

**[DSWD ADMINISTRATIVE ORDER NO. 104,
November 13, 1990]**

**IMPLEMENTING GUIDELINES FOR FAMILY LIFE DEVELOPMENT
(FORMERLY FAMILY LIFE CENTER)**

Pursuant to the Department of Social Welfare and Development's thrust of supporting and protecting the Filipino Family, all regions are hereby directed to implement the Family Life Development program in their respective municipalities, with said program to be closely monitored by the Bureau of Family and Community Welfare through Family Welfare Specialists and Provincial Social Welfare Officers. The implementing guidelines for the program are found hereunder for your guidance and compliance.

I

Introduction

Family Life Development is a program which builds the capabilities of families in improving their quality of life. It transfers appropriate knowledge, skills, and technology to meet family needs, and accesses families to needed resources. It organizes families to become effective problem-solving units and contributors to community development. It provides Family Life Education and family-based activities to strengthen the family as a source of emotional support, cultural inheritance and value inculcation.

II

Implementing Guidelines

1. *Area Selection* — Areas to be prioritized for the implementation of Family Life Development will be those which are:

- a. Low-income or depressed barangays
- b. Areas with poor social services and facilities

2. *Community Profile* — The community profile may already be available. If such is the case, and the data are adequate, reliable, and updated (done within the year or last year), these will be used for the next step.

If the barangay has no profile yet, participative community surveys will be conducted to provide program implementors with information on the socio-economic and health status of the families in the community. The instrument to be used here will be the DSWD Family Survey form. This will determine the type of resources that will be required for the implementation of the program.

3. *Analysis of Community Profile* — The results of the community survey shall be presented to the community for the purpose of:

- a. Arriving at a consensus of what problems, priorities and program thrusts are to be undertaken at the community level.
- b. Determining other details that may influence the choice of target beneficiaries for each specific project site.
- c. Planning an integrated delivery of assistance and capability building.

4. *Core Group Formation and Orientation* — Organizing the Family Life Development core group will be done by the Supervising Social Worker. Key persons in the community will be contacted and acquainted with the concept and goals of the program. This will involve reaching out to the different groups and associations existing in the barangay. A core group of volunteers will be formed from the community to participate in the implementation of Family Life Development.

The organizational meeting to be coordinated by the Supervising Social Worker will include the following:

- a. The concept of Family Life Development
- b. The need for Family Life Development/Objectives of FLD
- c. Role of the Core Group

5. *Roles and Responsibilities of the Core Group*

- a. Participate in evolving the community profile
- b. Participate in the identification of families to be under Family Life Development
- c. Participate in identifying the appropriate services for the families
- d. Participate in monitoring and evaluating the activities of the Family Life Development Program
- e. Participate in the activities of the families as appropriate f. Participate in accomplishing family assessment tools.

6. *Training of Core Group on Family Assessment Tools* — The core group will undergo a brief session on the use of family assessment tools. These tools are necessary for DSWD staff and the core group to gain intimate knowledge of the families, structure, relationships, important events, stresses and resources.

The Family Life Core Group will likewise be introduced to the method of Family Case Management System for them to be acquainted with the manner of implementation of services to the family.

(Please refer to Appendix for the Family Assessment Tools and the Family Case Management System in the Manual of FLD)*

7. *Identification of Target Families* — Families who will be beneficiaries of the program will be identified by the core group according to the following criteria:

- a. *Bona fide* resident of the community.
- b. Family income below the poverty line