

Memorandum Circular

No. 07
Series of 2018

**GUIDELINES ON THE AVAILMENT OF
LINGAP AT GABAY PARA SA MAY SAKIT (LINGAP SA MASA):**

I. RATIONALE

The DSWD is mandated to implement (i) residential care and center-based programs and services serving the whole region and/or more than two provinces/cities; (ii) pilot and demonstration social welfare and development projects; regular program involving special social services and statutory programs; and (iii) **crisis intervention** (EO No. 221, Series 2003).

Crisis Intervention refers to the methods used to offer immediate, short term help to individuals who experience an event that produces emotional, mental, physical, and behavioral distress or problems.

The rising cost of medicines and medical care in the country leads to loss of lives. Curable or preventable disease worsen due to patient's inability to purchase prescription drugs.

With the thrust of the government to prioritize the health and well-being of the people, PRESIDENT RODRIGO ROA DUTERTE allocated One Billion Pesos (Php1 Billion) for medical assistance to indigent patients to be sourced from the Office of the President's Socio-Civic Projects Fund.

The President's Php1 Billion medical assistance fund shall be disbursed under a program which shall hereinafter be known as **LINGAP AT GABAY PARA SA MAY SAKIT** or **LINGAP SA MASA**, for which the Department of Social Welfare and Development (DSWD) was tasked by the President to manage and implement.

Hence, these Guidelines on the availment of the President's **LINGAP SA MASA** (the "Program").

II. OBJECTIVES

1. Carry out the President's directive to provide free medicines, prosthetics, medical and assistive devices, medical supplies, medical implants, laboratory/diagnostic/radiology procedure, chemotherapy and dialysis to indigent Filipinos and government workers (regular, contractual, casual, Cost of Service and Job Orders) and their beneficiaries needing treatment for various illnesses/injuries, or conditions;

2. Provide guidelines for the disbursement of the medical assistance or **LINGAP SA MASA**; and
3. To operationalize the availment of the medical assistance under **LINGAP SA MASA**.

III. DESCRIPTION OF LINGAP SA MASA PROGRAM

LINGAP SA MASA is envisioned as the program that will implement the President's directive to provide free medicines, prosthetics, medical and assistive devices, medical supplies, medical implants, laboratory/diagnostic/radiology procedure, chemotherapy and dialysis medical assistance to indigents and to needy government workers. The amount of Php 1 Billion has been committed to the program to be sourced from the President's Socio-Civic Projects Fund of the Office of the President.

The President tasked the DSWD to be the implementing agency of **LINGAP SA MASA**.

LINGAP SA MASA will be implemented by establishing desks at identified hospitals where patients needing prescription medicines will be assessed and provided assistance via the issuance of guarantee letters for the purchase of medicines from hospital pharmacies or from partner drug stores.

LINGAP SA MASA shall be a program distinct and separate from the Assistance to Individuals in Crisis Situation (**AICS**).

IV. IMPLEMENTING OFFICE

The DSWD's Protective Services Bureau under the DSWD's Protective Services Program shall be the lead implementing office of **LINGAP SA MASA**.

V. TARGET BENEFICIARIES

The beneficiaries of **LINGAP SA MASA** are indigent Filipinos who are either confined in or receiving out-patient treatment from herein identified hospitals and who are in need of prescription medicines.

Priority shall, however, be given to the following:

1. Families or individuals who are indigent, vulnerable, or disadvantaged;
2. Those in the informal sector and poor based on the DSWD Listahanan;
3. Those who are in crisis situations based on assessment of Social Workers;
4. Government employees (regular, contractual, casual, Cost of Service and Job Orders) working in the government; and

5. Beneficiaries of soldiers and police who were killed or wounded in the line of duty.

The program does not cover prescription medicines for drug dependents undergoing treatment or rehabilitation. A separate program will be created for that purpose.

VI. RULES AND REQUIREMENTS FOR AVAILMENT

A. DOCUMENTARY REQUIREMENTS

Patients or their representatives seeking availment of free medicines shall present to the DSWD-assigned social worker in the identified hospitals, original or certified true copy of the following documents:

1. Any valid ID of the patient;
2. If the patient has a representative, any valid ID of the representative and a written authorization signed by the patient in favor of the representative;
3. Doctor's Prescription for medicines, prosthesis, medical and assistive devices, medical supplies, medical implants, laboratory/diagnostic/radiology procedure, chemotherapy and dialysis issued within the last three (3) months, indicating the date of prescription/ request and name of the patient duly signed by the attending physician, with the printed full name, license number and contact details of the physician; and
4. Proof of Indigency such as but not limited to Barangay Certificate of Indigency or Certification issued by the medical social service of an identified hospital; and

Certified true copies must be certified by either DSWD social worker assigned in the hospital or the Head (or his/her authorized representative) of the office that issued the document.

B. OPERATIONAL RULES

1. Medical assistance can only be availed by patient who are currently confined or currently receiving treatment or rehabilitation after consultation or check-up from identified hospitals or doctors of the identified hospitals;
2. The assistance can be availed of only once in three (3) months unless supported by justification based on need, urgency, and other factors as may be determined and approved by the DSWD Social Worker. Those

who have received medical assistance for the same purpose under the AICS shall not be eligible under this program, and vice-versa.

3. All releases shall comply with amount limitations per approving authority as prescribed hereunder;
4. DSWD Social Workers assigned to the identified hospitals shall provide assistance eight (8) hours a day, five (5) days a week.

The DSWD may prescribe additional rules or amend the foregoing rules as the need arises to ensure the efficient and fair implementation of the Program.

VII. GENERAL POLICIES OR GUIDELINES FOR DISBURSEMENT OF ASSISTANCE

A. APPROVING AUTHORITY

The amount of medicine assistance to be provided to beneficiaries shall be based on the assessment and recommendation of DSWD Social Worker and reviewed and approved by the authorized officials of the Department as follows:

Amount	Reviewed by	Approved by
Up to P5,000	Social Worker	Team Leader Social Worker
More than P5,000 up to P10,000	Team Leader Social Worker	PSU Head
More than P10,000 up to P25,000	Team Leader Social Worker & PSU Head	Asst. Regional Director
More than P25,000 up to P75,000	Team Leader Social Worker & PSU Head	Regional Director

B. RULES AND REQUIREMENT FOR AVAILMENT

1. The patient or his/her representative shall present the doctor's prescription of medicine, prosthesis, medical and assistive devices, medical supplies, medical implants, laboratory/diagnostic/radiology procedure, chemotherapy and dialysis to the pharmacy, central supply, and laboratory of the hospital respectively or to the partner drugstores, partner medical supplies store procedure, chemotherapy and dialysis.
2. The patient or his/her representative shall submit the quotation to the DSWD Social Worker together with other documentary requirements. The DSWD Worker shall assess the case. If found eligible, the DSWD Social Worker shall issue a **DSWD LinGaP sa MaSa Guarantee Letter (GL)**, which shall specify the amount to be approved. All assistance shall be in the form of a GL.
3. The patient or his/her representative shall present the GL to the pharmacy/laboratory/diagnostic/radiology of the hospital or service providers and our partner shall then issue/perform the needed medicine/s, prosthesis, medical and assistance devices, medical supplies, medical implants, laboratory/diagnostic/radiology procedure,

chemotherapy and dialysis, receive the GL, and stamp the GL "ISSUED" or "SERVED".

4. On the 15th and last day of every month, or on the last day of every month, the hospital pharmacy, central supply, and laboratory, and partner drugstores, partner medical supplies stores, and partner diagnostic clinics shall submit a Statement of Account, attaching thereto originals of all GLs and other supporting documents, to the Program Focal Person at the concerned Field Office, who shall then facilitate the processing of the same for payment.

C. ADMINISTRATIVE COST

Pursuant to the directives of the President, the DSWD Central Office shall allocate funds for the administrative cost of managing and implementing the Program, chargeable against the Protective Services for Individuals and Families in Difficult Circumstances (PSIFDC).

VIII. INSTITUTIONAL ARRANGEMENT

The following would be the roles and functions of specific office:

1. DSWD Central Office

- Designate a Program Focal Person who shall closely monitor, coordinate and oversee the implementation of the Program by the Field Offices;
- Transfer funds to the Field Offices with identified government hospitals for implementation and operationalization of the Program;
- Provide technical assistance to the Field Offices on the implementation, monitoring and evaluation of the Program;
- Track and monitor the physical and financial accomplishments of the Program;
- Consolidate monthly reports on the implementation of the Program submitted the Field Offices;
- Submit an overall Program Accomplishment Report to the Department Secretary, for onward submission to the Office of the President; and
- Conduct a semestral National Program Implementation Review (PIR) with the Field Offices to determine the impact and outcome of the Program.

2. Field Offices

- Assign a DSWD social worker/s to each identified government hospital who shall assess and facilitate the issuance of GLs;
- Designate a Program Focal Person to closely monitor and coordinate the implementation of the Program with the DSWD Central Office and the other implementing partners;
- Conduct an orientation for Service Providers on the extent and veracity of the Program, and forge Memoranda of Agreement with partner hospitals, pharmacies and drug stores;
- Implement the Program in accordance with the approved Work and Financial Plan and policy guidelines;
- Facilitate payment to partner government hospitals, pharmacies and drug stores, subject to pertinent accounting and auditing rules;
- Submit a monthly physical and financial accomplishment report to the DSWD Central Office on the 5th day of the following month; and
- Conduct a semestral Program Implementation Review (PIR) at the regional level with the implementing partners to determine the impact and outcome of the Program.

Partner Hospitals, Pharmacies and Drug Stores

The DSWD Field Offices may forge Memoranda of Agreement with government hospitals, pharmacies and other drug stores for the effective and timely implementation of this Program.

IX. REPORTING, MONITORING AND EVALUATION

- The Central Office shall submit an Overall Program Accomplishment and Fund Utilization Report to the Office of the President on a quarterly and/or on need basis;
- The Field Office shall ensure the full utilization of the fund, and submit Update Report, indicating the accomplishment and status of the Program (physical and financial), to the Central Office on a monthly and/or on need basis.
- The Office of the Undersecretary for the Operations and Programs Group - Protective Programs shall oversee the Program, monitor the overall implementation of the Program by the identified Field Offices, and conduct an annual Program Implementation Review (PIR) to evaluate and assess the overall implementation of the Program.

- The Central Office shall closely coordinate with, and conduct regular monitoring of, the Field Offices for the implementation of the Program.

X. FUND MECHANISM

The Program shall be funded from the One Billion Pesos (PhP 1,000,000,000.00) transferred to the DSWD from the Socio-Civic Projects Fund of the Office of the President.


The DSWD Central Office shall download the funds to the selected Field Offices, which shall be responsible for ensuring payment to the identified government hospitals, pharmacies and partner drug stores.

XI. IMPLEMENTATION

Upon the replenishment of the Medical Assistance Fund of the Office of the President, the LinGaP sa MaSa program shall be implemented in all Regions including the Autonomous Region in Muslim Mindanao (ARMM) through Field Office IX and XII. Said Regions shall establish a DSWD Satellite Office/s in a strategic location including hospitals to serve clients from district/provincial/regional government hospitals within their area of jurisdiction. The said regions may strengthen the Social Welfare and Development (SWAD) Teams as an augmentation for the LinGaP sa MaSa Program.

This Circular shall take effect immediately and shall supersede Memorandum Circular No. 14, Series of 2016, entitled "*Guidelines on the Availment of Medicine Assistance Funded under the President's P1 Billion Fund*", the Memorandum Circular No. 02, Series of 2017, entitled "*Guidelines on the Availment of Librang Gamot Para sa Masa (Lingap sa Masa) : A Medicine Assistance Program of the Office of the President*", and , Memorandum Circular No. 14, Series of 2017, entitled "*Guidelines on the Availment of Lingap at Gabay Para sa May Sakit (LinGaP sa MaSa) Program*". The provisions of all other issuances inconsistent herewith are hereby repealed and/or amended accordingly.

The circular takes effect immediately. Issued this 6th day of April 2018



EMMANUEL A. LEYCO
OIC-DSWD Secretary

Certified True Copy:

NICOMEDES P. SULLER
OIC-Director, Administrative Service