



Republic of the Philippines  
Department of Social Welfare and Development

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MEMORANDUM CIRCULAR

No. 15  
Series of 2015

**SUBJECT: AMENDED GUIDELINES IN ADMINISTRATIVE ORDER NO. 03 SERIES OF 2011  
RE: OPERATIONAL PROCEDURE IN LINE WITH ADMINISTRATIVE ORDER (AO)  
15 ON THE IMPLEMENTATION OF THE SOCIAL PENSION FOR INDIGENT  
SENIOR CITIZENS**

**RATIONALE**

Based on the assessment of the social pension program implementation last CY 2012, the stipend that the beneficiaries received was generally utilized for their medicines, food, personal stuff, payment for check-up or hospital expenses, repayment of debts, shared with relatives. Further, the beneficiaries claimed that the released amount of social pension benefits are late and are not fully responding to their needs.

Hence, it is necessary to provide the stipend earlier at the start of the quarter so that they can use it as needed to promote their best welfare and interest.

In view of this, Administrative Order No. 3 series of 2011, Operational Procedure in line with Administrative Order 15 on the Implementation of the Social Pension for Indigent Senior Citizens, is hereby amended to read as follows:

**III. Implementing Procedure, letter (c) Social Pension (Stipend) Payment, number (1) to read as:**

FROM	TO
The release of stipend shall be done on a quarterly basis (March, June, September and December)	The release of stipend shall be done <b>EVERY FIRST MONTH OF THE QUARTER (JANUARY, APRIL, JULY and OCTOBER)</b>

**Therefore, to ensure timely release of stipend, all pertinent documents i.e. payroll, voucher, etc. shall be prepared one month prior to the schedule of pay-outs.**

This order takes effect immediately upon approval.

Issued in Quezon City this 24<sup>th</sup> day of June 2015.

  
CORAZON JULIANO-SOLIMAN  
Secretary