



Department of Social Welfare and Development

MEMORANDUM CIRCULARNo. 32

Series of 2020

SUBJECT: GUIDELINES ON THE IMPLEMENTATION OF THE EMERGENCY SHELTER ASSISTANCE (ESA) WITH CASH FOR WORK PROGRAM (CFW) FOR THE SUPER TYPHOON ROLLY AND TYPHOON ULYSSES-AFFECTED HOUSEHOLDS

I. RATIONALE

On 29 October 2020, Typhoon "Rolly" (international name Goni) entered the Philippine Area of Responsibility (PAR), which made its first landfall over Bato, Catanduanes, second landfall in Tiwi, Albay, and third landfall in Lobo, Batangas on 01 November 2020. At 8 PM on 03 November 2020, "ROLLY" exited the PAR.

While the affected areas continue to experience the consequences of Super Typhoon Rolly, another strong typhoon has further hampered the response efforts of the Government Agencies and caused further destruction. On November 11, 2020, Typhoon Ulysses with an international name *Vamco* hit the main island of Luzon, which caused widespread flooding in several areas, including Metro Manila that led to further displacement and increased the hardship of vulnerable people.

The data coming from the Disaster Response Operations Monitoring and Information Center (DROMIC) as of November 11, 2020, 6 AM showed a total of 530, 266 families or 2,057,725 persons that were affected. A total of 5,411 barangays in Regions NCR, II, III, CALABARZON, MIMAROPA, V, VIII, and CAR. Region V has been severely affected by Super Typhoon Rolly resulting in a total of 145,662 damaged houses with 35,378 totally damaged houses and 110,284 partially damaged houses. On the other hand, for Typhoon Ulysses, a total of 823,537 families or 3,276,026 persons were affected in 5,847 barangays in Regions NCR, I, II, III, CALABARZON, MIMAROPA, V, and CAR and causes 63,845 damaged houses; of which, 6,049 are totally damaged and 59,170 are partially damaged.

To address the immediate needs of these households with damaged houses, and help them transition to the early recovery stage, the Field Office is directed to implement the Emergency Shelter Assistance and Cash-for-Work. While reconstructing the damaged shelters remains a challenge and requires a long-term plan and funding, a short-term intervention is necessary to mitigate their further exposure to vulnerabilities and respond to their immediate needs other than food and non-food items.

II. LEGAL BASES

- A. Republic Act 10121, otherwise known as the “The Philippine Disaster Risk Reduction and Management Act of 2010”, which strengthen the DRRM of the country;
- B. Republic Act of 7160 called the “Local Government Code of 1991” which supported the goals of the disaster preparedness, prevention, mitigation programs through a strengthened local autonomy, devolving the basic services and functions of the national agencies to the LGUs;
- C. DSWD Administrative Order No. 17, series 2010 or the “Omnibus Guidelines on Shelter Assistance”, providing the mechanism in the implementation of permanent shelter and ESA;
- D. DSWD Administrative Order No. 15, series of 2008 or the Guidelines for the Implementation of Cash-for-Work project on the provision of temporary employment to distressed families affected by disasters through engaging in preparedness, mitigation, relief and rehabilitation activities in exchange for cash;
- E. DSWD Memorandum Circular 19, series of 2018 on the implementation of Emergency Shelter Assistance (ESA) for typhoon “Ompong”-affected families with damaged houses; and,
- F. NDRRMC Memorandum No. 97, series of 2020, cascading the agreements during the NDRRMC Full Council Meeting.

III. OBJECTIVES

This guideline generally intends to provide standards in the ESA project implementation for households affected by Super Typhoon Rolly and Typhoon Ulysses with either partially or totally damaged houses.

It specifically intends to:

- A. Provide limited financial assistance to families in repairing their houses which have been damaged by Super Typhoon Rolly and Typhoon Ulysses;
- B. Set the new rate of assistance for ESA; and
- C. Describe the mechanism in the project implementation to include financial management.

IV. PROJECT COVERAGE

This project covers the affected households with damaged houses due to the onslaught of Super Typhoon “Rolly” in Region V¹ and Typhoon “Ulysses”.

¹ NDRRMC Memorandum No. 97, s. 2020, Cascading of the agreements during the NDRRMC Emergency Full Council Meeting on 06 November 2020.

V. ELIGIBILITY AND RATE OF ASSISTANCE

The household shall be the basic unit in the provision of the assistance particularly targeting the household owner as the legitimate beneficiary. For clarity in the assessment process, a house is defined as a dwelling/structure used for human habitation, especially one that is lived in by a family or small group of people.

A. General Qualifications:

1. House owner with either *totally* or *partially* damaged house;
2. Not recipient of any shelter assistance from other government agencies, non-government organizations, civil society organizations and other stakeholders.
3. Families included in the LGU master list based on the issued DSWD-Disaster Assistance Family Access Card (DAFAC).

B. Damage Classification: the following classification shall be used in determining the degree or extent of damage to houses as basis for the release of further assistance:

1. Partially damaged house – livable with reusable shelter materials and/or with the following existing/remaining features based on its original structure:
 - i. Footing/foundation;
 - ii. Posts/columns;
 - iii. Floor beams/supports;
 - iv. Walling beams/supports; and,
 - v. Roof beams/supports.

A rate of *Php5,000.00* each shall be provided to households with *partially* damaged houses.

2. Totally damaged house– entirely destroyed and unfit for habitation or without any of the structural features indicated on the partially damaged house.

A rate of *Php10,000.00* each shall be given to those with *totally* damaged houses.

C. Cash-for-work shall also be provided as a support to shelter repair for those households with damaged houses at one hundred percent (100%) of the Regional Daily Minimum Wage Rate for a period of five (5) days for partially damaged houses and ten (10) days for households with totally damaged houses.

VI. MODALITY OF ASSISTANCE

To fast track the implementation, the DSWD-Field Office may employ other modalities other than the direct cash pay-out, such as:

- a. Direct check pay-out; and
- b. Tap-up with Pantawid Pamilya Pilipino Program (4Ps) cash card holders.
- c. Mobilize existing and available service providers like Palawan, Cebuana, GCash, among others.

FO may acquire other strategies to immediately provide cash assistance, which includes the following:

- a. Designation of additional number of bonded personnel or SDOs;
- b. Increasing the bonded amount of SDOs;
- c. Offsite pay-out; and
- d. Mobilize other personnel from FO during pay-out.

VII. IMPLEMENTATION MECHANISM

The DSWD Field Office shall mobilize all Provincial, City/Municipal Action Teams (P/C/MATs) in coordination with the Local Government Units during the validation and distribution of the assistance. Partnership with CSOs, NGOs, POs may also be explored along the identification, validation and project monitoring.

Social Preparation:

A. Local Government Unit

1. Convenes all city/municipal and barangay officials for the ESA orientation in coordination with DSWD Field Office;
2. Prepares the project proposal;
3. Conducts public dissemination on ESA implementation;
4. Identifies ESA beneficiaries and certifies their duly accomplished application form;
5. Assists the DSWD Field Office on grievance/complaints management.

B. DSWD Field Office

1. Convenes all implementing stakeholders for orientation and support;
2. Ensures identification and master listing of beneficiaries by the LGU;
3. Validate the lists of beneficiaries identified by the LGUs;
4. Prepares project proposal for validated grievance/complaints not within the LGU's recommended beneficiaries, including payrolls and other documents necessary for release to ESA beneficiaries;



5. Conducts public dissemination on ESA implementation; and
6. Designates a focal person for grievance management and handles complaints together with the LGU.

C. DSWD Central Office

1. Issues the guidelines for the ESA implementation;
2. Provides technical assistance to FOs, as needed;
3. Designates focal person for the grievance/complaints management; and
4. Conducts continuous monitoring during the distribution of the assistance.

VIII. DOCUMENTARY REQUIREMENTS

A. Beneficiaries

1. Accomplished ESA Application Form which shall serve as the basis for the master listing; and
2. Barangay Certification on the classification of damage, either partially or totally damaged house.

B. City/Municipal Local Government Units

1. Disaster Report;
2. Project Proposal;
3. Administered ESA Application Form certified and validated by the Local Social Welfare and Development Officer or any authorized local government official, reviewed and concurred by the FO through city/municipal links; and
4. Master list of beneficiaries prepared by C/MSWDO and approved by the Local Chief Executive (LCE).

IX. MONITORING AND REPORTING

The DSWD-Field Office (FO) shall submit a physical and financial accomplishment report every 10th and 25th of the month addressed to the Secretary, copy furnished the Disaster Response Management Bureau (DRMB) using the ESA reporting and monitoring template, attached as Annexes A and B.

X. REFERRAL/GRIEVANCE MANAGEMENT

Transparency and accountability in all stages of the implementation of Emergency Shelter Assistance (ESA) shall be observed. The Field Office shall utilize the existing e-reklamo system, a web-based complaints management ticket system designed to manage grievances on the implementation of



Disaster Risk Reduction and Management (DRRM) programs, projects and activities, shall be tapped for grievance and redress management.

Other workable strategies may be tapped in furthering the feedback mechanism and complaint resolutions such as:

1. Setting-up of information or grievance/complaint desks at the DSWD-Field Office;
2. Maximize the use of the social media platforms (e.g. Facebook, Twitter, Instagram, etc.)
3. Mobilization of other existing grievance and redress management such as the 4Ps, Social Pension, etc. or the Provincial/City/Municipal Action Teams (P/C/MATs) and Social Welfare and Development (SWAD) teams at the local level.

Further, a report on grievance/complaints shall form part of the regular weekly reports for submission as well as the actions undertaken and/or follow-through interventions.

XI. COMPLIANCE TO INTER-AGENCY TASK FORCE (IATF) FOR THE MANAGEMENT OF EMERGING INFECTIOUS DISEASES

1. Establish mechanisms that reduce the risk of COVID-19 transmission during the distribution of assistance and actual on-site monitoring;
2. Designate the safety officer during distribution of assistance to monitor COVID-19 prevention and control measures such as physical distancing, wearing of masks, regular disinfection, compliance to thermal scanning and accomplishing health symptoms questionnaire;
3. Adhere to the LGU protocol in line with the IATF minimum standard health protocol;
4. Prohibit mass gatherings especially in distribution sites/areas;
5. Maintain precautionary measure such as wearing of mask/face shield during the distribution of assistance; and
6. Ensure social distancing during the distribution assistance;
7. Spray alcohol/sanitizers to both hands; and provide disinfectant foot baths at the entrance, if practicable;
8. If there will be a long queue outside the distribution area, roving safety officers should instill physical distancing of one meter;
9. Tables should be arranged in order to maintain proper physical distancing. Barriers may be provided between tables.



XII. EFFECTIVITY

This guideline shall take effect immediately.

Issued this 2ND day of DECEMBER 2020 in Quezon City, Philippines.



ROLANDO JOSELITO D. BAUTISTA
Secretary

Certified True Copy:



02 DEC 2020

MYRINA H. REYES
OIC-Division Chief
Records and Archives Mgt. Div.



Emergency Shelter Assistance (ESA)

IDENTIFYING INFORMATION

Name of Household Head: _____ Age: _____

Cellphone/Mobile Number: _____

Mother's Maiden Name: _____

Birth Date: _____ Birth Place: _____

Address : _____ Zip Code: _____

Occupation: _____ ID Card Presented: _____ ID No.: _____

| Household Members | Sex | Age | Relation to Client |
|-------------------|-----|-----|--------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

EXTENT OF DAMAGE TO SHELTER:

Partially
 Totally

HOUSEHOLD CLASSIFICATION:

4Ps Beneficiary
 Vulnerable sector _____

RECOMMENDATION/S:

Household-Beneficiary
(Signature/Thumbmark)

Date: _____

C/MSWDO Worker
(Signature over Printed Name)

Date: _____

Cut here



Emergency Shelter Assistance (ESA)

IDENTIFYING INFORMATION

Name of Household Head: _____ Age: _____

Cellphone/Mobile Number: _____

Mother's Maiden Name: _____

Birth Date: _____ Birth Place: _____

Address : _____ Zip Code: _____

Occupation: _____ ID Card Presented: _____ ID No.: _____

| Household Members | Sex | Age | Relation to Client |
|-------------------|-----|-----|--------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

EXTENT OF DAMAGE TO SHELTER:

Partially
 Totally

HOUSEHOLD CLASSIFICATION:

4Ps Beneficiary
 Vulnerable sector _____

RECOMMENDATION/S:

Household-Beneficiary
(Signature/Thumbmark)

Date: _____

C/MSWDO Worker
(Signature over Printed Name)

Date: _____

CERTIFICATE OF ELIGIBILITY

This is to certify that _____ aged _____, residing at _____ has been assessed to be **PARTIALLY/TOTALLY** (please encircle) **DAMAGED**. He/she is found eligible to receive ESA. Client is recommended for assistance in the amount of _____ (₱ _____).

Certified by: _____

Approved by: _____

C/MSWDO

(Signature over Printed Name)

Date: _____

Mayor/Authorized Representative

(Signature over Printed Name)

Date: _____



HOUSEHOLD HEAD'S CERTIFICATION

I hereby certify that the aforementioned information I have given are true and correct to the best of my knowledge. I further certify / promise that I will utilize the amount I have received solely for the needed materials and/or labor to repair my damaged shelter; and that misuse of such assistance will mean forfeiture of further assistance that may still be granted to me.

Household-Beneficiary
(Signature/Thumbmark)



BARANGAY CERTIFICATION

(Residency and House Ownership)

Resident

House Owner

C/MSWDO/Barangay Captain
(Signature over Printed Name)

Date: _____

CERTIFICATE OF ELIGIBILITY

This is to certify that _____ aged _____, residing at _____ has been assessed to be **PARTIALLY/TOTALLY** (please encircle) **DAMAGED**. He/she is found eligible to receive ESA. Client is recommended for assistance in the amount of _____ (₱ _____).

Certified by: _____

Approved by: _____

C/MSWDO

(Signature over Printed Name)

Date: _____

Mayor/Authorized Representative

(Signature over Printed Name)

Date: _____



HOUSEHOLD HEAD'S CERTIFICATION

I hereby certify that the aforementioned information I have given are true and correct to the best of my knowledge. I further certify / promise that I will utilize the amount I have received solely for the needed materials and/or labor to repair my damaged shelter; and that misuse of such assistance will mean forfeiture of further assistance that may still be granted to me.

Household-Beneficiary
(Signature/Thumbmark)



BARANGAY CERTIFICATION

(Residency and House Ownership)

Resident

House Owner

C/MSWDO/Barangay Captain
(Signature over Printed Name)

Date: _____

ACTIVITY PROPOSAL

| | |
|---|--|
| I. Activity Title: | |
| II. Funding Requirement: | |
| III. Proponent | |
| IV. Rationale: | |
| V. Objectives: | |
| VI. Target Beneficiaries: | |
| VII. Fund Source: | |
| VIII. Budgetary Requirements: (detailed breakdown) | |

Prepared by:

Noted by:

MSWDO Technical Staff

MSWDO Head

Approved By:

Municipal/City Mayor

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office V

**EMERGENCY SHELTER ASSISTANCE
MASTERLIST
VIRAC, CATANDUANES**

| NO. | BARANGAY | LAST NAME | FIRST NAME | MIDDLE NAME | EXT. NAME | AMOUNT |
|--------------|-----------|-----------|------------|-------------|-----------|------------------|
| 1 | CALAMPONG | ARCILLA | JOVELYN | ARADOR | | 10,000.00 |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
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| 15 | | | | | | |
| 16 | | | | | | |
| 17 | | | | | | |
| 18 | | | | | | |
| 19 | | | | | | |
| 20 | | | | | | |
| TOTAL | | | | | | 10,000.00 |

Prepared/Recommending Approval:

MARITES L. QUISMORIO
SWO IV/DRMD Chief

Approved by:

ARNEL B. GARCIA, CESO II
Regional Director