



EXCERPT FROM THE MINUTES OF CY 2024 – 5th REGULAR SESSION OF THE HONORABLE SANGGUNIANG BAYAN TIGBAUAN, ILOILO HELD AT THE S.B. SESSION HALL, TIGBAUAN MUNICIPAL BUILDING ON JANUARY 31, 2024 AT 9:15 IN THE MORNING

PRESENT:

HON. LUGEN T. ORTILANO,	-	Vice Mayor & Presiding Officer
HON. JERRY T. TUARES	-	SB Member & Temp. Pres. Officer
HON. ADRIAN S. CAMPOSAGRADO	-	SB Member
HON. NERI T. CAMIÑA	-	SB Member
HON. REYNALDO E. TUMABOTABO	-	SB Member
HON. JULIUS T. LEDESMA	-	SB Member
HON. NORBERTO T. TURALBA	-	SB Member
HON. JOEL L. SAYSON	-	SB Member
HON. ANA ROWENA A. PERERA	-	SB Member
HON. GAYLORD T. TRASPORTO	-	Liga President
HON. FLORENCE JOY V. CABALONGA	-	SKMF President

ABSENT: NONE

Resolution No. 2024-014

RESOLUTION GRANTING AUTHORITY TO ATTY. VIRGILIO T. TERUEL, MUNICIPAL MAYOR, FOR AND IN BEHALF OF THE MUNICIPALITY OF TIGBAUAN TO SIGN AND ENTER INTO A MEMORANDUM OF AGREEMENT (MOA) WITH THE DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD) FIELD OFFICE VI IN CONNECTION WITH THE IMPLEMENTATION OF THE SOCIAL PENSION FOR INDIGENT SENIOR CITIZENS

WHEREAS, in a letter dated January 26, 2024, the Local Chief Executive requested this Sangguniang Bayan for the URGENT passing of a *“Resolution Granting Authority To Atty. Virgilio T. Teruel, Municipal Mayor, For and in Behalf of the Municipality of Tigbauan To Sign And Enter Into A Memorandum Of Agreement (MOA) with the Department Of Social Welfare And Development(DSWD) Field Office VI In Connection With The Implementation Of The Social Pension For Indigent Senior Citizens”*;

WHEREAS, the said **Memorandum of Agreement** shall be made and entered into by, and between the following parties:

- The **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD), FIELD OFFICE VI**, with office address at M.H. del Pilar St., Molo, Iloilo City, herein represented by its **REGIONAL DIRECTOR, ATTY. CARMELO N. NOCHETE** and hereinafter referred to as the “DSWD FO VI”; and
- The **LOCAL GOVERNMENT UNIT OF TIGBAUAN** with address at Tejero St., Barangay 9 Tigbauan, Iloilo, herein represented by its **MUNICIPAL MAYOR, ATTY. VIRGILIO T. TERUEL**, and hereinafter referred to as the “LGU”;

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, Social Pension for Indigent Senior Citizens (*SocPen*) is a government assistance mandated under R.A. 9994 or otherwise known as the *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, the senior citizens are mostly affected by the inflation and economic challenges as the population continues to age, the matter of securing a steady income to support the well-being of older persons become more relevant in addressing issues of poverty and limited access to resources;

WHEREAS, to ensure the provision of cash subsidy in the form of social pension, the LGUs shall be partners of the National Government Agencies, in the expeditious delivery of assistance to the senior citizens in every city/municipality;

WHEREAS, fund transfer to LGUs is identified as one of the delivery schemes to fast track the payout of SocPen to the beneficiaries, as stipulated in the Memorandum Circular No. 17, series of 2022;

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

I. ROLES AND RESPONSIBILITIES OF THE PARTIES

A. The LGU shall:

1. *Enter into this Memorandum of Agreement for the Social Pension delivery to the indigent senior citizens per approved target and budget of the DSWD Field Office/s;*
2. *In coordination with the Barangays within the LGU, ensure that the release of the social pension subsidy to the intended beneficiaries are given within every semester per approved social pension payrolls of the DSWD Field Office/s;*
3. *Review the completeness and correctness of the information (e.g., name, address, etc.) of senior citizens who were validated and found qualified for the social pension program;*
4. *Ensure 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. *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;*
7. *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;*
8. *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 SocPen;*
 - d. *Certificate of Payment duly signed by the authorized official of the LGU concerned.*
9. *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;*
10. *Provide feedback or update to the DSWD FO on a daily basis on the status of distribution of both paid and/or unpaid beneficiaries;*
11. *Use the funds released by the DSWD to beneficiaries solely for the purpose it was drawn and based on the approved allocation per LGU;*

12. *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.*
13. *Keep and maintain financial and accounting records for the said funds in accordance with the Generally Accepted Accounting and Auditing principles with;*
14. *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. *Shall release the funds, with its total amount corresponding to the number of target beneficiaries indicated in the approved target and budget 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;*
2. *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;*
3. *Conduct regular coordination and monitoring with the LGU regarding the implementation of the assistance;*
4. *Provide the LGUs with the list of unpaid senior citizen beneficiaries for SocPen each semester;*
5. *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;*
6. *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;*
7. *Act on grievances or complaints in close coordination with the LGU;*
8. *Update the database of clients served after the LGUs submit the paid beneficiaries based on the payroll, with corresponding attachments;*
9. *Conduct regular coordination and monitoring with the LGU regarding the implementation/status of the program; and*
10. *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.*

NOW, THEREFORE, on motion of HON. ANA ROWENA A. PERERA, *Chairperson*, Committee on Women, Family, Social Services and Indigents, and duly seconded by Hon. Adrian S. Camposagrado, Hon. Neri T. Camiña, Hon. Reynaldo E. Tumabotabo, Hon. Julius T. Ledesma, Hon. Norberto T. Turalba, Hon. Joel L. Sayson, Hon. Gaylord T. Trasporto, and Hon. Florence Joy V. Cabalonga,

BE IT RESOLVED, AS IT IS HEREBY RESOLVED, by the Sangguniang Bayan to Grant Authority to Atty. Virgilio T. Teruel, Municipal Mayor, for and in behalf of the Municipality of Tigbauan to sign and enter into a Memorandum of Agreement (MOA) with the Department of Social Welfare and Development (DSWD) Field Office VI in connection with the Implementation of the Social Pension for Indigent Senior Citizens;

RESOLVED FURTHER, to furnish copies of this Resolution to the Office of the Municipal Mayor, Atty. Virgilio T. Teruel, to the Municipal Social Welfare and Development Office, and to all concerned for their information and/or appropriate action.

APPROVED.

CERTIFIED CORRECT:


MARLENE TAYO-NAVA
SB Secretary

ATTESTED:


JERRY T. TUARES
SB Member & Temp. Presiding Officer

HON. LUGEN T. ORTILANO
Municipal Vice Mayor

Sangguniang Bayan Members:

HON. JULIUS T. LEDESMA, *O.D.*
HON. NORBETO T. TURALBA
HON. JERRY T. TUARES, *C.E.*
HON. JOEL L. SAYSON

HON. ANA ROWENA ARIAS-PERERA, *R.N. M.A.N.*
HON. GAYLORD T. TRASPORTO, *LnB President*
HON. FLORENCE JOY V. CABALONGA, *PPSK President*

HON. ADRIAN S. CAMPOSAGRADO
HON. NERI T. CAMIÑA
HON. REYNALDO E. TUMABOTABO