



**Memorandum Circular No. 04
Series of 2020**

**SPECIAL GUIDELINES ON THE PROVISION OF SOCIAL AMELIORATION MEASURES
BY THE DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT TO THE MOST
AFFECTED RESIDENTS OF THE AREAS UNDER COMMUNITY QUARANTINE AND
CONTINUATION OF THE IMPLEMENTATION OF THE SOCIAL PENSION FOR
INDIGENT SENIOR CITIZENS AND THE SUPPLEMENTARY FEEDING PROGRAMS**

I. RATIONALE

The Department of Social Welfare and Development (DSWD), as the lead agency in social protection, is mandated to contribute to better quality of life of the Filipino people. Priority attention shall be given to the poor, vulnerable, and marginalized sectors of the society, especially during the declaration of State of Public Health Emergency all throughout the Philippines pursuant to Presidential Proclamation No. 922, series of 2020.

On 12 March 2020, the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID) per Resolution No. 11, Series of 2020, raised the COVID-19 threat to the highest alert level, Code Red Sublevel 2, due to the evidence of sustained community transmission of the disease. Concomitantly, President Rodrigo Roa Duterte approved the recommendation to declare a community quarantine in the National Capital Region (NCR) on 15 March 2020, while on 17 March 2020 the community quarantine was imposed in the entirety of Luzon with the issuance of Presidential Proclamation No. 929, s. 2020, declaring a State of Calamity throughout the Philippines.

The imposition of community quarantine and stringent social distancing measures caused restriction in the mobility among people, suspension of operations or even closure of business establishments, implementation of alternative work arrangements in government and private offices, as well as stoppage of mass public transportation. Local government units (LGUs) outside of Luzon also declared localized community quarantine and imposed the same restrictions. These developments caused severe disruption in the economic activities all over the country and affected the means of livelihood and subsistence of low-income households most especially senior citizens, pregnant and lactating women, solo parents, distressed overseas Filipinos, persons with disability, indigenous people, underprivileged and homeless families, and informal economy workers.

With the passage of Republic Act (RA) No. 11469, otherwise known as the “Bayanihan to Heal as One Act of 2020”, an intensified government response is adopted whereby the national government will render full assistance to the LGUs and mobilize the necessary

resources to undertake urgent and appropriate measures to curtail the effects of the recent declarations on the economic, physical, and psychosocial well-being of the most affected residents.

Thus, the DSWD shall ensure provision of safety nets and implementation of social amelioration programs and services that shall serve as subsidy for the provision of basic necessities and tool for the recovery and rehabilitation of the most affected families and individuals, such as the Assistance to Individuals in Crisis Situation (AICS), augmentation of Food and Non-food Items (FNI), and Sustainable Livelihood Program (SLP).

The payout pertinent to the Social Pension for Indigent Senior Citizens (SocPen) Program and the Implementation of the Supplementary Feeding Program (SFP) shall likewise be continued to ensure that the objectives of the program shall be attained during this time when it is most needed by its beneficiaries.

II. LEGAL BASES

- A. Sections 4, 5, 9, and 15 of Article II of the 1987 Constitution.**
- B. Section 11, Article XIII, of the 1987 Constitution.**
- C. Section 4, Article XV, 1987 Constitution.**
- D. Section 1, Article XX, Rule V, implementing Rules and Regulations of Republic Act No. 9994, Also Known as the “Expanded Senior Citizens Act of 2010”.**
- E. Administrative Order No. 15, Series of 2010, “Guidelines on the Implementation of the Social Pension for Indigent Senior Citizens”**
- F. Administrative Order No. 3, Series of 2011, “Operational Procedure in line with Administrative Order 15 Series of 2010 on the Implementation of the Social Pension for Indigent Senior Citizens.”**
- G. Administrative Order No. 4, Series of 2012, “Procedure in Processing Replacements for Beneficiaries of the Social Pension.”**
- H. Administrative Order No. 7, Series 2013, “Amended Guidelines in the Operational Procedure in line with Administrative Order No. 15 on the Implementation of the Social Pension for Indigent Senior Citizens.”**
- I. Administrative Order No. 4, Series of 2014, “Amendment to Administrative Order No. 15 Series of 2010 otherwise known as**

the Guidelines on the Implementation of the Social Pension for the Indigent Senior Citizens.”

- J. Philippine Plan of Action for Senior Citizens 2012-2016.**
- K. Masustansyang Pagkain para sa Batang Pilipino Act of 2017.**
- L. Executive Order 292, Series of 1987**, entitled the Administrative Code of 1987, which renamed the Ministry to Department, reiterating the basic mandate, and the structural and functional authority of DSWD under EO 123.
- M. Presidential Proclamation No. 922**, Declaring A State of Public Health Emergency Throughout the Philippines.
- N. Office of the President, Memorandum from the Executive Secretary dated 15 March 2020**, Stringent Social Distancing Measures and Further Guidelines for the Management of the Coronavirus Disease 2019 (COVID-19) Situation.
- O. Office of the President, Memorandum from the Executive Secretary dated 16 March 2020**, Community Quarantine Over the entire Luzon and Further Guidelines for the Management of the Coronavirus Disease 2019 (COVID-19) Situation.
- P. Presidential Proclamation No. 929**, Declaring A State of Calamity Throughout the Philippines due to Coronavirus Disease 2019.
- Q. Republic Act (R.A.) No. 11469, “Bayanihan to Heal as One Act”**
- R. Inter-Agency Task Force for the Management of Emerging Infectious Disease Resolution No. 11, Series of 2020.**
- S. Inter-Agency Task Force for the Management of Emerging Infectious Disease Resolution No. 12, Series of 2020.**
- T. Inter-Agency Task Force for the Management of Emerging Infectious Disease Resolution No. 13, Series of 2020.**
- U. Other issuances of local government units relating to localized imposition of community quarantine.**
- V. Advisory No. 1 Series of 2020**, Guidelines for the Prevention, Control, And Mitigation of The Spread of The Coronavirus Disease – 19 (COVID-19) in the DSWD Central Office (CO),

Field Offices (FO), Other Facilities, Attached and Supervised Agencies.

W. Memorandum Circular No. 11, Series of 2019, Revised Guidelines on The Implementation of Assistance to Individuals in Crisis Situation.

X. Memorandum Circular No. 22, series of 2019, Comprehensive Guidelines on the Implementation of Sustainable Livelihood Program

Y. Memorandum Circular No. 11, series of 2018, Special Guidelines on the Provision of Seed Capital Fund to Internally Displaced Persons (IDP) and Persons Displaced by Disasters due to Armed Conflict or Any Forms of Disasters.

Z. Memorandum Circular No. 25, Series of 2014, Supplemental Guidelines to Administrative Order No. 7, Series of 2013 for the Implementation of Social Pension for Indigent Senior Citizens thru Fund Transfer to LGUs and the door-to-door delivery scheme.

AA. Memorandum Circular No. 4, Series of 2019, Omnibus Guidelines in the Implementation of the Social Pension for Indigent Senior Citizens.

BB. DSWD-DOLE-DTI-DA-DOF-DBM Joint Memorandum Circular No. 1, Series of 2020. Special Guidelines on the Provision of Social Amelioration Measures by the Department of Social Welfare And Development, Department of Labor and Employment, Department of Trade and Industry, Department of Agriculture, Department of Finance, Department of Budget Management, and Department of the Interior and Local Government to the Most Affected Residents of the Areas Under Enhanced Community Quarantine.

III. SCOPE, COVERAGE, AND APPLICABILITY

These guidelines shall apply in the implementation of the Emergency Subsidy Program of the DSWD in the form of AICS, FNI, and Livelihood Assistance Grants (LAG) to the most affected families and individuals of areas under community quarantine, until the declaration of the State of Public Health Emergency is lifted, unless extended by the Congress.

The modified scheme(s) for the continued implementation of SocPen payout for the eligible beneficiaries shall cover the unclaimed stipend for year 2019 and the first semester of 2020. Meanwhile, the modified scheme(s) for the continued implementation of SFP shall be resorted to for the completion of the 9th and 10th cycles of implementation, provided that the

10th cycle will only be covered if its implementation will be during the community quarantine period.

IV. OBJECTIVES

- A. Provide guidance on the implementation of AICS, FNI, and LAG, as interventions to aid in the provision of basic necessities, amelioration and recovery of the target beneficiaries who are deemed to suffer the greatest impact of the implementation of community quarantine; and
- B. Adopt scheme(s) that will expedite the distribution of stipend to SocPen beneficiaries and the implementation[1] of SFP during the implementation of community quarantine.

V. DEFINITION OF TERMS

- A. Assistance to Individuals in Crisis Situation (AICS)** – Provision of integrated services by the DSWD to individuals and families in crisis or difficult situations that serve as social safety net or stop-gap measure to support their recovery;
- B. Door-to-door Delivery** – refers to the delivery of the social amelioration, in cash or in kind, directly to the residence of the beneficiary through the LGUs;
- C. Emergency Subsidy Program (ESP)** – The ESP shall be provided by the national government through various National and Local Government social amelioration programs to around 18 million family beneficiaries as defined in the JMC No. 1, s. 2020. The subsidy shall amount from a minimum of Five Thousand Pesos (Php5,000.00) to a maximum of Eight Thousand Pesos (Php8,000.00) a month for two months, in both cash and kind, to provide for basic food, medicine, and toiletries.

The subsidy shall be computed based on the prevailing regional minimum wage rates, taking into account the subsidy amount given under the DSWD's Conditional Cash Transfer (CCT) program and the rice subsidy program, which is estimated at an average of PHP2,150.00 per month per family. In this regard, the national government will augment the CCT and rice subsidy with additional amounts to reach the mandated PHP5,000.00 to PHP8,000.00

In accordance with RA 11469, the ESP shall be implemented for two months covering the months of April and May 2020. The Emergency Subsidy shall be distributed through any of the programs enumerated in Section 7 so long as the total amount from various social amelioration programs does not exceed the prescribed thresholds as defined in JMC No. 01, series of 2020.

The following table gives the proposed subsidy amount per region, based on the proportion of the minimum wage rates:

Region	Daily minimum wage in pesos	Subsidy amount in pesos per month
NCR	PHP 537.00	PHP 8,000.00
CAR	PHP 350.00	PHP 5,500.00
1	PHP 340.00	PHP 5,500.00
2	PHP 370.00	PHP 5,500.00
3	PHP 420.00	PHP 6,500.00
4A	PHP 400.00	PHP 6,500.00
4B	PHP 320.00	PHP 5,000.00
5	PHP 310.00	PHP 5,000.00
6	PHP 395.00	PHP 6,000.00
7	PHP 404.00	PHP 6,000.00
8	PHP 315.00	PHP 5,000.00
9	PHP 316.00	PHP 5,000.00
10	PHP 365.00	PHP 6,000.00
11	PHP 396.00	PHP 6,000.00
12	PHP 326.00	PHP 5,000.00
CARAGA	PHP 320.00	PHP 5,000.00
ARMM	PHP 325.00	PHP 5,000.00

- D. Food and Non-Food Items (FNI)** – refer to food and essential personal hygiene and household items regularly provided by the DSWD during disaster operations;
- E. Indigent Senior Citizen under SocPen** – refers to a Senior Citizen who is frail, sickly or with disability and without pension or permanent source of income or regular support from his/her family or relatives to meet his/her basic needs, and is registered under the Social Pension Information System (SPIS);
- F. Livelihood Assistance Grants (LAG)** – The LAG is a form of financial assistance granted to eligible families whose livelihoods were affected by the implementation of the community quarantine. This aims to aid the target beneficiaries who have suffered economic loss/es, and provide economic recovery/rehabilitation support through financial assistance for micro-enterprise or employment related activities particularly to those in the informal sector;
- G. Local Government Units (LGUs)** – shall include city, municipality, and barangay; provided that their roles shall be specified in these Guidelines if particularly referring to each one of them otherwise, they shall be referred to as LGU/LGUs to mean that anyone can act or they shall act jointly;
- H. Social Amelioration Card (SAC)** – A form, distributed at the Barangay level, that captures the family profile which will be the mechanism for the affected families to access the social amelioration programs of the government;
- I. Social Pension (SocPen)** – refers to the monthly stipend amounting to Five Hundred Pesos (PHP 500.00) to augment the daily subsistence and other medical needs of Indigent Senior Citizens, as prescribed by R.A. No. 9994;
- J. Supplementary Feeding Program (SFP)** – a supplemental feeding program for undernourished children with ages three (3) to five (5) years. It includes the provision of food in addition to regular meals, to target as part of the DSWD’s contribution to the Early Childhood Care and Development program of the government.
- K. Sustainable Livelihood Program (SLP)** – a capability-building program for the poor, vulnerable and marginalized households and communities to help improve their socio-

economic conditions through accessing and acquiring necessary assets to engage in and maintain thriving livelihoods. SLP is likewise one of the core programs of the Department providing livelihood assistance in lieu of the impact caused by natural or human-induced disasters such as the COVID-2019;

VI. Target beneficiaries

The target beneficiaries shall be low-income households or those in subsistence economy or workers in the informal economy, assessed to be most affected by the declaration given their existing life situations or circumstances.

1. **4Ps Beneficiaries** – beneficiaries registered in the Pantawid Pamilyang Pilipino (4Ps) of DSWD;
2. **Informal economy workers** – refer to those who are independent, self-employed, small-scale producers and distributors of goods and services, like the following:
 - a. **Directly hired or occasional worker/s** – persons who are contracted to do work on an irregular basis, hired by the direct recipient of the service and whose salary is completely dependent upon the completion of the particular work for which he or she was hired (*e.g. laundry maid*);
 - b. **Subcontracted worker/s** – any person who is an employee of a subcontractor, as defined by Article 106 and 107 of the Labor Code (*e.g. pakyaw workers*);
 - c. **Homeworkers** – any person who performs in or about his home, any processing of goods or materials, in whole or in part, which have been furnished directly or indirectly by an employer and thereafter to be returned to the latter (*e.g. family enterprise such as those involved in crafts making, native delicacy production, home-based food processing including those online sellers*);
 - d. **House helpers** – persons defined as “*kasambahay*” under Section 4 (d) of R.A. 10361 or the Domestic Workers Act, who are currently not receiving any remuneration from their household of work, or who cannot report to work due to the community quarantine (*e.g. kasambahay or family driver*);
 - e. **Drivers of pedicab, tricycle, PUJs, PUVs and Transport, PUBs, taxi, and Transport Network Companies (TNC) registered vehicles** – persons driving a pedicab or habal-habal, tricycle, jeepney, van, taxi, TNC registered vehicles, owned by another person and only subject to a boundary system; provided, that those who own the vehicle they drive are

still eligible if their income is solely dependent thereon including operators whose income are solely dependent on boundary system and found to be in crisis (e.g. *ANGKAS and JOYRIDE drivers*);

- f. **Transportation Network Vehicle Service (TNVS) drivers** – persons driving a vehicle subject to a ride-hailing service, who do not own the vehicle he/she drives and only subject to a boundary system; provided further, that those who own the vehicle they drive are still eligible if their income is solely dependent thereon including operators whose income are solely dependent on boundary system and found to be in crisis (e.g. *Grab drivers*);
- g. **Micro-entrepreneurs and producers, operators of sari-sari stores, and the like** – persons operating independent, small-scale enterprises and distributors of goods and services the scope of business or service any business activity or enterprise engaged in industry, agri-business and/or services who have: (a) an asset size (less land) of less than P100,000.00; and (b) an employment size with less than five (5) employees;
- h. **Family enterprise owners** – families operating or managing small business such as retail, food production, and vending (not limited to owners of *carinderia, fruit or vegetable vendors and vendors in streets, RTW, etc.*)
- i. **Sub-minimum wage earners** - any person who earns a wage below the statutory minimum wage rate/s, and is the sole income-earner of their family (e.g. *dishwashers or helpers in carinderia*);
- j. **Farmers** – who are not 4Ps beneficiaries and are not covered by Social Amelioration Programs of the Department of Agriculture;
- k. **Employees affected by “no work, no pay” policy** and not covered by DOLE Order No. 209, Series of 2020 or any DOLE issuance/s on adjustment measures program;
- l. **Stranded workers** - for the purpose of these guidelines, refer to individuals affected by work suspension or closure who are in sites or places other than their permanent residence and unable to return home on account of the community quarantine (e.g. *construction workers stranded in their respective construction site/s*);

3. Other households with members belonging to any of the following vulnerable sectors;

- a. **Senior Citizens;**
- b. **Persons with disability;**
- c. **Pregnant and lactating women;**
- d. **Solo parents;**
- e. **Overseas Filipino (OFs) in Distress** – for the purpose of these guidelines, they shall refer to OFs who were repatriated or banned from travelling outside the Philippines on account of the COVID-19 breakout, from January 2020 until the lifting of the community quarantine;
- f. **Indigent Indigenous Peoples** – are those certified as poor by the National Household Targeting System for Poverty Reduction (NHTS-PR) or the subject Field Office of the DSWD or those who are living in recognized ancestral domains whose income solely depend on subsistence economy as those engaged in indigenous means of livelihood as hunting, gathering or foraging as certified by the NCIP or tribal chieftain/council of elders or those who are informal economy workers;
- g. **Underprivileged and homeless individuals** – refer to individuals or families residing in urban and urbanizable areas whose income or combined household income falls within the poverty threshold as defined by the National Economic and Development Authority and who do not own housing facilities. Shall include those who live in makeshift dwelling units and do not enjoy security of tenure; and
- h. **Other members of the vulnerable sectors** who are undergoing any clinical or hospital procedure; such as dialysis and chemotherapy, or those recovering from major health surgeries or organ transplants.

VII. EMERGENCY SUBSIDY PROGRAM THROUGH DSWD SOCIAL AMELIORATION PROGRAMS

A. Assistance to Individuals in Crisis Situation (AICS)

An assistance in the form of outright cash in the amount of Three Thousand Pesos (PHP 3,000.00), shall be provided to the target beneficiaries to assist in providing the basic needs of their families. Provided that, a family shall be entitled to a cash assistance amounting to Five Thousand Pesos (PHP 5,000.00) when two or more family members belong to the identified sectors, it shall only be given once a month during the quarantine period, and that

beneficiaries who already received Tulong Panghanapbuhay para sa Displaced/Disadvantaged Worker (TUPAD) from the Department of Labor and Employment, and other comparable assistance from other national government agencies are no longer eligible for AICS under these special guidelines.

Burial assistance in the maximum amount of Twenty-Five Thousand Pesos (PHP25,000.00) per deceased may also be claimed by families that suffered loss due to death of member/s caused by COVID-19 to defray the funeral expenses of the deceased, provided that the assistance may be claimed only for indigent COVID-19 confirmed cases and persons under investigation (PUIs) whether they, at the time of death, are undergoing home quarantine or admitted in a public or private facility.

1. Documentary Requirements

The beneficiaries shall bring and submit to the Barangay the **original or certified true copies** of the applicable documentary requirements, except for valid identification cards (IDs),¹ which may be in photocopy with specimen signature of the beneficiary. The authenticity of the submitted requirements shall be certified by the City/Municipal Social Welfare and Development Office (C/MSWDO) along with the list of identified beneficiaries.

For all beneficiaries, a valid ID shall be required. The beneficiaries may be required to submit a certificate (Attached as Annex “A”) from the Barangay that they are in need of assistance, in lieu of any of the certification specified in the following enumeration.

Depending on the kind of beneficiary, the following are the specific requirements:

BENEFICIARY/IES	SPECIFIC DOCUMENTARY REQUIREMENTS
SENIOR CITIZENS	Office of the Senior Citizen Affairs (OSCA) ID;
PERSONS WITH DISABILITY	Person with disability ID; or Certificate of Separation from or Suspension of Work

¹ Pantawid Pamilyang Pilipino Program (4Ps) or Modified Conditional Cash Transfer ID, TIN ID, PhilHealth ID, PWDs ID, Solo Parent ID and any other government-issued ID with complete name, picture and complete address and signature; and (2) secondary identification documents; PSA Authenticated Birth Certificate, NBI Clearance, Barangay Clearance, Certificate of Confirmation for IPs and any other issued documents with name and complete address.

PREGNANT/LACTATING WOMEN	Certification from Rural Health Unit; or Birth Certificate of Child, if available
SOLO PARENTS	Solo Parent's ID; or Certificate of Employment/ Separation from or Suspension of Work
OVERSEAS FILIPINOS IN DISTRESS	<p>a. Valid Passport Bio Page; and</p> <p>b. Copy of an of the following:</p> <ol style="list-style-type: none"> 1. Passport arrival stamp; 2. Proof of departure ticket; 3. Overseas Employment Certificate; 4. Employment Contract; or 5. Any other documents to prove that they were repatriated or banned from travelling outside the Philippines within the prescribed period.
HOMELESS FAMILIES, INDIGENT INDIGENOUS PEOPLES, AND OTHER VULNERABLE GROUPS	<p>As applicable:</p> <p>Certification from the Barangay proving that they are homeless families or belonging to other vulnerable groups, or from the CSWDO/MSWDO/PSWDO where they are currently located.</p> <p>Certification form the NCIP or the tribal chieftain/council of elders that the beneficiaries are Indigenous Peoples (IPs) and are on subsistence economy</p>
INFORMAL WORKERS	<p>As applicable:</p> <p>Driver's License: Tricycle Operators and Drivers Association (TODA) ID; or Certification of membership from the Organization/Association; or Certificate of Public Convenience (CPC); or Certification from the Barangay Municipality; for TODA only.</p> <p>Employment ID; or Kasambahay ID; or Certificate of Employment/Separation from or Suspension of Work from the employer; Proof of business; Any other document showing employment/occupation/enterprise</p>

FUNERAL SUPPORT FOR COVID-19 RELATED DEATHS	Death Certificate; and Certificate of Indigency
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B. Food and Non-Food Items (FNI) Distribution

The sustained distribution of food and non-food essentials to the most affected individuals and families, including the stranded workers and homeless individuals who are in the LGU due to the community quarantine. The distribution shall be in coordination with the concerned LGU based on the implementation plan submitted by the Field/Regional Offices. The DSWD shall provide the FNI as augmentation support to those provided by the LGUs.

C. Social Pension for Indigent Senior Citizens Program (SocPen)

This provision of a monthly stipend in the form of outright cash in the amount of Five Hundred Pesos (PHP 500.00) provided to senior citizens eligible under SocPen to assist in providing their basic needs as food and medicines, among others. The stipend is computed per semester consistent with DSWD Memorandum Circular No. 04, series of 2019. The list of beneficiaries shall be the SPIS of the DSWD.

Once listed in the SPIS, the beneficiary shall only present his/her OSCA ID to the LGU to claim the stipend.

Concerns relating to qualification, acceptance, or replacement of beneficiaries shall be governed by the processes as stated in the above-stated guidelines.

D. Supplementary Feeding Program

The continuous implementation of SFP shall be subject to the separate guidelines issued solely for the purpose of its implementation during the enhanced community quarantine.

E. Livelihood Assistance Grants (LAG)

The LAG shall be provided to assist in the economic recovery and rehabilitation of the livelihoods of the affected families after the declaration of community quarantine is lifted. It can be used as a seed capital for new alternative income-generating activities or certain micro-enterprise ventures. Further, the grant may also be used as a support and an additional capital to the existing viable micro-enterprise of the target beneficiary, income of which had been severely affected on account of the declaration of public health emergency in the country.

The LAG can be used as a grant to support beneficiaries' needs for pre-employment requirements, with a view of augmenting the expenses to be incurred in securing documents

in relation thereto, such as payment of certifications (birth certificate, NBI, etc.), food and transportation in securing pre-employment documents, employment kits, and food and transportation allowance during the first month of employment.

The assessment process for LAG may start during the community quarantine period in order to facilitate the processing and provision of LAG immediately after the lifting of the declaration of the State of Calamity. Families assessed to be eligible recipients of LAG shall be provided with the grant as soon as the declaration of State of Calamity is lifted to ensure the quick resettlement or reinstatement of affected livelihoods.

F. Expanded and Enhanced Pantawid Pamilyang Pilipino Program (4Ps)

As stated under RA 11469, an expanded and enhanced 4Ps will be implemented, as provision of assistance in cash or non-cash, to families who have no incomes or savings to draw from, including families working in the informal economy and those who are not currently recipients of the current 4Ps, which amount should be adequate to restore their capacity to purchase basic food and other essential items during the duration of the quarantine.

To carry out this program, the Secretary of the DSWD and the Secretary of DOLE may approve the temporary emergency standards of eligibility and level of benefits.

VIII. IDENTIFICATION, ELIGIBILITY AND FAMILY PROFILING OF BENEFICIARIES

A. Identification, Eligibility Requirement and Family Profiling of Beneficiaries under ESP

The Barangay shall identify and prepare the list of qualified beneficiaries based on the eligibility requirements provided in these guidelines. The listed beneficiaries will be profiled through the use of a Social Amelioration Card (SAC). The SAC shall be the mechanism for the eligible families to access any social amelioration programs from any government agency, including the DSWD.

Registration/Enrolment in the SAC and the generation of list of eligible beneficiaries shall be done as follows:

1. The identified personnel of the Barangay will conduct a house-to-house distribution of the SAC forms to be manually accomplished by the head of the family;
2. The Barangay personnel shall submit the accomplished SAC forms to the C/MSWDO for signature and encoding in the system;
3. The City/ Municipality shall review the completeness and correctness of the data to be submitted to the DSWD-Central Office (CO) for deduplication.

4. The designated DSWD personnel shall review the endorsed documents to ensure that no duplication of assistance will be given to a single family; and
5. The DSWD-CO shall generate the lists of beneficiaries to be provided assistance and cascade them to the LGUs thru the DSWD-FOs.

Provided that, prior to the roll-out of SAC, the DSWD shall ensure the conduct of communication protocols from the province down to the barangay level. Instructional videos on how to utilize the form shall be distributed for guidance.

Provided further that in the encoding of SAC forms, the Barangay and the DSWD may provide personnel augmentation, such as C/MAT/PAT, in order to address the manpower shortage of the LGUs, C/MAT/PAT and other field workers shall be under the supervision of SWAD-Team Leaders.

B. Eligibility Requirement for Beneficiaries under SocPen and LAG

For SocPen, the beneficiaries shall be strictly limited to the list in the SPIS of the DSWD. Senior Citizens not included in the SPIS shall be immediately validated and subjected to eligibility testing. The process of qualification or replacement shall be consistent with the existing SocPen guidelines². Only after said senior citizen is listed as beneficiary in the SPIS shall he/she receive the stipend.

For the LAG, all beneficiaries must be in the list certified by the LGUs, profiled using the SAC, and with complete supporting documents submitted to the DSWD FO for further eligibility assessment. The DSWD shall have the sole authority to determine the eligibility of the beneficiaries of LAG.

IX. IMPLEMENTING GUIDELINES ON THE DISTRIBUTION OF SOCIAL AMELIORATION MEASURES

The social amelioration measures identified under these guidelines shall be distributed by the DSWD through the LGUs, and with the assistance of the AFP and the PNP.

A. AICS, SocPen, and FNI Distribution Scheme

In order to fully implement the AICS, SocPen, and distribution of FNI, the DSWD FOs shall enter into a Memorandum of Agreement (MOA) with concerned LGU (Provincial, City, or Municipality) that the Regional Director may determine depending on the circumstances prevailing, provided, that the Local Chief Executive concerned is consulted with. (Attached as Annex "B"). The MOA shall be signed by the DSWD Regional Director and the (LCE).

² DSWD Memorandum Circular No. 04, series of 2019.

The fund to be transferred shall be determined based on the lists of beneficiaries to be provided by the DSWD. The fund transfer for AICS and SocPen to City/Municipality shall take effect upon the signing of the MOA and shall remain valid and existing until the lifting of the declaration of the community quarantine or the declaration of the State of Calamity is lifted, or unless revoked or terminated by their mutual consent.

Funds relative to the implementation of AICs and SocPen shall be transferred to the City/Municipality in accordance with Commission on Audit Circular No. 94-013³, and other applicable accounting and auditing manuals used by the Government.

Nothing in the provisions of these guidelines shall limit the DSWD from resorting to Section 87⁴ of the General Appropriations Act of 2020 to further effectuate the provision hereof.

1. AICS CASH ASSISTANCE AND SOCIAL PENSION (SocPen) PAYOUT

a. Scheme

The assistance will be given directly to the beneficiaries, included in the DSWD-generated lists, through cash pay-out by the LGUs. Schemes may either be through door-to-door or per beneficiary in specified distribution point(s), where the beneficiary shall be called from his/her home in said location to receive the assistance; provided that the DSWD may propose other scheme(s) as it may deem convenient, such as but not limited to payment by electronic or digital means, to expedite the distribution of

³ Rules and Regulations in the Grant, Utilization and Liquidation of funds transferred to Implementing Agencies, December 13, 1994.

⁴ SECTION 87. Implementation of Nationally Funded Projects Pursuant to Sec. 17 (c) of R.A. No. 7160, the National Government may designate LGUs as implementing agencies for public works, infrastructure projects, including the construction of the local roads, other facilities, services and other programs appropriated in this Act of the following agencies: Department of Public Works and Highways (DPWH), Department of Agriculture (DA), National Irrigation Administration (NIA), Department of Health (DOH), Department of Social Welfare and Development (DSWD), Department of Education (DepEd), Department of Environment and Natural Resources (DENR), Department of the Interior and Local Government (DILG), and the Department of Transportation (DOTr), subject to the following:

- a) The LGU has the capability to implement the foregoing by administration or contract and in accordance with the design, plan, specifications, and such other standards and policies of the National Government;
- b) The LGU-recipient of nationally funded local public works and infrastructure projects and other programs, services and facilities shall commit to fund the cost of maintenance and repairs thereof; and
- c) The amount appropriated to LGUs shall be released during the fiscal year to be deposited in a trust fund and shall be made available for disbursement for the purpose specified until December 31, 2021.

After the end of validity period, any unreleased appropriations shall lapse, while undisbursed funds shall revert to the unappropriated surplus of the General Fund in accordance with Section 28, Chapter 4, Book VI of EO No. 292.

The LGU shall submit quarterly reports on fund utilization and accomplishments through other electronic means and LGU's website.

The LGU shall send written notice when said reports have been submitted or posted on its website to the DBM, House of Representatives, Senate of the Philippines, House Committee on Appropriations, Senate Committee on Finance, and other offices where the submission of reports is required under existing laws, rules and regulations. The date of notice to said agencies shall be considered the date of compliance with this requirement.

assistance, as long as the proposed scheme is compliant and consistent with the resolutions issued by the IATF.

The members of the AFP and PNP assigned in the area may assist the LGUs during the payout.

For the SocPen payout, both the FOs and the LGUs shall adhere to the following processes:

1. The FOs shall provide the LGUs with the list of senior citizen beneficiaries for SocPen. Upon receipt of the list, the LGU shall sign an undertaking to hold the data in strict confidentiality with the obligation to protect the same from access by unauthorized third parties, and to use the same solely for the intended purpose as enunciated in these guidelines;
2. The LGUs shall deliver the stipend or conduct payout within 7 days, 10 days for GIDAs, from the receipt of the funds; and
3. The FOs shall ensure that the conduct of payouts is duly documented consistent with their strict monitoring function. The photo of the beneficiary while receiving the grant shall be required.

b. Workforce Complement

Staff of the LGU and members of the AFP and PNP shall act as workforce complement before, during, and after the distribution of cash assistance.

The DSWD may act as support personnel to ensure the timely provision of assistance. In the exigency of service, the CO may augment workforce to the Field and SWAD Satellite Offices upon request.

c. Payout by LGUs and Liquidation of Transferred Funds

All distributions made by the LGUs relative to these guidelines must be completed within seven (7) days, and ten (10) days for Geographically Isolated and Disadvantaged Areas (GIDAs), from the receipt of funds. During payouts, the LGUs shall ensure the following:

1. List of Paid Beneficiaries or Payroll signed by the beneficiaries;
2. Photocopy of the identification card with specimen signatures of the beneficiaries;

3. Photo of the beneficiary during actual receipt of the assistance/stipend, especially for SocPen beneficiaries. A prescribed mobile application may be provided for NCR; and,
4. Certificate of Payment duly signed by the authorized official of the LGU concerned.

The SAC shall be updated by the Barangay staff every time an assistance under the government's social amelioration programs is received by the beneficiaries.

The LGU must ensure the submission of the following liquidation and financial reporting documents to the DSWD within fifteen (15) working days from the completion of the distribution:

1. Report of checks (ROC) issued or report of disbursements (ROD) duly certified by the LGU accountant and approved by the LCE;and
2. Copy of the Official Receipt for any refund or unutilized balance.

d. Monitoring by the DSWD

The DSWD shall have the following responsibilities:

1. Send personnel to payout areas to strictly monitor the distribution of assistance, disbursement, and utilization of funds by the LGUs, and daily monitoring is required when warranted;
2. Require the LGUs to submit the necessary reports for liquidation;
3. Review, monitor and facilitate submission and consolidation of the report such as the registry of beneficiaries, data on the number of beneficiaries, delisted and waitlisted or unpaid or unserved senior citizen;
4. Require the submission of liquidation report from the LGUs within fifteen (15) working days from the completion of payout;
5. Prepare the necessary report based on the documents submitted by the LGUs; and
6. Demand the refund of all unutilized/disallowed amounts at the end of the distribution.

2. FOOD AND NON-FOOD ITEMS (FNI)

The DSWD shall provide and coordinate with the AFP and the PNP in the hauling of FNI. The AFP and PNP shall bring the FNI to the delivery or distribution point(s) designated by the LGUs, and the latter shall be responsible for the distribution to the target beneficiaries. The LGUs are enjoined to observe strict home quarantine, social distancing measures, and prohibition of mass gatherings during the distribution of the FNI.

Air-dropping of FNI to LGU-identified delivery points may also be employed to ensure delivery in Geographically Isolated and Disadvantaged Areas (GIDAs) and areas with high incidence of contagion.

For all FNI distributed, accomplished Relief Distribution Sheet (RDS) shall be submitted to the City/Municipality government by the Barangay for onward submission to the DSWD Field Office concerned. The SAC shall also contain a recording of all Family Food Packs availed of by the beneficiaries.

The DSWD will also coordinate with and provide guidance to groups volunteering to donate FNI while observing the prescribed distribution procedures of the government.

3. LIVELIHOOD ASSISTANCE GRANT (LAG)

3.1 Eligibility Assesement

- a. All eligible families shall undergo the process/es required by the DSWD for the release of LAG, which, taking into account the declaration of community quarantine or the state of calamity, shall be facilitated with urgency;
- b. The LAG will only be provided to families having at least one (1) member who is an informal economy worker and whose livelihood, occupation, or work, has been affected by the declaration of state of calamity;
- c. All target families should have been profiled using the SAC and should be included in the list of families certified by the LGU;
- d. The DSWD shall assess the eligibility of the families. Only those families found eligible by DSWD shall be included in the list of families to be granted by LAG; Provided that, families that received ESP in the maximum amount allowed under RA No. 11469, may still be eligible for LAG.

3.2 Cost Parameter

The maximum amount of LAG per eligible family shall not exceed Fifteen Thousand Pesos (PHP 15,000.00), and shall only be provided once.

3.3 Processing of Funds for LAG

The SLP Regional Program Management Office (SLP-RPMO) through the Regional Program Coordinator shall prepare a project proposal with the list of eligible families with supporting documents as minimum attachment. The proposal shall be approved by the Regional Director or his/her authorized officer.

3.4 Release of LAG

- a. The LAG may be released to the beneficiary, either in cash or individual check;
- b. Each beneficiary shall present at least one (1) original or certified true copy of government-issued ID in claiming the grants;
- c. Only the grant recipient is authorized to receive the LAG. However in extreme or unavoidable circumstances, the grant recipient may issue "authorization letter or special power of attorney (SPA)" to any legal-age member of the family. The representative must present the signed authorization or SPA with his/her and the grant recipient's valid ID; and
- d. The release of LAG can be through door-to-door or on a designated site of pay-out, or through any mode that is most convenient and safe for both the staff and beneficiaries.

3.5 Monitoring

The beneficiaries shall be monitored on the progress of their projects funded by LAG by the LGUs and the DSWD.

X. ROLE OF OF THE ARMED FOCES OF THE PHILIPPINES AND THE PHILIPPINE NATIONAL POLICE

In reference to the pronouncement of the President and in coordination with the IAFT-EID, the DSWD may request the AFP and the PNP to perform the following functions:

1. To secure the area identified by the DSWD or LGU where social amelioration activities shall take place;
2. To accompany, secure and assist the DSWD and/or LGU representatives in the exercise of their functions as provided for in these guidelines;
3. To lend technical assistance to further effectuate the social amelioration provisions of these guidelines; and
4. To provide land, air, and sea assets to transport DSWD and LGU personnel and goods for the purpose of delivery of assistance to the beneficiaries.

XI. ROLE OF THE LGUs

The LGUs shall perform the following:

1. Provide the list of target beneficiaries/clients as stated above;
2. Facilitate distribution, accomplishment and encoding of SAF forms;
3. Facilitate the preparation and approval of the payroll;
4. Ensure the timely delivery of payment to the beneficiaries based on the approved payroll;
5. Submit liquidation report within fifteen (15) working days from the completion of the distribution; and
6. Facilitate the execution of the required MOA and abide by their roles and responsibilities as stated therein.

Other scheduled distributions by the LGUs shall be immediately postponed upon the lifting of declaration of the community quarantine. All undisbursed funds shall be liquidated within a period of fifteen (15) days from the lifting of declaration of the community quarantine.

XII. GRIEVANCE MECHANISM

Grievances related to the program implementation will be managed and monitored by the DSWD Central Office – Information and Communications Technology Management Service (DSWD-CO ICTMS), with the appropriate guidance, issued subsequently.

The DSWD-CO ICTMS through the 24/7 hotline: 8951-2803 loc. 8892 will receive complaints and ensure proper referencing and reporting to the concerned office for validation and/or investigation. The concerned office is required to respond to the said report within twenty-four (24) hours from receipt.


XIII. EFFECTIVITY CLAUSE

This Circular shall be in effect upon signing and shall remain in full force for three (3) months and will coincide with the effectivity of RA 11469. Provided that, the effectivity hereof shall automatically be extended should such law be given extension.

Signed on the 30th day of March 2020, in Quezon City.


ROLANDO JOSELITO D. BAUTISTA
Secretary

Certified True Copy


ATTY. KARINA ANTONETTE A. AGUDO
OFFICER-IN-CHARGE
ADMINISTRATIVE SERVICE

Republic of the Philippines
(Region)
(Province)
(City/Municipality)
(Barangay)

CERTIFICATION

This is to certify that _____ (FULL NAME) _____ is a resident of _____ (COMPLETE ADDRESS, AGE), CIVIL STATUS, is in need of _____ (KIND) OF ASSISTANCE) assistance from the Department of Social Welfare and Development due to the declaration of State of Calamity imposition of Community Quarantine.

(Sgd)

NAME OF PUNONG BARANGAY

PUNONG BARANGAY

DATE ISSUED: _____