

**[ DSWD ADMINISTRATIVE ORDER NO. 101,  
September 24, 1990 ]**

**AMENDMENTS TO ADMINISTRATIVE ORDER NO. 76 SERIES OF  
1988 — IMPLEMENTING GUIDELINES FOR CORE SHELTER PILOT  
PROJECT**

After a year of implementation of the Core Shelter Project, there is a need to streamline the project. Feedbacks and findings as a result of consultations, visits, orientations, and evaluations indicated the need to amend the project policies, standards and strategies to make it attuned and relevant to the needs of the beneficiaries. This also includes strengthening of project management and strategies to generate more participation and involvement of the community especially local officials.

Administrative Order No. 76 series of 1988 is therefore hereby amended, with focus on the following areas:

**I**

**Target Beneficiaries and Regions**

Target beneficiaries of the Core Shelter shall be disaster victims whose houses are totally destroyed. The assistance shall be available to all regions where there are families rendered homeless as a result of disaster, either natural or man made.

**II**

**Objectives**

1. To reduce the number of families rendered homeless every year by providing a structurally strong indigenous shelter which can withstand approximately 180 kph wind velocity, earthquake with moderate intensity and other similar natural hazards;
2. To maximize the participation and draw the commitment of the beneficiaries and the neighborhood to make the core shelter livable and maintain its structurally strong standards.
3. To develop and promote the value of self-reliance among the beneficiaries and the community.

**III**

**Eligibility Requirements of Project Beneficiaries**

Eligibility requirements remain the same as follows:

1. Monthly income of a family of 6 should be below the food threshold, that is P1,400.00 in urban areas and P1,200.00 in rural areas.
2. Houses should have been totally destroyed by either man-made or natural disasters; and limited resources prevent them from reconstructing their shelter units

i.e. they continue to live with relatives, in evaluation centers or in another makeshift hastily set up by the families.

3. No previous shelter assistance from any other agency.

4. Possession of a guarantee of ownership or permanent or long term occupancy of at least 10 years of tenure over the lot on which to build the house or provision by Local Government.

5. Chosen area where the house will be built should not be prone to hazards and shall have access to transportation and available supply of construction materials.

Priority will thus be given to beneficiaries who meet the geographical clustering requirement in a specific barangay for purposes of monitoring, technical assistance by the foremen, use of carpentry tools, delivery of materials and collaborative labor.

## **IV**

### **Components of Core Shelter Assistance**

The Core Shelter Assistance Project shall have the following components:

1. *Social Preparation of the Community Beneficiaries* — The Social Preparation for Core Shelter Assistance Project which shall be implemented by the Supervising Social Welfare Officer shall include the following:

#### **1.1 Area Selection**

1.1.1 Accessible to transportation/construction materials

1.1.2 Low hazard/disaster risk areas which are not:

- a. river basin or low areas frequented by flood
- b. coastal areas/shorelines/along creeks
- c. near dams
- d. highly congested

1.1.3 With available lot

- a. private ownership
- b. with provision for tenure of at least 10 years
- c. for those in risk areas with available lot for resettlement.

#### **1.2 Entry into the community**

1.2.1 Conduct of dialogue/meeting with Rehabilitation Service Committee MDCC members (mayors, DPWH, DTI, DA, DOH, PNRC, Parish Priest, other municipal officials and NGOs) to discuss the Core Shelter Assistance to get their sanction, support and participation. If Rehabilitation Service Committee of the MDCC is not organized or functional DSWD should call an organizational meeting of the Rehabilitation Committee or dialogue could be undertaken with the Municipal council, the NGOs on a group or individual basis, whichever is feasible at the moment. Topics for discussion are

- a. rationale of the project
- b. mechanics of the project
- c. roles of concerned agencies/groups

- c.1 local government
- c.2 members of the Rehabilitation Committee
- c.3 NGOs
- c.4 community
- c.5 DSWD

- 1.2.2 Validation, confirmation and/or negotiation with Rehabilitation Committee on MDCC on targetted barangays for Core Shelter Assistance
  - 1.2.3 Conduct of occular survey/area visit of targetted barangays to determine/validate need and applicability of Core Shelter Assistance.
  - 1.2.4 Undertake dialogue with barangay officials, indigenous leaders, other concerned groups of target barangays to:
    - a. Discuss with them the following:
      - a.1 rationale and objectives of the project
      - a.2 mechanics of the project
      - a.3 roles of concerned agencies/groups
    - b. Get their sanction/support/participation in project planning and implementation
    - c. Get specific commitments on their participation
    - d. Discuss/validate listing of potential participants to insure that those listed really have totally damaged houses.
  - 1.2.5 Conduct of home visit to potential participants to establish rapport and to assess/establish their actual situation/needs and to get their reaction to the Core Shelter.
  - 1.2.6 Coordinate with local officials for the conduct of community assembly to discuss the Core Shelter Assistance Project.
  - 1.2.7 Conduct of Community Assembly
    - a. Discuss Core Shelter Assistance Project
      - a.1 rationale/objectives
      - a.2 mechanics of implementation
      - a.3 eligibility requirements-terms/conditions
      - a.4 roles/functions of concerned agencies/groups
      - a.5 responsibilities/commitments
    - b. Identify volunteers from among the potential participants (those whose houses were totally damaged by the disaster)
- 1.3 Mobilization of Volunteers for Needs Assessment Survey (Needs Assessment Survey shall be done to potential participants in the community whose houses were totally damaged. This will be used as basis to establish need and priority for core assistance as well as other needs which could be responded to by DSWD)
  - 1.3.1 Meeting with identified volunteers
    - a. discussion of their participation in the project and get their reaction

b. discussion of the needs assessment survey

b.1 rationale/objectives to establish need for core shelter and to set priorities for said assistance as well as to determine other needs which could be responded to.

b.2 role of volunteers/SSWO

b.3 needs assessment survey form-involve volunteers in coming up with final form based on their participation on what information should be included in the form

b.4 strategies/approaches in conduct of survey to get factual data/information

b.5 consolidation of data

1.3.2 Demonstration to volunteers conduct of needs assessment survey — this would be undertaken in a number of families as pretest of the questionnaire as to its applicability/feasibility

1.3.3 Supervision of volunteers in:

a. modifying questionnaire as a result of the pretest

b. conducting the survey

c. collating/consolidating data as agreed in earlier meeting

1.3.4 Analyzing consolidated data with the volunteers to get implications

1.3.5 Planning out with volunteers the presentation of data to community assembly

1.3.6 Coordinating with barangay officials/volunteers for conduct of community assembly

1.3.7 Conduct of Community Assembly

a. Assisting volunteers in presentation of Needs Assessment Survey results

b. Eliciting community participation in determining target participants for Core Shelter Assistance based on community established eligibility requirements set during the initial community assembly and on data presented by volunteers resulting from Needs Assessment Survey

c. Discussing mechanics of project implementation and need for a foreman to come from the community if there are qualified ones.

d. Eliciting community participation in identifying foremen for the project from the community.

#### **1.4 Preparation of foremen for the project implementation**

1.4.1 Discussing with potential foremen terms/conditions/expectations of the job to get their reaction and commitment

1.4.2 Recommending identified qualified foremen for the position

1.4.3 Facilitating contract between foremen and DSWD on working agreements relative to project

- 1.4.4 Planning/recommending schedule for orientation of Foremen/SSWO and participant's representatives in project implementation
- 1.4.5 Preparing with foremen a monthly schedule for supervision and monitoring of project.

## **1.5 Assessment**

- 1.5.1 Supervising the welfare aides and foremen in helping the identified participants prepare their individual housing plan using Annex A-1 (Housing Plan) which involves the following:
  - a. determining the specific materials and the exact quantity that could be contributed by the participants themselves as well as the materials that could be generated from the NGOs and LUGs
  - b. determining the land and manpower resources the beneficiaries can provide
  - c. determining the cost standards of the materials and verifying whether these materials meet building standards.
- 1.5.2 Meeting and discussing with identified participants the following:
  - a. terms and conditions for Core Shelter Assistance to get their reaction and commitment which will result to an accomplished memo of agreement between the participant and DSWD
  - b. the needs to set aside an amount in the form of contribution as maintenance fund for repair and upgrading of their houses
  - c. the goal of the helping process so they can agree to mutually do their share towards the achievement of these goals.

## **1.6 Organization building**

- 1.6.1 Enabling identified participants to form themselves into a Neighborhood Association for Shelter Assistance (NASA) with at least 10 members living in proximity with each other to promote collective action in realizing goals of the project Situational leaders may be chosen to perform specific tasks.
- 1.6.2 Assistance to NASA:
  - a. setting up goals towards shelter needs as well as other physical and social needs
  - b. formulating rules and regulations based on set goals
  - c. assessing their needs on housing and resources available such as building tools, salvaged materials, manpower, etc., starting on their own, those of DSWD and other GOs/NGOs.
  - d. making loan to effectively use available resources in answering housing needs to include:
    - d.1 steps to be performed
    - d.2 division of tasks
    - d.3 schedules and time frame
    - d.4 funds and resources needed
  - e. conducting regular