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**Department of Social Welfare and Development**

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OFFICE OF THE SECRETARY

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**MEMORANDUM FOR THE SECRETARY**

THRU : **UNDERSECRETARY PARISYA HASHIM-TARADJI**  
National Deputy Project Director

FROM : **NATIONAL PROGRAM MANAGER**  
Pantawid Pamilyang Pilipino Program

SUBJECT : **Guidelines on Data Sharing of Pantawid Pamilyang Pilipino Program**

DATE : 21 May 2013

Department of Social Welfare and Development  
Constitution Hills, Quezon City  
**RECEIVED**  
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Office of Undersecretary for Operations  
and Programs Group

This is to respectfully submit herewith the Guidelines on Data Sharing of *Pantawid Pamilya* for approval. The following guidelines are deemed necessary to address the requirement for proper data management and ensure systematic data sharing.

If the aforementioned guidelines merit the Secretary's approval, attached is the draft letter to the Field Offices on the matter for their information and guidance.

For the approval of the Secretary.

  
**RODORA T. BABARAN**

APPROVED/DISAPPROVED:

  
**SEC. CORAZON JULIANO-SOLIMAN**

Cc: A/Sec. Teodoro R. Romo, Jr.  
Dir. Honorita B. Bayudan

## **Guidelines on Data Sharing of Pantawid Pamilyang Pilipino Program**

### **1. Rationale**

The Pantawid Pamilyang Pilipino Program (*Pantawid Pamilya*) is a rights based program that focuses on human capital investment through provision of health and education grants to eligible poor households. It is one of the social protection and human development strategies of the national government to enable poor households to meet human development goals aimed at breaking intergenerational cycle of poverty.

The Department of Social Welfare and Development (DSWD), including the Central Office and Field Offices is a rich source of information about the *Pantawid Pamilya* that includes database of the beneficiaries, progress reports, results of studies/researches/surveys, success stories and statistical facts.

Given the Department's mandate to provide assistance to local government units, non-government organizations other national government agencies, and other members of civil society concerning social welfare and development, it becomes our responsibility to share data, information and experience to those who are interested to know and gain better understanding about the program. However, access to data will be subject to the set limitations to safeguard privacy of the beneficiaries, data security and data misappropriation. Therefore, access to data shall be carefully managed and granted in transparent manner to all qualified requesting parties.

The following guidelines are deemed necessary to address the requirement for proper data management; and ensure a systematic data sharing about *Pantawid Pamilya*. These guidelines are developed to regulate the data sharing of *Pantawid Pamilya*.

### **2. Legal Bases**

- 2.1. **RA 10173, Data Privacy Act of 2012**, an act protecting individual personal information in information and communication systems in the government and the private sector, creating for this purpose a National Privacy Commission, and for other purposes.
- 2.2. **DSWD Memorandum Circular No. 8, series of 2007** outlines on how unit, service, office and bureau of the Department can facilitate and systematize sharing of information and the Department's databases with partner agencies, intermediaries and other stakeholders including the general public.
- 2.3. **RA 6713, Section 4(e), Responsiveness to the public** which states "Public officials and employees shall extend prompt, courteous, and adequate service to the public. Unless otherwise provided by law or when required by the public interest, public officials and employees shall provide information of their policies and procedure in clear and understandable language, ensure openness of information, public consultations and hearings whenever appropriate, encourage suggestions, simplify and systematize policy, rules and procedures, avoid red tape and develop an understanding and appreciation of the socio-economic conditions prevailing in the country, especially in the depressed rural and urban areas."



2.4. **RA 6713, Section 7(c), Disclosure and/or misuse of confidential information** which states "Public officials and employees shall not use in divulge, confidential or classified information officially known to them by reason of their office and not made available to the public, either to further their private interests, or give undue advantage to anyone or to prejudice the public interest."

2.5. **DSWD Memorandum Circular No. 21, series of 2012, Section 4 of Article IV** which provides that "DSWD personnel shall not disclose any confidential information in the course of or by reason of their employment."

### 3. Coverage

These guidelines cover and apply only to the following:

- 3.1. Requests both from within and outside DSWD seeking to obtain data about the *Pantawid Pamilya*
- 3.2. The secondary data that deals with *Pantawid Pamilya* that includes, but is not limited to, information that is either stored or shared via any means. This includes: electronic data, data on paper, and data shared orally or visually (such as telephone and video conferencing)

### 4. Objectives

The data about the *Pantawid Pamilya* may be made available to various stakeholders and partners for the purpose of planning/implementation of services/interventions and initiatives.. These guidelines aim to provide an approved framework for provision of data from the *Pantawid Pamilya* to requesting parties. Specifically, these guidelines aim:

- 4.1. To help determine what data can be shared to and viewed by the public
- 4.2. To establish a systematic data sharing of *Pantawid Pamilya*
- 4.3. To define the role of the National Program Management Office (NPMO), the Regional Program Management Office (RPMO) and Information Communication Technology Management Service (ICTMS) in processing data requests
- 4.4. To manage risk brought about by queries about the way the data being shared
- 4.5. To ensure proper use of data for the benefit of the program beneficiaries.

### 5. Types of Request

5.1. *Internal Request*: Request is considered internal if all conditions described below have been satisfied:

- 5.1.1. Requesting party is DSWD (national or regional) staff/employees/personnel; and
- 5.1.2. Data requested shall be used within the Department only

5.2. *External Request*: This refers to all data requests received other than Item No. 5.1.

### 6. Data Classification

6.1. *Public Data*: These are data that can be shared to and viewed by the general public. These include, but are not limited to, the aggregate data found in the (1) *Pantawid Pamilya* periodic report such as monthly, quarterly and annual reports; (2) IEC materials; and (3)

the program websites. These can be frequency distributions of covered areas, household and children beneficiaries, compliance rate, updates, grievance, capacity building, supply side, institutional partnerships, among others (Annex B). Various tables, graphs and maps about the program are also included. Public data are available both in print and on the *Pantawid Pamilya* website (<http://www.dswd.gov.ph/category/downloads/reports>).

- 6.2. *Classified Data*: These are data that are considered confidential and when disclosed would constitute an unwarranted invasion of the privacy of beneficiaries as per RA 10173 also known as Data Privacy Act of 2012. These include, but are not limited to, all data/information that pertains to the personal information of the beneficiary which may be classified as follows:

6.2.1. *Identifiable Data*: Individual-level data denotes information that provides identity of individuals/beneficiaries (e.g. name, household ID, entry ID, address, birthday) and any data that would lead to contacting beneficiaries to obtain additional information (e.g. Landbank (LBP) account number, health facility and school of beneficiary)

6.2.2. *Potentially Identifiable Data*: Individual-level data denotes information that provides possibility of identifying individuals/beneficiaries.

6.2.3. *Other data* that are deemed confidential per instruction by the Secretary/National Project Director

## 7. General Guidelines

The following are key essential measures to observe in processing all requests for data about the *Pantawid Pamilya*:

- 7.1. Any requesting party shall submit a written request, including electronic form, addressed to the Honorable Secretary/National Project Director/National Deputy Project Director/National Program Manager/Regional Director stating the following: (1) the purpose for which the data is required, (2) the description of data required, and (3) users of data required. Request will be processed only if the said requirements are indicated in the letter.
- 7.2. The request will be assessed and acknowledged by the Planning, Monitoring and Evaluation Division (PMED) at the NPMO or Monitoring and Evaluation Unit (MEU) at the RPMO within one (1) working day upon receipt of request. The same office shall determine if the data requested is public or classified.
- 7.3. If the data requested is identified as PUBLIC DATA, the PMED/MEU will forward the request to the appropriate division/unit for data generation and preparation. If data requested is found in the periodic reports, IEC materials and *Pantawid Pamilya* websites, the PMED/MEU will refer the requesting party to the abovementioned resources. The data generated will be reviewed and recommended by the PMED/MEU to the appropriate authority for approval (see page 5). Provision of data is within three (3) working days upon receipt of request. This turnaround time, however, may change depending on the level of difficulty/complexity of data generation.
- 7.4. If the data requested is identified as CLASSIFIED DATA, the request will be forwarded to the *Pantawid Pamilya* Data Access Review Committee (PPDARC, see page 5 for its composition and functions) for review and evaluation within two (2) working days upon



receipt. The PMED or the MEU will provide initial comment prior to endorsing to PPDARC. The request for classified data is considered valid if one of the following situations exists:

- 7.4.1. The data is necessary to protect vitally important interests of the beneficiaries, including life and health
- 7.4.2. The data is necessary to respond to national emergency, and to comply with the requirements of public order and safety
- 7.4.3. The data is necessary to fulfil functions of public authority which necessarily includes the processing of data for the fulfilment of its mandate.

If the request is valid, a Memorandum of Agreement (MOA) on data sharing between the requesting party and the Department/*Pantawid Pamilya* NPMO will be prepared by PMED prior to the release of data requested (Annex C) unless otherwise stated by the National Project Director.

The data generated will be reviewed and recommended by PMED/PPCARD at NPMO and Regional Program Coordinator at the RPMO<sup>1</sup> to the appropriate authority for approval (see page 5). Provision of data is within 10 working days upon receipt of request. This turnaround time, however, may change depending on the level of difficulty/complexity of data generation.

- 7.5. The DSWD reserves the right to disapprove any request that would violate existing laws, rules or public policy. If the DSWD decides to deny the request, it shall notify the requesting party of such denial. In case the denial is by reason of a claimed exception, the denial shall also state clearly the legitimate aim or interest sought to be protected in the confidentiality, and the facts and circumstances invoked showing the substantial harm to, or frustration of, the legitimate aim or interest that will result in the disclosure of the information.
- 7.6. If the request is granted, then ALL requesting parties shall execute an undertaking containing conditions as follows:
  - 7.6.1. *Pantawid Pamilya* and DSWD must be acknowledged in all presentations/publications as the owner and source of the data.
  - 7.6.2. All data shall be released in PDF format if released electronically to avoid alteration unless otherwise approved by PPDARC. Further, classified data shall be secured by the use of the encryption.
  - 7.6.3. Data provided by the *Pantawid Pamilya* and DSWD shall only be used for the purpose specified in the request.
  - 7.6.4. Unauthorized sharing, publishing or duplication of the data in whole or in part provided in any manner for any other purpose is strictly prohibited.
  - 7.6.5. Feedback report on data utilization shall be provided to the DSWD within one month after the use of the data.
  - 7.6.6. The requesting parties of classified data shall defray the cost of generating the data requested by providing any or all of the following forms of services and assistance to the DSWD:

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<sup>1</sup> If and only if the data requested is included in the existing Memorandum of Agreement (MOA) on data sharing between the requesting party and *Pantawid Pamilya*.

- 7.6.6.1. Integration of *Pantawid Pamilya* in all its social marketing activities highlighting/emphasizing the use of the systems in identifying beneficiaries of social protection programs and/or projects;
- 7.6.6.2. Other possible support/assistance to the implementation of the *Pantawid Pamilya* that the data user may provide.

Noncompliance with the said conditions shall mean forfeiting all rights to access data in the future.

7.7. Requesting parties seeking to acquire data for research studies shall undergo the Research Protocol, as per DSWD Administrative Order No. 19, series of 2011.

7.8. The ICTMS shall facilitate service delivery and management of database specifically facilitate access of authorized persons to classified data identified by PMED/PPDARC. The same office shall provide technical assistance to the NPMO and RPMO staff who will prepare the data requested concerning/related to the provision of the data.

## 8. Level of Approving Authority

Type of Request	Type of Data	Approving Authority	
		NPMO	RPMO
External	Public Data	National Project Manager*	Regional Director*
	Classified Data	National Project Director/Secretary	Regional Director**
Internal	Public Data	None	
	Classified Data	National Project Deputy Director/National Project Manager	Regional Director

Note:

\* Public data found in the periodic reports, IEC materials and *Pantawid Pamilya* websites may be shared without approval.

\*\* If and only if the data requested is included in the existing Memorandum of Agreement (MOA) on data sharing between the requesting party and *Pantawid Pamilya*, the Regional Director may approve the request.

## 9. Institutional Arrangement

The *Pantawid Pamilya* Data Access Review Committee (PPDARC) will consist of, but necessarily limited to, the National Project Manager as the chair, National Deputy Project Manager for Operations, National Deputy Project Manager for Support, and PMED Head. The PPDARC is responsible for evaluating the merit of request for classified data. The committee must approve the data request before the data can be released. The bases for determining if the request is valid are stipulated in Section 7.4.

# ANNEX A

## Department of Social Welfare and Development Pantawid Pamilyang Pilipino Program

### Data Request Form

Name of Person Making Request*		Position*	
Home Address*			
Telephone Number*	Mobile Number*	Email Address*	
Organization/Agency*			
Office Address*			
Telephone Number*	Fax Number	Email Address*	
Purpose for which data is requested* (please be specific, and use additional sheets if needed):			
Data Requirements* (please be specific, and use additional sheets if needed):			
Disaggregation*		Time frame*	
Is there a deadline for receipt of data?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
If YES, please provide date and reason:		Date: _____	
Preferred form of output: <input type="checkbox"/> PAPER <input type="checkbox"/> E-COPY IN CD <input type="checkbox"/> E-COPY VIA EMAIL			
<p>I understand that 1)the data requested will be used for purposes specified above only, 2) <i>Pantawid Pamilya</i> and DSWD must be acknowledged in all presentations/publications as the owner and source of the data, 3) all data shall be released in PDF format if released electronically to avoid alteration , 4) unauthorized sharing, publishing or duplication of the data in whole or in part provided in any manner for any other purpose is strictly prohibited, and 5) feedback report on data utilization shall be provided to the DSWD within one month after the use of the data. Noncompliance with the said conditions shall mean forfeiting all rights to access data in the future.</p>			
Signature of Requesting Party*: _____		Date*: _____	
This portion to be filled up by the Pantawid Pamilya DSWD			
Action Taken:			

\*Required field



## ANNEX B

## List of Public Data

Coverage	Data	Disaggregation Level	Frequency	Source
<b>Status of Beneficiaries</b>	Geographic areas served by Pantawid Pamilya	Set, Region, Province, Congressional District, Urban/Rural, Municipality	Monthly	Database
	Number of registered HH beneficiaries	National, Set, Region, Province, City/Municipality, Barangay, Congressional District, Urban/Rural	Monthly	Database
	Total number of 0-2 year-old children	National, Set, Region, Province, City/Municipality, Barangay, Sex	Monthly	Database
	Total number of 3-4 year-old children	National, Set, Region, Province, City/Municipality, Barangay, Sex	Monthly	Database
	Total number of 5-14 year-old children	National, Set, Region, Province, City/Municipality, Barangay, Sex	Monthly	Database
	Total number of 15-17 year-old children	National, Set, Region, Province, City/Municipality, Barangay, Sex	Monthly	Database
	Number of women grantees	National, Set, Region, Province, City/Municipality, Barangay	Monthly	Database
	Number of Senior Citizen	National, Set, Region, Province, City/Municipality, Barangay	Monthly	Database
	Number of HHs with Solo parents	National, Set, Region, Province, City/Municipality, Barangay	Monthly	Database
	Number of HHs with Farmers and/or Fisherfolks	National, Set, Region, Province, City/Municipality, Barangay	Monthly	Database
	Number of IP HH beneficiaries	National, Set, Region, Province, City/Municipality, Barangay, Congressional District, Urban/Rural	Monthly	Database
	Number of HH beneficiaries with Philhealth	National, Set, Region, Province, City/Municipality, Barangay	Monthly	BDMD
	Number of HH beneficiaries with PWD Members	National, Set, Region, Province, City/Municipality, Barangay	Monthly	Database
	Number of delisted and deactivated households	National, Set, Region, Province, City/Municipality, Household Status	Monthly	Database
	Pantawid Pamilya areas with SLP and/or KALAHI CIDDS	Set, Region, Province, Municipality	Monthly	PRPB,SLP, KALAHI CIDDS
<b>Compliance Verification System</b>	Compliance Rate (compliant versus monitored)	Region, Province, Municipality, Set, Conditionality	Bimonthly	Database
<b>Grievance Redress System</b>	% of resolved cases	National, Regional, Provincial, City/Municipality, Type of Grievances	Monthly	Database
	Number of resolved cases and with average resolution time	National, Regional, Provincial, City/Municipality, Type of Grievances	Monthly	Database
<b>Updates of Beneficiary Information</b>	% of updates approved by NPMO by Update Type	National, Regional, Provincial, City/Municipality, Type of Updates	Bimonthly	Database
<b>Payment of Cash Grants</b>	Total amount of cash grants released to Pantawid households	National, Set, Region, Province, City/Municipality, Congressional District	Bimonthly	Database



Coverage	Data	Disaggregation Level	Frequency	Source
<b>Supply-Side Assessment for Health and Education</b>	Count of Elementary/Secondary Schools Submitted SSA Forms on Education within the Pantawid Pamilya areas	National, Regional, Provincial, City/Municipality, Set, Elementary/Secondary, Barangay	Annual	Database
	Count of Health Centers/Stations Submitted SSA Forms on Health within the Pantawid Pamilya areas	National, Regional, Provincial, City/Municipality, Set, Barangay	Annual	Database
<b>Social Marketing</b>	Number of advertorials published per month	National	Monthly	SMU
	Number of family booklet distributed per Household	National, Regional, Provincial, City/Municipality	Monthly	SMU
	Number of success stories published	National, Regional	Monthly	SMU
	Number of radio/TV plugs conducted per month	National, Regional	Monthly	SMU
	Number of press conference conducted per semester	National, Regional	Semi-annual	SMU
	Number of media tour conducted per year	National, Regional	Annual	SMU
	Share of positive news	National, Regional	Annual	SMU
	Share of negative news	National, Regional	Annual	SMU
<b>Capability Building</b>	Number of participants trained	National, Regional, Intermediary type/level, Participants (personnel, program partners, parent leaders)	Monthly	CBU
	Number of capability building activities conducted	National, Regional, Intermediary type/level, Participants (personnel, program partners, parent leaders)	Monthly	CBU
<b>Personnel</b>	% of City/Municipal Link, Provincial Link, etc.	National, Regional, Provincial, City/Municipality	Monthly	SAU
	% of actual program staff (admin and technical) vs. approved position	National, Regional, Provincial, City/Municipality	Monthly	SAU
	Number of Parent Leaders	National, Set, Region, Province, City/Municipality	Monthly	BDMD
<b>Institutional Partnership</b>	Number of Partners	National, Regional	Monthly	IPD
	Number of PAC/CAC/MAC Activities	National, Regional	Monthly	IPD
	Number of CSOs / POs	National, Regional	Monthly	IPD

ANNEX C

**Memorandum of Agreement**

between

**Department of Social Welfare and Development**

and

**(Name of Second Party)**

**KNOW ALL MEN BY THIS PRESENTS:**

This Memorandum of Agreement, hereinafter referred to as MOA, made and entered into this \_\_\_ day of \_\_\_\_\_ at Manila, Philippines, by and between:

The **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD)**, a national government agency created and existing under the laws of the Republic of the Philippines, with principal office address at Batasang Pambansa Complex, Constitution Hills, Quezon City, herein represented by Corazon Juliano-Soliman in her capacity as the Secretary of Social Welfare and Development and hereinafter referred to as "DSWD".

And

The **(name of Second Party)**, (description of agency/organization, with principal office address \_\_\_\_\_ herein represented by \_\_\_\_\_ in his capacity as \_\_\_\_\_ hereinafter referred to as Second Party.

WHEREAS, the DSWD has a mandate to provide assistance to local government units, non-government organizations and other national government agencies, people's organizations, and other members of civil society in effectively implementing programs, projects and services that will alleviate poverty and empower disadvantaged individuals, families and communities for an improved quality of life.

WHEREAS the Second Party is committed to undertake (please state social protection mandate and/or programs that requires the data about the *Pantawid Pamilya*)

WHEREAS, the DSWD maintains databases on the Pantawid Pamilyang Pilipino Program (Pantawid Pamilya);

— WHEREAS, the Second Party shall be-allowed access to the data maintained under Pantawid Pamilya;

WHEREAS, the feedback from the Second Party on Pantawid Pamilya beneficiaries and the rest of disadvantaged households will be essential in strengthening and improving the delivery of services of program;

NOW THEREFORE, for and in consideration of the above premises, the DSWD and the Second Party hereby agree as follows:



The DSWD shall:

1. Provide the Second Party with access to data from the Pantawid Pamilya database, PROVIDED that only the Second Party will use the said access;
2. Provide the Second Party with the data required based on the approved clearance and mutually agreed timeframe which shall form part of this Agreement as "Annex A"; and
3. Provide the Second Party with prompt technical assistance if and when so desired and/or requested.

The Second Party shall:

1. Provide the DSWD with the complete list of data requirements and timeframe as to when the said data will be required;
2. Defray the cost of generating the data requested by providing any or all of the following forms of services and assistance to the DSWD:
  - 2.1. Integration of Pantawid Pamilya in all its social marketing activities highlighting/emphasizing the use of the systems in identifying beneficiaries of social protection programs and/or projects;
  - 2.2. Other possible support/assistance to the implementation of the Pantawid Pamilya that the data user may provide.
3. Acknowledge *Pantawid Pamilya* and DSWD in all presentations/publications as the owner and source of the data;
4. Prohibit unauthorized sharing, publishing or duplication of the data in whole or in part provided in any manner for any other purpose;
5. Provide feedback report on data utilization within one month after the use of the data; and
6. Ensure the confidentiality and use of requested data for purposes agreed upon only. Any breach thereof shall mean forfeiting all rights to access data in the future.

IN WITNESS WHEREOF, the DSWD and the Second Party hereto have caused this MOA to be signed in their respective names in Manila, Republic of the Philippines, as of the day and year written above:

For the Department of Social Welfare  
And Development (DSWD)

For the (name of Second Party)

**CORAZON JULIANO-SOLIMAN**

Secretary of DSWD and National Program Director,  
Pantawid Pamilyang Pilipino Program

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed in the Presence of:

**PARISYA H. TARADJI**

Undersecretary and  
Deputy Project Director, Pantawid Pamilya

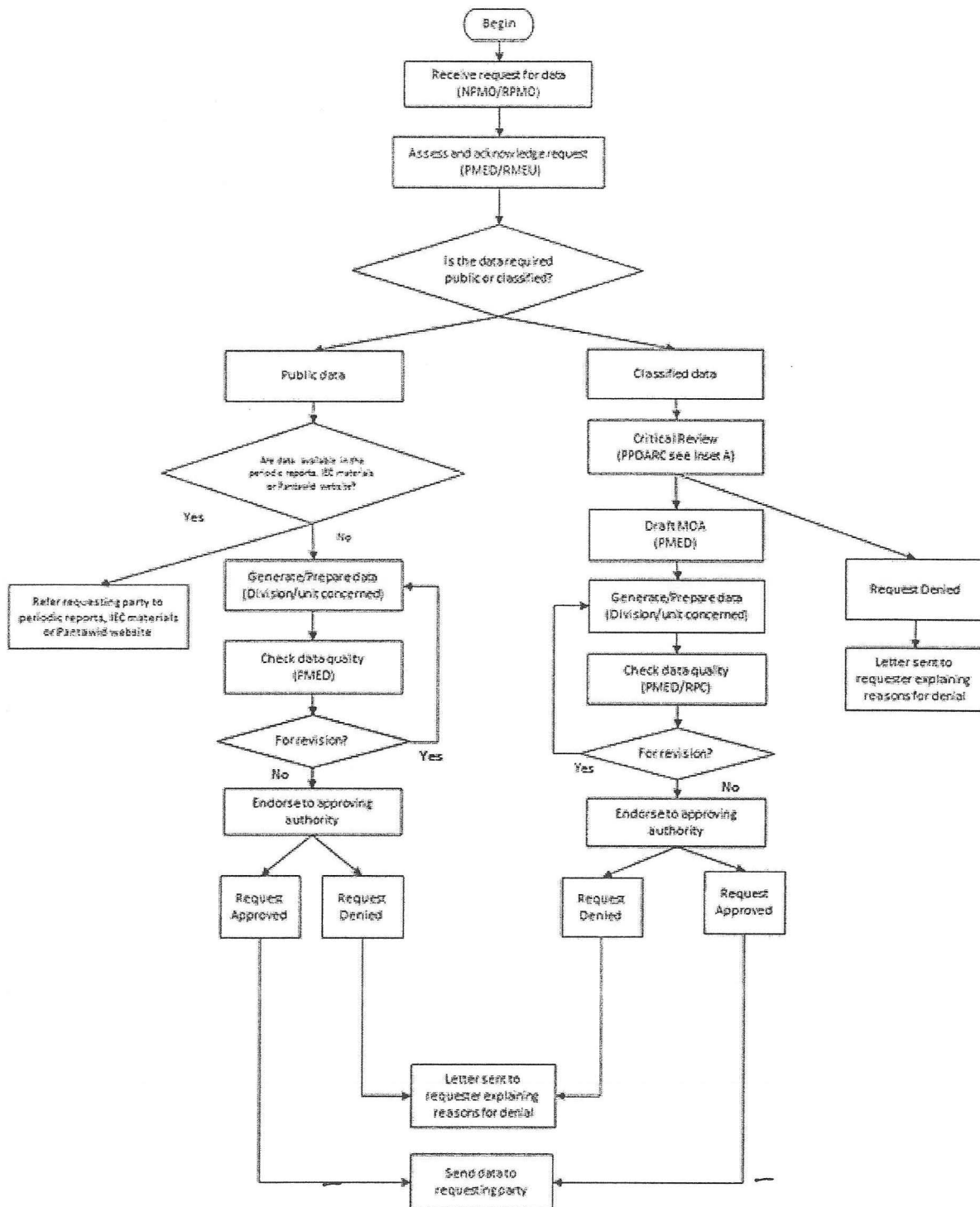
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**ANNEX A: Data Requirements** (Please specify)



## ANNEX D

### PROCESSING OF DATA REQUEST



#### Inset 2

- 1) Has adequate information been received to evaluate request?
- 2) Are data available in the *Pantawid Pamilya*?
- 3) Are beneficiary identifiers required?
- 4) Is the purpose for which the data are required consistent with the principles and protocol of the program?
- 5) Does the study/project provide benefit for the beneficiaries and/or the program?
- 6) Has the requesting party agreed to acknowledge the *Pantawid Pamilya* and DSWD in all presentations/publications based on the data provided?
- 7) Has the requesting party agreed to treat data provided with confidentiality as that maintained by the program?