

MEMORANDUM CIRCULAR

No. 04
Series of 2017

SUBJECT: GUIDELINES ON THE IMPLEMENTATION OF REPUBLIC ACT 10868 "AN ACT HONORING AND GRANTING ADDITIONAL BENEFITS AND PRIVILEGES TO FILIPINO CENTENARIANS, AND FOR OTHER PURPOSES" ALSO KNOWN AS THE "CENTENARIANS ACT OF 2016"

I. RATIONALE

A notable aspect of the global ageing process is the progressive demographic ageing of the older population itself. For most nations, regardless of their geographic location or development stage, the 80 or over age group is growing faster than any younger segment of the older population. At the global level, the average annual growth rate of persons aged 80 years old or over is currently twice as the growth rate of the population over 60 years of age. By 2025, 57% of the world's population aged 80 years or older will be living in the less developed regions and by 2050, this proportion will increase to more than 70%. Although the proportion of people who live beyond the age of 100 is still very small, their number is growing. In 2000, there were an estimated 180,000 centenarians throughout the world. By 2050, they are projected to number 3.2 million, an increase of about 18 times. Currently, the great majority of centenarians live in the more developed regions. Despite the smaller proportion of centenarians in the less developed regions, a significant increase in the absolute number of persons in this age group is projected to take place in these regions over the next 50 years. (*World Population Ageing 1950-2050, DESA, UN*)

By the middle of this century, Asia's elderly population is projected to reach 922.7 million, and its share of population 17.5%, from just 4.1% in 1950. Within the next few decades, Asia is poised to become the oldest region in the world; reforming policies and creating new structures and institutions to address this challenge is a huge and complex undertaking that requires a big head-start. (*ADB Aging in Asia: Trends, Impacts and Responses*)

In the Philippines, people regarded as senior citizens are those aged 60 years old and over. They made up 6.8% of the 92.1 million populations in 2010, higher than the 6.0 percent recorded in 2000. (*Philippine Statistics Authority: The Age and Sex Structure of the Philippine Population: Facts from the 2010 Census*). The proportion of persons aged 60 years and above will increase from 5.7% of the population in 2010 to 10.0% in 2030 (*Ageing and Health, Philippines http://www.wpro.who.int/topics/ageing/ageing_fs_philippines.pdf?ua=1*). For a country with 100 million people, only a tiny fraction lives to 100 years old. Based on a 2010 census released by the National Statistics Offices, the estimated number of Filipinos who have lived over 100 is 8,000 or .008%. (*Explanatory Note: SB 3328*)

Despite the global increase in the population of centenarians, in the Philippines living to a hundred years is a rarity in this day considering the modern lifestyle and ways of many Filipinos. Given this, providing incentives to the Filipino senior citizens who have lived to a hundred and over should be respected and accord them the assistance the government can provide. (*Explanatory Note: SB 3328*)

II. LEGAL BASES

Philippine Constitution, Article XIII, Section 11

"The State shall adopt an integrated and comprehensive approach to health development which shall endeavour to make essential goods, health and other social services available to all the people at

affordable cost. There shall be priority for the needs of the underprivileged sick, elderly, disabled, women and children. The State shall endeavour to provide free medical care to paupers.”

Philippine Constitution Article XV, Section 4

“The family has the duty to care for its elderly members but the State may also do so through just programs of social security”

Republic Act 9994

“Expanded Senior Citizens Act of 2010, An Act Granting Additional Benefits and Privileges to Senior Citizens, Further Amending Republic Act 7432, As Amended, Otherwise Known “As An Act to Maximize the Contribution of Senior Citizens to Nation Building, Grant Benefits and Special Privileges and for Other Purposes”

Republic Act 10868, Rule V, Article 5.1

“A centenarian shall receive from the national government a Letter of Felicitation signed by the President and Centenarians Gift of Php100,000.00 to the living centenarian in recognition of his or her longevity. A Posthumous Plaque of Recognition shall be awarded to the deceased centenarian by the DSWD to be received by the centenarian’s nearest surviving relative”

III. DEFINITION OF TERMS

Cash incentive – refers to the amount to be awarded by the city or municipality to the centenarian as additional benefit to be determined by the LGU.

Centenarian – refers to all Filipinos, who have reached one hundred years old and above, whether residing in the Philippines or abroad.

Centenarian Gift – refers to the amount of Php100,000.00 tax free cash benefit to be given to the centenarian as a gift from the national government through the DSWD.

Civil Society Organizations (CSOs) – refers to all organizations whether non-government organizations (NGOs) or People’s Organizations (POs) who may assist in verifying and validating centenarians.

Community-Based Monitoring System (CBMS) – refers to the monitoring and benchmarking tool that provides reliable sets of information for evidence-based policy-making, decision-making and program implementation.

C/MSWDO – refers to the City or Municipal Social Welfare and Development Officer (C/MSWDO) who is in-charge of the implementation of social protection programs, including direct services for specific sectors like the elderly, at the local level and who shall be requested to assist in identifying and validating all centenarians in their locality.

Identification Document – refers to any document or proof of being a centenarian which may be used as basis for the availment of the above-mentioned awards and incentives.

Letter of Felicitation – refers to a letter from the President of the Philippines congratulating the celebrant on his or her longevity.

Listahanan – refers to the National Household Targeting System (NHTS) administered by the DSWD purposely to identify the non-poor and poor households in all the communities which can also be used to cross-reference to identify all living centenarians.

National Respect for Centenarians Day – refers to the annual commemoration of centenarians to be celebrated every first Sunday of October as part of the annual celebration of the Elderly Filipino Week (EFW) from October 1 to 7.

Nearest Surviving Relative – refers to the closest person related to the deceased centenarian by blood or affinity.

OSCA – refers to the Office of Senior Citizens Affairs (OSCA) established under Republic Act No. 9994, and headed by an OSCA Head, primarily tasked to assist in implementing the Expanded Senior Citizens Act, and records of senior citizens ID-issuance and profiling of all local senior citizens for cross-reference to identify all centenarians in their locality.

OSCA ID – refers to the identification card issued by the Office of Senior Citizens Affairs (OSCA) in the city or municipality where the centenarian resides.

Plaque of Recognition – refers to an award given to a living centenarian by the city or municipality where he or she resides.

Posthumous Plaque of Recognition – refers to an award given to a deceased centenarian presented to his or her Nearest Surviving Relative from the national government through the DSWD.

Replacement – refers to a living centenarian who is validated to be qualified to replace the slot of the deceased centenarian.

Residential Care Facilities – refers to an alternative form of family care providing 24-hour group living on a temporary basis to individuals whose needs cannot be adequately met by their own families and relatives over a period of time.

Social Pension database – refers to the “masterlist” or databank of Social Pension Program beneficiaries maintained by the DSWD which can also be used to cross-reference to identify all living centenarians.

Social Welfare and Development (SWD) Agency – refers to any person whether natural or juridical, private or governmental, profit or non-profit, that engages mainly in programs and services that promote the welfare and development of one or more clientele groups. The clientele groups may be children, youth, women, persons with disabilities, older persons, victims of disasters, disadvantaged families, communities and individuals, families and communities in crisis.

IV. DESCRIPTION OF THE GUIDELINES

This guidelines shall serve as reference for the DSWD Central Office, Field Offices and Local Government Units to define the following to facilitate the effective and efficient implementation and operationalization of Republic Act 10868 or the Centenarians Act of 2016:

- Delineation of roles and responsibilities of every duty bearers and stakeholders in the effective and efficient implementation of the program
- Eligibility criteria of centenarian to be granted with awards / incentives
- Documentary requirements as proof of eligibility of beneficiaries
- Forms of verification of eligibility

V. OBJECTIVE

General:

To honour Filipinos who have reached the age of one hundred years old whether residing in the Philippines or abroad.

Specific:

1. To award the Letter of Felicitation and Plaque of Recognition for the living centenarian;
2. To grant the Centenarians Gift and Cash Incentives for the living centenarian; and
3. To award the Posthumous Plaque of Recognition for the deceased centenarian.

VI. SCOPE and COVERAGE

This program will be implemented nationwide including the Autonomous Region of Muslim Mindanao (ARMM) for the following:

- a) All Filipinos, whether in the Philippines or abroad, who reached the age of 100 years before RA 10868 took effect and still living at the time RA 10868 took effect; and
- b) All Filipinos, whether in the Philippines or abroad, who reached the age of 100 years after RA 10868 took effect.

VI.A. Awards and Incentives from the National Government

1. Centenarians Gift in the amount of Php100,000.00
2. Letter of Felicitation signed by the President; and
3. Posthumous Plaque of Recognition to the deceased centenarian who died upon the effectivity of the Act, to be received by his/her nearest surviving relative

VI.B. Awards and Incentives from the Local Government Unit

1. Cash Incentive; and
2. Plaque of Recognition

The DILG shall issue the necessary directive or guidelines enjoining the city / municipality to implement the provision of the awards and incentives.

From CY 2017 and thereafter, incentives and awards shall be given to all living Filipinos who will turn one hundred years old at the current year, whether residing in the Philippines or abroad.

VII. IMPLEMENTING PROCEDURES

A. Pre-Implementation Phase

At the national level, the Protective Services Bureau (PSB) in coordination with concerned offices / bureaus/ services and Field Offices shall take the lead in ensuring the full implementation of the program.

At the regional level, the Protective Services Unit (PSU) in coordination / partnership with the LGUs, senior citizens organizations and stakeholders shall facilitate all necessary preparatory

activities such as coordination, meetings, orientation, etc. to implement the provisions in the said Act.

B. Implementation Phase

1. Identification of Beneficiaries

- 1.1 For community level, the identification of target beneficiaries shall be based on the existing database such as record of OSCA-issued senior citizens IDs, Social Pension beneficiaries, Listahanan, CBMS and other similar sources.
- 1.2 For residential care facilities, both publicly and privately-run, the identification of target beneficiaries shall be based on the inventory of clients.
- 1.3 For centenarians living abroad, the identification shall be based from the database of the Commission on Filipino Overseas (CFO)

2. Verification of Beneficiaries

- 2.1 At the community level, the C/MSWDOs / OSCA Head in coordination with the CSOs will conduct the necessary verification to those identified centenarians in their respective areas using a General Intake Sheet (GIS). In the verification process, the centenarian shall present his/her birth certificate or Philippine passport. In case said documents are not available, any one (1) of the following primary IDs may also be accepted:

- Senior Citizen's Identification (ID) Card issued by the Head of the Office of Senior Citizens Affairs (OSCA) indicating the year of birth;
- Other Philippine-government issued identification cards such as the Land Transportation (LTO)-issued Driver's License, social security cards like the Government Service Insurance System (GSIS) and Social Security System (SSS), Professional Regulatory Commission (PRC) license, Philippine Postal ID, Commission on Elections (COMELEC) voter's ID, etc. showing Filipino citizenship and year of birth as a reference point for the centenarian's eligibility for the awards and incentives.

Any two (2) of the following secondary documents may also be accepted in the absence of the above-mentioned primary IDs:

- Marriage Certificate of the centenarian issued by the Philippine Statistics Authority (PSA) or the Local Civil Registrar;
- Birth Certificates of children borne by/of the centenarian issued by the Philippine Statistics Authority (PSA) or the Local Civil Registrar;
- Affidavits executed by at least two (2) disinterested persons should be at least aged 80 years old and above with personal knowledge of centenarian's actual age or date of birth;
- Old School or Employment records showing date of birth of centenarian;
- Baptismal and/or Confirmation records of centenarian certified by the parish church and other religious denomination; and
- Medical and/or Dental examination issued by government / private doctors or dentist
- Other related documents i.e. certification from National Commission on Muslim Filipinos (NCMF) / National Commission on Indigenous People (NCIP); AFPSLAI, AMWSLAI, Veterans, etc.

- 2.2 For DSWD-run, LGU-run and SWADAs residential care facilities, the Center Head in coordination with the DSWD Field Office will conduct the necessary verification to those identified centenarian residents in the facility using a General Intake Sheet (GIS) and submit to the DSWD Field Office the verified list together with either two (2) of the above-mentioned documents.
- 2.3 For private residential care facilities, the Center Head in coordination with the C/MSWDO will conduct the necessary verification to those identified centenarian residents in the facility using a General Intake Sheet (GIS) and submit to the C/MSWDO the verified list together with either two (2) of the above-mentioned documents
- 2.4 The C/MSWDO shall submit a consolidated and verified list of centenarians of the city / municipality together with the supporting documents to the concerned DSWD Field Offices.
- 2.5 The DSWD Field Offices may request to cross-check the submitted list with the Social Pension database or Listahanan.
- 2.6 The DSWD Field Offices shall finalize the lists from C/MSWDOs and residential care facilities and submit the same to the DSWD Central Office.

3. Notification to the Beneficiaries

- 3.1 The DSWD Field Offices shall notify in writing the C/MSWDO, copy furnished the OSCA of the final list of the centenarians in the city / municipality;
- 3.2 The C/MSWDO copy furnished the OSCA shall notify through writing the centenarian and/or the family. C/MSWDO shall also notify the Center Heads of the private residential care facilities; and
- 3.3 The DSWD Field Offices shall notify in writing the Center Heads of the DSWD-run, LGU-run and SWADAs residential care facilities, copy furnished the C/MSWDO.

4. Release of Awards / Incentives

- 4.1 The DSWD Field Offices shall award the Letter of Felicitation and Centenarian Gift to the living centenarian from the community and residential care facilities during the celebration of the National Respect for Centenarian's Day (NRCD) on every first Sunday of October of every year or during the actual day of his/her 100th birthday, whichever comes first;
- 4.2 The LGU shall award the cash incentive and Plaque of Recognition to the centenarian at the community and residential care facilities on the said day or during the actual day of his/her 100th birthday, whichever comes first; and
- 4.3 The DSWD Field Offices shall present a Posthumous Plaque of Recognition to the nearest surviving relative of a deceased centenarian on the NRCD. For centenarians who are in the residential care facilities, the Posthumous Plaque of Recognition shall be presented to the nearest surviving relative, if found available and applicable.

5. Mode of Payment

- 5.1 The PSB shall sub-allot the corresponding amount to the Field Offices based on the approved Work and Financial Plan;
- 5.2 The DSWD Field Office shall prepare a payroll based on the final number of centenarians per city/municipality and residential care facilities duly approved by the Regional Director for submission to the FO Finance Unit;
- 5.3 The DSWD FOs Special Disbursing Officer (SDO) shall facilitate the cash advance based on the approved payroll;

- 5.4 The focal person in coordination with the SDO shall facilitate the direct payment to the centenarian during the NRCD or during the actual day of his/her 100th birthday;
- 5.5 The SDO in coordination with the focal person shall prepare liquidation report for the cash advance fifteen (15) working days upon payment with the necessary supporting documents, to wit:
 - 5.5.1 Approved payroll of centenarians
 - 5.5.2 Signed payroll of the beneficiary/ies
 - 5.5.3 Validated documents of the beneficiary/ies (documents stated in #2 item 2.1)

C. Post-Implementation

1. Monitoring and evaluation

- 1.1 The C/MSWDO in coordination with the senior citizens organizations shall conduct spot checks for the purpose of monitoring the utilization of the centenarian's incentive and further case management;
- 1.2 The Field Offices may conduct random spot check / monitoring visit to the centenarian in coordination with the C/MSWDO and/or CSCA and residential care facilities; and
- 1.3 The DSWD Field Offices and Central Office shall conduct an annual implementation review of the program.

2. Reporting

- 2.1 The C/MSWDOs shall submit a monitoring and accomplishment report to DSWD Field Offices every 20th day of the last month of the quarter, copy furnished the PSWDO; and
- 2.2 DSWD Field Office shall submit a consolidated monitoring and accomplishment report to PSB every 25th day of the last month of the quarter.

3. Grievance

- 3.1 A committee composed of the C/MSWDO, OSCA Head, SCOs and other CSOs/NGOs shall be established in every city and municipality to act on written complaints received from any individuals or institutions;
- 3.2 A written feedback on the actions taken to the individuals or institutions shall be provided by the committee, copy furnished the DSWD Field Offices for information.
- 3.3 The committee may elevate other concerns to the DSWD Field Offices for response / action; FOs shall also act on written concerns / complaints by the Center Heads.
- 3.4 The PSB shall act on written concerns / complaints elevated by the Field Offices.

VIII. INSTITUTIONAL ARRANGEMENTS

A. DSWD – Protective Services Bureau (PSB)

1. Ensure the inclusion of funds for the implementation of the program in the budget proposal of the Department;
2. Facilitate the preparation and signing of the Letter of Felicitation by the President;
3. Shall enter into a Memorandum of Agreement with the CFO relative to the centenarians who are living abroad;
4. Coordinate with the CFO for the submission and inclusion of the number of centenarians living abroad;
5. Coordinate with the DSWD Field Offices the list of centenarians living abroad to facilitate payment;

6. Maintain and update national database of senior citizens per age submitted by the Field Offices and CFO;
7. Share to DSWD Field Offices the updated national database of centenarians;
8. Sub-allot the funds to Field Offices;
9. Monitor the compliance to the provision of the said Act in coordination with other concerned bureaus or office;
10. Monitor the disbursement and utilization of funds of the Field Offices and CFO;
11. Attend to walk-in senior citizens or individuals requesting for inclusion in the database / updated list and coordinate with the concern Field Offices;
12. Provide technical assistance to the focal persons of the Field Offices on senior citizens;
13. Respond to inquiries and concerns from Field Offices and other stakeholders; and
14. Submit accomplishment report to the Office of the President / concerned office or bureaus.

B. DSWD Field Offices (FOs)

1. Attend to walk-in senior citizens, individuals or their representatives requesting for inclusion in the database / updated list and coordinate with the concerned C/MSWDO and/or OSCA;
2. Coordinate with the Center Heads of the residential care facilities for submission of updated list of senior citizen residents;
3. Maintain and update the masterlist of validated centenarians submitted by the C/MSWDO and Center Heads of residential care facilities;
4. Submit the consolidated and validated list of centenarians to PSB every 25th day of the last month of the quarter;
5. Submit consolidated list of senior citizens who will be turning 100 years old on the succeeding year to PSB every 25th day of the last month of the quarter;
6. Facilitate the payment of incentives and awards to the senior citizens living abroad through their respective residence within the city/municipality,
7. Provide technical assistance to the Center Heads, C/MSWDOs and OSCAs;
8. Conduct orientation or consultation meeting to the LGUs, Center Heads and other service providers relative to the implementation of the program;
9. Act on grievance and respond to the issues and concerns from the LGUs, residential care facilities and other stakeholders; and
10. Prepare and submit report to the PSB on the number of paid centenarians and utilization of funds.

C. Residential Care Facilities (DSWD)

1. Submit consolidated and validated list of centenarians in the facility to the DSWD Field Offices every 15th day of the last month of the quarter;
2. Submit consolidated list of senior citizen residents who will be turning 100 years old on the succeeding year to DSWD Field Office every 15th day of the last month of the quarter;
3. Be the authorized representative to safekeep and release the incentive received by the centenarian and store in a secured area, properly accounted and labelled;
4. Shall return fully to the centenarian his/her incentive upon discharge / transfer duly signed by the centenarian, Social Worker and accountable center staff;
5. In case the centenarian dies after receipt of the gift, this shall be kept by the Center Heads but shall be utilized in the processing of his/her death registration and burial. Any excess amount will be turned-over to the centenarian's nearest surviving relative, ;
6. Prepare quarterly status report of the centenarian's incentive to the DSWD Field Office which includes purchase of personal goods / items, etc.
7. Report of lost incentive due to robbery, disaster and/or neglect should be submitted to DSWD Field Office for action; and

8. Shall not use the centenarian's money for personal or lend such for other purposes.

D. Provincial Social Welfare and Development Office (PSWDO),

1. Monitor and provide technical assistance to the C/MSWDO and OSCAs in the implementation of the centenarians Act; and
2. Recommend to the Sangguniang Panlalawigan the passage of resolution or local ordinance in support to the Act.

E. City / Municipal Social Welfare and Development Office (C/MSWDO)

1. Attend to walk-in senior citizens, individuals or their representatives requesting for inclusion in the city / municipality database / updated list;
2. Coordinate with the Center Heads of the privately-run residential care facilities for submission of updated senior citizen residents per age bracket;
3. Maintain and update city / municipality database of senior citizens submitted by the OSCA Head and Center Heads;
4. Submit validated masterlist of centenarian to DSWD Field Offices with supporting documents every 15th day of the last month of the quarter;
5. Submit consolidated list of senior citizens who will be turning 100 years old on the succeeding year to DSWD Field Office every 15th day of the last month of the quarter;
6. Conduct verification / visit to the centenarians of the city / municipality both in the community and residential care facilities;
7. Conduct orientation to the constituents on the provision of the Act;
8. Provide technical assistance to the OSCA Heads and Center Heads in the implementation of the Act;
9. Act on grievance elevated by the OSCA Heads and Center Heads; and
10. Prepare and submit required report to DSWD Field Office every 20th day of the last month of the quarter, copy furnished the PSWDO.

F. Office of the Senior Citizens Affairs (OSCA)

1. Attend to walk-in senior citizens , individuals or their representatives requesting for inclusion in the database / updated list;
2. Ensure updated database of senior citizens per age in every barangay and submit to the C/MSWDO every 10th day of the last month of the quarter;
3. Coordinate with C/MSWDO and CSOs in the verification of the identified centenarians in every barangay; and
4. Act on grievance reported by the concerned citizens / stakeholders.

G. Civil Society Organizations (CSOs)

1. Prepare and submit list of senior citizens to the C/MSWDO / OSCAs in their barangay or association per age bracket;
2. Assist the C/MSWDO and OSCA in the verification to the centenarian in their barangay; and
3. Elevate to the C/MSWDO / OSCA issues and concerns received from concerned citizens.

H. Commission on Filipino Overseas

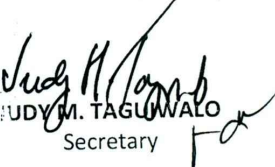
1. Submit validated masterlist of centenarian living abroad to PSB with supporting documents every 25th day of the last month of the quarter; and

2. Submit consolidated list of senior citizens living abroad who will be turning 100 years old on the succeeding year to DSWD Field Office every 25th day of the last month of the quarter.

IX. Effectivity

This order shall take effect immediately upon approval

Issued this 15th day of February 2017 in Quezon City, Philippines.


JUDY M. TAGUINALDO
Secretary

Certified True Copy:


MYRNA H. REYES

Records & Archives Mgt. Section