

CONDITIONAL CASH TRANSFER GROUP ORDER

No. 03

Series of 2025

SUBJECT: DESIGNATED FOCAL PERSON FOR THE IMPLEMENTATION OF THE 4PS FIRST 1,000 DAYS OF LIFE (F1KD) CASH GRANTS

In the exigency of service, the following personnel from various Divisions under the Pantawid Pamilya Pilipino Program (4Ps) are hereby designated as Focal Persons to ensure the smooth, efficient, and effective implementation of the 4Ps First 1000 Days (F1KD) of life cash grants.

DIVISION / OFFICE	FOCAL PERSONS	POSITION
Beneficiary Data Management Division (BDMD)	Augustus Lito M. Narag	Project Development Office V
	Joel B. Retuertas	Senior Administrative Assistant II
Compliance Verification Division (CVD)	Arnold N. Dela Rosa	Project Development Office V
	Rosellier Immanuelle B. Rubis	Project Development Office II
Family Development Division (FDD)	Chermaine Davasol	Project Development Office III
Grievance Redress Division (GRD)	Naomi Ruth N. Fernandez	Project Development Office IV
Institutional Partnership Division (IPD)	Julie Mariz O. Espinosa	Project Development Office II
Risk Management and Quality Assurance Division (RMQAD)	Maximo G. Garcia, Jr.	Information Technology Officer II
Social Marketing Division (SMD)	Niño Mel H. Trinidad	Information Officer IV
Social Services Delivery and Management Division (SSDMD)	Gizelle Grace D. Ciudad	Project Development Office III
Business Process Solutions Section (BPSS)	Arnold R. Valencia	Information Technology Officer II
Grants Division	Analynn S. Pedraccio	Administrative Officer V

The Focal Persons will be responsible for ensuring that F1KD beneficiaries are properly updated in the Pantawid Pamilya database, monitored by the Program, and provided with the correct amount of F1KD cash grant within the prescribed timelines.

In addition, they should: 1) ensure the provision of resolution of current Program issues and gaps to facilitate overall review and analysis of the systems and processes; 2) identify gaps, differences, and difficulties in implementation; 3) define areas for

improvement and/or rectification; and 4) provide recommendations and support to the management.

DIVISION / OFFICE	TASKS
BDMD	<ol style="list-style-type: none"> 1. Generate the list of 4Ps F1KD beneficiaries for initial payment from different sources, as follows: <ol style="list-style-type: none"> a. Updates from the BUS Form 5; b. i-Registro; and c. DOH's Philippine Multisectoral Nutrition Project 2. Endorse the final list of beneficiaries to process their initial payment. 3. Participate during meetings/discussions related to the 4Ps F1KD implementation. 4. Provide technical assistance to field implementers to ensure the implementation of the F1KD 4Ps grants.
CVD	<ol style="list-style-type: none"> 1. Prepare Notice of Approved Payroll Action (NAPA) for Initial and Regular Payments. 2. Prepare and submit reports related to the implementation of the 4Ps F1KD cash grants. 3. Facilitate the provision of 4Ps F1KD data to internal and external requesting parties. 4. Recommend possible policy and system enhancements to effectively capture the compliance of the concerned beneficiaries using the Compliance Verification (CV) Form for F1KD (CVF5) as the basis for providing the F1KD cash grant. 5. Participate during meetings/discussions related to the 4Ps F1KD implementation. 6. Provide technical assistance to field implementers to ensure the implementation of the F1KD 4Ps grants.
FDD	<ol style="list-style-type: none"> 1. Monitor the delivery of FDS modules related to the F1KD strategy such as but not limited to modules on child and maternal health care.
GRD	<ol style="list-style-type: none"> 1. Facilitate the resolution of all grievances. 2. Facilitate the processing of valid payment-related grievances, i.e., no payment or underpayment, related to the 4Ps F1KD cash grants from concerned household beneficiaries, following the grievance-driven retroactive payment process. 3. Participate during meetings/discussions related to the 4Ps F1KD implementation. 4. Provide technical assistance to the RPMOs in handling grievances related to the implementation of the F1KD grants.

DIVISION / OFFICE	TASKS
IPD	<ol style="list-style-type: none"> 1. Participate during meetings/discussions related to the 4Ps F1KD implementation. 2. Facilitate follow-through coordination for the resolution of supply-side-related concerns with partner agencies to ensure the availability and accessibility of health service interventions.
RMQAD	<ol style="list-style-type: none"> 1. Identify risks and recommend necessary risk mitigation treatment plans. 2. Participate during meetings/discussions related to the 4Ps F1KD implementation. 3. Conduct quality assurance/audit-related tasks to ensure smooth implementation of the 4Ps F1KD aligned with the existing 4Ps guidelines/processes.
SMD	<ol style="list-style-type: none"> 1. Participate during meetings/discussions related to the 4Ps F1KD implementation. 2. Ensure all media/communications-related agreements during meetings are cascaded to the Division for appropriate action. 3. Provide technical assistance to field implementers to ensure the implementation of the F1KD 4Ps grants. 4. Come up with an FAQ/poster to be disseminated to the beneficiaries/clients for better understanding.
SSDMD	<ol style="list-style-type: none"> 1. Prepare the NAPA for the beneficiaries tagged as Client Status 28 or the Purple Tagged households (Regular Payroll). 2. Participate during meetings related to the 4Ps F1KD implementation. 3. Provide technical assistance to field implementers to ensure the implementation of the F1KD 4Ps grants.
BPSS	<ol style="list-style-type: none"> 1. Facilitate System enhancement requests (execution of CRFs). 2. Develops and maintains a user-friendly policy-based system with a real-time and reliable dashboard. 3. Participate during meetings and discussions related to the 4Ps F1KD implementation. 4. Provide technical assistance to the NPMO Divisions and Field implementers to ensure the implementation of the F1KD 4Ps grant guidelines.
Grants	<ol style="list-style-type: none"> 1. Facilitate Payroll Processing from grants computation to payment. 2. Facilitate the provision of 4Ps F1KD cash grants-related data to internal and external requesting parties. 3. Participate during meetings/discussions related to the 4Ps F1KD implementation.

The Focal Persons are expected to provide feedback on the meeting agreements as well as the quarterly report of the status of the implementation of the 4Ps F1KD policy to the National Program Manager up to the Cluster Head.

This Special Order shall take effect immediately and remain in force until superseded or amended.

Issued this _____ day of March 2025 in Quezon City, Philippines.



VILMA B. CABRERA

Undersecretary for Conditional Cash Transfer Group

Date: 12 MAR 2025