



DSWD

Department of Social Welfare and Development



BAGONG PILIPINAS

Doc. Control No.	DSWD-FMS-SOP-007	
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PROCESSING OF CASH GRANTS FOR 4PS BENEFICIARIES

Document History				
Rev. No.	DRRRF No.	Description of Change	Originator	Effectivity Date
00	DRRRF-2022-199	Initial Release	Finance and Management Service	March 12, 2022
01	DRRRF-2022-323	<ol style="list-style-type: none"> Inclusion of DSWD QMS Certification Mark in compliance with ISO 9001:2015 Standards Deletion of Process in Account Opening and Matching Revision of Total Turnaround Time 	Finance and Management Service	September 12, 2022
02	DRRRF-2024-001	<ol style="list-style-type: none"> Added procedure of checking documents received from NPMO and revised timeline Updating of Classification from Service to Function 	Financial Management Service	16 FEB 2024
REVIEW AND APPROVAL				
		PRINTED NAME		POSITION
PREPARED BY:		WAYNE C. BELIZAR		Director IV Financial Management Service
REVIEWED BY:		ATTY. EDWARD JUSTINE R. ORDEN		Undersecretary for General Administration and Support Services Group
		USEC. ADONIS P. SULIT		Deputy Quality Management Representative
DISTRIBUTION LIST:				
<ul style="list-style-type: none"> - DSWD Central Office Cluster Head - DSWD National Total Quality Management Steering Committee Chairperson - DSWD Quality Management Representative - DSWD Field Offices 			<p><i>This document is updated and controlled if it bears the BLUE "CONTROLLED COPY" stamp. Otherwise, please refer to the Document Controller (DC) for your updated copy.</i></p>	

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PROCESSING OF CASH GRANTS FOR 4PS BENEFICIARIES

- 1.0 Purpose:** To ensure the following:
1. The Pantawid Pamilyang Pilipino Program (4Ps) cash grants for distribution/payment to beneficiaries are timely, accurately and sufficiently funded; and
 2. All 4Ps beneficiaries in the Approved Payroll Summary (APS) are included in the payroll files submitted to the authorized government depository banks (AGDBs).
- 2.0 Scope:** This covers the funding of cash grants and generation of payroll for beneficiaries of the 4Ps nationwide.
- 3.0 Associated Reference/s** General Appropriations Act
Memorandum of Agreement between DSWD and AGDB
Implementing Guidelines
- 4.0 Definition of Terms**

TERM	DEFINITION
Mode of Payment (MOP)	Way of paying the beneficiary (e.g. cash card)
Regular Conditional Cash Transfer (RCCT)	A program locally known as Pantawid Pamilya Pilipino Program, or 4Ps, is a government program that provides conditional cash grants to the poorest of the poor in the Philippines. The program aims to break the cycle of poverty by keeping children aged 0-18 healthy and in school, so they can have a better future.
Secured File Transfer Protocol (SFTP)	SFTP, or Secured File Transfer Protocol uses secured shell encryption to provide a high level of security for sending and receiving file transfers.
Authorized Government Depository Bank (AGDB)	A banking institution accredited and managed by the government, which is also categorized as a government-owned and controlled corporation (GOCC) or government financial institution.
Beneficiaries	A grantee or child who is a member of the eligible poor households enrolled in the program.
Cash Grant	The amount received by the qualified household-beneficiaries who comply with the conditions for entitlement.



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Pantawid Pamilyang Pilipino Program Information System (PPIS)	A system or database used to manage and track the information of beneficiaries, disbursements, and compliance with program conditions.
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5.0 Responsibility

Ensure that the 4Ps cash grants for distribution/payment to beneficiaries are timely, accurately and sufficiently funded.

6.0 Definition and Forms

Obligation Request and Status (ORS) – This form shall be used by the Requesting/ Originating Offices in the utilization of their approved budget allocations per General Appropriations Act Release Document (GAARD) and other budget laws/authority.

Disbursement Voucher (DV) – The DV is a form used to pay an obligation to employees/individuals/agencies/creditors for goods purchased or services rendered. It shall be prepared by the Requesting Office/Unit. The Accounting Division/Unit shall stamp on the face of this form the date of receipt from the requesting unit.



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7.0 Procedure

FLOWCHART	PROCEDURE DETAILS	RESPONSIBLE	INTERFACE DOCUMENT	TURN AROUND TIME
<pre> graph TD START([START]) --> Check[Check the documents received from NPMO] Check --> Decision{Are the documents complete?} Decision -- YES --> A{{A}} Decision -- NO --> B((B)) A --> B B --> Advise[Advise NPMO for their appropriate action] </pre>	<p>1. The FCMS Staff shall initially check if the documents received from 4Ps NPMO are complete.</p> <p>a. Notice of Approved Payroll Action (NAPA) List/Summary;</p> <p>b. Certification from 4Ps NPMO that the 4Ps beneficiaries included in the NAPA met the criteria in accordance with Section 6 of RA No. 11310 and have been determined by 4Ps NPMO as qualified and eligible to receive the 4Ps cash grants / and or categorized as poor in the standard targeting system; and</p> <p>c. Compact Disc (CD) containing the softcopy of the NAPA summary/list.</p> <p>If there is a lacking document, advise NPMO for their appropriate action.</p>	<p>FCMS Staff</p>	<ul style="list-style-type: none"> Memorandum endorsing NAPA and Certification [with NAPA List/ Summary and Compact Disc (CD)] 	<p>Half (.5) working day</p>



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<pre> graph TD A[A] --> B[Review and tally of computed Payroll] B --> C{Is the result tally?} C -- NO --> C((C)) C -- YES --> D[Prepare checklist of payroll transaction] D --> E[Advise DNPDP for Finance to approve computed payroll] E --> D[D] D --> C((C)) C --> F[Advise NPMO and ICTMS for their appropriate action] </pre>	<p>2. Based on the NAPA, the AO IV/V - FCMS shall compute the payroll and tally the result with the computed payroll of ICTMS.</p> <p>2.1 If tally, the AO IV/V - FCMS shall prepare the Checklist of Payroll Transactions for Approval of the Deputy National Program Director (DNPD) for Finance.</p> <p>2.2 The AO IV/V - FCMS shall advise the DNPDP for Finance to electronically approve the computed payroll transactions on Pantawid Familya Database via PPIS view / Finance System interface.</p> <p>If not tally, advise the NPMO and ICTMS for their appropriate action.</p>	<p>AO IV/V - FCMS</p>	<ul style="list-style-type: none"> • Checklist of Payroll Transactions • NAPA Summary • Electronically Approved Payroll Transactions 	
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<pre> graph TD D[D] --> A[Prepare and Generate the APS/ ORs / PLs / Payroll Summaries / DVs] A --> B[Generate APS] B --> C[Prepare/ Generate and Print PLs, PS, DVs, ORs, Checklist] </pre>	<p>3. Prepare the Obligation Requests (ORs) / Payroll Lists (PLs) / Payroll Summaries (PS) / Disbursement Vouchers (DVs) within two (2) days after the electronic approval of payroll transactions covering adjustments.</p> <p>3.1 The AO IV/V – FCMS/ FSADDS Personnel shall generate the APS after the approval of payment adjustment.</p> <p>3.2 The AO IV/V – FCMS shall prepare/generate and print the PLs, Payroll Summaries, ORs, DVs and Checklist of Transactions based on the APS for monitoring and routing.</p>	<p>FCMS Staff / FSADD / IT Personnel</p>	<ul style="list-style-type: none"> • Approved Overpayment/ Deduction Summary • Approved Payroll Summary (APS)-with adjustment, if any. • Payroll Summaries • Payroll Lists • Obligation Requests (ORs) • Disbursement Vouchers (DVs) • Checklist of Transactions based on APS-with adjustment 	<p>Two (2) working days</p>
<pre> graph TD C[Monitor the Signing of PLs, Payroll Summaries, ORs and DVs] </pre>	<p>4. The FCMS staff shall monitor the signing of PLs, Payroll Summaries, ORs and DVs by authorized officials/employees per Manual of Delegation and other related Issuances.</p> <p>4.1 The ADAS III – FCMS shall forward the PS and PLs to the Supervising Administrative Officer (SAO),</p>	<p>FCMS Staff</p>		<p>Two (2) working days</p>



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		<p>Chief Administrative Officer (CAO) and FMS Director for signature.</p> <p>4.2 The ADAS III – FCMS shall forward the ORs, PS, PLs and DVs to 4Ps NPMO, Office of the Assistant Secretary and Office of the Undersecretary for 4Ps for signature.</p> <p>4.3 The ADAS III – FCMS shall forward the ORs and DVs to the Budget Division and Accounting Division for Special Projects for signature.</p> <p>4.4 The ADAS III – FCMS shall forward the DVs to the Office of the Assistant Secretary and Office of the Undersecretary for 4Ps for signature.</p> <p>4.5 The ADAS III – FCMS shall forward the complete set of payroll documents to the Cash Division for preparation of LDDAP/ACIC.</p>	<p>ADAS III - FCMS</p>	<ul style="list-style-type: none"> DV, ORs, PS, PL, LDDAP-ADA, ACIC 	
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<p style="text-align: center;">Prepare the Executive Summary</p>	<p>5. The ADAS III – FCMS shall prepare the Executive Summary (ES) upon receipt of payroll documents with LDDAP/ACIC from the Cash Division, and shall forward the complete set of documents to the Cash Division.</p>	<p>ADAS III - FCMS</p>	<ul style="list-style-type: none"> DV, ORs, PS, PL, LDDAP-ADA, ACIC Executive Summary (ES) 	
<p style="text-align: center;">Generate the Payroll Files (CSV, PL, Top-up batch files) and sending/uploading of CSV Payroll Files (Simultaneous activities within 5 days)</p>	<p>6. Generate the CSV Payroll Files per MOP; per Region within five (5) working days from the consolidation of APS.</p> <p>6.1 The AO IV/V, ADAS III – FCMS shall download the payroll files (in CSV Format) per MOP via Payroll Data File Generator.</p> <p>6.2 The CP III/II – FSADDS shall generate the payroll files, per CCT Type; per payroll type; per region, to be submitted to FOs, Commission on Audit (i.e. funded payroll only).</p> <p>6.3 The CP III/II shall Generate and Sort the PLs upon receipt of APS.</p> <p>6.3.1 The CP III / II - FSADDS</p>	<p>FCMS Staff</p> <p>CP III/II – FSADDS</p> <p>CP III/II – FSADDS</p>	<ul style="list-style-type: none"> Consolidated APS Downloaded Payroll Files (in CSV Format) per MOP via Payroll Data File Generator Generated Payroll Lists (PLs) using Crystal Reports or Payroll Data File Generator PLs in PDF Format Encrypted Top-up batch file (Text Files and PDF) 	<p>(Simultaneous with the monitoring and signing of funding documents within 5 working days)</p>



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		<p>shall generate the PLs per payroll type, per MOP, per FO using Crystal Reports or Payroll Data File Generator.</p> <p>6.3.2 The CP III / II - FSADDS shall convert the generated PLs into PDF format.</p> <p>6.3.3 The CP III/II - FSADDS shall sort PLs in PDF per FO folder.</p> <p>6.4 Send/Upload the CSV Payroll Files and PLs in PDF format to FOs.</p> <p>6.4.1 The CP III/ FCMS staff shall create via FO FTP the shared folders for the payroll period covered.</p> <p>6.4.2 The CP III shall send/upload the PDF Files to FO shared folders.</p> <p>6.4.3 The CP III / AO IV/V -</p>	<p>CP III/II - FSADDS / AO IV/V FCMS</p>		
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		<p>FCMS shall notify FO via email regarding the file path reference of the payroll files uploaded to the FO shared folders via FO FTP.</p>			
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>Generate the Top-up Files and Prepare the Top-up Schedules</p> </div>		<p>7. Generate the Top-Up Files and prepare the top-up schedule from receipt of the consolidated APS</p> <p>7.1 The AO IV/V – FCMS shall tag the consolidated APS with LBP Cash Card Top-Up Batch No. series.</p> <p>7.2 The AO IV/V – FCMS shall generate the Top-Up Files per maximum of 500,000 HHs in one (1) batch/group.</p> <ul style="list-style-type: none"> • If without special characters, proceed to step 7.3 • If with special characters, correct and replace. <p>7.3 The AO IV/V – FCMS shall encrypt top-up</p>	AO IV/V – FCMS	<ul style="list-style-type: none"> • Consolidated 4Ps Top-up Files • Top-up Schedule 	



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		<p>batch file, zipped the same for uploading to LBP Virtual Private Network (VPN).</p> <p>7.4 The AO IV/V – FCMS shall prepare the top-up schedule in prescribed template by AGDB from receipt of funding transmittal to AGDB through Cash Division.</p>			
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Send/ Upload the Top-up files and Pay-out Schedule to AGDB</p> </div>		<p>8. Send/Upload the Top-Up Files and Schedule/s for Payout within the day upon completion of encrypted top-up batch files.</p> <p>8.1 The AO IV/V – FCMS shall upload the Top-Up/Payout Schedule/s, the encrypted Top-Up Batch Files and copy and upload the CSV payroll files to the LBP VPN shared folder.</p> <p>8.2 The AO IV/V – FCMS shall send notice via email to LBP, OBSUs and FOs regarding the uploaded Top-Up Schedules, Batch Files and CSV payroll files uploaded to the LBP VPN.</p>	<p>FCMS Staff</p>	<ul style="list-style-type: none"> Notice to LBP, OBSUs and FOs via email 	<p>Half (.5) working day</p>



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<p>Prepare the Credit Advice to AGDB</p>	<p>9. Prepare the Credit Advice within the day upon receipt of funding transmittal and uploading of files to AGDB.</p> <p>9.1 The AO IV/V – FCMS shall prepare the Credit Advice in prescribed template by AGDB.</p> <p>9.2 The ADAS III – FCMS shall forward the Credit Advice to the SAO, CAO, FMS Director and Assistant Secretary for Finance to affix initials and to the Office of the Undersecretary for General Administration and Support Services Group (DNPDP for Finance) for signature.</p> <p>9.3 The Grants Staff shall forward the signed copy to LBP Batasan and FCMS staff shall copy furnish AGDB and FOs via electronic mail for guidance and reference.</p>	<p>FCMS Staff</p>	<ul style="list-style-type: none"> Letter to AGDB (Credit Advice) Email to AGDB and FOs of scanned signed copy of Credit Advice 	<p>END</p>
<p>TOTAL TURNAROUND TIME</p>				<p>Seven (7) working days</p>