

DRN: 4Ps-SSDMD-A-COMM-22-06-19131-S

**MEMORANDUM**

**FOR** : **GEMMA B. GABUYA** *g 6/20/21*  
Director IV and National Program Manager  
Pantawid Pamilyang Pilipino Program

**THROUGH** : **ROSALIE D. DAGULO** *rd 6/17*  
Director III and Deputy Program Manager for Operations  
Pantawid Pamilyang Pilipino Program

**FROM** : **THE OIC - DIVISION CHIEF**  
Social Services Delivery and Management Division  
Pantawid Pamilyang Pilipino Program

**SUBJECT** : **GUIDANCE NOTE ON THE IMPLEMENTATION OF THE  
INFORMATION SYSTEM FOR EXITING HOUSEHOLD**


**DATE** : **14 JUNE 2022**

*Conduct  
a virtual  
orientation  
w/ RACs  
+ focal  
persons  
Provide in det  
of 6/20/21*

The NPMO initiated the development of an **Information System for Exiting Households (Dashboard)**. This is to monitor the development and progress of the beneficiaries who have achieved self-sufficiency and expressed interest to exit from the program, and given that households will exit from the Program due to natural attrition (no more children eligible for monitoring). The dashboard will capture the essential information about graduation and exit ceremonies schedules, as well as the corresponding interventions and programs and services committed to household beneficiaries by the partners. This initiative will require field implementers' support and participation.

In line with this, may we request the approval of the National Program Manager on the attached Guidance Note on the Implementation of the Information System for Exiting Households (Dashboard).

Thank you.

  
**RONALD E. CASTRO**

## **Guidance Note on the Implementation of the Information System for Exiting Household (Dashboard)**

### **1. RATIONALE**

The enactment of Republic Act No 11310 otherwise known as the “The Pantawid Pamilyang Pilipino Program Act” lays down the provision of conditional cash transfer to the poor household beneficiaries for a maximum of seven (7) years (Section 4). Beneficiaries are deemed to exit the Program in any of the following circumstances: a) when the last monitored child in the household turns 19 years old or finishes high school; b) the household reaches the 7-year Program duration; and, c) the household is no longer poor based on the latest assessment (Rule XV, Section 34 of the IRR). As a result, exiting the Program would imply that the beneficiaries' well-being has improved. The law emphasizes to guide the household beneficiaries toward self-sufficiency within a set time frame by providing the required and suitable interventions through case management. This requires convergence mechanisms and an integrated and holistic support programs and services. The household beneficiaries will be turned over to their local government units as part of the exiting strategy that will ensure post-service interventions that match their current and future needs or help them maintain their socio-economic gains.

To monitor, therefore, the development and progress of the beneficiaries, who have achieved self-sufficiency and expressed interest to exit from the Program, and given that households will exit from the Program due to natural attrition (no more children eligible for monitoring) but may remain in survival and subsistence levels of well-being, the NPMO initiated the development of an Information System for the Exiting Households (Dashboard) to keep track of the household's condition outside the Program for a period of one (1) year. Also, this guidance note will guide the field implementers on the proper process to follow in encoding to maintain data accuracy and on how to utilize the data for monitoring and planning purposes.

### **2. LEGAL BASES**

#### **2.1. Implementing Rules and Regulations (IRR) of Republic Act No. 11310.**

**Section 34 of Rule XV. Exit from Program**, states that “As provided under Rule III, Section 4 and Rule V, Sections 6 to 9 of the IRR, a qualified household-beneficiary shall remain in the program. However subject to the

following instances, without prejudice to Section 16 of Rule IX of Case Management and Non-Compliance with Conditions, a qualified household-beneficiary shall be deemed to exit from the Program, when: (a) *The last monitored child in the household turns 19 year old;* (b) *The last monitored child finishes high school;* (c) *The household reaches the 7-year duration in the Program;* (d) *The household is no longer poor, based on the latest assessment through the adopted standardize targeting system;* (e) *The household voluntarily waives its membership from the Program;* *The household commits offenses wherein the sanction is delisting, subject to the standards to be developed by the DSWD.*

**Section 55 of Rule XX. Regular Planning, Monitoring and Evaluation,** states that the DSWD shall monitor the program implementation and report its status at least once every three (3) years in order to ensure the attainment of the goals enumerated in Section 2 of the Act and this IRR to the House of Representatives and the Senate of the Philippines.

- 2.2. Republic Act 10173 of 2012 or the “Data Privacy Act of 2012”.

**Section 2 of General Provisions,** states that “It is the policy of the State to protect the fundamental human right of privacy, of communication while ensuring free flow of information to promote innovation and growth. The State recognizes the vital role of information and communications systems in the government and in the private sector are secured and protected.

### 3. OBJECTIVES

- 3.1. General Objective:

This guidance note aims to provide guidance to all Field Offices to facilitate effectively and efficiently the capturing and consolidation of information relative to the graduation and exit of 4Ps household beneficiaries.

- 3.2. Specifically, it aims to;

- 3.2.1 To effectively and efficiently capture the necessary information of the Exiting Households specifically, the level of well-being, the provided interventions, and Programs and services;

- 3.2.2 To ensure that the information of the Exiting Households is encoded accurately for Program and Policy development references;
- 3.2.3 To capture and monitor the Regional schedule of the graduation ceremony/ies of the Exiting Households;
- 3.2.4 To generate real-time and accurate data of the exiting households for monitoring and reporting purposes.

#### 4. DESCRIPTION AND COVERAGE

The Exiting Household Dashboard is an Information System that aims to improve the capturing and monitoring of necessary information on the Graduation and Exit of household beneficiaries. It is a digital and visual format that can be easily grasped by program implementers, hence generating real-time and accurate data of exiting households.

The developed Information System (IS) will also underscore the level of well-being, the programs and services interventions provided for the Exiting Households, and the conduct of Pugay Tagumpay. This information will serve including but is not limited to program implementation, monitoring, planning, policy reforms, and convergence initiatives.

To ensure proper execution, the following are the roles and responsibilities of key program staff from encoding to the monitoring of the IS:

Person-In-Charge	Duties/ Roles and Responsibilities
City/ Municipal Link (C/ML)	<ul style="list-style-type: none"> <li>To provide an update on all scheduled Pugay Tagumpay exit ceremonies within their area of operation including the number of exiting households' vis-à-vis their level of well-being.</li> <li>To record programs and services committed to households during exit or case conferences have to be recorded in the Graduated Household Digital Template. This is in order to keep a tab on the services provided or pledged to households including the agencies that provided such support services.</li> <li>To submit a summary list of encoded HH in the Dashboard to Provincial Operation Office (POO)</li> </ul>

*fall the heads of the columns appear here*

<b>Social Welfare Assistant</b>	<ul style="list-style-type: none"> <li>• Ensure the completeness of all information encoded in the Exited Households Monitoring Form (<b>Annex A: <a href="https://bit.ly/3tfV8LR">https://bit.ly/3tfV8LR</a></b>) and Schedule and Number of Exiting Households (<b>Annex B: <a href="https://bit.ly/3tfV8LR">https://bit.ly/3tfV8LR</a></b>). The City/Municipal Link may alternatively fill up the needed information.</li> <li>• To ensure encoding of Exiting Household list in the Google Form.</li> </ul>
<b>Regional Case Management Focal Person</b>	<ul style="list-style-type: none"> <li>• To check on the accuracy of the data, through validation with other existing data or randomly check with case managers. If necessary, generate the data for monitoring, resource mobilization, and planning purposes. This activity should be done regularly as deemed necessary by the RPMO."</li> <li>• To check on the accuracy of the data and if necessary, generate the data for monitoring, convergence, and planning purposes. This activity shall be done regularly as deemed necessary by the RPMO.</li> <li>• To ensures completeness of the list of households for exit.</li> </ul>
<b>Provincial Link/ Social Welfare Officer III (SWO III)</b>	<ul style="list-style-type: none"> <li>• Review the data and if needed utilize the data for planning and convergence purposes. The data can be utilized in collaboration with Provincial Advisory Committee partners.</li> </ul>
<b>Regional Program Coordinator (RPC)</b>	<ul style="list-style-type: none"> <li>• To regularly review of the data and digital reports and include them in the usual report submitted to NPMO that captures actions or interventions provided concerning the data.</li> </ul>
<b>SSDMD</b>	<ul style="list-style-type: none"> <li>• To monitor the submissions of Field Offices and ensure that data are accurate.</li> <li>• To ensure that the data are converted into visual images for easy understanding of the project implementers, project management, and partners.</li> <li>• If any inaccuracy is found in the submitted data, the Division shall coordinate with the concerned RPMO for validation and review.</li> </ul>

The Regional Program Management Office (RPMO) should conduct the review, and necessary quality checks to guarantee the accuracy of the data or information, which will be translated into comprehensible visual images and reports.

## **5. REPORT TIMELINE**

### **5.1. Regional Level**

The timeline of the Regional encoding will be from 1<sup>st</sup> to the 14<sup>th</sup> day of the month.

### **5.2. NPMO Level**

The timeline of the NPMO for consolidation and generating of reports will be from 15<sup>th</sup> to the 17<sup>th</sup> of the month.

### **5.3. Reporting Template**

To simplify the process of documentation and encoding, the NPMO crafted the necessary template before encoding in the Information System. This will also serve as a basis for the conduct of the exit ceremonies depending on LGU circumstances.

#### **5.3.1. *Annex A – Exited Households Monitoring Form***

This template is to capture the necessary information of the exiting households.

#### **5.3.2. *Annex B – Regional Schedule of Graduation Ceremony***

This template is to capture the conducted and ongoing Regional Schedules of the Exiting Households.

## **6. MONITORING AND EVALUATION**


The Social Services Delivery and Management Division (SSDMD) as part of its function, should submit a monthly report to the Office of the National Program Manager (ONPM) every 28<sup>th</sup> day of the succeeding month, copy furnished the Pantawid Monitoring and Evaluation Division (PMED).

The SSDMD shall take the lead in the assessment and enhancement of this Guidance Note and the system in coordination with the concerned Divisions and in coordination with the RPMO.

## 7. EFFECTIVITY CLAUS

This implementing guidance note shall take effect immediately upon signing.

**Approved / Disapproved:**

  
**GEMMA B. GABUYA**  
*Director IV and National Program Manager*  
*Pantawid Pamilyang Pilipino Program*



