

CCTG Order No. 06
Series of 2025

GUIDANCE NOTES ON THE COMPOSITION OF 2025 RPMO SCORECARD TEAM FOR THE IMPLEMENTATION OF SCORECARD TECHNOLOGY

I. RATIONALE

The success of the Pantawid Pamilyang Pilipino Program (4Ps) depends on effective collaboration and a shared commitment to achieving meaningful results for household beneficiaries. Central to this effort is the Scorecard Team, whose organization and composition ensure that all levels of governance—regional, provincial, and municipal—work together seamlessly to meet the program's objectives.

The Scorecard Team plays a crucial role in aligning performance targets, monitoring progress, and ensuring that resources are used effectively. By tracking key indicators such as but not limited to compliance monitoring and stunting reduction, the team helps translate the program's strategies into actionable results.

Beyond tracking numbers, the Scorecard Team strengthens local capacity for data-driven decision-making, fosters collaboration among stakeholders, and promotes accountability at every level. Their work ensures that planning, implementation, monitoring, and evaluation are seamlessly integrated to maximize the program's impact.

II. OBJECTIVES

The Regional Office Scorecard Teams are driven by the following objectives:

1. Support Field Offices in reaching their goals and delivering services that truly impact communities.
2. Create opportunities for open discussions to review progress, share successes, and address challenges collaboratively.
3. Work as a team to identify and close performance gaps, ensuring timely and thoughtful solutions that benefit everyone involved.
4. Provide strategic guidance and advocate for policies that enhance program delivery while supporting Field Offices every step of the way.
5. Promote timely reporting and effective coordination to help everyone stay focused and proactive in achieving program objectives.

III. LEGAL BASES

The establishment of the Regional Program Management Office (RPMO) Scorecard Team for 4Ps is grounded in the following legal and policy mandates:

1. Republic Act No. 11310 – An Act Institutionalizing the Pantawid Pamilyang Pilipino Program (4Ps). This law declares 4Ps as a national poverty reduction strategy and a human capital development program. It mandates measurable targets and multi-dimensional monitoring to ensure the effectiveness of interventions aimed at breaking the intergenerational cycle of poverty.
2. Executive Order No. 366, s. 2004 – Rationalization of the Functions and Agencies of the Executive Branch. Emphasizes the need to streamline and improve government performance, promoting results-based management systems as integral to reforming public service delivery.
3. AO No. 2023-018 – Guidelines on the Implementation of the Enhanced DSWD Strategic Performance Management System (SPMS). Institutionalizes a systematic and results-based performance management system within DSWD, aligned with the Civil Service Commission's framework. It mandates cascading of performance targets across all levels and introduces standardized forms, performance reviews, and feedback mechanisms. The scorecard technology is a strategic operationalization of this AO, enabling performance harmonization and automated tracking.
4. CSC Memorandum Circular No. 6, s. 2012 – Adoption of the Strategic Performance Management System (SPMS). Issued by the Civil Service Commission, this circular provides the standard for all government agencies to adopt a results-based, strategic performance management system, fostering alignment between individual, unit, and organizational goals.

IV. SCOPE AND COVERAGE

The scope of the RPMO Scorecard Team includes monitoring regional performance, integrating Scorecard indicators into operational plans, and aligning regional objectives with the goals of Provincial and Municipal Operations Offices (POOs and MOOs). The team's efforts focus on streamlining processes and fostering collaboration across different levels of program implementation.

This initiative covers all 4Ps personnel assigned to Regional Program Management Offices (RPMOs), Provincial Operations Offices (POOs), and Municipal Operations Offices (MOOs). It provides a structured framework for harmonizing Scorecard-based tracking with the Strategic Performance Management System (SPMS), assessing performance deliverables, and

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aligning efforts with the Key Result Areas (KRAs) set by the National Program Management Office (NPMO). By doing so, the RPMO Scorecard Team ensures cohesive and effective program implementation across all administrative levels.

VI. Composition and Roles and Responsibilities of the Scorecard Team

Composition

The actual composition of the FY 2025 Regional Scorecard Teams is attached herewith.

Roles and Responsibilities

1. **Scorecard Team.** The Regional Office Scorecard Team shall serve as a performance oversight body for the assigned Field Office, and shall be collectively accountable for supporting, tracking, and improving the overall performance of the Field Office as reflected in its Scorecard.

The Team shall conduct regular meetings with the assigned Field Office, at a minimum of once per monitoring cycle (e.g., P1 2025, P2 2025), to review accomplishments against each performance indicator, identify issues and concerns, and recommend corrective actions or follow-through technical assistance. These engagements contribute to the performance indicator under the NPMO Division Performance Contract: "Percentage of Performance Checkpoints Conducted for the Fiscal Year 2025 RPMO Scorecard."

2. **Team Leader.** The Team Leader shall have the authority to endorse unresolved issues and concerns to the concerned Division Chief for further action, including high-level representation to NPMO Management, elevation to the CCT Principals, or policy-level intervention. The timeliness and effectiveness of such follow-through are reflected in the performance indicator: "Percentage of Performance Gaps Addressed Post-Monitoring."
3. **Assistant Team Leader.** The Assistant Team Leader shall assist the Team Leader in monitoring performance, facilitating coordination, and managing the operational functions of the Scorecard Team.
4. **Regional Monitors.** Each Regional Monitor shall be responsible for actively tracking the resolution of issues linked to their assigned indicators and shall coordinate closely with the Field Office to provide technical support, escalate concerns, and ensure closure of implementation gaps. Compliance with this function contributes to the achievement of the indicator: "Percentage of Progress Monitoring Reports Submitted Within the Set Timeline."

By mutual agreement, Regional Monitors may also be responsible for ensuring coordination, documentation, and timely follow-through on all performance

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monitoring activities, including the preparation of meeting minutes, consolidation of reports, and coordination of schedules and communications.

5. **Support Team Focal.** The Support Team Focal shall monitor Scorecard implementation by tracking performance, consolidating reports, and ensuring timely updates. They will follow-through actions for effective performance tracking.

VII. EFFECTIVITY

The CCTG Order shall take effect immediately. Let copies of this CCTG Order be disseminated to the 4Ps NPMO and RPMO Personnel for guidance, reference, and compliance.

Issued in Quezon City this 25 day of June 2025.

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DSWD | CONDITIONAL CASH TRANSFER GROUP | PANTAWID PAMILYANG PILIPINO PROGRAM

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