



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF BULALACAO

OFFICE OF THE SANGGUNIANG BAYAN

Municipal Building, Poblacion, Bulalacao, 5214, Oriental Mindoro

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF BULALACAO, ORIENTAL MINDORO HELD ON SEPTEMBER 21, 2018 AT THE SANGGUNIANG BAYAN SESSION HALL

PRESENT:

Hon. Ramon G. Magbanua	Municipal Vice Mayor/Presiding Officer
Hon. Dexter R. Gonzales	Sangguniang Bayan Member
Hon. Dennes M. Faner	Sangguniang Bayan Member
Hon. German S. Acosta	Sangguniang Bayan Member
Hon. Guillermo G. Salas, Jr.	Sangguniang Bayan Member
Hon. Elpidio N. Contreras, Jr	Sangguniang Bayan Member
Hon. Edwin C. Acheron	Sangguniang Bayan Member
Hon. Enrico C. Villas	Pangulo, Liga ng mga Barangay
Hon. Kim Jonh Elco E. Cantos	SK Federation President

ABSENT:

Hon. Edezer F. Acheron	Sangguniang Bayan Member-O.B.
Hon. Teresita S. Bantugan	Sangguniang Bayan Member- Leave
Hon. Tulay M. Caring	IPM Representative-Leave

x-----x

MUNICIPAL ORDINANCE NO. 18-09-216

ORDINANCE PRESCRIBING RULES, REGULATIONS, AND PROCEDURES IN GRANTING FINANCIAL ASSISTANCE FOR INDIVIDUALS IN CRISIS SITUATION IN BULALACAO, ORIENTAL MINDORO

Author and Sponsor

Sangguniang Bayan Member Dexter R. Gonzales
Chairperson, Committee on Finance, Budget & Appropriation

Sponsor

Sangguniang Bayan Member Dennes M. Faner
Chairperson, Committee on Social Welfare and Community Development

"WHEREAS, the Local Government Code of 1991 mandates the municipal governments to provide social welfare services especially for marginalized and vulnerable constituents;

"WHEREAS, the Local Government Unit of Bulalacao (LGU of Bulalacao), true to the commitment of serving its people to the best of its ability and resources, extends assistance to individuals in crisis situations;

"WHEREAS, assistance comes in various forms – counseling, referral, case management, or psychosocial, paralegal, and financial assistance;

“WHEREAS, fiscal resources of the agency must be managed properly to ensure good governance; hence, there must be rules and regulations, and procedures in the responsive and legal grant of financial assistance to those who are in need;

NOW THEREFORE, be it ordained by the Sangguniang Bayan of Bulalacao, Oriental Mindoro, that:

SECTION 1. STATEMENT OF POLICY. It is the policy of the Local Government Unit of Bulalacao to ensure that all persons experiencing crisis situations are given immediate, appropriate, and just attention and intervention, and to institutionalize policies and procedures in proper management of financial and other resources.

SECTION 2. TITLE. This Ordinance is entitled as stated and shall be also known as the “2018 Financial Assistance for Individuals in Crisis Situation Ordinance of Bulalacao”.

SECTION 3. DEFINITION OF TERMS. As used in this ordinance, the following terms shall mean:

- a. **AICS** refers to any assistance for individual in crisis situations which shall be primarily extended through the MSWDO;
- b. **Client** refers to any individual in crisis situation.
- c. **Death** is the cessation or end of life as supported by a duly registered death certificate.
- d. **Emergency case** refers to a life-threatening situation or any case that endangers human life if not immediately addressed or attended to by medical practitioners;
- e. **MSWDO** refers to the Municipal Social Welfare and Development Office or to the Municipal Social Welfare and Development Officer or anybody acting in that capacity;
- f. **Official** refers to a duly elected person who is either the municipal mayor, or municipal vice mayor, or any member of the sangguniang bayan in the municipality of Bulalacao;
- g. **Relative** – refers to the kin of the client up to fourth civil degree of consanguinity or affinity;

SECTION 4. PROCEDURE. The following procedure shall be adopted and implemented:

- a. The client in distress or crisis situation or his/her relative shall go or shall be referred to the MSWDO.
- b. The MSWDO or as far as practicable any licensed social worker shall conduct interview and assessment and thereafter extend the necessary case management with appropriate interventions in accordance with policies and laws protecting and upholding the best interest of the client and in accordance with manual of operations of the MSWDO;



- c. If financial assistance is among the most immediate interventions, the assigned staff of MSWDO shall then process the grant of such assistance to be taken from the petty cash exclusively for AICS in custody of the Disbursing Officer. If otherwise, the financial assistance shall be granted following the usual procedure and time frame of MWSDO;
- d. The Disbursing Officer or any other assigned staff in the Municipal Treasury Office (MTO) shall grant the financial assistance directly to the client or to the relative if it is impractical for the client to receive such assistance. The grantee shall acknowledge the receipt by signing the voucher.

SECTION 5. RULES AND REGULATIONS. The following rules and regulations shall be observed and respected:

- a. Granting of financial assistance for cases that shall involve the struggle between life and death shall be done not any longer than thirty (30) minutes and all signatories to vouchers and other attachments shall prioritize the processing of such assistance;
- b. The MSWDO shall coordinate with Municipal Health Office, Bulalacao Community Hospital, Sangguniang Barangays, Municipal Civil Registry Office, and all other agencies or offices to jointly establish procedures that shall facilitate the issuance of supporting documents so as not to hamper or delay the granting of assistance to clients especially during emergency cases;
- c. The following documents shall be required from the clients prior to the grant of financial assistance:

Common requirements

Community tax certificate, any valid identification card, certificate of indigency from the concerned Punong Barangay or his/her representative, and certificate of indigency and eligibility from MWSDO indicating therein the amount of financial assistance;

Additional requirements

Purchase of medicine – original copy of medical certificate or prescription signed by a licensed physician

Medical procedure – original copy of medical certificate/referral from a licensed physician/request for laboratory examination

Payment to hospital - original copy of medical certificate/hospital bill or certificate of confinement/clinical abstract

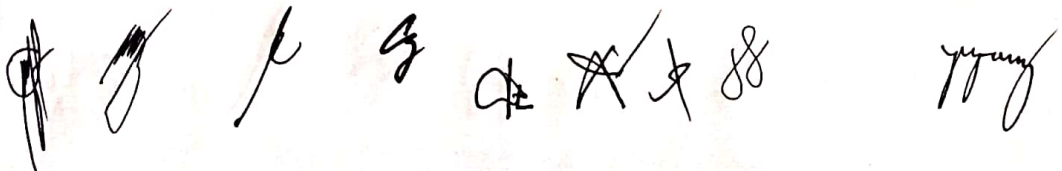
Burial expense – death certificate certified as true copy by MCRO

Transportation assistance (Balik Probinsya) – dependent on the assessment of MSWDO

Emergency shelter assistance – picture of the burnt house with the owner (for burnt house) certification from the Bureau of Fire Protection, estimates of needed materials

Educational expense – statement of accounts certified as true copy by the school registrar

Emergency shelter assistance to victims of natural and man-made calamities and other form of financial assistance shall be granted by MSWDO after compliance to practical and simplified requirements was made.

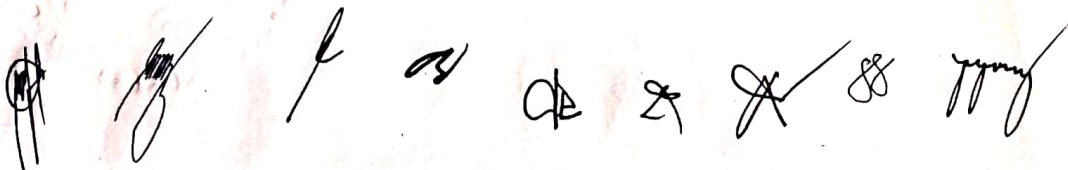


For emergency cases, the certificate of indigency from the Punong Barangay may not be required anymore.

The MSWDO shall have the right to check the validity and veracity of submitted documents.

- d. The financial assistance taken from the petty cash shall not exceed three thousand pesos (PhP 3,000.00) per client. The client may be granted with financial assistance more than this limit but up to five thousand pesos (PhP 5,000.00) only if indeed needed as assessed by MSWDO. The amount in excess of PhP 3,000.00 shall be processed thru the usual MSWDO procedure and it shall not be taken from the petty cash;
- e. The Municipal Treasury Office shall include in the cash advance of the Disbursing Officer the amount of fifty thousand pesos (PhP 50,000.00) for the monthly petty cash exclusively for AICS. Such amount can be replenished immediately if at least seventy five percent (75%) of it is already disbursed;
- f. There must be no unnecessary delays in liquidation of the AICS petty cash, it shall always be prioritized over other cash advances by the Disbursing Officer;
- g. The Municipal Budget Officer shall make sure that fund for the monthly AICS petty cash is set aside and always available all year round. The fund for monthly AICS petty cash shall not be realigned for other purposes;
- h. No client shall be deprived of AICS or financial assistance because of political affiliation, religious belief, gender preference, age, cultural group, or educational attainment;
- i. The Punong Barangay or his/her representative and the MSWDO shall jointly assess the grant of financial assistance to clients who frequently identified themselves as individuals in crisis situations;
- j. All staff of MSWDO and other partner offices usually involved in AICS procedure shall be oriented on the nature of assistance, proper behavior in dealing with clients, and prompt delivery of related services;
- k. A guarantee letter signed by MSWDO may become an option to convince providers of goods and services that a particular client shall be provided with financial assistance. The MSWDO and MTO shall coordinate with hospitals, pharmacies, schools, and establishments concerning payment of hospital bills, medicines, tuition fees and goods covered by the financial assistance;
- l. Certificates of indigency shall be issued without delay to those who are truly in need or to those who have no more means to finance the crisis situation.

SECTION 6. APPROPRIATION. The amount needed for the implementation of this Ordinance shall be included in the General Fund Annual Budget of the Local Government Unit of Bulalacao, Oriental Mindoro under Maintenance



and Other Operating Expenses of the Municipal Social Welfare and Development Office for the next fiscal year and years thereafter based on the budget proposal submitted by such office. The Municipal Budget Officer shall ensure that the budget necessary for the implementation of this Ordinance is included in yearly appropriation. The fund allocated for this assistance especially for petty cash shall not be allowed for realignment and not be certified as savings unless it served its purpose already within a particular fiscal year.

SECTION 7. PENALTY. Any officer or employee who shall disregard or neglect the implementation of this Ordinance shall be administratively dealt with and such shall be a ground for suspension or dismissal subject to the pertinent provisions of the Civil Service Laws and Rules.

SECTION 8. REPEALING CLAUSE. Any ordinance inconsistent with the provisions of this Ordinance is hereby repealed or modified accordingly.


SECTION 9. SEPARABILITY CLAUSE. If any provision of this Ordinance is declared invalid, the remainder or any provision hereof not affected thereby shall remain in force and effect. Higher laws or policies inconsistent with the provisions of this Ordinance shall prevail.

SECTION 10. EFFECTIVITY. This Ordinance shall take effect immediately after fifteen (15) days of posting in bulletin board at the entrance of the municipal hall and in at least two (2) other conspicuous places in the Local Government Unit of Bulalacao.

ENACTED this 21st day of September, 2018. Bulalacao, Oriental Mindoro.


HON. DEXTER R. GONZALES
SB Member



HON. DENNES M. FANER
SB Member


HON. GERMAN S. ACOSTA
SB Member


HON. GUILLERMO G. SALAS, JR.
SB Member

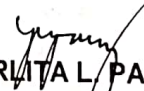

HON. ELPIDIO N. CONTRERAS, JR.
SB Member


HON. EDWIN C. ACERON
SB Member

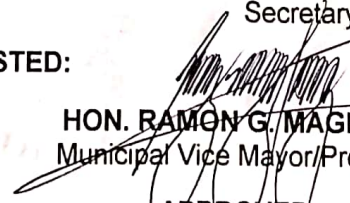

HON. ENRICO C. VILLAS
Pangulo, Liga ng mga Brgy.


HON. KIM JONH ELCO E. CANTOS
SK Federation President

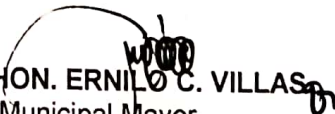
CERTIFIED TRUE AND CORRECT:


PERLITA L. PAZ
Secretary to the Sanggunian

ATTESTED:


HON. RAMON G. MAGBANUA
Municipal Vice Mayor/Presiding Officer

APPROVED:


HON. ERNILO C. VILLAS
Municipal Mayor
Date Signed: 10/31/18