

Republic of the Philippines
Province of Iloilo
Municipality of Tigbauan
Office of the Sangguniang Bayan
an Municipal Hall, Tigbauan, Iloilo 5021 Philippines
(033) 511-8530 sbtigbauan@yahoo.com



EXCERPT FROM THE MINUTES OF THE 2ND REGULAR SESSION OF THE HONORABLE SANGGUNIANG BAYAN, TIGBAUAN, ILOILO HELD AT THE S.B. SESSION HALL, TIGBAUAN MUNICIPAL BUILDING ON JANUARY 10, 2018 AT 2:20 IN THE AFTERNOON

PRESENT:

HON. VIRGILIO T. TERUEL,	Vice Mayor & Presiding Officer
HON. DENNIS T. VALENCIA	- S.B. Member
HON. JOHN GERSHWIN C. TUERES	- S.B. Member
HON. ARIEL I. BERNARDO	- S.B. Member
HON. SUZETTE MARIE HILADO-BANNO	- S.B. Member
HON. JULIUS T. LEDESMA	- S.B. Member
HON. NERI T. CAMIÑA	- S.B. Member
HON. MA. GERRYLIN SANTUYO-CAMPOSAGRADO	- S.B. Member
HON. JERRY T. TUARES	- S.B. Member
HON. RONNIE T. PAGUNTALAN	- Liga President

ABSENT: NONE

Resolution No. 2018-002

RESOLUTION AUTHORIZING THE MUNICIPAL MAYOR, ATTY. SUZETTE TENEFRAANCIA-ALQUISADA, FOR AND IN BEHALF OF THE MUNICIPALITY OF TIGBAUAN TO ENTER INTO A MEMORANDUM OF AGREEMENT WITH THE DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD)-FIELD OFFICE VI FOR THE IMPLEMENTATION OF SOCIAL PENSION FOR INDIGENT SENIOR CITIZENS(SPISC)

WHEREAS, the Department of Social Welfare and Development is mandated to provide social welfare and development programs particularly through technical assistance and resource augmentation;

WHEREAS, the DSWD is continuously implementing programs/projects and providing augmentation assistance to Local Government Unit (LGU), non-government organizations and other partner agencies, to help alleviate poverty and ensure welfare of the disadvantaged and vulnerable groups;

WHEREAS, the Social Pension for indigent Senior Citizens is an additional government assistance to augment the daily subsistence and other medical needs of indigent senior citizens;

WHEREAS, fund transfer to LGU is identified as one of the modes of payment to fast track the distribution of stipend to the beneficiaries and to strengthen the partnership with LGUs in the effective delivery of programs and services;

WHEREAS, for and in consideration of the foregoing premises, hereinafter set forth, the parties here agree to undertake the program under the following terms and conditions:

1. THE PROGRAM

The Social Pension for Indigent Senior Citizens (SPISC) is the provision of monthly pension to qualified indigent senior citizens in the amount of Five Hundred Pesos (P500.00) distributed during the first month of every quarter as government assistance stipulated under Republic Act 9994 otherwise known as "The Expanded Senior Citizens Act of 2010".

2. LEGAL BASES

1. The Expanded Senior Citizens Act of 2010 (Republic Act 9994) – An Act Granting Additional Benefits And Privileges To Senior Citizens
2. Philippine Constitution of 1987 – It states that, “In all matters relating to the care, health and benefits of the elderly, the States shall adopt an integrated and comprehensive approach to health development which shall endeavor to make essential goods, health and other social service available to all people at affordable cost giving priority for the needs of the underprivileged sick, elderly, disabled women and children”.
3. Local Government Code of the Philippines (RA 7160) – Chapter II Section 17 (b) (2) (iv), It states that: “Provides the role of the municipality: social welfare service which include programs and projects on child and youth welfare service which include programs and projects on child and youth welfare, family and community welfare, women’s welfare, welfare of the elderly and disabled persons”.
4. DSWD Administrative Order No. 15 series of 2010 – Guidelines on the Implementation of Social Pension for Indigent Senior Citizens.
5. DSWD Administrative Order No. 3 series of 2011 – Operation procedures in line with AO No. 15 series of 2010 on the Implementation of Social Pension for Indigent Senior Citizens.
6. DSWD Administrative Order No. 4 series of 2012 – Procedure in Processing Replacement for Beneficiaries of the Social Pension.
7. DSWD Administrative Order No. 7, series of 2013 – Amended Guidelines in the Operational Procedure in Line with Administrative Order (AO) 15 in the Implementation of the Social Pension for Indigent Senior Citizens.
8. Memorandum Circular No. 25, series of 2014 – Supplemental Guidelines to Administrative Order (AO) No. 7, series of 2013 for the Implementation of Social Pension for Indigent Senior Citizens Through Fund Transfer to LGUs and the Door-to-Door-Delivery.
9. DSWD 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 Indigent Senior Citizens.
10. Memorandum Circular No. 15, series of 2015 – Amended Guidelines in Administrative Order No. 23, series of 2011 Re: Operational Procedure In Line With Administrative Order (AO) 15 on the Implementation of the Social Pension for Indigent Senior Citizens
11. Memorandum Circular No. 17, series of 2015 – Amended to the Provision in the Guidelines (Administrative Order No. 3 series of 2011, Administrative Order No. 4, series of 2012 and Memorandum Circular No. 25 on the Implementation of Social Pension for Indigent Senior Citizens.
12. Memorandum Circular No. 2, series of 2016 – Amendment to Memorandum Circular No. 17, series of 2015 re: Release of Stipend to the Replacement-Beneficiary.

III. ROLES AND RESPONSIBILITIES

a. DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (Field Office)

1. Coordinate and conduct orientation with the presence of the DSWD FO Budget and Finance Unit Staff to the LGUs with good track record of disbursing and liquidating funds regarding Social Pension to ensure adequate understanding of the program before implementation.
2. Facilitate the signing of Memorandum of Agreement.
The DSWD FO shall transfer the funds to the LGUs in accordance to Commission on Audit Circular Number 94-013 (Rules and Regulations in the Grant, Utilization and Liquidation of Funds Transferred to Implementing Agencies) dated December 13, 1994.
3. Review the quarterly Updated List of Eligible Senior Citizens submitted by the LGU every third week of the second month of the previous quarter prepared by the OSCA Head/Focal Person, Noted Correct by the MSWDO and Approved by the Local Chief Executive.
4. Prepare Certificate of Eligibility based on the Clean List submitted by LGUs duly approved by respective LCEs as basis for approval of the Regional Director and in the preparation of payroll by the LGU.
5. Coordinate and conduct quarterly meeting with FO Budget and Accounting Staff, MSWDO/OSCA Head and LGU Disbursing Officer.

6. Shall require the LGU to submit quarterly liquidation report duly received by the LGU COA Auditor fifteen (15) days after the scheduled pay-out. However, in case of deficiencies noted in the post-audit of the liquidation reports, the DSWD FO shall make necessary adjustments in the books of accounts based on the Statement of Audit Suspensions Disallowances and Charges (SASDC) issued by the LGU.
7. Shall not issue the check/s for the succeeding quarter/s if previous or the current quarter fund transferred to LGU is being liquidated.
8. Demand the refund of all unutilized/unexpended/disallowed amount at the end of the quarter.
9. Provide technical assistance thru meeting/consultation with LGU staff relative to issues and concerns regarding the Social Pension Program implementation as the need arises.
10. Conduct regular quarterly monitoring and spot check to determine the situation/condition of the beneficiaries and to validate the utilization of the stipend.
11. Acts on grievance/complaints from individuals, other sources in close coordination with the MSWDO and OSCA.
12. Shall provide transportation expenses to the direct implementers of the program based on the cost parameters set by the DSWD Central Office.

b. Local Government Unit (LGU)

1. Submit updated list of Eligible Senior Citizens to the DSWD FO every 3rd week of the 2nd month of the previous quarter prepared by the OSCA Head/Focal Person, Certified Correct by the MSWDO and Approved by the Local Chief Executive.
2. Facilitate preparation and approval of payroll based on the Certificate of Eligibility issued by the DSWD FO.
3. The Municipal Treasurer or the authorized representative of the LGU shall claim the check/s from DSWD Field Office and shall issue an official receipt.
4. Ensure the timely delivery of payment every first month of the quarter to the beneficiaries based on the payroll.
5. The Local Chief Executive (LCE) and Municipal Social Welfare and Development Officer (MSWDO) and LGU Disbursing Officer shall set the schedule of pay-out 5 days after receipt of check and shall immediately inform the DSWD FO VI 10 days before the actual pay-out.
6. The LGU Disbursing Officer shall conduct the actual pay-out with the assistance of the MSWDO staff, OSCA Head, Senior Citizens Organizations.
7. Submit monthly accomplishment report on Social Pension to the DSWD FO-RSPU every 25th of the month indicating the number of beneficiaries, paid, unpaid and waitlisted/unserved. Also include specific concerns/issues on the implementation of Social Pension as well as the best practices or success stories on how the social pension has improved the lives of the beneficiaries.
8. LGUs thru Municipal Disbursing Officers shall prepare and submit the following reports to the DSWD FO within 15 days upon payment.
 - 8.1 Statement of Receipts and Disbursements (SORD) duly received by the Municipal Auditor.
 - 8.2 List of Paid and Unpaid Beneficiaries certified by the Municipal Accountant and signed by the LCE.
 - 8.3 Checks for refund of the unexpended balance.
9. Coordinate with OSCA Head, FSCAP members, seniors citizens associations in the conduct of validation and home visits to identified indigent senior citizens.
10. Submit quarterly updates in the list of eligible senior citizens to the DSWD Field Office 3rd week of the 2nd month of the previous quarter prepared by OSCA Head/Focal Person, Certified Correct by the MSWDO and Approved by the Local Chief Executive.
11. Facilitate creation of a committee composed of OSCA, FSCAP, senior citizens organizations and other stakeholders to monitor the distribution of payment status of the beneficiaries and attend/handle grievance/complaints.
12. Identify and designate staff/focal person for the Social Pension implementation.
13. Deposit the amount to the LGU Trust Fund Account for DSWD.
14. Keep separate subsidiary records for the trust liability.

15. Submit 5 copies original of Statement of Receipt and Disbursement (SORD) or liquidation reports to DSWD-FO fifteen (15) days after the quarter pay-out (1) copy of Payroll List/Paid Beneficiaries with signature or fingerprint of the beneficiary, (2) remit/refund to the DSWD any unexpended balance 15 days after the scheduled pay-out.
16. The LGU (thru the Municipal Treasurer) shall take full responsibility in the proper disposition/disbursement of funds for the implementation of the programs in accordance with the existing budgeting, accounting and auditing rules and regulations and shall liquidate the transfer of funds in accordance with Commission on Audit Circular No. 94-013.
17. The MSWDO, OSCA Head and Senior Citizens Associations shall conduct quarterly validation and monitoring thru home visits to the Beneficiaries to determine their situation and the utilization of the stipend.

NOW THEREFORE, on motion of HON. SUZETTE MARIE HILADO-BANNO Chairperson, Committee on Women, Family, Social Services & Senior Citizens (including the indigents) and duly seconded by Hon. Dennis T. Valencia, Hon. John Gershwin C. Tueres, Hon. Ariel I. Bernardo, Hon. Julius T. Ledesma, Hon. Jerry Tuares and Hon. Ronnie Paguntalan;

RESOLVED, to authorize the Municipal Mayor, Atty. Suzette Tenefrancia-Alquisada, for and in behalf of the Municipality of Tigbauan to Enter Into A Memorandum of Agreement with the Department of Social Welfare and Development (DSWD)-Field Office VI for the Implementation of Social Pension for Indigent Senior Citizens (SPISC),

RESOLVED FURTHER, to furnish copies of this Resolution to Hon. Suzette Tenefrancia-Alquisada, Municipal Mayor, this municipality, to DSWD-Field Office VI, Iloilo City and to all concerned for their information and/or appropriate action.

APPROVED.

CERTIFIED CORRECT:


MARLENE TAYO-NAVA
S.B. Secretary

ATTESTED:


VIRGILIO T. TERUEL
Vice Mayor & Presiding Officer

HON. VIRGILIO T. TERUEL, LAWYER
Municipal Vice Mayor

Sangguniang Bayan Members:

Hon. Dennis T. Valencia	Hon. Suzette Marie Hilado-Banno, <i>M.D.</i>	Hon. Ma. Gerrylin Santuyo-Camposagrado, <i>LLB,MPA</i>
Hon. John Gershwin C. Tueres, <i>LLB</i>	Hon. Neri T. Camiña	Hon. Jerry T. Tuares, <i>Civil Engineer</i>
Hon. Ariel I. Bernardo	Hon. Julius T. Ledesma, <i>O.D.</i>	Hon. Ronnie T. Paguntalan (<i>LnB-Pres.</i>)

"Public office is a public trust. Public Officials must at all times be accountable to the people."