



DSWD-DAR Joint Memorandum Circular No. 01
Series of 2018

For : **Department of Social Welfare and Development (DSWD)**
Sustainable Livelihood Program NPMO¹ and RPMOs²

Department of Agrarian Reform (DAR)
Central, Regional and Provincial Offices

Subject : **GUIDELINES ON THE IMPLEMENTATION OF THE DSWD-DAR
CONVERGENCE ON LIVELIHOOD ASSISTANCE FOR AGRARIAN
REFORM BENEFICIARIES PROJECT (CLAAP)**

The purpose of this Circular is to provide guidelines and procedures in the implementation of the DSWD-DAR Convergence on Livelihood Assistance for Agrarian Reform Beneficiaries Project (CLAAP).

1.0. RATIONALE

- 1.1. In pursuit of attaining "Ambisyon 2040" and consistent with Philippine Development Plan's goal of inclusive growth and poverty reduction, the Department of Social Welfare and Development (DSWD) and the Department of Agrarian Reform (DAR), agree to jointly implement the CLAAP. It is a development partnership between the DAR and DSWD with the signing of the Memorandum of Agreement (MOA) in December 2017.
- 1.2. The CLAAP is a complementation project of the on-going Sustainable Livelihood Program (SLP) which is one of the core social protection programs of the DSWD on poverty reduction and is being implemented through a convergence strategy and funded under the General Appropriations Act Fiscal Year 2017 (GAA FY 2017).

2.0. DEFINITION OF TERMS

The following definitions shall apply to the Project:

- 2.1. **CLAAP/Project** – a project for Agrarian Reform Beneficiaries/Smallholder Farmers (ARBs/SHFs) including farmworkers³ which is funded and supported by the DSWD and DAR under DSWD-DAR MOA. Said project may be linked with relevant government programs (e.g. Climate Resilient Farm Productivity Project, Supplementary Feeding

¹ National Program Management Office

² Regional Program Management Offices

³ Section 1 of RA 9700 and Section 2. Declaration of Principles and Policies, of RA 6657 states "The welfare of the landless farmers and farmworkers will receive the highest consideration to promote social justice and to move the nation toward sound rural development and industrialization, and the establishment of owner cultivatorship of economic-size farms as the basis of Philippine agriculture."

Program, Rice Subsidy Program etc.) and livelihood projects/programs of the Local Government Units (LGUs) and partner Civil Society Organizations (CSOs) or the private sector.

- 2.2. **CLAAP Beneficiaries** – refers to the common targeted beneficiaries of DSWD and DAR. It shall be composed of ARBs/SHFs and farmworkers nominated by the DAR, and farmers including farmworkers who are beneficiaries of the Pantawid Pamilyang Pilipino Program (Pantawid Pamilya) that are nominated by the DSWD.
- 2.3. **Agrarian Reform Beneficiaries (ARBs)** – refers to farmers who were granted lands and those covered by Leasehold Operations under Presidential Decree (PD) No. 27, Republic Act (RA) No. 6657 or the Comprehensive Agrarian Reform Law (CARL), and RA No. 9700 or the Comprehensive Agrarian Reform Extension with Reforms (CARPER).
- 2.4. **Smallholder Farmers (SHFs)** – refers to those farmers whose primary livelihood is cultivation of land or the production of agricultural crops, livestock and/or fisheries either by himself/herself, or primarily with the assistance of his/her immediate farm household, whether the land is owned by him/her, or by another person under a leasehold agreement-with the owner thereof, including farmworkers or agricultural workers without land.
- 2.5. **Agrarian Reform Beneficiary Organizations (ARBOs)** – refers to organizations whose members are mostly ARBs/SHFs.
- 2.6. **ARC Development Strategy** – adopted in 1993, the ARC strategy seeks to focus on priority agrarian reform areas to maximize resource allocation, complementation and mobilization for greater efficiency and impact taking into consideration the limited financial and material resources of the government. The ARC strategy applies the integrated area development approach where the ARBs and their communities are the primary focal points of development interventions.
- 2.7. **Agrarian Reform Communities (ARCs)** – refers to a barangay or cluster of contiguous barangays within a municipality where majority of the CARP-covered lands have been awarded to a critical mass of ARBs.
- 2.8. **ARC Cluster** – consists of two (2) or more ARCs as well as non-ARC barangays that are clustered together to expand the reach of support services delivery to more ARBs and other SHFs.
- 2.9. **Livelihood / Micro-Enterprise** – refers to income generating activities to be operated and managed by CLAAP ARBO Clusters and CLAAP Pantawid/SLP Clusters (or CLAAP Clusters).

3.0. LEGAL BASIS

This Joint Memorandum Circular (JMC) is hereby promulgated based and upon the guidance of the following legal provisions:

- 3.1. The General Provisions of the signed MOA on the CLAAP states that the DSWD and the DAR shall jointly prepare and approve the JMC to specify the implementation guidelines for the Project⁴;
- 3.2. General Appropriations Act (GAA) 2017 provides for the Budget and yearly guidelines on the use of government funds;
- 3.3. Executive Order No. 867 provides for the adoption of the national household targeting system for poverty reduction as the mechanism for identifying poor households who shall be recipients of social protection programs nationwide;
- 3.4. COA Circular 94-013 provides for the Rules in the Grant, Utilization and Liquidation of Funds Transferred to Implementing Agencies dated 13 December 1994;
- 3.5. COA Circular 2012-001 provides for the Revised Documentary Requirements for Common Government Transactions dated 14 June 2012;
- 3.6. COA Circular 2016-002 provides for the Updates on Prescribing the Revised Guidelines and Documentary Requirements for Fund Transfers dated 31 May 2016;
- 3.7. DAR Memorandum Circular No. 05, series of 1991 provides for the Sustainable Rural Development Framework for Agrarian Reform Communities and outlines the principles, approaches, components, intervention schemes, and operationalization of the ARC development strategy;
- 3.8. Section 13 of RA 9700 or the Comprehensive Agrarian Reform Program Extension with Reforms provides for the creation of more ARCs nationwide, and that said ARCs should be supported by the implementation of support services as initiated by the DAR; and
- 3.9. The SLP is one of the core social protection programs of the DSWD on poverty reduction which is being implemented through a convergence strategy, among others, and funded under the General Appropriations Act (GAA).⁵

4.0. PROJECT DESCRIPTION

- 4.1. The Project fosters complementation between the DSWD's SLP with the ARC development programs and projects of the DAR. Essentially, the project will increase the capacity of selected poor and near poor ARBs/SHFs including farmworkers to engage in micro-enterprises through the provision of seed capital assistance to enable them to operate and manage their existing or new enterprise.
- 4.2. The CLAAP will provide technical assistance, through training, coaching and mentoring on enterprise operation and management, enterprise-based organizing as well as capital seed funds for the livelihood and micro-enterprise expansion or establishment.

⁴ Section 2.2 of the MOA on CLAAP states that the DSWD and DAR "shall jointly prepare and approve the Joint Memorandum Circular specifying the implementation guidelines for the Project immediately after the signing of the MOA."

⁵ GAA 2017 Vol. No. 2, pp. 369, Official Gazette dated December 29, 2016 (Key Strategies, Nos. 2 and 3 in particular) - <http://www.dbm.gov.ph/wp-content/uploads/GAA/GAA2017/Volumell/DSWD/A.pdf>

4.3. The total number of targeted CLAAP beneficiaries is 36,000 ARBs/SHFs including farmworkers. These 36,000 ARBs/SHFs including farmworkers are located in:

4.3.1. ARCs/ARC Clusters which have received minimal intervention⁶ from the DAR due to limited resources;

4.3.2. Agricultural lands for acquisition and distribution of the DAR under agrarian reform (please see attached list of ARCs/ARC Clusters with minimal intervention from the DAR and list of areas of agricultural lands for acquisition and distribution under agrarian reform); and

4.3.3. Pantawid Pamilya/SLP areas.

5.0. PROJECT OBJECTIVES, COMPONENTS AND TARGET OUTPUTS

5.1. Goal and Impact⁷

The overall goal of the Project is to improve the household income of target poor and/or near poor ARBs/SHFs including farmworkers by at least 15 percent, five years after the completion of CLAAP⁸. The Project aims to provide and create income-generating opportunities for ARBs/SHFs including farmworkers, which also includes women, to help them earn a steady and sufficient income through livelihood / micro enterprise and optimize the use of land awarded under CARP.

5.2. Purpose and Intermediate Outcome

The Project intends to achieve its goal by improving the capacities of the poor and/or near poor ARBs/SHFs including farmworkers in operating and managing livelihood activities. This shall be done by strengthening the capacity of ARBs/SHFs including farmworkers to develop, organize, operate and manage livelihood micro enterprises, and through the provision of seed capital assistance to help ARBs/SHFs including farmworkers start and develop livelihood/micro enterprises. By the completion of CLAAP in December 2019, 36,000 ARBs/SHFs including farmworkers, of which 30 percent are women, are expected to be directly operating and managing viable livelihood projects.

5.3. Project Components and Outputs

5.3.1. The following are the components of CLAAP:

5.3.1.1. **Social Preparation** shall be conducted to lay down the grounding of the Project and to secure acceptance and build a sense of ownership among beneficiaries.

Organizational and Management Building/Strengthening shall be conducted to capacitate the ARBs/SHFs including farmworkers in the operations and management of their organization or CLAAP Cluster who will go into micro enterprise

⁶ Refers to ARCs/ARC Clusters that have been provided with one or two support services interventions.

⁷ To be monitored by the DAR

⁸ Baseline source is 2015 Listahanan data

- 5.3.1.2. **Technical Capacity Development (Skills Training)** shall refer to the conduct of livelihood and agri-enterprises skills-related training programs for CLAAP beneficiaries. These shall be based on the development needs and concerns of the beneficiaries/ARBOs and the market opportunities in the area.
- 5.3.1.3. **Livelihood / Micro Enterprise Development (Seed Capital)** shall complement the skills training by providing the CLAAP beneficiaries with options and capacities to transform their acquired skills into livelihood/micro-enterprises that they shall undertake under the Project either individually or collectively.
- 5.3.1.4. **Project Supervision and Monitoring and Evaluation (M&E)** shall be undertaken by the project management units to ensure effective and efficient implementation of the Project in accordance with the approved design, guidelines, budget and schedule to achieve the targets.

5.3.2. The following are the expected outputs of CLAAP:

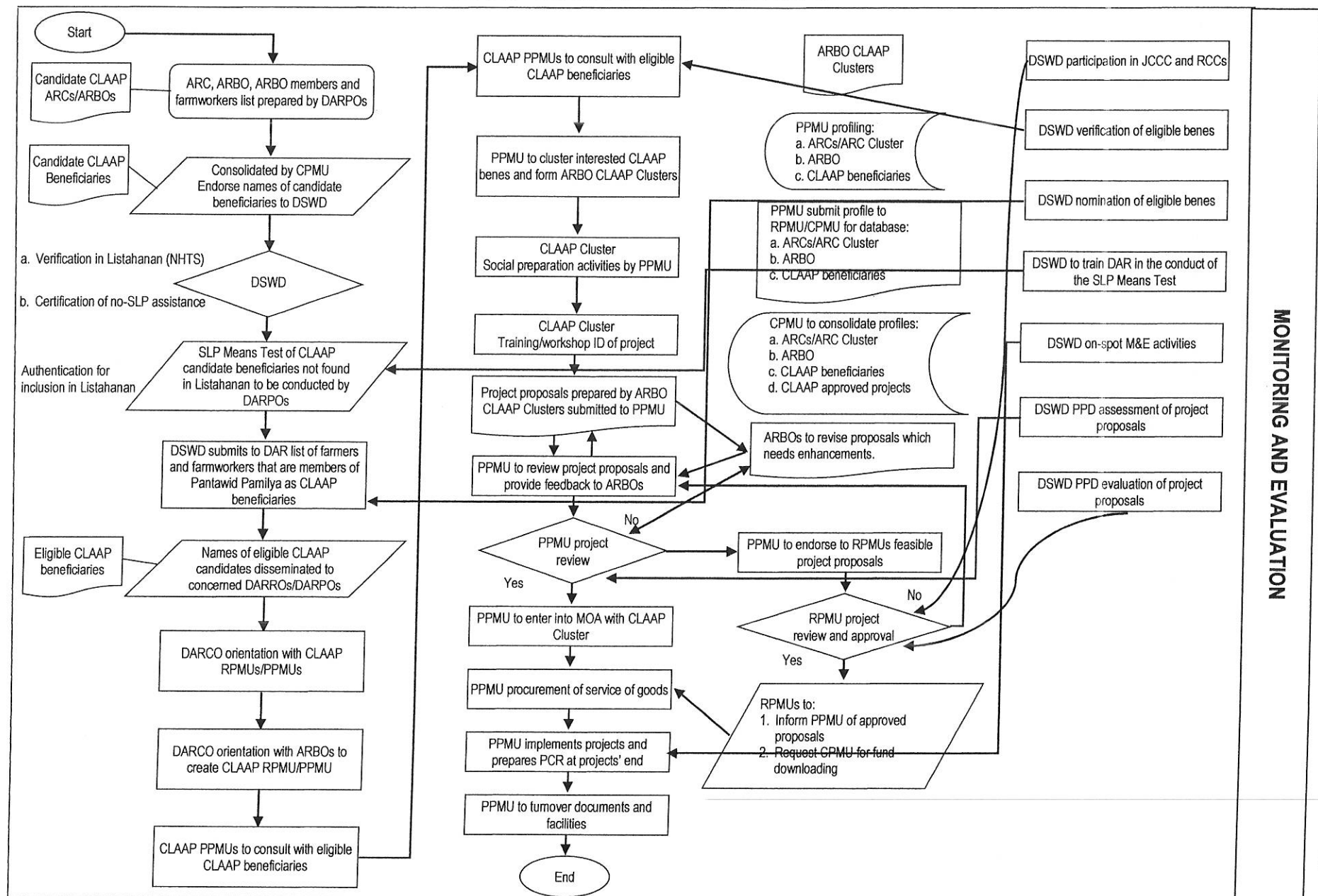
- 5.3.2.1. 36,000 ARBs/SHFs⁹ including farmworkers trained in livelihood activities of which 30 percent are women;
- 5.3.2.2. 36,000 ARBs/SHFs including farmworkers provided with capital assistance of which 30 percent are women;
- 5.3.2.3. 36,000 ARBs/SHFs including farmworkers engaged in viable livelihood projects of which 30 percent are women;
- 5.3.2.4. 1,200 enterprises developed and operationalized;
- 5.3.2.5. 1,200 CLAAP Clusters with strengthened organizational and management skills.

6.0. PROCESSES AND PROCEDURES

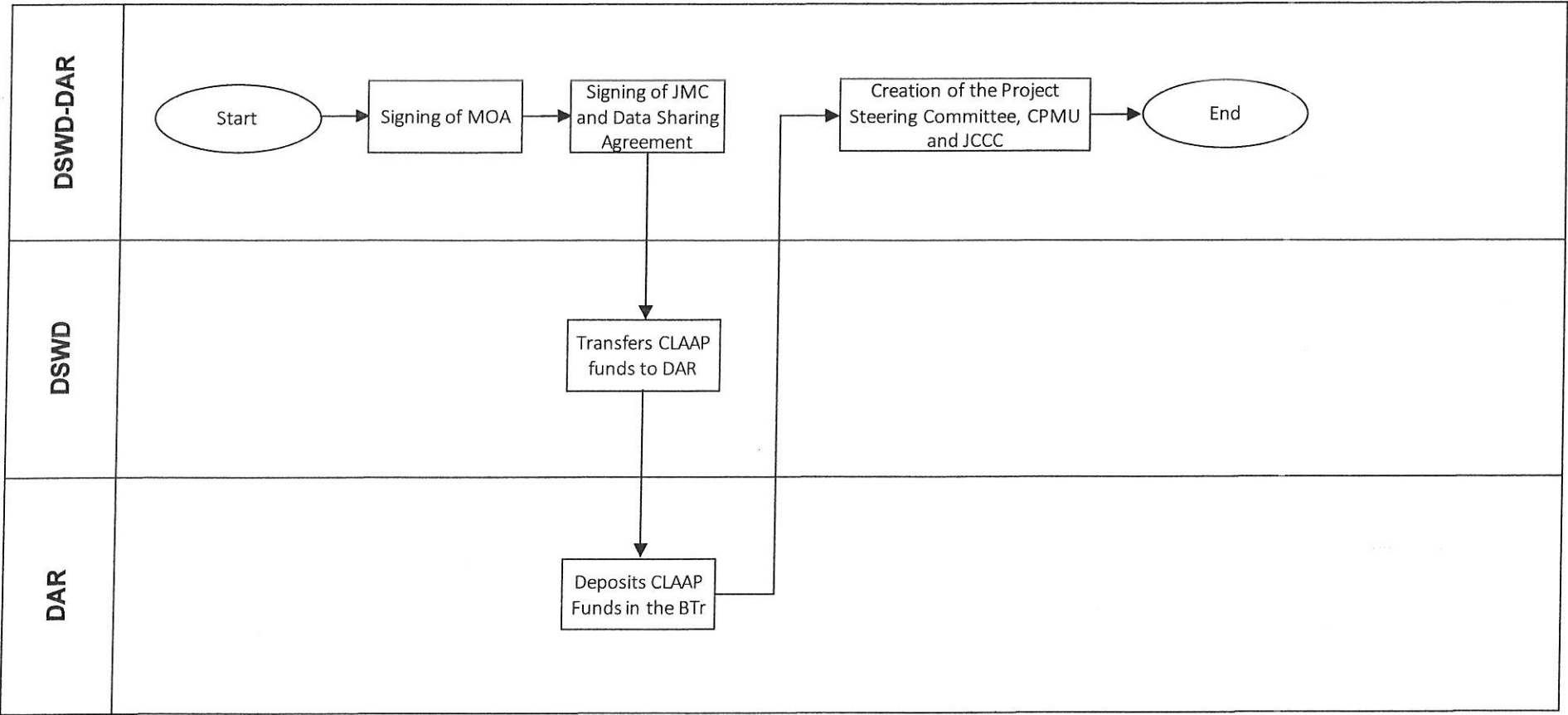
6.1. The following are the illustrated process flowcharts for CLAAP implementation:

⁹ As indicated under 11.0. Gender and Development of these Guidelines, the DSWD and DAR shall strive to facilitate that at least 30 percent of the target CLAAP beneficiaries shall be women.

CLAAP GENERAL PROCESS FLOW

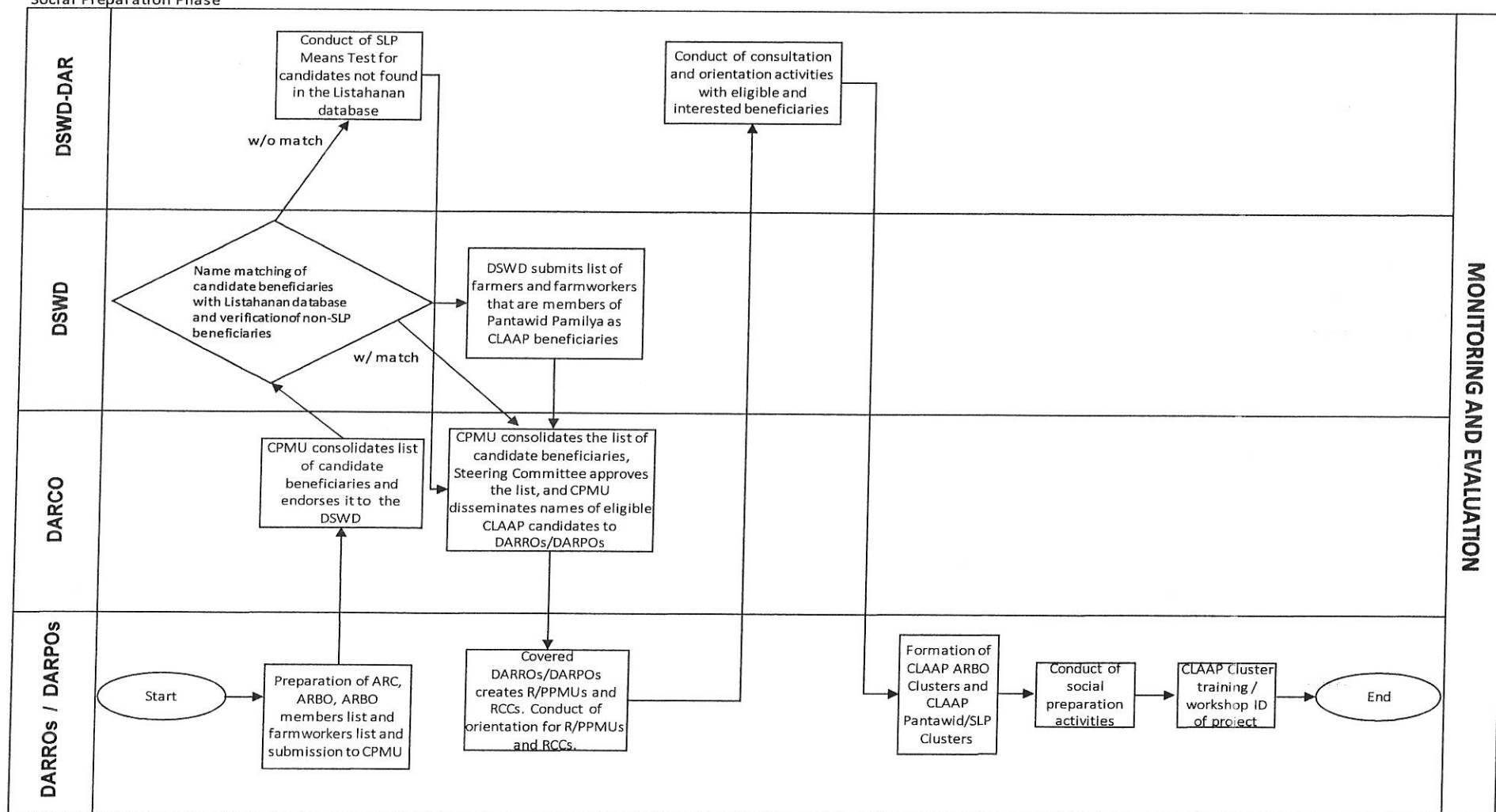


Process Flow Chart for CLAAP
 Pre-Implementation Phase



- MAJOR OUTPUTS:**
- 1. MOA signed
 - 2. JMC signed (with inputs from DARROs)
 - 3. Data Sharing Agreement signed
 - 4. PhP1 Billion funds transferred and deposited
 - 5. Steering Committee, CPMU and JCCC created
 - 6. Specialists and project support staff engaged

Process Flow Chart for CLAAP
Social Preparation Phase

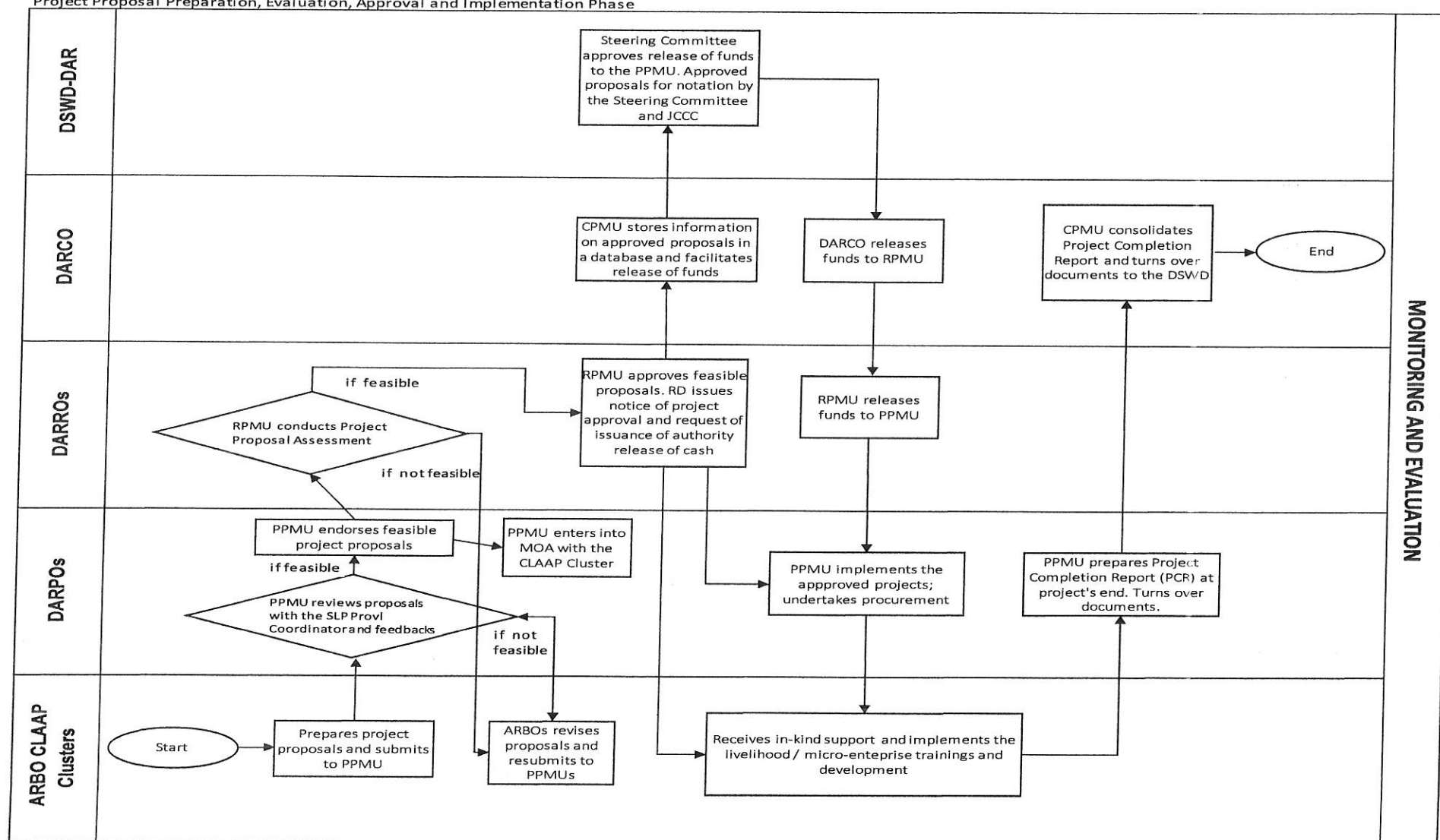


MAJOR OUTPUTS:

1. Covered ARCs and eligible CLAAP beneficiaries identified (area and ARBO coverage and CLAAP beneficiaries profiles)
2. R/PPMUs, RCCs created
3. CLAAP ARBO Cluster and CLAAP Pantawid/SLP Cluster with interested CLAAP beneficiaries formed
4. CLAAP Cluster projects idea developed
5. Types of skills training and livelihood / micro enterprise projects identified
6. Project support staff engaged

Process Flow Chart for CLAAP

Project Proposal Preparation, Evaluation, Approval and Implementation Phase



MAJOR OUTPUTS:

1. Project proposals approved
2. Database of project proposals developed and maintained
3. In-kind support to technical capacity development and livelihood / micro enterprise development of CLAAP beneficiaries procured based on approved proposals.
4. Approved projects implemented
5. Reports generated

6.2. Selection of CLAAP Sites (ARCs/ARC Clusters), and Eligible ARBOs and Beneficiaries:

In selecting sites, beneficiaries and conduit ARB organizations, the following should be considered:

6.2.1. Target ARCs/ARC Clusters and Areas of Agricultural Lands for Acquisition and Distribution under Agrarian Reform

6.2.1.1. The DAR Provincial Office (DARPO) will prepare the list of ARCs/ARC Clusters that have received minimal intervention from the DAR due to limited resources.

6.2.1.2. The DARPO will submit the list to the DAR Regional Office (DARRO) for proper endorsement of DARRO to the CLAAP Central Project Management Unit (CPMU).

6.2.1.3. The CLAAP Central Project Management Unit (CPMU) shall prepare the list of areas of agricultural lands for acquisition and distribution under agrarian reform in collaboration with the Bureau of Land Tenure Improvement (BLTI).

6.2.2. The following shall be the prioritization criteria for ARBOs:

6.2.2.1. ARBOs that are within the covered ARC/ARC Clusters of CLAAP;

6.2.2.2. ARBOs that are operational and already identified and included in the DAR ITeMA¹⁰;

6.2.2.3. ARBOs with a minimum of fifteen (15) CLAAP Cluster members;

6.2.2.4. For other ARBOs outside the covered CLAAP ARC/ARC Clusters, these ARBOs should be located in the poorest provinces that are listed in the 2015 Poverty Incidence Report of the Philippine Statistics Authority (PSA).

6.2.3. The following shall be the prioritization criteria for the CLAAP beneficiaries:

6.2.3.1. Farmworkers in agricultural lands for acquisition and distribution under agrarian reform that are listed as poor or near poor in the Listahanan database.

6.2.3.2. ARBO members located within the CLAAP ARCs/ARC Clusters that are listed as poor or near poor in the DSWD-NHTS Listahanan database and that have not previously received assistance from the DSWD through the SLP.

6.2.3.3. In case the aforementioned farmworkers and ARBO members are not found in the Listahanan database, the CLAAP Provincial

¹⁰ Refers to the I.T.-enabled Maturity Assessment for ARBOs. ITeMA is a tool being used by the DAR to assess ARBOs in terms of organizational and resource management, social enterprise operations, financial performance, alliance building and sustainability and environment and social responsibility.

Project Management Units (PPMUs) shall conduct the SLP Means Test for the possible inclusion of said candidate beneficiaries in the coverage of CLAAP. The DSWD shall orient the CPMU/Regional Project Management Units (RPMUs)/PPMUs on the conduct of the SLP Means Test.

6.2.3.4. Farmers and farmworkers of the Pantawid Pamilya program that have not received assistance from the DSWD through the SLP.

6.2.3.5. Target CLAAP beneficiaries may also include the following ARBs/SHFs provided that they are members of ARBOs, listed in the Listahanan database or have passed the SLP Means Test:

(i) Rebel returnees

(ii) Victims of recent disasters

6.2.4. Target ARBO and CLAAP Beneficiary Identification, Selection and Prioritization

6.2.4.1. The DARROs/DARPOs shall prepare the list of farmworkers from agricultural lands to be distributed under agrarian reform based on the prescribed template for submission to the DARRO and for onward endorsement to the CPMU.

6.2.4.2. The DARPOs shall prepare the ARBO and ARBO members' list of names, with personal details, based on the prescribed template, and submit to DARRO for submission to the CPMU.

6.2.5. The CPMU shall consolidate the names of candidate CLAAP beneficiaries and submit the list to the DSWD for name matching against the Listahanan database of poor and near poor households.

6.2.6. Upon receiving the list for name matching, the DSWD shall perform the following:

6.2.6.1. Validate if the candidate CLAAP beneficiaries are in the Listahanan database through the National Household Targeting Office (NHTO); and

6.2.6.2. Verify whether said candidate CLAAP beneficiaries have not previously received assistance from DSWD through the SLP.

6.2.7. The DSWD shall provide DAR with feedback regarding the initial list of eligible candidate CLAAP beneficiaries.

6.2.8. The DSWD shall prepare the list of farmers and farmworkers that are beneficiaries of Pantawid Pamilya as candidate CLAAP beneficiaries for submission to, and approval of the DAR.

- 6.2.9. The CPMU will finalize the list of CLAAP beneficiaries. The list shall include information on ARC/ARC Clusters, ARBOs involved and specific CLAAP beneficiaries.
- 6.2.10. The JCCC shall review and evaluate the ARC/ARC Cluster, ARBO and CLAAP beneficiary selection process and submit the candidate ARCs/ARC Clusters, ARBOs and CLAAP beneficiaries to the CLAAP Steering Committee. The Steering Committee shall confirm the list of covered ARC/ARC Clusters, ARBOs and CLAAP Beneficiaries.
- 6.2.11. The DAR shall create CLAAP RPMUs and PPMUs based on the identified CLAAP beneficiaries.
- 6.3. Social Preparation Activities
 - 6.3.1. The PPMU shall group all the CLAAP eligible beneficiaries and shall provide an orientation on CLAAP as a Project.
 - 6.3.2. Eligible CLAAP beneficiaries shall be consulted whether they would consider participating in the CLAAP Project.
 - 6.3.3. The interested eligible CLAAP beneficiaries shall be grouped/clustered and shall be referred to as "CLAAP ARBO Cluster" or "CLAAP Pantawid/SLP Cluster".
 - 6.3.4. For CLAAP Clusters with less than fifteen members, the CLAAP PPMU may endorse to the ARBO for membership, and for CLAAP Cluster inclusion, the DSWD nominated eligible beneficiaries enlisted in Listahanan database.
 - 6.3.5. To maximize and complement the limited DAR resources, the CLAAP PPMUs/RPMUs may bundle the Project with other Agrarian Reform Beneficiaries Development and Sustainability (ARBDSP) Programs.
 - 6.3.6. The PPMUs/RPMUs shall conduct social preparation activities based on the agro-enterprise development approach.
- 6.4. Project Identification and Proposal Preparation
 - 6.4.1. The CLAAP PPMUs/RPMUs shall issue a call for proposals to be prepared by the CLAAP Clusters with assistance of concerned PPMUs or prepared by the PPMUs provided however that an ARBO/barangay resolution is attached, specifying, among others, that the project concept/idea came from the CLAAP beneficiaries themselves and that the project will respond to their interests and needs.
 - 6.4.2. The CLAAP PPMUs/RPMUs shall conduct project preparation training and workshops to project participants to guide them in the actual preparation of the project proposals and to evaluate the feasibility of said project. The CLAAP CPMU/RPMUs/PPMUs shall establish and maintain their own databases of the proposals based on the inputs that shall be contained in the project proposal monitoring form.

- 6.4.3. The respective CLAAP Clusters shall prepare their respective Project Proposals and submit to the concerned CLAAP PPMU.
- 6.4.4. The following are possible CLAAP Livelihood / Micro Enterprise Projects:
 - 6.4.4.1. Farming (rice farming production, intercropping projects, organic farming, high value crops farming, floriculture, vegetable, fruit, etc.) with focus on rice farming production
 - 6.4.4.2. Livestock (Hog / Swine / Cattle / Carabao / Chicken / Duck / Small Ruminants Raising)
 - 6.4.4.3. Fish Farm
 - 6.4.4.4. Other agri-business undertakings
 - 6.4.4.5. Food Processing
 - 6.4.4.6. Handicraft Making
 - 6.4.4.7. Small- and medium-scale businesses
- 6.4.5. The cost parameter for the provision of seed capital assistance under Livelihood/Micro Enterprise Development shall be at a maximum of PhP15,000.00 per CLAAP beneficiary.
- 6.4.6. The cost parameter for the Capacity Development (Skills Training) shall be at a maximum of PhP 10,000.00 per CLAAP beneficiary.
- 6.5. Project Proposal Evaluation / Appraisal and Approval
 - 6.5.1. The PPMU shall initially review the project proposals with the SLP Provincial Coordinator. The PPMU shall provide feedback to the CLAAP Clusters for proposal enhancement.
 - 6.5.2. The PPMU shall endorse the feasible proposals to the RPMU for evaluation and approval/disapproval.
 - 6.5.3. In collaboration with the RCC, the RPMU shall conduct a project proposal assessment on the proposed projects. Based on the results of the assessment, the RPMU shall approve/disapprove the proposals.
 - 6.5.4. The RPMUs shall regularly report to the CPMU on approved project proposals for the downloading of funds. It shall inform the JCCC for its notation.
 - 6.5.5. The CPMU, in collaboration with the JCCC, shall provide periodic reports to the Steering Committee on the progress of project identification, implementation and evaluation.

6.6. Project Implementation

- 6.6.1. The DARROs/DARPOs shall enter into a Memorandum of Agreement with the concerned CLAAP Cluster to ensure the commitment of CLAAP beneficiaries, and the provision of ARB/SHF and farmworkers counterparts in project implementation.
- 6.6.2. The PPMUs and CPMU shall properly work on the procurement processes for services, in accordance with Republic Act 9184 or the Government Procurement Reform Act, for the conduct the training¹¹ under the Technical Capacity Development Component, and the provision of seed capital assistance for approved livelihood/micro enterprise projects.
- 6.6.3. The Technical Capacity Development (skills training) shall be based on training that are specified in the approved project proposals.
- 6.6.4. The PPMUs/RPMU shall conduct the procurement of goods in accordance with Republic Act 9184 or the Government Procurement Reform Act. The procured goods shall be coursed through the CLAAP Clusters.
- 6.6.5. The assistance shall be coursed through the CLAAP Cluster and proper documentation shall be conducted by the ARBOs in coordination with the RPMUs/PPMUs on the distribution of goods/items to ARBs/SHFs.
- 6.6.6. The RPMUs/PPMUs shall ensure proper documentation of the distribution of the goods/items to ARBs/SHFs through the concerned ARBOs.

6.7. Sustainability Planning

- 6.7.1. This shall refer to activities that shall ensure that the livelihood/micro-enterprise development as provided under CLAAP will be continued and sustained beyond the implementation period of the Project.
- 6.7.2. The CLAAP Clusters shall prepare a sustainable plan to prepare ARBOs to deliver positive outcomes even in the absence of CLAAP support. The concerned CLAAP Clusters shall prepare the sustainable plan according to the financial, institutional, and programmatic aspects of the Project.
- 6.7.3. Financial Sustainability refers to ensuring a steady flow of funds and generating revenue. Institutional Sustainability refers to the identification of activities which will ensure that ARBOs will still be supported by different stakeholders even after CLAAP implementation. Programmatic Sustainability refers to the continued internal operation of livelihood enterprise even after CLAAP support.
- 6.7.4. The Sustainability Plan shall be endorsed to the DARPO for their review and evaluation.
- 6.7.5. For other ARBO support activities which may require additional funding from DAR, DAR may incorporate said activities in DARPO regular programs.

¹¹ The DAR shall inform the DSWD on the schedule of the training for monitoring purposes.

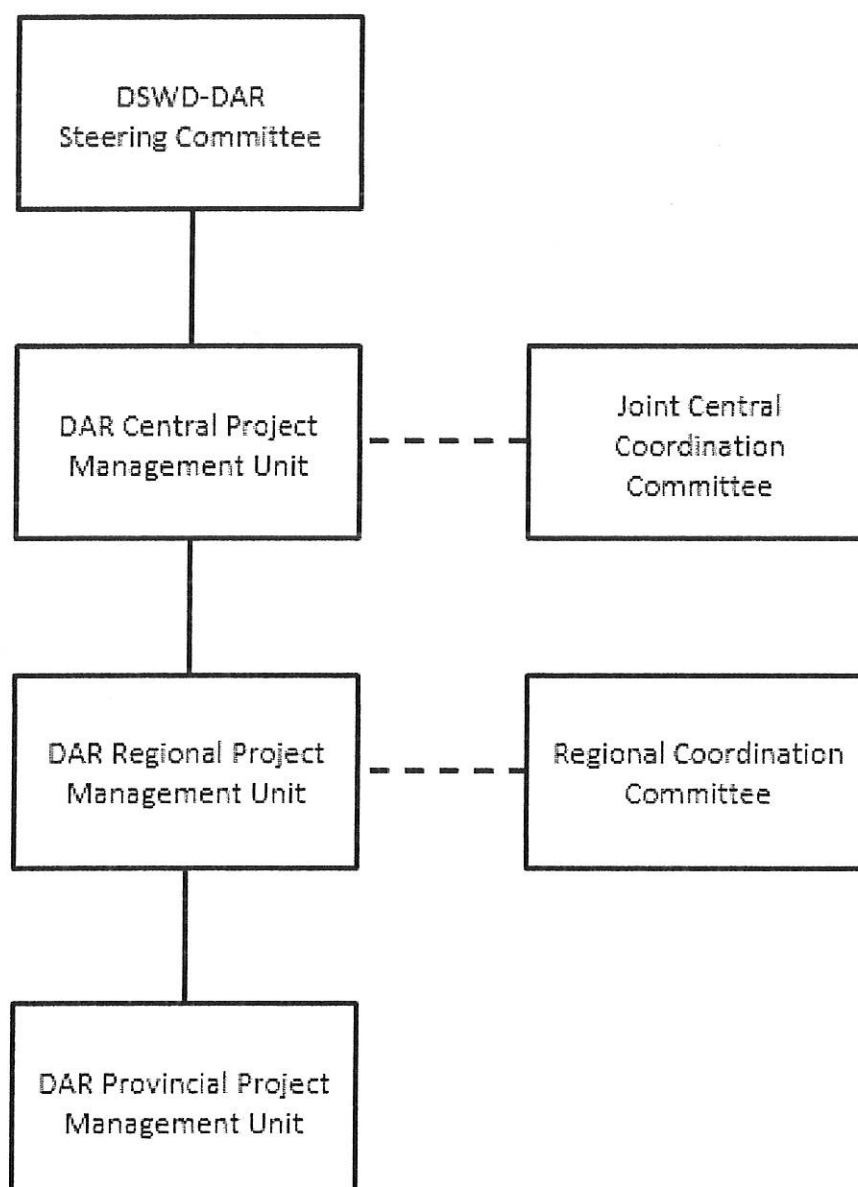
6.8. Coordination Mechanisms

- 6.8.1. The DSWD and the DAR shall conduct regular consultations and coordination with stakeholders to ensure the effective implementation of the Project.
- 6.8.2. Coordination between the project implementers will be achieved through the formation of the Steering Committee as policy-making body and the organization of project management units and coordination committees at the central, regional and provincial levels to facilitate consultations, planning, coordination and proper Project implementation.

7.0. INSTITUTIONAL ARRANGEMENTS

- 7.1. The following organizational structure shows the different committees and units that shall be formed to oversee and manage CLAAP implementation:

CLAAP Organizational Structure



7.2. CLAAP Steering Committee

- 7.2.1. A Steering Committee shall be created to set the overall policy directions and oversee the implementation of the Project.
- 7.2.2. It shall be tasked to approve/disapprove the annual and overall Work and Financial Plans (WFPs), Project Procurement and Management Plan (PPMP), Annual Procurement Plan (APPs), Terms of References (TORs) and engagement of project specialists and hiring of support staff, and other related documents that shall be prepared or endorsed by the CPMU to facilitate the continuous implementation of the Project.
- 7.2.3. The Steering Committee shall convene bi-annually or as needed to exchange updates on the progress of the Project, discuss implementation concerns and identify remedial measures, among others.
- 7.2.4. It shall be composed of, but not limited to, the following officials and members:

Steering Committee Composition ¹²		Designation	Agency
1	Undersecretary, Support Services Office (SSO)	Co-Chairperson	DAR
2	Undersecretary, Finance, Management and Administration Office (FMAO)	Co-Chairperson	
3	Undersecretary, Promotive Operations and Programs Group (OPG-Promotive)	Co-Chairperson	DSWD
4	Assistant Secretary, SSO	Member	DAR
5	Director, Bureau of Agrarian Reform Beneficiaries Development (BARBD)	Member	
6	Director, Finance and Management Service (FMS)	Member	
7	Director, SLP National Program Management Office (NPMO)	Member	DSWD

- 7.3. The CLAAP CPMU, RPMUs and PPMUs shall be created to manage the day to day operations of the Project at the central, regional and provincial levels. These project management units shall also serve as Technical Secretariat and shall be responsible for providing technical and administrative assistance to the Steering Committee and CLAAP coordination committees.

7.3.1. CLAAP CPMU

- 7.3.1.1. The CPMU shall be composed of, but not limited to, the following DAR officials and personnel from the Central Office:

¹² The composition of the Steering Committee, Central Project Management Unit and the Joint Central Coordination Committee is subject to changes in the composition of the DAR and DSWD management.

CLAAP CPMU Composition		Designation	Fund Source
1	SSO Focal Person	Head	DAR Counterpart Funds
2	BARBD Focal Person	Members	DAR Regular Funds
3	FMS Focal Person		
4 – 8	SSO Consultants		DAR Counterpart Funds for CLAAP
9-10	Database Management Staff		
11	M&E Staff		
12	Financial Management Staff		
13-14	Admin Staff		
15	Project Management Specialist		DSWD-SLP Funds
16	Project M&E Specialist		
17	Project Livelihood/Enterprise Specialist		
18	Project Capacity Development Specialist		

7.3.1.2. Project specialists and support staff shall be engaged and designated as members of the CPMU to provide assistance to the DAR during the course of CLAAP implementation.

7.3.1.3. The following shall be the functions of the CPMU, among others that may be identified:

- (i) Conduct the day to day overall management of the Project including, among others, the disbursement of funds to support the implementation of approved livelihood projects.
- (ii) Monitor project implementation and provide inputs and periodic reports to the Steering Committee in coordination with the JCCC.
- (iii) Prepare and facilitate the approval of the two-year and annual overall WFPs, PPMP, APP, and project proposals related to the conduct of activities on project supervision and M&E.
- (iv) Facilitate the downloading to, and utilization of CLAAP funds by the regions and provinces based on approved project proposals and WFPs.
- (v) Prepare and facilitate the approval of Terms of Reference for project specialists and staff, and other service providers that may be engaged in the central, regional and provincial project management units.
- (vi) Consolidate the reports from the regions for proper reporting to the DSWD and DAR management in coordination with the JCCC.

- (ix) Establish and operationalize a feedback and monitoring mechanism to properly coordinate the implementation of the Project.
- (x) Operationalize the Grievance Redress Mechanism (GRM) for the Project at the central office.
- (xi) Ensure DAR compliance with reportorial requirements of the DSWD and other oversight agencies.

7.3.2. CLAAP RPMUs

- 7.3.2.1. In the regional level, the Project shall be lodged under the Regional Program Beneficiaries Development Division / Field Operations Division (RPBDD/FOD) of concerned DAR regional offices.
- 7.3.2.2. The RPMUs shall be composed of designated members of the RPBDD/FOD and shall be headed by the concerned Regional Directors (RDs).
- 7.3.2.3. A Project Development Officer (PDO) shall be engaged/hired by the RPMU under CLAAP funds to provide technical and administrative assistance in the implementation of CLAAP in the regions.
- 7.3.2.4. The following shall be the functions of the RPMUs, among others that may be identified:
 - (i) Manage the day to day operations of CLAAP in the region.
 - (ii) Approve/disapprove project proposals based on the results of the project proposal assessment conducted in collaboration with the RCC.
 - (iii) In coordination with the RCC, facilitate the submission of request to the CPMU for the downloading of CLAAP funds to support the implementation of approved project proposals and other activities specified in the WFP of the region.
 - (iv) Conduct monitoring and evaluation of project implementation as basis for reporting, and providing recommendations to enhance project operations.
 - (v) Consolidate the provincial reports on the status and progress of CLAAP implementation in collaboration with the RCCs for submission to the CPMU and JCCC.

- (vi) Provide inputs on the development of, as well as operationalize, a feedback and monitoring mechanism to properly coordinate the implementation of the Project.
- (vii) Operationalize the GRM of the Project at the regional office.

7.3.3. CLAAP PPMUs

- 7.3.3.1. In the provincial level, the Project shall be lodged under the Provincial Program Beneficiaries Development Division/Field Operations Division (PPBDD/FOD) of concerned DAR provincial offices.
- 7.3.3.2. The PPMUs shall be composed of designated members of the PPBDD/FOD and shall be headed by the concerned Provincial Agrarian Reform Program Officer II (PARPO II).
- 7.3.3.3. A Project Development Officer shall be engaged/hired by the PPMU under CLAAP funds to provide technical and administrative assistance in the implementation of CLAAP in the provinces.
- 7.3.3.4. Facilitate the submission of request to the CPMU, properly endorsed by the RPMU, for the downloading of CLAAP funds to support the implementation of approved project proposals and other activities specified in the WFP.
- 7.3.3.5. The following shall be the functions of the PPMUs, among others that may be identified:
 - (i) Manage the day to day operations of CLAAP in the province.
 - (ii) Conduct review of project proposals in collaboration with the Provincial SLP Coordinator.
 - (iii) Provide technical assistance in the development of project proposals through the project support staff that shall be engaged in the province.
 - (iv) Conduct monitoring and evaluation of project implementation as basis for reporting, and providing recommendations to enhance project operations.
 - (v) Prepare reports on the status and progress of CLAAP implementation for submission to the RPMU and RCC.
 - (vi) Provide inputs on the development of, as well as operationalize, a feedback and monitoring mechanism to properly coordinate the implementation of the Project.

- (vii) Operationalize the GRM of the Project at the regional office.

7.4. The Joint Central Coordination Committee (JCCC), and Regional Coordination Committees (RCCs) shall be created to ensure coordination between the DSWD, DAR and other participating government agencies and partners in the implementation of CLAAP.

7.4.1. JCCC

- 7.4.1.1. The JCCC shall be composed of, but not limited to, the following officials and members:

JCCC Composition		Agency
1	Office of the Secretary Focal (Co-Chair)	DAR
2	Director, SLP (Co-Chair)	DSWD
3	FMAO Focal	DAR
4	SSO Focal	
5	PMS Focal	
6	BARBD Focal	
7	Partnership Unit Focal, SLP	DSWD
8	Operations Division Focal, SLP	

- 7.4.1.2. The following shall be the functions of the JCCC, among others that may be identified:

- (i) Provide technical recommendations to the Steering Committee.
- (ii) Ensure overall coordination between the DSWD, DAR and other participating government agencies and partners on the implementation of CLAAP.
- (iii) Convene on a quarterly basis or as needed to exchange updates on the progress of the Project, discuss implementation concerns and identify remedial measures, among others. The JCCC may invite representatives from other government agencies, and CSOs as partners.

7.4.2. RCCs

- 7.4.2.1. The RCCs shall be composed of, but not limited to, the following officials and staff from the DSWD and DAR regional offices.

RCC Composition		Agency
1	Regional Director (Co-Chair)	DAR
2	Regional Director (Co-Chair)	DSWD
3	Assistant Regional Director for Operations	DAR
4	Regional Chief Administrative Officer	
5	Regional Agrarian Reform Beneficiary Development Sustainability Program Chief	
6	Regional Program Coordinator (RPC) for SLP	DSWD
7	Government Sector Partnership (GSP) Officer	
8	SLP Provincial Coordinator	

7.4.2.2. The following shall be the functions of the RCCs, among others that may be identified:

- (i) Ensure coordination of CLAAP implementers at the regional level.
- (ii) Conduct project proposal assessment in collaboration with the RPMUs.
- (iii) Convene on a monthly basis or as needed to exchange updates on the progress of the Project, discuss implementation concerns and identify remedial measures, among others.
- (iv) Invite representatives from other government agencies and CSOs as partners.

7.5. DSWD officials and personnel that are members of the JCCC and RCCs may be invited by the DAR, as it may deem necessary, to join in the conduct of social preparation and M&E activities, such as, among others, consultative and coordinative meetings/activities with the target CLAAP beneficiaries and during the conduct of spot checks on approved projects.

7.6. The Project specialists and support staff that shall be engaged in the CPMU, RPMUs and PPMUs shall undergo a capability building training on project implementation to capacitate said implementers on the CLAAP guidelines and other relevant procedures and processes.¹³

7.7. The DWSO and DAR shall issue the necessary Special Orders and other similar issuances to officially designate the members for the Steering Committee and each coordinating committees and project management units that shall be organized under the Project.

¹³ The budget for the capacity building of project implementers shall be sourced from DAR's counterpart budget for CLAAP. The activities shall be facilitated by selected members of the JCCC, technical staff from the BARBD and PMS of the DAR, and SLP NPMO and other relevant offices in the DSWD. It may also include resource persons from other agencies and CSOs.

8.0. FUNDS FLOW AND UTILIZATION (please see Annex 1 and Annex 2 for the flow charts)

8.1. Transfer and Deposit of Php1 billion DSWD-SLP funds

- 8.1.1. The DSWD shall transfer Php1 billion SLP funds to the DAR in lump sum within 15 days upon the issuance of the request for fund transfer by the DAR to the DSWD.
- 8.1.2. The DAR shall issue official receipt to DSWD immediately upon receipt of the funds.
- 8.1.3. The DAR shall deposit the Php1 billion funds to the Bureau of Treasury under the DAR's existing Modified Disbursement System (MDS) account, in accordance and in compliance with Section 6 of the General Provisions of the General Appropriations Act for Fiscal Year 2017.
- 8.1.4. The DAR shall disburse the Php1 billion CLAAP funds based on DAR's submission of approved Monthly Disbursement Program and Work and Financial Plan to the Department of Budget and Management (DBM) and the issuance of a Notice of Cash Allocation by the DBM to DAR.

8.2. Funds Flow and Utilization

- 8.2.1. The CPMU shall download CLAAP funds in covered regions and provinces to support the implementation of the Project's components as approved by the Steering Committee and in coordination with the JCCC.
- 8.2.2. The CPMU shall download CLAAP funds based on approved WFPs and project proposals to be submitted by the RPMUs and PPMUs and as approved by the Steering Committee.
- 8.2.3. Prior to the downloading of funds, the CPMU shall issue a notice of transfer of allocation to the regions and provinces to inform concerned RPMUs and PPMUs of the amount of funds to be downloaded and the purpose by which the funds shall be utilized.
- 8.2.4. The PPMUs and RPMUs shall deposit the funds in their respective MDS Trust Accounts.
- 8.2.5. The PPMUs and RPMUs shall submit to the CPMU a quarterly liquidation report or a Statement of Receipt and Disbursement (SORD) on CLAAP funds based on existing accounting and auditing rules.
- 8.2.6. The CPMU shall submit to the DSWD a quarterly liquidation report of CLAAP funds on or before the 20th day of the following month after the end of the quarter.

9.0. GRIEVANCE REDRESS MECHANISM (GRM)

- 9.1. A Grievance Redress Mechanism (GRM) shall be established to address complaints and concerns raised by any CLAAP stakeholder or beneficiary related to the following:

- 9.1.1. Identification and selection of the ARBOs;
- 9.1.2. Identification and selection of the ARBs/SHFs including farmworkers; and
- 9.1.3. Prioritization of the Livelihood Projects.
- 9.1.4. Process implementation
- 9.2. It shall be the policy of the system, that all grievances should be resolved, if possible at the regional level.
- 9.3. A Grievance Redress Secretariat shall be established at the respective Project Management Units (PPMU/RPMU/CPMU) and concerns will be decided upon by the respective Coordination Committees. The composition of the GRS Secretariat will be the same members of the project management units at the central, regional and provincial levels.
- 9.4. Procedures for Grievance Redress:
 - 9.4.1. Any individual or organization which is involved or is a beneficiary of the CLAAP may submit a letter of inquiry or complaint through submission of formal letter addressed the PPMU Each PPMU, RPMU shall maintain a complaint log and report the incidents directly at the CLAAP DAR-CPMU.
 - 9.4.2. The letter complaint form shall be evaluated by the PPMU resolution. The PPMU assessment is to determine whether the complaint falls within the scope of the GRS.
 - 9.4.3. The PPMU GRS Secretariat shall write a formal letter regarding the decision addressed to the complainant within 15 days.
 - 9.4.4. The concerns which were not decided at the PPMU shall be endorsed to the RCC through the RPMU for discussion and resolution.
 - 9.4.5. The RPMU, on the other hand, shall receive the endorsement and calendar the same in the RCC agenda. The RPMU shall evaluate the complaint and prepare a report with recommendation to the RCC. The RCC will discuss and resolve the issue in their meeting.
 - 9.4.6. The RCC may immediately resolve the issue or endorse the same for JCC action through endorsement to the CPMU.
 - 9.4.7. The RPMU shall write a formal response to the complainant, within seven days after a decision has been made by the RCC.
 - 9.4.8. The issues which were not decided at the RCC level shall be elevated at the JCCC for action.
 - 9.4.9. The CPMU shall evaluate the RCC endorsement and recommend for JCCC action.

- 9.4.10. The JCCC, may confirm, modify or reverse the RCC endorsement. The CPMU shall inform the complainant within seven days after the conduct of the meeting through a formal letter.

10.0. PROJECT PLANNING, SUPERVISION, AND MONITORING AND EVALUATION (M&E)

10.1. Project Plan Preparation

- 10.1.1. The DARPOs shall prepare their respective WFPs to be submitted to DARROs for regional consolidation.
- 10.1.2. The DARROs shall evaluate the DARPO WFPs and prepare the Regional WFP which shall also include the DARRO requirements for submission to the CPMU.
- 10.1.3. The CPMU shall evaluate the Regional submissions and prepare the over-all CLAAP WFP and endorse the same for JCCC review. After JCCC approval, the CPMU will submit the overall WFP to the Steering Committee for approval.

10.2. Project Monitoring and Evaluation

- 10.2.1 The DAR shall develop M&E Reports. There will be four major profiling and database management:
- 10.2.1.1. CLAAP Beneficiary Profiling¹⁴
- 10.2.1.2. CLAAP Cluster Profiling
- 10.2.1.3. Livelihood /Micro Enterprise Profiling
- 10.2.1.4. Capacity Development / Training Profiling
- 10.2.2. The DAR shall conduct monthly monitoring and quarterly reporting to the DSWD on the status of the Project.
- 10.2.3. The DAR Provincial Offices shall regularly submit progress reports on the implementation of the Project specifically on the status of project implementation progress.
- 10.2.4. The DSWD and DAR shall conduct joint monitoring of the project including spot checks. The DSWD and DAR may also jointly conduct project assessment/evaluation at the end of the project based on mutually agreed project assessment/evaluation instrument and methodology.

¹⁴ Profiling shall involve, among others, gender disaggregation of data

10.3. Procedures for M&E Reporting

10.3.1. The quarterly M&E Report shall be prepared by the PPMUs and submitted to the RPMUs, on or before the 5th of the succeeding month, for RPMU review, assessment and consolidation.

10.3.2. The RPMUs shall receive the PPMU quarterly reports and prepare a consolidated RPMU Report, on or before the 10th of the succeeding month. The Report shall be submitted to the CPMU not later than the 15th of said month. The results of the report shall be presented during the next RCC meeting.

10.3.3. The RPMU reports shall be consolidated by the CPMU. The CPMU will then evaluate and prepare a National CLAAP Report and submit the same to the DSWD for their reference.

10.3.4. The said report shall also be presented in the next JCCC meeting.

10.4. Project Assessment and Review

10.4.1. Project assessments and reviews shall be conducted to check on the progress of CLAAP implementation and to validate whether the goals and project outputs are being achieved adequately as scheduled.

10.4.2. The assessments and reviews shall be conducted twice a year during the entire duration of CLAAP implementation. It shall be participated in by members of the Steering Committee and designated members of the CPMU, JCCC, RCCs, RPMUs and PPMUs.

10.5. Mid-Term and End of Project Assessments

10.5.1 Mid-Term and End of Project Assessments shall be conducted to determine, among others, the relevance, effectiveness, efficiency and sustainability of CLAAP.

10.5.2. A consultant will be engaged in the DAR Central Office to assist in the conduct of the Mid-Term Project Assessment. The results of the mid-term assessment shall feed into the development of the project completion report for CLAAP. The consultant shall also be tasked to draw up the project's Sustainability Plan as it becomes mainstreamed into DAR's operations.

11.0. Gender and Development

11.1. The DSWD and DAR shall recognize the vulnerability of women vis-à-vis their increasing role in providing additional income for their respective families, and as drivers of economic change in poor communities.

11.2. The DSWD and DAR shall jointly advocate for the rights of women and shall pursue gender and development and gender equality in the implementation of CLAAP to ensure the rights of the women will be upheld, the participation of women in decision-making and leadership will be enhanced, and the advocacy for gender equality will be asserted.

- 11.3. The DSWD and DAR shall strive to facilitate that at least 30 percent of project beneficiaries shall be women. It shall also strive to facilitate that at least 20 percent of the total workforce to be engaged for the implementation of CLAAP shall be women.

12.0. PROCUREMENT

- 12.1. All procurement under the Project shall be conducted in accordance with Republic Act 9184 or the Government Procurement Reform Act and its implementing rules and regulations and other related rules, procedures, and legislation. All procurement activities shall be undertaken by the DAR.
- 12.2. The procurement of goods and services shall be undertaken by the CPMU and PPMUs based on approved WFPs, Project Procurement and Management Plans, Terms of References and Project Proposals.

13.0. AMENDMENT CLAUSE

The DSWD and DAR may amend or supplement this JMC, as may be necessary.


14.0. EFFECTIVITY

This Circular shall take effect immediately. JUN 14 2018

For information and guidance.

Department of Social Welfare and Development

by:


VIRGINIA N. OROGO
Secretary

Department of Agrarian Reform

by:

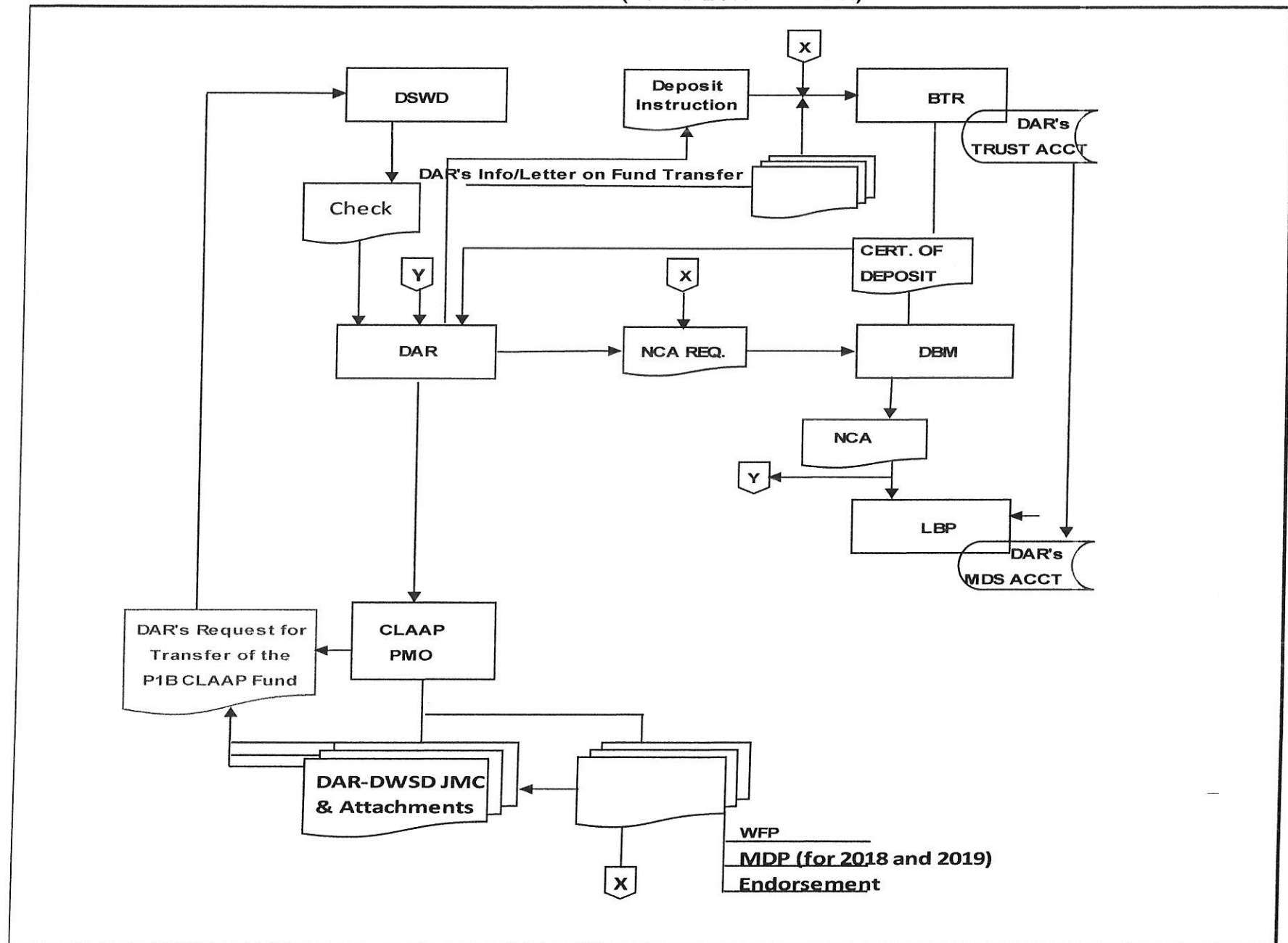

JOHN R. CASTRIÇÕES
Secretary

ACRONYMS AND ABBREVIATIONS

ARDO	Assistant Regional Director for Operations
ARBs	Agrarian Reform Beneficiaries
ARBOs	ARB Organizations
ARCs	Agrarian Reform Communities
BARBD	Bureau of Agrarian Reform Beneficiaries Development
BLTI	Bureau of Land Tenure Improvement
CARP	Comprehensive Agrarian Reform Program
CARPO	Chief Agrarian Reform Program Officer
CPMU	Central Project Management Unit
CSOs	Civil Society Organizations
DAR	Department of Agrarian Reform
DSWD	Department of Social Welfare and Development
CLAAP	Convergence on Livelihood Assistance for Agrarian Reform Beneficiaries Project
FMAO	Finance Management and Administration Office
GAA	General Appropriations Act
GRS	Grievance Redress System
JCCC	Joint Central Coordination Committee
JMC	Joint Memorandum Circular
NHTS-PR	National Household Targeting System for Poverty Reduction
ORD	Office of the Regional Director
OSEC	Office of the Secretary
Pantawid Pamilya	Pantawid Pamilyang Pilipino Program
PDO	Project Development Officer
PPBDD/FOD	Provincial Program Beneficiaries Development Division/Field Operations Division
PPMUs	Provincial Project Management Units
PMS	Project Management Service
RCCs	Regional Coordination Committees
RDs	Regional Directors
RPBDD/FOD	Regional Program Beneficiaries Development Division/Field Operations Division
RPMUs	Regional Project Management Units
SHFs	Smallholder Farmers
SLP	Sustainable Livelihood Program
SSO	Support Services Office

Annex 1

FUNDS FLOW (DSWD-BTR-DBM-DAR)



Annex 2

Figure 2/2. Funds Flow for DAR and CLAAP Beneficiaries

