

Administrative Order
No. 13
Series of 2017

SUBJECT: GUIDELINES ON THE REMITTANCE OF UNCLAIMED PANTAWID CASH GRANTS TO THE BUREAU OF THE TREASURY

I. Rationale

The Department of Social Welfare and Development (DSWD) has been implementing the Conditional Cash Transfer (CCT) Program known as the Pantawid Pamilyang Pilipino Program (Pantawid Pamilya, for brevity) since 2008. Pantawid Pamilya is considered the flagship program of the government for poverty reduction and social development, providing cash grants to identified poor households upon compliance with set conditionalities.

However, not all Pantawid Pamilya household beneficiaries are able to claim the cash grants during payout because of various reasons due to work, health condition and personal reasons.

Guidelines have been issued to program implementers to ensure full distribution of cash grants during payout, however, some are left unclaimed for more than two (2) years. Such cash grants remain idle in the bank, creating an impression that household beneficiaries are not in dire need of assistance.

Further, **Presidential Decree No. 1445, Sections 98-99** require the reversion of unliquidated balances of accounts payable and transfer of unexpended balances to the general fund.

Since the payment of cash grants is not based upon a contractual obligation and by continuous failure or abandonment of the household beneficiaries to claim the cash grants, the Department, as recommended by the Commission, should revert to the National Treasury the amounts of unclaimed cash grants.

Hence, consistent with the COA recommendation and provisions in the General Appropriations Act and as consulted with DSWD Field Offices, the following guidelines are hereby issued in the remittance of unclaimed cash grants to the Bureau of the Treasury (BTr).

II. Legal Bases

Sections 98-99, Presidential Decree No. 1445, states the following:

*“Section 98. Reversion of unliquidated balances of accounts payable. The Commission, upon notice to the head of agency concerned, **may revert to the unappropriated surplus of the general fund of the national government, any unliquidated balance of accounts payable in***

the books of the national government, **which has been outstanding for two years or more and against which no actual claim**, administrative or judicial, has been filed **or which is not covered by perfected contracts on record**. This section shall not apply to unliquidated balances of accounts payable in trust funds as long as the purposes for which the funds were created have not been accomplished.

Section 99. *Transfer of unexpended balances to the general fund.* The Commission may transfer at any time, from moneys appropriated for a specific purpose, to the unappropriated general fund any surplus balance standing to the credit of any appropriation or fund when the officer having administrative control thereof certifies to the Commission that there is a surplus in excess of the requirements, or that **the work or purpose for which the appropriation was made** has been completed, **indefinitely postponed or abandoned**, and that there is no outstanding obligation to be paid therefrom.”

Section 65, General Provisions of the Republic Act 10147, GAA Fiscal Year 2011 states that:

“Availability of Appropriations. Appropriations for MOOE and capital outlays authorized in this Act shall be available for release and obligation for the purpose specified, and under the same special provisions applicable thereto, for a period extending to one fiscal year after the end of the year in which such items were appropriated: PROVIDED, That appropriations for MOOE and capital outlays under R.A. No. 9970 shall be made available up to the end of FY 2011: PROVIDED, FURTHER, That a report on these releases and obligations shall be submitted to the Senate Committee on Finance and the House Committee on Appropriations.”

Section 63, General Provisions of the Republic Act 10155, GAA Fiscal Year 2012 states that:

“Availability of Appropriations. Appropriations for MOOE and capital outlays authorized in this Act shall be available for release and obligation for the purpose specified, and under the same special provisions applicable thereto, for a period extending to one fiscal year after the end of the year in which such items were appropriated: PROVIDED, That a report on these releases and obligations shall be submitted to the Senate Committee on Finance and the House Committee on Appropriations, either in printed form or by way of electronic document.”

Section 63, General Provisions of the Republic Act 10352, GAA Fiscal Year 2013 states that:

“Availability of Appropriations. All appropriations authorized in this Act shall be available for release and obligation for the purposes specified, and under the same special provisions applicable thereto, until the end of FY 2013: PROVIDED, That a report on these releases and obligations shall be submitted to the Senate Committee on Finance and the House Committee on Appropriations, either in printed form or by way of electronic document.”

Section 59, General Provisions of the Republic Act 10633, GAA Fiscal Year 2014 states that:

“Availability of Appropriations. Appropriations for MOOE and Capital Outlays authorized in this Act shall be available for release and obligation for the purpose specified, and under the same special provisions applicable thereto, for a period extending to one fiscal year after the end of the year in which such items were appropriated: PROVIDED, That a report on these releases and obligations shall be submitted to the House Committee on Appropriations and the Senate Committee on Finance, either in printed form or by way of electronic document. (CONDITIONAL IMPLEMENTATION - President's Veto Message, December 20, 2013, page 1107, R.A. No. 10633)”

Section 61, General Provisions of the Republic Act 10651, GAA Fiscal Year 2015 states that:

“Availability of Appropriations. Appropriations for MOOE and Capital Outlays authorized in this Act shall be available for release and obligation for the purpose specified, and under the same special provisions applicable thereto, for a period extending to one fiscal year after the end of the year in which such items were appropriated.

A report on these releases and obligations shall be submitted to the House Committee on Appropriations and the Senate Committee on Finance. (CONDITIONAL IMPLEMENTATION - President's Veto Message, December 23, 2014, Volume II-B, page 1552, R.A. No. 10651)”

III. Objectives

1. To provide guidance to Central, Regional and Field Office staff in the process of remitting unclaimed Pantawid cash grants to BTr; and,
2. To set institutional arrangements for offices concerned in the remittance of unclaimed cash grants to BTr.

IV. Coverage

Unclaimed Pantawid cash grants for more than two (2) years from reporting date¹ shall be remitted to the Bureau of the Treasury. However, the following are exempted subject to procedures in these guidelines:

- a. Unclaimed cash grants due to terminated LANDBANK conduits and cancelled payout by LANDBANK conduit; and
- b. Unclaimed Retro payrolls

V. Procedures

1. The Cash Grants Unit of the Field Office (FO) shall identify the unclaimed cash grants for more than two (2) years, from reporting date.

¹ Reporting date refers to the end of month in which the report is consolidated e.g., as of August 31, 2017

2. The identified unclaimed cash grants for more than two (2) years shall be properly tagged by the Cash Grants Unit of the FO as follows:
 - a. Unclaimed cash grants due to terminated LANDBANK conduits and cancelled payout by LANDBANK conduit shall be tagged as “**Unclaimed for more than two (2) years pending replacement/availability of conduit**”.
 - b. Unclaimed Retro payrolls shall be tagged as “**Unclaimed for more than two (2) years pending system enhancement**”.
 - c. Other unclaimed cash grants shall be tagged as “**Unclaimed for more than two (2) years subject for remittance to BTr**”

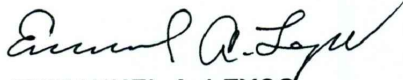
Six (6) months upon resolution of the cases in items a and b, the FO shall immediately facilitate the payout scheduling of the unclaimed cash grants of households still eligible to receive payment. Beyond the said period, it shall be treated as item c.

3. The Cash Grants Unit of the FO shall submit **not later than the 8th day of the month following the reporting date** to the Unified Financial Management Unit (UFMU) the following:
 - a. Payment Status Report
 - b. Certification of Unpaid Households; and
 - c. Consolidated List of Unpaid Beneficiaries Report in accordance with the Memorandum of the Deputy Program Director for Finance dated January 19, 2017;
4. Within seven (7) working days upon receipt of the report on unclaimed cash grants, UFMU shall review the same and confirm the amounts due for remittance to BTr through issuance of a memorandum from the Pantawid Deputy Program Director for Finance;
5. Upon request of UFMU, with supporting documents, the Financial Management Service shall facilitate the remittance of unclaimed cash grants to BTr in accordance with accounting and auditing rules and regulations; and,
6. UFMU shall prepare a bimonthly report on the Status of Amount Remitted to the BTr to the Executive Committee after the payout month.

VI. Effectivity

These guidelines shall take effect immediately.

Issued this 6th day of December 2017.



EMMANUEL A. LEYCO
Officer-in-Charge

Certified Copy:



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