training for PWDs

- a. By DSWD Centers such as National and Area Vocational Rehabilitation Centers³
 - If community-based skills training is not feasible, the SLP-RPMO may refer the eligible PWDs to the nearest DSWD Vocational Rehabilitation Center provided that the course is available at the center. The SLP-RPMOs should coordinate with the C/MSWDO in referring PWDs to attend training in N/AVRC.
 - Since N/AVRC has own funds for the trainings, the role of SLP is to link the PWDs to available opportunities to assure engagement

³ NVRC is located in Quezon City while AVRCS are situated in Dagupan City, Cebu City and Zamboanga City.

in income-generating livelihood activities after the training. Further, the SLP-RPMO can make a proposal for the provision of starter kits in coordination with the N/AVRCs. However, in cases where N/AVRC funds have been exhausted, the SLP can fund the assessed cost of skills training of the eligible PWD with a maximum ceiling of P20,000.00 following the criteria in availing of the grant as provided in MC 11-2014.

- The SLP-RPMO through the External Relations Officer may also coordinate with the Placement Officers of N/AVRCs for the conduct of employers' or partners' forum for PWDs.
- b. Social Welfare and Development Agencies registered, licensed and accredited by DSWD, TESDA schools, private or government-owned Technical-vocational schools, private or state-owned universities and colleges that conduct skills training for PWDs
- 3.1.3. The SLP-RPMO may facilitate the utilization of skills training fund for this purpose following the provisions of MC 11-2014 and the guidance note issued to this effect by the undersigned.

3.2. Involvement in Cash for Building Livelihood Assets projects

- 3.2.1. Qualified PWDs may be tapped to participate in CBLA projects in roles or functions that are suited to his/her condition as maybe assessed by the SLP-RPMOs or by the C/MSWDO or any registered social worker, if and whenever necessary.

3.3.Provision of Capital Seed Fund

- 3.3.1. The provision of such shall be based from the mechanisms provided in MC 11-2014.
- 3.3.2. Qualified PWDs through the field PDOs may organize themselves as an SKA or may join an SKA with mixed group members.

3.4. Facilitate Access to Physical Assets

- 3.4.1. In cases where qualified PWDs have existing skills supportive to their existing/target enterprise or employment but need starter kit to support their chosen livelihood options, the field PDOs may propose for the provision of starter kits per participant provided that the items are not considered as capital outlay.
- 3.4.2. The SLP-RPMO may access support of various organizations to provide the needed physical assets of the PWDs supportive to their livelihood activities especially those that are beyond the available resources of DSWD.

3.5: Referral to public and private offices, agencies and individuals

- 3.5.1. In cases where the identified needs of PWDs are beyond the mandate of SLP or DSWD in general, the SLP-RPMO shall refer the case to offices, agencies or individuals who can provide the needed intervention.

3.6. Other interventions


- 3.6.1. The SLP-RPMOs may propose innovative strategies to cater to the needs of PWDs through a concept proposal. The mechanisms provided in the proposal should be aligned with the mandate of SLP.
- 3.6.2. Engage partnership or any collaboration activities to facilitate access of additional services to sustain the livelihood activities of the PWDs.
- 3.6.3. For PWDs who are non-Pantawid but are listed in the NHTS-PR, the SLP-RPMO shall endeavor to provide appropriate support through the above-mentioned mechanisms only after a thorough validation has been conducted. The PWDs who belong to the Pantawid Pamilya families remain to be the priority target of SLP.

D. MONITORING AND REPORTING

1. The accomplishments shall be reported to SLP-NPMO following the prescribed reporting templates and agreed timeline.
2. The SLP-RPMO shall furnish a copy of the report to the Regional Focal Person on PWDs for their information.

E. EFFECTIVITY

This Memorandum shall take effect immediately.


CORAZON JULIANO SOLIMAN
Secretary

Department of Social Welfare and Development

