

**MEMORANDUM**

**FOR :** **DIRECTOR GEMMA B. GABUYA**  
National Program Manager

**RECOMMENDING APPROVAL :** **JIMMY FRANCIS T. SCHUCK, II, CESE**  
Concurrent OIC Deputy Program Manager for Support

**FROM :** **THE DIVISION CHIEF**  
Family Development Division

**SUBJECT :** **GUIDANCE NOTES ON THE IMPLEMENTATION OF  
THE FAMILY DEVELOPMENT SESSION (FDS)  
MANUAL ON PARENTS LEADERS AS PARTNERS  
(PLP)**

**DATE :** **09 AUGUST 2022**

We are pleased to submit the attached guidance notes on the implementation of the FDS Manual on Parent Leaders as Partners for the National Program Manager's approval.

The Family Development Division has undergone the following activities for the development of the said FDS PLP manual and guidance notes:

Date	Activity
20 October to November 2020	Virtual Writeshop with the DWD OBSUs, NPMO and Field Offices: <ul style="list-style-type: none"><li>• DSWD OBSUs - PMB and STB</li><li>• NPMO - CBD, MCCT, GADD, IPD</li><li>• FOs - FDS Focal Persons, RPC, Regional Convergence Coordinators/Case Management Focal Person, C/MAT Leaders and SWO II for Convergence of the Pilot Areas</li></ul>
26 November 2020	Pre-testing in Mandaluyong City
30 June 2022	Routing of the materials to concerned divisions and OBSUs

The guidance notes on the implementation of the FDS manual on PLP shall provide direction on the conduct of the sessions nationwide that aims to strengthen the capacities of parent leaders and beneficiaries towards the organization of self-help groups (SHG).

Thank you.

**MARICEL GRACE L. GOMEZ, DPA**

Approved by:

**GEMMA B. GABUYA**

Director IV / National Program Manager



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## **Guidance Notes on the Implementation of the Family Development Sessions (FDS) on Parent Leaders as Partners (PLP) Manual**

### **I. RATIONALE**

With the recalibration of the Family Development Session (FDS) into the 7-year Learning Path came the development of a manual on Parent Leaders as Partners (PLP), a compilation of supplementary FDS modules aimed at strengthening the capacities of 4Ps parent leaders (PLS) and partner-beneficiaries towards the organization of self help groups (SHG). This is aligned with the 4Ps Kilos-Unlad (KU) case management framework wherein 4Ps partner-beneficiaries are expected to achieve certain behavioral changes in every phase of the 7-year framework using socio-economic indicators as they prepare to graduate from the program on the seventh year. The PLP module is supportive of the group work component of Kilos-Unlad being a helpful material for groups of partner-beneficiaries manifesting readiness to group together to resolve common issues and problems so they can be prepared to perform their expected roles and responsibilities towards the achievement of their desired goals.

The strengthening of the PLs organizing component through the FDS is putting premium to the beneficiaries' long term improved wellbeing, more access to capability building training programs, entrepreneurial capabilities, and technical skills to actively participate as community advocates and catalyst sustained economic growth.

To attain this goal, the partners' support to the PLs/beneficiaries are crucial in strengthening the organizing component of PLs through the FDS. This may be coursed through technical support, and advice and capability building trainings on how they can better contribute to their self- and group development as active and productive members of the society.

This convergence creates the space for equitable opportunities, whereby empowering these PLs towards becoming SHGs. Significantly, strengthening PLs as SHGs promotes cooperation in among Program beneficiaries – as a Group and as individual beneficiaries. This supports the expansion of economic base and the mobilization of these beneficiaries so that they can actively participate in Program enhancement, and nation-building in the long run.



## II. LEGAL AND POLIC BASES

### 1. Republic Act No. 11310, or the "4Ps Act"

*Republic Act No. 11310 or An Act Institutionalizing the Pantawid Pamilyang Pilipino Program, makes 4Ps the national poverty reduction strategy of the government. The law permits qualified beneficiaries to a maximum of seven (7) years in the program to promote their health, nutrition, education, and socio-economic status in partnership with other concerned agencies. An Implementing Rules and Guides issued will prepare the household beneficiaries for their exit in the program and sustain their level of well-being."*

### 2. DSWD Memorandum Circular No. 22 Series of 2018 on Enhanced Guidelines on the Implementation of the Family Development Session of the Pantawid Pamilyang Pilipino Program.

*The Family Development Sessions (FDS) is a monthly parent group activity attended by the main grantee/s of the households and is a learning intervention program to supplement and complement the conduct of case management, enhance their parenting capabilities, and encourage them to be more active citizens of the society. It serves as a psycho-social and education intervention of the Pantawid Pamilya Program and complementary activity provided to the household grantees and household heads to ensure that children beneficiaries are able to comply with the conditions, and parents are able to provide the necessary support to their children for health and education needs.*

### 3. Seven Year FDS Transformative Learning Intervention Program

With the passage of the law, the Family Development Session as a Transformative Learning Intervention aims to make a positive impact on the state of health, nutrition, and education of children and youth of underprivileged households. It envisions that after a seven-year program cap, the household beneficiaries will be ready and prepared to graduate from the program. Being ready and prepared means that they can improve their well-being, be self-sufficient, self-reliant, and independently and responsively able to carry out their familial roles and responsibilities. The FDS transformative Learning Program carries out a ladderized learning content within a seven-year program period by focusing on four core areas. These mainly are health and well-being, Nutrition, Education and Financial Literacy, and entrepreneurship.

### 4. Republic Act No. 7160, or the Local Government Code of 1991



RA 7160 assures that the provision for the delivery of basic services and facilities shall be devolved from the National Government to provinces, cities, municipalities, and barangays so that each LGU shall be responsible for a minimum set of services and facilities following established national policies, guidelines, and standards. This supports the partnership that the LGU and DSWD has in relation to the implementation of the 4Ps, hence the FDS PLP.

5. DILG-DSWD Joint Memorandum Circular No. 2022-001 enjoining LGU support in the implementation of the Program. This JMC may supplement and highlight the required LGU support to the Program, especially to the exiting beneficiaries, and the subsequent activities in relation to this Manual.

### **III. LIST OF ABBREVIATIONS AND ACRONYMS**

ADIDS - Activity, Discussion, Input, Deepening, Synthesis,

CF - Community Facilitator

CSO - Civil Society Organization

C/ML - City/Municipal Link

C/MOO - City/Municipal Operations Office

DSWD - Department of Social Welfare and development

FDS - Family Development Session

KU - Kilos Unlad

IPDU - Institutional Partnership Division/Unit

JMC - Joint Memorandum Circular

LGU - Local Government Unit

NPMO - National Program Management Office

P/COO - Provincial Cluster Operations Office

PL - Parent Leader

PLP - Parent Leaders as Partners

RPMO - Regional Program Management Office

SHG - Self-Help Group

### **IV. DEFINITION OF TERMS**

#### **Family Development Sessions (FDS)**

Monthly activities conducted with and attended by the 4Ps grantee/s or responsible person towards enhancing their parenting capabilities, marital relationships, and further advocate active citizenship, spiritual development, gender sensitivity, disaster resiliency, financial literacy, entrepreneurial skills and volunteerism, among others, towards community development.



### Self-Help Group (SHG)

Self-help groups in the context of the 4Ps are the grantees who come together to address their common issues and problems in the spirit of mutual support and cooperation. The SHG serves as an avenue for 4Ps parent leaders to develop their capacities as leaders, peer support, advocates and others for the benefit of their families and communities.

### Online Platform

A delivery mode that makes use of internet connectivity and other e-learning platforms and social media accounts.

### Offline Platform

A delivery mode that does not make use of e-learning platforms and social media applications.

## **V. OBJECTIVES**

This Guidance Notes was developed to aid the PLP FDS implementers in conducting the PLP FDS modules nationwide.

Specifically, it aims to achieve the following objectives:

- a) Present the summary/curriculum of the PLP for easy reference of FDS implementers;
- b) Guide the delivery of the 6-module FDS PLP manual focused on the strengthening of the roles and responsibilities of parent leaders and partner-beneficiaries, leveling up from beneficiaries and program support to being peer support, mentors, monitors, facilitators, advocates and partners, among others;
- c) Ensure that effective mechanisms are in place to monitor the utilization of the PLP FDS modules following the FDS 7-year Learning Path indicators.

## **VI. SCOPE AND COVERAGE**

This Guidance Notes shall be a reference guide to all implementers of the FDS PLP modules and those providing assistance and technical support to the implementers. These include Field Offices, City/Municipal Links of the Pantawid Pamilyang Pilipino Program including the inter-agency partners, civil society organizations, Parent Leaders/community facilitators, partner-beneficiaries, and other volunteers, in implementing the FDS PLP modules nationwide.



## **VII. PRINCIPLES**

The implementation of the FDS PLP shall adhere to the following principles as stated in the DSWD Memorandum Circular 22 series of 2018:

### **a) Non-discriminatory**

Promotion of holistic development of people without prejudice to one's gender and cultural background. Thus, biases, negative attitude and behavior, thus, biases and other untoward attitude, behavior and language shall be prohibited.

### **b) Apolitical and Non-partisan**

Non-association to any political or partisan concerns especially during election period. The FDS PLP shall not be used as a venue for campaigns and other politicking activities

### **c) Non-sectarian**

Neutrality in terms of faith based parties ensuring that the FDS PLP will not be used as a venue for preaching, proselytizing and other faith based learning.

### **d) Non-profit**

The FDS PLP will be implemented for free; the participants will not pay any fees. It shall not be used as a venue for networking, pyramiding, and/or multi-level marketing. Monetary or in-kind collection from beneficiaries shall not be allowed. Any engagements in any business dealings such as selling of merchandise that will not put pressure to the beneficiaries to patronize the promoted product is also not allowed.

## **VIII. OVERVIEW OF THE PLP MANUAL**

The PLP manual consist of 6 modules that are designed as a learning development material for parent-beneficiaries convening as self-help groups to prepare them for their roles and responsibilities to actualize their group initiated projects and activities.

The modules aim to strengthen the parent leaders towards becoming community partners not only in the implementation of the 4Ps and improvement of the well being of family members but also towards collective efforts, empowerment and community development. This is a process that takes place beginning on the household beneficiaries' 2nd year in the program, intensified on the 3rd to



5th years and consolidated on the 6th to 7th years. The modules and topics were designed to follow the 7-year learning path of the FDS, meaning, there are social behaviors that the parent leaders and members, the main participants of the PLP FDS, are expected to exhibit after undergoing the trainings per module, thus, per year within the learning path. The modules follow the ADIDS (Activity-Discussion- Inputs-Deepening-Synthesis) approach to adult learning and adopt the three (3) domains in Bloom's taxonomy of Learning, namely, cognitive (knowledge), affective (emotional) and psychomotor (manual skills) in the formulation of the session objectives.

The manual comes with a competency framework that adopts the principles and process of community organizing. The competencies are carefully sequenced to ensure the development and transformation of parent leaders from being program partners and peer support to becoming active members of self-help groups thus evolving as strong partners in the community. The competency framework provides guidance to the implementers in assessing the level of capacities that the parent leaders have knowing that many of them have been diligently performed leadership roles within the 4Ps parameters even if they did not have formal positions. Also, many of the beneficiaries or grantees have already attended different FDS sessions, where they could have gained knowledge and develop skills needed for their day to day living.

When the goals and objectives of the PLP modules are realized, the biggest beneficiaries will be the 4Ps household members who will be influenced by the self help groups into becoming self-propelling and self-reliant socio-economically even after graduating from the program. Ultimately, community development is expected to take place as a natural outcome of having sustained self help groups composed of parent leaders who are actively participating in their own and their families' development.

The attached PLP curriculum provides a summary of the modules for easy reference. The curriculum consists of the module and session number, title of the modules, learning objectives, key contents, methodology and expected output/values formation. (Please refer to Annex A).

## **IX. IMPLEMENTING GUIDELINES**

### **1. Roles of Implementers**

#### **a. Field Offices (FOs)**

- Profiling of the trainings participated by PLs as this may serve as basis in knowing the level of competency of the PLs and readiness in getting organized under Capacity Building Unit



- Mapping of services and service providers in the community for the needed support services to the 4Ps self-help groups and graduating household beneficiaries as they prepare for their graduation from the program under IPDU; but the C/MLs may submit report to the Field Office specific to the community
- Establishment of a referral system with strong linkages and partnership with other government agencies and CSOs under IPDU and RCM
- Facilitate monitoring and evaluation activities under the M&E Unit
- Forging of MOA with CSO under the IPDU

#### **b. City/Municipal Links and Community Facilitators**

- Coordination with household beneficiaries, the LGU and service providers on matters pertaining to the PLP FDS training
- Conduct of training needs analysis among parent leaders and members
- Conduct of the PLP FDS based on target schedules
- Provision of overall guidance to parent leaders towards the establishment and strengthening of their self-help groups
- Mapping of services and service providers in the community for the needed support services to the 4Ps self-help groups and graduating household beneficiaries as they prepare for their exit from the program
- Establishment of a referral system with strong linkages and partnership with other government agencies and CSOs
- Integration of transition orientation sessions with exiting household beneficiaries in the conduct of the FDS
- Facilitate monitoring and evaluation activities
- Ensure the sustainability plan of the project by adopting it as stated in their annual investment plan



### **c. CSO**

- Enter into a partnership with the LGU on the implementation of the PLP manual
- Assists in the facilitation of the PLP sessions in the community and transition orientations
- Helps provide the needed support services such as education, livelihood, advocacy and capacity-building to the self-help groups and graduating households
- Have a seat at the local structures to influence policy particularly related to the mainstreaming and sustainability of the self-help groups
- Complements the work of the LGU in the context of the 4Ps

## **2. METHODOLOGY OF DELIVERY**

The FDS PLP follows the same method of delivery of the regular FDS. Generally, the FDS PLP topics and sessions shall be implemented every month with flexibility of schedule and venue if needed and justified. The schedule must be agreed upon by both the facilitator and the participants, whatever the adopted modality is. Checking of proof of availment or means of verification of the PLP FDS shall be part of the schedule within the monitoring period. Blended learning may be employed in implementing the FDS PLP trainings.

## **3. Frequency and Timelines**

The frequency of topics and sessions to be provided will depend on the result of training needs analysis conducted among the prospective participants (PLs and partner-beneficiaries). The PLP sessions will be scheduled using a gantt chart that will be strictly followed through the guidance and monitoring of the C/MIs and the community facilitators.

## **4. Monitoring and Evaluation**

The PLP FDS trainings, delivered via online or offline modalities, shall be monitored as a condition of the program, which will serve as a basis for the provision of cash grants of the family beneficiaries as provided in the 4Ps Act, its implementing rules and regulations (IRR), and Operations Manual. This section shall elaborate the general policies that govern the FDS PLP implementation:



Household beneficiaries shall accomplish their monthly “Talaarawan” entry to serve as the means of verification on their availment of the PLP FDS.

City/Municipal Links shall serve as roving monitors to check on the Talaarawan entries of the household beneficiaries to verify their availment of the sessions and collection of accomplished attendance sheets from assisting parent leaders, assistant parent leaders and sub-group leaders through home visits and spot checks.

The regular FDS tools and templates shall be used by the C/MLs for monitoring and reporting (see Appendix 2: attendance sheet and Appendix 3: monthly implementation report.)

## **5. Venue**

The PLP FDS may be conducted in the neighborhood, especially in areas with no or low internet connectivity.

The online platform may be used in the areas where there are lingering COVID-19 or other health related risks provided that participants are assisted with their issues on the cost of utilizing the internet or online platforms and technical assistance needs.

The venue must be agreed upon by both facilitator and participants.

## **X. INSTITUTIONAL ARRANGEMENTS**

### **A. Internal Implementers**

1. The 4Ps National Program Management Office (NPMO) shall:
  - a) Cascade through trainings, knowledge sharing sessions and similar activities, the contents of the PLP manual to target FDS supervisors and trainers;
  - b) Enhance as necessary, in coordination with relevant stakeholders, the contents of the material, and provide timely notices to field implementers;
  - c) Ensure required support and assistance in coordination with partner agency / CSO organization in the implementation of the manual / strengthening the PLPs through technical assistance, capability training programs, as necessary; and



- d) Take note of field recommendations based on monitoring results of the implementation of the PLP trainings and enhance the modules as needed in collaboration with C/MLs and CFs
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2. The 4Ps Regional Program Management Office (RPMO) shall:
  - a) Cascade through trainings, knowledge sharing sessions and similar activities, the contents of the PLP manual to target FDS supervisors and trainers;
  - b) Provide technical assistance towards the effective utilization of the manual;
  - c) Undertake to forge MOA with CSO which will assist in the implementation, monitoring and enhancement of the PLP modules.
  - d) Submit monitoring reports to the NPMO; and
  - e) Strongly uphold the FDS principles.
3. The 4Ps Provincial/ Cluster Operations Office (P/COO) shall:
  - a) Ensure that all FDS implementers are capacitated with the knowledge and skills on the utilization of the PLP manual through knowledge sharing sessions and similar activities;
  - b) Capture good practices among field implementers, beneficiaries, and partner stakeholders to achieve expected behavioral outcomes acquired in the utilization of the PLP manual; and
  - c) Provide technical assistance to address concerns that may be encountered along with the implementation.
4. The 4Ps City/Municipal Operations Office (C/MOO) shall:
  - a) Ensure that C/MLs and CFs will conduct FDS and similar activities to partner beneficiaries to build self or peer support group, and community organization;
  - b) Ensure the monitoring of the progress of implementation and achievement of target behavioral outcomes of the PLP trainings using prescribed monitoring tools and timely reports;



- c) Ensure the utilization of monitoring data to improve/enhance the modules and in providing feedback to the community facilitators/parent leaders;
- d) Capture good practices among PLs and beneficiaries to achieve expected behavioral outcomes acquired in the utilization of the PLP manual

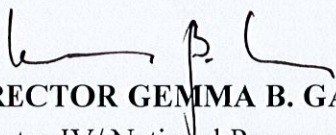
## **B. External Implementers**

1. The CSOs (with existing MOA with the DSWD) shall:
  - a) Partner with the DSWD through a MOA to assist in the implementation, monitoring and enhancement of the PLP modules;
  - b) Ensure that the CSO PLP FDS implementers are properly capacitated on utilization of the PLP manual;
  - c) Participate in advisory committees at the city/municipal, provincial and regional levels; and
  - d) Undertake measures to consistently collaborate with the C/MLs and CFs to provide support services to help achieve the objectives of the PLP particularly on the organization of and sustaining self-help groups

## **XI. EFFECTIVITY AND REPEALING CLAUSE**

This guidance note shall take effect immediately and revokes or amends all previous issuances that are inconsistent thereto.

Issued in the 4Ps National Program Management Office this 22<sup>nd</sup> day of AUGUST 2022.



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