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| **NOTICE OF MEETING** | | | LAOM/RFBC/GDAR  REFERENCE NO.: |
| For | :  :  :  : | **MYDA NIEVES**  DPM for Administration  **REX FRANCIS COZ**  Project Development Officer  **MITZI VINA TAMAYO**  Project Development Officer  **LEI MOTILLA**  Project Development Officer  **EVANGELINE EQUIPAJE**  National Housing Authority - LDD  **IMELDA KIEVUL**  National Housing Authority - LDD | |
| Date | : | 22 June 2016 | |
| Time | : | 2:00 PM – 3:15 PM | |
| Venue | : | SLP office  Department of Social Welfare and Development  IBP road, Batasan Pambansa Complex, Constitution Hills, Quezon City | |
| Agenda | : | Implementation of DSWD-NHA CBLA program for CY 2016-2017 | |
| By | : | **GIL DENNIS RAPOSA**  Director, Sustainable Livelihood Program | |

**HIGHLIGHTS OF THE MEETING**

22 June 2016, SLP Office

Provided herewith are the highlights of the meeting between the Department of Social Welfare and Development – Sustainable Livelihood Program and the National Housing Authority:

* The meeting was convened and started at 2:00 PM
* In attendance during the meeting are the following:
  + Dir. Gil Dennis A. Raposa
  + Myda Nieves
  + Rex Francis B. Coz
  + Mitzi Vina Tamayo
  + Lei Motilla
  + Evangeline Equipaje
  + Imelda Kievul
* Mr. Coz presided the meeting and presented the agenda and some clarifications for the CY 2016 engagement.
  + Amended Memorandum of Agreement
    - Ms. Equipaje clarified that the returned MOA is in the office of Congressman Benitez, pending to be signed (since only the last page was signed).
  + Amended Terms of Reference
    - Mr. Coz requested for the breakdown of the budget per batch for CY 2017 in the TOR
  + Implementation schedule from July 2016 to March 2017
* Mr. Coz introduced some clarifications for CY 2017, especially with the 90M budget requested from DBM and 193M budget to be downloaded to DSWD by NHA
* Ms. Equipaje presented the budget of NHA amounting to 230M+, where some of the livelihood programs’ budget (193M) is initially proposed by DBM to be transferred to DSWD, suspecting possible program duplication. The proposal of DBM to transfer funds was put on hold by DSWD-SLP until resolution is agreed upon in the alignment meeting.
* Ms. Nieves and Director Raposa facilitated the discussions to level-off with LDD-NHA, with the following proposed arguments as to why NHA should be the agency where the budget should be properly lodged in.

1. **Misalignment on primary target beneficiary** – The primary target of DSWD-SLP is 4Ps beneficiaries, while NHA targets non-4Ps. The implementation of this program (193M budget for CY 2017) will be outside the bounds of SLP policies, and should more properly be handled by NHA.
   1. Supporting case for this argument is the fact that only 282 out of 651 participants (43%) of the partners in the pilot program are Pantawid Pamilya members.
2. **NHA livelihood program components are outside SLP modalities-** The budgeted livelihood components might seem nominally similar with SLP programs, but the intended approach, beneficiary targets and policies are different; NHA will also be more effective in implementing the LDD programs, since they do it on site.
3. **NHA is more structurally equipped to implement the program** **–** SLP only has 1 PDO per 220 beneficiaries per Municipality, but the design of the program is intended to be focused per resettlement area. SLP will have limited reach, and would require additional staffing, while NHA already has ready composite teams to focus on resettlement areas. 
   1. Supporting case for this argument: Several resettlement areas are located in only one Municipality. Making it difficult for the SLP-PDO staff to provide focus on the program, given the workload of additional 100-200+ beneficiaries for monitoring, on top of the 220.

* Other issues/concerns tackled during the meeting:
  + NHA-LDD expressed concern regarding the delay in disbursing the salary to beneficiaries that lead to unfavorable proposals for the CBLA programs to stop, while waiting for the cash release. This delay is due to difficulty in liquidating funds, due to limited disbursing officers, which is a consequence of limited regular staff.
  + NHA-LDD requested to validate issue wherein officer was able to cash advance 3 months worth of salary, and had it safe kept in the NHA treasury, as a workaround in the difficulty of current disbursement policies.
* DSWD-SLP agreed to prepare a letter for DBM to lodge the funds for CY 2017 to NHA instead.

Prepared by:

**LEI MOTILLA**

Project Development Officer