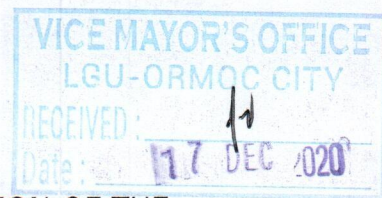


REPUBLIKA NG PILIPINAS  
SANGGUNIANG PANLUNGSOD  
LUNGSOD NG ORMOC



EXCERPT FROM THE MINUTES OF THE SPECIAL SESSION OF THE  
FIFTEENTH SANGGUNIANG PANLUNGSOD NG ORMOC HELD  
AT THE SANGGUNIANG PANLUNGSOD SESSION HALL,  
ORMOC CITY HALL BUILDING  
ON DECEMBER 17, 2020

PRESENT:

Leo Carmelo L. Locsin, Jr.  
Benjamin S. Pongos, Jr.,  
Roiland H. Villasencio,  
Tomas R. Serafica,  
Nolito M. Quilang,  
Eusebio Gerardo S. Penserga,  
Jasper M. Lucero,  
Peter M. Rodriguez,  
Vincent L. Rama,  
Gregorio G. Yrastorza III,  
Esteban V. Laurente,

City Vice Mayor & Presiding Officer  
SP Member, Majority Floor Leader  
SP Member  
SP Member  
SP Member  
SP Member  
SP Member  
SP Member  
SP Member

SP Member, Asst. Majority Floor Leader  
Ex-Officio SP Member, Chapter President,  
Liga ng mga Barangay ng Ormoc  
Ex-Officio SP Member, Chapter President,  
Panlungsod na Pederasyon ng mga Sangguniang Kabataan ng Ormoc

Joan Marbie C. Simbajon,  
Panlungsod na Pederasyon ng mga Sangguniang Kabataan ng Ormoc

ON OFFICIAL BUSINESS:

Lalaine A. Marcos,

(Acting City Mayor), SP Member

**RESOLUTION NO. 2020-420**

**A RESOLUTION GRANTING AUTHORITY TO THE CITY  
MAYOR RICHARD I. GOMEZ OR THE ACTING CITY  
MAYOR TO ENTER INTO AND SIGN THE MEMORANDUM  
OF AGREEMENT (MOA) TO BE ENTERED INTO BY AND  
BETWEEN DEPARTMENT OF SOCIAL WELFARE AND  
DEVELOPMENT (DSWD) AND THE LOCAL  
GOVERNMENT UNIT OF ORMOC RELATIVE TO THE  
ASSISTANCE TO INDIVIDUALS IN CRISIS SITUATION  
(AICS) DUE TO COVID-19 UNDER RA 11494  
"BAYANIHAN TO RECOVER AS ONE ACT".**

WHEREAS, this Fifteenth Sangguniang Panlungsod was in receipt of an Indorsement dated December 17, 2020 from the Office of the City Mayor, endorsing a request for the issuance of a Resolution granting the City Mayor or Acting City Mayor the authority to sign the Memorandum of Agreement (MOA) to be entered into by and between Department of Social Welfare and Development (DSWD) and the Local Government Unit of Ormoc relative to the Assistance to Individuals in Crisis Situation (AICS) RA 11494. Further requesting that this matter be treated as EXTREMELY URGENT;

WHEREAS, Section 17 of Republic Act No. 7160, otherwise known as the Local Government Code, provides that Local Government Units shall discharge such functions and responsibilities as are necessary, appropriate, or incidental to efficient and effective provision of the basic services and facilities;



WHEREAS, in light of the continuing local transmission of Coronavirus Disease 2019 (COVID-19) as well as the extension of the State of Calamity until September 12, 2021, under Proclamation No. 1021, s. 2020 the DSWD and the LGUs shall extensively collaborate to undertake the efficient, safe, and proper delivery of the emergency subsidy and the various social services identified in RA No. 11494 of the Assistance to Individuals in Crisis Situation (AICS) to those in need at the community level to be implemented during its effectivity and as part of the recovery stage of DSWD social amelioration program;

WHEREAS, the City of Ormoc recognizes its mandate to address the needs of the poor, marginalized, vulnerable and disadvantage within its jurisdiction and commits to a partnership that will deliver a package of services to address poverty, empower and promote inclusive growth, especially in these uncertain times;

WHEREAS, the subject MOA clearly and plainly encapsulates the terms and conditions of the agreement of the parties thereto, including their specific roles and obligations towards the attainment of the lofty ends of the same, and this Sanggunian, upon thorough review, finds that the same is entered into for the best interests of the City and its constituents, and therefore, is most deserving of this august Body's prompt and favorable consideration;

WHEREFORE, on joint motion of SP Member Vincent L. Rama, Chairman, Committee on Social Welfare, Senior Citizens, and Persons with disability and SP Member Benjamin S. Pongos, Jr., Chairman, Committee on Laws and Ordinances and seconded by SP Members Gregorio G. Yrastorza III, Peter M. Rodriguez, Esteban V. Laurente, Tomas R. Serafica, Joan Marbie C. Simbajon, Roiland H. Villasencio and Eusebio Gerardo S. Penserga; be it

RESOLVED, AS IT IS HEREBY RESOLVED, to pass A RESOLUTION GRANTING AUTHORITY TO THE CITY MAYOR RICHARD I. GOMEZ OR THE ACTING CITY MAYOR TO ENTER INTO AND SIGN THE MEMORANDUM OF AGREEMENT (MOA) TO BE ENTERED INTO BY AND BETWEEN DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD) AND THE LOCAL GOVERNMENT UNIT OF ORMOC RELATIVE TO THE ASSISTANCE TO INDIVIDUALS IN CRISIS SITUATION (AICS) DUE TO COVID-19 UNDER RA 11494 "BAYANIHAN TO RECOVER AS ONE ACT".

ADOPTED, December 17, 2020.

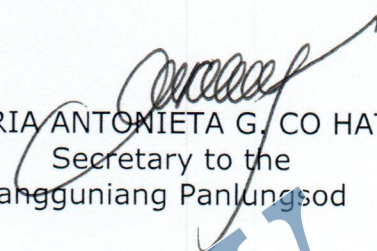
RESOLVED, FURTHER, that a copy of the final notarized Memorandum of Agreement (MOA) be submitted to this Sanggunian for its information and files;

RESOLVED, FINALLY, to furnish copies of this resolution each to the City Mayor of Ormoc Richard I. Gomez; the City Administrator, Mr. Vincent L. Emnas; the City Legal Officer, Atty. Josephine Mejia-Romero; the CSWD; the Regional Director, DSWD – Field Office VIII; the City Budget Officer; the City Accountant; the City Treasurer; the City Auditor; the City Local Government Operations Officer-DILG; and other offices concerned for their information and guidance;


CARRIED UNANIMOUSLY.



I HEREBY CERTIFY to the correctness of the foregoing resolution.

  
MARIA ANTONIETA G. CO HAT  
Secretary to the  
Sangguniang Panlungsod

ATTESTED:

  
LEO CARMELO L. LOCSIN, JR.  
City Vice Mayor & Presiding Officer



**MEMORANDUM OF AGREEMENT**

KNOW ALL MEN BY THESE PRESENTS:

This MEMORANDUM OF AGREEMENT made and executed on this \_\_\_\_\_  
December 2020, by and between:

The **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD)**,  
a government agency created pursuant to Republic Act (R.A.) No. 5416, through  
DSWD FIELD OFFICE **VIII**, and with office address at MAGSAYSAY BLVD,  
TACLOBAN, CITY, represented by REGIONAL DIRECTOR **MARIE ANGELA S.**  
**GOPALAN** and hereinafter referred to as the "DSWD".

- in favor of -

The **PROVINCIAL/CITY/MUNICIPAL LOCAL GOVERNMENT OF**  
\_\_\_\_\_, a political subdivision of the Republic of the Philippines,  
with office address at \_\_\_\_\_ and represented herein by its LOCAL CHIEF EXECUTIVE,  
HON. \_\_\_\_\_, who is duly authorized to represent said Local  
Government Unit and hereinafter referred to as the "P/C/MLGU".

**WITNESS THAT:**

In light of the continuing local transmission of Coronavirus Disease (COVID)  
2019 as well as the extension of the State of Calamity until September 12, 2021,  
under Proclamation No. 1021, Series of 2020, [the DSWD and the LGUs shall  
extensively collaborate to undertake the efficient, safe and proper delivery of the  
emergency subsidy and the various social services identified in RA No. 11494] [of  
the Assistance to Individuals in Crisis Situation (AICS) to those in need at the  
community level], as mandated by RA No. 11494, to be implemented during its  
effectivity and as part of the recovery stage DSWD social amelioration program.

**NOW, THEREFORE**, for and in consideration of the foregoing premises,  
hereinafter set forth, the PARTIES hereby agree as follows:

**I. ROLES AND RESPONSIBILITIES OF THE PARTIES**

A. The P/C/MLGU, in connection with the request for downloading  
of funds for Assistance to Individuals in Crisis Situation (AICS)  
and its proper distribution and liquidation, shall:

1. instruct the P/C/MSWDO and the concerned Barangay/s, make the initial  
profiling of individuals who are in dire need of assistance within their locality,  
list their complete names and addresses and prepare the budget proposal  
and payroll;
2. assess the individuals profiled or the pre-identified beneficiaries in  
accordance with MC No. 24, Series of 2020;
3. upon approval of the DSWD FO, claim the check/s or validated List of Due  
and Demandable Accounts Payable-Advice to Debit Accounts (LDDAP-ADA),  
whichever is applicable, from the DSWD FO, through the  
Provincial/City/Municipal Treasurer or the authorized representative of the

Page 1 of 5

**Comment [PA1]:** To be inserted if the  
agreement will be limited to fund transfer for AICS  
implementation in the local level; delete the first  
clause with open and close square brackets

**Comment [PAAT2]:** Regional Directors have the  
discretion to limit the engagement with P/C/MLGUs  
to only one or two of the social amelioration  
measures detailed/enumerated hereunder.

REVIEWED

CRM/OC CITY LEGAL OFFICE

Approved

Separate Opinion

Drafted by CLO

Not contrary to laws, public  
policy, moral.

Amendments/Revisions

Atty. Marie \_\_\_\_\_  
BY: City Legal Attorney III

DATE: DEC 17 2020



C/MLGU, and issue the corresponding Official Receipt, or Acknowledgement Receipts and copies of the bank accounts;

4. complete the payout of AICS to all identified beneficiaries, as provided on the payroll, within seven (7) days from the receipt of the funds from DSWD; provided that those at geographically isolated and disadvantaged areas (GIDA) shall complete delivery within ten (10) days;
5. gather the documentary requirements specified in MC No. 24, Series of 2020, such as but not limited to:
  - 5.1. accomplished general intake sheet per beneficiary;
  - 5.2. payroll signed by the beneficiaries;
  - 5.3. photograph of the beneficiary during actual receipt of the assistance; and
  - 5.4. copy of the certificate of eligibility; and
  - 5.5. original acknowledgment receipt;
6. take full responsibility in the proper disposition/disbursement of funds in accordance with existing accounting and auditing rules and regulations imposed by the Commission on Audit (COA) Circular No. 94-013, and other applicable accounting and auditing manuals used by the Government;
7. provide daily feedback or update to the DSWD FO on the status of distribution;
8. use the funds released by the DSWD to beneficiaries solely for the purpose it was drawn and based on RA No. 11494, DSWD Memorandum Circular No. 24, series of 2020, and all other pertinent issuances;
9. liquidate the funds within the period of twenty (20) calendar days from the date of last distribution or payout of subsidy and submit liquidation report with the following attachments:
  - 9.1. accomplished payroll signed by the beneficiaries and the SAC forms;
  - 9.2. report of checks (ROC) issued or report of disbursements (ROD) duly certified by the P/C/MLGU accountant and approved by the LCE; and
  - 9.3. copy of official receipt for any refund of unutilized balance.
10. keep and maintain financial and accounting records for the said funds in accordance with the Generally Accepted Accounting and Auditing Principles with; and
11. refund to DSWD-FO any unused/unclaimed funds upon submission of the required liquidation report/s or within the period five (5) calendar days from the submission of such liquidation report/s.

**B. The DSWD FO, in connection with the distribution of Assistance to Individuals in Crisis Situation (AICS) and the liquidation of transferred funds, shall ensure:**

Page 2 of 5

REVIEWED
CRMOC CITY LEGAL OFFICE
____ Approved
____ Separate Opinion
____ Drafted by CLO
<input checked="" type="checkbox"/> Not contrary to laws, public policy, moral.
____ Amendments/Revisions
Atty. Maria Leticia S. Cabanero City Legal Attorney DATE: DEC 17 2020



1. the rendition of technical assistance to the Provincial, City or Municipal Social Welfare Development Office/s and the Barangay in the conduct of profiling and evaluation of pre-identified AICS beneficiaries;
2. the assessment of the budget proposal, payroll and supporting documents submitted by the P/C/MLGU for their request for AICS fund transfer;
3. the monitoring of the distribution of AICS assistance by the P/C/MLGU, request for regular feedback or update on the progress of distribution and compile the documents forwarded by it as documentation of the distribution;
4. the timely and proper demand of the liquidation report, its supporting documents as well as the requirements submitted by the beneficiaries, if necessary, from the P/C/MLGU;
5. the refund of any unused/unclaimed funds upon submission of the required liquidation report/s or within the period five (5) calendar days from the submission of such liquidation report/s.

## II. ACCOUNTABILITY

The LCE and other officials of the P/C/MLGU shall be held criminally, civilly and administratively liable for acts and omissions committed, contrary to the provisions hereunder, without prejudice to other legal actions that may be pursued under applicable laws and rules and regulations.

## III. INTERPRETATION

- a. The prevailing DSWD issuances such as MC No. 22, Series of 2020, MC No. 30, Series of 2020, MC No. 04, Series of 2019 and MC No. 11, Series of 2019, as amended, shall be deemed written in this agreement and the parties particularly the P/C/MLGU shall ensure compliance to all provisions of these issuances.
- b. Any conflict in the provisions of this Agreement and the applicable issuance, the latter shall deem to prevail.
- c. In case of any conflict or gap pertaining to the accounting and auditing processes contemplated in this Agreement, reference shall be made to the pertinent COA rules and regulations, which are deemed included in this Agreement.

REVIEWED	
ORMOC CITY LEGAL OFFICE	
_____	Approved
_____	Separate Opinion
_____	Drafted by CLO
<input checked="" type="checkbox"/>	Not contrary to laws, public policy, moral.
Amendments/Revisions	
Atty. Maribel S. Cabrom City Legal Attorney III	
BY: _____	DATE: DEC 17 2021



**IV. SEPARABILITY**

In case any provision hereof or any party thereof be declared void or unenforceable by competent authorities, the provision/s unaffected by such declaration shall remain valid and binding among the parties, their successors and assigns.

**V. EFFECTIVITY**

This agreement shall take effect upon signing of the parties and shall remain in full force and effect, until the programs contemplated hereunder are fully implemented by the parties, considering to [i] the number of physical targets and area of coverage, of the proposals or requests submitted by the P/C/MLGU, and [ii] the corresponding applicable periods for the distribution and liquidation; provided that the P/C/MLGU shall make full liquidation of the funds transferred by the DSWD and refund those unutilized or unused funds within the prescribed periods.

IN WITNESS WHEREOF, both parties have signed this instrument on \_\_\_\_\_, 2020, in \_\_\_\_\_, Philippines.

FOR:  
**DEPARTMENT OF SOCIAL  
WELFARE AND DEVELOPMENT**

**LOCAL GOVERNMENT OF**

**MARIE ANGELA S. GOPALAN**  
Regional Director, Field Office VIII

Hon.  
Local Chief Executive

Signed in the Presence of:

**IRENE A. PERMEJO**  
SWO II / OIC-DC, PSD

\_\_\_\_\_  
MSWDO

Certified Funds Available:

Reviewed by:

**CHRISTOPHER I. BACASON**  
Accountant III

**BRIGIDA D. ESPEJO**  
CAO / DC-FMD

REVIEWED

CRMOC CITY LEGAL OFFICE

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Separate Opinion

\_\_\_\_\_  
Drafted by CLO

☒ Not contrary to laws, public  
policy, moral.

\_\_\_\_\_  
Ammendments/Revisions

*Atty. Diana Adella S. Cabrera*  
City Legal Attorney | DATE: 2020 04 2020

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES }  
\_\_\_\_\_ } S.S.

BEFORE ME, a Notary Public for and in the above jurisdiction, this \_\_\_\_\_, day of \_\_\_\_\_, 2020, personally appeared the following individuals:

Name	Competent Evidence of Identity	Date/Place Issued
MARIE ANGELA S. GOPALAN	03-09-22	DEC. 18, 2018, DSWD MANILA

known to me to be the same persons who executed the foregoing MEMORANDUM OF AGREEMENT, consisting of seven (7) pages, including this page and they acknowledged to me that the same are their free and voluntary act and deed.

WITNESS MY HAND SEAL on the date and place above written.

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 2 0 2 0.

NOTARY PUBLIC

REVIEWED

CRMOC CITY LEGAL OFFICE

☐ Approved

☐ Separate Opinion

☐ Drafted by CLO

☐ Not contrary to laws, public policy, moral.

☐ Ammendments/Revisions

Atty. Maria Adelfa S. Cabran  
BY: City Legal Attorney III DATE: \_\_\_\_\_



**ORMOC CITY**  
City Social Welfare Office

**PROJECT PROPOSAL**

<b>I. Project Title</b>	: Assistance to Individual in Crisis Situation Due to COVID 19 under Bayanihan 2								
<b>II. Proponent</b>	: City/Municipal Social Welfare Office								
<b>III. Duration</b>	CY 2020								
<b>IV. Fund Requirements</b>	: Ten Million Pesos (Php 10,000,000.00)								
<b>V. Background</b>	<p>Due to the affirmation of the existence of a continuing national emergency under Republic Act No. 11494 or the Bayanihan to Heal as One Act, the whole of government approach remains to be the most effective strategy to ensure the efficient implementation of the COVID-19 response and recovery interventions.</p> <p>Based on the said law, the DSWD issued Memorandum Circular No. 22 Series of 2020 re Special Guidelines on the implementation of the provisions of Republic Act No. 11494 or the Bayanihan to Recover as One Act concerning DSWD and the continuing implementation of Republic Act No. 11469.</p> <p>The said guidelines provides for the provision of ASSISTANCE TO INDIVIDUALS IN CRISIS SITUATION which shall be governed by existing guidelines of the Department and funds can be transferred to LGUs through the execution of a Memorandum of Agreement.</p>								
<b>VI. Objective</b>	The project aims to deliver necessary funding support for the immediate provision of appropriate assistance to individuals and families who were assessed by the <b>City/Municipal Social Welfare Office (C/MSWDO)</b> to be in crisis situation or in dire need of assistance.								
<b>VII. Project Description</b>	<p>The DSWD in partnership with the LGU shall implement social welfare and social protection programs, projects, and services such as the Assistance to Individuals in Crisis Situation (AICS), to the most affected families by the local government unit (LGU), espically:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 25%;">TYPE OF ASSISTANCE</th> <th style="width: 35%;">REQUIREMENTS</th> <th style="width: 15%;">MINIMUM AMOUNT</th> <th style="width: 25%;">MAXIMUM AMOUNT</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Medical</td> <td> <ul style="list-style-type: none"> <li>• Medical Certificate / Medical Abstract</li> </ul> </td> <td></td> <td></td> </tr> </tbody> </table>	TYPE OF ASSISTANCE	REQUIREMENTS	MINIMUM AMOUNT	MAXIMUM AMOUNT	Medical	<ul style="list-style-type: none"> <li>• Medical Certificate / Medical Abstract</li> </ul>		
TYPE OF ASSISTANCE	REQUIREMENTS	MINIMUM AMOUNT	MAXIMUM AMOUNT						
Medical	<ul style="list-style-type: none"> <li>• Medical Certificate / Medical Abstract</li> </ul>								



		<ul style="list-style-type: none"> <li>• Final Hospital Bill / Prescriptions</li> <li>• Certificate of Indigency</li> <li>• Valid ID</li> </ul>	1,000.00	10,000.00
	Burial	<ul style="list-style-type: none"> <li>• Registered Death Certificate</li> <li>• Updated Funeral Contract</li> <li>• Certificate of Indigency</li> <li>• Valid ID</li> </ul>	5,000.00	10,000.00
	Food / Transportation	<ul style="list-style-type: none"> <li>• Certificate of Indigency</li> <li>• Valid ID</li> </ul>	1,000.00	3,000.00
	Cash Assistance for other support services	<ul style="list-style-type: none"> <li>• Certificate of Indigency</li> <li>• Valid ID</li> </ul>	1,000.00	10,000.00

Further, the LGU of \_\_\_\_\_ shall strictly abide to its roles and functions stipulated in the signed Memorandum Of Agreement.

VIII. Budgetary Requirements

The \_\_\_\_\_ total \_\_\_\_\_ budget \_\_\_\_\_ of \_\_\_\_\_ (Php \_\_\_\_\_) is allocated for the implementation of the following chargeable against GAA 2020.

AICS	PHP 10,000,000.00
	PHP
Total	PHP 10,000,000.00

The desired amount as requested by the LGU shall be made available for the purpose of expediting the provision of assistance/ delivery of service to the clients through the release of financial assistance.

IX. Recommendation

We recommend for the approval, allocation and release of funds in the total amount of Ten Million Pesos (Php10,000,000.00) for the implementation of AICS and other amelioration measures chargeable against the **social protection budget of the DSWD** to serve the eligible clients seeking assistance from the Local Government Unit of Ormoc.

Prepared By:

CSWDO, Chief

Noted By:

Local Chief Executive

Approved/ Disapproved : **MARIE ANGELA S. GOPALAN**  
Regional Director, Field Office