





# PHILIPPINE CHARITY SWEEPSTAKES OFFICE

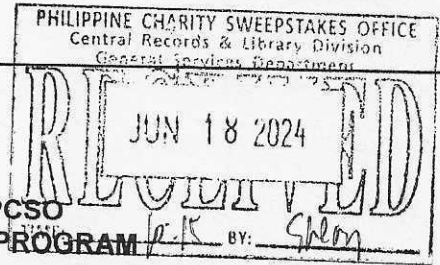
Sun Plaza Building, 1507 Shaw Boulevard corner Princeton St., Mandaluyong City 1152  
www.pcso.gov.ph



BAGONG PILIPINAS

RESOLUTION NO. 040  
Series 2024

## APPROVED 2024 GUIDELINES FOR THE PCSO CORPORATE SOCIAL RESPONSIBILITY (CSR) PROGRAM



**WHEREAS**, beyond the PCSO's mandate to raise and provide funds for health programs, medical assistance, and charities of national character is its commitment and dedication to further serve its beneficiaries, clients, and society through, among others, its Corporate Social Responsibility (CSR) Projects;

**WHEREAS**, under the CSR Projects of the PCSO, three (3) programs were conceptualized to provide various assistance and services to individuals, communities, institutions and organizations nationwide, namely: (1) Rear, Assist, Inspire, Support, and Enhance (RAISE) Program; (2) Disaster Preparedness and Relief Program; and (3) Strengthening of Rural Barangay Health Centers (SRBHC) Program.

**WHEREAS**, the Corporate Planning Department (CPD), in its Memorandum dated 21 February 2024 and as presented by OIC-Division Chief Andrew Limjoco, submitted the 2024 Guidelines for the PCSO CSR Projects and requested for authority of the General Manager to approve the CSR Implementation Plan for CY2024 with a budget of One Hundred Thirty Million Pesos (PhP130,000,000.00), as approved by the Board in Resolution No. 22 s.2023;

**NOW, THEREFORE**, for and in consideration of the foregoing, the PCSO Board of Directors **RESOLVED**, as it hereby **RESOLVES**, to approve the 2024 Guidelines for the PCSO Corporate Responsibility Program, as attached.

**RESOLVED FURTHER**, that the General Manager is hereby authorized to approve the CSR Implementation Plan for CY2024 with a budget of PhP130,000,000.00.

**RESOLVED FINALLY**, that this shall be subject to compliance with the applicable laws, rules, and regulations on the matter.

Approved this 28<sup>th</sup> day of February 2024 at the 4<sup>th</sup> Regular Board Meeting of the PCSO Board of Directors, PCSO Board Room, Mandaluyong City.

**MELQUIADES A. ROBLES**  
Vice-Chairperson and  
General Manager

**JUNIE E. CUA**  
Chairperson

**JANET D. MERCADO**  
Director

**JENNIFER L. GUEVARA**  
Director

**FELIX P. REYES**  
Director

ATTESTED BY:

**ATTY. CHARLES FREDERICK T. CO**  
Board Secretary VI

NOTHING FOLLOWS



# PHILIPPINE CHARITY SWEEPSTAKES OFFICE

Sun Plaza Building, 1507 Shaw Boulevard corner Princeton St., Mandaluyong City 1552

www.pcsso.gov.ph



BAGONG PILIPINAS



## MEMORANDUM NO.

**FOR :** The Honorable Members of the Board

**THRU :** The General Manager

**FROM :** The Manager, Corporate Planning Department

**SUBJECT :** Guidelines for the PCSO Corporate Social Responsibility (CSR) Program

**DATE :** February 21, 2024

We respectfully submit the draft 2024 Guidelines for the PCSO Corporate Social Responsibility (CSR) Program for your consideration.

These CSR Guidelines provide the programs and parameters on how the Php130 million budget for the CSR program are to be deployed and utilized. Three (3) programs were conceptualized to provide various assistance and services to target individuals, communities, institutions, and organizations nationwide, as follows:

- a. ***Rear, Assist, Inspire, Support, and Enhance (RAISE) Program*** – aims to address the plight of the poor, the sick, the vulnerable, and the marginalized sector of society by providing them with food packs, which shall be known as “Charitymba”, mobility aids, and medical devices, that may help sustain, support, and enhance their lives.
- b. ***Disaster Preparedness and Relief Program*** – aims to provide Charitymba as immediate relief and response to disaster-stricken areas or communities, as well as rescue devices to various communities and LGUs that are often visited and affected by typhoons, floods, and other natural calamities to increase the chances of saving lives.
- c. ***Strengthening of Rural Barangay Health Centers (SRBHC) Program*** – aims to reinforce and support rural Barangay Health Centers in deprived and underserved areas by providing basic mobility aid and medical devices to augment their current equipment set-up.

PCSO shall procure the food and non-food items for the programs through public bidding, particularly through ***Framework Agreements***, in accordance with Republic Act 9184 and its Implementing Rules and Regulations (IRR). The grant of assistance shall be confined to these items to ensure rapid deployment of support when needed.

We are also attaching herewith the CSR Accomplishment Report for CY2023 reporting the highlights, implementation and accomplishments of the program last year, for reference.

We respectfully submit the Guidelines for the PCSO Corporate Social Responsibility (CSR) Program, subject to the approval of the Board.

Further, we request authority for the General Manager to approve the CSR Implementation Plan for CY2024 with a budget of Php130 million as approved by the Board in BR No. 221, s. 2023.

  
ATTY. ANNA LIZA P. INCIONG 

Approved for Endorsement to the Board:

  
MELQUIADES A. ROBLES  
General Manager 





## GUIDELINES FOR THE PHILIPPINE CHARITY SWEEPSTAKES OFFICE CORPORATE SOCIAL RESPONSIBILITY (CSR) PROGRAM

### I. PCSO'S CORPORATE SOCIAL RESPONSIBILITY STATEMENT

The Philippine Charity Sweepstakes Office is dedicated to serving its beneficiaries, clients, its own workforce, and society as a whole, going above and beyond its mandate of raising and providing funds for health programs, medical assistance, and charities of national character.

With the goal of supporting various initiatives, the PCSO shall provide food packs, mobility aids and medical devices to beneficiaries belonging to the vulnerable and marginalized sector of society, provide immediate relief and response to disaster-stricken areas, as well as rescue devices to various communities to help them prepare for calamities and disasters. Lastly, the PCSO shall capacitate and augment the equipment of rural barangay health centers in Geographically Isolated and Disadvantaged Areas (GIDA).

For our employees, we shall actively promote volunteerism in our CSR program to support and develop their personal growth as well-rounded individuals. We shall work together to make a positive impact on the lives of others and contribute to a progressive, sustainable, and healthier Philippines.

### II. NATURE OF ASSISTANCE FOR THE CSR PROGRAM

The Corporate Social Responsibility (CSR) Program of the PCSO offers various assistance to target individuals, communities, institutions, and organizations nationwide, as part of its bigger responsibility towards the society as a whole.

The CSR Program incorporates gender mainstreaming to consider the differences in needs, living conditions, and circumstances of women and men resulting in unequal access to and control over resources and basic necessities. One of the goals of the CSR program is to take into account these differences and ensure that both women and men have equal access to the program's benefits to promote gender equality and women empowerment.

For this purpose, the CSR Management Team shall collect sex disaggregated data of beneficiaries, to the extent possible, for gender analysis, planning, and policy formulation.

The PCSO provides integrated assistance under the program in kind, with equal access to women and men, either on the agency's own initiative or in response to requests. The CSR program includes both food and non-food items, such as mobility aids, medical devices, and rescue equipment, which are given or distributed directly to the beneficiary individual or community.

### III. CSR PROGRAMS OF THE PCSO

In line with the agency's slogan "PCSO, Hindi Umuurong sa Pagtulong," the PCSO shall provide assistance through three (3) programs as follows:

- A. Rear, Assist, Inspire, Support and Enhance (RAISE) Program** – this program aims to address/RAISE the plight of the poor, the sick, the vulnerable and marginalized sector of society, i.e. women, youth, children, elderly/senior citizens, persons with disabilities, indigenous populations, refugees, migrants, minorities, informal settlers, among others, by providing them with food packs, medical devices, and mobility aids that may help sustain, support, and enhance their lives.
- B. Disaster Preparedness and Relief Program** – this program aims to provide food packs as immediate relief and response to disaster-stricken areas or communities, as well as rescue devices to various communities and LGUs that are often visited and affected by typhoons, floods, and other natural calamities to increase the chances of saving lives.
- C. Strengthening of Rural Barangay Health Centers (SRBHC) Program** – this program aims to reinforce and support rural Barangay Health Centers in deprived and underserved areas by providing basic mobility aid and medical devices to augment their current equipment set-up.

Under this program, PCSO shall donate items such as first aid kits, wheelchairs, blood pressure apparatus, nebulizers, glucometers, thermal scanners, pulse oximeters, weighing scale dial-type, and oxygen tanks to augment the current equipment set-up of the rural Barangay Health Centers.

Beneficiaries shall include health centers in GIDA, or Geographically Isolated and Disadvantaged Areas. This refers to communities with marginalized population physically and socio-economically separated from the mainstream society and characterized by:

1. Physical factors such as those isolated due to distance, weather conditions and transportation difficulties (island, upland, lowland, landlocked, hard to reach and unserved/ underserved communities);
2. Socio-economic factors such as high poverty incidence, presence of vulnerable sector, communities in or recovering from situation of crisis or armed conflict.

The PCSO shall work closely with the proponents to ensure that the distribution shall be fully coordinated with barangay officials or LGU personnel to prioritize and equalize access of underprivileged women to the program's benefits, aligned with the policies of the PCSO Gender and Development (GAD) program.

#### IV. QUALIFICATIONS AND REQUIREMENTS FOR AVAILMENT

<b>Program</b>	<b>Documentary Requirements</b>
A. RAISE Program	<p>1. Letter request for assistance from local government units (LGU), National Government Agencies (NGA), Non-Government Organizations (NGO)<sup>1</sup>, public schools, etc.</p> <p>For NGOs, additional document/s such as accreditation from the Philippine Council for NGO Certification (PCNC), or resolution/ certification/ accreditation from LGU recognizing the organization, or any equivalent document</p> <p>2. Certification from the local Department of Social Welfare and Development (DSWD), or similar/equivalent agency, that the beneficiaries belong to the vulnerable or marginalized sector of society, such as women, single mothers/parents, youth, people with disabilities, senior citizens, or indigents, among others,</p> <p style="text-align: center;"><b>-or-</b></p> <p>After-activity report of actual distribution to beneficiaries to be accomplished by the CSR Program Management Team, and</p> <p>Certificate of Distribution, which includes:</p> <ol style="list-style-type: none"> <li>date of distribution;</li> <li>that the beneficiaries belong to the vulnerable or marginalized sector of society, such as women, single mothers/parents, youth, people with disabilities, senior citizens, or indigents, among others;</li> <li>list of recipient municipalities, or barangays, etc., if applicable;</li> <li>duly signed by the representative of the barangay/ beneficiaries;</li> <li>picture of ID of the representative validated and certified by the CSR Program Management Team.</li> </ol>

<sup>1</sup> Except for civic organizations such as Rotary, Jaycees and Lions, non-stock non-profit corporations/foundations and private corporations, in accordance with COA Circular No. 2012-003, Annex A Sec.11.1, dated October 29, 2012.

<b>Program</b>	<b>Documentary Requirements</b>
B. Disaster Preparedness Program and Relief Program	<ol style="list-style-type: none"> <li>1. Letter request for assistance<sup>2</sup> from local government units (LGU), National Government Agencies (NGA), Non-Government Organizations (NGO), etc.  For NGOs, additional document/s such as accreditation from the Philippine Council for NGO Certification (PCNC), or resolution/ certification/ accreditation from LGU recognizing the organization, or any equivalent document</li> <li>2. For assistance to victims of disasters, disorganization, armed conflicts, or other calamities: <ol style="list-style-type: none"> <li>a. Certification or report from the Local Disaster Risk Reduction &amp; Management Council (DRRMC) or from the Department of Social Welfare and Development (DSWD) that beneficiaries are victims of or affected by disasters, disorganization, armed conflicts, or other calamities.</li> <li>-or-</li> <li>b. News report of the disaster, disorganization, armed conflict, or calamity from a known and trustworthy news/media outlet</li> </ol> </li> <li>3. For disaster preparedness assistance, a certification or report from the Local Disaster Risk Reduction &amp; Management Council (DRRMC) or from the Department of Social Welfare and Development (DSWD) that beneficiaries are frequented by typhoons, calamities and other disasters.</li> </ol>
C. Strengthening of Rural Barangay Health Centers (SRBHC) Program	<ol style="list-style-type: none"> <li>1. Letter request of assistance from local government units (LGU);</li> <li>2. Barangay is listed in the Geographically Isolated and Disadvantaged Areas (GIDA), based on the report of the Department of Health (DOH)</li> </ol> <p><b><u>For assistance initiated by the PCSO</u></b></p> <p>Barangay is listed in the Geographically Isolated and Disadvantaged Areas (GIDA), based on the report of the Department of Health (DOH)</p>

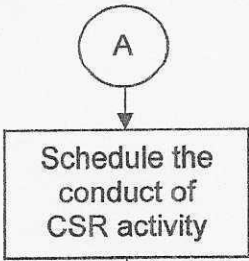

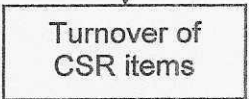
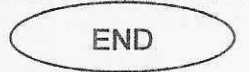
<sup>2</sup> For the request of food packs for victims of disasters and calamities, the date of the request letter should not be more than three (3) months after the occurrence of the disaster or calamity.



## V. IMPLEMENTATION PROCESS

The procedure below covers the evaluation of requests for CSR items, such as food packs, mobility aids, medical and rescue devices, from various proponents to the actual conduct of the CSR activity.

Responsible Person/s	Process/ Activity	Stage in Process	Details/ Description	References/ Output
	START			
Corporate Planning Department (CPD) Receiving Personnel	Receive requests for CSR items	Initial Request for Assistance by the Proponent	<ul style="list-style-type: none"> <li>Receive and log letter requests of various LGUs, NGOs, NGAs and other agencies endorsed from the Office of the General Manager</li> </ul>	<ul style="list-style-type: none"> <li>Letter request of assistance from proponent</li> </ul>
CPD Department Manager			<ul style="list-style-type: none"> <li>Endorse letter requests for evaluation and recommendation</li> </ul>	<ul style="list-style-type: none"> <li>Assignment slip (F-CPD-0018)</li> </ul>
CPD PRCCD Division Chief/ Public Relations Personnel	Evaluate requests	Evaluation of Requests and preparation of Recommendation/ Feedback Report	<ul style="list-style-type: none"> <li>Evaluate letter requests for CSR if compliant or non-compliant with CSR guidelines</li> <li>For letter requests under the SRBHC Program, confirm if beneficiary is in the DOH GIDA list</li> <li>If compliant, prepare recommendation on the list of items to be provided</li> <li>If not compliant, prepare regret letter</li> </ul>	<ul style="list-style-type: none"> <li>Guidelines of PCSO CSR Project</li> <li>Recommendation/ Feedback report</li> <li>GIDA Certification from DOH for requests under the SRBHC Program</li> <li>Regret Letter</li> </ul>
CPD PRCCD Division Chief	Transmit recommendation/ regret letter	Submission of Recommendation/ Feedback Report to PCSO management	<ul style="list-style-type: none"> <li>Review and affix initials on recommendation or regret letter</li> </ul>	
CPD Department Manager			<ul style="list-style-type: none"> <li>Review, sign and endorse recommendation or regret letter for approval/ signature</li> </ul>	
Office of the General Manager Chief-of-Staff (COS)	Approve/ sign recommendation/ letter	Approval of Recommendation/ Feedback Report by the PCSO management	<ul style="list-style-type: none"> <li>Review the regret letter and sign the same</li> <li>Review the recommendation, affix initials, and forward to the General Manager for approval</li> </ul>	
General Manager			<ul style="list-style-type: none"> <li>Approve the recommendation</li> </ul>	
CPD Receiving Personnel	Receive the Regret letter/ Approved Recommendation	Schedule of turnover/ distribution of CSR items	<ul style="list-style-type: none"> <li>Receive regret letter or approved recommendation from the Office of the General Manager</li> <li>Forward to CPD-PRCCD for service of regret letter, or for scheduling of CSR activity if recommendation is approved</li> </ul>	
	A			

Responsible Person/s	Process/ Activity	Stage in Process	Details/ Description	References/ Output
CPD PRCCD Division Chief/ Public Relations Personnel			<ul style="list-style-type: none"> <li>• Coordinate the schedule of activity</li> <li>• Prepare documents for call-off from supplier</li> </ul>	<ul style="list-style-type: none"> <li>• Call-off documents</li> <li>• Certifications from the appropriate agencies, or equivalent documents, in accordance with Sec. IV of this document.</li> </ul>
CPD PRCCD Public Relations Personnel			<ul style="list-style-type: none"> <li>• Inform the proponent on the approval of the request, venue, and schedule of the turn-over</li> <li>• Obtain the supplemental documentary requirements/ certifications from the proponent to proceed with the conduct of the CSR activity</li> <li>• Prepare and check the items to be turned over to the proponents</li> </ul>	
General Manager		Turnover/ distribution of CSR items	<ul style="list-style-type: none"> <li>• Turn-over of items to the proponents</li> </ul>	
CPD PRCCD Personnel			<ul style="list-style-type: none"> <li>• Assist in the conduct of the CSR activities and the distribution of items to the proponents/ beneficiaries</li> <li>• Document the turn-over/ release of the items</li> <li>• Prepare the Certificate of Distribution and have it signed by the beneficiary representative, if applicable</li> <li>• Collect sex disaggregated data on the distribution for gender analysis, planning, and policy formulation</li> <li>• Conduct customer satisfaction survey with the proponent</li> <li>• Prepare the After-Activity Report</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate of Acceptance, with corresponding id of signatory</li> <li>• Certificate of Distribution, if applicable, with corresponding id of signatory</li> <li>• Sex disaggregated data</li> <li>• Customer satisfaction survey</li> <li>• After-activity report</li> </ul>
				

## VI. FREQUENCY OF ASSISTANCE

For effective and fair budget distribution, requests from various institutions will be processed twice a year, with a six-month gap between each processing period, subject to availability of the items.

## VII. MODIFICATIONS AND/OR AMENDMENTS

The PCSO General Manager has the authority to modify and/or amend the Guidelines for the PCSO Corporate Social Responsibility (CSR) Program in the exigency of the service.

  
**MELQUIADES A. ROBLES**  
General Manager 





Strengthening of Rural Barangay Health Centers Program*	1. First Aid Kits	8
	2. Wheelchairs	3
	3. BP Apparatus	3
	4. Nebulizer	5
	5. Glucometer	5
	6. Thermal Scanner	5
	7. Pulse Oximeter	5
	8. Weighing Scale Dial-Type	1
	9. Oxygen Tank	3

**Note:** (\*) – and such other items that may be considered under the program.

## II. MODE OF PROCUREMENT

PCSO is committed to ensuring prompt delivery of assistance to its beneficiaries. PCSO shall procure the items through public bidding, particularly under Framework Agreements, in accordance with Republic Act 9184 and its Implementing Rules and Regulations (IRR). This will facilitate swift deployment of support whenever necessary, without the need to go through a lengthy procurement process for each individual request for assistance.


A framework agreement is a written agreement between a procuring entity and a supplier outlining the terms and conditions under which specific purchases, known as "call-offs," are made during the duration of the agreement. This initiative will streamline procurement negotiations and administration, allowing PCSO to save time and resources. Pre-determined pricing keeps costs stable and allows for the most competitive pricing to be reached throughout the framework agreement period.

The 2024 CSR programs will be covered by four (4) Framework Agreements, as listed below.

<b>Agreements</b>	<b>Items</b>
A. Framework Agreement #1	Food Packs
B. Framework Agreement #2 (Mobility Aids)	1. Wheelchairs 2. Crutches 3. Walkers 4. Canes
C. Framework Agreement #3 (Medical Devices) *	1. First Aid Kits 2. BP Apparatus 3. Nebulizer 4. Glucometer 5. Thermal Scanner 6. Pulse Oximeter 7. Weighing Scale Dial-Type
D. Framework Agreement #4 (Rescue Devices)	1. Trauma Bags 2. Oxygen Tank 3. Handheld Radio 4. Heavy Duty Search Light 5. Rescue Helmet

	6. Rescue Rope 12mm x 50m 7. Stretcher 8. Life Jacket
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**Note:** (\*) – and such other items that may be considered under the CSR program

  
**MELQUIADES A. ROBLES**  
General Manager 