



**MEMORANDUM CIRCULAR**

No. 16  
Series of 2021

**SUBJECT: AMENDMENT TO MEMORANDUM CIRCULAR NO. 04 SERIES OF 2019 RE OMNIBUS GUIDELINES IN THE IMPLEMENTATION OF THE SOCIAL PENSION FOR INDIGENT SENIOR CITIZENS**

**I. RATIONALE**

Republic Act No. 9994 or the Expanded Senior Citizens of 2010 institutionalizes social protection to senior citizens by providing additional government assistance through the Social Pension for Indigent Senior Citizens (SPISC). In this program, an indigent senior citizen is entitled to a monthly stipend in the amount of Five Hundred Pesos (Php500.00) which aims to augment the daily living subsistence and other medical needs of the senior citizens.

The House Committee on Senior Citizens recently passed the House Resolution No. 1047, "Urging the Department of Social Welfare and Development (DSWD) to Release the Monthly Social Pension of Senior Citizens Every Three Months instead of the Current Schedule of Every Six Months". The said Resolution was adopted and approved during the Committee hearing held on 04 March 2021. The Special Committee on Senior Citizens has considered the Resolution filed by House Deputy Speaker, Rufus B. Rodriguez. It was raised that the release of social pension every six (6) months is too long for the indigent senior citizens. Further, the Resolution states that indigent senior citizens need financial assistance at the soonest time amid the coronavirus disease (COVID-19) pandemic and the number of cases still continue to increase. The release of social pension every three months / quarterly is deemed appropriate and responsive to the needs of the indigent senior citizens who are financially deprived due to their physical condition and limited mobility to support for their daily subsistence.

**II. AMENDED PROVISIONS**

Item VI. On the Definition of Regular Support from Family or Relatives is hereby amended to read as follows:

**Regular support from Family or Relatives – refers to the financial support provided by the family members or relatives to the senior citizens including family members working abroad, by blood or affinity, within the period of six (6) months.**

Item VIII.D.2 of MC 04-2019 is hereby amended to read as follows:

- 2. The release of the monthly social pension at Five Hundred Pesos (Php500.00) per beneficiary will be done every three (3) months or One Thousand Five Hundred Pesos (Php1,500.00) per quarter (January-March; April-June; July-September; October-December). Any subsequent changes introduced by a law shall be deemed to be incorporated in this Circular, and shall be deemed changed without the necessity of further amendment, i.e. change of amount of social pension.**

Item VIII.D.5-6 of MC 04-2019 is hereby amended to read as follows:

5. In case the beneficiary died on any day within the quarter, he/she shall be entitled to receive the full amount for the quarter to be given to the authorized representative. The authorized representative can be allowed to claim the stipend in behalf of the deceased beneficiary within the quarter after he/she submits the following: (a) death certificate of the beneficiary and/or Barangay Certification stating the date of death of the social pension beneficiary duly signed by the OSCA and C/MSWDO; (b) photocopy of the authorized nearest surviving relative's ID; and (c) Warranty and Release from Liability signed by the authorized representative. The deceased beneficiary shall then be delisted from the payroll for the succeeding quarter.
6. The release of stipend for the replacement beneficiary shall take effect on the following quarter. The supporting documents of the replacement beneficiary and the endorsement of the LSWDO shall be the basis in preparing the masterlist, validated DSWD FO, which will include the name of said beneficiary.

Item VIII.E.3 and 6 of MC 04-2019 is hereby amended to read as follows:

Grounds	Supporting documents
A beneficiary who cannot be located in his/her last known address <b>within the quarter</b> or during the period of validation or home visit by the DSWD FO	Certification from the Barangay confirming that the senior citizen beneficiary cannot be located in his/her last known address <b>within the quarter</b> or during the period of validation. The basis shall be the validation or home visit(s) conducted by the DSWD FO, provided that paragraph (F)(6) of item VIII of the guidelines has been complied with
Absence for <b>one (1) quarterly payout</b> shall cause suspension of the right of the beneficiary to receive his/her stipend, if the same remains unclaimed within six (6) months	Certification from the DSWD FO validating the absence of the beneficiary for <b>one quarterly payout</b> , after conducting a home visit and validation, and indicating the reasons for the absence, subject to compliance with paragraph (F)(6) of item VIII of the guidelines has been complied with

Item VIII.F.5-6 of MC 04-2019 is hereby amended to read as follows:

5. In case the beneficiaries whose address cannot be located within the quarter, the Barangay Senior Citizens Association (BSCA) President may assist the OSCA Head in locating the beneficiary and the former shall provide a report to the OSCA Head on the correct or complete address of the beneficiary.
6. For the beneficiaries who are absent during a pay-out / delivery of payment for one (1) quarter, the concerned DSWD FO in coordination with the C/MSWDO will conduct home visit(s) within the quarter to determine the status and reason for the absence of the beneficiary. Once visited and validated, the DSWD FO may facilitate payment of his/her stipend.



Item IX.B.6 of MC 04-2019 is hereby amended to read as follows:

6. The service provider shall deliver the cash grant directly to the residence / given address of the beneficiaries within the period agreed upon in the contract. The amount to be delivered shall be equivalent to the aggregate prevailing monthly stipend, depending on the schedule of release, e.g. One Thousand Five Hundred Pesos (Php1,500.00) for a quarter or three months.

The contract between the DSWD and the identified service provider shall ensure the confidentiality of the data to be shared in compliance with the provisions of Republic Act No. 10173 or the Data Privacy Act of 2012 and its Implementing Rules and Regulations.

Item IX.B.10 of MC 04-2019 is hereby amended to read as follows:

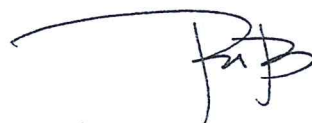
10. The service provider shall submit the liquidation documents and shall refund the unused balances to DSWD FO on or before the 30<sup>th</sup> day of the 1<sup>st</sup> month of the next quarter.

Item XI of MC 04-2019 is hereby amended to read as follows:

Type of Report	Prepared by	Submitted to	Frequency
Potential List of Beneficiary	OSCA and LSWDO	DSWD Field Office-SPPMO	Quarterly
Liquidation Report of Service Provider	Service Provider	DSWD Field Office-Finance Unit	April – 1 <sup>st</sup> quarter July – 2 <sup>nd</sup> quarter October – 3 <sup>rd</sup> quarter January 10 of the succeeding year – 4 <sup>th</sup> quarter
Physical Accomplishment Report	RSPU Finance Officer and Social Welfare Officer II	DSWD Central Office (PMB)	Every 25 <sup>th</sup> day of 3 <sup>rd</sup> month within the quarter
Quarterly Narrative Report	Social Welfare Officer II	DSWD Central Office (PMB)	10 <sup>th</sup> day of the 1 <sup>st</sup> month of the succeeding quarter

### III. TRANSITIONAL PROVISION

- A. With the current national health situation, the social pension beneficiaries who are affected by the restrictions imposed by the Local Government Units, may send to their authorized representatives copies of their documents such as valid ID; authorization letter; and certification from the barangay that they are in lockdown thru electronic mail and/or any other social media platforms. The Field Office should observe proper validation of the documents provided thru said platforms.
- B. The DSWD-FOs shall implement the quarterly distribution of the social pension to the beneficiaries starting FY 2022, subject to the usual accounting rules and regulations.



All other provisions of MC 04-2019 not affected by this amendment shall remain full force and in effect.


issued on 28<sup>th</sup> October, 2021, Quezon City, Philippines.



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Secretary

Cert. True Copy:

29 OCT 2021



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