

**ROUTING AND**

**SUBJECT :**

GUIDANCE NOTE ON THE  
OF REPLACEMENT HOUSE

**DATE CREATED :**

DPM Tina,  
Let us prepare a  
flowchart. Guidance note to  
define accountabilities of FO,  
e.g. approval of new houses (FO  
Director?) MOO accountability  
validation of per capita income  
what does this mean? gt. 1/16/23

FROM			NOTES / REMARKS	TO		
NAME/ OFFICE	DATE	TIME		NAME/ OFFICE	DATE	TIME
DDPMO	16 Jan	9:51 AM	Dear Sir Almar, FHA on the NEM's notes, please. Due: 17 January, 1pm Thanks! A	BOMO	17 Jan	1pm
			Based on the brief meeting of NPM re HAF TA conducted on 15/11/2022, the following are for immediate & appropriate action of the Division: 1. chronology of events re CB for HAF 2. Clarification Memo for HAF Memo in response to her memo 3. Review Guidance Notes to include Roles/Responsibilities; flow chart; classification of house; etc. Kindly provide the results today before COB. Jelencel. Ice.			
EMBA			RECEIVED 1-16-2023 (9:30) Received from BOMO (revised) on 17 Jan, 11 AM			
DDPMO	17 Jan	11:31 AM	For OIC DPM's approval. Tnx, A			
DDPMO	20 Jan	9 AM	Pls see OIC DPM's notes re: coverage. FHA pls. 2 pg 2 of the binder and apply corrections in the corresponding part in the GN. Due today pls. Tnx,			





## Pantawid Pamilyang Pilipino Program

**PANTAWID FAMILYANG  
PILIPINO PROGRAM  
OPERATIONS GROUP**  
DSWD-GF-008 | REV 02 | 17 AUG 2022

## ROUTING AND TRACKING SLIP

SUBJECT :		DRN :
DATE CREATED :	DEADLINE :	

[illegible]



# GUIDANCE NOTE ON THE 2023 REGISTRATION OF REPLACEMENT HOUSEHOLDS

## *Table of Contents*

A	Briefer for the National Program Manager
B	Guidance Note on the 2023 Registration of Replacement Households
C	Annex A. Certificate of Validation or " <i>Katibayan ng Pagpapatunay</i> "
D	Annex B. Waiver
E	Annex C. Letter for Disinterested Potential Beneficiary
F	Annex D. Certification of Eligibility
G	Annex E. Process Flow of the Registration of Households
H	Annex F. Timeline for the 2023 Replacement/Registration Activity



DRN 4Ps-BDMD-A-COMM-23-

BRIEFER FOR THE NATIONAL PROGRAM MANAGER	
SUBJECT	GUIDANCE NOTE ON THE 2023 REGISTRATION OF REPLACEMENT HOUSEHOLDS
DATE	23 JANUARY 2022
BACKGROUND	<p>The Department is set to register and serve a total of 4.4 million households. As of 30 November 2022, the Program covers a total of <b>4,181,131</b> households (<i>4,000,641 are from RCCT and 180,490 are from MCCT</i>) or 95.03% of the annual physical target are registered and still active in the Program. Given this, the Program still needs <b>218,869</b> households to complete its physical target. However, there are <b>about 500,000 households that are recommended for delisting</b> upon actual validation of the identified Listahanan 3 (L3) Non-Poor households by the National Household Targeting Office (NHTO). Therefore, <b>about 720,000 households need to be registered as replacement households to complete the Program's physical target.</b> Further, this number may change due to the dynamic nature of the client status management which involves deactivation/delisting and the reactivation of households.</p> <p>The replacement of households who exited from the Program has already been institutionalized through the approved DSWD MC No. 12 Series of 2019<sup>1</sup> which allows the continuous replacement of CCT households to be covered by the Program. To cover the target shortfall for the 4.4M annual physical target, the National Program Management Office (NPMO) identified the households identified as new poor in the Listahanan 3 database as the new set of potential replacement households. Upon completion of the data quality checking and the Eligibility Check Routine (ECR) process for the replacement households, a total of <b>1,290,869</b> households were identified to be potentially eligible for registration to the Program</p> <p>This Guidance Note aims to provide guidance to the Field Offices (FOs) on the overall conduct of the validation and registration of the identified potential eligible households as replacement to the exited households from the Program, specifically on the aspects of planning, functional roles, validation and registration, and timeline of the registration activities.</p>
BRIEF DESCRIPTION OF THE GUIDANCE NOTE	There is an existing Beneficiary Data Management System Field Manual that could guide the Field Offices and their field implementers in carrying out the registration of households. However, there are specific needed policy enhancements and most

<sup>1</sup> Implementing Guidelines on the Replacement of 4Ps HHs to Reach the Annual Household Coverage

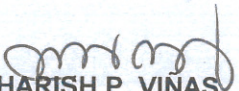


	<p>are based on the directives/instructions of the National Program Manager, such as but not limited to the following:</p> <ol style="list-style-type: none"> <li>The City and Municipal Links (C/MLs) will focus on the case management and will only support or augment in the actual conduct of the validation if needed. The bottom-up duplicity checking should be re-conducted in the POO and RPMO especially to those validated eligible households recommended for registration to the Program and not by the C/MLs;</li> <li>Posting of the master list of identified potential households for at least 15 calendar days before the scheduled community assembly (ComAs) validation activity;</li> <li>The POO and C/MOO shall strengthen the coordination and involvement of the Provincial/City/Municipal Social Welfare and Development Officers (P/C/MSWDOs) in the validation and registration activity. The Role of P/C/MSWDO is indicated;</li> <li>Validated households whose all eligible children or lone eligible child is not enrolled during validation should be ineligible for registration until such time that they enrolled their child/ren in school and promise to keep them in school and comply with the Program education condition.</li> </ol>
	<ol style="list-style-type: none"> <li>As much as possible, to prioritize the parent of the monitored children as the grantee of the household. For households with cases of recommended grantee is the grandparent or other members that is not the parent of the selected children for compliance monitoring, the POO and/or C/MOO in coordination with the C/MSWDOs shall conduct an interview/assessment to establish the reasons of custody to ensure the welfare of the child/ren outside their parent's care;</li> <li>For the validated eligible households, the POO/RPMO shall prioritize the registration of households with monitored children enrolled in elementary school or those that could benefit longer to the Program which will pass through the Kilos Unlad process. Validated eligible households whose all children or lone monitored child is in senior high school or aged 17 years old and above shall be less prioritized and be endorsed to other programs and services of the government based on the identified needs;</li> </ol>
	<ol style="list-style-type: none"> <li>Issuance of the Certificate of Eligibility by the POOs and RPMOs. <i>No certification, no processing of initial payment will be implemented;</i></li> <li>Posting of the list of approved households for registration for community validation of eligibility based on income and duplicity should be done within seven (7) calendar days after approval and/or to create a Local Verification Committee (LVC) composed of parent leader/s, Sanguniang Barangay Member/s and a reputable member/s of the community;</li> </ol>




	<ul style="list-style-type: none"> <li>i. In the conduct of the Program Orientation Session (POS), the C/MLs shall ensure that all (100%) of the eligible newly registered households are informed to attend; and</li> <li>j. The Registration Process Flow is attached as Annex E.</li> </ul>
<b>RECOMMENDATIONS</b>	Approval of the national Program Management of the draft Guidance Note
<b>NEXT STEPS</b>	<ul style="list-style-type: none"> <li>• Preparation for the validation and registration of Set 12 households as replacement to the exited households from the Program <ul style="list-style-type: none"> <li>✓ Provision of the guidance note to Field Offices;</li> <li>✓ generation of validation forms and lists;</li> <li>✓ provision of technical assistance; and</li> <li>✓ policy and/or system enhancements</li> </ul> </li> <li>• Continuous registration to complete the 4.4 M annual physical target thru the Program's replacement policy <ul style="list-style-type: none"> <li>✓ Validation and registration of the eligible households from the newly identified poor households (Set 12 / Client Status 9 – Not Registered) in the Listahanan 3</li> </ul> </li> <li>• Periodic RD approval of the encoded eligible Set 12 households for registration in the PPIS <ul style="list-style-type: none"> <li>✓ Processing of the Initial Payment of the validated eligible newly registered households in the Program</li> </ul> </li> </ul>
<b>ATTACHMENT</b>	Draft Guidance Note on the 2023 Registration of Replacement Households

Prepared by: -

  
**HARISH P. VINAS**  
 PDO III / Unit Head  
 FCMU - BDMD


Reviewed by:

  
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 PDO IV / OIC-Division Chief  
 BDMD - NPMO

Recommending Approval:

  
**KHRISTINA U. UMALI**  
 Concurrent OIC Deputy Program Manager for Operations

Approved / Disapproved:

  
**GEMMA B. GABUYA**  
 Director IV and National Program Manager



Department of Social Welfare and Development  
Pantawid Pamilyang Pilipino ProgramNPMO ORDER No. \_\_\_\_\_  
Series of 2023**GUIDANCE NOTE ON THE 2023 REGISTRATION OF REPLACEMENT  
HOUSEHOLDS****I. RATIONALE**

The Department is set to register and serve a total of 4.4 million households. As of 30 November 2022, the Program covers a total of **4,181,131** households (*4,000,641 are from RCCT and 180,490 are from MCCT*) or 95.03% of the annual physical target are registered and still active in the Program. Given this, the Program still needs **218,869** households to complete its physical target. However, there are **about 500,000 households that are recommended for delisting** upon actual validation of the identified Listahanan 3 (L3) Non-Poor households by the National Household Targeting Office (NHTO). Therefore, **about 720,000 households need to be registered as replacement households to complete the Program's physical target**. Further, this number may change due to the dynamic nature of the client status management which involves deactivation/delisting and the reactivation of households.

The replacement of households who exited from the Program has already been institutionalized through the approved DSWD MC No. 12 Series of 2019<sup>1</sup> which allows the continuous replacement of CCT households to be covered by the Program. To ~~cover the target shortfall for the 4.4M annual physical target~~, the National Program Management Office (NPMO) identified the households identified as new poor in the Listahanan 3 database as the new set of potential replacement households. Upon completion of the data quality checking and the Eligibility Check Routine (ECR) process for the replacement households, a total of **1,290,869** households were identified to be potentially eligible for registration to the Program (*see Annex A for the regional breakdown*).

**II. LEGAL BASES****1. Sections 5, 6 and 24 of the Republic Act No. 11310: An Act Institutionalizing the Pantawid Pamilyang Pilipino Program (4Ps)**

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<sup>1</sup> Implementing Guidelines on the Replacement of 4Ps HHs to Reach the Annual Household Coverage



Signed into law on 17 April 2019, the 4Ps Act institutionalized 4Ps as both a human capital development Program and as the national poverty reduction strategy of the national government. It recognizes the need to establish programs that invest and harness the country's human capital and improve the delivery of basic services to the poor, particularly education, health and nutrition, which is anticipated to break the intergenerational cycle of poverty.

2. ***Rule V Sections 6-9 and Rule XXV Sections 63-64 of the Implementing Rule and Regulations of Republic Act No. 11310 or "An Act Institutionalizing the Pantawid Pamilyang Pilipino Program"***
3. **DSWD Memorandum Circular No. 12 series of 2019. "Implementing Guidelines on the Replacement of Pantawid Pamilya Households to Reach the Annual Household Coverage"**. A guide to the Program implementers on how to operationalize the policy on replacing households that exited the Program, specifically on the aspects of functional roles, planning, targeting, registration, and timeline of replacement activities.

### III. OBJECTIVE

This Guidance Note aims to guide the FOs on the overall conduct of the validation and registration of the identified potential eligible households as replacement to the exited households from the Program, specifically on the aspects of planning, functional roles, validation and registration, and timeline of the registration activities.

### IV. COVERAGE

This Guidance Note covers the validation and registration of households under "*Client Status 9 – Not Registered*" in the Pantawid Pamilya Information System (PPIS).

### V. IMPLEMENTING GUIDELINES

In this Guidance Note, Registration and Validation processes reflected in the approved Beneficiary Data Management System Field Manual version 3 shall still be followed with the following enhancements:

#### A. Pre-Validation

1. The validation/registration task force/working teams at the regional, provincial and municipal level should be organized. The team should include, but not limited to, the Regional and Provincial systems focal persons (R/CBDOs, R/P/CGOs, R/CCVOs) with the Regional Information Technology Officers



(RITOs), Computer Management Technologists (CMTs), Regional/Provincial Monitoring and Evaluation Officers (R/PMEOs), Regional Institutional Partnership Focal (RIPFs), Regional Information Officers (RIOs), Modified Conditional Cash Transfer Focal (MCCT Focal), Indigenous Peoples Focal (IP Focal), Social Welfare Officer IIIs (SWO IIIs), Social Welfare Assistants (SWAs), Municipal Roving Bookkeepers (MRBs), Local Government Units (LGU's) Links. **The City and Municipal Links (C/MLs) shall focus on the case management and will only support or augment in the actual conduct of the validation if needed.**

2. Posting of the master list of identified potential households.  
Master list of the potential household-beneficiaries shall be posted in the most conspicuous areas such as, but not limited to Municipal/City Hall, Barangay Hall, Social Hall/ Center, Sports Complex, Covered Courts, Public Bulletin Board, Public Plaza, Day Care Centers, Market Area, Schools and other areas where there is a convergence of people **at least 15 calendar days before the scheduled community assembly (ComAs) validation activity.** The validation team must ensure that all the identified potential households were informed through coordination with the Municipal and Barangay Local Government Units (M/BLGU's), Parent Leaders, other stakeholders and through any form of information dissemination. The posting and information dissemination shall also be a strategy to identify possible duplicates on household and/or member beneficiaries.
3. Coordination and planning with the LGU. The POO and C/MOO shall ensure and strengthen the coordination with and **involvement of the Provincial/City/Municipal Social Welfare and Development Officers (P/C/MSWDOs)** in the validation and registration activity.

#### B. During Validation Phase

1. **Enough time shall be allotted for the validation.** A maximum of 300 households per ComAs per day with at least 10 field validators shall be observed to **ensure diligent and conscientious validation and crowd management.**
2. Capturing of household member's **PhilSys Card Number** issued by the Philippine Statistics Authority (PSA).
3. A "Certificate of Validation" or "*Katibayan ng Pagpapatunay*" will be issued to the validated potential households as proof that they were already validated (see annex A: *Certificate of Validation or Katibayan ng Pagpapatunay Template*). The certificate of validation containing the pertinent encoded data will be signed by the household representative, validator and the leader of the validation team. This certificate of validation which serves as proof that the household has been validated will be issued to the household.
4. Validated households whose **all eligible children or lone eligible child is not enrolled** during validation should be **ineligible for registration** until such time



- that they enrolled their child/ren in school and promise to keep them in school and comply with the Program education condition.
5. For households with cases of recommended grantee is the grandparent or other members that is not the parent of the selected children for compliance monitoring, **the POO and/or C/MOO in coordination with the City/Municipal Social Welfare Development Officer (C/MSWDO) shall conduct an interview/assessment to establish the reasons of custody or ensuring the welfare of the child/ren outside their parent's care** after validation during the ComAs.
  6. A grievance/ help desk must be in place to receive, record, and provide initial feedback to all the queries and grievances relating to the Program operations during the community assembly (grievance desk could accommodate complaints and/or queries). It shall be situated within the ComAs premise but separate from registration so as not to hinder the validation process. Officers assigned in the grievance desk should also be able to provide debriefing on households that are not eligible for registration.
  7. A local civil registrar shall be invited to capture those households and individuals who have no marriage and birth certificates for future facilitation of issuance of the said certification. "Free Late Birth Registration" for several sectors mainly those belonging to the poorest sector shall be lobbied to the concerned LGU.
  8. Households who are not interested in becoming part of the Program may be offered to sign a waiver (*the validator shall explain the content and consequences of signing the waiver*), to declare the renouncement of their right to become program beneficiary (*see annex B: Waiver Form Template*).
  9. Households who are not interested to become part of the program but refused to formally sign a waiver shall be issued with a "Letter for Disinterested Potential Beneficiary" (*see annex C: Letter for Disinterested Potential Beneficiary*). Potential households issued with the letter for disinterested potential beneficiaries are given fifteen (15) days upon receipt of the letter/notice to express interest to become part of the program or else they would be considered to have waived their right to be a program beneficiary.
  10. In the absence of supporting documents during Community Assembly, specifically for members of the Indigenous Peoples (IP), barangay captain's certificate or tribal leader's certificate and cedula could be presented with the certificate of indigence issued by the C/MSWDO. These beneficiaries without birth certificates but able to secure barangay captain's certification/tribal leader's certificate and cedula should be aided by the assigned C/ML for late registration in the Local Civil Registrar's Office.
  11. Selection of grantee. After verifying the eligibility of the household for registration, the household must select a member who will be authorized to withdraw or receive the cash grants. Preferably, the grantee should be of legal age, can represent the household for Family Development Session (FDS) compliance and ensure the household's compliance to all conditions set by the Program. **As much as possible, prioritize the parent of the monitored children as the grantee of the household.**



### C. Post Validation Phase

1. For the validated eligible households, the POO/RPMO shall **prioritize the registration of households with monitored children enrolled in elementary school or those that could benefit longer to the Program** which will pass through the Kilos Unlad process. Validated eligible households whose all children or lone monitored child is in senior high school or aged 17 years old and above shall be less prioritized and be endorsed to other programs and services of the government based on the identified needs.
2. Posting of the list of approved households for registration for **community validation of eligibility** based on income and duplicity should be done within seven (7) calendar days after approval and/or to create a Local Verification Committee (LVC) composed of parent leader/s, Sanguniang Barangay Member/s and a reputable member/s of the community to ascertain the eligibility of households and its members as to uniqueness or no duplicity in the Program. The ineligibility based on income or being non-poor can also be determined for proper case resolution based on the Program processes.
3. The bottom-up duplicity checking should be **re-conducted in the POO and RPMO** especially to those validated eligible households recommended for registration to the Program.
4. The POO will **conduct the duplicity check and submit a certification of eligibility** (*with eligible members for Program compliance monitoring and no duplicity within the Province*) to the Office of the Regional Director within 10 calendar days after the scheduled registration approval.
5. The Regional Director **shall approve** the registration of the validated eligible encoded households. The **Regional Director shall submit a certification of eligibility** (*Annex D*) (*with eligible members for Program compliance monitoring and no duplicity within the Region*) **through a memorandum to the NPMO within 15 calendar days after the scheduled household registration approval**. This will be the basis of the NPMO to process the Initial payment of the newly registered households. **No certification, no processing of initial payment will be implemented.**

To ensure eligibility of the households, the following shall be conducted:

- a. Diligent and conscientious validation shall be observed. Ensure the accuracy of the identity of the households and its members to avoid duplicity and misrepresentation.
- b. Strengthen the bottom-up duplicity checking from the barangay up to the regional level
6. In the conduct of the Program Orientation Session (POS), **the C/MLs shall ensure that all (100%) of the eligible newly registered households are informed to attend.**
7. And if in case the household commits false declaration of any of the statements below, the household will be deactivated as proven through the prevailing process of the program.



- a. potential household is not yet a program beneficiary;
- b. the declared members are the legitimate household members and its data/information are true and correct (especially those that affects eligibility and grants); and
- c. no members in the household are already belonging to a Pantawid Pamilya household beneficiary.

7.1 If the household was proven to have committed a fraudulent act by enrolling themselves into the program more than once, both household IDs will be delisted. The first registered household ID number will be processed under GRS Fraud and the duplicate household/s will be marked as *Client Status 6 - Duplicate*.

7.2 If the declared member is proven (*through grievance process*) not part of the household and/or the declared data/information of the member, specifically the birthday, relationship to household head, attendance to facility and member status are falsified and is intentional on part of the household, processing the household under *GRS (Fraud)* should be facilitated.

7.3 If the declared member is proven (*through grievance process*) to be part of a household already a Pantawid Pamilya beneficiary (*particularly those that are monitored and paid with grants*) and is intentional on part of the household, marking the household with *Client Status 5- GRS (Fraud)* should be facilitated.

Given the enhancements on the registration process, an **enhanced process flow** in the conduct of registration of the newly identified potential households focusing on the involvement and the importance of the LGU in the validation of eligible households and ascertaining eligibility of potential households in the Program is provided in *Annex E*.

## VI. ROLES AND RESPONSIBILITIES

Roles and Responsibilities of the validation teams as stipulated in the Beneficiary Data Management System Field Manual with the following enhancements to said guidelines:

Validation Team Member	Roles Responsibilities
Provincial/City/Municipal Local Government Units (P/C/MLGUs) through the Provincial/City/Municipal Social Welfare and Development Officers (P/C/MSWDOs)	<ul style="list-style-type: none"> <li>Provide support during validation in ensuring proper case assessment and management difficult situation of children in potential HHs;</li> <li>Those that are eligible and would greatly benefit from the program will be registered.</li> </ul> <p>This includes ensuring that parents of the children are responsible for the welfare of their children;</p>



Validation Team Member	Roles Responsibilities
P/C/MLGUs through the P/C/MSWDOs	<ul style="list-style-type: none"> <li>• Attest to the identity and eligibility of the households;</li> <li>• Provide additional workforce and logistics for the activity, if necessary;</li> <li>• Ensure the presence of a representative from the following offices during the ComAs validation activities: Local Civil Registry, City/Municipal Health Office, and DepEd</li> <li>• Ensure also the presence of the Barangay Captain or the Tribal Chieftain/Leader (for IPs) during the ComAs validation activities.</li> </ul>
City/Municipal/Barangay Local Government Unit	<ul style="list-style-type: none"> <li>• Provide assistance in ascertaining the eligibility of the potential households as to uniqueness or non-duplicity in the Program through the creation of a Local Verification Committee (LVC) composed of parent leader/s, Sanguniang Barangay Member/s and/or a reputable member/s of the community.</li> <li>• The ineligibility based on income or being non-poor could also be determined for proper case resolution based on the Program processes.</li> </ul>
City/Municipal Links	<ul style="list-style-type: none"> <li>• Shall focus on the case management of 4Ps beneficiaries</li> <li>• Intensive case management to households to ensure that households graduate from the program through the Kilos-Unlad Framework</li> </ul>

## VII. TIMELINE

The 2023 replacement/registration activity timeline is attached as *Annex F* for reference.

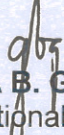


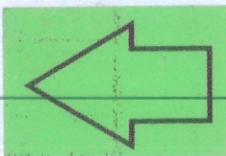
**VIII. EFFECTIVITY**

This guidance note shall take effect immediately upon approval and shall be circulated to all DSWD Field Offices, especially to the Pantawid Pamilya Regional Program Management Offices.

Issued in Quezon City this \_\_\_\_\_ day of January 2023.

**Approved/Disapproved:**

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





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3. A "Certificate of Validation" or "*Katibayan ng Pagpapatunay*" will be issued to the validated potential households as proof that they were already validated (see *annex A: Certificate of Validation or Katibayan ng Pagpapatunay Template*). The certificate of validation containing the pertinent encoded data will be signed by the household representative, validator and the leader of the validation team. This certificate of validation which serves as proof that the household has been validated will be issued to the household.
4. Validated households whose **all eligible children or lone eligible child is not enrolled** during validation should be **ineligible for registration** until such time



that they enrolled their child/ren in school and promise to keep them in school and comply with the Program education condition.

5. For households with cases of recommended grantee is the grandparent or other members that is not the parent of the selected children for compliance monitoring, **the POO and/or C/MOO in coordination with the City/Municipal Social Welfare Development Officer (C/MSWDO) shall conduct an interview/assessment to establish the reasons of custody or ensuring the welfare of the child/ren outside their parent's care** after validation during the ComAs.
6. A grievance/ help desk must be in place to receive, record, and provide initial feedback to all the queries and grievances relating to the Program operations during the community assembly (grievance desk could accommodate complaints and/or queries). It shall be situated within the ComAs premise but separate from registration so as not to hinder the validation process. Officers assigned in the grievance desk should also be able to provide debriefing on households that are not eligible for registration.
7. A local civil registrar shall be invited to capture those households and individuals who have no marriage and birth certificates for future facilitation of issuance of the said certification. "Free Late Birth Registration" for several sectors mainly those belonging to the poorest sector shall be lobbied to the concerned LGU.
8. Households who are not interested in becoming part of the Program may be offered to sign a waiver (*the validator shall explain the content and consequences of signing the waiver*), to declare the renouncement of their right to become program beneficiary (*see annex B: Waiver Form Template*).
9. Households who are not interested to become part of the program but refused to formally sign a waiver shall be issued with a "Letter for Disinterested Potential Beneficiary" (*see annex C: Letter for Disinterested Potential Beneficiary*). Potential households issued with the letter for disinterested potential beneficiaries are given fifteen (15) days upon receipt of the letter/notice to express interest to become part of the program or else they would be considered to have waived their right to be a program beneficiary.
10. In the absence of supporting documents during Community Assembly, specifically for members of the Indigenous Peoples (IP), barangay captain's certificate or tribal leader's certificate and cedula could be presented with the certificate of indigence issued by the C/MSWDO. These beneficiaries without birth certificates but able to secure barangay captain's certification/tribal leader's certificate and cedula should be aided by the assigned C/ML for late registration in the Local Civil Registrar's Office.
11. Selection of grantee. After verifying the eligibility of the household for registration, the household must select a member who will be authorized to withdraw or receive the cash grants. Preferably, the grantee should be of legal age, can represent the household for Family Development Session (FDS) compliance and ensure the household's compliance to all conditions set by the Program. **As much as possible, prioritize the parent of the monitored children as the grantee of the household.**



### C. Post Validation Phase

1. For the validated eligible households, the POO/RPMO shall **prioritize the registration of households with monitored children enrolled in elementary school or those that could benefit longer to the Program** which will pass through the Kilos Unlad process. Validated eligible households whose all children or lone monitored child is in senior high school or aged 17 years old and above shall be less prioritized and be endorsed to other programs and services of the government based on the identified needs.
2. Posting of the list of approved households for registration for **community validation of eligibility** based on income and duplicity should be done within seven (7) calendar days after approval and/or to create a Local Verification Committee (LVC) composed of parent leader/s, Sanguniang Barangay Member/s and a reputable member/s of the community to ascertain the eligibility of households and its members as to uniqueness or no duplicity in the Program. The ineligibility based on income or being non-poor can also be determined for proper case resolution based on the Program processes.
3. The bottom-up duplicity checking should be **re-conducted in the POO and RPMO** especially to those validated eligible households recommended for registration to the Program.
4. The POO will **conduct the duplicity check and submit a certification of eligibility** (*with eligible members for Program compliance monitoring and no duplicity within the Province*) to the Office of the Regional Director within 10 calendar days after the scheduled registration approval.
5. The Regional Director **shall approve** the registration of the validated eligible encoded households. The **Regional Director shall submit a certification of eligibility** (*Annex D*) (*with eligible members for Program compliance monitoring and no duplicity within the Region*) **through a memorandum to the NPMO within 15 calendar days after the scheduled household registration approval**. This will be the basis of the NPMO to process the Initial payment of the newly registered households. **No certification, no processing of initial payment will be implemented.**

To ensure eligibility of the households, the following shall be conducted:

- a. Diligent and conscientious validation shall be observed. Ensure the accuracy of the identity of the households and its members to avoid duplicity and misrepresentation.
- b. Strengthen the bottom-up duplicity checking from the barangay up to the regional level
6. In the conduct of the Program Orientation Session (POS), **the C/MLs shall ensure that all (100%) of the eligible newly registered households are informed to attend.**
7. And if in case the household commits false declaration of any of the statements below, the household will be deactivated as proven through the prevailing process of the program.



- a. potential household is not yet a program beneficiary;
- b. the declared members are the legitimate household members and its data/information are true and correct (especially those that affects eligibility and grants); and
- c. no members in the household are already belonging to a Pantawid Pamilya household beneficiary.

7.1 If the household was proven to have committed a fraudulent act by enrolling themselves into the program more than once, both household IDs will be delisted. The first registered household ID number will be processed under GRS Fraud and the duplicate household/s will be marked as *Client Status 6 - Duplicate*.

7.2 If the declared member is proven (*through grievance process*) not part of the household and/or the declared data/information of the member, specifically the birthday, relationship to household head, attendance to facility and member status are falsified and is intentional on part of the household, processing the household under *GRS (Fraud)* should be facilitated.

7.3 If the declared member is proven (*through grievance process*) to be part of a household already a Pantawid Pamilya beneficiary (*particularly those that are monitored and paid with grants*) and is intentional on part of the household, marking the household with *Client Status 5- GRS (Fraud)* should be facilitated.

Given the enhancements on the registration process, an **enhanced process flow** in the conduct of registration of the newly identified potential households focusing on the involvement and the importance of the LGU in the validation of eligible households and ascertaining eligibility of potential households in the Program is provided in *Annex E*.

## VI. ROLES AND RESPONSIBILITIES

Roles and Responsibilities of the validation teams as stipulated in the Beneficiary Data Management System Field Manual with the following enhancements to said guidelines:

Validation Team Member	Roles Responsibilities
Provincial/City/Municipal Local Government Units (P/C/MLGUs) through the Provincial/City/Municipal Social Welfare and Development Officers (P/C/MSWDOs)	<ul style="list-style-type: none"> <li>• Provide support during validation in ensuring proper case assessment and management difficult situation of children in potential HHs;</li> <li>• Those that are eligible and would greatly benefit from the program will be registered.</li> </ul> <p>This includes ensuring that parents of the children are responsible for the welfare of their children;</p>



Validation Team Member	Roles Responsibilities
P/C/MLGUs through the P/C/MSWDOs	<ul style="list-style-type: none"> <li>• Attest to the identity and eligibility of the households;</li> <li>• Provide additional workforce and logistics for the activity, if necessary;</li> <li>• Ensure the presence of a representative from the following offices during the ComAs validation activities: Local Civil Registry, City/Municipal Health Office, and DepEd</li> <li>• Ensure also the presence of the Barangay Captain or the Tribal Chieftain/Leader (for IPs) during the ComAs validation activities.</li> </ul>
City/Municipal/Barangay Local Government Unit	<ul style="list-style-type: none"> <li>• Provide assistance in ascertaining the eligibility of the potential households as to uniqueness or non-duplicity in the Program through the creation of a Local Verification Committee (LVC) composed of parent leader/s, Sanguniang Barangay Member/s and/or a reputable member/s of the community.</li> <li>• The ineligibility based on income or being non-poor could also be determined for proper case resolution based on the Program processes.</li> </ul>
City/Municipal Links	<ul style="list-style-type: none"> <li>• Shall focus on the case management of 4Ps beneficiaries</li> <li>• Intensive case management to households to ensure that households graduate from the program through the Kilos-Unlad Framework</li> </ul>

## VII. TIMELINE

The 2023 replacement/registration activity timeline is attached as *Annex F* for reference.



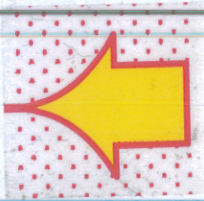
### VIII. EFFECTIVITY

This guidance note shall take effect immediately upon approval and shall be circulated to all DSWD Field Offices, especially to the Pantawid Pamilya Regional Program Management Offices.

Issued in Quezon City this \_\_\_\_\_ day of January 2023.

**Approved/Disapproved:**

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







Republika ng Pilipinas  
KAGAWARAN NG KAGALINGANG PANLIPUNAN AT PAGPAPAUNLAD  
Rehiyon \_\_\_\_\_  
(Lokasyon)

PANTAWID PAMILYANG PILIPINO PROGRAM

KATIBAYAN NG PAGPAPATUNAY

(Certificate of Validation)

Pinatutunayan sa pamamagitan ng katibayang ito na ang sambahayan ni \_\_\_\_\_ (Pangalan ng Default Grantee) na may HH ID No. \_\_\_\_\_ at naninirahan sa \_\_\_\_\_ (Lokasyon) \_\_\_\_\_ na ang mga sumusunod na impormasyon ay tama:

Pangalan ng itinalagang "Grantee" ng Sambahayan: \_\_\_\_\_

Mga napiling lehitimo at karapat-dapat na mga bata para sa pagtupad ng kundisyon ng programa:

Pangalan	Petsa ng Kapanganakan / Edad	Baitang/Antas	Paaralan
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Gayundin, ang sambahayang ito ayon sa ginawang ng pagpapatunay ay inirekomenda bilang/upang:

☐ Irehistro sa programa ☐ Issuing ☐ Eligibility ☐ Misrepresentation  
☐ Duplicate ☐ No Eligible Member ☐ May Reklamo: ☐ pa: \_\_\_\_\_

Remarks: \_\_\_\_\_

Nilagdaan ngayong \_\_\_\_\_ (LOKASYON) \_\_\_\_\_ ng \_\_\_\_\_ (PETA) \_\_\_\_\_ taong \_\_\_\_\_ 202 \_\_\_\_\_ sa \_\_\_\_\_

(Lagda sa ibabaw ng pangalan ng Validator)

(Lagda sa ibabaw ng pangalan ng Lider ng mga Validator)





DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Pantawid Pamilyang Pilipino Program



Annex B

**WAIVER**

I, \_\_\_\_\_ of legal age, Filipino, single/married/widow/widower, a resident of  
Barangay \_\_\_\_\_, City/Municipality of \_\_\_\_\_, Province of  
\_\_\_\_\_ with Household ID No. \_\_\_\_\_, after being  
sworn in accordance to the law, do hereby declare that **I WAIVE ALL MY RIGHTS, INTEREST AND  
PRIVILEGES** over Pantawid Pamilyang Pilipino Program due to the reason/s:

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Furthermore, the Department of Social Welfare and Development (DSWD) and all those concerned in  
the Pantawid Pamilyang Pilipino Program implementation will not be held liable as I **VOLUNTARILY**  
withdraw my rights and privileges.

Also, I understand that upon signing this waiver, the Department of Social Welfare and Development  
will have the full authority to delist my name and my Household ID number. Hence, I could no longer be  
included in the program and this is not appealable.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of  
\_\_\_\_\_ at \_\_\_\_\_ Philippines.

\_\_\_\_\_  
**AFFIANT**

(Signature over Printed Name)

**WITNESSES:**

\_\_\_\_\_  
(Signature over Printed Name)

\_\_\_\_\_  
(Signature over Printed Name)





**KAGAWARAN NG KAGALINGANG PANLIPUNAN AT PAGPAPAUNLAD**  
**PANTAWID PAMILYANG PILIPINO PROGRAM**



(Petsa)

(Pangalan ng Grantee o Head ng HH)

(HH ID No.)

(Tirahan)

Mahal naming G./Gng/Bb. \_\_\_\_\_,

Mapagpalang araw ang nawa ay suma-inyo.

Ito ay may kinalaman sa inyong pagkakapili bilang potensyal na maging benepisyaryo ng Programang Pantawid Pamilya.

Kaugnay nito, kayo ay hindi nakadalo sa itinakdang araw at lugar ng pagtitipon. Nais naming ipabatid na ang hindi pagdalo sa nasabing pagtitipon ay maaaring mangahulugang kawalan ng interes na maging benepisyaryo ng programa. Gayunpaman, kami ay tumungo sa inyong tahanan upang kayo ay i-*validate* ayon sa proseso ng programa. Ngunit, kayo ay boluntaryong nagsabi na kayo ay hindi ineteresado sa inyong sariling kadahilanan. Sa gayo'y, kami ay naghain ng isang "Kasulatan ng Kusang Pagpapaubaya na Maging Benepisyaryo ng Programa" o "*Waiver*" bilang patunay o *requirement* ng programa para sa tamang pagproseso ng inyong kaso subalit kayo ay hindi lumagda.

Dahil dito, aming ipinapaalam na kayo bilang isa sa napiling potensyal na maging benepisyaryo ng programa ay maaari paring magparehistro at maging benepisyaryo ng programa alisunod sa alituntunin at polisiya nito hanggang labin-limang (15) araw matapos ang pagkakatanggap ng liham na ito. Datapwat, pagkatapos ng labin-limang araw at kayo ay hindi parin nagpakita ng interes na ma-*validate* upang marehistro sa programa o dili kaya ay lumagda ng "Kasulatan ng Kusang Pagpapaubaya na Maging Benepisyaryo ng Programa" o "*waiver*", ito ay nangangahulugang kusang pagtangga o pagtalikod sa oportunidad na maging benepisyaryo ng programa at kailanman ay hindi na marerehistro sa programa bilang benepisyaryo nito.

Maraming salamat.

Sumasainyo,

**(PANGALAN NG PROVINCIAL LINK)**

Provincial Link

Province



(DSWD Field Office Official Header)

## CERTIFICATION

This is to certify that the **Pantawid Pamilyang Pilipino Program (4Ps) – Regional Program Management Office (RPMO)** has thoroughly reviewed the validation and encoding of the newly identified eligible 4Ps beneficiaries. After the review process, the **4Ps-RPMO certifies that \_\_\_\_ eligible beneficiaries** herein requested for the processing of initial non-compliance based payment meet the following criteria in accordance with the provision of the Republic Act (RA) No. 11310 and have been determine by this office as qualified and eligible to receive the 4Ps cash grants:

1. Have eligible members who are aged zero (0) to eighteen (18) years old and/or have members who are pregnant at the time of registration for Program compliance monitoring;
2. Eligible based on per capita income or still poor; and
3. No members have been monitored or part of the existing 4Ps beneficiaries or the household itself is not a duplicate of the existing 4Ps beneficiaries.

Below is the breakdown of the certified households:

Province	Count
<b>Total</b>	

Issued this \_\_\_\_ day of \_\_\_\_\_ 2023, \_\_\_\_\_ (City/Municipality, Province).

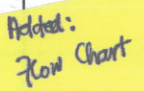
**Certified by:**

(Signature over Printed Name)

**NAME OF REGIONAL DIRECTOR**

Regional Director, Field Office \_\_\_\_





This enhanced process flow in the conduct of registration of the newly identified potential households is focused on the involvement and the importance of the LGU in the validation of eligible households and ascertaining eligibility of potential households in the Program.



### Timeline for the 2023 Replacement/Registration Activity

ACTIVITY		RESPONSIBLE OFFICE / PERSON	TIMELINE (IN CALENDAR DAYS)
A	Generation and downloading of Community Assembly Validation Forms (CAVFs) and Master list for posting	BDMD-NPMO	12 January 2023
B	Printing and Sorting of the downloaded Master list and Community Assembly Validation Forms (CAVFs)	RPMO / POO	13 January 2023 to 10 February 2023
C	Distribution of the printed master lists for posting and CAVFs up to the municipal level	RPMO / POO	
D	Organization and orientation of the working teams	RPMO / POO	
E	Coordination and Planning with Local Government Units (LGUs)	RPMO / POO / MOO	
F	Posting of the master list of households for validation (at least 15 days)	POO / MOO	
G	Conduct of Rigorous Validation/Registration (Community Assembly / House to house)	RPMO / POO / MOO	13 February 2023 to 10 March 2023
H	Review and Encoding of CAVF	RPMO / POO	16 February 2023 to 14 March 2023
I	Regional Directors' Approval*	Regional Director	24 February 2023 (P1 2023 scheduled approval)  15 March 2023 (P1 2023 Special Approval)

\*The FOs could facilitate the periodic approval of registration/replacement of households until saturation of validation of all potential households per approved Pantawid timeline provided that the Program has not overshoot the target and no new Listahanan database has been released.