

HUMAN RIGHTS VICTIMS' CLAIMS BOARD

STRATEGIC PLAN 2014-2016

MANDATE

The Human Rights Victims' Claims Board, as an independent quasi-judicial body, shall *recognize* the heroism and sacrifices, and restore the honor and dignity, of victims of gross human rights violations committed by agents of States and/or persons acting in official capacity during the regime of former President Ferdinand E. Marcos; and/or *provide reparation* to these victims or their families for the deprivations and damages they suffered.

VISION

We envision to be an efficient quasi-judicial body well-run by competent, dedicated and honest public servants, effectively dispensing justice and making accessible prompt and adequate recognition and/or reparation process to Martial Law human rights violations victims.

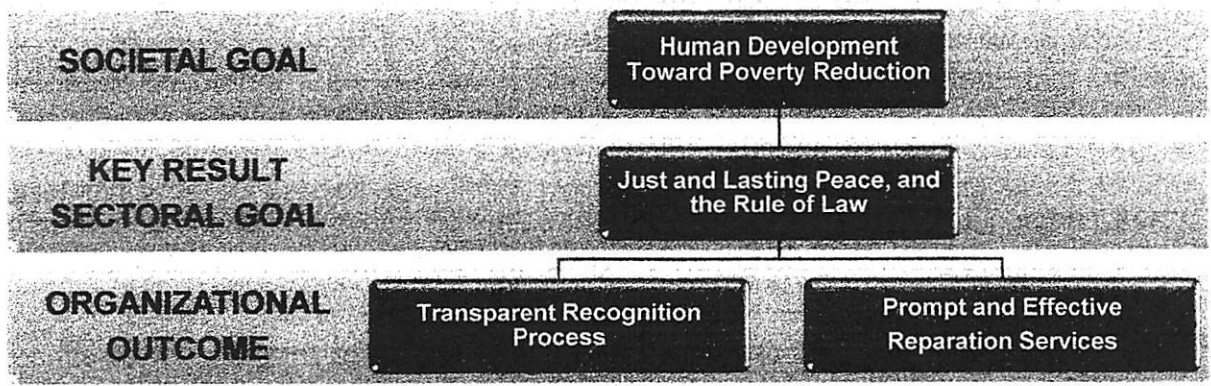
MISSION

We aim to provide prompt and judicious determination of claims for recognition and/or reparation to Martial Law human rights violations victims consistent with efficiency, transparency, accountability and universal human rights principles.

LOGICAL FRAMEWORK

Organizational Performance Indicator Framework

Results-based organizational planning was prescribed by the Organizational Performance Indicator Framework (OPIF) to foster greater accountability and transparency in public service.¹ In line with this, the Human Rights Victims' Claims Board (HRVCB) aims to promote the greater societal goal² of attaining *human development toward poverty reduction* by contributing to the development of human rights sectoral goals³ of *just and lasting peace and rule of law* and *poverty reduction and empowerment to the vulnerable*. Thus, the HRVCB envisages itself as the forerunner in providing effective remedy by providing *innovative and transparent recognition process* and *prompt and effective reparations services*.



¹ Department of Budget and Management (DBM), (2012), *OPIF Reference Guide: Organizational Performance Indicator Framework – A Guide to Results-Based Budgeting in the Philippines*, Manila: DBM

² DBM, (2012), *OPIF Reference Guide*

³ Key Result Areas under Executive Order No. 43, Series of 2011 adopted by the HRVCB

KEY STRATEGIES

1. **Primacy of Citizen's Interests.** The Philippine citizenry is the source from which all governmental authority flows and inherently interested with the success of the recognition and reparation process. To serve the interest of the public, a transparent and accountable process will be implemented and they shall be constantly updated on the progress thereof.
2. **Responsiveness to Various Stakeholders' Interests.** Stakeholders are those who have strong interest in the success of the recognition and reparation process being implemented by the Human Rights Victims' Claims Board. These include:
 - a. **Human Rights Violations Victims (HRVVs),** as primary clients, stand directly affected by the resolutions of the Board. Consistent with international principles on the right of victims to remedy and reparation, HRVVs shall be treated humanely and respectfully in their transactions with the Board, and their well-being and privacy shall be ensured. The prompt and judicious resolution of their claims are the paramount concern of the HRVCB; and
 - b. **Key Partner-Stakeholders** are mainly government offices and agencies (i.e., Congress, the Office of the President, Commission on Human Rights), non-governmental human rights organizations, civil society organizations, foreign government institutions (i.e., the Embassy of Switzerland in Manila), and mass media who have enabled, supported or encouraged the Board's efficient and prudent implementation of the reparation and/or recognition process.
3. **Transparent and Accountable Financial Stewardship.** The annual operating budget of the HRVCB shall be funded from the ten billion peso (PHP10,000,000,000.00) reparation fund.⁴ As a responsible financial steward, the HRVCB shall ensure that funds appropriated or those which may become available as reparation for HRVVs are properly disbursed in accordance with the policies stated by Congress and relevant government rules, regulations and accounting procedures.⁵
4. **Effective and Efficient Internal Processes.** The Secretariat, headed by the Board Secretary, is tasked by law to provide administrative and operational support to the Board in implementing the claims process and providing key deliverables. Effective internal processes are implemented to ensure efficient, transparent and accountable delivery of services.

PROGRAMS, ACTIVITIES AND PROJECTS STRUCTURE

Major Final Outputs	Programs, Activities and Projects	Responsible Unit
Operations		
MFO 1: RECOGNITION AND REPARATION SERVICES	Transparent Recognition Process	
	Intake of Applications	Secretariat
	Claims Research and Investigation	Secretariat
	Adjudication/Resolution of claims	Board
	Nomination and Resolution of HRVV under <i>Motu Proprio</i> Recognition	Board.
	Publication of Preliminary List of HRVV and Sending of Notices of Decision	Secretariat

⁴ Section 14, RA 10368

⁵ Section 15, RA 10368

	Acceptance of appeals and oppositions	Secretariat
	Resolution of appeals and oppositions	Board
	Publication of Final List of HRVV and Sending of Notices of Decision	Secretariat
	Preparation of Roll of Human Rights Violations Victims	Secretariat
	Approval of Roll of Human Rights Violations Victims	Board
	Award and Computation of Monetary Reparation	Board
	Prompt and Effective Reparation Services	
	Preparation and Distribution of Checks	Secretariat
	Submission of HRVV List to partner Agencies for non-monetary reparation	Secretariat
Support to Operations		
Planning and Policy Formulation	Promulgation of Implementing Rules and Regulations	Board
	Formulation of Standards in Awarding Points	
	Formulation of Standards and Procedures not otherwise included in the IRR	
	Execution of Memoranda of Agreement with partner Government and non-government agencies	
	Approval of Plans for Field Travels (Intake, Investigation, or Distribution of Checks)	
Program Monitoring and Evaluation	General orientations to HRVCB officers and employees	Secretariat
	Regular assessment of programs, activities and projects	
Public Information Programs	Refined and simplified communication framework	Secretariat
	Conduct of press conferences	
	Distribution of press releases, handouts, FAQs and other information materials	
	Collate and file newsprint and other media coverage about the claims process	
Research and Development	Project support & strategic research advancement	Secretariat
Information System Development	Simplification of access by digitizing claims dockets	Secretariat (particularly MIS)
	Transfer database to HRVV Memorial Commission	
	Internet and Server Improvement	
General Administration and Support Services (GASS)		
General Management and Supervision	Administrative Policy Standards and Guidelines formulation and enforcement	Board
	Semi-Annual conduct of SPMS evaluation	
	Compliance reporting to Oversight Entities within the prescribed periods	Secretariat
	Transparent and accountable Procurement Services	
Legislative Liaison Services	Tracking, monitoring and reviewing HRVCB-related legislation	Secretariat
Human Resource Development	Conduct of in-house capacity and skills development	Secretariat
	Effective management trainings and seminars	
	Implementation of wellness and fitness program	

MAJOR FINAL OUTPUTS AND PERFORMANCE INDICATORS

MFO 1: RECOGNITION AND REPARATION SERVICES	FY 2014 TARGET/ BASELINE
PI 1: Processing of Claims	
A. Applications Received and Processed	
No. of applications received	20,000 applications
No. of applications enrolled and encoded.	100% of 20,000 applications.

Percentage of applications received within the prescribed period (May 12 – November 10, 2014).	100% of 20,000 applications
B. Investigation	
No. of fact-finding investigations completed	0
Percentage of claims investigated and verified.	0
Percentage of investigations completed within one year	0
PI 2: Adjudication and Decision	
No. of claims adjudicated	270 claims
Percentage of decisions opposed or appealed that have been affirmed <i>En Banc</i>	0
Percentage of claims adjudicated within the year	100% of 270 claims
PI 3: HRVV Roll and Reparation Distribution	
No. of persons included in the Roll of Human Rights Violations Victims	0
PI 4: Client Satisfactory Rating	
Percentage of Client Satisfactory Rating received from the Commission on Human Rights (CHR) and Civil Society Organizations (CSOs)	100 %

Support to Operations (STO) and General Administration and Support Services (GASS)

Support to Operations (STO) are activities that provide technical and substantive support to improve the operations and projects of HRVCB.⁶ Included herein are planning and policy formulation, program monitoring and evaluation, public information programs, research and development, statistical services, and information system development.

General Administration and Support Services (GASS) are activities involving overall administrative management support to the agency itself. It includes general management and supervision, legislative liaison services, human resource development, and financial and administrative services.

General Administration and Support Services (GASS)	Performance Target
PI 1: Budget Utilization Rate	100%
PI 2: Compliance Reporting	100%

Certified Correct By:


RONALDO C. MARIANO
 Director IV, Board Secretary

Noted By:


LINA C. SARMIENTO
 Chairperson

By Program/ Project

Current Operating Expenditures

PROGRAMS	Personnel Services	Maintenance and Other Operating Expenses	Capital Outlays	TOTAL
100000000 General Administration and Support	18,749,691.90	16,528,384.91	223,220.00	35,501,296.81
200000000 Support to Operations		574,083.82	-	574,083.82
300000000 Operations				
MFO 1: Recognition and Reparation Services	12,130,610.65	296,443.98	376,454.00	12,803,508.63
TOTAL	30,880,302.55	17,398,912.71	599,674.00	48,878,889.26

By Programs/ Activities/ Projects

Current Operating Expenditures

PROGRAMS	Personnel Services	Maintenance and Other Operating Expenses	Capital Outlays	TOTAL
100000000 General Administration and Support				
100010000 General Mangement and Supervision	18,749,691.90	14,594,949.80	223,220.00	33,567,861.70

Sub Total General Administration and Support	<u>18,749,691.90</u>	<u>14,594,949.80</u>	<u>223,220.00</u>	<u>33,567,861.70</u>
200000000 Support to Operations				
201010000 Training and Information Dissemination	-	574,083.82	-	574,083.82
Sub Total Support to Operations	<u>-</u>	<u>574,083.82</u>	<u>-</u>	<u>574,083.82</u>
300000000 Operations				
301000000 MFO 1: Recognition and Reparation Services				
301010000 Processing of Claims		1,933,435.11		1,933,435.11
301020000 Adjudication and Decision	<u>12,130,610.65</u>	<u>296,443.98</u>	<u>376,454.00</u>	<u>12,803,508.63</u>
301030000 HRVV Roll and Reparation Distribution	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
301040000 Client Satisfactory Rating	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Sub Total Operations	<u>12,130,610.65</u>	<u>2,229,879.09</u>	<u>376,454.00</u>	<u>14,736,943.74</u>
TOTAL	<u>30,880,302.55</u>	<u>17,398,912.71</u>	<u>599,674.00</u>	<u>48,878,889.26</u>

By Object of Expenditures

Current Operating Expenditures

Personnel Services

Salaries

Total Salaries

20,072,500.16

Other Compensation

PERA

1,197,000.00

Representation Allowance	1,299,000.00
Transportation Allowance	1,299,000.00
Uniform/Clothing Allowance	275,000.00
Year End Bonus & Cash Gift	2,126,264.50
Terminal Leave	17,621.53
Subsistence Allowance	757,148.21
PEI	1,912,866.00
Withholding Tax	4,512.89
Total Other Compensation	<u>8,888,413.13</u>

Other Benefits	
Life and Retirement Insurance Contributions	1,625,083.01
Pag-IBIG Contributions	57,400.00
Philhealth Contributions	178,956.25
Employees Compensation Insurance Premiums	57,950.00
Total Other Benefits	<u>1,919,389.26</u>

TOTAL PERSONNEL SERVICES **30,880,302.55**

Maintenance and Other Operating Expenses	
Travelling Expenses	1,933,435.11
Training and Scholarship Expenses	502,375.65
Research and Development Expenses	
Supplies and Materials Expenses	732,502.13
Utility Expenses	378,127.30
Communication/Telephone Expenses	959,384.11
Extraordinary and Miscellaneous Expenses	2,024,011.50
Professional Services	4,862,353.13
General Services	1,002,466.60
Repairs and Maintenance	170,340.59
Taxes, Insurance, Premiums and Other Fees	444,838.10
Other Maintenance and Operating Expenses	47,152.00
Advertising Expenses	60,809.90

Printing and Binding Expenses	15,681.84
Rent Expenses	4,182,056.60
Representation Expenses	24,157.36
Transportation and Delivery Expenses	59,220.79

TOTAL MAINTENANCE AND OTHER OPERATING EXPENSES	17,398,912.71
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Capital Outlay

Property, Plant and Equipment Outlay and Other Assets	599,674.00
TOTAL CAPITAL OUTLAY	599,674.00

GRAND TOTAL	48,878,889.26
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