

PANTAWID PAMILYANG PILIPINO PROGRAM



**FREQUENTLY
ENCOUNTERED
SITUATIONS**

**Guide of Pantawid
Pamilya Personnel
in Relation to the
National and Local
Elections**





PANTAWID PAMILYANG PILIPINO PROGRAM

PANTAWID PAMILYANG PILIPINO PROGRAM is a social protection measure of the Philippine government that focuses on human capital investment to the poor households in the country particularly in the education and health of children beneficiaries. It is a developmental program that uses conditional cash transfers to poor households based on their compliance with verifiable conditions that have been identified and agreed upon by the beneficiaries.

The Department of Social Welfare and Development (DSWD) implements the Pantawid Pamilya. It seeks to contribute in breaking the intergenerational cycle of poverty in the country. It is anchored on the Social Welfare Reform Agenda of the DSWD through the National Sector Support on Social Welfare and Development Reform Project (NSS-SWDRP).

Pantawid Pamilya also embodies the vision, mission, and mandate of DSWD, and reinforces DSWD's role as the lead agency in championing social welfare and development.

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THE ELECTIONS

All DSWD Personnel are one in recognizing that all Pantawid Pamilya beneficiaries are free to decide, choose, and express their beliefs and rights on issues concerning their lives and their communities. DSWD only acts as facilitators on how their voices will be amplified, be heard, and be converted into action.

Pantawid Pamilya shall continue implement its election-related campaign which aims to promote and strengthen active citizenry. Beneficiaries' empowerment are further fortified through the monthly Family Development Sessions with the good governance and active citizenship module, and information campaign on election related matters that will affect them in the coming elections.

DSWD likewise, shall promote the beneficiaries' rights to participate in the electoral processes, especially in the coming National and Local Elections.

As mandated by **RA 7166 (in Section 2)**, which was approved into law in 26 November 1995, the next synchronized National and Local Elections (NLE) will happen on the second Monday of **May, the 13th, in the year 2019**.

Due to **RA 10153**, which was approved into law in 30 June 2011, the ARMM elections was also synchronized with the 2019 NLE.

Pursuant to **RA 9369**, the May 2019 NLE will again be fully automated, as it was with the May 2010 NLE, 2013 NLE and with the May 2016 NLE, from:

- 1) the counting of votes in the precincts;
- 2) the consolidation of the precinct results;
- 3) the transmission of precinct results to the corresponding city/municipality canvassing board;
- 4) the canvassing of precinct results in the district, city, municipal levels;
- 5) the proclamation of winning candidates in the district, city, municipal levels;
- 6) the transmission of the district, city, municipal canvassing results to the provincial canvassing board, and of the highly urbanized city results to the national canvassing board;
- 7) the canvassing of city/municipal results in the provincial level;
- 8) the proclamation of winning candidates in the provincial level;
- 9) the transmission of the highly urbanized city and provincial results to the national canvassing board; and
- 10) the canvassing of provincial and highly urbanized city results, including overseas results, in the national level.

COMELEC ISSUANCES RELATIVE TO THE 2019 NATIONAL AND BARANGAY ELECTIONS

COMELEC Resolution No. 10429

IN THE MATTER OF THE PRESCRIBING THE CALENDAR OF ACTIVITIES AND PERIODS OF CERTAIN PROHIBITED ACTS IN CONNECTION WITH THE MAY 13 ,2019 NATIONAL AND LOCAL ELECTIONS

Pursuant to the powers vested in it by the Constitution of the Republic of the Philippines, the Omnibus Election Code (B.P. Blg. 881), Republic Acts No. 6646, 7166, 8189, 8436, 9189, 9369, 10756 and other election laws, the Commission on Elections (Commission) RESOLVED to prescribe the following calendar of activities and periods of prohibited acts in connection with the May 13, 2019 national and local elections:

DATE/PERIOD	ACTIVITIES	PROHIBITED ACTS
May 13, 2018 (Sunday) to August 11, 2019 (Sunday)		Transfer, promotion, extension, recall or otherwise movement of officer or member of the foreign service corps from current post or position. (Section 36, R.A. 9189as renumbered by Section 37 of R.A. 10590 and as implemented by Comelec Resolution No. 10312 dated April 27, 2018.

DATE/PERIOD	ACTIVITIES	PROHIBITED ACTS
January 13, 2019 (Sunday) to June 12, 2019 (Wednesday)	ELECTION PERIOD	<p>Alteration of territory of a precinct or establishment of a new precinct. (Section 5, R.A. 8189).</p> <p>Transfer or movement of officers and employees in the civil service. (Sec. 261 (h), Omnibus Election Code (OEC.)</p> <p>Bearing, carrying or transporting firearms or other deadly weapons, unless authorized in writing by the Commission. (Sec. 32, R.A. 7166).</p> <p>Use of security personnel or bodyguards by candidates, unless authorized in writing by the Commission. (Section 33, R.A. 7166)</p> <p>Organization or maintenance of reaction forces, strike forces or other similar forces. (Section 261 (u), OEC).</p> <p>Suspension of elective local officials. (Sec. 261 (x), OEC)</p>

DATE/PERIOD	ACTIVITIES	PROHIBITED ACTS
January 27, 2019 (Sunday)	Last day to file petition for inclusion of voters in the permanent list of voters. (Section 34, Republic Act No. 8189).	
February 01, 2019 (Friday)	Last day to file petition for the exclusion of voters in the permanent list of voters. (Section 35, Republic Act No. 8189).	
February 01, 2019 (Friday) to February 15, 2019 (Friday)	Constitution of Special Board of Election Inspectors (SBEIs), Special Ballot Reception and Custody Groups (SBRCGs) and Special Board of Canvassers (SBOCs) for overseas voting.	
February 07, 2019 (Thursday)	Last day for ERB Meeting to certify the list of voters. (Section 28 of Comelec Resolution No. 10166 dated October 25, 2016 in relation to Comelec Resolution No. 10188 dated July 19, 2017).	

DATE/PERIOD	ACTIVITIES	PROHIBITED ACTS
February 12, 2019 (Tuesday)	Posting of the certified list of voters. (Sec. 30, R.A. 8189)	
February 12, 2019 (Tuesday) to May 11, 2019 (Saturday)	Campaign period for candidates for Senator and party-list groups participating in the party-list system of representation. (Section 5 (a) R.A. 7166 and Section 4, R.A. 7941).	Campaigning on March 28, 2019 (Holy Thursday) and March 29, 2019 (Good Friday)
February 12, 2019 (Tuesday) to May 13, 2019 (Monday)		Giving donations or gift in cash or in kind, etc. (Section 104, OEC). Appointment or use of special policemen, confidential agents and the like. (Section 261 (m), OEC)
March 11, 2019 (Monday)	Last day to file application to avail of local absentee voting.	

DATE/PERIOD	ACTIVITIES	PROHIBITED ACTS
March 14, 2019 (Thursday)	Last day for the Committee on Local Absentee Voting (CLAV) to receive application forms for local absentee voting.	
March 14, 2019 (Thursday) to June 12, 2019 (Wednesday)		Illegal release of prisoners. (Section 261 (n), OEC).
March 29, 2019 (Friday)	<p>Last day to post notice of the date, time and place of testing and sealing of VCMs for overseas voting.</p> <p>Last day to notify the SBEIs concerned of the date, time and place of the testing and sealing of the VCMs for overseas voting.</p>	
March 29, 2019 (Good Friday)		Campaigning. (Section 5, R.A. 7166)

DATE/PERIOD	ACTIVITIES	PROHIBITED ACTS
March 29, 2019 (Friday) to May 11, 2019 (Saturday)	Campaign period for candidates for Member House of Representatives, and elective regional, provincial, city, municipal officials. (Section 5 (b), R.A. 7166)	Campaigning on March 29, 2019 (Good Friday)
March 29, 2019 (Friday) to May 12, 2019 (Sunday)		Appointment or hiring of new employees, creation or filling up of new positions; promotion or giving of salary increases, remuneration or privilege. (Section 261 (g), OEC). Construction of public works, delivery of materials for public works and issuance of treasury warrant or similar devices for a future undertaking chargeable against public funds. (Section 261 (w), OEC).
March 29, 2019 (Friday) to May 12, 2019 (Sunday)		Release, disbursement or expenditures of public funds. (Section 261 (v), OEC).

DATE/PERIOD	ACTIVITIES	PROHIBITED ACTS
April 08, 2019 (Monday) to April 12, 2019 (Friday)	Testing and sealing of VCMs for overseas voting in selected Posts/countries. (Section 12, R.A. 9369 in relation to Section 28, R.A. 8436).	
April 12, 2019 (Friday)	Last day for CLAV to verify whether applicants are eligible to vote under local absentee voting.	
April 13, 2019 (Saturday)	Last day to furnish every registered voter with a Voter's Information Sheet. (Section 1, R.A. 7904).	
April 13, 2019 (Saturday) to May 13, 2019 (Monday)	Casting of votes by overseas voters. (Sec. 16.1, R.A. 9189 as amended by R.A. 10590).	Campaigning abroad. (Sec. 22, R.A. 10590)
April 22, 2019 (Monday)	Last day to post notice of the date, time and place of testing and sealing of VCMs.	

DATE/PERIOD	ACTIVITIES	PROHIBITED ACTS
April 22, 2019 (Monday)	<p>Last day for Election Officers to: (1) post copies Project of Precincts (POPs); (2) furnish copies of POPs to the official addresses of city/municipal candidates. (See Section 17 of Republic Act No. 9369 as implemented by Item No. 1 of Comelec Resolution No. 10092 dated April 14, 2016)</p> <p>Last day for the Provincial Election Supervisors (PESs) to furnish copies of the POPs of cities/municipalities in the province to the official addresses of the concerned candidates for Member, House of Representatives and provincial elective positions. (See Section 17 of Republic Act No. 9369 as implemented by Item No. 2 of Comelec Resolution No. 10092 dated April 14, 2016.)</p> <p>Last day for the Law Department to furnish copies of the POPs to the official addresses of candidates for national elective positions,</p>	

DATE/PERIOD	ACTIVITIES	PROHIBITED ACTS
	<p>including party-list groups participating in the party-list system of representation. (See Section 17 of Republic Act No. 9369 as implemented by Item No. 3 of Comelec Resolution No. 10092 dated April 14, 2016)</p> <p>Last day for the Information and Technology Department (ITD), in coordination with the Election and Barangay Affairs Department (EBAD), to post the POPs of cities/municipalities/districts in the official website of the Commission. (See Section 17 of Republic Act No. 9369 as implemented by Item No. 4 of Comelec Resolution No. 10092 dated April 14, 2016.)</p>	

DATE/PERIOD	ACTIVITIES	PROHIBITED ACTS
April 25, 2019 (Thursday)	<p>Last day for CLAV to transmit the list of qualified local absentee voters, local absentee ballots and other election paraphernalia to all concerned heads of offices/ supervisors/ commanders / PES /RED NCR /CEOs.</p> <p>Constitution of Special Board of Election Inspectors (SBEIs) for local absentee voting.</p> <p>Last day to notify the BEIs concerned of the date, time and place of the testing and sealing of the VCMs.</p>	
April 29, 2019 (Monday)	<p>Last day to prepare a list of APPs, their locations and summary of type of assistance that they will require as identified by the PWD or SCs during registration. (See Section 6 (a) of Comelec Resolution No. 10108 dated April 29, 2016.)</p>	

DATE/PERIOD	ACTIVITIES	PROHIBITED ACTS
April 29, 30, & May 01, 2019 (Monday, Tuesday & Wednesday)	Voting by local absentee voters.	
May 03, 2019 (Friday)	Last day to constitute Reception and Verification Unit (RVU) and Special Board of Canvassers for Local Absentee Voting.	
May 06, 2019 (Monday) to May 10, 2019 (Friday)	Testing and sealing of the VCMs. (Section 12, R.A. 9369 in relation to Section 28, R.A. 8436).	
May 12, 2019 (Sunday)	EVE OF ELECTION DAY	Campaigning (Sec. 5, R.A. 7166) Selling, furnishing, offering, buying, serving, or taking intoxicating liquor. (Section 261 (dd), OEC.)
May 12, 2019 (Sunday)		Giving, accepting, free transportation, food or drinks or things of value. (Section 89, OEC.)

DATE/PERIOD	ACTIVITIES	PROHIBITED ACTS
May 13, 2019 (Monday)	ELECTION DAY Casting of votes and, thereafter counting and consolidation of votes	<p>Campaigning (Sec. 5, R.A. 7166)</p> <p>Selling, furnishing, offering, buying, serving, or taking intoxicating liquor. (Section 261 (dd), OEC.)</p> <p>Giving, accepting, free transportation, food or drinks or things of value. (Section 89, OEC.)</p> <p>Voting more than once or in substitution of another (Section 261 (z), (2) and (3), OEC.)</p> <p>Soliciting votes or undertaking any propaganda for or against any candidate or any political party within the polling place or within 30 meters thereof. (Section 261 (cc), OEC.)</p> <p>Opening of booths or stalls for the sale, etc., of merchandise or refreshments within a radius of thirty (30) meters from the polling place. (Section 261 (dd) (2), OEC.)</p>

DATE/PERIOD	ACTIVITIES	PROHIBITED ACTS
May 13, 2019 (Monday)		Holding of fairs, cockfights, boxing, horse races or any other similar sports. (Section 261 (dd) (3), OEC.)
May 13, 2019 (Monday)	Casting of votes for detainee voting at special polling places, up to 3:00 o'clock p.m. (See Section 1 of Comelec Resolution No. 9371 dated March 06, 2012)	
May 13, 2019 (Monday)	Last day for registered overseas voters to cast their votes.	
May 13, 2019 (Monday)	Convening of the Municipal / City / District, Provincial and Regional Boards of Canvassers, National Board of Canvassers (NBOC), for Senators and Party-List Election, and thereafter, consolidation and canvassing of votes.	
May 13, 2019 (Monday)	Last day for CLAV to receive envelopes containing the local absentee ballots.	

DATE/PERIOD	ACTIVITIES	PROHIBITED ACTS
May 13, 2019 (Monday)	Start of counting of local absentee votes.	
May 13, 2019 (Monday)	Convening of the SBOC for Local Absentee Voting.	
May 13, 2019 (Monday) to May 16, 2019 (Thursday)	Count and canvass precinct results and proclaim winning city/ municipal elective officials.	
May 13, 2019 (Monday) to May 17, 2019 (Friday)	Period within which the Election Officers (EOs) shall advise in writing, by personal delivery or registered mail, all candidates residing in his jurisdiction to comply with their obligation to file their Sworn Statements of Election Contributions and Expenditures (SOCE). (Sec. 14, R.A. 7166).	
May 17, 2019 (Friday) to May 19, 2019 (Sunday)	Canvass results and proclaim winners for senatorial, congressional, party-list, regional and provincial elections.	

COMELEC RESOLUTION NO. 10446

GUN BAN

During the election period, no person shall bear, carry or transport firearms or other deadly weapons in public places, including any building, street, park, private vehicle or public conveyance, even if licensed to possess or carry the same, unless authorized in writing by the Commission.

As defined under Rule I, Section 1 (k) of COMELEC Resolution No. 10446 dated 21 November 2018, the **Committee on the Ban on Firearms and Security Personnel (CBFSP)** refers to the Committee in the Commission on Elections, which shall be responsible for the implementation of the ban on the bearing, carrying or transporting of firearms and the employment, availment or engagement of security personnel. It will exercise operational control and supervision over the Regional Joint Security Control Centers (RJSCCs) and the Provincial Joint Security Control Center- (PJSCCs), as well as any established City or Municipal Joint Security Control Centers (C/MJSCCs).

The Commission, through the CBFSP, the sole and exclusive power to issue Certificates of Authority (CA) and shall be assisted by a Secretariat composed of representatives from the Commission, the AFP and the PNP. The Secretariat shall be headed by a Senior Officer of the Commission.

Gun Ban Basic Information

1. PERIOD OF THE BAN

January 13, 2019 up to June 12, 2019

2. PROHIBITED ACTS

Unless authorized by the CBFSP, the following are the Prohibited Acts during the election period:

- To **carry firearms and deadly weapons** outside residence or place of business, and in all public places.
- To engage the services of **security personnel**
- To **transport firearms and explosives**, including its spare parts and components

3. PENALTIES

- Imprisonment from 1 to 6 years;
- Permanent disqualification from public office and loss of right to vote;
- Deportation for foreigners, but only after prison term is served;
- Cancellation of and/or perpetual disqualification to secure license or; permit;

COMELEC RESOLUTION NO. 10475

IN THE MATTER OF THE ENFORCEMENT OF THE PROHIBITION AGAINST APPOINTMENT OR HIRING OF NEW EMPLOYEES; CREATING OR FILLING UP OF NEW POSITIONS; GIVING SALARY INCREASES; TRANSFER OR DETAIL OF CIVIL SERVICE EMPLOYEES; SUSPENSION OF ELECTIVE LOCAL OFFICIALS; AND FILING OF LEAVE OF ABSENCES OF LOCAL TREASURERS IN CONNECTION WITH THE MAY 13, 2019 NATIONAL AND LOCAL ELECTIONS

GENERAL PROVISIONS

SECTION 1. *Prohibited Acts.* Section 261 of the Omnibus Election Code of the Philippines provides:

SEC. 261. Prohibited Acts. – The following shall be guilty of an election offense:

XXX

XXX

XXX

- (g) Appointment of new employees, creation of new position, promotion, or giving salary increases. – During the period of forty five (45) days before a regular election and thirty (30) days before a special election, (1) any head, official or appointing officer of a government office, agency or instrumentality, whether national or local, including government-owned or controlled corporations, who appoints or hires any new employee, whether provisional, temporary or casual, or creates and fills any new position, except upon prior authority of the Commission. The Commission shall not grant the authority sought unless, it is satisfied that the position to be filled is essential to the functioning of the office or agency concerned, and that the position shall not be filled in a manner that may influence the election.

As an exception to the foregoing provisions, a new employee may be appointed in case of urgent need: Provided, however, That notice of appointment shall be given to the Commission within three (3) days from the date of the appointment. Any appointment or hiring in violation of this provision shall be null and void. (2) Any government official who promotes, or gives any increase of salary or remuneration or privilege to any government official or employee, including those in government-owned or controlled corporations.

- (h) Transfer of officers and employees in the civil service. – Any public official who makes or causes any transfer or detail whatever of any officer or employee in the civil service including public school teachers, within the election period except upon prior approval of the Commission.

APPOINTMENT OF NEW EMPLOYEES, CREATION OF NEW POSITION, PROMOTION, OR GIVING SALARY INCREASES

SECTION 3. Prohibited Acts and Period of Prohibition. – From March 29, 2019, Friday until May 12, 2019, Sunday:

- a. No head or appointing officer of any national or local government office, agency or instrumentality, including government-owned or -controlled corporations, shall, except upon prior authority of the Commission:
 - i. Appoint or hire any new employee, whether permanent, provisional, temporary, substitute or casual. The appointment referred herein shall include designation.
 - ii. Create and fill any new position.
- b. No government official shall promote or give any increase of salary or remuneration or privilege to any government official or employee, including those in government-owned or -controlled corporations.

SECTION 9. Total Ban on Promotion, Salary Increases, Grant of Privileges. - The promotion or giving of increase of salary or remuneration or privilege to any government official or employee including those in government-owned or –controlled corporations, shall be strictly prohibited from March 29, 2019, Friday to May 12, 2019, Sunday.

TRANSFER OF OFFICERS AND EMPLOYEES IN THE CIVIL SERVICE

SECTION 11. Prohibited Act and Period of Prohibition. – From **January 13, 2019, Sunday to June 12, 2019, Wednesday**, no public official shall, except upon prior written approval of the Commission, make or cause any transfer or detail whatsoever of any officer or employee in the civil service, including public school teachers.

The phrase “transfer or detail” shall be construed in general terms. Any movement of personnel from one station to another, whether or not in the same office or agency, during the election is covered by the prohibition.

Transfer incidental to promotion, as well as that incidental to appointment, is within the purview of the prohibition against transfer during the election period.

SUSPENSION OF ELECTIVE PROVINCIAL, CITY, MUNICIPAL OR BARANGAY OFFICER

SECTION 15. Prohibited Acts. – From **January 13, 2019, Sunday to June 12, 2019, Wednesday**, the provisions of law to the contrary notwithstanding, no public official shall,

Except upon prior written approval of the Commission, suspend any elective provincial, city, municipal or barangay officer.

No prior approval is required if the suspension will be for purposes of applying the Anti-Graft and Corrupt Practices Act in relation to the suspension and removal of elective officials.

GRANT OF CONTINUING AUTHORITY

SECTION 27. Grant of Continuing Authority. – The grant of continuing authority to appoint and transfer personnel during the election period may be granted to government agencies, upon the submission to the Law Department of a written request justifying the reasons therefor.

SECTION 28. Continuing Authority to Transfer Government Employees Grante to Certain Government Agencies. – For purposes of the May 13, 2019 National and Local Elections, the Commission hereby grants continuing authority to the following government agencies to appoint or hire new employees from March 29, 2019, Friday until May 12, 2019, Sunday, and to transfer or detail their officers or employees from January 13, 2019, Sunday to June 12, 2019, Wednesday in view of the nature of their functions:

- a. The President of the Philippines
- b. Supreme Court of the Philippines, Court of Appeals, Sandiganbayan, Court of Tax Appeals and the lower courts, including the Senate and Presidential Electoral Tribunal.

Relevant Provisions from the OMNIBUS ELECTION CODE

The Omnibus Election Code¹ lists several prohibited acts. Among these prohibitions, the most relevant and applicable to DSWD personnel are the following:

1. During the Election Period², persons (including DSWD personnel) may not, whether directly or indirectly, *solicit and/or accept* any gift, food, transportation, contribution or donation, whether in cash or in kind, from candidates or their representatives.³
2. During the 45-day period before Election Day, DSWD personnel may not *release, disburse, and/or expend public funds* - except for salaries and other normal and routine expenses.⁴ However, please note that in past elections, the COMELEC has categorized expenses for ongoing DSWD programs, projects and activities as “*normal and routine.*”
3. During the 45-day period before Election Day, candidates and their relatives may not, whether directly or indirectly, *participate in distributing* relief goods to victims of calamities or disasters.⁵
4. During the 45-day period before Election Day, heads of agencies and offices may not *hire* new employees or create or fill new positions - unless with the prior approval of the COMELEC - or *promote* or increase the remuneration of any employee.⁶

1 Batas Pambansa Blg. 881

2 The Election Period starts 90 days before, and ends 30 days after, Election Day.

3 Section 97

4 Section 261(v.2)

5 Section 261(v.2)

6 Section 261(g)

5. During the Election Period, public officials (including DSWD personnel) may not *transfer or detail* any civil service officer or employee - unless with the prior approval of the COMELEC.⁷

6. Public officials (including DSWD personnel) may not, whether directly or indirectly, *coerce, intimidate, compel or influence* any subordinate to aid, campaign or vote for or against any candidate.⁸

7. Public officers (including DSWD personnel) may not' whether directly or indirectly, *intervene in any election campaign nor engage in any partisan political activity.*⁹

While the prohibition against partisan political activity prevents DSWD personnel from endorsing candidates and political parties, DSWD personnel may still espouse particular principles (e.g. good governance), policies (e.g. inclusive growth, poverty reduction) and/or programs (e.g. Pantawid Pamilyang Pilipino Program).

On a related note, the DSWD has vigilantly implemented its *Bawal ang EPAL Dito Campaign* to prevent candidates and political parties from using DSWD programs and projects for their own purposes.

However, this does not mean that the DSWD should hinder the beneficiaries of its programs and projects from participating in the political process. Beneficiaries have the right to support, campaign for, and vote for candidates and political parties they believe in, as long as they do not do so during official DSWD activities and do not use DSWD resources.

⁷ Section 261(h)

⁸ Section 261(d)

⁹ Section 261(i)



FREQUENTLY ENCOUNTERED SITUATIONS

This material is a reference and guide for all DSWD personnel in handling frequently encountered situations related to the elections.

A. INVOLVING PARENT LEADERS/BENEFICIARIES/CSOs etc.



SITUATION 1:

Certain individuals or groups are recruiting families for inclusion to Pantawid Pamilyang Pilipino Program

WHAT TO DO:

- Get the names of these individuals/groups and make a report to DSWD Field Office.
- Inclusion to Pantawid Pamilya is not done through recruitment; there is no expansion of Pantawid Pamilya until the end of the election period.

SITUATION 2:

Beneficiary seeking elective position

MESSAGE:

All beneficiaries have a right to seek elective position. It already manifests the quality of an empowered individual who is already confident of his/her leadership and governance skills.

SITUATION 3:

The Civil Society Organization/s through Parent Leaders are organizing Pantawid Pamilya beneficiaries to campaign for a certain candidate

MESSAGE:

It's the decision of Pantawid Parent Leaders and partner beneficiaries whether to join or not in the campaign for a particular candidate.

However, should there be such campaign activity, it should not be done during any Pantawid Pamilya and DSWD activities.

SITUATION 4:

Attendance of Pantawid Pamilya partner beneficiaries to any campaign and election-related activities as a registered constituent in a particular Barangay / City / Municipality

MESSAGE:

All Pantawid Pamilya beneficiaries have the right to join all activities related to the electoral process. DSWD respects the decision of partner beneficiaries whether to attend or not in election-related activities. DSWD encourages them to participate in the election process as part of active citizenship.

SITUATION 5:

Pantawid Pamilya partner beneficiary using or wearing campaign stamped apparels/collaterals

MESSAGE:

Pantawid Pamilya partner beneficiaries can choose to wear or use campaign stamped apparels and collaterals of their chosen candidates but not during DSWD initiated activities and during election day as mandated by law..

B. INVOLVING CANDIDATES (Representatives /Non Pantawid/ Private Individuals)



SITUATION 1:

Request for Pantawid Pamilya Master List/Payroll of Beneficiaries

WHAT TO DO:

Explain to the person requesting for such list that the DSWD follows a data sharing protocol. A letter of request should be sent to the Regional Director indicating the purpose and how the list will be used. The request shall be assessed and responded to accordingly.

SITUATION 2:

Candidates claiming direct involvement of facilitating implementation of Pantawid Pamilya in the community

WHAT TO DO:

Evaluate the validity of involvement of the candidates in implementing Pantawid Pamilya. If validated to be true, explain to the beneficiaries the role of LGUs as partner implementers of the program as detailed in the existing MOA with DSWD.

SITUATION 3:

Threat/Coercion/*Sumbat* that if not because of the politician, Pantawid Pamilya will not be implemented in their area and that beneficiaries will not be chosen or will be delisted; hostage beneficiaries for favors in exchange of their vote i.e. not signing an endorsement to enroll beneficiary in an assistance program

WHAT TO DO:

Candidates:

Explain to the Candidate/Representatives the process of Listahanan/Targeting System. The roles of partners such as the LGUs are detailed in the existing MOA with DSWD.

Beneficiaries: *(may cause distress to uninformed beneficiaries)*

Reiterate to the beneficiaries that this is a *blank threat with no bearing or weight*. Their eligibility as beneficiaries was determined through **Listahanan** and no one other than DSWD has the power to remove them from the list.

GRS Process:

- a) Reporting beneficiary/ML should file the report through GRS to facilitate official investigation
- b) If allegations are mere hearsays, file results of investigation and close the case; inform complainant of the resolution
- c) If allegations are true, GRS next level procedure will apply
- d) Report to COMELEC

SITUATION 4:

Harassment (physical, verbal, economic) to Pantawid Pamilya beneficiaries and/or DSWD personnel by candidates or its supporters

WHAT TO DO:

- a.) File report through GRS/office for DSWD interventions and to COMELEC
- b.) File formal complaint to the barangay or the police station in cases of physical abuse for reference of DSWD and COMELEC that will support their interventions or actions.

SITUATION 5:

Candidates issuing statements that he was responsible for the release of grants to Pantawid Pamilya beneficiaries

WHAT TO DO:

- a) Strengthen information dissemination campaign to Pantawid Pamilya beneficiaries and stakeholders that cash grants payroll are generated based on their compliance to program conditions.
- b.) MESSAGE: This constitutes an “EPAL” (credit grabbing) act which is not allowed as advocated in the Bawal Ang EPAL Dito campaign
- c.) Apply the GRS Process

SITUATION 6:

Politician uses the Pantawid Pamilya and the DSWD programs as part of his achievements

WHAT TO DO:

MESSAGE: DSWD has no control over the candidates who will use Pantawid Pamilya and any other DSWD programs as one of their listed achievements as supporters of the program especially the incumbent LCUs who equally provide social work provisions to their constituents.

As active citizens and now empowered about good governance, the ability to discern Only EPAL acts need to be checked. GRS Process should be applied.

SITUATION 7:

Candidates use Pantawid Pamilya materials in their campaign

MESSAGE:

DSWD have no control on candidates who will use Pantawid Pamilya materials in their campaign as long as they do not claim the program as theirs.

SITUATION 8:

Top-up activities for the Pantawid Pamilya beneficiaries (e.g. feeding program) sponsored by incumbent officials who are running for re-election

WHAT TO DO:

This activity is allowed and DSWD personnel shall continue to support implementation of the activity. Explain to the incumbent politician the DSWD personnel's neutrality position as a government employee, thus he/she should not be involved in his campaign efforts.

Include in the MOA as one of terms of sponsorship the nature of the program as a neutral entity and should not be used for election campaign activities.

SITUATION 9:

Why was **Bawal Ang EPAL Dito (BAED) Campaign** stopped?

MESSAGE:

BAED was not stopped, but evolved to a new level. It was strengthened to inform the now empowered Pantawid Pamilya beneficiaries to assert their rights to choose their candidates, to participate in the electoral processes, and to give voice to what they want for themselves and their community. We also still communicate that the program does not tolerate "epal" acts.

SITUATION 10:

Incumbent candidates complain about harshly being disallowed to attend or be present in any Pantawid Pamilya activities (during election campaign period) after being actively giving support to the program on previous occasions

WHAT TO DO:

DSWD personnel should explain to the incumbent candidates that only campaigning is not allowed during DSWD activities and LGU's support to the program is recognized and appreciated

SITUATION 11:

Candidates using Pantawid Pamilya and other DSWD program activities (FDS, payout, PL meetings/trainings, community assemblies) to campaign (shake hands, approach beneficiaries), distribute election paraphernalia, etc.

WHAT TO DO:

The politician cannot barge and insist to be accommodated during the DSWD-initiated activities.

DSWD personnel should approach the candidate/representative nicely to explain to candidate/representative that this is not allowed. Candidate/representative can do his campaign efforts only when the DSWD activities are officially finished and that the beneficiaries were given explanation about the desire of candidate/representative to have audience with them to campaign.

DSWD personnel should also remind beneficiaries of their rights to choose whether they will stay or not to listen to the politician/representative.

C. INVOLVEMENT of DSWD Personnel in campaigns and Partisan Political Activities



SITUATION 1:

Usage of Pantawid Pamilya resources for political agendas by candidates

WHAT TO DO:

- a) DSWD personnel/beneficiary should file the report to GRS to facilitate official GRS process
- b) If allegations are mere hearsays, file results of investigation and close the case; inform complainant of the resolution
- c) If allegations are true, GRS will elevate issue to the Personnel/ Administrative Division for action

SITUATION 2:

DSWD Personnel supporting and campaigning for his chosen candidate

WHAT TO DO:

Public officers (including DSWD personnel) may not, whether directly or indirectly, intervene in any election campaign nor engage in any partisan political activity (Section 261. Omnibus Election Code (OEC))

But on a personal capacity as part of active citizenship, it is the right of any person to participate in the electoral process, express support to a candidate and even campaign for them

SITUATION 3:

Public officials (including DSWD personnel) coerce, intimidate, compel or influence any subordinate to aid campaign or vote for or against any candidate

WHAT TO DO:

All DSWD personnel are not allowed, whether directly or indirectly, coerce, intimidate, compel, or influence any subordinate to aid campaign in favor or against any candidate (Section 261 OEC)

SITUATION 4:

Solicitation and/or acceptance of gifts, donations, contributions, or services from candidates or their representatives

WHAT TO DO:

All DSWD personnel are not allowed, whether directly or indirectly, to solicit and/or accept any gift, food, transportation, whether in cash or in kind, from candidates or their representatives (Section 97 OEC) from the start of the election period.

SITUATION 5:

DSWD personnel asked by beneficiary who s/he will vote personally?

WHAT TO DO:

DSWD personnel can decline to answer to answer this question to maintain neutrality and fairness.

SITUATION 6:

DSWD personnel confronted by beneficiaries, politicians, and supporters with DSWD issues which may lead to various forms of harassment

WHAT TO DO:

During the election period, DSWD personnel should take heed on the agency's reminder to not work alone. Apply the "buddy system" work schedule especially in hotspot areas

Other Election-related issuances:



- 1.1. **Universal Declaration of Human Rights.** Article 1: All human beings are born free and equal in dignity and rights. They are endowed with reason and conscience and should act towards one another in a spirit of brotherhood. (*Ang lahat ng tao'y isinilang na malaya at pantay-pantay sa karangalan at mga karapatan; Sila'y pinagkalooban ng katwiran at budhi at dapat magpalagayan ang isa't isa sa diwa ng pagkakapatiran.*)



Philippine constitution

- 1.2. **The Philippine Constitution, Article II Declaration of Principles and State Policies, Section 9:** The State shall promote a just and dynamic social order that will ensure the prosperity and independence of the nation and free the people from poverty through policies that provide adequate social services, promote full employment, a rising standard of living, and an improved quality of life for all.



Philippine constitution

- 1.3. Paragraph 4, Section 2 (B), and Section 6 of Article IX of the **Constitution of the Philippines** provide that “no officer or employee in the civil service shall engage, directly or indirectly, in any electioneering or partisan political campaign.”



ADMINISTRATIVE CODE OF 1987

- 1.4. **Section 55, Chapter 7, Title I, Book V of the Administrative Code of 1987** provides that “no officer or employee in the Civil Service including members of the Armed Forces, shall engage directly or indirectly in any partisan political activity or take part in any election except to vote nor shall he use his official authority or influence to coerce the political activity of any other person or body.”



OMNIBUS ELECTION CODE

- 1.5. **Section 261 (i) of the Omnibus Election Code** states that “The following shall be guilty of an election offense: Any officer or employee in the civil service ... who, directly or indirectly, intervenes in any election campaign or engages in any partisan political activity, except to vote or to preserve public order, if he is a peace officer.”



FAIR ELECTIONS ACT

- 1.6. **The Implementing Rules and Regulations (IRR) of Republic Act 9006**, otherwise known as the **Fair Elections Act**, the term “partisan political campaign” refers to an act designed to promote the election or defeat of a particular candidate or candidates to a public office.



CODE OF CONDUCT AND ETHICAL STANDARDS FOR PUBLIC OFFICIALS AND EMPLOYEES

- 1.7. In Rule XII, Section 1.e.6 of the **Code of Conduct and Ethical Standards for Public Officials and Employees**, persons who are in government who render free voluntary services are prohibited from “using facilities and resources of the office for partisan political purpose.”

PROCEDURAL GUIDELINES ON PARTNER'S PERFORMANCE

DESCRIPTION

The procedural guidelines explains the process of handling complaints on misconduct of a program partner/stakeholder.

SUBMISSION AND RECEIPT OF GRIEVANCE

After complainant reports grievance, receiving Municipal Link/ Grievance Officer facilitates the accomplishment of grievance form. The case shall be endorsed to the Provincial Operations Office (POO) where it shall be assigned to appropriate Cluster/Provincial Grievance Officer for handling.

RECORDING/DATA ENTRY/DISTRIBUTION

The CGO encodes the grievance in the UNICS-CRM where an auto-generated tracking number is assigned. As much as possible, the client should be informed of this number for reference during follow-ups.

FACT-FINDING PROCESS

In the POO, the CGO/PGO/ML together with the Provincial Link and SWO-III shall craft a validation plan. The Provincial Link may also include or request presence of other staff, if deemed necessary, to form part of the investigating team.

The ML/CGO/SWOIII/SSA focal conducts case investigation using appropriate data gathering methods, substantiated by data sources already identified. The asserted lack/absence of supply-side elements must be clearly documented before endorsing the issue to the SSA focal.

The PGO/CGO should immediately finalize the feedback report and send it to the Regional Program Management Office for approval

of the report. Once the Regional Director (RD) approves the validity of the case, it shall then be elevated to the MAC / PGC for review and deliberation.

The concerned partner/stakeholder shall be provided with a copy of the result of field validation to get his statement and be given time to explain his/her side. His comment/explanation shall form part of the report that shall be submitted by the fact-finding team.

RESOLUTION

Deliberations of the MAC/PGC shall provide final resolution based on the recommendations, report, and evidence gathered by the fact-finding team. The bodies shall call the attention of the concerned office and require appropriate action from them on the matter.

FEEDBACK AND UPDATING

The C/PGO shall draft the communication to be signed by the RD and addressed to the concerned stakeholder. It contains the recommendations of the MAC/PGC on the case. This shall be the basis for the ML to officially provide feedback to the complainant and the alleged offender.

The C/PGO shall also draft a letter to be signed by the RD addressed to the client providing information on the results of the investigation and the recommendation for case resolution.

The resolution of the case must be indicated in the UNICS-CRM by the CGO/PGO once the referral of the case to the appropriate stakeholder is accomplished.



DSWD

Department of Social Welfare and Development



Pantawid
Pamilyang
Pilipino
Program



GRIEVANCES MAY BE REPORTED AT:



**TEXT
HOTLINE**

0918-9122813

4ps<space>NAME<slash>AREA<slash>COMPLAINT



E-MAIL

4psreklamo@gmail.com



FACEBOOK

fb.com/pantawid.grs



TWITTER

@4psreklamo



REPORT

to the nearest
DSWD Field Office



Facebook:

COMELEC Philippines

General COMELEC Information

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