



Department of Social Welfare and Development
CORDILLERA ADMINISTRATIVE REGION



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Table of Contents

I. EXECUTIVE SUMMARY.....	3
II. HIGHLIGHTS	9
III. REPORT ON ACCOMPLISHMENTS	
Organizational Outcome 1	18
Organizational Outcome 2	37
Organizational Outcome 3	60
Organizational Outcome 4	65
Organizational Outcome 5	71
Support to Operations	82
General Administrative and Support Services.....	102

EXECUTIVE SUMMARY

Organizational Outcome 1: Well-being of Poor Families Improved

- The Pantawid Pamilyang Pilipino Program served 59,976 or 95.34% of the 62,907 target households under RCCT and MCCT. For Convergence Strategy, the SWDI had accomplished 46,641 or 79.02% Households assessed out of 59,024 targeted households.
- For Sustainable Livelihood Program (SLP), the annual target for 2019 is 1,301 participants with fund allotment amounting to Php 27, 989,714.00 wherein 99.99% of the total amount is obligated and disbursed covering 1,732 participants provided with modalities. Further, there were 8,844 or 100% HHs out of the targeted 8,844 were served as per the number of HHs provided with SLP program modalities for CY 2018 and 2017 GAA.
- Out of the 102 target sub-projects, 101 or 99.02% of which were fully implemented under KALAHI-CIDSS NCDDP. KC-NCDDP was implemented in 539 barangays from 28 municipalities having a total of 18,142 households benefitting from the 101 completed sub-projects.

Organizational Outcome 2: Rights of Poor and Vulnerable Sectors Promoted and Protected

- The Reception and Study Center for Children (RSCC) served 85 children or 94.44% of the 90 children target.
- The Regional Haven for Girls and Women served 95 clients or 73.08% of the 130 targets. Out of the total number of residents served for the year, the rehabilitation rate is at 14.73%.
- The Rehabilitation Center for Children and Youth (RRCY) served a total of 30 CICLs wherein ten (10) are center- based clients, seven (7) are undergoing community-based (trial-reintegration), one (1) transferred to other facility, and one (1) was referred back to the committing court, and eleven (11) were terminated and provided with aftercare program.
- The Supplementary Feeding Program was able to serve 43,312 number of children or 96.49% out from the 44,886 target for the 8th Cycle. Further, there is a great improvement of severely underweight to underweight by 87.83% and the rehabilitation of underweight children to normal by 78.15%.
- Under the Social Pension Program, 90,961 or 99.67% of the 91,264 targeted indigent senior citizens were served and provided stipend.
- A total of 34 or 136% centenarians over the targeted 25 received cash gift amounting to Php100, 000.00.
- The Crisis Intervention Section was able to served 24,559 or 245.59% of the 10,000 targeted clients. There were 139 People Living with HIV (PLHIV) and 100 OFs served for the year.
- Recovery and Reintegration Program for Trafficked Persons (RRPTP) served 65 clients or 116.07% out of the targeted 56 clients.
- The Adoption Resource and Referral Section was able to accomplish 20 children issued CDCLAA, 72 children placed for foster care program.

- There were 1,331 children processed and released with travel clearance by the MTA.

Organizational Outcome 3: Immediate Relief and Early Recovery of Disaster Victims/Survivors Ensured

- Provided family food packs amounting to Php 315,530.40 to the 971 households which were affected due to armed-conflict occurred in Bauko, Mt. Province and Sallapadan, Abra.
- Provided assistance in the form of food and non-food items amounting to Php 230,514.00 to the 13 households that were affected due to total or partial house fire.
- Provided Family Food Packs amounting to Php 11, 460.00 to 17 households that were affected by *Typhoon "Falcon"* in Sabangan, Mt. Province on July 2019.
- Provided assistance in the form of food and non-food items amounting to Php 194,414.00 to the 535 households that were affected by *Typhoon "Hannah"* on August to September 2019 in different parts of Abra.
- Provided assistance through distributing family food packs amounting to Php 27,944.40 to the 66 households that were affected by *Typhoon "Jenny"* on August 2019 particularly in Dolores, Abra.
- Provided assistance in the form of food and non-food items amounting to Php 170,813.00 to 377 households that were affected by *"Habagat"* on August 2019 in Benguet.
- Provided assistance through distributing family food packs amounting to Php 3,997.50 to the ten (10) households that were affected by *Typhoon "Nimfa"* in latter part of September 2019 in Ifugao.
- Provided assistance in the form of food and non-food items amounting to Php 2,266,047.00 to the 9,515 households that were affected by *Typhoon "Quiel"* on November 2019 in Apayao.
- Provided assistance in the form of food and non-food items amounting to Php 808,677.30 to 3,076 households that were affected by *Typhoon "Ramon"* on November 2019 in Apayao.
- Provided assistance through distributing family food packs amounting to Php 10,800.00 to 30 households that were affected by *Typhoon "Tisoy"* on December 2019 particularly in Pinukpuk, Kalinga.
- Provided assistance in the form of food and non-food items amounting to Php 639,720.00 of 4,582 households were affected by the *North East Monsoon* on December 2019 in Apayao and Kalinga.
- Provided assistance in the form of food and non-food items with a total amount of Php 1,851,675.50 to the victims of El Nino in Apayao and Mt. Province; National Road Clearing and Widening in Pinukpuk and Tabuk City, Kalinga; Preventive Evacuation of students from their respective classrooms at the Dominican Mirador Elementay School; and Vehicular Accident.
- For CCAM, 14,296 were provided with assistance out of the 33,333 target beneficiaries.
- Memorandum of Agreement/ Usufruct and Cooperation with the Philippine Army (PA), Philippine National Police (PNP) and State Universities were ensured for the use of their facilities to cater the needs of the 77 LGUs during the possible occurrence of disaster/s.
- 170 trained DSWD QRT members ready for deployment on disaster response.

Organizational Outcome 4: Continuing Compliance of Social Welfare and Development (SWD) Agencies to Standards in the Delivery of Social Welfare Services Ensured

- Assessed four (4) Registered and Licensed SWDA.
- Assessed four (4) Registered Auxiliary SWDA.
- Two (2) SWDAs were endorsed for Accreditation.
- 91 Beneficiary Partner CSOs were accredited.
- Endorsed seven (7) SWMCCs out of the two (2) target.
- There were 21 Public Solicitation Permits issued.
- Monitored 15 issued solicitation permit.
- The accreditation of Pre-Marriage Counselors reached to 110 or 733.33% accomplishment as a result of the partnership with the Commission on Population and Development, C/MLGUs, Provincial Health Office, local DILG, Local Civil Registrar's Office and Provincial Statistics Office. Further, there were 285 trained PM Counselors but only 110 counselors were issued Accreditation Certificates.
- Accredited 345 Child Development Centers (CDCs) and 350 Child Development Workers (CWDs).
- Conducted three (3) batches Roll-out Training on ECCD-IS to the ECCD Focals, MSWDOs and Encoders on July 30 to August 9, 2019 held at the Crown Legacy Hotel, Baguio City.
- Conducted workshop on the National Early Learning Curriculum, Standards Guidelines on CDC and Early Detection, Prevention and Intervention of Disability to the ECCD Focals, MSWDOs, CDTs and CDWs on 16-19 July 2019 for Batch 1 and on 19-22 November 2019 for Batch 2.
- Conducted Capability Building on ECCD for Child Development Workers in Abra on 3-5 December 2019.
- Conducted Provincial Child Development Workers Congress (PSWDO Funded) in Mt. Province on 20 March 2019.
- Distributed a total of nine (9) ECCD Kits and Story Books from UNICEF on the 1st quarter of the year to the Child Development Centers affected by the Typhoon Ompong.
- Conducted series of activities for the Area-Based Standards Network (ABSNet) such as cluster meetings where guidelines on SWDAs, and ABSNET were discussed, organizational issues and concerns were clarified and responded; and cluster and regional capability building. The ABSNET members were provided Technical assistance along technical writing during the cluster capability building. The Regional ABSNET capability building was focused on the Strengthening of ABSNET Members collaboration and teamwork.

Organizational Outcome 5: Delivery of Social Welfare and Development (SWD) Programs by Local Government Units (LGUs), through Local Social Welfare and Development Offices (LSWDOs), Improved

- Conducted four (4) Regional Monitoring Team Quarterly meetings and TARA Framework orientations.
- Assessment of fifty-four (54) Local Social Welfare and Development Offices (LSWDOs) using the Service Delivery and Competency Assessment tools.
- Met and exceeded the minimum target of 85% with the provision of eight (8) LDIs to LGUs.
- Ten (10) Knowledge Products (eight KPs and two Good Practice Documentations) were submitted to the Social Welfare Institutional Development Bureau (SWIDB).

- Conducted eight (8) Knowledge Sharing Sessions. Conducted six (6) SWDTalks and two (2) SWD Forums.
- Conducted Learning and Development Intervention on Logistics Management in Disaster Response for LSWDOs and LDRRMOs (two batches) with 26 approved CPD Units conducted on 24 – 28 June 2019 and 08 – 12 July 2019 at Chalet Hotel, Baguio City.
- Conducted four (4) Quarterly KM Team Learning Conversations on the following dates: 18 October, 20 August, 30 May, and 20 March 2019.
- Four (4) Quarterly CGS Learning Conversations conducted on the following dates: 14 November, 27 August, 28 May, and 21 March 2019.
- Four (4) Quarterly SWDLNet Learning Conversations conducted on the following dates: 13 November, 15 October, 10 June, and 22 March 2019.
- Two (2) KM initiative entries of the Field Office namely 1) Building Organization for Peak Performance: The DSWD Field Office Talent Development Journey and 2) Social Welfare and Development Talks (SWDTalks): Building a Culture of Learning in the DSWD Cordillera were shortlisted as national finalist.

Support to Operations

- The Policy Development and Planning Section conducted Social Protection Research Forum on 12 December 2019 attended by 60 participants from Regional Line Agencies, Academes, Civil Society Organizations, Non-Government Organizations and members of Social Welfare and Development Learning Network (SWDLNet) and Regional Research and Evaluation-Technical Working Group (RR&E-TWG). The Section was able to prepare and submit to Central Office 19 reports. Further, Coffee Break Sessions were successfully conducted.
- The Listahanan hired 458 Field Staff (15 Area Coordinators, 74 Area Supervisors, and 369 Enumerators) deployed in the different provinces for the Listahanan Third Round of Household Assessment. There were 192,579 HHs assessed or 70.64% out of 272,624 target households 23 October to 31 December 2019.
- 100% of the hired field staff capacitated to conduct household enumeration and supervise a team.
- 100% LGUs oriented on the Listahanan 3 processes. Support to the Listahanan 3 were concretized through signing of the commitment tarpaulin.
- One (1) Academe (Informatics Baguio) oriented on the data sharing protocol of the Department in the utilization of the Listahanan data.
- Two (2) data requests on the Listahanan data for research and disaster operation were granted.
- ICT Section concentrated on the fund utilization for the connectivity of the Field Office to the Remote Offices, Centers and Institutions, and Provincial Offices. The Section successfully facilitated the subscription of Metro-E Connectivity for Remote Offices, Managed Video Surveillance System (CCTV), Managed IP-PBX (VoIP Phones) with Mobile Network SIM subscription, Radio Communication Service, and the DSWD CAR Queuing System. Further, successful developed Information Systems for the Disaster Response Operations Monitoring and Information Center (DROMIC-IS), Supplementary Feeding Program (SFP-IS), and Social Pension Program (SPP-IS)
- Under Social Technology, for the 1st semester of 2019, FO-CAR entered Memorandum of Agreement with the Municipalities of Bakun, Benguet; Kabayan, Benguet and Penarrubia, Abra while on the 2nd semester of 2019, the Municipalities of Sagada, Mt. Province and Mayoyao, Ifugao entered MOA to replicate completed social technologies. Also, eighteen

(18) municipalities signed expression of interest to replicate the completed social technologies.

- Social Marketing Unit conducted four Information Caravans. Technical Assistance Session on Social Technologies, Social Marketing, Advocacy and Communication were conducted in Kabayan, Benguet and Flora, Apayao on 22 March and 27-28 March 2019 respectively. Same was done with the various municipalities of Kalinga was conducted on 7 June 2019. Same TA Session was given in Lubuagan, Kalinga on 9 to 11 October 2019. The Unit has published or monitored 58 news releases or photo stories and 53 prepared or released. Also, 12 radio and TV (broadcast) spots, and 503 SWD stories and related photos uploaded.
- The Internal Audit Unit led the conduct of the orientation on the Integrity Management Program in April 2019. This was facilitated by the representatives from the Office of the Ombudsman, Office of the DSWD IMP Secretariat, and the Office of the President and was attended by the DSWD Supervisors from field and the Field Office. Also the IAU conducted the Risk Treatment Plan workshop in October 2019 at the DSWD Training Center.
- Under Legal Unit, two (2) staffs were issued pre-termination of contract due to violation of DSWD Code of Conduct while one (1) staff complaint jointly by several staffs was resolved and forwarded to grievance committee; and two (2) cases before Baguio NPS is still pending and one (1) with NPS via Mountain Province.
- Under the Human Resource Planning and Performance Management Section, out of the 972 authorized positions, 903 or 92.90% positions are filled which composed the total work force of the Department having sixty-nine (69) positions vacant.
- The Field Office CAR through the Human Resource Planning and Performance Management Section received a Certificate of Recognition awarded by the Civil Service Commission – CAR as a result of the determination and invaluable efforts to promote people excellence in the agency for efficient and effective public service delivery to achieve maturity level II for HR Systems and HRMO Competencies in Performance Management of the PRIME-HRM (Program to Institutionalize Meritocracy and Excellence in Human Resource Management).
- For Human Resource and Wellness Section, the PRAISE Committee deliberated and awarded 28 Character Awardee, 148 Client Satisfaction award, one (1) ARTA Office of the month, one (1) ARTA Officer of the month and six (6) Achievement Award (Passing an Eligibility Exam). Further, on November 12, 2019, the Regional Office Order No. 004 – HRWS, s. 2019 re: *Amendment to Guidelines in the Availment of Weekly “Wellness Session”* at DSWD Field Office CAR or ROO Nos. 002 & 003- HRWS, series of 2018 was approved. On Student Internship Program, thirty-nine (39) student interns from various educational institutions were deployed to different Sections in the Agency. And conducted Exit Interview to 436 outgoing staff.
- Under the Learning and Development Section (LDS), 72 out of 100 permanent staff were provided with various learning and development interventions (LDIs) through the different internal IDCBA. Further, a total of 447 staff (COS/JO/Contractual/Casual/Permanent) were provided with at least one IDCBA or LDI.
- The Personnel Section was able to processed 4,304 leave applications, 1,591 Compensatory Time/Day Off (CT/DO) for MOA and JO workers, 1,516 Travel Orders, 2,161 Authority to Travel, 751 Authority to Render Overtime, 358 Special Order, 661 COE, 693 Regional Clearance Certificate and 420 Service Records.

General Administrative and Support Services

- Under the Buildings and Ground Management Section (BGMS), eight (8) construction projects were completed with a total amount of Php 119, 213, 094.00 and nine (9) projects for repair and maintenance were completed amounting to Php 3,301,651.57. Further, there were ten (1) Child Development Center and three (3) Senior Citizen's Center were completed with a total costs of Php 10,597,643.00. Also, four (4) construction and one (1) rehabilitation of Child Development Center are on-going with a total cost of Php 3,689,684.02.
- For General Services Section (GSS), eleven (11) RP vehicles were registered. The Section also facilitated and assisted in the execution of seven (7) MOA entered into by Field Office. Further, they monitored and facilitated SWAD rental payments of the 5 SWAD offices in the provinces of Abra, Apayao, Ifugao, Kalinga and Mountain Province for the 2nd semester of 2019.
- Attended to 928 chauffeuring services for Field Office and 200 chauffeuring services for KALAHI-NCDDP.
- For the Property Supply and Asset Management Section (PAMS), titling of the three (3) properties named for DSWD-CAR were successfully facilitated.
- The Records and Archives Management Section (RAMS) was able to consolidate 810 sacks of records weighing 8,772 kilos or 90.72 cubic meters of valueless records assessed for disposal which generated to the amount of P46,230.24, with official receipt no. 0039043 deposited at the Cash Section. The DSWD-CAR have been compliant on FOI quarterly report as recognized by the RAMD Central Office during the Records and Archival System Business Process Review and Capacity Building for Records Management Officers (RMOs) held last December 2, 2019 at the Red Hotel, Quezon City.
- Under Accounting Section, the liquidation rate for the Advances to Special Disbursing Officers reached 92.91% liquidation over the target of 75%. The Advances to Officers and Employees are 100.0% liquidated for both CY 2018 and 2019. However, the Inter-Agency Funds liquidation rate dropped by 20.90% since 2018.
- 100.0% liquidation rate is attained along the cash advances to officers and employees.
- Along Budget Section, DSWD- FO CAR's financial accomplishment this FY 2019 is 93.40%. The F.O was able to utilize the amount of Php1,336,474,567.14 or 93% of the current fund allocation and Php109,922,242.33 or 97% of the continuing fund allocation. This year's utilization rate is 1.37% lower than last year's financial accomplishment of 94.77%.
For Cash Section, DSWD- FO CAR's disbursement accomplishment against the cash allocation under Fund 101 this FY 2019 is 98.50%, under Fund 102 is 100% while the DFAT is no disbursement or zero percentage.

HIGHLIGHTS

- Ms. Marissa S. Fortes, SWO II under the CIS, was awarded as the Best Social Worker (Contract of Service Category) of the 2018 National PRAISE Awards on March 29, 2019 held at the Diosdado Macapagal Hall, Landbank Plaza, Malate, Manila.



Ms. Marissa S. Fortes was awarded as the Best Social Worker of the 2018 National PRAISE Awards which was held on March 29, 2019 in Malate, Manila. She was accompanied by her daughter.

- FO-CAR wins the 1st Place Most Functional Knowledge Management System during the 2018 Knowledge Management (KM) Productivity, Recognition, Innovation and Development for Effectiveness (PRIDE) Awards last 28th March 2019 held at the DSWD Central Office Auditorium.



Field Office Cordillera Wins the KM Pride Awards 2018. In behalf of Regional Director Janet P. Armas, Mr. Jerry D. Julian and Mr. Cris Angelo Aurelio of the Capacity Building Section received the plaque of recognition from Usec. Florita Villar, Director Marie Angela Gopalan, and ABD Leah Mejia during the awarding ceremony held on 28 March 2019 at the DSWD Central Office Auditorium.

- DSWD Secretary Rolando Joselito Bautista awarded Plaque of Recognition to the eight (8) community-based organizations representatives accompanied by RPMO staff from the Cordillera Administrative Region. They were recognized by the Department of Social Welfare and Development Central Office during the 5th BAYANi Ka! Awards held in Butuan City on August 13, 2019. The eight (8) groups that became active partner of DSWD in the implementation of Kalahi-CIDSS in their respective communities were Cayapes Womens' Organization (Kapangan, Benguet); Barangay Sub-project Management Committee of Pudong (Kapangan, Benguet); Amkiland Youth Organization (Pudtol, Apayao); Natubleng Ladies Association (Buguias, Benguet); Cayapes Irrigators Association (Kapangan, Benguet); San Jose Upland Farmers Association (Pudtol, Apayao); Senior Citizen of Quidaoen (San Juan, Abra); and Datakan Women's Brigade (Kapangan, Benguet).



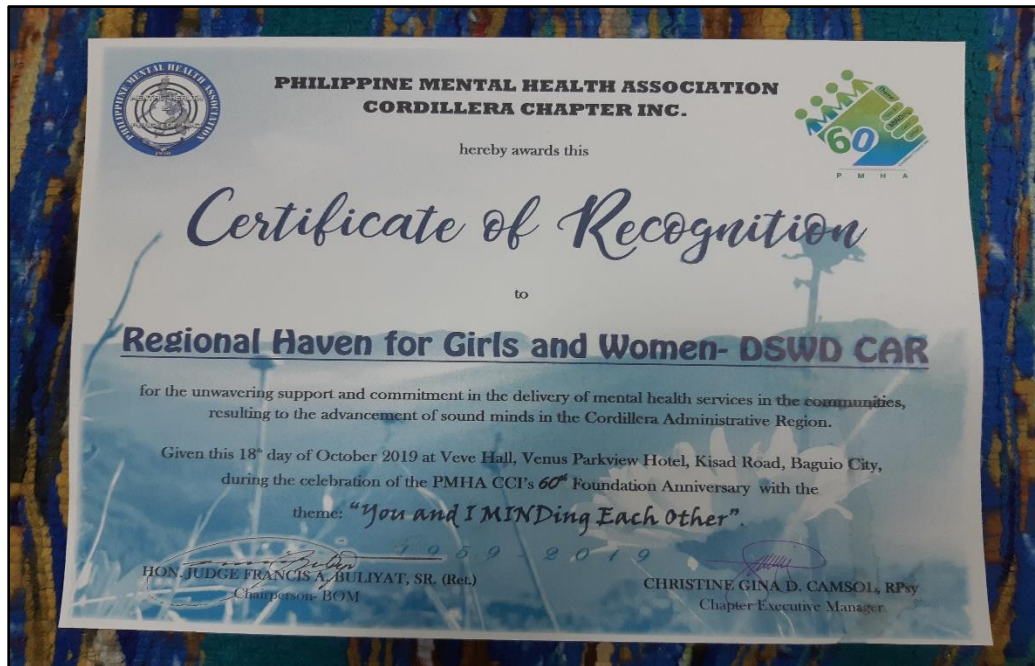
Eight (8) community-based organizations representatives of CAR which were accompanied by RPMO staff received Plaque of Recognition during the BAYANi Ka Awards held in Butuan City on August 13, 2019.

- CAR Exemplary child Christian Kyle Balinan of Sta. Marcela, Apayao received the National Exemplary Pantawid Pamilya 2019 award shared with other regional winners at the Pasig City Sports Complex.



Christian Kyle C. Balinan received his award being one of the National Exemplary Child Pantawid Pamilya 2019 Awardees held at the Pasig City Sports Complex on November 23, 2019.

- **Certificate of Recognition** was given to FO-CAR Regional Haven for Women and Girls by the Philippine Mental Health Association Cordillera Chapter, Inc. at the Veve Hall, Venus Parkview Hotel, Kisad Road Baguio City on October 18, 2019.



- The provincial Government of Apayao led by Congresswoman Eleanor Bulut-Begtang and Governor Elias Bulut Jr. awarded Plaque of Recognition to SWAD Apayao staff (from three years in service) and to Regional Director Janet P. Armas for their inspiring dedication and commitment in the delivery of social welfare services which greatly contributes to the improvement of the quality of life of most I-Apayaos last June 26, 2019 at Payanan Sports Complex, Luna, Apayao.



In lieu of Regional Director Janet P. Armas, Ms. Liezyl T. Astodillo, PLO II, of the Policy Development and Planning Section received the plaque of recognition from Congresswoman Eleanor Bulut-Begtang and Governor Elias Bulut Jr. held on 26 June 2019 at the Payanan Sports Complex, Luna, Apayao.

- All SWAD-Apayao staff including the DSWD RDANA team and Regional Director Leo Quintilla received a Certificate of Appreciation from the Provincial Government of Apayao led by the new Governor Eleanor Bulut-Begtang for the prompt response to their call for assistance in the relief operation to the disaster victims and for the Department's unending support to the Provincial Local Government last November 12 and 15, 2019 at the Provincial Capitol and Payanan Sports Complex, Luna, Apayao.



SWAD-Apayao staff including FO based RDANA team received Certificate of Appreciation awarded by Gov. Eleanor-Bulut-Begtang on November 12 and 15, 2019 at Luna, Apayao.

- Ms. Maylanie G. Bumosao, SWO II, was given a plaque of recognition from the Provincial Government of Apayao for her inspiring dedication and commitment in the delivery of social welfare services which greatly contributes to the implementation of the quality of life of most I-apayaos awarded last June 28, 2019.



Ms. Maylanie G. Bumosao received a plaque of recognition awarded by Gov. Eleanor-Bulut-Begtang on June 28,

- Certificates of Appreciation for providing Technical Assistance were given to Ms. Geraldine Toyoken and Karen Joy Guniawan of DRMD – DSWD CAR during the Gawad Kalasag 2019 Award from ARDO Eduardo Ollet and RD Alberto Mogul of OCD CAR on 29 November 2019. Also, the DSWD-CAR was awarded by OCD-CAR during the Gawad Kalasag.



Ms. Geraldine Toyoken and Karen Joy Guniawan of DRMD – DSWD CAR received the Gawad Kalasag 2019 Award from ARDO Eduardo Ollet and RD Alberto Moaul of OCD CAR.

- The DSWD CAR through RD Leo L. Quintilla and Ms. Mary Ann G. Buclao, DRMD Division Chief, received the Certificate of Recognition for being an active member of the Cordillera RDRRMC during the celebration of the National Disaster Resilience Month in July 2019 at SM Baguio City.



OIC RD Leo L. Quintilla together with DReMD staff received the Certificate of Recognition for being an active member of the Cordillera RDRRMC during the celebration of the National Disaster Resilience Month in July 2019 at SM Baguio City.

- DSWD Secretary Rolando Joselito D. Bautista joined DSWD CAR as the guest of honor and speaker during the inauguration and turn-over ceremonies of its Regional Haven for Women and Girls, Regional Rehabilitation for Center for Youth (RRCY) and Regional Training Center on October 14, 2019.



The OIC-RD Leo L. Quintilla, KC-NCDDP Director Janet P. Armas and Secretary Rolando Joselito D. Bautista led the inauguration of the Regional Haven for Women and Girls on 14 October 2019.



The OIC-RD Leo L. Quintilla together with Secretary Rolando Joselito D. Bautista led the inauguration of the Regional Training Center on 14 October 2019.

- DSWD-CAR, DA-CAR Team-Up for Gulayan sa Barangay.** The Department of Social Welfare and Development-Cordillera Administrative Region (DSWD-CAR) through the Pantawid Pamilyang Pilipino Program-Regional Program Management Office signed a Memorandum of Agreement (MOA) with the Department of Agriculture (DA-CAR) to converge in the implementation of Gulayan sa Barangay for the Pantawid Pamilya beneficiaries in the region on August 6, 2019 at the DA-CAR Conference Hall, Baguio City.



MoA signing between DSWD – CAR and DA- CAR with the attached agencies ATI-CAR and BPI – BNCRDPSC on the partnership and team-up for Gulayan sa Barangay on August 6, 2019.

- Mobilized the Regional Advisory Committee’s quarterly meeting.** Major accomplishment made by the RAC was the following:
 - Memorandum of Agreement (MoA) between Commission on Population and Development (PopComDev) and DSWD on the Youth Development Session
 - Tripartite MoA between DPWH – DSWD and DENR on the Tree Replacement Program. This is to ensure the sustainability of environmental resources and to promote poverty alleviation through the incentive-based involvement of poor communities in the replacement of trees cut for government infrastructure projects.



From the left: OIC – ARD for Administration of DSWD Mr. Enrique H. Gascon Jr, OIC – Regional Director Leo L. Quintilla, DSWD and Regional Executive Director Ralph Pablo of DENR-CAR and Dir. Tiburcio Canlas of DPWH-CAR during the MOA signing on July 25, 2019.

- Signing of the Unified Memorandum of Agreement between DSWD-CAR and PNP PROCOR last November 25, 2019.



The Regional Director of the said offices officially signed the Unified MoA between DSWD CAR and PNP PROCOR on November 25, 2019.

- **Likhang Hiraya Pangarap Patungong Pagsibol: The DSWD SLP Product Display and Photo Exhibit** – The RPMO conducted the said activity by setting up a display area within the Field Office lobby on March 11-15, 2019. The activity was covered by PTV and DZWT which were aired on March 12, 2019. Brochures and details re displayed products were also distributed.



Former RD Janet P. Armas and ARDA Enrique H. Gascon Jr. during the ribbon cutting of the Likhang Hiraya product display.

- Itogon Press Conference** – A press conference was conducted on May 26, 2019 to discuss with the public the status and updates of the livelihood assistance that was provided to Itogon for the victims of TY Ompong and the closure of small-scale mining. Moreover, line agencies (DTI, DOLE, TESDA and OCD) and CSO's (Caritas-Baguio) were also invited to present the assistances that their agency or organization has provided to the municipality of Itogon. The press conference was conducted simultaneous with the MOA signing with barangay officials of Itogon for monitoring, and the check release for IDPs.



Photo on the Left: Panelist from line agencies report each agencies accomplished assistance to Itogon, Photo on the Right: All Barangay Chairman of Itogon signs MOA witnessed by the line agencies.



More than 900 victims of T.Y. Ompong claims their livelihood assistance at Bua, Tuding, Itogon.

REPORT ON ACCOMPLISHMENTS

ORGANIZATIONAL OUTCOME 1: Well-being of Poor Families Improved



Implement promotive programs that empower the poor families and help them increase their economic and social well-being and become active participants to development.

PANTAWID PAMILYANG PILIPINO PROGRAM

Pantawid Pamilyang Pilipino Program is a conditional cash transfer program of the Philippine Government aimed at addressing poverty and supporting improved health and education outcomes of 0-18 children of poor households. The program provides cash transfers to households subject to the eligibility criteria and compliance to conditions of the program.

The program constantly looks into means of innovation for better delivery of services and recognizes the role of each staff and partners in the implementation of the program and in meeting the social assistance and social development goals. With these, the Pantawid Pamilya adheres in accomplishing the set Organizational Outcomes and Thrust and Priorities to continually uphold “*Maagap at Mapagkalingang Serbisyo.*”

The Pantawid Pamilyang Pilipino Program in the Cordillera Administrative Region for the year that was is reminiscent of a metamorphosis. The program operation has been improving and best tailored to adapt to new directives from the program management and meet greater expectations of the beneficiaries in particular and the public in general.

Accomplishment

As per program operation per se, there are 59,456 number of beneficiaries as of December 31, 2019 and total cash grants released in 2019 amounted to 1,150,299,800.00 covering Period 5 of 2018 to Period 4, 2019. While these maybe mere figures, it is important to note that it translates to 96,748 number of children attending school, 5,413 number of children wanting to be immunized and monitored for health. This number presents likewise the entirety of beneficiaries whose lives have been changed and transformed as influenced by the learnings in the Family Development Session.

In the Beneficiary Update System report, a total of 88,310 updates were processed because of massive updating initiated by the region on the identified number of households needing updates in School and Health facilities, which is generated from the CVS Turnout, marked as Deleted and No facility.

Meanwhile, the Compliance Verification System report shows that the region was able to meet the 90% compliance rate set by NPMO for education and health conditions. Although the target rate was not reached for the whole duration this year, the increasing compliance rates per period show that the collaborative effort from the implementers is effective and that continuous monitoring should be made intensively.

As of November 30, 2019, 2,141 number of beneficiaries whose grievances have been resolved proves that the program is receptive and responsive to the appeal for varying changes and improvements in the manner of program delivery.

Various support units complement the Pantawid Pamilya systems. The Institutional Partnership, for one, embarked on various activities for stakeholders this year. One of which is the mobilization of the Regional Advisory Committee quarterly meeting to listen to the impact as well as challenges of partner communities on development programs.

Moreover, coaching and updates regarding the Family Development Sessions (FDS) component to the City/ Municipal Links and Social Welfare Assistants was conducted during Provincial Operation Office (POO) meeting.

In support to the advocacy for the rights of IP beneficiaries, the IP beneficiaries' profiling is continuously being employed with a total number of 4,480 IP beneficiaries who identified themselves as IP. There are 48 Indigenous Peoples Organizations (IPOs) organized under Modified – Support Service Interventions with total amount funded of Php 2,145,663,25.

In addition, the Gender and Development focal spearheaded the conduct of Pantawid Pamilya GAD TWG in full force and functional in addressing the 'Not Attending School' (NAS) children of Pantawid Pamilya. Also, facilitated the creation of Child Protection Guideline for all Pantawid Pamilya staffs.

For the M&E Unit, a Regional Year-End Program Pantawid General Assembly was conducted to equip the participants on the important concepts and processes in improving job performance and enabling them to contribute to the realization of the Pantawid Pamilya goals and of DSWD as a whole.

Further, the Pantawid Training Unit, which is the training arm of the program undertook and focused on providing the participants with the working knowledge and skills towards the effective and efficient implementation of the program.

Other Activities/Accomplishment Conducted

- **Partnership with Baguio-Benguet Community Credit Cooperative (BBCCC) who have donated medical equipment and supplies to be used in the newly constructed health facility in Palina, Kibungan, Benguet.** Also, they contributed Php 20,000.00 for the conduct of Youth Development Session Camp of Happy Hallow National High School through their kaagapay engagement in Pantawid Pamilya.



Donated Medical Equipment by BBCCC were endorsed to Palina Health Station of Sitio Tbbac Palina, Kibungan, Benguet last Februarv 21. 2019.

- **Convergence of DSWD-CAR with DepEd CAR in the conduct of the Oplan Balik Eskwela and Bata Balik Eskwela Caravan.** The campaign activity was conducted on June 3 – 7. Bata Balik Eskwela is a caravan activity conducted by DSWD RPMO and POO staff simultaneously conducted with the DepEd’s activity, the Oplan Balik Eskwela. The activity aims to validate the Pantawid Pamilya children who are consistently not attending school (NAS) in the schools to be visited. Some also conducted home visit during the activity.



RPMO staff and POO staff joined personnel of DepEd-CAR in the monitoring of enrollees in the different identified schools in the region. The activity was simultaneously conducted nationwide. The Bata Balik Eskwela is with consonance to the ‘Not Attending School’ (NAS) cases of Pantawid Pamilya children.

- **The RAC and Regional Social Development Committee (RSDC) conducted regular field visits to listen to the impact as well as challenges of partner communities on development programs.** Member agencies including DA-CAR, NEDA-CAR, NCIP-CAR, NNC – CAR, DTI-CAR, DEN-CAR, DOLE – CAR, TESDA-CAR, BFP, BFAR-CAR and DSWD-CAR visited Sitio Sabangan of barangay Alaoa, Tineg, Abra and conducted an informal discussion on the quality and impact of the infrastructure projects provided to them. In addition, the members visited Sabangan Child Development Center, Sabangan Primary School, and Tapayen Barangay Health Station.



Mayor Corinthia D. Crisologo of Tineg, Abra presented the status of accomplishment of the municipality of Tineg as one identified convergence area to the members of the Regional Advisory Committee on September 25, 2019.

- The M&E Team conducted a **Spot Check in Calanasan, Apayao and Mankayan, Benguet**. The said spot check, which focused on the validation of Pantawid children who are ‘not attending school’ or NAS and on assessment in the implementation of the program in the municipal level through effective interventions provided by field workers relative to program components and improve implementation mechanisms of the program.



DSWD RPMO staff presented the observations from the conducted field visit to the Executive Assistant of the Municipal Mayor on September 20, 2019.

- **Capacitated Expanded – Core Group members on Ethical Leadership.** The activity served as a learning opportunity to explore the bedrock of ethical leadership and decision – making. It aims to help leaders, managers in dealing with complex ethical leadership issues and dilemmas more positively and effectively. It guides the participants through group exercises, individual reflection and in-depth discussions.
- **Family Development Session Topics based on GAA 2019.** The Family Development Sessions remain to the primary intervention of the program to capacitate parents in improving their familial skills and heighten their community development skills. As of September 2019, there were 15, 766 FDS conducted in 2254 RCCT parent groups and 778 Community FDS in 99 MCCT parent groups. There are 33, 833 partner beneficiaries who have attended FDS on Disaster Preparedness and Climate Change, one of the regular topics in the FDS. Twenty thousand nine hundred ninety-two (20 992) partner beneficiaries attended sessions on Food and Nutrition. Other notable topics that have been discussed in the FDS include Environmental Protection, RPRH, and Dengue Awareness. These are all part of the program’s commitment to the GAA 2019 and to the needs of the communities. Fourteen thousand five hundred four (14, 504) partner beneficiaries have also participated in the DepEd’s Brigada Eskwela.

Meanwhile, 15, 559 youth grantees have attended the Youth Development Sessions and other related activities. These activities are in partnership with the PNP, LGUs, DepEd, and partners CSOs in the areas. Also, there are 13, 990 partner beneficiaries who have attended FDS on Communal and Backyard Gardening sessions. Forty thousand six hundred ninety-one (40, 691) or 73% of the partner beneficiaries have their backyard garden while 35, 235, or 63% have joined the 2, 283 established Gulayan sa Barangay or communal gardens. Forty-six percent (46%) or 1057 of these gardens produce food for the family consumption, 415 gardens augment to the families’ income, and 408 yards serve as the source for the Supplementary Feeding.

- **Facilitating Support Services Intervention for the MCCT IP beneficiaries.** Aside from the conditional cash grants being provided to the IP beneficiaries, Support Services Interventions

is designed to uplift the socio-economic status of the MCCT IP beneficiaries. They are provided in the form of livelihood assistance and other income-generating projects. As of the end of the third quarter, a total of 2,474 beneficiaries benefited where 433 Pantawid and 97 reported non-Pantawid beneficiaries were aided.

- **Pantawid Pamilya General Assembly.** The program conducted its regional general assembly on November 25-29, 2019. The activity equipped participants on important concepts and processed in improving job performance and enabling them to contribute to the realization of the Pantawid Pamilya goals and of DSWD as a whole. The activity presented the region's accomplishment vis a vis Thrust and Priorities and Office Performance Contract. Planning was also conducted with the cascaded directives and T&P for 2020. Meanwhile, the efforts of the workforce on the program implementation were also recognized during the event.



The DSWD CAR Pantawid Pamilya Core Group with the National Program Manager Dir. Gemma Gabuya during the 2019 Regional Year-End Pantawid Pamilya General Assembly.

Convergence Strategy Accomplishment

This 2019, Convergence Strategy merged under Pantawid Pamilyang Pilipino Program.

Building on the capacities of its various operating programs to support the national effort of reducing poverty, the Department has experimented with variants of convergence strategies in the last seven (7) years. The most notable of all these approaches is the formation of convergence structures at the city/municipal, provincial, regional, national levels designed to carry out the objectives of the Department by strengthening the impact of its common efforts on poverty reduction. What bind these various convergence structures particularly the City/Municipal Action Teams (C/MATs), Provincial Action Team (PATs), and the Unified Regional Project Management Team (URPMT) are their defined roles and functions that are linked to the gaps and needs of the poor households and the various enabling opportunities in the government and the private sectors.

Table 1: SWDI Accomplishment as of 31 December 2019

Province	No. of Target HHs	No. of Assessed HHs	% of Accomplishment Vs. Target	Variance	No. of Encoded	% Of Encoded
Abra	11,859	11,476	96.77%	383	7,451	63.00%
Apayao	7,232	4670	64.57%	2,562	4,664	64.00%
Baguio	2,953	2400	81.27%	553	2,361	80.00%
Benguet	10,936	10,272	93.93%	664	6,941	63.00%
Ifugao	9,277	5250	56.59%	4,027	5,210	56.00%
Kalinga	10,565	8313	78.68%	2,252	7,186	68.00%
Mt. Province	6,202	4260	68.69%	1,942	4,260	68.00%
Total	59,024	46,641	79.02%	12,383	38,073	65.00%

Table 1 above shows that out of 59,024 targeted households, only 46,641 or 79.02% were assessed. And there were 38,073 or 65% forms encoded.

Awards/ Recognition Received

- ✓ Special Citation on 10th year Implementation of Pantawid Pamilya
- ✓ Special Citation on Knowledge Management Initiative
- ✓ Special Citation on Bata Balik Eskwela Program
- ✓ Special Citation on Conduct of Cap build Activities with Approved CPD Units (Pantawid FOCAR was the only field office which received this award)
- ✓ Special Citation on SSA Gaps Addressed through LGU Support
- ✓ Special Citation on Administration of CSE Review
- ✓ Certificate of Recognition in engaging IP Communities by maximizing CFDS towards Building Awareness related to Incidence and experiences of GBV among IP beneficiaries
- ✓ Certificate of Commendation on Creative Initiative in Gender Mainstreaming

Initiatives/Good Practices

- Child Protection Guideline for all Pantawid Pamilya staffs.
- Enhancement of “Heartbeat” of Case Management Information System (CMIS).
- Civil Society Organization (CSO) Assessment Tool for CSO Partners.
- Indigenous People’s Organization Outreach Activity. Livelihood projects of MCCT partner beneficiaries use a portion of their profits to provide some needs of the community. They donated clearing tools to the Kibungan National high School, which was used during the Brigada Eskwela. They also provided sound system in Madaymen, Kibungan that was used during community activity. Concrete bench was also constructed for a school in Dalipey. Stove and kitchen utensils were also donated to Barangay Dengao.
- Buddy System in the conduct of FDS. The Pantawid beneficiaries of Tanudan, Kalinga initiates Buddy System in complying the attendance with Family Development Session.
- Inter- Municipal conduct of FDS: In the conduct of FDS in Kalinga, municipal links acted as resource person during FDS in other municipalities instead of their assigned areas.

- Harmonization of activities through the conduct of FDS: The Municipal Social Welfare Development Offices collaborate with program staff in the synchronization of the conduct of FDS and AMMA/ ERPAT sessions.
- Mobilization of Active Indigenous Peoples Organizations. The IP organizations conduct meetings even without the presence of the MCCT staff assisting them and prepare minutes of meeting.
- Pre-generation of validation forms in the RPMO level. The Pantawid ICT regularly conducts pre-generation of validation forms to aid field implementers. Pre-generated forms were utilized to maximize the Family Development Session as venue for updating.

Types of forms:

- ✓ SWDI pre-generated general intake sheets.
- ✓ Early updating form - for early registration and updating of monitored child in education.
- ✓ Pre-generated Code 14 Validation form
- ✓ Pre-generated Code 15 Validation form
- ✓ Pre-generated No School Validation form.
- ✓ Pre-generated No Health Center Validation form.

SUSTAINABLE LIVELIHOOD PROGRAM

The Sustainable Livelihood Program (SLP) is a capability-building program for poor, vulnerable and marginalized households and communities to help improve their socio-economic conditions through accessing and acquiring necessary assets to engage in and maintain thriving livelihoods.

Upholding the value of inclusivity, the Program is open to poor, marginalized, vulnerable and/or disadvantaged households, building upon their strengths and understanding how they can use these to achieve positive livelihood outcomes. Moreover, the Program endeavors to increase the level of participants among program participants and harness a deeper sense of ownership of their development.

For Region CAR, the program has two (2) sets of deliverables, the 2019 new targets and the 2018 carry over. The annual target for 2019 is 1,301 participants with fund allotment amounting to Php 27, 989,714.00. Where, 99.99% of the total amount is obligated and disbursed covering 1,732 participants provided with modalities. For the 2018 carry over (includes projects that were funded on 2018 but were not physically implemented and projects that were booked as accounts payable), 8,844 participants were provided with modalities.

Accomplishments

A. Stages 1 and 2 - Pre-Implementation and Social Preparation Stage

Table 2: 2019 Pre-implementation and Social Preparation Stage

Province	Provincial Physical Target	Actual no. of qualified/ eligible pax after Desk Analysis of PQAF, verification in the Pantawid database, and Name-Matching in Listahanan (including qualified/ eligible pax from Existing/ Organized Groups or Associations)	MD Participants				EF Participants	Total no. of participants who completed both stages
			No. of SLPA members	# of members of SLPAs issued with COE (Pax from Existing / Organized groups or Associations)	# of individual referrals or walk-in clients issued with COE	# of IDPs with LAF	# of EF Track pax issued with Certificate of Eligibility (Regular, Individual Referrals, and Walk-in Clients)	
Abra	327	748	458	-	3	-	15	476
Apayao	143	207	106	-	81	20	-	207
Benguet	215	319	137	-	11	163	3	314
Ifugao	194	200	-	-	38	162	-	200
Kalinga	213	370	238	-	110	15	10	373
Mt. Province	209	310	309	-	-	1	-	310
TOTAL	1,301	2,154	1,248	-	243	361	28	1,880

To cover for the 2019 target, the provinces have accounted 1,880 participants who have undergone both the pre-implementation and social preparation stages as shown in Table 2.

B. Stage 3 - Resource Mobilization

The region was able to fund 1,732 participants out of its allotted budget of Php 27, 989,714.00.

C. Stage 4 - Implementation Stage

Physical implementation of 2019 funded projects are expected to be completed in 2020. As of to date only 443 participants have 100% implementation, 90 participants have projects on hold because of the ASF issue and the remaining 1,199 participants' projects are still for implementation.

D. Stage 5 - Monitoring and Evaluation Stage

For this year, the region focused on the preparation and administration of final assessment reports of the served participants on 2015 and 2016;

Figure 1. Final Assessment Report Administered

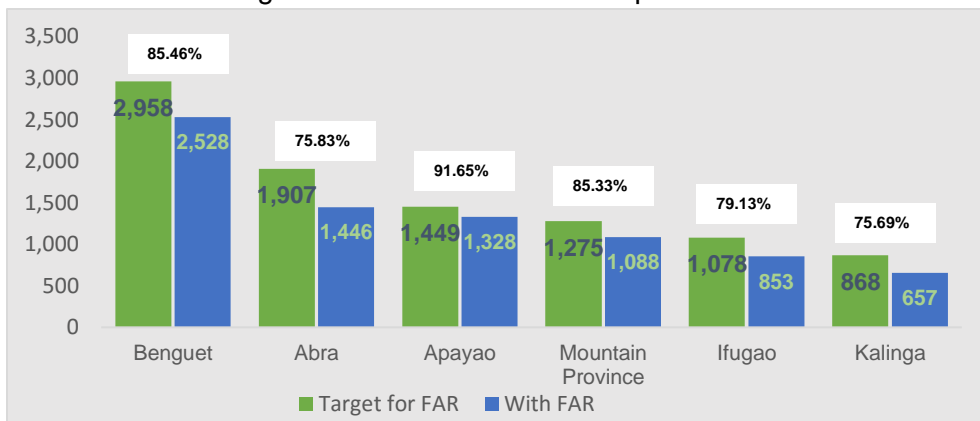


Figure 1 shows that out of the overall target which is 9,535, there were 7,900 or 82.85% having FAR. Remaining projects for FAR are to be completed by 1st quarter 2020 and participants that cannot be located (transfer of residence, went abroad, exclusions) will be inventoried.

E. Special Projects

Table 3: PAMANA Accomplishment

Province	Fund released	Implemented	With Check / For Check Preparation	For Compliance of the Findings of the Accounting	Total
Abra	29	11	7		36
Apayao			14		14
Benguet	8	4	1	1	10
Ifugao	14	5			14
Kalinga	14	10	3		17
MP	13	5	3		16
Total	78	35	28	1	107

- Table 3 shows that 78 checks were disbursed to various SLPAs, 35 are fully implemented/completed procurement, 28 checks are for disbursement, while one (1) proposal is still for final review of the Accounting Section.

Table 4: Referrals Accomplishment

Month	No. of Referred Clients	No. of Assessed Eligible	No. of Approved Proposals	No. of Program Participants	Amount of Approved Proposals
January	1	1	1	1	15,000.00
February	2	2	2	2	30,000.00
March	2	2	2	2	30,000.00
April	7	6	6	6	90,000.00
May	75	44	44	44	660,000.00
June	16	16	16	16	240,000.00
July	372	196	109	109	1,635,000.00
August	36	17	17	17	255,000.00
September	9	7	7	-	
Total	520	291	204	204	3,060,000.00

- As shown on Table 4 above, out of 520 referred clients only 291 were assessed eligible having 204 program participants. The total amount for the 204 approved proposal is Php 3,060,000.00.

Table 5: BUB- Bontoc Mountain Province Accomplishment

Project	Project Cost	% of Fund utilization	Status
Sustainable Livelihood Project Egg and Dairy Production	1,500,000.00	-	Fund for return to DSWD
Financial Assistance for Indigent Senior Citizens	1,300,000.00	100%	Completed
Various Livelihood Projects	3,500.00	33.15%	4 projects were implemented out of 10 target projects. Remaining fund for return to DSWD

- Table 5 shows that only the Financial Assistance for Indigent Senior Citizens was completed amounting to Php 1,300,00.00 while other BUB Livelihood Projects is at 33.15% of Fund Utilization. However, the fund for SLP Egg and Dairy Production is for return.

F. Social Marketing and Knowledge Management Initiatives

a. Mga Kwento ng Pagsibol

- There were six (6) Mga Kwento ng PasSibol (MKP) stories, seven (7) news articles and one (1) Convergence story were submitted.

b. Actual Social Marketing and Communication Initiatives / Activities

Table 6: Media (Press) Releases Uploaded/Published/ Media Engagements

News Releases/ Photo Stories Prepared or Released	Remarks
DSWD provides livelihood assistance to drug surenderees in Abra	Published on DSWD ad PIA website on Feb 27, 2019, Published on Midland Courier for the March 3, 2019 issue
DZWT Interview of RPC re SLP	Aired on DZWT on February, 2019
PTV Interview of RPC re status of livelihood assistance for T.Y. Ompong	Aired on PTV on Feb 26, 2019
PTV cover and DZWT interview of Likhang Hiraya	Aired on PTV and DZWT on March 12, 2019
30 indigents in Abra undergo training on reed crafts making	Published on DSWD website, Published by Herald Express on June 12, 2019 and Midland Courier on June 9, 2019
Sibol Story of the Namatec Sericulture Growers Farmers Association	Included on the NPMO's First Quarter 3 rd issue of the Mga Kwento ng PagSibol
Poor families in Villaviciosa, Abra undergo Miki Noodle Production Training	Published by Midland Courier July 14 Issue

News Releases/ Photo Stories Prepared or Released	Remarks
DSWD provides P70.2M livelihood assistance to Itogon Families	Published by Sunstar Baguio July 27 Issue, Published by Midland Courier July 28 Issue
SUSTAINABLE TOURISM: A guide's endeavor for his community	Published by Midland Courier August 18 Issue

- Table 6 displays the nine (9) media engagements of the Program. Further, there were 62 posts of SLP Stories and related photos uploaded at the Social Media Accounts.

c. The following were activities and special events conducted/ publicity support for the DSWD/SLP-led or DSWD/SLP-Supported Activities:

1) **Information Caravan** - Aside from the DSWD programs and services AVP, the Information Officers also provided updates to the community members of Kabayan, Benguet and Conner, Apayao during the Information Caravan.



Discussion of SLP program and updates during the Information Caravan in

2) **Attendance to the Sulong Bayanihan: Solidarity and Innovations in Bridging Opportunities for Livelihoods (SIBOL)** – The NPMO conducted the said activity on June 17-20, 2019, wherein the agency recognized the SLPAs and SLP beneficiaries who excelled on their chosen livelihood and profession. SLPA beneficiaries benchmarked during the finalist presentations, while the endorsed regional partner was also awarded during the activity.



SLPA beneficiaries and RPMO staffs during the SIBOL launching.

3) **Bida ang May Malasakit: SLP SIBOL Awards and Partnership Forum** – SLP is one of the core programs of DSWD that capacitates and enhances its participant’s livelihood assets and ability to utilize their resources more productively through their livelihood strategies in the form of enterprise management or employment. Through the program, several Sustainable Livelihood Program Associations (SLPAs) were organized region wide to implement these community-based microenterprises. SLP continuously supports these associations up to its mainstreaming, hence the conduct of Bida ang May Malasakit-SLP Sibol Awards and Partnership Forum. The activity aims to highlight the leadership and good practices of SLPAs in enterprise and organizational management across different industries. Likewise, provide avenue for networks linkages to public and private sector that could provide access to technical, financial or market resources.



Partners and beneficiaries strike a pose during the SLP SIBOL Awards and partnership forum.

4) **PaskuJuan 2019** – The activity was conducted during the Regional General Assembly of DSWD FO-CAR on December 19, 2019 which was held at the Crown Legacy Hotel, Baguio City.



SLPA Beneficiaries’ products displayed during Regional General Assembly.

5) Other support functions

- Conducted field work for story gathering and documentation of the following:
 - ✓ Jade Livelihood Association (Benguet)
 - ✓ Marvel Neighborhood Association (Benguet)
 - ✓ CCDAO Farm Supply Organization (Benguet)
 - ✓ Namatec Sericulture Growers-Farmers Association (Mt. Procince)
- Conducted field work for story gathering; and documentation of the following:
 - ✓ Product Display of SLP beneficiaries of Conner, Apayao during the municipality’s foundation celebration.



SLPA Beneficiaries and some of the products displayed during Conner’s Foundation Anniversary.

- ✓ Documentation of SLP testimonial during the 1st Social Welfare and Development Officers Recognition Day on June 26, 2019 in Luna, Apayao.



Ms. Aida Agbayani, president of the Light Bringers SLPA of Sta. Marcela, Apayao shares her and their groups success story since the provision of livelihood assistance from SLP.

Partnership Accomplishment/Initiatives/Engagements

The government sector and private sector partnership engagement has a total of 81 projects, with 1,693 participants and a total worth amounting to Php24, 840,756.56 for the year 2019.

Under the government sector partnership, five (5) partners were involved in the 70 projects of 1,392 participants with Php21, 012,063.56 total worth of projects. Included in the partnership engagement was the support provided by TESDA and B/M/P/LGU to PAMANA program participants in Alangtin, Tubo, Abra in which logistics were provided in terms of vehicle used, venue, and accommodations for the trainer. The support from the government sector partnership mostly focuses on the provision of technical assistance, logistics, and project monitoring in the local level.

- DAR-DSWD Convergence on Livelihood Assistance to Agrarian Reform Program (CLAAP) - forty-one (41) project proposals with a total project cost of Php 19,223,293 were submitted by DAR Regional Office to DAR Central office for approval and funding. Approved projects on capacity building was conducted on the fourth quarter of 2019, while Seed Capital fund will be distributed on 2020.
- Enhanced Partnership against Hunger and Poverty (EPAHP) – aimed to help mitigate hunger and reduce poverty in the country through the synergy and convergence of essential services of DSWD, DAR, DA, and other identified National Government Agencies. List of possible qualified SLPA suppliers was forwarded to the Supplementary Feeding Program as reference providers of the program.
- Tree Replacement Program – The Regional Office has adopted the JMC 2014-01 or the Guidelines for the Implementation of the DPWH-DSWD-DENR Partnership on the Tree Replacement Project. A Memorandum of Agreement (MOA) was drafted and signed by the Regional Directors of DPWH, DENR, and DSWD on July 25, 2019.
- National Greening Program (Expanded) – in partnership with DENR, aims to contribute in reducing poverty among upland and lowland poor households, indigenous peoples, and in coastal and urban areas. Through the E.O. 193 signed on November 12, 2015, the expanded NGP will rehabilitate all the remaining unproductive, denuded and degraded forestlands estimated at 7.1 million hectares from 2016 to 2028. Although, DENR have started

implementing the program in other Regions, the Implementing Rules and Regulations (IRR) involving DSWD is still being finalized.

- e. Sustainable Living Project – in partnership with TESDA, aimed at pursuing agricultural development through Skills Training. The project shall cover qualified beneficiaries from the Pantawid Pamilyang Pilipino Program (4Ps) belonging to the Priority Provinces identified in the Philippine Plan of Action for Nutrition, Human Development and Poverty Reduction Cluster, and those with records of High Teenage Pregnancy. In CAR, 300 slots were given to selected provinces in Mountain Province, Abra, and Ifugao. Implementation will start on 2020.

Similarly, for the Private sector partnership, ten (10) partners were involved in the eleven (11) projects, serving 301 program participants. The said projects were amounting to Php3, 828,693 that was conducted in the Province of Benguet, Mountain Province, Kalinga, and Abra. The private sector partnership engagements were focused on the provision of technical assistance, free training and monitoring of the assisted projects.

Initiatives and Good Practices

1. Enhancement of Livelihood Assessment Form (LAF) for IDPs which was approved by NPMO and was cascaded to other regions to use;
2. MOA with Itogon LGU (IDPs) which was appreciated by OCD; and
3. Creation of a comprehensive Progress tracking for SLP which was presented to KM Committee.

KALAHI-CIDSS-NCDDP

KALAHICIDSS-NCDDP stands for “Kapit-bisig Laban sa Kahirapan Comprehensive and Integrated Delivery of Social Services - National Community-Driven Development Program”. It is one of the three Philippine government pro-poor programs implemented through the DSWD and the largest community-driven development (CDD) project in the country. CDD is a strategy that gives communities control over decisions and control over resources. It creates conditions for people to have power – for them to participate in decision-making, maximize given opportunities, access basic services, and become “owner” of assets to allow sustained income.

Accomplishment

For 2019, KC-NCDDP was implemented in 539 barangays from 28 municipalities in the provinces of Abra, Apayao, Benguet, Ifugao, Kalinga, and Mountain Province. The year ended with a total of 18,142 households benefitting from the 101 completed sub-projects (SPs) which is 99.02% of the total target of 102 SPs.

In terms of financial accomplishment on community grants, a total of Php 52,152,998.08 grant funds were released to the barangays for the implementation of the aforesaid SPs. On the other hand, the municipal local government units provided counterpart for a total of Php 34,095,076.18 cash and Php 47,081,052.89 in-kind. However, it should be noted on the delivery of local counterpart contributions (LCC) that the reporting of 2018 delivery was late which led to the relatively high data for 2019 compared with the number of SPs completed.

For the financial accomplishment in general, the program was able to accomplish 88% obligation in the amount of Php 54,830,672.08 vis-à-vis the allotment received amounting to Php 62,315,307.63. Meanwhile, the accomplishment for the disbursement is 100% or Php

67,963,541.34 of the Php 67,966,612.64 target based on cash downloaded which included the accounts payable for 2018.

On the part of continuing provision of technical assistance, a total of 36 capacity building and institutional activities to the field staff, partners, and communities. Most importantly, a total of 78 operation and maintenance groups were trained for 2019. Meanwhile, based on the sustainability evaluations of the SPs, 99% (545) were assessed as satisfactory to excellent while barely 1% (5) was rated fair. Said SPs will form part of the 2020 plan of the RPMO in the provision of necessary assistance.

Lastly, for the advocacy towards the institutionalization of community-driven development approaches and principles to the local government unit systems, CAR was the first region to achieve approved Regional Development Council Resolution urging all Cordillera LGUs to institutionalize the Community-Driven Development approach in local development planning and implementation of poverty reduction initiatives and four municipalities were able to enact ordinances or resolutions of the same purposes. Lastly, it was Representative Maximo Dalog of Mountain Province who was the first to pass CDD Bill at the Congress in September 2019.

1. Coverage

Of the 77 municipalities of the Cordillera Administrative Region, the Kapit-Bisig Laban sa Kahirapan – Comprehensive and Integrated Delivery of Social Services – National Community-Driven Development Program (KC-NCDDP) has covered 56% or 43 municipalities based on the criteria set by the program since its inception in 2014.

Since March this year, municipalities started graduating from the implementation. This means they have completed four cycles under KC-NCDDP except for Peñarrubia, Abra that only implemented three cycles and Lagayan, Abra for only two cycles for varying reasons. The former waived one cycle due to unavailability of local counterpart contribution (LCC) while the latter was deferred due to political tension that was adversely affecting the implementation.

This 2019, the program has been operating in 27 municipalities for the first to second quarter. However, this decreased to only seven municipalities in three provinces and 73 barangays during the 3rd quarter. The table 7 below shows the details of the coverage:

Table 7:KC-NCDDP Coverage for 2019

Province	2 nd Quarter		3 rd Quarter	
	No. of Mun	No. of Brgy	No. of Mun	No. of Brgy
Abra	8	85	1	6
Apayao	1	22		
Benguet	7	72		
Ifugao	5	73	3	37
Mountain Province	6	90	3	30
Grand Total	27	342	7	73

2. Community Empowerment Activity Cycle Milestones

The Cordillera Region has worked for backlogs of cycles 1, 2, and 3 aside from working on completing cycle 4 and Makilahok-Pilot milestones in 2019. When it ended, almost all milestones were accomplished except some closing activities such as the Municipal Accountability Reporting

(MAR) of Natonin, Mountain Province, submission of bank certification of closed accounts by MLGUs, and submission of reports.

3. Key Performance Indicators on Community Participation

Five of the six key performance indicators related to community participation as partners in development and empowerment were attained by the end of December 2019, and the data are cumulative since 2014. The following are the indicators:

Table 8:KPI Accomplishment on Community Participation

Indicator	Target	Actual
Barangay assembly participation rate	80%	57%
Participation of Pantawid HHs in decision-making	20%	28%
Women Participation in Decision-Making (Attendance to Barangay Assemblies)	50%	71%
Women Participation in Paid Labor during sub-project implementation	25%	28%
Women as Community Volunteers in Program Committees	50%	56%
Women in Leadership Positions (Volunteer Committees)	50%	50%

Based on the encoded data, the total amount paid to women laborers for both community grant and LCC is around Php19, 834,448.06 which is 23% of the total Php 86,390,414.89. However, this amount does not represent 100% of the total paid labor because there are missing reports and other data that are still for encoding.

4. Physical Accomplishment

For 2019, the accomplishment for the completion of community sub-projects is 99% with 101 completed SPs of the total 102 target. These SPs are targeted for completion by end of September 2019, but based on reports, the last completion recorded was November. The lone balance is the sub-project of Lingoy, Barlig which will no longer be implemented, and this was fully informed and explained to the community. The details of completion are as follows:

Table 9: Physical accomplishment

Province	Target	Actual	Balance
Abra	17	17	0
Apayao	2	2	0
Benguet	19	19	0
Ifugao	32	32	0
Mountain Province	32	31	1
Grand Total	102	101	1

This 2020, the barangay health station of Tanulong, Sagada which was funded by Mayor Francisco Domagoso, BLGU, Sagada MLGU, and Baguio Center for Young Adults Incorporation (BCYAI) was completed.

5. Capability-Building and Monitoring and Evaluation Activities

For the capability-building and monitoring and evaluation activities, 100% of the planned activities (36 of 36) were accomplished.

6. Grievance Resolution

On resolving grievances reported to the municipal and regional levels, the accomplishment is 100%. A total of 331 grievances were resolved in which 329 were type A and only two were Type B. Type A grievances are non-contentious queries, comments, and suggestions while type B are grievances related to compliance with project processes, MOA, and other KC-NCDDP implementation arrangements.

7. Sustainability

Bulk of the works accomplished by the region was the facilitation and conduct of sustainability evaluations of sub-projects. When the year ends, 100% of the targeted 1st rounds of evaluations were done through the collaboration and partnership of the RPMO, ACTs, MLGUs, BLGUs, communities, and the Operation and Maintenance Groups. As a result, 99% (545) were assessed as satisfactory to excellent while barely 1% (5) was rated fair. Said SPs will form part of the 2020 plan of the RPMO in the provision of necessary assistance.

8. CDD Institutionalization

As part of the contribution of the region in the plight for CDD to become part of the Philippine government system, the following were accomplished:

- Facilitation for the approval of the Regional Development Council Resolution Urging All Cordillera LGUs to Institutionalize the Community-Driven Development Approach in Local Development Planning and Implementation of Poverty Reduction Initiatives by the Regional Development Council in March 2019;
- Facilitation and provision of technical assistance in the adoption of CDD technologies and elements by the municipalities of Mayoyao, Ifugao for Municipal Talakayan and Villaviciosa, Abra for Barangay Apatan or Talakayan; and
- Approval by Sangguniang Panlalawigan of the municipal ordinances of Pasil, Kalinga; Mayoyao, Ifugao; Villaviciosa, Abra; and Asipulo, Ifugao (enhanced) for the harmonization of CDD and the local planning and budgeting processes of said LGUs.

Other Activities/Accomplishment

- RDC Vice Chair and NEDA-CAR Regional Director Milagros Rimando led the visit of the Regional Project Monitoring Committee in Barangay Abatan, Hungduan, Ifugao implemented during the third and fourth cycle of the DSWD Kalahi-CIDSS.



The visit of the Regional Project Monitoring Committee in Barangay Abatan, Hungduan, Ifugao led by NEDA-CAR RD Rimando together with KC-NCDDP Staff.

- Community members and MLGU staff of Barlig, Mountain Province actively participating during the conduct of Ammay ay Barlig: Mun-aapatan chi Umili or Municipal Talakayan spearheaded by the DSWD on April 16, 2019.



Conduct of Ammay ay Barlig: Mun-aapatan chi Umili or Municipal Talakayan spearheaded by the DSWD on April 16, 2019 held in Barlig, Mt. Province.

Awards/Recognition Received

- There were eight community-based groups from the Cordillera who were recognized during the National BAYANi Ka! Awards on August 13, 2019.
- There are also two organizations in Pudtol, Apayao that were recognized under the BAYANi Ka! for Environmental Protection, and Youth category. These are the San Jose Upland Farmers' Association and Amkiland Youth Organization.
- Further, the Natubleng Ladies Association of Buguias, Benguet was acknowledged under the Sustained Community Volunteers Group category while the Senior Citizens of Barangay Quidaoen of San Juan, Abra was awarded as BAYANi under the elderly category.

Initiatives/Good Practices

The region is very proud to have achieved as good practice the conduct of Barangay Apatan or the local term for Barangay Talakayan by the municipality of Villaviciosa, Abra. Villaviciosa was able to conduct Apatan for the second time and was institutionalized to be conducted annually through a municipal ordinance. This was already submitted as good practice to the Central Office.

Also, it was notable that during the resolution of conflict between Lingoy, Barlig and Talubin, Bontoc relative the implementation of the water system sub-project, the Provincial Local Government of Mountain Province, Regional Development Council, Philippine Army, and Philippine National Police were actively involved.

Lastly, a memorandum of agreement was signed between the DSWD and Baguio-Benguet Community Credit Cooperative (BBCCC) stating that the latter will provide assistance to the completed community sub-projects. Such commitment was done in Palina, Kibungan when they provided medical equipment and supplies to the completed barangay health station funded by KC-NCDDP.

ORGANIZATIONAL OUTCOME 2: Rights of Poor and Vulnerable Sectors Promoted and Protected



The vulnerable sectors are benefitting from the social welfare and development programs and services provided by the government, especially through the DSWD residential and non-residential care facilities.

RESIDENTIAL AND NON-RESIDENTIAL CARE

The FO-CAR has only three residential facilities – Reception and Study Center for Children (RSCC), Regional Haven and Girls, and Regional Rehabilitation Center for Youth (RRCY) but there is no non-residential facility in the region.

RECEPTION AND STUDY CENTER FOR CHILDREN

The Reception and Study Center for Children strives to create an alternative home and family to children 0-6 years old who are dependent, abandoned, foundling, abused, surrendered and neglected. It serves the needs of these children through the provision of substitute parental care and protection to children. RSCC also admits children with disabilities, children victims of sexual and physical abuse, victims of child trafficking and orphaned children. It echoes the Department's mandate to effectively implement programs, projects and services to empower disadvantaged individuals and families.

DSWD Central Office staff from the Protective Services Bureau, Standards Bureau and the Facility Audit and Assessment Team visited and provided technical assistance on case management and compliance to standards of residential care facilities. RSCC-CAR's level 1 accreditation is renewed. The staff aim to request for a re-assessment after the completion of the new RSCC building as most of the unmet indicators are on the physical structure and safety which will be addressed once the construction is done. The strong support of management for RSCC to attain a higher level has always been present.

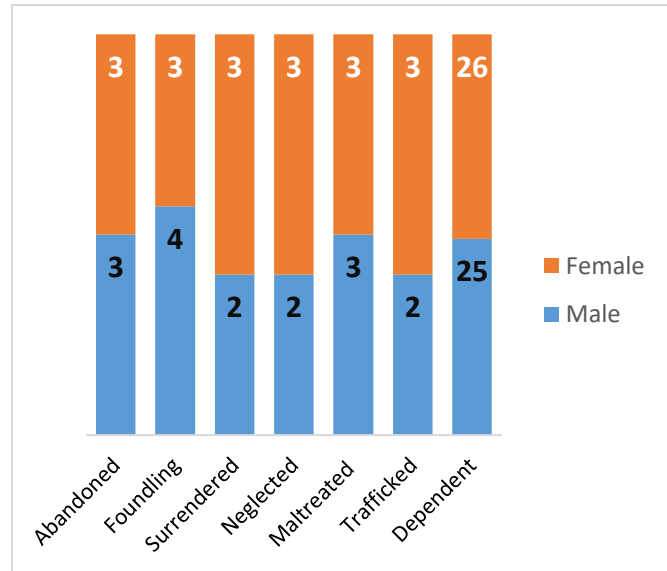
The RSCC transferred to a private facility that meets the documentary and space requirement of a residential facility on March 9, 2019. The RSCC staff and assistance from some DSWD Field Office staff made the transfer possible because aside from the children, food and non-food items and equipment were transferred.

Accomplishment

A total of 85 or 94.44% children were served from January – December 2019 of the 90 cases targeted for the year. Of the 85 children served, 26 children are carry-over cases from previous year and 59 children are newly admitted cases. There is a variance of -5 or -5.56% due to few referrals from LGU and outside CAR due to increase of foster care.

As shown in Figure 2, ranked 1st are the dependent children with 51 children or 60%. Dependent children are those children whose father is deceased and the mother has to go to work to be able to provide for her children or mothers who needs to go for check-up and no one would take care of the children or either mother has to go abroad to work and left her child under the care of a custodian; mother came back to claim the child but custodian filed for custody and abandonment against the mother. Ranked 2nd are the abandoned, foundling, and abused children with 6 or 7%. Foundling children were either left along the street, along pathway, vacant lot or jeepney. Abandoned children were left by their mothers in the hospital and/or a guardian and never returned to take the children back. Abused children are either physically or sexually abused by one of their parents. Ranked 3rd are the surrendered, neglected and trafficked children with 5 or 5%. Surrendered or voluntarily committed children by their mothers or grandparents because of old age or incapacity to take custody of a child. Trafficked children are the children given by their mothers to non-relatives in exchange of certain amount of money. Neglected children are those left by the mother under the care of a non-relative, or father is detained in jail and the birthmother has to work leaving the children under relatives who neglected the children.

Figure 2: Number of Clients Rehabilitated per Category



Baguio City referred 23 children which is the highest number of referrals this year of which 1 abandoned, 2 trafficked, 2 foundling and 1 surrendered and 16 dependents. Ranked 2nd are the 22 children referrals of Benguet Province of which 2 are neglected, 5 abused, 3 trafficked, 2 foundling, 10 dependents. Ranked 3rd are the 14 referrals of regions outside CAR of which 3 are abandoned, 3 surrendered, 1 neglected, 2 foundling and 1 dependent. Ranked 4th are the 14 referrals of Mountain Province of which 1 neglected and 13 dependents. Ranked 5th are the 13 referrals of outside CAR of which 5 abandoned, 3 surrendered, 2 neglected, 3 foundlings. Ranked 6th are 5 dependent referrals of Kalinga Province and 5 from Apayao of which 1 surrendered and 4 dependents. Lastly, Ifugao province referred 3 dependent children.

Other Accomplishments/Activities Conducted

- ✓ Entrustment of Children;
- ✓ Home visit, Follow-up and case conferences with LGUs and partner agencies;
- ✓ Case Conference and Consultations with PAO Lawyers, IBP and DSWD, CO- Legal Office;
- ✓ Court Hearing re: Cancellation of Simulated Birth, Writ of Habeas Corpus and Temporary Custody of the Child, Writ of Habeas Corpus and TRO, Sexual Abused;
- ✓ Skype with PAPS;
- ✓ Medico Legal of four (4) children;
- ✓ Birthday celebration activities;
- ✓ Conduct of earthquake and fire drills;

- ✓ All houseparents conducted Growing Great Kids activities for nursery and toddlers;
- ✓ 12 -character building activities conducted within the year;
- ✓ Staff meetings;
- ✓ Regular monthly check -up and consultation of RSCC Children;
- ✓ 25 children were referred for Developmental Re-assessment at Notre Dame Hospital;
- ✓ 10 children referred and had their play therapy sessions and psychological assessment;
- ✓ 15 children brought to Child Ventures Therapy Center for speech and occupational therapy to improve their cognitive, physical, and motor skills and enhance their self-esteem and sense of accomplishment twice/thrice a week;
- ✓ Community exposures of children ; and
- ✓ Staff attended trainings such as Gender Responsive Case Management Training, Mental Health for Professionals, etc.

Initiatives/Good Practices

- ✓ Enrolment of children with PhilHealth;
- ✓ Acknowledgement of donations using the Acknowledgement Form;
- ✓ Meeting with student volunteers for an orientation before the training program and after service rendered for the evaluation;
- ✓ Close coordination and collaboration with the referring parties/LGUs and other regions for the completion and submission of dossiers of children in the center for their permanent placement or reintegration to the parents, families and relatives;
- ✓ Coordination with DSWD Legal Service, Prosecutor's Office, Public Attorney's Office or other government or private lawyers for legal advice on difficult cases;
- ✓ Conduct of Kiddie meetings to evaluate activities done at the center and their suggestions;
- ✓ Hiring or relievers to augment house parents; and
- ✓ Prompt reporting to KBF, an NGO that provides for the services of one HP.

REGIONAL HAVEN FOR GIRLS & WOMEN

The Regional Haven for Girls and Women provides temporary shelter to disadvantaged, vulnerable, abused and exploited women and girls needing protective custody and psycho social care. These women and girls are being provided with different services such as homelife, spiritual services, psychological, dental and medical, educational and other social services geared toward enabling them to recover from traumatic effects of abuses and exploitation and restore their social functioning and or regain their self worth and dignity.

Accomplishment

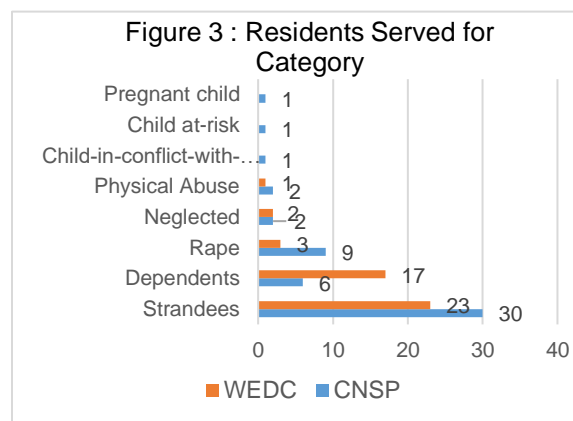
Out of the target of 30% rehabilitation rate for the year, only 14.73% was achieved. A negative variance of 15.27% could be attributed to the fact that out of the 95 residents served in the center for the year, 63 or 66% were strandeers (23 were women, 30 were girls and 10 were children/dependents of these women/girl strandeers). At intake, only 4 or 6% of the 63 strandeers needed further interventions thus needing longer stay in the center to facilitate the services needed for their healing and recovery. The center rehabilitation team's decision for the residents' longer stay in the center were based on the residents' presented problems and on the attending social workers' initial assessment during the intake process. The other 59 resident strandeers

(including their children) only needed crisis intervention for their problems presented thus only needing few days of stay in the center. After providing their immediate needs or facilitating needed assistance, they were either reintegrated to their families/relatives or referred to their respective local social welfare and development offices.

On the other hand, there were 17 (including their dependents) or 26% new admissions for the year of residents who were victim-survivors of either neglect, rape, acts of lasciviousness, or physical abuse. Further, 15 (including their dependents) or 16% were carry-over cases from the previous year. These carry-over cases of residents were also victim-survivors of either neglect, rape, acts of lasciviousness, or physical abuse. These 32 residents (or 34% of the residents served or still being served) needed longer stay in the center to undergo the needed services for their eventual healing and recovery. Of these number, 14 or 14.73 % have already completed their rehabilitation process as assessed by the center rehabilitation team. They were eventually reintegrated to either their families, supportive relatives, or to their respective local social welfare and development offices. Eighteen (18) or 18.94% of the residents are still being served in the center because they still need to undergo the necessary interventions for their healing and recovery.

Residents Served:

The Regional Haven for Women and Girls served a total number of 95 residents in CY 2019. Thirty eight (38) or 30.52 % were women in extremely difficult circumstances (WEDCs), 47 or 49.47% were children in need of special protection (CNSPs), and 19 or 20% were dependents of the residents served. From the total number served, 15 or 15.78% were carry-over cases from CY 2018 while 80 or 84.21% were new admissions for CY 2019. Out of the total number of residents served for the year, the rehabilitation rate is at 14.73%.



Rehabilitation Rate:

This year, the target rehabilitation rate has been set at 30%; however, the RHWG was only able to achieve 14.73% rehabilitation rate. This could be attributed to the fact that out of the 95 residents served in the center for the year, 63 or 66% were strandees (23 were women, 30 were girls and 10 were children/dependents of these women/girl strandees). Most of them only needed crisis intervention. After addressing their presented problems, these residents were either discharged or reintegrated to their families. From the remaining 32 residents (comprising of the 17 admissions for the year and 15 carry-over cases from CY 2018), 14 or 14.73% have already completed their rehabilitation process while 18 or 18.94% are still undergoing interventions for their healing and recovery.

Average Length of Stay (ALOS):

The discharged-based ALOS for this year has been computed at 54 days. This number reflected that the average stay of a resident in the center before she is discharged or reintegrated. The longest stay of a discharged resident in the center lasted for 677 days or 1 year and 8 months. The resident was a child victim-survivor of rape. On the other hand, the shortest length of stay of a resident who was discharged was only a day. These were mostly the strandeers who only needed short stays in the center.

Further, the average length of stay of rehabilitated residents has been computed at 196 days or six (6) months and five (5) weeks. This is the average length of stay of residents who have completed the rehabilitation process.

Percentage of standard resident-staff ratio

As per accreditation standards, the staff-resident ratio has been set at 1:25. In CY 2019, the resident-social worker ratio was at 1:32 while the resident-house parent ratio was at 1:16. This may seem to be minor deviations from the set standard; however, actual experiences of the RHWG staff indicate emerging issues of present-day residents which require specialized services or even individual care/monitoring. The issues include residents having psychiatric/psychological conditions, residents having various disabilities such as mental retardation, learning disabilities, and physical disabilities.

Initiatives/Innovations

1. Resident Satisfaction Questionnaire/Survey;
2. Ritual of Hope and Goodbye; and
3. Conduct of multi-disciplinary team case conferences in referring municipalities.

REGIONAL REHABILITATION CENTER FOR CHILDREN AND YOUTH

The Regional Rehabilitation Center for Children and Youth (RRCY) is a facility mandated to provide treatment and rehabilitation of Children-In-Conflict with the Law whose sentences have been suspended and ordered by court to undergo disposition program. The objective of rehabilitation and reintegration of children-in-conflict with the law is to provide them with interventions, approaches, and strategies that will enable them to improve their social functioning with the end goal of reintegration to their families and as productive members of their communities.

Accomplishment

The Regional Rehabilitation Center for Youth was able to serve a total of thirty (30) clients for CY 2019. As of December 31, ten (10) are center-based clients, seven (7) are undergoing community-based (trial-reintegration), one (1) transferred to other facility, and one (1) was referred back to the committing court due to his failed trial reintegration program, and eleven (11) were terminated and provided with aftercare program.

Generally, there were no major violations terms of behaviour of the under the center-based where no reported cases on leaving with- out permission, no recommission of any crime. In spite this, minor misdemeanor of residents was noted involving their daily tasks such as dishwashing, cleaning, non- participation or tardiness in the activity sessions, verbal altercation to staff and co-

residents, and bullying. The center was able to immediately address these concerns through daily morning meetings, client- staff meetings, and individual sessions with the resident psychologist and social workers.

As to the community- based clients, the case workers are closely monitoring the status of the progress of the clients in close coordination with the Local Government Units (LGUs), Barangay Council for the Protection of Children (BCPC), Non-government Organization (NGO) and families. At present, majority of the community- based clients are involved with various activities in the community including formal schooling, self-employment, and non-formal education. One (1) client was referred back to the court and is waiting for the court order for proper judicial action since he failed in his trial- reintegration program.

For 2019, the Regional rehabilitation for Youth was able to carry out its mandate despite of challenges. Physical structures to include the renovation of the center has provided a great change to the program where it improves the holistic approach to its rehabilitation processes including facilities and equipment that are being used and enjoyed by its residents and staff.

Awards/Recognition Received

- Certificate of Recognition provided by partners during visit at RRCY;
- MCPC of Tuba in line with the celebration of the Children's Month (7 November 2019); and
- University of Baguio in the conduct of team building session.

Initiatives/Good Practices

- Therapeutic Community Modality Program;
- Trial-reintegration; and
- Eco-therapy

SUPPLEMENTARY FEEDING PROGRAM (SFP)

The Supplementary feeding program by the agency is implemented in partnership with the local government units and non-government organizations as part of the Department's contribution to Early Childhood Care and Development (ECCD) program of the government to help achieve the Sustainable Development Goal 1 and 2 on No Poverty and Zero Hunger.

It also aims to improve knowledge, attitude and practices of children, parents and caregivers through intensified nutrition, health education and improve and sustain the nutritional status of the target children beneficiaries. Target Beneficiaries are the 2-4-year-old children in Supervised Neighborhood Play (SNP), 3-4-year-old children enrolled in Child Development Centers (CDC) and 5-year-old children not enrolled in the DepEd preschool children but enrolled in CDCs.

Accomplishment

The implementation of the 8th Cycle SFP had been a success with the improvement of severely underweight to underweight by 87.83% and the rehabilitation of underweight children to normal by 78.15%. There were 43,312 number of children served out from the 44,886 target. The

variance accounts for the number of children who transferred to other regions, drop-outs and those who progressed to kindergarten.

The program also targeted 42,999 number of children for the 9th Cycle using the new scheme. Goods for all the LGUs in the region had been procured by the Field Office specifically rice, perishables, semi-perishables and groceries. Delivery commenced the earliest on July 5 and pursued on until the end of the school year. 100% of all target LGUs and target children is expected to be served once 9th cycle is completed.

Other Accomplishment/Activity conducted

1. On time closing of the 8th Cycle SFP on May 2019. Implementation of feeding went smooth as all LGUs were able to implement the 8th Cycle following the fund transfer scheme.
2. Enjoinment to Child Development Workers amongst various municipalities to discuss the new MC.03 SY 2019 or the Revised Omnibus Guideline on the Implementation of the program. Also, there was a one on one consultation with the MSWDOs and LGUs in anticipation of the new scheme to be implemented for the 2nd Semester.
3. Preparation of Menu, Purchase Request, Distribution List, Distribution Schedule and all relevant documents prior to the procurement of various goods for the 9th Cycle program implementation.
4. Delivery of goods to all 77 LGUs had prospered despite certain circumstantial situations and challenges. With the help of DSWD staffs in the field and the excellent partnership with the LGUs, findings were corrected and good practices were leveraged.
5. Teamwork between SFP and other unit specifically UCT and DreMD by enjoining of SFP staff to UCT pay-out. Convergence amongst different programs encourages healthy working relationship and smooth communications.
6. Attendance of the SFP Focal for the Nutrition in Emergencies Training of Trainers on Nov. 17- Nov.23, 2019 at Clark, Pampanga. Enjoinment such TOTs will capacitate and ready the staffs for possible disaster in the future.
7. Radio speaking engagement for DSWD Programs on DZWT to increase awareness on the Supplementary Feeding Program twice on 2019 July 26, 2019 and Nov. 29, 2019. Also with the Radio Natin on August 5, 2019 in Sagada, Mt. Province.
8. Conducted Year-End Evaluation and team-building activity for the SFP Team in San Juan, La Union on Dec. 20, 2019. After a year of working together, the team conducted a purposive team building to motivate, to develop their strength, address weaknesses but most specially to promote collaboration and not competition amongst them.

Initiatives/Good Practices

1. The coordination and teamwork between the end-user, BAC and Procurement Unit facilitated the successful procurement process for the 1st regional procurement conducted. With it, the region had been the 1st to implement and finish the 9th Cycle with all 77 Municipalities conducting feeding.
2. The Municipal Link, PDOs, other program staffs and SWAD members had been indispensable in augmenting the program during the inspection and delivery of goods. In the spirit of convergence, they were able to help in scrutinizing the delivered goods if it passes quality assurance.

3. Despite being few in numbers and no fund for consultation meeting, the team was able to coordinate with the LGU on all the necessities of the program.
4. Convergence from the LGUs, NGAs and the PNP during delivery and monitoring one of which is below as posted on social media by TINOC MPS during their augmentation on the delivery of goods.

SOCIAL PENSION PROGRAM FOR INDIGENT SENIOR CITIZENS (SPPISC)

Republic Act No. 9994 or the “Expanded Senior Citizens Act of 2010” which provide additional benefits and privileges and maximize their participation in nation-building amended the previous RA 9257 “Expanded Senior Citizens Act of 2003”, institutionalizes social protection by providing monthly stipend to indigent senior citizens and supports the family to provide care to their sick and disabled senior citizens. The Social Pension for Indigent Filipino senior citizens is in-line with the fulfillment of the obligation of the government to protect the most vulnerable sector through social protection, and for the full implementation of Republic Act No. 9994. The Social Pension Program provides monthly stipend amounting to Php 500.00 which is given per semester to indigent senior citizens with a total of Php 6, 000.00 stipend in one year.

The Social Pension Program’s scheme of payment is through Cash pay-out. This requires Special Disbursing Officers (SDOs) to cash advance the fund to be disbursed. The pay-out was administered by the DSWD Social Pension staff and other DSWD staff.

A house-to-house delivery of the stipend is also a scheme of payment to consider the frail, sick, bedridden and those living in the far-flung areas. An authorization form is also use to authorize the representative to claim the stipend of the senior citizens in behalf of the social pensioners.

Accomplishment

This year, 91,047 or 98.79% SocPen beneficiaries received their stipend out of the targeted 92,164. The Social Pension Program successfully conducted 1st and 2nd quarter pay-out and 2nd semester pay-out in the 77 municipalities of the Cordillera Region.



SocPen staff conducted house to house delivery of stipend in Pudtol, Apayao.



SocPen staff conducting monitoring and evaluation to social pensioners in Tineg, Abra.

Initiatives

- A new Certification and Authorization form was created to suit the content of the guidelines for the authorized representatives in claiming the stipend on behalf of the beneficiaries.
- A Certification was made for claimant of the deceased beneficiaries as proof that she/he has been authorized by their other heirs so as to prevent complaints from other heirs.

Good Practices

- On time liquidation of all the Cash Advances of SDOs;
- There were team leaders of every province to monitor the disbursement and liquidation of cash advances;
- Conduct Monitoring and Evaluation to social pensioners to ensure proper usage of stipends;
- Clustering of barangays during pay-outs in consideration of those who cannot come in the venue due to far distance specially to GIDA; and
- Conducted weekends pay-out to cater all social pensioners

CENTENARIAN PROGRAM

With the approval of the Republic Act 10868 or the Centenarian Act of 2016, all Filipinos who reach the age of 100 years shall be honored and granted with cash gift worth P100,000.00 and a Letter of Felicitation for living centenarian/ Posthumous Plaque for the deceased at the time of awarding. As the implementing agency, Department of Social Welfare and Development (DSWD) provides the cash/check gift worth P100,000.00 for each identified eligible centenarians.

Accomplishments

On the provision of cash gift to centenarians, the FO was able to served 34 centenarians or 136% of the 25 target for the year. The granting of cash gifts for the 25 centenarians were awarded in the months of March to September, achieving the full target for the year during the third quarter period. Five (5) in Ifugao, five (5) in Kalinga, five (5) in Mt. Province, nine (9) in Baguio City/Benguet and one (1) in Abra were awarded. The target for the year was achieved in the 3rd quarter period, however, a fund augmentation for nine (9) centenarians was requested and was approved. It was distributed to the four (4) centenarians in Kalinga, three (3) in Ifugao, one (1) in Baguio City/Benguet and one (1) in Apayao.

Of these 34 grantees, 23 are female and 11 are male. Five (5) were posthumous centenarians, thus, cash gift was received by their nearest surviving heirs. A total amount of Php 3,400,000.00 was utilized for the year.



Whang Od Parat Oggay aka Apo Whang Od, the well-known tattoo artist, received her cash gift on her 100th birthday on 07 March 2019 in Buscalan, Tingalayan, Kalinga.



Photo taken during the Elderly week Celebration and National Respect for Centenarian's Day that was held in Tadian, Mt. Province on 12 October 2019.






ASSISTANCE TO INDIVIDUALS IN CRISIS SITUATION (AICS)

The Assistance to Individuals in Crisis Situation (AICS) is part of the DSWD's protective services for the poor, marginalized and vulnerable/disadvantaged individuals. The AICS has been implemented by the DSWD for decades, as part of its technical assistance and resource augmentation support to LGUs and other partners. The DSWD continues to provide support to the programs in response to the needs of the affected families and as form of augmentation through a range of services such as immediate rescue, provision of financial assistance, materials including foods, medical, transportation, burial, educational and other services.

Accomplishment

The CIS had a physical target of 10,000 clients for the year 2019. The total served for 2019 is 24,559 clients with 245.59% accomplishment vis-à-vis the physical target of 10,000. An additional hiring of staff such as social workers to assess clients and administrative staff mainstreamed in finance division to facilitate faster liquidation of cash advance and transactions to service providers for payment of checks contributed in surpassing its targets.

Figure 4: Clients Served per Assistance Type

	EDUCATIONAL ASSISTANCE	11,704
	MEDICAL ASSISTANCE	10,102
	TRANSPORTATION ASSISTANCE	258
	FOOD & NON FOOD ASSISTANCE	91
	BURIAL ASSISTANCE	868
	OTHER ASSISTANCE (Referral, Psychosocial, etc.)	22,719

As shown in Figure 4, the Educational assistance has the highest number served due to influx of referred clients in different provinces including Baguio City and Regional Office. The CIS satellites also conducted pay out to far-flung municipalities to outreach clients who are far in SWAD Offices. As based on the threshold, amount for elementary and high school on the MC 11 series of 2019 is only Php1,000 to Php1,500, hence making the amount lower than the amount provided in medical assistance. Clients provided with educational assistance are college students, high school, senior high and elementary pupils who are mostly indigent or in crisis situations who could hardly meet / provide their educational needs such as school projects, uniforms and other related school needs due to irregular source of income of parents. Some are also living with their relatives who could hardly provide their educational needs because they have their own family to support and for some students are abandoned by parents that they have to support themselves while studying. Some came from far-flung barangays who cannot provide for their transportations and payment for boarding house rentals.

The Medical assistance is the second highest as to number of clients served, but highest in the total amount provided or disbursed. This is due to the exhausted Philhealth benefits of clients for payment of dialysis treatment and chemotherapy sessions. Most of the clients then were provided with guarantee letters higher than Php10,000.00. Most of LGUs funding resources were exhausted during the last quarter.

As to provision of two or more services, there were 22,695 clients provided with two services. A total number of 22,649 clients provided with psychosocial services and 46 referred to other agencies for additional or augmentation of other assistance that CIS Satellite/ Office not able to provide. A total percentage of 92.42%. Based from the clients rated CIS services provided satisfactory survey, the percentage is 99.5%.

Others Accomplishment

A. Update on Overseas Filipino:

A total of 100 OFs served for the year 2019 with the total amount of Php310,890.00. There are fifteen (15) clients given with two assistance and with the table below, 115 services were given to clients as shown in Table 10.

Table 10: No. of OFs served per Type of Assistance

Assistance Provided	No. of Overseas Filipino		Total	Amount
	Male	Female		
Medical Assistance	4	7	11	46,800
Educational Assistance	2	16	18	66,400
Transportation Assistance	5	14	19	65,690
Cash Assistance		27	27	132,000
Referral to SLP for Livelihood Assistance	1	27	28	-
Referral to LSWDO	3	9	12	-
Total	15	100	115	310,890

B. Update on PLHIV:

Table 11: No. of PLHIV served per Semester

Quarter	Clients Served		Total	Amount	Fund Source
	Male	Female			
1st Semester	105	21	126	630,000	PSF-Community-Based-CAR-2018-2
					PSP 2019 (4 clients were provided thru AICS with the total amount of Php20,000)
2nd Semester	112	27	139	1,390,000	PSF-Community-Based-CAR-2018-2
Total				2,020,000	

For the year 2019, the above table shows the total number of PLHIV served per Semester. For second semester there are 13 new referrals, there are 139 total clients served for 2019. The monitoring of their case status is thru referral or endorsement from treatment hubs in Baguio City.

Other conducted activities



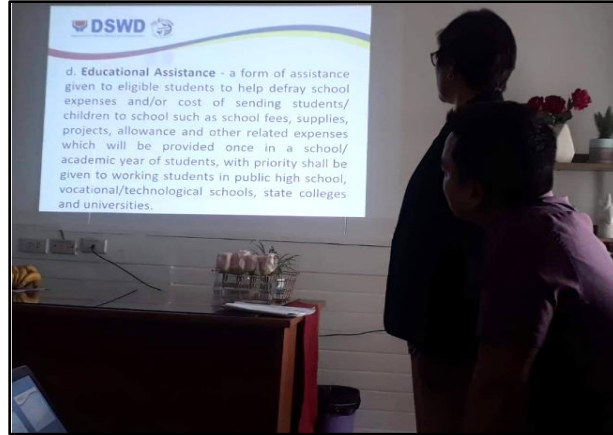
Break-out Sessions and Discussion and the rest of the participants and stakeholders during the Regional Consultation Forum on Overseas Filipinos and their Families held at Eurotel, Baguio City last March 10, 2019.



Basic Training on Case Management for ISSO Central and Regional Focal Persons on November 25-29, 2019 held at The Orchard Hotel Baguio City with OIC RD Leo L. Quintilla and the rest of the stakeholders



DSWD Programs and Services Updates and Orientation for Stakeholders on October 18, 2019 held at the DSWD Training Center, Baguio City with OIC RD Leo L. Quintilla and CIS Head Judith L. De Guzman.



Orientation of MC No. 11 Series of 2019 on September 20, 2019 held at the Office of Congressman Dalog – House of Representative, Quezon City, Metro Manila with OIC RD Leo L. Quintilla and CIS Head Judith L. De Guzman.



Taken during the conducted HIV Counseling and Testing Training on September 30 - October 4, 2019.



Ms. Liezyl T. Astodillo, PLO II/OIC-Head of the PDPS, served as the Resource Person during the CIS Year – End Program Implementation Review at Bauang, La Union last November 20 – 22, 2019.

RECOVERY AND REINTEGRATION PROGRAM FOR TRAFFICKED PERSONS (RRPTP)

The Memorandum Circular No. 20 Series of 2015 *“Guidelines in the implementation of the Recovery and Reintegration Program for Trafficked Persons”* supersedes the previous memorandum circulars.

The Republic Act No. 9208 as amended by Republic Act No. 10364 otherwise known as the Expanded Anti-Trafficking in Persons Act of 2012 provides for an important mandate for the Department of Social Welfare and Development to implement rehabilitative and protective programs for trafficked persons.

The Department being the co-chairperson of the Inter-Agency Committee Against Trafficking (IACAT) and the lead agency in social protection aims to contribute to the country’s goal to achieve the Tier 1 ranking, a status ascribed to countries whose governments fully comply with the minimum standards set by the Section 8 of the Trafficked Victims Act. Hence, the Department has implemented the Recovery and Reintegration Program for Trafficked Persons (RRPTP) to scale up the programs and services and deliver better interventions to victim-survivors of trafficking at various levels. To strengthen existing programs for trafficked victims and support capacity building activities for services providers, fund augmentation need to be provided by the Department to all Field Offices while various components of program for trafficked persons and their families are strengthened.

Accomplishment

The RRPTP served 39 new clients and 19 carry over cases for the year. The victim-survivors were assessed to be eligible in availing the financial assistance for Livelihood, transportation, medical, local employment and educational assistance. Further, 19 carry over cases are continuously provided with RRPTP services in coordination with their respective LGUs for the monitoring and further provision of after-care services.

This year, the target TIP clients increased to ten (10) clients. This year, the Field Office served 65 clients and these are from old/carry-over cases and new clients.

For the 1st Quarter, there were four (4) male clients that allegedly children in armed conflict, 11 clients were OFs who are assessed to be TIP at the same time in distressed and undocumented OFs. These were referred by Ms. Judith Bacwaden, Social Welfare Attache’, Phil. Consulate General, Dubai, UAE and UNICEF. The female child from Abra was referred by International Justice Mission for counseling, monitoring and assistance to the client and her family due to allegedly involvement of online sexual exploitation of children.

For the 2nd Quarter, 22 served female client. All clients were OFs that repatriated and in distressed situation, they were assessed to be TIP victims. They were referred by Ms. Glenda Relova, Assistant Secretary for Statutory Programs & Concurrent head, ISSO. There were carry over cases in previous years with ongoing trials at Branch 59 by Judge Ivan Kim Morales in Baguio City and Branch 29 by Judge Cecilia R. Borja-Soler in Libmanan, Camarines Sur against the accused.

Table 12: Programs and services provided/Service Delivery for New cases

Services Provided	Male	Female	Total
1. Support to victims/witnesses with court cases	4	1	5
2. Transportation Assistance for Balik Probinsya		2	2
3. Educational assistance		7	7
4. Medical Assistance		1	1
5. Skills training for Trafficked Persons			
6. Assistance for employment/ livelihood	4	11	15
7. Referred to LGU	4	20	24
8. Counseling/home visit/agency visit	4	17	21
9. Inter-unit referral (SWADTL/ARRS/MTA/CIU/etc.)		8	8

Table 13: Programs and services provided/Service Delivery for Old/Carry-over cases

Services Provided	Male	Female	Total
1. Support to victims/witnesses with court cases	1	2	3
2. Transportation Assistance for Balik Probinsya			
3. Educational assistance	1	5	6
4. Medical Assistance			
5. Skills training for Trafficked Persons			
6. Assistance for employment/ livelihood		12	12
7. Referred to LGU			
8. Counseling/home visit/agency visit			
9. Inter-unit referral (SWADTL/ARRS/MTA/CIU/etc.)			

Tables 12 and 13 above show the services provided to the victims and their families by the RRPTP.

Other Conducted Activities

- Conducted a Provincial Consultation with Stakeholders on the functionality of LCAT-VAWC Committee in Sagada, Mountain Province. The SWO II for RRPTP served as one of the resource persons.
- Conducted the Kalipi Regional Meeting and Learning Conversation in Tabuk City, Kalinga. The SWO II for RRPTP served as one of the resource persons.
- Facilitated the conduct of Strengthening the Capacity of LGU partners and stakeholders in advocating anti-VAW and Trafficked Person as part of the 18-day Campaign to end VAW in Luna, Apayao.
- Facilitated the conduct of 18 day campaign to End VAW and International Day Against Trafficking in Person kick off at Burnham Park, Baguio City. In partnership with DOH, Dep-ED, PRO-COR, PIA, DOT, POPCOM and DOJ.



Taken during the Provincial Consultation with Stakeholders in Sagada, Mt. Province.



Taken during the Kalipi Regional Meeting and Learning Conversation in Tabuk City, Kalinga.



Taken during the conduct of Strengthening the Capacity of LGU partners and stakeholders in advocating anti-VAW and Trafficked Person in Luna, Apayao.



Taken during the conduct of 18 day campaign to End VAW and International Day Against Trafficking in Person kick off at Burnham Park, Baguio City.

Initiatives/Good Practices

- Conduct home visit to clients that provided assistance to monitor and evaluate their status after the interventions were given and close coordination with the LGU and SWAD Team Leader in the monitoring of the referred clients.
- To strengthen the coordination and collaboration of the Regional Committee Against Trafficking, urgent meetings were conducted aside from quarterly meetings.
- Render an augmentation to the Crisis Intervention Section during flaking of clients to be assisted.

ADOPTION RESOURCE AND REFERRAL

The Adoption Resource and Referral Section (ARRS) is under the Protective Services Unit of the Department. ARRS implements the Alternative Parental Care Program (APCP) of the Department, i.e. adoption and foster care. It receives and reviews the social case study reports, and home and child study reports as well as other documentary requirements to ensure completeness in form and substance and consistency of information for the issuance of Certification Declaring a Child Legally Available for Adoption (CDCLAA), Local Matching, and/or Intercountry Adoption. It also conducts adoption fora, dialogues, and other information and education campaigns. It recruits and develops adoptive and foster parents, conducts regular monitoring to ensure fast movement of alternative parental care cases in all concerned agencies such as the LGUs, and child caring agencies, facilitates capability building activities to enhance social workers' knowledge, and skills on adoption and foster care, and maintain data bank of adoption and foster care cases, among others. It also conducts regional matching for foster care and adoption and monitor placement of children with their respective adoptive or foster families.

Accomplishment

Table 14:ARRS Summary of Accomplishment for 2019

Indicator	Accomplishments	Targets
Percentage of Regular Prospective Adoptive Parents Developed	5 (83.33%)	6 (100%)
Percentage of Regular Foster Parents Developed	2 (16.67%)	12 (100%)
Number of Children Issued with CDCLAA by EO December 2019	20 (83.33%)	24 100%)
Number of eligible children/PAPs issued with PAPA/ACA or Regional Clearance for IRM by EO December 2019	20 (222.22%)	9 (100%)
Number of Eligible children placed under foster care by EO December 2019	72 (112.50%)	64 (100%)
Number of Children Endorsed for Intercountry Adoption	5 (100%)	5 (100%)

The table above displays the accomplishment of the Adoption Resource and Referral Section. Of the six performance indicators, ARRS was able to overshoot two targets i.e. the number of eligible children/PAPs issued with PAPA/ACA or Regional Clearance for IRM by EO December 2019 (222.22% accomplished) and number of eligible children placed under foster care by EO

December 2019 (112.50 accomplished). It also it was able to achieve fully the target of the endorsing five cases of children for intercountry adoption. However, the FO has to work on the development of regular prospective adoptive parents and foster parents as well as the issuance of CDCLAA as the targets set were not achieved.

Facilitating factors in the issuance of 20 PAPA/ACA/RAC to eligible children or PAPs out of the nine (9) targets include the immediate submission of documents for local matching by the cases managers. More often than not, case managers submit dossiers for local matching before the set deadline of 15 days after the receipt of the CDCLAA. Also, the members of the Regional Child Welfare Specialist Group (RCWSG) prioritize scheduled matching. There was never a time when a scheduled matching was reset because of unavailability of a quorum. One factor also is the good partnership the Field Office has with the Local Civil Registries of Baguio City and La Trinidad, Benguet and Philippine Statistics Authority – CAR especially in the registration and issuance of an authenticated copy of foundling certificates. Cases of foundling children always comply with the turnaround period because of the immediate issuance of foundling certificates.

As to foster care placement, the FO was able to place 72 eligible children against the target of 64. This has a 12.50% variance. The “taking-care-of-our-own” as culture of the Cordillerans plays a vital role in the accomplishment of the FO. It is innate with the Cordillerans to take in an abandoned, neglected, abused, and/or orphaned child and take care of him or her. Hence, to sustain this laudable culture, foster care was and still is being advocated to help such children. One facilitating factor also is the involvement of LGU and SWAD social workers in assessing children for foster care placement. Of the 72 children placed, 32 (44.44%) were assessed by them. The FO has still a long way to go to implore the involvement of all LGU social workers in the implementation of the program but 44.44% is already promising. Also, other DSWD Residential Care Facilities are already involved.

Five (5) children (100% accomplished) were issued with intercountry adoption clearance. This was because of the compliance of turnaround period in the submission of documents for local matching. Also, the RCWSG agreed that after the second presentation of the case of a child, s/he should be issued with a Regional Adoption Clearance to pave way for the child to be presented for Interregional Matching and issuance of intercountry adoption clearance as appropriate.

Of the six target of developed regular PAPs only five or 83.33% accomplishment were developed. Most cases of the FO are independent placement. Despite efforts to advocate legal adoption and number of walk-in clients for inquiries on legal adoption, the FO only have five applicants for the year who pursued their plan to adopt. Some who came to inquire are either complying their requirements or are still weighing their options.

Of the target of 24 children for issuance of CDCLAA, only 20 or 83.33 % were accomplished by the FO. Factors that hindered achieving 100% include the number of dossiers endorsed for the issuance for CDCLAA for 2019 which is only 21. Of which only 13 were issued with CDCLAA. The rest were put on hold due to some observations from the Central Office like the age of the child when found (approximately two weeks against 13 days as computed by the Central Office), requiring additional documents, legal observations, and conducting another visit to relatives or families of children.

The FO was given 12 regular foster parents to develop for 2019. However, it was able to develop only two. This is the downside of a closed-knit family ties among Cordillerans, it is a challenge to advocate regular foster care with them. Majority are willing to take in a relative but are hesitant to

take in unrelated children. Despite efforts and involvement of partners to advocate aggressively regular foster care, there is still a need to do more in this area.

Other conducted activities

- 22 matching conferences from January to December 2019;
- Two adoption and foster care forums;
- Adoption Help Desk at SM City Baguio on February 16-17, 2019;
- Orientation on Alternative Parental Care Program at Pudtol, Apayao on August 20, 2019;
- Skills Enhancement on Parental Care Program for Selected Social Workers at Chalet Baguio Hotel on October 3, 2019;
- Capability Building for Foster Parents at Pooten Hotspring Resort, Tuba, Benguet on October 11-13, 2019;
- Forum on Alternative Parental Care Programs at Lagawe, Ifugao on October 29, 2019;
- Orientation on Alternative Parental Care Program at Tabuk, Kalinga on November 5, 2019;
- Consultation on Alternative Parental Care Program for CCA and LGU Social Workers at Puerto de San Juan, La Union on November 12-15, 2019; and
- Provided Fund Augmentation in the celebration of the Children's Month in the FO.

Initiatives/ Good Practices

- Presentation of cases to the RCWSG for renewal of Foster Placement Authority. Only CAR presents renewal of FoPA to the RCWSG amongst the Field Offices. This is sprouted from the defined functions of the RCWSG which is a recommendatory body to the Regional Director in matters of adoption and foster care. So regardless if new case or renewal, cases has to be presented.
- Entrustment Procedure. CAR requires the PAPs to visit for three to four days (depending on the age of the child to be entrusted) and establish attachment with the child before the entrustment. This will ensure the success of placement of the child. Dialogues are also done and the case of the child is discussed between the center staffs and the PAPs. Issues from behavior to routines to medical, and the like are discussed and clarified. PAPs may sleep at the adoption suit on the center for better interaction with the child.
- Municipal Ordinance of La Trinidad, Benguet on the Foster Care Program. La Trinidad, Benguet passed an ordinance supporting the implementation of the foster care program and providing funds thereof in 2017. This was not reported earlier as the full implementation was in 2018. The municipality provides subsidies as well as capability building activities to foster families aside from the services being provided by the FO.
- Good partnership of the FO with LCRs and PSA. Amongst the 16 Field Offices, CAR has no clamor in registering foundling certificates and securing SecPa copies of such because of the commendable partnership it has with Baguio and La Trinidad, Benguet and PSA-CAR. Foundling certificate is issued within the hour the social worker registers it. Also, a SecPa copy may be secured two weeks after its registration at the LCR. Also, SecPa copies are issued within the day it is requested.

MINORS TRAVELING ABROAD

In the interest of efficient public service and to give protection to all Filipino minors both accompanied and unaccompanied travelling abroad, pursuant to the provision of existing laws particularly Article IV Section 8 (a) of the Republic Act (RA) No. 7610 and Section 5 (f) of RA No. 8239 otherwise known as the Philippine Passport Act of 1996. The Administrative Orders on Minors Travelling Abroad was amended to Administrative Order No. 12 Series of 2017 that will provide the direction for the issuance of travel clearance to minors travelling abroad. Through these, children will be free from all form of abuse, exploitation, trafficking and or sale or any other practice prejudicial to their development.

Accomplishment

The Minors Travelling Abroad Unit released and processed 1,331 applications of minors travelling abroad for 2019 wherein 622 males and 709 females were served. In the Cordillera Region, Baguio has the highest number of applicants, followed by Benguet, Abra, Ifugao, Mountain Province, Kalinga and Apayao. For Apayao and Kalinga, they applied at DSWD Region II because it is nearer to their place with their complete documents. Other regions applied in DSWD CAR because of passport purposes. Among the high number of applicants were females compared to males and most of them are in adolescence stage. Asian countries has the high number of most visited countries the minor went for a vacation and tour.

Figure 5: Released Travel Clearance per Month

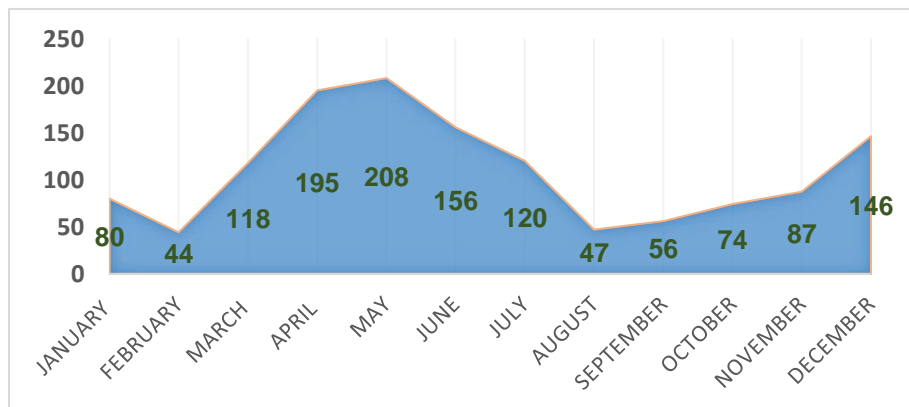


Figure 5 shows the statistics of travel clearances issued by the DSWD- Field Office CAR. In the year 2019, the months of April and May has the highest numbers of catered applicants followed by the months of March, June, July and December. These months were during the school vacation of students thus their travel were scheduled within the month and in the last quarter of the year. The number of released travel clearance were increased for the year because of the strict implementation of Department of Foreign Affairs in requiring minors applicants DSWD travel clearance. There was no reported disapproved application due to birth simulation because of the Republic Act 11122. In addition, upon application, the social worker in charge conducted thorough assessment and interviews.

Table 15: Approved Application by Age

Age, Years	Number Of Travel Clearance	Percentage
< 1	7	0.5%
1 to below 5	91	6.8%
5 to below 10	280	21%
10 to below 14	352	26.4%
14 to below 18	599	45%
18 and above	2	0.1%
TOTAL	1331	100%

Table above shows that minors with age range of 14 to below 18 has the highest number of minors who applied for travel clearance for 2019. The least number of minors who applied is above 18 years old who were mentally challenge and their family members are affectionate and understanding to their needs where they participated them in their travel abroad. Other children from one to 12 has less difference with regards to number of applicants, most of them where accompanied by their relatives and coaches.

Table 16: Approved Application by Birth Status

Birth Status	Number of Minors	Percentage
TOTAL	1,331	100%
Adopted	2	0.1%
Foster	1	0.07%
Foundling	2	0.1%
Illegitimate	436	32.6%
Legitimate	890	66.8%

Minors with the highest number of applicants as per birth status were legitimate children with a number of 890 (66.8%) most of their parents were working abroad and they were being taken cared by their relatives in the Philippines. In some cases, parents of legitimate children were separated or annulled but parents tried their very best to be with their children; they invited or petitioned them for a visit.

Other conducted activity

In October, orientation on MTA Guidelines and Alternative Parenting to LGU's of Ifugao was conducted at Lagawe, Ifugao. For the first time, the unit conducted orientation to travel agencies and other intermediaries' agencies, which was funded by the Adoption, Resource, and Referral Section on November 29, 2019 at Newtown Plaza Hotel, Baguio City. Issues and concerns were addressed and positive response from the participants.



Taken during the conduct of orientation to travel agencies and other intermediaries' agencies on November 29, 2019 at Newtown Plaza Hotel, Baguio City.

Challenges Encountered

- Lack of manpower during peak season;
- Some applicants used their political connection to circumvent the process; and
- No funds to cascade the amended guidelines of Minors Travelling Abroad to partner agencies, DSWD Staff of each provinces and stakeholders in order to advocate and disseminate about the program.

UNCONDITIONAL CASH TRANSFER PROGRAM

The Unconditional Cash Transfer is the department's newest cash transfer program that aims to help poor families cope with the effects of the Tax Reform for Acceleration and Inclusion or TRAIN law. Section 82 of the TRAIN LAW provides that household in the first to seventh deciles of the National Household Targeting System for Poverty Reduction (NHTS-PR), Pantawid Pamilyang Pilipino Program, and the Social Pension Program shall be provided with grants for a period of three years. The unconditional cash transfer shall be Two Hundred Pesos (P200.00) per month for the first year and Three hundred pesos (P300.00) per month for the second year and third year.

For the year 2019, DSWD Field Office CAR was given a target of: 23,448 NHTS listed poor; 60,825 Pantawid Pamilya beneficiaries and around 84,000 Social Pension beneficiaries.

The release of the cash grants were managed by the respective Program Management Offices: the UCT Pantawid grants were topped up in the regular cash grants of the Pantawid beneficiaries and was facilitated by the Pantawid Regional Program Management Office; the UCT Social Pension cash grants were facilitated by the Social Pension Program Management Office while the release of the Cash Grants of the UCT NHTS poor/Listahanan was facilitated by the UCT RPMO.

Accomplishment

For the year 2019, 87% of the 23,488 NHTS listed poor and 99.66% of the 60,676 target Pantawid Pamilyang Pilipino Program beneficiaries received their grant. The UCT Social Pension grants were not yet released pending the downloading of payroll from the UCT NPMO.

The release of the remaining 2018 unpaid beneficiaries continued resulting to the following accomplishment: 21,358 out of the target 23,705 NHTS poor households, 61,904 out of 65,914 Social Pension beneficiaries and 62,807 out of the 63,025 Pantawid beneficiaries received their UCT grants.

The release of the cash grants were managed by the respective Program Management Offices: the UCT Pantawid grants were topped up in the regular cash grants of the Pantawid beneficiaries and was facilitated by the Pantawid Regional Program Management Office; the UCT Social Pension cash grants were facilitated by the Social Pension Program Management Office while the release of the Cash Grants of the UCT NHTS poor/Listahanan was facilitated by the UCT RPMO.

Initiatives/Good Practices

1. Production of various IEC materials

In order to increase awareness of the public on the program, the UCT RPMO produced the following IEC materials: 30 seconds commercial aired over People's Television Network or PTV; 5 minutes Audio Visual Presentation that is shown during Capability Building Activities; Full page newspaper advertisement; planners and flyers that are distributed to the LGU partners and other stakeholders.

2. Creation of Composite teams during pay-out

Composite teams headed by senior employees of the department and composed of staff from other programs, units and sections were constituted to augment during pay-out.

ORGANIZATIONAL OUTCOME 3: Immediate Relief and Early Recovery of Disaster Victims/Survivors Ensured



Continuing efforts in improving DSWD's critical role in disaster preparedness and response operations.

Disaster Response and Management Division

To provide an effective and immediate response to disasters, the National Disaster Risk Reduction and Management Framework and the National Disaster Risk Reduction Plan (NDRRP), RA 10121 series of 2009, was formulated. Indicated therein is the adoption of the cluster approach, designating the DSWD as the vice chair of the Response Cluster.

This means that DSWD will lead the sectors pertaining to Food and Non Food Items (FNFI), Camp Coordination & Camp Management (CCAM) and IDP Protection. It sees to it that these are ready and available in response to the needs of disaster victims and survivors. Hence, for the DSWD to perform its function as such, it created the Disaster Response and Management Section (DRAMS) and eventually elevated to Division after approximately a year of operation. At present, the Division has three (3) sections, particularly the Disaster Response and Recovery Section (DRRS), Disaster Response and Information Management Section (DRIMS) and Regional Response and Operations Section (RROS). The Sections have separate and distinct duties and responsibilities that are inherent in strengthening the NDRRP. Among said three (3) Sections, DRRS is in charged in providing the "Response" during disasters, it also holds the Capability Building (CB) activities and other Programs, such as the ESA, CFW, CSAP, FFW and CCAM. DRIMS task is to mainly manage data or information regarding disasters that are inherent in providing response. On the other hand, the RROS focuses on the handling of the relief goods and the warehouse.

The DRRS aims to provide immediate relief and early recovery of household victims ensured. For the whole year, it was able to respond on the need of victims in the form of FNFI caused by different kinds of disaster. Additionally, the programs such as ESA, CFW for TS "Ompong", CSAP, CCAM were also implemented with almost 100% accomplishments. The capability building activities were successfully ensued for the QRT members as preparation for their deployment during disasters. Also, it provided technical assistance by serving as resource speakers for CCCM trainings and orientation on DROMIC Reporting System for LGUs. Furthermore, the DRIMS also ensures that disaster data are secured and readily available when needed. Also, with the complexity of the disasters visiting the Region, DRIMS was able to improve and enhance the DROMIC Reporting System with the assistance of the ICT. In this way, the needed data as basis in providing assistance to disaster victims are complete and reliable. Lastly, The RROS as one in-charged in the management of the warehouse was able to accomplish all of the augmentation request through the signed Requisition Issuance Slips (RIS) forwarded to them. However, it was not able to maintain the required 30,000 FFPs as stockpile since the capacity of the rented warehouse is only 15,000 FFPs to 22,000 FFPs, excluding the non-food items. This was already communicated with the Central Office and RROS is proposing for a new and bigger warehouse.

Accomplishment

1. Disaster Preparedness for Response

a. Prepositioning of Logistics/Resources to the LGUs as Augmentation Assistance in times of Disaster

A memorandum pertaining to the non-prepositioning of goods to the LGUs was issued in October 2018 and shall take effect strictly in 2019. As such, Memorandum of Agreement/Usufruct and Cooperation with the Philippine Army (PA), Philippine National Police (PNP) and State Universities were ensued for the use of their facilities. The same were also identified strategically as satellite warehouses to cater the needs of the 77 LGUs during the possible occurrence of disaster/s.

b. Capability Building for DSWD QRTs for Disaster Response

Overall, there were 170 members of the QRT who were provided with disaster related capability building activities and ready for deployment during disaster.

c. Other Capability Building Activities

The following activities were conducted with partners and other stakeholders:

- DROMIC Reporting System and CCAM Orientation for LGUs
- CFW Fiduciary Review

a. Disaster Vulnerability and Adaptability Profiling Program (DVAPP)

The program was able to accomplish the following data in the first semester of the year 2019:

Table 17: DVAP Accomplishment

Area	Target Data	Total Enumerated Data	Final Cleansed Data	Total Cards Produced
Pasil, Kalinga	1,928	2,207	2,203	2,067
Tublay, Benguet	3,580	4,663	4,645	4,031
Itogon, Benguet	11,965	4,621	4,541	2,423

2. Disaster Response Management

a. Utilization of the Disaster Assistance Family Access Card (DAFAC)

FO-CAR continues to promote the use of DAFAC in disaster response management which is proven as an important tool in data management relevant to the delivery of disaster services.

b. Effects of occurrence of house fires

A total of 13 households were affected due to total or partial house fire. FO-CAR provided assistance in the form of food and non-food items amounting to Php 230,514.00.

- *Effects of Human Induced Hazard (Armed-Conflict)*

A total of 971 households were affected due to armed-conflict occurred in Bauko, Mt. Province and Sallapadan. FOCAR provided family food packs amounting to Php 315,530.40.

- *Effects of South West Monsoon Enhanced by Typhoon “Falcon”*

A total of 17 households were affected in Sabangan, Mt. Province in July 2019. FOCAR provided Family Food Packs amounting to Php 11, 460.00.

- *Effects of South West Monsoon Enhanced by Typhoon “Hannah”*

A total of 535 households were affected in August to September 2019 in different parts of Abra. FOCAR provided assistance in the form of food and non-food items amounting to Php 194,414.00.

- *Effects of South West Monsoon Enhanced by Typhoon “Jenny”*

A total of 66 households were affected in August 2019 particularly in Dolores, Abra. FOCAR provided assistance through distributing family food packs amounting to Php 27,944.40.

- *Effects of South West Monsoon Enhanced by “Habagat”*

A total of 377 households were affected in August 2019 in Benguet. FOCAR provided assistance in the form of food and non-food items amounting to Php 170,813.00

- *Effects of South West Monsoon Enhanced by Typhoon “Nimfa”*

A total of 10 households were affected in latter part of September 2019 in Ifugao. FOCAR provided assistance through distributing family food packs amounting to Php 3,997.50.

- *Effects of Tail End of Cold Front Enhanced by Typhoon “Quiel”*

A total of 9,515 households were affected in November 2019 in Apayao. FOCAR provided assistance in the form of food and non-food items amounting to Php 2,266.047.00.

- *Effects of North East Monsoon Enhanced by Typhoon “Ramon”*

A total of 3,076 households were affected in November 2019 in Apayao. FOCAR provided assistance in the form of food and non-food items amounting to Php 808,677.30.

- *Effects of North East Monsoon Enhanced by Typhoon “Tisoy”*

A total of 30 households were affected in December 2019 particularly in Pinukpuk, Kalinga. FOCAR provided assistance through distributing family food packs amounting to Php 10,800.00.

- *Effects of North East Monsoon*

A total of 4,582 households were affected in December 2019 in Apayao and Kalinga. FOCAR provided assistance in the form of food and non-food items amounting to Php 639,720.00.

- *Other Disasters*

Assistance provided in the form of food and non-food items to the following victims of disasters with a total amount of Php 1,851,675.50:

Table 18: Assistance provided caused by other disasters

Disaster/Incident	No of Household/Students	Cost of Assistance
El Nino (Drought/Dry Spell) in Apayao and Mt. Province	2,201	Php 1,535,100.00
National Road Clearing and Widening in Pinukpuk and Tabuk City, Kalinga	505	Php 181,800.00
Preventive Evacuation of students from their respective classrooms as advised by the MGB at the Dominican Mirador Elementay School	138	Php 127, 200.00
Vehicular Accident	37	Php 7,575.50

3. Early Recovery And Rehabilitation

a. Emergency Shelter Cash Assistance Project (ESCAP) for Typhoon 'Lawin'

Out of 467 target only 157 clients were served. The 2018 fund was carried over in 2019, amounting to P 3,290,000.00 These unpaid clients were replacements and change grantees whose documents undergo same process with the original clients. The distribution of the remaining balance is on-going.

b. Emergency Shelter Assistance (ESA) for TS "Ompong"

Out of the Php 484,450,000 for the 44, 256 clients, only Php 119,950,000 for 9,967 clients were downloaded in the second semester of the year.

c. Cash for Work (CFW) for TS "Ompong"

Out of the Php 70,956,800 for the 42,329 clients, only Php 14,694,400 for 9,020 clients were downloaded in the second semester of the year.

d. Core Shelter Assistance Program (CSAP)

Monitoring and coordination with the LGUs continue until the completion of the units and eventually be occupied by the deserving clients. 2,457 Units were funded amounting to 203,100,000.00.

4. Risk Resiliency Program-Climate Change Adaptation And Mitigation-Disaster Risk Reduction (RRP CCAM – DRR)

Out of the 33,333 target beneficiaries, only 14,296 were provided with assistance.

5. Disaster Response Information and Management Section

Continuous in providing on time reports and updates on the occurrence of disasters or incidents to DRR and partners for immediate response on the needs of the affected households and individuals. Additionally, it leads the enhancement of the DROMIC Reporting System through the Information and Communication Team (ICT).

6. Regional Resource Operations Section (RROS)

Continuous in managing the FOCAR warehouse including the satellite warehouses in the Provinces.


Awards/Recognition Received

- Featured Success Story during the Climate Change Partnership Forum: Tamarillo Dulce Production, A Sweet Success from the Cold Breeze of Bauko, Mt. Province on 10 December 2019.

Initiatives/Good Practices

- The DRRS initiates the use of State Universities as satellite warehouse in the Provinces thru Memorandum of Agreement (Usufruct);
- The RROS integrated to strengthen the involvement of online communities as volunteers thru Memorandum of Agreement;
- The DRSS created a Monitoring Matrix for ESA and CFW Form/Template

ORGANIZATIONAL OUTCOME 4: Continuing Compliance of Social Welfare and Development (SWD) Agencies to Standards in the Delivery of Social Welfare Services Ensured

 *Technical assistance and resource augmentation to partners, especially Social Welfare and Development Agencies (SWDAs), provided to ensure quality of services.*

Standards Section

As lead agency in the delivery of social welfare and development programs and services, one of the department's function is to register, license and accredit individuals, agencies and organizations engaged in social welfare and development services, sets standards, and monitor the empowerment and compliance to these standards.

The revisions of guidelines on Pre-Marriage Orientation and Counseling-JMC 1 series of 2018, MC 17 series of 2019- Registration, Licensing and Accreditation of Social Welfare and Development Agencies, and Early Childhood Care and Development challenged the section in achieving its target. The PMOC and ECCD guidelines were not implemented due to some areas of concerns that need to be finalized, however; the targets were achieved. The guidelines along standards compliance are continuously being advocated to ensure best delivery of programs and services to identified beneficiaries.

Accomplishments

Table 19: Standards Section Summary of Accomplishment for 2019

Indicator	Annual Target	Actual Accomplishment	Remarks
Outcome Indicators			
Registered Auxiliary SWDA	4	4	MC 17 series 2019 is being implemented to SWDAs with expired R/L/A.
Registered and Licensed SWDA	4	4	
SWDAs Endorsed for Accreditation	ANA	2	There were SWAs assessed with expired Accreditation but were not endorsed due to non-compliance to set requirements.
Beneficiary Partner CSOs Accredited	67	91	Accomplishment is based on submitted CSOs by the SLP

Service Providers Accredited			
a. Pre-Marriage Counselors	15	110	
b. SWMCCs (Endorsed)	2	7	
c. CDWs/CDCs	350	350	
Others			
Public Solicitation			
a. Public Solicitation Permit Issued	ANA	21	
b. Issued Solicitation Permit Monitored	12	15	
Endorsed SCC for Accreditation	ANA	2	

The above table shows that all targets were over shoot. The SWDAs issued with Registration Certificates were Turning Point Development, Inc., Northern Luzon Presbyterian, Inc., Cordillera Network, Inc., and World In Need (WIN) Philippines, Inc. The License to Operate Certificates were issued to International Association for Transformation, Inc. (IAT), Shontoug Foundation, Inc., Filipino Japanese Foundation of Northern Luzon, Inc. (FILNJI), and WIN, Inc. The IAT and FILNJI endorsed for Accreditation were issued accreditation certificates by the Standards Bureau.

For the realization of Sec. Bautista's directive re accreditation of 350 Child Development Centers and Child Development Workers using the old tool and guidelines having several unresolved concerns on the new assessment tool this last quarter of 2019, FO CAR requested the assistance of some FO CAR staff and Volunteer assessors.

As a result of engagement and partnership with the Commission on Population and Development, C/MLGUs, Provincial Health Office, local DILG, Local Civil Registrar's Office and Provincial Statistics Office, 110 pre-marriage counselors or 733 % were issued accreditation certificates.

The accreditation of Pre-Marriage Counselors reached to 110 733% accomplishment as a result of the partnership with the Commission on Population and Development, C/MLGUs, Provincial Health Office, local DILG, Local Civil Registrar's Office and Provincial Statistics Office.

First time ever in the past four years of CSO Accreditation that applications for accreditation were submitted gradually from the first quarter of 2019 until 11 December 2019. The 91 accredited CSOs completed the 100% disbursement of Sustainable Livelihood Program (SLP) budget for 2019. The early accreditation of CSOs allowed the Standards Staff to perform other task such as assessment and accreditation of Child Development Workers and Child Development Centers, monitoring of SWDAs, and provision of technical assistance to LGUs and NGOs through learning conversations, capability building, and orientations.

Other Accomplishments/Activities conducted

1. Area-Based Standards Network (ABSNET)



Ms. Suclad conducting spiritual enrichment to the ABSNET members during the RAB capbuild.



Pastor Joel Morales discussing the SWDA guidelines with ABSNET cluster 1.

The Standards Section conducted series of activities for the Area-Based Standards Network (ABSNet) such as:

a. cluster meetings where guidelines on SWDAs, and ABSNET were discussed, organizational issues and concerns were clarified and responded; and

b. cluster and regional capability building. The ABSNET members were provided Technical assistance along technical writing during the cluster capability building. The Regional ABSNET capability building was focused on the Strengthening of ABSNET Members collaboration and teamwork.

2. Pre-Marriage Counseling

In collaboration with the Commission on Population and Development CAR and Local Government Units, the Standards Section continuously advocated the accreditation of pre-marriage counselors in the different Provinces of CAR. Orientations on Pre-marriage Orientation and Counseling (PMOC) were conducted. Of the 285 trained Counselors, there were 110 counselors issued Accreditation Certificates. The 175 counselors were encouraged to assist and conduct more PMCs to hone their skills and enhance their knowledge on their respective topics.



Ms. Hedeliza Fernandez discussing JMC No. 1, s of 2018 during the PMOC Orientation to the different PMC team members of CAR.

PM

3. Child Development Service

A. Accredited Child Development Centers and Child Development Workers

- The Standards Section and some staff of FO CAR together with the deputized external evaluators conducted accreditation assessment to the CDCs and CDWs in compliance with the quality standards for various ECCD programs. For the year, the Section has accredited 345 CDCs and 350 CDWs. Further, there are two CDWs in one center in the provinces of Benguet and Kalinga.



Ms. Claire May Tuazon and Mr. Azriel Dolo conducting accreditation assessment to CDCs and CDWs of Abra and Mountain Province.

B. Conduct of training, orientation and technical assistance on ECCD Concerns.

- In partnership with Program Management Bureau, Planning Section, Information and Communication Technology Section, Supplementary Feeding Program, and some Local Government Units, the Standards Section provided various trainings, orientations and technical assistance to the LGUs, CDWs, ECCD focals, and volunteers. These trainings were conducted in the following areas as shown in the table below:

Table 20: Training/Activity Conducted for 2019

Title of Activity	Date of Activity	Participants
Regional Level		
Workshop on the National Early Learning Curriculum, Standards Guidelines on CDC and Early Detection, Prevention and Intervention of Disability	16-19 July 2019 (Batch 1)	ECCD Focals, MSWDOs, CDTs, CDWs
	19-22 November 2019 (Batch 2)	
Roll-out Training on ECCD-IS	30 July-01 August 2019 (Batch 1)	ECCD Focals, MSWDOs, Encoders
	5-7 August 2019 (Batch 2)	
	7-9 August 2019 (Batch 3)	
Provincial Level		

Title of Activity	Date of Activity	Participants
Capability Building on ECCD for Child Development Workers in Abra	3-5 December 2019	MSWDOs/ECCD Focal and CDWs
Provincial Child Development Workers Congress (PSWDO Funded)	20 March 2019	All CDWs of Mountain Province
Municipal Level (Funded by MSWDOs)		
Training on Curriculum Planning (Asipulo, Ifugao)	28-31 May 2019	CDWs
Training on ECCD (Kibungan, Benguet)	5 June 2019	CDWs, Barangay Officials, BHWs and BNS
Child Development Workers Training on LRPs (Balbalan, Kalinga)	10-12 September 2019	All CDWs
ECCD Orientation (Itogon, Benguet)	26-27 September 2019	CDWs, BNS, BHW and some Barangay Officials

C. Distribution of ECCD kits and Story Books

- The Standards Section distributed a total of 9 ECCD Kits and Story Books from UNICEF on the 1st quarter of the year to the following Child Development Centers affected by the Typhoon Ompong:

- ✓ Loacan Proper Child Development Center, Itogon, Benguet
- ✓ Beda Child Development Center, Itogon, Benguet
- ✓ Proper Tacadang Child Development Center, Kibungan, Benguet
- ✓ Culiang Child Development Center
- ✓ Banao Child Development Center, Hingyon, Ifugao
- ✓ Mapaco Child Development Center, Pinukpuk, Kalinga
- ✓ Lower Lubo Child Development Center, Tanudan, Kalinga
- ✓ Luplupa Child Development Center, Tinglayan, Kalinga
- ✓ Sinacbat Child Development Center, Bakun, Benguet



Children of Mapaco CDC playing with the toys in the ECCD Kit likewise the CDW using the Ibong Adarna Storybooks in one of their session.

4. Civil Society Organizations

The accreditation of Civil Society Organizations (CSOs) is all accomplished in the first week of December 2019. Of the 67 CSO targets, there were 91 DSWD organized CSOs assessed and

accredited. This is also in consonance with the 100% fund utilization of the Sustainable Livelihood Program in the region.

5. Issuance Of Public Solicitation

There were 21 Public Solicitation Permits issued. Mostly are for medical assistance and school improvements. Of the 21 issued permits, 12 were monitored and found to be compliant to set standards of public solicitation except for Sto. Domingo Elementary School provided 39.8% or Php 241,273.82% share to the candidates. The aforesaid school was notified.

Good Practices

In line with Pre-Marriage Counseling Accreditation, the Standards Section has collaborated with the Commission on Population and Development CAR and LGUs in the conduct of orientations on the guidelines on accreditation and PMOC having trained 285 marriage counselors. Only the last 9th batch was funded by the Office. In addition, the partnership and close collaboration with the Commission and development helped in the advocacy and realization of accreditation, which leads to the accreditation of 110 Pre-Marriage Counselors.

ORGANIZATIONAL OUTCOME 5: Delivery of Social Welfare and Development (SWD) Programs by Local Government Units (LGUs), through Local Social Welfare and Development Offices (LSWDOs), Improved

 *Building capacities of the Local Social Welfare and Development Offices (LSWDOs)*

CAPACITY BUILDING SECTION

The Capacity Building Section (CBS) serves as the talent development arm of the Department is responsible in enhancing the competencies of intermediaries and stakeholders of DSWD in performing and achieving its goals as lead in the social welfare and social protection sector.

Accomplishments

In cognizance of its deliverables, the Section was able to deliver and exceed its physical and financial targets along 1) learning and development and 2) knowledge management as shown in the table below:

Table 21: Learning and Development Accomplishment

Outcome Indicator	Accomplishments	Target	Variance	Assessment
Percentage of LGUs provided with two (2) responsive LDIs as planned by the region for the year	97.59%	85% - 100%	+12.59 (minimum)	Meet and exceeded the minimum target of 85% with the provision of eight (8) LDIs

Table 22: Knowledge Products Accomplishment

Outcome Indicator	Accomplishments	Target	Variance	Assessment
Two (2) knowledge products (KPs) with at least one (1) good practice documentation (GPD) that is aligned and responsive to the mandates/thrust/priorities of the Department submitted by EO October 2019	10 KPs (eight KPs and two Good Practice Documentations)	2	+8	Meet and exceeded the target

Table 23: Knowledge Sharing Sessions Accomplishment

Outcome Indicator	Accomplishments	Target	Variance	Assessment
Number of knowledge sharing (KSS) session conducted	8	8	-	Fully achieved targets

Other Accomplishments

The Field Office was able to achieve and exceed its target through the conduct of eight (8) capability-building activities. Of the said number, the Capacity Building Section conducted four capability building activities (CBAs) to respond to the need of LSWDOs. Meanwhile, the four remaining CBAs were conducted by other offices.

In support to the professional development of LSWDOs, the CBS ensured that two of its CBAs namely 1) Learning and Development Intervention on Logistics Management in Disaster Response for LSWDOs and 2) Learning and Development Intervention on Leadership and Management for LSWDOs were submitted to the Professional Regulations Commission (PRC) for approval of CPD units. As a result, said CBAs were granted with 26 CPD units and 20.5 CPD units, respectively. Given the 46.5 CPD units approved by the PRC, then the LSWDOs who attended both course offerings were able to satisfy the required 45 CPD units to renew their license over the course of three (3) years.

The following were the Capability Building Activities or Learning and Development Interventions spearheaded by the Section:

1. Learning Intervention on Knowledge Management and Good Practice Documentation for LSWDOs.



2. Learning and Development Intervention on Logistics Management in Disaster Response for LSWDOs and LDRRMOs (two batches) with 26 approved CPD Units conducted on 24 – 28 June 2019 and 08 – 12 July 2019 at Chalet Hotel, Baguio City.



Opening Remarks of the Regional Director. RD Janet P. Armas delivers her welcome address and message to the participants of Batch 1.



– Regional Director of Field Office Cordillera. Director Leo L. Quintilla graces the opening ceremonies of the 2nd batch of LDI on Logistics Management for LSWDOs and LDRRMOs.

3. Learning Intervention on Psychosocial Support Processing (PSP)



Role play in Psychosocial Support Processing (PSP). Ms. Marjolie Tucpi of Lamut Ifugao demonstrates through a role play on how to facilitate a PSP session to affected individual and communities who experienced difficult situation in life like typhoon and other kind of hazards.

4. Learning and Development Interventions on Leadership and Management for LSWDOs



Photo opportunity with all the participants of the LDI on Leadership and Management. 60 LSWDOs participated the said training program in two batches and were able to earn 20.5 CPD units.

Aside from capability building activities, the CBS has implemented the following knowledge management activities to wit:

1. **Quarterly Knowledge Management Team (KMT) Learning Conversation:** The KM Team Learning Conversation is conducted quarterly to review and deliberate submitted knowledge products from the different offices before finalization and endorsement to SWIDB. For the year, four (4) KM Team Learning Conversations were targeted and conducted on the following dates: 18 October, 20 August, 30 May, and 20 March 2019.

Because of this process, the Field Office was able to develop and submit eight (8) knowledge products and two (2) good practice documentations to DSWD Central Office thus meeting the targets on KM in the Field Office OPC.

2. **Quarterly Core Group of Specialist (CGS) Learning Conversation.** The CGS is a group of internal experts with specialization on Sector or Functional Expertise within the Field Office. The members are expected to provide technical assistance to internal staff and partners along their field of expertise. The CGS learning conversation is conducted quarterly to provide new updates or directives related to their functions and to provide opportunity for knowledge sharing and expertise exchange. Four (4) Quarterly CGS Learning Conversations conducted on the following dates: 14 November, 27 August, 28 May, and 21 March 2019.
3. **Quarterly Social Welfare and Development Learning Network (SWDLNET) Learning Conversation.** The SWDLNet is a network of external experts along the different domains of social welfare and development. To sustain the mandates of the learning network, it is deemed necessary that the organization meets regularly to ensure its functionality and thereby help the Department achieve its organizational outcomes. For the year, the learning network was able to conduct four quarterly learning conversations that involves regular meetings, learning interface, and planning workshop. Four (4) Quarterly SWDLNet Learning Conversations conducted on the following dates: 13 November, 15 October, 10 June, and 22 March 2019.

Aside from the regular learning conversations, the CBS capacitate the SWDLNET members on module development, which in turn helped them draft a training manual on

mental health. Once the manual will be finalized and approved, it will be roll out to LGUs particularly the LSWDOs and other partners and intermediaries.

4. Knowledge Sharing Session (KSS)

Based on the table below, the Section was able to achieve the eight (8) proposed KSS for the year which is equivalent to 100% accomplishment of targets. Of the 8 KSS, four (4) were implemented during the first semester while another four (4) were conducted during the second semester.

The KSS for internal staff was dubbed as Social Welfare and Development Talks (SWDTalks) while the KSS for intermediaries and stakeholders is dubbed as Social Welfare and Development (SWD) Forum. There were six (6) SWDTalks conducted and 2 (two) SWD Forums. Other Institutional Development Activities proposed and monitored by the CBS. To ensure that each division of the Field Office will have a venue to discuss updates and resolve issues and concerns within their division, the CBS has proposed regular learning conversations with all Divisions except DRMD since they were able to cover it in their work and financial plan (WFP).

Awards and Recognition Received

A. PRAISE Awards

1. Best Technical Staff

Best technical staff validation. Mr. Jerry D. Julian of the Capacity Building Section posts with the validation team from Central Office after the rigorous interview and validation



2. Best Support Office : Capacity Building Section

Best Support Office Validation.

The personnel of the Capacity Building Section beams with smile together with the validation team from DSWD Central office headed by Dir. Andrew J. Ambubuyog of ICTMS after the panel interview.



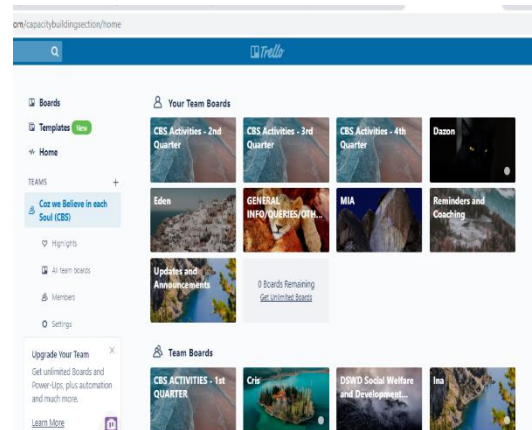
3. **Best Knowledge Management Initiatives.** Two (2) KM initiative entries of the Field Office namely 1) Building Organization for Peak Performance: The DSWD Field Office Talent Development Journey and 2) Social Welfare and Development Talks (SWDTalks): Building a Culture of Learning in the DSWD Cordillera were shortlisted as national finalist.



These initiatives have been contributory to the achievement of the Capacity Building Section's key result areas along learning and development and knowledge management.

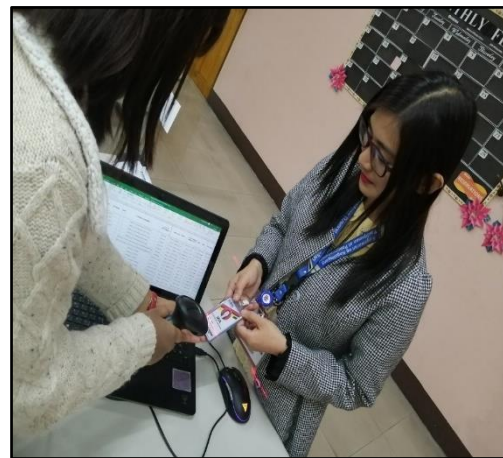
Initiatives and Good Practices

1. **Introduction of TRELLO APPLICATION in the Field Office.** Series of learning sessions on workload management and workshop on TRELLO application were conducted to popularize a smart way in managing workload using an online collaborative tool dubbed as Trello application. This system was introduced to the Core Group of Specialist, the Social Welfare and Development Learning Network, to personnel who attended the first SWDTALK conducted, to the Office of the Regional Director, to the Administrative Division, and to the Pantawid Pamilya personnel.

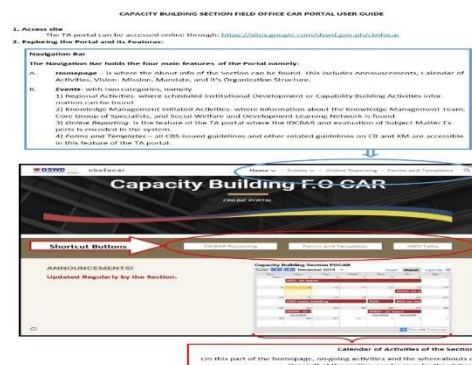


Trello Application at a glance. Boards are created which can be assigned to members of the team to manage their work and deliverables.

2. **Barcoding System: An Improved Data Management System for Registration of Learners during Capability Building Activities.** This automated process of registration is a big improvement from the manual encoding of directory of participants to ensure an efficient database management of LSWDOs attending capbuild programs. With this system in place, the Field Office procured and released PVC IDs with barcode system capability to the LSWDOs.

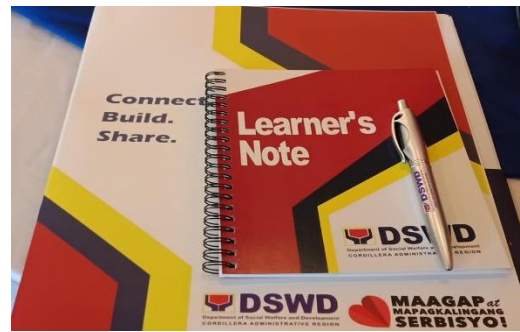


3. **Capacity Building Section Portal.** This microsite encapsulates the operations and business processes of the CBS, which is a useful tool that can be accessed by DSWD personnel and partners and get to know more about the work or mandate of the Section.

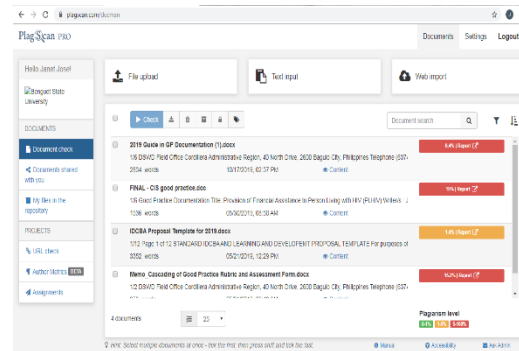


The Capacity Building Section Portal at a Glance. The services of the CBS can be accessed and navigated using the said portal.

4. **Customization of Learning Kits and Collaterals.** This initiative is a result of building a brand for the CBS to make it stand out from the rest. The provision of these collaterals also promote the corporate branding of the DSWD. At the same time, this strategy was taken up to motivate and incentivize intermediaries attending LDIs.



5. **The Use of Plagscan Software to Review Good Practice Documentation.** The software is a first rate plagiarism checker by the Field Office to review good practice documentations and ensure that all its knowledge claims are authentic, credible, properly cited. The DSWD account which is being managed by the CBS was created and permitted by Benguet State University Library Services.



used
and

The Plagscan software at a Glance. The document is uploaded to the system and later will generate the percentage of error or plagiarism.

TECHNICAL ASSISTANCE AND RESOURCE AUGMENTATION (TARA) UNIT

The Technical Assistance and Resource Augmentation Unit is tasked to oversee the provision of responsive and efficient provision of non-monetary help to Local Social Welfare and Development Offices by initially gauging their level of Service Delivery. This base line data serves as the basis for the intervention of the agency for the Calendar Years 2020-2022.

Anent this, the department assessed six (6) Provincial Social Welfare and Development Offices, two (2) City Social Welfare and Development Offices and forty-eight (48) Municipal Social Welfare and Development Offices. The data collected from the assessments served as the basis for the creation of a Three-year Regional TARA Plan and the preparation of TARA Agenda at the Central Office.

In the course of the preparation of the TARA Plan, units and sections provided inputs and came up with agreements to ensure that the Regional Monitoring Team are moving in unison towards the goal of improving the service delivery of the Local Social welfare and Development Offices. Mid-year of 2019, the unit formulated a tool to document the technical assistance and resource augmentation requests of the Local Government Units to respond to issues and concerns initially encountered by the agency.

While there were no formal recognitions made yet, the unit received positive feedbacks from the partners on the conduct of several; interventions in helping the LSWDOs serve the people

better by investing on human capital. Inspired by these, the unit shall continue to carry out the activities which were appreciated by the partners. On the other hand, the areas needing attention shall be focused on in the upcoming year.

Accomplishment

- a. Conduct of four Regional Monitoring Team Quarterly meetings and TARA Framework orientations

On June 17-21, 2019, The Regional TARA Focal Persons including the Capacity Building Section Heads were called for an Orientation-workshop on the conduct of the Service Delivery and Competency Assessments to the LSWDOs. It is also where the TARA Framework was presented. Compared to the previous LSWDO Functionality Assessment, the former focuses on the office (SDA) and officer (CA). By principle, it believes that the service delivery of an office is directly affected by the competency of its head. The target per region was also presented, including the timeline of activities for the OO 5.



The TARA Focal Person introducing the Framework to the Regional Monitoring Team during the July 26 Meeting at the DSWD Training Center.

Moreover, after the conduct of the activities, a Consultation-Workshop was called for by the Social Welfare Institutional Development Bureau for TARA Focal, Capacity Building Section and Regional Monitoring Team heads to evaluate the results of the recently-concluded Service Delivery and Competency Assessments in the Philippines and plan out for CY 2020.

The discussions and agreements were again relayed during the Regional Monitoring Team quarterly fourth meeting. It also became an opportunity to share the teams' experiences during the conduct of the assessments.



The team members discussing their answers alongside the Service Delivery and Competency Assessment 2019 at Ecolodge, Baguio City Training Center.

- b. Assessment of fifty-four (54) Local Social Welfare and Development Offices using the Service Delivery and Competency Assessment tools.

The Regional Offices were given August until September to conduct the Service Delivery and Competency Assessments to all of the Provincial Local Social Welfare and Development Offices and forty-eight (48) City and/or Municipal Social Welfare and Development Offices in the region. This was the target for the Office Performance Contract. The assessment results shall be the basis of the three-year regional TARA Plan.

The assessments were enjoined by the Assistant Regional Directors as the Team Leaders assigned to specific Provincial Social Welfare and Development Offices.



Mr. Bernardo T. Cadaon, Jr. listening as Ms. Julie Sabado, MSWDO of Atok, Benguet airs their concerns on the implementation of the devolved programs.



The Regional Monitoring Team led by Mr. Enrique H. Gascon, Jr., OIC-ARDA provides inputs on the organizational chart of the Provincial Social Welfare and Development Office or Abra as its head, Ms. Decimia Cabang listens.

Initiatives/Good Practices

a. Creation of a TARA Request Form

The focal person formulated a TARA Request Form to fast track the process of requesting for technical assistance and resource augmentation. The proposed process flow was also approved where a copy of the filled forms may be sent via e-mail and shall be communicated to concerned divisions, programs, section and/or staff.

While only some of the LGUs used the mechanism or tool, it was sufficient to document the requests of the partners during disasters and other activities.

b. Holistic Approach in the formulation of TARA Plan

The TARA Plan was supposed to be done by the TARA focal as the recipient of the results of the Service Delivery Assessment. However, it was deemed necessary to work with specific sections and programs in addressing the gaps which may be contributory to the low scores of the LSWDOs.

SUPPORT TO OPERATIONS

POLICY DEVELOPMENT AND PLANNING SECTION

The Planning arm of the Field Office is primarily responsible for providing leadership in the formulation, monitoring and evaluation of policies and plans of the Department and of the social protection sector along social welfare and development and social safety nets. It coordinates the development and promotion of the Department's policy reform and legislative agenda and in conducting basic and policy researches. The Section also provides leadership and/or secretariat support to various technical working groups (TWGs) and inter-office bodies within and outside the Field Office.

Along the formulation and development of regional plans, the FO participated in the Consultation on Regional Development Plan (RDP) and Regional Development Investment Program (RDIP) 2017-2022 Midterm Assessment on 5 September 2019 at Albergo Hotel, Baguio City. In the preparation of FY 2020 budget proposal, the FO initiated the conduct of CSO Budget Partnership Agreement. The recommendations of the CSO's during the consultation were incorporated in the FY 2020 Budget Proposal of the Field Office. PDPS sustain the participation during the Budget Hearings as part of the Budget Cycle.



Ms. Marifil C. Jugal and Ms. Dianne A. Emaguin with Cordillerans stakeholders during RDP and RDIP 2017-2022



Ms. Marifil C. Jugal and Ms. Liezyl T. Astodillo facilitating the conduct of Coffee Break

As part of regional plans monitoring, the section initiated the conduct of series of Coffee Break on 24-26 September 2019 and 4-6 December 2019. The activity was attended by technical staffs handling planning, reporting, research and monitoring & evaluation. The project aims to foster a relaxed and informal atmosphere where staff may exchange ideas and provide recommendations to the challenges and issues they encountered as they go through project and program implementation.

The Section in partnership with ICTMS, Standards Section and Supplementary Feeding Program conducted the Roll-out Sessions on the Enhanced Early Childhood Care and Development Information System (ECCD-IS) on 30 July to 9 August 2019 at Crown Legacy Hotel, Baguio City covering the 83 Local Government Units in the Cordillera. This aims to provide orientation to the ECCD focal persons on the new data requirements and the full implementation of the information system.



Mr. Lovemar A. Canlas, ITO II discussing the features of the enhanced ECCD-IS to LGU ECCD focal persons

In the monitoring of regional plans implementation, the FO conducted monthly monitoring of targets and accomplishment and OPC checkpoint during

Regional Management and Development Conference (RMDC)/Unified Regional Program Management Team (URPMT). The Section facilitated the conduct of CY 2019 1st Semester Office Performance Contract Review (OPCR) on 17 October 2019.

Along the policy research and evaluation, the section conducted Social Protection Research Forum on 12 December 2019 attended by 60 participants from Regional Line Agencies, Academes, Civil Society Organizations, Non-Government Organizations and members of Social Welfare and Development Learning Network (SWDLNet) and Regional Research and Evaluation-Technical Working Group (RR&E-TWG). The forum aims to raise awareness of partners and stakeholder on the completed researches along Social Welfare and Development and Social Protection and collect inputs and recommendations from partners for the improvement of service delivery of the Department.



Dir. Leo L. Quintilla delivering his welcome message to the partners and stakeholders during the Social Protection Research Forum

The FO participated in the CY 2019 Regional Basic Research Caravan spearheaded by National Research Council of the Philippines (NRCP) and DOST-CAR on 17-18 October 2019. In the celebration of the 30th National Statistics Month, the FO participated the Data Dissemination on Poverty Statistics on 9 October 2019 and Data-Story-Telling and Visualization on 17 October 2019 spearheaded by the Philippine Statistics Authority (PSA-CAR).

In the compliance to reportorial requirements, PDPS was able to prepare and submit the following reports to Central Office and oversight agencies:

1. CY 2018 Annual Narrative Accomplishment Report
2. CY 2018 GAD Accomplishment Report
3. CY 2018 Sectoral Accomplishment Reports
4. CY 2018 Thrusts and Priorities Monitoring Report
5. CY 2018 2nd Semester Assessment Report
6. CY 2018 4th Quarter/Annual HPMES Accomplishment Report
7. CY 2018 4th Quarter Regional Project Monitoring and Evaluation System (RPMES)
8. CY 2019 Office Performance Contract (OPC)
9. CY 2019 1st- 3rd Quarter HPMES Accomplishment Reports
10. CY 2019 1st-3rd Quarter Regional Project Monitoring and Evaluation System (RPMES)
11. CY 2019 1st Semester Assessment Report
12. CY 2019 1st Semester Office Performance Contract Review (OPCR)
13. CY 2020 Sectoral Plans (Children, Youth, PWD, Older Person and Family)
14. FY 2020 Work and Financial Plan
15. FY 2020-2023 Agency Performance Measure (Updated)
16. FY 2020-2025 Gender and Development (GAD) Agenda
17. DSWD CoRE-IS SDG Watch
18. Regional Statistical Development Program Monitoring
19. Regional Social and Economic Trends (RSET)

In addition, the section provides secretariat functions to the research and development, monitoring and evaluation and Gender and Development of the Field Office. This year, the section was able to enhance four (4) research proposals and facilitated its approval. The Section provided

technical assistance and augmentation to Office/Division/Section/Units (ODSUs) and partners and stakeholders on the following activities:

1. Orientation on Harmonized Planning Monitoring and Evaluation System (HPMES) during the Crisis Intervention Section Year-End Program Implementation Review on 20-22 November 2019 in Bauang, La Union.
2. Orientation on PESTLE and Mckinsey 7S Analysis during the SLP Synergy Workshop on 26-27 November 2019
3. Discussion on CY 2020 Thrust and Priorities and PESTLE Analysis during the Pantawid Pamilya Annual General Assembly on 26-27 November 2019
4. SWD Talk presentation on 30 October 2019 as part of the celebration of 30th National Statistics Month
5. Discussion of DSWD Programs and Services including accomplishments during the Provincial Management Development Conference (PMDC) of Apayao on 2 October 2019
6. Augmentation to Listahanan 3 provincial hiring and orientation of staff
7. Augmentation to Unconditional Cash Transfer (UCT) validation and pay-outs
8. Augmentation to Social Pension Program pay-out/release of stipends to the beneficiaries
9. Participation during the LSWDO Service Delivery Assessment

The Field Office continue partnership through the participation to inter-agency activities such as fora, orientations, workshops, meetings and membership to inter-agency committees such as Regional Implementation Team on RPRH, Regional Gender and Development Committee, Regional Statistical Committee and among others.

LISTAHANAN (NHTS-PR)

In the plight to address the risks and vulnerabilities and prevent the poor from further sliding into poverty, the Department issued Department Order No. 01, adopting a household targeting system for poverty reduction for DSWD social protection programs and services in 2008. Such directive recognizes the need to guarantee that the poor shall receive or enjoy the benefits of social protection programs and services. Consequently, the National Household Targeting System for Poverty Reduction (NHTS-PR) Project Management Office (PMO) was created to lay the foundation for the establishment of a unified, objective, and transparent targeting system that will identify who and where the poor are in the country. Ultimately, these identified poor by the NHTS are potential beneficiaries of social protection programs and services.

With the approval of the 2019 General Appropriations Act, the Listahanan third round of household assessment will be conducted this year. The Field Office CAR is targeting around 300,000 households for assessment. To complete this, the NHTS hired 624 field and office staff for the successful conduct of the assessment.

Accomplishments

From data sharing KRAs, the Listahanan shifted focus to the full implementation of the Listahanan Third Round of Household Assessment. Majority of the months were spent for the social preparation of the Listahanan. Partner LGUs at all levels (provincial, municipal, and barangay) were oriented on the processes of Listahanan and how the project identifies the poor households. Likewise, the orientation served as a venue to solicit support from the LGU officials. This was concretize though the signing of the commitment tarpaulin.

Household assessment

Table 22: Listahanan Round 3 Accomplishment

PROVINCE	TARGET	ASSESSED	MUNIS	%
CAR	272,624	192,579	77	70.64
ABRA	53,717	49,200	27	91.59
APAYAO	23,615	18,167	7	76.93
BAGUIO CITY	15,846	11,449	1	72.25
BENGUET	64,106	41,370	13	64.53
IFUGAO	40,484	26,043	11	64.33
KALINGA	41,629	26,967	8	64.78
MOUNTAIN PROVINCE	33,227	19,383	10	58.34

This year's focus of the project is the implementation of the Listahanan 3 particularly the Data Collection and Analysis Phase of the cycle. In the same manner, highlights of the project is more of the conduct of household assessment by the hired field staff. Shown below are some relevant statistics of the photos captured and posted in the DSWD CAR facebook account.



- **70.64% target households assessed** from 23 October to 31 December 2019;
- **458 field staff** (Area coordinators, area supervisors, and enumerators) hired for the Listahanan 3;
- **100% of the hired field staff capacitated** to conduct household enumeration and supervise a team;
- **100% LGUs oriented on the Listahanan 3 processes.** Support to the Listahanan 3 were concretized through signing of the commitment tarpaulin;
- **1 Academe** (Informatics Baguio) oriented on the data sharing protocol of the Department in the utilization of the Listahanan data;
- **2 data requests** on the Listahanan data for research and disaster operation.

Initiatives and Good Practices

While some measures that facilitates Listahanan implementation were initiated by the NHTO, some innovations and good practices were also employed by the section as follows:

1. **Creation of Listahanan 3 Expanded Trainers and Monitors.** Given the targets and field staff to be hired in the region vis-à-vis existing human resource of the section, the project proposed for the creation of a team to be part of trainers and monitors for the Listahanan 3 implementation in the region. Having the expanded team greatly facilitates the completion of the hiring and the training of the field staff. With the team expanded, three simultaneous trainings can be conducted per Province to lessen the training weeks.
2. **Assignment of Provincial Listahanan Team.** Each province was assigned with a team from the NHTS to overlook the implementation of the project. Such functions would include cascading of directives and information, provision of technical assistance, and report preparation.

INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE

For the year 2019, The ICT Section concentrated on the fund utilization for the connectivity of the Field Office to the Remote Offices, Centers and Institutions, and Provincial Offices. Connectivity is an integral part of mainstreaming ICT Services throughout the region. Data transfer and communication shall be delivered fast and secure. With the installed Metro-E connectivity, all the information systems developed in-house and by the central office can be securely accessed within the region. Video surveillance Equipment and Biometric Time Attendance equipment can also pass through the connection. The ICT Section exploited this technology and gave it priority for the upcoming ISO Certification.

The ICT Section successfully facilitated the subscription of Metro-E Connectivity for Remote Offices, Managed Video Surveillance System (CCTV), Managed IP-PBX (VoIP Phones) with Mobile Network SIM subscription, Radio Communication Service, and the DSWD CAR Queuing System.

The ICT Section also successfully developed Information Systems for the Disaster Response Operations Monitoring and Information Center (DROMIC-IS), Supplementary Feeding Program (SFP-IS), Social Pension Program (SPP-IS)

Data cabinets for the LAN connections of the renovated FO Building has been mounted. A new set of 5GHz-capable Wireless Access Points has been strategically installed in the premises of the Field Office, Haven, and Training Center.

Video Security Devices for Provinces has been deployed in Abra, Apayao, and Kalinga. This included the Installation of Endpoint Protection for the Workstations and Laptops. Addition of colored printers for the centralized Printing Service has also been facilitated.

The DSWD CAR Queuing System started 2nd week of December. Systematic queuing of clients is now being implemented alongside feedback mechanism for clients.

Continued support for ICT Operation which includes technical assistance to computer operation, software and hardware, network, and other technical problems have been resolved through the ICT Support Ticketing Service.

Initiatives and Good Practices

Development of an Information System to manage DROMIC Reporting. Derived from the DROMIC Template the system intends to aid the Quick Response Team in report generation during a disaster. List of areas in CAR has been included in the library for accurate location of evacuees and evacuation centers including the cost of assistance. Integrated in the system is the warehouse management which monitors incoming and outgoing goods for efficient relief operation.

Development of the Social Pension System to automate Social Pension Program processes. These processes include: 1. Encoding of BUF of new Social Pension Applicant 2. Consolidation of Waitlist and Active Social Pension Beneficiaries 3. Replacement of delisted and deceased active beneficiaries 4. Tagging and updating of Social Pension current Status and Information 5. Generation of Certificate of eligibility (Master list) and Cash Assistance Payroll 6. Monitoring of payments of beneficiaries 7. Liquidation 8. Generation of Payroll Liquidation Report

Utilization of Centralized Heavy Duty Printers to cater all printing needs of the Office. Printing requirements for all programs has been consolidated including the fund allocations to acquire a cost efficient and resilient printing service.

Development of Procurement Information System. This system will monitor the expenditures of offices based on the APP/WFP - to check if the fulfillment of the project is within the planned period. To minimize redundancies in RFQ creation, PPMP, PR, and BAC resolution.

Enhancement of the HRMIS is currently ongoing to integrate the four (4) pillars of the HR-Prime Level 3 requirements. Also, with the benchmarking conducted in FO10, Applicant Pooling shall also be included in the current HRMIS developed by the ICTMS. This is a long-term goal as we intend to integrate/interlinked all relevant Information Systems and processes in this project such as but not limited to, Client TA feedback mechanism, Vehicle Dispatch System, Document Tracking System, Supply Inventory System, Travel Expense Reimbursements, and IPC Management and Monitoring.

SOCIAL TECHNOLOGY

The Social Technology Unit Field Office – CAR supports the social marketing and replication of new social protection technologies developed by the Social Technology Bureau. The bureau formulates social welfare and development models of intervention and enhances existing programs and services to address emerging social issues. Its function is aligned with the Department's organizational outcome wherein poor, vulnerable and marginalized citizens are empowered and with an improved quality of life.

Accomplishment

The FO overshoot the target of entering into a Memorandum of Agreement with LGUs in replicating completed social technologies in response to emerging issues in their communities. There are five (5) intermediaries replicating completed social technologies from the Provinces of Abra (Penarrubia), Benguet (Bakun and Kabayan), Ifugao (Mayoyao) and Mountain Province

(Sagada). A total of nine (9) completed social technologies were introduced to Local Government Unit (LGU), National Government Agency (NGA's), People's Organization (PO's), volunteers, OSCA/FSCAP officers and Faith Based Organization. The completed social technologies introduced are the following:

- Family Drug Abuse Prevention Program;
- Special Drug Education Center;
- Home Care Support Services for Senior Citizen;
- Counselling Services for Rehabilitation of Perpetrators of Domestic Violence (CSRVDV);
- Team Balikatan Rescue in Emergencies (TeamBRE);
- Community Action and Resources for Accessible and Better Living Environment for Persons with Disability (CARE-ABLE);
- Comprehensive Intervention Against Gender Based Violence (CIAGV);
- Strategies Toward Acceptance;
- Reintegration and Transformation (START); and
- Gender Responsive Case Management (GRCM)

The social marketing of completed social technology on Home Care Support Services for Senior Citizens was conducted and attended by 193 MSWDO staff, OSCA, FSCAP and DSWD staff. In La Trinidad, Benguet, a total of 1,000 senior citizens attended the social marketing on completed social technology entitled Home Care Support Senior Citizens.

Social Marketing Unit funded the Information Caravan in Aguineldo, Ifugao wherein the completed social technology on Family Drug Abuse Prevention Program was discussed.



Ms. Coralie Dulnuan, CSWDO staff discussing the Home Careers/Volunteers

SOCIAL MARKETING AND COMMUNICATION

Still guided with the Department of Social Welfare and Development's thrust of becoming the people's voice in Duterte's Administration, the Social Marketing arm of the Department continues to communicate the following communication messages:

- a.) Maagap at Mapagkalingang Serbisyo;
- b.) Patas na pagtrato sa Kumunidad;
- c.) Tapat na paglilingkod na walang puwang para sa katiwalian;
- d.) Maging Tapat sa tungkulin, sa mamamayan, at sa bayan; and
- e.) Paninindigang ipatupad at ipaglaban ang karapatan ng bawat mamamayan.

The Information Officers were able to provide advocacy and communication support through production of IEC materials, arrangement of media spots, posts in social media accounts and release of stories for the popularization of devolution, DSWD centers and institutions, and various concerns of sectors being served by the Department.

Accomplishments

The following special events were also conducted to further promote our communication messages:

A. Information Caravans

Four (4) Information Caravans were conducted in Kabayan, Benguet on 22 March 2019, 31 May 2019 in Aguinaldo, Ifugao, 28 October 2019 in Conner, Apayao and 22 November 2019 in Pidigan, Abra.

The Information Caravans were conducted with the assistance of various NGAs and LGUs, as well as our Municipal Action Teams. DSWD AVPs were used to orient the participants. Programs and services of the Department have been discussed. The topic on devolution was also shared during the activities.

B. Technical Assistance Session on Social Technologies, Social Marketing, Advocacy and Communication

Sessions were conducted in Kabayan, Benguet and Flora, Apayao on 22 March and 27-28 March 2019 respectively. Same was done with the various municipalities of Kalinga was conducted on 7 June 2019. Same TA Session was given in Lubuagan, Kalinga on 9 to 11 October 2019. The said sessions not only provide information about DSWD programs and services, but includes information on devolution and skills such as photography, radio broadcasting and interviewing, and preparation of good practice documentation and minutes of meeting. The sessions are attended by various local government unit officials, DSWD personnel, and barangay officials.

C. Likhang Hiraya Pangarap Patungong Pagsibol

The DSWD SLP Product Display and Photo Exhibit – The RPMO conducted the said activity by setting up a display area within the Field Office lobby on March 11-15, 2019. The activity was covered by PTV and DZWT which were aired on March 12, 2019. Brochures and details re displayed products were also distributed.

D. Regional Pantawid Pamilya Search for Exemplary Child and Huwaring Pantawid Pamilya

The activity was conducted on 1 August 2019. The activity was covered by the local media. Stories and social media posts were also released.

E. Kapihan

Press conferences featuring updates on DSWD programs and services including special celebrations were conducted on 10 April, 24 October and 13 December 2019

F. Convergence Caravan

Simultaneous activities in all the provinces were conducted in the 4th quarter of 2019. The activity focused on providing updates to our stakeholders specifically our local chief executives, congress persons, and other elected officials. This was spearheaded by the Kalahi-CIDSS NCDDP.

G. Learning Exchange Forum with DSWD-CAR personnel and Local Media Practitioner

The activity was conducted on 12 December 2019 in Sablan, Benguet. During the activity, sessions on handling radio interviews and photojournalism were delivered by subject matter experts from Bombo Radyo and Benguet State University. A Kapihan was also conducted as part of the activity where updates on Listahanan, Pantawid Pamilya and Juvenile Justice Welfare were shared. A representative from Philippine Information Agency also shared some tips on being a responsible social media user.

H. Learning Exchange Forum with Media Practitioners cum Media Tour

This was conducted in Lagawe, Ifugao on 5 November 2019 which was spearheaded by Pantawid Pamilya.

I. Administration of KAP Survey

As required by the Central Office, the survey was conducted on 26 November 2019 in Kabayan, Benguet. Aside from one on one interview, a focused group discussion was conducted to gather data and information.

The Information Officers are also able to provide advocacy and social marketing support to the various special events:

A. Closing Activity for Kalahi-CIDSS

The activity was conducted on 19 June 2019. The SMO produced posters and AVP for the said event. The undersigned also facilitated the coverage of the said event.

B. Bata Balik Eskwela Campaign

As part of the social marketing and advocacy activities of the campaign, the Pantawid Pamilya IO participated in the simultaneous school visit and monitoring of elementary and high schools in the region with the most number of student dropouts on June 3-7, 2019. The activity is in collaboration with the Department of Education Cordillera. Apart from the radio guesting conducted on May 24 and 28 at DZWT and Bombo Radyo-Baguio, respectively, the following IEC Materials were distributed during the school visit.

C. DSWD CARES Card Launching in Pugo, La Union

The undersigned served as the facilitator during the activity conducted on 23 July 2019. The activity was also attended by media representatives. Posts on social media accounts were also made.

Table 23: HPMES Indicators Accomplishment of SMU

Performance Indicator	Target	Actual	% of Accomplishment
Media (Press) Releases published	24	58	241.66%
Radio and TV (Broadcast) spots featuring DSWD-related stories	48	53	110.42%
Uploading of SWD stories and related photos at the DSWD-CAR Website and Social Media Accounts	ANA	503	100%
Information, education and communication (IEC) materials	ANA	26	100%

Facebook Analytics for DSWD-CAR Official Facebook account targets to reach 15% Page Engagement rate. The following rates have been recorded:

1. January to March 2019= 37.13%
2. April to June 2019 = 31.69%
3. July to September 2019 = 27.28%
4. October to November 2019= 25.12%

INTERNAL AUDIT UNIT

One objective under Administrative Order No. 2 series of 2018 is to further strengthen the Department's operations and support offices thus the Internal Audit Unit was formed to assist the Management on its compliance to the five (5) general objectives of internal control: safeguarding of assets, checking of accuracy and reliability of accounting data; ensuring economical, efficient and effective operations, compliance with laws and regulations; and adherence to managerial policies.

For 2019, the Internal Audit Unit (IAU) has received commendation from the Internal Audit Services for timely submitting quarterly reports on Integrity Management Program. However, aside from such major accomplishment, the IAU ensured full submission of progress report on compliance to audit recommendations, government services for both frontline and non-frontline to the ARTA which on the other hand is in compliance to the Ease of Doing Business Law.

Accomplishments

- a. The Internal Audit Unit led the conduct of the orientation on the Integrity Management Program in April 2019. This was facilitated by the representatives from the Office of the Ombudsman, Office of the DSWD IMP Secretariat, and the Office of the President and was attended by the DSWD Supervisors from field and the Field Office.
- b. The conduct of the Risk Treatment Plan workshop in October 2019. During this activity, all FO-CAR's supervisors were able to provide their insights on different risks identified by them. All these risks were stored in a registry and were given corresponding planned actions in order that such risks will be managed starting this 2020. The FO-CAR CY 2020-2022 Risk Treatment Plan was submitted to Central Office on October 2019.
- c. Submission of the Agency Action Plan and Status of Implementation to the Commission on Audit in a timely manner.

LEGAL UNIT

The Legal Unit is primarily responsible for providing technical assistance and legal support to Regional Director. It assists the Regional Director by handling administrative cases involving Department personnel and certain litigated cases, by providing the Department legal opinions and advice on matters involving its formal mandates and the exercise of its official powers and functions, and by rendering similar and related services. Its key result areas are legal management and legal assistance.

The FO-CAR has no existing legal unit, thus the Regional Director requested legal assistance from the DSWD Legal Services concerning legal issues and concerns especially those who are litigated and filed in court or others filed before quasi-judicial bodies.

Accomplishments

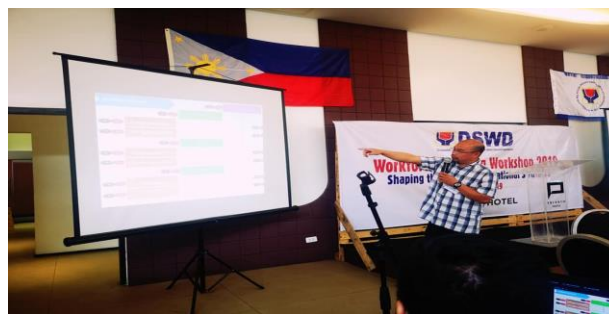
- ✓ Two (2) staffs were issued pre-termination of contract due to violation of DSWD Code of Conduct;
- ✓ One (1) staff complaint jointly by several staffs was resolved and forwarded to grievance committee;
- ✓ Two (2) cases before Baguio NPS is still pending and one (1) with NPS via Mountain Province.

HUMAN RESOURCE PLANNING AND PERFORMANCE MANAGEMENT SECTION

The **Human Resource Planning and Performance Management Section (HRPPMS)** has the responsibility to ensure proper and appropriate implementation of staffing policies and activities which involve manpower recruitment, selection and performance appraisal/management.

Highlights:

- ❖ Submitted the following as the DSWD FO-CAR Workforce Plan and Proposed Operational Structure as a result of the attendance/participation during the Workforce Planning Workshop 2019: Shaping the DSWD Organizational Structure on June 24-29, 2019 in Pasig City, Metro Manila. Based from the proposed Organizational Structure, the team was able to prepare and submit the following FO-CAR Demand Forecast:



ARD Enrique H. Gascon Jr. presenting the demand forecast and workforce plan for FO-CAR during the Workforce Planning Workshop 2019 held last June 28, 2019.

Table 24. FO-CAR Demand Forecast

Office	Demand Forecast	Supply Analysis	Gap Summary
Office of the Regional Director	16 Permanent	5 Permanent; 2 Contractual; 6 COS; 2 JO	7 Creation; 1 Regularization 3 Conversion
Statutory Programs	207 Permanent	15 Permanent; 13 Contractual 92 COS; 36 JO	123 Creation; 12 Regularization; 57 Conversion
Specialized Programs	775 Permanent	16 Permanent; 242 Contractual 243 COS; 41 JO	274 Creation; 241 Regularization; 244 Conversion
Strategy Management	114 Permanent 9 Contractual	16 Permanent; 6 Contractual 12 COS; 10 JO	82 Creation 6 Regularization 19 Conversion
Administration	278 Permanent	48 Permanent; 29 Contractual 27 COS; 36 JO	162 Creation 28 Regularization 40 Conversion
DEMAND FORECAST TOTAL: 1,399 (1,390 Permanent and 9 Contractual)			

Based on the supply and gap analysis, FO-CAR needs a total of 1,399 (1,390 permanent and 9 contractual).

- ❖ Facilitated the submitted of requests for a total of 117 Job Order positions for creation to Contract of Service Positions and 7 positions for upgrading to Central Office for Approval of the Secretary in compliance to the Administrative Order No, 16, 2018 or the Manual of Delineation and Delegation of Authority.
- ❖ Submitted and endorsed the ONBOARDING Program to the Knowledge Management Team for deliberation as one of the Department's good practice on October 18, 2019. Further, enhancement is needed.
- ❖ Ongoing development of Human Resource Information System (HRMIS) in coordination with ICTMS.



Accomplishment:

1. Human Resource Planning: Recruitment, Screening, Selection and Placement

As of December 31, 2019, the number of authorized positions of the DSWD Field Office - CAR is nine hundred seventy-two (972). The total number authorized positions is broken down into 100 permanent positions, 1 casual position, 301 Contractual positions, 350 Contract of Service, 214 Job Order, and 6 Technical Specialists.

Table 25. Summary of Filled/Unfilled Positions

STATUS	NO. OF AUTHORIZED POSITIONS	NO. OF FILLED POSITIONS	NO. OF VACANT POSITIONS	PERCENTAGE OF FILLED POSITIONS
Permanent	100	96	4	96%
Casual	1	1	0	100%
Contractual	301	296	5	98.30%
Contract of Service	350	305	45	87.10%
Job Order	214	200	14	93.46%
Technical Specialist	6	5	1	83.33%
	972	903	69	92.29%
Not to be filled-up			36	
	972	903	33	97%

Based from the DSWD-CAR Complete Staffing Database in the Operational Structure as of December 2019 being maintained by the Human Resource Planning and Performance Management Section, out of the nine hundred seventy-two (972) authorized positions, nine hundred three (903) positions are filled which compose the total work force of the Department having sixty-nine (69) positions vacant. Thirty-six (36) positions are not to be filled-up as per their respective Hiring Offices and several positions are for deployment in January.

Of the total number of staff of the Department, 74.31% (671) are females and 25.69% (232) are males. There are also 22 staff who are solo parents, 13 staff are PWDs, 5 staff are Senior Citizens, and 572 are members of IP Groups. There is a total of 251 Registered Social Workers in the Office, to which 29 are permanent staff, 1 casual staff, 91 are Contractual, 96 are Contract of Service staff, 33 are Job Order Staff and one (1) technical specialist.

Figure 6. Percentage of Filled Up Positions by Month for CY 2019

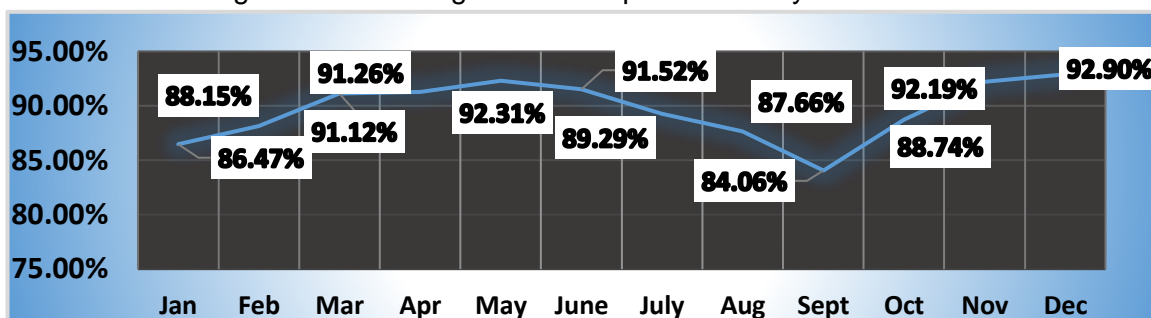


Figure shows that the percentage of filled positions is increasing and able to reach 92.90% by the end of December 2019.

2. HR Performance Management System (Compliance to submission of DSPMS Forms)

Table 26. Summary on Submission of CY 2019 Individual Performance Contract (OPC)

Employment Status	Individual Performance Contract Submission		
	Submitted on or before the set deadline (Percentage)	Submitted beyond the set deadline (Percentage)	Not Submitted (Percentage)
Permanent	68 (68%)	22 (22%)	6 (6%)
Casual and Contractual	258 (88%)	23 (8%)	12 (4%)
Contract of Service	125 (33%)	163 (43%)	89 (23%)
Job Order	31 (32%)	24 (25%)	40 (42%)
TOTAL	482	232	147

The table shows that 482 staff were able to submit their IPC on or before the deadline, 232 submitted beyond the deadline and 147 did not submit. Memo was issued to those staff who are not compliant on the submission. Some of the COS and JO workers who are hired for the first semester have less than 3 months contract, hence are not required to submit their IPC.

Table 27. Summary of Submission on CY 2019 1st Semester IPCR

Employment Status	IPCR Form Submission	
	Submitted (Percentage)	Not Submitted (Percentage)
Permanent, Casual and Contractual	95.56%	4.44%
Contract of Service and Job Order	96.91%	3.09%

HUMAN RESOURCE WELFARE SECTION

Through the issuance of DSWD Administrative Order No. 1, s. 2018 re: *Functional Structure of DSWD Field Offices*, the Human Resource Welfare Section has been established effective March 9, 2018.

Accomplishments

a. On Rewards and Recognition

With the crafting and approval of Regional Office Order No. 012-HRWS, s. 2017 re: *DSWD Field Office - CAR Program on Awards and Incentives for Service Excellence (PRAISE)*, ROO Nos. 2 & 6, s. 2018 (Amendments), the following awards have been established with the corresponding number of awardees as deliberated by the PRAISE Committee:

Table 28: Number of PRAISE Awardees

Award	Number of Awardees												Total
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	
Character Awardee	4	2	4	7	0	1	1	1	2	5	1	For deliberation in Jan 2020	28
MaTANGLAWin Award (Nominator-Character Awardee)	7	Recommended for elimination											
Client Satisfaction Award	17	12	15	4	8	12	17	10	19	19	15	For deliberation in Jan 2020	148
ARTA Office of the Month	1	Recommended for elimination											1
ARTA Officer of the Month	1	Recommended for elimination											1
Achievement Award (Passing an Eligibility Exam)	6												6

b. On Wellness

On November 12, 2019, the Regional Office Order No. 004 – HRWS, s. 2019 re: *Amendment to Guidelines in the Availment of Weekly “Wellness Session”* at DSWD Field Office CAR or ROO Nos. 002 & 003- HRWS, series of 2018 was approved. Employees and workers now enjoy the Weekly Wellness Session (WWS) every Friday from 03:00-05:00PM with the inclusion of the following activities: (1) Badminton, (2) Billiards, (3) Coffee Session, (4) Darts, (5) Fishing, (6) Gardening, (7) Peer Food Trip Bonding, (8) Swimming, (9) Table Tennis, (10) Volleyball, (11) Meditation, and (12) Picnic.

The HRWS facilitated the following wellness-related activities:

- ✓ Distribution of Health Cards (with a pamphlet) issued by Generali, the Agency's official Health Maintenance Organization (HMO);
- ✓ Establishment of the functionality of the Office Clinic;
- ✓ Purchase of replacement of contents of the HR Wellness Kits, additional medicines, and medical equipment for the Field and SWAD Offices;
- ✓ Thirteen (13) Hospital/Home Visits/follow-up to sick/hospitalized staff;
- ✓ Six (6) monthly medical checkup of staff at the Regional Office;
- ✓ Release of 54 #CauseWeCare cards;
- ✓ Conduct of two (2) Blood Donation activities;
- ✓ Twenty-two (22) Health Talks during Flag Ceremonies;
- ✓ Ten (10) pass the hat for deceased staff/ immediate family members of staff;
- ✓ Set-up of Blood Pressure Monitoring Site, One (1) Film Viewing Activity on HIV Awareness, two (2) free eye check-up, one (1) HIV screening;
- ✓ Three (3) Orientation sessions re: Weekly Wellness Sessions, Series of spotchecks re: availment of the Weekly Wellness Session;
- ✓ Three (3) SWD talks;
- ✓ Fifteen (15) inter-agency activities;
- ✓ Conduct of one (1) Tree Planting;
- ✓ 2019 Volleyball Tournament – Women's Division;
- ✓ Different promotional activities of various private institutions;
- ✓ Conduct of Annual Physical Examination 2019

c. On Grievance

With the guidance of the Grievance Committee, the HRWS was able to facilitate the following activities:

- ✓ Installation of Keep-in-Touch Box to elicit issues and concerns of staff for immediate action;
- ✓ Conduct of three (3) Kumustahan Sessions;
- ✓ Orientation sessions on the Grievance Machinery and Progressive Disciplining

The HRWS were able to facilitate / formally mediate seven (7) dialogues concerning staff. The Agency has received only one (1) grievance against staff and was resolved. Three (3) staff underwent Progressive Disciplining and were guided on the process.

d. On Student Internship Program

Thirty Nine (39) student interns from various educational institutions were deployed to different Sections in the Agency. Through this program, the Sections/Units/Programs were able to have additional manpower and were assisted in the achievement of their respective deliverables. Staff who assumed the roles of the interns' supervisors were given the opportunity to learn and enhance their supervisory skills while coaching and mentoring the interns.

e. Conduct of Exit Interviews

For 2019, the HRWS has conducted Exit Interview to 436 outgoing staff.

PERSONNEL ADMINISTRATION SECTION

The Personnel Administration Section has three major functions, namely: 1) Compensation and Benefits, 2) Records Management, and 3) Monitoring and Evaluation. The section ensures accurate monetary and non-monetary compensation/benefits administration, monitoring of employee's attendance and maintenance of employees and Agency records. The section has a vital role in providing administrative support to the implementation of Human Resource and Development policies, programs and systems pertaining to personnel request and general administration.

Accomplishment:

1. Updated the online DBM PSISOP monthly with the most recent report as of December 31, 2019:

Table 29: Online DBM PSISOP Summary

FO	RSCC	Home for Girls	HAVEN	CIU	Total
83 (4 vacant positions)	4 (1 vacant positions)	3	3	2	100 (5 vacant positions: 1 Dir. III; 2 SWO IV; 1 AA II)

2. Issued Notice of Salary Adjustment (NOSA) for PY 2019 to all permanent/contractual/casual employees as of December 31, 2019;

Table 30: Summary of No. of staff issued with NOSA

Permanent – Field Office	83 employees (4 vacant positions)
Permanent – Centers and Institutions	12 employees (1 vacant positions)
Contractual – Centers and Institutions	9 employees
Casual – Centers and Institutions	1 employee
Contractual – National Household Targeting Office	7 employees
Contractual – Social Pension	3 employees
Contractual – Pantawid Pamilyang Pilipino Program	247 employees (6 vacant positions)

3. Issued Notice of Step Increment (NOSI) to 45 staff for PY 2019;
4. Facilitated payroll and cost of service for all employees and workers for PY 2019 with the released of payslip corresponding to the total number of staff. The Section was able to process payroll for 95 permanent, 1 casual and 296 contractual and cost of service for 422 MOA/JO.
5. Was able to remit all remittances for permanent/contractual/casual employees and MOA/JO workers in PY 2018;
 - a. GSIS Contribution and Loans
 - b. Pag-IBIG Contribution and Loans
 - c. PhilHealth Contributions

- d. SSS Contributions and Loans
 - e. LBP Loans
 - f. MBA Contributions and Loans
 - g. MPCl Loans
6. Prepared & released monthly subsistence allowance under the Magna Carta Benefits to 126 Registered Social Worker employees.
 7. Prepared and disbursed the following benefits/incentives for eligible permanent/contractual/casual for PY 2019:
 - a. Clothing Allowance
 - b. Mid-Year Bonus
 - c. Year-end Bonus
 - d. Cash Gift
 - e. Performance Based Bonus 2017
 - f. Performance Enhancement Incentive
 8. Prepared & released monthly subsistence allowance under the Magna Carta Benefits for Registered Health Workers of employees for January-December 2019.
 9. Prepared and Disbursed RATA for TARA and Centers and Institutions for December 2018 to December 2019.
 10. Facilitated the Monetization of Leave Credits for PY 2019, with accomplished resolution and payroll for three (5) fund sources: Field Office, Centers and Institutions, NHTS-PR, SocPen, SLP and Pantawid Pamilyang Pilipino Program. Whereas, the committee on monetization resolved to approve fifty-seven (87) eligible employees subject to their application request and availability of funds. However, approved fund for Pantawid only received later on December 28, 2019, hence was recorded accounts payable.
 11. Confirmed Entitled Employees to the Loyalty Award for PY 2019 and disbursed payment for 14 employees
 12. Ensured the compliance to 100% submission of Personal Data Sheet (PDS) of employees both online and hard-copy as prescribed by the new template from the CSC.
 13. Ensured the compliance to 100% submission of Statement of Assets, Liabilities and Net Worth (SALN) of employees and transmitted to the Office of the Ombudsman.
 14. The section was also able to conduct series of Orientation of Personnel Administration for MOA/JO and walkthrough on its Office Policies:

Table 31: Summary of Conducted Orientation per ODSUs

Particulars	Participants	Date
Compensation and Benefits	DVAPP	Jan 31
New Employee Orientation	SLP	Mar 4
Overtime	SFP	May 22
CSC and PHIC	SWD Talks	Jun 19
New Employee Orientation	DRM	Jul 22
GPAl and Office Policies	Haven	Jul 29

Particulars	Participants	Date
New Employee Orientation	FO staff	Aug 16
Office Policies	NHTS	Jul-Oct
SSS & GSIS	SWD Forum	Sep 30
Listening	SWDLNet	Oct 15
Magna Carta for RSW	SWAD Benguet	Oct 24
Code of Conduct	SLP RPMO	Oct 29
Writing	SWAD Forum	Oct 30
New Employee Orientation	RSCC	Nov 19
Writing	CIS	Nov 20
Listening and Workplace Efficiency	Pantawid	Nov 21
Office Policy Updates	SLP	Nov 27
EWOPA	FO staff	Dec 3

15. Issued/Processed the following documents for the quarter:

Table 31: Summary of Processed Documents

Documents	Total
Travel Order - Regular/Contractual	1,516
Authority - MOA Travel	2,161
Overtime	751
Special Order	358
Certificate of Employment	661
Regional Clearance Certificate	693
Service Records	420
Application of Leave Processed	4,304
Compensatory Time Day Off for MOA/JO	1,591
TOTAL No. of Documents	12,461

Initiatives and Good Practices

Awarded last March 18, 2019 the acknowledgement on Good Practice Documentation:

- DSWD-CAR's Flag Ceremonies: Revitalizing and Re-strengthening its Employees' and Workers' Sense of Nationalism/Patriotism
- Expedited System Procedure: The Personnel Administration Section's (PAS) Records Management Today

LEARNING AND DEVELOPMENT SECTION

The LDS was created by virtue of Administrative Order No. 1, series of 2018. LDS operates under the Human Resource and Development Division and is mandated to strengthen the Field Office career management, develop systems anchored on the promotion of skills (soft/hard), and develop human capital up to optimum potential.

Accomplishment:

A. Provision of IDCBA/LDI to Internal Staff

Table 32: Number of Staff Provided with Internal IDCBA/LDI

Employment Status	Number of Staff
Permanent	28
Contractual/Casual	384
COS/Job Order	35
Total	447

For 2019, the section accounts that a total of 447 staff were provided with at least one IDCBA or LDI (data include those that were trained under the Pantatwid Pamilya and Sustainable Livelihood Training Units).

The section has conducted two major LDI for internal staff – the LDI on Disaster Preparedness and Survival Skills for Administrative Personnel and the LDI on Psychological First Aid and HRDD Team Building Activity. The section also lead the procurement of goods and services for the conduct of the 68th Anniversary Celebration and Regional Assembly during the first quarter.

On one hand, LDS-SLP Training Unit reports five major IDCBA conducted for 2019 while Pantawid Pamilya Training Unit have successfully conducted seven major IDCBA.

Aside from the conduct of IDCBA/LDI, the section staff continuously provides coaching to various staff in the preparation of project proposals, technical specifications for lease of venue, and BAC openings. The section staff also act as Facilitator in the conduct of IDCBA/LDI of other divisions/sections/center/programs when necessary.

B. Personnel Development Committee

Table 33: Number of Staff Sent to External IDCBA/LDI

Employment Status	Number of Staff
Permanent	59
Contractual/Casual	67
COS/Job Order	82
Total	208

As the Secretariat of the Personnel Development Committee, the section staff was able to convene the members for deliberation on external IDCBA and scholarship related matters 16 times for 2019. As a result, 87 resolutions were crafted and 208 staff were sent to various external IDCBA in and out of the region. 59 out of the 208 are permanent staff, 67 are contractual, and 82 are COS or Job Order staff.

Table 34:Scholars under the DSWD Funded Educational Program

Name of Scholar	Year the Scholarship was Awarded	Course	Number of Units Completed
Rina Claire L. Reyes	2017	Master in Development Management	24
Lany Lizel G. Diaz	2018	Master in Public Administration	12
Olive B. Labuten	2018	Master in Public Administration	12
Carol U. Habawel	2018	Master in Social Work	9
Norie C. Castañeda	2019	Master in Development Management	27

The section continuously monitor the progress of the five staff of the Field Office who were awarded the DSWD Funded Educational Program. For the year, one out of the three staff who were endorsed by the Field Office to the said program was successfully granted the scholarship.

The section also assist the scholars in the reimbursement of their school fees and request for official time off.

Furthermore, the section also process various requests of staff for the other type of educational assistance like the issuance of authority to enroll/ practice profession/ engage in business within the Field Office, request for study leave, and issuance of certification for no pending scholarship or foreign training applications/ no current service obligation from previous scholarship or other educational assistance/ no record of non-compliance to the provisions of previous educational assistance program contracts/ no on-going financial obligation due to the non-completion of a course/ no pending local or foreign scholarship/training applications.

C. Bayanihang Bayan Program

The section has account a total of 15 individual volunteers and 40 volunteer organizations for the year. The estimated monetized amount of all the services they have rendered from January to December 2019 is Php 700,000.00.

Majority of the volunteers have provided various services to the Pantawid Pamilyang Pilipino Program and residential center's beneficiaries.

D. Learning and Development Intervention to staff

1. LDI on Intensive Case Management (three batches) conducted by Pantawid Pamilya Training Unit was credited by the Professional Regulation Commission for Continuing Professional Development (CPD) Points for Social Workers.
2. The section has surpassed its physical targets for 2019. A total of 72% or 72 out of the 100 permanent staff of the field office were provided with at least one learning and development intervention (internal and external IDCBA/LDI).

3. Three staff were endorsed for the DSWD Educational Program and one among them was granted with the scholarship (Ms. Norie Castañeda).
4. Two major LDI was conducted by the section. The LDI on Disaster Preparedness and Survival Skills Training for Administrative Personnel was conducted in coordination with the Office of the Regional Director on 21-25 October 2019 at Vista De Las Islas Hotel, Lucap, Alaminos City, Pangasinan. The LDI on Psychological First Aid and HRMDD Team Building Activity was conducted in Vigan City on 2-6 December 2019. Both activities were rated excellent.

Awards/Recognitions Received

The section may have not received awards for the year but the following staff of the section were recognized due to excellent services they have provided:

Ms. Marlyn D. Buyuccan	Character Reward (January 2019)
Ms. Jami A. Bambilla	Client Satisfaction Awardee (1 st quarter)
Ms. Bonafe B. Ramos	Client Satisfaction Awardee (3 rd quarter)

GENERAL ADMINISTRATIVE AND SUPPORT SERVICES

ADMINISTRATIVE DIVISION

The Administrative Division is primarily responsible for providing, maintaining and managing logistical requirements to support the Regional Office in the attainment of its vision and mission. It develops regional policies and formulates plans and programs related to the provision of logistical services (such as transport policy). It is also responsible for providing services related to property management, records management, property and infrastructure maintenance, transportation, communication, utilities, janitorial and security services. It ensures that appropriate management systems and procedures are in place for efficient and effective administrative services.

The Division is also responsible for ensuring the efficient, effective and timely provision of goods and non-consulting services, contracting for infrastructure projects and consulting services to support the Regional Office in the attainment of its vision and mission. The Division leads in all activities pertaining to procurement planning, purchasing and contract management and monitoring.

GENERAL SERVICE SECTION

The General Services Section covers the Field Office, Secretary's Cottage, Training Center, Project Luke, rented warehouse space and the SWAD offices in the provinces of Abra, Apayao, Ifugao and Mountain Province and now including Kalinga. It also covers the centers and institutions namely the Regional Haven, RSCC and the RRCY. At present the General Services Section is in charge of maintenance of properties/facilities, operation of transportation, communication, utility services, and supervision of janitorial & security services and to take over management of the DSWD Training Center.

Accomplishment:

- I. Assignment of vehicles to SWAD Office of Abra (UQM 630) and Apayao (SKP 649)
- II. Monitored rental of the warehouse at Puguis, La Trinidad for the 1st quarter and 2nd quarter with the DREMD in charge of its processing.
- III. Monitored and facilitated SWAD rental payments of the 5 SWAD offices in the provinces of Abra, Apayao, Ifugao, Kalinga and Mountain.
- IV. Facilitated and assisted in the execution of MOA entered into by Field Office with the following:
 - a. Supplemental Contract with McKLEENE Janitorial and Quality Guards for the months of April to December, 2019
 - b. SWAD – ABRA (SNOOKS COMMERCIAL TRADING) –Contract of Lease (July to December 2019) for P21,000.00 per month but still on process on the payment due to pending submission of additional document – occupancy permit)
 - c. SWAD – APAYAO (TROY N' PEARL BUILDING) –Contract of Lease (July to December, 2019 with P18,000.00 contract amount per month)
 - d. SWAD – IFUGAO (Hiyadan's Building) - Contract of Lease (July to December, 2019 with P14,000.00 contract amount per month)
 - e. SWAD – MOUNTAIN PROVINCE (LAM-EN BUILDING) Contract of Lease (July to December, 2019 with P20,000.00 contract amount per month)

- f. SWAD – KALINGA (MLLK Real Estate Leasing) Contract of Lease (July to December, 2019 with P30,000.00 contract amount per month)
 - g. Supplemental Contract with McKleene Janitorial and Quality Guards for the period November 18 to December 31, 2019 due to wage increase.
- V. Processed registration of the eleven (11) RP Vehicles and facilitated repair one (1) vehicle (SGS 280)
- VI. Attended to 928 chauffeuring services for Field Office and 200 for KALAHI-CIDSS NCDDP
- VII. Monitored general upkeep of Field Office, Training Center, RSCC, RRCY, and Regional Haven

BUILDINGS AND GROUND MANAGEMENT SECTION (BGMS)

On March 12, 2019, the Buildings and Ground Management Section (BGMS) has come into existence from its mother General Service Section (GSS. Through the supervision and guidance of the Administrative Division, BGMS continuously does its best to fulfils its regulatory functions as facility managers.FO-CAR infrastructure projects was the focused of the section for the year.

1. CRCF INFRASTRUCTURE PROJECT

CONSTRUCTION					
LOCATION	PROJECT TITLE	BID COST	CHANGE ORDER COST	TOTAL CONTRACT	REMARKS
REGIONAL HAVEN	EXPANSION AND INTERIOR RENOVATION OF REGIONAL HAVEN	₱ 21,516,753.36	₱ 1,982,547.00	₱ 23,499,300.36	COMPLETED
	CONSTRUCTION OF SKILLS DEVELOPMENT BUILDING	7,141,606.47	NONE	₱ 7,141,606.47	COMPLETED
RSCC	CONSTRUCTION OF THREE (3) STOREY DSWD-CAR RSCC BUILDING (PHASE I)	₱ 28,229,646.27	₱ 53,469.39	₱ 28,283,115.66	COMPLETED
RRCY	CONSTRUCTION OF SKILLS DEVELOPMENT BUILDING	₱ 12,111,688.75	₱ 200,132.80	₱ 12,311,821.55	COMPLETED
	CONSTRUCTION OF COVERED COURT	₱ 7,464,532.72	₱ 162,383.20	₱ 7,626,915.92	COMPLETED
	CONSTRUCTION OF RRCY DORMITORY	₱ 28,023,697.35	₱ 1,553,275.37	₱ 29,576,972.72	COMPLETED
	CONSTRUCTION OF SLOPE PROTECTION WALL	₱ 4,842,641.65	NONE	₱ 4,375,687.38	COMPLETED
	INTERIOR RENOVATION OF RRCY BUILDING	₱ 4,633,697.79	NONE	₱ 4,633,697.79	COMPLETED
	UPGRADING OF RRCY WATER SYSTEM	₱ 1,763,976.15	NONE	₱ 1,763,976.15	COMPLETED
EIGHT (8) CONSTRUCTION PROJECTS COMPLETED COSTS				₱ 119,213,094.00	
REPAIR AND MAINTAINANCE					
LOCATION	PROJECT TITLE	BID COST	CHANGE ORDER COST	TOTAL CONTRACT	REMARKS
REGIONAL HAVEN	Repair of Emergency Access Roof of Regional Haven Building	₱ 497,991.73	₱ 24,189.48	₱ 3,301,651.57	COMPLETED
	Rehabilitation of Regional Haven Gate	₱ 319,338.42			
	Improvement of Slope Protection Wall @ Regional Haven	₱ 439,415.06			
RSCC	Improvement of RSCC Drainage Canal	₱ 325,633.11			
	Improvement of RSCC Crib Wall	₱ 347,494.25			
	Improvement of RSCC Perimeter Fence	₱ 424,364.97			
RRCY	Improvement of RRCY Entrance Gate	₱ 76,309.23			
	Improvement of RRCY Perimeter Fence	₱ 428,787.59			
	Improvement of Water System	₱ 418,127.73			
NINE (9) PROJECTS FOR REPAIR AND MAINTAINANCE COMPLETED AMOUNTING				₱ 3,301,651.57	

2. FIELD OFFICE CAR INFRASTRUCTURE PROJECTS

CONSTRUCTION					
LOCATION	PROJECT TITLE	BID COST	CHANGE ORDER COST	TOTAL CONTRACT	REMARKS
TRAINING CENTER	CONSTRUCTION OF FOUR (4) STOREY TRAINING CENTER (PHASE I)	₱ 10,321,397.53	₱ 1,180,972.69	₱ 11,502,370.22	COMPLETED
REPAIR AND MAINTENANCE					
MAIN BUILDING	REPAIR OF PLUMBING AT SECOND BASEMENT	₱ 181,440.00	NONE	₱ 1,515,722.61	
MAIN BUILDING	REHABILITATION OF RICTMS OFFICE	₱ 375,000.00			
MAIN BUILDING	MINOR REPAIR OF C.R @ FIRST BASEMENT	₱ 180,000.00			
MAIN BUILDING	INSTALLATION OF WINDOW GRILLS @ OLD DSWD CAR FIELD OFFICE	₱ 150,000.00			
TRAINING CENTER	CONSTRUCTION OF GENSET HOUSE @ SECRETARY COTTAGE	₱ 162,000.00			
SWAD-ABRA	REPAIR AND INSTALLATION OF AIRCONDITIONING UNIT @ SWAD-ABRA	₱ 185,000.00			
TRAINING CENTER	INSTALLATION OF SEWER LINE FROM EXISTING SEPTIC TANK TO CITY SEWER PIPE	₱ 282,282.61			
ONE CONSTRUCTION AND 7 REPAIR AND MAINTAINANCE COMPLETED AMOUNTING TO				₱ 13,018,092.83	

3. ASSISTANCE TO COMMUNITIES IN NEEDS (A.C.N) PROJECTS

LOCATION	PROJECT TITLE	BID COST	CHANGE ORDER COST	TOTAL CONTRACT	REMARKS
ASSISTANCE TO COMMUNITIES IN NEEDS (ACN) PROJECTS					
TADIAN, MT. PROVINCE	CHILD DEVELOPMENT CENTER	798,524.89	NONE	₱ 798,524.89	COMPLETED
	SENIOR CITIZEN CENTER	999,351.03	NONE	₱ 999,351.03	COMPLETED
	CHILD DEVELOPMENT CENTER	799,578.54	NONE	₱ 799,578.54	COMPLETED
SAGADA, MT. PROVINCE	CHILD DEVELOPMENT CENTER	799,751.71	NONE	₱ 799,751.71	COMPLETED
	CHILD DEVELOPMENT CENTER	799,761.42	NONE	₱ 799,761.42	COMPLETED
LAGAWI, IFUGAO	CHILD DEVELOPMENT CENTER	2,087,564.79	NONE	₱ 2,087,564.79	SUSPENDED DUE TO LAND DISPUTE
	CHILD DEVELOPMENT CENTER				COMPLETED
	SENIOR CITIZEN CENTER				COMPLETED
PINUKPUK, KALINGA	SENIOR CITIZEN CENTER	939,160.50	NONE	₱ 939,160.50	COMPLETED
RIZAL, KALINGA	CHILD DEVELOPMENT CENTER	1,774,047.26	NONE	₱ 1,774,047.26	COMPLETED
	REHABILITATION OF CHILD DEVELOPMENT CENTER				COMPLETED
	CHILD DEVELOPMENT CENTER				COMPLETED
DOLORES, ABRA	CHILD DEVELOPMENT CENTER	1,599,903.26	NONE	₱ 1,599,903.26	COMPLETED
	CHILD DEVELOPMENT CENTER				COMPLETED
TEN (10) CHILD DEVELOPMENT CENTER AND THREE (3) SENIOR CITIZENS CENTER WERE COMPLETED WITH A TOTAL COSTS				₱ 10,597,643.40	
MAYOYAO, IFUGAO	CHILD DEVELOPMENT CENTER	790,198.25	NONE	₱ 790,198.25	ON-GOING (60% COMPLETED AS OF 12-03-19)
TINOC, IFUGAO	CHILD DEVELOPMENT CENTER	799,761.42	NONE	₱ 799,761.42	SUSPENDED (DEMOLITION OF EXISTING STRUCTURE)
	CHILD DEVELOPMENT CENTER	799,761.42	NONE	₱ 799,761.42	SUSPENDED (DUE TO ON-GOING CONSTRUCTION ALONG RIGHT OF WAY)
ASIPULO, IFUGAO	CHILD DEVELOPMENT CENTER	799,962.93	NONE	₱ 799,962.93	FOR P.O @ THE PROCUREMENT SECTION
ASIPULO, IFUGAO	REHABILITATION OF CHILD DEVELOPMENT CENTER	500,000.00	NONE	₱ 500,000.00	ON-GOING (60% COMPLETED AS OF 12-03-19)
FOUR (4) CONST'N. AND ONE (1) REHAB. OF CHILD DEV'T. CENTER ARE ON-GOING WITH A TOTAL COSTS				₱ 3,689,684.02	

PROPERTY SUPPLY AND ASSET MANAGEMENT SECTION

The Property Supply and Asset Management Section with the core function in ensuring all resources of the government and managed, expended, or utilized in accordance with law and regulation, and safeguarded against loss or wastage through illegal or improper disposition, with the aim of ensuring economy, efficiency, and effectiveness in the operations of the government; ensure provision of services related to property and supply management, maintenance of properties/facilities, vehicles, and equipment.

Accomplishment

As shown in the table below, the titling of the three (3) properties named for DSWD-CAR was initiated last 2018 with series of meetings with concern agencies such as the CSWDO Silungan Center and the Regional DENR. Necessary activities were conducted based on the recommendations of the DENR along with coordination with the city government of Baguio with regards to the taxes and payments needed in order to fast tract the documents of titling. In the first quarter of 2019 with the new leadership under the PAMS, they were able to facilitate the 2 Titles with certificate # 2019000112 and the 2019000111 which the office were able to secure said titles last April 29, 2019. While the last target of titled lot were facilitated and abled to secure certificate of title last August 5, 2019. This is through the persistent follow up to concern agencies likewise positive coordination to all stakeholders.

Indicators	Accomplishments	Targets
Titling of 855 sqm. DSWD property (Title # 2019000112/Special Patent # SP-LGU-BEN-007)	100%	100%
Titling of 1,396 sqm. DSWD property (Title # 2019000111/Special Patent # SP-LGU-BEN-0008)	100%	100%
Titling of 1,000 sqm. DSWD property (Title # 2019000272/Special Patent # SP-LGU-BEN-0023)	100%	100%

RECORDS ARCHIVES MANAGEMENT SECTION

The Records and Archives Management Section (RAMS) is responsible for the sound records management system of the Department through its systematic control of all records and documented information for its entire life cycle from creation/receipt, classification, use, filing, retention, and storage until its final disposition.

The RAMS is tasked to develop policies, programs, and procedures for an efficient and effective records management and ensure appropriate management systems and procedures are in-place for economical, efficient, and effective services.

The RAMS is also the central mailing system for the DSWD Field Office-CAR that maintains and administers a system, which shall handle mailing operations and messengerial services. In

addition, the RAMS processes all inward communications for classification and integration to the Document Tracking System for action of the concerned offices.

The designated Key Result Areas for RAMS are:

1. Records Administration and Management
2. Records Archive Maintenance

Accomplishment

A. Percentage of Disposed of Documents

Outcome Indicators	Accomplishments	Target
1 Certificate of Disposal with 100% of requested documents accepted and approved by NAP	810 sacks / 100%	100%

For the record, the RAMS was able to consolidate 810 sacks of records or 90.72 cubic meters of valueless records assessed for disposal and are classified as follows:

- ✓ Administrative Records
- ✓ Financial Records
- ✓ Legal Records
- ✓ Personnel Records
- ✓ Social Services

On August 1, 2019, commenced the conduct of disposal of valueless records, witnessed by Mr. Roldan Peniano of COA, Ms. Cristine E. Licopit of the National Archives of the Philippines and by Ms. Lyn Reyes of D' Lacoste Enterprise the official buyer of NAP.

The documents for disposal accumulated a total of 810 sacks weighing 8,772 kilos and 90.72 in cubic meters. Upon inspection, the documents were categorized based on the class of paper. 60% were considered Category B.a. which costs 6.17/kilo compared to P5.92/kilo last year, and 40% of which is Category B.d. in 3.17/kilo compared to P2.92/kilo last year. The cost was based from the price schedules within Luzon, which generated a record breaking amount of P46,230.24, with official receipt no. 0039043 deposited at the Cash Section.

B. Percentage of Digitized Documents

Outcome Indicators	Accomplishments	Target
100% of requested documents for disposal or 1,000,000 pages digitized	1,004,080 pages / 100.41% digitized	100%

The RAMS was able to consolidate the list of documents to be digitized and was ready for sending to RAMD. However, the procurement service of CO underwent failed bidding several times hence on June 20, 2019, the RAMD decided to hand over the procurement of service provider to the Field Offices. It was only on July 2019 that we receive the SARO of the consultancy services for the digitization project amounting to P1,500,000.00. Anent this, the procurement process in the

Field Offices only started on August 2019 due to the preparation of required documents. The Procurement Section alongside RAMS worked altogether as there is a need to review and enhance the Terms of Reference (TOR) of the service provider and adjust it according to the need and required specifications set by the Region.

Preliminaries including the assessment of documents, system and office structure took place last October 30, 2019.

The Document Management System (DMS) with scanned 50,000 pages of valuable documents was presented to RAMS and ICT staff on November 5, 2019 for further enhancement of the system as well as for inputs and suggestions with the proposed program. End of service – the delivery and presentation of the finalized DMS System and the, turnover of the required Manual/quick reference guide, presentation slides and the 2 Terabyte Solid State Drives to RAMS was held on December 27, 2019. Further, the Consultant/Consulting Firm shall provide a one (1) year workmanship warranty for the DMS application.

Other Accomplishment

A. Freedom of Information (FOI)

Both RAMS staff acts as the FOI Focal for the DSWD-CAR. The Executive Order No. 2, s.2016 dated 23 July 2016, which recognizes the constitutional right of the people to information on matters of public concern mandates FOI. With this, the DSWD MC 9 s.2017 officially adopted the DSWD FOI Agency Manual, which intends to provide rules and procedures on the process that the DSWD should follow in dealing with requests for access to agency’s information pursuant to EO2 s. 2016 on FOI.

The DSWD-CAR have been compliant on FOI quarterly report as recognized by the RAMD Central Office during the Records and Archival System Business Process Review and Capacity Building for Records Management Officers (RMOs) held last December 2, 2019 at the Red Hotel, Quezon City.

B. Inward and Outward Communication

NUMBER OF COMMUNICATIONS		
SOURCE	INWARD	OUTWARD
Central Office	3,192	2,206
Field Office	102	161
Attached Agencies	76	83
LGUs	476	1,665
Other Agencies	928	1,081
Private Entities	739	
TOTAL	5,513	5,196

The table above shows the increase of facilitated documents compared last year. In average, processing of inward and outward documents alone consumes 242.64 minutes processing time or roughly four (4) hours per day if done without any interruptions.

Initiatives and Good Practices

A. Records Management Improvement Committee (RMIC)

On June 21, 2019, the RAMS section went along with records custodians of the different divisions, sections and units and conducted benchmarking on two government agencies namely the Department of Environment and Natural Resources – Cordillera Administrative Region (DENR-CAR), and at National Economic Development Authority – Cordillera Administrative region (NEDA-CAR). DepEd-CAR for possible replication specifically on records management and of good practices. The participants were able to engage and got a glimpse on the good practices and physical necessities particularly along records management of both agencies.

B. Observance of 5S in Records Management

- On May 14 to 16, 2019, the RAMS made an ocular visit to the different divisions, sections and units of the office to oversee their compliance to the file management. With this, the RAMS issued a memorandum re: Observance of 5S in Records Management and Conduct of Initial Clean-Up Day. The RAMS also provided the different offices of the Labelling Guide/Format on Major Subject Categories that can be accessed through the Office Network File Share Folder for easier access. This would aid them on creating labels faster and standardization will be implemented and observed.
- On May 30, 2019, RAMS spearheaded a clean-up day focusing on observance of 5S in Records Management joined by the different sections and offices.

C. Provision of Technical Assistance and involvement to Special Engagements of RAMS Staff as Resource Person and Subject Matter Expert

- On March 29, 2019, Mr. Peña acted as SME for the Orientation on the Basics of Records Management during the 1st Quarter RMIC Meeting that was conducted in the Field Office attended by the RMIC Members.
- On May 22, 2019, Mr. Aurelio was tapped as RP for the Workload and File Management with Trello Presentation at the DSWD Training Center for the Field Office and provincial staff of the Supplementary Feeding Program (SFP).
- On various dates, the RAMS staff continuously provided technical assistance and catered to the needs of the different offices with regards their issues and concerns on file management and disposal of records.

FINANCIAL MANAGEMENT DIVISION

The Financial Management Division provides an efficient and effective financial plan to support the programs, activities and projects aimed at achieving its desired outcome and mandate, develop and implement policies and guidelines for the effective, efficient and economical management of financial resources of the Field Office. The Division manage financial and related non-financial information system to ensure timely compliance with reporting requirements of oversight agencies and support the management by providing relevant information and advice in decision making process.

ACCOUNTING SECTION

It is the declared policy of the State that all resources of the government shall be managed, expended or utilized in accordance with laws and regulations, and safeguarded against loss or wastage through illegal or improper disposition, with a view to ensuring efficiency, economy and effectiveness in the operations of government. The responsibility to take care that such policy is faithfully adhered to rests directly with the chief or head of the government agency concerned. (Sec. 2, P.D. No. 1445; and Section 3, Chapter 2 of the Government Accounting Manual).

The Accounting Section supports the Agency in ensuring that the above-mentioned policy of the State is faithfully adhered to. The Accounting Section is under the Financial Management Division, which is one of divisions providing Support Functions to the Agency. The section has two major functions – disbursement and financial reporting. Under the disbursement function, the Section certifies the completeness and accuracy of the supporting documents and claim, and that existing rules/ regulations/ guidelines are properly adhered to in processing/ implementing the transactions. The section “pre-audits” the financial transactions of the agency to prevent incurrence of any irregular, unnecessary, excessive, unconscionable or extravagant expenditures of funds or uses of property.

As to its reporting function, the Section submits financial reports which should be in adherence to the accepted principles and practices of accounting. This must also demonstrate the accountability of the agency over its the financial transactions and operations.

Accomplishments

- A. Part of the reporting functions of the Accounting Section is the preparation of reports on the Unliquidated Cash Advances, which is included in the Office Performance Contract. The Section monitors and prepares financial report on the grant of cash advances and fund transfers, and subsequent liquidations. In CY 2018, the liquidation rate for the Advances to Special Disbursing Officers is 73.71% while this CY 2019, the rate increased by 19.20% resulting to a 92.91% liquidation. This rate exceeded the target of 75.0%. The Advances to Officers and Employees are 100.0% liquidated for both CY 2018 and 2019. However, the Inter-Agency Funds liquidation rate dropped by 20.90% since 2018.
- B. Cash advances to officers and employees were requested by employees for their expenses during official travel. 100.0% liquidation rate is attained, due to the timely submission of complete and accurate documents by employees who were granted cash advances. The timely liquidation of cash advances to officers and employees is one criteria in the

determination of the eligibility on the grant of performance bonus to employees. Another facilitating factor is the strict monitoring by the Accounting Section, and provision of reminders to employees to submit liquidation after each travel as indicated on the Travel Order.

As for the liquidations of the cash advances to special disbursing officers, there were disbursing officers who were able to liquidate their cash advances on time. However, some still had difficulties in providing the complete and accurate liquidation documents after the implementation of their activities/ pay-outs.

For the Inter-Agency Funds Transferred, liquidation is seen to have slow movement. Funds Transferred to Local Government Units (LGUs) which are long-outstanding, i.e., those granted in the Years 2000 and earlier, are currently being requested for write-off from the Commission on Audit. With the passage of time and changes in the leadership and staffing at the LGUs, the current LGUs are not aware of the transaction and could no longer trace the implementation of the projects/ activities. For funds transferred for the Supplementary Feeding Program, some LGUs encountered challenges in their procurement process which resulted to failure of bidding and thus the delay in the implementation and thus in the liquidation of the funds.

For our infrastructure projects, there were delays in the implementation of LGUs due to the following reasons;

- inclement weather conditions;
- community activities which the volunteers prioritized over the implementation of projects;
- there are problems being encountered with the contractors as well as by our contractors such as difficulty in hauling of materials to the geographically far project sites.

There are still LGUs which are able to submit liquidations timely with complete and accurate supporting documents. Some LGUs are also proactive and responsive in our visits and letters being sent to them. An internal factor considered is the constant coordination made by our focal person with the LGU counterparts which helps in faster submission of liquidation documents.

A. Disbursement Functions

As of December 31, 2019, the following documents, including supporting documents, were reviewed/ processed and recorded (if applicable) by the Section:

<i>Document</i>	<i>Quantity</i>
Liquidation Report	589
Disbursement Voucher	+/- 20,000
Purchase Order	1,112
Pre-Audit of Public Bidding Documents	62

In addition, some of the Accounting staff augmented to programs during pay-outs and validations (i.e., for the following programs: Social Pension Program, Unconditional Cash Transfer, Disaster Response and Management Division pay-outs, review of documents for the reimbursement of actual travel claims of partners).

The Section was also invited and was able to provide orientations, i.e., Guidelines on Traveling Claims, and clarifications on financial concerns, during section/ division/ SWAD meetings.

Series of meetings were also conducted with the Procurement Section. The conduct of meetings was brought about by the various observations of the Accounting Section on the procurement documents/ procurement process. These non-compliant documents are evidences of violations of the Fundamental Principles for Disbursement of Public Funds as provided for under Presidential Decree 1445, or the Government Auditing Code of the Philippines, and may also be violations of Republic Act Number 9184 or the Government Procurement Reform Act. With the aim of minimizing the gaps on procurement, the following meetings were conducted:

Date of Meeting	Purpose
September 17, 2019	Concerns/ Confusions of the Procurement Section were clarified/ addressed. It was agreed that the meeting should be done monthly.
October 28, 2019	Both Section presented their Business Process Review Analysis. Gaps along the processes were clarified.
December 2, 2019	Workshop on the review of procurement documents was conducted, using actual documents/ transactions. End-Users were invited.

B. The Accounting Section: Reporting Functions

The following reports were timely submitted by the Section:

- A. Annual Financial Statements for CY 2018, with due date of February 14, 2019;
- B. Monthly and Quarterly Financial Reports – submitted three to four days in advance to the oversight agencies; and
- C. Financial Accountability Reports.

During the year, cash advances for special-purpose activities totaling to P567,879,798.50 were granted to the Special Disbursing Officers for the implementation of various programs. The cash advances are for payment of: financial assistance; stipend for the Social Pension beneficiaries; emergency shelter assistance; cash for work; actual travel expenses for partners/ stakeholders; prizes; and other expenses for DSWD activities. Out of the said cash advances, P498, 941,932.21 was recorded as liquidated.

The cash advances to officers and employees totalled to P19,752.00 was fully liquidated during the year. The said cash advances are for the expenses of the employees for their official travels.

Inter-agency fund transfers were not allowed for the Agency during the year. The outstanding balances in the report pertains to prior years. Liquidations recorded totalled to P102,541,534.63 out of the beginning balance of P188,835,087.44.

The details of the Inter-Agency fund transfers is as follows:

Year Granted	Beginning balance	Liquidations during the year	Liquidation Rate
Due from NGAs			
2015	332,500.00	-	-
2014	6,869,760.00	-	-
2010	36,949.75	-	-
TOTAL	7,239,209.75	-	-

Year Granted	Beginning balance	Liquidations during the year	Liquidation Rate
Due from LGUs			
2018	107,325,462.12	89,261,243.23	0.83
2017	20,868,987.30	6,055,382.00	0.29
2016	30,329,232.57	3,562,560.00	0.12
2015	16,580,896.42	1,621,111.32	0.10
2014	2,046,135.11	548,891.97	0.27
2013	282,011.18	-	-
2011	18,078.30	18,078.30	1.00
2003 and Prior Years	1,206,645.74	499.00	0.00
TOTAL	178,657,448.74	101,067,765.82	0.57
Due from NGOs/POs			
2017	180,508.85	180,508.85	1.00
2016	936,555.08	595,766.18	0.64
2015	589,158.30	545,266.78	0.93
2010	500,000.00	-	-
2009	723,264.72	152,227.00	0.21
2007	1,942.00	-	-
2004	7,000.00	-	-
TOTAL	2,938,428.95	1,473,768.81	0.50
Total Inter Agency transfer Prior Years	188,835,087.44	102,541,534.63	0.54

The said balances are still for finalization. Year-end closing of books for CY 2019 is still ongoing, and the Annual Financial Statements for CY 2019 is due for submission on February 14, 2020.

Initiatives and Good Practices

- Continuous coordination and building of good relationship with the other finance sections, i.e., Cash and Budget Sections, as well as with the Central Office, in terms of concerns on funds, cash balances, and reports.
- Technology is also maximized in terms of the use of google sheets to link specific reports of the Cash, Budget and Accounting Sections. This enabled linking and on-time update of data.
- Provision of demand letters to Local Government Units, National Government Agencies, Special Disbursing Officers, and Petty Cash Custodians, to remind/ demand them to liquidate or liquidate (whichever is applicable) the funds transferred to them.
- Updates on financial concerns are immediately informed to the Management and concerned units/ sections/ programs/ divisions through meetings (i.e., Unit/ Section/ SWAD meetings, URPMT Meetings, Cluster Meetings), announcements (i.e., during the flag ceremonies), and Memoranda. Further, detailed discussion and provision of technical

assistance are provided during meetings with concerned unit, and one-on-one provision of technical assistance.

BUDGET SECTION

The Budget Section is mandated to in coordination with the planning unit prepare the budget proposal and financial plans of the Regional Office. It supports in the implementation of an effective financial plan to the Department's P/A/Ps aimed at achieving its desired outcome and mandate. It supports in the implementation of an effective financial plan to the Department's P/A/Ps aimed at achieving its desired outcome and mandate. Financial resources of the Field office.

Accomplishments

The DSWD- FO CAR's financial accomplishment this FY 2019 is 93.86%. The F.O was able to obligate Php**1,453,741,506.47** out of the Php **1,548,850,151.26** allotment received for the year.

The table below shows the financial accomplishments per P/A/P:

Programs/Activities/Projects		GRAND TOTAL			
		Allotments	Obligation	Balance	% of Utilization
CURRENT & CONTINUING APPROPRIATION					
GENERAL ADMINISTRATION AND SUPPORT		9,736,892.06	9,381,606.00	355,286.06	
	General Administration and Support Services	9,736,892.06	9,381,606.00	355,286.06	96%
SUPPORT TO OPERATIONS		62,557,580.76	50,629,343.42	11,928,237.34	
	Information and Communication Technology Service Management	19,019,830.13	18,135,218.62	884,611.51	95%
	Social Marketing Services	-	-	-	
	Monitoring & Evaluation of BUB Projects	-	-	-	
	Formulation & Development of Policies & Plans compliance Monitoring	200,936.56	194,500.56	6,436.00	97%
	Social Technology Development and Enhancement	682,666.53	564,071.00	118,595.53	83%
	National Household Targeting System for Poverty Reduction	42,654,147.54	31,735,553.24	10,918,594.30	74%
OPERATIONS		1,400,519,743.82	1,318,699,590.33	81,820,153.49	
001	Well-being of poor families improved	284,090,988.37	273,805,678.30	10,285,310.07	
	Pantawid Pamilyang Pilipino Program	166,829,877.01	164,959,267.23	1,870,609.78	99%

	Sustainable Livelihood Program	54,945,803.73	54,015,738.99	930,064.74	98%
	KALAHI-CIDSS NCDDP	62,315,307.63	54,830,672.08	7,484,635.55	88%
002	Rights of the poor and vulnerable sectors promoted and protected	922,348,333.59	861,375,608.42	60,972,725.17	
	Provision of Services for center-based clients	54,729,402.44	50,537,147.37	4,192,255.07	92%
	Supplemental Feeding Program	79,760,034.31	79,257,059.36	502,974.95	99%
	Social Pension for Indigent Senior Citizens	621,440,641.34	571,454,019.65	49,986,621.69	92%
	Implementation of R.A. 10868 or THE CENTENARIANS ACT OF 2016	3,780,926.64	3,619,683.14	161,243.50	96%
	Protective Services Program (PSF-PROPER)	33,600.00	12,000.00	21,600.00	36%
	Protective Services Program (PSP-AICS)	123,630,351.84	123,066,226.95	564,124.89	100%
	Protective Services Program (PSF-ADOPTION)	12,466,483.05	11,263,922.69	1,202,560.36	90%
	Protective Services Program (PSF-COMMUNITY BASED)	10,852,436.74	9,036,231.02	1,816,205.72	83%
	Protective Services Program (PSF-CENTER BASED)	33,406.50	19,200.00	14,206.50	57%
	Assistance to Persons with Disability and Older Persons	501,800.00	405,591.00	96,209.00	81%
	Recovery & Reintegration Program for Trafficked Persons	1,076,355.66	1,038,842.91	37,512.75	97%
	Comprehensive Project for Street Children, Street Families and IPs, Especially Badjaus	6,059.00	2,315.00	3,744.00	38%
	Tax Reform Cash Transfer (UCT Validation)	13,249,177.07	10,915,286.33	2,333,890.74	82%
	Services to Distressed Overseas Filipinos	787,659.00	748,083.00	39,576.00	95%
003	Immediate Relief And Early Recovery Of Disaster Victims/Survivors Ensured	133,876,889.02	125,587,839.04	8,289,049.98	
	Disaster Response and Rehabilitation Program (DRRP)	39,793,887.64	37,390,936.03	2,402,951.61	94%
	Climate Change Adaptation & Mitigation (CCAM) FY 2018	88,719,484.66	86,364,353.96	2,355,130.70	97%
	National Resource Operation (NRO)	50,966.72	30,000.00	20,966.72	59%
	Quick Response Fund	5,312,550.00	1,802,549.05	3,510,000.95	34%
	Implementation and Monitoring of PAMANA Program DSWD/LGU Led	8,182,479.90	7,549,874.90	632,605.00	92%
004	Continuing Compliance of Social Welfare and Development Agencies to Standards in the Delivery of Social Welfare Services Ensured	1,035,339.32	933,794.04	101,545.28	
	Standard Setting, Licensing, Accreditation & Monitoring Services	1,035,339.32	933,794.04	101,545.28	90%

005	Delivery of Social Welfare and Development (SWD) programs by LGUs through Local Social Welfare and Development Offices (LSWDOs) improved	50,985,713.62	49,446,795.63	1,538,917.99	
	Provision of technical/advisory assistance and other related support services	50,240,352.62	48,819,933.37	1,420,419.25	97%
	Provision of Capability Training Programs	745,361.00	626,862.26	118,498.74	84%
Automatic Appropriations		4,412,000.00	4,337,428.51	74,571.49	
	Retirement & Life Insurance Premium	4,412,000.00	4,337,428.51	74,571.49	98%
	Centers	682,000.00	640,633.03	41,366.97	94%
	TARA	3,730,000.00	3,696,795.48	33,204.52	99%
Special Purpose Funds		15,202,600.62	15,095,955.62	106,645.00	
	Calamity Fund	15,202,600.62	15,095,955.62	106,645.00	99%
Others		56,421,334.00	55,597,582.59	823,751.41	
	Unprogrammed Appropriations	56,421,334.00	55,597,582.59	823,751.41	99%
	Protective Services Program (PSP-AICS) (BMB-B-19-0010628)	55,315,334.00	54,491,582.59	823,751.41	99%
	330100100003000 (QRF) (BMB-B-18-0025623)	1,106,000.00	1,106,000.00	-	100%
TOTAL CURRENT & CONTINUING APPROPRIATION		1,548,850,151.26	1,453,741,506.47	95,108,644.79	93.86%

Other Accomplishment

- Participate in the Regional Annual Budget Call led by the DBM-CAR
- Prepare documents/reports needed for the CSO consultation.
- Assist during the conduct of Regional Civil Society Organization Consultation.
- Prepare and/or consolidate the regional annual budget proposal per program and endorse the necessary documents to the Division Chief for endorsement.
- Prepare and/or consolidate WFP for FY 2020 and revised WFP for 2019
- Prepare and/or consolidate the Monthly Disbursement Program(BED 3) and Cash Planning Report 2019
- Prepare and/or consolidate Cash Planning Report(CPR) for FY 2020
- Posting of e-CPR 2020 in the BTr portal
- Prepare and/or FY 2020 Financial Plan(BED1)
- Prepare and consolidation of APM for FY 2021-2023 as to object code/class
- Participate in RDC Budget Hearing
- Participate in Budget Hearing at the House Committee on Appropriation
- Participate in Budget Hearing at the Senate Committee on Finance
- Participate in Budget Deliberation at the House of Representatives Plenary
- Attend national WFP workshop
- Provision of technical assistance and guidance in crafting of WFP
- Process, review and sign 15,377 Obligation Request Status/Budget Utilization Request and Status

- Review and Sign Certified True Copy of Obligation Request Status
- Review and endorse project proposals as to availability of allotment/allocation
- Prepare, review and sign request for fund modification/reallocation/withdrawal
- Prepare, review and sign request for fund augmentation
- Provide TA during URPMT; for program focal persons and fund controllers
- Conduct review on the status of WFP implementation together with planning section
- Prepare/consolidate and submit 12 WFP monitoring report to Central Office.
- Prepare, review and submit 12 Monthly Statement of Allotment, Obligation Incurred and Balances; 12y NDRRMC and QRF; 12 HPMES report; 4Quarterly IMP reports; 4 Quarterly GPPA and 4 quarterly Financial Accountability Reports.
- Posted/Encoded in the Unified Reporting system the reconciled quarterly Financial Accountability Reports.
- Posting of paid obligations in the RAOD for URPMT presentation
- Attend and actively participated on meetings/seminars/trainings
- Augment in the pay-out

CASH SECTION

The Cash Section is in charge in the monitoring of NCA and NTA received by the agency. The staffs are responsible in preparation of checks and reporting actual disbursement of the Agency. Issuing receipts for all kinds of donations in terms of cash, refunds, fees for MTA, licensing and other collections. The following are the accomplishment of the section.

The DSWD- FO CAR's disbursement accomplishment against the cash allocation under Fund 101 this FY 2019 is 98.50%, under Fund 102 is 100% while the DFAT is no disbursement or zero percentage.

The table below shows the disbursement accomplishments per quarter:

Fund 101

Period	NCA-NTA received	Disbursement	Balance	Percentage of Disbursement
1 st Qtr.	PhP302,714,443.61	PhP302,714,422.38	21.23	100%
2 nd Qtr	PhP382,953,467.85	PhP382,952,467.85	0.00	100%
3 rd Qtr.	PhP527,373,202.87	PhP495,530,812.39	31,842,390.48	94%
4 th Qtr.	PhP413,452,820.65	PhP413,452,814.80	5.85	100%

For the third quarter we were not able to utilize the downloaded cash allocation due to incomplete clean lists of Social Pension beneficiaries and no more disbursement vouchers to be paid.

Fund 102 –KALAHI-NCDDP

Period	NTA received	Disbursement	Balance	Percentage of Disbursement
1 st Qtr.	PhP18,103,038.27	PhP18,103,036.58	1.69	100%
2 nd Qtr	PhP28,656,205.41	PhP28,656,175.02	30.39	100%
3 rd Qtr.	PhP13,294,535.39	PhP13,294,532.54	2.85	100%
4 th Qtr.	PhP9,140,969.21	PhP9,140,932.84	36.37	100%

DFAT

Period	NCA-NTA received	Disbursement	Balance	Percentage of Disbursement
1 st Qtr.	PhP256,017.00	PhP0.00	256,017.00	0%
2 nd Qtr	PhP256,017.00	PhP0.00	256,017.00	0%
3 rd Qtr.	PhP341,356.00	PhP0.00	341,356.00	0%
4 th Qtr.	PhP72,280.00	PhP0.00	72,280.00	0%

For the collection of the agency, please see attached breakdown from 1st to 4th quarter of 2019.

Kinds of Collections	1 st Qtr.	2 nd Qtr	3 rd Qtr.	4 th Qtr.	Total
CICL for RRCY	161,916.66	50,066.67	110,249.99	12,016.28	334,249.60
Lodging/hall rental		14,200.00	15,000.00	22,500.00	51,700.00
Bidding Documents	30,000.00	65,150.00	25,000.00	50,000.00	170,150
Affiliation Fees					
Performance Bond				133,250.00	133,250.00
Donations	54,249.43	24,693.27	60,690.99	24,152.13	163,785.82
Clearance Fees (MTA)	96,900.00	118,800.00	74,700.00	113,400.00	403,800.00
Refund	2,909,530.49	787,813.25	8,514,287.12	19,474,973.99	31,686,604.85
Other Permit Fees (Solicitation)	3,500.00	2,000.00	3,000.00	3,000.00	11,500.00
Licensing Fees				500.00	500.00
Accreditation Fee					
Processing Fee for Registration	1,000.00				1000.00
Receivables Disallowance/Charges	30,912.74	32,543.20	319,016.72	74,617.33	457,089.99
Other Gains (Payment of Scrap)		1,000.00	46,230.24		47,230.24