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MEMORANDUM FOR THE SECRETARY

Thru : **U/SEC. CAMILO G. GUDMALIN**
 [Signature]
 OIC-Office of the Undersecretary of the Operations and Programs Group

U/SEC. MATEO G. MONTAÑO
 General Administration & Support Services

FROM : **THE NATIONAL PROGRAM MANAGER**
 Pantawid Pamilyang Pilipino Program

SUBJECT : **Guidelines on the Computation of Grants in the Pantawid Pamilyang Pilipino Program**

May we respectfully submit the herein attached Guidelines on the Computation of Grants in the Pantawid Pamilyang Pilipino Program with the following objectives: to set the parameters in computation of grants vis-a-vis household compliance; to better understand the basis on computation of cash grants of the household in the program; to provide guidance to Field Offices and implementers; and to provide beneficiaries grants that are due to them.

In relation to this, the computation of grants was enumerated in general in Chapter One: Program Overview, letter D. The Grant Package in the Operation's Manual of Pantawid program which indicates only the amount of grants in Education and in Health. Due to lack of guidance on payment of grants based on household status of the beneficiaries, during the implementation of the program, the household beneficiaries is treated as *ACTIVE* for them to be monitored and be included in the payroll generation and released the cash grants. Also, the household status changes real time and this affects their compliance data within a specific pay period.

This implies that households who already complied with program conditions in a particular period may not be monitored if their status is no longer *ACTIVE* come monitoring period. Due to changes of household status of the beneficiaries from *ACTIVE* to *INACTIVE*, grants were not released if the household beneficiaries were tagged as *INACTIVE* before the payroll generation even if the beneficiaries are *ACTIVE* and compliant during the monitoring period.

Thus, the National Program Management Office conducted series of meetings, consultations and e-mail correspondence that started on September of 2015. The guideline was finalized in December of 2015 with inputs from Beneficiary Data Management Division (BDMD); Compliance Verification Division (CVD); Grievance Redress Division (GRD); Planning, Monitoring & Evaluation Division (PMED); Risk Management & Quality Assurance Division (RMQAD); and Unified Financial Management Service (UFMS). In addition, it was presented & discussed during the Pantawid Mancom meeting with U/Sec. Camilo Gudmalin last January 25, 2016.

Hereinafter, this guideline will be used as the reference for computation of grants per household/client status. Moreover, the following conditions were enumerated in the said guideline: the conditions for payment; monitoring; NAPA generation; payroll computation; release of grants; unclaimed grants; and for the retroactive payment process to ensure that the compliant household beneficiaries of the program will receive the grants that are due to them.

For the Secretary's kind approval and signature.

Thank you.


DIR. LEONARDO C. REYNOSO


Approved/Disapproved


CORAZON JULIANO-SOLIMAN
Secretary 

GUIDELINES ON THE COMPUTATION OF CASH GRANTS UNDER THE PANTAWID PAMILYANG PILIPINO PROGRAM

I. RATIONALE

The Department of Social Welfare and Development (DSWD) has been implementing the Conditional Cash Transfer (CCT) Program known as the Pantawid Pamilyang Pilipino Program (Pantawid Pamilya, for brevity) since 2008. The Pantawid Pamilya supports the vision, mission, and mandate of DSWD as it reinforces its role as the lead agency on championing social protection and contributes to achieving the country's Millennium Development Goals by maintaining that children in household beneficiaries are healthy and in school, and pregnant women are given appropriate health services.

Since the Pantawid Pamilya is a conditional cash transfer, the provision of cash grants is subject to the compliance of the household beneficiaries with the conditionalities set by and for the program, which means that only those who have complied therewith shall be eligible to receive the cash grants. To efficiently monitor the compliance of beneficiaries with the set conditionalities, the Pantawid Pamilya installed three (3) major systems namely: Beneficiary Data Management System (BDMS), Compliance Verification System (CVS) and Grievance Redress System (GRS). These systems, together with the other mechanisms for the Pantawid Pamilya, work to ensure the smooth delivery of services to the household beneficiaries.

Due to the dynamic and intricate nature of the Pantawid Pamilya and its processes, it is recognized that a set of guidelines must be issued for the field implementers. Hence, to ensure effective and efficient implementation, the following guidelines shall be observed for the present and future implementers of the program in handling different household beneficiary/client status and ensuring that the payment of cash grants to beneficiaries shall be facilitated, provided that they have complied with the set conditionalities.

II. OBJECTIVES

- To set the parameters for and in the computation of cash grants;
- To better understand the basis for the computation of cash grants of household beneficiaries;
- To provide guidance to Field Offices and field implementers; and
- To establish allowable amount of cash grants to eligible household beneficiaries.

III. HOUSEHOLD/CLIENT STATUS

Client Status 1 - Active

Client Status 2 - Delisted By Region

Client Status 3 - Graduated

Client Status 4 - Shady

Client Status 5 - GRS (Fraud)

Client Status 6 - Duplicates

Client Status 7 - Terminated

Client Status 8 - Waived

Client Status 9 - Not Registered

Client Status 10 - GRS (Ineligibility)

Client Status 11 - Moved to Non-PP Area through Bus Type 3

Client Status 12 - Moved out of the Area Without Notice
Client Status 13 - Validated Not Poor due to Change of Address
Client Status 14 - No Eligible Member (0-18 Y/O) for CVS Monitoring (Certified By RPMO)
Client Status 15 - No Eligible Member of HH for CVS Monitoring
Client Status 16 - Did Not Complete Registration Process
Client Status 17 - GRS (Not Eligible - Regular Income)
Client Status 18 - Delisted Due To Non-Registration
Client Status 19 - Grants Temporarily On-Hold (GRS)
Client Status 20 - Failed in ECR-2 (System Generated)
Client Status 21 - Newly registered for initial Payroll Generation
Client Status 22 - Unlocated Households
Client Status 23 - Migrated To PPIS (BAPORS Only)
Client Status 24 - GRS: Suspended grants due to Misbehavior of HH

IV. MEMBER STATUS

Member Status 1 - Active
Member Status 2 - Deceased
Member Status 3 - Moved Out
Member Status 4 - Delisted (Education)
Member Status 5 - Duplicate
Member Status 6 - Wrong Entry
Member Status 7 - Missing
Member Status 8 - New 15-18 y/o HS Children

V. CONDITIONS FOR PAYMENT OF CASH GRANTS

A. Newly Registered Household Beneficiaries

Upon approval of registration for the Pantawid Pamilya, household beneficiaries shall be entitled to initial non-compliance based cash grants payment covering one (1) monitoring period or two (2) months.

- A.1 To readily distinguish the newly registered household beneficiaries who are eligible to receive initial cash grants, they shall be tagged in the Pantawid Pamilya Information System (PPIS) as **Client Status 21 - Newly Registered Households** for initial payroll generation.
- A.2 Computation of the initial cash grants of household beneficiaries shall be based on their eligibility during the generation of payroll (initial payroll).
- A.3 Per household beneficiary, the initial cash grants payment shall include Health grants (P500) and Education grants, provided that a maximum of three (3) children per household shall only be selected for monitoring.
- A.4 Education grants shall be based on the declared grade level of the children selected for education monitoring (P300 per child per month for grade levels: Kinder, Daycare, and Elementary; P500 per child per month for High School).

- A.5 After the processing of the initial cash grants of newly registered household beneficiaries (tagged as **Client Status 21**), they shall then be tagged in the PPIS as **Client Status 1 - Active**.
- A.6 After the processing of the initial cash grants of newly registered household beneficiaries, they shall be included in the next monitoring period for monitoring and their subsequent cash grants shall be based on compliance with the set conditionalities.

B. Conditions for Monitoring of Household Beneficiary/Client Status

- B.1 During the generation of Compliance Verification (CV) forms for a certain monitoring period, only household beneficiaries with **Client Status 1 - Active**, **Client Status 19 - Grants Temporarily On-Hold (GRS)** and having **Member Status 1 - Active** shall be included for CV monitoring.
- B.2 The names of child/ren grantee/s of the household shall be included in CV Form 1 (CV F1) as the Masterlist, CV Form 2 (CV F2) for Education Monitoring, CV Form 3 (CV F3) for Health Center Visit Monitoring and CV Form 4 (CV F4) for Family Development Session (FDS) monitoring.
- B.3 Selected children aged 3-18 years old and/or “continuing” with **Member Status 1 - Active** and are enrolled in school, with name of facility, attending=Yes, and grade level is Kinder, Daycare, Elementary, or High School only and whose relationship to the household head is (3) - Son/Daughter and/or (6) - Grandson/Granddaughter are included for CV F2 for Education Monitoring.
- B.4 Selected children aged 3-18 years old and/or “continuing” with **Member Status 2 - Deceased/Member Status 3 - Moved Out/Member Status 5 - Duplicate/Member Status 6 - Wrong Entry/Member Status 7 - Missing** and are enrolled in school with name of facility, attending=Yes, and grade level of Kinder, Daycare, Elementary, or High School whose relationship to the household head is (3) - Son/Daughter and/or (6) - Grandson/Granddaughter will **not** be included in CV F2 for Education Monitoring.
- B.5 Selected children aged 3-18 years old and/or “continuing” with **Member Status 1 - Active** but not enrolled in school/no name of facility/attending=No/grade level is College/High School graduate and whose relationship to head is (3) - Son/Daughter and/or (6) - Grandson/Granddaughter will **not** be included in CV F2 for Education Monitoring .
- B.6 School/Health facility of children should have selected dominant facility during the merging of facilities before the CV generation. Failure to merge the facility will result to the non-inclusion of child/ren in the monitoring for the period.
- B.7 Children 0-5 years old and pregnant women and with health facility name shall be included in the CV Monitoring for Health Center Visit using CV F3. Absence of name of health facility will result to non-inclusion in the monitoring for the period.
- B.8 Grantee of the household or guardian of the household with minor grantee shall be included in the CV Monitoring for Family Development Session using CV F4.

- B.9 After the said CV forms generation, the status of household beneficiaries/members may change into other Client/Member Status.
- B.10 The updating of Client/Member Status may happen after the CV forms generation or before the generation of Notice of Approved Payroll Action (NAPA) and/or during the cash grants payout.

CRITERIA FOR THE MONITORING OF CHILDREN IN EDUCATION CONDITIONALITY														
Household/ Client Status	Member Status	Age	Relationship to Head	Selected for CV Monitoring	School Profile		Grade Level	Included in the CV Forms for Monitoring						
					Attending School	With Name of School								
				1 - ACTIVE or 19-GRANTS TEMPORARILY ON-HOLD	1 - ACTIVE	3-18 Y.O & "Continuing"			3-Son/Daughter & 6-Grandson/Granddaughter	YES	YES	YES	Kinder,	YES
										NO	YES	YES	Daycare,	NO
										YES	NO	YES	Elementary	NO
										YES	YES	NO	Grade, High	NO
NO	NO	NO	School, NGC				NO							
1 - ACTIVE or 19-GRANTS TEMPORARILY ON-HOLD	2-Deceased	3-18 Y.O & "Continuing"	3-Son/Daughter & 6-Grandson/Granddaughter	YES	YES	YES	Kinder,	NO						
	3-Moved-out						Daycare,							
	5-Duplicate						Elementary							
	6-Wrong Entry						Grade, High							
	7-Missing						School, NGC							
CRITERIA FOR THE MONITORING OF CHILDREN IN HEALTH CENTER VISIT														
Household/ Client Status	Member Status	Age	Relationship to Head	Health Profile		Included in the CV Forms for Monitoring								
				With Name of Health Facility										
1 - ACTIVE or 19-GRANTS TEMPORARILY ON-HOLD	1 - ACTIVE	0-5 Y.O & Pregnant Women	2-Spouse/Wife	YES		YES								
			3-Son/Daughter 6-Grandson/Granddaughter	NO		NO								
1 - ACTIVE or 19-GRANTS TEMPORARILY ON-HOLD	2-Deceased	0-5 Y.O & Pregnant Women	2-Spouse/Wife 3-Son/Daughter 6-Grandson/Granddaughter	YES	YES	NO								
	3-Moved-out													
	5-Duplicate													
	6-Wrong Entry													
	7-Missing													

C. Conditions for NAPA generation of Household/Client Status

- C.1 At the time of the NAPA generation of a given monitoring period, only household beneficiaries with **Client Status 1 - Active** and **Client Status 19 - Grants Temporarily On-Hold (GRS)** with **Member Status 1 - Active** shall be included in the NAPA, but shall be reported separately per allowable client status.

However, household beneficiaries with **Client Status 1 - Active** during the CV forms generation and tagged as compliant with the conditions of the program, but were subsequently changed to **Client Status 14 - No Eligible Member (0-18 Y/O) for CVS Monitoring (Certified By RPMO)** during the NAPA generation, shall be counted as compliant for the period it was monitored as such and thus be reflected in the NAPA for the same monitoring period.

Household beneficiaries with client and member status not mentioned above shall be excluded from the NAPA.

- C.2 Household beneficiaries with **Client Status 1 - Active** during the CV forms generation and tagged as compliant with the conditions of the program, but were subsequently changed to **Client Status 24 - GRS: Suspended grants due to misbehavior of HH** before the NAPA generation, shall not be counted as compliant for the period it was monitored as such and thus not be reflected in the NAPA for the same monitoring period.

If household beneficiaries were tagged **Client Status 24 - GRS: Suspended grants due to misbehavior of HH** after NAPA generation, suspension shall take effect on the next payroll period.

- C.3 The count of children eligible to receive education grants shall be based on the grade level of the monitored child/ren during the monitoring period and shall be classified either as Elementary/Kinder/Daycare or High School in the NAPA.
- C.4 The count of compliant household beneficiaries as to health component shall be based on the applicable health condition required from the household member per month during the monitoring period.
- C.5 NAPA of household beneficiaries with **Client Status 19 - Grants Temporarily On-Hold** shall be segregated from those with **Client Status 1-Active** with **Member Status-Active** in order to determine the estimated amount to be earmarked under the current allotment.
- C.6 If the child/ren of the household beneficiary is/are compliant on the first (1st) month of the monitoring period and non-compliant on the second (2nd) month of the monitoring period, the count of compliant children for the 1st month shall be reflected in the NAPA.
- C.7 If the child/ren of the household beneficiary is/are compliant on the 1st month of the monitoring period and if the household beneficiary's member status will change into **Member Status 2/3** on the 2nd month of the monitoring period, the count of compliant children for the 1st month shall be included in the NAPA.
- C.8 If the child/ren of the household beneficiary is/are active and compliant in the 1st month of monitoring period and tagged as **"dropped out"** on the 2nd month of the monitoring period, the count of compliant children for the 1st month shall be included in the NAPA.
- C.9 If the child/ren of the household beneficiary is/are active and tagged as **"not enrolled"** in CV F2, the count of children shall be excluded from the NAPA.
- C.10 If the child/ren of the household beneficiary is/are active and compliant in the 1st month of monitoring period and if the household beneficiary's member status will change into **Member Status 5/6/7** on the 2nd month of the monitoring period, the count of children shall be excluded from the NAPA.

D. Conditions for Cash Grants Payroll Computation of Household Beneficiary/Client Status

- D.1 For a given monitoring period, only household beneficiaries included in the NAPA and with assigned mode of payment shall be considered for the computation of cash grants in accordance with the conditions/parameters stated in Section C.1 to C.9 hereof. The Client/Member Status of the household beneficiary during the time of the NAPA generation shall be the basis for payroll computation.

Health grants package for compliant household beneficiaries shall be computed at P500 per month per household while Education grants package shall be based on the Education level of the child/ren. For compliant child/ren in Daycare, Kinder, Elementary, the Education grant shall be computed at P300 per month per child while compliant child/ren in High School shall be computed at P500 per month per child.

- D.2 Household beneficiaries with **Client Status 19 - Grants Temporarily On-Hold (GRS)** shall only be included in the cash grants payroll computation once the household status is reactivated i.e., changed to **Client Status 1 - Active**.

- D.3 Refer to the following table as to the conditions for the computation of Education component of cash grants:

CONDITIONS FOR EDUCATION COMPONENT PER CHILD PER MONTH									
Household/ Client Status during Monitoring Month	Member Status	Age of beneficiary	Relationship to Head of Household	Included in CV Forms for Monitoring	Grade Level	Compliant	Household/ Client Status before NAPA generation and during payroll computation	Included in NAPA generation	Allowable Grants
1-Active/19 - GTOH	1 - Active	3-18 years old and "continuing"	3-Son/Daughter & 6- Grandson/Grand daughter	Yes	Kinder, Daycare, Elementary	Yes	1-Active/19 - GTOH/ 14-No Eligible Member (0-18 Y/O) For CVS Monitoring (Certified By RPMO)	Yes	P300.00
					High School				P500.00
					No Grade Completed/3-5 years old in High School				Subject for Retro Active Payment
1-Active/19 - GTOH	1 - Active	3-18 years old and "continuing"	3-Son/Daughter & 6- Grandson/Grand daughter	Yes	Kinder, Daycare, Elementary, High School, No Grade Completed/3-5 years old in High School	No	Any Client/ Household status	No	None
1-Active/19 - GTOH	1 - Active	3-18 years old and "continuing"	3-Son/Daughter & 6- Grandson/Grand daughter	No	Kinder, Daycare, Elementary, High School, No Grade Completed/3-5 years old in High School	No	Any Client/ Household status	No	None
1-Active/19 - GTOH	Other than 1 - Active	3-18 years old and "continuing"	3-Son/Daughter & 6- Grandson/Grand daughter	No	Kinder, Daycare, Elementary, High School, No Grade Completed/3-5 years old in High School	No	Any Client/ Household status	No	None

D.4 Refer to the following table as to the conditions for the computation of Health component of cash grants:

CONDITIONS FOR HEALTH COMPONENT PER HH PER MONTH										
Household/ Client Status during Monitoring Month	Member Status	Age of beneficiary	Relationship to Head of Household	Compliant in Health Center Visit, if applicable	Compliant in Deworming, if applicable	Compliant in FDS, if applicable	Compliant in all health conditions, if applicable	Household/ Client Status before NAPA generation and during payroll computation	Included in NAPA generation	Allowable Grants
1 - Active / 19 - GTOH	1 - Active	0-5 years old & pregnant women	2-Spouse/Wife 3-Son/Daughter & 6-Grandson/Granddaughter	YES	N/A	N/A	YES	1 - Active / 19 - GTOH	YES	P500.00
		6-14 years old in Elementary	3-Son/Daughter & 6-Grandson/Granddaughter	N/A	YES	N/A				
			Grantee	N/A	N/A	YES				
1 - Active / 19 - GTOH	1 - Active	0-5 years old & pregnant women	2-Spouse/Wife 3-Son/Daughter & 6-Grandson/Granddaughter	NO	N/A	N/A	NO	1 - Active / 19 - GTOH	NO	NONE
		6-14 years old in Elementary	3-Son/Daughter & 6-Grandson/Granddaughter	N/A	NO	N/A				
			Grantee	N/A	N/A	NO				
1 - Active / 19 - GTOH	Other than 1 - Active	0-5 years old & pregnant women	2-Spouse/Wife 3-Son/Daughter & 6-Grandson/Granddaughter	NO	N/A	N/A	NO	ANY CLIENT STATUS	NO	NONE
		6-14 years old in Elementary	3-Son/Daughter & 6-Grandson/Granddaughter	N/A	NO	N/A				
			Grantee	N/A	N/A	NO				

E. Conditions during Actual Cash Grants Payout in relation to the Household Beneficiary/Client Status

- E.1 The cash grants of household beneficiaries with client status 1/3/14/15 during payout shall be released to them.
- E.2 The cash grants of household beneficiaries with client status 8/10/17 shall be put on hold pending their final validation.
- E.3 On the other hand, cash grants of the household beneficiaries with Client Status 5 - GRS (Fraud)/Client Status 6 - Duplicates shall not be released and shall be returned to the Bureau of the Treasury (BTr).
- E.4 The Grievance Redress Division (GRD) of the Pantawid Pamilya National Program Management Office (NPMO) shall provide the list of household beneficiaries with Client Status 5 - GRS (Fraud), 8 - Waived, 10 - GRS (Ineligibility), 17 - GRS (Not Eligible-Regular Income) five (5) days after the cash grants payroll computation to Field Offices, copy furnished the Unified Financial Management Service (UFMS) for the non-payment of cash grants.
- E.5 The Beneficiary Data Management Division (BDMD) of the Pantawid Pamilya NPMO shall provide the list of household beneficiaries with Client Status 6 - Duplicates five (5) days after the cash grants payroll computation to Field Offices, copy furnished UFMS for the non-payment of cash grants.

F. Conditions for Unclaimed Cash Grants

- F.1 The unclaimed cash grants of the household beneficiaries with Client Status 1/14/15 during the time of UFMS verification of the Field Offices' requests for cash grants payout re-scheduling, shall be released.
- F.2 The unclaimed cash grants of the household beneficiaries with Client Status 5/6/8/10/17 during the time of UFMS verification, shall not be released and shall be returned to BTr.
- F.3 For other Client Status not mentioned in Section F.1 and F.2:
- UFMS shall generate the list of household beneficiaries with cash grants that remain unclaimed for three (3) or more payroll periods semi-annually (every 20th of January and July of the year). Said list shall be forwarded to BDMD - Pantawid Pamilya NPMO for further validation and confirmation.
 - BDMD - Pantawid Pamilya NPMO shall then forward the list of household beneficiaries to the Field Offices for proper validation.
 - Four (4) months upon receipt of said list from UFMS, BDMD - Pantawid Pamilya NPMO shall then provide UFMS with the list of identified household beneficiaries whose cash grants are subject to return to BTr.

VI. CONDITIONS FOR RETROACTIVE CASH GRANTS PAYMENT PROCESSING

Retroactive payment of cash grants is the payment to eligible and compliant household beneficiaries who were not included in the regular monitoring and payment cycle due to various valid reasons. Household beneficiary cases under the categories "No Grants" or "Reduced Grants" shall be considered for the processing of cash grants payment if household beneficiaries concerned are found to be compliant after submitting complete supporting documents.

A. END-TO-END RETROACTIVE CASH GRANTS PAYMENT PROCESSING

The End-to-End (E2E) retroactive cash grant payment process covers the not-monitored (no name of school or with school but deleted or the equivalent of attending School=No in the PPIS) turned monitored (updated the name of school or the equivalent of attending School=Yes in the PPIS) children of household beneficiaries.

The potential list for retroactive cash grant payment shall be generated through the following eligibility criteria for Education grants:

1. Active/registered household beneficiary during the E2E generation;
2. Not-Monitored turned Monitored for Education grants in the previous month/s subject to selection;
3. Active/registered household beneficiary during the selection;
4. No pending transaction in the previous month/s subject to selection;
5. No payment history in the previous month/s subject to selection; and
6. No manual retro payment in E2E retroable month/s.

B. MANUAL RETROACTIVE CASH GRANTS PAYMENT PROCESSING

Manual retroactive cash grants payment is the provision of cash grants to eligible and compliant household beneficiaries covering prior periods. It is categorized as "Manual" because the household beneficiaries to receive cash grants retroactively cannot be pre-detected but instead, manually identified, verified and processed based on the payment-related grievances reported.

The conditions allowing for manual retroactive cash grants payment include those that cannot be attributed to the household beneficiaries' inaction or non-compliance with set conditions, compelling them to file a complaint through the GRD, and the retroactive cash grants payment to them indicates the full resolution of complaints.

Hereunder are the treatments of retroactive payment to Household Beneficiary/Client Status:

B.1 HANDLING OF HOUSEHOLD BENEFICIARY/CLIENT STATUS

Household Status during Retroable Months/Periods	Household Status as of RPMO approval of Retroactive payment	Remarks
ANY CLIENT STATUS	CLIENT STATUS 1	Retro payroll shall be processed and released
	CLIENT STATUS 14	
	CLIENT STATUS 15	
ANY CLIENT STATUS	ANY CLIENT STATUS OTHER THAN CLIENT STATUS 1, 14, 15	Not Retroable / No Payment of Grants

These guidelines are issued this _____ day of _____ 2016 and shall take effect immediately.

Recommending Approval:


U/SEC. CAMILO G. GUDMALIN
Operations and Programs Group


U/SEC. MATEO G. MONTAÑO
General Administration & Support Services Group

Approved:


CORAZON JULIANO-SOLIMAN
Secretary