

Republic of the Philippines
Department of Social Welfare and Development

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Administrative Order

No. 05

Series of 2009

Subject: Guidelines in the Disbursement of P35,000,000.00 Funds for the Implementation of the Shelter Assistance Project for the Displaced Families of Typhoon Frank in Iloilo City

I. Introduction:

On June 21, 2008, Western Visayas, particularly Panay Island and the City of Iloilo was ravaged by Typhoon Frank, the worst ever typhoon to hit this part of Western Visayas in recent years. In Iloilo City alone, 1,478 houses were totally damaged, majority of which were from Jaro and Mandurriao districts along the Iloilo Flood Control Project.

It is for this purpose that Her Excellency, President Gloria Macapagal-Arroyo during the 15 July 2008 National Disaster Coordinating Council (NDCC) meeting approved the release of **Thirty Five Million Pesos (P35,000,000.00)** to the Department of Social Welfare and Development to fund the relocation and rehabilitation of the typhoon victims and displaced families for the Iloilo Flood Control Project through the construction of Shelter Assistance Units.

II. Rationale:

It is the policy of the government to promote the active participation of the private sector, non-government organizations (NGOs), people's organization (POs), project beneficiaries and other project stakeholders for purposes of resource generation and expertise sharing. This optimizes opportunities for implementation of developmental projects which ensure the welfare of the poor and disadvantaged sectors.

The herein guideline is in line with the Department's financial assistance to families displaced due to disasters and other related occurrences. Likewise, the guidelines intend to harness the private sector's resources and commitment to support the rehabilitation of the disaster victims with emphasis on people's participation partnership, transparency, accountability, equity, efficiency and economy. Specifically, the guidelines serve as basis for the implementation and/or disbursements of the P35,000,000.00 financial assistance for the provision of new shelter units to the victims of Typhoon Frank and the displaced families of the Iloilo Flood Control Project.

The shelter assistance as a policy shall be provided to victims of disasters or related events who had been assessed by the local government unit and validated by DSWD to be eligible for the support by virtue of their totally damaged shelter units and the absence of financial capacity to build their shelter units on their own. As a grant the check for financial assistance in the name of the beneficiaries and will be released by DSWD to them individually. The beneficiaries may opt to partner with existing partners with track records on shelter construction to fast track completion of their shelter units. Thus, these guidelines also define the process and documentation of the transfer and/or assignment by the individual family beneficiary of the financial assistance they received for shelter construction to their chosen partners, in this case, the Habitat for Humanity Philippines Foundation (HFHPF), Inc.

The HFHPF, Inc., a non-profit ecumenical Christian Foundation, organized under existing Philippine laws, is one of the major partners of the DSWD in the implementation of shelter assistance for the areas affected by disasters. HFHPF has been a partner of the DSWD in the implementation of shelter assistance projects for the landslide victims in Saint Bernard, Southern Leyte and for the typhoon-ravaged provinces in Bicol Region.

As part of its commitment to helping the government in pursuing its rehabilitation efforts, HFHPF has, likewise, agreed to provide the technical assistance to the families in constructing the five hundred (500) shelter assistance units to the cost of P84,000.00/unit notwithstanding that the DSWD can provide a maximum of P70,000.00/unit cost per unit only. In this regard, HFHPF has endeavored to provide for the excess funding cost of P14,000.00/unit.

It is for this reason that the Department of Social Welfare and Development decided to provide financial assistance to the victims and tap the expertise of the HFHPF.

III. Purpose and Scope:

This guideline is issued to implement and monitor the disbursement of funds intended for the construction of shelter assistance for the typhoon victims, whose houses were totally destroyed by typhoon "Frank", and the displaced families of the Iloilo Flood Control Project as the target beneficiaries.

The shelter project will be constructed in a safe relocation site in Iloilo City which shall be identified and developed by the local government of Iloilo City.

IV. Procedures of Implementation:

1. Selection of Beneficiaries

- a. The beneficiaries shall be selected and finally identified by the Department in coordination with the Local Government of the City of Iloilo, using the existing selection criteria and documentation of the shelter assistance of the Department;

- b. The potential beneficiaries shall undergo social preparation through the Social Workers of the City Government, with technical assistance by DSWD-FO VI, to make them understand and appreciate their tasks and obligations, the policies and procedures of implementation of the Project;
- c. The family beneficiaries will be organized into Neighborhood Shelter Association for Shelter Assistance (NASA) as one of the objectives of the shelter assistance project is to have the beneficiaries participate in the shelter construction. As an organized group, working committees will be created to undertake the important tasks in relation to the financial assistance for shelter construction such as canvassing and procurement of shelter construction materials, inspection, allocation and control of these materials and other resources; and,
- d. The NASA will also be responsible in safekeeping of tools, maintain inventory of construction materials and monitor its use in the project, participate in the construction of the shelter units and reporting/recording progress of construction .

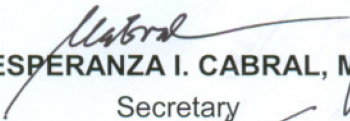
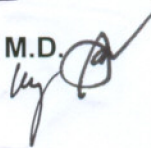
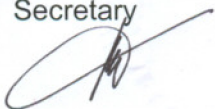
2. Mode and Procedures for Fund Disbursement:

- a. DSWD-FO VI will draw checks for financial assistance in the amount of P70,000.00 in favor of the qualified individual beneficiary;
- b. DSWD-FO VI will release the checks to beneficiaries in tranches to cluster barangays;
- c. HFHPF shall submit to DSWD-FO VI and the City Government a plan of work, sketch plan and cost estimates amounting to P84,000.00/unit;
- d. HFHPF will enter into a bilateral agreement with the individual beneficiaries as to the assignment of the checks they received for shelter assistance from DSWD to the account of the Habitat using the attached sample agreement (Deed of Assignment) attached to this guidelines;
- e. The agreement shall stipulate that the checks issued by DSWD to the individual beneficiaries will be endorsed by said beneficiaries to HFHPF and for HFHPF to deposit the checks to its depository bank with the HFHPF committing to construct the shelter units with the participation of the beneficiaries for a duration not exceeding three months;
- f. HFHPF will issue an official receipt to the individual beneficiaries for the check the beneficiaries endorsed/assigned to them;
- g. HFHPF will keep and maintain financial and accounting records relative to the utilization of the funds in accordance with accepted accounting principles;

- h. DSWD-FO VI and the City Social Welfare and Development Office (CSWDO) of Iloilo City shall conduct actual monitoring of constructed shelter units. Subsequent fund releases to additional listed beneficiaries will only be made after the shelter units previously funded had been completed, and;
- i. DSWD FO VI will issue the Certificates of Completion and Acceptance to the individual beneficiaries upon completion of the Project.

This Administrative Order shall take effect immediately and shall be applicable only to the implementation and completion of the five hundred (500) shelter assistance units for the victims of Typhoon Frank and the displaced families of the Iloilo Flood Control Project.

Issued this 11th day of June 2009 in Quezon City, Philippines.


ESPERANZA I. CABRAL, M.D.
Secretary 


DEED of ASSIGNMENT

I, _____ of legal age, resident of Barangay _____, Iloilo City and a legitimate victim of Typhoon "Frank" as identified, verified and validated by the City Social Welfare and Development Office (CSWDO), Iloilo City, do hereby agree to receive my Seventy Thousand Pesos (P70,000.00) financial assistance under the Shelter Assistance Project of DSWD-Field Office (FO) VI.

I further agree to endorse/assign the said check to Habitat for Humanity Philippines Foundation (HFHPF), Inc. which will provide technical assistance in the construction of the shelter unit intended for my family. I hereby agree that HFHPF will turn over to me the completed unit within the period of three months, in accordance with the approved program of work, sketch plan and cost estimate.

As a proof of this Agreement, I hereby affixed my signature on the date duly indicated below.

Printed Name and Signature

Date Signed

For the Habitat for Humanity Philippines Foundation (HFHPF), Inc.:

Printed Name and Signature

Date Signed