

transfer to LGUs and door-to-door delivery schemes as other modes of payment in delivering social pension stipend to indigent senior citizens.”

This document shall serve as reference on the policies and mechanics in the implementation of Social Pension through fund transfer to LGUs and door-to-door delivery scheme by the DSWD Central Office and FOs, the Local Government Units and the service providers.

II. LEGAL BASIS

Republic Act No. 9994 Section 5, Paragraph H, Number 1

Indigent senior citizens shall be entitled to a monthly stipend amounting to Five Hundred pesos (Php 500.00) (IRR of RA 9994, Rule V, Article 20, Section 1) to augment the daily subsistence and other medical needs of senior citizens, subject to a review every two (2) years by Congress, in consultation with the DSWD.

Local Government Code of the Philippines (RA 7160) Chapter II Section 17 (b) (2) (iv) –

“Provides the role of the Municipality: Social welfare services which include programs and projects on child and youth welfare, family and community welfare, women's welfare, welfare of the elderly and disabled persons

Republic Act No. 9184

Government Procurement Reform Act

Administrative Order Number 15 series of 2010

Guidelines on the Implementation of the Social Pension for Indigent Senior Citizens

Administrative Order Number 3 series of 2011

Operational Procedure in Line with Administrative Order (AO) 15 series of 2010 on the Implementation of the Social Pension for Indigent Senior Citizens

Administrative Order Number 07 series of 2013

Amended Guidelines in the Operational Procedure in Line with Administrative Order (AO) 15 on the Implementation of the Social Pension for Indigent Senior Citizens

GAA CY 2014 Provision on Social Pension for Indigent Senior Citizens

“That in case the senior citizen – beneficiaries are not capable of personally receiving the stipend for health reasons, as verified by the DSWD, it may adopt other ways of distribution such as, engaging the services of money remittance companies duly accredited by the BSP”

III. DEFINITION OF TERMS

- A. **FUND TRANSFER** –refers to the transfer of funds to LGUs who have a good track record of disbursing and liquidating funds for the implementation of Social Pension for indigent senior citizens.

- B. **DOOR-TO-DOOR DELIVERY SCHEME**—refers to the delivery of social pension in cash, directly to the residence of the beneficiary thru the identified service providers.
- C. **SERVICE PROVIDER**—refers to any government/private institutions that are capable to deliver the Social Pension stipend thru door-to-door/ directly to the residence of the beneficiary.
- D. **SOCIAL PENSION** – refers to the monthly stipend amounting to Five Hundred Pesos (Php 500.00) to augment the daily subsistence and other medical needs of indigent senior citizens.
- E. **INDIGENT SENIOR CITIZENS**– refers to any elderly, who is frail, sickly, or with disability, and without pension o permanent source of income, compensation or financial assistance from his/ her relatives to support his/ her basic needs. (RA 9994)
- F. **SOCIAL PENSIONERS/ BENEFICIARIES**– refer to qualified indigent senior citizens as validated/ assessed by the C/ MSWDO and OSCA Head based on the Social Pension eligibility criteria.

IV. OBJECTIVES

General Objective:

To provide an effective and efficient mechanism for the delivery of the Social Pension to the beneficiaries.

Specific Objectives:

1. To ensure the timely delivery of grants/ payment to the beneficiary.
2. To expedite implementation of Social Pension by way of directly involving the LGUs, OSCA and people's organization at the city/ municipal level.
3. To capacitate the LGU to manage pay-outs.
4. To engage with service provider capable for the door-to-door delivery of Social Pension from the DSWD FOs to the beneficiaries.
5. To protect the staff from the risk of bringing huge amount of money during cash pay-outs.

V. MECHANICS OF IMPLEMENTATION

A. Fund Transfer to LGUs

1. The DSWD FO with the LGU shall enter into a Memorandum of Agreement (MOA) (Attached pro forma) signed by the Regional Director and the Local Chief Executive.
2. The LGU shall submit Updated List of Eligible Senior Citizens (Annex E) to DSWD FO every 1st week of the 2nd month of the quarter.

3. The Updated List of Eligible Senior Citizens submitted by the LGU shall be the basis in the preparation of Certificate of Eligibility duly approved by the Regional Director (Annex F) which will be the basis for the preparation of payroll by the LGU.
4. The Local Chief Executive (LCE) and C/MSWDO and LGU Disbursing Officer shall set the schedule of pay-out and shall inform the DSWD FOs 10 days before the actual pay-outs.
5. The LGU Disbursing Officer shall conduct the actual pay-out with the assistance of the C/MSWDO staff, OSCA Head, Senior Citizens Organizations.
6. LGUs thru City/ Municipal Disbursing Officers shall submit the following reports to the DSWD FO within fifteen (15) working days after the scheduled pay-out and shall refund the unexpended balance:
 1. Statement of Receipts and Disbursements (SORD) duly received by the Municipal Auditor
 2. List of Paid and Unpaid Beneficiaries certified by the Municipal Accountant and signed by the LCE
 3. Checks for refund of the unexpended balance

B. Door-to-Door Delivery Scheme

1. DSWD FO shall identify the areas for the door-to-door delivery of social pension.
2. The DSWD FO shall facilitate decentralized bidding following the provisions indicated in RA 9184 for the procurement of service providers who will conduct the door-to-door delivery of Social Pension grants.
3. The DSWD FO and the winning Service Provider shall enter into a contract represented by the DSWD Regional Director and the Service Provider's Authorized Official.
4. The service provider shall open an account specifically for the Social Pension door to door delivery.
5. The service provider shall pick up the checks, payroll list, and prenumbered Acknowledgement Receipt from the DSWD FO five (5) days before the scheduled pay-out and shall issue Official Receipt/ Acknowledging Receipt corresponding to the prefunded amount.
6. The service provider shall deliver the cash grant directly to the residence/ given address of the beneficiaries amounting to One Thousand Five Hundred (Php1,500.00) or the amount corresponding to the period/ months when the beneficiary is entitled every last month of the quarter (March, June, September and December).
7. The service provider shall request for beneficiaries' OSCA Identification Card or any other valid IDs upon giving the cash grants to ensure the legitimacy of the recipients.
8. In cases of unsuccessful delivery due to absence of the beneficiaries at the time of payment/ delivery, a notice shall be given to the authorized representative of beneficiaries (family member/neighbor) informing that the service provider shall

redeliver the grants to the house of the social pensioner within 14 calendar days upon notification.

Any unpaid stipend after the lapse of 14 calendar days holding period shall be refunded to the DSWD FO upon liquidation.

9. In case of death of the beneficiaries at the time of payment/ delivery, DSWD FO shall facilitate the distribution of the stipend to the authorized representative of the beneficiary based on the months he/she is alive.
10. The service provider shall submit the following liquidation documents and shall refund the unused balances to DSWD FO on or before 15th day of the month following the quarter (April, July, October and January).
 - 10.1. Duly accomplished Acknowledgement Receipt (Annex A)
 - 10.2. List of paid and unpaid beneficiaries indicating status for the unpaid beneficiaries (Annex B.1 and B.2)
 - 10.3. Certificate of payment duly signed by the service provider's authorized officials (Annex C);
 - 10.4. Picture of beneficiaries receiving the stipend with proof of date; and
 - 10.5. Picture of OSCA ID or any other valid IDs presented
11. No subsequent prefunding of stipend unless the previous fund transfer has been fully liquidated.

VI. PERIOD OF IMPLEMENTATION

Fund Transfer to LGUs

The fund transfer to LGUs shall take effect upon signing of Memorandum of Agreement (MOA) between the DSWD FO and the LGU and shall remain valid and existing unless revoked or terminated by their mutual consent.

Door-to-Door Delivery Scheme

The door-to-door delivery scheme shall take effect upon signing of contract between DSWD FO and the service provider for the period of one year unless sooner revoked/ terminated by the DSWD FO, subject to assessment on the performance of the service provider after six **(6) months vis-à-vis its set of deliverables/ outputs.**

VII. INSTITUTIONAL ARRANGEMENT

A. DSWD Central Office - Protective Services Bureau

1. Prepare Work and Financial Plan, allocate and facilitate release of funds to FOs.
2. Prepare request to Financial Management Service (FMS) for the release of sub – allotment and cash allocation to FOs.
3. Provide technical assistance to DSWD FO on the operational procedures of Social Pension.
4. Conduct monitoring visit and spot check/ program audit to (17) Field Offices quarterly or as necessary.

5. Monitor monthly disbursement and utilization of funds of the Field Offices.
6. Review, monitor and facilitate submission and consolidation of FOs report such as registry of beneficiaries, data on the number of beneficiaries, delisted and waitlisted or unpaid and prepare periodic reports.

B. Financial Management Service (FMS)

1. Review the FO's request/ proposal for funding.
2. Facilitate release of sub- allotments and cash allocation to FOs based on the PSB's request.
3. Provide technical assistance to the Social Pension NPMO and Regional Social Pension Unit (RSPU) relative to financial management.

C. DSWD–FO / Regional Social Pension Unit (RSPU)

1. Adopt scheme for the delivery of Social Pension stipend such as the following:

1.1 Fund Transfer to LGUs

1.1.1 Coordinate and conduct orientation with the presence of the DSWD FO Budget and Finance Units staff to the LGUs with good track record of disbursing and liquidating funds regarding Social Pension to ensure adequate understanding of the program before implementation.

1.1.2 Facilitate the signing of Memorandum of Agreement to the LGUs.

The DSWD FO shall transfer the funds to the LGUs in accordance to Commission on Audit Circular Number 94-013 (Rules and Regulations in the Grant, Utilization and Liquidation of funds transferred to Implementing Agencies) dated December 13, 1994.

1.1.3 Review the quarterly Updated List of Eligible Senior Citizens submitted by the LGU.

1.1.4 Prepare Certificate of Eligibility duly approved by the Regional Director as basis in the preparation of payroll by the LGU.

1.1.5 Coordinate and conduct quarterly meeting on Social Pension with DSWD FO Budget and Accounting staff, MSWDO/ OSCA Head and LGU Disbursing Officer.

1.1.6 Shall require the LGU to submit quarterly liquidation report duly received by the LGU COA Auditor. However, in case of deficiencies noted in the post-audit of the liquidation reports, the DSWD FO shall make necessary adjustments in the books of accounts based on the Statement of Audit Suspensions, Disallowances and Charges (SASDC) issued by the LGU Auditor.

- 1.1.7 Demand the refund of all unutilized/disallowed amounts at the end of the quarter.
- 1.1.8 Conduct orientation, advocacy activities, meetings on Social Pension with LGUs stakeholders e.g., Office of the Senior Citizens Affairs (OSCA) and the senior citizens organizations.
- 1.1.9 Shall provide transportation expenses to the direct implementers of the program based on the cost parameters set by the DSWD Central Office.
- 1.1.10 Receive monthly accomplishment report on Social Pension to the DSWD – RSPU every 25th of the month indicating the number of beneficiaries paid, unpaid, delisted, replacement and waitlisted/ unserved indigent senior citizens, specific concerns / issues on the implementation of Social Pension as well as the best practices or success stories on how the social pension has improved the lives of the beneficiaries.
- 1.1.11 Receive liquidation report from the C/MSWDO within 15 days upon payment and the supporting documents as indicated in page 4. number 7.

1.2 Door-to-Door Delivery

- 1.2.1 Shall identify the areas for the door-to-door delivery of social pension.
- 1.2.2 Facilitate the conduct of decentralized bidding and ensure to follow the Implementing Rules and Regulation of RA 9184 or the “Government Procurement Reform Act” for the identification of service providers (private / government institution) for the door-to-door delivery of social pension in the region. The service provider must be duly accredited by the Bangko Sentral ng Pilipinas (BSP); capable to deliver cash in the provinces up to the barangay level and must have a working capital (current assets-current liabilities) of at least twenty five percent (25%) of the total funds (one year) to be transferred by the DSWD Field Office for the last three (3) consecutive years.
- 1.2.3 Conduct orientation to the Service Provider with the presence of the DSWD FO Budget and Finance Units staff regarding Social Pension program prior to the signing of Contract to ensure adequate understanding of the program before implementation.
- 1.2.4 Prepare payroll for the three (3) months stipend of beneficiaries and shall draw Modified Disbursement Scheme (MDS) check payable to service provider’s Social Pension bank account.
- 1.2.5 Process payment of service fee to the service provider for every successful delivery of grants to each individual beneficiary upon submission of the complete liquidation documents, checks for refund and billing statement (duly supported with certificate of payment signed by DSWD authorized officials and list of beneficiaries.

- 1.2.6 Coordinate and conduct quarterly meeting with DSWD FO Budget and Accounting Units and service provider staff.
 - 1.2.7 Receive fax or email the list of paid beneficiaries and the reasons for being unpaid within five (5) working days after the delivery.
 - 1.2.8 Receive liquidation report from Service Provider on or before 15th day of the month following the quarter (April, July, October and January) as indicated in page 5, number 11.
 - 1.2.9 In case of death of the beneficiaries at the time of payment/ delivery, DSWD FO to facilitate the distribution of the stipend to the authorized representative of the beneficiary based on the months he/she is alive.
2. Facilitate and review monthly submission of LGUs updated/ clean list of beneficiaries and maintain data bank. The RSPU shall maintain and review the validated list of qualified indigent senior citizens submitted by the LGUs which shall include names of the original/ regular beneficiary, replacement and waitlisted or additional beneficiaries, subject for approval of the Regional Director.
 3. Provide technical assistance thru meeting/ consultation with service providers and LGU staff relative to issues and concerns regarding the Social Pension implementation as the need arises.
 4. Conduct quarterly monitoring and spot check to determine the situation of the beneficiaries and to validate the utilization of funds.
 5. Submit monitoring report on the program implementation including issues/ concerns and registry of paid beneficiaries to DSWD CO/ PSB every first working day of the succeeding month.
 6. Acts on grievance/ complaints from individuals and other sources in close coordination with the C/MSWDO and OSCA.

D. Local Government Unit (LGU) for Fund Transfer

1. Submit Updated List of Eligible Senior Citizens to the DSWD FO every 1st week of the 2nd month of the quarter.
2. Facilitate preparation and approval of payroll based on the Certificate of Eligibility issued by the DSWD FO.
3. The Municipal Treasurer or the authorized representative of the LGU shall claim the checks from the DSWD FO and issue an official receipt.
4. Ensure timely delivery of payment to the beneficiaries based on the approved payroll.

5. The Local Chief Executive (LCE) and City/Municipal Social Welfare and Development Officer (C/MSWDO) and LGU Disbursing Officer shall set the schedule of pay-out and shall inform the DSWD FOs 10 days before the actual pay-out.
6. The LGU Disbursing Officer shall conduct the actual pay-out with the assistance of the C/MSWDO staff, OSCA Head, Senior Citizens Organizations and DSWD FO staff.
7. Submit monthly accomplishment report on Social Pension to the DSWD – RSPU every 25th of the month indicating the number of beneficiaries paid, unpaid and waitlisted/unserved. Also, to include in the report the specific concerns / issues on the implementation of Social Pension as well as the best practices or success stories on how the social pension has improved the lives of the beneficiaries.
8. LGUs thru City/ Municipal Disbursing Officers shall prepare and submit liquidation report to DSWD FO within 15 working days upon payment and the supporting documents as indicated in VII. Mechanics of Implementation, A. Fund Transfer to LGUs, Number 6 (page 4).
9. The LGUs (thru the City/Municipal Treasurer) shall take full responsibility in the proper disposition/ disbursement of funds for the implementation of the Social Pension program in accordance with the existing budgeting, accounting and auditing rules and regulations and shall liquidate the transfer of funds in accordance with Commission on Audit Circular No. 94-013.
10. The C/MSWDO, OSCA Head and senior citizens associations shall conduct quarterly validation and monitoring to the beneficiaries to determine their situation and the utilization of the stipend.

E. The Service Provider (Door-to-Door Delivery)

1. Open an account to the Land Bank of the Philippines under the name of Service Provider - Social Pension for Indigent Senior Citizens Program to be used exclusively for the Social Pension door to door delivery.
2. Pick up the checks, payroll list, and prenumbered Acknowledgement Receipt from the DSWD FO five (5) days before the scheduled pay-out and shall issue Official Receipt/ Acknowledging Receipt corresponding to the prefunded amount.
3. Confirm the completeness of the payroll of beneficiaries within 24 hours upon receipt thereof.
4. Maintain a master list of beneficiaries and update it every quarter for authentication in coordination and approval of the DSWD Field Office.
5. Deliver the cash grants directly to the residence/ given address of the SPISC beneficiaries especially the frail, sickly, bedridden or with disability and residing in the far flung areas on a quarterly basis as scheduled by the DSWD FO based on the payroll.

6. Request for beneficiaries' OSCA Identification Card or any other valid IDs upon giving the cash grants to ensure the legitimacy of the recipients.
7. Submit to the DSWD FO thru fax or email the list of paid and unpaid beneficiaries and the reasons for being unpaid within five (5) working days after the delivery.
8. Submit the following liquidation reports/documents and refund the balance to DSWD Field Office on or before 15th day of the month following the quarter (April, July, October and January).
 - Duly accomplished Acknowledgement Receipt;
 - Photograph of the beneficiaries receiving the cash grants with proof of date;
 - List of Paid and Unpaid beneficiaries including the reason of being unpaid (death of the beneficiary, transferred residence, list of beneficiary with unknown address or cannot be located);
 - Certificate of Payment signed by the Service Provider's authorized official;
 - Picture of OSCA ID or any other valid IDs presented
9. In cases of unsuccessful delivery due to absence of the beneficiaries at the time of payment/ delivery, a notice shall be given to the authorized representative of beneficiaries (family member/neighbor) informing that the service provider shall redeliver the grants to the house of the social pensioner within 14 calendar days upon notification.

Any unpaid stipend after the lapse of 14 calendar days holding period shall be refunded to the DSWD FO upon liquidation.


10. Comply with the terms and conditions stipulated in the Terms of Reference (Annex D).

VIII. EFFECTIVITY

This procedure/ guidelines shall take effect immediately and rescind orders which may be contrary to it.

Issued in Quezon City this 2nd day of December 2014.


CORAZON JULIANO-SOLIMAN
Secretary

Certified Copy:

R. S. W
MYRNA H. REYES
Officer In-Charge
Records Unit

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
 Social Pension for Indigent Senior Citizens
 Region I (Ilocos Region) Regional Office

ACKNOWLEDGEMENT RECEIPT

Name **TABAS, TERESITA D**
 Address **POBLACION**
 Municipality **NUEVA ERA**
 Province **ILOCOS NORTE**
 Gender **Female**

OSCA ID: _____
 HOUSEHOLD ID: _____

Not valid if erasures or alteration are present

Request for Payment for the
 ___ Quarter of CY 2014

Please check the following box corresponding
 to the amount received

Refer to:
 Payroll for Region 1
 Poblacion, Nueva Era, Ilocos Norte
 entry # 1

April

May

June

Total _____

Petsa _____

Ito ay nagpapatunay na nakatanggap ako mula sa (pangalan ng service provider) ng perang nagkakahalaga ng _____ para sa aking pension sa mga buwan ng April, May at June.

Binayaran ni:

Tinanggap ni:

 Pangalan at Lagda ng Tagadala

TABAS, TERESITA D.
 Lagda/Thumbmark ng Benepisaryo

Sinaksihan ni:

 Lagda/Thumbmark ng Authorized Representative/
 Baranggay Captain

Note: In the absence of the authorized representative, Barangay Captain may sign as witness on payout.

Name of Service Provider
ADDRESS

LIST OF PAID BENEFICIARIES FOR SOCIAL PENSION FOR INDIGENT SENIOR CITIZENS

(Name of Service Provider) Branch: _____ Total Amount Paid: _____
 No. of Beneficiaries paid: _____ Period covered of stipend: _____
 Province covered: _____

MUNICIPALITY OF (A) _____

Barangay	Name of Beneficiaries	Amount Paid	Remarks <i>(for deceased beneficiaries)</i>
Sub-Total			

MUNICIPALITY OF (B) _____

Barangay	Name of Beneficiaries	Amount Paid	Remarks <i>(for deceased beneficiaries)</i>
Sub-Total			

Prepared by:

 (Signature over printed name)

Certified by:

Service Provider 's ACCOUNTANT
 (Signature over printed name)

Approved by:

AREA MANAGER
 (Signature over printed name)

Name of Service Provider
ADDRESS

LIST OF UNPAID BENEFICIARIES FOR SOCIAL PENSION FOR INDIGENT SENIOR CITIZENS

(Name of Service Provider) Branch: _____ Total Unpaid Amount: _____
 No. of Beneficiaries unpaid: _____ Total Amount of Refund: _____
 Province covered: _____ Period covered of stipend: _____

DETAILS OF UNPAID BENEFICIARIES WITH 14 DAYS HOLDING PERIOD:

MUNICIPALITY OF (A) _____

Barangay	Name of Beneficiaries	Unpaid Amount	Status
Sub-Total			

DETAILS OF UNPAID BENEFICIARIES DUE TO DEATH:

MUNICIPALITY OF (A) _____

Barangay	Name of Beneficiaries	Unpaid Amount	Remarks
Sub-Total			

Prepared by:

Certified by:

(Signature over printed name)

(Signature over printed name)

Approved by:

AREA MANAGER

(Signature over printed name)

Note: 1. Initial liquidation - total refund shall be equal to the total amount of unpaid beneficiaries due to death

2. Liquidation after lapse of 14 days holding period – total amount of refund shall be equal to the total amount of unpaid beneficiaries

TERMS OF REFERENCE

TITLE: TERMS OF REFERENCE ON THE IMPLEMENTATION OF DOOR-TO-DOOR DELIVERY OF SOCIAL PENSION FOR INDIGENT SENIOR CITIZENS

I. BACKGROUND OF THE PROJECT

The Social Pension for Indigent Senior Citizens is additional government assistance stated in the Republic Act 9994 otherwise known as “ The Expanded Senior Citizens Act of 2010”. It is being implemented by the Protective Service Bureau (PSB) of the Department of Social Welfare and Development (DSWD).

Social Pension is a monthly stipend of Php 500.00 for the indigent senior citizens who are frail, sickly, or with disability, and without pension or regular source of income, without compensation or financial assistance from his/ her relatives to support his/her basic needs. (Source: RA 9994).

The Social Pension program is being implemented in all regions nationwide including Autonomous Region of Muslim Mindanao (ARMM) thru the DSWD Field Offices (DSWD FO) in partnership with the Local Government Unit (LGU) mainly the City/ Municipal Social Development Office (C/MSWDO), Office of the Senior Citizens Affairs (OSCA) and Senior Citizens Organizations (SCOs) in every city/ municipality.

The provision of Social Pension for Indigent Senior Citizens started in January 2011. The amount of Php 1, 500.00 per beneficiary is being paid quarterly in cash by the Special Disbursing Officers (SDOs) of the FO to the beneficiaries or authorized representatives. The Social Pension pay-out is being conducted in the respective city/ municipality by the DSWD FO staff, MSWDO and OSCA Head. In CY 2012 and CY 2013, some FOs engaged with the LGUs for the transfer of fund from DSWD FO Account to the LGU Trust Fund Account as another mode of payment in delivering social pension stipend to indigent senior citizens.

However, there are some social pensioners who are not able to attend on scheduled pay-outs due to their weak physical condition and geographical locations. Likewise, the DSWD FO has limited manpower to handle the pay-outs in all municipalities. Hence, door-to-door delivery was pilot tested in June, 2013 which covers the 9, 296 beneficiaries or 5% of the CY beneficiaries nationwide. The door-to-door delivery scheme is another mode of payment in delivering the social pension stipend directly to the residence of the beneficiaries.

The DSWD had pilot tested the door-to-door delivery scheme in June 2013 in partnership with the Philippine Postal Corporation (PhilPost) as conduit. As a result,

the FOs have considered to implement the said scheme in partnership with service providers available in the region.

The Department issued Administrative Order No. 7 series of 2013, amending Administrative Order No. 3 series of 2011 or the Operational Procedure in the implementation of AO 15 to include door-to-door delivery scheme as other modes of payment in delivering social pension stipend to indigent senior citizens." Further, it is stated in the General Appropriation Act, "That in case the senior citizen- beneficiaries are not capable of personally receiving the stipend for health reasons, as verified by the DSWD, it may adopt other ways of distribution such as, engaging the services of money remittance companies duly accredited by the BSP."

Thus, the DSWD FO shall engage with the existing service providers in the region that can guarantee effective and efficient door-to-door delivery of Social Pension to the beneficiaries based on the qualifications/ criteria set by the DSWD.

II. OBJECTIVES

General Objective

To identify and assess service providers for effective and efficient door- to- door delivery of social pension to the beneficiaries.

Specific Objectives

1. To ensure timely delivery of stipend/ payment to the beneficiaries.
2. To protect the staff from the risk in bringing huge amount of money during cash pay- out.

III. SCOPE OF WORK

The service provider shall deliver the stipend directly to the residence/ given address of the beneficiaries on a quarterly basis as scheduled by the DSWD FO.

IV. PROJECT TIMELINES

The DSWD FO shall engage with the service provider for the period of one year unless sooner revoked/ terminated by the DSWD FO, subject to assessment on the performance of the service provider after six (6) months vis-à-vis its set of deliverables/ outputs.

V. QUALIFICATIONS

1. Must be duly accredited by the Bangko Sentral ng Pilipinas (BSP)
2. Capable to deliver cash in the provinces up to the barangay level
3. Must have a working capital (current assets-current liabilities) of at least twenty five percent (25%) of the total funds (one year) to be transferred by the DSWD Field Office for the last three (3) consecutive years.

VI. DELIVERABLES/ OUTPUTS OF SERVICE PROVIDERS

1. Conduct door-to-door delivery of Social Pension stipend to the beneficiaries.
2. Submit the following liquidation documents and shall refund the unused balances to DSWD FO on or before 15th day of the month following the quarter (April, July, October and January).
 - a. Duly accomplished Acknowledgement Receipt (Annex A)
 - b. List of paid and unpaid beneficiaries indicating status for the unpaid beneficiaries (Annex B.1 and B.2)
 - c. Certificate of payment duly signed by the service provider's authorized officials (Annex C);
 - d. Picture of beneficiaries receiving the stipend with proof of date; and
 - e. Picture of OSCA ID or any other valid IDs presented

VII. INSTITUTIONAL ARRANGEMENTS

A. DSWD-FO / Regional Social Pension Unit (RSPU)

1. Shall identify the areas for the door-to-door delivery of social pension.
2. Facilitate the conduct of decentralized bidding and ensure to follow the Implementing Rules and Regulation of RA 9184 or the "Government Procurement Reform Act" for the identification of service providers (private / government institution) for the door-to-door delivery of social pension in the region. The service provider must be duly accredited by the Bangko Sentral ng Pilipinas (BSP); capable to deliver cash in the provinces up to the barangay level and must have a working capital (current assets-current liabilities) of at least twenty five percent (25%) of the total funds (one year) to be transferred by the DSWD Field Office for the last three (3) consecutive years.
3. Conduct orientation to the service provider with the presence of the DSWD FO Budget and Finance Units staff regarding Social Pension program prior to the signing of a Contract to ensure adequate understanding of the program before implementation.
4. Prepare payroll for the three (3) months stipend of beneficiaries sorted per barangay, per city/ municipality and per province and shall draw Modified Disbursement Scheme (MDS) check payable to service provider's Social Pension bank account.
5. Prefund the quarterly cash requirements vis-à-vis the approved payroll for door-to-door delivery of Social Pension.
6. Transmit the payroll of SPISC beneficiaries to name of service provider with corresponding prenumbered Acknowledgement Receipt (5 days) before the start of pay-out.

7. Receive fax or email the list of paid beneficiaries and the reasons for being unpaid within five (5) working days after the delivery
8. Receive liquidation documents from the name of service provider: (1) Duly accomplished Acknowledgement Receipt; (2) list of paid and unpaid beneficiaries indicating status for the unpaid beneficiaries (3) Certificate of payment duly signed by service provider's authorized officials; (4) Picture of beneficiaries receiving the stipend with proof of date; and (5) Picture of OSCA ID or any other valid IDs presented.
9. Receive refund from name of service provider corresponding to the undelivered stipend and deposit to Bureau of Treasury.
10. Process payment of service fees per beneficiary based on reviewed/ validated Billing Statement and liquidation documents.
11. In case of death of the beneficiaries at the time of payment/ delivery, DSWD FO to facilitate the distribution of the stipend to the authorized representative of the beneficiary based on the months he/she is alive.
12. Coordinate and conduct quarterly meeting with DSWD FO Budget and Accounting Units and service provider staff.
13. Provide technical assistance thru meeting/ consultation with service providers and LGUs relative to issues and concerns regarding the Social Pension implementation as the need arises.
14. Conduct quarterly monitoring and spot check to determine the situation of the beneficiaries and to validate the utilization of funds.
15. Submit monitoring report on the program implementation including issues/ concerns and registry of paid beneficiaries to DSWD CO/ PSB every first working day of the succeeding month.
16. Acts on grievance/ complaints from individuals and other sources in close coordination with the C/MSWDO and OSCA.

B. THE SERVICE PROVIDER

1. Open a current account to the Land Bank of the Philippines under the name of Social Pension for Indigent Senior Citizens Program to be used exclusively for the Social Pension door to door delivery.
2. Pick up the checks, payroll list, and prenumbered Acknowledgement Receipt from the DSWD FO five (5) days before the scheduled pay-out and shall issue Official Receipt/ Acknowledging Receipt corresponding to the prefunded amount.

3. Receive the payroll of SPISC beneficiaries with corresponding prenumbered Acknowledgement Receipt (5) days before the start of the pay- out.
4. Confirm the completeness of the payroll of beneficiaries within 24 hours upon receipt thereof.
5. Maintain a master list of beneficiaries and update it every quarter for authentication in coordination and approval of the DSWD Field Office.
6. Deliver the stipend thru door-to-door to the beneficiaries as identified and approved by DSWD.
7. Issue to DSWD Field Office _____ the Billing Statement in payment for the service fee for every successful delivery of grants to each individual beneficiary.
8. Refund the undelivered stipend due to death or after the lapse of 14 days holding period upon liquidation.
9. Submit the following liquidation documents to the DSWD Field Office____; (1) Duly accomplished Acknowledgement Receipt; (2) list of paid and unpaid beneficiaries indicating status for the unpaid beneficiaries (3) Certificate of payment duly signed by service provider's authorized officials; and (4) Picture of beneficiaries receiving the stipend with proof of date.
10. Submit summary report to the DSWD Field Office on the unsuccessful delivery and the reasons for undelivered pension/ stipend to the beneficiary per quarter for reconciliation purposes.
 1. In cases of unsuccessful delivery due to absence of the beneficiaries at the time of visit, a notice shall be given to the authorized representative of beneficiaries (family member/neighbor) informing that the service provider shall redeliver the grants to the house of the social pensioner within 14 days upon notification.

Any unpaid stipend after the lapse of 14 days holding period shall be refunded payable to the DSWD FO ___ upon liquidation.

VIII. RENUMERATION AND TERMS OF PAYMENT

Service Fee:

The amount for service fee for the door-to-door delivery shall not exceed One Hundred Pesos (Php 100.00) for every successful delivery based on the approved Contract between the DSWD FO and service provider.

Terms of Payment:

The service fee shall be paid by the DSWD upon completion of the liquidation reports and billing statement by the service provider.

This order shall take effect immediately.

Approved by:

Name and Designation
Regional Director
Date

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Social Pension for Indigent Senior Citizens
Region I (Ilocos Region) Regional Office

ACKNOWLEDGEMENT RECEIPT

Name **TABAS, TERESITA D**
Adress **POBLACION**
Municipality **NUEVA ERA**
Province **ILOCOS NORTE**
Gender **Female**

OSCA ID: _____
HOUSEHOLD ID: _____

Not valid if erasures or alteration are present

Request for Payment for the
____ Quarter of CY 2014

Please check the following box corresponding
to the amount received

Refer to:
Payroll for Region 1
Poblacion, Nueva Era, Ilocos Norte
entry # 1

April

May

June

Total _____

Petsa _____

Ito ay nagpapatunay na nakatanggap ako mula sa (pangalan ng service provider) ng perang nagkakahalaga
ng _____ para sa aking pension sa mga buwan ng April, May at June.

Binayaran ni:

Tinanggap ni:

Pangalan at Lagda ng Tagadala

TABAS, TERESITA D.
Lagda/Thumbmark ng Benepisaryo

Sinaksihan ni:

Lagda/Thumbmark ng Authorized Representative/
Baranggay Captain

Note: In the absence of the authorized representative, Barangay Captain may sign as witness on payout.

(Name of the LGU)

Social Pension for Indigent Senior Citizens

Updated List of Eligible Senior Citizens

Name	Address	Age	Amount
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Prepared by:

Approved by:

MSWDO

LCE

Department of Social Welfare and Development
DSWD FO ____

Social Pension for Indigent Senior Citizens

CERTIFICATE OF ELIGIBILITY

THIS IS TO CERTIFY that the following are indigent senior citizens eligible for Social Pension stipend in the amount of One Thousand Five Hundred (Php 1, 500.00) each covering the period of ____.

Name	Address
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Prepared by:

Recommending Approval:

Approved by:

SWO II, Social Pension

Head, Protective Service Unit

Regional Director

MEMORANDUM OF AGREEMENT

Know All Persons By These Presents:

This Memorandum of Agreement made and entered into this ____ day of _____, 2014 at _____ between:
and among :

The **Department of Social Welfare and Development (DSWD) – Field Office** with office address at _____ represented by its Regional Director, _____ (herein referred to as **(DSWD)**);

-and-

The **City/ Municipal Government** of _____ with office address at _____ represented **by name of the Local Chief Executive**, (Position) herein referred as the **LGU**;

WITNESSETH

Whereas, The Department of Social Welfare and Development, is mandated to provide social welfare and development programs particularly through technical assistance and resource augmentation;

Whereas, The DSWD, is continuously implementing programs/projects and providing augmentation assistance to the local government units (LGU), non-government organizations, and other partner agencies, that would help alleviate poverty and ensure welfare of the disadvantaged and vulnerable groups;

Whereas, The Social Pension for Indigent Senior Citizens is an additional government assistance to augment the daily subsistence and other medical needs of indigent senior citizens;

Whereas, fund transfer to LGU is identified as a mode of payment to fast track the distribution of stipend to the beneficiaries and to strengthen partnership with LGUs in the effective delivery of programs and services;

NOW, THEREFORE, for and in consideration of the foregoing premises, hereinafter set forth, the parties hereto agree to undertake the program under the following terms and conditions:

I. THE PROGRAM

The Social Pension for Indigent Senior Citizens is the provision of monthly pension to qualified indigent senior citizens in the amount of Five Hundred Pesos (P500.00) as government assistance stipulated under Republic Act 9994 otherwise known as "The Expanded Senior Citizens Act of 2010".

II. LEGAL BASES

1. (3) *Expanded Senior Citizens Act of 2010 (Republic Act 9994)* – An Act granting additional benefits and privileges to senior citizens
2. (1) *Philippine Constitution of 1987* – It states that, “In all matters relating to the care, health and benefits of the elderly, the State shall adopt an integrated and comprehensive approach to health development which shall endeavor to make essential goods, health and other social services available to all people at affordable costs giving priority for the needs of the underprivileged sick, elderly, disabled, women and children”
3. (2) *Local Government Code of the Philippines (RA 7160)* – Chapter II Section 17 (b) (2) (iv), It states that “Provides the role of the Municipality: social welfare services which include programs and projects on child and youth welfare, family and community welfare, women’s welfare, welfare of the elderly and disabled persons”
4. (4) *DSWD Administrative Order No. 15 series 2010* – Guidelines on the implementation of Social Pension for indigent senior citizens.
5. (5) *DSWD Administrative Order No. 3 series 2011* – Operational procedures in line with AO No. 15 series 2010 on the implementation of Social Pension for indigent senior citizens
6. (6) *DSWD Administrative Order No. 4 series 2012* – Procedure in Processing Replacements for Beneficiaries of the Social Pension
7. (7) *DSWD Administrative Order No. 7 series of 2013* – Amended Guidelines in the Operational Procedure in Line with Administrative Order (AO) 15 on the Implementation of the Social Pension for Indigent Senior Citizens
8. (8) *Memorandum Circular No. ___ series of 2014* – Supplemental Guidelines to Administrative Order (AO) No. 07 series of 2013 for the Implementation of Social Pension for Indigent Senior Citizens through Fund Transfer to LGUs and the Door-to-Door Delivery

III. ROLES AND RESPONSIBILITIES

a. DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (Field Office)

1. Coordinate and conduct orientation with the presence of the DSWD FO Budget and Finance Units staff to the LGUs with good track record of disbursing and liquidating funds regarding Social Pension to ensure adequate understanding of the program before implementation.
2. Facilitate the signing of Memorandum of Agreement to the LGUs.

The DSWD FO shall transfer the funds to the LGUs in accordance to Commission on Audit Circular Number 94-013 (Rules and Regulations in the Grant, Utilization and Liquidation of funds transferred to Implementing Agencies) dated December 13, 1994.

3. Review the quarterly Updated List of Eligible Senior Citizens submitted by the LGU.
4. Prepare Certificate of Eligibility duly approved by the Regional Director as basis in the preparation of payroll by the LGU.
5. Coordinate and conduct quarterly meeting with FO Budget and Accounting staff, MSWDO/ OSCA Head and LGU Disbursing Officer.
6. Shall require the LGU to submit quarterly liquidation report duly received by the LGU COA Auditor. However, in case of deficiencies noted in the post-audit of the liquidation reports, the DSWD FO shall make necessary adjustments in the books of accounts based on the Statement of Audit Suspensions, Disallowances and Charges (SASDC) issued by the LGU Auditor.
7. Demand the refund of all unutilized/disallowed amount at the end of the quarter
8. Provide technical assistance thru meeting/ consultation with LGU staff relative to issues and concerns regarding the Social Pension implementation as the need arises.
9. Conduct quarterly monitoring and spot check to determine the situation/ condition of the beneficiaries and to validate the utilization of the stipend.
10. Acts on grievance/ complaints from individuals and other sources in close coordination with the C/MSWDO and OSCA
11. Shall provide transportation expenses to the direct implementers of the program based on the cost parameters set by the DSWD Central Office.

b. Local Government Unit (LGU)

1. Submit Updated List of Eligible Senior Citizens to the DSWD FO every 1st week of the 2nd month of the quarter.
2. Facilitate preparation and approval of payroll based on the Certificate of Eligibility issued by the DSWD FO.
3. The Municipal Treasurer or the authorized representative of the LGU shall claim the check/s from the DSWD Field Office and shall issue an official receipt.
4. Ensure the timely delivery of payment to the beneficiaries based on the payroll.
5. The Local Chief Executive (LCE) and City/Municipal Social Welfare and Development Officer (C/MSWDO)and LGU Disbursing Officer shall set the schedule of pay-out and shall inform the DSWD FOs 10 days before the actual pay-out.
6. The LGU Disbursing Officer shall conduct the actual pay-out with the assistance of the C/MSWDO staff, OSCA Head, Senior Citizens Organizations.
7. Submit monthly accomplishment report on Social Pension to the DSWD FO – RSPU every 25th of the month indicating the number of beneficiaries, paid, unpaid and waitlisted/ unserved. Also, to include specific concerns / issues on the implementation of Social Pension as well as the best practices or success stories on how the social pension has improved the lives of the beneficiaries
8. LGUs thru City/ Municipal Disbursing Officers shall prepare and submit the following reports to the DSWD FO within 15 days upon payment:
 - 8.1 Statement of Receipts and Disbursements (SORD) duly received by the Municipal Auditor.
 - 8.2 List of Paid and Unpaid Beneficiaries certified by the Municipal Accountant and signed by the LCE.
 - 8.3 Checks for refund of the unexpended balance.
9. The LGUs (thru the City/Municipal Treasurer) shall take full responsibility in the proper disposition/ disbursement of funds for the implementation of Social Pension program in accordance with the existing budgeting, accounting and auditing rules and regulations and shall liquidate the transfer of funds in accordance with Commission on Audit Circular No. 94-013.
10. The C/MSWDO, OSCA Head and senior citizens associations shall conduct quarterly validation and monitoring thru home visits to the

beneficiaries to determine their situation and the utilization of the stipend.

IV. ACCOUNTABILITY

The agreement shall be implemented as agreed upon in accordance with the terms and conditions stipulated herein. Failure on the part of any party to comply with the provisions of this Agreement will warrant its discontinuance and give rise to filing of appropriate administrative and / or criminal actions against responsible officers and employees of the erring party.

This Memorandum of Agreement shall take effect upon signing of the parties hereto and shall remain valid and existing until revoked or terminated by their mutual consent.

In witness whereof, the parties hereby affix their signature this _____ day of _____, 2014 at _____.

For the Department of Social Welfare and Development

Regional Director
DSWD Field Office ____

For the Local Government Unit

City/ Municipal Mayor
Municipality of _____

Witnesses:

DSWD Field Office ____

City/ Municipality

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
City / Municipality of _____)SS

BEFORE ME, Notary Public for Quezon City, Philippines, personally appeared:

<u>Name</u>	<u>Identification Document Presented</u>	<u>Date & Place Issued</u>
_____	_____	_____
_____	_____	_____

All known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to that the same is their free and voluntary acts and deed and the free voluntary act and deed of the principal they represent.

The said instrument refers to Memorandum of Agreement consisting of six (6) pages including this acknowledgement page and signed by the parties and witness on all pages.

WITNESS MY HAND AND SEAL on the date and place first above written.

NOTARY PUBLIC
Doc. No. _____
Page No. _____
Book No. _____
Series of 2014