

MEMORANDUM CIRCULAR

No. 19

Series of 2018

GUIDELINES IN THE IMPLEMENTATION OF THE EMERGENCY SHELTER ASSISTANCE FOR THE TYPHOON "OMPONG"-AFFECTED HOUSEHOLDS WITH DAMAGED HOUSES

I. Rationale

Despite the level of preparedness for response of the Department together with various sectors and other government agencies, still typhoon "Ompong" left the country with unexpected damage to life and property.

DROMIC Report No. 23 as of 4am September 21, 2018 indicates that typhoon "Ompong" has affected 388,136 families with 1,633,746 individuals in 31 provinces of the Cordillera Administrative Region (CAR), Regions I, II, III, Calabarzon, Mimaropa, and the National Capital Region (NCR). Of the aforementioned Regions, CAR, Regions I, II, and III were worst-hit with a total of 49,120 damaged houses reported.

By experience, a well-timed transitioning from relief to early recovery and rehabilitation remains a challenge for the government and development partners as the latter entails short-, medium-, and long-term programs and projects requiring multi-level collaboration. While reconstructing damaged houses is generally a medium-term intervention anchored on the "Build Back Better" principle of settlement, a short-term intervention should be in place to mitigate further exposure of families living in evacuation centers and/or temporary shelters to risks.

With this reality and the fundamental need to support the typhoon "Ompong"-affected families' immediate need to live in decent houses, it is imperative for the Department, as primary government agency in promoting equality, protection, and care, to formulate a policy on emergency shelter assistance anchored on "*maagap at mapagkalingang*" guiding principle in service delivery for those in need.

II. Legal Bases

1. Republic Act 10121, the "The Philippine Disaster Risk Reduction and Management Act of 2010," which strengthens the DRRM of the country;
2. Republic Act 9729, the "Climate Change Act of 2009," which mainstreams climate change into government policy formulation;

3. Republic Act 7160, the "Local Government Code of 1991," which supports the goals and objectives of disaster preparedness, prevention, and mitigation programs through a strengthened local autonomy, devolving the delivery of basic services and functions of the national agencies to the LGUs;
4. Executive Order No. 15, Series of 1998, "Redirecting the Functions and Operations of the DSWD," which mandates the Department to provide assistance to the vulnerable sectors of the Philippine society including victims of natural disasters and human-induced emergencies;
5. DSWD Administrative Order No. 17, Series of 2010, the "Omnibus Guideline on Shelter Assistance" which provides the mechanism in the implementation of permanent shelter and ESA;
6. DSWD Memorandum Circular No. 19, Series of 2015, "Guidelines for the Implementation of the Emergency Shelter Assistance (ESA) Project for Families with Damaged Houses due to Typhoon Ruby;"
7. DSWD Memorandum Circular No. 1, Series of 2016, "Amendment to Memorandum Circular No. 19 Series of 2015, Guidelines for the Implementation of the Emergency Shelter Assistance Project for Families with Damaged Houses due to Typhoon Ruby;"
8. DSWD Memorandum Circular No. 13, Series 2016, "Guidelines in the Implementation of the Emergency Shelter Cash Assistance Project (ESCAP) for the Typhoon "Lawin" Affected Households with Damaged Houses;"
9. DSWD Memorandum Circular No. 7, Series of 2017, "Supplemental Guidelines on the Implementation of the Emergency Shelter Cash Assistance Project (ESCAP) for the Typhoon "Lawin"-Affected Households with Damaged Houses."

III. Objectives

This guidelines intends to provide standards in the Emergency Shelter Assistance (ESA) implementation for the typhoon "Ompong"-affected households with damaged houses.

In particular, the guidelines aims to:

1. Provide the eligibility and selection process to qualify for the assistance;

2. Clarify the documentary requirements;
3. Set the rate of shelter assistance;
4. Define the mechanism to expedite distribution of cash assistance; and
5. Set-up a grievance and redress management system for issue-resolution, transparency, and accountability.

IV. Project Reach/Geographical Coverage

This guidelines covers the typhoon "Ompong"-affected areas in the Cordillera Administrative Region (CAR), Regions I, II, III, Calabarzon and Mimaropa.

V. Eligibility

The household shall be the basic unit in the provision of the assistance. For clarity, a house is defined as a dwelling/structure used for human habitation, especially one that is lived in by a family or small group of people. The household house owner, with either totally or partially damaged house, shall be the legitimate beneficiary of the ESA.

The following classification shall be used in determining the degree or extent of damage to houses:

1. Partially Damaged House—with some parts of the house destroyed
2. Totally Damaged House—entirely destroyed/majority of the house destroyed

VI. Rate of Assistance

Thirty thousand pesos only (Php 30,000.00) shall be provided to families with totally damaged houses while ten thousand pesos only (Php 10,000.00) shall be provided to families with partially damaged houses.

VII. Modality of Assistance

Consistent with the objective to provide assistance the earliest possible time, the ESA shall be implemented through direct cash pay-out to the beneficiaries by the DSWD-Field Offices' authorized Special Disbursing Officers (SDOs).

VIII. Implementation Mechanism

1. Social Preparation

1.1. Local Government Unit (LGU)

- 1.1.1. Convenes all city/municipal and barangay officials for the ESA orientation in coordination with the DSWD- Field Offices;
- 1.1.2. Conducts public dissemination on ESA implementation;

1.1.3. Identifies ESA beneficiaries and certifies their duly accomplished application form;

1.1.4. Comes up with the masterlist of ESA beneficiaries;

1.1.5. Assists the DSWD-Field Office along complaints management.

1.2. DSWD-Field Office

1.2.1. Convenes all implementing stakeholders for orientation and support;

1.2.2. Explores partnership with CSOs, NGOs, POs, and other government organizations along identification of household beneficiaries, and monitoring and evaluation of ESA implementation;

1.2.3. Ensures identification and masterlisting of beneficiaries by the LGU;

1.2.4. Prepares project proposals, payrolls, and other documents necessary for release of ESA to beneficiaries;

1.2.5. Designates a focal person for complaints management and handles complaints together with the LGU;

1.3 . DSWD-Central Office

1.3.1. Issues the guidelines for the ESA implementation;

1.3.2. Generates funds for the total budgetary requirement based on the needs of the DSWD-Field Offices;

1.3.3. Provides technical assistance to DSWD-Field Offices, as needed;

1.3.4. Designates a focal person for the complaints management system.

1.3.5. Conducts spot checks of the validated masterlist thru the Field Offices.

2. Documentary Requirements

Under the direct cash pay-out scheme, the beneficiaries are required to submit a duly accomplished ESA Application Form certified and validated by the Local Social Welfare and Development Officer or any authorized local government official, reviewed and concurred as to the completeness of documents by the DSWD-Field Office with the aid of the city/municipal links.

Local government units (cities and municipalities) which are interested in availing ESA shall submit the following documents to the DSWD-Field Office:

2.1. Project proposal;

2.2. Certificate of eligibility of beneficiaries;

2.3. Masterlist of beneficiaries prepared by the C/MSWDO and approved by the Local Chief Executive

2.4. Photographs of the damaged house

3. Financial Management

The project primarily aims to immediately access the cash assistance to households with damaged houses through direct cash pay-out to the beneficiaries.



Strategies may be developed to expedite the cash distribution discounting the critical need for financial risk management and the compliance to government auditing rules and regulations. These strategies may include:

- 3.1. Designation of additional number of bonded personnel or SDOs;
- 3.2. Increasing the bonded amount of SDOs;
- 3.3. Offsite pay-out; and,
- 3.4. Check issuance to the household-beneficiaries for encashment at the nearest authorized bank or conduit financial institutions.

4. Period of Implementation

The project implementation shall commence immediately and is expected to be completed before December 31, 2018.

5. Reporting, Monitoring, and Evaluation

5.1. Reporting Timelines:

Reporting Office	End User	Timeline
DSWD-FOs	DSWD-DRMB (dreamb@dswd.gov.ph)	Every Wednesday on a weekly basis; and, Every Tuesday if a Wednesday falls on a holiday
DSWD DRMB	DSWD-EXECOM and MANCOM	Every Friday on a weekly basis; and, Every Thursday if a Friday falls on a holiday
DSWD DRMB	External (DBM, NEDA, NDRRMC, etc.)	As required subject to timeline and report template harmonization for more than one requesting agency

5.2. Reporting Templates

- 5.2.1. Status of Budget Allocation (Form 1)--Indicates the funding status vis-a-vis the total targets
- 5.2.2. Status of Distribution (Form 2)--Indicates the number of household-beneficiaries who have already received the assistance vis- a-vis the total funded target

6. Complaints Management

The *e-reklamo*, a complaints management ticket system shall be the primary platform for grievance management. The system shall provide the mechanism in effectively managing complaints on the ESA implementation and among other disaster risk reduction and management programs, projects, and activities. It shall promote transparency and accountability as enshrined under the DSWD Citizens' Charter.

7. Partnership Engagement

The DSWD-Field Offices are encouraged to tap the pool of CSOs, NGOs, POs, and other government agencies/organizations for engagement along project implementation, monitoring, and evaluation.

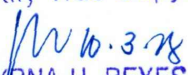
The partnership shall be founded on the principle of independence and objectivity of the partner stakeholders to instill transparency and accountability of the DSWD-Field Offices as direct implementers of the ESA.

IX. Effectivity

This guidelines shall take effect immediately and supersedes previous issuances inconsistent herewith.

Issued this 28th day of September 2018 in Quezon City, Philippines.


VIRGINIA N. OROGO
Secretary

Certify True Copy:

MYRNA H. REYES
OIC-Division Chief
Records and Archives Mgt. Division

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
EMERGENCY SHELTER ASSISTANCE APPLICATION FORM
 LOCAL GOVERNMENT UNIT OF: _____

PART I. IDENTIFYING INFORMATION

NAME OF HOUSEHOLD HEAD: _____

ADDRESS: _____

AGE: _____ BIRTHDATE: _____ BIRTHPLACE: _____

OCCUPATION: _____ ID CARD PRESENTED: _____

HOUSEHOLD MEMBERS	SEX	AGE	RELATIONSHIP TO HOUSEHOLD HEAD
1.			
2.			
3.			
4.			
5.			
6.			
7.			

EXTENT OF DAMAGE TO SHELTER (please check): _____ PARTIALLY _____ TOTALLY

SIGNATURE/THUMBARK OF HOUSEHOLD HEAD: _____

DATE: _____

PART II. ASSESSMENT

This is to certify that the above-named household head's shelter has been assessed to be PARTIALLY/TOTALLY (please encircle) DAMAGED. He/she is found eligible for the Emergency Shelter Assistance.

REMARKS, IF ANY: _____

CERTIFIED & VALIDATED BY: _____

(SIGNATURE OVER PRINTED NAME OF LSWDO OR ANY AUTHORIZED LOCAL GOVERNMENT OFFICIAL)

DATE: _____

CONCURRED BY: _____

(SIGNATURE OVER PRINTED NAME OF DSWD AUTHORIZED REPRESENTATIVE OR OFFICIAL)

DATE: _____