



CCTG Order No. 04  
Series of 2025

## **GUIDELINES ON THE PROVISION OF FAMILY DEVELOPMENT SESSION KITS TO CITY/MUNICIPAL LINKS**

### **I. RATIONALE**

The Family Development Session (FDS) is a transformative learning intervention with the primary objective of empowering household beneficiaries of the Pantawid Pamilyang Pilipino Program (4Ps) to become more functional and proactive members of the community and make a positive impact on the health, nutrition, and education of children and youth. As a key component of the Program, household beneficiaries are required to attend the monthly FDS as part of their compliance to the Program conditions.

In the assessment of the FDS objectives, core content, delivery methods, and monitoring tools through the Refining and Strengthening FDS Seven-Year Transformative Learning Path (7YTLP) initiative implemented from September 2024 to February 2025, one of the identified critical interventions to address logistical challenges faced by the City/Municipal Links (C/MLs) is the provision of FDS kits in order for them to deliver the sessions effectively. As highlighted by the Honorable DSWD Secretary Rex Gatchalian, these kits are envisioned to enhance learning facilitation to ensure that the sessions remain timely, engaging, and relevant.

Through these guidelines, it is expected that all C/MLs in all Field Offices (FOs) and Ministry of Social Services and Development-Bangsamoro Autonomous Region in Muslim Mindanao (MSSD-BARMM) are provided with the FDS kits and be guided on the prescribed delivery methods and ensure replenishment starting Second Quarter of Fiscal Year (FY) 2025 onwards.

### **II. LEGAL BASES**

#### **1. Republic Act No. 11310 or "An Act Institutionalizing the Pantawid Pamilyang Pilipino Program"**

As a requirement for continued program eligibility and entitlement for cash grants, one (1) responsible member of the household must attend the FDS once a month. With the passage of this RA, the FDS is conducted through the 7YTLP which is patterned in the seven-year maximum stay of the households in the Program, ensuring that the household beneficiaries learn the core areas of learning such as

(1) education, health and nutrition, (2) family life management, (3) financial literacy, and (4) strengthening parent groups.

## **2. Implementing Rules and Regulations (IRR) of Republic Act No. 11310, Rule 10 Section 22**

Section 22 states that the FDS shall aim to provide a venue to enhance and acquire new skills and knowledge in responding to the parental roles and responsibilities of parents of children in the households. Moreover, it shall strengthen marital relationships, further advocate active citizenship, spiritual development, gender sensitivity, disaster resiliency, financial literacy, entrepreneurial skills, and volunteerism towards community development.

The FDS shall be a venue to promote the roles of the qualified household beneficiaries as community members in their respective communities by enhancing their level of participation and contribution in community development. It shall be an avenue to transform households from passive attendees to decision-makers, thereby allowing them to develop beneficial programs and/or projects for their respective communities.

## **3. DSWD Issuance**

### **Memorandum Circular (MC) 22 series of 2018: Enhanced Guidelines on the Implementation of the Family Development Sessions of the 4Ps**

This MC strengthens the responsiveness of the FDS to the evolving needs in the communities. Specifically, it aims to strengthen the capacities of the household beneficiaries to become more responsive to the health and education needs of the families and their children. It enables the household beneficiaries to become socially aware, be involved, and participate in community development activities.

## **III. OBJECTIVES**

The main purpose of these guidelines is to provide guidance on the provision of FDS kits to all C/MLs assigned in the FOs and MSSD-BARMM. Specifically, it seeks to:

1. Guide the procurement, delivery, and replenishment of FDS kits;
2. Identify the FDS kits components and specifications;
3. Guide the FOs in case of resignation or transfer of C/ML, or damage and loss of FDS kits; and
4. Specify the roles and responsibilities of both the 4Ps National Program Management Office (NPMO) and Regional Program Management Offices (RPMOs).

## **IV. SCOPE AND COVERAGE**

All C/MLs in all FOs and MSSD-BARMM will be provided with the FDS kits quarterly in a year starting FY 2025.

## V. DEFINITION OF TERMS

**Family Development Session (FDS)** - refers to appropriate monthly activities conducted with and attended by the grantees or responsible household members towards enhancing their parenting capabilities, thereby encouraging them to be more active citizens of society. (Implementing Rules and Regulations of RA 11310)

**FDS Kit** - refers to a set of learning materials designed to support the C/MLs in conducting FDS and encourage the active participation of the household beneficiaries.

**Primary FDS Kit** - refers to the foundational set of learning materials to be given every 1st Quarter of the year to all C/MLs.

**Succeeding FDS Kit** - refers to the supplementary set of learning materials to be given every 2nd, 3rd, and 4th Quarters of the year to all C/MLs.

## VI. PROCESS FOR THE PROCUREMENT, DELIVERY, ACCEPTANCE, DISTRIBUTION, AND REPLENISHMENT OF FDS KITS

### 1. Procurement

- 1.1. To supply the nationwide implementation, the procurement of the FDS kits will be facilitated by the 4Ps NPMO through the Administrative Service Division (ASD).
- 1.2. The bag and umbrella will be procured once on an annual basis while the supplementary supplies/materials will be procured on a quarterly basis.

### 2. Delivery, Acceptance, and Distribution

#### 2.1. Delivery Schedule:

- 2.1.1. The ASD of 4Ps NPMO shall notify the FOs and MSSD-BARMM through an official memorandum one (1) week before the delivery date, outlining the quantity, content of the kits, and other information.
- 2.1.2. Each FO and the MSSD-BARMM shall officially confirm the receipt of the kits within seven (7) working days upon receipt of the kits.

#### 2.2. Inspection and Acceptance:

##### 2.2.1. Pre-inspection

The DSWD Inspection Committee, in coordination with the 4Ps NPMO, Administrative Service (AS), Procurement Management Division of AS (AS-PMD), and Property, Supplies and Assets Management Division (AS-PSAMD), shall inspect the goods to check the compliance of the required technical specifications at the winning suppliers' warehouse or at the DSWD warehouse. It shall also provide

a vehicle to ferry the inspection committee who will conduct the inspection, if applicable.

**2.2.2. Final Inspection**

Final inspection of the goods shall be conducted at the DSWD FOs and MSSD-BARMM, in coordination with the 4Ps NPMO, AS-PMD, and AS-PSAMD.

2.2.3. The FO, through the RPMO and Administrative Division, should provide the Inspection and Acceptance Report (IAR) of the total number of delivered FDS kits.

**2.3. Distribution**

2.3.1. The C/MLs must personally receive the kits and sign an acknowledgment receipt upon distribution.

2.3.2. The kits must be distributed to C/MLs within 15 working days after receipt by the FOs and MSSD-BARMM. Any delays must be reported to the NPMO with justification and a proposed resolution plan.

**3. Replenishment**

3.1. The replenishment of the FDS kits shall follow the following schedule:

<b>Quarter</b>	<b>Month</b>
First (1st)	March
Second (2nd)	June
Third (3rd)	September
Fourth (4th)	December

3.2. For FY 2025, the first procurement for the Primary Kit will be conducted in the 2nd Quarter, and the succeeding kits will be procured in the 3rd and 4th Quarters. The procurement of FDS kits for the succeeding years will follow the aforementioned manner and schedule starting the 1st Quarter of FY 2026.

**VII. DOCUMENTATION AND MONITORING**

1. The FOs and the MSSD-BARMM shall maintain a log of distributed kits, including the names of C/ML, their assigned areas, date of receipt, and signature of the recipients.
2. Quarterly reports on distribution status must be submitted to the NPMO through the ASD by the RPMOs of all FOs and the MSSD-BARMM every 10th day of the succeeding month.

## VIII. FDS KITS COMPONENTS

The FDS Kits shall have the following components:

Kit	Components
Primary	1 piece of Backpack
	1 piece of Umbrella
	4 packs of Manila paper (10 sheets/pack)
	2 pieces of Marker (1 permanent and 1 whiteboard)
	3 boxes of Ballpen (12 pieces/box)
	2 boxes of Crayon (24 colors)
	1 pack of Bristol Board (25 sheets/pack)
	1 ream of Multicopy A4
	1 piece of Masking tape
Succeeding	4 packs of Manila paper (10 sheets/pack)
	2 pieces of Marker (1 permanent and 1 whiteboard)
	1 piece of Masking tape
	150 sheets of Multicopy A4
	1 piece of Envelope, Expanding, Kraft

The specifications of the items in the kits are detailed in *Annex A*.

*Note: The components may be subject to change in the succeeding years starting FY 2026.*

## IX. RESIGNATION OR TRANSFER OF C/ML

1. In case a C/ML resigns within three (3) to six (6) months upon receipt of the kit, the bag must be returned to the RPMO except if the bag is unserviceable. The procurement for the replacement of the bag shall be facilitated by the NPMO upon receipt of the report of the RPMO with valid justification.
2. In case of C/ML transfer of area of assignment, he/she shall bring with him/her the previously distributed kit and will be provided with the succeeding kits allotted to his/her position.

## **X. DAMAGE OR LOSS OF THE FDS KITS**

1. In case of damage or loss of the FDS primary kits due to unforeseen or uncontrollable events, the concerned C/ML shall report this in writing to his/her supervisor and request for a new kit, subject to the availability of such kits.
2. If there are no available kits at the time of the request, a written request must be submitted to the Provincial Operations Office (POO) or RPMO, whichever is applicable, for any available materials until the succeeding kits are provided by the 4Ps NPMO.
3. The 4Ps NPMO will conduct additional procurement of primary FDS kits once a year for any damage/loss upon receipt of the justification from the FOs/MSSD-BARMM, if any.

## **XI. PROVISION OF KITS TO NEWLY-HIRED C/ML**

All newly hired C/MLs shall be provided with primary kits within fifteen (15) working days following his/her assumption to the position.

## **XII. INSTITUTIONAL ARRANGEMENTS**

### **1. 4Ps NPMO**

#### **1.1. Family Development Division (FDD)**

- Develop proposals for the procurement of FDS kits and ensure its inclusion in the annual Work and Financial Plan (WFP) of the Division;
- Coordinate with the Social Marketing Division (SMD) in the design requirements of the FDS kits; and
- Coordinate with the Administrative Support Division (ASD) for the procurement and delivery of FDS kits.

#### **1.2. Social Marketing Division (SMD)**

- Design the logo and branding of the FDS kits and ensure that it is compliant with the Department's design and branding guidelines;
- Conduct regular inspection, in coordination with the Administrative Support Division to ensure the consistency of the printing of logo and branding requirements

#### **1.3. Administrative Support Division (ASD)**

- Facilitate the procurement for the supply and delivery to all FOs and MSSD-BARMM;
- Monitor the timely delivery, inspection, and acceptance of the FDS kits through coordination with the counterparts in the FOs; and

- Provide a status report on the procurement and delivery of FDS kits to the NPM, copy furnishing the FDD.

## 2. 4Ps RPMO

- Identify appropriate unit/office and staff to monitor the delivery, acceptance, and distribution of the FDS kits;
- Ensure that all C/MLs of the FOs and MSSD-BARMM are provided with primary and succeeding kits;
- Submit to the NPMO the status of the delivery of the kits on a quarterly basis; and
- Report to/coordinate with the NPMO for any issues or concerns pertaining to the provision of FDS kits.

### 2.1. POOs

- Maintain an updated inventory of distributed, active, and pending FDS kits within their province and submit quarterly reports to RPMOs;
- Ensure that all newly hired and transferred C/MLs within their jurisdiction receive the required FDS kits in coordination with RPMOs; and
- Facilitate the temporary provision of learning materials when replacement kits are unavailable to ensure uninterrupted FDS implementation, if applicable.

### 2.2. C/MLs

- Utilize the materials for its intended use, specifically in the effective delivery of the FDS; and
- Report any damage or loss of the materials to the POOs.

## XIII. REPEALING AND EFFECTIVITY CLAUSES

These guidelines shall take effect immediately and revoke or amend all previous issuances that are inconsistent thereto.

Issued in Quezon City this 15<sup>th</sup> day of April 2025.

  
**VILMA B. CABRERA**

Undersecretary for Conditional Cash Transfer Group

  
MMM/GBG/RDD/MRCOP/CUD/10104