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Republic of the Philippines  
Province of Oriental Mindoro  
MUNICIPALITY OF BULALACAO

## OFFICE OF THE SANGGUNIANG BAYAN

*Municipal Building, Poblacion, Bulalacao, 5214, Oriental Mindoro  
sbobulalacaoormin@gmail.com/09988546853*

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF  
THE 11<sup>TH</sup> SANGGUNIANG BAYAN OF BULALACAO, ORIENTAL  
MINDORO HELD ON JANUARY 15, 2024 AT THE SANGGUNIANG  
BAYAN SESSION HALL

**PRESENT:**

Hon. Ramon G. Magbanua	Municipal Vice Mayor/Presiding Officer
Hon. Edezer F. Acheron	Sangguniang Bayan Member
Hon. Jess V. Sapungan	Sangguniang Bayan Member
Hon. Felix John C. Templanza	Sangguniang Bayan Member
Hon. Kieven E. Cantos	Sangguniang Bayan Member
Hon. Elpidio N. Contreras, Jr.	Sangguniang Bayan Member
Hon. Guillermo G. Salas, Jr	Sangguniang Bayan Member
Hon. Joejie R. Narciso	Sangguniang Bayan Member
Hon. Francis Dave C. Cantos	SK Federation President

**ABSENT:**

Hon. Ederlino C. Acheron	Sangguniang Bayan Member-Leave
Hon. Enrico C. Villas	Pangulo, Liga ng mga Barangay-Leave

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### RESOLUTION NO. 24-01-005

**RESOLUTION AUTHORIZING THE MUNICIPAL MAYOR TO REPRESENT THE LOCAL GOVERNMENT UNIT OF BULALACAO, ORIENTAL MINDORO TO ENTER INTO A MEMORANDUM OF AGREEMENT WITH THE DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD), FIELD OFFICE IV-MIMAROPA REPRESENTED BY ITS REGIONAL DIRECTOR, LEONARDO C. REYNOSO REGARDING THE IMPLEMENTATION OF THE SOCIAL PENSION PROGRAM AT THIS MUNICIPALITY FOR FY-2024 THROUGH TRANSFER OF FUND SCHEME TO FAST TRACK THE DISTRIBUTION OF STIPEND TO BENEFICIARIES**

**Sponsors:**

**Sangguniang Bayan Member GUILLERMO G. SALAS, JR.**  
Vice Chairperson, Committee on Social Welfare and Community Development  
**Sangguniang Bayan Member ELPIDIO N. CONTRERAS, JR.**  
Vice Chairperson, Committee on Finance, Budget and Appropriation

**RESOLVED AS IT IS HEREBY RESOLVED, To:** Authorize the Municipal Mayor, Engr. Ernilo C. Villas to represent the Local Government Unit of Bulalacao, Oriental Mindoro to enter into a Memorandum of Agreement with the Department of Social Welfare and Development (DSWD), Field Office IV-MIMAROPA represented by its Regional Director, Leonardo C. Reynoso regarding the implementation of the Social Pension Program at this Municipality for FY-2024 through Transfer of Fund Scheme to fast track the distribution of stipend to beneficiaries;

**RESOLVED FURTHER, That:** Any change or alteration in the Memorandum of Agreement originally presented shall have no effect and therefore null and void;

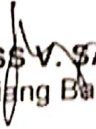
**RESOLVED FINALLY, That:** Any legal encumbrance that may arise in the execution and actual application of this Memorandum of Agreement shall be the sole responsibility of the heads of Implementing Offices or Units;

**ON MOTION** of SB Member Guillermo G. Salas, Jr. and SB Member SB Member Elpidio N. Contreras, Jr. duly seconded by SB Member Edezer F. Acheron, foregoing was...

**APPROVED:** January 15, 2024, Bulalacao, Oriental Mindoro.

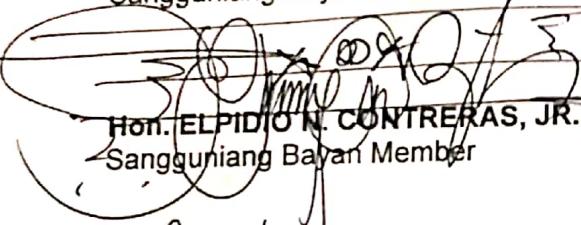
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Hon. EDEZER F. ACERON  
Sangguniang Bayan Member


  
Hon. JESS V. SAPUNGAN  
Sangguniang Bayan Member

  
Hon. FELIX JOHN C. TEMPLANZA  
Sangguniang Bayan Member

  
Hon. KIEVEN E. CANTOS  
Sangguniang Bayan Member

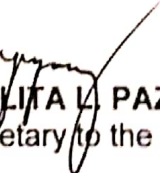
  
Hon. ELPIDIO N. CONTRERAS, JR.  
Sangguniang Bayan Member

  
Hon. GUILLERMO G. SALAS, JR.  
Sangguniang Bayan Member

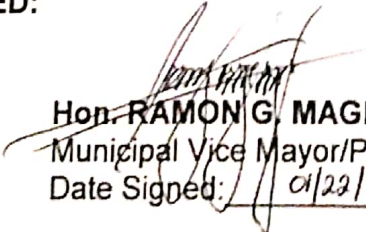
  
Hon. JOEJIE R. NARCISO  
Sangguniang Bayan Member

  
Hon. FRANCIS DAVE C. CANTOS  
SK Federation President

**CERTIFIED TRUE AND CORRECTED:**

  
PERLITA L. PAZ  
Secretary to the Sanggunian

**ATTESTED:**

  
Hon. RAMON G. MAGBANUA  
Municipal Vice Mayor/Presiding Officer  
Date Signed: 01/23/2024

# MEMORANDUM OF AGREEMENT

Know All Persons By These Presents:

This Memorandum of Agreement made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2024 at \_\_\_\_\_ between and among:

The Department of Social Welfare and Development, Field Office IV-MIMAROPA with office address at 1680 F.T. Benitez St. corner Malvar, Malate, Manila represented by its Regional Director, Leonardo C. Reynoso herein referred to as **DSWD**;

-and-

The Municipal Government of Bulalacao with office address at Bulalacao, Oriental Mindoro represented by Ernilo C. Villas, Municipal Mayor herein referred as the **LGU**;

## WITNESSETH

**Whereas**, The Department of Social Welfare and Development, is mandated to provide social welfare and development programs particularly through technical assistance and resource augmentation;

**Whereas**, The DSWD, is continuously implementing programs/projects and providing augmentation assistance to the local government units (LGU), non-government organizations, and other partner agencies, that would help alleviate poverty and ensure welfare of the disadvantaged and vulnerable groups;

**Whereas**, The Social Pension for Indigent Senior Citizens is an additional government assistance to augment the daily subsistence and other medical needs of indigent senior citizens;

**Whereas**, Fund Transfer to LGU is identified as a mode of payment to fast track the distribution of stipend to the beneficiaries and to strengthen partnership with LGUs in the effective delivery of programs and services;

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

### I. THE PROGRAM

Indigent Senior Citizens shall be entitled to a monthly stipend amounting to One thousand pesos (P1,000.00) to augment their daily subsistence and other medical needs.

### II. LEGAL BASES

1. *Philippine Constitution of 1987* – It states that, “In all matters relating to the care, health and benefits of the elderly, the State shall adopt and integrated and comprehensive approach to health development which shall endeavor to make essential goods, health and other social services available to all people at affordable costs giving priority for the needs of the underprivileged sick, elderly, disabled, women and children”
2. *Local Government Code of the Philippines (RA 7160)* – Chapter II Section 17 (b) (2) (iv). It states that “Provides the role of the municipality: social welfare services which includes programs and projects on child and youth welfare, family, and community welfare, women’s welfare, welfare of the elderly and disabled persons”
3. *Expanded Senior Citizens Act of 2010 (Republic Act 9994)* – An Act granting additional benefits and privileges to senior citizens
4. *DSWD Administrative Order No. 15 series of 2010* – Guidelines on the Implementation of Social Pension for Indigent Senior Citizens
5. *DSWD Administrative Order No. 3 series of 2011* – Operational Procedures in line with AO No. 15 series 2010 on the Implementation of Social Pension for Indigent Senior Citizens

ERNILO C. VILLAS  
City/Municipal Mayor

LEONARDO C. REYNOSO, CESO III  
Regional Director

**ERNELO C. VILLAS**  
City/Municipal Mayor

**LEONARDO C. REYNOSO, CESO III**  
Regional Director

6. *DSWD Administrative Order No. 4 series of 2012 – Procedure in Processing Replacements for Beneficiaries of Social Pension*
7. *DSWD Administrative Order No. 7 series of 2013 – Amended Guidelines in the Operational Procedure in line with Administrative Order No. 15 on the Implementation of the Social Pension for Indigent Senior Citizens*
8. *Memorandum Circular No. 25 series of 2014 – Supplemental Guidelines to Administrative Order No. 7 series of 2013 for the Implementation of Social Pension for Indigent Senior Citizens through Fund Transfer to LGUs and the Door-to-Door Delivery*
9. *Memorandum Circular No. 4 series of 2019 – Omnibus Guidelines in the Implementation of the Social Pension for Indigent Senior Citizens.*
10. *Memorandum Circular No. 16 series of 2021 – Amendment to Memorandum Circular (MC) No. 4 Series of 2019 regarding Omnibus Guidelines in the Implementation of the Social Pension for Indigent Senior Citizens.*
11. *Memorandum Circular No. 17 series of 2022 – Amendment to Memorandum Circular (MC) No. 16 Series of 2021 for the Release of Social Pension from Quarterly to Semestral and Supplemental Provision to MC No. 4 Series of 2019 to Include Transfer of Funds to Local Government Units (LGUs).*
12. Republic Act No. 11916 - 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"

### III. ROLES AND RESPONSIBILITIES

#### a. DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE MIMAROPA

1. Coordinate and conduct orientation with the presence of the DSWD Field Office Budget and Finance Units staff to the LGUs with good track record of disbursing and liquidating funds regarding Social Pension to ensure adequate understanding of the program before implementation.
2. Facilitate the signing of Memorandum of Agreement to the LGUs. The DSWD Field Office shall transfer the funds to the LGUs in accordance to Commission on Audit Circular Number 94-013 (Rules and Regulations in the Grant, Utilization and Liquidation of funds transferred to Implementing Agencies) dated December 13, 1994.
3. Review the quarterly Updated List of Eligible Senior Citizens submitted by the LGU.
4. Prepare Certificate of Eligibility duly approved by the Regional Director as basis in the preparation of payroll by the LGU.
5. Coordinate and conduct quarterly meeting with FO Budget and Accounting staff, MSWDO/OSCA Head and LGU Disbursing Officer.
6. Shall require the LGU to submit quarterly liquidation report duly received by the LGU COA Auditor. However, in case of deficiencies noted in the post-audit of the liquidation reports, the DSWD FO 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.
7. Demand the refund of all unutilized disallowed amount at the end of the quarter.
8. Provide technical assistance thru meeting/consultation with LGU staff relative to issues and concerns regarding the Social Pension implementation as the need arises.
9. Conduct quarterly monitoring and spot check to determine the situation/condition of the beneficiaries and to validate the utilization of the stipend.
10. Acts on grievance/complaints from individuals and other sources in close coordination with the C/MSWDO and OSCA.
11. Shall provide transportation expenses to the direct implementers of the program based on the cost parameters set by the DSWD Central Office.

#### b. LOCAL GOVERNMENT UNIT (LGU)

1. Submit Updated List of Eligible Senior Citizens to the DSWD FO every 1<sup>st</sup> week of the 2<sup>nd</sup> month of the quarter.

2. Facilitate preparation and approval of payroll based on the Certificate of Eligibility issued by the DSWD Field Office
3. The Municipal Treasurer or the authorized representative of the LGU shall claim the check/s from the DSWD Field Office and shall issue an official receipt.
4. Ensure the timely delivery of payment to the beneficiaries based on the payroll.
5. The Local Chief Executive (LCE) and City/Municipal Social Welfare and Development Officer (C/MSWDO) and LGU Disbursing Officer shall set the schedule of pay-out and shall inform the DSWD Field Office, ten (10) days before the actual pay-out.
6. The LGU Disbursing Officer shall conduct the actual pay-out with the assistance of the C/MSWDO staff, OSCA Head, Senior Citizens Organizations.
7. Submit Monthly Accomplishment Report on Social Pension to the DSWD Field Office - Regional Social Pension Unit every 25<sup>th</sup> of the month indicating the number of beneficiaries, paid, unpaid and waitlisted/unserved. Also, to include specific concerns/issues on the implementation of Social Pension as well as the best practices or success stories on how the Social Pension has improved the lives of the beneficiaries.
8. LGUs thru City/Municipal Disbursing Officers shall prepare and submit the following reports to the DSWD Field Office within fifteen (15) days upon payment.
  - 8.1 Statement of Receipts and Disbursements (SORD) duly received by the City/Municipal Auditor
  - 8.2 Fund Utilization Report/Liquidation Report certified correct by the City/Municipal Accountant and approved by the City/Municipal Mayor
  - 8.3 Report of Check Issued
  - 8.4 Report of Disbursements
  - 8.5 Certified True Copy of Signed Payroll
  - 8.6 List of Paid and Unpaid Beneficiaries certified by the Municipal Accountant and signed by the Local Chief Executive
  - 8.7 Checks for refund of the unexpended balance
9. The LGU shall utilized/dispensed the downloaded fund within 30 days upon downloaded of fund.
10. The LGUs thru the City/Municipal Treasurer shall take full responsibility in the proper disposition/dispbursement of funds for the implementation of Social pension program in accordance with the existing budgeting, accounting and auditing rules and regulations and shall liquidate the transfer of funds in accordance with Commission on Audit Circular No. 94-013.
11. The C/MSWDO, OSCA Head and Senior Citizens Associations shall conduct quarterly validation and monitoring thru home visits to the beneficiaries to determine their situation and the utilization of the stipend.

#### IV. DATA PRIVACY

The Parties hereby undertake to comply with the Data Privacy Act, its Implementing Rules and Regulations, and all applicable issuances of the National Privacy Commission ("NPC"), including putting in place adequate safeguards for data privacy and security.

#### V. ACCOUNTABILITY

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

This Memorandum of Agreement shall take effect upon signing of the parties hereto and shall remain valid and existing until revoked or terminated by their mutual consent.

In witness whereof, the parties hereby affix their signature this \_\_\_\_\_ day of \_\_\_\_\_, 2024 at \_\_\_\_\_.

**For the Department of Social Welfare and Development**