

MEMORANDUM CIRCULAR

No. 30,
Series of 2024

**SUBJECT: CONSOLIDATED IMPLEMENTATION GUIDELINES OF
AYUDA SA KAPOK ANG KITA PROGRAM**

I. RATIONALE

The General Appropriations Act (GAA) of 2024 has mandated the Department of Social Welfare and Development (DSWD) to implement and provide financial assistance to minimum wage earners falling under the category of low income that were severely affected by rising inflation. It further provided that the implementation of this provision is subject to the guidelines to be issued by the DSWD and the existing budgeting, accounting and auditing rules and regulations.

The DSWD issued Memorandum Circular No. 4, s. 2024¹ to provide the program coverage, menu of assistance, modalities and implementation procedure for availing of financial assistance under AKAP. Subsequently, MC No. 25, s. 2024² was issued to make the program's implementation more inclusive to cover those engaged in both the formal and informal economy, further clarifying the coverage of the program to include minimum wage earners and low-income earners, and providing a more simplified procedure to ensure that financial assistance under AKAP reaches those in need and affected by inflation, in a timely and effective manner.

Given the importance of providing clarity in program implementation, this Circular shall put premium to AKAP as the primary program intended to provide targeted social assistance and safety net for minimum wage earners and low-income earners who are made more vulnerable by the rising inflation. The social protection shall be in the form of financial assistance to augment or supplement family income, and access to essential services as may be defined herein, to address the needs of individuals or their families who may not have access to regular assistance on account of them not belonging to the

¹ Guidelines in the Implementation of the Ayuda sa Kapos ang Kita Program (AKAP).

² Amendment to Memorandum Circular No. 04, Series of 2024, or the "Guidelines On the Implementation of Ayuda Sa Kapos Ang Kita Program."

poorest population, helping them cope with risks and economic shocks like the high cost of living or rising inflation.

In view of the foregoing and for ease of reference, the existing guidelines on AKAP are consolidated hereunder.

II. LEGAL BASES

- A. **General Appropriations Act of 2024, Special Provision No. 3, DSWD Budget**, which authorized funding for the Ayuda sa Kapos ang Kita Program.
- B. **Republic Act No. 11291** or the "Magna Carta of the Poor" which provides that investments in anti-poverty programs to enable the poor to fully participate in the country's growth and development shall be the top priority of the State.
- C. **Republic Act No. 11032** or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 (EODB) which mandates all offices and agencies providing government services to regularly undertake cost compliance analysis, time and motion studies, undergo evaluation and the same if deemed necessary to reduce bureaucratic red tape and processing time.
- D. **Republic Act No. 10361** or the Domestic Workers Act, or Batas Kasambahay which provides legal protection and benefits for domestic workers.
- E. **Philippine Development Plan 2023-2028**, specifically Chapter 3 thereof entitled "Reduce Vulnerabilities and Protection Purchasing Power."

III. DEFINITION OF TERMS

As used in this Circular, the following shall have the following meaning:

- a. **Assistance to Individuals in Crisis Situation Program** - one of the DSWD programs that provides medical, funeral, transportation, education, food, or financial assistance for other support services or needs of an individual or family in crisis.
- b. **Authorized Representative** - a person of legal age representing a beneficiary who, for valid reason/s, cannot be physically present to process and claim the assistance requested and approved by DSWD.

The following are the allowed representatives under this Circular:

- i. Immediate Family Member- refers to the spouse of the beneficiary, son, or daughter of legal age of the beneficiary.
- ii. Other relatives up to the fourth (4th) civil degree of consanguinity or affinity, such as the uncles, aunts, first-degree cousins, grandparents, and grandchildren of the beneficiary.
- iii. Common Law Spouse or Partner - subject to the presentation of a Barangay Certification or an Affidavit of Cohabitation

In extreme justifiable circumstances, any other individual may act as an authorized representative of a beneficiary. Provided, that said individual shall not be allowed to represent more than two (2) beneficiaries who are unrelated to him/her for every calendar year.

For this purpose, the information of the representative shall also undergo the cross-matching process.

- c. **Beneficiary** – used interchangeably with **Client** in this Circular, or the individual who is a minimum wage earner or a low-income earner as defined herein and who is the ultimate recipient of the assistance. For purposes of this Circular, the protection may be extended to members of the family of the beneficiary or client but the assistance shall be limited to two (2) members per family.
- d. **Case Summary** - a document prepared by any professional social worker that shall state the socio-economic situation of the client or beneficiary, as well as his/her assessment and recommendation for said client or beneficiary.
- e. **Certificate of Eligibility (CE)** - document issued by the DSWD, proving that the client is eligible to receive the services under the AKAP.
- f. **Cross-matching** - process of counter-checking the information or data sets provided by the client who seeks the assistance of the DSWD.
- g. **Formal Economy** - used interchangeably with **Formal Sector** in this Circular, or range of economic activities that includes businesses in different sectors operated within the legal framework, and an organized system of employment where workers are covered by employee-employer relationship.
- h. **Funds** - monetary resources of the DSWD allocated through GAA that are used in financing its projects, programs, activities and expenditures.

- i. **General Intake Sheet (GIS)** - refers to the form used by the DSWD social workers to obtain the basic information of the beneficiary and the authorized representative, the problem presented, and the assessment and recommended assistance.
- j. **Guarantee Letter (GL)** - a document issued by the DSWD in favor of the beneficiary addressed to service providers to guarantee the payment of goods and services.
- k. **Informal Economy** - used interchangeably with **Informal Sector** in this Circular, or the diverse range of economic activities not covered or sufficiently covered by formal labor arrangements. For purposes of this Circular, this includes self-earning individuals, small-scale producers, distributor of goods and services, or workers without labor protection compared to those in the formal sector.
- l. **Low-income earner** – an individual whose income from economic activities, either in the formal or informal sector, is insufficient to cover living expenses or basic needs. For purposes of this Circular, this includes those with unstable incomes; residents in rural areas often engaged in agriculture or informal sectors, who are susceptible to economic shocks and disasters.
- m. **Local Government Units (LGUs)** – territorial and political subdivisions composed of provinces, cities, municipalities, barangays, and autonomous regions as provided by law.
- n. **Minimum Wage Earners** – a worker in the private sector paid the statutory minimum wage, or to an employee in the public sector with compensation income of not more than the statutory minimum wage in the non-agricultural sector where he/she is assigned.³
- o. **Social Case Study Report (SCSR)** – document prepared by a professional Social Worker in public and private practice, that describes in detail the situation and conditions of the beneficiary, including his/her social history. The document likewise includes an assessment, plan for intervention, and recommendation.
- p. **Statutory Minimum Wage** – rate fixed by the Regional Tripartite Wage and Productivity Board, as defined by the Bureau of Labor and Employment Statistics (BLES) of the Department of Labor and Employment (DOLE).⁴

³ See Section 1, Republic Act No. 9504.

⁴ *ibid.*

IV. PROGRAM COVERAGE AND LIMITATION

The financial assistance under AKAP may be provided to minimum wage earners or low-income earners, such as those engaged in the following sectors or industries:

- a. Non-Agriculture
 - i. Manufacturing
 - ii. Industrial
 - iii. Private organizations whether for profit or not
- b. Agriculture (Plantation and Non -Plantation), Forestry and Fishing
- c. Service/ Retail Establishments
 - i. Transport and Storage
 - ii. Utility workers
 - iii. Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles
- d. Domestic Workers (Live-in or live-out arrangements)
 - i. General Househelp
 - ii. Housekeeper/ Househelper, Nanny or Kasambahay
 - iii. Cook
 - iv. Gardener
 - v. Laundry Person
 - vi. Any person who regularly performs domestic work in one household on an occupational basis

The financial assistance may be provided as well to individuals engaged in the informal economy or economic activities that operate outside the formal and regulated systems, such as:

- a. The informal sector: this includes, among others, street hawkers, market vendors, pedicab and tricycle drivers, independent repair/construction workers, waste /garbage collectors, home-based industries and services, and others.
- b. Self-earning individuals: those who independently provide services or sell goods as a means of livelihood without being engaged in an employer-employee relationship such as but not limited to:
 - i. Service Provider such as flower arrangers, laborers, barbers, beauticians, photographers, and the like.
 - ii. Sari-sari Store Owner
 - iii. Public Utility Vehicle Drivers and Conductors

The monthly minimum wage⁵ per region varies depending on the area's classification and wages of sector/industry. For this purpose, the DSWD Field Offices may secure a copy of updated wage orders from the Regional Tripartite Wage and Productivity Board (RTWPB) of the Department of Labor and Employment (DOLE) or through the official website of the National Wages and Productivity Commission (NWPC).⁶

It is understood that the provision of assistance under AKAP and the other programs of the DSWD, like the Assistance to Individuals in Crisis Situations (AICS), shall be governed by the respective guidelines of the programs, such as but not limited to the program limitations and rules regarding the frequency of availing assistance.

Insofar as AKAP implementation is concerned, the limitation shall be interpreted to refer to instances where a beneficiary received an exactly similar financial or in-kind assistance provided in the other program of the DSWD within the period covered by the frequency of availing assistance. Subject to the assessment of the DSWD social worker as provided in VIII(D) hereof, a beneficiary may be provided with another kind of intervention within the menu of assistance under AKAP or in any other program to restore the social functioning of the beneficiary, subject to availability of funds and compliance with the requirements. For equitable distribution, the assistance under AKAP may be provided to two (2) beneficiaries per family.

V. MODALITIES IN PROVIDING ASSISTANCE UNDER AKAP

The grant of financial assistance to qualified beneficiaries can be implemented (A) **directly by the DSWD** through the Crisis Intervention Unit/Sections (CIU/S) at the Central Office and Field Offices (FO), respectively, and Social Welfare and Development Satellite Offices (SWAD Office) nationwide, or (B) through **DSWD partners** like the Local Government Units (LGUs). In both instances, the provision of financial assistance shall be subject to the guidelines hereunder.

A. Implementation through CIU/s and SWAD Offices

Qualified beneficiaries needing financial assistance for goods and services may avail or be provided with the following:

⁵ Under the DOLE Handbook of Workers' Statutory Monetary Benefits, the Monthly Rate is computed as follows: for (a) 6 days a week work [(Minimum rate * 313 working days)/12 months] while (b) for 5 days a week work [(Minimum rate * 261 working days)/12 months] including Regular Holidays and Special Non-Working Days.

⁶ <https://nwpc.dole.gov.ph>.

- a) **Food Assistance** - this is an outright cash assistance provided to meet the need for food and other nutritional requirements for sustenance.
- b) **Medical assistance** - this is an outright cash or GL provided to cover hospitalization expenses and professional fees, cost of medicines, and other medical treatment or procedures, such as implants, common laboratory tests, and diagnostic imaging for any illness or condition, including postpartum complications. This assistance does not extend to other healthcare expenses that are unrelated to medical treatment or aftercare.
- c) **Funeral Assistance** - this is an outright cash or GL provided to cover funeral and other related expenses including, but not limited to, transporting the deceased individual's remains to their residence or hometown, interment, cremation, and/or burial site, adhering to the customary practices of the family, particularly among Indigenous Cultural Communities/Indigenous Peoples (IPs) and Moros.
- d) **Cash Relief Assistance** - this is an outright cash assistance provided to qualified beneficiaries for reasons other than for food, medical, or funeral expenses, which upon the assessment of the DSWD social worker, may appear to be directly related to the effects of high inflation (i.e., difficulty in paying for house rental, electricity and water expenses, school expenses of their wards or children, purchasing other important needs while recovering from devastation and shocks brought by disaster or disaster-related events, etc.).

Financial assistance may be given in outright cash if the amount of assistance ranges from P1,000.00 to P10,000.00, the amount of which shall be subject to the assessment of the DSWD social worker. For assistance above P10,000.00, the same shall be provided through a Guarantee Letter approved by the Department Secretary or his duly authorized representative. The issuance and release of a GL under the AKAP shall be governed by the existing rules and regulations of the Department on the matter, including any amendments thereto.

The distribution of assistance is without prejudice to the adoption of digital payment solutions once the necessary infrastructure is in place.

B. Implementation through LGUs

The AKAP may also be implemented through the LGUs. These LGUs may refer to the Provincial, Municipality, City, or Barangay Level that is capable

and prepared to assist the DSWD in the implementation of the program. The assistance provided to qualified beneficiaries through the LGUs shall be called **“Rice Assistance”** as it shall be used for purchasing rice to meet the nutritional requirements of beneficiaries for sustenance.

As provided below, the DSWD shall enter into a Memorandum of Agreement (MOA) with the qualified LGUs, detailing the terms and conditions for the transfer of funds, liquidation, and program implementation in accordance with the pertinent budgeting, accounting, and auditing rules and regulations. The maximum amount of each fund transfer to the LGU for this purpose shall not exceed Twenty Million Pesos (P20 million).

For the implementation of Rice Assistance, the qualified LGU/s will engage with the National Food Authority (NFA) and local rice retailers through a MOA. They will serve as the service providers who will supply rice during its implementation. This arrangement will provide valuable benefits, especially to local rice retailers affected by the rising inflation.

The amount of rice assistance provided to qualified beneficiaries shall be equivalent to half of the cost of the twenty-five (25) kilograms of rice based on the suggested retail price from the Department of Agriculture. As far as practicable, the assistance may be provided in the form of a cash voucher or guarantee letter which will be presented to the rice retailers and/or NFA partners to claim the rice.

The financial assistance under the AKAP may complement any support provided by the LGU (Province, City, Municipality, or Barangay), National Government Agencies, and Non-Government Organizations. Further, a beneficiary who has received rice assistance in the LGU may still qualify to receive medical, funeral, or cash relief assistance under AKAP from the DSWD, subject to the requirements under this Circular, professional assessment of the DSWD social worker, and the availability of funds.

VI. DOCUMENTARY REQUIREMENTS

In accordance with RA No. 11032 and to afford ease of beneficiary experience, the AKAP shall adopt the list of documentary requirements, as applicable, in similar programs of the DSWD. Any change in the documentary requirements may be contained in a supplemental issuance or guidance notes.

A. Need to Establish Identity

The identity of a qualified beneficiary may be established by providing a photocopy of a government-issued ID⁷, with the following details:

- a. valid at the time of the assistance application;
- b. should not exhibit any signs of being counterfeit or suspicious;
- c. should have a clear and recognizable photograph of the beneficiary;
- d. must display the applicant's full name, date of birth, address, and signature (except the National ID, or its digital form/ePhil ID).

However, in exceptional cases or circumstances caused by natural or human-induced disasters, where the beneficiary could not present a valid ID, a justification with the beneficiary/beneficiaries' actual photo captured by the DSWD social worker and explaining the absence of the valid ID will be accepted as sufficient documentation. This measure ensures that individuals facing legitimate constraints still have the opportunity to access the assistance they need.

Additionally, the standardized GIS and CE forms provided by the PMB-CID are for all beneficiaries and must be kept in either hard or electronic copy. The GIS is considered a confidential document, and its secure storage must adhere to the laws, rules, and regulations on data privacy governing the protection of sensitive information.

B. Acceptable Supporting Documents to Establish being a Minimum Wage Earner or Low-Income Earner

In order to ascertain whether a beneficiary is a **minimum wage earner**, any of the following documents/records issued within the last three (3) months may be submitted as additional supporting documents, as may be applicable:

- a. Contract of Employment duly signed by the parties;
- b. Certificate of Employment with Compensation (COE) indicating the full name and signature of any issuing officer;
- c. Income Tax Return (IT) BIR Form 2316/Audited Financial Statement with full name and signature of any issuing officer, or Certificate of Tax Exemption, as applicable; or

⁷ The list of acceptable identification cards includes but not limited to: 1) National ID or Philsys/ePhilID; 2) COMELEC/Voters ID; 3) Passport; 4) Driver's License; 5) SSS ID/UMID; 6) GSIS ID/UMID; 7) Pag-ibig ID; 8) Philhealth ID; 9) OWWA OFW e-Card; 10) Senior Citizen ID; 11) Postal ID; 12) Solo Parent ID; 13) PWD ID; 14) NBI Clearance; 15) Police Clearance; 16) Barangay ID/City ID/ Municipal ID; 17) TIN ID; 18) AFPSLAI ID; 19) Enlisted Personnel ID; 20) Seaman's Book; 21) PRC ID; 22) 4Ps ID/ Oplan Pag-abot ID.

- d. Such other documents that would show that the client's income does not exceed the statutory minimum wage.

On the other hand, the following documents issued within the last three (3) months may aid in the determination whether the beneficiary is a **low-income earner** significantly impacted by the rising inflation:

- a. Certification from his/her direct employer, indicating the length of service, and monthly income, including the full name, and signature of the employer, certified by any barangay or Local Social Welfare and Development Office (LSWDO) Authorized officials/ any Registered Social Worker, as in the case of domestic workers, individuals who are directly employed individuals like house helpers, babysitters, caretakers, construction workers/laborers, personal drivers, personal assistants, etc.; or
- b. Certification issued by any government offices (national, regional, or local level) recognizing certain sectors or groups (i.e, farmers, fisherfolks, etc.); or
- c. Certification from the association's president/ head, or their authorized representative, , as in the case of public utility vehicle drivers; or
- d. Small Business permit/ certification issued by the barangay captain or their authorized representative, as in the case of small business owners; or
- e. Social Case Summary or Social Case Study Report issued by LSWDO / any Registered Social Worker certifying that per home visitation or validation, the individual is a low-income earner; or
- f. Certificate of Attestation (See Annex A as sample) indicating the name, age, occupation, and address of the beneficiary issued by the Barangay/LSWD authorized officer/ any Registered Social Worker; or
- g. Notarized affidavit of low income (as needed).

C. Specific Supporting Documents

The documentary requirements for each type of assistance shall be as follows:

Types of Assistance	Documentary Requirements
Rice Assistance	Valid identification document; and Any supporting document stated above, that can prove that the beneficiary is a minimum wage earner or low-income earner.
Food Assistance	Valid identification document; and

Types of Assistance	Documentary Requirements
	Any supporting document stated above, that can prove that the beneficiary/client is a minimum wage earner or low-income earner.
Medical Assistance	<p>Valid identification document;</p> <p>Any supporting document stated above, that can prove that the beneficiary/client is a minimum wage earner or low-income earner; and</p> <p>Any of the following:</p> <ul style="list-style-type: none"> • Medical Certificate or Abstract with date of issuance complete name, signature, and license number of attending physician issued within the last 3 months; or • Discharge summary with date of issuance, complete name, signature and license number of the attending physician (issued within the last 3 months); or • Certificate of confinement with date of issuance, complete name, signature, and license number of attending physician (issued within the last 3 months); or • Alagang Pinoy Tagubilin Form with diagnosis, date of issuance, complete name, signature, and license number of attending physician (issued within the last 3 months); or • Referral Letter from Malasakit Center issued by the duly assigned DSWD social worker or Medical Social Worker <p>Depending on the purpose of the medical assistance, the client shall submit any of the following requirements, in addition to the basic requirements above:</p> <ul style="list-style-type: none"> • Temporary/Final Hospital Bill or Statement of Account (Outstanding Balance) with complete name and signature of the billing clerk; or • Certificate of Balance or Promissory Note if the patient had been discharged from the hospital <p>If payment for hospital bill</p> <ul style="list-style-type: none"> • Prescription with date of Issuance, complete name, signature, and license number of attending physician (issued within the last 3 months); or • Treatment protocol with date of issuance, complete name, signature, and license number of attending physician (issued within the last 3 months). <p>If for medicines/assistive devices</p> <ul style="list-style-type: none"> • Laboratory requests with date of issuance, complete name, signature, and license number of attending physician (issued within the last 3 months); or • Laboratory Protocol with date of issuance, complete name, signature, and license number of attending physician (issued within the last 3 months); or <p>If for Medical procedures</p>

Types of Assistance	Documentary Requirements
<p>If for therapy and other special treatment</p> <p>If the amount of assistance requested exceeds Php 10,000.00 the assistance shall be through GL</p>	<ul style="list-style-type: none"> • Doctor's Order with date of issuance, complete name, signature, and license number of attending physician (preferably valid for 3 months). • Treatment protocol with date of issuance, complete name, signature, and license number of attending physician (issued within the last 3 months); or • PhilHealth certification that their coverage is exhausted; or • Prescription with date of issuance, complete name, signature, and license number of attending physician (issued within the last 3 months); or • Doctor's order with date of issuance, complete name, signature, and license number of attending physician (preferably valid for 3 months); • Quotation with full name and signature of any issuing officer; or • Psychiatrist or psychologist certification with date of issuance, complete name, signature, and license number of attending physician (issued within the last 3 months). • Quotation for laboratory or special medicines; • SCSR/Case Summary from LSWDO or the DSWD Social Worker or medical social worker in hospitals or Social Worker of NGOs
<p>Funeral Assistance</p>	<p>Valid identification document; and</p> <p>Any supporting document stated above, that can prove that the beneficiary/client is a minimum wage earner or low-income earner, and any of the following:</p> <ul style="list-style-type: none"> • Death Certificate; or • Certification from the Hospital/Doctor/authorized medical practitioner/Imam (for Moro) and Tribal Chieftain for IPs; <p>Any of the following as may be applicable:</p> <ul style="list-style-type: none"> o Funeral Contract (except for Moro and IPs performing customary practices); or o Statement of Account; or o Certification from the Barangay that the family made the casket but have debt to pay for the materials and other expenses; o Transfer Permit if assistance for transfer of cadaver is requested separately or along with other items under funeral assistance. <p>A Certificate of Balance or Promissory Note is required should there be funeral expenses left unpaid.</p>

Types of Assistance	Documentary Requirements
	<p>If the amount of assistance requested exceeds Php10,000.00, it will be through GL and a SCSR/Case Summary from the LSWDO or DSWD Social Worker or MSW in hospitals or Social Worker of NGOs shall also be required.</p> <p>Funeral and related expenses due to a disaster, calamity, and/or critical events or similar circumstances resulting in one or multiple casualties within the family may allow the surviving family member or the closest immediate relative of the deceased to request outright cash assistance subject to the assessment of the DSWD Social Worker, without the need of an SCSR.</p>
<p>Cash Relief Assistance</p>	<ol style="list-style-type: none"> 1. Valid identification document; and 2. Any supporting document stated above, that can prove that the beneficiary/client is a minimum wage earner or low-income earner, 3. Any other document that would show being affected by high inflation, like the fact of unemployment, layoff or displacement from work, or insufficiency of wage to provide for basic needs, at the time of assistance application.

In exceptional circumstances where a document listed above cannot be reasonably produced, but the facts can be verified or proved during the assessment, the DSWD social worker may provide a justification to support the provision of assistance to the client. Provided that such justification shall be approved by the CIU Head/CID Chief/CIS Head/SWAD Team Leader.

For auditing purposes, the CE and all other supporting documents, except the GIS, shall be submitted to the Financial Management Service/Unit (FMS/U).

These requirements shall be printed and displayed clearly outside the premises of the DSWD CO and FO/CIS/SWAD Offices, and translated into the Filipino language or such local dialects, as applicable. The PMB and its respective FO counterparts shall coordinate with the Digital Media Service/Unit, whichever is applicable, to come up with the templated information, education, and communication materials (tarpaulins, leaflets, etc.) that the FOs may be replicated.

The clients who will present documents that appear to be fake/fraudulent shall be endorsed to the Legal Service (LS) and/or their FO counterparts, for appropriate action.

VII. STEP-BY-STEP PROCEDURE

For the guidance of program implementers, the step-by-step procedure on onsite and off-site implementation being adopted in the AICS program may apply in the implementation of the AKAP. Since these are merely provided to ensure better administrative arrangements, any improvement or amendment hereto may be contained in a supplemental issuance or Guidance Notes.

A. Onsite Implementation or Assessment of Individual Clients within the DSWD Offices (CIU/CIS/SWAD Offices)

STEP 1: Screening

DSWD personnel shall check the validity and completeness of the required documents presented by the client.

If the documents are found to be incomplete, invalid, and inaccurate to support the request, the client will be requested to complete the documentary requirements needed as listed in the compliance slip or refer to the corresponding program concerned.

If documents are found to be complete, valid, and accurate, the client will be subjected to crossmatching to check the previous availments of the assistance.

If found to have availed assistance beyond the allowed frequency of availment, the client will be advised of the limitations on the provisions based on the guidelines as stipulated herein. Otherwise, proceed to STEP 2.

STEP 2: Interview and Assessment

- a. The DSWD social worker shall interview and assess the client as well as the documentary requirements presented, and determine the following:
 - i. Identify the actual need of the client and the accuracy and authenticity of the documents presented during the interview assessment; and
 - ii. Fill out the information in the GIS and the CE.
- b. If determined to be eligible to receive assistance, the DSWD Social Worker shall recommend the appropriateness of assistance.
 - i. For financial assistance amounting to P10,000.00 and below which does not require GL, the assistance shall be provided in cash. In this case, the client will be advised to proceed to Step 4 releasing.

- ii. For assistance amounting to more than P 10,000.00, a GL Shall be prepared by a DSWD personnel and will be subjected for review and approval together with the GIS, CE, and justification.
 - iii. If there is a need for further intervention, a referral letter to another agency shall be prepared by the DSWD Social Worker and to be reviewed and approved by the head of CID/CIS/SWAD or his/her duly authorized representative.
- c. If determined to be ineligible, the client will be advised to comply with the appropriate and correct documentary requirements or shall be referred to the appropriate office for assistance.

STEP 3: Review and Approval of Assistance

If the authorized official finds the request valid and complete, the request shall be approved, otherwise, the case will be referred back to the attending DSWD social worker.

STEP 4: Releasing of Assistance

All approved requests shall be forwarded to the SDO/RDO/DSWD personnel for releasing depending on the mode of assistance. Financial Assistance will be released by the Regular/Special Disbursing Officer/s of the FMS/U or the designated disbursing officer for cash, or to the CIU/CIS/DSWD SWAD Personnel for the release of GL.

B. Offsite Implementation or Assessment of individual clients outside DSWD offices (CIU/CIS/SWAD Offices), especially for the purpose of serving beneficiaries in remote areas or where the services may be better served in bigger and secure locations nearest the beneficiaries

To prevent duplication of assistance and ensure that the beneficiaries are eligible to receive appropriate financial support, a group of identified individuals shall be endorsed by referring party to the DSWD-Crisis Intervention Division/Section/Unit before the scheduled payout. This endorsement will allow for the conduct of cross-matching with the existing databases and a validation process to be completed within fourteen (14) working days. Field Offices that handle the provinces within the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) and the Geographically Isolated and Disadvantaged Areas (GIDAs) may provide a considerable timeline for the cross-matching and validation depending on the available resources to reach the location of beneficiaries.

The DSWD-CIS/U shall inform the referring party of the result of the cross-matching and validation for their information and compliance, if necessary.

Once the cross-matching and validation process is completed, the CIU/S may proceed with scheduling the payout. Scheduling of payouts during the weekend is being discouraged. In cases where service must be extended beyond office hours and weekends due to exceptional circumstances, the DSWD management may provide overtime pay, meals, and transportation costs in accordance with the existing accounting rules and policies. These incentives will be subject to the availability of funds.

During the implementation proper, the following process shall be followed:

STEP 1: Validation

The DSWD Personnel shall check the client's presented valid ID to ensure it matches the information in the master list before proceeding to the next step.

STEP 2: Interview and Assessment

The assigned personnel shall fill-out the identifying information of the client in the GIS; the DSWD social worker will conduct an interview and assessment to establish the eligibility of the client and complete the filling out of the G/S and CE.

STEP 3: Review and Release of Assistance

The assistance shall be released upon the determination of the correctness and completeness of documents which shall serve as the basis for the eligibility of the client.

C. Implementation of Rice Assistance through the LGUs

1. A Memorandum of Agreement (MOA) governing the transfer of funds for the implementation of rice assistance shall be executed between the Local Government Unit (LGU) and the DSWD. The PMB-CID shall provide a draft Memorandum of Agreement for administrative use of the Field Offices. The execution of MOA with LGUs that have pending unliquidated balances from previous fund transfers from the DSWD can only be done upon the approval of the Commission on Audit (COA). Likewise, LGUs with unliquidated cash advances from the DSWD are ineligible for further fund transfer. Funds downloaded to an LGU is NOT TRANSFERABLE to any other LGUs.

2. The LGU shall take full responsibility for the proper disposition/disbursement and liquidation of transferred funds which shall be governed by Commission on Audit (COA) Circular No. 94-013⁸, in accordance with existing accounting and auditing rules and regulations imposed by the COA, and other applicable accounting and auditing manuals used by the Government unless COA provides a special exemption and authority.
3. During the payout, the LGU shall ensure to keep the following:
 - a. List of beneficiaries or distribution list signed by the beneficiaries;
 - b. Photocopy of the beneficiaries' valid identification cards with three signature specimens or thumbmark;
 - c. Photo documentation of the conduct of release of rice assistance; and,
 - d. Certification of Rice Assistance Distribution duly signed by the authorized official/s of the concerned LGUs.
4. Submit monthly report of the number of beneficiaries who received rice assistance and the amount disbursed to the DSWD FO for onward submission to the PMB;
5. Submit to the concerned DSWD FO the following liquidation and financial reporting documents within thirty (30) days from the last day of distribution of the rice assistance, viz:
 - a. Report of Checks (ROC) issued or report of disbursements (ROD) duly certified by the LGU accountant and approved by the LCE;
 - b. Distribution List of Rice Assistance beneficiaries signed by the beneficiaries; and,
 - c. Copy of Official Receipt for any refund of unutilized balance;
6. The LGU shall keep and maintain financial accounting records for the transferred funds in accordance with the generally accepted accounting and auditing principles.
7. LGUs shall enter into MOA utilizing the resources and expertise of NFA and Local Rice Retailers in their area. The MOA with NFA and rice retailers must detail the terms and conditions, roles, responsibilities, and obligations of each party involved (LGU, NFA, and rice retailers). A copy of the MOA shall be provided to DSWD Regional Offices for reference.

VIII. RATE AND FREQUENCY OF AVAILING ASSISTANCE

The rates of assistance and the allowable frequency of availing assistance under AKAP shall be as follows:

⁸ Rules and Regulations in the Grant, Utilization and Liquidation of Funds Transferred to Implementing Agencies.

Type	Particulars	Cost of Assistance		Frequency of Availment
		Minimum	Maximum	
Rice Assistance	Food Subsidy for individuals/families	Not more than half of the cost of twenty-five (25) kilograms months of rice based on the suggested retail price from the Department of Agriculture. Every fund transfer to an LGU shall be no more than Php 20 Million.		Once every three months The rice assistance may be provided on top of any assistance provided.
Medical Assistance	Hospital bill	1,000.00	150,000.00	General Rule: Once every admission/discharge Exceptions: For chronic diseases or illnesses Per hospitalization/ Admission
	Medicines	1,000.00	150,000.00	Once every three months
	Laboratory Procedures			
	Other special treatment			
Funeral Assistance	Funeral Expenses	5,000.00	50,000.00	General Rule: Per beneficiary/client or per incident of death Note: One client may avail and process one or two services at the same time (i.e., funeral and transfer of cadaver)
	Transfer of Cadaver			
	Casualties during disaster/calamity		10,000.00	Subject to the recommendation of DRMB at the Central Office or their counterparts at the FOs.
Food Assistance	Food subsidy for individuals/families	2,000.00	10,000.00	General Rule: Once every three months Exception/s: Patients - once every admission

Type	Particulars	Cost of Assistance		Frequency of Availment
		Minimum	Maximum	
Cash Relief Assistance	Other needs	2,000.00	10,000.00	Once for every applicable incident.

Provided that any type of assistance shall be subject to the availability of funds.

Further, the above rate of assistance shall not limit the attending DSWD social worker from undertaking the following:

- A. Recommend a higher amount, subject to his/her assessment and justification of the client's circumstances, but not exceeding the limits provided under each kind of assistance. Provided that in such cases, there shall be a SCS/case summary to support the provision of a higher amount.
- B. Further, the kind of assistance shall be validated by the Supervising Social Worker in the CIU/CIS Head/SWAD Team Leader and approved by the proper authority.
- C. Recommend for the provision of assistance for chronic illnesses beyond the authorized frequency or time duration subject to the DSWD Social Worker's assessment and justification which shall be validated by the CIU/CIS Head/SWAD Team Leader and approved by the proper authority.
- D. Recommend for the provision of several types of assistance or combination thereof may be allowed subject to the assessment of the DSWD Social Worker and approved by the proper authorities, subject to the availability of funds.
- E. Recommend an adjusted rate or frequency of availing of medical assistance for disease-related medical conditions during a State of Public Health Emergency or other medical conditions (i.e. clients diagnosed with chronic diseases with kidney ailment undergoing dialysis, and those cancer patients undergoing chemotherapy), or during the State of Calamity in some areas declared by the National Government. For these cases, hospitalization, medicines, and laboratory procedures (for out-patient) may be provided once a month or as may be warranted with the rate of assistance not exceeding the ceiling provided for each availment, based on the assessment and justification by the DSWD social worker as validated and by the CIU/CIS Head/SWAD Team Leader and proper authority, respectively. Provided that, every request for assistance shall be supported with the complete requirements of the client.

IX. APPROVING AUTHORITY

The range of financial assistance that will be directly disbursed by the DSWD to the beneficiaries and the authorized approving official or his/her alternate shall be established. Existing Special Orders, which outline the approving authority and alternates for the AICS Program may be utilized for AKAP as signatories, to harmonize and streamline the documentation for appointed approving officials. For new and succeeding issuances of Authority/Special Order, the document must be approved by the Regional Directors in Field Offices and the Secretary for the Central Office.

X. INSTITUTIONAL SUPPORT

The other Office, Bureau, Service, and Units (OBSUs) of the Department, together with their FO counterparts, shall extend the necessary support to give effect to the provisions and objectives of this Circular. Specifically, the following OBSUs, together with their FO counterparts:

- A. The FMS shall assign disbursing officers to facilitate the release and availability of cash in the daily operations of the AKAP nationwide and ensure the prompt settlement of dues to service providers and/or fund transfers to financial institutions for digital payments, if applicable.
- B. The AS shall provide technical assistance and augmentation support for the security and maintenance personnel, and supplies, including in the procurement of equipment as well as the corresponding repairs and maintenance needed
- C. Legal Service (LS), in coordination with the Administrative Service (particularly with the Security Force), shall assist in handling erring DSWD personnel as well as clients who would attempt to present fraudulent documents to avail assistance from the AKAP. The LS shall refer the matter to the appropriate law enforcement agency or file the necessary complaint as representative for the Department to the authorities/forum, for investigation, prosecution or final resolution.
- D. The ICTMS shall provide technical assistance for the development, enhancement, and implementation of the information system used for the program implementation, for monitoring purposes and ensuring that clients are prevented from availing assistance beyond the allowable frequency.

In cases/areas with poor/intermittent/no connection, the ICTMS shall provide technical assistance in the development of the necessary feature to perform offline crossmatching and to sync the data captured once the internet connection is stable.

The ICTMS shall provide technical assistance to ensure that the necessary Information and Communication Technology requirement for the implementation of the program nationwide is aligned with the requirements of the DICT for endorsement in the Information Systems Strategic Plan of the Department.

The ICTMS shall provide comprehensive technical assistance to ensure that the development of the information system adheres to the standards of software development and that privacy and security by design are integrated throughout the system's development cycle.

- E. Agency Operations Service (AOS) shall initially respond to the simple inquiries of the clients regarding the qualification and implementation of the AKAP received through the various platforms managed by the AOS (official DSWD hotline, email, 8888 hotlines, CSC Contact Center ng Bayan, IGRMS Public Portal and Walk-in clients of the PACD).
- F. Digital Media Service shall provide assistance to ensure public awareness about the AKAP.

XI. GRIEVANCE MECHANISM

CIU/CIS and SWAD Satellite Offices shall handle resolution of grievances and complaints. These are responded to and processed via two modalities: (1) Written Communication and Email which is handled by the Grievance Focal Person (GFP), and (2) Personal or Onsite Complaints through the Public Assistance Complaint Desk (PACD). A separate guideline shall be issued to this effect.

XII. REPORTING, MONITORING AND EVALUATION

The Program Management Bureau-Crisis Intervention Division (PMB-CID) shall be the primary office responsible to monitor and provide technical assistance to the FOs in the implementation of the AKAP in collaboration with the Office of the Undersecretary for Operations and the Assistant Secretary for Statutory Programs.

The PMB-CID shall maintain a consolidated physical and financial report on the overall implementation of AKAP and shall provide reports as requested. To enhance transparency and accountability in managing the program's resources, the PMB-CID will strictly implement a fund monitoring tool designed for real-time oversight of the AKAP funds. This tool will ensure precise tracking and monitoring of fund utilization. Thus, the FOs shall submit

regular reports as required or requested by the CO and/or the Management, indicating the physical and financial data/information to be submitted online or whichever is applicable.

A narrative analysis of the status of the implementation of the program shall be submitted by the FOs to the PMB-CID with copies provided to the Office of the Undersecretary for Operations and Assistant Secretary for Statutory Programs.

For this purpose, the FOs shall ensure that all CIU/CIS/SWAD offices shall have at least one (1) reporting focal person who shall submit to the CIS Reporting Focal Person for onward submission to the PMB-CID.

XIII. TRANSITORY AND REPEALING CLAUSES

These consolidated guidelines are intended to supersede Memorandum Circular No. 4, s. 2024 and Memorandum Circular 25, s. 2024. In order not to prejudice the implementation of the AKAP during the transition, these MCs shall continue to be in force and effect but will be considered as repealed upon the publication of this Circular.


XIV. EFFECTIVITY

This Memorandum Circular shall take effect immediately upon approval. The Program Management Bureau is hereby directed to cause its publication in the Official Gazette or in a newspaper of general circulation and a copy of thereof filed or deposited with the University of the Philippines - Office of the National Administrative Register (UP-ONAR).


REX CATICHALIAN
Secretary

Date: 09 AUG 2024

Certified True Copy


WILLIAM V. GARCIA, JR. 09 AUG 2024
OIC-Division Chief
Records and Archives Mgt. Division

ANNEX A

(Please insert header of certifying agency)

CERTIFICATE OF ATTESTATION

This is to certify that Mr./Ms. **FULL NAME**
(First Name-Middle Name- Surname, Extension Name), (age),
residing at **(Complete Address)** is currently working
or has employment history as **(Work)** in
For Formal Economy: (Name of Employer, Location/ Address)
For Informal Economy: (Location/Address only),
earning **(Amount)** per month.

Based on the assessment and validation conducted by the undersigned, the abovementioned income remains insufficient to meet the family’s daily sustenance for **Particulars** and currently experiencing financial difficulties due to rising inflation.

Issued this _____ at _____.

FULL NAME OF CERTIFYING OFFICER
Designation
(For Social Worker:
Kindly Indicate the license Number)