

MEMORANDUM CIRCULAR

NO. 17
SERIES OF 2023

**AMENDMENTS TO MEMORANDUM CIRCULAR NO. 16, SERIES OF 2022, OR THE
REVISED GUIDELINES ON THE IMPLEMENTATION OF THE ASSISTANCE TO
INDIVIDUALS IN CRISIS SITUATION**

I. RATIONALE

Scientific findings and historical records have shown that exposure to various hazards, both natural and human-induced, has severely affected economically disadvantaged Filipino families. In the first half of 2023, events such as floods, oil spills, tropical cyclones, tropical cyclones “Egay”, “Falcon” and “Goring”, and the Mount Mayon volcano unrest, among others, required heavy use of the Department’s Quick Response Fund (QRF) causing its depletion, and tapping the National Disaster Risk Reduction and Management Fund (NDRRMF) for replenishment.

As disasters cause serious disruption of the functioning of a community or a society, the Department employs social protection interventions designed to inculcate empowerment and dignity among the beneficiaries. To this end, the roll-out of the Emergency Cash Transfer (ECT) since CY 2021 has made strides in assisting the disaster-affected families in addressing their basic response needs and in transitioning towards early recovery and rehabilitation. In addition, the Assistance to Individuals and Families in Crisis Situations (AICS) program continues to serve as a social safety net to support the recovery of individuals and families in unexpected crises such as natural and human induced hazards and other crisis situations.

Given the need to provide immediate assistance in said crisis situations, the Department intends to provide a mechanism for fiscal complementation and support equity for ECT implementation under the AICS program. Hence, this guideline is issued to provide the DSWD-Central and Field Offices and other stakeholders with the direction in the implementation of ECT as financial assistance under the Assistance for Individuals in Crisis Situations (AICS) for families in areas declared under a State of Calamity (SoC).

Furthermore, consistent with the fundamental principles laid down under Presidential Decree No. 1445 that disbursement or disposition of government funds shall invariably bear the approval of the proper official, and in line with the tenets of transparency, accountability and good governance, the approving authority on financial transactions under the AICS program should be named with specificity, including the scope of their signing authority. Moreover, the change in organizational structure and the need for multiple signatories to streamline the disbursement process due to rising numbers of AICS clients necessitate revisiting the provision on approving authority under MC No. 16, Series of 2022.

II. GENERAL PROVISION

The General Intake Sheet (GIS) and Certificate of Eligibility (CE) shall be required in all cases and for all clients, except those requesting for material assistance such as food packs, hot/ready-to-eat meals, and hygiene or sleeping kits and in emergency cash transfer wherein only the GIS is required. These documents must be kept in either hard or electronic copy.

The GIS is considered a confidential document and the safekeeping thereof must conform with the prescribed laws, rules and regulations. The PMB-CID will cascade the editable copies of the GIS and CE which shall be utilized by the DSWD nationwide.

III. AMENDED PROVISION

The following provisions of DSWD Memorandum Circular No. 16, series of 2022, are hereby amended as follows:

A. Section V. A. Financial Assistance is hereby amended to add:

g. Emergency Cash Transfer - This assistance shall cover the provision of unconditional support to the qualified disasters-affected families to support continuing responses and early recovery while at the same time designed to reduce financial and administrative costs from government and implementing agencies, reduce security risks for personnel, minimize logistical demands and support the early revival of local markets. ECT shall be provided only for disaster-affected families in areas declared under the State of Calamity (SoC), in accordance with the provisions of RA 10121.

Provided, that the ECT under AICS may only be implemented if the following conditions or triggers for implementation are satisfied:

- a. Depletion of the Overall Quick Response Fund (QRF): (1) as certified by the Financial Management Service (FMS), OR (2) when request for replenishment is returned by the Department of Budget and Management (DBM) without favorable action;
- b. Declaration of State of Calamity (SoC) issued either by the President, Provincial, City, or Municipal Councils; and,
- c. Approval of ECT activation by the Secretary.

As disasters spare no one, support equity is the founding principle in service delivery. Given the tight fiscal space, however, the most vulnerable sector shall be chosen for priority targeting, as follows:

Classification	Qualifying Parameters
1. Slightly Affected Family	<ul style="list-style-type: none"> - Family either with partially damaged house, flooded house or with injured member as a result of the disaster.
2. Severely Affected Family	<ul style="list-style-type: none"> - Family either with a totally damaged house OR with a dead or missing family member as a result of the disaster. - Loss of livelihood/income of the affected families.

B. Section VII. Documentary Requirements is hereby amended to add:

Type	Documents
xxx xxx xxx xxx	
<p>Emergency Cash Transfer (ECT) for Disaster-Affected Families</p> <p>In addition, and as applicable:</p> <p>If DSWD-Field Office – Initiated Project Implementation for submission to DSWD-Central Office (PMB)</p>	<p>A. One (1) valid Identification Card;</p> <p>B. Certification issued either by the Barangay Captain or C/MSWDO in the absence of a valid ID; and,</p> <p>C. Administered General Intake Sheet (GIS) or any DSWD disaster profiling tool.</p> <p>A. DROMIC Report;</p> <p>B. Project Proposal approved by the Regional Director;</p> <p>C. Work and Financial Plan (WFP) approved by the Regional Director;</p> <p>D. Monthly Disbursement Program (MDP); and,</p> <p>E. Copies of the Issuance/Resolution on the Declaration State of Calamity (National/Provincial/City/Municipal)</p>

<p>If City/Municipal LGU-Initiated Project Implementation for submission to the DSWD-FO</p>	<p>A. DROMIC Report; B. Project Proposal approved by the City/Municipal Local Chief Executive (C/MLCE); C. Masterlist of beneficiaries prepared by the City/Municipal Social Welfare Officer (C/MSWDO) and approved by the C/MLCE; D. Copies of the Issuance/Resolution on the Declaration State of Calamity (National/Provincial/City/Municipal)</p>
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C. Section IX. Modes of Providing Assistance is hereby amended to add:

1. Cash – xxxx For ECT assistance, beneficiaries may claim it through direct payout by the special disbursing officer, and through cash card top up if a Pantawid Pamilya beneficiary with cash cards; fund transfer to LGU, as authorized; and, finance service providers (FSPs), as authorized.

D. Section X. Rate of Assistance and Frequency of Availment is hereby amended to add:


Type	Particulars	Cost of Assistance		Frequency of Availment
		Minimum	Maximum	
xxx xxx xxx xxx				
Emergency Cash Transfer (ECT) for Disaster-Affected Families	Cash relief assistance during period of declared State of Calamity	Rate of assistance at seventy-five (75) percent of the Current Regional Daily Minimum Wage Rate (CRMWR) of the covered project area as calculated based on the issuance of the National Wages and Productivity Commission –Department of Labor and Employment (NWPC-DOLE), <i>Provided</i> , that support to slightly-affected families should be fifty (50) percent of the assessed rate provided for severely affected families. In the absence of severely affected families, an assessed rate based on fund availability shall be applied for provision to slightly affected families.		Once for every applicable incident but the period of assistance shall not exceed ninety (90) days in one instance.

E. Section XI. Approving Authority is hereby amended to read as:

The range of financial assistance and the authorized approving official or his/her alternate shall be contained in a Special Order to be issued by the Secretary.

IV. EFFECTIVITY

This Circular shall take effect immediately.


REX GATCHALIAN
Secretary
Date: SEP 27 2023

CERTIFIED TRUE COPY


ATTY. KARYNA ANTONETTE A. AGUDO
Director IV, Administrative Services

27 SEP 2023