



## MEMORANDUM CIRCULAR

No. 12  
Series of 2024

**SUBJECT : GUIDELINES ON THE INSTITUTIONALIZATION OF THE FAMILY ASSISTANCE CARD IN EMERGENCIES AND DISASTERS (FACED)**

### I. RATIONALE

The Department of Social Welfare and Development (DSWD) is the lead agency for social protection. In addition, pursuant to Republic Act (RA) No.10121, also known as the Philippine Disaster Risk Reduction and Management (PDRRM) Act of 2010, the DSWD serves as the Vice-Chair for the Disaster Response Pillar of the National Disaster Risk Reduction and Management Council (NDRRMC). It leads to providing the appropriate response and early recovery interventions for disaster-affected families and individuals.

Through the years, the country has experienced adverse impacts of natural and human-induced hazards. This includes the occurrence of Super Typhoon Yolanda in 2013, which took landfall in nine (9) Regions, affecting 3,424,593 families. In 2016, the Marawi Siege resulted in a long-term displacement affecting a total of 119,153 families, or 98% of the total population of Marawi City.

In 2019, the novel coronavirus (COVID-19) spread across countries. The Philippines was gravely affected by the pandemic, which resulted in the loss of millions of lives, disrupted the country's economy, and created secondary impacts on livelihood, education, and mental health.

The impacts of natural hazards and the pandemic posed a challenge to the Philippine Government in strengthening its existing mechanisms on disaster risk reduction (DRR) ensuring that families and individuals affected by disasters received timely and appropriate services. Considering good practices and lessons learned during massive disaster operations, a key component in implementing response and early recovery interventions is establishing a systematic data profiling and generation mechanism as baseline information for providing relief and early recovery services.

To date, the Disaster Assistance Family Access Card (DAFAC) is used to profile the demographic and socioeconomic data of disaster-vulnerable and disaster-affected families and individuals. The information gathered in administering DAFAC serves as a basis for providing services while avoiding duplication of assistance given a limited resource. It ensures the availability of disaggregated information by age and sex which is critical in designing and implementing social protection programs for Internally Displaced Persons (IDPs). Further, it aids in the identification of disaster-affected families and accounts for all interventions provided by the government and other stakeholders.

Given the continuous enhancement of the Department's strategies in information management, the Department envisions a profiling strategy to be administered

across all local government units (LGUs). This will ensure the timely and appropriate provision of relief services to families affected by disasters. For this purpose, the DAFAC is enhanced and updated to become the Family Assistance Card in Emergencies and Disasters (FACED). Anent to this, the guidelines for the institutionalization of FACED is hereby developed.

## II. LEGAL BASES

### A. National Legislations

- a. **1987 Constitution: The Constitution of the Republic of the Philippines State Policy under Section 24** - The State recognizes the vital role of communication and information in nation-building.;
- b. **Republic Act No. (RA) 10821: Children's Emergency Relief and Protection Act of 2016** - the State of the Philippines is responsible to establish and implement a comprehensive strategic program of action to provide children, pregnant and lactating mothers affected by disaster and other emergency situations with the utmost support and assistance necessary for their immediate recovery and protection.;
- c. **RA 10173: Data Privacy Act of 2012** - the State recognizes the vital role of information and communications technology in nation-building and its inherent obligation to ensure that personal information in the government and private sectors are secured and protected.;
- d. **RA 10121 of 2010: Philippine Disaster Risk Reduction and Management Act of 2010** - An Act Strengthening the PDRRM system, providing for the National Disaster Risk Reduction and Management (NDRM) Framework, and Institutionalizing the NDRRM Plan, appropriating funds therefor and for other purposes: the Department as the Vice Chair for Disaster Response.;
- e. **RA 7160: Local Government Code of 1991** - provides for a more responsive local government structure instituted through a system of decentralization whereby Local Government Units are delegated more powers, authority, responsibilities, and resources.

### B. Executive Legislations

- a. **Executive Order No. (EO) 221 of 2003 Amending EO No. 15, series of 1998: Redirecting the Functions and Operations of the Department of Social Welfare and Development** - mandates the DSWD to assist local government units (LGUs), non-government organizations (NGOs), other national government agencies (NGAs), people's organizations (POs) and other members of civil society in effectively implementing programs, projects, and services that are directly lodged with the Department and/or not yet devolved to LGUs.

### C. NDRRMC Issuances

- a. **DepEd, DSWD, DPWH, and DILG Joint Memorandum Circular No. (MC) 02, s. of 2021: Joint Memorandum Circulars (JMCs) Joint Implementing Guidelines for the Camp Coordination and Management and Internally Displaced Person Protection.**;

- b. **NDRRMC MC 23, s. of 2014:** Implementation of the National Disaster Response Plan, whereby NDRRMC member agencies are directed to implement identified preparedness activities towards the realization of an effective and responsive disaster and emergency response.; and
- c. **NDCC Circular No. 5, s. of 2007 and No. 04, s. of 2008,** As amended: Institutionalization of the Cluster Approach in the PDRRM System, Designation of Cluster Leads and their Terms of Reference at the National, Regional, and Provincial Levels.

#### D. DSWD Issuances

- a. **MC 04, s. of 2021:** Enhanced Guidelines on the Implementation of the Cash and Food-For-Work, Training, and Caring (C/FF/W/T/C) for Disaster Risk Reduction and Management (DRRM).;
- b. **Administrative Order No. (AO) 02, s. of 2021:** Omnibus Guidelines on Food and Non-Food Item and Logistics Management for Disaster Operations.;
- c. **AO 02, s. of 2020:** Guidelines on the Deployment of the DSWD Quick Response Team.;
- d. **MC 25, s. of 2020:** Disaster Vulnerability Assessment and Profiling Project (DVAPP) Implementation Guidelines.;
- e. **MC 20, s. of 2019:** Disaster Response Operations Monitoring and Information Center (DROMIC) Reporting Guidelines.; and
- f. **MC 06, s. of 2015:** Guidelines in the Institutionalization of Women-Friendly Space (WFS) in Camp Coordination and Camp Management.

### III. DEFINITION OF TERMS

- A. *Disaster-* refers to a serious disruption of the functioning of a community or a society, involving widespread human, material, economic or environmental losses and impact, and which exceeds the ability of the affected community or society to cope using its resources. Disasters are often described as a result of the combination of the exposure to a hazard; the conditions of vulnerability that are present; and insufficient capacity or measures to reduce or cope with the potential negative consequences. Disaster impacts may include loss of life, injury, disease, and other negative effects on human, physical, mental, and social well-being, together with damage to property, destruction of assets, loss of services, Social and economic disruption, and environmental degradation.
- B. *Disaster Response-* refers to the provision of emergency services and interventions during or immediately after a disaster to save lives, reduce health impacts, ensure public safety, and meet the basic subsistence needs of disaster-affected families.
- C. *Eligible Beneficiary-* refers to a representative of the family who will benefit from the intervention/assistance. The representative should be 18 years or

older except in situations when a child has to lead the family in the event of the demise of the child's parents due to a disaster.

- D. *Family*- refers to a group of persons usually living together and composed of the head of the family and other persons related to the head by blood, marriage, or adoption; a basic social unit consisting of parent/s and child/children, considered as a group and living in one dwelling.
- E. *Family Assistance Card in Emergencies and Disasters (FACED)*- refers to the profiling tool used in collecting the demographic and socioeconomic data of disaster-vulnerable and disaster-affected families such as their name, age, sex, education, and income, as well as post-disaster data and information about damage to shelter and humanitarian assistance received.
- F. *Family Head*- refers to a person who provides for a family. The head of the family provides practical support and maintenance to persons within their household, and such obligation is based on moral or legal responsibility.
- G. *Geographically Isolated and Disadvantaged Areas (GIDA)*- refers to communities with marginalized population physically and socio-economically separated from the mainstream society and characterized by: *physical factors (isolated due to distance, weather conditions, and transportation difficulties such as; island, upland, lowland, landlocked, hard to reach and unserved/underserved communities); and socio-economic factors (with high poverty incidence, presence of vulnerable sector, communities in or recovering from a situation of crisis or armed conflict).*
- H. *Household*- refers to the social unit which consists of a person living alone or a group of persons occupying in the same housing unit, including any place of dwelling or facility, and having common arrangements for the preparation and consumption of food.
- I. *Profiling*- refers to the process of collecting important information about someone or something to describe them.
- J. *Vulnerability*- refers to the characteristics and circumstances of a community system or asset that make it susceptible to the damaging effects of a hazard. The vulnerability may arise from various physical, social, economic, and environmental factors such as poor design and construction of buildings, inadequate protection of assets, lack of public information and awareness, limited official recognition of risks and preparedness measures, and disregard for wise environmental management.

#### IV. OBJECTIVES

The guideline is developed to institutionalize FACED as an assessment tool for emergencies and disasters in the DSWD Field Offices (FOs) and LGUs.

Specifically, it aims to:

- a. Define the scope, coverage, and strategies of implementation;
- b. Define the criteria in the FACED;
- c. Identify a clear process and procedures for administering FACED;
- d. Provide operational clarity and guidance to DRRM managers, implementers, and partner stakeholders;
- e. Specify the roles and responsibilities of the DSWD and other stakeholders engaged in the administration; and
- f. Ensure consistency of indicators, age and sex disaggregation, disability classification, and treatments for a unified implementation.

## V. SCOPE AND COVERAGE

The guidelines for the administration of FACED cover all regions and LGUs. Further, FACED shall be administered in the following activities:

- a. Response and early recovery activities such as but not limited to the accomplishment of FACED, recording of provision of relief, and interventions, among others; and
- b. Other disaster risk reduction, climate change adaptation, and social protection activities, as deemed necessary.

Further, FACED shall be utilized for the following purposes:

- a. To record the basic information of the disaster-affected families, and serve as a secondary source of disaggregated data by age, sex, disability classification, ethnicity, socioeconomic status, and geography;
- b. To ensure access to relief assistance provided by the government and other partners such as food and non-food items (FNIs), financial assistance, livelihood, and other modalities of intervention;
- c. To account for disaster-affected families and ensure that all are provided with appropriate assistance;
- d. To provide a systematic and immediate reference for the distribution of relief assistance; and
- e. To establish a mechanism to track and prevent duplication of assistance or services provided to disaster-affected families.

## VI. IMPLEMENTATION PROCEDURES

The administration of FACED is conducted as part of the post-disaster profiling of families during disaster response and early recovery activities, especially in evacuation centers. It can also be administered in the provision of climate change adaptation and other disaster risk reduction interventions. The FACED can be administered manually or digitally profiled through the FACED-Information System (IS).

**Table 1. Manual Administration**

No.	Process and Procedures
1	<p><b>Production and Allocation</b></p> <ul style="list-style-type: none"> <li>● The DSWD-DRMB ensures budget allocation and facilitates procurement and production of FACED (Annex A) to be administered during profiling.;</li> <li>● DSWD-NRLMB facilitates the delivery of FACED to all DSWD-FOs.;</li> <li>● DSWD-FO strategically allocates FACED in tranches or in full depending on its availability to all LGUs based on the actual number of families per LGU.;</li> <li>● The LGUs may opt to print and reproduce FACED in accordance with the standard template and serial number format set by the DSWD, at least 25% of the total number of families as a buffer for replacement and/or to be utilized in times of disaster.;</li> <li>● The LGU shall inform DSWD-FO before reproducing FACED.</li> </ul>
2	<p><b>Orientation and Capacity Building</b></p> <ul style="list-style-type: none"> <li>● The DSWD-DRMB conducts a nationwide orientation/cascading the process of manual profiling and data management to DSWD-FOs.;</li> <li>● Conduct council-level orientation from national down to the local DRRMCs through the FOs and local social welfare and development offices (LSWDOs).;</li> <li>● The DSWD-FO conducts an orientation to the Provincial, City/Municipality Local Government Units (LGUs) on how to administer and fill out the FACED manual profiling tool.</li> </ul>
2.1	<p><i>Technical Training</i></p> <ul style="list-style-type: none"> <li>● The LGU together with the DSWD-FO shall conduct orientation and technical training for personnel and/or volunteers (daycare workers, trained camp managers, and groups, among others) to ensure the standard interpretation and treatment of concerns during profiling.</li> </ul>
3	<p><b>Profiling</b></p> <ul style="list-style-type: none"> <li>● The LGU through the LSWDOs mobilizes personnel and/or volunteers to administer the profiling in two (2) copies: <ul style="list-style-type: none"> <li>➤ For the head of the family; and</li> <li>➤ For the LSWDO.</li> </ul> </li> <li>● Once forms are filled out, the head of the family shall affix his/her signature or thumbmark for those who are unable to sign together with the signature of the Barangay Captain and LSWDO.</li> </ul>
3.1	<p><i>Data Consolidation</i></p> <ul style="list-style-type: none"> <li>● Using the FACED Consolidation Matrix, all data gathered are consolidated.;</li> <li>● The LSWDO shall consolidate the data disaggregated by age, sex, and disability classification.</li> </ul>
3.2	<p><i>Deduplication and Masterlisting</i></p> <ul style="list-style-type: none"> <li>● Together with the barangay local government unit (BLGU), the LGU shall ensure deduplication and verification across the data management process.;</li> <li>● The LGU shall review and analyze the data entries from the FACED Consolidation Matrix from the manual profiling. Duplicated entries will be eliminated.;</li> <li>● A masterlist of beneficiaries will be generated from the cleansed matrix/database when necessary.</li> </ul>
4	<p><b>Access to Services</b></p> <ul style="list-style-type: none"> <li>● Response and early recovery, climate change adaptation, and other disaster risk reduction services and interventions can be accessed based on assessment and fund availability.</li> </ul>

4.1	<p><i>Recording of Assistance Received</i></p> <ul style="list-style-type: none"> <li>• During the distribution of relief assistance and other disaster risk reduction services and interventions, the designated personnel shall fill out the family assistance record portion of FACED (both copies of LSWDO and head of the family) for every assistance received by the family.</li> </ul>
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**Table 2. Digitalized Administration and Information System (IS)**

No.	Process and Procedures
1	<p><b>Orientation and Capacity Building</b></p> <ul style="list-style-type: none"> <li>• The DSWD-DRMB conducts a nationwide orientation/ cascading the process of digital profiling and data management through the IS.;</li> <li>• Conduct council-level orientation from national down to the local DRRMCs through the FOs and local social welfare and development offices (LSWDOs). ;</li> <li>• The DSWD-FO conducts an orientation to the Provincial, City/Municipality Local Government Units (LGUs) on how to administer and fill out the FACED digital profiling tool.; and</li> <li>• The DSWD-FO conducts an orientation to the Local Government Unit (LGU) on how to administer and fill out the digital profiling tool.</li> </ul>
1.1	<p><i>Technical Training</i></p> <ul style="list-style-type: none"> <li>• The LGU together with the DSWD-FO shall conduct orientation and technical training for volunteers and/or organized groups (daycare workers, trained camp managers, and groups, among others) to ensure the standard interpretation and treatment of concerns during profiling.;</li> <li>• The digital profiling application will be installed to be used during profiling.</li> </ul>
2	<p><b>Profiling</b></p> <ul style="list-style-type: none"> <li>• The installed profiling application in the portable electronic device will be used during profiling.;</li> <li>• The profiling is done online and offline with the use of an automated profiling system that leads to automatic data consolidation. The enumerator will take a photo of the accomplished consent form and upload it to the profiling tool. The respondent's signature will be affixed through e-signature.;</li> <li>• Once the data has been uploaded, the uploaded data collected should no longer be accessed after submission. Only technical personnel granted an admin account can access the database.;</li> <li>• All filled-out forms should be uploaded daily. In the absence of internet connectivity, all collected data will be saved through the offline mode. Data will be uploaded once internet connectivity is available. Portable satellite devices may be used in GIDA communities as necessary.</li> </ul>
2.1	<p><i>Data Consolidation</i></p> <ul style="list-style-type: none"> <li>• Data gathered through the digitalized profiling method will be automatically consolidated and generated.;</li> <li>• After data gathering through the online form, it will be uploaded and deposited to the DSWD storage/server.;</li> <li>• The DSWD, being the repository holder of all collected data, shall ensure data consolidation and storage with a backup system and redundancy.</li> </ul>

2.2	<p><i>Deduplication and Masterlisting</i></p> <ul style="list-style-type: none"> <li>• The LGU shall ensure the process of deduplication and verification across the process of data management together with the BLGU.;</li> <li>• The DSWD-FO shall review and analyze the data entries from the FACED Consolidation Matrix or database from the digital profiling. Duplicated entries will be eliminated.; and</li> <li>• A masterlist of beneficiaries will be generated from the cleansed matrix/database when necessary.</li> </ul>
3	<p><b>Access to Services</b></p> <ul style="list-style-type: none"> <li>• Response and early recovery, climate change adaptation, and other disaster risk reduction services and interventions can be accessed based on assessment and fund availability.</li> </ul>
3.1	<p><i>Recording of Assistance Received</i></p> <ul style="list-style-type: none"> <li>• All relief assistance and other disaster risk reduction services and interventions received shall be encoded in the FACED-IS.</li> </ul>

**VII. INDICATORS AND TREATMENT DURING ENUMERATION**

To ensure standardization of the profiling process and address concerns during profiling, the following definition and treatment shall be considered accordingly:

INDICATOR	CLASSIFICATION/ DEFINITION	TREATMENT
<p><b>A</b></p> <p><b>Identification of a Family</b></p>	<p><b>Family Based-Profiling</b> The unit of profiling is family.</p>	<p>For a household with more than one family:</p> <p>→ <b>Treatment No. 1:</b> Each family is profiled separately.</p> <p>→ <b>Treatment No. 2:</b> In a household with two or more families, i.e. the nuclear (parents) with siblings plus another family of one of the siblings - with or without dependents - the following shall be the consideration whether to separately profile the family or not:</p> <ul style="list-style-type: none"> <li>• If the other family is living independently from the nuclear family which means that they are self-supporting. Each independently-living family</li> </ul>



INDICATOR	CLASSIFICATION/ DEFINITION	TREATMENT
		<p>will have a separate family profile. Solo-parent-led family shall also be considered as one family profile.;</p> <ul style="list-style-type: none"> <li>● If the other family is still dependently living with the nuclear family which means that the entire family is totally dependent on the nuclear family for its daily subsistence in all basic needs - that family/ies will be treated as a dependent of the nuclear family, and thus will be profiled separately.;</li> <li>● Parents of the nuclear family who no longer have dependents, which means that (all) their child(ren) have their own families, can be profiled as one family if they are independently living, otherwise, they can be part of (one) of their child(ren)'s family.;</li> <li>● Self-supporting couples living together without dependents (childless family) shall be profiled separately.</li> </ul>
	<p><b>Independent Single Individuals</b> - refers to a single individual living independently from his/her family in a separate household.</p>	<p>If this single individual who owns their own house and is living independently from their family will be separately profiled.</p>
	<p><b>Common Law Partners</b> - refers to cohabitating</p>	<p>Cases may arise when cohabitating partners have</p>

INDICATOR	CLASSIFICATION/ DEFINITION	TREATMENT
	<p>partners of the same or opposite sex who live exclusively as a husband and wife without the benefit of marriage.</p>	<p>children of their own from the first marriage, which they bring together in their present status as common-law partners and claim separate cards.</p> <p>→ <b>Treatment:</b> With or without children in their current cohabitation, they shall be considered as just one family, and either of them may declare to be considered as family head.</p> <p>Cases may arise when the cohabiting partners are of the same and opposite sex, and are living with dependents (adopted children, sisters, brothers, nephews, or nieces) claiming to be one family as they are independently living in one household.</p> <p>→ <b>Treatment:</b> Considering gender sensitivity, LGBTQIA+ and cohabitating partners with families will be profiled as a family. The one that is considered as the family head and cardholder is the partner who is a bonafide resident of the community being profiled. If both, however, are bonafide residents of the community, the couple may decide who will be the cardholder or the head of the family.</p>
<p><b>B</b> <b>Serial Number/ Bar Code</b></p>	<p>A security feature that is unique from each form used as a verification for</p>	<p>In cases of loss, replacement, and updating of FACED - the same family serial number shall be issued.</p>

INDICATOR		CLASSIFICATION/ DEFINITION	TREATMENT
		the authenticity and validity of the card.	For LGU reproduction of FACED Card, it shall undergo a validation process to avoid duplication of serial numbers.
<b>C</b>	<b>Location of the Affected Family</b>	<p><b>a. Present Address-</b> refers to the family's present location or evacuation center/ site. This includes the region, province, district, municipality, barangay, and name of the evacuation center/ site.</p>	
<b>D</b>	<b>Head of the Family</b>	<p>Refers to the member of the family, who is responsible for the organization and care of the family as well as for receiving and consumption of all interventions.</p> <p>Hereunder are the data to be gathered from the Head of the Family:</p> <p><b>Full Name-</b> refers to the surname, first name, middle name, and/or name extension.</p> <p><b>Date of Birth-</b> refers to the date of birth of the Head of Family.</p> <p><b>Place of Birth-</b> refers to the place of birth of the family head.</p>	

INDICATOR	CLASSIFICATION/ DEFINITION	TREATMENT
	<p><b>Age-</b> refers to the age of the family head.</p> <p><b>Sex-</b> refers to a set of biological attributes. It is primarily associated with physical and physiological features including chromosomes, gene expression, hormone levels and function, and reproductive/sexual anatomy, categorized as female and male.</p> <p><b>Civil Status-</b> refers to the marital status of the family head categorized into</p> <ul style="list-style-type: none"> <li>● <b>Single-</b> a person who has never been married.</li> <li>● <b>Married-</b> a couple living together as husband and wife, legally or consensually.</li> <li>● <b>Separated-</b> a person separated legally or not from his/her spouse because of marital discord or misunderstanding and cannot remarry.</li> <li>● <b>Widowed-</b> a person whose bond of matrimony has been dissolved by the death of his/her spouse.</li> <li>● <b>Common Law Partner-</b> refers to cohabitating</li> </ul>	

INDICATOR	CLASSIFICATION/ DEFINITION	TREATMENT
	<p>partners of the same or opposite sex who live exclusively as a husband and wife without the benefit of marriage.</p> <ul style="list-style-type: none"> <li>● <b>Annulled-</b> a person whose bond of matrimony has been dissolved legally and can remarry.</li> </ul> <p><b>Mother's Maiden Name-</b> refers to the mother's maiden name of the family head.</p> <p><b>Religion-</b> refers to the religious affiliation of the family head.</p> <p><b>Occupation-</b> identifies the occupational group in a working population categorized into</p> <ul style="list-style-type: none"> <li>● Managers;</li> <li>● Professionals;</li> <li>● Technicians and Associate Professionals;</li> <li>● Clerical Support Workers;</li> <li>● Service and Sales Workers;</li> <li>● Skilled Agricultural, Forestry, and Fishery Workers;</li> <li>● Craft and Related Trades Workers;</li> <li>● Plant and Machine Operators and Assemblers;</li> </ul>	

INDICATOR	CLASSIFICATION/ DEFINITION	TREATMENT
	<ul style="list-style-type: none"> <li>● Elementary Occupations;</li> <li>● Armed Forces Occupations; and</li> <li>● Others</li> </ul> <p><b>Monthly Family Net Income-</b> refers to the actual or estimated monthly net income of the family.</p> <p><b>ID Card Presented-</b> Any identification document bearing identifying data about the individual being profiled.</p> <p><b>ID Card Number-</b> The set of numbers or alphanumeric characters that appears in the identification document and serves as a unique identifier.</p> <p><b>Contact Number-</b> refers to the active mobile number (primary and/or alternate) of the family head.</p> <p><b>Permanent Address-</b> refers to the permanent residence of the family. This includes the house/block/lot number, street, subdivision/village, barangay, city/municipality, province, and zip code.</p>	<p><b>PhilID-</b> refers to the physical ID card that serves as a valid proof of identity issued upon successful registration to the Philippine Identification System (PhilSys).</p> <p><b>PhilSys Number-</b> is a unique and randomly generated 12-digit permanent identification number that is assigned to every citizen or resident alien upon successful registration to PhilSys.</p> <p>For a family who owns another house and lot, apart from their presently-declared permanent residence either in another barangay within the same city/municipality; or in another province in the country.</p> <p>→ <b>Treatment:</b> The family head will decide where and which one they will consider as their permanent residence and be profiled from that area</p>

INDICATOR	CLASSIFICATION/ DEFINITION	TREATMENT
		supported with valid ID or any relevant document.
	<b>Solo Parents who are Persons with Disabilities</b>	<p>For solo parents who are Persons with Disabilities and with children who are still minors: Who will be the family head (FH)/card holder?</p> <p>→ <b>Treatment No. 1:</b> If the minor child is assessed to be the head of the family based on the result of the case conference, he/she shall be under the supervision and monitoring of the LSWDO/Barangay Council for the Protection of Children (BCPC).</p> <p>→ <b>Treatment No. 2:</b> However, there are also persons with disabilities who are still able and even working/earning for the family. Thus, this condition should not be an issue in coming for card production.</p>
	<b>Senior Citizen or Persons with Disabilities</b>	<p><b>Treatment No. 1:</b> She/he can be merged into the profile of her/his family members (siblings) or other guardians who look after her/him.</p> <p><b>Treatment No. 2:</b> For a senior citizen or Persons with Disabilities living alone she/he can be profiled separately.</p>
	<b>Vulnerable Person/Family Member-</b> those who experience a higher degree of social exclusion and deprivation compared to	

INDICATOR	CLASSIFICATION/ DEFINITION	TREATMENT
	<p>the general population, and those who go through difficult circumstances, including but not limited to children, women, indigenous people (IPs), homeless street families (HSF), and groups that experience a higher risk of poverty in line with the Special Protection Operational Framework of NEDA.</p> <p><b>Persons with Disabilities-</b> those who have long-term physical, mental, intellectual, or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others, categorized into</p> <ul style="list-style-type: none"> <li>● Deaf/Hard of Hearing;</li> <li>● Intellectual Disability;</li> <li>● Learning Disability;</li> <li>● Mental Disability;</li> <li>● Orthopedic Disability;</li> <li>● Physical Disability;</li> <li>● Psychosocial Disability;</li> <li>● Speech and Language Impairment; and</li> <li>● Visual Disability</li> </ul> <p><b>Pregnant Woman-</b> those who are pregnant.</p>	



INDICATOR	CLASSIFICATION/ DEFINITION	TREATMENT
	<p><b>Lactating Mother</b>- those who are breastfeeding.</p> <p><b>Older Person/Senior Citizen</b>- 60 years old and above.</p>	
	<p><b>4Ps Beneficiary</b></p>	<p>Availment of the program and/or service should be from 2009 up to the present. If the household/member has stopped receiving the program and/or service within this period, it should be indicated whether active, inactive, or graduated.</p>
	<p><b>Indigenous People</b>- a group of people or homogenous societies identified by self-ascription by others, who have continuously lived as an organized community on communally bounded and defined territory, and who have, under claims of ownership since time immemorial, occupied, possessed, and utilized such territories, sharing common bonds of language, customs, traditions, and other distinctive cultural traits, or who have, through resistance to political, social and cultural inroads of colonization, non-indigenous religions, and cultures, became historically differentiated</p>	

INDICATOR	CLASSIFICATION/ DEFINITION	TREATMENT
	<p>from the majority of Filipinos.</p> <p><b>Ethnicity-</b> refers to the household member's identity, by blood and not by choice nor by adoption/confirmation for any ethnic group, primarily the Indigenous People (IPs).</p>	
E	<p><b>Family Information</b></p> <p>Highlights family members' information from the family's head.</p> <p>Each family member will be classified according to the following information:</p> <p><b>Full Name-</b> refers to the surname, first name, middle name, and name extension of the family member.</p> <p><b>Relation to the head of the family-</b> identifies the relationship of the family member to the head of the family, categorized as</p> <ul style="list-style-type: none"> <li>● Auntie/Uncle;</li> <li>● Caregiver;</li> <li>● Child;</li> <li>● Cousin;</li> <li>● Daughter;</li> <li>● Father;</li> <li>● Grandchild;</li> <li>● Grandfather;</li> <li>● Grandmother;</li> <li>● In-law;</li> <li>● Mother;</li> <li>● Nephew/niece;</li> </ul>	

INDICATOR	CLASSIFICATION/ DEFINITION	TREATMENT
	<ul style="list-style-type: none"> <li>● Parent/Grandparent;</li> <li>● Sister/Brother;</li> <li>● Son;</li> <li>● Spouse;</li> <li>● Non-relative; and</li> <li>● Others</li> </ul> <p><b>Date of Birth-</b> refers to the date of birth of the family member.</p> <p><b>Age-</b> refers to the age of the family member.</p> <p><b>Sex-</b> refers to a set of biological attributes. It is primarily associated with physical and physiological features including chromosomes, gene expression, hormone levels and function, and reproductive/sexual anatomy, categorized as female and male.</p> <p><b>Civil Status-</b> refers to the marital status of the family head categorized into</p> <ul style="list-style-type: none"> <li>● <b>Single-</b> a person who has never been married.</li> <li>● <b>Married-</b> a couple living together as husband and wife, legally or consensually.</li> <li>● <b>Separated-</b> a person separated legally or not from his/her spouse because of marital discord or</li> </ul>	

INDICATOR	CLASSIFICATION/ DEFINITION	TREATMENT
	<p>misunderstanding and cannot remarry.</p> <ul style="list-style-type: none"> <li>● <b>Widowed</b>- a person whose bond of matrimony has been dissolved by death of his/her spouse.</li> <li>● <b>Common Law Partner</b>- refers to cohabitating partners of the same or opposite sex who live exclusively as a husband and wife without the benefit of marriage.</li> <li>● <b>Annulled</b>- a person whose bond of matrimony has been dissolved legally and can remarry.</li> </ul> <p><b>Highest Educational Attainment</b>- identifies the highest educational attainment of family members, categorized as</p> <ul style="list-style-type: none"> <li>● No Formal Education;</li> <li>● Kinder/Day Care;</li> <li>● Grade 1;</li> <li>● Grade 2;</li> <li>● Grade 3;</li> <li>● Grade 4;</li> <li>● Grade 5;</li> <li>● Grade 6;</li> <li>● Grade 7;</li> <li>● Grade 8;</li> <li>● Grade 9;</li> <li>● Grade 10;</li> <li>● Grade 11;</li> <li>● Grade 12;</li> <li>● 1st Year College;</li> </ul>	

INDICATOR	CLASSIFICATION/ DEFINITION	TREATMENT
	<ul style="list-style-type: none"> <li>● 2nd Year College;</li> <li>● 3rd Year College;</li> <li>● 4th Year College;</li> <li>● Elementary Graduate;</li> <li>● Senior Highschool Graduate;</li> <li>● College Graduate;</li> <li>● Post-baccalaureate;</li> <li>● Vocational;</li> <li>● Alternative Learning System; and</li> <li>● Others</li> </ul> <p><b>Highest Educational Attainment (Arabic)-</b></p> <ul style="list-style-type: none"> <li>● Ibtidah (Grade 1-6)</li> <li>● Mutawwassit (Grade 7-9);</li> <li>● Thanawi (Grade 10-12); and</li> <li>● Kulliya (College)</li> </ul> <p><b>Occupation-</b> identifies the occupational group in a working population categorized into</p> <ul style="list-style-type: none"> <li>● Managers;</li> <li>● Professionals;</li> <li>● Technicians and Associate Professionals;</li> <li>● Clerical Support Workers;</li> <li>● Service and Sales Workers;</li> <li>● Skilled Agricultural, Forestry, and Fishery Workers;</li> <li>● Craft and Related Trades Workers;</li> </ul>	

INDICATOR	CLASSIFICATION/ DEFINITION	TREATMENT
	<ul style="list-style-type: none"> <li>● Plant and Machine Operators and Assemblers;</li> <li>● Elementary Occupations;</li> <li>● Armed Forces Occupations; and</li> <li>● Others</li> </ul> <p><b>Vulnerable Person/Family Member-</b> those who experience a higher degree of social exclusion and deprivation compared to the general population, and those who go through difficult circumstances, including but not limited to children, women, indigenous people (IPs), homeless street families (HSF), and groups that experience a higher risk of poverty in line with the Special Protection Operational Framework of NEDA.</p> <p><b>Persons with Disabilities-</b> those who have long-term physical, mental, intellectual, or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others, categorized into</p> <ul style="list-style-type: none"> <li>● Deaf/Hard of Hearing;</li> <li>● Intellectual Disability;</li> </ul>	

INDICATOR	CLASSIFICATION/ DEFINITION	TREATMENT
	<ul style="list-style-type: none"> <li>● Learning Disability;</li> <li>● Mental Disability;</li> <li>● Orthopedic Disability;</li> <li>● Physical Disability;</li> <li>● Psychosocial Disability;</li> <li>● Speech and Language Impairment; and</li> <li>● Visual Disability</li> </ul> <p><b>Pregnant Woman-</b> those who are pregnant.</p> <p><b>Lactating Mother-</b> those who are breastfeeding.</p> <p><b>Older Person/Senior Citizen-</b> those who are 60 years old and above.</p>	
	<p><b>Non-Relative Person Living with the Family (ex. nanny, driver)</b></p>	<p>→ <b>Treatment No. 1:</b> If the said non-relative person/s has long been staying (at least one (1) year) with the family and/or would stay with them for life. The person will not be separately profiled. They should be included but tagged as "NON-RELATIVE PERSON"</p> <p>→ <b>Treatment No. 2:</b> If the said non-relative person/s stay with the family only on a contractual basis: The person should be profiled separately and merged with their respective family.</p> <p>→ <b>Treatment No. 3:</b> If the house helper/driver owns their house</p>

INDICATOR	CLASSIFICATION/ DEFINITION	TREATMENT
		and lot and is a permanent resident in the same community, he/she should be separately profiled.
	<b>Guardianship / Custody of Children</b>	<p>Cases may arise when some children of a core family are under the custody or guardianship of their grandparents or other relatives in another barangay or municipality.</p> <p>During the enumeration, the child will be profiled either under the guardian or the parent where the child is currently residing. The guardian/parent should present a Court Order of Certification from LSWDO.</p>
<b>F</b>	<b>Account Information</b>  Refers to the following information of a deposit account or e-wallet which will be used as the means of payment for social protection programs and services involving cash assistance or cash grants to disaster-affected families: <ul style="list-style-type: none"> <li>● <b>Bank/E-wallet;</b></li> <li>● <b>Account Name;</b></li> <li>● <b>Account Type;</b> and</li> <li>● <b>Account Number</b></li> </ul>	In case the family head does not have a bank or an e-wallet account, any of the following members of the family with a validated account can be indicated.
<b>G</b>	<b>House Ownership</b>  a. <b>Owned-</b> The household has legal possession of the house and lot. This includes housing units that are being amortized or paid on an installment basis, ancestral houses, houses won through	



INDICATOR	CLASSIFICATION/ DEFINITION	TREATMENT
	<p>raffles or reality shows, and houses awarded by government agencies, CSOs, and NGOs.</p> <p>Owner-like possession includes a lot under heir-ship and other similar arrangements, even if the lot has no title or the title has not been transferred to the heir yet.;</p> <p><b>b. Rented-</b> The family regularly pays rent either in cash or in kind to the owner of the house or room.;</p> <p><b>c. Shared-</b> A family who lives together with their relatives for free.; and</p> <p><b>d. Informal Settler-</b> A family who settles on the land of another without title or right or the owner's consent.</p>	
H	<p><b>Shelter Damage Classification</b></p>	<p>Refers to the house condition after a disaster, categorized as partially-damaged or totally-damaged based on assessment.</p> <p><i>(Please refer to the existing standard assessment tool for identifying partially- or totally-damaged houses.)</i></p>

INDICATOR		CLASSIFICATION/ DEFINITION	TREATMENT
I	<b>Signature/ Thumbmark of Family Head</b>	Signature of the identified family head or thumbmark to those who are unable to affix their signature.	
J	<b>Name and Signature of the Barangay Captain</b>	Indicated to ensure the veracity of the data provided by the family.	In the absence of the barangay captain, any barangay official can be authorized to sign given that a barangay resolution/written authority shall be issued.
K	<b>Name and Signature of the LSWDO Head</b>	Indicated to ensure proper validation of the data provided by the family and concurred by the Barangay Captain.	Authorized official to sign in the absence of the LSWDO.  In the absence of the LSWDO Head, an authorized official shall have a special order/ executive order.
L	<b>Data Privacy Declaration</b>	Indicated as a disclaimer in compliance with Republic Act No. 10173 or the Data Privacy Act of 2012 and its implementing rules and regulations (IRR).  <i>“All data and information indicated herein shall be used for identification purposes for the implementation of disaster risk reduction and management (DRRM) programs, projects, and activities, and its disclosure shall be in compliance to Republic Act No. 10173 (Data Privacy Act of 2012).”</i>	
M	<b>Administering Staff</b>	Refers to the personnel/volunteer who administered the profiling. Information gathered	

INDICATOR		CLASSIFICATION/ DEFINITION	TREATMENT
		includes the name, signature, position, agency/organization, and date of administration.	
<b>N</b>	<b>Family Assistance Record</b>	Refers to the list of humanitarian assistance received by the disaster-affected family from the government and other stakeholders.	

**VIII. DATA PROTECTION AND DATA PRIVACY**

In adherence with Republic Act No. 10173 otherwise known as the Data Privacy Act of 2012, the following provisions shall be observed in all stages and processes of FACED data management:

- a. The DSWD shall be responsible for ensuring the utmost protection and security of personal and sensitive information collected and processed through FACED;
- b. All FACED data generated will be kept confidential and not used for any other purposes;
- c. Hired and/or volunteers administering FACED shall be bound by a confidentiality agreement to ensure that the data captured and obtained are secured and protected; and
- d. In the interest of official users of FACED data, a Data Sharing Agreement (DSA) shall be executed for data-sharing purposes primarily with the concerned LGUs and other end users (other agencies and partner stakeholders).

**IX. INSTITUTIONAL ARRANGEMENT**

**a. DSWD Central Office**

**i. Disaster Response Management Bureau**

- 1. Facilitate the adoption of the guidelines at the NDRRMC;
- 2. Develop and design IEC materials for the project implementation;
- 3. Formulate materials for the user's training on digitalized process and FACED production;

4. Allocate budget and facilitate the procurement for the production of FACED;
5. Ensure inclusion of all ICT requirements in the Information Systems Strategic Plan (ISSP) of the Department through the technical assistance of ICTMS;
6. Ensure the database/system updating, maintenance, and integrity protection;
7. Provide the necessary technical assistance and resource augmentation to the FO in the implementation of the project;
8. Provide technical support to the FO on grievance and redress management;
9. Conduct regular monitoring of the progress of the implementation;
10. Spearhead consultation dialogues and program implementation review;
11. Develop a FACED consolidation matrix, profiling tool, and FACED-IS for the digitalized profiling of the families through the technical assistance of ICTMS; and
12. Ensure budget allocation for the procurement of a profiling tool and equipment, information system/software, and website.

ii. **National Resource and Logistics Management Bureau**

1. Manage the delivery and storage of FACED to all DSWD-FOs; and
2. Attend consultation dialogues and program implementation review.

iii. **Information and Communications Technology Management Service**

1. Provide technical assistance in the development of the profiling system and FACED Information System
2. Develop an automated profiling system aligned with the contents of the FACED;
3. Provide technical assistance and support in ensuring the inclusion of all ICT requirements in the DSWD ISSP and procurement of all identified ICT requirements;
4. Assist in data consolidation and storage with appropriate back-up system and redundancy;
5. Ensure the database/system updating, maintenance, and integrity protection; and
6. Attend consultation dialogues and program implementation review.

**iv. Pantawid Pamilyang Pilipino Program - National Program Management Office**

4Ps parent leaders may be tapped to serve as links or in gathering the Pantawid household heads for the profiling.

**v. Digital Media Service**

1. Assist in the development of IEC materials as to the Department's branding compliance;
2. Disseminate IEC materials for the project implementation in all platforms and DSWD official social media accounts; and
3. Monitor and refer grievances received throughout all DSWD official social media accounts to the Agency Operations Service (AOS).

**vi. National Household Targeting Office**

1. Provide available data from the existing Listahanan or other NHTO-managed systems; and
2. Assist in generating data from Listahan 3 serving as a reference.

**vii. Policy Development and Planning Bureau**

Ensure harmonization of the project with the thrusts and priorities of the Department.

**b. DSWD Field Office - Disaster Response Management Division (DRMD)**

1. Allocate and distribute FACED to the LGUs;
2. Provide orientation and technical assistance to the LGUs on the process of administration and data management;
3. Disseminate IEC materials for the project implementation on all platforms and official social media accounts;
4. Plan, manage, and monitor the progress of the program implementation;
5. Assess the implementation process of the LGU;
6. Initiate the execution of DSA with the LGUs;
7. Ensure that personnel and/or volunteers administering FACED are bound by a confidentiality agreement;
8. Maintain a list of LGUs provided with FACED as it may be a reference in providing augmentation support to the LGUs in future disaster response operations;
9. Ensure the database/system integrity protection;
10. Facilitate the conduct of consultation dialogues with the LGUs; and

11. Provide technical support to the LGUs on the grievances regarding the administration and implementation of the program.

**c. Local Government Unit (Local Social Welfare and Development Office)**

1. Identify personnel or volunteers to be trained or oriented on the administration of the profiling tool;
2. Organize and facilitate orientations and technical trainings;
3. Disseminate IEC materials for the project implementation in all platforms and official social media accounts;
4. Allocate funding for administrative and logistical expenses and other needed materials or services for program implementation;
5. Attend consultation dialogues;
6. Support the project implementation through the City/Municipal Social Welfare and Development Office (C/MSWDO), City/Municipal Disaster Risk Reduction and Management Office (C/MDRRMO), and Liga ng mga Barangay;
7. Encode the manually gathered data to the FACED Information System and its administration;
8. Provide a masterlist of beneficiaries to BLGUs, FOs, and other requesting parties subject to existing data privacy rules and regulations;
9. Update and maintain the database of the profiled families once every three (3) years or as the need arises duly endorsed to DSWD-FO;
10. Submit a masterlist of profiled families to DSWD-FO; and
11. Address grievances regarding the administration and implementation of the program.

**X. GRIEVANCE AND REDRESS MANAGEMENT**

Transparency and accountability in all stages of the program shall be observed. The following existing grievance redress mechanisms and other workable strategies designed to manage grievances in the implementation of Disaster Risk Reduction and Management (DRRM) programs, projects, and activities shall be tapped:

- a. Filing of grievance through the Integrated Grievance Redress Management System (IGRMS) public portal ([i-grs.dswd.gov.ph](http://i-grs.dswd.gov.ph));
- b. Setting up of information or grievance/complaint desk at the DSWD CO and FOs; and
- c. Consolidation of complaints directly forwarded to Provincial/City/Municipality Action Teams (P/C/MAT) and/or Social Welfare and Development Teams (SWADT) at the local level.

**XI. REPEALING CLAUSE**

All other issuances or parts thereof, which are inconsistent with this Memorandum Circular are hereby repealed, amended, and/or modified accordingly.

**XII. EFFECTIVITY CLAUSE**

This issuance shall take effect after fifteen (15) days from the date of publication in the Official Gazette or a newspaper of general circulation and shall remain in effect until otherwise superseded, amended, or repealed accordingly.

This MC shall also be published on the DSWD Official Website, and three (3) copies hereof shall be deposited with the University of the Philippine Law Center.

Issued in Quezon City, Philippines, this 22<sup>nd</sup> day of April 2024.

  
**REX GATCHALIAN**  
Secretary

**Certified True Copy**

  
**WILLIAM V. GARCIA, JR.**  
OIC-Division Chief  
Records and Archives Mgt. Division

**25 APR 2024**



**FAMILY ASSISTANCE CARD IN  
EMERGENCIES AND DISASTERS (FACED)**

THIS CARD IS NOT FOR SALE  
BENEFICIARY'S COPY

OFFICIAL USE ONLY  
SERIAL NUMBER: \_\_\_\_\_

**LOCATION OF THE AFFECTED FAMILY**

1. REGION \_\_\_\_\_ 4. DISTRICT \_\_\_\_\_  
2. PROVINCE \_\_\_\_\_ 5. BARANGAY \_\_\_\_\_  
3. CITY/ MUNICIPALITY \_\_\_\_\_ 6. EVACUATION CENTER/ SITE \_\_\_\_\_

**HEAD OF THE FAMILY**

7. LAST NAME \_\_\_\_\_ 15. CIVIL STATUS \_\_\_\_\_  
8. FIRST NAME \_\_\_\_\_ 16. MOTHER'S MAIDEN NAME \_\_\_\_\_  
9. MIDDLE NAME \_\_\_\_\_ 17. RELIGION \_\_\_\_\_  
10. NAME EXT. \_\_\_\_\_ 18. OCCUPATION \_\_\_\_\_  
(Jr., Sr., I)  
11. DATE OF BIRTH \_\_\_\_\_ 19. MONTHLY FAMILY NET INCOME \_\_\_\_\_  
(MM-DD-YYYY)  
12. AGE \_\_\_\_\_ 20. ID CARD PRESENTED \_\_\_\_\_  
13. PLACE OF BIRTH \_\_\_\_\_ 21. ID CARD NUMBER \_\_\_\_\_  
14. SEX  MALE  FEMALE 22. CONTACT NUMBER PRIMARY ALTERNATE

23. PERMANENT ADDRESS \_\_\_\_\_  
House/Block/Lot No. Street Subd./Village Barangay City/ Municipality Province Zip Code

24. TYPE OF VULNERABILITY \_\_\_\_\_

25. OTHERS  4Ps Beneficiary  IP (Type of Ethnicity: \_\_\_\_\_)

**26. FAMILY INFORMATION**

FAMILY MEMBERS	RELATION TO FAMILY HEAD	DATE OF BIRTH	AGE	SEX	HIGHEST EDUCATIONAL ATTAINMENT	OCCUPATION	TYPE OF VULNERABILITY

**ACCOUNT INFORMATION**

Note: In case the family head does not have a bank or an e-wallet account, any of the family members with a validated account can be indicated.

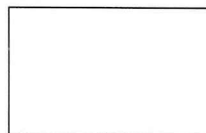
27. BANK/E-WALLET \_\_\_\_\_ 29. ACCOUNT TYPE \_\_\_\_\_  
28. ACCOUNT NAME \_\_\_\_\_ 30. ACCOUNT NUMBER \_\_\_\_\_

**31. HOUSE OWNERSHIP**

- OWNER  RENTER  SHARER  INFORMAL SETTLER

**32. SHELTER DAMAGE CLASSIFICATION**

- PARTIALLY DAMAGED  TOTALLY DAMAGED



Signature/ Thumbmark of Family Head

Date Registered

Name/ Signature of Administering Staff

Name/ Signature of Barangay Captain

Name/ Signature of LSWDO Head

**33. DATA PRIVACY DECLARATION**

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