



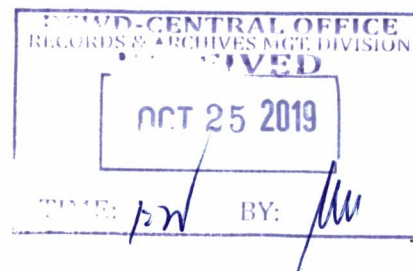
**Pantawid Pamilyang
Pilipino Program**

FOR : ALL REGIONAL DIRECTORS
Region I-XII, NCR, CAR and CARAGA

FROM : THE NATIONAL PROGRAM MANAGER
Pantawid Pamilyang Pilipino Program

DATE : 21 October 2019

SUBJECT : GUIDANCE NOTE ON CHANGE ADDRESS/TRANSFER OF
RESIDENCE (TOR) OF MODIFIED CONDITIONAL CASH
TRANSFER (MCCT) PROGRAM BENEFICIARIES



The Modified Conditional Cash Transfer Program has been implemented since 2014 and some of its beneficiaries decided to go back to the provinces or to other Municipalities where their economic activities is more stable. With this, we would like to provide guidance to the sending and receiving Regions for the Transfer Of Residence (TOR) of MCCT beneficiaries to ensure continuity of program assistance. This document shall guide program implementers on the procedure and pertinent documents to process change of address/transfer of residence of MCCT program beneficiaries. This applies to all MCCT families who transferred residence to other MCCT areas, non-MCCT but Pantawid Pamilyang Pilipino Program areas and non-Pantawid areas. The following are the different levels of transaction of MCCT beneficiaries who transferred residence/change of address:

A. MCCT beneficiary who transferred residence to area under the same MCCT clientele category

TOR DESCRIPTION	SUPPORTING DOCUMENTS
a) Transferring within barangay	Certificate of Residency from the Barangay Captain
b) Transferring to other barangay within City/Municipality	Certificate of Residency from Old/New Address where the request emanated, Certificate of School and/or Health Center Enrollment (if applicable)
c) Transferring to other City/Municipality within the Province	Certificate of Residency from Old/New Address where the request emanated; Official Communication from requesting municipality to the receiving municipality; Case Assessment Report, Certificate of School and/or Health Center Enrollment (if applicable)
d) Transferring to other Province within the Region	Certificate of Residency from Old/New Address where the request emanated; Official Communication from requesting province to the receiving province; Case Assessment Report, Certificate of School and/or Health Center Enrollment (if applicable)

e) Transferring to other region/interregional transfer of residence	Certificate of Residency from Old/New Address where the request emanated; Official Communication from requesting region to the receiving region; Case Assessment Report, Certificate of School and/or Health Center Enrollment (if applicable)
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B. MCCT beneficiary who transferred residence to area under different MCCT clientele category

TOR DESCRIPTION	SUPPORTING DOCUMENTS	REMARKS
Indigenous Peoples in Geographically Isolated and Disadvantaged Areas (IPs in GIDA) beneficiary transferred to Homeless Street Families (HSF) and/or Families in Need of Special Protection (FNSP) area	Certificate of Residency from Old/New Address where the request emanated; Official Communication from requesting municipality/province/region to the receiving municipality/province/region; Case Assessment Report	The assigned MCCT staff or RCCT Staff in the case of areas with FNSP should conduct validation and assessment of the transferring MCCT family to verify the eligibility of the family. If the family is still eligible and can still be monitored for health, education and FDS conditionality, they are recommended to be retained in the program.
HSF beneficiary transferred to IPs in GIDA and/or FNSP area	Certificate of Residency from Old/New Address where the request emanated; Official Communication from requesting municipality/province/region to the receiving municipality/province/region; Case Assessment Report	The assigned MCCT staff or RCCT Staff in the case of areas with FNSP should conduct validation and assessment of the transferring MCCT family to verify the eligibility of the family. If the family is still eligible and can still be monitored for health, education and FDS conditionality, they are recommended to be retained in the program.
FNSP beneficiary transferred to IPs in GIDA/HSF area	Certificate of Residency from Old/New Address where the request emanated; Official Communication from requesting municipality/province/region to the receiving	The assigned MCCT staff or RCCT Staff in the case of areas with FNSP should conduct validation and assessment of the transferring MCCT family to verify the eligibility of the family. If the family is still eligible and can still be monitored for health, education

	municipality/province/region; Case Assessment Report	and FDS conditionality, they are recommended to be retained in the program.
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C. MCCT beneficiary who transferred residence to area not covered by MCCT but are covered by the regular Conditional Cash Transfer Program

In cases of change address/transfer of residence to non-MCCT areas but are covered by the regular Conditional Cash Transfer (RCCT) program, the assigned City/Municipal Link should conduct assessment of the transferring MCCT beneficiary to verify the eligibility of the family and the feasibility/presence of municipal staff to manage and monitor the MCCT beneficiary. If the family is still eligible and can still be monitored for health, education and FDS conditionality by the RCCT personnel, the family may be recommended to be retained in the program.

D. MCCT beneficiary who transferred to area not covered by MCCT and RCCT

This is only applicable to an MCCT beneficiary who transferred or shall be transferring to Kalayaan Group of Island and Batanes area. A Certification from Barangay Captain of the new/old address of the MCCT beneficiary and Certification from the Case Worker/Community Facilitator/City/Municipal Link stating that the household transferred to a non-Pantawid Pamilyang Pilipino Program area shall be secured. Once secured, the region shall tag the MCCT beneficiary with Family Status "*Moved to Non-Pantawid Pamilyang Pilipino Program Area*". This means that a household was validated to have its address changed to an area where Pantawid Pamilya is not implemented thus the household is no longer monitored.

E. MCCT Beneficiary who transferred residence/change address without notice

MCCT family who transferred residence/change address without notice will be given sixty (60) days to notify the assigned worker of the old or new address otherwise the beneficiary will be tagged as "Transferred Residence to Other Area without Notice" by the RPMO of the old address. All household marked as such will only be reactivated upon request following this guidance note.

Below are the procedures to be followed on processing change of address/transfer of residence of MCCT beneficiaries:

1. Beneficiary shall inform the assigned worker in the old/new address by accomplishing Beneficiary Update System (BUS) form and submit it to the assigned Case Worker/Community Facilitator/City/Municipal Link with the supporting documents such as Certificate of Residency from the old/new address where the request has been emanated, photocopies of MCCT ID, valid ID (if available) and LBP card (if issued).
2. The assigned worker where the request has been emanated shall assess the MCCT beneficiary using the Case Assessment Report (CAR) (please refer to Annex 1). The assessment shall focus on the eligibility of the beneficiary, to wit:

DSWD Central Office, IBP Road, Batasan Pambansa Complex, Constitution Hills, Quezon City, Philippines 1126
 Email: osec@dswd.gov.ph Tel. Nos.: (632) 931-8101 to 07 Telefax: (632) 931-8191
 Website: <http://www.dswd.gov.ph>

- a. The MCCT beneficiary is a certified registered beneficiary of the program
 - b. The family still has eligible members such as having 0-18 years old children or pregnant member
 - c. The family has no pending grievance complaint concerning eligibility in all program areas
 - d. The household has not yet graduated from the program
3. The CW/CF/C/ML assigned where the request has been emanated from shall endorse properly thru official communication and submit the BUS Form and CAR with the supporting documents to the corresponding POO/RPMO for review, validation and concurrence.
4. If there is no contestation on the eligibility of the MCCT beneficiary based on the information captures during the assessment and validation, the concurred assessment with update (if found necessary, using BUS form) shall be encoded in the POO/RPMO.
5. The encoded update shall be included for endorsement of the Regional MCCT Computer Maintenance Technologist II, for recommending approval of the Regional MCCT Focal and approval of the Regional Director per approved timeline.
6. The RPMO shall also inform the RPMO-Financial Analyst of the change of address. The RPMO-Financial Analyst shall request to the NPMO-Financial Management Service for payroll transfer to the new address of the MCCT beneficiary. Once approved by the Approving Authority, cash grants shall be provided to the beneficiary using the existing mode of payment in the new address.

For the regional offices' information and reference.

Thank you.

DIR. GEMMA B. GABUYA

DGBG/DV/FR/JDA/ser

ANNEX 1

CASE ASSESSMENT REPORT

(for Change Address Update)

Household ID No. _____

Date: _____

Client's Name: _____

Civil Status: _____

Date of Birth: _____

Age: _____

Place of Birth: _____

Old Address: _____

Present Address: _____

Source/s of Information: _____

Family Composition: *(use additional sheet if necessary)*

NAME	RELATIONSHIP TO HH HEAD	AGE	DATE OF BIRTH	CIVIL STATUS	SEX	LEVEL OF EDUCATION	OCCUPATION	EMPLOYMENT STATUS	EST. MONTHLY INCOME

Problem Presented:

Background Information:

Assessment Summary:

Recommendation:

Prepared by:

Name and Signature of Assigned Worker

Reviewed by:

Name and Signature of Social Worker

License Number: _____

Validity Date: _____

Concurred by (Originating/Receiving):

Name and Signature

Designation: _____