



EXCERPT FROM THE MINUTES OF THE 2<sup>ND</sup> SPECIAL SESSION OF THE HONORABLE SANGGUNIANG BAYAN, TIGBAUAN, ILOILO HELD AT THE S.B. SESSION HALL, TIGBAUAN MUNICIPAL BUILDING ON APRIL 3, 2020 AT 9:40 O'CLOCK IN THE MORNING

**PRESENT:**

HON. VIRGILIO T. TERUEL,	-	Vice Mayor & Presiding Officer
HON. DENNIS T. VALENCIA	-	S.B. Member
HON. MARLON R. TERUÑEZ	-	S.B. Member
HON. REYNALDO E. TUMABOTABO	-	S.B. Member
HON. JULIUS T. LEDESMA	-	S.B. Member
HON. MA. GERRYLIN SANTUYO-CAMPOSAGRADO-	-	S.B. Member
HON. NORBERTO T. TURALBA	-	S.B. Member
HON. JERRY T. TUARES	-	Liga President
HON. DYOSSA MARIE T. TERUÑEZ	-	SKMF President

**ABSENT:**

HON. NERI T. CAMIÑA	-	S.B. Member( <i>on Self-quarantine</i> )
HON. SUZETTE MARIE HILADO-BANNO	-	S.B. Member ( <i>on Self-quarantine</i> )

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**Resolution No. 2020-036**

RESOLUTION AUTHORIZING THE HONORABLE MAYOR, ATTY. SUZETTE T. ALQUISADA, FOR AND IN BEHALF OF THE MUNICIPALITY OF TIGBAUAN, TO ENTER INTO A MEMORANDUM OF AGREEMENT (MOA) WITH THE DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD) FOR THE IMPLEMENTATION OF THE SOCIAL AMELIORATION PROGRAM IN THE MUNICIPALITY OF TIGBAUAN

**WHEREAS**, the DSWD, as the lead agency for social protection, is mandated to work towards the achievement of improved capacity and opportunities of the poor, vulnerable, and disadvantaged individuals, families, and communities to enable them to improve their quality of life;

**WHEREAS**, the Assistance to Individuals in Crisis Situation (AICS) is part of the DSWD's protective services for the poor, marginalized and vulnerable/disadvantaged individuals or families by providing medical, transportation, financial, and burial assistance, among others;

**WHEREAS**, Social Pension for Indigent Senior Citizens (SocPen) is a government assistance mandated under R.A. 9994 or otherwise known as *Expanded Senior Citizens Act of 2010*. SocPen is being implemented through the Department of Social Welfare and Development (DSWD) conducting mass gathering for the payouts;

**WHEREAS**, PantawidPamilyang Pilipino Program is a human development measure of the national government that provides conditional cash grants to the poorest of the poor, to improve the health, nutrition, and the education of children aged 0-18 mandated under Republic Act No. 11310 or otherwise known as "An Act Institutionalizing the PantawidPamilyang Pilipino Program (4Ps) of 2019";

**WHEREAS**, consistent with R.A. No. 10121 of the Philippine Risk Reduction and Management Act of 2010, the DSWD leads the Response Pillar of the National Disaster Risk Reduction and Management Council (NDRRMC) thus, ensures that the response of the national government is well-coordinated including the provision of food and non-food assistance during emergencies;

**WHEREAS**, on 12 March 2020, the Inter-Agency Task Force on 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, issuances from President Rodrigo Roa Duterte

placed the National Capital Region (NCR) and later on, the entire Luzon, under enhanced community quarantine and with Presidential Proclamation No. 929, s. 2020, a State of Calamity was declared all throughout the Philippines. Until recently, LGUs outside of Luzon have been imposing localized community quarantine in their areas of jurisdiction consistent with the approved IATF Resolution setting the parameters therefor;

**WHEREAS**, the imposition of community quarantine and stringent social distancing measures 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 peoples, underprivileged and homeless families and informal economy workers;

**WHEREAS**, with the passage of Republic Act (RA) No. 11469, otherwise known as the “Bayanihan to Heal as One Act of 2020” and the issuance of DSWD-DOLE-DTI-DA-DOF-DBM Joint Memorandum Circular No. 1, Series of 2020 or the “Special Guidelines on the Provision of Social Amelioration Measures xxx”, an intensified government response is adopted whereby the concerned national government agencies will provide Emergency Subsidy to low-income households that will be in the form of social amelioration programs;

**WHEREAS**, the DSWD shall ensure the provision of the AICS and augmentation of Food and Non-food Items (FNI) among others. The payout pertinent to the SocPen Program 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;

**WHEREAS**, the DSWD is constrained to observe stringent social distancing measures that prohibit the conduct of assemblies or mass gatherings like payouts to the most affected families or households of the areas under community quarantine;

**WHEREAS**, to ensure the provision of emergency subsidy in the form of social amelioration programs, the LGUs shall be partners of the National Government Agencies, in the expeditious delivery of assistance;

**WHEREAS**, in light of the supervening events, the LGUs and the DSWD shall forge an agreement for the fast delivery of the social amelioration programs including AICS, SocPen, and the distribution of FNI;

**WHEREAS**, fund transfer to LGU is identified as one of the best schemes to fast track the payout of AICS and SocPen to the beneficiaries, and shall be an interim solution for the current emergency or crisis situation due to COVID-19;

**WHEREAS**, for and in consideration of the foregoing premises, hereinafter set forth, the PARTIES hereby agree as follows:

**A. The LOCAL GOVERNMENT OF TIGBAUAN shall:**

1. *Submit a budget proposal for AICS upon entering into this Memorandum of Agreement;*
2. *In coordination with the Barangays within the LGU, ensure that the following will be undertaken:*
  - a. *All beneficiaries shall be profiled through the use of a Social Amelioration Card (SAC) but the SAC shall only be required to monitor the distribution and receipt of emergency subsidy provided to each family. Provided that, an agreement between the DSWD and the LGU shall be forged as to the time and motion of the distribution of SAC forms and the submission of the DSWD’s copies of the SAC forms, which shall not be more than 48 hours from the signing of herein Memorandum of Agreement.*
  - b. The registration in the SAC shall be done as follows:
    - b.1 *The Barangay personnel will conduct a house-to-house distribution of the SAC forms and instruct the head of the family to manually accomplish the form.*

- b.2 Should there be multiple families in a single household, each head of the family shall execute their own SAC form for their family.*
- b.3 The Barangay personnel shall collect the accomplished SAC forms and endorse them with the list and documentary requirements to the C/MSWDO for signature and encoding in the system.*

*The MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE (MSWD) in the encoding may be provided with personnel augmentation by the Barangay and the DSWD-FO.*

- 3. Review the completeness and correctness of the encoded data and submit the same to the DSWD-Central Office (CO).*
- 4. 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 the guidelines;*
- 5. Claim the check/s or validated List of Due and Demandable Accounts Payable-Advice to Debit Accounts (LDDAP-ADA), whichever is applicable, from the DSWD FO, through the Municipal Treasurer or the authorized representative of the LGU, and issue the corresponding Official Receipt, or Acknowledgement Receipts and copies of the bank accounts;*
- 6. Determine the most efficient arrangement with each beneficiary on how the assistance shall be delivered taking into consideration the strict home quarantine protocol, social distancing or the guidelines imposed by the Inter-Agency Task Force on COVID-19, provided that the LGU shall ensure that the assistance is actually received by the beneficiaries;*
- 7. Ensure the delivery of assistance to the beneficiaries based on the payroll within seven (7) days from the receipt of the funds from DSWD; provided that those at geographically isolated and disadvantaged areas (GIDA) shall complete delivery within ten (10) days;*
- 8. Ensure that all SocPen funds transferred to LGUs shall be distributed by the authorized LGU personnel to the beneficiaries strictly in accordance with the approved list of beneficiaries provided by the concerned DSWD FO, and in the approved amount for each beneficiary;*
- 9. Secure the following documents during the conduct of payout for audit purposes:*
  - a. List of Paid Beneficiaries or Payroll signed by the beneficiaries;*
  - b. Photocopy of the identification card with specimen signatures of the beneficiaries;*
  - c. Photo of the beneficiary during actual receipt of the assistance/stipend for AICS or SocPen; and*
  - d. Certificate of Payment duly signed by the authorized official of the LGU concerned.*
- 10. Take full responsibility in the proper disposition/disbursement of funds in accordance with existing accounting and auditing rules and regulations imposed by the Commission on Audit (COA) Circular No. 94-013, and other applicable accounting and auditing manuals used by the Government;*
- 11. Provide feedback or update to the DSWD FO on a daily basis on the status of distribution of both paid or unpaid beneficiaries.*
- 12. Submit weekly consolidated report/s every Monday of the following week, using the Monitoring Reporting Matrix prescribed IATF-TWG on Social Amelioration Program, for consolidation and onward forwarding to the DSWD ICTMS;*
- 13. Use the funds released by the DSWD to beneficiaries solely for the purpose it was drawn and based on DSWD Memorandum Circular No. 04, series of 2020;*
- 14. Liquidate the funds within the period of fifteen (15) working days from the date of actual distribution of funds and submit liquidation report with the following attachments:*
  - 12.1. Report of checks (ROC) issued or report of disbursements (ROD) duly certified by the LGU accountant and approved by the LCE; and*
  - 12.2 Copy of Official Receipt for any refund of unutilized balance.*
- 15. Keep and maintain financial and accounting records for the said funds in accordance with the Generally Accepted Accounting and Auditing principles with;*
- 16. Refund to DSWD-FO any unused/unclaimed funds upon submission of the required liquidation reports within fifteen (15) working days from the completion of the distribution.*

**B. The DSWD shall:****1. For the Request of LGU for Augmentation Support for the distribution FNI:**

Upon submission by the LGU of the necessary documents to support such request, the designated personnel in the DSWD FO, having jurisdiction over the requesting LGU, in proper coordination with the provincial extension office/s, shall:

- a. Ensure that the Letter of Request (LoR) and other requirements for FNI requests are clear and complete with all necessary attachments;
- b. Carefully assess and evaluate the request based on the criteria provided below, including but not limited to the:
  - b.1 Areas under community quarantine;
  - b.2 Duration of community quarantine, which substantially exhausted the resources of the LGU in responding to the needs of the affected population;
  - b.3 Required expediency of response; and
  - b.4 Capacity of the LGU to efficiently disburse and liquidate the amount to be transferred;
- c. Immediately conduct rapid assessment and validation, as such, the assigned personnel shall thereafter submit a Rapid Assessment or Validation Report to the DSWD CO, detailing the following:
  - c.1 Areas declared under community quarantine;
  - c.2 Assistance or services already provided;
  - c.3 Capabilities and resources of the requesting LGU; and
  - c.4 Augmentation support needed;
- d. On the basis of the totality of the documents presented by the LGU, as well as the assessment and validation conducted, the assigned DSWD personnel in the FO shall review the endorsed documents to ensure that no surplus of FNI will be given to a single family for each month;
- e. Issue and submit a recommendation or endorsement, attaching the report referred to in the preceding item, to the DSWD CO;
- f. Upon approval, the DSWD FO shall inform the requesting LGU of such circumstance, thereby notifying the latter of the schedule set for the claiming of the augmentation support requested;
- g. Conduct regular coordination and monitoring with the LGU regarding the implementation of the assistance;

**2. For AICS:**

- a. Upon submission of the Budget Proposal, release funds, with its total amount corresponding to the number of target beneficiaries indicated in the proposal and in accordance with 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, and other applicable accounting and auditing manuals used by the Government within twenty-four hours from the submission of the budget proposal by the LGU;
- b. Ensure that LGUs comply with the submission of SACs and other documentary requirements stipulated under Memorandum Circular 04, series of 2020;
- c. Send personnel to the areas of payout to strictly monitor the distribution of assistance, disbursement, and utilization of funds by the LGUs; daily monitoring is required when warranted;
- d. Conduct regular coordination and monitoring with the LGU regarding the implementation of the assistance;
- e. Demand the LGU to refund the full amount of unutilized/disallowed amount within a period of fifteen (15) working days from the completion of the distribution;

**3. For Social Pension:**

- a. Provide the LGUs with the list of unpaid senior citizen beneficiaries for SocPen for CY 2019 and first semester of CY 2020;
- b. Release the funds to the LGU in accordance with Commission on Audit Circular Number 94-013 dated December 13, 1994, and other applicable accounting and auditing manuals used by the Government;

- c. *Personnel shall be sent to the areas of payout to strictly monitor the distribution of assistance, disbursement, and utilization of funds by the LGUs; daily monitoring is required when warranted;*
- d. *Act on grievances or complaints in close coordination with the LGU;*
- e. *Senior Citizens who are not included in the list of beneficiaries shall be validated and shall undergo data processing through the Social Pension Information System (SPIS). Senior citizens who are tagged as waitlisted based on the LGU master list shall undergo the same process, however, inclusion in the program shall be subject to the availability of slots and shall be governed by the existing guidelines (DSWD MC 04, Series of 2019 and Memorandum on Replacement);*
- f. *Update the database of clients served after the LGUs submit the paid beneficiaries based on the payroll, with corresponding attachments;*
- g. *Conduct regular coordination and monitoring with the LGU regarding the implementation/status of the program; and*
- h. *Issue Official Receipts (OR) to the LGUs with undisbursed balances for the refund of undistributed funds within fifteen (15) working days from the completion of the distribution.*

**4. FOR PANTAWID PAMILYANG PILIPINO PROGRAM**

- a. *Provide the LGUs with the list of the Pantawid beneficiaries without EMV Cards;*
- b. *Release the funds to the LGU in accordance with the Commission on Audit Circular Number 94 – 013 dated December 13, 1994, and other applicable accounting and auditing manuals used by the Government;*
- c. *Act on grievances or complaints in close coordination with the LGU;*
- d. *Conduct regular coordination and monitoring with the LGU regarding the implementation/status program; and*
- e. *Issue Official Receipts (OR) to the LGUs with the undisbursed balances for the refund of undistributed funds at the time of the liquidation.*


NOW, THEREFORE, on motion of **HON. MA. GERRYLIN SANTUYO-CAMPOSAGRADO**, Vice Chairperson, Committee on Women, Family, Social Services and Senior Citizens and duly seconded by Hon. Dennis T. Valencia, Hon. Marlon R. Teruñez, Hon. Reynaldo E. Tumabotabo, Hon. Julius T. Ledesma, Hon. Norberto T. Turalba, Hon. Jerry Tuares and Hon. Dyossa Marie Teruñez,

RESOLVED, to authorize the Honorable Mayor Suzette T. Alquisada, for and in behalf of the Municipality of Tigbauan, To Enter Into A Memorandum Of Agreement (MOA) with the Department of Social Welfare and Development (DSWD) for the Implementation of the Social Amelioration Program in the Municipality of Tigbauan.

REOLVED FURTHER, to furnish copies of this Resolution to the Regional Director, DSWD Region VI, Iloilo City, to the Hon. Mayor Atty. Suzette T. Alquisada, and to all concerned for their information and/or appropriate action.

APPROVED

**CERTIFIED CORRECT:**

  
**MARLENE TAYO-NAVA**  
S.B. Secretary

**ATTESTED:**

  
**ATTY. VIRGILIO T. TERUEL**  
Vice Mayor & Presiding Officer

HON. VIRGILIO T. TERUEL, LAWYER  
Municipal Vice Mayor

Sangguniang Bayan Members:

Hon. Dennis T. Valencia  
Hon. Neri T. Camiña  
Hon. Marlon R. Teruñez

Hon. Suzette Marie Hilado-Banno, M.D.  
Hon. Reynaldo E. Tumabotabo  
Hon. Julius T. Ledesma, O.D.

Hon. Ma. Gerrylin Santuyo-Camposagrado, LLB, MPA  
Hon. Norberto T. Turalba  
Hon. Jerry T. Tuares, (LnB-Pres.)- *Civil Engineer*  
Hon. Dyossa Marie Teruñez (SKMF-Pres.)

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