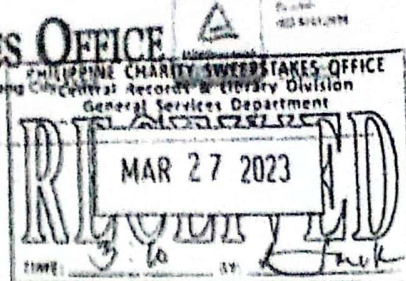




PHILIPPINE CHARITY SWEEPSTAKES OFFICE

Run-Through Building 1559 Shaw Boulevard, Mandaluyong City, Philippines 1550
 Office of the President
 Telephone: (02) 638-1234
 Fax: (02) 638-1234
 E-mail: pcsso@pcsso.gov.ph



RESOLUTION NO. 046
 Series 2023

APPROVED 2023 GUIDELINES FOR THE PCSO CORPORATE SOCIAL RESPONSIBILITY (CSR) PROJECTS

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

WHEREAS, under the CSR Projects of the PCSO, four (4) programs were conceptualized to provide various assistance and services to individuals, communities, institutions and organizations nationwide, as follows:

1. Rear, Assist, Inspire, Support, and Enhance (RAISE) program;
2. Disaster Preparedness and Relief Program;
3. Student Assistance Program; and
4. Environmental Awareness and Protection Program.

WHEREAS, CSR Guidelines must be developed to provide the parameters on how the allocated budget for the CSR Projects may be accessed, deployed, and utilized.

WHEREAS, the Corporate Planning Department (CPD) through its Memorandum No. CPD-PRCCD 2022-005, crafted the 2023 Guidelines for the PCSO CSR Projects and proposed that the total budget of Eighty-Five Million Pesos (P85,000,000.00) be allocated to the four programs as follows:

PROGRAM	CATEGORY	Amount (PhP)
RAISE and Disaster Preparedness and Relief Program	Food Packs	51,750,000.00
RAISE Program	Mobility Aids	19,262,300.00
	Medical Devices	5,810,000.00
Disaster Preparedness and Relief Program	Rescue Devices	2,177,700.00
Student Assistance Program	Stipend	3,000,000.00
Environmental Assistance and Protection Program	Financial Assistance	3,000,000.00
TOTAL		85,000,000.00

NOW, THEREFORE, for and in consideration of the foregoing, the PCSO Board of Directors **RESOLVED**, as it hereby **RESOLVES**, to approve the following:

1. The 2023 Guidelines for the PCSO Corporate Responsibility (CSR) Projects, particularly the four programs:
 - a. RAISE Program;
 - b. Disaster Preparedness and Relief Program;
 - c. Student Assistance Program for Children of Lotto and STL employees; and
 - d. Environmental Awareness and Protection Program.

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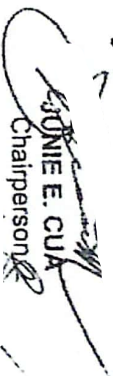
DATE
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2. Authority of the General Manager to sign the Framework Agreements with winning suppliers, as recommended and approved by the BAC;
3. Authority of the General Manager to modify and/or amend the 2023 Guidelines for the PCSO Corporate Social Responsibility (CSR) Project, in the exigency of the service; and
4. For the 2023 Guidelines for the PCSO Corporate Social Responsibility (CSR) Project shall take effect upon approval by the Board.

RESOLVED FURTHER, that the limitations set by the CSR Guidelines shall defer to any program, activity or project as may be initiated and/or identified by the Office of the President.

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

Approved this 22nd day of February 2023 at the 4th Regular Board Meeting of the PCSO Board of Directors, PCSO Board Room, Mandaluyong City.


JONIE E. CUA
Chairperson



MELQUIADES A. ROBLES
Vice-Chairperson and General Manager

JANET D. MERCADO
Director

JENNIFER L. GUEVARA
Director

FELIX P. REYES
Director

WITNESSED BY:

CHARLES FREDERICK T. CO
Board Secretary VI

Corporate Planning Department Only

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MAR 27 2023



REPUBLIC OF THE PHILIPPINES
Office of the President

Sun Plaza Building, 1507 Shaw Boulevard, corner Princeton St., Mandaluyong City 1552
www.pcsso.gov.ph



MEMORANDUM NO. CPD-PRCCD2023-022

FOR : The Board Secretary
THRU : The Chief of Staff, Office of the General Manager
FROM : The Manager, Corporate Planning Department
SUBJECT : Endorsement of the approved 2023 Guidelines for the PCSO Corporate Social Responsibility (CSR) Project
DATE : March 8, 2022

We respectfully submit the approved 2023 Guidelines for the Philippine Charity Sweepstakes Office (PCSO) Corporate Social Responsibility (CSR) Project incorporating the comments of the Board.

These CSR Guidelines outline the programs and parameters for deploying and utilizing the Php85 million budget for the CSR projects. Four (4) programs were developed to provide various forms of assistance and services to individuals, communities, institutions, and organizations across the country, 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 items, medical devices, and mobility aids that may help sustain, support, and enhance their lives.
- b. **Disaster Preparedness and Relief Program** – aims to provide food items and rescue devices to different communities and LGUs frequently visited by typhoons, flooding, and other natural calamities to enable rapid response and increase the chances of saving lives and properties.
- c. **Student Assistance Program** – aims to provide financial assistance to children of Lotto and STL Authorized Agent Corporations' employees in the form of monthly stipends.
- d. **Environmental Awareness and Protection Program** – aims to provide monetary and/or non-monetary assistance and resources to institutions or organizations championing environmental protection and interests.

Respectfully submitted for your information and appropriate action, please.



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2023 GUIDELINES FOR THE PHILIPPINE CHARITY SWEEPSTAKES OFFICE CORPORATE SOCIAL RESPONSIBILITY (CSR) PROJECTS

PCSO'S Corporate Social Responsibility Statement

The Philippine Charity Sweepstakes Office is committed and dedicated to serve its beneficiaries, clients, its own workforce, and society in general, within its mandate of raising and providing for funds for health programs, medical assistance and charities of national character.

To this end, the PCSO shall support activities that will promote education, assist in disaster preparedness and relief programs, provide medical devices, mobility aids and other assistance to marginalized sectors of the society, support environmental awareness for our clients and the general public. For our employees, we shall encourage and carry out programs that enhance their development as well-rounded individuals with varied interest and involvement in worthwhile causes, be it in volunteerism, in environmental protection, among others, towards a progressive, sustainable, and healthier Philippines.

I. NATURE OF ASSISTANCE

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

The integrated assistance and services under the project may be given in cash or in kind by the PCSO, on its own initiative or upon request.

Financial assistance refers to monetary support in the form of cash, directly given to the individual or to the institution to augment financial capacity/resources of the beneficiary.

Material assistance refers to the provision of food items, non-food items, medical devices, mobility aids, rescue devices, or any item directly given to the beneficiary individual or community.

II. CSR PROGRAMS OF THE PCSO

In line with the agency's slogan "PCSO, Hindi Umuurong sa Pagtulong," the PCSO shall continue providing assistance through its various programs, as follows:

A. Rear, Assist, Inspire, Support and Enhance (RAISE) Program – this program aims to 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 items, and/or non-food items, such as but not limited to medical devices/supplies, mobility aids, or any items that may sustain, support, and enhance their lives.

B. **Disaster Preparedness and Relief Program** – this program refers to the provision of food items and/or non-food items such as rescue devices to different communities, LGUs frequently visited by typhoon, flooding and other natural calamities, institutions, and organization to enable rapid response, increasing the opportunity of saving lives and properties.

C. **Student Assistance Program (SAP)** – refers to the provision of monetary assistance to 100 scholars who are children of lotto operators/ STL Cabos/ STL Cobradores, as may be recommended by the concerned PCSO Department/Branch offices based on the parameters of the program. Under the SAP, the PCSO will provide monthly educational assistance to each scholar in the amount of Php3,000 for the academic year.

Qualified Scholars shall be those entering college freshmen or college students enrolled in any curricular year level of a four- or five-year course in schools accredited by the Commission on Higher Education for 2023.

D. **Environmental Awareness and Protection Program** – this program refers to the provision of monetary and/or non-monetary assistance and resources to institutions or organizations that promote green practices, environmental conservation, and ecological sustainability through the implementation of various nature preservation-related activities, including but not limited to tree planting, clean-up activities, forest conservation, and coastal area rehabilitation. Volunteerism among PCSO employees in the said worthwhile undertakings will be encouraged. A P500,000 cap/limit is set for every project.

III. MODE OF PROCUREMENT

PCSO is committed to the fast delivery of assistance to its beneficiaries. In this context, 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 ensure rapid deployment of support when needed, rather than going through a complete procurement procedure 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. PCSO will save time on

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procurement negotiations and administration as a result of this initiative. Pre-determined pricing keeps costs stable and allows for the most competitive pricing to be reached throughout the framework agreement period.

Both the **RAISE** and the **Disaster Preparedness and Relief** programs will be covered by four (4) Framework Agreements/ Terms of Reference, as listed below.

- a. Food Packs
- b. Mobility Aids
- c. Medical Devices
- d. Rescue Devices

The granting of requests will be confined/ limited to the list of items shown below.

Program	Framework Agreement	Items	Cap per Request
RAISE and Disaster Preparedness and Relief Program (Food items)	a. Food Packs	<ol style="list-style-type: none"> 5 Kg Rice Coffee powder Choco Powdered Drink Canned Goods Instant Noodles Plastic pail with cover 	2,500
	b. Mobility Aids	<ol style="list-style-type: none"> Wheelchair Crutches Walker Canes 	100 30 30 50
RAISE Program (Non-Food items)	c. Medical Devices	<ol style="list-style-type: none"> BP Apparatus Nebulizer Glucometer Thermal Scanner Pulse Oximeter 	50 50 50 20 20
	d. Rescue Devices	<ol style="list-style-type: none"> Oxygen Tank Handheld Radio Heavy Duty Search Light Rescue Helmet Rescue Harness Stretcher Life Jacket 	10 10 10 10 10 5 10
Disaster Preparedness and Relief Program (Non-Food items)			

A cap or limit to the maximum number of items to be provided per request is set. This is to ensure that efficient and equitable distribution to beneficiaries under the programs will be attained.

IV. BUDGET FOR THE CSR PROGRAMS

Total Budget of the 2023 PCSO CSR Project is **eighty-five million pesos** (Php85,000,000.00).


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V. QUALIFICATIONS AND REQUIREMENTS FOR AVAILMENT

Program	Qualifications and/or Documentary Requirements
1. RAISE Program	<p><u>Documentary Requirements</u></p> <ol style="list-style-type: none"> Letter request of assistance from local government units (LGUs), National Government Agencies (NGAs), Non-Government Organizations (NGOs), etc., Certification from the LGU, NGA, NGO, etc., that the beneficiaries belong to the vulnerable or marginalized sector of society, i.e., women, youth, elderly, PWD, among others.
2. Disaster Preparedness and Relief Program	<p><u>Documentary Requirements</u></p> <ol style="list-style-type: none"> Letter request of assistance from local government units (LGUs)/ local Disaster Risk Reduction & Management Council (DRRMC), Sanguniang Panlalawigan/Bayan/Barangay Resolution endorsing the request for assistance. (optional)
3. Student Assistance Program	<p><u>Qualifications</u></p> <ol style="list-style-type: none"> The applicant must be a child of an active Lotto teller, STL Cabos or STL Cobradores, Entering freshman or a college student in any curricular year level of a four- or five-year course in schools accredited by the Commission on Higher Education, Has a General Weighted Average (GWA) of 80% above or its equivalent, Must not be covered by other higher education scholarship/grant from public institutions, His/her household does not receive aid from the Department of Social Welfare and Development's (DSWD) Pantawid Pamilyang Pilipino Program (4Ps), Must not be more than 30 years of age at the time of application. <p><u>Documentary Requirements</u></p> <ol style="list-style-type: none"> Letter request of assistance from applicant, Birth Certificate of applicant, Full-body picture of applicant, in school uniform if applicable Letter endorsement of owner/management of the Lotto outlet or STL AAC, certifying/including the following:

	<ol style="list-style-type: none"> i. The parents of the applicant is/are employed by the Lotto outlet/STL AAC, ii. Barangay Certification that the applicant and his/her household are not members of the 4Ps. e. Recommendation letter of the concerned PCSO Department/ Branch office, f. Original or certified true copy of the school's Certificate of Registration, g. Official Receipt of enrollment, if applicable, or any proof of enrollment, h. Recent School ID, i. Certified true copy of report card or class cards of the 2 most recent grading period or semester.
<p>4. Environmental Awareness and Protection Program</p>	<p><u>Documentary Requirements</u></p> <ol style="list-style-type: none"> <u>1. For Local Government Units</u> <ol style="list-style-type: none"> a. Letter request of assistance from Local Government Units (LGUs) related to environment conservation and management, b. Profile/ Project Design signed by the Head of office of the requesting party, which will include the following: <ol style="list-style-type: none"> i. Background/ description of the project ii. Issues to be addressed iii. Activities to be conducted by the party to address the issues iv. List of beneficiaries of the project v. Cost of the project vi. Map of the covered area, including specifications/ dimensions <u>2. For Non-Government Organizations</u> <ol style="list-style-type: none"> a. Letter request of assistance from institutions or Non-Government Organizations (NGOs) related to environment conservation and management, b. Documentary Requirements shall be in accordance with Commission on Audit (COA) Circular No. 96-003, which prescribes Accounting and Auditing Guidelines on Release of Funds Assistance to non-Government Organizations (NGOs)/ Peoples Organizations (POs).

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3/27/23
Date / Signature 

VI. FREQUENCY OF ASSISTANCE

To ensure that the budget is distributed effectively and equitably, requests of institutions, LGUs, NGAs, NGOs, organizations, etc., shall be processed only *once a year per program*.

VII. MODIFICATIONS AND/OR AMENDMENTS

The PCSO General Manager has the authority to modify and/or amend the 2023 Guidelines for the PCSO Corporate Social Responsibility (CSR) Project in the exigency of public service.

MELQUIADES A. ROBLES
General Manager

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Date / Sign 