



## COMMITTEE ON FINANCE, BUDGET AND APPROPRIATION

COMMITTEE REPORT  
NO. FBA-399A-S-2024

Office of the Sangguniang Panlungsod  
Received by *Janet P. ...*  
Date: *10/11/2024*  
Time: *2:11 pm*

Subject: A RESOLUTION AUTHORIZING THE CITY MAYOR, HON. STRIKE B. REVILLA, TO SIGN A MEMORANDUM OF AGREEMENT WITH THE DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD) FOR AND ON BEHALF OF THE CITY GOVERNMENT OF BACOOR REGARDING THE TRANSFER OF FUND TO THE CITY TO FACILITATE THE DISTRIBUTION OF ASSISTANCE TO INDIVIDUALS AND FAMILIES IN CRISIS SITUATION - PCR-673A-2024 dated September 9, 2024.

Referred to this Committee on the 107<sup>th</sup> Regular Session is the above-subject matter for appropriate action and recommendation.

It has been the mandate of the Department of Social Welfare and Development (DSWD) to implement crisis intervention thru the Assistance to Individuals in Crisis Situation (AICS). A program that will ensure the provision of financial assistance for medical, burial, transportation, education, food, or financial assistance for other support services or needs of a person or family. We copy:

| Kind of Cash Assistance   | Amount of Assistance    |
|---|-------------------------|
| Medical Assistance  | P1,000.00 to P10,000.00 |
| Funeral Assistance  | P1,000.00 to P10,000.00 |
| Educational Assistance  | P1,000.00 to P10,000.00 |
| Cash Assistance to other support services/cash Relief Assistance such as assistance during natural and man-made disasters | P1,000.00 to P10,000.00 |

With the conferred authority by the Office of the President, the DSWD implements the special AICS manual payout to be done by the concerned Local Government Units thru the DSWD fund transfer.

The basic conditions under the General Guidelines in the AICS payout or distribution by LGUs states that:

- Transfer of Fund to LGUs, x x x, must always have imprimatur of the Office of the President;
- The transferred fund shall not be used for any other unauthorized programs, projects, activities and expenses;

COMMITTEE REPORT FBA-399A-S-2024

PCR 673A-S-2024 - A RESOLUTION AUTHORIZING THE CITY MAYOR TO SIGN A MOA WITH THE DSWD FOR THE TRANSFER OF FUNDS FOR AICS.



Address: Bacoor Legislative and Disaster Resilience Bldg.,  
Bacoor Blvd., Brgy. Bayanan, City of Bacoor, Cavite  
Telephone: (045)417-0727  
Website: www.bacoorcitysp.com



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Cert. no. 24/181009



- A memorandum of agreement (MOA) governing the transfer of fund shall be executed between the LGU and the DSWD FO concerned prior to the transfer of funds x x x.

**RECOMMENDATION:**

In view of the foregoing, the Honorable Members of Committee hereby recommend **TO APPROVE** the City Resolution authorizing the City Mayor, Hon. Strike B. Revilla, to sign the Memorandum of Agreement with the Department of Social Welfare and Development (DSWD) for the transfer of fund to be distributed to qualified beneficiaries under the AICS program, subject to the conditions set by the DSWD, accounting and auditing rules and regulations

**WE HEREBY CERTIFY** that the contents of the foregoing report are true and correct.

Signed this     day of September 2024 at the City of Bacoor, Cavite.

**THE COMMITTEE ON FINANCE, BUDGET AND APPROPRIATION**

  
**HON. ROGELIO M. NOLASCO**  
Chairman

  
**HON. CATHERINE S. EVARISTO**  
Vice-Chairperson

  
**HON. REYNALDO D. PALABRICA**  
Member

  
**HON. ADRIETO G. GAWARAN**  
Member

Prepared by:  
  
**ROBERTO A. DE GUZMAN**  
Local Legislative Staff Assistant I

COMMITTEE REPORT FBA-399A-S-2024  
PCR 673A-S-2024 - A RESOLUTION AUTHORIZING THE CITY MAYOR TO SIGN A MOA WITH THE DSWD FOR THE TRANSFER OF FUNDS FOR AICS.







**Committee on Finance, Budget and Appropriation**

**EXCERPT FROM THE MINUTES OF REGULAR SESSION**

NO. FBA-399A-S-2024

Office of the Sangguniang Panlungsod  
Received by: Janet Pineda  
Date: 09/11/2024  
Time: 2:15 pm

Subject: **A RESOLUTION AUTHORIZING THE CITY MAYOR, HON. STRIKE B. REVILLA, TO SIGN A MEMORANDUM OF AGREEMENT WITH THE DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD) FOR AND ON BEHALF OF THE CITY GOVERNMENT OF BACOOR, REGARDING THE TRANSFER OF FUNDS TO THE CITY TO FACILITATE THE DISTRIBUTION OF ASSISTANCE TO INDIVIDUALS AND FAMILIES IN CRISIS SITUATION. – PCR-673A-2024 Dated September 9, 2024.**

Honorable Rowena Bautista Mendiola, Presiding Officer called the 107<sup>TH</sup> Regular Session to order.

Atty. Khalid Atega, Jr., Secretary of the Sangguniang Panlungsod, proceeded with the roll call, the approval of the Journal and Minutes of the 106<sup>TH</sup> Regular Session, and the reading of the referrals to committees of proposed Ordinances, Resolutions, Messages, Communications, Petitions and Memorials.

On motion by Honorable Alde Joselito Pagulayan which was unanimously seconded by the majority of the Honorable Members of Sangguniang Panlungsod, the internal rules were suspended.

Upon reading and referral of Agenda Item No. **OM.1 – PCR-673A-2024 – “A RESOLUTION AUTHORIZING THE CITY MAYOR, HON. STRIKE B. REVILLA, TO SIGN A MEMORANDUM OF AGREEMENT WITH THE DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD) FOR AND ON BEHALF OF THE CITY GOVERNMENT OF BACOOR, REGARDING THE TRANSFER OF FUNDS TO THE CITY TO FACILITATE THE DISTRIBUTION OF ASSISTANCE TO INDIVIDUALS AND FAMILIES IN CRISIS SITUATION.”** Honorable Rogelio M. Nolasco moved the approval for the Resolution Authorizing the City Mayor, Hon. Strike B. Revilla to sign the Memorandum of Agreement with the Department of Social Welfare and Development (DSWD) for the transfer of fund to be distributed to the qualified beneficiaries under the AICS program with the conferred authority by the office of the President, the DSWD implements the special AICS manual payout to be done by the concerned Local government Units thru the DSWD fund transfer.

The motion was unanimously seconded by the majority of Honorable Members of the 5th Sangguniang Panlungsod. A Resolution authorizing the City Mayor, Hon. Strike B. Revilla, to sign a memorandum of agreement with the Department of Social Welfare and Development (DSWD) for and on behalf of the

EXCERPT FROM THE MINUTES OF 107<sup>TH</sup> REGULAR SESSION NO. FBA-399A-S-2024 Page 1  
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City Government of Bacoor, regarding the transfer of funds to the city to facilitate the distribution of assistance to individuals and families in crisis situation was **APPROVED.**

The regular session was closed and adjourned at 11:25 A.M.

Prepared By

**Edgardo B. Nolasco**  
CLERK

Attested By

**COUN. ROGELIO "BOK" M. NOLASCO**  
Chairman  
Committee on Finance, Budget and Appropriation

EXCERPT FROM THE MINUTES OF 107<sup>TH</sup> REGULAR SESSION NO. FBA-399A-S-2024 Page 2  
**PCR-673A-2024 - A RESOLUTION AUTHORIZING THE CITY MAYOR TO SIGN A MOA WITH THE DSWD FOR THE TRANSFER OF FUNDS FOR AICS.**







DISTRICT I

HON. CATHERINE SARINO-EVARISTO  
City Councillor

HON. MICHAEL E. SOLIS  
City Councillor

HON. ADRIELITO G. GAWARAN  
City Councillor

HON. VICTORIO I. GUERRERO, JR.  
City Councillor

HON. ALEJANDRO F. GUTIERREZ  
City Councillor

HON. LEVY M. TELA  
City Councillor

DISTRICT II

HON. ROBERTO L. ADVINCULA  
City Councillor

HON. REYNALDO D. PALABRICA  
City Councillor

HON. REYNALDO M. FABIAN  
City Councillor

HON. ROGELIO M. NOLASCO  
City Councillor

HON. ALDE ROSELITO F. PAGULAYAN  
City Councillor

HON. SIMPLICIO G. DOMINGUEZ  
City Councillor

HON. RANDY C. FRANCISCO  
Lipa ng mga Barangay Vice-President

HON. PALM ANGEL S. BUNCIO  
SK Federation President

Attested by:

ATTY. KHALID A. MEGA, JR.  
Sangguniang Panlungsod Secretary

Certified by:

HON. ROWENA BAUTISTA-MENDRILA  
City Vice Mayor

Noted by:

HON. STRIKE B. REVILLA  
City Mayor

CITY RESOLUTION NO. 2024-581A  
Series of 2024

A RESOLUTION AUTHORIZING THE CITY MAYOR, HON. STRIKE B. REVILLA, TO SIGN A MEMORANDUM OF AGREEMENT WITH THE DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD) FOR AND ON BEHALF OF THE CITY GOVERNMENT OF BACOROR REGARDING THE TRANSFER OF FUNDS TO THE CITY TO FACILITATE THE DISTRIBUTION OF ASSISTANCE TO INDIVIDUALS AND FAMILIES IN CRISIS SITUATION (AICS).

Sponsored by:  
Hon. Rogelio Nolasco

Co-Sponsored by:  
Hon. Roberto L. Advincula, Hon. Palm Angel S. Buncio, Hon. Simplicio G. Dominguez, Hon. Catherine Sarino-Evaristo, Hon. Reynaldo M. Fabian, Hon. Randy C. Francisco, Hon. Adrielito G. Gawaran, Hon. Alejandro F. Gutierrez, Hon. Alde Joselito F. Pagulayan, Hon. Reynaldo D. Palabrica, Hon. Michael E. Solis and Hon. Levy M. Tela.

WHEREAS, the Department of Social Welfare and Development (DSWD) has been given the authority to distribute assistance or to transfer of funds to Local Government Units (LGUs) which will be responsible for setting up the Crisis Intervention Unit to serve the qualified beneficiaries from the identified clustered LGUs.

WHEREAS, the City Government of Bacoor expressed its interest to serve as an extension office of the DSWD for the provision of Assistance to the Individuals and Families in Crisis Situation (AICS) services to the qualified beneficiaries in the City of Bacoor.

WHEREAS, the City Government of Bacoor may provide the different kinds of financial assistance not exceeding PhP10,000.00 to residents of the city and who are assessed to be qualified beneficiaries in accordance with DSWD Memorandum Circular No. 16, Series of 2022, to wit:

| Kind of Cash Assistance   | Amount of Assistance    |
|---|-------------------------|
| Medical Assistance  | P1,000.00 to P10,000.00 |
| Funeral Assistance  | P1,000.00 to P10,000.00 |
| Educational Assistance  | P1,000.00 to P10,000.00 |
| Cash Assistance to other support services/cash Relief Assistance such as assistance during natural and man-made disasters | P1,000.00 to P10,000.00 |



Republic of the Philippines  
Province of Cavite  
CITY OF BACOOR



**Office of the Sangguniang Panlungsod**

**DISTRICT I**

HON. CATHERINE SARINO-EVARISTO  
City Councilor

HON. MICHAEL E. SOLIS  
City Councilor

HON. ADRIELITO G. GAWARAN  
City Councilor

HON. VICTORIO L. GUERRERO, JR.  
City Councilor

HON. ALEJANDRO F. GUTIERREZ  
City Councilor

HON. LEVY M. TELA  
City Councilor

**DISTRICT II**

HON. ROBERTO L. ADVINCUA  
City Councilor

HON. REYNALDO D. PALABRICA  
City Councilor

HON. REYNALDO M. TUBIAN  
City Councilor

HON. ROGELIO M. NOLASCO  
City Councilor

HON. ALDE JOSELITO P. PAGULAVAN  
City Councilor

HON. SIMPLICIO G. DOMINGUEZ  
City Councilor

HON. RICHY C. FRANCISCO  
Liga ng mga Barangay Vice-President

HON. PALM ANGEL S. BUNCIO  
SK Federation President

Attested by:

ATTY. KHALID A. ATEGA, JR.  
Sangguniang Panlungsod Secretary

Certified by:

HON. ROWENA BAUTISTA-MENDIOLA  
City Vice Mayor

Voted by:

HON. STRIKE B. REVILLA  
City Mayor

**WHEREAS**, the Office of the City Mayor submitted a draft Memorandum of Agreement (MOA) to the Sangguniang Panlungsod for its review and consideration. The proposed Memorandum of Agreement is hereby deemed incorporated into and made a part of this Resolution.

**NOW THEREFORE**, upon motion of Hon. Rogelio M. Nolasco unanimously seconded by all the members present in regular session duly assembled, **BE IT RESOLVED AS IT IS HEREBY RESOLVED**, by the Sangguniang Panlungsod to authorize the City Mayor, Hon. Strike B. Revilla, to sign a Memorandum of Agreement on behalf of the City Government of Bacoor with the Department of Social Welfare and Development (DSWD) regarding the transfer of funds to the city to facilitate the distribution of Assistance to Individuals and Families In Crisis Situation (AICS).

**RESOLVED LASTLY**, to furnish the Office of the City Mayor, the CSWD-Bacoor, the DSWD Region IV-A, the University of the Philippines-Office of the National Administrative Register (UP-ONAR) and all concerned government offices with copies of this resolution.

**APPROVED UNANIMOUSLY** this 9<sup>th</sup> day of September 2024 by the 5<sup>th</sup> Sangguniang Panlungsod of Bacoor in regular session assembled.

*I hereby certify that the foregoing Resolution is true and correct.*

Certified by:

**HON. ROWENA BAUTISTA - MENDIOLA**  
City Vice Mayor/ Presiding Officer

Attested by:

**ATTY. KHALID A. ATEGA, JR.**  
Sangguniang Panlungsod Secretary

Noted by:

**HON. STRIKE B. REVILLA**  
City Mayor



## MEMORANDUM OF AGREEMENT

### KNOW ALL MEN BY THESE PRESENTS:

This MEMORANDUM OF AGREEMENT made and executed by and between

The **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD)**, a government agency created pursuant to Republic Act No. 5416, as amended, through **DSWD FIELD OFFICE \_\_\_\_\_**, and with office address at \_\_\_\_\_, represented by **REGIONAL DIRECTOR \_\_\_\_\_** and hereinafter referred to as the "DSWD".

– and –

The **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 in accordance with the Local Sanggunian resolution, and hereinafter referred to as the "LGU".

Collectively referred to as the "**Parties**"

### WITNESSETH:

**WHEREAS**, the DSWD, pursuant to Executive Order (EO) No. 221 series of 2003 and EO No. 137, s. 2021, implements crisis intervention, through the Assistance to Individuals and Families in Crisis Situation (AICS) program;

**WHEREAS**, DSWD issued Memorandum Circular (M.C.) No. 16, s. 2022 entitled "*Revised Guidelines for the Implementation of the Assistance to Individuals in Crisis Situation*" which provides for the different modes of disbursement strategies, such as transfer of funds to local government units;

**WHEREAS**, the LGUs are mandated by law to discharge basic services, including social welfare services to its constituents;

**WHEREAS**, the DSWD and the LGUs are partners in the implementation of social services for the poor, vulnerable and marginalized sectors and there is a need for a Memorandum of Agreement (MOA) to capture the terms of the cooperation mechanism to ensure effective and efficient delivery of AICS to qualified beneficiaries in accordance with MC No. 16, s. 2022 including supplementary issuances thereto, and other pertinent accounting, budgeting and auditing laws, rules and regulations;

**NOW THEREFORE**, for and in consideration of the foregoing premises, the Parties hereby mutually agree to enter into this agreement under the following terms and conditions:

## I. APPLICABILITY

For purposes of this MOA, the implementation of AICS Program in the abovementioned LGU shall be governed in this manner:

- a. The LGU may provide the different kinds of financial assistance, not exceeding P10,000.00, to residents of the aforesaid LGU and who are assessed to be qualified beneficiaries according to the parameters of MC 16, s. 2022, as follows:

| Kind of Cash Assistance  | Amount of Assistance    |
|--|-------------------------|
| Medical Assistance   | P1,000.00 to P10,000.00 |
| Funeral Assistance   | P1,000.00 to P10,000.00 |
| Educational Assistance   | P1,000.00 to P10,000.00 |
| Cash assistance for other support services/Cash relief assistance such as assistance during natural and man-made disasters | P1,000.00 to P10,000.00 |

- b. Unless covered in a future MOA, the provision of the following assistance shall not be available and may not be charged against the funds subject of the present fund transfer, as follows:
  - (i) financial assistance exceeding Php10,000.00;
  - (ii) issuance of guarantee letter; and
  - (iii) material assistance.

Residents of the LGU who intend to avail of the aforesaid services may be served at the DSWD, subject to availability of funds and to existing rules and regulations of the DSWD with regard to implementation of the AICS program.

## II. ROLES AND RESPONSIBILITIES OF THE PARTIES

### A. The DSWD FO shall:

1. Transfer funds to the LGU within fifteen (15) calendar days from the submission of the signed and notarized MOA and its supporting documents;
  - a) Certification for No Unliquidated cash advances in implementing AICS program issued by the FO; and
  - b) *Sanggunian* Resolution authorizing the Local Chief Executive (LCE) to enter into a Memorandum of Agreement with DSWD FO.
2. The DSWD shall transfer the total amount of \_\_\_\_\_, but its release shall be subject to availability of funds. It is understood that no succeeding transfer of funds for the AICS program shall be allowed without the prior transfer of funds having been fully liquidated in accordance with existing accounting and auditing rules and regulations. Provided that all funds are liquidated by the 31st of December;



3. Provide technical assistance to the LGU on the following:
    - a) Guidelines in the implementation of the AICS Program under MC No. 16, s. 2022 including supplementary issuances thereto;
    - b) Compliance with the financial obligations such as on the liquidation of the fund transfer; and
    - c) All other matters that would ensure the smooth implementation of this MOA.
  4. Comply with the provisions of COA Circular 94-013 dated December 13, 1994 as a Source Agency, to wit:
    - a) obligate the allotment for the project to be implemented based on the MOA;
    - b) issue a check in the name of LGU;
    - c) maintain a subsidiary ledger of the cash transferred pertaining to the project;
    - d) require the LGU to submit the Report of Check Issued (RCI) and the Report of Disbursement (RD) and furnish the latter with a copy of the journal voucher taking up the expenditures. Upon receipt of the copy of the Certificate of Settlement and Balances (CSB) and the Credit Notice (CN) issued by the LGU Auditor, the Accountant shall draw a journal voucher restoring back the amount previously credited for any disallowance. The LGU shall be furnished with a copy of the journal entry voucher; and
    - e) issue the official receipt for the unused balance and the refunded disallowance remitted by the LGU.
  5. Enforce the submission of a liquidation and other reports by the LGU through a demand letter, in case of failure to comply with the submission of reports mentioned under Section B of this MOA;
  6. Regularly update the beneficiary database of AICS Program using the data provided by the LGU, for onward transmission to the Central Office according to the timelines provided under existing DSWD issuances;
  7. Conduct year-end assessment and evaluation of the MOA implementation; and
  8. Designate a focal person for the progress monitoring as well as the submission of liquidation and other reports pursuant to this MOA.
- B. The LGU shall:**
1. Submit to the DSWD Field Office the signed and notarized MOA and the supporting documents to facilitate transfer of funds.
  2. Comply with the provisions of COA Circular 94-013 dated December 13, 1994 as the Implementing Agency, to wit:
    - a) issue an official receipt for every amount received from the DSWD;
    - b) deposit the amount with its authorized depository bank;

- c) keep separate subsidiary records for the trust liability whether or not a separate bank account is maintained;
  - d) within five (5) days after the end of each month, the Accountable Officer (AO) shall prepare the RCI and the RD and shall submit them with all supporting vouchers/payrolls and documents to the LGU Accountant. These reports shall be approved by the Local Chief Executive;
  - e) within ten (10) days after receipt from the AO, the LGU Accountant shall verify the Reports, provide accounting entries, record and submit the duplicate copies of the Reports with all the originals of vouchers/payrolls and all supporting documents to the LGU Auditor. The Accountant shall ensure that only expenses for the project are included in the Reports. The original copy of the Reports shall be submitted to the DSWD (Attention: The DSWD FO Accountant).
  - f) record the disallowance in audit after receipt of the CSB and the CN issued by the LGU Auditor and require the settlement of any suspension and disallowance;
  - g) return to the DSWD any unused balance and refund of disallowance upon completion of the project.
3. Ensure to have an adequate workforce, including one Registered Social Worker for every 300 qualified beneficiaries as well as appropriate disbursement plan in case of mass payout, to implement the AICS program through the Local Social Welfare and Development Office, as far as practicable, in accordance with this MOA;
    4. Submit the list of beneficiaries, both in digital and print copies, in accordance with the standard reporting template in the **Annex** (see [bit.ly/AICSReportingTemplate](http://bit.ly/AICSReportingTemplate)) after every payout or at the end of each month, as the case may be;
  5. Manage and address all grievances in the implementation of the MOA; and
  6. Designate a focal person responsible for submitting the status, liquidation and other reports to the DSWD FO.

## II. ACCOUNTABILITY

The funds released by DSWD shall be solely used for the implementation of the AICS program as provided for in this MOA subject to the usual auditing laws, rules and regulations.

Once the fund is transferred to the LGU, subsequent transfer of such fund to any other LGU or entity shall not be allowed. In no case shall the fund transferred be utilized for the payment of additional compensation to employees in the form of allowances, incentive pay, bonuses, honorarium, or other forms of additional compensation, nor shall it be used to create new positions, to augment salaries of regular personnel or to purchase motor vehicles.



The Local Chief Executive shall take full responsibility in the proper implementation of the AICS program in the abovementioned LGU.

Violation of the provisions of this MOA shall be subject to the appropriate criminal, civil, administrative liability under existing laws, rules, and regulations. Further, this shall result in the disqualification of the LGU from future fund transfer intended for the AICS Program.

**III. RESOLUTION OF ISSUES**

Cases and issues not covered in this MOA shall be submitted to the DSWD for resolution.

**IV. SEPARABILITY**

In case any provision hereof or any part thereof be declared void or unenforceable by competent authorities, the provision/s unaffected by such declaration shall remain valid and binding.

**V. EFFECTIVITY**

This Memorandum of Agreement shall take effect upon signing hereof and shall remain valid and binding until the 31st of December 2023 or until all the obligations of the parties pertaining to the liquidation or settlement of the fund transfer have been duly performed, whichever is applicable.

IN WITNESS WHEREOF, the Parties hereto executed this Memorandum of Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 2023 in \_\_\_\_\_.

**DEPARTMENT OF SOCIAL  
WELFARE AND DEVELOPMENT**

**LOCAL GOVERNMENT UNIT OF**  
\_\_\_\_\_

**(insert name of regional director)**  
Regional Director

**(insert name of LCE)**  
Local Chief Executive

SIGNED IN THE PRESENCE OF:

\_\_\_\_\_

\_\_\_\_\_

**ACKNOWLEDGMENT**

REPUBLIC OF THE PHILIPPINES)  
\_\_\_\_\_ ) SS.

BEFORE ME, a Notary Public for and in the City of \_\_\_\_\_ personally appeared:

| Name | Government Issued ID | Place of Issue |
|------|----------------------|----------------|
|      |                      |                |
|      |                      |                |

Known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their free act and voluntary deed.

This instrument, consisting of \_\_\_\_ pages, including the page on which this acknowledgment is written, has been signed on the left margin of each and every page thereof by the concerned parties and their witnesses, and sealed with my notarial seal.

WITNESS MY HAND AND SEAL on this \_\_\_\_\_ day of \_\_\_\_\_ 2023 at \_\_\_\_\_

Doc. No. ....;  
Page No. ....;  
Book No. ....;  
Series of 2023