

Department of Social Welfare and Development



FIELD OPERATIONS MANUAL

2025

**Subject: Issuance of the Sustainable Livelihood Program (SLP)
Field Operations Manual (FOM)**

To our valued project implementers, stakeholders, partners, and program participants, isang mayabong na araw!

As we celebrate the 14th Anniversary of the Sustainable Livelihood Program (SLP) of the Department of Social Welfare and Development (DSWD), I am pleased to issue the updated SLP Field Operations Manual (FOM) of the *Memorandum Circular 03, series of 2025, or the SLP Omnibus Guidelines for the Implementation of the Sustainable Livelihood Program*. This Manual is written to be the comprehensive guide, ensuring the program effectively empowers vulnerable Filipino families and individuals to improve their socio-economic well-being through sustainable livelihood opportunities.

This Manual serves as a vital resource to promote standardized and efficient implementation of all SLP projects, ultimately leading to greater impact and success in achieving our shared goals. This body of knowledge is expected to bring clarity to program implementers, which can be their armor in delivering the enhanced SLP process effectively and efficiently.

This Manual shall take effect immediately upon its approval.

Copies of this Manual will be distributed to all Central and Field Offices for immediate information and guidance.

Sulong Kabuhayan, Tungo sa Pagyabong!

Monina Josefina H. Romualdez
Undersecretary for Operations
Date: _____

Table of Contents

I. ACRONYMS	3
II. INTRODUCTION	4
III. OPERATIONAL GUIDELINES	5
A. TYPES OF ELIGIBLE CLIENT AND THE IDENTIFICATION PROCESS	5
1. Pre-identified Participants Based on Strategic Plans, Priorities, and Directives of the DSWD Management	5
2. Participants Affected by Natural and Human Induced Hazards	5
3. Area-Based Convergence Participants Process	7
4. Referred and Walk-in Participants	10
5. Previously Served SLP Program Participants	18
6. Associations Endorsed to the SLP for Livelihood Assistance	18
IV. ACCREDITATION OF DSWD-ORGANIZED SLPA AS BENEFICIARY CSO	19
V. FIELD OPERATIONS MANUAL	20
A. PUNLA PHASE	21
1. PRE-IMPLEMENTATION STAGE	21
2. SOCIAL PREPARATION STAGE	29
3. RESOURCE MOBILIZATION STAGE	42
4. PROJECT IMPLEMENTATION STAGE	61
5. PROJECT MONITORING AND MAINSTREAMING STAGE	73
B. USBONG TO PAG-ANI PHASES	76
1. SLP MONITORING AND ASSESSMENT	78
2. PROVISION OF LIVELIHOOD INCENTIVES	97
3. CONTINUOUS CAPACITY-BUILDING ACTIVITIES	105
4. PARTNERSHIP LINKAGES	116
VI. PARTNERSHIP BUILDING PROCESS	123

I. ACRONYMS

ADA	Automatic Debit Arrangement
CAP	Cash Assistance Payroll
CBL	Constitution and By-Laws
CBLAF	Cash for Building Livelihood Assets Fund
C/MLAMM	City/Municipal Livelihood Assets and Market Map
CoA	Certificate of Accreditation
CSO	Civil Society Organization
DV	Disbursement Voucher
EF	Employment Facilitation
EAF	Employment Assistance Fund
GAR	Grant Acknowledgement Receipt
GUR	Grant Utilization Report
GUMR	Grant Utilization Monitoring Report
IPDO	Implementing Project Development Officer
LAMM	Livelihood Assets and Market Map
LGU	Local Government Unit
MAF	Modality Application Form
MD	Microenterprise Development
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MP	Mungkahing Proyekto
MPDO	Monitoring Project Development Officer
NPMO	National Program Management Office
ORS	Obligation Request and Status
PAT	Project Assessment Tool
PAst	Partnership Assessment Tool
PBP	Partnership Building Plan
P/AC	Provincial/Area Coordinator
PGD	Provincial Google Drive
PLAMM	Provincial Livelihood Assets and Market Map
PMEO	Provincial Monitoring and Evaluation Officer
POO	Provincial Operations Office
PPO	Provincial Partnership Officer
PSC	Partnership Selection Criteria
RLAMM	Regional Livelihood Assets and Market Map
RMS	Referral Management Section
RMEF	Regional Monitoring and Evaluation for Finance
RMEO	Regional Monitoring and Evaluation Officer
RP	Resource Person

RPC	Regional Program Coordinator
RPMO	Regional Program Management Office
RPO	Regional Partnership Officer
RTO	Regional Training Officer
SCF	Seed Capital Fund
SCO	Special Concerns Officer
SDO	Special Disbursing Officer
SIA	Specific Implementation Agreement
SLP	Sustainable Livelihood Program
SLP EAPF	SLP Eligibility Assessment and Profile Form
SLP IS	Sustainable Livelihood Program Information System
SLPA	Sustainable Livelihood Program Association
SME	Subject Matter Expert
STF-EF	Skills Training Fund - Employment Facilitation
STF-MD	Skills Training Fund - Microenterprise Development

II. INTRODUCTION

The Sustainable Livelihood Program (SLP) is a capability-building program of the Department of Social Welfare and Development (DSWD) that is committed to improving the socio-economic well-being of vulnerable, marginalized, and disadvantaged households by providing them with resources and skills development for microenterprise development (MD) and gainful employment.

The SLP is focused on streamlining the implementation process and enhancing its timeline to ensure that interventions and capability-building activities are provided to the program participants at every stage of the Five (5) Implementation Phases.

The SLP Field Operations Manual (FOM) is a step-by-step guide designed to support the field implementers in executing the program. The SLP FOM will provide the objectives of each stage of the implementation phase and a detailed procedure for participatory assessment and coordination, social preparation, resource mobilization, project implementation, mainstreaming to their respective Local Government Unit (LGU), and sustaining the gains achieved by the SLP program participants through the provision of continuous capacity building, establishing stakeholder partnerships, monitoring and technical assistance, and incentivizing for good enterprise and organizational performance. This manual aims to equip field implementers with the knowledge and skills necessary to ensure efficient and effective delivery of service to program participants.

Through this manual, the field implementers are provided with guidance and tools to effectively facilitate processes to successfully serve the program participants,

contributing to the growth of the livelihood projects while improving their socio-economic condition.

III. OPERATIONAL GUIDELINES

A. TYPES OF ELIGIBLE CLIENT AND THE IDENTIFICATION PROCESS

The eligible program participants of SLP are the vulnerable, marginalized, and disadvantaged individuals, households, communities, and sectors that are in need of livelihood assistance.

Eligible program participants may choose to participate in either the MD Track or the Employment Facilitation (EF) Track. Program participants may avail of any or all modalities within the chosen track as needed for the MD or EF track. However, individual program participants under the MD Track are limited only to the availment of the Seed Capital Fund (SCF).

Specifically, potential program participants are the following:

1. Pre-identified Participants Based on Strategic Plans, Priorities, and Directives of the DSWD Management

These participants have been identified through the use of approved identification tool/systems or a combination of the following:

- a. Community-Based Monitoring System (CBMS) that is primarily used for planning, program implementation, and poverty monitoring and enables the program to have a data disaggregated view of communities, allowing for targeted interventions and more effective resource allocation at the local level;
- b. SLP Eligibility Assessment and Profile Form (SLP EAPF) that objectively evaluates individuals who can be qualified to receive interventions from the program. This tool looks at the level of income and vulnerability of a household while taking into account the physical, social, and environmental factors that make individuals and communities susceptible to poverty; and
- c. Other approved DSWD identification systems that the DSWD will implement in the future to identify who are the poor and priority target beneficiaries of the Department for livelihood interventions.

2. Participants Affected by Natural and Human Induced Hazards

These are participants whose livelihood or source(s) of income have been adversely affected by natural disaster or human-induced hazards. They must be

included in the list of disaster-affected households as certified by the City/Municipal LGU (C/MLGU) through the City/Municipal Social Welfare Development Officer (C/MSWDO) or the designated officer and shall be profiled by SLP using only the Parts I to III of the SLP EAPF.

a. **Target Areas.** The SLP shall be implemented in the concerned LGUs wherein:

- i. There is a declaration of a State of Calamity by the concerned government authorities or an incident report by the Bureau of Fire Protection (BFP); and
- ii. There is an endorsed list of prospective participants by the C/MLGU affected by an actual natural disaster or human-induced hazards.

b. **Target Individual Program Participants and Eligibility Criteria**

The following are the target program participants and eligibility requirements:

- i. Those whose livelihood or source(s) of income have been adversely affected by natural disasters or human-induced hazards; and
- ii. Those included in the list of affected households in the target areas, as certified by the C/MLGU through the C/MSWDO or the designated officer.

c. **Process of Project Proposal Approval for Qualified Individual Program Participants Impacted by Natural Disasters and Human-induced Hazards**

- i. The SLP-Regional Program Management Office (SLP-RPMO) shall secure the endorsed list of affected households as certified by the C/MLGU (Annex A.1) of the target areas.
- ii. The Implementing Project Development Officer (IPDO) shall assist the individual program participants in accomplishing the Modality Application Form (MAF). The IPDO shall prepare the Mungkahing Proyekto (MP) based on the submitted MAF. The accomplishment of MP is sufficient to initiate the process for the approval of the release of grants to individual program participants.
- iii. The processing of MP shall follow the process of project proposal review and approval, processing at the Financial Management Division (FMD), and release of grants to individual program participants under the Resource Mobilization Stage of Punla Phase.
- iv. The grant is provided as an early recovery intervention that seeks to support the immediate restoration or resettlement of affected livelihoods, in which it is targeted to be provided within at least three (3) months after

the natural disaster or human-induced hazard. However, depending on the impact of a disaster in which relief assistance is extended to provide basic needs, the grant may be provided within a longer period of time after the occurrence of a disaster but should not exceed one (1) year after the occurrence of the natural disaster or human-induced hazard.

- v. Follow the monitoring and reporting process for individual program participants under the Project Monitoring and Mainstreaming Stage of the Punla Phase.
- d. Without waiting for five (5) years, previously served program participants whose livelihoods are affected by natural disasters and human-induced hazards may avail of the appropriate SLP assistance upon the endorsement of the C/MLGU and subject to the availability of funds.
- e. Aligned with the Adaptive and Shock Responsive Social Protection (ASRSP) system and the whole-of-nation approach, particularly during disasters or human-induced hazards, the IPDO or Monitoring Project Development Officer (MPDO) shall actively coordinate with internal and external partners and stakeholders under these guidelines. This collaboration aims to secure timely counterpart support, maximizing resources to enhance the resilience and sustainability of the individual program participants' microenterprises or employment.

3. Area-Based Convergence Participants Process

The "Area-Based Convergence Participants" are the program participants identified through a formal agreement between DSWD-SLP and its internal or external partners/stakeholders. The target Area-Based Convergence Participants must be identified and validated by the internal or external partners or stakeholders based on the criteria set by both parties as stipulated in the formal agreement.

Coordination, Identification, and Verification of the Area-Based Convergence Participants within SLP-RPMO

- a. The SLP-RPMO, through the Regional or Provincial Partnership Officer (PPO), will hold exploratory or consultation meetings with the representatives of the external partners/stakeholders to discuss the implementation process, eligibility criteria, identification and verification process of area-based convergence participants, and institutional arrangements, among others.
- b. In case a **NEW Formal Agreement** will be forged, the following steps shall be followed:

Status of the Document	Assumption	Step 1	Step 2	Step 3
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New Formal Agreement with Set Eligibility Criteria (MUST)	A. Partner/ stakeholder has an existing eligibility process to meet eligibility criteria set by SLP.	Submission of the Endorsement Letter and Certification for Area-Based Convergence Participants by the partner/ stakeholder to the SLP-RPMO.		
	B. Partner/ stakeholder does not have an existing eligibility process to meet eligibility criteria set by SLP.	SLP to share the eligibility process (administration of SLP EAPF).	Partner/ stakeholder to adopt the SLP eligibility process.	Submission of Endorsement Letter and Certification for Area-Based Convergence Participants by the partner/ stakeholder to the SLP-RPMO.
			Partner/ stakeholder to develop their own eligibility process based on the SLP process.	

c. In case of an **EXISTING Formal Agreement**, the following steps shall be followed:

Status of the Document	Assumption	Step 1	Step 2	Step 3	Step 4
Existing Formal Agreement with set old eligibility criteria	A. Partner/ stakeholder and SLP to not amend the existing Formal Agreement.	Partner/ stakeholder and SLP to follow the existing regular SLP process.			
	B. Partner/ Stakeholder and SLP to amend the existing Formal Agreement.	Partner/ stakeholder has an existing eligibility process to meet eligibility criteria set by SLP.	Submission of Endorsement Letter and Certification for Area-Based Convergence Participants by the partner/ stakeholder to the SLP-RPMO.		
				Partner/ stakeholder do	SLP to share the eligibility

		not have an existing eligibility process to meet eligibility criteria set by SLP.	process (administration of SLP EAPF).	to adopt the SLP eligibility process.	Letter and Certification for Area-Based Convergence Participants by the partner/ stakeholder to the SLP-RPMO.
				Partner/ stakeholder to develop their own eligibility process based on the SLP process.	

- d. The internal or external partners/stakeholders shall endorse the target Area-Based Convergence Participants to the SLP-RPMO through an **official "Endorsement Letter" with "Certification"** (Annex A.2) certifying the list that it was identified and validated by the concerned internal or external partners/stakeholders, addressed to the Regional Director/Minister.
- e. Once received by the SLP-RPMO, the endorsed list of target Area-Based Convergence Participants shall be verified by the SLP-RPMO through the Regional or Provincial Monitoring and Evaluation Officer (R/PMEO) by cross-matching with the SLP database to determine whether they have previously been served by the program. Depending on the results of the cross-matching, the following actions to be taken shall apply:
- i. Those who are already served by the SLP under regular implementation and served as "Area-Based Convergence Participants" are no longer eligible for DSWD-SLP livelihood intervention unless they are categorized under sub-section "III.E. *Previously Served SLP Program Participants*" of the Memorandum Circular 03, series of 2025, subject to further assessment and validation. Replacement is feasible upon coordination and agreement with the concerned internal or external partners/stakeholders.
 - ii. Those who have not served or those who fall under the "previously served SLP program participants", stated in MC 03 series of 2025 shall proceed with the succeeding stages of implementation.
 - iii. The DSWD-SLP must coordinate with the internal or external partners/stakeholders on the results of the cross-matching.
- f. The verified Area-Based Convergence Participants not found in the SLP databases shall proceed directly with the Social Preparation and the succeeding stages. They will be profiled using the SLP EAPF, excluding the Eligibility Assessment portion. However, if the project city/municipality/barangay where the Area-Based Convergence Participants

reside/live is a new area of implementation, coordination with the city/municipality and barangay stakeholders shall be undertaken.

- g. The SLP-RPMO must ensure that only eligible Area-Based Convergence Participants shall proceed in the succeeding stages based on the list indicated in the endorsement letter of the external partners/stakeholders.

4. Referred and Walk-in Participants

These participants are either referred to SLP by internal or external partners/stakeholders, or are walk-in clients who will be assessed for eligibility to the Program using the SLP EAPF.

a. Walk-In Clients at the SLP National Program Management Office (NPMO)

- i. For walk-in clients, the PDO shall conduct a brief SLP orientation to the client/s covering the general description of SLP, its Program Tracks, Modalities, and Eligibility Requirements.
- ii. After the brief orientation, the PDO shall ask the client if they want to proceed with the application for livelihood assistance.
- iii. If the client will not proceed with the application, the client shall sign the SLP Waiver Form. For those who want to proceed, the PDO shall administer Parts I to III of the SLP EAPF.
- iv. To determine the initial eligibility of the client, the Program Monitoring and Management Section shall cross-match the client information to the SLP Database.
- v. For clients found in the SLP Database and were served by the program within the last five (5) years, the PDO shall endorse the client to the respective FO for referral to other internal/external stakeholders in their locality.
- vi. For clients that are not found in the SLP Database; or are found in the SLP Database but were served by the program five (5) or more years ago, the PDO shall administer Parts IV and V of the SLP EAPF to determine the client's eligibility to receive interventions from the program and the selected track of the client.
- vii. For clients that are **not qualified** based on the SLP EAPF, the PDO shall inform them of the result of the initial assessment conducted and endorse the client to the respective FO for referral to other internal/external stakeholders in their locality for other interventions.

- viii. For clients that are **qualified** based on the SLP EAPF, the PDO shall inform the client of the result of the initial assessment conducted and that the DSWD SLP RPMO/ Provincial Operations Office (POO) shall conduct the final assessment of the client's eligibility to the program.
- ix. The PDO shall encode the basic information of the qualified client(s) to the Sustainable Livelihood Program Information System (SLP IS) to be able to generate the SLP Participant ID Number.
- x. Once completed, the PDO shall issue the SLP Reference Slip under the SLP EAPF and inform the client of the next step of their application.
- xi. The PDO shall draft the endorsement memorandum/letter addressed to the DSWD Field Office for further validation and conduct of Social Preparation activities.
- xii. Once signed by the National Program Manager (NPM), the Administrative Assistant shall endorse the memorandum/letter to the concerned DSWD Field Office via e-mail.
- xiii. For clients that are qualified based on the SLP EAPF, the client's digital copy of documents shall be endorsed to the respective region for further validation before conducting the activities under the Social Preparation Stage.
- xiv. The PDO shall monitor the acknowledgement/status/update/feedback via e-mail/call/text message/case report from the DSWD Field Office on the actions taken.

b. Endorsed Clients to the SLP NPMO

- i. The PDO shall acknowledge the receipt of requests from individuals/organizations for livelihood assistance from internal/external stakeholders.
- ii. The PDO shall check and review the completeness of the client's information as necessary and validate lacking information, if any.
- iii. If the client's information is incomplete, the PDO shall call or e-mail the client to get the lacking information. The PDO shall exert all means possible to get the client's complete details. After three (3) attempts of calling the client within a two-hour interval and still no response, the request shall be reverted to the referring party through a memorandum or letter for closure. The referring party, however, can resubmit the list if the needed information is already available.

- iv. If the client's information is complete, the PDO shall draft the endorsement memorandum/letter addressed to the DSWD Field Office for further assessment and validation of the clients based on the eligibility criteria of the program.
- v. Once signed by the NPM, the Administrative Assistant shall endorse the memorandum/letter to the concerned DSWD Field Office via email.
- vi. The PDO shall monitor the acknowledgement/status/update/feedback via e-mail/call/text message/case report from the DSWD Field Office on the actions taken.

c. Walk-In Clients at the SLP RPMO

- i. The PDO shall conduct a brief SLP Orientation to the client/s covering the general description of SLP, its Program Tracks, Modalities, and Eligibility Requirements.
- ii. After the orientation, the PDO shall ask the clients if they want to proceed with the application for livelihood assistance.
- iii. If the client will not proceed with the application, the client shall sign the SLP Waiver Form. For those who want to proceed, the PDO shall administer Parts I to III of the SLP EAPF.
- iv. To determine the initial eligibility of the client, the Regional Monitoring and Evaluation Officer (RMEO) shall cross-match the client information to the SLP Database.
- v. For clients found in the SLP Database and were served by the program within the last five (5) years, the PDO shall endorse the client to other internal/external stakeholders in their locality who can provide appropriate assistance/interventions.
- vi. For clients that are not found in the SLP Database or were found in the SLP Database but were served by the program five (5) or more years ago, the PDO shall administer parts IV and V of SLP EAPF to determine the client's eligibility to receive interventions from the program.
- vii. The PDO shall inform the client of the result of the assessment conducted using the SLP EAPF.
- viii. For clients that are not qualified based on the SLP EAPF, the RPMO shall endorse the client to other internal/external stakeholders in their locality who can provide appropriate assistance/interventions.

- ix. The PDO shall encode the basic information of the qualified client(s) to the SLP IS.
- x. Once completed, the PDO shall issue the SLP Reference Slip and inform the client of the next steps of the application process.
- xi. The PDO shall draft the memorandum/letter for the Provincial/Area Coordinator (P/AC) to be signed by the Regional Program Coordinator (RPC) and send it through e-mail, together with the client's documents, to the POO endorsing the client for the conduct of Social Preparation activities.
- xii. Upon receipt of the memorandum, the P/AC shall instruct the PDO to conduct the Social Preparation activities.
- xiii. The PDO shall conduct the Capability-Building Activities to program participants under the Social Preparation Stage.
 - 1) For program participants who selected MD Track: conduct the Microenterprise Development Training (MEDT).
 - 2) For program participants who selected EF Track, conduct the Basic Employment Skills Training (BEST).
- xiv. The PDO shall assist and guide the program participants in accomplishing the MAF. From the accomplished MAF, the PDO must prepare the MP.
- xv. The PDO shall upload the digital editable copy of the MP to the Provincial Google Drive (PGD) together with the Portable Document Format (PDF) copies of related documents for review of the P/AC.
- xvi. The P/AC shall review the MAF and MP.
- xvii. Once the MP is approved at the P/AC level. The P/AC shall endorse the digitized MP through PGD and its attachments to RPC for review and approval.
- xviii. The RPC shall review the MAF and MP endorsed by P/AC through the PGD. Once approved, the RPC shall notify the P/AC and the PDO to print the MP and subsequently forward the same together with all the original documents to the SLP RPMO.
- xix. The RPC shall endorse the signed MP and its original attachments to the Regional Director/Minister for approval.

- xx. Once approved by the Regional Director/Minister, the Regional Monitoring and Evaluation for Finance (RMEF) shall update the PGD and inform the P/AC, PME0, and PDO of the status of the MP.
- xxi. Upon receipt of the approved MP and its attachments - Disbursement Voucher (DV) and ORS from the RD/Minister or his/her authorized officer, the Budget Officer shall review and validate the completeness of the documents; the Budget Officer must approve and sign the ORS.
- xxii. The Budget Section, through the mainstreamed SLP RPMO Administrative Assistant, must transmit the same document to the Accounting Section after approval and update the status of MP in the PGD.
- xxiii. Once the Accounting Section has validated the completeness of the documents, the Regional Accountant must process and approve the DV.
- xxiv. The Accounting Section, through the mainstreamed SLP RPMO Administrative Assistant, must then transmit the approved voucher to the Office of the RD/Minister or his/her authorized officer for the approval of Box D of the DV.
- xxv. Once approved, the documents will be forwarded to the Cash Section for the preparation of cash/cheque/Automatic Debit Arrangement (ADA) and the mainstreamed Administrative Assistant shall update the status of the MP in the PGD.
- xxvi. Once the Cash Section has verified the approved DV, it must prepare, process, and approve the cash/cheques/ADA.
- xxvii. The mainstreamed SLP RPMO Administrative Assistant must update the status in the PGD and constantly coordinate with the RMEF on the schedule of release of cash/cheque/ADA.
- xxviii. Once the schedule of releasing is specified, the RMEF shall inform/notify the P/AC and the PDO.
- xxix. The PDO shall conduct a Financial Education session for the client(s) before the release of grants.
- xxx. For individual program participants under the MD Track, the SCF must be directly released to individual program participants through a cheque or cash from the Cash Section or authorized Special Disbursing Officers (SDOs) (for cash) or ADA following existing government auditing and accounting rules and procedures.

- xxxi. For individual program participants under the EF Track, the ST-EF and Employment Assistance Fund (EAF) must be directly released to individual program participants through a cheque or cash from the Cash Section or SDO (for cash) or ADA following existing government auditing and accounting rules and procedures.
- xxxii. The client shall sign the Grant Acknowledgement Receipt (GAR) upon acceptance of the grant.
- xxxiii. The PDO shall conduct and follow the processes of the Project Implementation Stage under Punla Phase.

d. Endorsed Clients to the SLP RPMO

- i. The PDO shall acknowledge the receipt of requests from individuals/organizations for livelihood assistance from internal/external stakeholders.
- ii. The PDO shall check and review the completeness of the client's information as necessary and validate lacking information, if any.
- iii. If the client's information is incomplete, the PDO shall call or e-mail the client to get the lacking information. The PDO shall exert all means possible to get the client's details. After three (3) attempts of calling the client within a two-hour interval and still no response, the request shall be reverted to the referring party through a memorandum or letter for closure. The referring party, however, can resubmit the list if already available.
- iv. To determine the initial eligibility of the client, the RMEO shall cross-match the client's information to the SLP Database.
- v. For clients found in the SLP Database and were served by the program within the last five (5) years, the PDO shall endorse the client to other internal/external stakeholders in their locality who can provide appropriate assistance.
- vi. For clients that are not found in the SLP Database or are found in the SLP Database but were served by the program five (5) or more years ago, the RPMO shall endorse the client to the P/AC for further assessment and validation.
- vii. The PDO shall draft the memorandum/letter for the P/AC to be signed by the RPC and send it through e-mail to endorse the list of clients for further assessment and validation based on the eligibility criteria of the program.

- viii. Upon receipt of the memorandum, the P/AC shall instruct the PDO to conduct an assessment by administering parts I to V of the SLP EAPF. After the administration of SLP EAPF, the PDO shall inform the client of the result of the assessment conducted and the next steps of the application process.
- ix. For clients that are qualified based on the SLP EAPF, the PDO shall schedule the conduct of the Social Preparation activities.
- x. For clients that are not qualified based on the SLP EAPF, the P/AC shall endorse the client to other internal/external stakeholders in their locality for appropriate interventions.
- xi. The PDO shall conduct the Capability-Building Activities under the Social Preparation Stage to program participants.
 - 1) For program participants who selected MD Track: conduct the MEDT.
 - 2) For program participants who selected EF Track, conduct the BEST.
- xii. The PDO shall assist and guide the client in accomplishing the MAF. From the accomplished MAF, the PDO must prepare the MP.
- xiii. The PDO shall upload the digital editable copy of the MP to the PGD together with the PDF copies of related documents for review of the P/AC.
- xiv. The P/AC shall review the MAF and MP.
- xv. Once the MP is approved at the P/AC level. The P/AC shall endorse the digitized MP through PGD and its attachments to RPC for review and approval.
- xvi. The RPC shall review the MAF and MP endorsed by P/AC through PGD. Once approved, the RPC shall notify the P/AC and PDO to print the MP and subsequently forward the same together with all the original documents to the SLP RPMO.
- xvii. The RPC shall endorse the signed MP and its original attachments to the Regional Director/Minister for approval.
- xviii. Once approved by the Regional Director/Minister, the RMEF shall update the PGD and inform the P/AC, PME0, and PDO of the status of the MP.
- xix. Upon receipt of the approved MP and its attachments - DV and ORS from the RD/Minister or his/her authorized officer, the Budget Officer shall review and validate the completeness of the documents; the Budget Officer must approve and sign the ORS.

- xx. The Budget Section, through the mainstreamed SLP RPMO Administrative Assistant, must transmit the same document to the Accounting Section after approval and update the status of MP in the PGD.
- xxi. Once the Accounting Section has validated the completeness of the documents, the Regional Accountant must process and approve the DV.
- xxii. The Accounting Section, through the SLP RPMO Administrative Assistant, must then transmit the approved voucher to the Office of the RD/Minister or his/her authorized officer for the approval of Box D of the DV.
- xxiii. Once approved, the documents will be forwarded to the Cash Section for the preparation of cash/cheque/ADA and the mainstreamed Administrative Assistant must update the status of the MP in the PGD.
- xxiv. Once the Cash Section has verified the approved DV, it must prepare, process, and approve the cash/cheques/ADA.
- xxv. The mainstreamed SLP RPMO Administrative Assistant must update the status in the PGD and constantly coordinate with the RMEF on the schedule of release of cash/cheque/ADA.
- xxvi. Once the schedule of releasing is specified, the RMEF shall inform/notify the P/AC and the PDO.
- xxvii. The PDO shall conduct a Financial Education session for the client/s before the release of grants.
- xxviii. For individual program participants under the MD Track, the SCF must be directly released to individual program participants through a cheque or cash from the Cash Section or authorized SDOs (for cash) or ADA following existing government auditing and accounting rules and procedures.
- xxix. For individual program participants under the EF Track, the STF and EAF must be directly released to individual program participants through a cheque or cash from the Cash Section or SDO (for cash) or ADA following existing government auditing and accounting rules and procedures.
- xxx. The program participant shall sign the GAR upon acceptance of the grant.
- xxxi. The PDO shall conduct and follow the processes of the Project Implementation Stage under the Punla Phase.

Note:

- For **Walk-in clients at the Province or City/Municipality**, the clients shall also accomplish the SLP EAPF Parts I to III. The PDO shall immediately coordinate with the PMEO for the cross-matching of names in the SLP Database to determine their initial eligibility for the Program. Once completed and found eligible based on the SLP database, the PDO shall continue to administer the SLP EAPF Parts IV and V to determine final eligibility. If found eligible, the P/AC shall inform the PDO on the immediate conduct of one-on-one social preparation or schedule it for another day.

5. Previously Served SLP Program Participants

There are instances where a client seeks livelihood assistance from the Department, however, upon cross-matching with the SLP database, the client is already served by the program. These clients were previously served by the program at least five (5) years ago prior to receiving new grants but are qualified to participate in the SLP based on the current program eligibility requirements.

- a. To determine the initial eligibility of the client or target program participant, a cross-matching process shall be undertaken to validate the information in the SLP Database. The cross-matching may be undertaken by the SLP NPMO or the SLP RPMO through the RMEEO, depending on the type of participant's application to the Program (e.g., regular, referral, or walk-in clients).
- b. If the client is found in the SLP Database and was served five (5) or more years ago, they will be endorsed to the SLP RPMO or POO for further assessment and validation. This may include administering the SLP EAPF.
- c. The result of the cross-matching and/or SLP EAPF administration shall determine whether the client or target program participant will proceed to the Social Preparation stage.

Note:

- *Previously served program participants included in the list of disaster-affected families as certified by the C/MLGU are exempted from this regulation.*

6. Associations Endorsed to the SLP for Livelihood Assistance

For existing associations - those registered with the Securities and Exchange Commission (SEC), Cooperative Development Authority (CDA), or Department of Labor and Employment (DOLE), or those not initially organized by the SLP, a letter signed by all requesting members must be submitted to SLP prior to undergoing eligibility assessment based on the Program guidelines.

Only those qualified members of the existing association must be organized and formed into a Sustainable Livelihood Program Association (SLPA) that will be eligible for accreditation as a DSWD-Organized SLPA and recognized as a Beneficiary Civil Society Organization (CSO) under these guidelines. The organized SLPA shall have a distinct legal identity separate from their mother association.

The processes for eligibility, selection, social preparation, capacity building, preparation, review and approval of project proposals, and release of grants enumerated under the “Endorsed Clients to the SLP RPMO” must be followed.

B. COMMUNITY MOBILIZATION FUND

The CMF shall be used for meals and transportation expenses of program participants during their attendance to capability-building activities and other community meetings related to their livelihood projects. Such activities include the conduct of Microenterprise Development Training (MEDT), Basic Employment Skills Training (BEST), SLPA Formation, Project Proposal preparation, learning visits, and participation in trade fairs, among others. The amount of CMF shall be based on DSWD’s issued cost parameter and may be released through cheque or cash for meals and transportation expenses.

1. Preparation, review, and approval of the activity proposal for the CMF

The Field Project Development Officer shall prepare the Activity Proposal for the CMF, for review of the RPC, and approval of the Regional Director/Minister.

The process and timeline at the FMD level for processing project proposals for the initial grants under Punla phase and livelihood incentives shall be followed.

2. Modes of disbursement of funds

The mode of disbursement for the CMF is through cash or individual check payments directly released to the SLP program participant/s.

IV. ACCREDITATION OF DSWD-ORGANIZED SLPA AS BENEFICIARY CSO

The DSWD may provide grants to an SLPA as a Beneficiary CSO if they are accredited in accordance with the SLP guidelines. All successful DSWD-Organized Beneficiary CSO applicants under the SLP shall be issued a Certificate of Accreditation (CoA) to be facilitated by the SLP RPMO and approved by the Regional Director/Minister or his/her Officer-in-Charge. The CoA serves as proof that the SLPA has met all the requirements of the Program prior to receiving the grants from DSWD.

Accreditation Process

1. After the SLPA undergoes Social Preparation, the IPDO must prepare the draft CoA to be included in the documents attached to the MP for initial submission to the P/AC through the PGD.
2. Upon review of the CoA along with the other documents, the P/AC shall endorse the digital copies to the SLP RPMO.
3. The CoA must be reviewed by the Special Concerns Officer (SCO) or designated staff from the SLP RPMO and provide a number code distinct to a specific SLPA. The designated staff shall ensure the following requirements:
 - a. The presence of the SLPA in its stated address and area of operation;
 - b. The SLPA has an identified membership and leadership and a defined organizational structure; and
 - c. The SLPA has undergone appropriate Social Preparation activities from SLP before the provision of livelihood grants.
4. Upon approval at the SLP RPMO level, the CoA, including the MP and other documents, must be forwarded to the Regional Director/Minister for approval/signature.
5. Upon approval of the CoA, the SLP RPMO shall officially inform the SLPA and award the certificate to the association through the IPDO.
6. The CoA shall be valid for a period of three (3) years from the date of issuance.
7. To be eligible for reissuance of the CoA, the SLPA must have fully utilized the grants received from the SLP according to the approved MP.

V. FIELD OPERATIONS MANUAL

The first phase of SLP's implementation, otherwise known as *Punla*, is composed of five (5) major stages, to wit: (1) Pre-Implementation; (2) Social Preparation; (3) Resource Mobilization; (4) Project Implementation; and (5) Project Monitoring and Mainstreaming for Individual MD and EF Projects. During this Phase, the IPDO serves as the community facilitator responsible for identifying, organizing, and capacitating the new program participants until grant release, utilization, and initial monitoring of the project implementation. The fifth stage of the Punla Phase is for the Individual MD and EF program participants, which is monitored by the MPDO before being mainstreamed to the LGU.

This FOM will discuss the objectives, activities, and processes of each stage of the Punla Phase before it proceeds to the next implementation phases (Usbong to Ani).

Also, the FOM shall discuss the SLP's Sustainability Plan within the Usbong to Pag-Ani Phases, which are composed of four (4) major activities, namely: (1) Monitoring and Assessment; (2) Continuous Capability Building; (3) Partnership Linkages; and (4) Provision of Grant Incentives.

A. PUNLA PHASE

1. PRE-IMPLEMENTATION STAGE

The Pre-Implementation Stage comprises data and information gathering and coordination with the stakeholders at different levels. Data and information such as potential and engaged partners, possible markets, and employment opportunities shall be mapped out in advance to identify available assets that can support the proposed livelihood projects of target program participants. Coordination with various stakeholders at the onset shall be established to ensure the harmonious functioning of each and everyone involved in the implementation process.

The following are the objectives of the Pre-Implementation Stage:

1. To collect and analyze all relevant data to serve as a reference when presenting the SLP to program participants and guiding them in developing their proposed livelihood projects.
2. To secure the full support of the C/M/BLGUs by forging a Unified Memorandum of Agreement (MOA) or Regional MOA and Specific Implementation Agreement (SIA).
3. To identify stakeholders at the barangay, city/municipal, provincial, and regional levels that could be engaged as partner(s) for microenterprise projects or employment of the program participants.

1. Preparation of Livelihood Assets and Market Map (LAMM)

- a. Regional Livelihood Assets and Market Map (RLAMM) to be developed by the Regional Partnership Officer (RPO).
- b. Provincial Livelihood Assets and Market Map (PLAMM) to be developed by the PPO.
- c. City/Municipal Livelihood Assets and Market Map (C/MLAMM) to be developed by the IPDO.

2. Coordination with Stakeholders for the Target Program Participants

- a. National level coordination for:
 - i. 4Ps targets
 - ii. External and Internal endorsements
 - iii. Walk-in clients

- b. Regional level coordination for:
 - i. 4Ps targets
 - ii. External and Internal endorsements
 - iii. Walk-in clients

3. Coordination with the City/Municipality and *Barangay* Stakeholders

Description	<p>This activity entails the enhancement of data and information on potential and engaged partners in support of the provision of microenterprise projects or employment opportunities for the SLP program participants through the preparation of LAMM.</p> <p>To enhance the current LAMM, the RPO, PPO, and IPDO shall gather updated data from programs and services offered by internal partners within the Department and its supervised agencies, as well as external partners.</p> <p>Through the LAMM, the RPO, PPO, and IPDO shall assess the existing and/or map out new potential partners that can provide the following supplementary and/or complementary services for SLP program participants within their covered area/s through the following track:</p> <p><u>For MD:</u></p> <ul style="list-style-type: none">1. Development of human assets through community-based trainings and scholarship grants and/or programs;2. Access to and use of natural and physical assets, such as but not limited to farm lands, unutilized lots, multi-purpose buildings, common-service facilities, and tools and equipment;3. Linking to social assets, such as registration as formal groups like Worker's, Women's, or People's Organizations (POs) and Cooperatives, among others;

4. Provision of additional **financial assets**, such as funding support and grants, and microinsurances from government and private institutions;
5. Linking or providing access to institutional markets;
6. Policy support through ordinances to assist the SLPAs and/or incentivizing local businesses that engage with the SLPAs; and
7. Co-implementation of the Program with NGAs, SUCs, and LGUs.

For EF:

1. Development of **human assets** through participant linking to organizations or institutions conducting community-based life skills and technical-vocational training;
2. Linking to **social assets**, such as POs and cooperatives, among others;
3. Provision of additional **financial assets**, such as funding support for acquiring employment requirements and/or equipment, obtaining licenses and medical exams, meal and transportation allowances, and/or scholarship grants;
4. Employment profiling and/or direct EF or job placements through the Public Employment Service Office (PESO) or other job referral networks;
5. Policy support through lobbying ordinances incentivizing local businesses that hire SLP program participants;
6. Engagement of partners in the provision of services for acquiring employment requirements; and
7. Co-implementation of the Program with NGAs, SUCs, and LGUs.

The LAMM shall serve as one of the references in the identification of livelihood projects of the program participants; thus, it must be readily available to the IPDOs on the ground. The same shall be updated as needed to bring up-to-date data and information in support of the succeeding, and even existing, livelihood projects.

Expected Outputs	<ol style="list-style-type: none"> 1. Conducted preparatory activities like strategic planning with SLP staff and exploratory meetings with partners at the Regional, Provincial, and City/Municipality Levels; 2. Accomplished RLAMM by the RPO; 3. Accomplished PLAMM by the PPO (<i>incorporating the public and private sector resources and opportunities reflected in the RLAMM</i>); and 4. Accomplished C/MLAMM by the IPDO (<i>incorporating inputs from the PLAMM and updated C/MLAMM by the MPDO</i>).
Duration	<p>5 working days per level</p> <ol style="list-style-type: none"> 1. RLAMM preparation: 5 days 2. PLAMM preparation: 5 days 3. C/MLAMM preparation: 5 days
Processes	
<p>1. Preparation of RLAMM</p> <ol style="list-style-type: none"> a. The RPO shall determine the strategies to be undertaken in data gathering. These include secondary data gathering, desk review, and coordination meetings, among others. b. All obtained information shall then be analyzed and processed to be included in the RLAMM. The RPO shall obtain information on regional investments from both government and private sectors, including institutional market resources and opportunities for the products and services of the program participants. The RPO shall also consider livelihood, market, and employment opportunities identified and engaged at the national level that are applicable to the Region. c. After the RPO has prepared the RLAMM, this should be vetted and approved by the RPC before it will be shared with the PPO through the P/AC. d. Once approved, the RPO shall meet with the PPOs and the P/ACs to discuss the contents of the RLAMM for them to better understand the regional context and how it will be useful in the implementation of SLP at the provincial level. The RPO may inform the PPOs in advance of the data that must be gathered for the PLAMM even before the discussion of the RLAMM. <p>2. Preparation of PLAMM</p> <ol style="list-style-type: none"> a. The PPO, with the assistance of the RPO and the P/AC, shall prepare the PLAMM. During the discussion of RLAMM, the RPO and the P/AC should be able to provide technical assistance to the PPO on how to make use of the 	

available data in preparing the PLAMM.

- b. In preparing the PLAMM, the PPO should also employ strategies like secondary data gathering, desk review, and coordination meetings, among others.
- c. Once prepared, the PPO shall submit the PLAMM to the P/AC for review and approval.
- d. Once approved, the PLAMM shall be submitted to the SLP RPMO for information and assessment if there are provincial partners that can be engaged at the regional level.
- e. The PPO shall share the PLAMM with the IPDOs to be used as a reference in crafting the C/MLAMM.

3. Preparation of C/MLAMM

- a. The IPDO, with the assistance of the PPO, the P/AC, and the partners from the LGU, shall prepare the C/MLAMM.
- b. In preparing the C/MLAMM, the IPDO should be able to map the different commercial areas, financing institutions, CSOs, and POs within the city/municipality. The IPDO shall also coordinate with the LGU Offices/Officers such as but not limited to the Municipal Agricultural Office (MAO), Public Employment Service Office (PESO), Community Training and Employment Coordinators (CTECs), and *Negosyo* Centers, to map their programs and services.

For areas with Punla Phase and on-going Usbong-Yabong Phases, the IPDO and MPDO shall jointly update their C/MLAMM.

- c. Similar to the preparation of R/PLAMM, the IPDO may also employ strategies like secondary data gathering, desk review, and coordination meetings, among others.
- d. Once prepared, the IPDO shall submit the C/MLAMM to the P/AC for approval.

Note:

- *EF track program participants shall use the Market Map for EF in the C/MLAMM to assess employment opportunities.*

Tools	<ol style="list-style-type: none">1. RLAMM [Annex B.1]2. PLAMM [Annex B.2]3. C/MLAMM [Annex B.3]
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Description	This activity aims to identify and select 4Ps and non-4Ps program participants to be engaged by the Program. The endorsement of prospective program participants comes from internal and external stakeholders, subject to compliance with SLP's eligibility requirements.
Expected Outputs	<ol style="list-style-type: none"> 1. Final list of program participants 2. Coordinated with the concerned LGUs as the final areas for implementation
Duration	<ol style="list-style-type: none"> 1. Within the 1st Semester of the current year for 4Ps targets; upon validation of eligibility for Non-4Ps endorsements 2. Within the 2nd Semester of the current year
Processes	
1. Coordination at the National Level	
<u>4Ps Targets:</u>	
<ol style="list-style-type: none"> a. As early as the first to second quarter of the current year, the SLP NPMO shall request from the 4Ps RPMOs, through an official memorandum addressed to the Regional Director/Minister, the identification of eligible 4Ps households as targets for the following year. The SLP NPMO shall provide guidance in the identification of 4Ps targets based on the existing SLP and 4Ps guidelines and directives from the DSWD Management. b. The 4Ps RPMO shall provide the list of eligible 4Ps households to the SLP RPMO for cross-matching with the SLP database. c. The 4Ps RPMO monitors the endorsed list and submits a report to the 4Ps NPMO. 	
<u>External and Internal Endorsements:</u>	
<ol style="list-style-type: none"> a. The SLP NPMO, through the Referral Management Section (RMS) shall, upon receipt of a request for livelihood assistance, acknowledge it through an official memorandum or letter signed by the NPM. The RMS shall coordinate with the referring office and ensure the complete list of areas and names of prospective program participants is provided by the referring party. b. The SLP NPMO, through the RMS, shall endorse the complete list of areas, names, and contact information provided by the referring office to the concerned Field Office through an official memorandum signed by the NPM. 	

2. Coordination at the Regional Level

4Ps Targets:

- a. The 4Ps RPMO must provide the list of prospective SLP program participants to the SLP RPMO. Upon receipt, the SLP RPMO will cross-match the list of names with the SLP database to ensure that only the eligible names will be served.
- b. Once the list is finalized, the SLP RPMO shall send it to the SLP NPMO through a memorandum signed by the Regional Director/Minister.
- c. The SLP RPMO must provide the disaggregated list per Province, City/Municipality, and Barangay to the P/AC through a memorandum signed by the RPC, who will subsequently distribute the verified targets to his/her respective IPDOs.
- d. After receiving the list of targets from the P/AC, the IPDO shall coordinate with the 4Ps City/Municipality (C/M) Link counterpart to inform the list of 4Ps beneficiaries to be served in the area and to further discuss the details of the identified 4Ps households before starting the implementation process.
- e. Should there be changes in the list of 4Ps beneficiaries based on the updated list of the C/M Link, the IPDO must officially communicate the changes to the SLP RPMO through the P/AC and the SLP-NPMO through the RPC for reference.

External and Internal Endorsements:

- a. The SLP RPMO, through the SCO shall, upon receipt of the request for livelihood from the referring office, acknowledge the request through an official memorandum signed by the Regional Director/Minister. If the request does not indicate the complete area(s), name(s), and contact information, the SCO must inform the referring office to comply as soon as possible to facilitate the implementation.
- b. The SCO shall coordinate with the assigned contact person to discuss the overview of SLP, the eligibility requirements, and the processes.
- c. Once the list of names is available/provided, the SLP RPMO will cross-match the names with the SLP database to verify that they have not yet been served. If already served, confirm that it must have been more than 5 years ago.
- d. The SLP RPMO will endorse the initial eligible list to the P/AC, who will forward the same to the concerned IPDO for the administration of the SLP EAPF.
- e. The IPDO shall coordinate with the prospective program participants to schedule the meeting.

- f. During the meeting, the IPDO will provide an overview of SLP to the prospective program participants and administer the SLP EAPF for cross-matching with the SLP database.
- g. Those who are found eligible will proceed to the succeeding processes following the SLP Omnibus Guidelines.
- h. Those who are found ineligible will be endorsed by the IPDO through the P/AC to other government agencies or private organizations for provision of appropriate assistance.

3. Coordination with the City/Municipality and Barangay Stakeholders

New Area(s) for SLP Implementation

- a. The IPDO shall prepare a letter, signed by the Regional Director or Minister, to the concerned LGU addressed to the Local Chief Executive and Head of the Barangay(s) requesting a coordination meeting regarding the new implementation of the SLP at a specified date and time. The IPDO also prepares the presentation materials, reference documents, among others that will be used during the meeting.
- b. Once the concerned LGU Heads confirm their availability, the IPDO will conduct the SLP Orientation and discuss the eligibility requirements, program modalities, implementation process, and timeline.
- c. The IPDO will also discuss the prioritization of 4Ps households in the area of implementation.
- d. After the presentation, the RPO and PPO with the assistance of the IPDO must secure support of the City/Municipality (C/M) LGU by signing the Unified MOA between the Department and the C/MLGU. In case the Unified MOA is not feasible, the RPO and PPO with the assistance of the IPDO may initiate a Regional MOA specifically for DSWD-SLP and the C/MLGU, subject to the approval of the Regional Director/Minister.
- e. The IPDO must also solicit possible areas for support from the LGU by preparing the SIA, if applicable.

Area(s) with Existing SLP Implementation

- a. The IPDO shall prepare a letter, signed by the SLP RPC, to the concerned LGU addressed to the Local Chief Executive and Head of the Barangay(s), requesting a coordination meeting regarding the new implementation of the SLP at a specified date and time. The IPDO also prepares the presentation materials, reference documents, among others that will be used during the meeting.

- b. Once the concerned LGU Heads confirm their availability, the IPDO must ensure that the Unified or Regional MOA with the LGU is updated before conducting the meeting.
- c. If the Unified or Regional MOA needs to be updated before the meeting, the IPDO may ask the assistance of the RPO through the PPO to enhance/update the required document. If necessary, the IPDO shall update the SIA to ensure that LGU support is updated in preparation for the current year's implementation.
- d. The IPDO will conduct an SLP Orientation, if necessary, and will provide updates to the LGU officials on existing SLP livelihood projects in the area.

Note:

- *In instances where the FOs have completely served all the 4Ps beneficiaries, the SLP RPMO shall identify areas where a large number of prospective program participants based on the Program's eligibility definition is present. Prioritization of target areas will be facilitated through the use of the Barangay Ranking Matrix (BRM) tool.*

Tools	<ol style="list-style-type: none"> 1. Unified MOA [Annex C.1] 2. Regional MOA [Annex C.2] 3. SIA [Annex D] 4. BRM [Annex E]
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2. SOCIAL PREPARATION STAGE

DESCRIPTION
<p>The Social Preparation Stage shall serve as the foundation of the SLP in understanding the local context and livelihood activities of its target communities. This stage focuses on building rapport and gaining the trust of community members as part of preparing them to engage in the livelihood endeavors and opportunities of the Program.</p> <p>This stage promotes a collective process and participatory relationship between the Program and its participants, fostering a sense of ownership, co-ownership, and social responsibility among them. It also provides an opportunity to enhance the competencies and build the resources of program participants to help them start a microenterprise or maintain employment.</p> <p>The Social Preparation Stage is divided into four (4) primary activities: (1) <i>SLP Orientation</i>; (2) <i>SLP Association (SLPA) Formation</i>; (3) <i>Conduct of Capacity-Building Activities</i>; and (4) <i>Project Proposal Preparation</i>.</p>

OBJECTIVES
<p>The following are the objectives of the Social Preparation Stage:</p> <ol style="list-style-type: none"> 1. To orient the target program participants on the various tracks, modalities, vision,

goals, mandates, and grievance process of SLP.

2. To organize the SLP MD Track Participants who have opted to establish an association enterprise into an SLPA and assist them in the election of their officials as well as the formulation of their Constitution and By-Laws (CBL).
3. To provide program participants capacity-building activities focused on MD and EF, equipping them to actively participate in livelihood opportunities and guiding them in the preparation of the MAFs.
4. To facilitate the development of a project proposal and its attachments, including the preparation of requirements for opening a bank account and for the SLPA's CoA.

ACTIVITIES

The following are the activities under the Social Preparation Stage:

1. SLP Orientation

- a. Coordination with C/M/BLGU
- b. Administration of SLP EAPF
- c. Administration of Pre-Learning Assessment on SLP Orientation
- d. Conduct of SLP Orientation
- e. Administration of Post-Learning Assessment on SLP Orientation
- f. Encoding in the SLP IS

2. SLPA Formation

- a. Conduct of Organizational Development and Leadership Training
 - i. Development of Vision, Mission, Goals, and Objectives (VMGO)
 - ii. Election of Officers
 - iii. Development of CBL

3. Conduct of Capacity-Building Activities

- a. MEDT
- b. BEST
- c. Conduct of a SWOT Analysis for SLPAs
- d. Preparation of MAFs

4. Project Proposal Preparation

- a. Preparation of MP
- b. Preparation of CoA
- c. Preparation of Documents for Opening of Bank Account

(1) SLP ORIENTATION

Description	This process/activity aims to introduce and discuss the Program to the target participants, wherein they will learn the available tracks and modalities, the Sustainability Plan, Mission and Vision, Grievance process, and the responsibilities expected of them.
Expected Outputs	The following documents/tools shall be accomplished at the end of this process/activity: <ol style="list-style-type: none"> 1. SLP EAPF 2. SLP General Attendance Sheet 3. Conducted SLP Orientation 4. Pre- and Post-Learning Assessments
Duration	2 working days (Individual and SLPA)

Processes

Pre-Activity

1. The IPDO shall coordinate with the City/Municipal or Barangay LGU (C/M/BLGU) regarding the conduct of SLP Orientation in their jurisdiction.
2. The IPDO shall also request the assistance of the C/M/BLGU or the Livelihood Focal Person in informing the target program participants about the schedule of the SLP Orientation at least five (5) working days before the target schedule.
3. The IPDO shall also secure the venue and other needed logistical requirements for the orientation. The details of the orientation shall be appropriately communicated to the target program participants.
4. The IPDO shall secure a copy of all the standard learning materials from the Regional Training Officer (RTO) before conducting the SLP Orientation.

During

1. The IPDO shall administer the **SLP EAPF** to identify those who are eligible to proceed to the SLP Orientation proper.

Note:

- *Prior to the conduct of SLP Orientation, the IPDO needs to ensure that target program participants are already cross-matched with the SLP Database to ensure that they have not yet been served or have already served 5 years or more for initial qualification. During the activity, the target participants must be informed about the form's usage and purpose. Additionally, they must be reminded that all fields and information provided by them should be true and correct, as any falsification or misrepresentation of the information recorded may invalidate their application to the Program.*

a. *The Eligibility Assessment section of the form shall be skipped for the following participants:*

- *4Ps beneficiaries;*
- *Endorsed participants affected by natural disasters and human-induced hazards; and*
- *Area-Based Convergence participants.*

b. *The IPDO shall inform the target participants of the result of SLP EAPF. Those qualified shall proceed to the next step of the process. While those who are not qualified shall be endorsed to the partner external stakeholders for appropriate intervention.*

2. The IPDO shall secure the list of attendees for the SLP Orientation using the provided **SLP General Attendance Sheet**.
3. The IPDO shall administer the **Pre-Learning Assessment** stipulated in the **SLP Orientation Module/Slide**.
4. The IPDO shall observe the stipulated learning procedures in the **SLP Orientation Module**.
5. After the SLP Orientation, the IPDO shall administer the **Post-Learning Assessment** to measure the effectiveness of the orientation.
6. For target program participants who are no longer interested in joining SLP, the IPDO shall ensure that they will sign the **SLP Waiver Form**.

Post-Activity

1. The IPDO shall encode the information of the qualified program participants who attended the SLP Orientation in the SLP IS. While those who are not qualified will no longer be encoded in the SLP IS.
2. If any information is missing from the SLP EAPF, the IPDO shall contact the target program participant for the missing details/information.
3. All participants who signified discontinuation from the program and signed a waiver during the SLP Orientation shall no longer be encoded in the SLP IS.

Note:

- *Those who are not part of the original list of target 4Ps or non-4Ps households and who are not among the exempted participants in the Eligibility Assessment section of the SLP EAPF should only be encoded in the SLP IS after they have been assessed and found eligible to join the program.*

Tools	<ol style="list-style-type: none"> 1. SLP General Attendance Sheet [Annex F] 2. SLP Orientation Module 3. SLP Orientation Slide 4. SLP EAPF [Annex G]
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	5. SLP Waiver Form [Annex H]
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(2) SLPA FORMATION

Description	This activity is intended only for SLP MD Track participants who expressed their interest in managing an Association enterprise. It aims to organize them into an SLPA, which will include training on organizational development and leadership.
Expected Outputs	<p>The following should be completed or accomplished at the end of this activity:</p> <ol style="list-style-type: none"> 1. SLP General Attendance Sheet 2. Conducted Organizational Development and Leadership Training 3. Pre- and Post Learning Assessments 4. Organized SLPAs 5. Elected SLPA Officers 6. Crafted and Ratified CBL
Duration	2 working days (SLPA)

Processes

Organizational Development and Leadership Training	
<ol style="list-style-type: none"> 1. This training aims to introduce the MD program participants to various concepts and principles of the association. It will also cover leadership styles that are valuable for organizational development. 2. The output of this activity is the election of SLPA Officers, the drafting of Vision, Mission, Goals, and Objectives of the SLPA, and the crafting and ratifying of the CBL of the SLPA. 	
<u>Pre-Activity</u>	
<ol style="list-style-type: none"> 1. If the IPDO cannot act as the resource person (RP) for this training, the IPDO may seek the assistance of the PPO to scout a more suitable RP using LAMM. 2. The IPDO shall also request the assistance of the C/M/BLGU or the Livelihood Focal Person in informing the target program participants about the training schedule. 3. The IPDO shall also secure the venue and other logistical support for the orientation, and its details will be appropriately communicated to the program participants at least five (5) working days prior to the scheduled date. 4. The IPDO shall secure a copy of all the standard learning materials from the RTO before conducting the Organizational Development and Leadership 	

Training.

During

1. The IPDO shall secure the list of attendees for the training using the provided **SLP General Attendance Sheet**.
2. The IPDO shall administer the Pre-Learning Assessment stipulated in the **Organizational Development and Leadership Training Module/Slide**.
3. The IPDO shall observe the stipulated learning procedures in the **Organizational Development and Leadership Training Module**.
4. After the Organizational Development and Leadership Training, the IPDO shall administer the **Post-Learning Assessment** to measure its effectiveness.

Note:

- *As part of the SLP Branding, the organized Association must have an "SLPA" in their chosen official name.*

Post-Activity

1. The IPDO shall encode the information of the program participants who attended the Organizational Development and Leadership Training in the SLP IS.
2. All participants who signified discontinuation from the program and signed a waiver shall also be updated and recorded in the personal information of the specific program participant in the SLP IS.

Tools	<ol style="list-style-type: none"> 1. SLP General Attendance Sheet [Annex F] 2. SLP Organizational Development and Leadership Training Module 3. SLPA CBL [Annex I]
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(3) CAPACITY-BUILDING ACTIVITIES	
Description	<p>The SLP offers introductory capacity-building activities for both the MD and EF Track program participants. These mandatory in-house activities are designed to educate the program participants with essential knowledge in establishing a business or navigating the employment landscape. By equipping the program participants with these fundamental skills, the SLP empowers them to make informed decisions and pursue sustainable livelihood opportunities.</p> <p>The following are the two types of capacity-building activities per SLP track:</p> <ol style="list-style-type: none"> 1. MEDT - for MD Track program participants.

	<p>2. BEST - for EF Track program participants.</p> <p>During these activities, the program participants will also be guided in determining a suitable livelihood project. The livelihood proposals of SLPAs will also undergo the Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis to help them assess the project’s feasibility. Additionally, program participants will be assisted in completing the MAF, which will serve as the basis for the livelihood project proposals or MP to be prepared by the IPDO.</p>
<p>Expected Outputs</p>	<p>The following documents/tools shall be accomplished at the end of this process/activity:</p> <ol style="list-style-type: none"> 1. SLP General Attendance Sheet 2. Conducted MEDT or BEST 3. Pre and Post-Learning Assessments 4. Livelihood SWOT Analysis 5. MAF/s
<p>Duration</p>	<p>1 working day (Individual and SLPA)</p>
<p>Processes</p>	
<p><u>Pre-Activity</u></p> <p>1.a. MD Track: Within three (3) days after the SLPA Formation, the IPDO must conduct the MEDT for the SLPA program participants. Meanwhile, Individual MD Track program participants shall directly proceed to MEDT after the SLP Orientation. The IPDO may gather them in groups or with other SLPAs.</p> <p>1.b. EF Track: After the SLP Orientation, the IPDO must conduct the BEST for the EF Track program participants. Since they are individual program participants, the IPDO may gather them in groups.</p> <p>Note:</p> <ul style="list-style-type: none"> • <i>One-on-one sessions may be explored if there is only one program participant, but it is not encouraged and should only be used as a last resort.</i> <ol style="list-style-type: none"> 2. The IPDO shall secure and utilize the standard MEDT/BEST Modules, Gabay Workbook, and presentation slides that the RTO will cascade to them. 3. The IPDO is in charge of conducting the MEDT and BEST for program participants. However, in case the IPDO is not able to serve as the RP to conduct the MEDT and BEST, the IPDO must coordinate with the PPO for the identification of resource speaker/s from the list of SLP partners, such as National Government Agencies (NGAs), Non-Governmental Organizations (NGOs), CSOs, Micro-finance institutions, and Academe found in the P/C/MLAMM or request the assistance of the LGU Livelihood Worker to conduct 	

the training, if applicable.

Note:

- *If the resource speaker(s) will come from the partners, they may use their module, but they must incorporate the SLP MEDT and BEST modules with their Pre- and Post-Learning Assessments.*
4. After preparing the learning materials, identifying the resource speaker(s), and securing the venue along with other logistical needs, the IPDO shall inform the program participants and concerned partners/stakeholders of the schedule and venue **at least five (5) working days** before the training.

During

1. The IPDO shall secure the list of attendees for the MEDT/BEST using the provided **SLP General Attendance Sheet**.
2. The IPDO shall administer the **Pre-Learning Assessment** as indicated in the MEDT/BEST Modules and slides.
3. The IPDO shall observe the stipulated learning procedures in the **MEDT/BEST Modules**.
 - **MEDT** aims to prepare and enhance the skills of **MD Track** program participants in starting a microenterprise using available community assets while ensuring its resilience against potential risks.

Note:

- *The IPDO shall present the **C/MLAMM** during MEDT to provide realistic resources available in the community for their livelihood projects.*
- ***BEST** aims to educate and edify the skills of **EF Track** program participants in acquiring essential pre-employment requirements, practicing relevant workplace ethics, and building strong rapport with colleagues.*

Note:

- *For EF program participants who will require and avail of the STF-EF Modality - A Certification from the training provider indicating the amount of training must be provided.*
4. After the MEDT/BEST session, the IPDO shall administer the **Post-Learning Assessment** to gauge the participants' level of learning.
 5. Once SLPAs have identified their proposed livelihood projects, the IPDO shall conduct a **SWOT Analysis** using the **SWOT Analysis Tool**. The result of the SWOT Analysis shall serve as the initial assessment and reference regarding the feasibility of the project proposals.

- The IPDO shall then guide the SLPA and the individual MD and EF program participants in accomplishing the MAF. This form shall outline the program participants' proposed livelihoods or employment projects and serve as the basis for their project proposals.

Note:

- For SLPA, each modality they will avail should have an accomplished MAF.
- The MAF details the identified microenterprise/s, project costs, and procedures necessary to establish and operationalize livelihood project/s.
- While all MD modalities are applicable for SLPAs, only the SCF Modality will be available to individual MD program participants.

- After conducting MEDT/BEST, the participants will immediately prepare the project proposal and its attachments.

Note:

- For the program participants who are no longer interested in joining SLP, the IPDO shall ensure they will sign the **SLP Waiver Form**.
- All SLPA members **must attend** the SLP capacity-building activities for each Implementation Phase. However, if circumstances deem it impossible for **all** members to attend for valid reason/s, at least **75% of the members** must be able to participate.
- Members who attended the SLP capacity-building activities must commit to sharing (**retelling**) what they learned from the training with their fellow members who could not participate.
- The IPDO must emphasize to the SLP program participants the importance of **consistent attendance to training** and the value of **knowledge sharing within the association**. These factors can impact the collective result of their Competency-Based Assessment Tool (CBAT).

Post-Activity

- The IPDO shall encode the information of the program participants who **only** attended the MEDT/BEST in the SLP IS, including the results of the Pre- and Post-Learning Assessments.
- All participants who signified discontinuation from the program and signed the **SLP Waiver Form** shall have their personal information updated in the SLP IS to record their withdrawal from the program.

Tools	<ol style="list-style-type: none"> SLP General Attendance Sheet [Annex F] MEDT and BEST Modules MEDT and BEST Presentation Slides P/C/MLAMM [Annex B] SLPA Livelihood SWOT Analysis Tool [Annex J] MAF/s [Annex K]
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(4) PROJECT PROPOSAL PREPARATION

Description	The project proposal preparation involves two key components: the SLPA or Individual program participant preparing the MAF with guidance and support from the IPDO, and the IPDO developing the MP and its attachments. These documents detail the proposed livelihood project, outlining its objectives, required resources, and financial breakdown to ensure its viability and successful implementation.
Expected Outputs	<ol style="list-style-type: none"> 1. Accomplished MP 2. Drafted CoA 3. Drafted Documents for Opening a Bank Account (SLPA Resolution for Opening a Bank Account and Waiver of Rights for Landbank of the Philippines (LBP) Accounts)
Duration	2 working days (Individual and SLPA)

Processes

1. Once the MAF is completed, the preparation of the MP may commence.

The following attachments shall be compiled with the said document before facilitating its approval:

SLP Modality	Attachments
Microenterprise Development Track	
SCF	<ol style="list-style-type: none"> 1. SCF MAF prepared by the SLPA President or Individual Program Participant; and 2. Program of Works if the grants will be used for the establishment of a Common Service Facility.
Cash for Building Livelihood Assets Fund (CBLAF) <i>(for SLPA only)</i>	<ol style="list-style-type: none"> 1. MAF prepared by the SLPA President; and 2. Tenurial Agreements, any of the following: include usufruct, resolution, Deed of Donations, and Lease Contract.
Skills Training Fund - Microenterprise Development (STF-MD) <i>(for SLPA only)</i> <i>*As identified in the R/P/C/MLAMM, the participants may be referred to existing training providers offering free or counterpart training. The project proposal may cover the participants' meals, lodging, and transportation allowance</i>	<ol style="list-style-type: none"> 1. MAF prepared by the SLPA President

Employment Facilitation Track

EAF	1. Accomplished MAF-EAF
Skills Training Fund - Employment Facilitation (STF-EF)* <i>*As identified in the R/P/C/MLAMM, the participants may be referred to existing training providers offering free or counterpart training. The project proposal may cover the participants' meals, lodging, and transportation allowance.</i>	1. Accomplished MAF-STF-EF 2. Certification from the training provider indicating the enrollment and amount of training fee

Preparation for the SLPA's CoA and Opening of Bank Account:

1. In preparation for the submission of the MP to the SLP RPMO, the following documents shall also be prepared as attachments to the MP of SLPAs for onward review of the SLP RPMO and signature of the Regional Director/Minister during the Resource Mobilization Stage:
 - a. CoA for SLPAs
 - b. SLPA's Resolution for the Opening of Bank Account
 - c. Endorsement Letter for Opening of Bank Account
 - d. Waiver of Rights (*as an attachment but not for signature of Regional Director/Minister*)

The SLPAs are required to open a bank account with the LBP or any accessible government-owned or controlled financial institutions and privately owned banks duly authorized by the Bangko Sentral ng Pilipinas (BSP). Individual participants may also opt to open a bank account.

The attachments mentioned above (1.b,c,d) serve as the requirements for opening a bank account at the LBP. For the Individual Program Participants, should they opt to open a bank account with LBP, the only requirement is one (1) original valid photo-bearing government-issued ID or DSWD-issued 4Ps ID.

Note:

- *The Social Preparation Stage only includes the IPDO preparing the CoA using the provided template. For the detailed process for approval and issuance of CoA, please refer to the Resource Mobilization Stage.*

Encoding of SLPA Information and Members in the SLP IS

1. Once the project proposal preparation is completed, the IPDO shall encode the details of the SLPA in the SLP IS.
2. The members of each SLPA shall also be identified in the system.

3. Once the SLPA is encoded in the system, an auto-generated SLPA ID number will be assigned for each SLPA, which acts as a unique ID number for easy tracking of the IPDO throughout the process.

Uploading of Digitized MP and its Attachments to the PGD

1. Upon completion of the MP, along with the MAF, drafted CoA, and other pertinent attachments as mentioned above, the IPDO shall upload the digitized copies of the said documents to the PGD. For SLPA, the scanned CBL must also be uploaded to the PGD for reference of the SLP RPMO upon reviewing the requirements for the CoA.
2. The digital copy of the MP to be uploaded in the PGD should be in an editable format. For the other attachments, these must also be submitted in editable formats, except for documents that do not require further editing (e.g. Guaranteed Employment Certificate, SLPA's Resolution in Opening a Bank Account, Waiver of Rights, etc.), which should be in a PDF.
3. During the Resource Mobilization Stage, these documents will be submitted for review and evaluation by the P/AC at the Provincial Level and subsequently at the Regional Level to ensure compliance, accuracy, and completeness of the proposal; and
4. Once the MP is approved at the Regional Level through the PGD, the IPDO shall print the document so that the authorized signatories can affix their wet signatures.

Tools

1. MP [Annex L]
2. CoA [Annex M]
3. SLPA Waiver of Rights for Bank Account Opening for LBP [Annex N]
4. SLPA Resolution in Opening of Bank Account [Annex O]
5. Endorsement Letter for Opening of Bank Account (for SLPA) [Annex P]

(5) PROCESS FOR THE WITHDRAWAL OF INDIVIDUAL PROGRAM PARTICIPANT AND SLPAs

Replacement of the Program Participant BEFORE the Release of Grants:

1. The IPDO *shall secure a waiver from the program participants* who are no longer interested in participating in the Program.
2. In instances where the outgoing (waived) program participant is unable to sign the waiver after every means has been tried, the IPDO must inform the SLP RPMO through the P/AC by means of a case report.

3. For individual program participants, the replacement should come from the same household.
4. For the SLPA, they may replace the waived member(s) with those eligible to participate in the Program. It is highly recommended that the replacement should come from the same household. If no household member is qualified or willing to participate in the Program, the IPDO must identify someone eligible from the same or adjacent barangay of the identified 4Ps household.

Note:

- *In the event of a member's death, the same rules apply.*

5. The IPDO shall ensure that the replaced member(s) passes the SLP eligibility requirements and shall be provided an SLP orientation.
6. For the SLPA, the Association must issue a resolution on replacing and accepting its new member(s). A resolution copy shall be forwarded to the IPDO for onward submission to the P/AC. The P/AC shall acknowledge the replacement and inform the SLP RPMO.
7. In cases where the entire SLPA withdraws after the SLPA Formation, the IPDO shall conduct an assessment and submit a case report to the P/AC and the SLP RPMO. **The SLPA shall issue a resolution on their withdrawal to be signed by at least 75% of the members.** In cases where the outgoing SLP members are unable to prepare and sign a resolution regarding their withdrawal from the program despite all efforts, the IPDO must inform the SLP RPMO through the P/AC by means of a case report.
8. The replacement of a program participant or withdrawal of SLPA before the release of the grant shall be recorded in the SLP IS. The new eligible program participant (replacement) shall be encoded in the SLP IS after acquiring all required information.

Note:

- *For the process of replacement of program participants **after the release of grants**, please refer to the Resource Mobilization Stage.*

3. RESOURCE MOBILIZATION STAGE

DESCRIPTION

The Resource Mobilization Stage involves (i) the assessment of proposed livelihood projects to ensure their feasibility and economic viability and (ii) the approval and processing of the project proposal. The final output of this stage is the release of grants to the program participants/SLPAs along with the accomplished GAR.

This stage shall undergo six (6) processes, namely (1) Project Proposal Review at the Provincial Level, (2) Project Proposal Review at the Regional Level, (3) Project Proposal Approval, (4) Processing of Proposals at the Financial Management Division for Funding, (5) Conduct of Financial Education Session Before the Release of Grants, and (6) Release and Receipt of Grants to SLPA/Individual program participants. This stage also discusses the processes involved in case of withdrawal/replacement of program participants after the release of grants.

OBJECTIVES

The following are the objectives of the Resource Mobilization Stage:

1. To guide the IPDOs, P/ACs, and the SLP RPMO in reviewing and approving the project proposals following the SLP guidelines and existing government accounting and auditing rules and procedures.
2. To equip program participants with the necessary financial management skills for the proper and efficient utilization of funds.
3. To facilitate proper disbursement of grants, while ensuring the program participants are guided in accomplishing the GAR.
4. To provide guidance on the withdrawal/replacement of program participants after the release of grants.

ACTIVITIES

1. Project Proposal Review at the Provincial Level
2. Project Proposal Review at the Regional Level
3. Project Proposal Approval
4. Processing of Project Proposal at the Financial Management Division
5. Conduct of Financial Education Session Before the Release of Grants
6. Release and Receipt of Grants to SLPA/Individual Program Participants
7. Process for the Withdrawal/Replacement of Program Participants After the Release of Grants

Duration: 15 days in total

(1) PROJECT PROPOSAL REVIEW AT THE PROVINCIAL LEVEL	
Description	The project proposal review at the Provincial Level is part of the Resource Mobilization Stage that assesses the MP based on the different aspects of microenterprise and employment and on the completeness of requirements submitted at the provincial level. During the review process, action points will be identified for the proposals that will be approved, deferred, or disapproved by the P/AC.
Expected Outputs	<ol style="list-style-type: none"> 1. Accomplished Project Assessment Tool/s (PAT) for SLPAs by the P/AC. 2. Reviewed and approved digitized and/or scanned copies of MP and other pertinent attachments by the P/AC at the Provincial Level
Duration	1 working day (Provincial Level)
Processes	
Project Proposal Review at the Provincial Level	
<ol style="list-style-type: none"> 1. The MP submitted by the IPDO shall undergo an assessment at the provincial level by the P/AC using the PAT. 2. The following are the criteria for assessment at the provincial level: <ol style="list-style-type: none"> a. Passing the indicators of the PAT for the association enterprise of the SLPA. <p>Note:</p> <ul style="list-style-type: none"> • <i>The PAT is exclusively for SLPA project proposals and is not applicable to individual program participants. However, IPDOs must continue to exercise due diligence when assessing proposed individual livelihood projects under MD and EF. To aid in evaluation, P/ACs may utilize the updated Provincial, and C/MLAMM to assess individual project proposals for MD and EF as the basis for the approval.</i> • <i>Completeness of necessary attachments and other documents per modality.</i> <p>The following are the necessary attachments and documents:</p> <ol style="list-style-type: none"> i. MD Project Proposal for Association <ol style="list-style-type: none"> (i.1) SCF Proposal - MAF (i.2) CBLAF Proposal - MAF, and Tenorial Agreements, any of the following: usufruct, resolution, deed of donations, and contract lease. (i.3) STF-MD - MAF 	

Note:

- For SLPA project proposal, the IPDO must attach the MP, CoA, Endorsement Letter to open a bank account, SLPA Resolution to open a bank account, Waiver of Rights, and CBL

ii. MD Project Proposal for Individual

(ii.1) SCF - MP and MAF

iii. EF Project Proposal

(iii.1) EF - MP, MAF (EAF and ST), Proof of Employment/Certificate of Guaranteed Employment from the employer, and Certificate from Service Provider for Enrollment and Amount of Training Fee.

- b. The following are the minimum criteria in assessing the proposed MD and EF project:

SLP Modality	Criteria for Assessment
SCF	SLPA Enterprise 1. The proposed project must be viable and must meet the criteria outlined in the PAT for SCF-SLPA with at least 10 indicators met; 2. With positive income as reflected in MAF; and 3. Organizational readiness of the SLPA in the management of grants, enterprise, and their association as reflected in the CBL.
	Individual Program Participants 1. The proposed project must be approved based on the assessment conducted by the IPDO and P/AC, utilizing the updated P/C/MLAMM as reference; and 2. With positive income as reflected in the MAF.
STF-MD	1. Use of the STF in the enterprise(s) of the SLPA; 2. Justification for the proposed training; and 3. Portfolio of the partner(s) institution on the conduct of the training (quality of training, technical expertise of the partner, other possible arrangements concerning the conduct of training that are beneficial both for the program participants and the partner institution).

CBLAF	<ol style="list-style-type: none"> 1. Use of asset or common service facility to be established/enhanced that will contribute to the development/profitability of the micro-enterprise of the SLPA; 2. The counterpart of the LGU (from other programs) and/or other identified partner/s as to financial and/or other logistical support, which includes maintenance of the assets developed/rehabilitated; and 3. Tenurial agreement on the use of land between the SLPA and the landowner.
EAF	<ol style="list-style-type: none"> 1. Certificate of Guaranteed Employment from the employer; and 2. Nature of employment, duration of work, area of assignment/location, monthly wage, etc.
STF-EF	<ol style="list-style-type: none"> 1. Type of training and justification for the proposed training, such as nature of employment, duration of work, area/s of assignment/location, monthly wage, etc.

3. After the Provincial Level review, the digitized file/scanned copy of the MP, along with the CoA and other required attachments, shall be endorsed by the P/AC through the PGD/SLP IS to the RPC within one (1) working day for review and approval at the Regional Level.

4. The status of the MP must be updated in the SLP IS and MP Tracker in the PGD once the review of the P/AC is completed.

Note:

- *The RMEF shall create the consolidated MP tracker Google Sheet in the PGD and must share it with SLP POO and mainstreamed/assigned staff in the Budget, Accounting, and Cash Sections.*

5. The following are the action points of the P/AC **after** reviewing the MP:

Result of Assessment	Actions to be Undertaken
Approved Proposals for Endorsement to the RPC	1. The P/AC shall endorse all approved MP and other pertinent attachments, including the CoA, to the RPC within one working (1) day after the assessment.

Note:

- *The P/AC may **defer** the endorsement of the MP and other attachments, particularly the CoA, should s/he have reservations about the execution of Pre-Implementation and Social Preparation activities and may request the IPDO to provide additional documents or to facilitate further necessary activities.*

Deferred Proposals	<ol style="list-style-type: none"> 1. The P/AC shall immediately inform the concerned IPDO of the findings of the submitted MP through a memorandum or other means of communication not exceeding two (2) working days after the assessment. 2. The IPDO must submit the missing attachments or must revise/reconstruct the MP based on the findings of the P/AC, not exceeding three (3) working days upon receipt of the notice. 3. The IPDO must consult the SLPA should there be a need for revision or reconstruction of the MP.
Disapproved Proposals	<ol style="list-style-type: none"> 1. The P/AC shall immediately inform the concerned IPDO of the findings of the submitted MP through a memorandum or other means of communication, not exceeding two working (2) days after the assessment. 2. The SLPA or individual program participant may opt to submit a new project proposal with the assistance of the IPDO, which shall undergo the usual assessment procedures. Otherwise, the SLPA or individual program participant shall submit a resolution or written documentation indicating that they are no longer interested in pursuing their livelihood project.
Tools	<ol style="list-style-type: none"> 1. PAT/s [Annex Q] 2. MP Tracker in the PGD [Annex AO]

(2) PROJECT PROPOSAL REVIEW AT THE REGIONAL LEVEL

Description	The project proposal review at the Regional level is part of the Resource Mobilization stage that assesses the submitted MP and other pertinent documents at the Regional Level. The RPC reviews and approves the uploaded MP as to the completeness of requirements and other documents uploaded in the PGD. During the review process, action points will be identified for the proposals that will be approved, deferred, or disapproved by the RPC.
Expected Outputs	<ol style="list-style-type: none"> 1. Reviewed and Approved MP and other pertinent attachments by the RPC at the Regional Level; and 2. Endorsed the CoA to the Regional Director/Minister
Duration	4 working days (Regional Level)

Processes

Project Proposal Review at the Regional Level

1. Upon receipt of the endorsed digitized MP from the Province, along with the CoA and other attachments, the SCO or designated staff from the SLP RPMO shall review the CoA and provide a number code distinct to a specific SLPA. The designated staff shall ensure the following requirements:
 - a. The presence of the SLPA in its stated address and area of operation;
 - b. The SLPA has an identified membership and leadership and a defined organizational structure; and
 - c. The SLPA has undergone appropriate Social Preparation activities from SLP before the provision of livelihood grants.

Note:

- *The abovementioned requirements may be verified through review of documents such as the SLPA's CBL and recorded attendance for Social Preparation activities in the SLP IS. However, the RPMO may also conduct further validation, including random on-site visits.*
- *The accreditation process of SLPAs shall be led by the SCO of the SLP RPMO. The IPDO is only in-charge of the preparation of the CoA and ensuring compliance with all necessary requirements together with the SLPAs.*

2. Once the CoA is cleared with the SCO, the RPC shall immediately verify the proposals. **The RPC shall only review the MP and its attachment as to:** (a) program standards and parameters and (b) completeness and correctness of attachments as identified in the *Review and Approval at the provincial level stage*.
3. The RPC must review and approve the uploaded MP within one (1) working day. Once approved, the RPC shall inform the P/AC and IPDO to print and subsequently forward the same, together with all the original documents that require the approval of the Regional Director/Minister, within three (3) working days to the SLP RPMO for signature.
4. The RPC shall sign the recommended MP, which must be forwarded and/or endorsed along with the CoA and Endorsement Letter to Open a Bank Account to the Regional Director/Minister for approval and subsequent processing and funding by the concerned FO FMD.
5. The following must be undertaken after the assessment/review:

Results of the Review	Actions to be undertaken
	1. For the MD Track , all approved MPs, with the CoA and

Approved Proposals for MD and EF	<p>Endorsement Letter to Open a Bank Account, shall be forwarded to the Regional Director/Minister for approval and onward processing and funding at the concerned Financial Management Division (FMD).</p> <p>2. For the EF Track, all approved MPs shall be forwarded to the Regional Director/Minister for approval and onward processing and funding at the concerned FMD.</p>
Deferred Proposals	<p>1. The RPC shall inform the P/AC through a memorandum or other means of communication on the deferment of the submitted MP not exceeding two (2) working days after the assessment.</p> <p>2. The P/AC shall comply with the findings within three (3) days after receipt of the memorandum.</p> <p>3. Deferred project proposals may or may not undergo project assessment depending on the findings and instructions of the SLP RPMO.</p>
Disapproved Proposals	<p>1. The RPC to issue a memorandum or other means of communication addressed to the P/AC immediately informing that the MP has been irrevocably disapproved due to unmet program standards. The P/AC shall relay to the IPDO the results of the RPC's review and assessment, and the IPDO shall inform the program participant and/or the SLPA.</p> <p>2. The program participant/SLPA may opt to submit a new MP through the IPDO, which shall undergo the usual assessment procedures. Otherwise, the program participant/SLPA shall submit a resolution or written documentation indicating that they no longer intend to pursue their participation in SLP.</p>

(3.a) PROJECT PROPOSAL APPROVAL

Description	The project proposal approval process is undertaken at the Regional Office, wherein the Regional Director/Minister is the approving authority. Before the approval of the RD/Minister, the project proposals shall undergo a review process at the SLP RPMO to ensure that they are compliant with the SLP Guidelines.
Expected Outputs	Approved MP with CoA and Endorsement Letter to Open a Bank Account
Duration	2 working days

Processes	
<p>1. The Regional Director/Minister shall only approve the MP and CoA. An Endorsement Letter, which is part of the requirement for opening a bank account, shall also be signed by the RD/Minister. Once the MP is approved and signed by the RD/Minister, the Administrative Assistant of the Office of the Regional Director/Minister shall endorse the approved MP and other documents to SLP RPMO through the RMEF.</p> <p style="margin-left: 40px;">a. For SLP individual program participants who opt for cash advance payroll through an SDO or cheque, the RMEF shall prepare the ORS and DV, attaching the approved MP. These documents will then be submitted to the Regional Director/Minister or their authorized officer for signature under <i>Box A</i> of the DV.</p> <p style="margin-left: 40px;">b. For SLPA and individual program participants who opt to open a bank account or process transactions via ADA, they must first complete the Opening a Bank Account sub-process before the RMEF proceeds with the preparation of the ORS and DV.</p> <p>2. The RMEF/RMEO is responsible for updating the SLP IS for all actions/progress of the approved <i>MP</i> until its endorsement for funding and for ensuring that the P/AC, PMEO, and IPDO are informed on the status.</p> <p>Note:</p> <ul style="list-style-type: none"> • <i>The SLP RPMO must secure a copy of the approved MP through scanning and uploading in the PGD/SLP IS.</i> 	
Attachments	<ol style="list-style-type: none"> 1. Recommended MP by RPC; 2. CoA (Association only); and 3. Endorsement Letter to Open a Bank Account.

(3.b) OPENING OF A BANK ACCOUNT	
Description	This activity aims to discuss the process of opening a bank account for SLPA and individual MD program participants, which is essential in the releasing of grants under the MD Track.
Expected Output	Bank Account with Land Bank of the Philippines (LBP) or any accessible government-owned or controlled financial institution and privately owned banks duly recognized by the <i>Bangko Sentral ng Pilipinas</i> (BSP)
Duration	1 working day
Processes	
Opening of SLPA Bank Account	
<ol style="list-style-type: none"> 1. Upon approval of the CoA and Endorsement Letter for opening a bank account by the Regional Director/Minister or his/her authorized signatory, the SLP RPMO shall endorse the said documents to the P/AC for subsequent sharing with the IPDO. 	

2. Once received, the IPDO is responsible for informing and assisting the SLPA or individual MD program participant in obtaining the following requirements needed for opening a bank account:
 - a. Signed Endorsement Letter;
 - b. Signed Waiver of Rights [for DSWD and Bank (if any)];
 - c. Signed and notarized SLPA Resolution to open a bank account;
 - d. CoA for SLPA;
 - e. Valid Government-issued ID/s or 4Ps ID of the authorized signatory/ies; and
 - f. Other requirements by the bank (if any).
3. Once prepared, the SLPA President and the Treasurer as the authorized signatories of the SLPA, shall open a savings bank account under the name of the SLPA. The individual MD program participant who chose to open a bank account shall open a savings account under his/her name.
4. The SLPA or the individual MD program participants must prioritize opening a bank account at any Land Bank of the Philippines (LBP) branch following the existing MOA between DSWD and LBP.
5. If opening a bank account with the LBP is not possible, the SLPA may open a bank account with any accessible government-owned or controlled financial institutions or privately owned banks duly recognized by the *Bangko Sentral ng Pilipinas* (BSP). The DSWD FO may follow the same provisions in the MOA with LBP, particularly on the requirements of opening a bank account, subject to coordination and agreement with the financial institution.
6. The DSWD FO may forge a partnership agreement through a MOA or a Memorandum of Understanding (MOU) with banks and other financial institutions authorized by BSP to provide the SLPAs and other SLP program participants access to financial services such as the opening of a bank account, micro-credit, savings, etc.
7. Once the SLPA or the individual MD program participant successfully opens a bank account, the IPDO shall submit to the SLP RPMO the screenshot/photocopy of the Passbook of the SLPA Bank account or the Automated Teller Machine (ATM) card of the individual program participant to ensure the correct account name and account number.
8. Upon receipt of the screenshot/photocopy of the Passbook of the SLPA bank account or the ATM card of the individual MD program participant, the RMEF shall prepare the ORS and DV to be attached to the approved MP and be forwarded to the Regional Director/Minister or his/her authorized officer for signature under *Box A* of the DV.
9. Once *Box A* of the DV has been signed, the Administrative Assistant of the Office of the Regional Director/Minister shall endorse the ORS, DV, and the approved MP with its supporting documents to the FMD.

10. For Cash Advance transactions through the SDO, the IPDO shall prepare the Cash Assistance Payroll (CAP) based on the submitted MP.	
Attachments	<ol style="list-style-type: none"> 1. Signed Endorsement Letter 2. Signed and Notarized SLPA Resolution to Open a Bank Account 3. Signed Waiver of Rights 4. Signed CoA 5. Valid ID/s of the Authorized Signatory/ies

(4) PROCESSING OF PROJECT PROPOSAL AT THE FINANCIAL MANAGEMENT DIVISION (FMD) - (BUDGET, ACCOUNTING, AND CASH) FOR FUNDING

Description	After the approval of the MP by the Regional Director/Minister, the Obligation Request and Status (ORS) and DV shall undergo review by the Financial Management Division (FMD) of the Field Office (FO) to ensure that these are compliant with accounting and auditing procedures.
Expected Outputs	<ol style="list-style-type: none"> 1. Approved ORS 2. Approved DV 3. Approved Cheques and/or ADA 4. Prepared Payroll for CAP
Duration	3 working days to Budget Section 2 working days to Accounting Section 2 working days to Cash Section

Processes

<p>1. Processing of Project Proposals at the Budget Section</p> <p>Once the approved MP and its attachments are received by the SLP RPMO mainstreamed/assigned staff of the Budget Section, they shall exercise the following:</p> <ol style="list-style-type: none"> a. Validate the completeness of the following documents: <ul style="list-style-type: none"> ● Approved MP ● Approved CoA (SLPA only) ● Photocopy/screenshot of passbook/ADA (SLPA) and/or ATM card (Individual program participant) ● ORS ● DV b. The mainstreamed/assigned SLP RPMO Administrative Assistant must ensure that the Chief Budget Officer signs the ORS on <i>Box B</i> of the ORS within three (3) working days.
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Note:

- *For the approval of ORS, the SLP RPMO mainstreamed/assigned staff should refer to Administrative Order No. 16, series of 2019 - Delegation and Delineation of Authority under Item K for Obligation.*
- c. The SLP RPMO mainstreamed/assigned staff will transmit the same documents to the Accounting Section after the approval of the ORS and update the MP tracker in the PGD. The RMEF/RMEO shall update the status of the MP in the SLP IS.

2. Processing of Proposals at the Accounting Section

Once the approved ORS and MP, together with its attachments, are received by the SLP RPMO mainstreamed/assigned staff of the Accounting Section, they shall exercise the following:

- a. Validate the completeness of the following documents:
- Approved MP
 - Approved CoA (SLPA only)
 - Photocopy/screenshot of passbook/ADA (SLPA) and/or ATM card (Individual program participant)
 - Approved ORS
 - DV
- b. Once the SLP RPMO mainstreamed/assigned staff of the Accounting Section has reviewed and validated the accuracy of the documents, it shall be forwarded to the concerned Chief or Designated Officer in charge for signature of *Box C* of the DV within one (1) working day.
- c. The SLP RPMO mainstreamed/assigned staff shall update the MP tracker of the PGD once the voucher is approved.

Note:

- *For the approval of DV, the SLP RPMO mainstreamed staff should refer to Administrative Order No. 16, series of 2019 - Delegation and Delineation of Authority under Item M for Disbursement.*
- d. The SLP RPMO mainstreamed/assigned staff shall transmit the approved voucher to the Office of the Regional Director/Minister or Designated Officer in Charge for the approval of *Box D* of the DV.
- e. Once the DV is approved, it will be forwarded to the Cash Section for the preparation and processing of cheques and/or ADA within one (1) working day.

3. Processing of Proposals at the Cash Section

Once the approved DV and MP, together with its attachments, are received by the SLP RPMO mainstreamed/assigned staff of the Cash Section, they shall exercise the following:

- a. Validate the completeness of the following documents:
 - Approved MP
 - Approved CoA (SLPA only)
 - Photocopy/screenshot of passbook/ADA (SLPA) and/or ATM card (Individual program participant)
 - Approved ORS
 - DV
- b. The Cash Section will prepare and facilitate the approval of cheques and/or ADA within two (2) working days.
- c. The SLP RPMO mainstreamed/assigned staff shall update the MP tracker in the PGD once the cheque is available.

Note:

- *For the approval of DV, the SLP RPMO mainstreamed staff should refer to Administrative Order No. 16, series of 2019 - Delegation and Delineation of Authority under Item P for Check, Advice to Debit Account.*

- d. The RMEF/RMEO must update the status in the SLP IS and coordinate with the SLP RPMO mainstreamed/assigned staff on the schedule of release of cash/cheques/ADA.
- e. Once the schedule for the release of cash/cheques/ADA is specified, the RMEF shall inform the P/AC and IPDO.

Note:

- *The same process, timeline, and documents as the attachment will apply in the processing of MP or project proposals for Project Development and Advancement Grant (PDAG) and Graduation Incentive at the FMD.*

(5) CONDUCT OF FINANCIAL EDUCATION BEFORE THE RELEASE OF GRANTS

Description	The Financial Education is a preparatory capacity-building activity that must be conducted before the release of SLP grants to the SLPA or individual program participants. It provides knowledge to program participants regarding financial literacy, promoting a holistic and responsive approach. This activity aims to capacitate the program participants with practical skills and knowledge on budgeting, savings, investment, insurance, and prevention against financial scams.
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Expected Outputs	<ol style="list-style-type: none"> 1. SLP General Attendance Sheet 2. Conducted Financial Education 3. Pre- and Post-Learning Assessments
Duration	2 hours
<p><u>Pre-Activity</u></p> <ol style="list-style-type: none"> 1. The IPDO must conduct the Financial Education Session to SLP participants before the release of grants. <p>Note:</p> <ul style="list-style-type: none"> • <i>One-on-one sessions may be explored if there is only one program participant, but it is not encouraged and should only be used as a last resort.</i> <ol style="list-style-type: none"> 2. The IPDO shall secure and utilize the standard Financial Education Module, Gabay Workbook, and presentation slides that will be cascaded to them by the RTO. 3. In case the IPDO is not able to administer the Financial Education Session as the Subject Matter Expert (SME), the IPDO must coordinate with the PPO for the identification of resource speaker/s from the list of SLP partners, such as National Government Agencies (NGAs), Non-Governmental Organizations (NGOs), CSOs, microfinance institutions, or academe found in the P/C/MLAMM, or may request the assistance of the LGU Livelihood Worker to conduct the training, if applicable. <p>Note:</p> <ul style="list-style-type: none"> • <i>If the resource speaker(s) will come from partners, they may use their module but must incorporate the SLP Financial Education module with its Pre- and Post-Learning Assessments.</i> <ol style="list-style-type: none"> 4. After preparing the learning materials, identifying the resource speaker/s, and securing the venue, the IPDO shall inform the program participants and concerned stakeholders of the schedule and venue at least five (5) working days before the training. <p><u>During</u></p> <ol style="list-style-type: none"> 1. The IPDO shall secure the attendees' list using the provided SLP General Attendance Sheet. 2. The IPDO shall administer the Pre-Learning Assessment as indicated in the module and slides. 3. The IPDO shall observe the stipulated learning procedures in the Financial Education module that focuses on the following topics: 	

- a. Financial Budgeting
 - b. Savings
 - c. Investment and Insurance
 - d. Measures to Prevent Scams
4. After the session, the IPDO shall administer the **Post-Learning Assessment** to gauge the program participants' level of learning.

Note:

- *For the target participants who are no longer interested in joining SLP, the IPDO shall ensure they will complete the **SLP Waiver Form**.*
- *All SLPA members **must attend** the SLP capacity-building activities for each implementation phase. However, if circumstances deem it impossible for **all** members to attend for valid reasons, at least **75% of the members** must be able to participate.*
- *Members who attended the SLP capacity-building activities must commit to relay (**retell**) what they learned from the training to their fellow members who could not attend.*
- *The IPDO must emphasize to the SLP participants the importance of **consistent attendance to training** and the value of **knowledge sharing within the association**. These factors can impact the collective result of their Competency-Based Assessment Tool (CBAT).*

Post-Activity

1. The IPDO shall encode the information of the program participants who only attended the Financial Education Session in the SLP IS, including the results of the Pre- and Post-Learning Assessments.
2. All participants who signified discontinuation from the program and signed the **SLP Waiver Form** shall have their personal information updated in the SLP IS to record their withdrawal from the program.

Tools	<ol style="list-style-type: none"> 1. SLP General Attendance Sheet [Annex F] 2. Financial Education Module 3. Financial Education Presentation Slides 4. SLP Waiver Form [Annex H]
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(6.a) RELEASE OF GRANTS TO SLPA/INDIVIDUAL PROGRAM PARTICIPANTS

Description	Actual Disbursement/Release of Cheque, or ADA to the SLPA and Individual Program Participants.
Expected Outputs	<ol style="list-style-type: none"> 1. Release of grants through Cheque 2. Release of grants through ADA 3. Release of grants through CAP
Duration	1 working day

Processes	
Provision of modalities	
<u>For SLPAs:</u>	
<ol style="list-style-type: none"> 1. For SLPAs, the grants shall be released through a cheque under the account name of the SLPA or directly to their bank account through ADA (<i>applicable for LBP transactions only</i>) and following existing government auditing and accounting rules and procedures. 	
<u>For Individual Program Participants:</u>	
<ol style="list-style-type: none"> 1. The SCF must be directly released to the individual program participant(s) through a cheque or ADA (<i>applicable for LBP transactions only</i>) or CAP, and following existing government auditing and accounting rules and procedures; 2. The STF and EAF must be directly released to individual program participants through a cheque or cash from the Cash Section or authorized SDOs (for Cash) or ADA, following existing government auditing and accounting rules and procedures. 	

(6.b) RECEIPT OF GRANTS OF SLPA/INDIVIDUAL PROGRAM PARTICIPANTS	
Description	This process indicates that the grants received by the SLPA/Individual program participants are to be used solely for the approved livelihood project.
Expected Outputs	Accomplished GAR
Duration	N/A
Processes	
Receipt of Grants by the SLPA and Individual Program Participants	
<p>The SLPA, through the President, or individual program participants, shall accomplish and sign the GAR upon acceptance of the grant. All SLP program participants must be aware that the grants are to be used strictly in accordance with the approved MAF and MP.</p> <p>Note:</p> <ul style="list-style-type: none"> • <i>The DVs and CAP must be properly accomplished and secured for the SDO's liquidation report.</i> • <i>The IPDO shall encode the project information status of the SLPA and individual program participants in the SLP IS.</i> 	

Authorized Representative to Receive the Grants for Individual Program Participants

The individual program participant must be the one to receive the grant. In his/her absence for valid reason/s, an authorized representative may receive the grant on his/her behalf, provided that an authorization letter bearing the name, signature, and photocopy of the identification card of the program participant is presented.

Moreover, the authorized representative must be of legal age, a member of the household or relatives, ideally within the 1st degree of consanguinity or affinity, and is allowed to receive the grant on behalf of the program participant. No DSWD personnel is allowed to receive the grant of the program participant for any reason.

The following are considered valid IDs that can be presented by the program participant or his/her authorized representative:

- Philippine Identification System ID or Philippine Identification Card
- Passport
- Driver's License;
- Social Security System-Unified Multi-Purpose ID (SSS-UMID);
- Government Service Insurance System (GSIS) E-card;
- Postal ID;
- Professional Regulation Commission (PRC) ID;
- Integrated Bar of the Philippines (IBP) ID;
- Overseas Workers Welfare Administration (OWWA) ID;
- Overseas Filipino Workers (OFW) ID;
- Seaman's Book;
- Senior Citizen's ID
- Tax Identification Number ID;
- Philippine Health Insurance Corporation (PhilHealth) ID;
- Persons with Disabilities (PWDs) ID;
- Solo Parent ID; and
- Any other government-issued ID with the full name, picture, complete address, and signature. For this, the SLP participant may be required to present additional documentary requirements as specified below.

The following are the extreme or unavoidable circumstances that warrant a representative to claim the grants on behalf of the enlisted SLP program participant with the corresponding documentary requirements, which must be submitted as part of the liquidation report:

- a. Hospitalization of the program participant prior to or during the grant releasing - The claimant must present the following: 1) a duly signed Certification from the attending physician of the SLP program participant citing the latter's inability to attend the scheduled releasing; 2) a duly

signed authorization letter of the claimant to receive the grants; and 3) Valid ID of the SLP program participant and the claimant.

- b. Newborn Mothers - The claimant must present the following: 1) a duly signed Certification from the attending physician of the grant recipient citing the latter's inability to attend the scheduled releasing or a Certification issued by the Barangay Captain; 2) a duly signed authorization letter from the claimant to receive the grants; and 3) Valid ID of the SLP program participant and the claimant.
- c. Permanent Disability - The claimant must present the following: 1) a duly signed Certification from the attending physician of the grant recipient citing the latter's inability to attend the scheduled releasing or a Certification issued by the Barangay Captain; duly signed authorization letter from the claimant to receive the grants; and 3) Valid ID of the SLP program participant and the claimant.
- d. Other cases may be considered subject to the assessment of the IPDO on the condition that the following minimum documents shall be presented by the claimant: 1) a duly signed authorization letter of the claimant to receive the grants; 2) valid ID of the SLP program participant and the claimant; and 3) any certification to justify the reason for the inability of the SLP program participant to attend the scheduled releasing of grants.

Misuse of Funds by the SLPA and Individual Program Participants

Any misuse of funds, such as for personal use or purchases unrelated to the approved livelihood project, will result in sanctions, including possible disqualification from receiving further financial assistance from the Department. In this regard, the following are the actions to be taken by the PDO:

- a. If there are findings of any misuse during the monitoring of fund utilization, the case report of the PDO shall be a sufficient basis for the SLP RPMO to formally notify the erring individual program participant or the SLPA.
- b. Through the assigned PDO, the program participant or the SLPA will be formally notified in writing by the SLP RPMO and be given 15 calendar days from receipt to provide an explanation as to why the disqualification should not be implemented.

- c. The P/AC may also require a separate meeting with the program participant or SLPA to clarify the circumstances of the fund misuse, or the same may be coursed through the concerned Barangay LGU for said clarifications. The minutes of the meetings shall be secured by the assigned PDO for reference by the DSWD.
- d. Following receipt of the official response or the expiration of the response period, the assigned PDO and P/AC will submit a recommendation to the Regional Director/Minister or his/her designated representative regarding the imposition or non-imposition of the sanction based on their assessment of the circumstances of the fund misuse.
- e. An imposition of a sanction against an SLPA may disqualify all the members of said association from further Program financial assistance or grants.
- f. The final decision of the Regional Director/Minister or his/her designated representative will be communicated to the program participant or SLPA without delay. Through the SLP RPMO, the Regional Director's/Minister's decision on SLP sanctions for the program participant or SLPA will be sent to the relevant Department programs for applicable disciplinary action or other measures as per their guidelines.

The PDOs who participate in the misuse of program funds will be held accountable and face disciplinary measures consistent with Civil Service regulations and/or their individual employment contracts.

In the GAR, the program participants and DSWD staff will be reminded that the grants are subject to audit by the Commission on Audit (COA).

The IPDO will commit to monitoring the utilization of the grant and will coordinate with the concerned BLGU for appropriate action on the misuse of funds.

Tools	GAR [Annex G]
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(7) PROCESS FOR THE WITHDRAWAL/REPLACEMENT OF PROGRAM PARTICIPANTS AFTER THE RELEASE OF GRANTS	
Description	This process is for the withdrawal and replacement of program participants if the latter decides to discontinue his/her engagement with SLP after the release of grants. To ensure the continuity of the livelihood project, the Program permits a replacement of a program participant provided that the eligibility requirement is fulfilled.
Expected Outputs	<ol style="list-style-type: none"> 1. Signed SLP Waiver Form 2. Case Report from IPDO 3. SLPA Resolution
Duration	N/A

Processes

For SLPA:

1. Members may be unable to continue participation in the Program after receiving grants due to unforeseen circumstances such as death, serious illness, or permanent relocation locally or abroad. In such cases, any eligible household member may substitute and join the SLPA.
2. In case no eligible household member is available, the IPDO must secure a signed waiver from the program participant/legal-aged family member to formally acknowledge the withdrawal.
3. Given the group nature of the project, if a member dies or voluntarily withdraws, and no eligible household member is willing to continue the project, the SLPA may recruit another eligible member in the community as a replacement. The replacement must be agreed upon by the members and officers of the SLPA with a resolution.
4. In cases where the entire SLPA withdraws after the SLPA Formation, the IPDO shall conduct an assessment through a case conference and submit a case report to the P/AC and the SLP RPMO. The SLPA shall issue a resolution on their withdrawal to be signed by at least 75% of the members and officers of the SLPA.
5. The withdrawal or replacement of an SLPA member after the release of the grant shall be recorded in the SLP IS. The new program participant/replacement shall be encoded into the SLP IS after acquiring all required information and upon confirmation of eligibility.

For Individual Program Participants:

1. Eligible household members may assume the microenterprise project if the original recipient withdraws from the Program or passes away. If no eligible household member is willing to continue the project, the IPDO must obtain a signed waiver from the program participant or legal-aged member of the household; this applies to both MD and EF Tracks.
2. If the withdrawn/waived Individual program participant has not yet utilized the grant after it has been released, the IPDO shall prepare all necessary documents to be submitted to the Cash Section for the purpose of processing the grant refund.
3. If the grant has been fully utilized, the IPDO must submit a case report along with other relevant documents to the SLP RPMO for proper documentation.

4. The withdrawal or replacement of an individual program participant following the release of the grant must be documented in the SLP IS. The new program participant/replacement shall be encoded into the SLP IS after acquiring all required information and upon confirmation of eligibility.

4. PROJECT IMPLEMENTATION STAGE

DESCRIPTION

The Project Implementation Stage includes the initial monitoring activities that take place after the provision of program modalities to the SLPAs or individual program participants.

This stage highlights the role of the IPDO in monitoring the SLPAs or individual program participants in the operationalization of their proposed microenterprises within the first three (3) months following the receipt of grants. Additionally, the IPDO will monitor the program participants in the EF Track to evaluate their experiences during the early periods of their employment.

OBJECTIVES

1. To monitor the utilization of grants and provide necessary assistance to the SLPAs or individual program participants in expediting its full utilization.
2. To conduct additional capability-building initiatives focused on microenterprise or employment of program participants, serving as a follow-up to the MEDT or BEST sessions.
3. To assess the status of established microenterprises or employment of program participants following the commencement of microenterprise operations or employment and provide technical assistance to address the identified gaps and challenges in the implementation of their livelihood project
4. To promote collaboration with other DSWD programs and services and/or establish partnership linkages to aid program participants in accessing resources or support to address the challenges or issues identified in the aforementioned assessment.

ACTIVITIES

1. Monitoring of Grants Utilization (*First Three (3) months of Project Implementation*)
 - a. Grant Utilization Report (GUR)
 - b. Grant Utilization Monitoring Report (GUMR)
 - c. Encoding of the GUMR in the SLP IS
2. Supplementary Capability-Building Activities
3. Microenterprise Operations/Employment Assessment

- a. Preparation of Microenterprise Operations / Employment Assessment
- b. Development of PBPs (Provincial and Regional)

(1) GRANTS UTILIZATION MONITORING AND REPORTING

Description	Following the release of grants to the SLPAs or individual MD/EF program participants, the IPDO shall conduct Grant Utilization Monitoring to check and verify that the grant proceeds are used in accordance with the approved MP and its attachments.
Expected Outputs	<ol style="list-style-type: none"> 1. Accomplished and submitted GUR; and 2. GUMR
Duration	Monitoring shall be conducted within one (1) month up to a maximum of three (3) months after the release of grants. The monitoring and reporting of the grant utilization must continue until 100% of the grants have been fully utilized, in accordance with the submitted utilization schedule.

Processes

Grants Released to the SLPAs and the Individual MD/EF Program Participants

1. The IPDO shall conduct an initial monitoring of grant utilization at least one (1) week after the release of grants to ensure that the SLPAs and the individual MD/EF program participants receive appropriate guidance in implementing their utilization plans. This promotes the responsible and effective use of grants in line with the approved MP and existing financial regulations.
2. The IPDO must notify the SLPAs and individual program participants at least one (1) week prior to the activity to allow sufficient preparation time. The SLPA officers, along with the majority of the SLPA members, are expected to be present during the meeting.
3. The IPDO should complete the grant utilization monitoring within 30 days following the release of grants, which may be extended up to 90 days for projects requiring a longer utilization period, depending on the nature of the livelihood.
4. During the monitoring activity following the release of grants, the SLPA and the individual MD/EF program participants are expected to prepare and submit their GUR, along with original copies of official receipts, acknowledgment receipts, or any other acceptable proof of purchase to the IPDO. The IPDO shall review and verify the submitted documents to ensure that the grant utilization has been implemented judiciously.

Note:

- *For purchasing activities, particularly when transacting with vendors who may not issue formal official receipts, i.e., for small entrepreneurs who operate their businesses in their households/backyards/small stalls and the like, the SLP Acknowledgement Receipt template shall be used by the program participants and the concerned vendors/businesses. This*

ensures proper documentation of proof of transactions for various items, documents, or services, and upholds accountability, transparency, and the protection of the interests of associations or individual program participants.

5. The IPDO shall provide technical assistance to the SLPA and individual MD/EF program participants in addressing challenges and ensuring the effective management of their grants. If deemed necessary, the IPDO should assist in fast-tracking the utilization of the remaining grants in cases of low or no utilization, all while adhering to compliance with the existing guidelines to guarantee the timely and efficient project completion.

Purchase of items/supplies on a staggered delivery schedule may be allowed if deemed necessary for the approved livelihood project, provided that a corresponding disbursement schedule is outlined in the MAF.

The following conditions and corresponding actions related to the underutilization or non-utilization of grants may be undertaken, depending on the specific scenario:

Condition/Scenario	Treatment
<p>In cases of emergencies or circumstances that prevented 100% Grant Utilization: When unforeseen circumstances prevent the SLPAs or individual MD/EF program participants' full grant utilization within the set duration.</p>	<ol style="list-style-type: none"> a. The IPDO shall prepare a report detailing the reasons for the delay and provide technical assistance to the SLPAs/individual program participants to help expedite full (100%) utilization of grants. b. A maximum extension of one (1) quarter or 3 months may be granted to program participant/s to complete the utilization, during which the MPDO shall continue monitoring and providing support in the succeeding stages and/or phases. c. Furthermore, the IPDO shall not wait until all grants are 100% utilized before advancing to subsequent activities (e.g., Microenterprise Operations/Employment Assessment). d. If grants remain underutilized after the initial three-month period, the IPDO's report and assessment will now be subject to MPDO monitoring and help address any concerns identified during the Project Monitoring and Mainstreaming Stage for individual MD/EF program participants, as well as SLPAs during the Usbong Phase.

<p>In the event that Microenterprise is Non-Operational after 3 Months due to Non-Utilization: If microenterprises remain non-operational after the initial three-month period due to unutilized grants.</p>	<p>a. The IPDO shall prepare a report detailing the reasons for delay or non-utilization of grants intended for the establishment of the microenterprise.</p> <p>b. A maximum extension of one (1) month shall be granted for program participants to start microenterprise operations, during which continuous monitoring shall be undertaken by the IPDO.</p> <p>c. However, if the enterprise remains non-operational after the given extension, program participants must return the grants with the assistance of the concerned SLP staff, along with the necessary documentation and proper documentation in compliance with existing auditing and accounting rules and regulations for submission to the Regional Accounting Office, after which funds are returned to the Bureau of Treasury, and program participants shall now withdraw/exit from the program.</p>
<p>Extended Non-Operational Microenterprise or Projects Needing External Approval: An extension beyond one (1) month may be granted for projects requiring approval/clearance from authorities.</p>	<p>a. An extension period of more than one (1) month may be provided for projects that necessitate approval or clearance from the concerned authorities or personnel prior to commencing operations (e.g., ASF for hog-related projects).</p>

6. After the meeting, the IPDO shall prepare and submit a GUMR together with the SLPA/individual MD/EF program participant's GURs and its attachments to the P/AC for review and approval three (3) working days after the monitoring.

7. Upon receiving approval from the P/AC, the Provincial Administrative Assistant, the IPDO, or other designated provincial staff shall manage the said documents, ensuring they are scanned and uploaded to the PGD, and inform the SLP RPMO of the submission.

8. The SLP RPMO, through the RMEF and RMEO or other designated SLP RPMO staff, will then compile all submissions received during the current month and submit hard copies of the scanned documents to the Regional COA every 5th day of the subsequent month. Meanwhile, the original copies of the

GUR, GUMR, and other relevant documents shall be kept at the provincial office.

Note:

- *While the seed capital released by DSWD is a grant, the SLPA shall also be empowered to generate funds in the form of savings using the income from the enterprise. The savings generated may be allocated for capital build-up, operational expenses, insurance, and emergency funds. The SLPA shall set up a system for the management of funds, which will include a) savings management, b) provision for re-loans, if necessary, and c) incentives and penalties for borrowers. These shall be discussed during the formulation of the SLPA CBL.*

Project Proposal Amendment and Change of Project

All approved livelihood project proposals under the SLP are generally **expected to be implemented strictly as proposed**. This principle underscores the significance of thorough planning, feasibility assessment, and participant commitment during the initial phase of project development.

The approved project proposal serves as the fundamental framework for intervention, guiding the utilization of grants and the realization of expected outcomes. This ensures that while flexibility is provided in unforeseen circumstances, accountability and judicious use of public funds remain paramount in the SLP implementation.

1. Allowable Circumstances for Change of Project

Notwithstanding the general principle of strict adherence, the program recognizes that unforeseen and force majeure circumstances may render an approved livelihood project unfeasible *after* the release of grants. In such specific and exceptional cases, as outlined in MC No. 03, Series of 2025, a request for a change of the proposed project may be considered.

These allowable circumstances are typically characterized by external, unavoidable events that fundamentally alter the viability of the original project, such as but not limited to:

Animal Disease Outbreaks:

- **African Swine Fever (ASF):** Affecting hog-raising projects.
- **Avian Influenza (Bird Flu):** Impacting poultry-related enterprises.
- **Foot and Mouth Disease (FMD):** Affecting livestock-based projects.

Natural Disasters: Significant and widespread damage to project assets, supply chains, or markets caused by typhoons, floods, earthquakes, or other calamities that render the original project unsustainable.

Government-Mandated Restrictions: New policies, quarantines, or regulations imposed by government agencies that directly prohibit or severely restrict the operation of the proposed livelihood.

2. Process for Requesting a Change of Project

Upon the occurrence of any of the above-mentioned unforeseen circumstances, program participants who deem a change of project as an essential action to take must initiate a formal request following these procedures:

For SLPAs:

- The SLPA must convene and pass a **Resolution** formally requesting the change of project. This resolution must clearly articulate the specific unforeseen circumstance that has rendered the original project unfeasible, the detailed justification for the proposed new project, including its feasibility given the new circumstances, market analysis, and how it aligns with the SLPA's collective capabilities. The Resolution must be duly signed by at least the 75% of the SLPA officers and its members.

For Individual Program Participants:

- The individual program participants must submit a formal **Letter Request** clearly stating the specific unforeseen circumstance impacting their original project and a justification for the proposed new project, including its feasibility, market potential, and their capacity to implement it.

All requests for change of project, whether from an SLPA or an individual participant, are subject to the approval of the **Regional Director/Minister**.

Once a change of project is approved, the new project will be subjected to the same monitoring and evaluation processes and activities as any other SLP-supported livelihood activity. Regular reporting on the progress, challenges, and outcomes of the revised project must be diligently maintained by the Field PDOs (FPDOs) and submitted to the RPMO.

Adherence to the MAF and Limited Item Changes

The **MAF** serves as a critical component of every approved livelihood project proposal. It comprehensively details the specific goods, materials, or equipment vital for the project's success. To ensure the judicious use of program funds and the effective implementation of approved projects, **items indicated in the MAF must be strictly followed**.

This strict adherence places a significant responsibility on the FPDO. Before endorsing any project proposal to the P/AC for review and assessment and the

RPC for concurrence, the IPDO is accountable for diligently ensuring the accuracy of all items listed in the MAF. This involves verifying market availability, appropriateness to the project, and realistic costing during the project proposal development phase.

1. Allowable Changes for Item Purchases

While strict adherence to the MAF is the general rule, the program recognizes that minor, unavoidable changes in specific items may occur during the actual purchase process. These changes are **strictly limited** and are only permissible under specific circumstances, primarily when the **intended items are genuinely out of stock or unavailable at the time of purchase**. Such changes are not for arbitrary substitutions but to ensure the project can still proceed with functionally equivalent or necessary alternatives.

The value of the substituted items should be **commensurate with the original item's value**, and the substitution must not fundamentally alter the nature or objective of the approved project. This ensures both flexibility in unforeseen purchasing challenges and stringent accountability in the utilization of SLP grants. These allowable changes must be thoroughly documented and justified, particularly in the **GUMR**.

To illustrate, consider some of the following permissible scenarios where item changes might be allowed:

● Scenario 1: Sari-sari Vending Project

- **MAF Indication:** 10 cans of corned beef
- **Circumstance:** During the time of purchase, the intended brand or type of corned beef was **out of stock** in the chosen grocery or supplier.
- **Allowable Change:** Instead, the SLPA purchased **15 cans of tuna**. This is considered acceptable as canned tuna serves a similar retail purpose in a sari-sari store, is a substitute for a common food item, and the quantity adjustment reflects an equivalent value or a practical bulk purchase given the stock issue. The key is that the item fulfills a similar function within the context of the sari-sari vending project.

● Scenario 2: Hardware Project

- **MAF Indication:** 30 sacks of cement
- **Circumstance:** During the time of purchase, the specified type or brand of cement was **out of stock** in the hardware store.
- **Allowable Change:** Instead, the SLPA purchased **7 plyboard wood**. This is considered acceptable as plyboard wood is a fundamental construction material, similar to cement in its role within a hardware

store's inventory. The substitution allows the hardware project to acquire essential stock for its operations, directly addressing the out-of-stock issue with a functionally relevant and equally vital item.

2. Important Considerations for Allowable Changes:

- a. All such changes **must be clearly documented** in the GUMR. The report should include the original item and quantity as per the MAF, the reason for the change (e.g., "out of stock," "unavailable"), the substituted item and its quantity, and the cost comparison to ensure the substitution is justifiable within the allocated budget for that item.
- b. The substituted item must be functionally equivalent or directly relevant to the project's operations and objectives. It should not introduce a new microenterprise component or significantly alter the project's scope.
- c. The item-level changes are distinct from a "change of project" as discussed in the guidelines. A shift in the overall livelihood type (e.g., changing from a Sari-sari Vending to a Hog-raising project) is not permitted.
- d. The FPDO must ensure that program participants understand these limitations and provide guidance to prevent arbitrary or unapproved substitutions. Hence, continuous monitoring and validation of purchases against the MAF and justified changes are crucial.

Encoding in the SLP IS

After the completion of the grant utilization monitoring, the IPDO shall ensure submission of the encoded data in the SLP IS to reflect the details on grant utilization of the individual program participants and associations.

Tools	<ol style="list-style-type: none"> 1. GUR [Annex S] 2. GUMR [Annex T] 3. Acknowledgement Receipt Template [Annex U]
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(2) SUPPLEMENTARY CAPABILITY-BUILDING ACTIVITIES

Description	The conduct of supplementary capability-building activities emphasizes the importance of leveraging partnerships and other resources to further enhance the capabilities of the program participants, based on their identified needs and areas for development. This can be achieved by providing additional training, workshops, mentoring, or other forms of support aimed at reinforcing their beginnings, improving their skills and knowledge, and helping them address the challenges they encounter in managing their livelihood projects or employment experiences.
Expected Outputs	<ol style="list-style-type: none"> 1. SLP General Attendance Sheet 2. Provision of additional capability-building initiatives for program participants
Duration	Within three (3) months after the release of grants

Processes

1. The supplementary capability-building activities for the MD or EF Track aims to assist program participants in succeeding with their livelihood projects while strengthening the capacities of the SLPA and individual MD/EF program participants to continue the operationalization of their microenterprises or their employment.
2. The IPDO may act as the SME to facilitate the necessary additional capability-building activities for SLPAs and individual MD/EF program participants.
3. In case the IPDO may not be able to act as the SME, the other SLP Provincial or Regional staff may act as SMEs. The IPDO must also collaborate with the PPO and other stakeholders for the identification of SME from the list of business development partners, such as NGAs, CSOs, micro-finance institutions, and academe found in P/C/MLAMM, or may request the assistance of the LGU to conduct the capability-building initiatives and support program activities.
4. The expected output of this activity is that the IPDO, in collaboration with the PPO, engages experts from both inside and outside the agency to guarantee that program participants receive the essential training and support needed to develop the skills and knowledge necessary to work efficiently, manage their projects well, and solve problems. The program shall make the best use of existing partnerships and resources to deliver this support effectively.

(3.a) MICROENTERPRISE OPERATIONS AND EMPLOYMENT ASSESSMENT

Description	<p>The assessment is an activity undertaken within the first three (3) months of microenterprise operations or employment.</p> <p>The SLPAs and individual program participants who received the SCF will be assessed on the status of their microenterprises within the three (3) months of project implementation. The areas of assessment include <i>market, technical/production, organization and management (for SLPAs), and financial</i> to check whether all that have been proposed or indicated in the MAF were achieved.</p> <p>For EF participants who received EAF, an evaluation will be undertaken to assess their current employment status. The areas of assessment include work conditions, capacities, and finances.</p> <p>During the initial assessment activity, informal coaching and mentoring sessions between the IPDO and SLP program participants shall be conducted.</p> <p>For partnership projects including PCB and special projects, the project implementation shall be coordinated with the concerned partners and shall follow the agreed implementation processes and activities stipulated in the approved MOA/Understanding, Joint Memorandum Circular/Implementing Guidelines, Guidance Notes, and</p>
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	other relevant advisories.
Duration	Within three (3) months after the release of grants
Processes	
<ol style="list-style-type: none"> 1. Prior to the conduct of the assessment and technical assistance sessions, the IPDO should secure a copy of the approved <i>MP</i> and its attachments, GUR, and GUMR. The aforementioned documents will be helpful for the IPDO to understand the different aspects of the proposed projects and later analyze which areas have been fully achieved, partially achieved, or not met at all, using the Microenterprise Operations Assessment or Employment Assessment tools. 2. The IPDO shall notify the SLPAs or individual program participants at least one (1) week before the activity. For SLPAs, the officers and the majority of the SLPA members must be present during the activity. 3. During the activity, the IPDO shall present the objectives, flow, and expected outputs, reiterating that the activity will be beneficial for both the SLPAs and MD/EF individual program participants in the continuous management of their projects. 4. The first part of the activity is the Assessment to be undertaken by the IPDO for the SLPAs or individual MD/EF program participants to assess the status of their microenterprises or employment based on the different indicators of project implementation to determine whether the desired outcomes have been achieved or not. Part of the assessment is to identify the gaps and good practices associated with each of the indicators. The Assessment tools shall be prepared by the IPDO and concurred by the program participants. 5. The subsequent part of the activity entails the provision of technical assistance. This will include informal coaching and mentoring sessions between the IPDO and the SLPAs or individual MD/EF program participants. The technical assistance sessions will serve as part of the supervision and monitoring efforts, aimed at enhancing essential skills and knowledge while simultaneously addressing identified gaps and reinforcing good practices. 6. Following the assessment activity, the IPDO shall submit the Microenterprise Operations/Employment Assessment to the P/AC for review and approval three (3) working days after the assessment. Upon receiving approval, the assessment shall be endorsed to the PPO immediately after the approval, who will consolidate all identified partnership-building needs and intervention within five (5) working days after the endorsement of the assessment through the PBP. 7. After the activity, the IPDO shall prepare and share all the accomplished forms to serve as references for the transition of monitoring activities from the IPDO to the MPDO for the Usbong Phase (for SLPAs only) and for continuous monitoring activities in the Project Monitoring and Mainstreaming Stage for Individual MD/EF projects within the Punla Phase. <p>Note:</p> <ul style="list-style-type: none"> • <i>The transition/turnover from the IPDO to the MPDO may take place, provided that all necessary activities and forms have been completed,</i> 	

<p><i>even if the allotted three-month period for the entire Project Implementation Stage has not yet concluded.</i></p> <ul style="list-style-type: none"> • <i>It is essential to guarantee that the transition/turnover includes the complete “case folders” of the program participants, along with a concise discussion or meeting among the concerned SLP provincial staff, allowing the IPDO to communicate the concerns and strategies as to the needed interventions for individual MD/EF program participants and SLPAs.</i> • <i>The P/AC and PME0 shall also be responsible for overseeing and ensuring the seamless transition for all individual MD/EF program participants as they progress to the next stage within the Punla Phase, as well as for all SLPAs moving forward to the Usbong Phase.</i> • <i>The Microenterprise Operations Assessment shall be used as a reference during the conduct of the first MD Monitoring visit, which will be carried out by the MPDO in the first three (3) months of Usbong Phase for SLPAs and Project Monitoring and Mainstreaming Stage for individual MD/EF program participants.</i> 	
Tools	<ol style="list-style-type: none"> 1. Microenterprise Operations Assessment Tool for SLPA and Individual Program Participants [Annex V.1] 2. Employment Assessment Tool for EF Participant [Annex V.2] 3. Provincial PBP [Annex W.1]

(3.b) DEVELOPMENT OF THE PARTNERSHIP BUILDING PLAN (PBP)	
Description	This activity aims to develop the PBP based on the identified needs on the Microenterprise Operations Assessment Form of the SLPA and individual program participants or Employment Assessment Form of the EF Participants, which will serve as a reference by the Partnership Officers in engaging partners that will contribute to the sustainability of the livelihood of the SLP program participants.
Expected Outputs	Provincial and Regional PBPs
Duration	<p>Provincial PBP: Five working (5) days after the P/AC approved the Microenterprise Operations Assessment of the MD participants and the Employment Assessment of the EF Participants.</p> <p>Regional PBP: Five working (5) days after receiving all copies of the Provincial PBPs.</p>
Processes	
<ol style="list-style-type: none"> 1. Prior to the turnover/transition between the IPDO and MPDO, the IPDOs shall share the results of the Microenterprise Operations Assessment for the MD participants and the Employment Assessment for the EF participants, and the list of the consolidated partnership needed interventions by the SLPAs and individual program participants to the P/AC. <p>The said submitted documents shall be provided to the PPO as a reference in the development of the Provincial PBP to be approved by the P/AC before being submitted to the SLP RPMO. The PPO shall also review the results of the</p>	

Microenterprise Operations/Employment Assessment to identify areas where partner assistance is necessary, and these findings shall be incorporated in the development of the Plan. The said Provincial PBP shall be included among the documents to be shared to the MPDO during the aforementioned transition.

2. The PPO shall refer to the PLAMM in identifying existing partners that can provide the needed livelihood interventions. The PPO shall coordinate and tap identified partners at the provincial level found in Livelihood Assets-Engaged Partners under the PLAMM. However, for identified institutions not listed in the Livelihood Assets-Engaged Partners under the PLAMM, the PPO shall a) scan, map, and link potential partners at the provincial level; or b) coordinate and request the technical assistance of the RPO to scan, map, and link potential partners at the regional level or at the national level.
3. The Provincial PBP shall be submitted to the P/AC for review and approval. Once approved, the PPO shall input their Provincial PBP into the Consolidated Provincial PBP for sharing with the RPO. The Consolidated Provincial PBP is a shared online Google sheet that provides a provincial level view of the identified and needed partnership activities or interventions. The PPO, RPO, and its intended users can directly monitor the status of these partnership activities or interventions through the shared Google sheet.
4. At the regional level, the RPO shall consolidate and review all the shared Consolidated Provincial PBPs and develop a **Regional PBP** detailing the existing and identified potential partners that can be coordinated and engaged at the regional level to be reviewed and signed by the RPC. Once approved, the RPO shall input their Regional PBP into the Consolidated Regional PBP for sharing with the National Partnership Officer (NPO).
5. Likewise, the NPO shall consolidate and review all the submitted Consolidated Regional PBPs. These plans shall serve as reference documents of the NPO in providing technical assistance to the RPO and engaging partners at the national level.

Note:

- *The PBP shall be updated based on the result of the monitoring and assessment activities conducted by the MPDO during the Project Monitoring and Mainstreaming Stage for individual program participants and Usbong-Yabong Phases for SLPAs.*

Tools	<ol style="list-style-type: none"> 1. Provincial PBP [Annex W.1] 2. Regional PBP [Annex W.2] 3. Consolidated Provincial PBP [Annex W.3] 4. Consolidated Regional PBP [Annex W.4]
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5. PROJECT MONITORING AND MAINSTREAMING STAGE

DESCRIPTION

The Project Monitoring and Mainstreaming for Individual MD and EF Projects shall focus on ensuring that the individual program participants are continuously monitored and provided technical assistance in managing their livelihood projects to sustain gains. The start of the monitoring and provision of technical assistance by the MPDO to individual program participants shall take effect after three (3) months of the Individual MD/EF program participants' project implementation and monitoring and technical assistance of the IPDO in the Project Implementation Stage.

The individual MD and EF program participants are exempted from the five (5) Phases of the Sustainability Plan; however, continuous tracking, mentoring, coaching, and capability-building activities shall be provided for a period of one (1) year incubation.

OBJECTIVES

The objectives of the Project Monitoring and Mainstreaming for Individual MD and EF Projects Stage are:

1. To continuously monitor the individual MD and EF projects, and provide appropriate interventions or technical assistance.
2. To provide or link the individual MD and EF program participants to any internal/external partners of the DSWD for any assistance/interventions needed by the project for sustainability.
3. To prepare an Exit Plan in consultation with the individual program participants and review by the P/AC for submission to the SLP RPMO.
4. To mainstream the individual program participants with operational microenterprise under the MD and EF tracks to the LGUs after one (1) year of monitoring and technical assistance from the MPDO.

ACTIVITIES

- a. Conduct monitoring visits for a period of one (1) year using the MD Monitoring Tool and EF Monitoring Tool for individual program participants. The MPDO needs to conduct four (4) quarterly monitoring activities for each individual participant under the MD and EF tracks.
- b. Based on the result of the monitoring, the MPDO needs to facilitate the needed capacity building or interventions of the individual program participants by linking them to partner stakeholders.
- c. In consultation with the individual program participants, the MPDO shall prepare the individual Exit Plan of the individual program participants, indicating the needed interventions of the project for follow-through or referral to other agencies/offices for the desired interventions.

- d. After one (1) year of monitoring and provision of technical assistance, the SLP RPMO shall officially turn over the cases of served individual program participants with operational microenterprises to the LGUs.

(1) Conduct of Four (4) Quarterly Monitoring to Individual MD and EF Program Participants and Facilitating the Needed Capacity Building or Interventions for the Microenterprise or Employment Track

Expected Outputs	<ol style="list-style-type: none"> 1. Four (4) MD Quarterly Monitoring Tools (Individual) Accomplished 2. Four (4) EF Quarterly Monitoring Tools (Individual) Accomplished
Processes	
<ol style="list-style-type: none"> 1. The approved Microenterprise Operations Assessment Tool and Employment Assessment Tool of individual program participants shall be the basis of the MPDO for the 1st initial monitoring, provision of technical assistance, and linking or tapping of appropriate interventions from other partner stakeholders until the plan/target indicated in the said assessment tools are fully achieved. 2. On the 1st initial monitoring, the MPDO shall accomplish the MD Monitoring Tool for microenterprise projects and the EF Monitoring Tool for EF. All information needed by the tool shall be inputted by the MPDO with information provided by the individual program participants. The information derived from the monitoring tool shall be encoded in the SLP IS. 3. If based on the monitoring, the individual program participants need interventions to enhance or improve implementation of the enterprise or employment, the MPDO can directly tap a partner agency/organization in the locality. If unavailable, the MPDO may request the assistance of the PPO in identifying partner agencies/organizations that can provide the required assistance to the individual program participant. 4. During the 2nd to 4th quarter monitoring visits, the MPDO shall only update the tools based on needed information and continue to provide technical assistance to the individual program participants by tapping or linking them to partners/stakeholders to acquire the needed resources. The information derived from the monitoring tool shall be encoded in the SLP IS after every monitoring conducted by the MPDO from the 2nd quarter to the 4th quarter. 5. For individual MD program participants, if the microenterprise is found to be non-operational during the first, second, or third monitoring visit, the MPDO shall examine the reasons for its non-operation and consult with the program participant to determine their willingness to either continue with their livelihood project or remain in the Program. The assessment results and agreements made with the program participant shall be documented in a case report. If the program participant chooses to continue, the MPDO shall verify the microenterprise's operational status during the next monitoring visit. If it remains non-operational, the individual program participant will be withdrawn from the Program. The MPDO shall then prepare a separate case report on this matter. 	

6. If the microenterprise is found to be non-operational during the last monitoring visit, the MPDO shall prepare a case report documenting the situation, including the withdrawal or exit of the individual program participant from the Program.	
Tools	1. MD Monitoring Tool for Individual Program Participant [Annex X] 2. EF Quarterly Monitoring Tool [Annex Y]

(2) Preparation of Individual Program Participant's Exit Plan	
Expected Outputs	One (1) Exit Plan Accomplished for Every Individual Program Participant under MD and EF Tracks
Processes	
<ol style="list-style-type: none"> 1. After the 4th quarter monitoring visit, the MPDO shall prepare the Individual Program Participant's Exit Plan detailing the information on microenterprise or employment, objectives why they will be mainstreamed to the LGUs, exit strategy for the type of support needed, partner/stakeholders to whom the support can be provided, and the timeline to start and complete the interventions/support needed. 2. The Exit Plan must be in consultation with the program participants to be prepared by the MPDO in concurrence with the P/AC and approved by the RPC. 	
Note:	
<ul style="list-style-type: none"> • <i>For non-operational microenterprises during the last monitoring visit, an Exit Plan will no longer be developed, and the program participant will not be mainstreamed to the LGU.</i> 	
Tools	Exit Plan [Annex Z]

(3) Official Turnover/Mainstream of Individual Program Participants to the LGUs	
Expected Outputs	<ol style="list-style-type: none"> 1. Official document of turnover/mainstreaming of individual program participants with attached Exit Plan per case 2. If applicable, actual ceremonial activity of the turnover/mainstreaming of DSWD and LGU officials/workers
Processes	
<ol style="list-style-type: none"> 1. Prior to the planned turnover/mainstreaming of SLP cases to the LGUs, the MPDO and P/AC must convene a meeting with the LGU to inform them of the plan to eventually turnover the SLP cases after the last quarter of monitoring and technical assistance of the MPDO. 2. The LGU must be informed that the turnover of SLP cases to them is to ensure that the gains acquired by the individual program participants from the Program shall be sustained through their help by carrying on the monitoring, provision of technical assistance, and facilitating partnership linkages for the individual program participants to acquire additional resources that will maintain or improve their livelihood projects. 3. The approved Exit Plan of the individual program participants shall be endorsed to the respective LGUs with an attached official letter signed by the DSWD Regional Director or Minister or his/her designated representative. 4. If feasible, a ceremonial turnover activity can be conducted to signify the acceptance of the LGU of all SLP cases for turnover and that the responsibility in 	

taking care of them will now be their responsibility. The MPDO may also invite the individual program participants for the turnover ceremony.

5. If in case the ceremonial turnover activity is not feasible, the DSWD FO shall send through the MPDO the official letter with the approved Exit Plan to the LGU.

Tools	Letter to LGU for Mainstreaming of Individual Program Participants (with operational enterprise) [Annex AK.1]
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B. USBONG TO PAG-ANI PHASES

INTRODUCTION

The SLP's Sustainability Plan is composed of four (4) major activities, namely: (1) Monitoring and Assessment; (2) Provision of Grant Incentives; (3) Continuous Capability Building; and (4) Partnership Linkages. Under the supervision of the P/AC, the MPDO is the overall lead SLP Field Staff in the Usbong to Pag-ani Phases with direct coordination with the PPO, PMEEO, and other SLP RPMO staff.

The Usbong to Pag-ani Phases are focused on ensuring that the SLPAs are continuously capacitated towards self-governance and the operations of the established microenterprises are sustained after the provision of SLP modalities. This shall be done through continuous tracking, mentoring, coaching, linking with partners, provision of capability-building activities, and provision of livelihood incentives.

OBJECTIVES

The objectives of the Usbong to Pag-ani Phases are:

1. To understand the interconnections between the forms and processes at the end of the Punla Phase and the start of the Usbong Phase;
2. To properly transition the Punla Phase monitoring activities of the IPDO to the MPDO;
3. To monitor and assess the status of operations and provide the necessary technical assistance to the SLPAs using the prescribed Monitoring and Assessment tools and results of the Enterprise Plan and PBP;
4. To determine which SLPAs will proceed to the next implementation phase and qualify for the additional incentives upon complying with the performance standards indicators; and
5. To provide timely and effective capability-building interventions based on the results of the Enterprise Plan and PBP.

EXPECTED OUTPUTS

1. Accomplished SLP Monitoring and Assessment Tools;
2. Developed and continuously updated the Enterprise Plan;
3. Updated Partnership-Building Plan;
4. Conducted the capability-building activities under the Usbong to Pag-ani Phases;
5. Facilitated the identified interventions based on the results of the Enterprise Plan;
and
6. Provided Livelihood Incentives to Eligible SLPA(s).

BRIDGING THE PUNLA PHASE TO THE USBONG PHASE

At the end of the SLP's Punla Phase, the Microenterprise Operations Assessment Tool and PBP are developed in preparation for the implementation of SLP's Usbong to Pag-ani Phases. The plans were developed as a reference of the SLPA and the MPDO for the implementation of identified interventions and partnership needs to support the SLPA's livelihood project funded during the Punla Phase.

These tools are crucial in demonstrating the interconnection between tools and processes during the transition from the Punla to the Usbong Phase, as outlined below:

1. Start of Usbong Phase
 - a. After the grants are released during the Resource Mobilization Stage of the Punla Phase, the Project Implementation Stage should commence immediately after a maximum of three (3) months. Once the Microenterprise Operations Assessment Tool and Provincial PBP are approved by the P/AC, the IPDO should already turn over the said documents to the MPDO after the Microenterprise Operations Assessment is conducted, which signifies the start of the Usbong Phase.
 - b. It is important that the turnover should include a brief dialogue or meeting between the concerned SLP provincial staff and the IPDO to discuss the forms and strategies as to the needed interventions for the SLPAs.
 - c. The P/AC and PMEIO should be responsible for overseeing and ensuring the facilitation of turnovers for all SLPAs progressing to the next implementation phase.
2. Connecting the Microenterprise Operations Assessment Tool and PBP accomplished at the end of the Punla Phase to the conduct of Monitoring and Assessment and Partnership activities in the Usbong Phase

- a. Prior to visiting the SLPA for the first monitoring activity under the Usbong Phase, the MPDO should review the Microenterprise Operations Assessment Tool and PBP to be familiarized with the SLPA's status of operations, challenges encountered, and needed interventions.
- b. After the first Monitoring visit, the MPDO should discuss the results with the SLPA and assist in developing the SLPA's Enterprise Plan which outlines the specific activities to be undertaken by the Association and the support they need for each intervention.
- c. The MPDO shall endorse the Enterprise Plan to the PPO to be able to identify the specific type of support the SLPA needs through partnership linkages. Once identified, the PPO shall update the Provincial PBP for submission to the P/AC for approval and endorsement to the RPO for reference.
- d. After each monitoring visit, the Enterprise Plan and PBPs should be updated to reflect encountered challenges, identified gaps, recommended interventions, and required support from partners.

1. SLP MONITORING AND ASSESSMENT

DESCRIPTION

Led by the MPDO, the monitoring and assessment activities aim to ensure that the success indicators are achieved in the continuing implementation of the funded enterprise in the Punla Phase. The MPDO shall work collectively with the IPDO, PPO, PME0, and other SLP staff in ensuring that the provision of needed SLP interventions will be provided based on the results of the monitoring and assessment conducted.

Following the SLP's logical framework, the monitoring and assessment activities shall serve as one of the bases in providing needed interventions to the SLPAs for them to achieve the set indicators of the Usbong to Yabong Phases and, consequently, contribute to the achievements of the program objectives and desired outputs.

OBJECTIVES

The discussions outlined below provide guidance to the MPDOs and other key players on the processes in the conduct of monitoring and assessment activities for the SLPAs and their projects. Specifically, this chapter aims to:

1. Measure the level of achievements or success of the funded livelihoods of the SLPAs; and

2. Identify recommendations or action points based on the monitoring and assessment results for SLP regional and provincial staff to undertake in support of the SLPAs' project implementation towards achieving the program output indicators of Usbong to Yabong Phases and be able to qualify for the livelihood incentives.

ACTIVITIES

1. MD Monitoring
2. Organizational Assessment
3. Final Assessment
4. Frequency of Visits and Submission of Reports
5. Process for Exit Planning
6. Process for Awarding of Certificate of Completion and Graduation

PROGRAM OUTPUT INDICATORS

The tables below show the corresponding outputs following the SLP's Logical Framework. The success indicators define the measurable values that represent the SLPA's expected progress/status during the current project implementation phase aligned with the desired outputs of SLP.

1. USBONG PHASE

Usbong Output 1:

Area	Success Indicator	Descriptive		
Technical	Updated MD Enterprise Plan	MD Enterprise Plan is developed after first MD Monitoring Visit, and updated after every succeeding Monitoring Visit.		
		Projects with Daily/ Weekly Income	Long-Gestating Projects (<i>below 6 months production cycle</i>)	Long-Gestating Projects (<i>more than 6 months production cycle</i>)
Financial	With Gross Sales	Generated gross sales for four (4) quarters	Generated gross sales in at least two (2) production cycles	Generated gross sales in at least one (1) production cycle
	Positive Net Income	Generated positive net income for four (4) quarters	Generated positive net income in at least two (2) production cycles	Generated positive net income in at least one (1) production cycle

Usbong Output 2:

Area	Success Indicator	Descriptive
Organizational	Active and Performing Officers	At least 75% of the officers are active and performing their duties and responsibilities
	Active Participation of Members	SLPA meetings are attended by at least 75% of its members
	Resolving Issues	SLPA conducted dialogue with the concerned individual/office to resolve all issues, or SLPA did not encounter any issues to resolve
	Community Impact	Employed at least one (1) member of SLPA or the community for six (6) months

Usbong Output 3:

Area	Success Indicator	Descriptive
Competency	Elevated Competency Level	The SLPA has attained an Intermediate competency level.

2. SIBOL PHASE

Sibol Output 1:

Area	Success Indicator	Descriptive
Technical	Updated MD Enterprise Plan	MD Enterprise Plan is regularly used and updated every 3 months
Financial	Increased Profit	The enterprise earned at least a 5% increase in profit
	With Savings	With savings
	With Profit Sharing	With Profit Sharing to all members

Sibol Output 2:

Area	Success Indicator	Descriptive
Organizational	Community Impact	Employed at least one (1) member of SLPA or the community for six (6) months
	Formalized SLPA	SLPA is formally registered and has secured business permits
	Active and Performing Officers	At least 75% of the officers are active and performing their duties and responsibilities
	Active Participation of Members	SLPA meetings are attended by at least 75% of its members

Sibol Output 3:

Area	Success Indicator	Descriptive
Competency	Maintained Competency Level	The SLPA has maintained an Intermediate competency level.

3. YABONG PHASE**Yabong Output 1:**

Area	Success Indicator	Descriptive
Technical	Updated MD Enterprise Plan	Updated MD Enterprise Plan is regularly used and updated every 3 months
	Existence of regular buyers	Engaged the buyer/s regularly for six (6) months
Financial	Increased Profit	The enterprise earned at least a 10% increase in profit
	Increased Savings	The enterprise earned at least a 5% increase in savings from the Sibol phase
	With Profit Sharing	With continued Profit Sharing to all members

Yabong Output 2:

Area	Success Indicator	Descriptive
Organizational	Community Impact	Employed at least two (2) members of SLPA or the community for six (6) months
	Active and Performing Officers	At least 75% of the officers are active and performing their duties and responsibilities
	Active Participation of Members	SLPA meetings are attended by at least 75% of its members

Yabong Output 3:

Area	Success Indicator	Descriptive
Competency	Improved Competency Level	The SLPA has attained an Advanced competency level.

MEASURING THE RESULTS OF MONITORING AND ASSESSMENT ACTIVITIES

The monitoring and assessment activities in the Usbong to Yabong Phases will determine the status of SLPA's performance and measure progress towards the Program's objectives and each livelihood project's goals set during the project proposal preparation.

Assessment levels (Level 3, 2, or 1) shall be used to measure the result of the monitoring and assessment activities conducted for the SLPA, which will be determined through a scoring system presented in the table below. An SLPA must receive an overall **Level 3 Livelihood Status** during the final assessment of a particular implementation phase to be eligible to proceed to the next implementation phase and receive a corresponding livelihood incentive.

Project/ Association/ Livelihood Status	Score				
	MD Monitoring (Every 3 months)	Organizational Assessment (Every 6 months)	Final Assessment		
			USBONG	SIBOL	YABONG
Level 3	28 - 40	34 - 50	a. Project Status: 21-30 b. Association Status: 28-40	a. Project Status: 28-40 b. Association Status: 28-40	a. Project Status: 34-50 b. Association Status: 21-30

			c. Competency Status: Intermediate - Advanced	c. Competency Status: Intermediate - Advanced	c. Competency Status: Advanced
Level 2	15 - 27	17 - 33	a. Project Status: 11-20 b. Association Status: 15-27 c. Competency Status: Basic - Advanced	a. Project Status: 15-27 b. Association Status: 15-27 c. Competency Status: Basic - Advanced	a. Project Status: 17-33 b. Association Status: 11-20 c. Competency Status: Advanced
Level 1	14 and below	16 and below	a. Project Status: 10 and below b. Association Status: 14 and below c. Competency Status: Basic - Advanced	a. Project Status: 14 and below b. Association Status: 14 and below c. Competency Status: Basic - Advanced	a. Project Status: 16 and below b. Association Status: 10 and below c. Competency Status: Basic - Advanced

1) MD MONITORING

The MPDO shall use the MD Monitoring Tool, which contains the SLPA information, details of the enterprise (e.g., start of operations, products or services offered, income, expenses, assets, and buyers, etc.), and descriptive ratings for market demand, market supply, financial stability, assets, and savings.

Each descriptive rating corresponds to a quarterly project status (Level 3, Level 2, or Level 1). These project statuses will not only determine the quarterly progress of the SLPA's performance in terms of their microenterprise operations but also the challenges and recommended interventions to address their concern areas.

During the MD monitoring visit, the following livelihood project attributes, with a maximum score of 10 for each, are being monitored and assessed in line with the Usbong to Yabong Phases Program Outputs:

Technical

- a. market demand;
- b. market supply; and
- c. enterprise plan.

Financial

- a. financial stability and savings.

At the end of the MD monitoring visit, the corresponding scores of the statuses per project attribute will be tallied to determine the quarterly operations performance of the SLPA's livelihood project as shown below:

Quarterly Project Status	Total Score
Level 3	28 - 40
Level 2	15 - 27
Level 1	14 and below

The equivalent descriptive rating for each score are as follows:

Descriptive Rating		Project Attributes
Technical		
10	Has a stable market and can readily respond to demand.	<u>Market Demand</u> Assesses the market demand and SLPA's ability to respond to market demands.
7	Has a stable market but with limited capacity to respond or has a seasonal market but can readily respond to demand.	
5	Has a seasonal market and with limited capacity to respond.	
3	Has an unstable market but can readily respond to market demands or with limited capacity to respond to market demands.	
10	Necessary raw materials are available and accessible, and logistical requirements are sufficient.	<u>Market Supply</u> Assesses the availability and accessibility of raw materials and logistical requirements necessary for livelihood operations.
7	Necessary raw materials are available and accessible but logistical requirements are not sufficient.	
5	Necessary raw materials are not available and accessible but	

	logistical requirements are sufficient.	
3	Necessary raw materials are not available and accessible, and logistical requirements are not sufficient.	
10	Enterprise Plan is regularly updated for adjustments and improvements.	<u>Revisited Enterprise Plan</u> Assesses the ability of the SLPA to adjust and improve its existing enterprise plan.
5	Enterprise Plan is not regularly updated.	
Financial		
10	Generates a monthly income; able to financially support its operating expenses using the monthly income.	<u>Financial Stability and Savings</u> Assesses the ability of the SLPA to financially support its livelihood operations through a revolving fund.
5	Generates a monthly income; needs additional support (i.e., through credit facilities) to fund its operating expenses.	
3	Does not generate a monthly income; unable to support its operating expenses.	

If the microenterprise is non-operational upon the monitoring visits of the MPDO, the following measures may be undertaken based on specific conditions:

Monitoring Schedule	Treatment
The enterprise is non-operational upon the first, second, or third monitoring visit	The MPDO shall examine the reasons for non-operation and consult with the SLPA to determine whether they will continue their livelihood project and remain in the Program. The assessment results and agreements made with the SLPA shall be documented in a case report, including the next steps and needed interventions for the Association, if any.

	<p>If the SLPA decides to withdraw from the Program, they must issue a formal resolution signed by at least 75% of the members and officers.</p> <p>If the SLPA chooses to continue, the MPDO shall verify the microenterprise's operational status during the next monitoring visit. If it is still non-operational, the SLPA will be withdrawn from the Program. The MPDO shall prepare a case report on this matter.</p>
The enterprise is non-operational upon the last monitoring visit	The enterprise status of the SLPA must be operational during the last visit. If the microenterprise is non-operational upon the last monitoring visit of Usbong to the Yabong Phases, the MPDO may provide a one (1) month extension for the provision of necessary technical assistance to address the specific concern of SLPA. If it is still non-operational after the extension, the SLPA will be withdrawn from the Program. The MPDO shall prepare a case report on this matter.

(2) ORGANIZATIONAL ASSESSMENT

The MPDO shall use the Organization Assessment Tool to evaluate the SLPA's ability to perform its governance, internal affairs, and leadership (i.e., problem solving and decision-making) autonomously.

Each descriptive rating corresponds to an Association status (Levels 3 to 1), which will determine the quarterly progress of the Association in terms of self-governance, their challenges, and recommended interventions to address the concern areas.

During the Organizational Assessment, the following Association project attributes, with a maximum score of 3, are being monitored and assessed in line with the Usbong to Yabong Phases Program Outputs:

- a. governance and internal affairs;
- b. leadership capabilities;
- c. problem-solving and decision-making;
- d. member's participation;
- e. financial management;
- f. partnership initiative; and
- g. jobs generated within SLPA

At the end of the Organizational Assessment, the corresponding scores per organizational characteristics will be tallied to determine the organizational performance of the SLPAs as shown below:

Association Status	Total Score
Level 3	34 – 50
Level 2	17 – 33
Level 1	16 and below

Organizational Characteristics under the Organization Assessment Tool

The Organization Assessment Tool includes an expansive list of organizational characteristics and project attributes that relate to the organization indicators. Each project attribute has 2 – 3 corresponding statements that describe the Association’s performance at varying levels. Listed are the organizational characteristics relevant to each success indicator to be measured in the Final Assessment per implementation phase.

Final Assessment Success Indicators	Organizational Characteristics
Active and Performing Officers	(a) Governance and Internal Affairs (b) Leadership Capabilities (c) Financial Management (d) Partnership Initiatives
Active Participation of Members	(a) Members Participation (b) Partnership Initiatives
Resolving Issues	(a) Problem-solving and Decision-making
Community Impact	(a) Job Generation

Note:

- *The process for Competency Assessment is outlined in detail under Chapter IV: Continuous Capability Building Activities*

(3) FINAL ASSESSMENT

The Final Assessment Tool contains the results of the conducted monitoring and assessment visits and the results of the Competency-Based Assessment Tool (CBAT) administered by the MPDO during the Usbong to Yabong Phases. It shall provide a review and summary of the overall livelihood status of the SLPA that will be used as a basis in determining their eligibility to proceed to the next implementation phase and receive PDAG in the Sibol Phase and the Graduation Incentive in the Pag-ani Phase.

To determine their project and Association status, the MPDO shall conduct a desk review and analysis of the results of the MD Monitoring and Organization Assessment Tools from the quarterly monitoring and semestral assessment visits, respectively.

The MPDO must refer to the following rating guide for the Overall Final Assessment status of the SLPA:

Rating Guide for Overall Assessment					
Overall Livelihood Assessment Status	Project Status	Association Status	Competency Status		
			CBAT		
			USBONG	SIBOL	YABONG
Level 3	3	3	Intermediate - Advanced	Intermediate - Advanced	Advanced
Level 2	3	3	Basic	Basic	Basic - Intermediate
	3	2	Basic - Advanced	Basic - Advanced	Advanced
	2	3			
Level 1	1	1	Basic - Advanced	Basic - Advanced	Basic - Advanced
	2	1			
	1	2			

To be able to receive the PDAG in the Sibol Phase and Graduation Incentive in the Pag-ani Phase, the SLPA must be able to achieve the following:

Status	Level		
	USBONG	SIBOL	YABONG
Livelihood Status	Level 3	Level 3	Level 3
SLPA Status	Level 3	Level 3	Level 3
Competency Status	Intermediate - Advanced	Intermediate - Advanced	Advanced

In addition to attaining Level 3 Overall Livelihood Status, the **SLPAs must also meet the following conditions to proceed to the Final Assessment**, which will determine their eligibility to advance to the next phase of implementation and qualify for applicable incentives:

- a. The enterprise of the SLPA must be operational during the last monitoring visit; and
- b. The SLPA must have at least 15 active members.

While **SLPAs that received a Level 2 overall livelihood status** shall be subjected to the following process depending on the implementation phase:

Implementation Phase	Process for SLPA with Level 2 Overall Livelihood Status
Usbong and Sibol	The SLPA must be subjected to another monitoring visit for a maximum period of three (3) months to address the concerned areas and be able to provide the necessary support and assistance. If the overall livelihood level of the SLPA does not improve, the SLPA will be officially withdrawn from the Program and notified through a formal letter, accompanied by an Exit Plan prepared by the MPDO. This Exit Plan is designed to provide final guidance and support to the SLPA beyond their participation in the Program.
Yabong	The SLPA is no longer qualified for the Graduation Incentive. Instead, the SLPA will receive a Certificate of Completion from the Program and will be mainstreamed to the LGU for continuous monitoring and technical assistance. The SLPA will be officially withdrawn from the Program and notified through a

	formal letter, accompanied by an Exit Plan prepared by the MPDO.
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For **SLPAs that received a Level 1 overall livelihood status** under Usbong to Yabong Phases, they shall be officially withdrawn from the Program and notified through a formal letter, accompanied by an Exit Plan prepared by the MPDO.

If the **microenterprise has closed or become non-operational during the last monitoring visit**, the MPDO shall provide one (1) month extension for the provision of necessary technical assistance to address the specific concern of the SLPA. If the microenterprise still fails to be operational, the SLPA shall be withdrawn from the Program. The MPDO shall prepare a case report on the situation.

(4) MONITORING AND ASSESSMENT PROCESS

Steps	Responsible
4.1. PRIOR TO THE MONITORING/ASSESSMENT ACTIVITY	
<p>The preparatory activities for the Usbong Phase shall commence during the Project Implementation Stage under the Punla Phase, specifically during the turnover of the IPDO to the MPDO of the Microenterprise Operations Assessment Tool and PBP as reference for the conduct of monitoring and assessment in the Usbong Phase.</p> <p>The IPDO should be able to turnover the abovementioned forms and the complete case folders to the MPDO eight (8) days after the Microenterprise Operations Assessment is conducted.</p>	
4.1.1. Bridging Punla to Usbong Phase	
1. Develop an internal system to ensure the facilitation of turnovers for all SLPAs progressing to the Usbong Phase	PMEO
2. Convene a brief dialogue or meeting for the IPDO to turnover the Microenterprise Operations Assessment Tool and PBP developed in the Punla Phase. The objectives of the meeting include, but are not limited to: <ul style="list-style-type: none"> a. Ensuring the seamless transition and continuity of interventions from the Punla Phase to the Usbong Phase; b. Strategize for the optimization of the schedule of interventions; and c. Sharing of experience and good practices of the IPDO dealing with the SLPAs. 	P/AC PMEO IPDO PPO MPDO

<p>3. Review the Microenterprise Operations Assessment Tool and PBP submitted by the IPDO and coordinate with the PPO concerning partnership interventions, respectively, to ensure that the capability-building and partnership needs are provided or facilitated.</p>	<p>MPDO</p>
<p>Tools</p>	<p>1. Microenterprise Operations Assessment Tool [Annex V.1] 2. Provincial PBP [Annex W]</p>
<p>4.1.2. PRE-MONITORING AND ASSESSMENT ACTIVITY</p>	
<p>1. Prepare a schedule to be able to conduct the monitoring and assessment activities in coordination with the PMEO.</p> <p>If the target respondents of the monitoring or assessment activity are 4Ps beneficiaries, the C/ML shall also be notified of the schedule for the latter's possible assistance before and during the activity.</p>	<p>MPDO</p>
<p>2. Notify the SLPA President and other officer/s at least five (5) calendar days ahead of the scheduled monitoring and assessment activities. This is to ensure that the SLPA officers are available and prepared.</p>	<p>MPDO</p>
<p>4.2. MONITORING/ASSESSMENT ACTIVITY</p>	
<p>1. Explain that the purpose of the activity is to gather information that will be used to monitor the performance of the microenterprise and to plan appropriate interventions to ensure continuous operations of the enterprise.</p>	<p>MPDO</p>
<p>2. Discuss the success indicators and the scoring system. The monitoring or assessment activity may only proceed when the SLPA confirms that the indicators and methodology are clearly understood.</p>	<p>MPDO</p>
<p>3. Administer the MD Monitoring Tool, Organization Assessment Tool, and CBAT.</p>	<p>MPDO</p>
<p>4. Discuss the initial results of the monitoring or assessment with the SLPA and guide them in developing their Enterprise Plan during the first Monitoring visit under the Usbong Phase and updating the said Plan in the succeeding monitoring and assessment activities. The MPDO's recommendations should also be discussed to help the SLPA identify their capability-building and partnership linkage needs.</p>	<p>MPDO</p>

<p>Note:</p> <ul style="list-style-type: none"> • <i>With the technical assistance of the MPDO or IPDO, the SLPA may create a Capability-Building and Partnership Committee to be responsible in updating the Enterprise Plan and identifying and engaging partners from the barangay, city/municipality, or province that can assist the SLPA in realizing their identified partnership, capability-building, and other needs as reflected in the said plan.</i> • <i>Project or Association attributes with Level 2 and Level 1 scores should be given utmost priority</i> 		
<p>Tools</p>	<ol style="list-style-type: none"> 1. MD Monitoring Tool for SLPA [Annex AA] 2. SLPA Enterprise Plan [Annex AB] 3. Organization Assessment Tool [Annex AC] 4. Individual Competency Assessment (ICA) Form [Annex AD] 5. CBAT [Annex AE] 	
<p>4.3. POST-MONITORING/ASSESSMENT ACTIVITY</p>		
<ol style="list-style-type: none"> 1. Submit the accomplished monitoring and assessment tools to the P/AC for review and approval, and also provide a copy of the SLPA Enterprise Plan to the PPO to facilitate the identification of potential partnership engagements at the provincial level. 		<p>MPDO</p>
<ol style="list-style-type: none"> 2. Update the Provincial PBP based on the needs outlined in the Enterprise Plan. <p>Note:</p> <ul style="list-style-type: none"> • <i>The roles and responsibilities of the PPO and RPO shall be discussed in detail under Section B.5: Partnership Linkages.</i> 		<p>PPO</p>
<ol style="list-style-type: none"> 3. Immediate interventions may already be coordinated with the concerned staff at the Provincial (P/AC, PPO) or RPMO (RTO, RPO) level to assist the SLPA for any needed intervention(s). 		<p>MPDO</p>
<ol style="list-style-type: none"> 4. Conduct the Final Assessment within five (5) days after the final monitoring visit of each implementation phase. This should be done through a review and analysis of the accomplished MD Monitoring Tools, Organization Assessment Tool/s, and CBAT. 		<p>MPDO</p>

5. Include in the List of Eligible SLPAs for Livelihood Incentive the SLPAs with Level 3 overall assessment under Usbong (for PDAG) and Yabong (for Graduation Incentive). Both lists should be approved by the P/AC.	MPDO
6. Monitor the provision of interventions as indicated in the updated Enterprise Plan and ensure that all issues, challenges, or deficiencies are resolved before the succeeding monitoring and assessment activity.	MPDO, PPO
Tools	<ol style="list-style-type: none"> 1. Final Assessment Tool [Annex AF] 2. SLPA Enterprise Plan [Annex AB] 3. PBP [Annex W] 4. List of Eligible SLPAs for Livelihood Incentive [Annex AK]

5) FREQUENCY OF VISITS AND SUBMISSION OF REPORTS

5.1. Microenterprise (MD) Monitoring

Frequency of Visit	Every three (3) months; four (4) times within the Usbong Phase and two (2) times within the Sibol and Yabong Phases
Tool	MD Monitoring Tool
Timeline of Submission	<p>MPDO Submission to P/AC</p> <ul style="list-style-type: none"> • Reports shall be prepared and submitted by the MPDO to the P/AC within ten (10) calendar days immediately after the conduct of monitoring activities.
	<p>P/AC Submission to SLP RPMO</p> <ul style="list-style-type: none"> • Provincial summary of status of livelihood projects, consolidated reports, best practices (as applicable), and all relevant documents (i.e., summary of livelihood statuses, Enterprise Plans, monitoring and assessment forms) shall be submitted to the RPMO through the RPC within five (5) days after receipt of the reports from the MPDO.
	<p>SLP RPMO Submission to SLP NPMO</p> <ul style="list-style-type: none"> • Consolidated regional report shall be submitted to the SLP NPMO within (5) days after receipt of P/AC reports.

5.2. Organizational Assessment

Frequency of Visit	Every six (6) months; two (2) times within the Usbong Phase and one (1) time within the Sibol and Yabong Phases
Tools	Organization Assessment Tool

Timeline of Submission	<p>MPDO Submission to P/AC</p> <ul style="list-style-type: none"> • Reports shall be prepared and submitted by the MPDO to the P/AC within ten (10) calendar days after the conduct of the Organization Assessment.
	<p>P/AC Submission to SLP RPMO</p> <ul style="list-style-type: none"> • Provincial summary of status of livelihood projects, consolidated reports, best practices (as applicable), and all relevant documents (i.e., summary of livelihood statuses, Enterprise Plans, monitoring and assessment forms) shall be submitted to the SLP RPMO through the RPC within five (5) calendar days after receipt of reports from the MPDO.
	<p>SLP RPMO Submission to SLP NPMO</p> <ul style="list-style-type: none"> • A consolidated regional report shall be submitted to the SLP NPMO within five (5) days after receipt of reports from the P/AC.
5.3. Final Assessment	
Frequency of Visit	After the 4th Monitoring and Assessment Visit within the Usbong Phase and after the 2nd Monitoring and Assessment Visit within the Sibol and Yabong Phases
Frequency of Activity	Once per Implementation Phase Usbong to Yabong
Tools	1. Final Assessment Tool
Timeline of Submission	<p>MPDO Submission to P/AC</p> <ul style="list-style-type: none"> • Reports shall be prepared and submitted by the MPDO to the P/AC within ten (10) calendar days immediately after the conduct of monitoring and assessment activities.
	<p>P/AC Submission to SLP RPMO</p> <ul style="list-style-type: none"> • Provincial summary of status of livelihood projects, consolidated reports, best practices (as applicable), and all relevant documents (i.e., summary of livelihood statuses, Enterprise Plans, and monitoring and assessment forms) shall be submitted to the SLP RPMO through the RPC within five (5) days after receipt of the reports from the MPDO.
	<p>SLP RPMO Submission to SLP NPMO</p> <ul style="list-style-type: none"> • A consolidated regional final assessment report shall be submitted to the SLP NPMO within five (5) calendar days after receipt of reports from the P/AC.

(6) PROCESS FOR EXIT PLANNING

An Exit Plan is a tool designed to provide final guidance and support to the SLPA beyond their participation in the Program. The preparation of an Exit Plan shall depend on the overall livelihood status of SLPAs, based on the results of the Final Assessment of every implementation phase.

Below is the procedure for the administration of the Exit Plan:

1. Once the result of the Final Assessment is finalized, the MPDO shall prepare the Exit Plan based on the concerned areas of the SLPA. This plan must include recommended interventions and the corresponding resources required. The livelihood assets listed in the LAMM may serve as a reference in identifying potential partners aligned with the SLPA's identified needs.
2. Prior to the finalization of the Exit Plan, the MPDO may facilitate a coordination meeting with the P/AC, PPO, and other relevant staff to discuss possible interventions and actions that the Association may undertake.
3. The MPDO shall formally notify the SLPA of the Final Assessment results and the schedule of the Exit Plan presentation through an official letter signed by the P/AC and RPC. The letter should also include if the SLPA is qualified to proceed to the next implementation phase and receive a livelihood incentive.
4. The MPDO shall convene a meeting with the SLPA to discuss the assessment results and present the Exit Plan. This session should include coaching and mentoring to help the SLPA understand the plan.
5. For SLPAs assessed as Level 2 or Level 3 during the Yabong Final Assessment, mainstreaming into their respective LGUs shall be facilitated. The MPDO shall prepare an official letter to the Local Chief Executive (LCE), endorsing the SLPAs for continued monitoring and provision of necessary assistance and interventions.

Note:

- *Only SLPAs with operational enterprises shall be subjected to exit planning. Associations with non-operational enterprises—despite the measures facilitated by the MPDO as outlined under sub-section A. MD Monitoring Tool—shall be withdrawn from the Program and will no longer be provided with an Exit Plan.*
- *If the SLPA decides to maintain their Association or enterprise despite receiving a Level 2 or Level 1 score, they may continue operating independently outside the Program. In this case, the Association may sustain*

their livelihood activities by applying the knowledge and skills they gained during their participation in the Program.

Tools

1. Exit Plan [Annex Z]
2. Letter to SLPAs (*Qualified for Graduation Incentive*) [Annex AH]
3. Letter to SLPAs (*Not Qualified for Graduation Incentive but with Operational Enterprise*) [Annex AI]
4. Letter to SLPAs (*Not Qualified for the Sibol and Yabong Phases but with Operational Enterprise*) [Annex AJ]
5. Letter to LGU for Mainstreaming of SLPAs with Operational Enterprise [Annex AK.2]

(7) PROCESS FOR AWARDING OF CERTIFICATE OF COMPLETION AND GRADUATION

Based on the following results of the final assessment activity during the Yabong Phase, the SLPA shall be awarded a corresponding certificate:

Yabong Final Assessment Result	Certificate	Awarding Schedule
Level 1 and 2	Certificate of Completion from the Program	At the end of Yabong Phase
Level 3	Graduation Certificate	Pag-ani Phase

1. A ceremonial awarding of Certificates both for Completion and Graduation may be conducted, through accessing counterparts from the LGU and other stakeholders, marking the Program's culmination and recognizing the successful completion of all program activities by the SLPAs.
2. In addition to the SLPAs, the SLP RPMO may invite LGUs and other stakeholders who have contributed to the Associations' journey and achievements. The activity shall include the turnover of the SLPAs to their respective LGUs for oversight responsibilities.
3. During the graduation ceremony of SLPAs achieving Level 3 final livelihood status, a Graduation Incentive will be awarded to honor their success in the Program and provide additional capital to further support their growth and sustainability.

Tools

1. Certificate of Completion [Annex AL.1]
2. Graduation Certificate [Annex AL.2]

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2. PROVISION OF LIVELIHOOD INCENTIVES

DESCRIPTION

The livelihood incentives are grants provided to SLPAs who successfully complied with the SLP standard performance indicators. Based on the results of the monitoring and assessment activities under the Usbong and the Yabong Phases, eligible SLPAs will be awarded with PDAG during the Sibol Phase and Graduation Incentives during the Pag-ani Phase. The SLPA may be provided a maximum of Php 300,000.00 for each livelihood incentive.

OBJECTIVES

1. To prepare the project proposal for the provision of the livelihood incentives to eligible SLPAs.
2. To facilitate the review and approval process for the submitted project proposals following the existing SLP guidelines and government accounting and auditing rules and procedures;
3. To secure documentation of the receipt of the grants; and
4. To ensure the proper monitoring of grants released to the SLPAs.

ELIGIBILITY CRITERIA FOR LIVELIHOOD INCENTIVES

The SLPA is eligible for the following livelihood incentives if they meet the recommended livelihood status based on the results of the Usbong and Yabong Final Assessment:

Incentive	Final Assessment Phase	Livelihood Status Result
PDAG	Usbong	"Level 3" Livelihood Status
Graduation Incentive	Yabong	"Level 3" Livelihood Status

ACTIVITIES

1. Project Identification and Proposal Preparation
2. Project Proposal Review
3. Project Proposal Approval
4. Processing of Proposals and Release of Grants Incentive to SLPA

5. Grants Utilization Monitoring and Reporting

(1) PROJECT IDENTIFICATION AND PROPOSAL PREPARATION

Description	The MPDO shall convene a meeting to prepare the eligible SLPAs to receive a livelihood incentive for the project identification and proposal preparation. As an initial activity, the meeting aims to identify a suitable project for the Association and develop a project proposal based on a set timeline and available budget.
Expected Outputs	<ol style="list-style-type: none"> 1. Accomplished MAF for SCF 2. Accomplished MP
Duration	2 days

Processes

Before the meeting with the SLPA:

1. After the submission of the List of Eligible SLPAs for Livelihood Incentive, the MPDO shall inform the qualified SLPAs of the result of the Final Assessment under the Usbong or Yabong Phase.
2. The MPDO must ensure that only the endorsed SLPAs approved by the P/AC with “Level 3” Overall Livelihood Status will proceed to the project identification and proposal preparation.
3. The MPDO is expected to review the results of the monitoring and assessment activities, along with the Enterprise Plan and Provincial PBP, prior to the meeting with the SLPA. This preparation will provide a clearer understanding of the current state of the Association’s microenterprise operations and will enable the MPDO to provide effective technical assistance on proposed projects to be funded by the livelihood incentive.

During the meeting with the SLPA:

1. The meeting with the SLPA shall serve as a venue to discuss the proposed project through the preparation of MAF for SCF and MP. To help the SLPA identify a potential project, the MPDO should discuss the following topics, among others:
 - a. Result of the Usbong or Yabong Final Assessment;
 - b. Announcement of their eligibility to receive the livelihood incentive;
 - c. Purpose and coverage of the PDAG or Graduation Incentive;
 - d. Remaining Program Success Indicators under the SLP Sustainability Plan;
 - e. Process involved from project identification to release of grants incentive;
 - f. Emphasis on the grants utilization, reporting, and monitoring within 30 to a maximum of 90 days upon receipt of grants;

apply for the renewal following the prescribed attachments and processes under Punla Phase.

Tools	<ol style="list-style-type: none"> 1. MAF for SCF [Annex K.1] 2. MP for MD [Annex L.1]
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(2) PROJECT PROPOSAL REVIEW

Description	The project proposal review assesses the submitted MP based on different aspects of the microenterprise and completeness of submitted requirements. During the review process, action points should be identified for the project proposals that will be deferred or disapproved.
Expected Outputs	<ol style="list-style-type: none"> 1. Accomplished PAT for SCF 2. Approved Proposal at the P/AC Level
Duration	<p>1 day (Provincial Level)</p> <p>4 days (Regional level)</p>

Processes

Project Proposal Review at the Provincial Level

1. The digitized MP submitted by the MPDO shall undergo an assessment at the provincial level by the P/AC using the PAT for SCF.
2. After the review at the provincial level, the digitized MP and its attachments, shall be endorsed and submitted to the SLP RPMO through the PGD.
3. The following are the action points of the P/AC after the review of the MP:

Results of the Assessment	Actions to be Undertaken
Approved Project Proposals for endorsement to the SLP RPMO	<ol style="list-style-type: none"> 1. The P/AC shall endorse the approved MP to the SLP RPMO.
Deferred Project Proposals	<ol style="list-style-type: none"> 1. The P/AC shall immediately inform the concerned MPDO of the findings of the submitted MP through a memorandum or other means of communication not exceeding two (2) working days after the assessment. 2. The MPDO must submit the missing attachments or must revise/reconstruct the project proposal

	<p>based on the findings of the P/AC, not exceeding three (3) working days upon receipt of the notice.</p> <p>3. The MPDO must consult the SLPA should there be a need for revision or reconstruction of the MP.</p>
Disapproved Project Proposals	<p>1. The P/AC shall immediately inform the concerned MPDO of the findings of the submitted MP through a memorandum or other means of communication, not exceeding two (2) working days after the assessment.</p> <p>2. The SLPA may submit a MAF (SCF) to propose a new project, which will be the basis of MPDO for the preparation of a new MP.</p> <p>3. The new project proposal shall undergo another assessment process through the PAT.</p>

Project Proposal Review at the Regional Level

1. Upon receipt of the endorsed MP, the SLP RPMO shall immediately verify the project proposals. **The SLP RPMO shall only review the project proposal and its attachments as to: a) program standards and parameters, and b) completeness and correctness of attachments.**
2. The verified MP must be forwarded to the Regional Director/Minister for approval and onward processing and funding at the concerned FO Fiduciary Sections.
3. The following must be undertaken after the assessment/review:

Results of the Review	Actions to be Undertaken
Approved Project Proposal	<ol style="list-style-type: none"> 1. The RPC shall sign the MP. 2. The approved project proposal shall be forwarded to the Regional Director/Minister for approval and onward processing at the Budget Section for Obligation.
Deferred Project Proposal	<ol style="list-style-type: none"> 1. The RPC shall inform the P/AC on the deferment of the submitted MP. 2. The P/AC shall comply with the findings. 3. Deferred proposals may or may not undergo another project assessment at the provincial level depending on the findings and instructions of the SLP RPMO.

<p>Disapproved Project Proposal</p>	<ol style="list-style-type: none"> 1. The RPC shall issue a memorandum or other means of communication addressed to the P/AC informing that the MP has been disapproved due to non-compliance with the program standards. 2. The P/AC shall relay to the MPDO the decision of the SLP RPMO. While the MPDO shall inform the SLPA on possible actions to be taken. 3. The SLPA may submit a MAF (SCF) to propose a new project, which will be the basis of MPDO for the preparation of a new MP. 4. The new project proposal shall undergo another assessment process through the PAT at the provincial level prior to endorsement to the SLP RPMO, where it will undergo review before approval.
<p>Note:</p> <ul style="list-style-type: none"> ● <i>Once the MP is approved at the SLP RPMO Level through the PGD, the MPDO shall print the documents to obtain the wet signatures of the authorized signatories before endorsing them to the Regional Director/Minister for final approval.</i> 	
<p>Tools</p>	<p>PAT for SCF [Annex Q.1]</p>

<p style="text-align: center;">(3) PROJECT PROPOSAL APPROVAL</p>	
<p>Description</p>	<p>The project proposal approval process is undertaken at the Field Office wherein the Regional Director/Minister is the approving authority.</p>
<p>Expected Outputs</p>	<p>Approved MP</p>
<p>Duration</p>	<p>1 day</p>
<p style="text-align: center;">Processes</p>	
<ol style="list-style-type: none"> 1. The SLP RPMO shall endorse the MP to the Regional Director/Minister for approval. 2. The same process and timeline will apply in the approval of project proposals under the Resource Mobilization Stage of the Punla Phase. 	

(4) PROCESSING OF PROJECT PROPOSAL AND RELEASE OF LIVELIHOOD INCENTIVE TO SLPAs

Description	After the approval of the Regional Director/Minister, the project proposal shall undergo review by the FMD of the FO to ensure that these are compliant with the accounting and auditing procedures.
Expected Outputs	<ol style="list-style-type: none"> 1. Processed Approved Project Proposals 2. Released Livelihood Incentive to the SLPA
Duration	<p>7 days (FMD level)</p> <p>1 day (Release of grant)</p>
Processes	
<p>1. Processing of Project Proposal at the FMD</p> <p>a. After receipt of the approved MP from the Regional Director/Minister, the SLP RPMO shall endorse it to concerned Sections of the FO for Obligation and preparation of cheques.</p> <p>b. The same process and timeline will apply in the processing of project proposals at the FMD under the Resource Mobilization Stage of the Punla Phase.</p> <p>2. Release of Grants</p> <p>a. The livelihood incentive shall be given directly to the SLPA through cheque or ADA, following existing government auditing and accounting rules and procedures.</p> <p>b. The same process and timeline will apply in the releasing of grants under the Resource Mobilization Stage of the Punla Phase.</p>	
Tools	1. GAR for SLPA [Annex R.1]

(5) GRANTS UTILIZATION, REPORTING, AND MONITORING

Description	After the release of grants to the SLPA, the Association should be able to account for all purchases made through a report, which shall be monitored and verified by the MPDO. The activity is focused on checking the proceeds of the grants vis-a-vis the intended use per the approved project proposal.
Expected Outputs	<ol style="list-style-type: none"> 1. Accomplished GUR along with Proof of Payments 2. Accomplished GUMR
Duration	Monitoring should be undertaken within 30 days to a maximum of 90 days after the release of the grant. The monitoring and reporting of the utilization of grants must be continuously done until 100% completed, according to the submitted disbursement schedule.

Processes

1. Utilization of Grants

- a. All purchases made must have acceptable means of verification, such as official receipts, acknowledgment receipts, or any other acceptable proof of purchases.

2. Grants Utilization Reporting

- a. The SLPA Treasurer should prepare the GUR and present it to all SLPA members for transparency. Once all expenses are accounted for, the SLPA President should sign and submit the GUR to the MPDO.
- b. The SLPA Auditor must keep copies of pertinent documents per modality as MOVs for the utilization of the grants and provide the original copies to the MPDO.

3. Grants Utilization Monitoring

- a. The MPDO should conduct the Grants Utilization Monitoring to the SLPA. The MPDO should notify the SLPA at least one (1) week before the activity in order for the SLPA to prepare. The officers and the majority of the members should be present during the meeting or activity.
- b. During the meeting or activity, the SLPA must be able to present the GUR with original copies of official receipts or any other acceptable proof of purchases to the MPDO. The MPDO should be able to validate the presented documents to ensure that utilization is undertaken judiciously.
- c. The MPDO should complete the grant utilization monitoring within 30 days after the release of grants but may be extended to 90 days for projects that require a longer grant utilization timeframe, depending on the nature of the project.
- d. If the grant is yet to be fully utilized, the MPDO should provide the SLPAs technical assistance on how to fast-track. Purchase of items/supplies on a staggered delivery schedule may be allowed if this is necessary for the approved livelihood project.
- e. After the meeting, the MPDO shall prepare and submit the GUMR, together with the SLPA's GURs and its attachments, to the P/AC for review and approval three (3) working days after the monitoring. Upon receiving approval from the P/AC, Provincial Administrative Assistant, MPDO, or other designated provincial staff shall manage the said documents, ensuring they are scanned and uploaded to the PGD, and inform the SLP RPMO of the submission.
- f. The SLP RPMO, through the RMEF and RMEO or other designated SLP RPMO staff, will then compile all submissions received during the current month and submit hard copies of the scanned documents to the Regional COA every 5th

day of the subsequent month. Meanwhile, the original copies of the GUR, GUMR, and other relevant documents shall be kept at the provincial office.

Note:

- *The reporting of the utilization of grants must be continuously done until 100% completed, according to the submitted disbursement schedule.*
- *The same process, conditions, and treatment will apply in the utilization of grants, project proposal amendment, change of project, and misuse of funds under the Resource Mobilization and Project Implementation Stages under the Punla Phase.*

4. Encoding in the SLP IS

- a. After the conduct of the Grants Utilization Monitoring, the MPDO shall ensure the submission of the encoded data in the SLP IS.

Tools	<ol style="list-style-type: none"> 1. GUR [Annex S] 2. GUMR [Annex T.1]
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3. CONTINUOUS CAPACITY-BUILDING ACTIVITIES

DESCRIPTION
<p>SLP is a capability-building program of the Department that gives emphasis on equipping its program participants with essential knowledge and practical skills in establishing and sustaining livelihoods. In this regard, the Program has designed continuous capability-building efforts throughout the Usbong to Yabong Phases to ensure that its program participants are consistently receiving the learning support that they need to sustain their livelihood projects.</p> <p>The capability-building efforts in the Usbong to Yabong Phases aim to equip the SLPAs with essential skills and knowledge in microenterprise management. These efforts focus on key areas such as the value chain and its primary activities, profit sharing, negotiation strategies, advanced financial investment, insurance and savings strategies, advanced organizational management, social responsibility, Good Manufacturing Practices (GMP), and business expansion. These targeted interventions are designed to follow a progressive learning approach that enhances learners' competencies at each phase of implementation. The skills developed through these initiatives are also assessed using the CBAT to measure the learners' growth and readiness in sustaining a microenterprise.</p> <p>On the other hand, the program participants may still receive additional or supplemental capacity-building activities, which can be provided by available internal and external partners. These trainings focus on enhancing technical skills, business management, financial literacy, or other competencies necessary for the sustainability and growth of the SLPAs' livelihood projects.</p>

In addition to these training sessions, coaching and mentoring sessions play a crucial role in reinforcing learning and ensuring practical application. Coaching provides personalized guidance, helping participants address several challenges related to business operations, financial management, and market strategies. Meanwhile, mentoring offers long-term support, where the FPDOs may share insights and good practices to build confidence and resilience. These sessions complement formal capacity-building efforts, ensuring that the program participants receive continuous support in sustaining and growing their microenterprises.

The Usbong to Yabong Phases have three (3) mandatory capacity-building activities, namely: 1) Microenterprise Management Training (MMT) I, 2) MMT II, and 3) MMT III.

OBJECTIVES

The following are the objectives of the Capacity-Building activities under the Usbong to Yabong Phases:

1. To capacitate the SLPAs with competencies needed to advance throughout the implementation phases, leading to well-equipped members and sustained livelihood projects;
2. To link the SLPAs with partners that can provide targeted and supplementary capacity-building activities;
3. To provide the SLPAs with more learning opportunities through coaching and mentoring sessions;
4. To foster knowledge-sharing among SLPAs by allowing them to share their good business practices with one another; and
5. To gauge the learning of SLPAs and the effectiveness of interventions through standardized assessment and evaluation methods.

EXPECTED ACTIVITY OUTPUTS

At the end of the Usbong to Yabong Phases, the following are the expected outputs under the continuous Capacity-Building activities:

1. Pre- and Post-Learning Assessments
2. CBAT
3. Conducted MMT I
4. Created a Profit-Sharing Plan
5. Conducted MMT II
6. Conducted MMT III
7. Developed a Business Expansion Plan
8. Conducted *Sulong Dunong, Sibol Kabuhayan Expo*

ACTIVITIES

The following are the Capacity-Building activities under the Usbong to Yabong Phases:

1. Conduct of Capacity-Building Activities
 - a. Administration of MMT I
 - a. Administration of MMT II
 - b. Administration of MMT III
2. Administration of CBAT
3. Conduct of Sulong Dunong, Sibol Kabuhayan Expo
4. Provision of Supplemental Capacity-Building Activities
5. Conduct of Coaching and Mentoring Sessions

(1) CONDUCT OF CAPACITY-BUILDING ACTIVITIES

Description	<p>The MMT is a progressive capacity-building initiative designed to equip SLPAs with essential business skills across the Usbong, Sibol, and Yabong Phases. In MMT I (Usbong Phase), participants gain foundational knowledge in microenterprise management, including value chain optimization, profit-sharing strategies, and negotiation skills to enhance business operations and market opportunities.</p> <p>MMT II (Sibol Phase) builds on these fundamentals by introducing advanced financial investment, insurance, and savings strategies, alongside new concepts in organizational management and social responsibility to strengthen enterprise sustainability.</p> <p>Finally, MMT III (Yabong Phase) focuses on product quality and business expansion. SLPA members will learn the 5 P's of GMP to ensure high production standards and compliance while exploring strategies for scaling operations and accessing new markets.</p> <p>Through this structured training, the SLPAs are empowered to transition from small enterprises to sustainable and competitive businesses.</p>
Expected Outputs	<ol style="list-style-type: none"> 1. SLP General Attendance Sheet 2. Conducted MMT I, II, and III 3. Pre and Post-Learning Assessments
Duration	Four (4) hours each type of training
Processes	
The MMT must be conducted throughout the Usbong to Yabong Phases, with the following topics:	
Implementation Phase	Capacity-Building Activity
Usbong	The MMT I is conducted during the USBONG Phase . It is designed to equip the SLPAs with essential business skills. The training will make them understand the value chain to optimize

	<p>operations, learn profit-sharing to promote fair and sustainable income distribution, and develop a profit-sharing plan to ensure equitable earnings among SLPA members while reinvesting for business growth. Additionally, they will enhance their negotiation skills to secure better deals and market opportunities.</p> <p>Specific Topics:</p> <ul style="list-style-type: none"> ● Value Chain and Its Primary Activities ● Profit Sharing and Its Importance ● Negotiation Strategies
Sibol	<p>MMT II is conducted during the SIBOL Phase. It builds on foundational business skills to enhance the sustainability and growth of the SLPAs and their enterprise. SLPA members will learn about advanced financial investment, insurance, and savings strategies to strengthen their financial security. They will also explore new concepts in organizational management to improve leadership, decision-making, and efficiency. Lastly, they will understand community impact as social responsibility, fostering ethical business practices that contribute to local development.</p> <p>Specific Topics:</p> <ul style="list-style-type: none"> ● Advanced Financial Investment, Insurance, and Savings Strategies ● Advanced and New Concepts on Organizational Management ● Community Impact as Social Responsibility
Yabong	<p>MMT III is conducted during the YABONG Phase. It is designed to equip the SLPAs with advanced knowledge on ensuring product quality and scaling their enterprises. SLPA members will learn the 5 P's of GMP to maintain high production standards, ensuring safety and compliance. They will also explore business expansion strategies, enabling them to scale operations, access new markets, and sustain long-term growth. This training prepares the SLPAs to transition into more competitive and sustainable enterprises.</p> <p>Specific Topics:</p> <ul style="list-style-type: none"> ● 5 P's of GMP ● Business Expansion

Pre-Activity

1. The **MPDO** must conduct the **MMT I/II/III** during the **first three (3) months** of the Implementation Phase.
2. The **MPDO** shall secure and utilize the standard **Modules, Gabay Workbook, and presentation slides** that will be cascaded to them by the RTO.
3. The **MPDO** is in charge of administering the MMT I/II/III to the SLPA members. However, in case the **MPDO** is not able to serve as the SME for the training, the MPDO must coordinate with the **PPO** for the identification of resource speaker(s) from the pool of SLP partners. If the resource speaker will come from the partners, they may opt to use their own module but still need to incorporate the standard modules with its Pre- and Post-Learning Assessments.
4. The **MPDO** shall identify a conducive venue and other logistical needs for the training. Assistance from partners and the LGU may also be tapped.
5. After preparing the learning materials, identifying the resource speaker(s), and securing the venue, the **MPDO** shall inform the SLPA and concerned stakeholders of the schedule and venue **at least five (5) working days** before the training.

During

1. The **MPDO** shall secure the list of attendees for the training using the provided **SLP General Attendance Sheet**.
2. The **MPDO** shall administer the **Pre-Learning Assessment** before conducting the training. This baseline assessment is essential as it will assist the MPDO in comprehending the initial knowledge and existing competency levels of the SLPA members.

Note:

- *For **MMT I**, the **SLPAs** must formulate their Profit-Sharing Plan and submit their draft Profit-Sharing Plan to the **MPDO** right after the training.*
3. The **MPDO** must administer the **Post-Learning Assessment** after the conduct of the training. This will serve as a verification tool to confirm if the SLPA members have acquired the intended knowledge and skills during the training. This will not only reveal areas where the SLPA members may still lack understanding or proficiency, but it will also identify specific areas that may require additional focus.

Post-Activity	
<ol style="list-style-type: none"> The MPDO must encode the Pre- and Post-Learning Assessment scores of each SLPA member, as well as update the details of every training that they attended in the SLP IS. 	
Note:	
<ul style="list-style-type: none"> For the SLPA members who are no longer interested in joining SLP, the IPDO shall ensure they will complete the SLP Waiver Form. All SLPA members must attend all SLP capacity-building activities for each implementation phase. However, if circumstances deem it impossible for all members to attend for valid reasons, at least 75% of the SLPA members and officers must be able to participate. Members who could attend must commit to sharing (retelling) what they learned with their fellow members who could not participate. The IPDO must emphasize to the SLPA members the importance of consistent attendance to training and the value of knowledge sharing within the association. These factors can impact the collective result of their CBAT. 	
Tools	<ol style="list-style-type: none"> SLP General Attendance Sheet [Annex F] MMT I, II, and III Modules MMT I, II, and III Presentation Slides SLP Waiver Form [Annex H]

(2) ADMINISTRATION OF COMPETENCY-BASED ASSESSMENT TOOL (CBAT)	
Description	The CBAT is designed to evaluate the capacity and competency levels of SLPA members . This assessment helps identify skill gaps and necessary interventions that the MPDO must provide to ensure members' capacity enhancement and eligibility for the next project cycle or level. The CBAT must be administered by the MPDO simultaneously with the last monitoring visit in every implementation phase .
Expected Outputs	<ol style="list-style-type: none"> Accomplished CBAT Accomplished ICA
Duration	1 hour and 30 minutes
Processes	
<u>Pre-CBAT Administration</u>	
<ol style="list-style-type: none"> The MPDO shall secure and utilize the standard CBAT and ICA Tool that will be cascaded to them by the RTO. The MPDO must coordinate with the SLPA members five (5) working days prior to the administration of the CBAT. 	

Note:

- *If the required number of SLPA members is not present during the CBAT administration, the MPDO must reschedule it to the **nearest available date simultaneous to the last monitoring visit of the implementation phase.***

During CBAT Administration

1. The **MPDO** must explain to the SLPA members the following:
 - a. The assessment they are about to take is designed to determine their levels of competencies and areas for improvement.
 - b. There are no right or wrong answers in the result of the assessment.
 - c. The result of the CBAT shall be part of the performance indicators to determine the SLPA's eligibility to proceed to the next phase.
2. The CBAT is divided into **8 parts**, namely: *Introduction, Consent & Confidentiality Clause, SLPA Information, Recent Trainings Attended by SLPA, Summary of SLPA Competency Assessment, Summary of SLPA Competency Ratings, Notes/Remarks, and Certification.*
3. For **Part A.1. - Location of the SLP**: the required data refers to the **location of the Enterprise/Project.**
4. Here are some key pointers for **Part B - Recent Training Attended by SLPA**:
 - a. Only training sessions attended together by the majority of SLPA members (**at least 75% of the SLPA members and officers**) should be recorded.
 - b. The coverage of the recorded training should only include those conducted from the last to the current implementation phase.
 - c. The SLPAs will also be assessed based on the relevant training attended.

SCORE RANGE OF RELEVANT TRAININGS ATTENDED

5	4	3	2	1
<i>With at least 3 relevant trainings to the competencies that are being measured</i>	<i>With at least 2 relevant trainings to the competencies that are being measured</i>	<i>With at least 1 relevant training to the competencies that are being measured</i>	<i>With at least 1 nearly relevant training to the competencies that are being measured</i>	<i>Without nearly relevant training to the competencies that are being measured</i>

Note:

- *Considering that the program provides in-house training, the SLPA shall receive a **minimum score of 3** in the **Assessment of Relevant Training Attended**.*

5. In determining the standard number of respondents, the SLP utilized the Raosoft sample size formula, applying a 5% margin of error, 90% confidence level, and 50% response distribution.

Total No. of SLPA Members	Sample Size	Total No. of SLPA Members	Sample Size	Total No. of SLPA Members	Sample Size	Total No. of SLPA Members	Sample Size	Total No. of SLPA Members	Sample Size	Total No. of SLPA Members	Sample Size
30	28	27	25	24	23	21	20	18	17	15	15
29	27	26	24	23	22	20	19	17	17		
28	26	25	23	22	21	19	18	16	16		

6. The competency of each SLPA member will be assessed using the **ICA Tool**.
7. The **MPDO** must administer the ICA Tool **individually**, not as a group assessment.
8. Each competency will be measured on a 5-point Likert scale, with 1 being the lowest and 5 being the highest. This scale provides a structured progression of skills, enabling SLPA members to advance from basic understanding to mastery. It also offers the MPDO an objective and systematic approach to assessing competencies. Additionally, it promotes continuous improvement and generates quantifiable data to identify areas requiring further training.
9. The **MPDO** must record **all responses** of the SLPA members in **Part C - Summary of SLPA Competency Assessment**.
10. The **MPDO** must compute the **average score** of the SLPA **per competency**.
11. Then, the **MPDO** must determine the **SLPA Competency Rating** by summing the average scores per competency and dividing the total by the number of competencies being measured.
12. To determine the overall **CBAT score** of the SLPA, the **MPDO must sum the final rating** from the **Assessment of Relevant Training Attended** and the **SLPA Competency Rating**, then **divide the total by 2**.
13. To determine the adjectival rating, please refer to the table below.

RATING	COMPETENCY LEVEL
1.00 - 1.69	BASIC
1.70 - 3.39	INTERMEDIATE
3.40 - 5.00	ADVANCED

Note:

- All SLPAs that shall undergo the CBAT should have a minimum of 15 members. All SLPAs that will not reach the 15-member threshold should secure a member replacement.
- The rating ranges are determined by dividing the five (5) learning levels of ICA by the three (3) overall competency levels of CBAT.
- The SLPA's Competency Level is one of the bases for determining the SLPA's eligibility to proceed to the next implementation phase and receive livelihood incentives (refer to the Final Assessment section under the Monitoring and Assessment Component for the complete Rating Guide). The SLPA must achieve at least the **Intermediate Level** in the CBAT as one of the qualifications to proceed to the **Sibol and Yabong Phases**; and the **Advanced Level** for the **Pag-ani Phase**.
- During the **Usbong Phase**, SLPAs need to attain at least an **Intermediate Level** in CBAT as one of the qualifications to become eligible for the **PDAG**.
- The **MPDO** may also document and recommend further interventions based on the assessment results to ensure that the SLPA is adequately equipped to progress to the next phase.

After CBAT Administration

1. The CBAT administration must only be **conducted once** per SLPA for each Phase.
2. The **MPDO** must **immediately encode** the **final SLPA competency score** in the **SLP IS** to ensure proper documentation and tracking of progress.
3. Additionally, the results of the CBAT may be used to identify specialized training tailored to the SLPA's specific needs. By leveraging CBAT results, the MPDO can provide technical support, ensuring that SLPAs receive the necessary knowledge and skills to succeed in their chosen enterprises.

Tools

1. CBAT [Annex AE]
2. ICA [Annex AD]

(3) CONDUCT OF SULONG DUNONG, SIBOL KABUHAYAN EXPO

Description	Sulong Dunong, Sibol Kabuhayan! Expo must be conducted during the SIBOL Phase . It shall serve as a platform for SLPAs to showcase their best practices, exchange knowledge, and inspire fellow SLPAs in their entrepreneurial journey. This event also provides an opportunity to introduce SLPA products and services to a broader, more diverse market, fostering potential partnerships, increased market reach, and business growth.
Expected Outputs	Conducted Sulong Dunong, Sibol Kabuhayan! Expo
Duration	1 day
Processes	
<ol style="list-style-type: none">1. Sulong Dunong, Sibol Kabuhayan Expo can be conducted at the city/municipal, provincial, or regional level—the SLP-RPMO may select which level is feasible depending on its available resources.2. This activity can also be part of the annual conduct of Regional SLP Alunsina.3. The SLP RPMO may also conduct this activity as their participation in the SLP Anniversary celebration.4. It can also be conducted once or twice per calendar year. As soon as the SLP RPMO is already in the Sibol Phase, this activity shall be part of the annual region's calendar of activities.	

(4) PROVISION OF SUPPLEMENTAL CAPACITY-BUILDING ACTIVITIES

Description	SLPA members may receive additional capacity-building activities from internal and external partners to further enhance their technical skills, business management capabilities, financial literacy, and other essential competencies for sustaining and growing their livelihood projects. These supplemental trainings provide continuous learning opportunities tailored to the evolving needs of the participants.
Expected Outputs	<ol style="list-style-type: none">1. SLP General Attendance Sheet2. Conducted Supplemental Capacity-Building Activities
Duration	Four (4) hours

Processes

Pre-Activity

1. The **MPDO** may tap the **PPO** for the identification of resource speaker/s from the pool of SLP partners who can provide supplemental capacity-building activities to SLPAs based on the identified needs in their enterprise plan.
2. The **MPDO** shall identify a conducive venue and other logistical needs for the training. Assistance from partners and the LGU may also be tapped.
3. After preparing the learning materials, identifying the resource speaker/s, and securing the venue, the **MPDO** shall inform the program participants and concerned stakeholders of the schedule and venue **at least five (5) working days** before the training.

During

1. The **MPDO** shall secure the list of attendees for the training using the provided **SLP General Attendance Sheet**.
2. The **MPDO** may assist the partner in administering the training to SLPAs.

Post-Activity

1. The **MPDO** must **encode** the details of the supplemental training and the participating SLPAs in the **SLP IS**.

Note:

- *All SLPA members **must attend** the SLP capacity-building Activities for each implementation phase. However, if circumstances deem it impossible for **all** members to attend for valid reason/s, at least **75% of the SLPA members and officers** must be able to participate.*
- *Members who could attend must commit to sharing (**retelling**) what they learned to their fellow members who could not participate.*
- *The IPDO must emphasize to the SLPA members the importance of **consistent attendance to training** and the value of **knowledge sharing within the association**. These factors can impact the collective result of their CBAT.*

(5) CONDUCT OF COACHING AND MENTORING SESSIONS

Description	The Coaching and Mentoring Sessions are part of the Program's intervention, designed to address challenges identified among SLPAs during the monitoring activities. To enhance learning, SLP online resources and customized learning materials tailored to participants' specific needs, such as modules, slides, quizzes, and other resources, may be used for a structured and comprehensive learning experience.
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Expected Outputs	Conducted Coaching and Mentoring Sessions
Duration	Minimum: 1 hour Maximum: 1 hour and 30 minutes
Processes	
<p>The SLPAs will also receive coaching and mentoring sessions as part of the program's intervention, addressing observations gathered during monitoring activities.</p> <p>To facilitate effective learning, the MPDO may do the following:</p> <ol style="list-style-type: none"> 1. Utilize available online learning resources to supplement coaching sessions. 2. Develop customized learning materials tailored to the specific needs and challenges of the program participants. 3. When available, use prescriptive learning materials (e.g., modules, slides, quizzes, and other resources) from E-Dunong or SLP Talasaliksik to ensure structured and comprehensive learning. 	

4. PARTNERSHIP LINKAGES

DESCRIPTION
<p>Partnership linkages are a complementary and supplementary intervention that aims to enable or operationalize the identified needs of the SLPAs in the Usbong to Yabong Phases. Considering the limitations of SLP's resources and expertise, engaging partners will help established microenterprises to sustain the investments provided in the Punla Phase.</p> <p>The partnership engagements in the Usbong to Yabong Phases shall focus on the continuous development of human assets and the provision of needed interventions based on the results of the monitoring and assessment activities and the SLPA's submitted Enterprise Plan.</p>

OBJECTIVES
<ol style="list-style-type: none"> 1. To establish a standard process for engaging partners and linking program participants to partners; 2. To guide the PPO and other key players in the: <ol style="list-style-type: none"> a. Updating of the LAMM and b. Updating of the PBPs; 3. To define the roles of the SLP RPMO and SLP NPMO staff under partnership linkages; and

4. To guide the Partnership Officers in conducting a Partnership Forum or similar activities.

EXPECTED ACTIVITY OUTPUTS

At the end of the Usbong to Yabong Phases, the following are the expected outputs under the partnership linkages:

1. Updated Partnership-Building Plans after each monitoring and assessment activity of the MPDO;
2. Updated LAMM;
3. Conducted a Partnership Forum or similar activities; and
4. Continuous Engagement with SLP Partners

ACTIVITIES

1. Continuous Engagement with SLP Partners
 - a. Updating of the LAMM
2. Updating of the PBP
3. Conduct of Partnership Forum or similar activities

The following section details the continuation of engagement with the partners and the conduct of partnership-related activities for the Usbong to Yabong Phases:

(1) CONTINUOUS ENGAGEMENT WITH SLP PARTNERS

UPDATING OF LIVELIHOOD ASSETS AND MARKET MAP

Description	<p>This activity details the process of updating the LAMM during the Usbong to Yabong Phases.</p> <p>The LAMM developed during the Punla Phase shall be continuously updated by the Partnership Officers to list potential engagements and existing partners that may be tapped to provide supplementary and complementary interventions needed by the SLPA for the Usbong to Yabong Phases based on the Enterprise Plan submitted by the MPDO.</p> <p>For Usbong to Yabong Phases, the LAMM shall be updated at least per implementation phase and/every time the Partnership Officers scan, map, and engage potential and existing partners that will contribute to the sustainability of the livelihood of the SLPA.</p>
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Expected Outputs	<ol style="list-style-type: none"> 1. Accomplished Updated Regional LAMM by the RPO; 2. Accomplished Updated Provincial LAMM by the PPO (<i>incorporating the public and private sector resources and opportunities reflected in the RLAMM</i>); and 3. Accomplished Updated C/MLAMM by the IPDO (<i>incorporating inputs from the PLAMM</i>). 						
Duration	5 working days per level <ol style="list-style-type: none"> 1. RLAMM preparation: 5 days 2. PLAMM preparation: 5 days 3. C/MLAMM preparation: 5 days 						
Processes							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="185 739 1106 806" style="text-align: center;">Steps</th> <th data-bbox="1106 739 1425 806" style="text-align: center;">Responsible</th> </tr> </thead> <tbody> <tr> <td colspan="2" data-bbox="185 806 1425 873">Updating of the RLAMM</td> </tr> <tr> <td data-bbox="185 873 1106 1926"> <ol style="list-style-type: none"> 1. The RPO shall continuously scan, map, and engage potential partners at the regional level that can provide supplementary and complementary interventions for the SLPA. All scanned and mapped potential partners at the regional level shall be detailed in the Livelihood Assets-Potential Partners under the RLAMM. 2. The RPO shall review all submitted Consolidated Provincial PBP's shared by the PPO and determine potential partners that can be engaged at the regional level. 3. The RPO shall also consider the livelihood and market identified and engaged at the national level by the National Partnership Officer that apply to the respective region. 4. For all partners who are successfully engaged at the regional level, the RPO shall input the details of the said partners in the Livelihood Asset-Engaged Partners under the RLAMM, secure the contact details of the regional focal persons of the said partners, and update in the Regional Directory of Partners, if applicable. 5. The RPO shall share all updated information in the RLAMM through Google Sheet in advance for the PPO's information and reference. </td> <td data-bbox="1106 873 1425 1926" style="text-align: center; vertical-align: top;"> RPO and RPC </td> </tr> </tbody> </table>		Steps	Responsible	Updating of the RLAMM		<ol style="list-style-type: none"> 1. The RPO shall continuously scan, map, and engage potential partners at the regional level that can provide supplementary and complementary interventions for the SLPA. All scanned and mapped potential partners at the regional level shall be detailed in the Livelihood Assets-Potential Partners under the RLAMM. 2. The RPO shall review all submitted Consolidated Provincial PBP's shared by the PPO and determine potential partners that can be engaged at the regional level. 3. The RPO shall also consider the livelihood and market identified and engaged at the national level by the National Partnership Officer that apply to the respective region. 4. For all partners who are successfully engaged at the regional level, the RPO shall input the details of the said partners in the Livelihood Asset-Engaged Partners under the RLAMM, secure the contact details of the regional focal persons of the said partners, and update in the Regional Directory of Partners, if applicable. 5. The RPO shall share all updated information in the RLAMM through Google Sheet in advance for the PPO's information and reference. 	RPO and RPC
Steps	Responsible						
Updating of the RLAMM							
<ol style="list-style-type: none"> 1. The RPO shall continuously scan, map, and engage potential partners at the regional level that can provide supplementary and complementary interventions for the SLPA. All scanned and mapped potential partners at the regional level shall be detailed in the Livelihood Assets-Potential Partners under the RLAMM. 2. The RPO shall review all submitted Consolidated Provincial PBP's shared by the PPO and determine potential partners that can be engaged at the regional level. 3. The RPO shall also consider the livelihood and market identified and engaged at the national level by the National Partnership Officer that apply to the respective region. 4. For all partners who are successfully engaged at the regional level, the RPO shall input the details of the said partners in the Livelihood Asset-Engaged Partners under the RLAMM, secure the contact details of the regional focal persons of the said partners, and update in the Regional Directory of Partners, if applicable. 5. The RPO shall share all updated information in the RLAMM through Google Sheet in advance for the PPO's information and reference. 	RPO and RPC						

<p>6. The RPO may also provide the PPO an orientation regarding the partnership engagement with the partner upon the PPO's request.</p> <p>7. For documentation purposes, the RPO shall submit the updated RLAMM to the RPC for review and approval at the end of each Phase.</p>	
<p>Updating of the PLAMM</p>	
<ol style="list-style-type: none"> 1. Based on the updated information in RLAMM shared by the RPO, the PPO shall update their PLAMM. 2. The PPO shall also continuously scan, map, and engage potential partners at the provincial level that can provide supplementary and complementary interventions for the SLPA. All scanned and mapped potential partners at the provincial level shall be detailed in the Livelihood Assets-Potential Partners under the PLAMM. 3. The PPO shall review all submitted Enterprise Plan submitted by the MPDO and determine potential partners that can be engaged at the provincial level. 4. For potential partners who can be engaged through informal partnership at the provincial level, the PPO may proceed with the partnership engagement by conducting an exploratory and/or consultation meeting and capturing the partnership implementation arrangements, especially the support to be provided by the partners to the SLPA, through the Minutes of the Meeting (MoM)/Feedback Report/Summary of Agreement (SoA) as MOVs. 5. For potential partners who need to engage through formal partnership, the PPO shall coordinate with the RPO and seek assistance from the RPO in developing the formal agreement. 6. For all partners who are successfully engaged at the provincial level, the PPO shall input the details of the said partners in the Livelihood Asset-Engaged Partners under the PLAMM and obtain the directory of the provincial and city/municipal focal persons of the said partners, if applicable. The said information shall be immediately shared with the MPDO for their information and reference. 	<p>PPO and PC</p>

<ol style="list-style-type: none"> 7. The PPO shall share all updated information in the PLAMM through Google Sheet in advance for the MPDO's information and reference. 8. The PPO shall be responsible for coordinating with partners at the provincial level and orienting the MPDO regarding the partnership engagement. 9. For documentation purposes, the PPO shall submit the updated PLAMM to the P/AC for review and approval at the end of each phase. 	
Updating of the C/MLAMM	
<ol style="list-style-type: none"> 1. Based on the updated information in PLAMM shared by the PPO, the MPDO shall update the C/MLAMM. 2. The MPDO may also scan, map, and engage potential partners at the city/municipal level that can provide supplementary and complementary interventions for the SLPA with the assistance of the PPO and RPO. All scanned and mapped potential partners at the city/municipal level shall be detailed in the Livelihood Assets-Potential Partners under the C/MLAMM. 3. The MPDO shall coordinate with the PPO for the potential partners scanned and mapped at the city/municipal level to facilitate the partnership-building process. 4. The MPDO shall coordinate with partners at the city/municipal level and link them to the SLPA. 5. For documentation purposes, the MPDO shall submit the updated C/MLAMM to the PC for review and approval at the end of the Phase. 	MPDO, PPO and P/AC
Tools	<ol style="list-style-type: none"> 1. RLAMM [Annex B.1] 2. PLAMM [Annex B.2] 3. C/MLAMM [Annex B.3]

(2) UPDATING OF THE PBP

UPDATING OF THE PARTNERSHIP BUILDING PLAN	
Description	This activity aims to update the PBP based on the identified needs in the Enterprise Plan and the results of the monitoring and assessment activities. The plan will serve as a reference for the

	Partnership Officers to engage partners who will contribute to the sustainability of the livelihoods of the SLP participants.												
Expected Outputs	<ol style="list-style-type: none"> 1. Updated Regional and Provincial PBPs 2. Updated Consolidated Regional and Provincial PBPs 												
Duration	<ol style="list-style-type: none"> 1. Provincial PBP: Five (5) days after the P/AC approved the Enterprise Plan. 2. Regional PBP: Five (5) days after receiving all copies of the Provincial PBPs. 												
Processes													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Steps</th> <th style="text-align: center;">Responsible</th> </tr> </thead> <tbody> <tr> <td> <ol style="list-style-type: none"> 1. Based on the Enterprise Plan, the PPO shall identify areas where partner assistance is necessary, and these findings shall be incorporated into the existing Provincial PBP. 2. The PBP shall be continuously updated based on the submitted updated enterprise plan, which reflects the result of the monitoring and assessment activities conducted by the MPDO. </td> <td style="text-align: center; vertical-align: middle;">PPO</td> </tr> <tr> <td> <ol style="list-style-type: none"> 3. Using Livelihood Assets-Engaged Partners (LA-EP) under the PLAMM as a reference, the PPO shall coordinate and tap identified partners at the provincial level found in Livelihood Assets-Engaged Partners under the PLAMM. <p>Note:</p> <ul style="list-style-type: none"> • <i>The LA-EP under the PLAMM shall serve as a reference in identifying partners that can be tapped based on the needs identified in the Provincial PBP. These processes shall be repeated during the Usbong to Yabong Phases.</i> </td> <td style="text-align: center; vertical-align: middle;">PPO and RPO</td> </tr> <tr> <td> <ol style="list-style-type: none"> 4. For identified institutions not listed in the Livelihood Assets-Engaged Partners under the PLAMM, the PPO shall (a) scan, map, and link potential partners at the provincial level or (b) coordinate and request the technical assistance of the RPO to scan, map, and link potential partners at the regional level or the national level. </td> <td style="text-align: center; vertical-align: middle;">PPO and RPO</td> </tr> <tr> <td> <ol style="list-style-type: none"> 5. The Provincial PBP shall be submitted to the P/AC for review and approval. </td> <td style="text-align: center; vertical-align: middle;">PPO and P/AC</td> </tr> <tr> <td> <ol style="list-style-type: none"> 6. Once approved, the PPO shall input their Provincial PBP into the Consolidated Provincial PBP for sharing with the RPO. </td> <td style="text-align: center; vertical-align: middle;">PPO</td> </tr> </tbody> </table>		Steps	Responsible	<ol style="list-style-type: none"> 1. Based on the Enterprise Plan, the PPO shall identify areas where partner assistance is necessary, and these findings shall be incorporated into the existing Provincial PBP. 2. The PBP shall be continuously updated based on the submitted updated enterprise plan, which reflects the result of the monitoring and assessment activities conducted by the MPDO. 	PPO	<ol style="list-style-type: none"> 3. Using Livelihood Assets-Engaged Partners (LA-EP) under the PLAMM as a reference, the PPO shall coordinate and tap identified partners at the provincial level found in Livelihood Assets-Engaged Partners under the PLAMM. <p>Note:</p> <ul style="list-style-type: none"> • <i>The LA-EP under the PLAMM shall serve as a reference in identifying partners that can be tapped based on the needs identified in the Provincial PBP. These processes shall be repeated during the Usbong to Yabong Phases.</i> 	PPO and RPO	<ol style="list-style-type: none"> 4. For identified institutions not listed in the Livelihood Assets-Engaged Partners under the PLAMM, the PPO shall (a) scan, map, and link potential partners at the provincial level or (b) coordinate and request the technical assistance of the RPO to scan, map, and link potential partners at the regional level or the national level. 	PPO and RPO	<ol style="list-style-type: none"> 5. The Provincial PBP shall be submitted to the P/AC for review and approval. 	PPO and P/AC	<ol style="list-style-type: none"> 6. Once approved, the PPO shall input their Provincial PBP into the Consolidated Provincial PBP for sharing with the RPO. 	PPO
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<p>Note:</p> <ul style="list-style-type: none"> • <i>The Consolidated Provincial PBP is a shared online Google Sheet that provides a provincial level view of the identified and needed partnership activities or interventions. The PPO, RPO, and its intended users can directly monitor the status of these partnership activities or interventions through the shared Google Sheet.</i> 	
<p>7. At the regional level, the RPO shall consolidate and review all the shared Consolidated Provincial PBPs and develop a Regional PBP detailing the existing and identified potential partners that can be coordinated and engaged at the regional level.</p>	RPO
<p>8. Once developed, the RPO shall submit the Regional PBP to the RPC for review and approval.</p>	RPO and RPC
<p>9. Once approved, the RPO shall input their Regional PBP into the Consolidated Regional PBP for sharing with the National Partnership Officer (NPO).</p>	RPO and NPO
<p>10. The RPO shall (a) scan, map, and link potential partners at the regional level or (b) coordinate and request the technical assistance of the NPO to scan, map, and link potential partners at the national level.</p>	RPO and NPO
<p>11. The NPO shall consolidate and review all the submitted Consolidated Regional PBPs. These plans shall serve as the NPO's reference documents for the NPO in providing technical assistance to the RPO and engaging partners at the national level.</p>	NPO
<p>Tools</p>	<ol style="list-style-type: none"> 1. Provincial PBP [Annex W.1] 2. Consolidated Provincial PBP [Annex W.3] 3. Regional PBP [Annex W.2] 4. Consolidated Regional PBP [Annex W.4]

(3) CONDUCT OF PARTNERSHIP FORUM OR SIMILAR ACTIVITIES

<p>CONDUCT OF PARTNERSHIP FORUM OR SIMILAR ACTIVITIES</p>	
<p>Description</p>	<p>The Partnership Forum or similar activities serves as a platform for the SLP's engaged and potential partners to gather in one activity to:</p> <ol style="list-style-type: none"> 1. Foster collaboration, networking, and alliance building with SLPs engaged and potential partners/stakeholders through complementation and supplementation of resources;

	<p>2. Promote the SLPAs and their products and services to generate support and/or assistance that will contribute to their sustainability; and</p> <p>3. Promote the SLP to seek complementation and supplementation support in its implementation.</p>
Expected Outputs	Conducted Partnership Forum with documentation
Duration	Within the Yabong Phase
Processes	
<p>1. The RPO and PPO, in coordination with the RTO, shall conduct a Partnership Forum or similar activities during the Yabong Phase.</p> <p>2. The Partnership Forum or similar activities can be conducted at the city/municipal, provincial, and regional levels, depending on the feasibility and availability of resources.</p> <p>3. The RPO and PPO shall identify different engaged and potential partners/stakeholders to attend the said activity. The activity shall be used as a platform to gather support and assistance for the SLPAs and program.</p> <p>4. In the event that holding a Partnership Forum is not feasible due to valid reasons, the RPO and PPO may:</p> <ul style="list-style-type: none"> a. seek support/assistance from the partners/stakeholders; and/or b. attend similar activities organized by partners wherein the RPO and PPO can seek support in the implementation and promote the SLP, and SLPA's products and services. 	

VI. PARTNERSHIP BUILDING PROCESS

It is essential to discuss the general process for engaging partners who can assist in implementing the SLP and provide complementary and supplementary livelihood interventions for SLPA, to serve as guide for the SLP RPMO and field implementers throughout the whole duration of Punla to Yabong Phases.

The expected outputs of this process include the following:

1. Formal Agreement with the Partners (e.g. MOA, MOU, JMC, SIA and Manifestation of Support); and/or
2. Means of Verification for Informal Partnerships (MoM, Feedback Report, SoA)

The partnership-building process is presented below. While the complete and detailed procedures can be found in the **SLP Sub-Manual on Partnership Building**.

Process

The National Partnership Officer (NPO), RPO and PPO shall be responsible for engaging partners that can provide supplementary and complementary livelihood interventions for the SLPA and individual program participants. Meanwhile, the IPDO shall be responsible for coordinating with partners during the Punla Phase and the MDPO, during the Usbong to Yabong Phase. Altogether, they shall be referred as Partnership Officers in the discussion of the following partnership building process:

A. Engaging Partners:

1. Needs Assessment/Analysis

The Partnership Officers shall identify partnership needs of the Program, and as well as the livelihood needs of the SLPAs and individual MD and EF program participants that can be sourced to partners at the city/municipal and provincial levels. The following documents can serve as reference documents:

- a. Summary of previously implemented livelihood projects;
- b. SLP guidelines itself;
- c. Microenterprise Operations Assessment Tool;
- d. Enterprise Plans; and
- e. Monitoring and assessment results.

2. Mapping and Profiling of Partners

The Partnership Officers shall scan and map all potential partners that may provide the identified partnership needs of the Program and the needed livelihood interventions of the SLPAs and individual MD and EF program participants using the LAMM and PBP.

3. Conduct of Exploratory Meeting and Selection of Partners

- a. Using the LAMM and PBP as reference, the Partnership Officers shall proceed with the conduct of exploratory meetings for the identified potential partners.
- b. The exploratory meeting between SLP and the potential partner should be able to explore and determine possible areas for convergence, the viability of the proposed partnership given the intentions of the potential partner, and possible target areas and timeline of operations in serving the SLPAs and individual MD and EF program participants. The said exploratory meeting has to be documented through a Minutes of the Meeting (MOM) or a Summary of Agreement (SOA).
- c. Based on the information gathered and discussions during the exploratory meeting, the partners shall be assessed on whether to pursue a partnership or not using Partnership Selection Criteria (PSC).

- d. The concerned Partnership Officer shall submit a feedback report to the NPM/RPC after the exploratory meeting, which shall include the MOM/SOA, the result of the PSC, and the recommendations on whether to push through with the partnership or not.
- e. Once the NPM (for the national partnership engagement), RPC (for the regional partnership engagement) recommends proceeding with the partnership engagement, the concerned staff shall inform the potential partner and invite them to a consultation meeting to discuss in detail the proposed partnership. Otherwise, the concerned staff shall inform the potential partner through a formal communication that the proposed engagement will not materialize.

4. Conduct of Consultation Meetings

- a. Consultation meetings have to be conducted by the concerned Partnership Officer to negotiate, plan and finalize the possible areas of collaboration, counter-parting/implementation arrangements, timeline, obligations of the parties, among others, and other information which have to be included in the partnership agreement or implementation plan.
- b. The concerned Partnership Officer shall submit a feedback report/MOM/SOA to the NPM/RPC after the consultation meeting, and the agreements on the meeting shall be approved by the NPM/RPC before proceeding with the development of the formal partnership agreement for formal partnerships.

Note:

- *For potential partners identified at the municipal and provincial level, the IPDO or PPO's feedback report/MOM/SOA of the exploratory and consultation meetings shall be reviewed by the PC before its submission to RPC.*
- c. For informal partnerships, proceed to the implementation of the partnership engagement after the finalization of the implementation details. For formal partnerships especially for public partners, the implementation may still proceed while the formal partnership agreement is being finalized but the SLP NPMO/RPMO has to ensure that the commitments of the public partners are delivered.

5. Development and Approval of the Formal Partnership Agreement

- a. The concerned Partnership Officer shall develop formal partnership agreements and facilitate its approval following the required template and processes stated in ***Administrative Order No. 13, series of 2020 or the 2020 DSWD Guidelines and Protocols for Contract Drafting, Review, Implementation and Monitoring***.
- b. All partnership engagements shall be developed and implemented in accordance with existing DSWD issuances and applicable laws.

- c. The NPO shall be responsible for forging formal partnership agreements at the national level while the RPO at regional level. For partners identified at the provincial and municipal level, the PPO shall draft the formal partnership agreement, for review of the PC, and subsequent endorsement to the SLP-RPMO. Once received by the SLP RPMO, the RPO shall finalize said document and facilitate its approval to the Regional Director/Minister.

B. Implementation of the Partnership Agreement

1. Once the partnership agreement is signed, the Partnership Officers shall include the details of the said document in their LAMM and PBP which will serve as reference in linking SLPA and SLP participants to appropriate partners.
2. The Partnership Officers shall gather the contact details of the partner and their counterpart staff using the LAMM and shall ensure open communication with the partners and their counterpart staff at their level to ensure smooth implementation of the partnership engagement. Any issues and concerns in the implementation of the partnership engagement shall be resolved by the Partnership Officers and the partner's counterpart staff through a meeting, if feasible.

C. Monitoring and Evaluation of the Partnership Agreement

1. The Partnership Officers, together with the other SLP staff are encouraged to conduct monitoring on-site visits with the concerned partner(s) during the implementation of the partnership. The frequency of visits and the monitoring tools to be used shall follow what was stipulated in the partnership agreements or what was agreed upon during meetings. However, the Partnership Officers are encouraged to maximize the existing SLP monitoring tools and processes, and shall not deviate from the monitoring and evaluation indicators of the program.
2. The SLP RPMO, through the RPO shall accomplish the following reporting tools detailing the status, accomplishment and issues and concern faced by the partnership engagements and submit to the SLP NPMO within the said deadline:
 - a. Monthly Partnership Tracker - every 5th of the succeeding month
 - b. Quarterly Narrative Report - every 5th of the succeeding month of next quarter
 - c. Annual Partnership Narrative Report - every 5th of the succeeding month of the next year

Note:

- *The SLP RPMO may decide on the deadline to be provided to the provincial and city/municipal level on the submission of reports for them to meet the deadline set for regional level*

D. Assessment/Evaluation of Partners

1. Prior to the expiration of the partnership engagement done at the regional and provincial level, the RPO, in coordination with the PPO, shall assess or evaluate the partnership engagement using the Partnership Assessment Tool (PAsT).
2. For partners engaged at the national level, the RPO shall submit the accomplished PAsT to the SLP NPMO.

Note:

- *The renewal or non-renewal of the partnership engagement shall be based on the result of the PAsT.*

3. Depending on the level of engagement, the NPO, RPO, or PPO shall communicate the assessment result to the respective partner.

Tools	<ol style="list-style-type: none">1. PSC Template [Annex AM]2. PAsT [Annex AN]3. Monthly Partnership Tracker [Annex AP]4. Quarterly and Annual Partnership Narrative Report [Annex AQ and AR]
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