



JOINT MEMORANDUM CIRCULAR NO. 3 SERIES OF 2021

JOINT IMPLEMENTING GUIDELINES FOR THE DISTRIBUTION OF FINANCIAL ASSISTANCE TO CITIES AND MUNICIPALITY IN NATIONAL CAPITAL REGION THAT ARE PLACED UNDER ENHANCED COMMUNITY QUARANTINE

I. RATIONALE

On July 29, 2021, the Inter Agency Task Force for the Management of Emerging Infectious Diseases (IATF-MEID) released Resolution No. 130-A placing the whole National Capital Region (NCR) under Enhanced Community Quarantine (ECQ).

On August 3, 2021, Secretary Harry Roque announced that the President approved the provision of financial support to these ECQ areas through the Department of Budget and Management (DBM).

On August 3, 2021, the President through the Office of the Executive Secretary granted authority on the declaration and use of the savings of the national government to provide Financial Assistance through fund transfer to the Local Government Units (LGUs) of NCR.

Concomitantly, the DBM, on August 6, 2021, issued Local Budget Circular (LBC) No.138 which will serve as the implementing guidelines and budget parameter for the said financial assistance.

Acting on the request of LGUs in the NCR, the IATF-MEID passed Resolution No. 130-E requesting the DBM for an adjustment in the funds to conform to the amounts released during the last financial assistance in April 2021. A supplemental Local Budget Circular shall be released for this purpose once approved.

Applying the whole-of-government approach, this Joint Memorandum Circular (JMC) shall provide the mechanism to implement the distribution of the said financial assistance in support of LBC 138.

II. PURPOSE AND COVERAGE

This JMC shall be the guidelines of the Department of the Interior and Local Government (DILG), the Department of Social Welfare and Development (DSWD), the Department of National Defense (DND), and the LGUs in the implementation of the financial assistance for the cities and municipality of the NCR that are placed under ECQ from August 6 to 20, 2021.

The financial assistance shall be directly released to the concerned LGUs for the provision of cash aid to an estimated 10.8 Million affected individuals in the amount of **PhP1,000.00 per individual, with a maximum amount of PhP4,000.00 per family**. An increase in the target beneficiaries may be expected once the DBM issues a supplemental LBC for the additional funding requested by the IATF-MEID.

III. LEGAL BASES

- A. Sections 4, 5, 9, and 15 of Article II of the 1987 Constitution
- B. Section 11 and 12 of Article XIII, of the 1987 Constitution
- C. Section 4, Article XV, 1987 Constitution
- D. Republic Act No. 10121 or the Philippine Disaster Risk Reduction and Management Act of 2010
- E. IATF Resolution No. 130-A series of 2021 (citing the escalation of the quarantine classification of the whole NCR to ECQ from August 6 to 20, 2021)
- F. Memorandum from the Executive Secretary dated August 3, 2021 re: DBM Request for the Use of Savings and Augmentation under FY 2020 General Appropriations Act (GAA), Republic Act No. 11465 for the Financial Assistance to Local Government in the National Capital Region during the Enhanced Community Quarantine from August 6 to 20, 2021.
- G. Local Budget Circular No. 138 (Guidelines for the Release and Utilization of the Financial Assistance to the Local Government Units Placed Under Enhanced Community Quarantine pursuant to IATF-MEID Resolution No. 130-A).

IV. TARGET BENEFICIARIES




The target beneficiaries shall include low-income¹ individuals and families identified by the LGUs, who are physically residing, permanently or temporarily, or present in the city or municipality under ECQ, at the time of its declaration.

For this purpose, the LGUs shall refer to the database of the recipients of the financial assistance under LBC No. 136 which they distributed in April to May 2021 in the NCR Plus areas: Provided that they may update said list and include other beneficiaries taking into consideration those who have died, have moved to other LGUs, did not appear during the distribution, or duplicate entries and other similar

¹ "The financial assistance shall be computed based on the Philippine Statistics Authority's population projection in the said LGUs corresponding to those with low-income populations. (Item 3.1. of LBC 138)

adjustments until they have exhausted the funds provided by the DBM, including the supplemental budget.

V. GENERAL GUIDELINES

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1. The LGUs shall release the assistance IN CASH to their constituents, *provided*, that the manner and process of distribution shall be in compliance with the LBC No. 138 and this JMC.
 2. The LGUs shall manage and conduct the distribution of financial assistance within fifteen calendar days from the start thereof but said period maybe extended upon request of the LGU concerned.
 3. The LGUs shall ensure the delivery of assistance to the beneficiaries based on their final payroll of eligible beneficiaries.
 4. Prior to the actual distribution, the LGUs shall post in its official website, social media accounts or in conspicuous places in the concerned barangays the list of approved/eligible beneficiaries, limited only to the following information: (a) given, middle, and last names of beneficiary; and (b) barangay and district.
 5. The LGUs shall take full responsibility in the proper disposition/disbursement of funds in accordance with existing budgeting, accounting and auditing rules and regulations of the Commission on Audit (COA).
 6. The DSWD shall provide technical assistance to the LGUs while the DILG shall monitor/supervise the management and distribution of the financial assistance.
 7. The LGUs shall submit to the DILG Regional Office and the DSWD Agency Operation Center a report on the status of the financial assistance distribution every 2 days.
 8. The LGUs shall submit to the DILG the encoded (soft copy) list of all paid beneficiaries upon completion of the distribution of the financial assistance.
 9. The LGU shall perform other functions or activities consistent with the provisions of this JMC.

VI. GRIEVANCE MECHANISM AND MONITORING

Creation of the LGU Grievance and Appeals Committee

Each LGU shall create its own Grievance and Appeals Committee to address complaints or grievances coming from constituents. The Local Chief Executive (LCE) shall determine the composition of the said committee. The LGUs may also create similar committees at the barangay-level, if necessary.

The committee shall act expeditiously on all complaints and shall maintain a hotline to receive complaints.



Joint Monitoring and Inspection Committee (JMIC)

In every city or municipality under ECQ, a JMIC shall be created which shall be composed of the following:


1. DILG City/Municipal Local Government Operations Officer as Chairperson;
2. Municipal Social Welfare Officer;
3. Representative from the DSWD Field Office (C/MAT or SWAD representative);
4. Chief of Police, City/Municipal Police Station;

Provided that, when necessary, a representative from the City or Provincial Prosecutors Office or Civil Society Organizations may also be included.



The JMIC shall have the following functions:

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1. Monitor the compliance of their respective LGUs with the provision of this JMC;
 2. Ensure that the posting requirements are complied with;
 3. Ensure that the LGUs determine the fastest and most effective means of delivering assistance to their LGUs;
 4. Seek the assistance of higher authorities in case of undue delay or systemic anomalies in the distribution of assistance;
 5. Cause the filing of administrative or criminal cases against public officials and other individuals involved in irregular or unlawful practices with regard the implementation of this JMC;
 6. Maintain a hotline to attend to complaints not acted upon by the LGUs; and
 7. Submit regular reports to the DILG/DSWD provincial offices which shall in turn consolidate reports to the region and to the central offices.
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VII. SECURITY MEASURES

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1. The Philippine National Police (PNP) shall provide security assistance to the LGU personnel in-charge of the distribution of financial assistance. It shall provide security, sustain peace, and help maintain public order most especially in the actual distribution of the assistance.
 2. The PNP shall immediately conduct investigation on reported cases of anomalies, irregularities, or graft and corruption concerning the distribution of financial assistance.
 3. The PNP shall consolidate and submit to the concerned DILG Regional Office and to the DILG Central Office the report/s on anomalies/irregularities received on assistance distribution, and the status of case-build up from PNP field offices.
 4. The DND through the Armed Forces of the Philippines (AFP) shall provide security support to the PNP in areas where augmentation is required by local authorities especially in conflict-affected areas, upon receipt of written request from local authorities.
 5. The AFP and PNP shall perform other functions or activities consistent with the provisions of this JMC.

VIII. RELEASE OF THE FUNDS UNDER DBM LOCAL BUDGET CIRCULAR NO. 138

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1. The financial assistance shall be directly released by the DBM to the LGUs that are placed under ECQ.
 2. The financial assistance is computed based on the Philippine Statistics Authority's population projection [in the concerned LGUs] corresponding to those with low-income populations. The allocation for each city and municipality is provided in Annex "A" hereof, subject to the additional allocation as may be provided by the DBM.
 3. Consistent with DBM-DOF No. 2016-11 dated January 4, 2016, the financial assistance shall be released directly by the BTr to the beneficiary LGUs, through authorized government servicing banks, consistent with the purposes indicated corresponding Special Allotment Release Order and Advice of Notice of Cash Allocation Issued to be released by the DBM to the BTr;
 4. The financial assistance shall be used exclusively by the beneficiary cities and municipalities for the provision of assistance to affected individuals equivalent to PhP1,000.00 per affected individual, with a maximum amount of PhP4,000.00 per family. The financial assistance shall not be used for any other program, project, or activity.
 5. Disbursements and utilization of the financial assistance shall be subject to the pertinent provisions of all applicable laws, and budgeting, accounting, and auditing rules and regulations.

IX. POSTING AND REPORTING REQUIREMENTS

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1. LGUs shall comply with the posting requirements prescribed under this JMC.
 2. LGUs shall prepare a report on fund utilization and status of implementation using the DBM-prescribed format.
 3. LGUs shall post the accumulated reports on the LGU's website and in at least three conspicuous public places in the locality; and
 4. The LCE of the implementing LGU shall send said monthly report, together with the list of beneficiaries to the DBM, the COA, and other offices where the submission of reports is required under existing laws, rules, and regulations.

X. RESPONSIBILITY AND ACCOUNTABILITY

The responsibility and accountability in the implementation and proper utilization and disbursement of the financial assistance shall rest upon the LCE and other local officials concerned. It is also the responsibility of said local officials to ensure that the funds released to their respective cities/municipalities are utilized strictly in accordance with applicable budgeting, accounting, and auditing rules and regulations.

XI. SEPARABILITY CLAUSE AND REPEALING CLAUSE


If any clause, sentence, or provision of this JMC shall be invalid or unconstitutional, the other provisions not affected hereby shall remain valid and subsisting.

All previous orders, issuance, rules and regulations inconsistent with or contrary to this JMC are hereby repealed or amended accordingly.

XII. EFFECTIVITY CLAUSE


This JMC shall take effect immediately upon its approval by the respective agencies and shall remain in effect until the state of public health emergency is lifted, subject to changes as may be instructed/issued by the Office of the President.

Signed this _____ day of August 2021 in Metro Manila, Philippines.


EDUARDO M. AÑO
Secretary, DILG


DELFIN N. LORENZANA
Secretary, DND




ROLANDO JOSELITO D. BAUTISTA
Secretary, DSWD

