

**PROCEDURE IN PROCESSING REPLACEMENTS FOR
BENEFICIARIES OF THE SOCIAL PENSION.**
(Addendum to AO No. 3)

I. Rationale

The Philippine government has made great strides for the welfare of senior citizens through the Department's programs and services. For CY 2011, the DSWD as the lead agency, has started the implementation of the Social Pension for indigent senior citizens in line with the fulfilment of the obligation of the government to protect the most vulnerable through social protection and, for the full implementation of the Republic Act No. 9994 otherwise known as the "Expanded Senior Citizens Act of 2010".

During the initial implementation of the Social Pension in 2011, Field Offices reported that 31% or 43,077 of the targeted 138,960 senior citizens based from the data of the DSWD National Household Targeting Survey for Poverty Reduction (NHTS-PR) were not served due to reasons, such as: death, transfer of residence/ address cannot be located, pensioner of Social Security System (SSS), Government Service Insurance System (GSIS), etc., and has permanent income/ financial support from family or relatives.

In order to maximize the services due to qualified senior citizens, this procedure was formulated to define the system of replacing the delisted and terminated cases of senior citizens with the validated qualified senior citizens from Local Government Unit (LGU) and from the NHTS-PR data.

This document shall serve as addendum to Administrative Order (AO) No. 3 Series 2011 entitled "Operational Procedure in line with Administrative Order No. 15 Series 2010 on the Implementation of the Social Pension for indigent senior citizens".

II. Objective

- To serve indigent senior citizens ages 77 years old and above from the LGU validated list and from the NHTS-PR list.
- To utilize grants for Social Pension for indigent senior citizens.
- To define the system of replacing the delisted and terminated cases of senior citizens

III. Description

Replacement shall be referred to, as qualified indigent senior citizens ages 77 years old and above as priority, either from the NHTS list or LGU validated list who shall be included to avail social pension. The delisted or terminated cases shall be subject for replacement due to reasons, such as; death, transferred residence, address cannot be located, pensioner of SSS, GSIS, etc., and has permanent income/ financial support from family or relatives.

IV. Scope and Coverage

- a. **Senior Citizens as Replacement** – indigent senior citizens ages 77 years old and above as priority, which include walk-ins or referred by other offices, shall be assessed by the LGU Social Worker for possible inclusion in the Social Pension program. Qualified husband and wife senior citizens shall be considered to avail social pension especially those who have no family members or living alone.

In cases, where there are no more qualified senior citizens 77 years old and above in a certain barangay, Field Offices (FO) shall consider those qualified 77 years old and above from other barangay within the municipality.

Qualified senior citizens 76 years old and below, shall be considered as replacement should there be no more qualified senior citizens ages 77 years old and above subject to assessment, availability of fund and approval of the Regional Director.

Those qualified senior citizens whose address cannot be located and/ or those beneficiaries who are absent during the pay-out / delivery of payment for one (1) quarter will be subjected for re-validation and assessment of the social worker once he/she appeared or located. While those beneficiaries who transferred residence from one region to another region can still claim his/ her stipend due for the period of his/her stay in the region where he/she came from, and until he/she is not yet accommodated/ included as beneficiary of the region where he/she transferred. The Field Office shall facilitate the release of payment and/ or conduct assessment and further intervention to the senior citizen.

- b. **Geographical Area** - The target number of senior citizens to be considered as replacement shall be based on the number of delisted senior citizens. Those who will be considered as replacement will come from the same municipality where the delisted or terminated social pensioner is located. It may be from other barangays within the region when there are no more qualified senior citizens in the area where the delisted senior citizen came from, including indigenous people (IPs).

V. **Basis for Replacement**

Status of Beneficiary	Supporting Documents
1. Deceased	Death certificate or ; Letter or certification from the Office of the Senior Citizens Affairs (OSCA) / barangay that the social pensioner is already deceased
2. Has transferred residence 3. Address cannot be located. The C/MSWDO was not informed by the beneficiary or his/ her relative regarding the transfer of residence/ change of address	Certification from the City/ Municipal Social Welfare Development Office (C/MSWDO) or OSCA / barangay that indicated confirmation on the transfer of the social pensioner. Recorded in the intake sheet of the beneficiary or indicated in the payroll during pay-out. Updated status report / monitoring report of C/MSWDO submitted to the FO.
4. Pensioner / receiving monthly pension from government or private institutions i.e. SSS, GSIS, etc.	Monitoring report of C/MSWDO/ OSCA Proof of pension received
5. With regular income/ financial support from family/ relatives	Monitoring report of C/MSWDO/ OSCA

VI. **General Provision**

a. **Payment**

The annual target for Social Pension implementation is budget-driven as such would mean that the number of beneficiaries to be served shall depend on the budget allocation per region.

Payment for the replacement beneficiary shall take effect upon enrolment/ submission of the accomplished intake form; confirmation of the C/MSWDO and approval of the Regional Director and further inclusion in the payroll.

In cases where the social pensioner died on any day of the month, he/ she is still entitled to receive the full amount of stipend for the month to be given to the authorized representative. He/ she will be delisted/ terminated to receive the payment for the succeeding month. The entitlement for the social pension shall be monthly while, the release or delivery of payment is quarterly.

The C/MSWDO shall be required monthly submission of updated list of beneficiaries to FO (e.g. every last week of the month) or as agreed by the FO and C/MSWDO, as basis for the preparation of payroll and to ensure that we are paying live and qualified pensioners.

The C/MSWDO shall facilitate release of payment to the beneficiaries. Should there be beneficiaries who have no valid identification card, OSCA ID or other documents during the pay-out, the C/MSWDO may have reference documents such as photocopy of OSCA ID or intake sheet, etc. to determine that the senior citizens present in the pay-out is the social pensioner. Other strategy may be applied to fast track the payment to the beneficiaries provided it in accordance with the guidelines and budget rules/ regulations (e.g. conduct of pay-out thru barangay assembly, venue (plaza) accessible to the beneficiaries, coordinate with the senior citizens organizations, delivery of stipend to the house of the beneficiary by the social worker, etc.).

b. Procedure

1. *Fill-up Application Form for Social Pension* - Application forms shall be available at the OSCA/ C/MSWDO to be accomplished by the senior citizen.
2. *Validation and Assessment* - The C/MSWDO shall conduct interview and assessment to determine eligibility of the senior citizen based on the set criteria to avail the Social Pension.
The Field Office, C/MSWDO and OSCA shall consider participation/ involvement of Barangay Officials, Federation of Senior Citizens Association of the Philippines (FSCAP), senior citizens organizations, Non-Government Organizations (NGOs), youth volunteers, barangay health workers and other groups/ volunteers to assist in the validation and other activities on Social Pension implementation.
3. *Submission of the Intake Forms/ Application Forms to the Regional Social Pension Unit (RSPU)* - The individual intake forms with latest picture and signature/ thumb mark of the senior citizen and summary of names of validated qualified senior citizens duly signed by the C/MSWDO and OSCA, shall be forwarded to the Field Office.
4. *Approval of Replacement* - The RSPU will review the list of qualified senior citizens submitted by the C/MSWDO and cross match with the NHTS data of potential beneficiaries. While those names of qualified senior citizens which are not included in the NHTS data shall also be accommodated/ considered as replacement. The final list shall be approved by the Regional Director.
5. *Master List or Registry of Beneficiaries*- The RSPU shall submit to the Social Pension Management Office (SPMO)- Protective Services Bureau (PSB) for data banking and as basis for monitoring the physical and financial accomplishment of Social Pension program implementation.

VII. Effectivity

This Administrative Order shall take effect immediately and rescind orders which may be contrary to it.

Issued in Quezon City this 24th day of April 2012.


CORAZON JULIANO-SOLIMAN
Secretary

A CERTIFIED COPY:


MICOMEDES P. SULLER
Chief, General Services Division