



Department of Social Welfare and Development

**Memorandum Circular No. 20
Series of 2020**

**SUPPLEMENTAL GUIDELINES TO MEMORANDUM CIRCULAR
NO. 18, SERIES OF 2020**

I. RATIONALE

Memorandum Circular (M.C.) No. 18 or the "Guidelines on the Enhanced Deduplication Procedure Amending Memorandum Circulars No. 14 and 17, Series of 2020" laid down the "New Provision on Payroll Processing and Release of Funds" for the waitlisted/additional and second tranche beneficiaries of the DSWD- Social Amelioration Program.

This however, did not include the process for payroll files of the Department of Agriculture (DA)-Financial Subsidy to Rice Farmers (FSRF) and Department of Labor and Employment (DOLE)-Tulong Panghanapbuhay sa Ating Disadvantaged/Displaced Workers Barangay Ko Bahay Ko (TUPAD-#BKBK) beneficiaries which per Joint Memorandum Circular (JMC) No. 2¹, Series of 2020, shall receive their top-up (variance) and/or second tranche subsidy from the Department of Social Welfare and Development (DSWD).

Further, this Circular shall reiterate the provision under JMC No. 2 in relation to the drivers certified by the Land Transportation Franchising and Regulatory Bureau (LTFRB).

II. CLARIFICATION ON THE CERTIFICATION REQUIREMENT

As provided in M.C. No. 18 "the lists of beneficiaries submitted to the DSWD must be certified by the LGUs and concerned agencies (e.g. LTFRB, DOLE and DA)". For clarification, the certification to be issued shall be as follows:

- a. Local Government Units shall issue a certified list of beneficiaries attesting as to the eligibility of the beneficiaries paid during the first tranche and those who have been included as additional beneficiaries;²
- b. Beneficiaries³ identified and paid by the DOLE and the DA are deemed eligible based on their respective guidelines. As such, the certification endorsed and signed by the head of the respective agency or the authorized representative shall be acceptable to and be paid by the DSWD; and

¹ 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.

² Item V (A), JMC No. 2, series of 2020: "For this purpose, the LGU shall submit to the DSWD the list/s of families that shall consist of the beneficiaries paid for the first tranche and the additional beneficiaries that are eligible based on their assessment".

³ Shall only include the beneficiaries who received the first tranche SAP through DA-FSRF and DOLE-TUPAD#BKBK and are now eligible to receive the top-up from the DSWD.

- c. The certified list of drivers submitted by the LTFRB shall be accepted as proof that the drivers included therein are registered drivers per its record; any further attestation from the LTFRB that the drivers are eligible shall no longer be required pursuant to JMC No. 2.⁴

III. SUPPLEMENTAL PROVISION ON PAYROLL PROCESSING and RELEASE OF FUNDS

A new provision shall be inserted as:

D. Pre-funding Disbursement through Financial Service Providers (FSPs) for DA and DOLE Beneficiaries

1. The DA and DOLE shall cause the preparation of the payroll⁵ documents based on their respective list of eligible beneficiaries, as deduplicated by the Information and Communication Technology Management Service (ICTMS) of the DSWD;
2. The designated signatories⁶ of DA and DOLE shall expressly certify on the payroll that the beneficiaries listed therein are eligible based on the provisions of Joint Memorandum Circulars No. 1 and 2, Series of 2020 and/or the respective agency's applicable guidelines;
3. The payroll documents as certified by the DA or DOLE 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 prepared⁷ Obligation Request and Status and Disbursement Voucher, attached with DA or DOLE Certification on Eligibility of Beneficiaries 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 certified by DA or DOLE, endorsing the same to the Office of the 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.

⁴ Item V (B), JMC No. 2, series of 2020: "As a point of clarification, beneficiaries who belong to this category are qualified as long as they can submit that they are registered drivers xxx".

⁵ Based on the prescribed template (Annex "A").

⁶ Per document, transmitted by DA or DOLE, formally informing the DSWD of its authorized signatories in the payroll(s).

⁷ Payroll preparation made following the relevant government budgeting, accounting, and auditing rules and regulations.

IV. ELECTRONIC SIGNATURE AND ENDORSEMENT OF DOCUMENTS

For expediency, and due to the public health security protocols restricting movements within the country, all documents resulting from the processes and procedures provided in items III (B), IV (A), (B), and (C) of M.C. 18, s. 2020 and III. D of herein guidelines may be signed and approved by affixing the electronic signatures of the signatories.

All originally signed documents shall still be forwarded to the Central Office-Finance and Management Service, which shall endorse the same to the Commission on Audit, within thirty (30) days after all SAP payrolls had been accomplished. Considering the volume of pages of each payroll, only the first and last pages of the same shall be printed while the full payroll files in Excel and PDF formats submitted through electronic mail and/or SAP-Secure File Transfer Protocol shall suffice.

The above provisions shall also apply to all documents and processes after disbursement (e.g. daily report, liquidation report, and refunds) that the Field Offices and FSPs must submit.

V. EFFECTIVITY CLAUSE

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

Signed on the 23rd day of August 2020, in Quezon City.



ROLAND JOSELITO D. BAUTISTA
Secretary

Certified True Copy:



04 SEP 2020

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