



EXCERPT FROM THE MINUTES OF THE CY 2025 – 3RD REGULAR SESSION OF THE HONORABLE SANGGUNIANG BAYAN TIGBAUAN, ILOILO HELD AT THE S.B. SESSION HALL, TIGBAUAN MUNICIPAL BUILDING ON JANUARY 15, 2025 AT 10:25 IN THE MORNING

PRESENT:

HON. LUGEN T. ORTILANO,	-	Vice Mayor & Presiding 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. JERRY T. TUARES	-	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. 2025-007

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 13, 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 An Amended Memorandum Of Agreement (MOA) with the Department Of Social Welfare And Development (DSWD) Field Office VI In Connection With 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)**, a Government agency created pursuant to Republic Act No. 5416, through DSWD Field Office VI, herein represented by its **REGIONAL DIRECTOR ARWIN O. RAZO** and hereinafter referred to as the “**DSWD-FO VI**”; and
- The **MUNICIPAL GOVERNMENT UNIT OF TIGBAUAN** with official 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 OF TIGBAUAN, ILOILO**”;

WHEREAS, DSWD is the primary government agency mandated to develop, administer, and implement comprehensive social welfare and protection programs and poverty-reduction solutions designed to uplift the living conditions and empower the poor, vulnerable and disadvantaged children, youth, women, older persons, persons with disabilities, families or person in crisis or at-risk, and communities needing assistance through programs and services implementation with or through Local Government Units (LGUs), People’s Organizations (POs), Government Organizations (GOs) and other members of civic society;

WHEREAS, under Chapter II, Section 17 (b) (2) (iv) Local Government Code of the Philippines (Republic Act No. 7160) mandated the Municipality/City to provide Social Welfare Services which include programs and projects on child and youth welfare, family

and community welfare, women's welfare, welfare of the elderly and disabled persons; community-based rehabilitation programs for vagrants, beggars, street children, scavengers, juvenile delinquents, and victims of drug abuse; livelihood and other pro-poor projects; nutrition services; and family planning services;

WHEREAS, Under Section 2 (h) (1) of Republic Act (RA) No. 11916 or the "An Act Increasing the Social Pension of Indigent Senior Citizens and Appropriating Funds therefor, amending for the Purpose Republic Act No. 7432", indigent senior citizens shall be entitled to a monthly stipend amounting to not less than One Thousand pesos (Php1000.00) to augment the daily subsistence and other medical needs of senior citizens;

WHEREAS, Republic Act (R.A.) No. 12116 or the General Appropriation Act for the Fiscal Year 2025 (GAA FY 2025) "the amount of P 49,807,050,000.00 appropriated herein shall be used for the monthly stipend amounting to One Thousand Pesos of the identified senior citizen beneficiaries, as determined by the DSWD;

WHEREAS, DSWD as the lead agency in social welfare and development, has implemented the Social Pension for Indigent Senior Citizens (SPISC) since 2011 through DSWD Field Offices (FOs) in all regions;

WHEREAS, Section VIII (D) of DSWD Memorandum Circular (M.C.) 006 series of 2024 or the Enhanced Omnibus Guidelines in the Program Implementation of the Social Pension for Indigent Senior Citizens, allows fund transfer to LGUs as one of the payout modalities in the implementation of delivery and distribution of the stipend to the SPISC beneficiaries;

WHEREAS, the DSWD- FO VI identified fund transfer to LGUs as an efficient and effective mechanism in implementing the social pension for indigent senior citizen program in their respective territorial jurisdiction;

WHEREAS, Section 22 of R.A. No. 10173 or the Data Privacy Act of 2012 provides that all sensitive personal information maintained by the government, its agencies and instrumentalities shall be secured, as far as practicable, with the use of the most appropriate standard recognized by the information and communications technology industry, and as recommended by the National Privacy Commission (NPC), and that the head of each government agency or instrumentality shall be responsible for complying with the security requirements provided under this law;

WHEREAS, for the past years, the LGU of Tigbauan has a good track record in implementing efficient mechanisms in delivering the cash payout to the social pension beneficiaries down to the barangay level.

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

I. ROLES AND RESPONSIBILITIES OF THE PARTIES

A. The DSWD-FO VI, in connection with the distribution of social pension and the liquidation of transferred funds, shall:

1. Coordinate and conduct meetings/orientation to the LGU of Tigbauan with regards to Social Pension Program to ensure adequate understanding of the program before implementation;
2. Facilitate the signing of the Memorandum of Agreement (MOA) to the LGU of Tigbauan;
3. Provide technical assistance to the LGU of Tigbauan in the preparation of the Project Proposal to be submitted to the DSWD FO VI;
4. Prepare the Certificate of Eligibility of a list of eligible social pension beneficiaries to receive a social pension for every quarter for Fiscal Year (FY) 2025, duly approved by the Regional Director as a basis in the payroll preparation of the LGU of Tigbauan;
5. Transfer the full annual amount of stipend corresponding to the number of beneficiaries approved by the DSWD-FO to the LGU of Tigbauan in accordance with Commission on Audit (COA) Circular No. 94-013, dated December 13, 1994, Treasury Circular No. (TSN) 02-2022 dated May 31, 2022 as to the Inter Agency Transfer of Funds (IATF), and other applicable accounting and auditing rules observed by the Government, specifically:

5.1 Obligate the allotment for the program to be implemented based on the advice of allotment and/or memorandum of agreement or project proposal;

- 5.2 Facilitate transfer of funds through List of Due and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADA) and provide the validated LDDAP-ADA to the concerned LGU with Landbank of the Philippines (LBP) account or issue check for non-LBP account, as applicable; checks shall be claimed by the Municipal Treasurer or authorized representative;
- 5.3 Maintain a subsidiary ledger of the cash transferred about the project.

6. Strictly monitor the distribution of the stipend, disbursement, and utilization of funds by the LGU of Tigbauan during the actual conduct of pay-out;
7. Install grievance mechanism to address and document issues, and, concerns during pay-out in close coordination with the LGU of Tigbauan;
8. Mandatorily require the LGU of Tigbauan to submit the liquidation report of the transfer of funds based on the timeline provided duly received by their COA Auditor with the following attachment:
 - 8.1 Certified true Copy of signed payroll;
 - 8.2 Report of Checks (ROC) issued, Report of Disbursement (ROD), and Fund Utilization Report (FUR) duly certified and signed by the Municipal Accountant and approved by the Municipal Mayor duly received by the Municipal COA Auditor; and
 - 8.3 Copy of Official receipt for any refund to DSWD-FO VI of unutilized balance.

However, in the case of deficiencies noted in the post Audit of the liquidation report, the DSWD- FO VI shall make necessary adjustments in the books of accounts based on the Statement of Audit Suspensions, Disallowances and Charges (SASDC) issued by the LGU Auditor;

9. Conduct revalidation through home visitation to the list of beneficiaries who are subject to delisting every after submission of the liquidation report by the LGU of Tigbauan. Likewise, the DSWD-FO shall validate the identified replacement beneficiaries before issuing the Certificate of Eligibility for the succeeding quarter;
10. Regularly update database of social pension beneficiaries per submitted list of paid beneficiaries based on the payroll, with corresponding attachment submitted by LGU of Tigbauan;
11. Provide technical assistance through meetings/consultations with LGU staff relative to issues and concerns regarding the social pension implementation as the need arises;
12. Reserve the right to withhold fund release to LGU of Tigbauan for the following reasons:
 - a) Unauthorized delay or deviation to the approved Project Proposal of the program to be issued by the DSWD-FO VI;
 - b) Non-compliance with the reportorial and liquidation requirements;
 - c) Refusal to allow DSWD- FO VI representative to inspect and audit the progress of program implementation;
 - d) Failure to produce financial records upon demand by the DSWD- FO VI; or
 - e) Any analogous situation that affects the timely and efficient implementation of the program.
13. Provide a certificate of no unliquidated funds to LGU of Tigbauan after full compliance with the liquidation report as per existing guidelines;
14. Conduct monitoring on the utilization of the social pension stipend either through onsite (during payout) or offsite (house-to-house) targeting at least 80% of the LGU's total target; and
15. Refer beneficiaries or their family members to the LGU needing assistance as determined during the conduct of stipend utilization monitoring.

B. The LGU of Tigbauan, in connection with the distribution of the social pension stipend and the liquidation of transferred funds, shall:

1. Submit a Project Proposal that includes other activities along with the release of a social pension stipend;
2. Claim the check from the DSWD-FO VI and take full responsibility and accountability in the proper disposition/disbursement of the funds transfer per existing accounting and auditing rules and regulations according to the COA Circular No. 94-013, dated December 13, 1994, TSN 02-2022 dated May 31, 2022 as to the IATF, and other applicable accounting and auditing manuals used by the Government, specifically:
 - 2.1. Issue an official receipt corresponding to the amount to be received from the DSWD-FO VI;
 - 2.2. Deposit the amount with its authorized depository bank;
 - 2.3. Keep separate subsidiary records for the trust liability whether or not a separate bank account is maintained.
3. Facilitate preparation and approval of payroll of eligible social pension beneficiaries for every quarter based on the approved Certificate of Eligibility provided by the DSWD-FO VI;
4. Schedule the payout and venue duly approved by the Municipal Mayor and, inform the Regional Social Pension Unit (RSPU) of DSWD- FO VI fifteen (15) calendar days prior to the actual pay-out;
5. Mobilize the Senior Citizen Organizations (SCO) and Barangay Officials in the locality to assist in the information dissemination of the schedule and venue of the Social Pension Pay-out;
6. Facilitate the release of the stipend of the Social Pension beneficiaries monthly regardless of the delivery scheme provided under DSWD M.C. No. 06, series of 2024. PROVIDED HOWEVER, the conduct of the monthly release of the stipend may not be undertaken under the following circumstances, subject to the validation of the FO VI:
 - 6.1. Majority of the beneficiaries are residing in Geographically Isolated and Disadvantaged Areas (GIDA);
 - 6.2. The municipality is declared under a state of calamity or natural or human-induced crises such as armed conflict; and
 - 6.3. Other unavoidable and uncontrollable circumstances and situations.

If monthly release of stipend is not feasible, the allowed modes of payment shall only include quarterly releases.
7. Act on the grievances/complaints from individuals and other sources in close coordination with the RSPU Staff of DSWD-FO VI;

8. Submit the liquidation report based on the following timeline:

Pay-out schedule	Timeline of Submission of Liquidation Reports	% of liquidated funds vs. funds transferred
1st and 2nd quarter	Every June of the year	50%
3rd quarter	Every September of the year	25%
4th quarter	Every December of the year	25%

The attachments to the liquidation include the following:

- 8.1 *Statement of Receipt and Disbursement duly received by the Municipal Auditor;*
- 8.2 *List of Paid and Unpaid Beneficiaries certified by the Municipal Accountant and duly approved by the Mayor;*
- 8.3 *A certified true copy of the payroll together with the documentary requirements;*
- 8.4 *Other supporting documents that may be required by the DSWD, subject to existing auditing and accounting rules and regulations.*

At the end of the year, the LGU shall refund the unexpended balance of the amount transferred.

- 9. Allow DSWD-FO VI authorized persons/team to audit all financial records kept by the LGU of Tigbauan related to the program implementation for monitoring and record-keeping purposes, or in compliance with government auditing rules and regulations;
- 10. Provide logistical support such as: Medical team, Security, Tables and Chairs, among others as agreed with the DSWD-FO VI; and
- 11. The needed assistance to the beneficiaries being referred by DSWD.

II. DATA PRIVACY COMPLIANCE

The DSWD-FO VI and LGU of Tigbauan shall ensure the confidentiality and integrity of personal information of the indigent senior citizens and shall be observed in strict compliance with the provisions of Republic Act No. 10173 or the Data Privacy Act of 2012, and its Implementing Rules and Regulations.

Specifically, DSWD-FO VI shall:

- A. Process and transfer encrypted Social Pension Database limited to personal information of the Social Pension Beneficiaries such as Full name, birthdate, and complete address and the amount of stipend to be received by the beneficiaries for the sole purpose of implementing the SPISC Program; Provided that only the LGU of Tigbauan, through its authorized staff can use password to access the Social Pension Database.

Furthermore, the LGU of Tigbauan shall:

- A. Identify and designate authorized person/s within its organization to receive the social pension database from DSWD-FO VI;
- B. Commits to observe the strictest confidentiality concerning the personal data it shall collect, process, or access to in the performance of its duties and functions, and refrain from disclosing them to any other natural or juridical person, including among its workers and other staff, not expressly authorized to access the social pension database;
- C. Agrees that it only use and access information available to it in the course of its duties, and not to engage in any activity that conflicts with the interest of the DSWD-FO VI, nor convey, sell or use any access to information available to it, and to provide information to others engaged in any activity that conflicts with the interest of the DSWD-FO VI;
- D. Access, copy, or store data solely in the performance of its official responsibilities as stated in this MOA, limiting perusal of contents and actions taken to the least necessary to accomplish the task;
- E. Copy or store data or information only with the DSWD-FO VI consent and only to complete a specified task, and only to copy and store user data enough to complete the specified task;
- F. Not seek personal benefit or permit others to benefit personally from any data or information that has come to its knowledge;
- G. Not cause to be included in any form, record or report any false, inaccurate or misleading entry pertaining to the Social Pension beneficiary's information system or records;
- H. Not alter or delete or cause to be altered or deleted from any forms, records, report or information system any true and correct entry appearing in the information system and records of the DSWD-FO VI;
- I. Not release the Social Pension beneficiaries' data to any third person or entity other than what is required for the completion of its responsibilities stipulated in this MOA, and always with the consent of the DSWD-FO VI;
- J. Not exhibit or divulge the contents of any record, file or information system to any person except as required for the completion of its responsibilities stipulated in this MOA;
- K. Take every reasonable precaution to prevent unauthorized access to forms, passwords, user identification, or other information that is used to access the Social Pension beneficiary's database or records; Limit access to information contained in or obtained from the systems or records of the DSWD-FO VI only to authorized person/s; and
- L. Be prohibited from using and accessing personal USB, electronic mail and social networking sites while accessing the Social Pension Database.

NOW, THEREFORE, on motion of HON. REYNALDO E. TUMABOTABO, *Chairperson*, Committee on Committee on Senior Citizens, PWD's & Cultural Minorities and duly seconded by Hon. Adrian S. Camposagrado, Hon. Neri T. Camiña, Hon. Julius T. Ledesma, Hon. Norberto T. Turalba, Hon. Jerry T. Tuares, Hon. Joel L. Sayson, Hon. Ana Rowena A Perera, 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 Tigbauanto 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, 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:


LUGEN T. ORTILANO
Vice Mayor & Presiding Officer

HON. LUGEN T. ORTILANO
Municipal Vice Mayor

Sangguniang Bayan Members:

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

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