MEMORANDUM TO:

OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD & CID
Elementary and Secondary School Principals
Officers-In-Charge
Public Schools Only

PANTAWID PAMILYANG PILIPINO PROGRAM

Please find the enclosed letter from Vicente Gregorio B. Tomas, Regional Director dated March 19, 2019 re: Memorandum Joint Circular No. 4, Series of 2013 on the Institutional Arrangements for the Implementation, Monitoring and Evaluation of the Pantawid Pamilyang Pilipino Program, for the information and guidance of the field.

Immediate and wide dissemination of this Memorandum is desired.

JOEL T. TORRECAMPO
Officer- In- Charge
Office of the Schools Division Superintendent
March 19, 2019

DR. JOEL T. TORRECAMPO  
Officer-In-Charge Office of the School Division Superintendent  
Division of City School-Marikina  
Shoe Ave., cor. Sta. Elena St., Marikina City

Dear Dr. Torrecampo:

Greetings!

This has reference to the implementation of Pantawid Pamilyang Pilipino Program in National Capital Region.

As part of the agreement during the (Health & School) Facility Focal Persons’ Re-orientation and Consultation meeting held in 2018 at Oracle Hotel and Residential Suite, Katipunan Avenue, Quezon City the Pantawid Pamilya Facility Focal Persons are requesting for the copy of Department of Education’s (DepEd) roles and responsibility in the Pantawid Pamilya Pilipino Program. Attached herewith is the copy of Joint Memorandum Circular No. 4 Series of 2013 on the Institutional Arrangements for the Implementation, Monitoring and Evaluation of the Pantawid Pamilyang Pilipino Program for your information. Kindly refer to page 8 paragraph 4.3 under Regional Advisory Committee’s (RAC) compositions and functions.

Relative to this, may we also request that the said copy will also be shared to all school facilities in your locality. The circular will surely help in clarifying responsibilities of the National Government Agencies as direct partners in the program implementation.

We thank you for your continuous support to the program.

Very truly yours,

VICTENTE GREGORIO B. TOMAS  
Regional Director
REPUBLIC OF THE PHILIPPINES

JOINT MEMORANDUM CIRCULAR NO. 4
SERIES OF 2013

TO: TO ALL DSWD, DepEd, DOH, DILG, DOLE, DBM, NEDA, NCIP, NAPC, NNC, PopCom, PCW AND CWC CENTRAL, REGIONAL, PROVINCIAL AND EXTENSION OFFICES, PROVINCIAL GOVERNORS, CITY AND MUNICIPAL MAYORS, AND ALL OTHER NATIONAL AND LOCAL GOVERNMENT OFFICIALS CONCERNED

SUBJECT: Amending Joint Memorandum Circular No. 3 s. 2011 on the Institutional Arrangements for the Implementation, Monitoring and Evaluation of the Pantawid Pamilyang Pilipino Program

1. Purpose

1. To clarify and delineate the specific roles and functions of the National Advisory Committee and its regional counterpart;
2. To specify roles and responsibilities of the member agencies to ensure availability of supply on health and education as main conditionality under the program;
3. To define the levels of information sharing among the agencies to ensure the complementation and convergence of related programs and activities; and
4. To define and strengthen the coordination, complementation and convergence of all concerned agencies.

2. Statement of Policies

1. Pursuant to the thrusts of the Millennium Development Goals (MDG) in alleviating poverty, the Philippines is committed to pursue the following goals:

   a. Eradicate extreme poverty and hunger
   b. Achieve universal primary education
   c. Reduce child mortality
   d. Improve maternal health
   e. Promote gender equality

2. In line with the country’s commitment in meeting the MDGs, the local government units (LGUs) and the national government agencies are enjoined to work together through sharing of resources, technology and expertise.

3. Roles and Responsibilities

3.1. Implementing Agencies
Implementing agencies are tasked to ensure the efficient and effective delivery of the program, thus following roles and responsibilities are defined:
3.1.1. Department of Social Welfare and Development (DSWD)

DSWD as lead agency shall:

a. Oversee and coordinate the implementation, monitoring and evaluation of the program;
b. Chair the Advisory Committee at the national and regional level;
c. Jointly conduct assessment of supplies for health and education in partnership with concerned agencies;
d. Identify target areas based on the existing data and select potential beneficiaries;
e. Forge agreements with the LGUs to ensure availability of the supply side;
f. Provide technical assistance to the regional, provincial, city / municipal level of the over-all operations of the program;
g. Serve as repository of data and information about the program;
h. Develop and implement grievance system for the program;
i. Mobilize, manage and account program funds and resources;
j. Assign and designate a permanent staff to form part of the Pantawid Pamilya Technical Working Group at the national level; and
k. Prepare the Budget Operations Manual in coordination with the Department of Budget and Management (DBM), Department of Finance (DOF), Department of the Interior and Local Government (DILG) and the Commission on Audit (COA)

3.1.2. Department of Health (DOH)

DOH as the principal health agency for the country, shall:

a. Actively participate in the Advisory Committees at the national, regional, and city / municipal levels;
b. Ensure that supply of health and nutrition services are available in Pantawid Pamilya target provinces / cities / municipalities / barangays;
c. Augment the LGU logistics needs to enable them to provide the supply-side for Pantawid Pamilya, including enrollment to PhilHealth;
d. Assign / designate a permanent staff to form part of the Pantawid Pamilya Technical Working Group at the national level, and Advisory Committees at the regional / provincial / city / municipal levels; and
e. Help monitor and evaluate the program operations particularly on the compliance of the beneficiaries with the conditions for health.
f. Develop an innovative ways or strategies in ensuring that supplies/facilities for health are accessible for the homeless families, itinerant IPs and those from geographically isolated distant areas (GIDA)

3.1.3. Department of Education (DepEd)

DepEd which is mandated to provide basic education that is equitably accessible to all, shall:

a. Actively participate in the Advisory Committees and Technical Working Group at the national, regional and city / municipal levels;
b. Ensure that supply of schools, teachers and education material are available in Pantawid Pamilya target provinces / cities / municipalities / barangays;

c. Assign / designate a permanent staff to form part of the Pantawid Pamilya Technical Working Group at the national level, and Advisory Committees at the regional / provincial / city / municipal levels; and

d. Help monitor and evaluate the program operations particularly on the compliance of the beneficiaries with the conditions for education.

e. Develop an innovative ways or strategies in ensuring that supplies/facilities for education are accessible for the homeless families, itinerant IPs and those from geographically isolated distant areas (GIDA)

3.1.4. Department of Interior and Local Government (DILG)

To promote peace and order, ensure public safety and further strengthen local government capability aimed towards effective delivery of basic services to the citizenry, the DILG shall:

a. Actively participate in the National Advisory Committee and Technical Working Groups that may be created at all levels for the implementation of the Pantawid Pamilya.

b. Encourage Local Government Units (LGUs) to incorporate pro-poor programs, particularly on the health, nutrition and education in their plans and budget;

c. Assist the target LGUs in accessing resources that allow them to upgrade the basic health and education facilities and address the supply side haps of the city / municipality;

d. Assign / designate a permanent staff to form part of the Pantawid Pamilya Technical Working Group at the national level; and

e. Actively participate in the monitoring and evaluation of program implementation specifically at the barangay level focusing on the ability of the LGUs to provide the required services.

3.1.5. Department of Labor and Employment (DOLE)

To achieve the Pantawid Pamilya objective to contribute to the reduction of child labor and the training and employment of its Pantawid Pamilyang Pilipino Program beneficiaries, the DOLE shall:

a. Actively participate in the Advisory Committee and the Technical Working Group at the national level and regional levels;

b. Ensure that Pantawid Pamilya program policies and guidelines are in accordance with provisions on the Philippine Labor and Employment Plan and the national strategies for combatting child labor;

c. Provide regular updates to the NAC on the initiatives of the Department to reduce incidence of child labor among the beneficiaries of the program;

d. Provide a national plan for the training and employment of Pantawid Pamilyang Pilipino Program beneficiaries through its present and future Department programs and its line agencies; and
e. Assist in the monitoring and evaluation of program implementation at all levels

3.2. Oversight Agencies

In line with the mandate of oversight agencies to harmonize the implementation and complementation of program activities between and among LGUs and partner agencies, the oversight agencies shall have the following roles and responsibilities:

3.2.1. Department of Budget and Management (DBM)

The DBM as an instrument in the achievement of the national socio-economic and political development goal shall:

a. Actively participate in the Advisory Committees at the national and regional level;

b. Ensure sound, efficient and effective management and utilization of government resources and Official Development Assistance (ODA) consistent with existing budgeting, accounting and auditing rules and regulations;

c. Assign / designate a permanent staff to form part of the Pantawid Pamilya Technical Working Group at the national level; and

d. Assist the DSWD in the preparation of a Budget Operation Manual for the program to improve and systematize methods, techniques and procedures employed in budget preparation, authorization, execution and accountability.

3.2.2. National Economic and Development Authority (NEDA)

The NEDA as the country’s highest socio-economic development planning and policy coordination body shall:

a. Actively participate in the Advisory Committees and Technical Working Group at the national and regional levels;

b. Ensure that Pantawid Pamilya policies are aligned with and contribute to the attainment of the country’s commitment to the Millennium Development Goals (MDGs) and the Philippine Development Plan;

c. Assign / designate a permanent staff to form part of the Pantawid Pamilya Technical Working Group at the national level; and

d. Assist in resource generation and monitoring and evaluation of the program implementation.

3.2.3. National Anti-Poverty Commission (NAPC)

The NAPC as the “coordinating and advisory body” that exercises oversight functions in the implementation of the Social Reform Agenda shall:

a. Actively participate in the Advisory Committee at the national level;

b. Assign / designate a permanent staff to form part of the Pantawid Pamilya Technical Working Group at the national level;

c. Provide data / statistics on poor families, nationwide; and

d. Help monitor program operations at the regional level.
3.3. Coordinating Agencies

3.3.1. National Nutrition Council (NNC)

The NNC as the country’s policy making and coordinating body on nutrition shall:

a. Actively participate in the Advisory Committees and Technical Working Groups at the national and regional levels;
b. Ensure that the Pantawid Pamilya program policies and guidelines on nutrition are aligned with existing national nutrition standards and government’s current thrust and directions for nutrition;
c. Assign / designate a permanent staff to form part of the Pantawid Pamilya Technical Working Group at the national level; and
d. Assist in the monitoring of program implementation particularly on compliance to nutrition related conditionalities.

3.3.2. Council for the Welfare of Children (CWC)

The CWC as the central coordinating agency of the Philippine government for children’s protection, welfare, development and participation shall:

a. Actively participate in the Advisory Committee and the Technical Working Group at the national level;
b. Ensure that rights and the best interest of children are considered in the crafting of Pantawid Pamilya program policies and guidelines;
c. Assign / designate a permanent staff to form part of the Pantawid Pamilya Technical Working Group at the national level; and
d. Assist in the monitoring of program implementation at all levels.

e. Innovative ways/means to ensure that all children are accessing the basic services especially from GIDA

3.3.3. Philippine Commission on Women (PCW)

The PCW as the advisory body to the President and the Cabinet on policies and program for the advancement of women shall:

a. Actively participate in the Advisory Committee and the Technical Working Group at the national level;
b. Ensure that Pantawid Pamilya program policies and guidelines are in accordance with the government’s gender and development plans and policies;
c. Assign / designate a permanent staff to form part of the Pantawid Pamilya Technical Working Group at the national level; and
d. Assist in monitoring of program implementation at all levels.

3.3.4. National Commission on Indigenous People (NCIP)

The NCIP, as the primary government agency that formulates and implements policies, plans and programs for the recognition, promotion and protection of rights and well-being of IPs with due regard to their ancestral domains and lands,
self-governance and empowerment, social justice and human rights, and cultural integrity, shall:

a. Ensure that Pantawid Pamilya program policies and guidelines are in accordance with provisions of Republic Act 8371 or the Indigenous Peoples' Rights Act;
b. Actively participate in the Advisory Committees at the national, regional and city/municipal levels;
c. Assign / designate a permanent staff to form part of the Pantawid Pamilya Technical Working Group at the national level;
d. Assist in the monitoring of program implementation at all levels;
e. Assist in crafting or enhancing policies, guidelines or manuals relevant to IPs, which should be culturally sensitive and appropriate; and
f. Provide resource persons for orientation or training activities relative to RA No. 8371, the Indigenous Peoples’ (IP) groups, and their indigenous knowledge systems and practices (IKSPs).

3.3.5. Commission on Population (PopCom)

The PopCom, as the central policymaking, planning, coordinating, and monitoring body of the population program of the country, shall have the following duties:

a. Actively participate in the Advisory Committee and the Technical Working at the national level;
b. Ensure that Pantawid Pamilya program policies and guidelines are in accordance with the Philippine Population Management Program (PPMP);
c. Assign / designate a permanent staff to form part of the Pantawid Pamilya Technical Working Group at the national level; and
d. Assist in the monitoring of program implementation at all levels.

4. Mechanics and Procedures

4.1. National Advisory Committee

4.1.1. Composition

a. Department of Social Welfare and Development (DSWD), Chair
b. Department of Health (DOH), Vice Chair
c. Department of Education (DepEd), Vice Chair
d. Department of Interior and Local Government (DILG), Member
e. Department of Labor and Employment (DOLE)
f. National Economic and Development Authority (NEDA), Member
g. National Anti-Poverty Commission (NAPC), Member
h. Department of Budget and Management (DBM), Member
i. National Nutrition Council (NNC), Member
j. Council for the Welfare of Children (CWC), Member
k. Philippine Commission on Women (PCW), Member
l. National Commission on Indigenous People (NCIP), Member
m. Commission on Population (PopCom), Member

The agency heads may be represented by an Undersecretary or Assistant Secretary, or in the case of a Commission, either a Commissioner or the Executive Director as permanent alternate, through an agency memorandum designating him / her as the permanent alternate of the official to the NAC.

4.1.2. Functions

The National Advisory Committee shall have the following functions:

a. To provide a forum for high level policy coordination that will ensure convergence and complementation of individual agency programs and services in Pantawid Pamilyang Pilipino Program areas;
b. Approve inter-agency policies for program implementation in accordance with the mandates of the agencies concerned;
c. Review operating plans and resolve all concerns and needs requiring interagency actions;
d. Identify required inter-agency resource assistance that will ensure complementation and convergence of programs and services in target areas, ensuring that household beneficiaries are able to comply with all conditions set forth;
e. Monitor progress in different sectors and propose changes where necessary;
f. As the National Grievance, decide on any and all grievances, queries, and complaints that are elevated to the national level; and
g. Perform other program related duties and functions as may be deemed necessary by the oversight agencies.

4.2. NAC Technical Working Group (TWG)

4.2.1 Composition

a. Program Manager, Pantawid Pamilya – DSWD, Chairperson
b. Director for Planning and Director for Operations of the following agencies:
   b.1. Department of Health (DOH)
   b.2. Department of Education, (DepEd)
c. Director for Bureau of Local Government Development, DILG
d. Director for Bureau of Workers with Special Concern, DOLE
e. Director, Social Development Staff, NEDA
f. Director, NAPC
g. Deputy Executive Director, NNC
h. Director Budget and Management Bureau B, DBM
i. Head, Localization and Institutionalization Division (CWC)
j. Head, Policy Development and Advocacy Division, PCW
k. Office of the Executive Director, NCIP
l. Deputy Executive Director, PopCom
The TWG members may be represented by a Division Head designated through an agency memorandum as the agency’s permanent alternate member to the TWG.

4.2.2. Functions

The NAC-TWG shall have the following functions:

a. Provide advisory and technical support to the NAC in the formulation of appropriate and relevant guidelines, policies and strategies;
b. Review program progress / evaluation reports and recommend policy enhancement as necessary;
c. Monitor the compliance of concerned agencies to agreed actions and recommendations;
d. Consolidate all inter-agency resource commitment to ensure convergence and complementation of resources in program areas;
e. Facilitate the efficient information exchange among member agencies to ensure that the needed support to the program areas are considered in the preparation of individual agency plans and programs; and
f. Perform other program-related duties and functions as may be designated / assigned by oversight agencies.
g. Perform other functions as necessary;
   g.1. Troubleshoot unforeseen scenarios
   g.2. Receives and process possible grievance expeditiously
h. Coordinate the implementation and operationalization of all sectoral activities to best achieve and execute program objectives and functions at the national level; and
i. Review program progress and evaluation reports and recommend policies and actions to ensure the effective and efficient implementation of the program nationwide.

4.3 Regional Advisory Committee

4.3.1. Composition

a. Regional Director, DSWD Field Office (DSWD), Chairperson
b. Regional Director, DOH-Center for Health and Development (DOH-CHD), Vice Chair
c. Department of Education Regional Office, Vice Chair
d. Regional Director DILG Regional Office, Member
e. Regional Director NEDA Regional Office, Member
f. Regional Director DBM Regional Office, Member
g. Regional Nutrition Program Coordinator NNC Regional Office, Member
h. Regional Director NCIP Regional Office, Member
i. Regional Director PopCom Regional Office, Member
j. Regional Director DOLE Regional Office, Member

The Regional Directors may be represented by their Assistant Regional Directors or Division Head designated through an agency memorandum as the agency’s permanent alternate member to the TWG.
4.3.2. Functions

a. Translate national policies to region specific operational guidelines to ensure smooth implementation of the program;
b. Coordinate the implementation / operationalization of sectoral activities to better execute program objectives and functions;
c. As the Regional Grievance Committee, act on grievance and complaints elevated for resolution by the Provincial Advisory Committee;
d. Refer to the National Advisory Committee all concerns needing higher level intervention or resolution.
e. Ensure that supply side requirements for health and education are available at the target municipalities;
f. Monitor the supply side gaps of the target municipalities;
g. Hold regular quarterly/bi-monthly/monthly committee meetings and special meeting as the need may arise to facilitate resolution of cases on grievance and complaints and meeting the supply side needs and requirements; and
h. Prepare / submit monthly or quarterly accomplishment reports.

4.4 Provincial Advisory Committees

4.4.1 Composition

a. Provincial Governor- Chairperson
b. Provincial Social Welfare and Development Officer-Member
c. Provincial Health Officer-Member
d. Division Superintendent, Department of Education-Member
e. Provincial Planning and Development Officer-Member
f. Provincial Local Government Officer-Member
g. Sangguniang Panlalawigan Chairperson for Women and Children-Member
h. Provincial Nutrition Action Officer-Member
i. DSWD FO SWAD Team Leader-Secretariat
j. Pantawid Pamilya Provincial Cluster Focal Person-Secretariat
k. NCIP Provincial Officer-Member
l. Indigenous Peoples’ Mandatory Representative (IPMR)-Member
m. Provincial Population Officer-Member

4.4.2 Functions

The PAC is tasked to oversee the over-all implementation of Pantawid Pamilya in the province and shall be responsible for fulfilling the commitments of the provincial government stipulated in the signed Memorandum of Agreement with the DSWD.

Specifically, the PAC shall have the following functions:

a. Assist the DSWD Field Office in addressing the supply side gaps of the province and submission of Supply Side Assessment;
b. Monitor the availability of the required supplies and the accessibility and functionality of the facilities. Monitor services and logistical support
provided by the target municipalities to ensure that beneficiaries are able to comply with the conditions of the program;

c. Recommend to the provincial government the provision of the necessary augmentation/logistical support to the municipalities particularly on supply side on health and education and the enrollment of the beneficiaries to Phil. Health program;

d. Ensure that the required support to the municipalities is covered by appropriate funds in the annual budget of the province.

e. Monitor the compliance of the municipalities in the submission of compliance verification forms, grievance and redress and other reporting requirements;

f. Provide technical assistance to municipal counterparts in the provision of support services and programs such as value formation and education, livelihood assistance, health and sanitation and organization of neighborhood groups to hasten Pantawid Pamiliya implementation;

g. As the Provincial Grievance Committee, shall act on queries and complaints on non-compliance to Pantawid Pamiliya’s conditionalities elevated to the province for appropriate action;

h. Refer to the Regional Advisory Committee all concerns needing higher level intervention or resolution.

i. Assign a member to sit as the Province’s representative to the Pantawid Pamiliya Regional Advisory Committee;

j. Advocate to other partner agencies and other non-government organization (NGOs), People’s Organization (POs) and other intermediaries to gain support in the implementation of the Pantawid Pamiliya program specifically in addressing supply side gaps;

k. Hold regular monthly committee meeting or a need may arise to facilitate resolution of cases on grievances and complaints and meeting the supply side needs and requirements.

4.5 City/Municipalities Advisory Committee

4.5.1 Composition

a. Local Chief Executive (LCE), Chairperson
b. City/Municipal Social Welfare and Development Officer
c. City/Municipal Health Officer
d. City/Municipal Planning Officer
e. City/Municipal Local Government Operations Officer
f. City/Municipal Health Links
g. School Heads of Covered Barangays
h. NCIP City Officer (for cities) or Community Service Center (CSC) Head (for municipalities)
i. Indigenous Peoples’ Mandatory Representative (IPMR)
j. City/Municipal Population Officer/Worker
k. City/Municipal Nutrition Action Officer

4.5.2 Functions

The C/MAC is tasked to oversee the over-all implementation of Pantawid Pamiliya in the City/Municipal and shall be responsible for fulfilling the commitments of the
 provincial government stipulated in the signed Memorandum of Agreement with the DSWD.

a. Ensure that education and health services and facilities required by the program are available and adequate for beneficiaries within the duration of the program;
b. Facilitate the accreditation of its Rural Health Units (RHUs) to PhilHealth within the first year of program implementation. Provide the corresponding LGU counterpart funds for the enrollment of the households beneficiaries to PhilHealth for the entire duration of the program;
c. Facilitate the designation of counterpart LGU Links that will assist the DSWD hired Municipal Link in the implementation of all Pantawid Pamilya activities in the city/municipality;
d. Provide office space and other logistical support to the Municipal and LGU Links such as but not limited to office supplies, equipment and other paraphernalia for the period of program implementation;
e. Ensure the establishment of an efficient recording system in all health and education facilities that will allow faster retrieval of compliance data and the timely submission of compliance reports;
f. Review progress reports on verification of commitments and supply of services and produce actions as needed to improve program operation;
g. Facilitate and address complaints, requests, of poor families concerned; and
h. Hold regular monthly and special meetings to ensure timely resolution of implementation issues.

5. **Organizational Support**- The Pantawid Pamilya National and Regional Program Management Offices shall provide the necessary secretariat, technical and administrative support to the committees at all levels.

6. **Repeal**- All issuances, or parts thereof, which are inconsistent with the Joint Memorandum Circular, are hereby repealed or modified accordingly.

7. **Effectivity**. This Joint Memorandum Circular shall take effect immediately.

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CORAZON JULIANO-SOLIMAN
Secretary
Department of Social Welfare and Development

BR. ARMIN A. LUJISTRO FSC
Secretary
Department of Education

ENRIQUE T. ONA
Secretary
Department of Health
MAR ROXAS
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Department of the Interior and Local Government

JOSE ELISEO M. ROCAMORA
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