

DRN: FMS-BDRP-A-COMM-2024-05-93402

MEMORANDUM FROM THE SECRETARY

**TO : THE HEADS OF OFFICES, BUREAUS AND SERVICES
CENTRAL AND FIELD OFFICES**

**SUBJECT : FISCAL YEAR (FY) 2025 WORK AND FINANCIAL
PLANNING GUIDELINES**

1. RATIONALE

The preparation of the Annual Work and Financial Plan (AWFP) of the Department of Social Welfare and Development is essential for ensuring strategic alignment with the Philippine Development Plan 2023-2028, Executive Order No. 221, series of 2003, Social Protection Plan 2023-2028, Social Protection Floor¹, and the DSWD Strategic Plan 2024-2028. By integrating these frameworks into the planning process, the Department can optimize resource allocation, advance organizational priorities, and contribute to national development.

The AWFP of the Department must not only align with its internal strategies but also actively support the development agenda of the current administration. This alignment ensures that departmental activities contribute directly to the overarching goals and priorities set forth by the administration, fostering synergy between national objectives and organizational initiatives. By integrating the administration's development agenda into the planning process, the department can maximize its impact and relevance in addressing the pressing needs and challenges faced by the country.

The preparation of the AWFP adheres to DBM Circular Letter No. 2016-9. This circular outline the submission requirements for the Annual Budget Execution Plan. Additionally, it follows the guidelines on the Annual Cash-Based Budgeting System (ACBBS). Under these guidelines, all government programs and projects budgeted for the fiscal year must be implemented and concluded within the same fiscal year. Goods and services delivered, inspected, and accepted by the end of the fiscal year will be settled within the same year or within the Extended Payment Period (EPP), which extends up to three months following the end of the fiscal year. This ensures timely execution and accountability in financial transactions, in line with efficient budget management practices.

¹ The Social Protection Floor (SPF), as defined by the International Labour Organization, are nationally defined sets of basic social security guarantees which secure protection aimed at preventing or alleviating poverty, vulnerability, and social exclusion. - *Social Development Committee (SDC) Resolution No. 1, s. 2003, "Endorsing the Philippine Social Protection Floor Recommendations to the NEDA Board"; approved on April 5, 2023 by the SDC-Cabinet Level and subsequently approved by the NEDA Board on April 20, 2023.*

With the introduction of new programs and projects, alongside the necessity of updating budget parameters that accurately reflect the current situation, the issuance of updated Work and Financial Planning Guidelines is imperative.

In view of the above, all Central Office - Office, Bureau, Service, Unit (CO-OBSUs), and Field Offices (FOs), are hereby directed to prepare their respective AWFP based on these guidelines.

2. OBJECTIVE

To provide guidelines in the preparation and finalization of FY 2025 AWFP of the Department.

3. BASIC ASSUMPTIONS AND WFP FRAMEWORKS

The basic assumptions and WFP Frameworks in the preparation of AWFP for FY 2025 should continue to adhere to the previously issued Annual Work and Financial Planning Guidelines. This ensures consistency and alignment with established principles and procedures, facilitating effective planning and resource management within the Department.

4. GUIDELINES

- 4.1. All CO-OBSUs and FOs shall prepare and submit FY 2025 AWFP both for Centrally-Managed Fund (CMF) and Direct Release Fund (DRF), based on the Tier 1 ceiling provided by the DBM per object of expenditures, using the Harmonized Planning, Monitoring and Evaluation System (HPMES) Form 3 and supporting forms. Forms can be accessed through this link: <https://rb.gy/341dvk> Planning Officers/Designated Planning Officers, both in CO-OBSUs and FOs, should ensure that all activities included in the WFP are in accordance with the Program, Activity, Project (PAP) objectives and annual targets, and annual thrusts and priorities while the Budget Officers/Designated Budget Officers will be responsible for budget allocation and ensuring consistency with the budget parameters set in this guideline. The Designated Procurement Officer should ensure the timely preparation of the Project Procurement Management Plan (PPMP) based on the WFP.
- 4.2. Consistent with the implementation of annual cash budgeting, all CO-OBSUs and FOs should ensure that their operations adhere to the PAP's implementation plan and that the allocated budget can be fully disbursed within the fiscal year based on the MDP.

In line with this, all procurement activities must be completed by the 3rd quarter of the year following Financial Management Guidelines No. 45, series of 2024.

- 4.3. All concerned CO-OBSUs/FOs shall include in their WFPs the requirements for the implementation of the following activities chargeable against its respective budget:
 - 4.3.1. DSWD Strategic Plan 2024-2028 per Administrative Order No. 02 series of 2024, as implemented in the 12 Projects;
 - 4.3.2. Risk Management/Treatment Plan activities; and

- 4.3.3. Monitoring and Evaluation activities in coordination and collaboration with the Monitoring and Evaluation Division of the Policy Development and Planning Bureau (PDPB).
- 4.4. The WFP shall take into account the physical and financial accomplishments including the absorptive capacity of the implementing units during the immediately preceding year and the current year.
- 4.5. On the CMF and DRF, the FOs are required to submit their physical targets and corresponding financial requirements for FY 2025 to their CO-OBSU counterparts. This entails also the preparation and submission of the WFP for DRF for Locally Funded Projects included under Operations:
- 4.5.1. Supplemental Feeding Program, Social Pension for Indigent Filipino Senior Citizens, and Recovery and Reintegration Program for Trafficked Persons for 2025 based on the parameters established by the Program Management Bureau (PMB);
 - 4.5.2. Pantawid Pamilyang Pilipino Program based on the parameters set by the Pantawid Pamilya National Program Management Office (NPMO);
 - 4.5.3. Sustainable Livelihood Program (SLP) based on the parameters set by the SLP NPMO;
 - 4.5.4. National Household Targeting System or Listahanan should be based on the parameters to be established by National Household Targeting Office (NHTO); and
 - 4.5.5. PAMANA Projects based on the guidelines issued by the Department.
- 4.6. All social preparation activities must be completed before the implementation year. If social preparation is necessary during the program implementation, it should be concluded by the first quarter of the year.
- 4.7. The Institutional Development and Capability Building (IDCB) Plan of the OBS will be the basis for all activity proposals for capability-building activities. In addition, this must undergo thorough review by Social Welfare Institutional Development Bureau (SWIDB) for Central Office to ensure the appropriateness of the design before being forwarded to the Budget Division/Section to ascertain fund availability.
- In case of learning visits or similar activities, the rental of motor vehicles should be certified by SWIDB that the proposed trip is necessary and an essential part of the activity design.
- 4.8. Coordinate the conduct of the Program Review and Evaluation Workshop PREW and other planning activities with the PDPB. This ensures that the design and execution align with strategic objectives and priorities.
- In addition, as a matter of policy, the conduct of Strategic Planning, Year-end Evaluation/Performance, Operations Review, or other planning workshops shall not be conducted as separate activities due to the impracticality of conducting one without the other. These planning activities shall be conducted once a year, either at the end of the year or the beginning of the year. A mid-

term planning activity may be conducted subject to the determination of the Assistant Secretary as co-manager of the cluster and the approval of the Cluster Head.

- 4.9. The conduct of Staff Development Activities (SDA) shall adhere to the Memorandum from the Secretary dated April 25, 2022, "*Guidelines on the Conduct of Staff Development Activities*," as well as other applicable guidelines. SDA should be conducted once a year, and if the budget allows, it should include all personnel within the OBS.
- 4.10. Pursuant to item No. 4.6 of DSWD Memorandum Circular No. 008, series of 2013, "*Omnibus Guidelines Implementing Austerity Measures in the Use of Maintenance and Other Operating Expenses and Capital Outlays Funds, Amending for the Purpose Memorandum Circular Number 05 Series Of 2009*," DSWD facilities and related amenities should primarily be used for training, seminars, and similar activities for CO and FO initiatives, regardless of funding source. Exceptions are allowed in the following cases:
 - 4.10.1. For foreign-assisted projects involving donors or high-level dignitaries;
 - 4.10.2. When expenses for alternative venues are cheaper than DSWD-approved rates;
 - 4.10.3. When DSWD or other government facilities are unsuitable due to capacity, inadequate amenities, or inaccessibility; and
 - 4.10.4. When DSWD or other government facilities are unavailable.

Trainings and similar activities may be conducted outside Metro Manila in case of CO or outside the city /locality where the field/ regional office is situated provided that the total cost will not exceed twenty percent (20%) of the actual cost when the same activity is conducted in Metro Manila or the regional center as the case may be (please see Annex A, Estimated Computation of Transportation Cost), depending on which is the most accessible to all the participants. Said Estimated Computation of Transportation Cost is subject to periodic review by the Financial Management Service (FMS) in order to adjust and reflect contemporary rates;

Training and similar activities falling under Department-wide activities can be held in any region. Activities under this category are those which are participated in by Central and Regional Office representatives nationwide;

On the lease of privately-owned real estate and venues in the event that government facilities are not available, the OBS should adhere to the guidelines outlined in Government Procurement Policy Board (GPPB) Resolution No. 08-2009.

- 4.11. For CO-OBSU, meetings participated by more than 20 participants may be allowed to be conducted outside DSWD premises in case the DSWD Academy, the Katapatan Boardroom and the Auditorium are not available, and supported with certifications of non-availability from the authorized reservation offices.
- 4.12. **No mandatory saving** shall be imposed for DRF of FOs, GASSG and Operations budgets. However, all OBS are encouraged to implement measures enabling each PAP to generate savings to cover allowable personnel benefits charged against said savings, e.g., Collective Negotiation Agreement benefits, Office of the President-authorized incentives, etc.

- 4.13. The NPMOs and other major programs/projects of the Department are strictly mandated to allocate funds from the approved Administrative Cost budget to cover fixed and mandatory expenses of the Department, utilizing the following formula:

Allocated Funds for fixed/mandatory expenses:

Total No. of Staff in Office/Bureau x Per Capita Cost

where,

$$\text{Per Capita Cost} = \frac{\text{Actual Cost of Fixed/Mandatory Expenses}}{\text{Total No. of DSWD Personnel for Central Office/Field Office}}$$

Administrative Service/Unit will provide the concerned NPMO/OBSUs the estimated funds to be allocated for fixed/mandatory expenses per program/project.

- 4.14. OBSUs must prepare and submit PPMP strictly in accordance with the approved budget expenditure level for FY 2025 for activities requiring procurement. The submitted PPMP to the Procurement and Management Division/Unit will serve as the basis for initiating early procurement activities short of award.
- 4.15. The submitted WFPs shall undergo review by the PDPB, as well as the Financial Management Service (FMS) for CO and Planning and Budget Section for FOs. This review process ensures alignment with strategic objectives, financial feasibility, and adherence to budgetary guidelines across all levels of the Department.

However, for the Executive Offices, i.e., Office of Undersecretaries and Assistant Secretaries, their WFPs will no longer need the review of the PDPB as these offices' expenses and budgetary requirements are essentially operating costs that allow the office to function. Said WFPs will only need the review of the FMS along budgetary guidelines.

- 4.16. PAP's activity proposals that do not have budget parameters are not required to undergo review by the FMS, in accordance with Financial Management Guidelines No. 38 series of 2023.

5. UPDATED BUDGET PARAMETERS

- 5.1. **General Administration and Support Services/ Regional General Administration and Support Services (apply to all P/P/As)**

PROGRAMS/PROJECTS/ACTIVITIES **CEILING FOR ALLOCATION**

5.1.1 Daily Travel Expenses²

Destination	Maximum DTE
Cluster I Region I Region II Region III Region V Region VIII Region IX Region XII Region XIII BARMM	P1,500
Cluster II CAR VI VII X XI	P1,800
Cluster III NCR Region IV-A Region IV-B	P2,200

Transportation expenses and reasonable miscellaneous expenses
(in addition to DTE e.g terminal fees, parking fees, road tolls, etc)

Based on actual cost from the permanent official station to the destination or place of assignment shall cover the following areas:

- (i) From the office or residence to the point of embarkation, and vice versa;
- (ii) From the point of embarkation to the point of disembarkation in the place of destination, and vice versa; and
- (iii) From the point of disembarkation to the office of destination or place of assignment in the field, and vice versa

Personnel concerned shall not be entitled to transportation expenses for the entire trip or portion of such trip where a government vehicle was used.

If a private vehicle is used, no reimbursement of the cost of gasoline and fuel shall be allowed. The official or employees concerned, however, is entitled to the equivalent cost of the customary mode of transportation.

² Executive Order No. 77 dated March 15, 2019

(Please refer to Executive Order No. 77 dated March 15, 2019 and DSWD AO 13 s. 2019 for details)

5.1.2 Conduct of workshop, seminars, training, conference and other official activities organized and conducted by the Department:

Residential (Live-in)*

Board and Lodging:

Cluster I (Regions I, II, III, V, VIII, IX, XII, XIII, BARMM):

- Not more than P3,000/pax/day

Cluster II (Regions CAR, VI, VII, X, XI):

- Not more than P3,300/pax/day

Cluster III (Regions NCR, IV-A, and IV-B):

- Not more than P3,600/pax/day

The amount depends on the approval of the head of OBS for Central Office and Regional Directors for Field Offices

Non Residential (Live-out)

- Breakfast/lunch/dinner – maximum of P400/pax/meal
- Am/pm snacks – maximum of 150/pax/meal
- Actual cost of venue
- Training/Workshop/Seminar Supplies:
 1. P200/pax/training for activities to be conducted for 1-3 days;
 2. P350.00/pax/training for activities to be conducted more than 3 days

Printing and Reproduction of manuals and other similar materials needed during the conduct of training, workshop and /or seminar and to be distributed to the participants shall have separate computations based on the actual cost of reproduction.

* *The corresponding allowable expenses chargeable to the rates indicated above shall include: (a) meals and snacks; (b) use of function room/s; (c) provision of audio-visual system/facility; (d) room accommodation and (e) other equipment and requirements (e.g., free-flowing coffee, free internet connection, LCD projector, among others).*

Honoraria to Lecturers,
Resource Persons,
Coordinators and Facilitators

- Based on DBM Budget Circular 2007-1 dated April 23, 2007 or Token/Plaque of Appreciation – P2,000/RP

		- Documenter: P4,000.00/day
5.1.3	Conduct of Inter Office meeting	Snacks – P150/pax/snack Lunch/Dinner – P400/pax/meal
5.1.4	Communication Expenses	<p>Telephone</p> <ul style="list-style-type: none"> o Regular line – P4,400 per month x no. of line x 12 months o Extension line – P300.00 per month x no. of line extension x 12 months o Long distance/fax estimated actual calls and messages per month <p>Mobile Communication and data services: (Please refer to Administrative Order No. 13 series of 2018)</p>
5.1.5	Extra-Ordinary and Miscellaneous Expenses	<p>Field Office:</p> <ul style="list-style-type: none"> o Extraordinary Expenses - P45,600.00 o Miscellaneous Expenses - P90,000.00 <p>Central Office Extraordinary Expenses Secretary P264,000 Undersecretary P108,000 Asst. Secretary P 60,000 Director P 45,600</p> <p>Miscellaneous Expenses P90,000 for each offices under the above named officials</p>
5.1.6	Participation to Conventions, Seminars, Conferences, Symposia and Similar Non-Training Gatherings	P2,000 per pax – NBC No. 563 dated April 22, 2016
5.1.7	Participation to online Seminars, Trainings, Workshop and Conference	<p>Registration fee of P1,500+vat per pax per day</p> <p>Internet prepaid load allocation based on the estimated time to be spent during the conduct of seminars, trainings, workshop and conference (for those participants who are in Work From Home arrangement) – subject for issuance of guidelines from</p>

Administrative Service (in coordination with Information and Communication Management Service)

Food: am/pm snacks – P150/snack;
Lunch – P400

5.2. Formulation and Development of Plans and Policies

<u>PROGRAMS/PROJECTS/ACTIVITIES</u>	<u>CEILING FOR ALLOCATION</u>
For identified OBs:	
Conduct of Monitoring and Evaluation Activities (including conduct of Central Office Research and Evaluation Studies) ³	Formative Evaluation P3,000,000 to P6,000,000
	Process Evaluation P7,000,000 to P9,000,000
	Summative/Impact Evaluation P10,000,000 to P20,000,000
	External Spotcheck P10,000,000 to P16,000,000
Monitoring and Evaluation Capacity Building on Data Governance, Open Data and Data Analytics	Php 1,000,000 to Php2,000,000
Conduct of research and development studies by Field Office in 16 regions on social welfare and development issues	P300,000/Field Office (inclusive of honorarium/fee for research consultant) – Per MC No. 09 s. 2019. No capital outlay shall be included
Support to the National Statistics Month Celebration	P15,000/year

5.3. Social Technology Development and Enhancement

<u>PROGRAMS/PROJECTS/ACTIVITIES</u>	<u>CEILING FOR ALLOCATION</u>
Fund Augmentation to FOs Initiated Social Technology Projects	P250,000.00 per Social Technology (depending on the project proposal submitted by the Field Offices)
Grants and subsidies for target beneficiaries of ongoing social technologies	-Educational Assistance: P10,000 per client

³ Per Memorandum from the Secretary dated May 13, 2024, "Inclusion of Funding for M&E Activities in the WFP of Identified Offices for FY 2025 Onwards"

	<p>-Financial/Livelihood Assistance: P15,000 per client -Skills Training: P7,500 per client</p> <p>-Food/Cash for Work/training: 75-100% of the prevailing regional minimum wage rate based on the latest issuance of National Wages and Productivity Commission (NWPC-DOLE)</p> <p>-Medical Assistance: P10,000 per client</p>
Advocacy Activities of the Field Offices on Social Technologies projects	<p>For Pilot projects: IEC Materials: P250,000 based on approved project design and communication/ SBCC plan</p> <p>Community-Based Training/Meetings/Sessions (per day): Lunch – P400/pax Snacks – 150/pax/snack</p>
Conduct of FO Social Marketing Activities, including orientations, technical sharing sessions and capability building activities	<p>Training/Workshop (For board and lodging, please refer to item no. 5.1.2 of this guidelines)</p> <p>Supplies: P100 x target no. of LGUs</p> <p>Meetings: Food please refer to item no. 5.1.3 of this guidelines)</p> <p>Office supplies: P5,000/month</p>
FO monitoring and provision of Technical Assistance on Social Technology projects	<p>Please refer to item no. 5.1.1 of this guidelines</p> <p>For Social Marketing of Completed STs: P100,000/completed ST</p>
Provision of transition fund to LGUs for adopted Social Technologies	Maximum of P200,000 per LGU
Provision of Startup funds to LGUs for completed Social Technologies	Maximum of P200,000 per LGU

Cash for training to Social Technology pilot program beneficiaries	P500.00 per beneficiary per day of completed attendance to training
--	---

5.4. Standard Setting, Licensing, Accreditation and Compliance Monitoring

<u>PROGRAMS/PROJECTS/ACTIVITIES</u>	<u>CEILING FOR ALLOCATION</u>
Incentive to Level 2 and 3 Social Welfare Development Agencies (SWDAs) pursuant to MC No. 17 series of 2018	Level 2 – P30,000 Level 3 – P50,000
Travel expenses on Regulatory Services and Fact-Finding Investigation to Erring SWDAs	Maximum of 50,000 per Regional Office/Year
Travel to Standards Section on pilot testing of newly developed tools on regulatory services	Maximum of 23,000/year per Regional Office
Fund augmentation to ABSNET for the conduct of assessment for monitoring of SWDAs	A subsidy of P500.00 per ABSNET officer/member per SWDA monitoring visit for the assessment of SWDAs and Organization

5.5. Social Protection Services

<u>PROGRAMS/PROJECTS/ACTIVITIES</u>	<u>CEILING FOR ALLOCATION</u>
5.5.1. Protective Services	
Training:	(For board and lodging, please refer to item no. 5.1.2 of this guidelines)
Meetings/Forum/Dialogues	Food (please refer to item no. 5.1.3 of this guidelines)
Grants and Subsidies:	
- Children in Need of Special Protection (CNSP)/Women in Especially Difficult Circumstances (WEDC)	P3,000/client
- Government Internship Program (GIP) & Immersion Outreach Program	75% of the Regional Wage Rate
- Support Services to Child Laborer and their families	P500/month/child for 10 months 100 children per Field Office

- Capacity Building of Beneficiaries P150,000 per Field Office

Special Events:

- Family Week P50,000/FO/year
P500,000 - CO
- International Day Family P50,000/FO/year
- 18-day campaign to End VAW 50,000/FO/year
500,000 - CO
- World Day against Child Labor P50,000/FO/year
- International Day for Children in Street Situation P50,000/FO/year
- Children's Month Celebration P50,000/FO/year
P300,000 - CO
- National Nutrition Month 50,000/FO/year
300,000 - CO
- Women's Month Celebration P30,000/FO/year
P500,000 - CO
- DCW's Week Celebration P50,000/FO/year
- PYAP Founding Anniversary P50,000/FO/year
- International AIDS Candlelight Memorial Celebration P50,000/FO/year
- World AIDS day P50,000/FO/year
- National Mental Health Week P50,000/FO/year
- National Cancer Consciousness Week P50,000/FO/year
P350,000 - CO

5.5.2. Assistance to Persons With Disabilities (PWDs)

Trainings:	(For board and lodging, please refer to item no. 5.1.2 of this guidelines)
	Supplies-P100.00/pax or max P200/pax
Forum/ Meetings/ Dialogues:	Food (please refer to item no. 5.1.3 of this guidelines)
Special events:	
-Elderly Filipino Week Celebration	FO - P50,000/FO/year CO - P70,000/year
-National Disabilities Prevention and Rehabilitation (NDPR) Week	P50,000/CO & FO/year
- Women with Disability Day celebration	P50,000/CO/FO/year
- White Cane Safety Day	P50,000/CO/FO/year
- Deaf Awareness week celebration	P50,000/CO/FO/year
- International Day of Persons with Disabilities	P50,000/CO/FO/year
5.5.3. Disaster/Quick Response Fund Training	(For board and lodging, please refer to item no. 5.1.2 of this guidelines)
Meetings/Forum/Dialogues	Food (please refer to item no. 5.1.3 of this guidelines)
Emergency Shelter Assistance	Partially damaged = P10,000/household Totally damaged = P30,000/household
Cash for Work	100% of the current Regional Wage Rate based on the latest issuance by National Wages and Productivity Commission – (NWPC-DOLE)
Food for Work	Total cost of food is equivalent to 100% of the current Regional Wage Rate based on the latest issuance by the NWPC-DOLE
Standby Funds	All Field Offices shall have a standby fund of P5Million.

Stockpile	<p>Based on Administrative Order No. 03 series of 2015 issued by the Secretary, all Field Offices shall have a stockpile of 30,000 family food packs and NROC & VDRC shall have 100,000 family food packs and 100,000 equivalent raw and indirect materials based on the required minimum FFPs as buffer stocks</p> <p>Non-Food Items (Sleeping, family clothing, kitchen, and shelter kits) – All Field Offices shall have a consolidated 25,000 kits in any combination of NFIs. NROC and VDRC shall have a consolidated 100,000 kits in any combination of NFIs each</p> <p>Ready-to-Eat Food (RTEF) – All Field Offices shall have a stockpile of 20,000 RTEF. NROC and VDRC shall have a stockpile of 50,000 RTEF</p>
Emergency Cash Transfer	75% of the current Regional Wage Rate, maximum of 90 days
DSWD Standard Non-Food Items	<ul style="list-style-type: none"> -Family Tents costing P22,946 -Kitchen Kits costing P2,046.72 -Drinking Water Kit costing P455 -Family kits – P3,174.60 -Sleeping kits – P1,793.00 -Hygiene kits – P1,826.00 -Camp Management kit – P9,126 -Women Friendly Space sets – P62,190 -Children Friendly Space sets – P56,840 -Sanitation kit – P780 -Shelter kit – P750 -Women Friendly Space Tents – P90,000 -Children Friendly Space Tents – P90,000
\\	

5.5.4 Provision of Services for Center-Based clients

Per Capita Cost	Residential Care Facility: <ul style="list-style-type: none"> -Children – P400-450/child/day -Youth – P400/youth/day -Women – P400/client/day
-----------------	---

-OP – P500/client/day
 -PWD – P500/client/day
 -Family – P400/client/day

Non-Residential Care Facility:
 -Women – P400/client/day
 -PWD – P450/client/day

5.6. Locally Funded Project

<u>PROGRAMS/PROJECTS/ACTIVITIES</u>	<u>CEILING FOR ALLOCATION</u>
5.6.1 Pantawid Pamilyang Pilipino Program:	
Travelling Expenses	Please refer to item no. 5.1.1 of this guidelines and should follow EO No. 77 s, 2019
Workshop, seminars, training, conference and other related officials activities	Please refer to item no. 5.1.2 of this guidelines
Mobile Communication and Data Services	Please refer to Administrative Order No. 13 series of 2018
5.6.2. Supplementary Feeding Program	
Food	P30.00/child per day for 180 days
Milk	P22/child per day for 180 days
Eating Utensils	P150.00/child/cycle
Hauling and delivery fee	Based on actual cost
Cooking Utensils	P2,500/CDC/SNP
Monitoring Expenses	Based on actual cost
Mobile expenses	(please refer to AO No. 13 series of 2018)
Advocacy/Promotion/advertising	P200.00/child
5.6.3 Recovery and Reintegration Program for Trafficked Persons	
Skills Training	-P9,000/client
Financial/livelihood Assistance	-P20,000 per client
Financial Assistance for employment	-Maximum of P14,000/client
Auxiliary Services: - For victims/witnesses with court cases	-P7,000 per clients

<u>PROGRAMS/PROJECTS/ACTIVITIES</u>	<u>CEILING FOR ALLOCATION</u>
Transportation support to victims/witnesses	-Maximum of P10,000 per client
Medical Assistance	-P10,000 per client
Educational Assistance	-P5,000 (primary and secondary education); P10,000 (tertiary education) per client
Food Assistance during rescue Operations	-P450/client/day
Basic Hygiene Kit	-P500/kit
Support to LGUs with programs and services for Trafficked Persons (all FOs)	-P100,000 per LGU
Repair/maintenance of Shelter for Trafficked Persons	-P300,000 per shelter
National Referral System (snacks) (Bfast, lunch, dinner)	-P2,000.00 per meeting (should follow item no. 5.1.3 of this guidelines)
Advocacy	-P50,000 per year
Roll-out Training (Board and Lodging and supplies)	-(Please refer to item no. 5.1.2 of this guidelines)
Salary of SWO II	-Based on the guidelines issued by HRMDS on the adjusted cost of COS Workers
Coordination meetings	-(please refer to item no. 5.1.3 of this guidelines)
Communication	-(please refer to AO No. 13, series of 2018)

5.6.4. Social Pension for Indigent Senior Filipino Citizens

Travelling Expenses – Local:

- Transportation Cost

-Based on actual and follow E.O No. 77

Training Expenses:

- Board and lodging

-(Please refer to item no. 5.1.2 of this guidelines)

Training Supplies

-CO – P150-300/pax
-FO – P150-300/pax

<u>PROGRAMS/PROJECTS/ACTIVITIES</u>	<u>CEILING FOR ALLOCATION</u>
Communication expenses:	
- Mobile load	- (Please refer to AO No. 13, series of 2018)
Postage and deliveries	- CO – P5,000/year - FO – P10,000/year
Advertising Expenses/Advocacy	- CO – P300,000/year - FO – P100,000/FO
Representation expenses/meeting	- CO – P300,000/year - FO – P300,000/year (should follow item no. 5.1.3 of this guidelines)
Subsidies – Grants	- P1,000.00/month/beneficiary
Gasoline Rental	- Based on actual cost - Maximum of P100,000/FO (should follow guidelines set under GPPB resolution no. 08-2009)
Fidelity Bond Premium	- Based on actual cost
Service Fee (Money remittance)	- Minimum of P50 per transaction of P1,500/beneficiary for quarterly payment of stipend
Cash card generation	- Maximum of P250 per beneficiary

5.6.6. Sustainable Livelihood Program

GRANTS:**Microenterprise Development (MD)**

Seed Capital Fund (SCF)

- P20,000/SLP Association

- P15,000/Individual referrals

Skills Training

- Maximum of P15,000/qualified MD and EF Program Participants

Cash for Building Livelihood Assets

- 100% of the prevailing regional daily minimum wage per qualified MD program participants per day for a maximum of 11 days of work

Employment Facilitation (EF)

Employment Assistance Fund

- Maximum of P5,000.00/ program participants

Community Mobilization Fund

- P500/day maximum of 5 days per program participant

PROGRAMS/PROJECTS/ACTIVITIESCEILING FOR ALLOCATION

-P100/snack/program participant.
Maximum of 2 snacks/participant/day

-P300/meal/day/program participant

Five Phase Sustainability Plan:

Phase	Grants		
	Community Mobilization Fund	Individual	Associations
1	2,500 (500 x 5 days for Associations)	15,000	20,000 (grants per individual within association)
2	75,000/Association (30 members)	10,000	100,000
3	45,000 (Annual)	15,000	15,000
4	45,000 (Annual)		
5			250,000

Traveling Expenses*:

Cluster I – FOs I, II, III, V, VIII, IX, XII, XIII, BARMM

-P10,000/RPC/PC/month
-P7,500/PDOII/month

Cluster II – FOs CAR, VI, VII, X, XI

-P10,000/RPC/PC/month
-P9,000/PDOII/month

Cluster III – FOs NCR, IV-A and IV-B

-P11,000/RPC/PC and PDOII/month

(*The allocation for traveling expenses outlined in this SLP parameter are guidelines in determining the total allocation of the Region. However, it must not contradict the entitlement provided in the Administrative Order No. 13 series of 2019, in accordance with Executive Order No. 77 s. 2019, and contingent upon the availability of SLP Fund for the year)

Office Supplies

P1,500/PDO III and II/month (Regional, Provincial and Municipal)

Communication Expenses
Mobile

-For PDO III and II (Please refer to AO No. 13, series of 2018)

Landline

-P2,000/month/RPMO

Internet

-P2,000/RPMO/Month

Representation Expense

-P500 per PDO per month (should follow 5.1.3 of this guidelines)

Rent of Vehicle

-P15,000/month

PROGRAMS/PROJECTS/ACTIVITIES

Office Rental

CEILING FOR ALLOCATION

-P20,000/month for Provincial Office
(should follow GPPB Resolution no. 08-2008)

Water

-Should follow 4.11 of this guidelines or P5,000/RPMO/month whichever is higher

Electricity

-Should follow 4.11 of this guidelines or P20,000/RPMO/month whichever is higher

6.6.8.Bangsamoro Umpungan sa Nutrisyon (BangUN)

Provision of one (1) hot meals

-P30.00 per child per day for 180 days
-P30.00 per pregnant and lactating women per day for 180 days

Eating Utensils

-P100.00 per beneficiary

Cooking Utensils

P7,500 per cluster (equivalent to 150 beneficiaries)

6.6.8 KALAHICIDSS KKB**PROGRAMS/PROJECTS/ACTIVITIES**

1. Community Driven Development
Community Grants

CEILING FOR ALLOCATION

-One-time grant not to exceed P20 Million per LGU in every cycle and not to exceed 2 cycles. Each cycle is under separate budget year allocations.

2. Cash for Work for Persons with Disability

-100% of the approved regional daily wage rates for non-agriculture as prescribed by the NWPC-DOLE

3. Cash for Work for College Graduates/
Students

-100% of the approved regional daily wage rates for non-agriculture as prescribed by the NWPC-DOLE

Social Preparation Activities

-P30,000 per covered barangay

Cost of Service Workers:

- Area Coordinator (SG18)
- Technical Facilitator (SG17)
- Municipal Financial Analyst (SG15)
- Community Empowerment Facilitator (SG15)

-Based on the guidelines issued by the Secretary on the cost of COS Workers

Travel expenses (the cost parameter indicated is used in determining the allocation of FOs. Actual claims shall follow guidelines set on AO No. 13 and EO No. 77)

-P5,000 per month per staff

PROGRAMS/PROJECTS/ACTIVITIES

Communication Expenses

Training, Seminars, Workshop

CEILING FOR ALLOCATION

- Please refer to AO No. 13, series of 2018
- Please refer to item no. 5.1.2 of this guidelines

6.8.9 Tara, BASA Tutoring Program

Cash for Work for tutors and youth development works	-Regional daily minimum wage for non-agriculture (DSWD MC No. 12 series of 2023)
Cash for Work for Parents	-P235.00 per session (20 days sessions) (DSWD MC No. 12 series of 2023)
Kits for learners	-P300/learner
Workbook for learners	-P200/workbook/learner
Kits for tutors	-P1,000/tutor
Guidebook for tutors	-P200/guidebook/tutor
Kits for Youth Development Workers (YDW)	-P1,000/YDW
Manuals for YDW Works	-P200/manual/YDW
Subsidy for non-teaching personnel	P300/non-teaching personnel for 20 days session
Mobile communication load	-Please refer to Administrative Order No. 13 series of 2018
Hiring of Staff	-Based on the guidelines issued by HRMDS on the adjusted cost of COS Workers
Conduct of Capability Building Activities	-(Please refer to item no. 5.1.2 of this guidelines)

6.8.10 Pag-Abot Program

Financial Assistance

-Follow the AICS guidelines for food assistance

-P1,000 - minimum
P10,000 - maximum
(MC No. 07, series of 2024)

Transportation/relocation assistance (TRA)(land/sea/air travel)

-Based on actual cost of traveling expenses including the hauling of movable properties from their current

residence to the relocation area (MC 07, series of 2024)

Transitory Shelter Assistance (TSA)	-P6,500/month for 6 months up to 1 year subject to assessment (MC 07, series of 2024)
Livelihood Assistance	- Maximum of P8,000 in two (2) tranches or depending on the assessed needs of beneficiaries for the establishment or continuation of their livelihood or economic activities in the community where beneficiary will be reintegrated (MC 07, series of 2024)
Employment Assistance (EA)	-P10,000 that will cover his/her pre-employment requirements as well as the first month at work (MC 07, series of 2024)
Psychosocial Support (PS)	-P5,000 for three (3) to six (6) months based on the assessment of the RPMO case manager. (MC 07, series of 2024)

7. SUBMISSION OF REQUIREMENTS

- 7.1. Hereunder are the necessary deliverables and the corresponding deadlines:

Office	Deliverable	Deadline of Submission
CO-OBSU	For CMF, provide the FOs its indicative Cluster-Head approved expenditure level, and physical targets disaggregated by regions by quarter for FY 2025 for each PAP	On or before May 31, 2024
FOs	Provide response/ feedback on the issued approved expenditure level and targets for your regions	On or before June 10, 2024
All OBSUs	Submission of Cluster-approved WFPs for CMF and DRF to the PDPB and FMS	On or before June 14, 2024

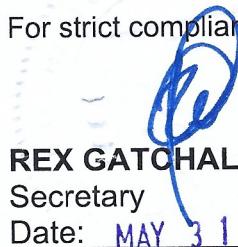
- 7.2. The final and Cluster-approved WFP and MDP shall be submitted to the PDPB and FMS within 15 days of receiving the official copy of the General Appropriations Act (GAA). If there are no changes in the GAA level and no revised WFP and/or MDP are submitted, the originally submitted WFP and MDP shall be considered final.
- 7.3. Issues and concerns that are not covered by this Memorandum shall be resolved by the Planning and Budget Steering Committee or appropriate Central Office (CO) OBSU for clarificatory resolution.

8. Work and Financial Planning Workshop Activity

The National Work and Financial Planning Workshop will be conducted from June 25-28, 2024. All EXECOM/MANCOM Members, Regional Directors, Budget Officers, and Planning Officers, both at the Central Office, and in the Field Offices, are hereby directed to actively participate in this important activity.

A separate advisory with the detailed program of activities will be issued once finalized.

For strict compliance and guidance.


REX GATCHALIAN
Secretary
Date: MAY 31 2024