

REGIONAL MEMORANDUM ORDER

No: 002

Series of 2014

**Subject: Expanded Livelihood Opportunities
For Persons With Disabilities**

I. RATIONALE:

The growing social awareness on the plight of the less fortunate Persons With Disabilities (PWDs) led government to facilitate opportunity for them to develop their potentials so that they can live independently, enjoying their rights as human beings. Programs and services have been implemented and provided by the government and non government organizations for Children/Persons with Disabilities (C/PWDs) rehabilitation. However, evaluation results of these interventions show that C/PWDs can benefit from these programs and services if there is guidance and coordination among implementers, the public and other stakeholders, specifically the intended beneficiaries are more aware of PWD rights, programs and services available for PWDs.

Therefore, the government still needs to develop more appropriate and responsive programs and services to address the issues confronting C/PWD's total rehabilitation and ultimately be integrated into the mainstream of society.

With this, the Rehabilitation Sheltered Workshop (RSW) as an established entity of DSWD with the main objective of providing gainful activities to Persons with Disabilities (PWDs), who by virtue of severity of the impairment and its accompanying special needs could not be placed to open employment or could not managed their own livelihood projects. As an approach to attain the primary objective of providing livelihood opportunities, the RSW sets up and operate various productivity projects wherein said clientele are given some productive activities to do that would give them some remuneration, as an alternative to begging in the street.

Though they gain some monetary compensation from their involvement to various projects in RSW, it was made clear to them that rehabilitation goal is purely on development of personality and adoption of positive work habits/values. Despite the efforts of the center to help out that these clients be placed for open employment, still, achieving this goal is difficult due to limited number of companies/ employers who are willing to accept PWDs to be part of their workforce. There were some clients who were successfully hired; however, usually these are only on a contractual basis. Based on our experience along facilitating clients for jobs outside only one out of ten clients being referred has a chance to be hired while the rest would receive indefinite response. This is understandable given the current state of unemployment in our country much more an applicant with physical

disabilities. Given such predicament, majority of the project workers opted to stay in the center since they are guaranteed that they will earn continuously though very limited income. About fourteen (14) clients in the past who were discharged from the center and availed of this kind of assistance made use of the capital assistance by putting up their respective livelihood projects. Status of their projects as of the present time could no longer be assessed due to the fact that many of them have already transferred to other places of residences while others are dead. However, on the initial stage of operationalization of their projects all of them were found to be doing good and could be seen visiting the center and reporting of how their new found businesses had helped them in their daily sustenance. It cannot be denied also that proper institutionalized mechanisms were not established for the purpose of ensuring that the livelihood projects would be properly guided, provided technical support and moreover LGUs were not involved to conduct after care services and accessed other resources that could be generated to further propel the project to successful implementation. It is for this reason that the present guidelines is being revised to address the loopholes and gaps in implementation.

Despite some uncertainty of post-sheltered life, clients are still being prepared for their eventual separation from the temporary sheltered employment. While efforts are being provided to assist discharged clients integrated to their respective communities, still the hard reality of economic self-sufficiency continues to be their biggest challenge. At times activities exerted to link them to resources for capital assistance, financial assistance and livelihood projects proved futile due to very limited resources available in the community. Hence, the end goal of self-reliance becomes not feasible.

Given the difficulty of post-sheltered life, the center hereby proposed to provide eligible clients with working capital to be utilized in putting up a family enterprise for them to become gainfully self-employed, provide for their sustenance and sustains self-reliance in daily living after discharge. Involving them in livelihood opportunities is one of the best options available to realize the goal of economic self-sufficiency. Successful integration of PWD clients in the community necessitates a big push by the various services/disciplines of the center. On the other hand, infusion of budgetary fund for capital assistance to clients becomes crucial to attain objectives of turning them into micro-entrepreneurs who can manage their own small businesses.

II. LEGAL BASES:

I. International Instruments

1.1 United Nations Convention On The Rights of Persons With Disabilities (UNCRPD), December, 2006

This instrument was adopted on December 13, 2006 and signed by 82 signatories of representative countries. The convention follows decades

of work by the United Nations to change attitudes and approaches to persons with disabilities. It takes to a new height the movement from viewing persons with disabilities as "objects" of charity, medical treatment and social protection towards viewing persons with disabilities as "subjects" with rights, who are capable of claiming those rights and making decisions for their lives based on their freewill and informed consent.

The convention adopts a broad categorization of persons and reaffirms that all persons with all types of disabilities must enjoy all human rights and fundamental freedoms. It marks the shift in thinking about disability from a social welfare concern, to a human rights issue, which acknowledges the societal barriers and prejudices are in themselves disabling (www.un.org).

1.2 Incheon Strategy:

1. Reduce poverty and enhance work and employment prospects.
2. Promote participation in political processes and decision making.
3. Expand early equality and women's empowerment.
4. Strengthen social protection.
5. Expand early intervention and education of children with disabilities.
6. Ensure gender equality and women's empowerment.
7. Ensure disability-inclusive disaster risk reduction.
8. Improve reliability and comparability of disability data.
9. Accelerate the ratification and implementation of the Convention on the Rights of Persons With Disabilities and harmonization of national legislation with the convention.
10. Advance sub-regional, regional and interregional cooperation.

2. National Laws:

2.1. 1987 Philippine Constitution

Article 13, Section 11 of the 1987 Philippine Constitution states, "That the state shall adopt an integrated and comprehensive approach to health development which shall endeavor to make essential goods, health and other social services available to all the people at affordable cost. There shall be priority for the needs of the under-privileged, sick, elderly, disabled, women, and children".

Furthermore, Article Section 13 also provides that the state shall establish a special agency for disabled for their rehabilitation, self-development, and self-reliance, and their integration into the mainstream of society.

2.2. Republic Act 7277- otherwise known as the "Magna Carta for Persons with Disabilities".

This is an act providing for the Rehabilitation, Self-Development and Self-Reliance of Disable Persons and their integration into the mainstream of society and for other purposes.

Section Five (5) of the Implementing Rules and Regulations entitled Vocational Rehabilitation states that entrepreneurial program shall be afforded disabled persons in order to familiarize them on business ventures, the mechanics of business as well as available business opportunities or other productive endeavours.

2.3. Republic Act No. 9442, An act amending RA 7277, Granting Additional Privileges and Incentives and Prohibitions on Verbal, Non-Verbal Ridicule and Vilification Against Persons with Disability.

This act provides privileges and incentives for persons with disabilities like the grant of a 20% discount from all establishments relative to utilization of all services in hotels and similar lodging establishments, restaurants, recreation centers and places of leisures for the exclusive use and enjoyment of persons with disability. Likewise, it grants 20% discount in the purchase of medicines, 20% discount from hospital bills in both government and private hospitals subject to approved guidelines. The law also grants similar discount in fare for domestic air, and sea travel.

Another salient feature of the law is the deliverance from public ridicule of persons with disabilities such as making fun or contemptuous imitating or making mockery of persons with disability whether in writing, or in words, or in action due to their impairments.

2.4. Republic Act 5416- otherwise known as the "Social Welfare Act of 1968" which created the Department of Social Welfare and Development to develop and implement comprehensive social welfare program.

Section 7, Letter C provides among others that the Bureau of Vocational Rehabilitation of the DSWD shall formulate, administer, develop and implement vocational rehabilitation and related services to disabled handicapped persons and individuals with special need, and services.

3. DSWD Issuances:

3.1. Administrative Order No.19 Series of 2010 otherwise known as "Guidelines on the Implementation of the Comprehensive Program for Children/Persons with Disabilities (C/PWDs)"

Section VII entitled implementing procedures specifically delivery of community-based rehabilitative services states that PWDs can be assisted through the provision of Sea-K Kaunlaran Scheme.

3.2. Administrative Order No. 7 Series of 2004 otherwise known as "Guidelines for the Implementation of the Sheltered Workshop for PWDs and Older Persons.

Item VIII entitled Components of the Project, specifically number 6, Provision of Social Services, provides that Persons With Disabilities desiring to go on self-employment may be referred to agencies with self-employment assistance, or the SEA Kaunlaran. A recipient shall undergo training along Basic Business Management for knowledge and experiential learning in the management of their business.

Furthermore, rates extended for individual and family enterprise shall be applied with the corresponding project proposal using the DSWD format.

3.3. Manual of Operations of the Rehabilitation Sheltered Workshop specifically the portion along closure/termination provides that PWDs who may wish to engage in business enterprise may be assisted through the provision of livelihood capital assistance.

II. OBJECTIVES

General Objective

To establish a comprehensive guidelines in the provision of livelihood opportunities for Persons with Disabilities."

Specific Objectives:

1. To provide livelihood opportunities to PWDs to become productive member of the society;
2. To strengthen capacities of clients and their families along management of their own livelihood projects through Basic Business Management Training (BBMT) and other Skills Trainings;
3. To establish criteria on the selection of clients to be provided with livelihood projects; and
4. To ensure stability of project through regular monitoring and provision of technical assistance to clients."

III. DEFINITION OF TERMS:

1. **Cash Grant** - refers to cash grant intended for income generating projects for PWDs to be provided by the center to the discharged client who will be engaging in self-employment for them to be able to set-up and start their own livelihood projects with no repayment scheme and no interest rate.
2. **Client** - refers to persons with disability who are admitted in the RSW.
3. **Community Partnership** - refers to establishing linkages and partnership with barangay and other organization in the community which can be tapped for further assistance and support to clients
4. **Business Plan** - refers to a formal statement of a set of business goals, the reasons they are believed attainable, and the plan for reaching those goals.
5. **Disability** - refers to a physical or mental impairment that substantially limits one or more psychological, physiological or anatomical function of an individual or activities of such individual.
6. **Livelihood** - refers to an activity carried out for the purpose of earning a living and/or providing for one's basic needs.
7. **Rehabilitation** - refers to a process / integrated approach to physical, psychosocial, cultural, spiritual, educational, or vocational measures that create conditions for the individual to attain the highest possible level of functional ability.
8. **Persons with Disabilities (PWDs)** - refers to those who have long - term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others.
9. **Project Proposal** - refers to a formal document suggesting a proposed project containing organized data and justification such as rationale, objectives, description, budgetary requirements and showing feasibility of the project.

IV. SCOPE AND COVERAGE

This guideline will cover all clients who meet the following criteria:

1. Have been in the center for at least six (6) months;
2. Assessed to be ready for discharge;

3. Assessed to be not qualified for open employment; and
4. With strong potential for livelihood project as assessed by the Project Development Officer and Social Worker and whose immediate family are willing to involve themselves in the target business project.

V. GENERAL POLICIES

The following policies shall be observed in the implementation of livelihood opportunity for RSW clients:

1. Clients should undergo Basic Business Management Training and other skills training;
2. The livelihood opportunity can be availed of by the same clients only once;
3. Social Case Study Report shall be attached to the project proposal;
4. Upon receipt of the cash grant, the client shall be assisted by RSW staff in purchasing the supplies and materials to be used in the livelihood project;
5. In case a client is a non-resident of NCR, the concerned DSWD regional office where the residence of client is located shall be involve in this undertaking.
6. The utilization of the cash grant specifically the purchase of supplies, materials and equipment shall observe the usual policies on accounting rules and regulations of the department.
7. The amount of cash grants will range from Php5,000.00 to Php20,000.00 based on the approved project proposal and availability of funds.

VI. IMPLEMENTING PROCEDURES

Qualified clients will be undergoing the following phases prior provision of the said livelihood assistance. Attached is the process flow marked Annex A in the availment of the assistance.

A. Pre-Implementation Phase

Under this phase, the Rehabilitation Team will ensure client's readiness to engage in livelihood. The following are the activities to be undertaken;

1. Selection of Beneficiaries

Conduct of interview and assessment to determine eligibility of clients for the livelihood opportunities.

During this phase, client will also be assisted by the social worker/ case manager in formulating his/her business plan,

with emphasis on self-employment. Series of counselling and session will be provided to a particular client to further encourage him/her to realize his plans in life.

2. Social Preparation

- 2.1. Conduct of home visitation to explore client and his/her families capacity to manage direct their own livelihood project (including family resources).
- 2.2. Conduct of community partnership (meeting with the barangay for resource support)
- 2.3. Conduct of learning sessions along value formation, responsible parenthood and entrepreneurial development activities.

3. Basic Business Management Training and other skills training activities.

- 3.1. The Training on Basic Business Management will be conducted after a careful assessment of the target beneficiaries. This is a three-day session with the main objectives of imparting skills in managing business enterprise and become entrepreneurs. Salient activities include discussion of topics such as project identification, marketing, production, simple bookkeeping and business financial management. Final output of this activity will be a draft business plan/ project proposal.
- 3.2. When needed production service would initiate conduct of skills trainings to clients in specific products which are in demand in the market based on recommendation of the Marketing Service provided that proposed skills training are suited/ commensurate to the vocational inclination/interest, level of capacities, available resources and prospects of opportunities in the locality where client reside.

4. Preparation of Project Proposal and completion of documentary requirements.

Clients will be assisted by the Project Development Officer (PDO) in the preparation of project proposal and other documentary requirements such as business plan and industrial surveys etc. when needed

In order to ensure feasibility of the client's proposed project, PDO/ MDO will provide technical inputs through conduct of one on one session to assist them along targeting, assessing and identifying strategies to ensure that they can sustain their projects.

5. Case Conference with LGUs

A case conference shall be held with the LGUs before availment of the assistance to tackle after care management and after three months of project implementation the eventual turn-over of the case to ensure monitoring and continued provision of other support services.

6. Review of Project Proposal

The PDO shall review the project proposal to gauge feasibility and provide the necessary technical inputs to improve the proposal. After the project proposal has been finalized by the client (project proponent) the same shall be turn-over to the head social worker for her consideration/recommendation.

Proposed business plan will be subjected for assessment of feasibility by members of the Rehabilitation team. Result of the assessment and feasibility with recommendations will be forwarded to the Center Head for review and recommending approval.

7. Approval of Project Proposal

Upon recommendation of the project proposal the same shall be forwarded to the NCR Field Office for approval of the Regional Director.

B. Implementation and Monitoring Phase

1. Release of Cash Grant

During this phase, needed Cash Grant will be provided to the beneficiaries based on approved project proposal and should be properly received by them. Client signs the Kasunduan together with the family members.

2. Purchase of Supplies and Materials

Cash Grants will be utilized as a start-up investment in order to start the operation of the proposed project. Purchase of supplies, materials and equipment shall be evidenced by an official receipts. To ensure proper utilization the PDO shall accompany the beneficiaries in the purchase of items needed.

3. Implementation of Business Plan

It is expected that at this stage, the client together with members of his/her family will be managing their small business enterprise

efficiently based on what they have learned from the business training activity. They are expected to implement all the details of their business plan.

4. Monitoring (with case conference with LGUs)

For NCR residents, it will be conducted weekly for the first month of implementation and twice a week for the second month and once a month on the third month.

5. Case Conference with the LGU

Case conference should be conducted with the LGU to ensure that they will already be involved in the monitoring activity.

For non residents, monitoring shall be done twice a month for two months through the concerned Field Office SWAD Team.

C. Post Implementation Phase

1.1. Pre-Discharge Conference

In this phase, the target beneficiary will now be subjected for final evaluation of his/ her own project implementation.

Once the assessment shows that client was able to manage his/her own project and shows economic independence, the center will refer the client to LGU for after care monitoring. A Pre-Discharge Conference in the presence of the LGU will be convened by the team to discuss and share the efforts done by the center and identify possible assistance that LGU can provide. Discussion may focus also on describing the level of client's capability to manage and assess the status of clients and their families. In case LGU does not attend the case conference the same shall push through after which the concerned LGU shall be officially informed of the result of the conference.

2.1. Turn-over of Client To LGU For After Care Service

After the case conference, client's case will now be closed and officially endorsed to LGU for after care services. A written feedback report will be requested from the concerned LGU to provide updates on their after care monitoring effort.

V. INSTITUTIONAL ARRANGEMENTS

1. REHABILITATION SHELTERED WORKSHOP

1.1. Social Auxiliary Service

- o Conducts overall assessment of client's eligibility for livelihood opportunities and case management;
- o Conducts home visitation, planning with clients, collateral interviews with family and other pertinent members of the community related to the client;
- o Conducts sessions that would achieve a well rounded personality to help the client realize his plans in life and encourage clients to engage in self-employment;
- o Initiate the conduct of Rehabilitation Team Meeting (RTM);
- o Maintain case records and other pertinent documents associated with their involvement to the program; and,
- o Initiate case conference to LGUs for review, assessment and turn-over of cases for after care service.
- o Refer clients to LGU for after care services.

1.2. Marketing Service

- o Provide technical assistance along formulation of business plan and marketing strategy
- o Act as resource person in project-related training/workshops/seminars
- o Review and provide recommendations for the improvements of the clients project proposal.
- o Formulate pre and post evaluation tool to determine client's project sustainability.
- o Develop new partnerships with other organizations/NGAs and other similar entities that could provide further assistance to the clients
- o Assist the client in the purchase of supplies and materials intended for use in the livelihood project; and
- o Monitor and evaluate the client's project implementation.

1.3. Production Service

- o Conduct skills training which the client can apply as they start their own livelihood projects
- o Act as resource person in project-related training/workshops/seminars
- o Monitor and evaluate the client's project implementation;
- o Provide recommendations for the improvement of the client's projects

1.4. Administrative Service

- o Prepare vouchers and other supporting documents for the release of cash grants.

2. Field Office

2.1 Social Welfare Specialist for PWD

- o Monitor and provide technical assistance on the provision of livelihood projects
- o Attend case conference when necessary.

2.2 Center/Residential Case Facilities Coordinator

- o Reviews project proposal for livelihood project and recommends its approval.
- o Attends case conference when necessary.

2.3 Sustainable Livelihood Program Office

- o Assists RSW in the conduct of Basic Business Management Training.

2.4 Planning Unit

- o Monitors the implementation of this guideline.

3. Local Government Units

- Attends case conferences.
- Conducts monitoring of the project and provide after care services.
- Submit feedback reports to RSW on status of the livelihood project and well being of clients.
- Accesses other support services that may be needed by clients.

4. Other DSWD Field Offices

- Attends case conference when necessary.
- Conducts monitoring on status of livelihood project and provides feedback report to RSW.
- Provides needed technical support to clients in the implementation of livelihood project.

5. Clients

- Implement the livelihood project based on approved project proposal.
- Involves family members in the business
- Utilizes the cash grant in the purchase of needed supplies, materials and equipment.
- Provides RSW update/status on result of business operation.
- Implements advise of project development officers/manpower development officers and social workers in the management of livelihood project.

4. SOURCES OF FUND

The Cash Grant to be provided will be charged to the Direct Release Fund (DRF) of the center. This will be included in the Annual Work and Financial Plan of the center. Number of clients to be targeted under this guideline will be based on the assessment and recommendation of the Social Auxiliary Service.

5. EFFECTIVITY CLAUSE

This order takes effect immediately and revokes all previous orders contrary thereto.

Issued in Manila, this 4th of Dec., 2014


MA. ALICIA S. BONOAN
Regional Director