

Approval Request for the Approval of the Declaration of Force Majeure / State of Calamity

This section describes approval process for the Request for the Declaration of FM/state calamity , which is accordance with approved 4Ps IRR stipulated in Rule VIII, Section 15 which states " Any of all the conditions for entitlement may be suspended by the DSWD Secretary during times of calamity, war and armed conflicts and force majeure situations in accordance with relevant laws and DSWD guidelines, In such cases , full compliance to such conditions are deemed waived and payments to beneficiaries shall be granted in full."

Office or Division:		Pantawid Pamilyang Pilipino Program - National Program Management Office		
Classification:		Complex		
Type of Transaction:		G2G- Government to Government		
Who may avail:		DSWD Regional Offices		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> 1 Formal request signed by the DSWD Regional Director to invoke Rule VIII, Section 15 of Pantawid Pamilyang Pilipino Program IRR. Certification/s attesting the occurrence of the event/s affecting the implementation of the program or hampering the beneficiaries from complying with the program conditions 		<ul style="list-style-type: none"> Requesting Region where fortuitous events occurred Concerned agencies 		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Submit official requests specifying the areas affected and program conditions requested, together with the necessary certifications from the concerned agencies.	1.1 Receive official request specifying the areas affected and program conditions requested, together with the necessary certifications from the concerned agencies. Note: If Incomplete, Return to Field Office/s	None	0.5 days	Administrative Assistant II of Compliance Verification Division (CVD) 4Ps NPMO
2. If there are errors in the submitted documents , client to provide justification	2. Verify, Validate and Ascertain of all submitted documents 2.1.a. Check the figures of the affected beneficiaries/	None	2.5 days	Project Development Officer of Compliance Verification

	<p>Facilities matches the data reflected in the PPIS</p> <p>2.1.b. Validate Certification/s provided is issued by the appropriate head of office as specified on the latest approved 4Ps Operations Manual.</p> <p>2.1.c. Validate the identified Period Coverage is for the current or succeeding period/s based on the latest Approved Timeline.</p> <p>2.1.d. Assess if the cause for the request for force majeure is covered under the identified Situations enumerated in the latest approved 4Ps Operations Manual</p> <p>2.1.e. Validate if the Requested Area/s are covered by the submitted Certification.</p> <p>2.2 Endorse all the documents to the Office of the Deputy Program Manager</p> <p>Note: If there are errors in the information, require the requesting party to justify it otherwise return to Field Office/s.</p>			Division (CVD) 4Ps NPMO
None	<p>3.1 Review the endorsed assessment results and recommendations</p> <p>3.2 Affix the initial on the endorsed documents</p> <p>3.3 Endorse all the documents to the Office of the National Program Manager</p> <p>Note: If there are comments, return Project</p>	None	2 days	Deputy Program Manager for Operations of 4Ps NPMO

	Development Officer for revision.			
<p>4 Acknowledge Receipt of Memorandum on the Status of the Assessment of Force Majeure</p> <p>-Accomplish Client Satisfaction Measurement Form</p>	<p>4. Review the endorsed assessment results and recommendations.</p> <p>4.1 Sign the submitted documents.</p> <p>4.2 Endorse all the documents to the concerned approving office/s.</p> <p>4.3 Transmit the status of the Force Majeure request to Field Offices for implementation.</p> <p>4.3.1 If there are comments, return to Deputy Program Manager for Operations for revision.</p> <p>4.4 Request from the client to Accomplish the prescribed Client Satisfaction Measurement Survey Form(CSMS-Form)</p>	None	2 days	National Program Manager of 4Ps NPMO
Total:		None	7 days	