

**Republic of the Philippines**  
**Department of Social Welfare and Development**  
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October 6, 2008

**Mr. RICHARD BELAMINO**  
President of the Governing Board  
Gugma sa Kabataan  
Brgy. 17, Magsaysay-Del Pilar Sts.  
Cagayan de Oro City

Attn.: **Ms. ILUMINADA DOMINGO**  
Executive Director  
Gugma sa Kabataan

Dear Mr. Belarmino:

We are pleased to inform you that the result of the accreditation assessment of your agency conducted by our staff Ms. Marlene Beringuel last September 10-11, 2008 has yielded positive result having complied with the standards for the accreditation of community-based services. The following are the highlights of the assessment:

1. We appreciate the prompt action of the Executive Director in facilitating the enhancement of the Manual of Operation to include the presentation of the agency's programs and services which was not highlighted in the copy submitted to this office. However, specific policies for each program were not highlighted.
2. The agency admits local and international volunteers to assist in the conduct of activities for the children. A memorandum of Agreement (MOA) indicating the roles and function, rules in the handling of children and disciplinary measures prior to the placement of the particular volunteer is executed, however, this is not also included in the enhanced MOP. This is deemed necessary to ensure that abuse of children by the volunteers is prevented and properly handled.
3. There is adequate number of staff whose qualifications and experience are along social work and community development. Although the program is not a residential care facility and therefore does not require a house parent, the services of one is rendered. Aside from this, three mothers take turn as cook and are given honorarium which according to them is a great help to support the other needs of the family, thus, preventing their children in going back to the street.

4. The agency is compliant and cooperative in the submission of all documents as required prior to the accreditation visit which helped the assessor to review the documents in advance and thereby focus on the study of other documents, as well as conduct field visit and interview of beneficiaries and other partners in the community such as the barangay officials and teachers.
5. The active participation/leadership of the Executive Director in various groups/task force such as in the City NGO Council, Task Force for Children in Especially Difficult Circumstances, Cagayan de Oro City Council for the Protection of Children and Regional NGO Council has strengthened the agency's collaborative working relationship between and among NGOs/GOs/LGUs. This helps in the mobilization of other resources for the children such as the free quarterly medical check up, free vitamins/medicines for common illness, job placement of older children, and free technical/professional assistance from other NGOs.
6. The agency's good working relationship with the barangay officials is an effective approach to gain their cooperation/support in the formulation/issuance of barangay ordinances that will promote the safety and welfare of children in their home and community.
7. Likewise, the staff's close monitoring system through regular conduct of school visits has gained favorable result. In SY 2007, 2 high school students were granted scholarships in a private school, 3 have been consistent honor students and 11 garnered non-academic awards for good behavior.
8. We congratulate the entire management of Gugma sa Kabataan (GsK) for the success of one of your recipients in the educational assistance program. Through your continued support and guidance, one former street child who used to work as scavenger is now a licensed doctor. It is good to note that he has signed a Memorandum of Agreement with the Executive Director indicating his commitment to conduct a quarterly physical check and other medical services to the children. This is indeed, a great accomplishment for the entire management of GsK.
9. There is an organized system in the utilization and disbursement of funds. Liquidation forms are prepared weekly indicating all the expenses for the week and these are filed properly with attached official /acknowledgement receipts. Log book of donations are likewise available, however, these were not monetized and reflected in the annual audited financial statement. Donated items such as toys, clothes and food are distributed immediately for the consumption of children.

10. Review of agency's 2007 audited financial statement indicated that the total expenditure amounted to P1,895,403.05. Of the total expenses P1,455,157.97 or 76.77% was used for program implementation while P440,245.08 or 23.23% for administrative expenses. The expenses incurred by the agency are within the 75%:25% standards ratio on the fund allocation and disbursements.
11. It is good to note that there are separate workers that manage the community work and educational program whose roles and functions are clearly stated in their job contract. Coordination among staff was observed which facilitates simultaneous and effective delivery of services. Staff-client ratio of 1 social worker and 1 community development worker managing 1 barangay satisfies the DSWD's set standards for staff-client ratio of 1 community development worker/social worker to 3 communities.
12. Parents of children under the educational program are developed as partners in the implementation of the agency's over-all programs and services in the barangay and at the center. Monthly meetings are conducted to discuss the children's educational and family condition, needs and problems encountered and tasking of assignment. It is good to note that spiritual-socio-economic activities for their empowerment are provided such as bible sharing, skills training and livelihood programs.
13. The feeding program of the agency which provides free lunch from Tuesday to Saturdays and 2 snacks during Saturdays is a unique and effective intervention to ensure that children are provided complete and nutritious meal while at the school. On the other hand, the various activities during Saturdays such as bible studies, tutorial and remedial classes, group/individual counselling, group games and sports activities prevent the children from engaging again on any forms of street work/activities.
14. The income generating projects for children at the center through the supervision of the staff such as batik t-shirt printing, beads/card making, and painting which the agency markets to its partner agencies, friends, volunteers and individual benefactors has helped the children to support other personal and family needs. This is a good scheme that would prepare the children towards independent living.
15. The agency's initiative to open an individual savings account for the children at the First Community Cooperative is noteworthy because children will learn/realize the value of money. It is good to note that the children are encouraged to save 50% of their

monthly allowance and earnings from the IGPs. Policies on this are clear and agreed upon by children and parents.

16. Emergency and medical services for the children are provided through the group accident and health insurance with the Philippine-American Insurance Company (Phil-Am CHUMS) under Group Juvenile Accident and Health Insurance Plan. This ensures comprehensive accident and health benefits for children in case of illness and accident.
17. All children have individual case folders with updated social case study report with individualized treatment plan which are focused on addressing the child's behaviour, education and family concerns. Other documents that are properly filed are the child's picture, intake sheet, progress report, psychological testing and evaluation, counselling notes, medical prescriptions and home visit/interview notes among others. There is a log book of activities conducted to children which contains the social worker's observation to each child which is necessary to determine and address individual needs/problems.
18. Result of the focused group discussion to the children, home visit to parents and interview with barangay officials and teachers, gathered the following information:
  - These children are former street children who used to work in the street after their classes such as, rag/cigarette vendors, garbage collectors, scavengers and car washers/washers, among others. They use their earnings to buy their food, finance their schooling and help other needs of their family.
  - All the 19 children who joined the FGD confirmed that they no longer engage in street works as agreed prior to their admission in the program to ensure their safety and focus in their studies.
  - According to them all the staff are kind, caring and understanding to them. They call the Executive Director as "mommy" while they call other female staff as "ate". This connotes the presence of family-like relationship between children and the management/staff.
  - Children of Gugma live in small shanties whose parents have no regular source of income. Generally, mothers stay home to take care of their children while the fathers work as laborers, car washers/watchers and other petty jobs. Income is not sufficient to feed a family with 3-7 children. This

confirms that the beneficiaries of GsK are from indigent families.

- Barangay officials are supportive of the agency's plan to institutionalize a structure that would promote the rights and welfare of children through the conduct of various community awareness activities and projects for children and women. It was also gathered that there were incidence of physical abuses of children filed at the barangay, however, information-dissemination on child's protection and safety such as conduct of barangay general assembly/forum or film showings have not been explored.
- The teachers have confirmed the regular school visits of Gugma staff especially the Executive Director to monitor and check the behavior and academic performance of the children. However, a formal orientation of GsK programs and services has not been conducted to the school administration to gain additional support such as in the job placement of parents as canteen helpers, janitors, liaison, gardeners and other works where they may qualify them. The school is also a good venue for products exhibits of arts and crafts made by the children at the center.

As your community-based programs and services are now accredited, we encourage you to work towards achieving exemplary quality services for the children and community you serve. Relative to this, may we share the following recommendations for your consideration:

1. Enhancement of MOP to include policies per program and on volunteer management;
2. Explore job placement or IGPs of 3 clients ages 18-22 years old to prepare them towards self-reliance such as job placement to nearby food chains and government offices or purchase of "Sikad or Motorela to be managed by these group;
3. Monetization of donated items;
4. Review the position of the house parent. As empowerment strategy, parents can already perform the functions of the houseparent. While it will save cost on the part of the agency, it would also instil responsibility and exposure of parents on the proper care of children.
5. Conduct of formal orientation to four schools where children are enrolled to gain their support not only in the monitoring of


children but in the socio-economic empowerment of parents, resource mobilization and professional services.

6. Embark on livelihood program/income generating projects for parents to uplift their economic condition and build their capability to fully support the basic and educational needs of their children such as, food preservation and meat processing, sewing, therapeutic massage, and housekeeping.
7. Conduct of information-dissemination activities on various laws that protect the rights and welfare of children such as barangay assemblies, film showing, training and seminars, among others.

The DSWD-Field Office X will coordinate with you on the schedule for the awarding of your certificate of accreditation in a fitting ceremony. Said certificate shall be displayed in a conspicuous place in your agency.

Congratulations! Keep up the good work!

Very truly yours,

  
MA. ALICIA S. BONOAN  
Director IV  
Standards Bureau

cc. Atty. Araceli F. Sollamillo  
Director, DSWD-FO X