

MEMORANDUM CIRCULAR NO. 27
Series of 2020

**SUPPLEMENTAL GUIDELINES TO MEMORANDUM CIRCULAR
NO. 20, SERIES OF 2020**

I. RATIONALE

The issued PNP-DILG-DBM-DOLE-DSWD-DA-DTI-DOF-DND-AFP Joint Memorandum Circular No. 2, series of 2020, stated in clear terms that the beneficiaries of Financial Subsidy to Rice Farmers (FSRF) and Tulong Panghanapbuhay sa ating Disadvantaged/Displaced Workers Program #Barangay Ko, Bahay Ko Disinfection/Sanitation Project (TUPAD#BKBK) of the Department of Agriculture (DA) and Department of Labor and Employment (DOLE), respectively, shall receive their *top-up subsidy* from the Department of Social Welfare and Development (DSWD).

Whereas, the DSWD issued Memorandum Circular (MC) No. 20, series of 2020 to govern the payroll processing for DA and DOLE beneficiaries and consistent therewith both agencies submitted the payrolls.

This Circular shall provide the needed supplement to MC No. 20, series of 2020 to facilitate the processing of payment by the DSWD of the beneficiaries of DA and DOLE and highlight the compliance requirement under Presidential Decree (PD) No. 1445 otherwise known as the "Ordaining and Instituting a Government Auditing Code of the Philippines" for all submitted payrolls.

II. OBJECTIVES

This Circular intends to:

- A. Supplement Item III. D. of MC No. 20, series of 2020 to ensure facilitation of the submitted DA and DOLE payrolls within DSWD after conducting further duplication check on the lists of DA and DOLE beneficiaries in light of the enhanced deduplication process of the DSWD; and,
- B. Amend Item IV of MC No. 20, series of 2020 to reflect the requirement of P.D. 1445.

Provided that, all other provisions of MC No. 20, series of 2020 that are not expressly supplemented/amended by the succeeding items shall remain valid and effective.

III. CONDUCT OF FURTHER DEDUPLICATION PROCESS BASED ON DSWD MEMORANDUM CIRCULAR NO. 18, SERIES OF 2020

*To ensure compliance with MC No. 18, series of 2020, the Information and Communication Technology Management Service (ICTMS) shall conduct further deduplication process on the submitted DA and DOLE certified payrolls, using the **algorithms**¹ sanctioned by said guidelines.*

Provided that the ICTMS Director shall issue Certification of the result of such deduplication process which shall be attached to the re-issued payroll/s as stated in Item IV. 2 hereof.

IV. SUPPLEMENTAL GUIDELINES FOR DOLE AND DA PAYROLL PROCESSING

The existing provisions under Item III. D (Pre-funding Disbursement through Financial Service Providers (FSPs) for DA and DOLE) of DSWD MC No. 20, series are hereby supplemented to read as follows, viz:

xxx xxx xxx

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;

Provided that for the needed change/s on the payroll/s endorsed by the DA or DOLE, after applying the algorithms mentioned in the preceding section, the Director of the ICTMS shall be allowed to re-issue such payrolls and certify the same using the following notation:

"I hereby certify that the beneficiaries listed herein are unique/without duplicate per further deduplication process conducted pursuant to DSWD Memorandum Circular (MC) No. 18, series of 2020. Provided that the eligibility of herein beneficiaries shall remain to be as certified by DA and DOLE, per original payroll files (copy attached) submitted by said agencies."

xxx xxx xxx

3. The payroll documents as certified by the DA or DOLE shall be immediately endorsed to CO through the Program Management Bureau (PMB);

For re-issued payrolls, certified by the ICTMS, the same shall likewise be sent to PMB for review prior to endorsement to the Operations Cluster Head. In all cases, the PMB shall ensure that

¹ The algorithms per MC No. 18, series of 2020 are: **exact match; highly possible match; possible match and probable match.**

the original payroll file/s submitted by the DA and DOLE shall be attached.

5. The Operations Cluster Head shall issue its concurrence to the payroll as certified by DOLE or DA or *DSWD- ICTMS*, endorsing the same to the Office of the Undersecretary for GASSG thru the Finance and Management Service (FMS) for payment.

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V. ELECTRONIC SUBMISSION AND ENDORSEMENT OF PAYROLL DOCUMENTS

Item IV of MC No. 20, series of 2020, is hereby amended to read as follows:

“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 MC 18, s. 2020 and III. D [of MC 20, series of 2020] may be signed and approved by affixing the signatories’ electronic signatures.

The full payroll files in Excel and PDF formats including all other supporting documents, such as the deduplication certification from the FOs, submitted through electronic mail and/or SAP-Secure File Transfer Protocol shall suffice.

Provided that, all original documents signed and certified by the Field Offices, shall be forwarded to the Regional Resident Auditors in keeping with Section 43.4 of the P.D. No. 1445 (Ordaining and Instituting a Government Auditing Code of the Philippines).

Provided further that the documents and processes after disbursement (e.g. daily report and/or liquidation report) that the Field Offices and/or FSPs submit through the SAP-Secure File Transfer Protocol shall suffice.”

VI. EFFECTIVITY CLAUSE

This Circular shall be effective upon signing and shall remain valid until the provision of subsidy to the DOLE and DA beneficiaries is completed.

Signed on the 30th day of October 2020, in Quezon City.

Certified True Copy:

MYRNA H. REYES

OIG-Division Chief

Records and Archives Mgr. Division

05 NOV 2020


ROLANDO JOSELITO D. BAUTISTA
Secretary