



MEMORANDUM CIRCULAR

No. 15

Series of 2018

SUBJECT: Amendment to Memorandum Circular No. 11 Series of 2018 entitled "SPECIAL GUIDELINES ON THE PROVISION OF SEED CAPITAL FUND (SCF) TO THE INTERNALLY DISPLACED PERSONS (IDPs) OR PERSONS DISPLACED BY DISASTERS DUE TO ARMED CONFLICTS OR ANY FORMS OF DISASTERS"

To be consistent with the provisions indicated in Section VI or Eligible Recipients of MC 11-2018 particularly under item 3 which reads " *The IDPs or Persons Displaced by Disasters should be included in the DSWD DROMIC masterlist of affected families or individuals or from any organized/authorized or mandated government inter-agency task force/technical working group/committee created through legal issuances, subject to validation of DSWD*", **items b and d of Project Proposal Preparation and Grant Releasing Stages, respectively, of Section VIII or Implementation Process of MC 11-2018** are hereby amended as follows:

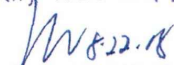
- b. Only one (1) Individual Grant Proposal shall be prepared for each eligible IDP or Person Displaced by Disasters. The minimum attachments of the proposal include the (a) accomplished livelihood assessment form and (b) masterlist of affected families/individuals signed by DSWD Regional Director or his/her designated official. In the absence of a masterlist from DSWD, a list of affected families or individuals duly certified by the City/Municipal/Provincial LGU, organized/authorized or mandated government inter-agency task force/committee/technical working group created through legal issuances subject to validation by DSWD, may be attached to the individual grant proposals.

- d. The only authorized person to receive the grant is the one whose name is in the approved individual grant proposal. In the absence of the authorized person, an "authorization" bearing the name, signature and a photocopy of the identification card of the said person shall be presented by the representative. Only the legal-aged member of the affected family is allowed to receive the grant on behalf of the grantee subject to further validation of DSWD, if necessary. Other pertinent identification documents may be requested to the representative for the validation.

This Memorandum Circular shall take effect immediately. Issued this 20th day of AUGUST 2018.


VIRGINIA N. OROGO
Acting Secretary

Certify True Copy:


MYRNA H. REYES
OIC-Division Chief

Records and Archives Mgt. Division