



REPUBLIC OF THE PHILIPPINES
TANGGAPAN NG SANGGUNIANG PANLUNSOD
City of Naga
"An Maogmang Lugar"



ORDINANCE NO. 2016-043

~~~~~

AN ORDINANCE EXPANDING THE SANGGAWADAN PROGRAM, SETTING ITS GUIDELINES AND POLICIES, CREATING PLANTILLA POSITIONS UNDER THE CITY SOCIAL WELFARE DEVELOPMENT OFFICE AND PROVIDING FUNDS FOR THE PURPOSE:-

Vice Mayor Nelson S. Legacion  
Author

Councilor Gregorio Re Abona  
Councilor Jose C. Rañola  
Councilor Elmer S. Baldemoro  
Councilor Mila SD Raquid-Arroyo  
Councilor Ray-an Cydrick G. Rentoy  
Sponsors

EXPLANATORY NOTE

In 2000, the Australian Aid Agency (AUSAID) chose Naga as among the 25 pilot cities for its *Street and Urban Working Project*, an initiative that provided rice subsidies to parents in order to help them send their children to school. When assistance from the said international agency stopped, the city government adopted the project and called it *Sangkawadan* (which in Bicol means "to extend a helping hand").

From only 1,614 beneficiaries when the program started, it currently caters to 2,383 beneficiaries.

And over time, the *Sangkawadan Program* proved as among the most effective interventions of the city government in improving the access to and quality of education in Naga. By making as part of the program qualifications the school attendance of children and involvement of parents in formations and seminars, *Sangkawadan* has greatly reduced the incidence of child labor and has ensured that children are in school and not on streets. Consequently, the program has been credited for increasing the participation and completion rates in both elementary and high school.

Nonetheless, per the June 2016 survey conducted by the Education, Scholarship and Sports Office (ESSO) through the Barangay Literacy Workers (BLW) about One Thousand Two Hundred (1,200) Nagueno children from Five (5) and Sixteen (16) years of age are not attending school primarily because of poverty.

Page- two -

In view thereof, the program needs to be sustained and even expanded to accommodate all said children of school age, those who may not have been covered by the survey but are likewise similarly situated and belonging to indigent families as those currently enrolled in the program. The gains of *Sanggawadan* should not be allowed to be set back by a child's parents' misfortune and inability to afford quality healthcare, lack of competitive and conducive environment for learning, or inefficiency in program implementation.

**Be it ordained**, therefore, by the Sangguniang Panlungsod of the City of Naga that:

**ARTICLE 1**  
**Title, Policy and Coverage**

**SECTION 1. Title.** This local legislative measure shall be known as the "Sanggawadan Ordinance."

**SECTION 2. Declaration of Policy.** It is hereby the declared policy of the City Government of Naga to:

- a. recognize education as an instrument for an individual's maximum participation in development and governance, as well as a tool for ensuring the people's involvement in achieving equitable and sustainable economic growth and social progress;
- b. promote the right of every individual to relevant quality education, regardless of sex, age, creed, socio-economic status, physical and mental conditions, racial or ethnic origin, political or other affiliation; and
- c. establish, maintain and support educational programs that will provide complete, adequate, and integrated system of education that are relevant to the needs of the people, the country and society-at-large.

**SECTION 3. Coverage** The Sanggawadan Program shall cover children, aged 5 to 17 years old, who:

- a. belong to an indigent family as herein defined;
- b. are identified by the City Social Welfare and Development Office (CSWDO) to spend time on the streets, unprotected and unsupervised by their parents;
- c. have adopted the street as their abode and/or source of livelihood;
- d. usually get absent in their classes as a result of helping their family in working and earning income; and



Page- T h r e e -

- e. are under the custody of the CSWDO as a result of other intervention programs implemented by the government, both local and national, and are in need of continues rehabilitation and care.

Provided however that Sanggawadan beneficiaries shall continue to receive benefits even beyond are 17 or 18 if they are still in Senior High School.

## ARTICLE 2 Definitions

**SECTION 4. Definition of Terms.** For purposes of this Ordinance, the following terms shall refer to or mean as follows:

- a. **CSWDO** – the City Social Welfare and Development Office of the local government of the City of Naga;
- b. **Federation** – the SANGGAWADAN Federation or the city-wide organization formed and constituted by all SANGGAWADAN parent-beneficiaries;
- c. **Indigent** – refers to one whose gross monthly income and that of his immediate family does not exceed the food threshold set by the National Economic Development Authority (NEDA) which, as of March 2016, is ₱9,140.00 per month for a family of five (or a per capita income of ₱1,828.00 per month), not receiving a monthly pension or allowance from a concerned public or private entity beyond such threshold and does not own real property with a fair market value as stated in the current tax declaration of more than seventy five thousand (₱75,000.00) pesos;
- d. **Parents Teachers (Community) Association (PTCA and PTA)** – refers to the private voluntary organization in all the public kindergarten, elementary and secondary schools under the Department of Education duly organized and existing pursuant to DepEd Order No. 23, s. 2002 and under other applicable laws and regulations;
- e. **Student** – shall mean any kindergarten, elementary, junior and senior high school student enrolled in a public or private school in the City of Naga;
- f. **School** – shall mean any public kindergarten, elementary and secondary school in the City of Naga;
- g. **Parent** – shall refer to a person who is a natural parent, adoptive parent, or step-parent of a minor student;

h. **Guardian** – shall refer to any of the following:

- 1) A person who, under court order, is the guardian of a minor student;
- 2) A public or private agency with whom a minor has been placed for custody by a court;
- 3) A person who, in default of parents or a judicially appointed guardian, is: (i) the surviving grandparent; (ii) the oldest brother or sister, over twenty-one years of age, unless unfit or disqualified; or (iii) the child's actual custodian, over twenty-one years of age, unless unfit or disqualified, in the order indicated.

i. **Child** – refers to a person below eighteen (18) years of age or over but is unable to fully take care of or protect himself from abuse, neglect, cruelty, exploitation or discrimination because of a physical or mental disability or condition;

j. **Teachers and School Officials and Administrators** – refer to persons exercising authority over students, including guidance counselors, prefects of discipline, physical education instructors, school personnel, scout masters and Citizen's Advancement Training (CAT) and Citizen's Military Training (CMT) or Reserved Officer's Training Corps (ROTC) commandants, tactical officers and student officers.

### ARTICLE 3

#### The Program, Benefits and Entitlements Therein

**SECTION 5. The Sanggawadan Program.** The Sanggawadan Program seeks to assist indigent in-school children, street children and potentially working children in the City of Naga to encourage and motivate them to finish their schooling from kindergarten up to senior high school. It aims to decrease drop-out rates and reduce vulnerability of children in engaging in street activities.

Towards the realization of the aforementioned aspirations, the Sanggawadan Program shall provide the following benefits and entitlements to qualified beneficiaries:

- a. Payment of school fees;
- b. School supplies;
- c. Incentives to exemplary students including tertiary scholarship grants;
- d. Rice subsidy;
- e. Free hospitalization and/or Medical assistance in government run hospitals within the city of Naga;
- f. Death or Burial assistance;
- g. Housing assistance;
- h. Livelihood project assistance; and
- i. Values formation, tutorial, counselling and skills training.

Page- Five-

**SECTION 6. School Fees.** Recognizing that SANGGAWADAN beneficiaries belong to the poorest of the poor, the City Government of Naga will ensure that basic education is indeed free and accessible to them.

Provided that the SANGGAWADAN children-beneficiaries concerned who must likewise be enrolled under the QUEEN Program have at least eighty (80%) percent school attendance, they shall be entitled to the following school fees, to wit:

- a. Anti-Tuberculosis Fee - (P5.00);
- b. Phil. Nat'l. Red Cross Fee - (P35.00);
- c. BSP/GSP Fee - (P50.00);
- d. Escoda Thinking Day Fee - (P1.00);
- e. Test Paper Fees - (P25.00);
- f. Athletic Fee - (P5.00);
- g. School Publication Fee - (P25.00);
- h. SSG/SSC/Pupil's Government Fee - (P50.00);
- i. Library/Laboratory Fee - (P10.00); and
- j. Recognition or moving up ceremonies fee of not less than P500.00.

The Naga City School Board shall pay the above items upon consolidation of the complete list of SANGGAWADAN children-beneficiaries and submission of the complete list of enrollees per school.

**SECTION 7. School Supplies.** Two (2) weeks before the opening of classes, the CSWDO shall distribute school supplies to SANGGAWADAN students-beneficiaries.

School supplies to be granted to students-beneficiaries shall be jointly determined by the NCSB and the CSWDO based on the children's needs relative to their grade levels.

**SECTION 8. Incentives to Exemplary Students.** To promote a competitive and conducive environment for learning, cash incentives that may be used to buy further school needs shall be given to students-beneficiaries who graduate as among the Top 10 of their respective grade/year level. For those non-graduating, students-beneficiaries who are certified by school administrators to belong to Top 5 of their respective grade/year level shall also be given incentives.

Beneficiaries in the Top 10 of graduating classes shall be given:

- a. Top 1 -> P2,000.00 cash incentive and a Certificate of Merit;
- b. Top 2 -> P1,500.00 cash incentive and a Certificate of Merit;
- c. Top 3-5 -> P1,000.00 cash incentive and a Certificate of Merit;
- d. Top 6-10 -> P500.00 cash incentive and a Certificate of Merit



Beneficiaries in the Top 5 of non-graduating grade levels shall each be given ₱500.00 cash incentive and a Certificate of Merit.

**SECTION 9. Scholarship Grant.** Students-beneficiaries who graduate in high school either as valedictorian, salutatorian or first honorable mention shall automatically become collegiate scholars entitled to the corresponding financial grant prescribed under Ordinance No. 2015-012, otherwise known as the Education Code of Naga City. The 2<sup>nd</sup> and 3<sup>rd</sup> honorable mentions shall be entitled to Five Thousand Pesos (₱5,000.00) educational assistance. Other students-beneficiaries may also apply and qualify for scholarship grant following the pertinent provisions of said ordinance. Should such 2<sup>nd</sup> and 3<sup>rd</sup> honorable mentions qualify as scholars under the city's Education Code, they shall be entitled not to the smaller amount of assistance herein stated but to the greater amount therein provided.

**SECTION 10. Rice Subsidy.** Every September, December and April of a given school calendar, each beneficiary shall be entitled to at least 30 kilos of rice, provided that the student has perfect school attendance and that his/her parents or guardian has complete attendance in meetings and conferences called by the CSWDO. For every day of absence, committed either by the student-beneficiary, his/her parents or guardian, an equivalent of ½ kilo of rice shall be deducted from the rice subsidy.

However, if the absence is due to health-related reasons, no deduction in rice subsidy shall be made, provided that a medical certificate is submitted to CSWDO. Provided further, that in absences related to the occurrence of typhoons, earthquakes and other calamities, the child beneficiary or his/her parents or guardian shall only be allowed to incur five days of absences from school and from SANGGAWADAN meetings, respectively. This is to provide their family enough time to return to normalcy. In excess thereof, an equivalent of ½ kilo of rice shall be deducted from their rice subsidy for every day of absence.

The availment hereof disqualifies the Sanggawadan members to the rice subsidy under the QUEEN Program.

**SECTION 11. Free hospitalization and/or Medical Assistance.** The management of the Naga City Hospital is hereby directed to extend free medical services, including medicines and laboratory examinations, to sick SANGGAWADAN children, parents or guardian, either as out-patients or in-patients.

For in-patient cases beyond the capacity of the Naga City Hospital, the City Government of Naga, thru the City Health Office and the CSWDO, shall forge a partnership with the Department of Health and/or the Bicol Medical Center in order



to provide the SANGGAWADAN children and parents or guardian free medical services thru the Point of Care Program and/or other practicable health programs.

**SECTION 12. Death or Burial Assistance.** The heir/s of an indigent child, parent or guardian of the Sanggawadan program shall be entitled to the death or burial assistance of Three Thousand Pesos (P3,000.00) in cash in addition to the usual burial assistance that the city government extends to its indigent residents.

**SECTION 13. Housing Assistance.** Sanggawadan beneficiaries without house and lot of their own shall be given priority in the City's Socialized Housing Program subject to the requisites therein. Provided, that the beneficiaries' equity requirement shall be reduced to fifty percent (50%) of the prescribed amount but the remaining half shall nonetheless be paid in the manner set by applicable city ordinance, regulation or policy.

The Housing and Settlement Development Office (HSDO) is hereby required at the end of every year to furnish the City Mayor and the Sangguniang Panlungsod of Naga, through the Vice Mayor, the list of Sanggawadan beneficiaries who applied, qualified and granted such assistance as well as those who have yet to be accommodated.

**SECTION 14. Livelihood Loan Assistance.** The Sanggawadan parents, guardians or their aggrupation may be granted livelihood loan assistance through the Metro Naga Public Employment Service Office (PESO), provided that a feasibility study and project proposal is submitted to and approved by it. The Metro PESO shall provide technical assistance to the parents/guardians-beneficiaries to ensure that the proposed livelihood project is successfully implemented.

**SECTION 15. Values Formation, Tutorial, Counselling and Skills Training.** In order to promote responsible parenting as well as to appropriately empower the parents or guardians of SANGGAWADAN children-beneficiaries, the CSWDO shall organize and regularly conduct values formation, tutorial, counselling and skills training.

#### **Article 4**

#### **Qualifications and Disqualifications**

**SECTION 16. Program Qualifications.** The Sanggawadan Program shall cover students who meet the following requisites:

- a. A student-beneficiary must belong to an indigent family whose gross monthly income and that of his immediate family **members** do not exceed the food threshold set by the National Economic Development Authority (NEDA) and who does not own real property with a fair market

value as stated in the current tax declaration of more than seventy five thousand (P75,000.00) pesos;

- b. A student-beneficiary must belong to a family with at least three (3) children or, stated otherwise, the child-beneficiary must have at least two (2) **siblings**, except if he falls under Section 18 of this Ordinance;
- c. A student-beneficiary must be studying in public school, except those indigent children enrolled in private schools by reason of scholarship grant therein with prior notice from the Program Manager;
- d. A child-beneficiary must not be a repeater of any grade level; and
- e. The parent/guardian of the child-beneficiary must be an actual resident and registered voter of Naga City.

**SECTION 17. Documentary Requirements.** For a child to become a beneficiary of the Sanggawadan Program, his/her parents or guardian must submit the following documents to CSWDO:

- a. Application/profile form duly accomplished with recent 2"x2" pictures of the child beneficiary and of his/her parents or guardian;
- b. Certificate of Indigency;
- c. Birth Certificates of the child beneficiary, his/her parents or guardian, and all his/her siblings;
- d. School Card (Form 138) of the child beneficiary;
- e. School ID of the child beneficiary;
- f. Voter's ID of the parent/s or guardian; and
- g. Memorandum of Agreement (MOA) duly filled-up and signed by the parents or guardian.

**SECTION 18. Special Cases of Program Enrollment.** The Sanggawadan Program shall also cover children who:

- a. are identified by the City Social Welfare and Development Office (CSWDO) to spend around four to five hours a day on the streets, unprotected and unsupervised by their parents;
- b. have adopted the street as their abode and/or source of livelihood;
- c. usually get absent in their classes as a result of helping their family in working and earning income; and,
- d. are under the custody of the CSWDO as a result of other interventions implemented by the government, both local and national, and are in need of continuous rehabilitation and care.

Due to the extreme poverty they are facing, the aforementioned children, in order to be eligible to the program, only require the certification of CSWDO, duly noted by the city mayor.



**SECTION 19. Program Disqualification.** A student-beneficiary of the program will be automatically disqualified on any of the following grounds:

- a. Dropping from the rolls;
- b. Consecutive and habitual absenteeism;
- c. Transfer of residence outside the City;
- d. Absence of parents or guardian in three (3) meetings and/or program activities without valid reason/s, or,
- e. Membership or inclusion of his family to the national government's Pantawid Pamilyang Pilipino Program (4Ps) or any similar program.

**Article 5**  
**Availment of Benefits**

**SECTION 20. List of Beneficiaries.** The CSWD shall maintain a list of students-beneficiaries as well as parents/guardian-beneficiaries by barangay indicating therein their names, ages, addresses, and other relevant information.

**SECTION 21. Issuance of ID.** The CSWD shall issue a Sanggawadan ID card which shall be considered as competent evidence of identity and membership in the program as well as to the entitlement to the benefits under this ordinance. The ID shall state the name of the parents or guardian as well as those of the family members.

**SECTION 22. Availment.** To avail of and be entitled to the benefits under this ordinance, a Sanggawadan beneficiary need only to present his/her Sanggawadan ID card, particularly to the concerned offices of the City Government of Naga.

**Article 6**  
**The Sanggawadan Federation**

**SECTION 23. Sanggawadan Federation.** To promote people-empowerment and community involvement, SANGGAWADAN parents/guardians-beneficiaries shall be encouraged to organize themselves by barangay and to maintain a federation that will assist in program implementation as well as aid in the policing of their ranks.

The federation shall draft their own rules and regulations. They will elect their officers in a manner and frequency they themselves prescribed.

For this purpose, the CSWDO is hereby directed to provide all necessary assistance and needed guidance in organizing and operationalizing the SANGGAWADAN Federation.

**SECTION 24. Allowance.** Sanggawadan presidents and/or federation officers shall be entitled to a reasonable allowance under applicable rules and policies of the city in connection with their actual attendance to regular meetings or program implementing activities called by the city upon authority of the Mayor.

**Article 7**  
**Office and Plantilla Position Creation**

**SECTION 25. Sanggawadan Office.** A Sanggawadan Office is hereby created which shall be under the direct supervision of the City Social Welfare and Development Office to perform and undertake the functions herein specified including those that may be assigned by the mayor or as may be prescribed by law or ordinance.

**SECTION 26. Plantilla Positions.** To ensure the efficient and effective implementation of the program, the following regular positions are hereby created under the CSWDO, namely:

I. SOCIAL WELFARE OFFICER I (SG-11) – who shall:

- a. Act as program manager of the SANGGAWADAN;
- b. Screen and pre-qualify applications;
- c. Oversee home visits and verification of applicants;
- d. Manage the administration and delivery of benefits to program beneficiaries;
- e. Supervise the organization and operationalization of the Sanggawadan Federation;
- f. Report program status and submit recommendations to CSWDO head; and,
- g. Perform other functions as may be directed by the CSWDO head.

II. SOCIAL WELFARE AIDE (SG-4) – who shall:

- a. Act as secretary to the program manager of the SANGGAWADAN;
- b. Receive applications;
- c. Coordinate with other government agencies relative to successful conduct of home visits and verification of applicants;
- d. Liaise with other government agencies to ensure smooth and professional administration and delivery of benefits to program beneficiaries;
- e. Help the program manager in supervising the organization and operationalization the Sanggawadan Federation;
- f. Assist the program manager in drafting reports; and,
- g. Perform other functions as may be directed by the program manager of the SANGGAWADAN.



**Article 8**  
**Stakeholders' Role and Responsibilities**

**SECTION 27. Stakeholders' Responsibilities.** The following define the respective role and responsibilities of each program stakeholder:

**I. City Social Welfare and Development Office – shall:**

- a. Oversee the SANGGAWADAN Program;
- b. Include in its annual budget the necessary funding requirement for the effective and efficient implementation of the program;
- c. Track and examine the children eligible of availing the program;
- d. Closely monitor children beneficiaries in their respective schools through the latter's respective class advisers, guidance counsellors and school heads and use the findings as basis for quarterly evaluation; and
- e. Ensure the regular attendance to school of children who are under the custody of the CSWDO.

**II. Barangay Councils – shall:**

- a. Coordinate with the CSWDO in tracking and monitoring children eligible of availing the program; and
- b. Encourage parents who are living within their respective jurisdiction to send and maintain their children in school.

**III. Parents Teachers (Community) Association (PTCA and/or PTA) – shall:**

- a. Provide moral, psychological and other kind of support to help financially handicapped parents or guardian handle and overcome problems with regard to putting and maintaining their children in school; and,
- b. Assist in implementing fora, trainings and other activities that promote responsible parenting.

**IV. Parents/Guardian Beneficiaries – shall:**

- a. Attend all regular meetings and other related activities of the program;
- b. Ensure regular attendance of children in school;
- c. Refrain from sending children to work or on other errands;
- d. Actively participate in the SANGGAWADAN Federation; and,
- e. Fully cooperate with the city government.

**V. Children-Beneficiaries – shall:**

- a. Ensure regular attendance in school;
- b. Study well and actively participate in school activities;
- c. Refrain from working, loitering in the streets or doing other errands during school hours; and,
- d. Listen intently and cooperate with parents, school authorities and government officials.

**Article 9  
Program Review**

**SECTION 28. Program Implementation Review and Success Indicators.** Every year before the start of the enrollment period, the CSWDO shall submit to the city mayor and to the Sangguniang Panlungsod a report on the implementation of the Sanggawadan Program, problems encountered and proposed solutions that will improve overall program implementation.

The program will be deemed successful if there will be a decrease in the drop-out rate and the number of street children and working children. Other indicators that form part of the Sustainable Development Goals, the Philippine Development Plan and the Naga City Comprehensive Development Plan, such as participation rate, cohort survival rate and completion rate, shall also be considered. These data shall be gathered by the Division of City Schools and by the City Social Welfare and Development Office and shall be submitted to the city mayor and to the Sangguniang Panlungsod a month before the start of classes.

**Article 9  
Appropriation and Final Provisions**

**SECTION 29. Funding.** The amount of no less than **Twelve Million Pesos (P12,000,000.00)** per annum beginning the 2017 budget year and every year thereafter shall be allocated in the city's annual budget to serve as funding support to the Sanggawadan Program. The same shall be incorporated in the annual budget of the City Social Welfare and Development Office (CSWDO).

Separate funding for school fees under Section 6, school supplies under Section 7, incentives for exemplary students under Section 8 of this ordinance shall be provided for under the annual budget of the Naga City School Board chargeable against the Special Education Fund (SEF). The same shall be incorporated in the annual budget of the Education Scholarship and Sports Office (ESSO) including the required funding for scholarship grant under Section 9 hereof.



ORDINANCE NO. 2016-043  
SERIES 2016

Page- Thirteen-

**SECTION 30. Repealing Clause.** All ordinances, rules, orders and regulations or parts thereof contrary to or inconsistent with any of the provisions of this code are hereby repealed.

**SECTION 31. Separability Clause.** If any provision of this Ordinance or the application thereon to any person or circumstance is held invalid, the remainder of the Ordinance and the application of such provisions to any person or circumstance shall not be affected thereby

**SECTION 32. Effectivity.** This ordinance shall take effect upon its approval.

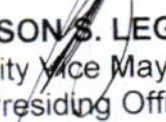
**ENACTED:** September 6, 2016.

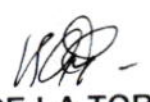
xxx

xxx

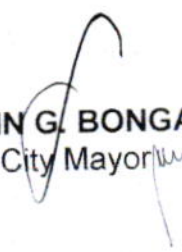
xxx

**WE HEREBY CERTIFY** to the correctness of the foregoing ordinance.

  
**NELSON S. LEGACION**  
City Vice Mayor  
& Presiding Officer

  
**GIL A. DE LA TORRE**  
Secretary to the  
Sangguniang Panlungsod

**APPROVED:**

  
**JOHN G. BONGAT**  
City Mayor *9/19/16*