



FOR : ALL REGIONAL DIRECTORS
DSWD Field Offices I-XII, CAR, Caraga and NCR

FROM : THE DIRECTOR IV AND NATIONAL PROGRAM MANAGER
Pantawid Pamilyang Pilipino Program

SUBJECT : Guidance Note on the Replacement of Monitored Children in the
Pantawid Pamilyang Pilipino Program

DATE : 30 July 2021


This is to provide the Field Offices (FOs) the approved copy of the *Guidance Note on the Replacement of Monitored Children in the Pantawid Pamilyang Pilipino Program*.

This guidance note aims to provide direction to the FOs on the additional reasons for replacement of children for monitoring in the program. The following are the salient features of the said note:

1. Allows the replacement of selected children who have reached the age of 19 (overage) or have graduated in high school. However, this will only cover beneficiaries that have turned 19 years old or have graduated in high school six (6) months before the approval of this guidance note.
2. While the FOs are allowed to facilitate the requests for replacement of children who are overage and/or have graduated from high school, the following conditions must be met by the requesting households:
 - 2.1. The maximum number of children for monitoring will still be three (3) per household at a time. The children may be selected or replaced with the allowed reasons as long as within the limit prescribed;
 - 2.2. If all three selected (3) children in a household are overage or have graduated in high school already, all three (3) children may be replaced as long as the household is under Active Category (*Client Status 1 – Active, Client Status 19 – Grants Temporarily On-hold, Client Status 24 – GRS: Suspended Grants due to Misbehavior of HH*) or Deactivated Category (*Client Status 15 – No Eligible Member of HH for CVS Monitoring or Client Status 26 – Deferred Exit due to NAC Resolution No. 2 s. 2020*) in the Pantawid Pamilya Information System (PPIS).
 - 2.3. For households tagged as Client Status 15 and 26, they may only be reactivated and request for replacement of child/ren if such child/ren is/are born before the first tagging of the households as CS 15 or 26;
 - 2.4. The households may request to replace a child or children if they have not reached the maximum period of seven (7) years of being in the program. The computation of residency period should be based on the *Guidance Notes on the Computation of Seven (7) Years in Pantawid Pamilyang Pilipino Program*;
 - 2.5. The child/ren that shall serve as replacement of previously monitored child/ren must be in the household roster or may be added subject to the condition set in Number 2.2 for households tagged as CS 15 or 26, and with the relationship of *Son/Daughter or Grandson/Granddaughter*;
 - 2.6. The child/ren that shall serve as replacement of previously monitored child/ren must have an *Active Member Status*;

- 2.7. The child/ren aged 3 to 18 that shall serve as replacement of the previously monitored child/ren is/are attending school or will be enrolled in school if the request from the household is received before the start of the next school year. The child/ren must have eligible grade level per Program criteria or has/have not graduated in high school yet; and
- 2.8. Additional member/s added through *Update 1 – New Born* or *Update 8 – Additional Household Members* may be selected as replacement as long as the concerned households meet the conditions set in Numbers 2.2 to 2.7.
- 2.9. Supporting documents based on the specific reason will be required to facilitate document-based updating in the system.
- 2.10. The 4Ps Information System will be requested for enhancement to Information and Communications Technology Management Service (ICTMS) through the Beneficiary Data Management Division (BDMD) once this guidance note is approved to capture the aforementioned reasons.

Thank you.


GEMMA B. GABUYA

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 - 2.4. The households may request to replace a child or children if they have not reached the maximum period of seven (7) years of being in the program. The computation of residency period should be based on the *Guidance Notes on the Computation of Seven (7) Years in Pantawid Pamilyang Pilipino Program*;
 - 2.5. The child/ren that shall serve as replacement of previously monitored child/ren must be in the household roster or may be added subject to the condition set in Number 2.2 for households tagged as CS 15 or 26, and with the relationship of *Son/Daughter or Grandson/Granddaughter*;
 - 2.6. The child/ren that shall serve as replacement of previously monitored child/ren must have an *Active Member Status*;

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- 2.8. Additional member/s added through *Update 1 – New Born* or *Update 8 – Additional Household Members* may be selected as replacement as long as the concerned households meet the conditions set in Numbers 2.2 to 2.7.
- 2.9. Supporting documents based on the specific reason will be required to facilitate document-based updating in the system.
- 2.10. The 4Ps Information System will be requested for enhancement to Information and Communications Technology Management Service (ICTMS) through the Beneficiary Daya Management Division (BDMD) once this guidance note is approved to capture the aforementioned reasons.

Thank you.


GEMMA B. GABUYA


Guidance Note on the Replacement of Monitored Children in the Pantawid Pamilyang Pilipino Program

I. Rationale

The Pantawid Pamilyang Pilipino Program (4Ps) is a human development program that invests in the health and education of children aged 0-18. Signed by President Rodrigo Roa Duterte on April 17, 2019, the Republic Act 11310 institutionalized 4Ps as the poverty reduction strategy of the national government.

The Program allows each household to select up to three (3) children for monitoring and the replacement of such children is allowed only for the following reasons: if the currently monitored child is *deceased*, if the monitored child cannot avail education services in any mode of delivery due to *disability*, or the monitored child received a *full academic scholarship* grant from any institution, person, or entity. When the last monitored child of the households turn 19 years old and/or has graduated from high school, the households are no longer eligible to be monitored in the program.

With the passage of the National Advisory Committee (NAC) Resolution No. 40 series of 2017 entitled Additional Reasons for Replacement of Monitored Children Within Pantawid Pamilya Household to Maximize the Three Children-Limit, the monitored children were allowed to be replaced due to the following reasons: a) *the monitored child beneficiary reached 19 years old*, b) *the monitored child beneficiary graduated from high school*, and c) *the monitored child, after exhaustive interventions within the purview of the program, could not still comply with the conditions on education*.

Currently, the monitored children may only be replaced due to death, disability or having full academic scholarship and can not be replaced due to the aforementioned additional reasons. There are households who still have other school-aged children in their roster that still need the program despite the fact that their last monitored child is already overage and/or has graduated in high school as validated and assessed by the field workers.

II. Legal Basis

Republic Act No. 11310: An Act Institutionalizing the Pantawid Pamilyang Pilipino Program (4Ps)

The Pantawid Pamilyang Pilipino Program (4Ps) is the national poverty reduction strategy and a human capital investment program that provides conditional cash transfer to poor households for a maximum period of seven (7) years, to improve the health, nutrition and education aspect of their lives.

III. Coverage

This Guidance Note covers the households that are registered in Regular Conditional Cash Transfer (RCCT) and Modified Conditional Cash Transfer (MCCT). Further, this will only cover beneficiaries that have turned 19 years old or have graduated in high school six (6) months before the approval of this Guidance Note.

IV. Definition of Terms

4Ps Information System (IS) – refers to the main source of data on the profile of 4Ps households, Compliance Verification data, beneficiary updates, generated payroll and other related data

Active Member – refers to a member who is living within the household or residing outside the household but still considered part of the household per set criteria of the National Household Targeting Office (NHTO)

Active Households – refer to households that are registered in 4Ps and are eligible to receive cash grants subject to compliance to program conditions

Delisted households – refer to households that are no longer eligible in 4Ps due to voluntary waiver, failure to meet the eligibility criteria of the Program, found to have committed misconduct or violated penal provisions of the law

Eligible grade levels – refer to grade levels of children who are enrolled in either K-12 Program/education, Early Childhood Development Program, Alternative Learning System (ALS), Alternative Delivery Mode (ADM) offered by any educational facilities

Monitored Children – refer to children who are selected for monitoring by the households who meet the eligibility criteria of the Program and comply to the set conditions

Replacement Child – refers to the child that is selected by the household to replace the previously/currently monitored child

Replacement of Children – refers to the replacement of children that are previously/currently monitored children per allowed reasons for replacement of the Program

Update 1 – Newborn – refers to the update type in the 4Ps IS that is used in capturing new members based on the recorded pregnancy of a female member of the household

Update 8 – Additional Member – refers to the update type in the 4Ps IS that is used in capturing new members of the household who are either a legally adopted child, child of the household head born before the date of enumeration or child borne out of the

pregnancy of a female household member provided that either of the parents is in the roster

Update 11 – refers to the update type in the 4Ps IS that is used in selecting or replacing children for education monitoring

V. Objective

This guidance Note seeks to provide directions to the Field Offices (FOs) on the replacement of children beneficiaries for monitoring in the program.

VI. Allowed Reasons for Replacement of Children for Monitoring

In the current process, selected children for monitoring in the program may only be replaced due to the following reasons:

- Disability;
- Deceased; and
- With Full Academic Scholarship.

A selected child for monitoring may now also be replaced due to either of the following reasons:

- The child has reached the age of 19 (overage); or
- The child has graduated from high school.

VII. Limitations in Capturing Replacement Children for Monitoring

Although the Field Offices may now facilitate the requests for replacement of children who are overage and/or have graduated from high school, **all** of the following conditions must be met:

1. The maximum number of children for monitoring will still be three (3) per household at a time. The children may be selected or replaced with the allowed reasons as long as within the limit prescribed;
2. If all three selected (3) children in a household are overage or have graduated in high school already, all three (3) children may be replaced as long as the household is under Active Category (*Client Status 1 – Active, Client Status 19 – Grants Temporarily On-hold, Client Status 24 – GRS: Suspended Grants due to Misbehavior of HH*) or Deactivated Category (*Client Status 15 – No Eligible Member of HH for CVS Monitoring or Client Status 26 – Deferred Exit due to NAC Resolution No. 2 s. 2020*) in the Pantawid Pamilya Information System (PPIS).

For households tagged as Client Status 15 and 26, they may only be reactivated and request for replacement of child/ren if such child/ren is/are born before the first tagging of the households as CS 15 or 26;

3. The households may request to replace a child or children if they have not reached the maximum period of seven (7) years of being in the program. The computation of residency period should be based on the *Guidance Note on the Computation of Seven (7) Years in Pantawid Pamilyang Pilipino Program*;
4. The child/ren that shall serve as replacement of previously monitored child/ren must be in the household roster or may be added subject to the condition set in Number 2 for households tagged as CS 15 or 26, and with the relationship of *Son/Daughter or Grandson/Granddaughter*;
5. The child/ren that shall serve as replacement of previously monitored child/ren must have an *Active Member Status*;
6. The child/ren aged 3 to 18 that shall serve as replacement of the previously monitored child/ren is/are attending school or will be enrolled in school if the request from the household is received before the start of the next school year. The child/ren must have eligible grade level per Program criteria or has/have not graduated in high school yet; and
7. Additional member/s added through *Update 1 – New Born* or *Update 8 – Additional Household Members* may be selected as replacement as long as the concerned households meet the conditions set in Numbers 1 to 6.

VIII. Supporting Documents

For the existing reasons for replacement, the same supporting documents must be provided and followed based on the existing Beneficiary Data Management (BDM) Field Manual. For the additional reasons, the following supporting documents must be provided **along with the Beneficiary Updating System (BUS) Form**:

Reason	Supporting Documents
Overage	<ul style="list-style-type: none"> • Birth Certificate of the replacement child <p>The alternate supporting document is Baptismal Certificate if the birthday of the replacement child is indicated.</p> <ul style="list-style-type: none"> • School Enrolment Certificate of the

	replacement child <ul style="list-style-type: none"> • Letter from the grantee attesting that the replacement child is indeed part of the household • Case Assessment Report for households tagged as CS 15 or CS 26
High School Graduate	<ul style="list-style-type: none"> • High School Diploma or School Certificate of the child to be replaced indicating that he/she has indeed graduated from high school <p>The alternate supporting document is a letter signed by the school Principal attesting that the child to be replaced has indeed graduated in high school.</p> <ul style="list-style-type: none"> • School Enrolment Certificate of replacement child • Letter from the grantee attesting that the replacement child is indeed part of the household • Case Assessment Report for households tagged as CS 15 or CS 26

IX. 4Ps Information System Enhancement

Upon the effectivity of this Guidance Note, the PPIS shall be enhanced in order to capture the reasons *Overage* and *High School Graduate* as reasons for replacement. This shall be accessible to Regional Program Coordinators (RPCs), Provincial Links (PLs), Regional/Cluster Beneficiary Data Officers (R/CBDOs) and Regional/Provincial/Cluster Grievance Officers (R/P/CGOs), Regional Computer Maintenance Technologists (CMTs) and MCCT Focals access levels.

X. Administrative Accountability

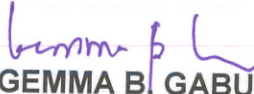
Every concerned staff shall observe diligent and conscientious effort to validate, capture and update only correct and accurate information. Any false declaration, provision of falsified documents and/or altered documents presented to support an update would render the request void. Furthermore, the intentional or negligent data manipulation and misrepresentation of Pantawid Pamilya by any staff may constitute a criminal offense with corresponding penalties as provided by Section 24 of Republic Act No. 11310 or an Act Institutionalizing the Pantawid Pamilyang Pilipino Program

(4Ps). In case of disallowance, all signatories in the validation report will share in the accountability.

XI. Effectivity

This guidance Note shall take effect upon the approval of the National Program Manager and shall be circulated to all RPMOs.

Approved:


GEMMA B. GABUYA

Director IV and National Program Manager

Date: _____