



Memorandum Circular

No. 15

Series of 2014

Republic of the Philippines
Department of Social Welfare and Development

IBP Road, Batasan Pambansa Complex, Constitution Hills, Quezon City 1126

Telephone Nos. (632) 931-8101 to 07; Telefax (632) 931-8191

E-mail: osec@dswd.gov.ph

Website: <http://www.dswd.gov.ph>

DEPT. OF SOCIAL WELFARE & DEVT.
IBP ROAD, CONSTITUTION HILLS, Q.C.

JUN 09 2014 1516

LEGAL SERVICE

RECEIVED BY: opa

SUBJECT : Amendment to M.C. No. 2 SERIES OF 2104, ENTITLED "GUIDELINES TO STRENGTHEN AND ENHANCE THE IMPLEMENTATION OF THE ASSISTANCE TO INDIVIDUALS IN CRISIS SITUATIONS (AICS)"

In the exigency of the service and after due consultation with concerned offices and units, the following provisions of the above-mentioned Circular are hereby amended to read as follows:

xxx

2.3.1. **Transportation Assistance** – assistance for the payment of transportation expenses (such as to purchase tickets to air/sea/land transport facilities) to enable them to return to their home provinces permanently or to attend to emergency concerns such as death or chronic sickness of a family member in their home provinces and other emergency situations.

xxx

2.3.4 **Food and Non-food Assistance** – food and non-food assistance and are assessed to be in need of such for at least one and a half days, or at most, ten (10) days. It includes the immediate provision of hot meals, or the provision of family food packs

xxx

3.2 The type, kind, and amount of financial assistance to be provided to beneficiaries shall be based on the assessment and recommendation of the DSWD social workers and/or other authorized personnel, duly approved by the authorized official/s of the Department. (nothing follows)

xxx

3.3 Financial assistance amounting to not more than Php5,000 may be released immediately in cash to the beneficiary, duly approved by the head of the CIU in the CO, FOs, or the provincial satellite office.

xxx

3.4 Assistance amounting to more than PhP5,000 but not to exceed to PhP10,000 shall be approved by the Assistant Bureau Director (ABD) of PSB in the CO or the Assistant Regional Director (ARD) of the FOs.

xxx

3.6 In extremely justifiable cases, the amount of assistance beyond P25,000.00 but not to exceed P75,000.00, may be granted subject to the approval of the Secretary or her authorized representative. Amounts beyond PhP5,000 will be released through the issuance of a Guarantee Letter to service providers such as transport companies, medical institutions, pharmacies, funeral services, etc., or by check to the concerned establishment, or any other non-cash financial instrument, as may be appropriate under the circumstances.

xxx

3.7 A client can avail of the different types of assistance only once within three (3) months. Availment of assistance beyond this limit must be supported by a justification based on the special need of the beneficiary per assessment of the social worker, subject to the levels of approval stated previously.

xxx

3.8 Partnerships with the partner agencies such as public hospitals, private hospitals (charity ward, pay ward/room), other government agencies, transport companies, funeral parlors, drugstores/pharmacies, and other service providers is hereby encouraged or shall be established by the Department to ensure that referred clients are efficiently and effectively assisted. Memoranda of Agreement (MOAs) may be entered into by the DSWD with qualified service providers in accordance with pertinent regulations.

xxx

4.2.1 Medical Assistance

- Clinical Abstract/Medical Certificate with signature and license number of the attending physician (issued within 3 months)
- Hospital Bill (for payment of hospital bill,) or Prescription (for medicines) or Laboratory requests (for procedures)
- Barangay Certificate of Residency/Indigency and any Valid ID of the client
- Referral Letter (if applicable)

4.2.2 Burial Assistance

- Funeral Contract
- Registered Death Certificate
- Barangay Certificate of Residency/Indigency and any Valid ID of the client
- Permit to transfer/ Health permit (only for transfer of cadaver)
- Referral Letter (if applicable)

4.2.3 Transportation Assistance

- Barangay Certificate of Residency/Indigency and any Valid ID of the client
- Police Blotter (only for victims of pick pockets, illegal recruitment, and other similar circumstances when a barangay certificate or any valid ID cannot be presented)
- Referral Letter (if applicable)

4.2.4 Educational Assistance

- Enrolment Assessment Form or Certificate of Enrolment or Registration
- School ID of the student/ beneficiary
- Barangay Certificate of Residency/Indigency and any Valid ID of the Client
- Referral Letter (if applicable)

xxx

4.5.2 For clients who shall be provided with guarantee letters, the social worker shall issue the guarantee letter signed and approved by the ABD of PSB in the CO or the ARD of the FOs. The guarantee letter shall be presented to the concerned service provider for the availment of assistance/ service based on the approved amount. The check shall be made payable directly to the service provider and shall be claimed by the representative of the service provider at the FMS/FMU.

xxx

4.5.3 For clients seeking transportation assistance, the CIU may facilitate the provision of air/sea/land tickets.

xxx

4.7.2 *Special Disbursing Officer (SDO) Designation*

The SWAD Team Leader for DSWD FOs shall act as the special disbursing officer of the Satellite CIU Office, provided that he/she holds a regular position. Should there be no available SWAD staff holding a regular position, the FO may provide an SDO for the office.

The designated SDO of the satellite office shall be bonded with a minimum cash of P500,000.00 or more as may be determined by the estimated needs of the satellite office, specifically intended for the release of cash assistance for the CIU clients. The disbursement of the said cash bond

should be subject to liquidation and immediate replenishment in order to sustain the continuous operation of the satellite offices. A system of liquidation and reimbursement process shall be established by the Regional Office/Satellite Office to ensure the availability of cash at any time.

xxx


4.7.4 *Transfer of Funds to LGUs*

The Field Office may opt to transfer funds to LGUs to limit the releases of cash assistance of the Satellite Offices and efficiently serve AICS clients. The identification of LGUs should be based on its good track record in terms of project partnership, submission of liquidation reports, and other operational and geographic standards. A MOA between the FO and the concerned LGU should be forged to support the fund transfer.

This circular takes effect immediately. Issued this 6th day of June 2014.


CORAZON JULIANO-SOLIMAN
Secretary

Certified Copy:


MYRNA H. REYES
Officer In-Charge
Records Unit