

MEMORANDUM CIRCULAR NO. 22  
SERIES OF 2020

**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**

**I. RATIONALE**

Due to the affirmation of the existence of a continuing national emergency under Republic Act (R.A.) No. 11494 or the "Bayanihan to Recover as One Act", the whole-of-the-government-approach remains to be the most effective strategy to ensure the efficient implementation of the Coronavirus Disease (COVID-19) response and recovery interventions.

For this reason, the Department of Social Welfare and Development (DSWD) shall continue to implement programs and services identified under the Act as interventions to aid in the recovery of affected families and households using the existing DSWD guidelines for the Emergency Subsidy Program (ESP), Livelihood Assistance Grants (LAG), Assistance to Individuals in Crisis Situation (AICS), Supplementary Feeding Program (SFP), Social Pension for Indigent Senior Citizens Program (SPISCP) and the provision of Food and Non-Food Items (FNFI).

The following guidelines shall lay down the amendments in the ESP guidelines and its harmonization with the availment of AICS and the continued implementation of other DSWD programs in line with the provisions of R.A. No. 11494 and R.A. No. 11469.

**II. LEGAL BASIS**

Under R.A. No. 11494, the DSWD has been directed to undertake the following:

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*SEC. 4. – COVID-19 Response and Recovery Interventions. xxx*

*(f) Provision of any of the following subsidies:*

(1) **An emergency subsidy of Five thousand pesos (P5,000) to Eight thousand pesos (P8,000) to affected low income households in areas under granular lockdown and to households with recently returned Overseas Filipino Workers (OFWs): PROVIDED, That the subsidy shall be computed based on the prevailing regional minimum wage rates: PROVIDED, FURTHER, That the subsidy received from the current Conditional Cash Transfer Program and rice subsidy shall be taken into consideration in the computation of emergency subsidy, as provided for in this Act: PROVIDED, FURTHERMORE, That the vetting and validation of beneficiaries of the Social Amelioration Program (SAP), and the related liquidation report thereto shall be simplified to expedite the distribution of the subsidy: PROVIDED, FINALLY, That a definite and actual list of beneficiaries of the SAP shall be submitted to Congress;**

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(3) **Emergency subsidy to low income households who are qualified but were not granted such subsidy as mandated under Section 4(c) of R.A. No. 11469.**

*Any subsidy program shall, as far as practicable, be implemented through a social protection distribution system that embeds secure and privacy-preserving data capture, verification, deduplication, payroll generation, grievance, and payout using digital technologies. For this purpose, the payment of necessary transaction fees for the last mile delivery of subsidies to qualified beneficiaries is hereby authorized;*

(pp) xxx PROVIDED, FURTHERMORE, That the following items in the budget shall be prioritized for augmentation:

(8) Under various DSWD programs such as, but not limited to, Assistance to Individuals in Crisis Situations (AICS), distribution of food and non-food items, livelihood assistance grants, and supplemental feeding program for daycare children;

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(10) Under Allocations to LGUs

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*The DSWD and [Department of Labor and Employment] DOLE shall be allowed, through Memorandum of Agreement (MOA), to transfer funds to the LGUs and allow said LGUs to facilitate the distribution of the Social Pension for Indigent Senior Citizens (SocPen), AICS and Food and Non-Food Items (FNFI), CAMP, TUPAD, and the AKAP for OFWs;*

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(xx) *Implementation of an expanded and enhanced 4Ps, responsive to the needs posed by the crisis, and provision of an assistance program, whether in cash or non-cash, whichever is more practicable, where the Secretary of DSWD or the Secretary of DOLE, when relevant, shall transfer cash, cash vouchers, or goods through the LGUs or directly to households who have no incomes or savings to draw from, including households working in the informal economy*

and those who are not currently recipients of the current 4Ps, of an amount adequate to restore capacity to purchase basic food and other essential items after the duration of the quarantine. To carry out this subsection, the Secretary of DSWD and the Secretary of DOLE may approve the temporary emergency standards of eligibility and level of benefits;"

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#### Section 10. Appropriations and Standby Fund

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(m) Six billion pesos (P6,000,000,000) to finance DSWD programs such as, but not limited to, AICS, **emergency subsidy to cater for areas which will be placed on granular lockdown**, Sustainable Livelihood Program (SLP) for informal sectors not being catered by DOLE, **distribution of food and non-food items**, livelihood assistance grants, and **supplemental feeding program** for daycare children: PROVIDED, FURTHER, That funds of the AICS program can also be utilized to address COVID-19 response and recovery and to procure food packs subject to the existing circulars of DSWD;"

### III. DEFINITION OF TERMS

For purposes of this Circular, the following terms shall be operationally defined as follows:

- A. Final certified/clean list** - refers to the list of beneficiaries (DSWD SAP 2 Database), who were determined as eligible and unique/without duplicates after the deduplication process and were processed for payment by the DSWD during the Tranche 2 implementation of SAP, as sanctioned by PNP-DILG-DBM-DOLE-DSWD-DA-DTI-DOF-DND-AFP Joint Memorandum Circular No. 2, Series of 2020 (JMC No. 2, Series of 2020).
- B. Granular Lockdown** - micro-level quarantine, singularly or collectively, in the level of barangay, block, purok, street, subdivision/village, residential building, or house, that are tagged as "**critical zones (or CrZ)**" by Department of the Interior and Local Government and Regional Inter-Agency Task Force (RIATF)<sup>1</sup>:
- B.1 Barangay** - a small territorial and administrative unit forming the most local level of government;
- B.2 Block** - a parcel of land bounded on the sides by streets occupied by or intended for buildings;
- B.3 Purok** - a division of within a barangay usually composed of twenty to fifty or more households;

<sup>1</sup> Based on Memorandum Circular No. 2, series of 2020, IATF-EID National Task Force Covid19.

**B.4 Street** - refers to a single path, road, or thoroughfare between two places where houses, buildings and establishments are found in a community;

**B.5 Subdivision/Village** - refers to a group of residential plots/houses, it may also refer to a compound, and a gated community, village, among others;

**B.6 Residential Building** - refers to a permanent/temporary enclosed construction or physical structure over a plot of land, it can also include condominium, tenement, dormitory, townhouse, multiple-door apartment;

**B.7 House** - a single-unit residential building or enclosed physical structure over a plot of land, it can also include condominium units, townhouses, apartments, dorm unit/room;

**C. Households** - for purposes of the implementation of R.A. No. 11494, households shall refer to families who are composed of a father, mother, and/or children<sup>2</sup>, including all individuals who live under the authority of another by virtue of relationship by consanguinity (blood) or affinity, and includes the domestic workers of the family; Provided that a solo parent who has custody of and/or living with his/her children is considered as family.

#### **IV. RESPONSE AND RECOVERY INTERVENTIONS UNDER THE DSWD**

##### **A. Emergency Subsidy**

The provision of emergency subsidy of *Five Thousand pesos (P5,000) to Eight Thousand pesos (P8,000)*, computed based on the prevailing regional minimum wage rates, shall be implemented, subject to the provisions of R.A. No. 11494.

*Provided that, the emergency subsidy shall be provided only once to the eligible beneficiaries with the subsidy received from the current Conditional Cash Transfer Program and rice subsidy taken into consideration in the computation.*

The target beneficiaries hereof shall be as stated in Item V and the details of implementation as laid down in Item VI.

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<sup>2</sup> May include children living among themselves, with the older sibling acting as head of the family and caring for the younger sibling.

## **B. Assistance to Individuals in Crisis Situation (AICS)**

The provision of AICS shall be governed by the existing guidelines of the Department as discussed in Item VI. Implementing Procedures pertaining to AICS.

Provided that pursuant to Section 10 (m) of R.A. No. 11494, the funds of the AICS program can also be utilized xxx to procure food packs subject to the existing circulars of DSWD.

In accordance with R.A. No. 11494, transfer of funds to the LGUs, that will be done through the execution of a memorandum of agreement, may be resorted to in the implementation of AICS.

## **C. Livelihood Assistance Grants (LAG)**

The LAG is a financial assistance granted to eligible low-income families belonging to the informal sectors whose livelihoods were affected by the community quarantine, and can be used as a (1) support to the preferred micro-enterprise activities of the beneficiary; or, (2) augmentation to the expenses on pre-employment, food, as well as transportation allowance of the beneficiary during the first month of employment.

The scope, target beneficiaries, pre-requisites, time and motion, and other matters concerning the provision of LAG in accordance with the DSWD M.C. No. 9, series of 2020<sup>3</sup>, and M.C. No. 19, series of 2020<sup>4</sup>, shall be strictly observed.

## **D. Supplementary Feeding Program (SFP) and Social Pension for Indigent Senior Citizens (SocPen)**

The implementation of the SFP and the SocPen shall be governed by their respective guidelines subject to the provision of R.A. No. 11494 where transfer of funds to LGUs is authorized for SocPen. Provided that the authority to transfer funds for SFP shall still be subjected to the authority of the DSWD given by the President.

## **E. Food and Non-Food Items**

The provision of food and non-food items (FNFI) by the Department through the Disaster Response Management Group (DRMG), shall

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<sup>3</sup> VII. B., Memorandum Circular No. 9, series of 2020. Omnibus Guidelines in the Implementation of the Emergency Subsidy Program of the Department of Social Welfare and Development.

<sup>4</sup> Special Guidelines on the Provision of Livelihood Assistance Grants. 28 August 2020.

subsist as augmentation support to the regular provision/supply of the LGUs, based on the existing guidelines.

## V. TARGET BENEFICIARIES OF EMERGENCY SUBSIDY

As provided under R.A. No. 11494, the target beneficiaries of the emergency subsidy shall be the following:

- (a) *affected low income families in areas under granular lockdown;*
- (b) *those who are qualified but **were not granted** subsidy under R.A. No. 11469 (per Sec.4, subparagraph f(3)) ;*

Each family, living together in a single house or unit, may be entitled to emergency subsidy, if they are considered low-income families.

Nonetheless, the **additional** families under *Sec.4, subparagraph f(3)* covered herein, shall remain to be those belonging to the informal economy sector that are considered as falling within the low- income category, or those without savings to draw from and are continuously suffering from the economic disruption brought about by the COVID-19 pandemic. These beneficiaries may include other indigent families who are in need of assistance in order to repress or mitigate the effects of the pandemic.

Provided that, those families with member(s) employed in: (a) the private sector that are not low-income; and (b) those engaged in the government service, regardless of employment status or relation, shall not be entitled to receive the emergency subsidy under the DSWD, subject to the exceptions<sup>5</sup> explained in the M.C. Nos. 09 and 14, which shall still be applied.

As a rule, the beneficiaries who were included among those profiled under M.C. Nos. 09, 14 and 18, through the Social Amelioration Card (SAC), and are already included in the final certified/clean list of beneficiaries of the DSWD during the Tranche 2 implementation of R.A. No. 11469, shall be deemed eligible.

Other eligible beneficiaries who are not in the final certified/clean list shall be identified by the LGUs.

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<sup>5</sup> For purposes of the implementation of the ESP, persons who are engaged by the government and are only receiving allowances or honorarium below the maximum regional subsidy, including those not covered by the Salary Standardization Law (such as, but not limited to, Barangay Tanods and Day Care Workers), and persons who are voluntarily serving the government (such as, but not limited to, the Barangay Health Workers and Barangay Nutrition Scholars) may be allowed to receive emergency subsidy, subject to the assessment and finding that such person belongs to a low-income family, does not belong to a 4Ps household, and none of the other member(s) of his/her family falls within the exclusion. (*Item VII, M.C. No. 14, series of 2020*)

## VI. IMPLEMENTATION PROCEDURES FOR EMERGENCY SUBSIDY and AICS

### A. PROVISION OF EMERGENCY SUBSIDY

#### 1. Granular Lockdown

The target beneficiaries of emergency subsidy under Sec.4, subparagraph f(1) shall be limited to those who are physically residing in the barangay, block, purok, street, subdivision/village, residential building, or house placed under granular lockdown categorized as "critical zones" or (CrZ), as "concurring by the relevant **regional counterpart body of the Inter Agency Task Force**"<sup>6</sup>, *subject to their internal guidelines.*

Provided further that the requirement that the beneficiaries are residing in areas under granular lockdown will not apply to families of additional beneficiaries, under Sec.4, subparagraph f(3), to be eligible for emergency subsidy.

#### 2. Identification/Validation of Beneficiaries

Based on the general provision of emergency subsidy under subparagraph f(1), as harmonized with Section 4, subparagraph f(2) and Section 10, subparagraph (m), the DSWD shall provide the emergency subsidy to a family if:

- a. It is a low-income family; **and**,
- b. Place of residence declared under granular lockdown.

Therefore:

- 1) "recently returned OFWs", whether documented or not, served by DOLE under Section 4, subparagraph f(2); or
- 2) Other DOLE beneficiaries under paragraph f(2);

may be provided emergency subsidy by the DSWD if they belong to a low-income family and are physically residing in an area under granular lockdown.

The final certified list of beneficiaries used in the implementation of the ESP of the DSWD shall be the primary reference of the eligible beneficiaries. In all levels of granular lockdown thus, i.e. (a) barangay;

<sup>6</sup> IATF-EID National Task Force Covid19 Memorandum Circular No. 2, series of 2020; Section 2, Executive Order No. 112. Imposing an Enhanced Community Quarantine in High-risk Geographic Areas of the Philippines and a General Community Quarantine in the Rest of the Country from 01 to 15 May 2020, Adopting the Omnibus Guidelines on the Implementation Thereof, and for Other Purposes.

(b) block; (c) street; (d) subdivision/village; (e) residential building or (e) house, the concerned LGUs shall identify the beneficiaries who are physically residing within the concerned area using the said final certified list.

Other qualified beneficiaries, including the low-income families who qualify as additional beneficiaries under subparagraph f(3), who are not in the final certified list shall be identified and profiled by the LGUs using the SAC form.

To expedite identification, the concerned LGUs shall submit the encoded list of other<sup>7</sup> eligible beneficiaries of RA 11469, to the Field Offices.

Provided that, the DSWD may likewise accept list/s of beneficiaries for profiling and/or assessment to ensure that grievances are addressed.

Only beneficiaries of the first tranche and additional beneficiaries under subparagraph f(3) who were not profiled using the SAC forms shall be required to fill out the SAC forms.

In all cases, prior to the processing of payment, the additional beneficiaries shall undergo deduplication<sup>8</sup> by the DSWD. For this purpose thus, the SAC forms of the additional beneficiaries shall be encoded by the LGUs.

*Additional Beneficiaries under Sec.4, subparagraph f(3) of R.A. No. 11494*

For beneficiaries under Sec. 4, subparagraph f (3) of R.A. No. 11494, who are **qualified but were not granted subsidy as mandated under Section 4(c) of R.A. No. 11469 hence, not yet in the final certified/clean list of beneficiaries of the DSWD**, the following procedures shall be followed:

- i. In accordance with M.C. No. 14, series of 2020, the barangay shall identify the qualified beneficiaries that were not included in the submitted list of beneficiaries to the DSWD pursuant to R.A. No. 11469;
- ii. the eligibility of the beneficiaries shall be certified by the Municipal/City Social Welfare Development Office (M/CSWDO) and approved by Local Chief Executive;

<sup>7</sup> Beneficiaries of R.A. 11469 who were paid by the LGUs during the first tranche but were not paid in the second tranche for being not covered by Tranche 2 implementation per JMC No. 2, Series of 2020.

<sup>8</sup> Governed by Memorandum Circular No. 14, as amended by Memorandum Circular No. 18, series of 2020.



- iii. The list of beneficiaries shall be forwarded to the concerned FO for deduplication, and the clean list of beneficiaries will be processed for payroll;
- iv. The disbursement process shall be governed by subparagraph (4) of this item.

Provided that, the acceptance by the DSWD of the lists of beneficiaries, claiming to be unserved, for profiling and/or assessment shall be employed to comply with the directive, per Memorandum of the Executive Secretary dated 22 May 2020, to accommodate other eligible beneficiaries who were not provided with emergency subsidy under R.A. No. 11469.

To reiterate, the additional beneficiaries are not limited to those residing in areas under granular lockdown but may be of nationwide coverage, provided they are not served under R.A. No. 11469.

### **3. Amount of Subsidy**

Based on the threshold and computation as stated under the R.A. No. 11469<sup>9</sup> and Joint M.C. No. 1, series of 2020, the subsidy shall also be computed based on the prevailing regional minimum wage rates. Further, the subsidy received from the current Conditional Cash Transfer Program and rice subsidy shall be taken into consideration in the computation of emergency subsidy

Thus, beneficiaries who are enrolled in the Pantawid Pamilyang Pilipino Program (4Ps) shall receive a lower amount of emergency subsidy by deducting the cash grants (e.g. health grants, rice subsidy, and educational grants) from the allowed Emergency Subsidy within the region. Finally therefore, the table of subsidy presented in M.C. 14, series of 2020 shall be adjusted accordingly in a separate issuance.

### **4. Distribution Process and Payment Scheme**

In furtherance of the goal to expeditiously distribute the subsidy, the payment schemes reflected under the DSWD M.C. No. 9, 14 and 18, series of 2020 shall be enforced, subject to the observance of the following significant processes:

- a. The funds for the implementation of R.A. 11494 may be downloaded to the FOs to facilitate the processing of payment to the beneficiaries. Provided that the Central Office (CO) is not precluded from retaining funds at the CO, as may be necessary, to assist in the implementation.

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<sup>9</sup> "Bayanihan to Heal as One Act".

- b. The schemes/modes of payment may include, but not limited to:
  - (i) transfer of funds to LGUs; (ii) electronic or digital payment; or
  - (iii) direct cash payout, which either the FOs or the CO may resort to in the distribution of emergency subsidy. Provided that the FOs or CO shall be allowed to choose any or simultaneously resort to all of the available schemes, if warranted;
- c. Beneficiaries who are included in the final certified list used in the implementation of the ESP of the DSWD shall be presumed eligible to receive the emergency subsidy and may readily be paid or processed for payment, provided they are physically residing in the areas under granular lockdown;
- d. Only the list of additional beneficiaries under Sec. 4, subparagraph f(3) shall be subject to deduplication with those covered and paid under R.A. No. 11469.

## **B. LIMITATION(S) ON THE IMPLEMENTATION**

- 1. R.A. No. 11494 is not to be interpreted as "SAP 3" or successor of SAP 1 and 2 under R.A. No. 11469, or the continuation thereof.
- 2. No additional beneficiaries shall be allowed except those under Sec. 4, subparagraph f(3) of R.A. No. 11494.
- 3. The eligibility of an additional beneficiary under subparagraph f(3) of R.A. No. 11494 must be reckoned from the period of effectivity of R.A. No. 11469.
- 4. A family shall only be provided with emergency subsidy **once** regardless of the number of times that their area has been declared under granular lockdown, and regardless of any extension in the declared lockdown.
- 5. A family shall receive only **one subsidy** even if the area where they are residing has been placed under granular lockdown and an OFW member of said family has recently returned to the Philippines.
- 6. A family residing in an area under granular lockdown shall only receive one subsidy, except when said family is additional beneficiary under Sec. 4, subparagraph f(3) of R.A. No. 11494.
- 7. Additional beneficiaries under Sec.4, subparagraph f(3), shall only be eligible to receive the emergency subsidy equivalent to **one-month**. However, such beneficiaries who are under granular lockdown, shall be allowed to receive an additional subsidy by virtue of lockdown under Sec.4, subparagraph f(1).

8. Cities, provinces, regions, or large-scale lockdown, shall not be eligible to receive the emergency subsidy.
9. Beneficiaries given an emergency subsidy due to the lockdown shall no longer be subjected to post-validation under M.C. 09, series of 2020.

### **C. PROVISION OF ASSISTANCE TO INDIVIDUALS IN CRISIS SITUATION**

To comply with the objective of R.A. No. 11494 "to reduce the adverse impact of COVID-19 on the socioeconomic well-being of all Filipinos through provision of assistance, subsidies and other forms of socioeconomic relief", the existing guidelines of the DSWD shall be observed shall be observed in the implementation of the AICS during the effectivity of R.A. No. 11494.

Thus the following shall primarily be governing:

1. The menu of services under AICS shall all be available;
2. The assistance may be in the form of cash, voucher with monetary equivalent or guarantee letter.
3. The rate of assistance and the maximum amount allowed shall be based on the threshold specified under the AICS guidelines and the eligibility of beneficiaries shall depend on the assessment of the social worker.
4. The menu of assistance under AICS may be availed of even by those who already received emergency subsidy, as may be justified by the social worker based on the assessment of the circumstance of the beneficiaries.
5. The beneficiaries of AICS may include *individuals* and families in crisis;
6. The process and documentary requirements in the provision of AICS shall be governed by its guidelines.

## **VII. INSTITUTIONAL ARRANGEMENTS**

The roles and responsibilities of the different offices, bureaus, services, and units of the DSWD shall be those enumerated in M.C. Nos. 09, 14 and 18, including any other issuances, as long as applicable.

### **A. DSWD CENTRAL OFFICE (CO)**

1. The Social Amelioration Program-Special Working Group shall oversee the overall implementation of this Circular and collegially resolve issues related thereto;
2. Targeting of beneficiaries shall be facilitated by the Policy Development and Planning Bureau (PDPB) in coordination with the Finance and Management Service (FMS) and the Field Offices;
3. Preparation of the uniform memorandum of agreement which will thereby bind the partner implementers, such as but not limited to, digital or financial service providers and the LGUs shall be done by the Legal Service;
4. Provision/consolidation of the final certified list and the clean list of additional beneficiaries (subparagraph f(3)) through the Information and Communication Information Communication Technology Management Services (ICTMS);
5. Facilitation of the necessary process/es for the transfer and release of funds to the FOs through the Program Management Bureau and the Financial Management Service; viz:
  - a. Based on the final targets of beneficiaries from the PDPB, the PMB shall request FMS to facilitate the Sub-Allotment Advice and the corresponding Notice of Transfer of Allocation of the needed funds to the FOs.
  - b. Any FO appealing for fund augmentation shall submit the fund augmentation request to the PMB.
  - c. The FMS shall process the approved fund augmentation request subject to the provisions of the applicable FM guidelines.
6. Provision by the PDPB and the FMS of the uniform reporting templates for the physical and financial accomplishments of the Department's implementation of R.A. No. 11494 in compliance with the preference of the Office of the President and the Congress and upon the effectivity of this Circular.

The existing SAP monitoring and databases by the PDPB for R.A. 11469 may be utilized with enhancements, if needed;

7. Gathering and consolidation of reports by the Agency Operations Center (AOC) and the PDPB; and
8. Augment personnel workforce upon request of the FOs.

To ensure responsiveness of the DSWD to concerns of stakeholders, the following shall be provided by the responsible office upon request, or as needed:

	<b>RESPONSIBLE OFFICE</b>
STATUS REPORT ON THE IMPLEMENTATION OF SAP	PDPB
CONSOLIDATED FINAL <b>CERTIFIED/CLEAN</b> LIST OF BENEFICIARIES	ICTMS
CONSOLIDATED FINAL LIST OF <b>PAID</b> BENEFICIARIES	FO to FMS to AOC

## **B. DSWD FIELD OFFICES (FOs)**

The roles and responsibilities of the FOs shall be those enumerated in M.C. Nos. 09, 14 and 18, series of 2020, including any other issuances, as long as applicable. Thus, the deduplication of the list of the additional beneficiaries shall be done by the Information and Communication Information Communication Technology Management Unit (ICTMU) of the FOs in accordance with M.C. No. 18.

In addition thereto, the FOs shall:

1. Securing a (certified true) copy of the resolution of the RIATF - placing an area under granular lockdown and identifying the **"critical zones"**.
2. Submit an implementation plan within seven (7) from the signing of this Circular.
3. Submit to the AOC, the daily and weekly reports which shall contain the status of implementation of this Circular, based on the format and requirements set by the PDPB.

## **C. Local Government Units (LGUs)**

The LGUs shall undertake the following:

1. Conduct the distribution of the emergency subsidy in case there will be transfer of funds, in accordance with the terms and conditions of the memorandum of agreement;
2. Assist the DSWD in the distribution of emergency subsidy in the case of direct payout or payment through FSPs, by providing logistical support, as needed, for the payout, including but not limited to on-site facilities, venue, tools, equipment, electric facilities and other similar support;

3. Identify and prepare the venue where the payout will be conducted taking into consideration the minimum health standards set by the IATF and if needed, provide the necessary shuttle services, assistance and logistical support to the DSWD and the beneficiaries especially those belonging to the vulnerable sector;
4. Immediate posting in all LGU official websites, social media accounts, and at conspicuous places the list of beneficiaries who already received the emergency subsidy limited to the following information: (a) given and last names of the registered head of family; and (b) barangay and district;
5. Submit a written report on any concern/issue encountered at the time of the distribution for the purpose of improving the subsequent delivery of the programs and services of the DSWD through the LGUs; and
6. Perform other functions or activities consistent with this Circular and other relevant issuances, related policies or laws.

#### **VIII. MONITORING, REPORTING, AND EVALUATION**

The monitoring of the implementation of R.A. 11494 shall be through the SAP-SWG as assisted by the PDPB. The latter shall ensure that all daily and weekly reports shall be submitted and available as requested and as needed. Daily reports shall be sent to the DSWD AOC ([aoc@dswd.gov.ph](mailto:aoc@dswd.gov.ph)), copy furnished the PDPB ([pdpb@dswd.gov.ph](mailto:pdpb@dswd.gov.ph)) on or before 12:00nn of every given day, and weekly reports shall be submitted on or before Saturday, 12:00nn.

The overall evaluation of the implementation shall be spearheaded by the PDPB in coordination with the concerned OBSUs to ensure the efficiency and effectiveness of the implementation.

#### **IX. REPEALING CLAUSE**

All other provisions inconsistent herewith as contained in previous issuances of the Department shall be deemed repealed.

#### **X. RETROACTIVITY CLAUSE**

The provisions of this circular shall be retroactively applied from the effectivity of R.A. No. 11494, or 13 September 2020.

**XI. EFFECTIVITY CLAUSE**

This Circular shall take effect immediately upon filing with the Office of the National Administrative Registrar, University of the Philippines Law Center and publication in the Official Gazette, until further revoked.

Signed on the 5<sup>th</sup> day of October 2020, in Quezon City



**ROLANDO JOSELITO D. BAUTISTA**  
Secretary

Certified True Copy:



**MYRNA H. REYES**  
IC-Division Chief

Records and Archives Mgt. Division

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