

**Kapit-Bisig Laban sa Kahirapan – Comprehensive and Integrated Delivery of Social Services -  
National Community Driven Development Program (KC-NCDDP)**



# Monthly Accomplishment Report

**For the month of OCTOBER 2014**



**Kalahi-CIDSS-NCDDP  
Dapa Area Coordinating Team**  
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## ***Narrative Accomplishment Report for October 2014***

### **Field Accomplishments for September 25 - October 18, 2014**

Based on the monthly work plan for field activities, the team has come up with the following accomplishments covering the period from **September 25 – October 18, 2014**:

#### **1. The 1<sup>st</sup> Barangay Assemblies (BA) or Community Consultations [September 26-30]**

The team conducted the 1<sup>st</sup> Barangay Assemblies (Community Consultations) on September 26-30, 2014 to 29 barangays in Dapa, Surigao del Norte. There are 10 barangays out of 29 barangays in the municipality have met the required 81% participation rate while 19 barangays have got below required participation rate. However, the Community Empowerment Facilitators (CEFs) with Municipal Community Empowerment Facilitators (MCEFs) conducted special BA or Purok Approach to 19 barangays to get the required participation rate on October 1-3, 2014.

The following were the significant outputs of the 1<sup>st</sup> BA:

- Presentations about KC-NCDDP & Disaster Response Operations Manual/Modality (DROM)
- Identification of the problems and priority needs to be addressed and prioritized it by the communities;



*Rise and vote for priority needs. Constituents of Barangay 12 Poblacion stand and raised their hands to show their support to their preferred most identified needs of barangay during the 1<sup>st</sup> Barangay Assembly on September 30, 2014. [Photo by CEF Violeta Namoc]*

- Communities elected Community Volunteers (CVs) during the 1<sup>st</sup> BA from the 29 barangays:
  - ✓ 87 CVs are chosen as the Barangay Representation Team (BRT) composed of 3 members and chairperson each barangay;
  - ✓ 87 CVs are elected as the Project Preparation Team (PPT) composed of 3 members and a chairperson;
  - ✓ 145 CVs are selected as the Grievance Redress System (GRS) committee composed of 5 members and chairperson each barangay.

- Passing of the following community resolutions on the key agreements:
  - ✓ Approving the priority list of the community needs of barangay as result of the community problem identification of needs during the first barangay assembly;
  - ✓ Approving the community volunteers for the Barangay Representation Team (BRT) and Project Preparation Team (PPT) for the implementation of the KC-NCDDP under the Department of Social Welfare and Development (DSWD) Caraga;
  - ✓ Adopting the installation of a barangay grievance redress system in the barangay in line with the implementation of the KC-NCDDP under the Department of Social Welfare and Development (DSWD);
  - ✓ Requesting the KC-NCDDP to avail for the Technical Assistance Fund (TAF) to assist the Barangay in preparing the technical documents and proposal of the identified priority projects.

## 2. Preparation for the Municipal Forum [October 7-15]

On October 7-15, the team prepared for the Municipal Forum to be conducted on October 15. The following were some significant preparatory activities:

### • ACT Meeting and Colloquial Consultation/Conversation

During the 11<sup>th</sup> ACT meeting, one of the major agenda was the preparation of the Municipal Forum. Committees and tasking were formed to make necessary planning, ground-working and leg-working for the upcoming forum. While in the office, the team discussed relevant updates in preparation of the forum. The AC always monitor the working committees assigned in the communication, venue, food canvass and preparation, among other significant activities.

### • Venue preparation

Committee on venue preparation set up the venue with the tarpaulin, chairs, tables, nameplates and other decorations on October 15, 2014. Led by CEF Violeta Namoc, the committee borrowed some plastic chairs to poblacion barangays since the available chairs were not enough. The decorations of the venue was made possible through the initiative of the Municipal Community Empowerment Facilitators (MCEF).



*Venue before the activity. The MCEFs put curtains at the back of the head table to hinder the reflected lights from outside so that the PowerPoint Presentations are clear during the actual forum. [Photo by CEF Rohaida Hassan]*



- **Facilitating RPMO for the Issuance of Canvass Forms**

The AC constantly communicated the RMPO especially to DRPM Ester Villamor since September 30, 2014 for the issuance of the canvass form and also closely coordinated to the Administrative Assistants Jonavie and Alejandro of the KC-RPMO. Later, the KC-RPMO Procurement Officer Regine Paulo Blanco communicate the AC on October 9, 2014 that the canvass forms were already e-mail to conduct quotation of the canvass to three service providers in Dapa.

- **Canvassing of three service providers for the forum**

After the canvass forms were retrieved and printer, the MFAs conducted the canvassing to 3 registered food catering service providers for the Municipal Forum and other activities last October 10, 2014. On the said day, the MFAs returned the accomplished e-copy of the canvass form to Mr. Blanco. The MFAs also submitted the hard copies of the accomplished canvass forms to Procurement Officer on October 16, 2014.

- **Dissemination of communication letter and invitation**

A committee on invitation and communication led by CEF Rohaida Hassan with the CEFs and MCEFs facilitate the printing, signing of communication letter from the office of the Mayor and deliver it to the concerned MLGU heads, barangays, and other offices. MFA Keevin Jann Vercide facilitate the printing of the invitation programs to the office of the Mayor and Accounting office.

### **3. Actual Municipal Forum [October 16]**

Some 223 participants were actively participated during the Municipal Forum on October 16, 2014 held at Dapa Women's Training Center, Barangay 6 Poblacion in this municipality. These participants were composed of the MLGU heads, community volunteers



*Forum participants. Number of Community Volunteers from 29 barangays gather at Dapa Women's Training Center during the Municipal Forum on October 16, 2014. [Photo by CEF Rohaida Hassan]*

(Barangay Representation Team or BRT and Project Preparation Team or PPT) from 29 barangays, S/RPMO representatives, Metro Siargao Water District representative, convergence, ACT and MCT staff are participating.

Mayor Yulie Y. Ruaya presided over the forum which started at 9:30 in the morning and ended at 4:36 in the afternoon. The forum highlighted with the presentation of the 1<sup>st</sup> BA results; presentation and review of the PPA and proposed priority sub-projects; screening of the sub-projects for KC funding; presentation on TAF, passing of the forum resolutions, action planning and reflection session among others.

Two Municipal Forum resolutions specifying all key decisions made in the forum were adopted by the BRTs, and concurred by the Mayor and the AC during the said forum. These Municipal Forum resolutions are as follows:

1. Approving and adopting the final list of priority project from the different barangays of the Municipality of Dapa, Surigao del Norte for funding support from the KALAHI-CIDSS – National Community Driven Development Program under cycle 1 and endorsing herein the remaining unmet needs and priority subproject of each barangay for integration in the respective Barangay Development Plan and the Municipal Development Plan of the Municipality of Dapa; and
2. Approve joint implementation of the sub project of Poblacion Barangays 2, 3, 4, 5, 6, 7, 9, 10 and 11 to poll resources in implementing drainage canal to be funded for the Kalahi-Comprehensive and Integrated Delivery of Social Services-National Community-Driven Development Program (KC-NCDDP) in Dapa, Surigao del Norte.



*Presentation of Forum Agenda. Mayor Yulie Y. Ruaya (standing) who presides over the Municipal Forum presents the major forum agenda. [Photo by CEF Rohaida Hassan]*

#### 4. ACT Regular Meetings [September 29, October 7]

The team conducted the regular meetings on September 29 and October 7, 2014.

• **10<sup>th</sup> ACT Meeting.** The team conducted its 10<sup>th</sup> ACT Regular meeting held on September 29, 2014 and discussed the following meeting agenda:

- I. Reflection Session about the 1<sup>st</sup> Barangay Assembly
- II. RMPO updates (MFA info, etc.)

• **11<sup>th</sup> ACT Meeting.** On October 7, 2014, the team convened on its 11<sup>th</sup> ACT meeting and deliberated the following agenda:

- I. Reflection Session about the 1<sup>st</sup> Barangay Assembly and activity reports

- II. Main Agenda: 1<sup>st</sup> Barangay Assembly Update; Activity Reports Submission; October Action Plan; Preparation For Municipal Forum; Updates, tasking and announcement; Others

The team failed to conduct the 12<sup>th</sup> ACT meeting proposed on October 13, 2014 due to the conduct of the pre-site validation survey set on October 13-15 and Municipal Forum on October 16. Nevertheless, the team conducted some significant colloquial conversation on morning of October 15 especially on the preparation for the Municipal Forum and on October 17 for the action plan for the post Municipal Forum activity particularly on the signing of forum resolutions and conduct of special Bas to 2 poblacion barangays.

## 5. Report Preparation and Submission

Every members of the team prepared and submitted the weekly accomplishment report (WAR) or the initial DTR/Accomplishment report form every Friday of the month. This WAR will be presented on every Monday ACT meetings.

- **Monthly accomplishment report (narrative /feedback report)**

The CEFs submitted their October narrative report while the Municipal Finance Analyst (MFA) and Technical Facilitators (TF) their feedback reports covering the period of September 25-October 18, 2014 as attached to this report. The e-copy of Monthly Accomplishment Narrative Report for the month of September 2014 covering the period of August 21-September 24 was submitted to RPMO via e-mail and to MGLU.

- **DTR/Accomplishment Report**

Through e-mail, the team's DTR/Accomplishment Report for October 1-15 was submitted to RPMO via e-mail on October 15, 2014. All electronic copies of reports were saved at the computer for future references. Hard copies of the DTRs were submitted by our MFAs on October 16, 2014 upon travel for the scheduled tactic session on October 17, 2014.



- **Minutes of the meetings**

The minutes of meeting on were submitted to RPMO via e-mail as attachment to this report. For this reporting period, the following were the very important person (minutes of the meeting documenter and prayer leader) of some significant activities, to wit:

| Meeting/Activities                                 | Date               | Minutes Documenter                            | Prayer      |
|--|--------------------|---|-------------|
| 10 <sup>th</sup> ACT Meeting                       | September 29, 2014 | Nelmar Gomez 10.01.14                         | Johny       |
| 11 <sup>th</sup> ACT Meeting                       | October 7, 2014    | Peatche Cepeda 10.11.14                       | Jayvee      |
| 1 <sup>st</sup> MCT-ACT Joint Coordination Meeting | October 10, 2014   | Angelie Morgado/ Keevin Jann Vercide 10.15.14 | Jerry Galan |



## 6. Update/Follow up Local Counterpart Contribution (LCC) of the MLGU

- ***Acquisition of a desktop computer and a printer with scanner***

On October 3, 2014, the MLGU through the MSWDO provided a usable desktop computer set and a MP287 Canon printer with scanner. The said equipment are very useful in the preparation and generation of ACT 1<sup>st</sup> BA activity reports.



- ***Commencement of the 10 Municipal Community Empowerment Facilitators (MCEFs) and 1 Municipal M&E Encoder***

Newly hired 10 Municipal Community Empowerment Facilitators (MCEFs) and a Municipal M&E Encoder started their first office work on September 26, 2014. Based on the photo, the following are the newly hired counterpart MLGU staff for KC:

1. Edwin C. Convicto, Jr. (MCEF)
2. Angelita T. Rosales (MCEF)
3. David Paolo S. Adriano (M&E)
4. Julianne Joy N. Fernandez (MCEF)
5. Jonamay C. Mongado (MCEF)
6. Jocelyn G. Bazar (MCEF)
7. Michelle M. Ruaya (MCEF)
8. Julres C. Julva (MCEF)
9. Irish Melody C. Tesado (MCEF)
10. Evelyn P. Becerro (MCEF)
11. Sharon Diadula (MCEF)



*The newly hired MLGU counterpart staff composed of the 10 Municipal Community Empowerment Facilitators (MCEFs) and 1 Municipal M&E Encoder for KC-NCDDP.*

## 7. Other Area meetings/ activities (Unplanned Activities)

- ***Brief Orientation to MCEFs [September 26]***

On September 26, 2014, MSWDO Nancybelle Trazares presented to the AC the newly hired MCEFs and conducted orientation on their duties and responsibilities. The AC also provided brief orientation on KC-NCDDP and presented to some ACT members.

- ***1<sup>st</sup> MCT-ACT Joint Coordination Meeting [October 10]***

On October 10, 2014, the Municipal Coordinating Team (MCT) and Area Coordinating Team (ACT) of Dapa conducted a joint coordination meeting with the following main agenda:

- a. Review of the Partnership Agreements
- b. Project Operation Updates
- c. Preparation for the Municipal Forum and
- d. Facilitating of Issues & Concern



*The energy! Some members of the Municipal Coordinating Team (MCT) and Area Coordinating Team (ACT) smile during its 1<sup>st</sup> Joint Coordination Meeting held on October 10, 2014 at Legislative Session Hall, Dapa, Surigao del Norte. [Photo by CEF Rohaida Hassan]*

Some 30 ACT and MCT members attended during the said activity. Mrs. Nancybelle D. Trazares presided over the said meeting which started at 9:45 in the morning and ended at 11:35 in the morning.

- ***Pre-Site Survey Validation [October 13-15]***

A three-day pre-site survey validation was conducted on October 13-15, 2015 with the MCT-ACT led by the Municipal Engineering personnel and ACT Technical Facilitators to 29 barangays of the municipality.



*Pre-site visit validation at Barangay Corregidor on October 13, 2014. [Photo by CEF Nelmar Gomez]*



- **MFA Tactic Sessions**

On October 17, 2014, the Dapa ACT Municipal Finance Analysts (MFAs) namely Keevin Jann Vercide and Janice Maghanoy attended the tactic session called by the RPMO.

## Problems, Issues, Needs Concerns, Suggestions (PINCS) Identified

From September 25-October 18, 2014, the team come across the following issues and concern with action taken and recommendations for considerations:

| Activities undertaken                          | Problems, Issues, Needs and Concerns   | Actions Taken   | Suggestion/ Recommendations   |
|--|--|---|---|
| <b>1<sup>st</sup> Barangay Assemblies (BA)</b> | Attendance record didn't meet the required participation rate in BA  | <ul style="list-style-type: none"> <li>• Conducted Special Barangay Assembly or Purok approach</li> </ul>   | <ul style="list-style-type: none"> <li>• Always ensure that the people are properly being informed about the activity and always do ground-working</li> <li>• Improve community emersion strategies; house-to-house invitation</li> <li>• Ask assistance to MLGOO, ABC &amp; Mayor's Office for strategies to be implemented on ensuring high participation rate</li> </ul> |
|  | Some Barangay Officials were not doing their task to gather the community people in their Barangay during the Barangay Assembly. | <ul style="list-style-type: none"> <li>• Encourage the Punong Barangay to conduct an emergency meeting with her constituents regarding to their commitments as a public servants.</li> </ul>  | <ul style="list-style-type: none"> <li>• The Punong Barangay will assign Brgy. Kagawad every Purok or Sitio in order to monitor, inform and follow up the community people whatever information by the Barangay.</li> </ul>   |
|  | Secretary didn't record some important things in the minutes.  | <ul style="list-style-type: none"> <li>• Reviewed the minutes and put those important discussions being discussed during the BA that was not being recorded</li> </ul>  | <ul style="list-style-type: none"> <li>• Appoint someone to help the Secretary in making the minutes of every activity</li> </ul>   |
|  | Confused about how to fill-up those BA forms especially the household participation and attendance sheet                         | <ul style="list-style-type: none"> <li>• Ask some advice to the Area Coordinator (AC) on how to fill-up those forms</li> <li>• AC keep on inquiring the S/RPMO especially the M&amp;E &amp; CDO staff about the Community Empowerment Facilitators (CEFs) queries.</li> </ul> | <ul style="list-style-type: none"> <li>• Before giving those forms ensure that staff are being properly instructed or oriented on the forms</li> </ul>  |

| Activities undertaken                          | Problems, Issues, Needs and Concerns  | Actions Taken   | Suggestion/ Recommendations   |
|--|---|---|---|
| <b>1<sup>st</sup> Barangay Assemblies (BA)</b> | Team has lack of orientation on 1 <sup>st</sup> Barangay Assembly forms.  | <ul style="list-style-type: none"> <li>• Abrupt repeat on activity reports of 1<sup>st</sup> BA.</li> <li>• Discussed on forms and re checked all documents on 1<sup>st</sup> BA.</li> </ul>  | <ul style="list-style-type: none"> <li>• Prior to the activity there should be proper orientation and discussion with the team on Do's and Don'ts of 1<sup>st</sup> BA.</li> </ul>  |
|  | Lack of man power for accompaniment in conducting BA due to the same schedule.  | <ul style="list-style-type: none"> <li>• Multi-tasked and tapped potential community to assist.</li> </ul>  | <ul style="list-style-type: none"> <li>• Improve the planning and cooperation processes of the team.</li> <li>• Train the Municipal Community Empowerment Facilitators (MCEFs) to facilitate the next Bas.</li> </ul>                       |
|  | Lack of logistic materials such as supplies and printers.   | <ul style="list-style-type: none"> <li>• Provide our own supplies and borrowed printer from MSWO.</li> <li>• Encouraged the Municipality as partner to do their commitments especially in Local Counterpart Contributions (LCC).</li> </ul> | <ul style="list-style-type: none"> <li>• Prior to the BA, supplies and printer should be prepared.</li> <li>• Follow up the LCC of the MLGU.</li> <li>• Follow up also the requested office supplies/equipment from the DSWD-13.</li> </ul> |
|  | Venue in some poblacion barangays during BA were not conducive since the barangay usually used the vacant-open areas and there were no multi-purpose hall | <ul style="list-style-type: none"> <li>• CEFs talked with their Punong Barangays to find another venue for the second BA.</li> </ul>  | <ul style="list-style-type: none"> <li>• CEFs assist the Barangay Council to find another conducive venue.</li> <li>• BLGU to establish multi-purpose building to be use for community gatherings.</li> </ul>                               |
|  | Reported disappointed of a poblacion barangay constituent for reason of not acknowledged during the BA; thus ignored even in signing the resolutions.     | <ul style="list-style-type: none"> <li>• MCF was gently asking apology to concerned constituent for not being acknowledged during the BA.</li> </ul>  | <ul style="list-style-type: none"> <li>• CEF must have a list of possible participants who attending the BA especially those high profile participants.</li> </ul>  |
|  | Upon election of the BRT, PPT, GRS some community volunteers refused  | <p>Encouraged participation of the communities to be the community volunteers to boast their self-esteem and confidence.</p> <p>Presented some significant change stories of the CVs from the old areas.</p>                                | <p>Provide trainings to all CVs to empower them in community works.</p>   |

| Activities undertaken       | Problems, Issues, Needs and Concerns  | Actions Taken  | Suggestion/ Recommendations  |
|-----------------------------|---|--|--|
| <b>Municipal Forum (MF)</b> | Only few Community Volunteers (CVs) except the Punong Barangay who actively talked and participated during the actual MF    | <ul style="list-style-type: none"> <li>• Encourage the participation of the of the CVs</li> </ul>  | <ul style="list-style-type: none"> <li>• Empowered the other PPT and BRT members (except the PB) to talk especially the chairperson of every committee.</li> </ul>   |
|                             | During Municipal Forum, all Punong barangays presented and defended about their identified problems instead of BRT and PPT. | <ul style="list-style-type: none"> <li>• Emcee encourages them to speak out especially during reflection session.</li> </ul>   | <ul style="list-style-type: none"> <li>• CEF's must orient and encourage CVs to take part of their responsibilities.</li> </ul>  |
|                             | Lack of supply for our activity report such as bond papers printer, scanner, envelop and other materials                    | <ul style="list-style-type: none"> <li>• Used own money especially in purchasing bond paper and printing. In scanning staff installed and used mobile scanner in their cellphones and used it as alternative scanner those who don't have they implement hourly used of the scanner</li> </ul> | <ul style="list-style-type: none"> <li>• Follow up needed supplies/ materials requested by the ACT office last August 2014 based on the office supplies proposal.</li> </ul>   |
|                             | Lack of participation of the Sangguniang Bayan Members during the MF  | <ul style="list-style-type: none"> <li>• Office of the Mayor sent communication/ invitation letter for the forum.</li> <li>• Knew the reasons of their unavailability for the said activity.</li> </ul>  | <ul style="list-style-type: none"> <li>• Present updates of the program during the SB session and ask their support and commitment.</li> <li>• Sent separate communication letter/ invitation from AC for any activities that need SB participation with received copy.</li> </ul> |
|                             | Delay of the issuance of the Purchase Request (PO) for the Municipal Forum due to unavailability of the signatories         | <ul style="list-style-type: none"> <li>• Constantly communicate/ coordinate with the RPMO &amp; SRPMO for the issuance of the PO</li> </ul>  | <ul style="list-style-type: none"> <li>• The signatories shall have authorized representative to sign in the needed documents to facilitate the issuance of the PO.</li> </ul>   |
| <b>Others</b>               | Lack of tables and chairs in the office for the ACT & MCT   | <ul style="list-style-type: none"> <li>• Utilized other chairs and tables from outside the office.</li> <li>• Coordinate MSWDO for the acquisition of the chairs.</li> </ul>   | <ul style="list-style-type: none"> <li>• Ask assistance to the Municipal Office for the additional chairs and tables in order to do work effectively and with ease.</li> <li>• Follow up completion of committed proposed office as LCC for KC.</li> </ul>                         |



| Activities undertaken | Problems, Issues, Needs and Concerns  | Actions Taken  | Suggestion/ Recommendations   |
|-----------------------|---|--|---|
| <b>Others</b>         | Lack of supply for activity report such as bond papers printer, scanner, envelop and other materials              | <ul style="list-style-type: none"> <li>Used own money especially in purchasing bond paper and for printing. In scanning staff installed and used mobile scanner in their cellphones and used it as alternative scanner those who don't have implement scheduling to use of the scanner.</li> </ul>   | <ul style="list-style-type: none"> <li>Follow up LCC of MLGU cash for the provision of the office supplies needed.</li> <li>Inquired the DSWD-13 RPMO for the immediate provision of the needed office supplies/ equipment.</li> </ul>  |
|                       | AC's request for Health & Wellness Break (HWB) was disapproved due to middle of project implementation            | <ul style="list-style-type: none"> <li>Sent both e-copy and hard copies of request HWB forms and attachment request letter and excuse letter to RPMO more than 15 days before the actual day of HBW.</li> <li>Explained to DRPM Ester Villamor that DAC and team are ready as to office/team management in case the AC's HWB request is approved.</li> </ul> | <ul style="list-style-type: none"> <li>A month before the request, the AC should personally explained to the RPMO the need to attend the holy religious activity and ensure the ACT properly planned out before AC's HBW.</li> </ul>  |
|                       | Delayed on the passing of SB Resolutions for the opening of MLGU trust fund for KC-NCDDP due to the travel of SB. | <ul style="list-style-type: none"> <li>MFA continue follow up the SB resolution.</li> <li>Closely coordinate with the Municipal OIC Treasurer and MSWDO for the immediate action of opening of trust fund</li> </ul>   | <ul style="list-style-type: none"> <li>Provide the pro forma of the needed SB resolution.</li> <li>Formally write a letter communication for the request and inquiry of the document needed.</li> <li>Provide copy of the signed Memorandum of Agreement (MOA) and Specific Implementation Arrangement (SIA) signed by DSWD, Province of Surigao del Norte and MLGU Dapa last September 3, 2014.</li> </ul> |

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