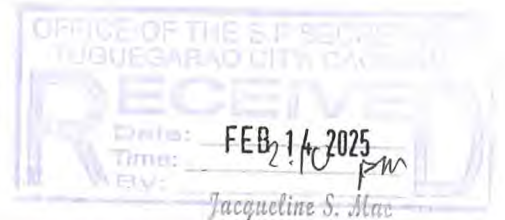




Republic of the Philippines  
Province of Cagayan  
TUGUEGARAO CITY

Phone number: 0953-588-3721 | email address: [cmotuguegaracity@gmail.com](mailto:cmotuguegaracity@gmail.com)



**OFFICE OF THE CITY MAYOR**

14 February 2025

**THE PRESIDING OFFICER AND MEMBERS**

Sangguniang Panlungsod  
This City


Dear *Presiding Officer and Members of the Sanggunian*:

Herewith is the Memorandum of Agreement between the Tuguegarao City Government and the Department of Social Welfare and Development relative to the Transfer of Social Pension Funds to the Local Government Unit (LGU), for your information and appropriate action.

This matter is certified as **URGENT** pursuant to Article 107 of the Implementing Rules and Regulations of the Republic Act No. 7160, or the Local Government Code of 1991.

Thank you!

In the name of public service,

  
**MAILA ROSARIO S. TING-QUE**  
City Mayor

Copy furnished:

- CSWD



5 February 2025

**HON. MAILA ROSARIO S. TING-QUE**  
City Mayor  
Tuguegarao City, Cagayan

OFFICE OF THE CITY MAYOR  
FEB 11 2025  
4:45 PM

Attention: **MELVIN T. PEREZ**  
City Social Welfare Development Officer

Subject: **TRANSFER OF THE SOCIAL PENSION FUNDS TO THE  
LOCAL GOVERNMENT UNIT (LGU)**

Dear Mayor Que:

This refers to the implementation of the One-Time Transfer of the Social Pension for Indigent Senior Citizen (SPISC) Funds this Calendar Year 2025 to the LGUs. As a result of the consultation meeting held last 28 January 2025, your MSWDO opted to have the Transfer of Fund to start this 2<sup>nd</sup> quarter FY 2025.

Anent this, may we request your assistance in facilitating the timely submission of the necessary documents and requirements for the Field Office to transfer funds to your LGU:

1. Duly executed Memorandum of Agreement (MOA) in four (4) originally signed copies;
2. Sangguniang Bayan Resolution authorizing the Local Chief Executive to enter into MOA;
3. Project Proposal in four (4) originally signed copies; and
4. Photocopy of Identification Card of the Local Chief Executive.

This office appreciates to receive the following documents on or before 7 March 2025.

For queries and clarifications, please contact Ms. Mary Grace P. Pascua, RSW, Regional Social Pension Program Unit Head, at 0997-523-1868 or e-mail [mgppascua@dswd.gov.ph](mailto:mgppascua@dswd.gov.ph).  
Thank you.

**LUCIA SUYU-ALAN, RSW**  
Regional Director

By the authority of the Regional Director

**GELSO L. ARAO, JR.**  
Director III/ARD for Administration

PAGE 1 of 1

DSWD Field Office 02, #3 Dalun na Pagayaya, Regional Government Center, Carig, Tuguegarao City, Philippines 3500

Email: [fo2@dswd.gov.ph](mailto:fo2@dswd.gov.ph) Tel. Nos.: (078) 304-0586; (078) 304-1004

Website: <http://www.fo2.dswd.gov.ph>



## MEMORANDUM OF AGREEMENT

### KNOW ALL PERSONS BY THESE PRESENTS:

This **MEMORANDUM OF AGREEMENT (MOA)** made and executed on this \_\_\_\_\_, \_\_\_\_\_ 202\_\_, by and between:

The **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD)**, a national government agency created and existing by virtue of the laws of the Republic of the Philippines, through **DSWD FIELD OFFICE (FO) 02** represented by **REGIONAL DIRECTOR LUCIA S. ALAN** and hereinafter referred to as the "**DSWD-FO 02**".

P

— And—

The **CITY/MUNICIPAL GOVERNMENT OF TUGUEGARAO**, a Local Government Unit (LGU) with an official address at \_\_\_\_\_ and represented herein by City/Municipal Mayor \_\_\_\_\_, pursuant to Sanguniang Bayan Resolution No. \_\_\_\_\_ hereinafter referred to as the "**LGU of \_\_\_\_\_**".

### WITNESS THAT:

**WHEREAS**, DSWD is the primary government agency mandated to develop, administer, and implement comprehensive social welfare and protection programs and poverty-reduction solutions designed to uplift the living conditions and empower the poor, vulnerable and disadvantaged children, youth, women, older persons, persons with disabilities, families or person in crisis or at-risk, and communities needing assistance through programs and services implementation with or through Local Government Units (LGUs), People's Organizations (POs), Government Organizations (GOs) and other members of civic society;

**WHEREAS**, Chapter II, Section 17 (b) (2) (iv) of the Local Government Code of the Philippines (Republic Act No. 7160) mandated the Municipality/City to provide Social Welfare Services which include programs and projects on child and youth welfare, family and community welfare, women's welfare, welfare of the elderly and disabled persons; community-based rehabilitation programs for vagrants, beggars, street children, scavengers, juvenile delinquents, and victims of drug abuse; livelihood and other pro-poor projects; nutrition services; and family planning services;

**WHEREAS**, Under Section 2 (h) (1) of Republic Act (RA) No. 11916 or the "An Act Increasing the Social Pension of Indigent Senior Citizens and Appropriating Funds therefor, amending for the Purpose Republic Act No. 7432", indigent senior citizens shall be entitled to a monthly stipend amounting to not less than One Thousand pesos (Php1000.00) to augment the daily subsistence and other medical needs of senior citizens;

**WHEREAS**, Republic Act (R.A.) No. \_\_\_\_\_ or the General Appropriation Act for the Fiscal Year 20\_\_ (GAA FY 20\_\_) "the amount of Php\_\_\_\_\_ appropriated herein shall be used for the monthly stipend amounting to One Thousand Pesos of the identified senior citizen beneficiaries, as determined by the DSWD;



**WHEREAS**, DSWD as the lead agency in social welfare and development, has implemented the Social Pension for Indigent Senior Citizens (SPISC) since 2011 through DSWD Field Offices (FOs) in all regions;

**WHEREAS**, Section VIII (D) of DSWD Memorandum Circular (M.C.) 006 series of 2024 or the Enhanced Omnibus Guidelines in the Program Implementation of the Social Pension for Indigent Senior Citizens, allows fund transfer to LGUs as one of the pay-out modalities in the implementation of delivery and distribution of the stipend to the SPISC beneficiaries;

**WHEREAS**, the DSWD - FO 02 identified fund transfer to LGUs as an efficient and effective mechanism in implementing the social pension for indigent senior citizen program in their respective territorial jurisdiction;

**WHEREAS**, Section 22 of R.A. No. 10173 or the Data Privacy Act of 2012 provides that all sensitive personal information maintained by the government, its agencies and instrumentalities shall be secured, as far as practicable, with the use of the most appropriate standard recognized by the information and communications technology industry, and as recommended by the National Privacy Commission (NPC), and that the head of each government agency or instrumentality shall be responsible for complying with the security requirements provided under this law;

**WHEREAS**, For the past years, the LGU of \_\_\_\_\_ has a good track record in implementing efficient mechanisms in delivering the cash pay-out to the social pension beneficiaries down to the barangay level.

**NOW, THEREFORE**, for and in consideration of the foregoing premises, hereinafter set forth, the PARTIES hereby agree to undertake the program under the following terms and conditions:

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

##### **A. The DSWD - FO 02, in connection with the distribution of social pension and the liquidation of transferred funds, shall:**

1. Coordinate and conduct meetings/orientation to the LGU of \_\_\_\_\_ with regards to the SPISC Program to ensure adequate understanding of the program before implementation;
2. Facilitate the signing of the Memorandum of Agreement (MOA) to the LGU of \_\_\_\_\_;
3. Provide technical assistance to the LGU of \_\_\_\_\_ in the preparation of the Project Proposal to be submitted to the DSWD FO 02;
4. Prepare the Certificate of Eligibility of a list of eligible social pension beneficiaries to receive a social pension for every quarter for Fiscal Year (FY) 2025, duly approved by the Regional Director as a basis in the payroll preparation of the LGU of \_\_\_\_\_;
5. Transfer the full annual amount of stipend corresponding to the number of beneficiaries approved by the DSWD-FO to the LGU of \_\_\_\_\_ in accordance with Commission on Audit (COA) Circular No. 94-013, dated December 13, 1994, Treasury Circular No. (TSN) 02-2022 dated May 31, 2022 as to the Inter Agency Transfer of Funds (IATF), and other applicable accounting and auditing rules observed by the Government, specifically:

- 5.1. Obligate the allotment for the program to be implemented based on the advice of allotment and/or memorandum of agreement or project proposal;
  - 5.2. Facilitate transfer of funds through List of Due and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADA) and provide the validated LDDAP-ADA to the concerned LGU with Landbank of the Philippines (LBP) account or issue check for non-LBP account, as applicable; checks shall be claimed by the City/Municipal Treasurer or authorized representative;
  - 5.3. Maintain a subsidiary ledger of the cash transferred about the project.
6. Strictly monitor the distribution of the stipend, disbursement, and utilization of funds by the LGU of \_\_\_\_\_ during the actual conduct of pay-out;
  7. Install grievance mechanism to address and document issues, and, concerns during pay-out in close coordination with the LGU of \_\_\_\_\_;
  8. Mandatorily require the LGU of \_\_\_\_\_ to submit the liquidation report of the transfer of funds based on the timeline provided duly received by their COA auditor with the following attachment:
    - 8.1. Certified true Copy of signed payroll;
    - 8.2. Report of Checks (ROC) issued, Report of Disbursement (ROD), and Fund Utilization Report (FUR) duly certified and signed by the City/Municipal Accountant and approved by the City/Municipal Mayor duly received by the City/Municipal COA Auditor; and
    - 8.3. Copy of Official receipt for any refund to DSWD-02 of unutilized balance

However, in the case of deficiencies noted in the post Audit of the liquidation report, the DSWD-02 shall make necessary adjustments in the books of accounts based on the Statement of Audit Suspensions, Disallowances and Charges (SASDC) issued by the LGU Auditor;
  9. Conduct revalidation through home visitation to the list of beneficiaries who are subject to delisting every after submission of the liquidation report by the LGU of \_\_\_\_\_. Likewise, the DSWD-FO shall validate the identified replacement beneficiaries before issuing the Certificate of Eligibility for the succeeding quarter.
  10. Regularly update database of social pension beneficiaries per submitted list of paid beneficiaries based on the payroll, with corresponding attachment submitted by LGU of \_\_\_\_\_;
  11. Provide technical assistance through meetings/consultations with LGU staff relative to issues and concerns regarding the social pension implementation as the need arises;
  12. Reserve the right to withhold fund release to LGU of \_\_\_\_\_ for the following reasons:
    - a) Unauthorized delay or deviation to the approved Project Proposal of the program to be issued by the DSWD-FO;
    - b) Non-compliance with the reportorial and liquidation requirements;
    - c) Refusal to allow DSWD- 02 representative to inspect and audit the progress of program implementation;

- d) Failure to produce financial records upon demand by the DSWD-02; or
- e) Any analogous situation that affects the timely and efficient implementation of the program.

13. Provide a certificate of no unliquidated funds to LGU of \_\_\_\_\_ after full compliance with the liquidation report as per existing guidelines.
14. Conduct monitoring on the utilization of the social pension stipend either through onsite (during pay-out) or offsite (house-to-house) targeting at least 80% of the LGU's total target; and
15. Refer beneficiaries or their family members to the LGU needing assistance as determined during the conduct of stipend utilization monitoring.

**B. The LGU of \_\_\_\_\_, in connection with the distribution of the social pension stipend and the liquidation of transferred funds, shall:**

1. Submit a Project Proposal that includes other activities along with the release of a social pension stipend;
2. Claim the check from the DSWD-FO 02 and take full responsibility and accountability in the proper disposition/disbursement of the funds transfer per existing accounting and auditing rules and regulations according to the COA Circular No. 94-013, dated December 13, 1994, TSN 02-2022 dated May 31, 2022 as to the IATF, and other applicable accounting and auditing manuals used by the Government, specifically:
  - 2.1. Issue an official receipt corresponding to the amount to be received from the DSWD- FO 02;
  - 2.2. Deposit the amount with its authorized depository bank;
  - 2.3. Keep separate subsidiary records for the trust liability whether or not a separate bank account is maintained.
3. Facilitate preparation and approval of payroll of eligible social pension beneficiaries for every quarter based on the approved Certificate of Eligibility provided by the DSWD-FO 02;
4. Schedule the payout and venue duly approved by the City/Municipal Mayor and, inform the Regional Social Pension Unit (RSPU) of DSWD-FO 02 fifteen (15) calendar days prior to the actual pay-out;
5. Mobilize the Senior Citizen Organizations (SCO) and Barangay Officials in the locality to assist in the information dissemination of the schedule and venue of the Social Pension Pay-out;
6. Facilitate the release of the stipend of the Social Pension beneficiaries monthly regardless of the delivery scheme provided under DSWD M.C. No. 06, series of 2024. PROVIDED HOWEVER, the conduct of the monthly release of the stipend may not be undertaken under the following circumstances, subject to the validation of the FO:
  - 6.1. *Majority of the beneficiaries are residing in Geographically Isolated and Disadvantaged Areas (GIDA);*
  - 6.2. *The province/city/municipality is declared under a state of calamity or natural or human-induced crises such as armed conflict; and*
  - 6.3. *Other unavoidable and uncontrollable circumstances and situations.*

If monthly release of stipend is not feasible, the allowed modes of payment shall only include **bi-monthly and quarterly** releases.

7. Act on the grievances/complaints from individuals and other sources in close coordination with the RSPU Staff of DSWD-FO 02;
8. Submit the liquidation report based on the following timeline:

Pay-out schedule	Timeline of Submission of Liquidation Reports	% of liquidated funds vs. funds transferred
1st and 2nd quarter	Every June of the year	50%
3rd quarter	Every September of the year	25%
4th quarter	Every December of the year	25%

The attachments to the liquidation include the following:

- 8.1. Statement of Receipt and Disbursement duly received by the City/Municipal Auditor;
- 8.2. List of Paid and Unpaid Beneficiaries certified by the City/Municipal Accountant and duly approved by the Mayor;
- 8.3. A certified true copy of the payroll together with the documentary requirements;
- 8.4. Other supporting documents that may be required by the DSWD, subject to existing auditing and accounting rules and regulations.

At the end of the year, the LGU shall refund the unexpended balance of the amount transferred.

9. Allow DSWD-FO 02 authorized persons/team to audit all financial records kept by the LGU of \_\_\_\_\_ related to the program implementation for monitoring and record-keeping purposes, or in compliance with government auditing rules and regulations;
10. Provide logistical support such as: Medical team, Security, Tables and Chairs, among others as agreed with the DSWD-FO 02; and
11. Provide needed assistance to the beneficiaries being referred by DSWD.

## II. DATA PRIVACY COMPLIANCE

DSWD-FO 02 and LGU of \_\_\_\_\_ shall ensure the confidentiality and integrity of personal information of the indigent senior citizens and shall be observed in strict compliance with the provisions of Republic Act No. 10173 or the Data Privacy Act of 2012, and its Implementing Rules and Regulations.

Specifically, **DSWD-FO 02 shall:**



- A) Process and transfer encrypted Social Pension Database limited to personal information of the Social Pension Beneficiaries such as Full name, birthdate, and complete address and the amount of stipend to be received by the beneficiaries for the sole purpose of implementing the SPISC Program; Provided that only the LGU of \_\_\_\_\_, through its authorized staff can use password to access the Social Pension Database.

Furthermore, **LGU of \_\_\_\_\_ shall:**

- A) Identify and designate authorized person/s within its organization to receive the social pension database from DSWD-FO 02;
- B) Commits to observe the strictest confidentiality concerning the personal data it shall collect, process, or access to in the performance of its duties and functions, and refrain from disclosing them to any other natural or juridical person, including among its workers and other staff, not expressly authorized to access the social pension database;
- C) Agrees that it only use and access information available to it in the course of its duties, and not to engage in any activity that conflicts with the interest of the DSWD-FO 02, nor convey, sell or use any access to information available to it, and to provide information to others engaged in any activity that conflicts with the interest of the DSWD-FO 02;
- B) Access, copy, or store data solely in the performance of its official responsibilities as stated in this MOA, limiting perusal of contents and actions taken to the least necessary to accomplish the task;
- C) Copy or store data or information only with the DSWD-FO 02 consent and only to complete a specified task, and only to copy and store user data enough to complete the specified task;
- D) Not seek personal benefit or permit others to benefit personally from any data or information that has come to its knowledge;
- E) Not cause to be included in any form, record or report any false, inaccurate or misleading entry pertaining to the Social Pension beneficiary's information system or records;
- F) Not alter or delete or cause to be altered or deleted from any forms, records, report or information system any true and correct entry appearing in the information system and records of the DSWD-FO 02;
- G) Not release the Social Pension beneficiaries' data to any third person or entity other than what is required for the completion of its responsibilities stipulated in this MOA, and always with the consent of the DSWD-FO 02;
- H) Not exhibit or divulge the contents of any record, file or information system to any person except as required for the completion of its responsibilities stipulated in this MOA;
- I) Take every reasonable precaution to prevent unauthorized access to forms, passwords, user identification, or other information that is used to access the Social Pension beneficiary's database or records;



- J) Limit access to information contained in or obtained from the systems or records of the DSWD-FO 02 only to authorized person/s; and
- K) Be prohibited from using and accessing personal USB, electronic mail and social networking sites while accessing the Social Pension Database.

### **III. ACCOUNTABILITY**

This agreement shall be implemented as agreed upon in accordance with the terms and conditions stipulated therein. Failure on the part of any party to comply with the provision of this Agreement will warrant its discontinuance and shall give rise to the filing of appropriate administrative and/or criminal actions against responsible officers and employees of the erring party.

### **IV. INTERPRETATION**

- a. The DSWD issuances with regard to SPISC program implementation shall be deemed included in this agreement and the parties shall ensure compliance to all provisions of the 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 Commission on Audit rules and regulations, which are deemed included in this Agreement.

### **V. DISPUTE RESOLUTION**

Any dispute or disagreement of any kind whatsoever arising from any interpretation, implementation or violation of the terms and conditions of this Agreement shall, as far as practicable, be submitted to, mutual consultation and negotiation. If the Parties fail to amicably resolve a dispute within thirty (30) days of its occurrence, they shall exhaust alternative modes of dispute resolution, such as but not limited to conciliation, mediation and arbitration, before resorting to litigation.

In the event that the Parties herein fail to amicably settle their differences in accordance with the preceding article, and one of the Parties is constrained to seek judicial redress to protect its rights and interest, such legal action shall be brought in the courts of Tuguegarao City, to the exclusion of all other courts."

### **VI. 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.

### **VII. EFFECTIVITY**

This agreement shall take effect upon the signing of the parties and shall remain in full force and effect, until the programs contemplated hereunder are fully implemented by the parties, considering the following: (1) the number of physical targets, area of coverage, proposals or requests submitted by the LGU of \_\_\_\_\_, and (2) the corresponding applicable periods for the distribution and liquidation; provided that the LGU of \_\_\_\_\_ shall make full liquidation of the funds transferred by the DSWD-FO 02 and refund those unutilized or unused funds within the prescribed periods.

IN WITNESS WHEREOF, both parties have signed this instrument on \_\_\_\_\_, 202\_\_, in \_\_\_\_\_, Philippines.

FOR:

DEPARTMENT OF SOCIAL WELFARE  
AND DEVELOPMENT

CITY/MUNICIPAL GOVERNMENT  
OF \_\_\_\_\_

LUCIA S. ALAN  
Regional Director

\_\_\_\_\_  
City/Municipal Mayor

Signed in the Presence of:

\_\_\_\_\_

\_\_\_\_\_

ACKNOWLEDGEMENT

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

BEFORE ME, a Notary Public for and in the above jurisdiction, this \_\_\_\_\_, day of \_\_\_\_\_, 2024, personally appeared the following individuals:

Name	Competent Evidence of Identity	Date/Place Issued
LUCIA S. ALAN		
Local Chief Executive		

Known to me to be the same persons who executed the foregoing **MEMORANDUM OF AGREEMENT**, consisting of Twelve (12) 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 \_\_\_\_\_.

NOTARY PUBLIC

DRN: \_\_\_\_\_ (Arial font 8, bold)

## **PROJECT/ACTIVITY PROPOSAL**

### **I. Project/Activity Information**

- a. **Title:** CY 2025 Social Pension for Indigent Senior Citizen Program Implementation for the City/Municipality of \_\_\_\_\_ in the Province of \_\_\_\_\_.
- b. **Duration:** January 2025 - December 2025
- c. **No. of Target/Covered City/Municipality:** \_\_\_\_\_
- d. **No. of Target/Covered Barangays:** \_\_\_\_\_
- e. **No. of Target Social Pension Beneficiaries for CY 2025:** \_\_\_\_\_
- f. **Budgetary Requirement:** *[Indicate the total amount of stipend to be released for CY 2025]* \_\_\_\_\_
- g. **Source of Fund:** CY 2025 Social Pension Direct Release Fund

### **II. Rationale**

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 the Republic Act (R.A.) No. 9994 or the Expanded Senior Citizens Act of 2010<sup>1</sup>. 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 citizens<sup>2</sup>.

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), which is a monthly stipend of One Thousand Pesos (Php1,000.00), 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.

To ensure the responsive and efficient implementation of social welfare and development programs, projects, and services for the vulnerable and marginalized sectors of the society, one of which is the senior citizens sector, the DSWD through its respective Field Offices, shall identify the most cost-effective and expedient payment method available such as but

<sup>1</sup> 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"

<sup>2</sup> 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

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 as provided in the DSWD Memorandum Circular No. 06 series of 2024<sup>3</sup>.

This LGU has been consistent with its good track record in the implementation of the SPISC program; hence, in support of the DSWD FO- \_\_\_\_, the LGU shall adopt the fund transfer scheme since this will be more effective and responsive to its constituents.

III. 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.

IV. Expected Outputs/Outcome

At the end of the program implementation by December 2025, the FO and LGU shall have the following output/outcome:

A. FO-\_\_\_\_

- 1. Provided technical assistance to the LGUs in the implementation of the SPISC program;
- 2. Consolidated paid registry of social pension beneficiaries every 5th day of the succeeding month for submission to the Central Office;
- 3. Consolidated report on the SPISC Utilization Report.

B. LGU-\_\_\_\_

- 1. Provided the social pension stipend to the \_\_\_\_beneficiaries;
- 2. Submitted the registry of paid and unpaid beneficiaries to the FO every fifteen (15) working days after payout;
- 3. Submitted the liquidation report with corresponding attachment based on the timeline;
- 4. Refunded the unexpended balance of the transferred amount.

V. Timetable/Indicative Plan

A. Payout Schedule

Quarter	Month	No. of Beneficiaries	No. of Barangays	Amount	Pay-out Scheme (refer below)
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<sup>3</sup> DSWD Memorandum Circular No. 06 series of 2024 "Enhanced Omnibus Guidelines in the Program Implementation of the Social Pension for Indigent Senior Citizens"





1st	January				
	February				
	March				
Sub-total					NA
2nd	April				
	May				
	June				
Sub-total					NA
3rd	July				
	August				
	September				
Sub-total					NA
4th	October				
	November				
	December				
Sub-total					NA
GRAND TOTAL					NA

### Pay-out Schemes:

<b>Mass Payout</b> (All Barangays in one Gymnasium/Auditorium)	<b>Cluster Pay-out</b> ( One Venue for a cluster of barangay)
<b>Barangay pay-out</b> ( Per barangay)	<b>Mixed pay-out</b> ( Cluster Pay-out and Per Barangay)

## VI. Logistical Requirements

## VII. Payroll Preparation, Liquidation and Monitoring Plan

Quarter	Activity	Responsible	Month
1st Quarter	- Issuance of COE for Q1 - Preparation of payroll for Q1	DSWD LGU	January
	- Pay-out	LGU	January to March
	- Revalidation of beneficiaries for delisting	DSWD	January to March
	- Stipend Utilization Monitoring		January to March
	- Issuance of COE for Q2 - Preparation of payroll for Q2	DSWD LGU	March
2nd Quarter	- Pay-out	LGU	April to June

	- Submission of Liquidation Report for Q1 and Q2	LGU	June
	- Revalidation of beneficiaries for delisting	DSWD	April to June
	- Stipend Utilization Monitoring		April to June
	- Issuance of COE for Q3 - Preparation of payroll for Q3	DSWD LGU	June
3rd Quarter	- Pay-out	LGU	July to September
	- Submission of Liquidation Report for Q3	LGU	September
	- Revalidation of beneficiaries for delisting	DSWD	July to September
	- Stipend Utilization Monitoring		July to September
	- Issuance of COE for Q4 - Preparation of payroll for Q4	DSWD LGU	September
4th Quarter	- Pay-out	LGU	October to December
	- Revalidation of beneficiaries for delisting	DSWD	October to December
	- Stipend Utilization Monitoring		October to December
	- Submission of Liquidation Report for Q4	LGU	December
	- Preparation of MOA for following year	DSWD	December

**Note:** Revalidation of beneficiaries should be undertaken before the issuance of COE for the next quarter to ensure that all ineligible beneficiaries subject for delisting will be delisted and should not be included in the payroll.

VIII. Budgetary Requirement

Indicate total amount in Words (Amount in numbers starting with Php).

Provide breakdown of expenses. Indicate fund source.

Prepared by:

Recommending approval:

NAME  
City/Municipal Social Welfare and  
Development Officer  
Date: \_\_\_\_\_

NAME  
City/Municipal Mayor  
Date: \_\_\_\_\_

Certified as to Availability of Funds:

NAME  
Designation  
FO

Approved/Disapproved:

NAME

Regional Director

DSWD Field Office \_\_\_\_\_