



DEPT. OF SOCIAL WELFARE & DEVEL
IBP ROAD, CONSTITUTION HILLS, Q.C.
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LEGAL SERVICE
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ADMINISTRATIVE ORDER
No. 210
Series of 2002

SUBJECT: FILIPINO DEPORTEES FUNDS

1.0 RATIONALE

As an offshoot of the mass deportation of Filipinos from Malaysia, several individuals, groups, companies, and sectors have manifested their desire to donate/share cash and/or kind to ease the plight of the Filipino Deportees.

In view thereof, it becomes imperative that a system for receipt, collection, recording, disbursement and report shall be in place.

The system is likewise being established for timely response to the need of the Deportees, who urgently need assistance.

2.0 IMPLEMENTING GUIDELINES

2.1 OPENING OF BANK ACCOUNT

The DSWD-Central Office shall open a Current Account with Land Bank of the Philippines (LBP) donations received by different DSWD Field Offices specifically for deportees from Malaysia. The account number shall be furnished to all DSWD Field Offices.

2.2 COLLECTIONS/DEPOSITS OF DONATION

2.2.1. An Official Receipt (OR) shall be issued by the Central Office and Field Office-Collecting Officer for all donations received, collected or received through mails, picked-up or delivered to the office. The Central Office and Field Office shall immediately deposit the same under the aforementioned DSWD current account.

Service and the Mindanao Field Offices Cluster, who shall thereafter endorse the same to Undersecretary for General Administration and Support Services for funding, if approved.

- The Undersecretary for General Administration and Support Services shall cause the transfer of funds to the concerned Field Offices.
- DSWD Central Office shall notify the concern Field Offices of the transfer thru memorandum sent by fax indicating the approved request, amount of the transfer, check number, etc.

Accounting Entry (RA Books)

450-Other Payables	xxx	
110-Cash in Bank-Local Currency, Current Account		xxx

2.3.2. Field Office

- **Receipt of Fund Transfer**

Concerned DSWD Field Offices shall record upon receipt all funds transferred from Central Office.

- **Accounting Entry (RA Books)**

110-Cash in Bank Local Currency, Current Account	xxx	
450-Other Payables		xxx

• All Accounting Entries are subject for adjustments upon receipt of Revised COA National Government Accounting System (NGAS) Manual.

- **Disbursement of Fund**

- Disbursement of concerned Field Offices shall be in accordance with the existing COA rules and regulations.
 - Releases of funds by the Field Office to LGUs, NGOs, POs and other intermediaries shall be covered by **Memorandum of Agreement (MOA)** and must be in accordance with **COA Circular Nos. 94-013** dated **13 December 1994** and **96-003** dated **27 February 1996**, respectively.
 - LGUs, NGOs and other intermediaries shall submit liquidation reports in accordance

