

Administrative Order

No. 17

Series of 2000

SUBJECT:

**OMNIBUS GUIDELINE ON SHELTER
ASSISTANCE**

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I. RATIONALE

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I. RATIONALE

- The Philippine is situated in the circum-Pacific seismic belt or the “*Pacific Rim of Fire*”, whose movements create mountain ranges, volcanoes, earthquakes and tsunamis.

I. RATIONALE

- The country has 220 volcanoes, 21 of which are active.
- It has also geographical fault lines crossing the archipelago and thus making it an earthquake prone country.

I. RATIONALE

- An average of 20 typhoons hitting the country per year which results to floods and storm surges to the coastal and swamp areas.
- The DSWD began its shelter assistance project in the late 1970's thru the **Emergency Shelter Assistance (ESA)** to repair damaged houses of family victims of disaster.

I. RATIONALE

- The Philippine Government thru DWSD was prompted to initiate a program of providing a typhoon resistant low cost housing due to the devastating super typhoon “Sisang” in 1987.

I. RATIONALE

- Thus, in 1988, **AO 76** known as *“Implementing Guidelines for Core Shelter Assistance Pilot Project for the Rehabilitation of Victims of Typhoon “Sisang” and other Disasters”* was formulated to implement the Core Shelter Assistance Project (CSAP) which was later amended thru **AQ 101** series of 1989 known as (CSAP).

I. RATIONALE

- In 1991, the DSWD Core Shelter Design won the World Habitat Award in London.
- In 2000, from the CSAP design, the DSWD provided limited financial or material assistance for the construction of housing to the ten thousand (10,000) homeless families in the Regions XI, XII, and ARMM.

I. RATIONALE

- The Department as Vice Chairperson for Disaster response of the National Risk Reduction and Management Council (NDRRMC) acts as lead agency in providing relief and rehabilitation services to disaster victims.

I. RATIONALE

- In order help family victims of various disasters, the government has implemented programs such as DSWD Core Shelter Assistance and Shelter Assistance Program under the Program Management Bureau.

I. RATIONALE

- The Department ensures that the area of houses built are not prone to hazards and certified as safe by the DENR, MGB, DOSTs PHILVOCS/PAGASA.

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II. LEGAL BASIS

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II. LEGAL BASIS

1. Presidential Decree (PD)

1566 (dated June 11, 1978)

➤ “Strengthening of the Philippine Disaster Control, Capability and Establishing the National program on Community Disaster Preparedness”

II. LEGAL BASIS

2. DSWD Administrative Order 76, Series of 1988

- **Implementing Guidelines for Core Shelter Assistance Pilot Project for the Rehabilitation of Victims of Typhoon “Sisang” and other Disasters.**

II. LEGAL BASIS

3. DSWD Administrative Order 101, Series of 1989

- **Amendment of Administrative Order Number 76, Series of 1988-Implementing Guidelines for Core Shelter.**

II. LEGAL BASIS

4. Republic Act 8185

- Amends section 324 of the Local Government Code Authorizing the local government units to declare state of calamity and use of 5% of its budget for disaster management.

II. LEGAL BASIS

5. Republic Act (RA) 7160

- **The Local Government Code of 1991** is supportive of the goals and objectives of the disaster preparedness, prevention and mitigation programs. The law strengthens local autonomy thru devolution of the basic services functions of the national agencies to the LGUs.

II. LEGAL BASIS

6. Executive Order No. 15, Series of 1998

- “Redirecting the functions and Operations of the Department of Social Welfare and Development”.

II. LEGAL BASIS

- 7. DSWD Administrative Order
Number 15, Series of 2008**
 - Guidelines on the
Implementation of the Cash-for-
Work (CFW) Project.

II. LEGAL BASIS

8. Republic Act No. 10121 *(Philippine Disaster Risk Reduction and Management Act of 2010)*

- An Act Strengthening the Philippine Risk Reduction and Management System, Providing for the National Disaster Risk Reduction and Management Plan, Appropriating Funds Therefore and for Other Purposes.

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III. PROJECT DESCRIPTION

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III. PROJECT DESCRIPTION

- Shelter assistance is meant to assist family victims of disaster to acquire decent shelter.
- The eligibility for the assistance is based from a set of criteria assessed and recommended by the C/MSWDOs following a set of criteria provided by the DSWD thru the guideline and validated by the DSWD Field Offices.

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IV. DEFINITION OF TERMS

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IV. DEFINITION OF TERMS

1. Disaster

- a serious disruption of the functioning of the community or a society involving widespread human, material, economic, or environmental losses and impact which exceeds the ability of the affected community or society to cope using its own resources.

■ ■ **Disaster**

- It is often described as a result of the combination of the exposure to hazards; the conditions of vulnerability that are present; and insufficient capacity or measures to reduce or cope with the potential negative consequences.

IV. DEFINITION OF TERMS

2. Emergency

- Unforeseen or sudden occurrence especially danger demanding immediate action.

IV. DEFINITION OF TERMS

3. Disaster Mitigation

- The lessening or limitations of the adverse impact of hazards and related disasters.
- Mitigation measures encompass engineering techniques and hazard-resistant construction as well as improved environmental policies and public awareness.

IV. DEFINITION OF TERMS

4. Rehabilitation/Recovery

- Measures that ensure the ability of the affected communities/areas to restore their normal level of functioning by rebuilding livelihood and damaged infrastructure and increasing the community's organizational capacity.

IV. DEFINITION OF TERMS

5. Disaster Family Access Card

- Is a card issued to victims of disaster/internally displaced persons (IDPs) indicating the general information of the family head and its members and the assistance provided.

IV. DEFINITION OF TERMS

5. Local Disaster Risk Reduction and Management Council

- The existing organization established at the provincial, city, municipal and barangay levels created pursuant to Republic Act 10121 responsible for setting the direction, development, implementation and coordination of disaster risk management program within their jurisdiction.

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V. TYPES OF SHELTER ASSISTANCE

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V. TYPES OF SHELTER ASSISTANCE

1. Core Shelter Assistance (CSA)

- CSAP is one of the interventions under the Disaster Mitigation and Preparedness.
- It aims to provide environment friendly, structurally strong shelter units that can withstand up to 220 kph wind velocity, earthquakes up to intensity 4 of the Richter scale.

V. TYPES OF SHELTER ASSISTANCE

2. Modified Shelter Assistance (MSA)

- The provision of limited financial or material assistance to augment resources of families in constructing houses in relocation sites provided for the purpose and using locally available materials but with modified structural design.

V. TYPES OF SHELTER ASSISTANCE

3. Emergency Shelter Assistance (ESA)

- The provision of emergency “self-build” shelter assistance thru limited materials or financial assistance to augment resources of affected families who opted not to be transferred to a resettlement site to enable them to purchase materials for their damaged houses.

3. Emergency Shelter Assistance (ESA)

3.1. Emergency Shelter Assistance for Totally Damaged Houses

- The provision of limited housing materials or financial assistance to families with totally damaged houses but not qualified for core shelter or modified shelter assistance due to geographical considerations.

3. Emergency Shelter Assistance (ESA)

3.2. Emergency Shelter Assistance for Partially Damaged Houses

- The provision of limited housing materials or financial assistance to families to partially damaged houses to augment their resources in repairing their houses on site or the same location but complaint with the safety requirements.

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VI. PROJECT OBJECTIVES

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VI. PROJECT OBJECTIVES

A. General objectives:

1. To address the emergency and rehabilitation shelter needs of families with damaged houses, restore their lives to normalcy which has been damaged by natural or man-made disaster;

VI. PROJECT OBJECTIVES

A. General objectives:

2. To maximize the participation and draw the commitment of the beneficiaries and the neighbourhood and the LGUs to make the core shelter durable and liveable;

VI. PROJECT OBJECTIVES

A. General objectives:

3. To develop and promote the value of self-reliance among the beneficiaries and the community through participatory implementation of shelter assistance project.

VI. PROJECT OBJECTIVES

B. Specific Objectives

Core Shelter Assistance

- To provide indigent families rendered homeless by a disaster with structurally strong indigenous shelters which can withstand up to 220 kph wind velocity and up to 4 intensity earthquake.

VI. PROJECT OBJECTIVES

B. Specific Objectives

Modified Shelter Assistance

- To provide limited financial or material assistance to augment resources of families in constructing houses but with modified structural design different from that of the core shelter assistance in consideration of the cultural, economic, and religious political realities of the affected areas and families.

VI. PROJECT OBJECTIVES

B. Specific Objectives

Emergency Shelter Assistance

- To provide limited financial or material assistance to families victims of disaster for the repair or construction of partially or totally damaged shelter units using community participation in the shelter rehabilitation.

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VII. ELIGIBILITY REQUIREMENTS OF BENEFICIARIES AND PROJECT AREAS

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VII. ELIGIBILITY REQUIREMENTS OF BENEFICIARIES AND PROJECT AREAS

A. Core Shelter/Modified Shelter Assistance

1. Beneficiaries:

1.1 Family is not a recipient of any other housing assistance from any other individual groups or agency government or non-government for the disaster in question.

VII. ELIGIBILITY REQUIREMENTS OF BENEFICIARIES AND PROJECT AREAS

A. Core Shelter/Modified Shelter Assistance

1. Beneficiaries:

1.2. Monthly income of a family of 6 should be below the food threshold that is P10,936.00 in urban areas and P9,767.00 in rural areas based on the NSCB poverty statistic report (March 2, 2007). The family income rate shall be adjusted from time to time depending on the food threshold rate report of the NSCB

VII. ELIGIBILITY REQUIREMENTS OF BENEFICIARIES AND PROJECT AREAS

A. Core Shelter/Modified Shelter Assistance

1. Beneficiaries:

1.3. House should have been totally destroyed by a man-made or natural disaster; and limited resources prevents the family from repairing or reconstructing their permanent shelter units such that they continue to live with relatives or friends in evacuation centers, or in other makeshift shelters.

VII. ELIGIBILITY REQUIREMENTS OF BENEFICIARIES AND PROJECT AREAS

A. Core Shelter/Modified Shelter Assistance

1. Beneficiaries:

1.4. Possession of a guarantee of ownership or permanent or long term occupancy of at least 10 years on the lot on which to build the permanent shelter unit.

VII. ELIGIBILITY REQUIREMENTS OF BENEFICIARIES AND PROJECT AREAS

The following shall be considered priority for assistance indicated:

- a) Families with small children.
- b) Families with pregnant and lactating mothers.
- c) Surrogate parents of orphaned children living in evacuation centers who are equally situated e.g with totally damaged shelter units.

The following shall be considered priority for assistance indicated:

- d) Families with damaged houses whose head of household died or were incapacitated as a result of the disaster.
- e) Priority will be given to beneficiaries who meet the geographical clustering requirement in a specific barangay with at least 5 beneficiaries living in proximity with each other to promote collective actions in realizing goals of the project and easy delivery of housing materials.

The following shall be considered priority for assistance indicated:

- f) Families with seriously ill members or persons with disabilities or with special needs. *(Persons are considered with special needs if they have physical, developmental, mental, sensory, behavioral, cognitive or emotional impairment or limiting conditions that require medical management, health care interventions, and/or use of specialized services or programs).*

VII. ELIGIBILITY REQUIREMENTS OF BENEFICIARIES AND PROJECT AREAS

A. Core Shelter/Modified Shelter Assistance

1. Areas:

2.1. Area should have access to transportation.

2.2. A minimum of 60 sq. meter home lot/shelter unit shall be allotted in the resettlement areas and space for path walks and other community facilities shall be provided.

VII. ELIGIBILITY REQUIREMENTS OF BENEFICIARIES AND PROJECT AREAS

B. Emergency Shelter Assistance for partially and totally damaged houses:

1. For Beneficiaries:

1.1. Family is not a recipient of any other housing assistance from any other agency for the disaster in question or specific disaster occurrence.

VII. ELIGIBILITY REQUIREMENTS OF BENEFICIARIES AND PROJECT AREAS

B. Emergency Shelter Assistance for partially and totally damaged houses:

1. For Beneficiaries:

1.2. Houses should have been partially or totally destroyed by man-made or natural disaster; and limited resources prevents the family from repairing or reconstructing their permanent shelter units such that they continue to live with relatives or friends, etc.

VII. ELIGIBILITY REQUIREMENTS OF BENEFICIARIES AND PROJECT AREAS

B. Emergency Shelter Assistance for partially and totally damaged houses:

1. For Beneficiaries:

1.3. Monthly income of a family of 6 should be below the food threshold that is P10,936.00 in urban areas and P9,767.00 in rural areas (NSCB poverty statistic report as of 2 March 2007) and shall be adjusted from time to time depending on the food threshold rate report of the NSCB.

VII. ELIGIBILITY REQUIREMENTS OF BENEFICIARIES AND PROJECT AREAS

B. Emergency Shelter Assistance for partially and totally damaged houses:

1. For Beneficiaries:

1.4. Families with or without land ownership property but situated in safe areas.

VII. ELIGIBILITY REQUIREMENTS OF BENEFICIARIES AND PROJECT AREAS

B. Emergency Shelter Assistance for partially and totally damaged houses:

1. For Beneficiaries:

1.5. Families not willing to be resettled and opted to stay in the same location but compliant with the safety requirements.

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VIII. REQUIREMENT FOR LGUs REQUESTING FOR SHELTER ASSISTANCE

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VIII. REQUIREMENT FOR LGUs REQUESTING FOR SHELTER ASSISTANCE

1. Disaster Terminal Report

Contents:

- 1.1. Brief situationer (covering from time to time of disaster to date of report)
- 1.2. Nature and date of occurrence
- 1.3. Areas and population affected
- 1.4. Damage to the population and community

VIII. REQUIREMENT FOR LGUs REQUESTING FOR SHELTER ASSISTANCE

1. Disaster Terminal Report

Contents:

1.5. Services extended

1.6. Brief description of strategies used, strength and weaknesses of the operation, actions taken and recommendation for future action.

VIII. REQUIREMENT FOR LGUs REQUESTING FOR SHELTER ASSISTANCE

2. Rehabilitation Plan for the affected families/communities. [REHAB PLAN.docx](#)
3. Project Proposal describing the rehabilitation project and specific counter-part of LGUs and time line for shelter implementation.
4. Copy of notarized deed of donation/documents attesting the availability of sites/lot for shelter project (applicable for MSA/CSAP).

VIII. REQUIREMENT FOR LGUs REQUESTING FOR SHELTER ASSISTANCE

5. Sanguniang Bayan (SB) Resolution approving/endorsing the proposed housing project.
6. Certification from LGUs Treasurer on the availability of calamity fund to be use as counter-part for the rehabilitation project (applicable for MSA/CSAP).

VIII. REQUIREMENT FOR LGUs REQUESTING FOR SHELTER ASSISTANCE

7. Master list of the proposed beneficiaries based on the family access cards with individual picture of the family heads prepared by the C/MSWDOs and certified by the C/Municipal Shelter Committee. [RP Annex B.docx](#)
8. Certification issued by the DENR – Mines and Geo-Science Bureau (MGB), DOSTs PHILVOCS/PAG-ASA.
9. Formal endorsement of the FO or DSWD-ARMM for ARMM areas.

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IX. GENERAL POLICIES

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IX. GENERAL POLICIES

A. Social Preparation:

1. The composite team composed of the C/MSWDOs, DSWD-SWAD, PNP or local NGO shall validate the circumstances of intended beneficiaries; certify their eligibility for shelter assistance final endorsed by the barangay.

IX. GENERAL POLICIES

A. Social Preparation:

2. The C/MSWDOs shall ensure that all qualified beneficiaries are provided with “Disaster Family Access Card”.
3. The C/MSWDOs shall conduct social preparation activities to the beneficiaries, community, LGUs and NGOs. The final list of beneficiaries shall be made by the DSWD Field Office per validation conducted by the composite team.

IX. GENERAL POLICIES

A. Social Preparation:

4. To strengthen community organization and encourage building a community, the C/MSWDOs shall organize the beneficiaries into a **Neighborhood Association for Shelter Assistance (NASA)** with a maximum of 30 members. They shall elect their officers such as the President, Treasurers, etc.

IX. GENERAL POLICIES

A. Social Preparation:

5. The financial part released to the beneficiaries shall be deposited in a bank account under the name of the NASA Organization the signatories of which shall be the NASA President and the Treasurer, the Municipal Social Welfare Officer and any of the DSWD SWAD Team members.

IX. GENERAL POLICIES

A. Social Preparation:

5.1. The NASA shall organize a committee in charge of the canvassing, marketing, purchasing of construction materials and monitoring of the shelter construction.

IX. GENERAL POLICIES

A. Social Preparation:

5.2. The beneficiaries shall undertake a contract with the DSWD and the LGUs that former shall not sell, rent out or mortgage the house and shall provide labor for the construction of their house.

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X. SPECIFIC GUIDELINES: (COMPONENTS)

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X. SPECIFIC GUIDELINES: (COMPONENTS)

A. Social Preparation

- This component aims to provide or raise the awareness of the beneficiaries on what are the situations, why there is a need of this project, solicit the form of participation they can provide and the significance of their participation.

X. SPECIFIC GUIDELINES: (COMPONENTS)

B. Food/Cash-for-Work Assistance

- The provision of food or cash grants to disaster victims/displaced persons in exchange for their services or involvement in undertaking restoration and rehabilitation activities.

X. SPECIFIC GUIDELINES: (COMPONENTS)

B. Technical Assistance in Housing Construction

- This refers to the conduct of orientation, demonstration, assistance and supervision to the beneficiaries and the LGUs in the implementation of the shelter units in conformity with the approved shelter plan and specification.

A. Social Preparation and Community Organization of Beneficiaries

The Social Preparation for Modified/ Core Shelter Assistance which shall be implemented by the Provincial/ City/ Municipal Social Welfare Officer shall include the following: *(next slide)*

SOCIAL PREPARATION FLOW

- **Conduct of dialogue/meetings/ community assembly**
- **Validation, confirmation on targeted barangays**
- **Valid of listing of affected families**
- **Conduct home visits and assess actual situations**
- **Coordination with local officials**
- **Identification of potential volunteers**

Entry to the
Community

(1)

Mobilization of
Volunteers for
Needs
Assessment
Survey

(2)

- **Meeting with identified Volunteers**
 - Discussion of the needs assessment survey
- **Capacity building for volunteers on the conduct of profiling and needs assessment survey**
- **Analyzing of data and planning**
- **Presentation and validation to community thru community assembly**

Mobilization of
NASA

(4)

NASA
Organization
Building

(3)

- **Enabling NASA members the following roles**
 - Procurement, management and control of resources
 - Safekeeping of tools
 - Maintaining inventory of construction materials
 - Construction of core house
- **Conduct of NASA regular meeting**

- **Target beneficiaries organized into NASA w/ minimum of 5 members and maximum of 30 members**
- **Assistance to NASA**
 - Funds and resources
 - Setting up of goals
 - Formulating rules and regulations
 - Conduct of regular meeting

A. Social Preparation and Community Organization of Beneficiaries

1. Entry into the Community

1.1. DSWD Field Office shall conduct a dialogue/meeting with the members of the City/Municipal Disaster Coordinating Council (C/MDCC) Rehabilitation Committee members to discuss the Shelter Assistance or Core Shelter Assistance to get their support and participation.

A. Social Preparation and Community Organization of Beneficiaries

1. Entry into the Community

1.2. If C/MDCC's Rehabilitation Committee is not organized or functional, DSWD Field Office should call a meeting with the C/MDCCs or dialogue could be undertaken with the Municipal council, to discuss the ff:

- a) Objective of the project
- b) Mechanics of the project
- c) Roles of concerned agencies/groups
(LGU, NGOs, Community and DSWD)

A. Social Preparation and Community Organization of Beneficiaries

1. Entry into the Community

1.3. Conduct of ocular survey/area visit of targeted barangays to determine/validate needs and applicability to core shelter assistance, modified shelter assistance or emergency shelter assistance

A. Social Preparation and Community Organization of Beneficiaries

1. Entry into the Community

1.4. Conduct of home visit to potential participants to assess/establish their actual situation/ needs and to get their reaction to the shelter assistance or core shelter assistance.

1.5. Conduct validation on the list of affected families submitted by the concerned barangays to insure that those listed families in fact have totally damaged.

A. Social Preparation and Community Organization of Beneficiaries

1. Entry into the Community

1.6. Validation and confirmation by the DSWD Field Office with the C/MDCC Rehabilitation Committee on targeted families and barangays for modified or core shelter assistance.

1.7. Identify potential volunteers among the potential applicants whose houses were totally damaged.

A. Social Preparation and Community Organization of Beneficiaries

2. Mobilization of Volunteers for Needs Assessment Survey

The C/MSWDOs shall do the following:

2.1. Meeting with identified volunteers

a) Discussion of their participation in the project and solicit their reaction/s.

b) Discussion of the needs assessment survey.

A. Social Preparation and Community Organization of Beneficiaries

2. Mobilization of Volunteers for Needs Assessment Survey

The C/MSWDOs shall do the following:

2.2. Demonstrate to volunteers the conduct of needs assessment survey.

A. Social Preparation and Community Organization of Beneficiaries

2. Mobilization of Volunteers for Needs Assessment Survey

The C/MSWDOs shall do the following:

2.3. Analysing consolidated data and planning out with volunteers the presentation of data in community assembly.

A. Social Preparation and Community Organization of Beneficiaries

3. Community Organization Building

3.1. The C/MSWDOs shall enable the identified participants to form themselves into a NASA with minimum of 5 members and maximum of 30 members living in proximity with each other to promote collective action in realizing goals of the project.

A. Social Preparation and Community Organization of Beneficiaries

3. Community Organization Building

3.2. Assistance to NASA:

a) Setting up goals towards shelter needs as well as other physical and social needs;

b) Formulating rules and regulations based on set goals;

A. Social Preparation and Community Organization of Beneficiaries

3. Community Organization Building

3.2. Assistance to NASA:

- c) Funds and resources needed;
- d) Conducting regular meetings to prepare them socially and psychologically for the building activities.

A. Social Preparation and Community Organization of Beneficiaries

4. NASA Mobilization

4.1. Enabling NASA members to divide themselves into work group of 5-10 members each and emphasize the following NASA roles:

a) Canvassing, marketing and procurement of housing materials, management and control of resources to be used;

b) Safekeeping;

A. Social Preparation and Community Organization of Beneficiaries

4. NASA Mobilization

4.1. Enabling NASA members to divide themselves into work group of 5-10 members each and emphasize the following NASA roles:

c) Maintaining an inventory of construction materials and monitor its use in the project;

d) Construction of core house;

A. Social Preparation and Community Organization of Beneficiaries

4. NASA Mobilization

4.1. Enabling NASA members to divide themselves into work group of 5-10 members each and emphasize the following NASA roles:

e) Reporting/recording progress of construction work-monthly report on this should be prepared by C/MSWDOs with foremen for submission to DSWD Regional Office.

A. Social Preparation and Community Organization of Beneficiaries

4. NASA Mobilization

4.2. The NASA shall be oriented on the canvassing, procurement and procedures by a DSWD Finance Technical Persons, prior to the shelter project implementation.

4.3 Encourage once a week regular financial meeting to NASA by the officers and committee after every purchase of housing materials.

A. Social Preparation and Community Organization of Beneficiaries

4. NASA Mobilization

4.4. Encourage NASA to hold regular meetings to identify and discuss program, issues/concerns and difficulties encountered in the implementation of shelter projects and work out solutions for these at their level.

A. Social Preparation and Community Organization of Beneficiaries

4. NASA Mobilization

4.5. Encourage NASA to put up Shelter Maintenance Fund to come from contribution agreed upon by each member. This fund paid to their chosen treasurer shall be deposited in an agreed bank and shall be utilized in a form of loan in repairing a member's damaged house.

A. Social Preparation and Community Organization of Beneficiaries

4. NASA Mobilization

4.6. Motivating NASA to undertake fund generating activities to supplement member's contribution to the maintenance fund.

A. Social Preparation and Community Organization of Beneficiaries

4. NASA Mobilization

4.7. Motivating the NASA to tackle other perceived needs and facilitate discussions on prioritized problems/needs, available resources and possible course of action with maximum involvement of each member.

A. Social Preparation and Community Organization of Beneficiaries

4. NASA Mobilization

4.8. Enabling and assist NASA to conduct an evaluation for every major course of action and whenever necessary, as basis for planning and implementation of further action.

A. Social Preparation and Community Organization of Beneficiaries

4. NASA Mobilization

4.9. Completing the housing assistance with a livelihood project whenever feasible for more comprehensive and effective assistance toward economic recovery and self-reliance of identified beneficiaries.

B. FOOD FOR CASH-FOR-WORK ASSISTANCE for ESA/MSA/CSAP:

- 1.** Food or cash assistance to support the needs of the beneficiaries and their families thru Food/Cash-for-Work (F/CFW) scheme at the rate of 75% of the daily regional wage, worth of either cash or food/family/day for a maximum period of 10 days with 25% as beneficiary equity. The rate/day shall only be given to families who work for at least 8hrs a day.

B. FOOD FOR CASH-FOR-WORK ASSISTANCE for ESA/MSA/CSAP:

- 2.** The F/CFW assistance shall be given to all beneficiaries of ESA/MSA/CSA organized into NASA with maximum period of 10 days while participating in the community activities like the construction of Shelter thru “Bayanihan Scheme”. Only one member of the family can only benefit or avail the C/FFW assistance.

C. TECHNICAL ASSISTANCE IN THE HOUSE CONSTRUCTION:

1. DSWD Central Office Engineer/Focal Person (PMB):

Functions of CO Engineer and PMB Focal Person for the project:

1.1. Provide technical inputs relative to the special features and standards of core shelter unit to the concerned regional staff and LGUs if needed.

C. TECHNICAL ASSISTANCE IN THE HOUSE CONSTRUCTION:

Functions of CO Engineer and PMB Focal Person for the project:

1.2. Supervise the regional orientation of the MSA or CSA Provincial/Municipal/City Engineers or shelter technician as designated by the Chief Executive.

C. TECHNICAL ASSISTANCE IN THE HOUSE CONSTRUCTION:

Functions of CO Engineer and PMB Focal Person for the project:

1.3. Submit reports to the OCBG thru PMB on the training/orientation conducted to the regional/Provincial/City/Municipal staff concerned.

C. TECHNICAL ASSISTANCE IN THE HOUSE CONSTRUCTION:

Functions of CO Engineer and PMB Focal Person for the project:

1.4. Conduct of follow-up visits and monitor implementation of MSA or CSA, and conduct exit conference to discuss results of the monitoring and submit feedback report to PMB.

C. TECHNICAL ASSISTANCE IN THE HOUSE CONSTRUCTION:

Functions of CO Engineer and PMB Focal Person for the project:

1.5. Data banking and consolidation of shelter units funded and status of shelter project implementation for submission to OCBG.

C. TECHNICAL ASSISTANCE IN THE HOUSE CONSTRUCTION:

Functions of CO Engineer and PMB Focal Person for the project:

1.6. Conduct Annual National Project Review and Evaluation on Shelter Project implementations.

C. TECHNICAL ASSISTANCE IN THE HOUSE CONSTRUCTION:

2. DSWD Regional Engineer/Shelter

2.1. Supervisory Functions

a) Supervise and monitor the construction of modified/core shelter units and provide technical assistance to the shelter Foreman or Skilled Workers/Provincial/ City/ Municipal Shelter Technicians.

C. TECHNICAL ASSISTANCE IN THE HOUSE CONSTRUCTION:

2. DSWD Regional Engineer/Shelter

2.1. Supervisory Functions

b) At the start of MSA/CSA implementation in every city/municipality, he/she shall conduct actual demonstrations to the C/Municipal Engineers, C/MSWDOs, foremen or skilled worker and beneficiaries in the construction of Modified/core shelter model house.

C. TECHNICAL ASSISTANCE IN THE HOUSE CONSTRUCTION:

2. DSWD Regional Engineer/Shelter

2.2. Monitoring Functions

a) Ensure construction of the modified shelter units according to the design and specifications.

b) Ensure quantity and quality of construction materials, based on the bill of materials.

C. TECHNICAL ASSISTANCE IN THE HOUSE CONSTRUCTION:

2. DSWD Regional Engineer/Shelter **2.2. Monitoring Functions**

- c)** Conduct inventory of the completed core shelter units to ensure that the special features are followed.
- d)** Ensure the participation of all members of NASA in the construction of shelter units.

C. TECHNICAL ASSISTANCE IN THE HOUSE CONSTRUCTION:

2. DSWD Regional Engineer/Shelter **2.2. Monitoring Functions**

c) Conduct inventory of the completed core shelter units to ensure that the special features are followed.

C. TECHNICAL ASSISTANCE IN THE HOUSE CONSTRUCTION:

2. DSWD Regional Engineer/Shelter

2.3. Reporting Functions

a) Provide immediate feedback to the C/MSWDOs, Foremen or Skilled Worker, about the findings on project implementation especially on deviations and provide on-the-spot technical assistance.

C. TECHNICAL ASSISTANCE IN THE HOUSE CONSTRUCTION:

2. DSWD Regional Engineer/Shelter

2.3. Reporting Functions

b) Submit reports to the regional office after every consultation visit to different cities/municipalities, copy furnished the P/C/MSWDOs and shelter technicians concerned.

C. TECHNICAL ASSISTANCE IN THE HOUSE CONSTRUCTION:

2. DSWD Regional Engineer/Shelter

2.3. Reporting Functions

- c)** Submit monthly schedule of activities a week before the succeeding month, to the Regional Director furnishing copies to all branch in-charges concerned.
- d)** Submit monthly report to OCBG copy furnished PMB.

C. TECHNICAL ASSISTANCE IN THE HOUSE CONSTRUCTION:

3. Provincial/City/Municipal Engineer or Shelter Technician

3.1. Supervisory Functions

a) Demonstrate to the Foreman or skilled worker and beneficiaries in construction of modified shelter or core shelter model house.

C. TECHNICAL ASSISTANCE IN THE HOUSE CONSTRUCTION:

3. Provincial/City/Municipal Engineer or Shelter Technician

3.1. Supervisory Functions

b) The MSA/ CSA Technician/ Foreman or skilled worker will assist and supervise the beneficiaries in the construction of their shelter units.

C. TECHNICAL ASSISTANCE IN THE HOUSE CONSTRUCTION:

3. Provincial/City/Municipal Engineer or Shelter Technician

3.1. Supervisory Functions

c) The Technician/Foreman or skilled worker shall be under the direct supervision of the P/C/MSWDOs.

C. TECHNICAL ASSISTANCE IN THE HOUSE CONSTRUCTION:

3. Provincial/City/Municipal Engineer or Shelter Technician

3.1. Supervisory Functions

d) The T/F or SW shall have the primary responsibility of developing the beneficiaries awareness of the core shelter special features and their acquisition of skills to put up this in place to ensure adherence to the standards design.

C. TECHNICAL ASSISTANCE IN THE HOUSE CONSTRUCTION:

3. Provincial/City/Municipal Engineer or Shelter Technician

3.2. Monitoring Functions

a) Monitor the implementation of the project and provides technical assistance to the foremen.

D. FINANCIAL ASSISTANCE

3 Types of Financial Assistance Delivery Scheme

- 1. Neighborhood Association for Shelter Assistance**
- 2. Partnership with Private Sectors, NGOs and Gas in coordination with LGUs**
- 3. Funds to the LGUs**

D. FINANCIAL ASSISTANCE

1. NASA Scheme

[NASA Scheme.docx](#)

D. FINANCIAL ASSISTANCE

2. Partnership with Private Sectors/NGOs in Coordination with LGUs

(Criteria for NGOs/private sector to avail the funds shall be in compliance to COA Circular No. 2007-001 under item No. 4.5.7 dated October 25, 2007)

D. FINANCIAL ASSISTANCE

A. DSWD (PMB): Roles and Responsibilities

1. Ensure that a Memorandum of Agreement (MOA) shall be forged between the DSWD and the implementing agency (NGOs/Private Sector).

D. FINANCIAL ASSISTANCE

A. DSWD (PMB): Roles and Responsibilities

2. Required the implementers partner NGOs, private sector, etc. to post performance security bond equivalent to thirty percent (30%) of the total cost of the project per COA Circular No. 2007-001 under item No. 4.5.7 dated October 25, 2007.

D. FINANCIAL ASSISTANCE

A. DSWD (PMB): Roles and Responsibilities

3. Transfer to the concern agency the fund in three (3) tranches:
 - a) 1st tranche – 30% of the total project cost
 - b) 2nd tranche – 60%
 - c) 3rd tranche – 10%

D. FINANCIAL ASSISTANCE

A. DSWD (PMB): Roles and Responsibilities

4. Coordinate with the local government unit (LGU) for the relocation site.
5. Provide necessary technical assistance to partner NGOs/private sectors to ensure compliance to the basic program standards/objectives of the project.

D. FINANCIAL ASSISTANCE

A. DSWD (PMB): Roles and Responsibilities

6. To regularly make coordination and consultation with the concerned implementing agency (NGOs/private sectors) regarding the implementation of the program.

D. FINANCIAL ASSISTANCE

A. DSWD (PMB): Roles and Responsibilities

7. Provide list of eligible beneficiaries to the concerned implementing agency in coordination with the DSWD Field Office and the Local Government Units (LGUs).

D. FINANCIAL ASSISTANCE

A. DSWD (PMB): Roles and Responsibilities

8. Monitor the status of the project in terms of physical accomplishment and the utilization of funds per project site.
9. Require the NGOs for the submission of a weekly report on the status of the project implementation.

D. FINANCIAL ASSISTANCE

A. DSWD (PMB): Roles and Responsibilities

9. Issue the Certificate of Acceptance upon the completion of the project.
10. To request the Commission on Audit (COA) Auditor to conduct a special audit in case there is a need.
11. Demand the refund of any disallowed amount after the special audit.

D. FINANCIAL ASSISTANCE

A. Implementing Agency (NGOs/Private Sectors): Roles and Responsibilities

1. Post performance security bond equivalent to thirty percent of the total cost of the project per COA Circular No. 2007-001 under item No. 4.5.7 dated October 25,2007.

D. FINANCIAL ASSISTANCE

A. Implementing Agency (NGOs/Private Sectors): Roles and Responsibilities

2. Provide the counterpart of the total housing project cost.
3. Prepare and submit the project proposal with the work and financial plan and other documentary requirements for the release of the 1st tranche.

D. FINANCIAL ASSISTANCE

A. Implementing Agency (NGOs/Private Sectors): Roles and Responsibilities

4. Implement the construction of shelter units using the agreed structural model in accordance with the following implementation mechanics.
 - 4.1. Strict compliance with the agreed period of project implementation and structural design and components.

D. FINANCIAL ASSISTANCE

4.2. Assignment of one (1) Project manager and site manager.

4.3. Hiring of labor workforce among the project beneficiaries to maximize their participation/involvement in the shelter construction.

D. FINANCIAL ASSISTANCE

4.2. Deployment of adequate number of skilled workers who are adept with the structure technology.

4.2. Provision of sufficient power tools to allow simultaneous construction

D. FINANCIAL ASSISTANCE

A. Implementing Agency (NGOs/Private Sectors): Roles and Responsibilities

5. Assist the local government units (LGUs) in the social preparation activities for the project beneficiaries.

D. FINANCIAL ASSISTANCE

A. Implementing Agency (NGOs/Private Sectors): Roles and Responsibilities

6. Partner with the LGUs, NGOs, POs and other intermediaries for the support programs such as values formation, livelihood assistance, health and sanitation.

D. FINANCIAL ASSISTANCE

A. Implementing Agency (NGOs/Private Sectors): Roles and Responsibilities

7. Provide other partners that can provide volunteer labor, construction materials, transport of materials and advocacy in support of the project implementation.

D. FINANCIAL ASSISTANCE

A. Implementing Agency (NGOs/Private Sectors): Roles and Responsibilities

8. Regularly coordinate with the DSWD solely for the implementation of the project.
9. Submit a weekly accomplishment report on the status of the project implementation.

D. FINANCIAL ASSISTANCE

A. Implementing Agency (NGOs/Private Sectors): Roles and Responsibilities

- 10.** Use the fund released by the DSWD solely for the implementation of the project and keep maintain Financial and Accounting Records for the said funds in accordance with the generally accepted accounting principles.

D. FINANCIAL ASSISTANCE

A. Implementing Agency (NGOs/Private Sectors): Roles and Responsibilities

- 11.** Take full responsibility in the deposition/disbursement of funds for the implementation of its programs, in accordance with COA rules and regulations.

D. FINANCIAL ASSISTANCE

A. Implementing Agency (NGOs/Private Sectors): Roles and Responsibilities

12. Submit within sixty (60) days from the completion period of the project to DSWD the following:

12.1. Financial statement duly certified by an independent Certified Public Accountant (CPA).

D. FINANCIAL ASSISTANCE

A. Implementing Agency (NGOs/Private Sectors): Roles and Responsibilities

12.2. Certificate of project completion and acceptance of project by the beneficiaries and the DSWD as prescribed under Section 3.10 of COA Circular No. 96-003 dated 27 February 1996.

D. FINANCIAL ASSISTANCE

A. Implementing Agency (NGOs/Private Sectors): Roles and Responsibilities

13. Refund to the DSWD any unused funds or savings generated after the project completion.

D. FINANCIAL ASSISTANCE

A. Implementing Agency (NGOs/Private Sectors): Roles and Responsibilities

13. The implementing agency shall be solidarity liable for damages to DSWD in the event that the implementing agency fail to comply with its obligations under the MOA for misappropriation of the project fund, or failure to liquidate the same. They shall be held responsible for the reimbursement of unutilized project fund.

D. FINANCIAL ASSISTANCE

3. Funds to the LGUs

A. DSWD: Roles and Responsibilities:

1. Ensure that a MOA shall be forged between the DSWD and the implementing agencies;
2. Transfer of funds to LGUs or referred the fund into the first and second tranches;

D. FINANCIAL ASSISTANCE

3. Funds to the LGUs

A. DSWD: Roles and Responsibilities:

3. Provide necessary technical assistance to the Second Party to ensure compliance to the basic program standards/objectives of the project;
4. To regularly make coordination and consultation with the LGU regarding the implementation of the program;

D. FINANCIAL ASSISTANCE

3. Funds to the LGUs

A. DSWD: Roles and Responsibilities:

5. Provide the other support, based on available resources, to the LGU such as but not limited to Food/Cashfor-Work;
6. Monitor the status of the project in terms of physical accomplishment and the utilization of funds per project site;

D. FINANCIAL ASSISTANCE

3. Funds to the LGUs

A. DSWD: Roles and Responsibilities:

7. Require the submission of a weekly report on the status of the project implementation;
8. Issue the Certificate of Acceptance upon the completion of the project;

D. FINANCIAL ASSISTANCE

3. Funds to the LGUs

A. DSWD: Roles and Responsibilities:

7. To request the COA Auditor to conduct a special audit in case there is a need;
8. Demand the refund of any disallowed amount after the special audit.

D. FINANCIAL ASSISTANCE

3. Funds to the LGUs

A. LGUs: Roles and Responsibilities

1. Provide resettlement lots or if not, ensure the availability of shelter lots for at least a minimum of 5 shelter units per cluster which are certified by scientific agencies as safe from any hazards and risk;

D. FINANCIAL ASSISTANCE

3. Funds to the LGUs

A. LGUs: Roles and Responsibilities

2. Ensure that the project sites are free from any liens, issues to ensure the security of tenure/occupancy of the beneficiaries;
3. Prepare and submit the project proposal with the work and financial plan and other documentary requirements for the release of the 1st tranche;

D. FINANCIAL ASSISTANCE

3. Funds to the LGUs

A. LGUs: Roles and Responsibilities

4. Make available its technical personnel specifically the C/MSWDO and Civil Engineer and hasten project implementation at minimum cost within the agrees upon duration;

D. FINANCIAL ASSISTANCE

3. Funds to the LGUs

A. LGUs: Roles and Responsibilities

5. Implement the construction of shelter units using the agreed structural model;
6. Partner with the donors and other NGOs, POs and other intermediaries to support programs;

D. FINANCIAL ASSISTANCE

3. Funds to the LGUs

A. LGUs: Roles and Responsibilities

7. Mobilize other partners that can provide volunteer labor, construction and transportation materials and advocacy in support of the project implementation;

D. FINANCIAL ASSISTANCE

3. Funds to the LGUs

A. LGUs: Roles and Responsibilities

8. Regularly coordinate with the DSWD Field Office solely for the implementation of the project;
9. Submit a weekly accomplishment report on the status of the project implementation to DSWDs Field Office;

D. FINANCIAL ASSISTANCE

3. Funds to the LGUs

A. LGUs: Roles and Responsibilities

10. Use the funds released by the DSWD solely for the implementation of the project and keep and maintain Financial and Accounting Records for the said funds in accordance with the generally accepted accounting principles;

D. FINANCIAL ASSISTANCE

3. Funds to the LGUs

A. LGUs: Roles and Responsibilities

11. Take full responsibility in the disposition/disbursement of funds for the implementation of its programs, in accordance with COA rules and regulations;

D. FINANCIAL ASSISTANCE

3. Funds to the LGUs

A. LGUs: Roles and Responsibilities

12. The LGU with the NASA commit to solidarity guarantee completion of the project on an agreed upon time, unless situation where a force majeure had caused the delay;

D. FINANCIAL ASSISTANCE

3. Funds to the LGUs

A. LGUs: Roles and Responsibilities

13. Refund to the DSWD any unused funds or savings generated after the project completion.

D. FINANCIAL ASSISTANCE

3. Funds to the LGUs

A. LGUs: Roles and Responsibilities

14. The LGU shall be solidarity liable for damages to DSWD in the event that the implementing agency or Second Party fail to comply with its obligations under the MOA based on agreed upon duration. They shall be held responsible for the return of unutilized project fund.

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XI. ROLES AND RESPONSIBILITIES IN THE MANAGEMENT OF MSA OR CSA

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ROLES and RESPONSIBILITIES in the MANAGEMENT of MSA or CSA

The Management of MSA or CSA from the CO shall be under Program Management Bureau (PMB).

A. Central Office (PMB)

- 1.** Oversee and monitor the implementation of programs and activities as part of the rehabilitation plan of areas affected by natural and man-made disasters.

ROLES and RESPONSIBILITIES in the MANAGEMENT of MSA or CSA

A. Central Office (PMB)

2. Ensure that the shelter assistance program and activities of the Field Offices are funded, among other rehabilitation programs;

ROLES and RESPONSIBILITIES in the MANAGEMENT of MSA or CSA

A. Central Office (PMB)

3. Formulate a monitoring and evaluation tool to ensure that programs, objectives and shelter designs are complied and issues on shelter assistance and other rehabilitation program/services implementations are responded;

ROLES and RESPONSIBILITIES in the MANAGEMENT of MSA or CSA

A. Central Office (PMB)

4. Provide technical and administrative support to the Field Offices on shelter assistance program and other rehabilitation services/interventions;
5. Submit regular report to the Secretary thru the Office of Undersecretary for Operations and Capacity Building (OCBG);

ROLES and RESPONSIBILITIES in the MANAGEMENT of MSA or CSA

A. Central Office (PMB)

6. Conduct regular coordination and meetings with the cluster groups chaired by DSWD e.g. shelter and livelihood cluster, camp management cluster and protection cluster, etc.;
7. Perform such other tasks as may be assigned by the Office of the Secretary.

ROLES and RESPONSIBILITIES in the MANAGEMENT of MSA or CSA

B. Field Office

- 1.** Monitor the implementation of MSA or CSA at the Regional Level;
- 2.** Provide Technical Assistance and Resource Augmentation (TARA) to vulnerable and affected LGUs in responding to the requirement for shelter and other rehabilitation needs;

ROLES and RESPONSIBILITIES in the MANAGEMENT of MSA or CSA

B. Field Office

3. Coordinate with the Regional Project Engineer and Operations Division;
4. Coordinate with the Regional Administrative and Financial Division to ensure the timely release of logistic support, manpower, fund, supplies, transport, etc.;

ROLES and RESPONSIBILITIES in the MANAGEMENT of MSA or CSA

B. Field Office

5. Conduct monthly consultation conferences with P/C/MSWDO and Provincial/City Project Coordinators;
6. Plan and prepare schedule of activities including training, orientation, audit, etc., in consultation with other project coordinators for the Regional Director;

ROLES and RESPONSIBILITIES in the MANAGEMENT of MSA or CSA

B. Field Office

7. Review field reports and prepares weekly consolidated report for the Regional Director;
8. Submit physical and financial report to PMB;
9. Prepare all communications relevant to the implementation of MSA or CSA;
10. Perform other related task.

ROLES and RESPONSIBILITIES in the MANAGEMENT of MSA or CSA

C. Provincial Office (If applicable)

The PPC/ Focal Person shall:

1. Determine/identify relocation/ resettlement areas for the shelter implementation;
2. Monitor the project implementation at the Provincial City/Municipality level;
3. Coordinate with the P/M/Technicians and C/MSWDOs;

ROLES and RESPONSIBILITIES in the MANAGEMENT of MSA or CSA

C. Provincial Office (If applicable)

The PPC/ Focal Person shall:

4. Conduct monthly consultation conference with C/MSWDOs implementing the project;
5. Plan and prepare schedule of activities including training, audit, orientation, etc., in consultation with C/MSWDOs;

ROLES and RESPONSIBILITIES in the MANAGEMENT of MSA or CSA

C. Provincial Office (If applicable)

The PPC/ Focal Person shall:

6. Review field reports and prepares monthly consolidation report for the P/C/MSWDOs;
7. Submit weekly Physical and Financial Report to DSWD Field Office.

ROLES and RESPONSIBILITIES in the MANAGEMENT of MSA or CSA

C. City Municipal Office

1. Determine/identify relocation/
resettlement areas for the shelter
implementation;

ROLES and RESPONSIBILITIES in the MANAGEMENT of MSA or CSA

C. City Municipal Office

- 2.** Assist in the supervision and monitoring of MSA or CSA activities in accordance to time schedule, quality and quantity of materials, and adhere to project policies and standards designs and submit report and recommendation to the DSWD regional office, copy furnish the Provincial Shelter Committee;

ROLES and RESPONSIBILITIES in the MANAGEMENT of MSA or CSA

C. City Municipal Office

3. Administer the quality control checklist with the assistance of beneficiaries and foremen to see it that all special features which contribute to the strength of the shelter are properly installed;

ROLES and RESPONSIBILITIES in the MANAGEMENT of MSA or CSA

C. City Municipal Office

4. Assist in the information dissemination about the MSA or CSA to gain support from GOs, NGOs and beneficiaries;
5. Determine that all shelter units reported completed followed/adhere to the basic design of the project;

ROLES and RESPONSIBILITIES in the MANAGEMENT of MSA or CSA

C. City Municipal Office

6. The Local Chief Executive shall issue Certificate of Occupancy on all units reported completed who have passed the quality control standard set for the project.

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XII. QUALITY CONTROL (Shelter Assistance or Core Shelter Assistance)

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XII. QUALITY CONTROL (Shelter Assistance or Core Shelter Assistance)

Quality Control of every shelter units shall be strictly monitored by the City/Municipal Social Welfare Office Assistants to insure that all special features of a structurally strong houses are properly installed, joints are properly connected and no deviation to the basic design shall be made.

XII. QUALITY CONTROL (Shelter Assistance or Core Shelter Assistance)

Certificate of Occupancy, shall be issued only to beneficiaries, who have completed their units and passed the review of the P/C Municipal Shelter Committee.

The DSWD Field Office shall conduct a Post Project Monitoring to look into the functionality of the NASA.

Administrative Order

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XIII. EFFECTIVITY

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XIII. EFFECTIVITY

This order takes effect immediately and supersedes previous issuances inconsistent herewith.

Issued in Quezon City, this 20 day of December, 2010.

Corazon Juliano-Soliman
Secretary

END

Annex C,D and E saved to MS Word