

MEMORANDUM CIRCULAR

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SUBJECT: ENHANCED OMNIBUS GUIDELINES IN THE PROGRAM IMPLEMENTATION OF THE SOCIAL PENSION FOR INDIGENT SENIOR CITIZENS

I. RATIONALE

The Philippines is home to nearly 9.22 million senior citizens which makes up 8.5% of the country's total population count, according to data from a survey conducted by the Philippine Statistics Authority (PSA) in 2020. This figure is higher than the recorded number in 2015 (7.53 million senior citizens)¹. In addition, the PSA also reported that more than 800 thousand or 9.1% of Filipinos aged 60 and over in 2018 lived below the unbelievably low poverty threshold of Php71.00 a day. Meanwhile, more than half (57.3%) of the senior citizen population in the Philippines was found to have difficulties making ends meet (Cruz et al., 2019)². The study further shows that the Philippines is projected to transition to an aging population between 2025 to 2030 (Cruz, 2019)³.

With the expected aging population, the State needs to develop or to enhance its existing programs and services to be more responsive to the needs of the senior citizens and to ensure that their rights are promoted and protected. Several national legislations have been passed in response to the responsibility of the government to uphold the welfare of the Filipino senior citizens. One of the most notable initiatives is the enactment of Republic Act (R.A.) No. 9994 or the Expanded Senior Citizens Act of 2010⁴. Likewise, R.A. No. 11916 was passed last 30 July 2022 that mandates the increase of the amount of the social pension stipend for the indigent senior citizens⁵.

In the said act, the national government through the Department of Social Welfare and Development (DSWD) is mandated to implement the Social Pension for Indigent Senior Citizens (SPISC) to provide additional government assistance to the indigent senior citizens to augment their daily living subsistence and medical needs. Since CY 2011, the Program is continuously expanding its coverage to support the growing number of indigent senior citizen to be at par to the increasing number of senior citizens. At present, the SPISC covers 44% senior citizens out of the total population. With the current target of 4,085,066, the majority of the served social pension beneficiaries are females (60%); while the males comprised of 40%.

With the different issuances, the regional implementers were faced with quandary in the SPISC implementation, thus, to ensure a unified directive to the regional implementers to

¹ Philippine Statistics Authority (2022) Age and Sex Distribution in the Philippine Population (2020 Census of Population and Housing)

² Cruz, G.T., Cruz, C.J.P., Saito, Y. (2019) Ageing and Health in the Philippines.

³ Cruz, G.T., 2019 Are Filipino older people enjoying longer healthy years? Philippine Population Association Scientific Conference

⁴ An Act Granting Additional Benefits and Privileges to Senior Citizens, Further Amending Republic Act No. 7432, As Amended, Otherwise Known as "An Act to Maximize the Contribution of Senior Citizens to Nation Building, Grant Benefits and Special Privileges and For Other Purposes"

⁵ An Act Increasing the Social Pension of Indigent Senior Citizens and Appropriating Funds Therefor, Amending for the Purpose Republic Act No. 7432, Entitled "An Act To Maximize The Contribution Of Senior Citizens To Nation-Building, Grant Benefits And Special Privileges, And For Other Purposes", As Amended, And For Other Purposes

make the implementation more efficient and effective, this Enhanced Omnibus Guidelines is hereby formulated.

II. LEGAL BASES

1. **Section 5, Rule II, Implementing Rules and Regulations (IRR) of R.A. No. 11916 otherwise known as “An Act Increasing the Social Pension of Senior Citizens”**

Pursuant to the eligibility criteria as may be determined by the National Commission of Senior Citizens (NCSC) in consultation with the DSWD, indigent senior citizens shall be entitled to a monthly stipend amounting to One Thousand Pesos (Php1,000.00) to augment the daily subsistence and other medical needs of senior citizens. The DSWD, and thereupon the NCSC upon transfer thereto of the Social Pension Program, subject to the approval of the DBM, in consultation with other stakeholders, shall review every two (2) years after the effectivity of the Act, taking into account the present consumer price index as published by the Philippine Statistics Authority (PSA) and relevant economic indicators as reported and published by pertinent government agencies and authorities.

2. **Section 1, Rule 10, IRR of R.A. No. 11350 otherwise known as the “National Commission of Senior Citizens Act”**

Transfer of Functions from the DSWD to the NCSC – All functions, programs, projects, and activities are being undertaken by the DSWD for the formulation, implementation, and coordination of social welfare and development (SWD) policies and programs for the senior citizens shall be transferred to the Commission.

3. **IRR of R.A. No. 9994 otherwise known as the “Expanded Senior Citizens Act of 2010”**

An Act that established the Social Pension for Indigent Senior Citizens

III. DESCRIPTION OF THE PROGRAM

The Social Pension is a monthly stipend of One Thousand Pesos (Php1,000.00) intended to augment the daily subsistence and medical requirements of the indigent senior citizens. This is in line with the government's commitment to the most disadvantaged sector through social protection, as well as with the full implementation of R.A. No. 9994, also known as the Expanded Senior Citizen Act of 2010. A beneficiary receives the stipend utilizing the most cost-effective and expedient payment method available such as but not limited to direct payment to the beneficiary through cash advance by a designated Special Disbursing Officer (SDO), door-to-door delivery scheme; use of cash card; fund transfer to Local Government Units (LGUs) and money remittance.

Furthermore, this guideline seeks to emphasize that the indigent senior citizen acquires vested right to receive the stipend from the start of every semester as the law provides that the indigent senior citizen shall receive a monthly pension. Due to the implementation procedure and processing of requirements however, it is hereby recognized that there could be instances when the indigent senior citizen may die before they can actually receive the stipend. In this case, the stipend may be claimed in full amount intended for the semester by the nearest kin of the deceased indigent senior citizen or their authorized representative. The same will be applied when, for a justifiable reason, a social pension beneficiary cannot personally claim the stipend due to illness, physical impairment, or being bedridden, among others.

IV. SCOPE AND COVERAGE

The Social Pension for Indigent Senior Citizens (SPISC) will be implemented nationwide, including the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM).

The number of beneficiaries of the sixteen (16) Field Offices' including BARMM-MSSD will be based on the target indicator as provided for in the General Appropriation Act (GAA) in the given fiscal year.

V. OBJECTIVES

General:

Help improve the living conditions of the indigent senior citizen beneficiaries of SPISC program

Specifically, the program aims to:

1. Augment capacity of the SPISC beneficiaries to meet their daily subsistence and medical requirements;
2. Reduce incidence of hunger among SPISC beneficiaries; and
3. Mitigate the cause of neglect, abuse or deprivation among the indigent senior citizens

VI. DEFINITION OF TERMS

For purposes of this guidelines, the following terms are defined as follows:

1. **APPLICATION FORM** refers to the form containing basic information to be filled-up by the senior citizen applicant and/or relative requesting for inclusion in the SPISC program, to be submitted to the barangay association and/or to the Office for Senior Citizens Affairs.
2. **AUTHORIZED GOVERNMENT DEPOSITORY BANK (AGDB)** refer to banks where National Government Agencies (NGAs) / Government-Owned and Controlled Corporations (GOCCs) / Government Financial Institutions, Government Corporate Entities and LGUs are allowed by law to deposit Government Funds and maintain depository accounts, or by way of exception, a bank allowed by the Department of Finance and the Monetary Board to hold government deposits
3. **AUTHORIZED REPRESENTATIVE** refers to the person authorized by the social pensioner, such as, but not limited to spouse, children, siblings, grandchildren, or someone who has his/her actual custody, to receive the stipend due to reasons such as: bedridden / weak physical condition, among others.
4. **CASH PAYOUT** refers to the actual distribution of the social pension stipend to the beneficiaries being conducted by the DSWD FOs' SDOs and paymasters with the Social Pension team. The cash pay-out is one of the payment delivery schemes of the DSWD directly to the beneficiaries through plaza-type or assembly at the designated venue located in the city/municipality.
5. **DELISTING** refers to the process of removing a beneficiary from the list of senior citizens receiving social pension due to death, transfer of residence, receiving pension from Government Service Insurance System (GSIS), Social Security System (SSS),

Philippine Veterans Affairs Office (PVAO), or any other insurance company, cannot be located or for any disqualifying reason/s based on the eligibility criteria of the program.

6. **DOOR-TO-DOOR DELIVERY** refers to the scheme of giving the social pension to the senior citizen in cash, at his/her residence thru the authorized service provider. This is also being done by the SDOs / paymasters to those beneficiaries who are bedridden/ immobile.
7. **ELIGIBILITY PROCESS / TEST** refers to the process of determining the qualification of the senior citizen applicants as potential beneficiaries of the program through conduct of duplicity check and cross-matching with the existing pensioners of other insurance agencies, such as; GSIS, PVAO, etc.
8. **FUND TRANSFER** refers to the remittance/transfer of funds from one party to another party through Advice to Debit Account or issuance of a check. Fund Transfer of Funds to LGUs is the delivery scheme commonly used by the FOs in the implementation of the SPISC Program, particularly to the LGUs with good track records of disbursing and liquidating funds.
9. **GRIEVANCE** refers to a program-related discontentment or dissatisfaction which has been expressed verbally or in writing and which, in the individual and/or group's opinion, has been ignored or dropped without due consideration.
10. **INDIGENT SENIOR CITIZEN** refers to a senior citizen who is frail, sickly or with disability, and without pension or regular source of income, compensation or financial assistance from his/her relatives to meet his/her basic needs.
11. **MONEY REMITTANCE** refers to the money transfer service through the money remittance companies.
12. **NATIONAL COMMISSION OF SENIOR CITIZENS (NCSC)** refers to a national government agency under the Office of the President, mandated by R.A. No. 11350, to implement programs, projects, activities, and related information pertaining to the rights and welfare of older persons. It also refers to the NCSC Clustered Regions and Central Office.
13. **PERMANENT SOURCE OF INCOME** refers to the financial remuneration received on a monthly basis by the senior citizen from any business ventures such as but not limited to income from rentals, investments and other productive activities.
14. **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.
15. **REPLACEMENT** refers to the new eligible indigent senior citizen in the program drawn from the master list of waitlisted / unserved senior citizens with the following criteria: permanent resident of the same barangay; from other barangay of the same city/municipality and/or from other city/municipality and currently validated as eligible for social pension.

16. **SENIOR CITIZEN** refers to any resident citizen of the Philippines at least sixty (60) years old, based on the R.A. No. 9994, commonly known as the Expanded Senior Citizens Act of 2010.
17. **SERVICE PROVIDER** refers to any government/private institution that is capable of delivering the social pension through the following scheme: door-to-door (cash payment directly to the residence of the beneficiary), cash card, or over-the-counter (OTC); and money remittance and digital payments.
18. **SOCIAL PENSION** refers to the monetary grant from the government to support the daily subsistence and medical needs of senior citizens which shall not be less than One Thousand Pesos (Php1,000.00) per month.
19. **SOCIAL PENSION VALIDATION FORM** refers to the tool used by the DSWD FOs in generating information of the identified potential beneficiaries where the assessment of the senior citizen's eligibility to the SPISC program is recorded and will include stipulation on other service(s) or intervention needed by said senior citizen, if necessary.
20. **SOCIAL PENSION INFORMATION SYSTEM** refers to the online and offline system where the list of potential beneficiaries; existing social pension beneficiaries; pensioners of different insurance agencies are stored. This is used to cross match all the existing data in determining the eligibility of the validated senior citizens.
21. **SPECIAL DISBURSING OFFICER** refers to the DSWD employees authorized and bonded to receive cash advances on behalf of the program for Social Pension implementation. Cash advances are subject to the usual auditing and accounting procedure of the government.
22. **TRANSACTION ACCOUNT** refers to an account in the form of a deposit account or e-money/e-wallet held with AGDBs and other BSP-Supervised Financial Institutions which can be used to store money, send payments, and receive deposits. It is an essential financial service in its own right and can also serve as a gateway to other financial services.
23. **WAITLISTED** refers to the updated clean lists of senior citizens who have undergone eligibility processing through the SPIS and are tagged as eligible for social pension but are not yet receiving such, as they are not included in the target for the year. The list of waitlisted senior citizens shall be the source for the replacement beneficiaries.

VII. GENERAL POLICIES

A. Eligibility Criteria and Requirements

1. The program shall apply the following eligibility criteria based on R.A. No. 9994 and R.A. No. 11916 as follows:
 - 60 years old and above;
 - Frail, sickly or with disability;
 - Without pension; and
 - Without a regular source of income, compensation or financial assistance from their relatives to support his/her basic needs.

2. The senior citizen applicants shall submit the following requirements:

- Social Pension Application Form (**Annex 1**)
- Photocopy of OSCA identification cards (ID)

In the absence of the OSCA ID, the senior citizen applicant may submit a photocopy of his/her birth certificate. In case that said document is not available, he/she may present any valid ID, either government-issued ID or his/her federation/association ID, wherein the date of birth is indicated.

B. Identification of Potential Beneficiaries

1. Through endorsement by the following:

- 1.1. Barangay Senior Citizens Association (BSCA), Group or Organization. The consolidated list of potential beneficiaries shall be submitted to the Head of the OSCA or at the City / Municipal Social Welfare Development Office (C/MSWDO). The OSCA Head shall consolidate the list of all potential beneficiaries certified by the C/MSWDO for submission to the DSWD FO – Regional Social Pension Unit (RSPU);
- 1.2. Other national government agencies such as the NCSC and their Clustered Offices. Referral must be done in parallel (NCSC Central Office (CO) to DSWD CO; and NCSC Clustered Offices to DSWD FO);
- 1.3. Non-government organizations, non-stock and non-profit organizations, individuals and people's organizations working for the advancement of the rights and welfare of senior citizens, may refer or endorse applications to the DSWD CO or FOs.

2. Through walk-in clients. Senior citizens who considered themselves to be qualified and are not included in the endorsed list of the BSCA may apply directly at their respective OSCA or DSWD FO. Walk-in clients in the DSWD CO shall likewise be endorsed to the concerned DSWD FO-RSPU.
3. The social pension shall be provided to an individual who is assessed as a qualified indigent senior citizen. In the case of a qualified husband and wife, both can be considered beneficiaries at the same time.

C. Validation and Eligibility Processing of Potential Beneficiaries

1. The DSWD FO's RSPU technical staff in coordination with the OSCA and LSWDOs shall take the lead in the conduct of validation to the list of potential beneficiaries using the Social Pension Validation Form (**Annex 2**). In the validation process, the potential beneficiary shall present the original copy of their submitted documents.

The DSWD FO shall validate the address indicated in the IDs / document presented to confirm their current residency. The DSWD FO may coordinate with the *Punong* Barangay or other official/s to confirm such, by issuing a barangay certificate of residency.

2. The DSWD FO-RSPU staff shall consolidate and encode the validated potential beneficiary to the offline Social Pension Information System (SPIS) which will be submitted weekly to the DSWD-CO-Program Management Bureau (PMB) for data cleansing and eligibility processing.

3. The DSWD CO-PMB shall perform and run the eligibility processing of the encoded validated list from the FO-RSPU, which will be cross-matched with the existing data from GSIS, SSS, PVAO, among others, within 10 working days upon receipt. The data generated will then be cascaded to the DSWD FO-RSPU as a clean and error list.
4. The cleanlist cascaded to the DSWD FO-RSPU shall serve as reference in the preparation of payroll. Meanwhile, the error list cascaded can be subjected to re-validation by the FO for re-submission to DSWD CO-PMB and/or as a basis for ineligibility to the program.
5. The DSWD FO-RSPU shall endorse the approved final list of beneficiaries to the City/Municipal Mayor through the OSCA and LSWDO for reference.
6. In case of inconsistencies or alterations in the list, the OSCA and/or LSWDO shall report to the DSWD FO-RSPU for the conduct of further assessment and verification. Findings shall be discussed with the OSCA Head and LSWDO for information and/or further action.

D. Notification of the Social Pension Beneficiaries

1. The OSCA Head will inform the indigent senior citizens and/or their family through any means of communication on their approval as Social Pension beneficiary within five (5) days upon receipt of the approved list and/or certificate of eligibility endorsed by the DSWD FO. The OSCA Head may also coordinate with the respective BSCA Presidents and Barangay Officials to assist in the dissemination of notice to the qualified beneficiaries.
2. The DSWD FO-RSPU and/or LGU shall conduct a brief orientation to the beneficiaries and their authorized representative during and/or prior scheduled pay-out to discuss the procedures in the availment of the Social Pension including the procedure of delisting and grievance redress systems. It shall be highlighted during the orientation that Social Pension is a program of the National Government.

E. Entitlement to the Social Pension Stipend

The Indigent senior citizen shall be entitled to a monthly stipend which shall cover the month regardless of when he/she has been included in the downloaded cleanlist to the FOs.

F. Provision of Social Pension Stipend

1. The social pension beneficiary shall present his/her OSCA ID or any valid government-issued ID/federation ID indicating the date of birth, in claiming the stipend during pay-out.
2. In case the stipend will be claimed by an authorized representative, the following documents shall be presented:
 - 2.1. original and photocopy of valid ID or valid certification with signature of the authorized representative;

- 2.2. original and photocopy of social pension beneficiary's valid ID with signature or thumbmark;
- 2.3. authorization letter (**Annex 3**) from the social pensioner indicating the name of the authorized representative and the reason/s of inability to personally claim their stipend with duly affix signature / thumb mark of both the beneficiary and the authorized representative, witnessed by the *Punong* Barangay / Kagawad, OSCA or LSWDO;

Due diligence by the paymaster will be observed to verify the submitted documents and may require additional documents such as health or medical certification; picture of the social pension beneficiary holding the signed authorization letter or recent calendar, or other related documents, when necessary.

Only the authorized representative identified by the beneficiary and registered with the DSWD FO shall be allowed to claim the stipend. It is hereby emphasized that each eligible senior citizen is required to identify at least three (3) authorized representatives, in succession, whose names and other pertinent data of identification shall be in the DSWD FO-RSPU database.

However, on instances that the stipend of the beneficiary has been claimed by the authorized representative for three (3) consecutive payouts, the FO in coordination with the LSWDO; OSCA and/or BSCA President shall conduct the necessary validation to the beneficiary to determine their current status.

- 3. In case the beneficiary died on any day within the semester, s/he shall still be entitled to receive the full amount of stipend for the semester to be given to the nearest kin or duly authorized representative. The nearest kin or duly authorized representative can be allowed to claim the stipend on behalf of the deceased beneficiary within the semester after s/he submits the needed documents as mentioned in item (1) letter (G) of this guidelines. The deceased beneficiary shall then be delisted from the payroll for the succeeding semester.

G. Delisting of Social Pension Beneficiaries

Social Pension beneficiaries will be delisted based on the following grounds with supporting documents, subject to replacement:

Grounds	Supporting Documents
Death of the beneficiary	1. Original or certified true copy of the Death Certificate issued by the Philippine Statistics Authority or the Local Civil Registrar. For beneficiaries who are indigenous people; Muslim and/or beneficiaries belonging to other religious sects, a Certification from the <i>Punong</i> Barangay; Tribal Chieftain and/or Imam, attesting to the facts of death of the beneficiary. If the death certificate is not available at the time of payout, a Certification from the <i>Punong</i> Barangay, attested by the BSCA President; OSCA or LSWDO.

	<p>2. Photocopy of the identification of the deceased beneficiary and the nearest surviving relative; and</p> <p>3. Warranty and Release from Liability (Annex 4)</p>
<p>With pension from GSIS, SSS, PVAO and AFPMBAI or any other insurance company.</p> <p>The pension may include retirement pension, survivorship pension, and disability pension.</p>	<p>1. Results of cross-matching with the list of GSIS, SSS, PVAO, AFPMBAI pensioners</p> <p>2. Feedback; confirmation by the DSWD FO of its validation and/or certification from the LGU</p>
<p>With regular income/financial support from family or relatives.</p> <p>This includes honorarium and/or grants received from any agencies or institutions</p>	<p>Assessment report and/or certification from the LSWDO and DSWD FO indicating such findings and recommendation for delisting.</p>
<p>Transfer of residence by the beneficiary</p>	<p>Within the region:</p> <ol style="list-style-type: none"> Barangay certification confirming the transfer of the beneficiary indicating the new permanent residence address; Photocopy of the OSCA ID indicating the new permanent residence address, if applicable. <p>Region to another region:</p> <ol style="list-style-type: none"> Certification from the OSCA and/or LSWDO indicating the beneficiary has transferred to the region where they presently reside citing the reason/s of transfer; Endorsement from the former region to the receiving region
<p>A beneficiary who cannot be located in the last known address within the two (2) consecutive semesters</p>	<p>Certification from the BSCA President duly noted by the Barangay confirming that the senior citizen beneficiary cannot be located in the last known address within two (2) consecutive semesters.</p> <p>The basis shall be the validation or home visit(s) conducted by the LSWDO, in coordination with the BSCA President, provided that paragraph (G)(1) of item VII as stated <i>“the FO shall ensure that all efforts have been exhausted to locate the beneficiary prior to delisting from the program”</i> has been complied with.</p>
<p>Absence for a semestral pay-out shall cause suspension of the right of the beneficiary to receive the social pension stipend, if the</p>	<p>Certification from the LSWDO validating the absence of the beneficiary for two (2) consecutive semestral pay-out, after conducting a home visit and validation, and indicating the</p>

same remains unclaimed within (2) two consecutive semesters.	reason/s for the absence, subject to compliance with paragraph (G)(2) of item VII of the guidelines has been complied with.
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1. In case of beneficiaries whose address cannot be located within a semester, the BSCA President shall assist the OSCA Head in locating the beneficiary and provide a report to the DSWD FO the correct or complete address of the beneficiary. Nevertheless, the FO shall ensure that all efforts have been exhausted to locate the beneficiary prior to delisting from the program.
2. For the beneficiaries who are absent during a pay-out/delivery of payment for two (2) consecutive semesters, the concerned LSWDO and/or OSCA in coordination with the BSCA President will conduct home visit(s) within the semester to determine the status and reason for the absence of the beneficiary and report the findings to the DSWD FO-RSPU. Once visited and validated, the DSWD FO and/or LGU may facilitate payment of the stipend.

Provided that, in case of a beneficiary who cannot be located in the last known address after the conduct of home visit(s), the DSWD FO through the LSWDO and/or OSCA, shall apprise the concerned *Punong* Barangay or any of its official of said information. The Barangay may validate the information and may assist in locating the beneficiary. If the beneficiary is not found, the delisting/changing process may be initiated subject to the applicable requirements as set forth in paragraph (G).

H. Transfer of Beneficiaries

1. In case of beneficiaries who transferred residence from another city/municipality within the region, the concerned DSWD FO shall update the beneficiary's information, subject to submission of a certification and shall facilitate the inclusion in the beneficiary roster of the said city/municipality.
2. In the case of transfer to another region, they can still claim their stipend due for the semester of their stay in the region where they came from, until such time that they are included in the payroll list of the receiving region. The DSWD FO concerned where the beneficiary came from, should coordinate in writing with the DSWD FO where the beneficiary transferred or will transfer to ensure that their inclusion in the program shall be immediately considered/prioritized to facilitate continuity of their stipend, subject to the usual validation process. Once the former region has received confirmation from the receiving region, the former region shall then delist the name of the social pensioner from its database.

I. Replacement of Delisted Beneficiaries

1. Replacement of the delisted beneficiary shall be taken from the clean listed senior citizens generated by the DSWD CO which was cascaded to the DSWD FO.
2. Priorities for replacement are those coming from the same barangay within the city/municipality on a "first come, first served basis". Otherwise, the DSWD FO may employ the following criteria and guide points (**Annex 5**) to resolve who among the pool of potential beneficiaries shall be prioritized:

Factors for Consideration	Percentage	Guide
Age	20	Older applicants
Health Condition	35	Frail, sickly, or with chronic illness resulting to disability
Economic Status	25	With no or minimal financial support received from family
Living condition	20	Living alone, abandoned or neglected

Should there be no more qualified indigent senior citizens from where the delisted senior citizens came, the DSWD FO shall consider the waitlisted from another barangay within the city/municipality subject to the assessment and approval of the Regional Director. Similarly, should there be no more qualified indigent senior citizens within the city/municipality, the DSWD FO may give the slot to another city/municipality, either within the province or to another province, with higher number of waitlisted.

- In case of deceased beneficiaries, stipend shall be released to the nearest kin or duly authorized representative as indicated in item (3) letter (F) of this guidelines. The release of stipend for the replacement beneficiary shall take effect for the following semester and/or within the semester, should the deceased beneficiary be not eligible for the semester's stipend and/or information of beneficiary's death is not informed prior to the scheduled payout. The supporting documents of the replacement beneficiary, endorsement of the LSWDO, and inclusion in the downloaded cleanlist shall be the basis of the DSWD FO in preparing the payroll or certificate of eligibility, which will include the name of the replacement beneficiary.

J. Reinstatement of Delisted Social Pension Beneficiaries

Social pension beneficiaries who are delisted can be reinstated thereafter in the program provided that they have already met the eligibility criteria as supported by the assessment report from the LSWDO and DSWD FO, as attested by the OSCA Head, *Punong* Barangay or BSCA President.

K. Attending to Queries and Grievance

A grievance must be presented in writing or in person and shall be resolved expeditiously at all times at the lowest level possible. However, if not settled at the lowest level possible, an individual shall present his or her grievance step by step following the hierarchy levels as presented in item XI of this guideline.

VIII. DELIVERY SCHEMES

As stipulated in the GAA, the DSWD shall ensure that the stipend shall be given directly to senior citizen beneficiaries. In delivering the stipend to the social pensioners, the DSWD must guarantee that the most cost-effective and efficient modality for the distribution of the stipend will be employed, subject to the assessment of the FO and approval of the Regional Director. Any of the six (6) delivery schemes, discussed below, may be utilized or in case all shall not be feasible, the FO must identify another modality / scheme which may be effective provided the same is allowable under existing rules and regulations. In all cases, the choice of the applicable delivery scheme may vary periodically or may be combined considering the prevailing status, condition and

geographical condition of the senior citizen beneficiaries vis-à-vis the local situations, issuances or directives of the Secretary.

Each delivery schemes shall have the following procedures:

A. Cash Advance by a Designated Special Disbursing Officer (SDO) – The stipend will be given directly to the beneficiary through cash payout by the SDO of the DSWD FO.

1. The DSWD FO through Financial Management Division shall identify personnel within the Department as SDOs;
2. The DSWD FO through the RSPU will prepare the payroll based on the cleanlist beneficiaries per city/municipality, duly approved by the Regional Director (RD);
3. The DSWD FO through the Finance Unit will validate the total amount of payroll with a summary of beneficiaries per city/municipality and will issue the check in the name of the bonded SDO;
4. The SDO will encash the check for the payment of stipend to individual social pension beneficiaries per city/municipality;
5. The DSWD FO will inform the City/Municipal Mayor through the OSCA Head and LSWDO of the scheduled pay-out. The OSCA Head, through respective BSCA Presidents, shall then inform the beneficiaries of the date and venue of the pay-out;
6. The SDO in coordination with the RSPU will pay the identified beneficiaries and shall ensure that the payroll is signed by the beneficiaries duly witnessed by the OSCA, LSWDO or the Focal Person; and
7. The SDO will prepare the liquidation report for the cash advance subject to the existing COA rules and regulations.

B. Door-to-Door Delivery Scheme

This scheme may be applied in the following manner:

- B.1. The DSWD FO and/or LGU may initiate the door-to-door delivery of the stipend directly to the social pension beneficiaries, with the assistance of the BSCA President and/or *punong* barangay to ensure that the stipend will be received by the beneficiary; or
- B.2. Through the engagement with the service provider duly accredited by the Bangko Sentral ng Pilipinas (BSP) and whose services are procured by the DSWD FO in accordance with existing laws, the stipend will be delivered directly to the residence of the beneficiary in accordance with the following process:
 1. The DSWD FO shall identify the areas for the door-to-door delivery of social pension;
 2. The DSWD FO shall facilitate decentralized bidding following the provisions indicated in R.A. No. 9184 for the procurement of service providers who will conduct the door-to-door delivery of the social pension stipend;

3. The DSWD FO and the winning service provider shall enter into a contract represented by the DSWD RD and the Service Provider's Authorized Official;
4. The service provider shall open an account specifically for the Social Pension door-to-door delivery;
5. The service provider shall pick up the checks, payroll list, and pre-numbered Acknowledgement Receipt (AR) from the DSWD FO five (5) days before the scheduled pay-out and shall issue Official Receipt/Acknowledging Receipt corresponding to the pre-funded amount;
6. The service provider shall deliver the social pension stipend directly to the residence/given address of the beneficiaries corresponding to the amount of the stipend for the semester within the period agreed upon in the contract stated in the foregoing;
7. The service provider shall request for beneficiaries' OSCA ID or any other valid IDs either government-issued or federation/association before giving the social pension stipend to ensure the legitimacy of the recipients;
8. In cases of unsuccessful delivery due to absence of the beneficiaries at the time of payment, a notice shall be given to the authorized representative of beneficiaries (family member/neighbor) informing that the service provider shall redeliver the stipend to the house of the social pension beneficiaries within 14 calendar days upon notification. Any unpaid stipend after the lapse of said 14-day holding period shall be refunded to the DSWD FO for liquidation;
9. In case of death of the beneficiary at the time of payment/delivery, DSWD FO shall facilitate the distribution of the full amount of stipend for the semester to the nearest kin or duly authorized representative of the beneficiary;
10. The service provider shall submit the following liquidation documents and shall refund the unused balances to DSWD FO 30 working days after the scheduled payout:
 - 10.1. Duly accomplished Acknowledgement Receipt (**Annex 6**)
 - 10.2. List of paid beneficiaries (**Annex 7**) and unpaid beneficiaries (**Annex 8**)
 - 10.3. Certificate of payment duly signed by the service provider's authorized officials (**Annex 9**);
 - 10.4. Picture of beneficiaries receiving the stipend with proof of date; and
 - 10.5. Picture of OSCA ID or any other valid ID presented
11. No subsequent prefunding or processing of funds unless the previous fund transfer has been fully liquidated.

C. Cash Card through Authorized Government Depository Bank (AGDB) – Through the engagement with an AGDB, the amount of stipend will be credited to the cash card of the beneficiary.

The DSWD shall facilitate the identification of an AGDB and shall enter into a MOA with the Head Office of the AGDB and shall prepare the operational guidelines for the cash card implementation in all regions.

D. Fund Transfer to Local Government Units (LGUs)

1. The DSWD FO shall enter into a Memorandum of Agreement (MOA) with the LGU and/or Specific Implementation Agreements (SIA), duly signed by the Regional Director and the Local Chief Executive (LCE). Together with the MOA and/or SIA, the LGU shall likewise submit a local council resolution.
2. The DSWD FO shall facilitate and transfer the funds within 30 days upon approval of the MOA and compliance of the aforementioned documents.
3. The DSWD FO shall provide the LGU the approved cleanlist of social pension beneficiaries duly signed by the Regional Director as basis for the payroll preparation by the LGU;
4. The C/MSWDO and LGU Disbursing Officer shall set the payout schedule, approved by the LCE and shall inform the DSWD FO 15 days prior to the actual payout. Consequently, the LSWDO shall also inform the social pension beneficiaries thru the respective BSCA Presidents and/or barangay local officials of the payout schedule;
5. The LGU Disbursing Officer shall conduct the actual payout with the presence of the DSWD FO-RSPU representative and the assistance of the C/MSWDO staff, OSCA Head and BSCA Presidents to avoid grievances and ensure queries or clarifications on the possible issues and concerns of the beneficiaries during the actual payout; and
6. The LGU thru the City/Municipal Disbursing Officer shall submit the following reports to the DSWD FO 30 working days after the scheduled payout and shall refund the unexpended balance:
 - 6.1. Statement of Receipts and Disbursements (SORD) duly received by the Municipal Auditor;
 - 6.2. List of Paid and Unpaid Beneficiaries certified by the Municipal Accountant and duly approved by the LCE; and
 - 6.3. Checks for the refund of the unexpended balance
 - 6.4. Other supporting documents may be required by the DSWD, subject to existing auditing and accounting rules and regulations.
7. No subsequent fund transfer shall be permitted unless full liquidation of previous fund transfer has been submitted.

E. Money Remittance

1. The DSWD FO-RSPU shall identify the money remittance company available in most cities/municipalities including the Geographically Isolated and Disadvantaged Areas (GIDA). Exploratory meetings shall then be conducted with the existing money remittance companies established in the region and discuss the objectives of the engagement;
2. The DSWD FO-RSPU shall identify the target number of beneficiaries, per city/municipality to be provided with social pension stipend through the money remittance companies;

3. The DSWD FO shall facilitate the decentralized bidding for the procurement of identified money remittance company subject following the provisions indicated in R.A. No. 9184;
 4. The DSWD FO and the winning money remittance company shall enter into a contract, including the MOA and Non-Disclosure Agreement, represented by the Regional Director and the money remittance company's authorized official or representative;
 5. The DSWD FO-RSPU shall facilitate the transfer of funds to the account of the money remittance company intended for the number of target beneficiaries; shall notify the money remittance company for the issuance of Official Receipt/Acknowledging Receipt corresponding to the transferred amount;
 6. The DSWD FO-RSPU shall endorse the approved list of beneficiaries, to the money remittance company as their reference for the preparation of payroll and notification to the approved beneficiaries. Likewise, the same copy shall also be given to the OSCA and/or C/MSWDO for reference.
 7. The money remittance company shall release the social pension stipend corresponding to the amount for the semester directly to the beneficiaries in their respective outlet within the period agreed upon in the contract stated in the foregoing;
 8. The money remittance company shall request for the beneficiaries' OSCA ID or any other valid IDs either government-issued or federation/association before giving the stipend to ensure the legitimacy of the recipients;
 9. The money remittance company shall submit the physical and fund utilization report every month to the DSWD FO-RSPU, for monitoring purposes.
 10. The money remittance company shall submit the following liquidation documents and shall refund the unused balances to the DSWD FO within 30 working days after the scheduled payout:
 - 10.1. Duly accomplished Acknowledgement Receipt (**Annex 6**)
 - 10.2. List of paid beneficiaries (**Annex 7**) and unpaid beneficiaries (**Annex 8**)
 - 10.3. Certificate of payment duly signed by the money remittance company's authorized officials (**Annex 9**);
 - 10.4. Picture of beneficiaries receiving the stipend with proof of date; and
 - 10.5. Picture of OSCA ID or any other valid ID presented
 11. No subsequent prefunding or processing of funds unless the previous fund transfer has been fully liquidated.
- F. Digital Payment** – the beneficiary can submit to the DSWD FO their actual transactional account issued by a BSP-licensed financial institution, where the amount of stipend can be directly credited. Digital payments scheme is intended for all programs of the DSWD which will be implemented as soon as the systems required and the guidelines are available.

IX. INSTITUTIONAL ARRANGEMENTS

A. Program Management Bureau

Per Administrative Order No. 1 series of 2019 (Management Reorganization of the DSWD Central Office), the Social Pension program is lodged under the **Sectoral Programs Division** of PMB which shall undertake the following:

1. Ensure the inclusion of the funds required for implementation of the SPISC program in the GAA;
2. Provide technical assistance and monitoring visit to the FO-RSPU;
3. Facilitate the conduct of the eligibility processing of the validated senior citizens submitted by the FO-RSPU;
4. Maintain and update the cleanlist of senior citizens in the SPIS based on the submission of FO including the official waiting list;
5. Maintain the Social Pension beneficiaries' national database;
6. Facilitate engagement with an AGDB for the cash card or other pay-out scheme at the national level;
7. Develop the Grievance Redress, Update and Monitoring and Evaluation systems for the implementation of the social pension;
8. Develop a consolidated monitoring database for the additional assistance provided to the clients or beneficiaries based on the other assessed needs through referral to other programs and/or stakeholders;
9. Prepare the monthly, semestral and annual national implementation report on the social pension;
10. Conduct social preparation, trainings and advocacy activities for the regional implementers;
11. Develop a three-to-five-year management plan and information education and communication strategy for the social pension; and
12. Maintain, update and monitor the fund utilization status of the SPISC program.

B. DSWD Field Offices

1. Ensure the efficient, effective, economic and ethical implementation of the SPISC program in their respective region;
2. Conduct a validation / assessment of the senior citizens endorsed by the OSCA; referred by CO, individuals, groups or organizations as potential beneficiaries of the program;
3. Encode validated senior citizens in the offline SPIS and submit to PMB in a weekly manner;
4. Provide technical assistance and supervision to the LSWDO, OSCA and other LGU implementers regarding the SPISC and other senior citizen programs and services;
5. Maintain and update the database of the cleanlist of social pensioners vis-à-vis the master list of potential beneficiaries using the SPIS;
6. Facilitate the decentralized bidding process for the identification of service providers for the delivery of the social pension stipend through door-to-door and/or money remittance;
7. Execute the provisions of the MOA with AGDB; Fund Transfer; Door-to-Door Service Providers; and/or Money Remittance companies, as stipulated, at the regional level;
8. Handle grievance and respond to issues/concerns elevated by the LSWDO, OSCA or any individual;

9. Prepare and submit the monthly regional Physical and Financial Accomplishment Report and Quarterly Narrative Report on the SPISC implementation and ensure updating and monitoring of fund utilization status regularly;
10. Conduct spot-checking on the status of social pension beneficiaries;
11. Submit comments / inputs and recommendations to guidelines and policies that are proposed for the program or are being implemented in relation to the program implementation;
12. Establish partnership / linkages with inter-agency bodies / Senior Citizens Organizations (SCO) in the implementation of the program;
13. Develop a monitoring database for the additional assistance provided to the clients or beneficiaries based on the other assessed needs through referral to other programs and/or stakeholders; and
14. Conduct annual Program Implementation Review (PIR) and periodic Program Review and Evaluation (PRE).

C. Local Government Units (Province / City / Municipality)

1. Local Chief Executives (LCEs)

- 1.1. Supervise the OSCA;
- 1.2. Advocate for the provision of LGU counterpart thru the utilization of at least 1% OP/PWD fund for the social pension implementation;
- 1.3. Enact local resolution in support of the social pension program and creation of the local grievance committee; and
- 1.4. Assign a registered Social Worker or qualified staff who shall be the focal person for the social pension program.

2. Provincial Social Welfare and Development Office (PSWDO)

- 2.1. Recommend to the Sangguniang Panlalawigan resolution supporting the implementation of the social pension program; and
- 2.2. Provide augmentation to the LGUs as necessary in the implementation of the social pension program.

3. City/Municipal Social Welfare and Development Office (C/MSWDO)

- 3.1. Assist in the overall implementation of the SPISC program;
- 3.2. Conduct orientation to social pension beneficiaries and their families;
- 3.3. Certify the endorsement from the OSCA on the list of potential beneficiaries in every barangay and city/municipality;
- 3.4. Ensure the monitoring and evaluation of the social pension program implementation in their city/municipality;
- 3.5. Assist the DSWD FO and/or facilitate the conduct of pay-out based on the agreed schedule;
- 3.6. Act as chair in the grievance committee and respond to complaints and queries;
- 3.7. Recommend to the Sangguniang Bayan / Sangguniang Panglungsod resolution supporting the implementation of the social pension program;
- 3.8. Provide augmentation to the Barangays in coordination with the Provincial Government as necessary in the implementation of social pension program; and
- 3.9. Provide other assistance to the senior citizens and/or beneficiaries based on other assessed needs and referral from the FO.

4. Office for Senior Citizens Affairs (OSCA)

- 4.1. Maintain the list/profile of all senior citizens in the city/municipality; update and ensure issuance of the OSCA ID to all 60 years old and above;
- 4.2. Facilitate the application of potential beneficiaries by assisting in filling-out the Social Pension Application Form;
- 4.3. Consolidate and endorse the list of potential beneficiaries together with the filled-out Social Pension Form to the DSWD FO;
- 4.4. Advocate for the allocation of funds supporting the Social Pension implementation in their respective city/municipality; and
- 4.5. Act as member in the grievance committee and respond to complaints and queries in coordination with the City/Municipal Social Welfare Development Office (C/MSWDO).

D. Senior Citizens Organizations (SCOs)

1. Assist in the identification of the potential beneficiaries and endorse to the OSCA Head;
2. Attend meetings as requested by the DSWD FO and/or LGU;
3. Assist the senior citizens in securing OSCA ID; and
4. Elevate to the LSWDO the grievance/complaints received from senior citizens, individuals and other sources.

X. REPORTING

Type of Report	Prepared by	Submitted to	Frequency
Potential List of Beneficiary	OSCA and LSWDO	DSWD FO–RSPU	Monthly
Validated Senior Citizens	DSWD FO-RSPU	DSWD CO-PMB	Weekly
Cleanlist and Errorlist of Senior Citizens	DSWD CO-PMB	DSWD FO-RSPU	10 working days upon receipt
Liquidation Report of Service Provider and Money Remittance Companies	Service Provider and/or Money Remittance Companies	DSWD FO – Finance Unit	May – 1 st semester November – 2 nd semester
Physical Accomplishment Report (Registry of Paid Beneficiaries)	Social Welfare Officer II and/or Data Officer	DSWD CO-PMB	Every 5 th day of the succeeding month
Fund Utilization Report	Administrative Officer II	DSWD CO-PMB and FMS	Every 10 th day of the succeeding month
Semestral Narrative Report <i>(including other services provided to the client/beneficiary)</i>	Social Welfare Officer II	DSWD CO-PMB	Every 10 th day of the 1 st month of the succeeding semester

Annual Narrative Report <i>(including other services provided to the client/beneficiary)</i>	Social Welfare Officer II	DSWD CO-PMB	Every 10 th day of January of the succeeding year
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XI. GRIEVANCE PROCEDURE

The procedures for seeking redress of grievance shall be as follows:

1. **Discussion with the committee.** In the first instance, a grievance shall be presented in writing by the individual or group to the grievance committee, which shall be created and chaired by the LSWDO composed of the OSCA Head and SCO officers, who will act on complaints received from any individual, group or institution.

The committee shall inform the individual of the corresponding action through written feedback, with a copy furnished to the RSPU within three (3) working days from the date of presentation. Provided, however, that the object of the grievance is the committee, the individual may file the grievance to the RSPU, which shall then act accordingly within the Ease of Doing Business (EODB) timeline.

2. **Appeal to DSWD FO-RSPU.** If the individual is dissatisfied with the resolution of the committee, they may file a written grievance to the RSPU, which shall be reviewed by a designated grievance officer.

The RSPU may validate the grievance and provide written feedback within the EODB timeline. Provided, however, that the object of the grievance is the RSPU, the individual may file it with the DSWD-CO for further assessment.

3. **Appeal to DSWD-CO-PMB.** If the individual is dissatisfied with the resolution of the DSWD FO-RSPU, they may elevate the matter to the DSWD-CO through the PMB for further assessment and appropriate action within the EODB timeline.

XII. MONITORING AND EVALUATION

1. The assigned technical staff of the DSWD FO-RSPU, in coordination with the C/MSWDO and OSCA, shall conduct a quarterly monitoring and spot checking to the beneficiaries particularly in the areas of:
 - a. Unclaimed monthly stipend;
 - b. Status of the Social Pensioner; and
 - c. Utilization of stipend;
2. The DSWD-CO-PMB shall conduct a visit to DSWD FO-RSPU to provide technical assistance and monitoring visits based on the issues and concerns raised in line with the implementation of the program. Participation in the consultation dialogue/program implementation review, special meetings, payout and monitoring with the LGU partners can be among the activities in the FOs.
3. The DSWD CO-PMB shall assess the conducted payouts and other SPISC mechanisms at the last quarter of every year; and
4. The DSWD CO-PMB shall conduct an evaluation of the SPISC program every two years or as it may deem necessary.

XIII. TRANSITORY PROVISION

The National Commission of Senior Citizens shall issue the necessary guidelines in the implementation of the SPISC program once transferred.

XIV. DATA PRIVACY COMPLIANCE

The confidentiality and integrity of personal information of the indigent senior citizens shall be observed in strict compliance with the provisions of R.A. No. 10173 or the Data Privacy Act of 2012, and its Implementing Rules and Regulations.

XV. SEPARABILITY CLAUSE

If any provision of the Circular is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

XVI. REPEALING CLAUSE

All other orders, issuances, rules, and regulations, or parts thereof, which are inconsistent with the provisions of this Circular are hereby repealed or modified accordingly.

XVII. EFFECTIVITY CLAUSE

This issuance shall take effect after fifteen (15) days from the date of publication in the Official Gazette or a newspaper of general circulation. This Memorandum Circular shall also be published at the DSWD official website, and three (3) copies hereof shall be deposited with the University of the Philippine Law Center.

Issued in Quezon City this 1st day of March 2024.


REX GATCHALIAN
Secretary

Certified True Copy


Ramil R. Edamino
Administrative Officer V
Records and Archives Mgt. Division

05 MAR 2024

ANNEX 1

**APPLICATION FORM
SOCIAL PENSION FOR INDIGENT SENIOR CITIZENS**

1x1 picture

OSCA ID No.	
NCSC RRN: (If Applicable)	

I. BASIC INFORMATION (Impormasyon)				
NAME (Pangalan) :				
Last Name (Apyido)		First Name (Unang Pangalan)	Middle Name (Gitnang Pangalan)	Ext. (III, Jr.)
PERMANENT ADDRESS (Permanenteng Tirahan):				
House No.	Street	Barangay	City/Municipality	Province
DATE OF BIRTH (Kapanganakan):		PLACE OF BIRTH (Lugar ng Kapanganakan):		
Month (Buwan) Date (Araw) Year (Taon)		City/Municipality Province		
AGE (Edad):	SEX (Kasarian):	CIVIL STATUS (Katayuang Sibil):		
CONTACT NUMBER (Numero ng telepono):				
II. ECONOMIC STATUS (Pang-ekonomiyang Katayuan)				
LIVING ARRANGEMENT: <input type="checkbox"/> Owned (Pag-aari) <input type="checkbox"/> Living Alone (Namumuhay mag-isa) (Kaayusan sa Pamumuhay) <input type="checkbox"/> Rent (Nangungupahan) <input type="checkbox"/> Living with Children or Relatives (Namumuhay kasama ang anak o kamag-anak)				
RECEIVING PENSION: <input type="checkbox"/> Yes (Oo) How much (Magkano): _____ Source (Mula saan): _____ (Tumatanggap ng pension) <input type="checkbox"/> No (Wala)				
PERMANENT INCOME: <input type="checkbox"/> Yes (Oo) How much (Magkano): _____ Source (Mula saan): _____ (Permanenteng Kita) <input type="checkbox"/> None (Wala)				
III. HEALTH CONDITION (Kalagayan ng Kalusugan)				
WITH EXISTING ILLNESS: <input type="checkbox"/> Yes (Oo) Specify (Itala): _____ (May karamdaman) <input type="checkbox"/> None (Wala)				
WITH DISABILITY: <input type="checkbox"/> Yes (Oo) Specify (Itala): _____ (May kapansanan) <input type="checkbox"/> None (Wala)				
I hereby certify that the above-mentioned information is true and correct to the best of my knowledge; and hereby authorized the verification of the details provided herein. Pinatutunayan ko na ang mga nakasaad na impormasyon ay totoo at tama sa abot ng aking kaalaman; at sa pamamagitan nito ay pinahihintulutan ko ang pagpapatunay ng mga detalyeng ibinigay ditto				

		Received by (Tinanggap ni):
_____ Applicant's Signature or Thumbmark over Printed Name (Buong Pangalan at Pirma ng Aplikante)	_____ Date (Petsa)	_____ (Signature over Printed Name; Designation and Date) (Buong Pangalan, Pirma at Petsa)

DATA PRIVACY

In compliance with the provisions of Republic Act No. 10173, also known as the Data Privacy Act of 2012 and its Implementing Rules and Regulations (IRR), the Department of Social Welfare and Development (DSWD) ensures that the personal information provided is collected and processed by authorized personnel and is only used for the implementation of the Social Pension for Indigent Senior Citizens (SPISC) Program as mandated under Republic Act No. 9994

Bilang pagsunod sa mga probisyon ng Batas Republika No. 10173, na kilala rin bilang Data Privacy Act of 2012 at ang Implementing Rules and Regulations (IRR) nito, tinitiyak ng Department of Social Welfare and Development (DSWD) na ang personal na impormasyong ibinigay ay kinokolekta at pinoproseso ng awtorisadong mga tauhan at ginagamit lamang para sa pagpapatupad ng Social Pension for Indigent Senior Citizens (SPISC) Program ayon sa mandato sa ilalim ng Batas Republika 9994.

⌘ - - - - -

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT Social Pension for Indigent Senior Citizens (SPISC) Program Application ACKNOWLEDGEMENT STUB / RECEIPT?		
Name (Pangalan):		Date (Petsa):
City/Municipality:	Province:	Region:
Submitted by: _____ Applicant's Signature or Thumbmark over Printed Name (Buong Pangalan at Pirma)	Received by: _____ (Signature over Printed Name; Designation and Date)	

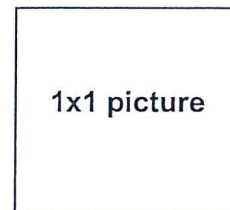
(At the back)

Paalala:

1. Ang dokumentong isinumite sa lokal na pamahalaan ay ieendorso sa karampatang DSWD Field Office, upang dumaan sa proseso ng pagsusuri at pagtukoy (o *validation*) kung ang aplikante ay kwalipikado bilang isang benepisyaryo ng Social Pension program.
2. Para sa iba pang katanungan tungkol dito, maaaring makipag-ugnayan sa tanggapan ng *Office for Senior Citizens Affairs (OSCA)* sa numero bilang _____ o sa DSWD Field Office ___ na may numero/email _____.

ANNEX 2

SOCIAL PENSION VALIDATION FORM
SOCIAL PENSION FOR INDIGENT SENIOR CITIZENS



Province

City / Municipality

OSCA ID No.	
NCSC RRN: (If Applicable)	

I. IDENTIFYING INFORMATION (Pagkilala ng Impormasyon)	
NAME (Pangalan): Last Name (Apelyido) First Name (Unang Pangalan) Middle Name (Gitnang Pangalan) Ext. (III, Jr.)	
MOTHER'S MAIDEN NAME (Pangalan ng ina sa pagkadalaga): Last Name (Apelyido) First Name (Unang Pangalan) Middle Name (Gitnang Pangalan)	
PERMANENT ADDRESS (Permanenteng Tirahan): Sitio/House No./Purok Street Barangay City/Municipality (Lungsod) Province (Lalawigan) Region (Rehiyon)	
PRESENT ADDRESS (Kasalukuyang Tirahan): Sitio/House No./Purok Street Barangay City/Municipality (Lungsod) Province (Lalawigan) Region (Rehiyon)	
DATE OF BIRTH (Araw ng Kapanganakan): Month (Buwan) Date (Araw) Year (Taon)	PLACE OF BIRTH (Lugar ng Kapanganakan): City/Municipality (Lungsod) Province (Lalawigan)
AGE (Edad):	SEX (Kasarian):
CIVIL STATUS (Katayuang Sibil):	
AFFILIATION: <input type="checkbox"/> Listahanan Specify HH ID (Itala): _____ (Pagkakaugnay) <input type="checkbox"/> Pantawid Beneficiary (Benepisyaryo ng 4Ps) <input type="checkbox"/> Indigenous People (Mga Katutubo) Specify (Itala): _____	
II. FAMILY INFORMATION (Impormasyon ng Pamilya)	
NAME OF SPOUSE (Pangalan ng Asawa): Last Name (Apelyido) First Name (Unang Pangalan) Middle Name (Gitnang Pangalan) Ext. (III, Jr.)	
ADDRESS (Tirahan):	CONTACT NUMBER (Numero ng telepono):

CHILDREN / OTHER RELATIVES (Mga Anak o Kamag-anak):

NAME (Pangalan)	CIVIL STATUS (Katayuang Sibil)	OCCUPATION (Trabaho)	INCOME (Kita o Sahod)	CONTACT NUMBER (Numero ng Telepono)

*Use separate sheet if necessary (Gumamit ng hiwalay na papel kung kinakailangan)

NAME OF AUTHORIZED REPRESENTATIVES:

NAME (Pangalan)	RELATIONSHIP (Relasyon sa Benepisyaryo)	CONTACT NUMBER (Numero ng Telepono)

LIVING ARRANGEMENT: Owned (Pag-aari) Living Alone (Namumuhay mag-isa)
 (Kaayusan sa Pamumuhay) Rent (Nangungupahan) Living with spouse (Namumuhay kasama ang asawa)
 Others: _____ Living with children (Namumuhay kasama ang mga anak)
 Others (Iba pa): _____

III. ECONOMIC INFORMATION (Impormasyong Pang-ekonomiya)

RECEIVING PENSION: Yes (Oo) How much (Magkano): _____ Source (Mula saan): _____
 (Tumatanggap ng pension) No (Wala)

PERMANENT INCOME: Yes (Oo) How much (Magkano): _____ Source (Mula saan): _____
 (Permanenteng Kita) None (Wala)

REGULAR SUPPORT: Yes (Oo) How much (Magkano): _____ Source (Mula saan): _____
 (Regular na Suporta) None (Wala)

IV. HEALTH INFORMATION (Impormasyon sa Kalusugan)

WITH EXISTING ILLNESS: Yes (Oo) Specify (Itala): _____
 (May karamdaman) None (Wala)

WITH DISABILITY: Yes (Oo) Specify (Itala): _____
 (May kapansanan) None (Wala)

FRAILTY QUESTIONS:

- Do you experience difficulty in doing your ADLs?
(Nahirapan ka ba sa iyong pang-araw araw na gawain?) Yes (Oo) No (Hindi)
- Are you completely dependent on someone in doing your IADLs?
(Ganap ka bang umaasa sa ibang tao sa pagsasagawa ng iyong gawaing pamumuhay?) Yes (Oo) No (Hindi)
- Are you experiencing weight loss, weakness, exhaustion?
(Ikaw ba ay nakakaranas ng pagkabawas ng timbang, kahinaan o pagkapagod?) Yes (Oo) No (Hindi)

DO NOT WRITE BELOW THIS PART FOR DSWD'S USE ONLY

(Huwag susulatan ang DSWD lamang ang pwedeng gumamit)

V. ASSESSMENT <i>(Pagtatasa)</i>		
VI. RECOMMENDATION <i>(Rekomendasyon)</i>		
<input type="checkbox"/> Eligible <i>(Kwalipikado)</i> <input type="checkbox"/> Not Eligible <i>(Hindi kwalipikado)</i>		
Validated by:		
Signature over Printed Name <i>(Buong Pangalan at Lagda)</i>	Designation <i>(Position)</i>	Date <i>(Petsa)</i>
Encoded by:		
Signature over Printed Name <i>(Buong Pangalan at Lagda)</i>	Designation <i>(Position)</i>	Date Encoded <i>(Petsa)</i>
<p>By signing this form, I grant my free and voluntary consent for the Department of Social Welfare and Development (DSWD) to collect, process, and share my personal information for the purpose of validation, eligibility test, and cross-matching to serve as the basis in granting my entitlements as a qualified beneficiary of the Social Pension for Indigent Senior Citizens (SPISC) Program. As a data subject, I understand that I have the right to be informed, access, object, block, file complaints or damages or rectify my personal information obtained, processed, or shared as well as the purpose and reason for processing or sharing this personal information.</p> <p><i>Sa paglagda nito, binibigyan ko ang aking malaya at boluntaryong pahintulot sa Department of Social Welfare and Development (DSWD) na kolektahin, iproseso, at ibahagi ang aking personal na impormasyon para sa layunin ng validation, eligibility test, at cross-matching para magsilbing batayan sa pagbibigay ng aking mga karapatan bilang isang kwalipikadong benepisyaryo ng Social Pension for Indigent Senior Citizens (SPISC) Program. Bilang isang paksa ng datos, nauunawaan ko na may karapatan akong malaman, ma-access, tumanggi, harangan, maghain ng mga reklamo o pinsala o itama ang aking personal na impormasyong nakuha, naproseso, o ibinahagi pati na rin ang layunin at dahilan para sa pagproseso o pagbabahagi ng personal na impormasyon na ito.</i></p>		
Conformed by:		
Name of Applicant or Respondent <i>(Pangalan ng Aplikante)</i>	Signature or Thumbmark <i>(Lagda o Thumbmark)</i>	Date <i>(Petsa)</i>
<p>DATA PRIVACY In compliance with the provisions of Republic Act No. 10173, also known as the Data Privacy Act of 2012 and its Implementing Rules and Regulations (IRR), the Department of Social Welfare and Development (DSWD) ensures that the personal information provided is collected and processed by authorized personnel and is only used for the implementation of the Social Pension for Indigent Senior Citizens (SPISC) Program as mandated under Republic Act No. 9994</p> <p><i>Bilang pagsunod sa mga probisyon ng Batas Republika 10173, na kilala rin bilang Data Privacy Act of 2012 at ang Implementing Rules and Regulations (IRR) nito, tinitiyak ng Department of Social Welfare and Development (DSWD) na ang personal na impormasyong ibinigay ay kinokolekta at pinoproseso ng awtorisadong mga tauhan at ginagamit lamang para sa pagpapatupad ng Social Pension for Indigent Senior Citizens (SPISC) Program ayon sa mandato sa ilalim ng Batas Republika 9994.</i></p>		

ANNEX 3

OSCA ID No.	_____
NCSC RRN: (If Applicable)	_____

Date: _____

AUTHORIZATION
(For Authorized Representative)

I am _____, born on _____,
(Name of the Social Pension Beneficiary) (Month, Date, Year)

social pension beneficiary from _____.
(Permanent Resident Address)

That I am authorizing my _____,
(Relationship to the pensioner) (Name of Authorized Representative)

to claim my stipend for the _____ semester for the year _____ since I am

_____ *(state reason/s on the inability to personally claim the social pension stipend)*

and signed any legal document/s corresponding to the amount of the Social Pension stipend.

(Name and Signature or Thumbmark of Social Pension Beneficiary)

Witnessed by:

Punong Barangay/Kagawad / OSCA or LSWDO
(Signature over printed name)

ANNEX 4

WARRANTY AND RELEASE FROM LIABILITY

I, the undersigned, of legal age, Filipino, hereby state:

1. I am the (nearest relative / duly authorized representative of nearest surviving living relatives) of the hereunder beneficiary of the Social Pension for Indigent Senior Citizens of the Department of Social Welfare and Development (DSWD):

(Name of Beneficiary)

2. Said beneficiary died on _____ at _____.
(Date) (Place of Death)

3. I hereby release and agree to hold free from any responsibility and liability the DSWD, and its officers and employees, if any other person/s should appear and represent to be the nearest relative or duly authorized representative of the nearest surviving living relatives of said beneficiary.

Signature over Full Name of Claimant

Address and Contact Number

Date

ANNEX 5

**GUIDE POINTS
(Replacement of Delisted Beneficiaries)**

Factors for Consideration	Percentage	Criteria	
		Particular	Guide Points
Age	20	71 years old and above	20%
		66 years old – 70 years old	15%
		60 years old – 65 years old	10%
Health Condition	35	Bedridden, with 2 or more disabilities or chronic illnesses	30%
		With 1 disability	25%
		Frail and sickly (non-ambulatory)	30%
		Frail and sickly (ambulatory)	25%
		Other circumstances (maintain healthy condition)	10%
Economic Status	25	No pension from any sources	25%
		No financial support or regular income. Living with children / relatives who have below minimum income.	25%
		With minimal or irregular financial support from family	15%
Living condition	20	Living alone, abandoned or neglected	20%
		Living with children with a family with no regular income / unemployed	15%
		Living with grandchildren, temporarily staying with relatives, who are informal settlers or living in GIDAs.	18%
		Living with children with a family but with regular income / employed or working abroad	10%

ANNEX 6

Social Pension for Indigent Senior Citizens
Field Office _____

ACKNOWLEDGEMENT RECEIPT

Name: _____ OSCA ID _____
Address _____ Household ID _____
Municipality _____ NCSC RRN _____
Province _____
Gender _____

(not valid if erasures or alteration are present)

Request for Payment for the
_____ Semester of CY _____

Please check the following box
corresponding to the amount received:

Refer to:
Payroll for Region _____

January - June

July - December

(Indicate Barangay, Municipality, Province)

Total: _____

Entry #1

Petsa: _____

Ito ay pagpapatunay na nakatanggap ako mula sa _____ ng pera
(Pangalan ng Service Provider)
na nagkakahalaga ng _____ para sa aking pensyon sa
_____ Semestre ng taong _____.

Binayaran ni:

Tinanggap ni:

(Pangalan at Lagda ng Tagadala)

(Pangalan at Lagda/Thumbmark ng Benepisyaryo)

Sinaksihan ni:

(Pangalan at Lagda/Thumbmark ng Authorized
Representative o Barangay Captain)

Note: In the absence of the authorized representative, the Barangay Captain may sign as witness

ANNEX 7

(Name of Service Provider or LGU)
Address

LIST OF PAID BENEFICIARIES FOR SOCIAL PENSION FOR INDIGENT SENIOR CITIZENS

Name of Service Provider and Branch or Name of LGU: _____
 No. of Beneficiaries Paid: _____ Total Amount Paid: _____
 Province Covered: _____ Period of stipend covered: _____

MUNICIPALITY OF (A)

Barangay	Name of Beneficiaries	Amount Paid	Remarks (for deceased beneficiaries)
Sub-total			

MUNICIPALITY OF (B)

Barangay	Name of Beneficiaries	Amount Paid	Remarks (for deceased beneficiaries)
Sub-total			

Prepared by: _____

Recommending Approval: _____

SERVICE PROVIDER BRANCH OR C/MSWDO
(Signature over Printed Name)

ACCOUNTANT
(Signature over Printed Name)

Approved by: _____

AREA MANAGER OR LCE
(Signature over Printed Name)

ANNEX 8

(Name of Service Provider or LGU)
Address

LIST OF UNPAID BENEFICIARIES FOR SOCIAL PENSION FOR INDIGENT SENIOR CITIZENS

Name of Service Provider and Branch or Name of LGU: _____
 No. of Beneficiaries Unpaid: _____ Total Unpaid Amount: _____
 Province Covered: _____ Total Amount of Refund: _____
 Period of stipend covered: _____

DETAILS OF UNPAID BENEFICIARIES WITH 14 DAYS HOLDING PERIOD:

MUNICIPALITY OF (A)

Barangay	Name of Beneficiaries	Unpaid Amount	Status
Sub-total			

DETAILS OF UNPAID BENEFICIARIES DUE TO DEATH:

MUNICIPALITY OF (A)

Barangay	Name of Beneficiaries	Unpaid Amount	Remarks (Date of Death)
Sub-total			

Prepared by: _____

Recommending Approval: _____

SERVICE PROVIDER BRANCH OR C/MSWDO

(Signature over Printed Name) _____

ACCOUNTANT

(Signature over Printed Name) _____

Approved by: _____

AREA MANAGER OR LCE

(Signature over Printed Name) _____

Note:

1. *Initial Liquidation – total refund shall be equal to the amount of unpaid beneficiaries due to death*
2. *Liquidation after lapse of 14 days holding period – total amount of refund shall be equal to the total amount of unpaid beneficiaries*

ANNEX 9

(Service Provider's Letterhead)

CERTIFICATION

This is to certify that the amount of _____ was paid by _____
(amount in words and figures)
for the period of _____

(Name of Service Provider and Cluster)
representing the stipend of beneficiaries of Social Pension for Indigent Senior Citizens for the province of _____.

The liquidation report submitted by _____ had been reviewed,

(Name of Service Provider and Cluster)

verified and found correct and that the disbursements are proper and valid supported by the following:

1. Credit Advice
2. Deposit Slip
3. Acknowledgement Receipt
4. List of Paid Beneficiaries
5. List of Unpaid Beneficiaries supported by evidence of notification
6. Death certificate / barangay certificate in case of death of beneficiaries
7. Photocopy of OSCA ID of the deceased beneficiaries
8. Photocopy of the nearest kin's ID of the deceased beneficiaries

Issued this _____ day of _____, at _____

Certified by: _____ Recommending Approval: _____

SERVICE PROVIDER'S ACCOUNTANT
(Signature over Printed Name)

AREA MANAGER
(Signature over Printed Name)

FOR DSWD FIELD OFFICE USE ONLY:

Reviewed by: _____ Recommending Approval _____

FINANCE OFFICER
(Signature over Printed Name)

REGIONAL ACCOUNTANT
(Signature over Printed Name)

Approved by: _____

REGIONAL DIRECTOR
(Signature over Printed Name)

ANNEX 10

Social Pension for Indigent Senior Citizens

CERTIFICATE OF ELIGIBILITY

This is to certify that the following indigent senior citizens are eligible for Social Pension stipend in the amount of _____ each covering the period of _____.

Full Name	Address	Birthdate	Age	Sex

Prepared by:

Recommending Approval:

SWO II, Social Pension
(Signature over Printed Name)

PSD HEAD
(Signature over Printed Name)

Approved by:

REGIONAL DIRECTOR
(Signature over Printed Name)