

Memorandum Circular No. 18  
Series of 2020

**GUIDELINES ON THE ENHANCED DEDUPLICATION PROCEDURE AMENDING  
MEMORANDUM CIRCULARS NO. 14 and 17, SERIES OF 2020**

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**I. RATIONALE**

With the aim of the DSWD to fast track the implementation of the ESP-SAP for the second tranche<sup>1</sup>, necessary adjustments in the current process must be made to ensure that the generation of certified/clean lists of beneficiaries and the release of funds are facilitated.

Thus, the deduplication process shall be decentralized at the level of the Field Offices (FOs) amending for this purpose the process being implemented per Memorandum Circular No. 14, series of 2020 (MC 14-2020) otherwise known as the “Special Guidelines in the Implementation of the ESP of the Department of Social Welfare and Development for the Additional Beneficiaries”, and Memorandum Circular No. 17, series of 2020 (MC 17-2020) or the “Guidelines on Deduplication Procedures in line with the Provision of the Emergency Subsidy through the DSWD SAP” except for lists specified under Item II.B.2. hereof.

Concomitant to herein amendment, the guidance on processing of payroll and release of funds is laid down in this Circular. Intended amendments in the qualification of families that “moved out” from 4Ps households are likewise stated.

**II. AMENDED PROVISIONS ON TARGET BENEFICIARIES**

Item VII(c) of MC 14-2020 is hereby amended as follows:

*“c. Families that used to benefit from Pantawid Familyang Pilipino Program (4Ps), but are no longer part of 4Ps, provided that:*

- 1. The family is now living separately from the 4Ps household that he/she was previously a part of;*
- 2. The family is no longer receiving any grants from the 4Ps household where he/she was originally listed; and*
- 3. The family is considered a low-income family with no source of income or savings to draw from.”*

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<sup>1</sup> Covering all second tranche beneficiaries stated in PNP-DILG-DBM- DOLE-DSWD-DA-DTI-DOF-DND-AFP Joint Memorandum Circular No. 2, series of 2020.



### III. AMENDED PROVISIONS ON DEDUPLICATION PROCESS

As consistently applied by the DSWD, the lists of beneficiaries submitted to the DSWD must duly certified by the LGUs and concerned agencies (e.g. LTFRB<sup>2</sup>, DOLE and DA).

No payout shall be allowed, unless the complete validation process that consists of eligibility and duplication checks performed by the LGU/Concerned Agencies and the DSWD, respectively is observed.

After due consideration of the need to speedily deliver the emergency subsidy while ensuring the conduct of the deduplication process, Item VIII of MC 14-2020 is hereby amended to reflect the changes in the deduplication process.

The level 2 and level 3 of Item VIII, MC. 14 is hereby repealed to read as follows:

*"Level 2: Certified List of Beneficiaries*

*The deduplication procedure shall entail cross-matching of the list with the available databases of the DSWD and list/s shared by other government agencies implementing the SAP to determine if there are duplicates in the subsidies provided or beneficiaries that received the same.*

*The following procedures shall, thus, be followed:*

**A. Preliminaries.**

*The Information Communication and Technology Management Unit (ICTMU) shall:*

1. *Cleanse the regional data from inconsistencies, i.e. invalid birthdays (formatting, future date, etc.), elected minors as head of the families.*

*1.1. Rectification of records with inconsistencies.*

*Records that were found with inconsistencies shall be rectified by the FO in coordination with the concerned LGU. The FO and/or the LGU shall refer to the filled-out social amelioration card (SAC) of the beneficiaries to ensure that correct records are properly encoded in the system.*

2. *Merge all latest available regional databases to the consolidated databases<sup>3</sup> from the Central Office.*
3. *Optimize the databases by creating indexes.*

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<sup>2</sup> Subject to provision of JMC 2 on the eligibility of drivers.

<sup>3</sup> Includes the national databases (instance as of 26 June 2020) from the Department of Agriculture, Land Transportation Franchising and Regulatory Board, Department of Labor and Employment, and the *Pantawid Pamilyang Pilipino* Program.

## **B. Deduplication Proper.**

The Levels 2 and 3 deduplication process, as defined in DSWD MCs 14 and 17-2020, shall be entirely decentralized at the FO for all lists of beneficiaries **except for those covered by Item B.2 hereof where the Central Office shall conduct the deduplication process.**

### **B.1. Deduplication by the DSWD FOs**

1. The ICTMU shall run the first round of deduplication using the following algorithm:
  - a. **For exact match:** two or more individual records with the same First Name, Middle Name, Last Name, and Birthdate
  - b. **For highly possible match:** two or more individual records with the same First Name, Last Name, and Birthdate

The result of the first round of deduplication shall generate the initial certified list of beneficiaries.

In order to identify additional probable duplicates, a second round of deduplication shall be implemented in the initial certified list of beneficiaries, using the following algorithm:

- c. **For possible match:** two or more individual records with the same First Name, Middle Name, Last Name and Birth Year
  - d. **For probable match:** two or more individual records with the same First Name, Last Name, Birth Year and City Code
2. The ICTMU shall prepare the Certified List of Beneficiaries signed by its Head and verified by the Regional Director. **The Certification shall include only the names of beneficiaries that are all unique and without duplicates.**
3. Both the (i) certified list and (ii) list with duplicates (exact, highly possible, possible, probable match, with breakdown as to Non-Pantawid and Pantawid beneficiaries) shall be endorsed to the Protective Services Division of the FO for verification.

#### **3.1 List with Duplicates**

##### **3.1.a. Non-Pantawid Beneficiaries.**

The FOs shall endorse the list with duplicates to the LGUs for verification if the duplicated beneficiaries are one and the same.

The LGUs shall be required to return the verified list on the following day for processing of payment. If the list is not returned, the names shall be tagged as "possible eligible /accounts payable and for later



payroll” together with other names waiting for verification. The Regional Director shall be responsible in ensuring that the result of the LGU verification, as explained in this paragraph, shall be secured at the soonest possible time from endorsement.

### **3.1.b Pantawid Beneficiaries**

Shall cover Pantawid beneficiaries who received the emergency subsidy through top-up and direct cash payout by the LGUs during the first tranche. These beneficiaries, in effect, have already received the subsidy for the 1st and 2nd tranches.

The FOs shall endorse the list with duplicates to the Pantawid National Program Management Office (NPMO) for further verification and actions pursuant to FM Guidelines No. 12, S. 2020, as amended by FM Guidelines No. 17, S. 2020”.

In all cases, only the beneficiaries who are found unique, per verification, shall be considered as eligible for payment.

## **B.2. Deduplication by the DSWD Central Office**

The DSWD – Central Office, through the Information Communication and Technology Management Service (ICTMS) and the National Household Targeting Office (NHTO), shall continue to perform deduplication activities for ReliefAgad Records and shared lists of LTFRB, DOLE or DA, as may be necessary.

The NHTO shall facilitate the deduplication of beneficiaries which were uploaded through the ReliefAgad<sup>4</sup> system. The unique records from the ReliefAgad system shall be considered eligible for payment and shall be prioritized for digital payment options. Meanwhile, the deduplication of beneficiaries from the list provided by either the LTFRB, DOLE or DA, shall be performed by the ICTMS in order to facilitate processing of payment of beneficiaries at the Central Office level.

The ICTMS shall issue the Certification as to the result of the deduplication made.

### **List with Duplicates (for Non-Pantawid and Pantawid)**

The ICTMS shall endorse the list with duplicates (non-Pantawid beneficiaries) to the FOs, copy furnished the PMB. The endorsement by the FOs of the list to the LGUs, the timeline of verification, return

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<sup>4</sup> ReliefAgad is a web-based system used for self-registration of SACs by the SAP beneficiaries.

*of the verified list and inclusion/non-inclusion in the payroll of duplicate beneficiaries shall be similarly processed in accordance with B.1.3 hereof. The list with duplicates (Pantawid beneficiaries) shall also be processed the same way.*

Provided that, any deduplication process made by the ICTMS prior to or after the effectivity hereof shall still be recognized to cause the processing of SAP payroll documents.

#### **IV. NEW PROVISION ON PAYROLL PROCESSING and RELEASE OF FUNDS**

##### **A. Pre-funding Disbursement through FSPs for those “Deduplication by the DSWD FOs”**

1. The FOs shall cause the processing of the SAP payroll documents based on their respective cleansed deduplicated list of eligible beneficiaries.
2. The Regional Directors shall have the following expressed certifications on the payroll:
  - a. That the beneficiaries listed therein are eligible, based on the certifications issued by the Local Social Welfare and Development Officer and in the Local Chief Executive, unique and partially or wholly covered in the accompanying certified final clean list of beneficiaries without duplicates; and
  - b. That the payroll is prepared strictly based on Joint Memorandum Circular No. 2, Series of 2020<sup>5</sup> and this Circular.
3. The payroll documents as certified by the FOs shall be immediately endorsed to CO through the Program Management Bureau (PMB);
4. The PMB shall review the completeness of the payroll fields and transmit to the Operations Cluster Head together with the prepared<sup>6</sup> Obligation Request and Status and Disbursement Voucher, attached with Certification on FO-Deduplication and endorsement by the Operations Cluster Head as stated in the following paragraph;
5. The Operations Cluster Head shall issue its concurrence to the payroll, as approved by the RD, endorsing the same to the Office of the

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<sup>5</sup> PNP-DILG-DBM-DOLE-DSWD-DA-DTI-DOF-DND-AFP Joint Implementing Guidelines for the Implementation of the Social Amelioration Program for the Second Tranche.

<sup>6</sup> Payroll preparation made following the relevant government budgeting, accounting, and auditing rules and regulations.

Undersecretary for GASSG thru the Finance and Management Service (FMS) for payment.

6. The FMS shall process the disbursement or pre-funding disbursement of emergency subsidies through the FSPs.

**B. For Fund Augmentation to FOs for those “Deduplication by the DSWD FOs”**

1. Any FO appealing for fund augmentation, for direct payout through Special Disbursing Officers, shall submit the fund augmentation request to the CO;
2. The same process indicated in item numbers 1-3 of IV.A, shall be applied;
3. The Operations Cluster Head shall approve said fund augmentation request;
4. The PMB shall submit the request for the sub-allotment and transfer of funds to the FMS;
5. The FMS shall process the approved fund augmentation request subject to the provisions of FM Guidelines No. 12, s.2020, as amended by FMS Guidelines No. 17, s.2020.

**C. Release of Funds for “Deduplication by the DSWD CO”**

1. The PMB shall process the SAP payroll documents based on the list of unique beneficiaries as certified by the ICTMS for approval of the Operations Cluster Head, and prepare the Obligation Request and Status and Disbursement Voucher following the relevant government budgeting, accounting, and auditing rules and regulations.
2. The Operations Cluster Head shall endorse the approved payroll to the Office of the Undersecretary for GASSG thru the Finance and Management Service (FMS) for payment, certifying therein that the payroll, consists of xxx number of beneficiaries who are unique, is part or wholly covered by the certified final clean list issued by ICTMS and further certifying that the payroll document is prepared strictly following the guidelines provided in Joint Memorandum Circular No. 2, Series of 2020 and this Circular.
3. The FMS shall process the disbursement or pre-funding disbursement of emergency subsidies through the FSPs.



**V. REPEALING CLAUSE.**

All stipulations concerning deduplication and institutional arrangements related to the implementation of the ESP-SAP inconsistent with this Circular are hereby superseded.

**VI. EFFECTIVITY CLAUSE.**

This Circular shall be effective upon signing and shall remain until the implementation of ESP-SAP is completed.

Signed on the 17<sup>th</sup> day of July 2020, in Quezon City.

  
**ROLAND JOSELITO D. BAUTISTA**  
Secretary

Certified True Copy:

  
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JUL 2020