

**MEMORANDUM CIRCULAR NO. 07
SERIES OF 2021**

**SUBJECT: SPECIAL GUIDELINES FOR THE PROVISION OF ASSISTANCE
TO INDIVIDUALS AND FAMILIES IN CRISIS SITUATION DUE
TO THE DECLARATION OF LOCALIZED ENHANCED
COMMUNITY QUARANTINE**

I. RATIONALE

To contain the spread of infection at the height of the rising positive cases of Coronavirus Disease 2019 (COVID-19) in varied regions of the country, the Inter-Agency Task Force for the Management of Emerging Infectious Diseases regularly proposes to the President for approval the escalation of the risk-level classification and the declaration of localized enhanced community quarantine (ECQ) in local government units (LGUs) with high incidence of transmission of COVID-19 cases.

Once the localized ECQ is implemented in any LGU, the economic activity of its residents is severely affected as the imposition of heightened restrictions cause the closure or minimal operation of non-essential business establishments and other trades or industries to prevent the movement of people in the locality.

It is for this reason that the source of livelihood of the individuals and families in any LGU under a localized ECQ is severely affected causing them to rely heavily on government support or intervention through the provision of financial or material assistance whether in the form of cash aid, food packs or other goods. The assistance must be provided immediately as those affected depend on the support of the government for their basic needs for food or medicines, among others.

Whereas, the Department of Social Welfare and Development (DSWD), as the leader in social protection implements social welfare programs, projects and services, like the Assistance to Individuals in Crisis Situation (AICS) which may be in the form of financial assistance to serve as safety net or stop-gap measure to support the needs of these affected individuals and families.

Hence, herein Special AICS guidelines is issued specifically for the provision of financial assistance by the DSWD to the affected individuals and families in areas declared under localized ECQ. Moreso, the whole-of-government approach is endeavored to be employed as the DSWD taps the support of other agencies and the LGUs in the implementation hereof.

II. PURPOSE, COVERAGE AND AMOUNT OF ASSISTANCE

These Guidelines shall govern the provision by the DSWD of the financial assistance to the affected individuals and families of a province, city¹ or municipality declared under a localized ECQ through the resolution/s of the IATF-EID, as approved by the President.

The financial assistance, referred to as “special AICS”, in the amount **Php 1,000.00 per individual, with a maximum amount of Php 4,000.00 per family**, shall be provided to the individuals and families residing or are found in the province, city or municipality declared under ECQ. This special cash assistance shall be the program component of the AICS to be implemented by the DSWD to provide immediate relief to those affected in the areas under the localized ECQ. Special “AICS” shall be provided in cash to the eligible beneficiaries as stated hereunder.

III. LEGAL BASES

- A. Sections 15 of Article II of the 1987 Constitution.
- B. Proclamation No. 922 -Declaring a State of Public Health Emergency Throughout the Philippines
- C. DSWD Memorandum Circular (M.C.) No. 11, series of 2019 as amended by M.C. No. 24, series of 2020 or the Revised Guidelines on the Implementation of the Assistance to Individuals in Crisis Situation;
- D. Any Circular on partnership engagement by the DSWD with other agencies concerning the implementation of the Special AICS program.

IV. DEFINITION OF TERMS

- A. AICS - is the provision of integrated services to individuals and families in crisis or difficult situations. The integrated services under the program may be in the form of psychosocial intervention or direct financial and material assistance.² AICS is different from the special “AICS” covered by these Guidelines which shall be provided only to individuals and families in ECQ declared areas.

Nevertheless, the AICS defined herein shall remain to be covered by M.C. No. 11, series of 2019 as amended by M.C. No. 24, series of 2020.

- B. Family - composed of a father, mother, and/or children, including individuals who live under the authority of another by virtue of relationship by consanguinity (blood) or affinity, and includes the domestic workers of the family; provided that a solo parent and/or living with his/her children is considered a family.

¹ To include **component city, independent component city or highly urbanized city**.

² The direct financial and material assistance may be in the form of medical, burial, transportation, educational, food or cash assistance for other support services.

Provided that, for purposes of this special AICS, children living among themselves, with the other sibling acting as head of the family and caring for younger children, or grandparents, aunt or uncles living with their grandchildren, nephews and nieces, and acting as heads of the family shall also be considered as "family".

- C. Individual - may pertain to any person whose employment or economic activity has been affected by the declaration of ECQ or anyone who is otherwise constrained to stay indoor to comply with the protocols of minimal or no movement within the province, city or municipality under ECQ;

May include individuals who are stranded in the province, city or municipality under ECQ by reason of employment or livelihood.

V. TARGET BENEFICIARIES

The target beneficiaries of the special AICS include individuals and families who are suffering from the economic disruption brought about by the declaration of a localized ECQ in the province, city or municipality and may include the following:

1. Eligible beneficiaries of the Social Amelioration Program (SAP) under Republic Act (R.A.) No. 11469 (Bayanihan 1) and additional beneficiaries of emergency subsidy under Section 4, f(3) of R.A. No. 11494 (Bayanihan 2), which database is under the custody of the DSWD or the concerned LGU.
2. Individuals belonging to vulnerable groups, such as individuals living alone, senior citizens or Persons with Disability (PWD). *Provided that any of these individuals shall not be qualified separately, if they are already identified or listed as a member of a family that is listed among the beneficiary-families;*
3. Other individuals and families whose employment and livelihood have been affected by the ECQ including those who have been stranded by reason thereof in the province, city, municipality under ECQ, subject to the condition laid down below.

Provided that the target beneficiaries shall be limited only to the individuals or families who, at the time of the declaration of the ECQ, are physically residing, either permanently or temporarily, or who are still [found³] in the province, city or municipality under ECQ.

³ The qualifier "are still [found] in the LGU under ECQ" means that the individuals or families must be in the ECQ area at the time of the declaration for them to be included as target beneficiaries. Such qualifier is imposed as persons who have already moved out of the LGU may be difficult to identify.

VI. GENERAL IMPLEMENTATION PROCEDURES

A. IDENTIFICATION, VALIDATION AND CERTIFICATION OF THE ELIGIBLE BENEFICIARIES

The target beneficiaries, which may include the enumeration above-stated, shall be **validated** by the concerned City/ Municipal Social Welfare and Development Officer (C/MSWDO) and **certified** by the local chief executive (LCE).

For the purpose of finalizing the list of beneficiaries, the concerned officials shall review its available database in the barangay including, but not limited to, SAP database or Community-Based Monitoring System, and ensure that only those **physically residing, permanently or temporarily, or are still [found] in the locality at the time of the declaration of the ECQ shall be included.**

The identification, validation and certification of the C/MSWDO and the LCE on the list shall thus bear this attestation. Provided that the cleansing and duplicate checking of the list of the beneficiaries shall be the sole responsibility of the concerned LGUs.

B. IMPLEMENTATION SCHEME

a. Mode of Implementation

The DSWD shall implement herein special AICS by **manual payout** to be done either by the concerned LGUs or the DSWD-Field and SWAD Satellite Offices. For manual payout by the LGUs, a fund augmentation mechanism shall be enabled by the DSWD via **transfer of funds to the concerned LGUs** (i.e. *city or municipality*), **subject to the authority conferred by the Office of the President**. The LGUs shall determine the most efficient and effective way of release of the cash assistance. Meanwhile, the manual payout by the DSWD shall be done **by its special disbursing officers (SDOs) subject to its Field Offices' (FOs) consideration of the more viable implementation mechanism.**

Provided further that in the conduct of manual payout, the main consideration shall be the distribution of the assistance in the most expeditious and efficient manner.

b. Distribution Scheme

The special AICS that shall be given to the beneficiaries directly through manual payout by the concerned LGUs or the SDOs, may be done via **door-to-door** or **venue payouts**, whichever is deemed most convenient to expedite the distribution. The LGU or the FO shall make the option with the restrictions and health protocols imposed by the IATF-EID strictly observed in either case.

c. Workforce Complement

Regardless of the implementation scheme that will be employed, a considerable number of personnel shall be deployed by the LGU or the DSWD, before, during or after the distribution of the special AICS assistance, to ensure that it will be made

immediately, efficiently and in an orderly manner. Observance of the applicable health protocols shall be the primordial consideration to prevent the eventuality that such payout activity may become a super spreader event.

For the DSWD, the Central Office (CO) or nearby FOs, in the exigency of service, may augment the workforce of the concerned FO and SWAD Satellite Offices, upon request.

Other agencies, not confined to the Department of Interior and Local Government (DILG), the Philippine National Police (PNP), Department of National Defense (DND) or the Armed Forces of the Philippines (AFP), may likewise be tapped for personnel complement during payouts, in accordance with the partnership engagement/s by the DSWD with other agencies.

VII. PAYOUT OR DISTRIBUTION BY THE LGUs

A. GENERAL GUIDELINES

1. Transfer of fund to LGUs, as stated above, must always have the imprimatur of the Office of the President;
2. The transferred fund shall not be used for any other unauthorized programs, projects, activities, and expenses;
3. A memorandum of agreement (MOA) governing the transfer of funds shall be executed between the LGU and the DSWD FO concerned prior to transfer of funds. Subject to a prior authority from the Commission on Audit (COA), the execution of the MOA shall be coupled by the execution by the LCE of an affidavit of undertaking as stated in Item VII.B.a. hereof, *for LGUs with pending unliquidated balances from previous fund transfer by the DSWD*;
4. The distribution of the special AICS by the LGUs shall be completed within a period determined by DSWD and partner agencies and stated in any circular executed to formalize their partnership engagement, or as otherwise agreed upon by the DSWD and the LGUs on the period of distribution/implementation and expressly stated under the MOA to be executed. Either such circular or the MOA shall be controlling as to the period of the distribution.

Provided that the setting of such period shall be subject to the actual determination by the parties of the more appropriate deadline with the circumstances surrounding the payout activity as consideration, but in no case shall such distribution exceed forty-five (45) days **from receipt of funds** from the DSWD by the concerned LGUs. The receipt of funds from the DSWD shall always be the reckoning date of the counting of the deadline.

5. Close monitoring shall be ensured by the DSWD with the assistance of the DILG, DND, PNP, AFP or any other agencies as may be warranted by any circular on such partnership engagement.

B. ROLES AND RESPONSIBILITIES OF THE PARTIES IN THE IMPLEMENTATION

1. The LGUs shall:

- a. Ensure that the LCE of the LGU *with pending unliquidated balances from previous fund transfer by the DSWD* shall execute under oath an Affidavit of Undertaking to: (i) effect full and proper accounting of the intended emergency fund that will be transferred by the DSWD; and (ii) submit the complete liquidation report within a period of sixty (60) days from the last day of distribution of said financial assistance⁴ which shall be required for the execution of the MOA and the transfer of fund;

Provided that, the liquidation report may be made *in tranches* but in no case shall such submission exceed the sixty (60) day period set, from the last day of financial distribution.

- b. Take full responsibility in the proper disposition/disbursement of funds in accordance with existing accounting and auditing rules and regulations imposed by the COA Circular No. 94-013, and other applicable accounting and auditing manuals used by the Government, *unless there is a special exemption provided by the COA.*
- c. Determine the most efficient arrangement with each beneficiary on how the assistance shall be delivered taking into consideration the strict home quarantine protocol, social distancing or the guidelines imposed by the IATF-EID on COVID-19, provided that the LGU shall ensure that the assistance is actually received by the beneficiary/ies;
- d. Before the schedule of the payout, shall post in its official website, social media accounts, and at conspicuous places in the concerned barangays the list of approved beneficiaries, limited only to the following information: (i) given, middle, and last names of the beneficiary, and (ii) barangay and district;
- e. During the payout, ensure the keeping of the following:
 - i. List of paid beneficiaries or payroll signed by the beneficiaries;

⁴ Required under the COA Letter to the DSWD dated 20 July 2021.

- ii. Photocopy of the beneficiaries' identification cards with their specimen signatures;
 - iii. Photo documentation of the conduct of payout; and,
 - iv. Certification of Payment duly signed by the authorized official/s of the concerned LGUs.
- f. Submit daily and weekly report of the number of paid beneficiaries and the amount disbursed to the DSWD FO for onward submission to the CO-Agency Operations Center (AOC); Herein monitoring and reporting mechanism may be supplemented by any other circular/s between the DSWD and other agencies;
- g. Submit to the concerned DSWD FO the following liquidation and financial reporting documents within sixty (60) days from the last day of distribution of the financial assistance, viz:
- i. Report of checks (ROC) issued or report of disbursements (ROD) duly certified by the LGU accountant and approved by the LCE;
 - ii. List of paid beneficiaries or payroll signed by the beneficiaries; and,
 - iii. Copy of Official Receipt for any refund of unutilized balance;

The submission in tranches as previously stated may be employed by the LGUs subject to the same documentary requirements.

- h. Keep and maintain financial accounting records for the transferred funds in accordance with the Generally Accepted Accounting and Auditing principles.

2. The DSWD CO and/or FO, shall:

- a. Coordinate with the DILG, PNP, DND or AFP or other agency, when necessary, and solicit support and assistance in the implementation of the Special AICS program.
- b. [DSWD FO] Facilitate the transfer of fund to the LGU (city or municipality) subject to the requirements as stated in these guidelines, the MOA between the concerned FO and the LGU or other pertinent issuances;
- c. [DSWD FO] Send personnel to payout areas to strictly monitor the distribution of assistance, disbursement and utilization of funds by the LGUs; daily and weekly monitoring or reporting shall be submitted by the Field Office-Agency Operation Center (FO-AOC) to the CO-AOC within the deadline set and using the prescribed template of the Policy Development and Planning Bureau;
- d. [DSWD FO] Review and facilitate the submission and consolidation of the report such as the registry of paid beneficiaries, delisted or remaining unpaid/unserved;
- e. [DSWD FO] Require the submission of the liquidation report by the LGUs within sixty (60) days from the completion of payout; and

- f. [DSWD FO] Demand the refund of all unutilized amounts at the end of the distribution.

3. Other Agencies

The roles and responsibilities of other agencies that may be involved in the implementation of the Special AICS program shall be as stated in any circular executed by the DSWD and other agencies for the purpose. Section IX hereof is thus in place.

VIII. GRIEVANCE MECHANISM

The LGUs shall be solely responsible in accepting and processing grievances relative to the inclusion and/or exclusion of beneficiaries, non-receipt of subsidy, and any other matters related to the distribution of the subsidy with dispatch, subject to the monitoring authority of the DILG, the DSWD, DND and/or other partner agencies.

In line with this, the LGUs shall establish a **dedicated committee at the barangay level** to process grievances and appeals for inclusion/exclusion.

Meanwhile, the CO-AOC and FO-AOC shall establish a standard procedure for the processing grievances by the DSWD to ensure that the same are properly endorsed to the concerned LGUs or any other agency for processing and/or resolution.

Should the need arise, the CO-AOC or the DSWD FOs shall refer to the DILG the grievances or complaints against LGU officials on alleged irregularities in the implementation of the special AICS.


IX. SUPPLEMENTAL APPLICATION OF OTHER CIRCULARS EXECUTED BY THE DSWD IN PARTNERSHIP WITH OTHER AGENCIES

Any Circular on partnership engagement by the DSWD with other agencies such as the DILG, DND and others relative to the implementation of the Special AICS program shall supplement the herein guidelines.

X. EFFECTIVITY CLAUSE

These Special Guidelines shall take effect immediately upon the signing hereof and shall remain in effect until the state of public health emergency is lifted, subject to changes as may be instructed/issued by the Office of the President.

Signed this 25th day of July, 2021 in Quezon City.


ROLANDO JOSELITO D. BAUTISTA
Secretary

CERTIFIED TRUE COPY

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