

PANTAWID FAMILYANG PILIPINO PROGRAM
National Program Management Office

MEMORANDUM

FOR : **DIR. LEONARDO C. REYNOSO**
Assistant Secretary for Promotive Program/
Concurrent National Program Manager – 4Ps

FROM : **THE DIVISION CHIEF**
Modified Conditional Cash Transfer Division

DATE : 31 May 2018

SUBJECT : **Request for Approval on the Draft Guidance Note re
Conduct of Tugmaan Validation Activity as Part of the
Mainstreaming Process of MCCT Beneficiaries to Regular CCT**

Respectfully forwarding herewith attached draft guidance note on the conduct of “Tugmaan Validation” Activity as part of the mainstreaming process of MCCT Beneficiaries to Regular CCT.

For the Director’s approval.

Thank you.


JULIETA D. ALEGARME

**Subject: GUIDANCE NOTE IN THE CONDUCT OF TUGMAAN VALIDATION
ACTIVITY AS PART OF THE MAINSTREAMING PROCESS OF MCCT
BENEFICIARIES TO REGULAR CCT**

I. RATIONALE

The Modified Conditional Cash Transfer (MCCT) Program is currently serving a total number of 229,442 beneficiaries, specifically 5,072 Homeless Street Families (HSF), 175,488 Indigenous Peoples in Geographically Isolated and Disadvantaged Areas, (IP-GIDAs) and 48,882 Families in Need of Special Protection (FNSP). The end goal of the MCCT is to mainstream the above mentioned beneficiaries to the Regular CCT program depending on the worker's assessment and readiness of the said beneficiaries for eventual mainstreaming.

With this, the National Program Management Office initially plans to mainstream the registered FNSP beneficiaries to the Regular CCT program. As stated in the approved Mainstreaming guidelines (MC 02, series of 2018) once the MCCT beneficiaries meet the criteria and requirements for mainstreaming, other processes and procedures for mainstreaming shall be undertaken. One of the major activities in the said mainstreaming process is the conduct of "Tugmaan" or simply means the validation of the beneficiaries from the Listahanan database to the MCCT database, including field validation and other activities to obtain accurate data information of the potential beneficiaries for mainstreaming.

This guidance note will therefore serve as a guide to effectively and efficiently implement the mainstreaming processes and procedure. Please note that other major step by step activities and procedures and its corresponding key players are stated in the approved Mainstreaming Guidelines or MC 02.

II. DESCRIPTION

As indicated in the approved Mainstreaming Guidelines, the Tugmaan activity warrants the identification of the matched beneficiaries in Listahanan database is one and the same Households beneficiaries of the MCCT. The NPMO shall generate the data and to provide the Field Office the list of eligible beneficiaries and validation forms. The RPMO shall print and distribute the list and forms to the identified areas for the conduct of validation. The results of the validation guarantees that the said beneficiaries are for mainstreaming to regular CCT. Thereafter, the data of the beneficiaries who passed the validation process shall be migrated to the Pantawid Pamilya Information System (PPIS).

III. OBJECTIVES

- a. To ensure that the verified matched beneficiaries is one and the same household in the MCCT list
- b. To ensure that the steps and processes to be undertaken in the conduct of Tugmaan validation activity is efficiently implemented
- c. To determine the roles and responsibilities of RPMO and NPMO vis-a-vis the division responsible in the Tugmaan activity.

IV. Criteria

1. MCCT beneficiaries identified to be mainstreamed to RCCT
2. With matched data information of MCCT beneficiaries with Listahanan
3. MCCT beneficiaries with matched Listahanan households found to be poor after proxy means test (PMT) running
4. Households found to be eligible after eligibility check routine (ECR) running (with pregnant and 0-18 y/o children)

V. PROCESS AND PROCEDURE

A. Preparatory Phase

The NPMO shall facilitate the following:

- a. Creation of technical working group and serve as the “ Validation Team” to conduct the “Tugmaan” activity. The division/Office concerned include the Listahanan 2 Office, IMB, MCCTD, PMED, BDMD, & RMQAD
- b. Development of plan activities including the schedule and person responsible in Tugmaan activities
- c. Conduct of orientation on the “Tugmaan” activity including the major steps and procedures as indicated in the approved Mainstreaming Guidelines, the Tugmaan forms and key players’ roles and responsibilities.

The RPMO shall facilitate the following activities:

1. Development of validation team “Tugmaan” plan of activities including the field validation activities.

B. Implementation Phase

1. Conduct of actual field validation activity:

Please refer to the attached Tugmaan Validation Form. The validation form will serve as a tool to verify whether the household data information in the MCCTIS and in the Listahanan 2 data is matched or not matched. In the event that there are other findings, kindly indicate under remarks column.

Please note that the data information in the Tugmaan validation form are pre-generated e.g. HH ID No., Set Group/Cienteles Category, Address, HH Client Status, Name of HH Grantee, Household Roster Information-(Name, Birthdate, Relationship to Household Head, Member Status, Marital Status, Sex). However, the validation result, findings, remarks, and signatures will be filled-up during the actual validation activity.

- a. **Matching of Households** - to determine the matched MCCT households with Listahanan 2 data, any of the following condition should be present:
 - **With one or more MCCT Household Beneficiaries found vis-à-vis one possible matched in Listahanan 2 data.** Please note that the priority reference for matching of household is the current HH head of the MCCT beneficiary. In the event that the household head is already deceased, any member of the MCCT households whose relationship is grand/daughter, grand/son, spouse of the household head shall be the reference for matching.
 - **With One MCCT Household Beneficiary found two or more possible matched in Listahanan 2 data.** The priority reference for matching of household is the current HH head of the MCCT beneficiary with the most number of beneficiaries matched with MCCT family whose relationship is grand/daughter, Grand/son, spouse of the household head.
 - Any findings that are not within the above set criteria (*Item a –Matching of Households, under bullet 1 and 2*) shall be subject to further assessment by the NPMO. The RPMO is expected to provide detailed information and recommendation on this matter.
2. Processing and Consolidation of Tugmaan validation result.
3. Encoding of validation result per household based on the template provided. (See attached excel file template)

C. Post Implementation Phase

Regional Program Management Office

1. The validation team shall submit the duly accomplished Tugmaan validation form to the POO (SWO III/BDM) including the summary of validated MCCT beneficiaries or reason of not validated beneficiaries.
2. The result of the Tugmaan validation activity shall be presented at the POO and RPMO level and to determine the gaps encountered if any. e.g forms are not accomplished, beneficiaries are not located, etc.
3. The RPMO shall submit to the NMPO –MCCT the result of the Tugmaan validation specifically the accomplished forms and narrative report.

National Program Management Office

1. The MCCTD shall review the submitted Tugmaan results and if found in order, the MCCTD to endorse the data to PMED and BDMD.
2. The PMED and BDMD is responsible to ensure that the clean list of beneficiaries for mainstreaming shall be migrated to the RCCT-PPIS. Thus, the usual process and procedure including updating of beneficiary profile shall be done.

VI. Roles and Responsibilities of Key Players

1. The MCCTD in coordination with BDMD shall prepare a communication to the concerned Regions stating the preparatory activities pertaining to Tugmaan validation
2. The BDMD shall generate the Tugmaan forms of the MCCT beneficiaries and to ensure that the said forms are properly forwarded to the concerned Regions.
3. The MCCTD and BDMD shall provide orientation to concerned field validation team on the conduct of Tugmaan activities based on the approved Mainstreaming Guidelines and guidance note.
4. The MCCT Focals and BDM Focals shall spearhead the Tugmaan validation activity at the field level. As stated above, a plan of activities shall be prepared stipulating the step by step process to be undertaken by each level, responsible person etc.
5. The said plan of activities shall be signed by the Regional Program Coordinator and shall submit to the National Program Manager. The said plan of activities shall be the basis of the NPMO to monitor the progress of the Tugmaan activities.

Approved / Disapproved by:



LEONARDO C. REYNOSO
National Program Manager
Pantawid Pamilyang Pilipino Program