

Department of Social Welfare and Development
National Capital Region

FOR : ALL CENTER/RESIDENTIAL CARE FACILITIES
ALL UNITS/SECTIONS
ALL RPMOs (Pantawid, SLP and RCTSU)

FROM : THE REGIONAL DIRECTOR

SUBJECT : BPRA and Process Flow of Pantawid Pamilya Pilipino Program

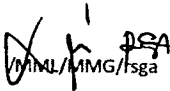
DATE : February 9, 2018

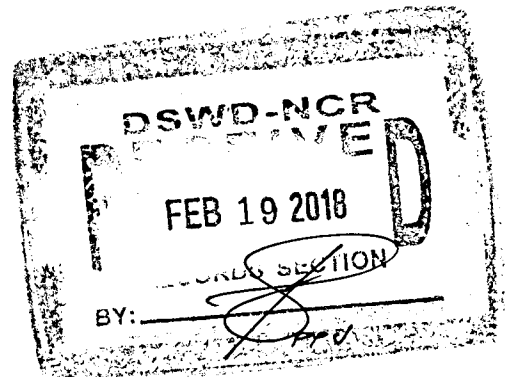
This is to share with you the approved BPRA and Process Flow Chart of Pantawid Pamilya as per result of the Monitoring and Evaluation Workshop on the Preparation of Business Process and requirements Analysis and Process Flow Chart held on July 21, 2017 at Icon Hotel as follows:

1. Registration Process
2. Processing for the Updating of Household Status of Pantawid Pamilya
3. Processing of Update 2: Transfer of Residence

For your information and guidance.


VINCENT ANDREW T. LEYSON


DJA
/MML/MMG/lsga





BUSINESS PROCESS AND REQUIREMENTS ANALYSIS
PANTAWID PAMILYANG PILIPINO PROGRAM
BENEFICIARY DATA MANAGEMENT

Minimum Deliverable: Processing of UPDATE 2: TRANSFER OF RESIDENCE (d. Moving to a different Region) of Pantawid Pamilya beneficiaries)

[1] No.	[A] PROCESSES				[B] REQUIREMENTS				[10] Remarks
	[2] Task	[3] Responsible Person	[4] Time Frame	[5] Output	[6] Policy	[7] Application	[8] Material/Infra	[9] Competency	
1	Filling up of BUS Form 5	Pantawid Pamilya Member	3 minutes	Accomplished BUS Form with attachments		N/A	BUS Form 5	Understanding/ Knowledge on Updating	<input checked="" type="checkbox"/> Old Barangay Certification <input checked="" type="checkbox"/> Photocopy of Pantawid ID <input checked="" type="checkbox"/> Photocopy of Cash Card (if issued)
	Receipt of accomplished BUS Form from Pantawid Pamilya Member	City Link	1 minute	Accomplished BUS Form with attachments				Costumer Oriented	
2.1	Tracking of accomplished BUS Form with attachment		1 minute	Tracking			Laptop	Organization	
2.2	Reviewing the completeness of attachments				BDM Field Manual/ Enhanced TOR process	N/A	List of requirements	Costumer Oriented	Reviewing in the level of the City Link covers the review of attached documents based on the Update Request
	Complete? If Yes, for submission and processing of request If No, return to PP member	City Link	2 minutes	Receiving copy signed by City Link/SWA					
3	Accomplishing the Case Assessment Report (CAR)	City Link	20 minutes	Case Assessment Report with accomplished BUS Form 5 and attachments		MS Word	Case Assessment Report template, Laptop/Computer, Printer and Paper	Attention to details/ Communication	The assessment shall focus on the eligibility of the household, to wit: <input checked="" type="checkbox"/> The household is a certified beneficiary of the Program; <input checked="" type="checkbox"/> The household still has eligible member/s, namely: having 0-18 year old children or pregnant members; <input checked="" type="checkbox"/> The household has no pending grievance concerning



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Policy and Plans Division [PPD]
Planning Unit [PU]

"Monitoring and Evaluation
Business Process and Requirements Analysis (BPRA) and Process Flow Chart"

[1] No.	[A] PROCESSES				[B] REQUIREMENTS				[10] Remarks
	[2] Task	[3] Responsible Person	[4] Time Frame	[5] Output	[6] Policy	[7] Application	[8] Material/Infra	[9] Competency	
4	Endorsement of CAR and BUS Form 5 with attachment to Operations Office	City Link	1 minute	Endorsement letter	BDM Field Manual/Enhanced TOR process	N/A	Paper and pen	Customer Oriented/Communication	eligibility in all program areas; and ✓ The household has not yet graduated from the program
5	Receipt of CAR and accomplished BUS Form from City Link	AA	1 minute	Receiving Copy		N/A	Paper, pen, logbook	Attention to details	
5.1	Tracking of receipt CAR and attachments		1 minute						
5.2	Forward CAR and attachments to SWO III for review		1 minute						
6	Review of the Case Assessment Report	SWO III	5 minutes	Signed Case Assessment Report		N/A	Paper and pen	Analysis/Attention to details/ Case Management Knowledge	
7	Endorsement of Case Assessment Report with BUS form 5 and attachments of the new address to: a. City Link within Municipality/City b. Regional Director of receiving Region	BDM Coordinator	1 minute	Accomplished CAR, BUS Form 5 and other documents	N/A	Endorsement Memo signed by the Regional Program Coordinator	Communication	Types of Update 2: ✓ Moving to a different Municipality/City/Province ✓ Moving to other Region	
8	Receipt of Case Assessment Report with BUS form 5 and attachments	Regional Director	1 minute	Tracking	N/A	Paper, pen, logbook	Attention to details		
8.1	Concurrence of the Case Assessment Report for submission to the RPMO	City/Municipal Link	2 minutes	Concurred Case Assessment	N/A	BUS Form 5, New Barangay Certification, School		This is to ensure that the household has indeed transferred in the new	



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[1] No.	[A] PROCESSES				[B] REQUIREMENTS				[10] Remarks
	[2] Task	[3] Responsible Person (new address)	[4] Time Frame	[5] Output	[6] Policy	[7] Application	[8] Material/Infra	[9] Competency	
8.2	Endorsement of concurred CAR to Regional Beneficiary Data Officer	Admin Assistant	2 minutes	Report with new attachments		Google Drive	Certification, Health Certification		address. This might take some time, hence this will cause delay.
9	Review of the concurred Case Assessment Report If there is no contestation on the eligibility of the household, RBDO shall encode the new address of the household. If there is an ineligibility complaint, RBDO to still encode the new address and endorse to the R/CGO for information and facilitation of resolution.	Regional Beneficiary Data Officer	5 minutes	Tracking	BDM Field Manual/ Enhanced TOR process	Pantawid Pamilya Information System	Laptop/ Computer Internet Connection	Attention to details/ Analysis	
10	Scheduling of Approval date to Regional Director	RBDO	2 minutes	Calendared Activity			Calendar, Pen	Communication/ Attention to details	The approval of the Regional Director is on a bi-monthly basis that is stipulated in the approved timeline sent by NPMO
11	Setting up for the Approval	RBDO/RITO	5 minutes	Set Up Approval system	BDM Field Manual		Laptop/ Computer	Attention to details	
11.1	Ensure internet connection and system (PPIS) availability for Approval	RITO	5 minutes	Wifi Connection	BDM Field Manual Sequence of Updates Approval		Cables Wifi/ Internet Connection	Technical Knowledge	
11.2	Preparation of the Approval Module according to the approval sequence	RBDO	5 minutes			Pantawid Pamilya Information System	Laptop/ Computer Internet Connection	Technical Knowledge/ Attention to details	Update 1 Newboom Update 3 Moving out of the city/ municipality/ barangay outside Pantawid area



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[1] No.	[A] PROCESSES				[B] REQUIREMENTS				[10] Remarks
	[2] Task	[3] Responsible Person	[4] Time Frame	[5] Output	[6] Policy	[7] Application	[8] Material/Infra	[9] Competency	
									Update 4 Change of Health Facility Update 5 Change of School Facility Update 7 Deceased Update 8 Additional Members Update 11 Child Selection Update 10 IP Affiliation Update 12 Succeeding Pregnancy Update 6 Change of Grantee Update 9 Correction of Basic Information Update 2 Change of Address within Pantawid area
12	Approval of Updates	Regional Director	1 minute	Reflection of Update in the PPIS	BDM Field Manual	Pantawid Pamilya Information System	Laptop/ Computer, Internet Connection, Laptop/ Computer	Technical Knowledge/ Attention to details	
13	Generation of Summary Updates	RBDO/ BDM Coordinators	20 minutes	List of Approved Updates	BDM Field Manual			Analysis of Data	
13.1	Quality checking of Approved Updates	RBDO/ BDM Coordinators	1 day	List of Approved Updates					
14	Sharing and reporting of generated Approved Updates to City Links and Operations Office	RBDO/ BDM Coordinators	5 minutes	Approved Updates Report	BDM Field Manual	Email	Laptop/ Computer, Internet Connection	Technical Knowledge/ Attention to details	Sharing of generated Approved Updates is done thru email Reporting of generated Approved Updates is done on a bi-monthly basis during the Operations Offices meeting

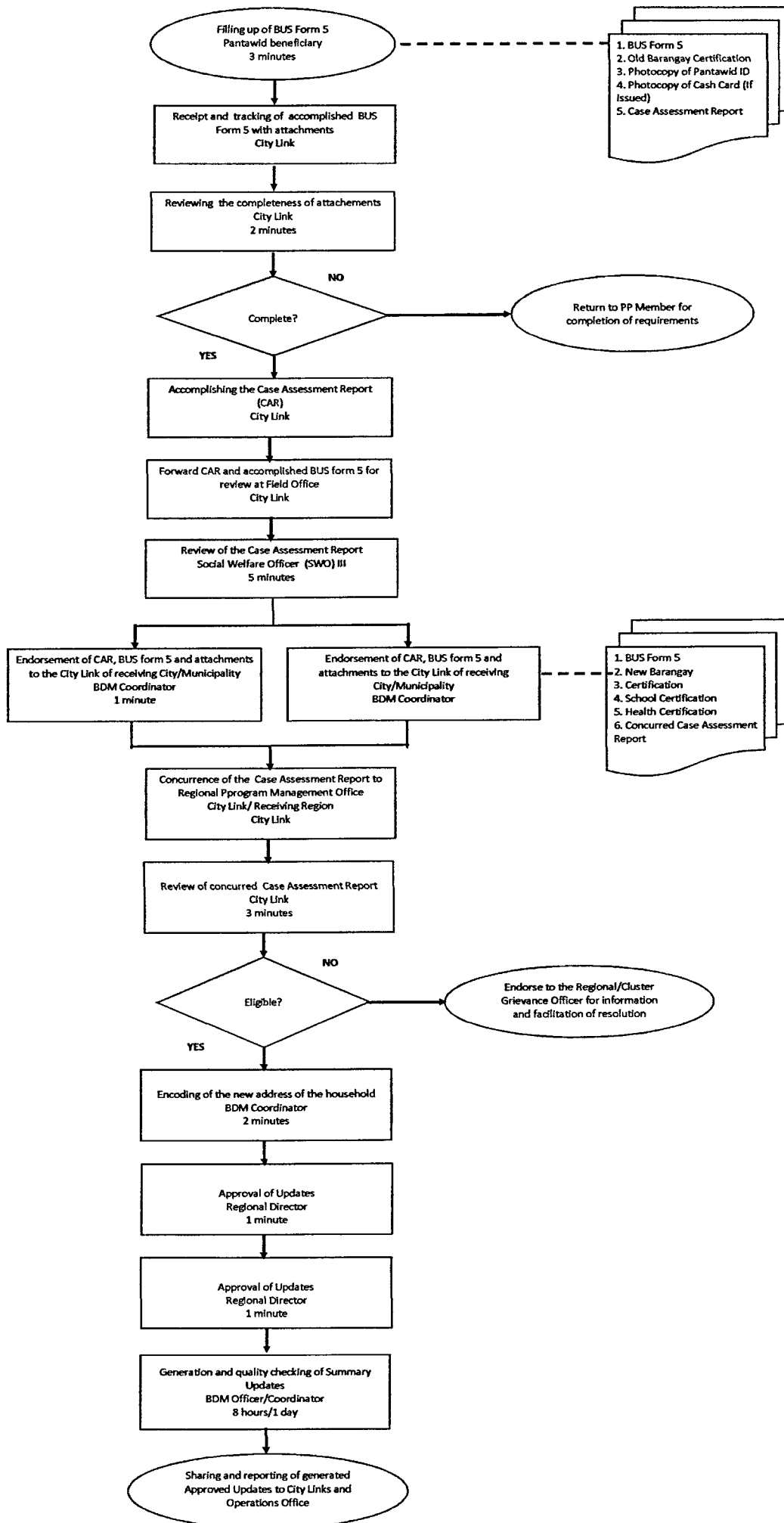
Fill-up Instructions for [A] Processes:
[1] Indicate the sequential number assigned to the task to emphasize procedure.
[2] Indicate the detailed description of the task/action performed by the responsible person.
[3] Indicate the full name and position of the responsible person who performs the task.
[4] Indicate the actual or average time consumed to complete the task/action.

Fill-up Instructions for [B] Requirements:
[6] Indicate the title of the policy, rules or regulation that govern the process and performance of task and/or indicate necessary enhancements to improve the policy, rules or regulations.
[7] Indicate the title of the application necessary to support the efficient performance of task and/or indicate necessary enhancements to improve the current application.



[1] No.	[A] PROCESSES				[B] REQUIREMENTS				[10] Remarks
	[2] Task	[3] Responsible Person	[4] Time Frame	[5] Output	[6] Policy	[7] Application	[8] Material/Infra	[9] Competency	
	[5] Indicate the detailed description of the product or result attained after completing the task.				[8] Indicate the hardware and services necessary to support the effective performance of task and/or indicate the necessary enhancements to improve the existing hardware and services.				
					[9] Indicate the knowledge, skills and attitude that the responsible person must possess to effectively perform the task and/or additional KAS that must be acquired by the responsible person.				
					[10] To be filled by the analyst to indicate action or additional information needed.				

PANTAWID PAMILYANG PILIPINO PROGRAM
PROCESS FLOW ON BENEFICIARY DATA MANAGEMENT UPDATE 2: TRANSFER OF RESIDENCE





BUSINESS PROCESS AND REQUIREMENTS ANALYSIS
PANTAWID PAMILYANG PILIPINO PROGRAM
BENEFICIARY DATA MANAGEMENT

Minimum Deliverable: PROCESSING FOR THE UPDATING OF HOUSEHOLD STATUS OF PANTAWID PAMILYA BENEFICIARIES

(UPDATE 1: NEW BORN; UPDATE 2.A MOVING WITHIN THE BARANGAY; UPDATE 2.B MOVING TO A DIFFERENT BARANGAY; UPDATE 4: CHANGE IN HEALTH CENTER; UPDATE 5: CHANGE IN SCHOOL FACILITY; UPDATE 6: CHANGE OF GRANTEE; UPDATE 7: DECEASED; UPDATE 8: ADDITIONAL HOUSEHOLD MEMBER; UPDATE 9: BASIC INFO; UPDATE 10: IP AFFILIATION; UPDATE 11: CHILD SELECTION; UPDATE 12: SUCCEEDING PREGNANCY)

[1] No.	[A] PROCESSES				[B] REQUIREMENTS				[10] Remarks
	[2] Task	[3] Responsible Person	[4] Time Frame	[5] Output	[6] Policy	[7] Application	[8] Material/Infra	[9] Competency	
1	Filling up and submission of BUS Form 5 to City Link/SWA	Pantawid Pamilya Member	2 minutes	Accomplished BUS Form with attachments	BDM Field Manual		BUS Form 5	Understanding/ Knowledge on Updating	<p>A. Newborn/Additional Member</p> <ul style="list-style-type: none"> • Birth Certificate • Health Certificate • School Certificate (as need arises) <p>B. Transfer of Residence (2.a Moving within the Barangay and 2.b Moving to a different Barangay)</p> <ul style="list-style-type: none"> • Old Barangay Certificate • New Barangay Certificate <p>C. Health/Succeeding Pregnancy</p> <ul style="list-style-type: none"> • Health Certificate <p>D. School/Child Selection</p> <ul style="list-style-type: none"> • School Certificate <p>E. Change of Grantee</p> <ul style="list-style-type: none"> • Birth Certificate • Marriage Certificate • Death Certificate • City Link Certification • LandBank of the Philippines Form of new Grantee • LandBank of the Philippines Form of Guardian (Minor Grantee 0-7 years old) • Social Case Study (Minor Grantee)



	according to the approval sequence				Approval	Information System	Internet Connection	Attention to details	
7	Approval of Updates	Regional Director	1 minute	Reflection of Update in the Pantawid Family Information System	BDM Field Manual	Pantawid Family Information System	Laptop/Computer, Internet Connection	Decision Making	
8	Generation of Summary Updates	RBDO/ BDM Coordinators	20 minutes	List of Approved Updates	BDM Field Manual	N/A	Computer, Internet Connection	Computer Literacy	
8.1	Quality checking of Approved Updates	RBDO/ BDM Coordinators	1 day		BDM Field Manual	N/A	Laptop/Computer	Analysis of Data	
9	Sharing and reporting of generated Approved Updates to City Links and Operations Office	RBDO/ BDM Coordinators	5 minutes	Approved Updates		Email	Laptop/Computer, Internet Connection	Technical Knowledge/ Attention to details	Sharing of generated Approved Updates is done thru email Reporting of generated Approved Updates is done on a bi-monthly basis during the Operations Offices meeting

Fill-up Instructions for [A] Processes:

- [1] Indicate the sequential number assigned to the task to emphasize procedure.
- [2] Indicate the detailed description of the task/action performed by the responsible person.
- [3] Indicate the full name and position of the responsible person who performs the task.
- [4] Indicate the actual or average time consumed to complete the task/action.
- [5] Indicate the detailed description of the product or result attained after completing the task.

Fill-up Instructions for [B] Requirements:

- [6] Indicate the title of the policy, rules or regulation that govern the process and performance of task and/or indicate necessary enhancements to improve the policy, rules or regulations.
- [7] Indicate the title of the application necessary to support the efficient performance of task and/or indicate necessary enhancements to improve the current application.
- [8] Indicate the hardware and services necessary to support the effective performance of task and/or indicate the necessary enhancements to improve the existing hardware and services.
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- [10] To be filled by the analyst to indicate action or additional information needed.

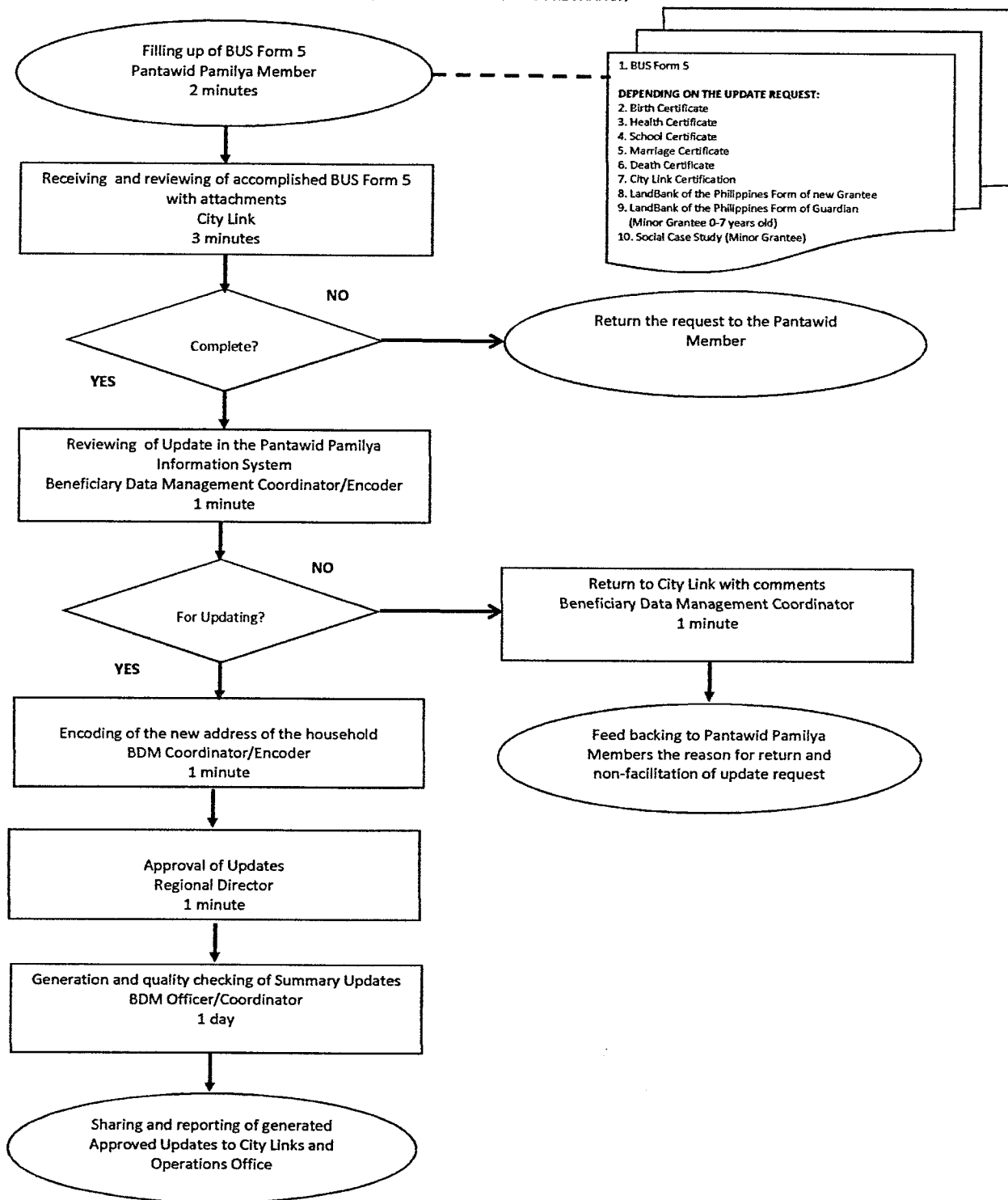
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

National Capital Region

PANTAWID PAMILYANG PILIPINO PROGRAM

PROCESS FLOW ON BENEFICIARY DATA MANAGEMENT UPDATE 1, 2a, 2b, 4, 5, 6, 7, 8, 9, 10, 11 and 12

UPDATE 1: NEW BORN; UPDATE 2.A MOVING WITHIN THE BARANGAY; UPDATE 2.B MOVING TO A DIFFERENT BARANGAY; UPDATE 4: CHANGE IN HEALTH CENTER; UPDATE 5: CHANGE IN SCHOOL FACILITY; UPDATE 6: CHANGE OF GRANTEE; UPDATE 7: DECEASED; UPDATE 8: ADDITIONAL HOUSEHOLD MEMBER; UPDATE 9: BASIC INFO; UPDATE 10: IP AFFILIATION; UPDATE 11: CHILD SELECTION; UPDATE 12: SUCCEEDING PREGNANCY





**BUSINESS PROCESS AND REQUIREMENTS ANALYSIS
PANTAWID PAMILYANG PILIPINO PROGRAM
BENEFICIARY DATA MANAGEMENT**

Minimum Deliverable: Registration process of Pantawid Pamilya

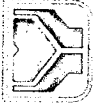
[1] No.	[2] Task	[A] PROCESSES			[B] REQUIREMENTS			[10] Remarks	
		[3] Responsible Person	[4] Time Frame	[5] Output	[6] Policy	[7] Application	[8] Material/Infra		[9] Competency
Pre-Community Assembly									
1	Downloading of potential list from NPMO	RITO	1 day	List of eligible households	BDM Field Manual/ Registration guidelines	FTP	Computer, Internet	Technical Knowledge	
2	Generation of Eligible Households	RITO	1 day	List of eligible households		MS Excel		Technical Knowledge/ Attention to details	Simultaneously conducted
3.a	System Validation: checking of possible duplicity and data inconsistencies	BDMC	3 days	Clean list of eligible households		-do-	Bond Paper, Printer, and toner	Communication/ Attention to details	
3.b	Coordination with the LGU, school and health facility focal	City Links, SWAs and IPDO	3 days	Communication letters		-do-	Double adhesive tape		
3.c	Posting of Eligible Households and schedule of Community Assembly in the school and health facilities	City link and SWA	2 days	Posted clean list of potential households and schedule of Community Assembly		-do-			
4	a. If with budget outsourcing. b. If without budget, printing at Field Office	RITO and BDMC	2 days	Printed Validation Forms		MS Word, Adobe Reader	Bond paper, ballpen, toner, printer, and stapler	Technical Knowledge/ Attention to details/ Communication	
5	Sorting of forms	BDMC	1 day	Sorted forms		-do-		Attention to details	
6	Distribution of forms	BDMC	1 day	-do-		-do-			
During Community Assembly									
7	Signing of attendance	SWA	2 minutes	Accomplished	BDM Field	-do-	Attendance	Attention to	



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"Monitoring and Evaluation Workshop on the Preparation of
Business Process and Requirements Analysis (BPRA) and Process Flow Chart"

					attendance form	Manual/ Registration guidelines	Sheet	details	
8	Preliminary/ ComAss Process Orientation	City Link	10 minutes		Oriented potential households of the process flow		-do-	Technical Knowledge/ Attention to details/ Communication	
9	Validation and Updating of Data a. If eligible, proceed to Program Orientation b. if not eligible, explanation of ineligibility and exit	City Link / SWA	20 minutes		Filled out registration form		MS Excel, MS word, MS Powerpoint and Adobe Photoshop	Validation forms, LBP forms, ballpen, toner, Correction tape, stapler, Bristol Paper, Lamination film, Digital camera, Laptop, printer and colored ink.	
10	Program orientation	City Link	1 hour		Oriented eligible households			Birth Certificate, School and Health Certificate, Valid ID	
11	Signing of LBP Enrollment Forms of eligible members	City Link / SWA	3 minutes		Filled out LBP form			Attention to details	
12	Tracking Of Accomplished LBP and Validation Forms	City Link / SWA	5 minutes		Tracked accomplished forms			Attention to details/ Communication	
13	Submission of Accomplished LBP and Validation Forms in the Field Office	City Link / SWA	3 minutes		-do-		-do-		
Post Community Assembly									
14	Receiving of accomplished LBP Forms and Validation Forms	BDMC	3 minutes		-do-	BDM Field Manual/ Registration guidelines	-do-	Attention to details	
15	Reviewing of accomplished LBP and Validation Forms If Complete, encoding of accomplished forms If not Complete, return to CL for completion of	BDMC and Encoder	15 minutes		Encoded information in the Pantawid Pamilya Information System		Pantawid Pamilya Information System	Attention to details	



requirements/forms	RBDO	2 minutes	Calendared Activity	Approved BDM timeline	-do-	-do-	Communication/ Attention to details	The approval of the Regional Director depends on the approved schedule sent by NPMO
16 Scheduling of Approval date to Regional Director	RBDO	2 minutes						
17 Setting up for the Approval	RBDO/RITO	5 minutes		BDM Field Manual	Laptop/ Computer Cables Wifi/ Internet Connection	Attention to details		
18 Ensure internet connection and system (PPIS) availability for Approval	RITO	5 minutes				Technical Knowledge		
19 Approval of Registration	Regional Director	1 minute	Reflection of Update in the Pantawid Pamilya Information System		Pantawid Pamilya Information System	Technical Knowledge/ Attention to details		
20 Generation of Summary of Registered Households	RBDO/BDM Coordinators	20 minutes	List of Approved Updates					
21 Quality checking of Approved Registered Households		1 day				Analysis of Data		
22 Sharing and reporting of generated Approved Registered Households to City Links and Operations Office			Generated Approved Registered Households		Email	Technical Knowledge/ Attention to details	Sharing of generated Approved Registered Households is done thru email	
<p>Fill-up instructions for (A) Processes: [1] Indicate the sequential number assigned to the task to emphasize procedure. [2] Indicate the detailed description of the task/action performed by the responsible person. [3] Indicate the full name and position of the responsible person who performs the task. [4] Indicate the actual or average time consumed to complete the task/action. [5] Indicate the detailed description of the product or result attained after completing the task.</p> <p>Fill-up instructions for (B) Requirements: [6] Indicate the title of the policy, rules or regulation that govern the process and performance of task and/or indicate necessary enhancements to improve the policy, rules or regulations. [7] Indicate the title of the application necessary to support the efficient performance of task and/or indicate necessary enhancements to improve the current application. [8] Indicate the hardware and services necessary to support the effective performance of task and/or indicate the necessary enhancements to improve the existing hardware and services. [9] Indicate the knowledge, skills and attitude that the responsible person must possess to effectively perform the task and/or additional KAS that must be acquired by the responsible person. [10] To be filled by the analyst to indicate action or additional information needed.</p>								

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
 National Capital Region
 PANTAWID PAMILYANG PILIPINO PROGRAM
 PROCESS FLOW ON BENEFICIARY DATA MANAGEMENT REGISTRATION PROCESS

