



JOINT MEMORANDUM CIRCULAR No. 2025-01

SUBJECT: 2025 GUIDELINES OF THE AYUDA SA KAPOS ANG KITA PROGRAM

I. RATIONALE

The General Appropriations Act (GAA) of 2025 has mandated the Department of Social Welfare and Development (DSWD) to implement the Ayuda sa Kapos ang Kita Program (AKAP) to provide financial assistance to individuals whose income does not exceed the statutory minimum wage and who are severely affected by the rising inflation. The financial assistance shall include but not limited to food, medical, funeral, cash relief assistance, or rice assistance.

In the President's message dated 30 December 2024, the AKAP was subjected to conditional implementation, as follows:

"xxx, the AKAP intends to address the significant strain posed by rising inflation on the financial capacity of those who earn less than minimum wage. However, to ensure that the government assistance is not merely provisional solution to a persistent issue, I am compelled to subject the implementation thereof to the convergence of efforts of the DSWD, Department of Labor and Employment (DOLE), and National Economic Development Authority (NEDA), geared towards more strategic interventions leading to the long-term improvement of the lives of the qualified beneficiaries, while guarding against misuse, and duplicative and fragmented benefits. In this regard, the implementation of the AKAP shall be in strict compliance with pertinent laws, rules and regulations, and jurisprudence, and in accordance with the guidelines to be issued jointly by the DSWD, DOLE and NEDA."

Hence, these guidelines are being jointly issued by the DSWD, DOLE and NEDA to ensure that the AKAP shall be implemented as the DSWD's primary program intended to provide targeted social assistance directly to individuals whose income is below the minimum wage applicable to the region and who are made more vulnerable by the effects of inflation, especially by the rising prices of goods and services.

II. LEGAL BASES

- A. **General Appropriations Act of 2025**, Special Provision 3, DSWD Budget which authorized funding for the Ayuda sa Kapos ang Kita Program, together with the Veto Message putting it under Conditional Implementation.

- 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.

III. DEFINITION OF TERMS

As used in this Circular, the following terms shall be interpreted to mean the following:

- a. **Assistance to Individuals in Crisis Situation Program** — a protective social welfare program of the DSWD that provides assistance to individuals and families in especially difficult circumstances. It provides, among others, financial assistance for medical, funeral, transportation, education, food, or other support services or needs of an individual or family in crisis.
- b. **Client** - an individual who seeks financial assistance under the AKAP and meets the income requirement under these guidelines.
- c. **Cross-matching** - a process of counter-checking the information or data sets provided by the client who seeks the assistance of the DSWD.
- d. **General Intake Sheet (GIS)** - a form used by the DSWD social workers to obtain the basic information of the client, the problem presented, the assessment and the recommended assistance.
- e. **Local Government Units (LGUs)** - territorial and political subdivisions such as provinces, cities, municipalities or barangays that are capable and prepared to assist the DSWD in the implementation of rice assistance.
- f. **Regional Minimum Wage** — refers to the wage rate as determined through wage orders issued by the Regional Tripartite Wage and Productivity Board (RTWPB) of the National Wages Productivity Commission attached to the Department of Labor and Employment (DOLE).
- g. **Social assistance** - programs that give basic protection to those who are poor, excluded, discriminated, and marginalized. Social assistance is specific depending on the needs of the sector.
- h. **Social Case Study Report (SCSR)** - a document prepared by a professional Social Worker in public and private practice, that describes in detail the situation and conditions of the client, including his/her social history. The document likewise includes an assessment, plan for intervention, and recommendation.

IV. GENERAL PROVISIONS

The DSWD shall, at all times, maintain the integrity of the AKAP to provide financial assistance only to those clients who are qualified under these guidelines. Towards this end, the DSWD shall take into consideration the following in the implementation of the program:

- A. It shall advocate the AKAP as a program that will yield benefits and results directly for its intended recipients without the need or requirement of any intermediaries or middlemen.
- B. It shall continue to engage in constructive partnership with local and national stakeholders to prevent acts or engagements that may exploit, abuse, waste, or use the DSWD, its personnel and funds, for personal, or political gain or advancement. During the offsite implementation of the program, the DSWD will strictly prohibit 1) the display or distribution of posters, banners, or any materials that link any politicians to the AKAP, as well as 2) the presence of any politicians during the conduct of actual distribution of financial assistance under the AKAP.
- C. It shall take immediate action in instances where there are fraudulent applications, like those with fake or spurious documents, or those which have the intent of defrauding the government by any means, by filing the appropriate criminal action, through the Legal Service or their FO counterparts, or through partner law enforcement agencies. Furthermore, individuals proven guilty of fraudulent acts may be disqualified to receive financial assistance under the AKAP.

V. PROGRAM DESCRIPTION AND COVERAGE

A. Individuals Qualified to Avail of Assistance

The AKAP serves as a targeted social assistance that provides direct financial assistance to individuals whose income is below the applicable minimum wage rate set by the RTWPB and who are affected by the effects of inflation. For clarity, these include individuals who are employed in the formal or informal sector, or self-employed, whose income is below the applicable minimum wage rate set by the RTWPB.

The daily minimum wage per region varies depending on the area's classification and wages of sector/industry. For purposes of determining whether the income of the individual is below the minimum wage, the following shall serve as reference:

- For workers employed in private establishments, the reference minimum wage shall be that applicable to the sector where the individual is employed.
- For workers in the informal sector, or self-employed, the reference minimum wage shall be the agricultural rate.

For this purpose, the DSWD Field Offices may secure a copy of updated wage orders from the Regional Tripartite Wage and Productivity Boards (RTWPB) of the National Wages and Productivity Commission (NWPC) attached to the DOLE.

B. Complementarity to other DSWD Programs

It is understood that the provision of assistance under the 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 the AKAP implementation is concerned, the limitation shall be interpreted to refer to instances where a client received an exactly similar financial or in-kind assistance provided in the AICS 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(B) hereof, a client may be provided with another kind of intervention within the menu of assistance under the AKAP or in any other program to restore the social functioning of the client, subject to availability of funds and compliance with the requirements. For equitable distribution, the assistance under the AKAP may be provided to a maximum of two (2) individuals per family.

VI. MODALITIES IN PROVIDING ASSISTANCE UNDER THE AKAP

The grant of financial assistance to qualified individuals 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) insofar as rice assistance is concerned. In both instances, the provision of financial assistance shall be subject to the guidelines hereunder.

A. Implementation through CIU/S and SWAD Offices

- 1) **Outright Cash Assistance.** Qualified individuals applying for financial assistance depending on their specific needs may avail or be provided with **outright cash assistance** for the following:
 - a) **Food Assistance** - assistance provided to meet the need for food and other nutritional requirements for sustenance.
 - b) **Medical assistance** – assistance to cover medical expenses such as payment for hospital bills, cost of medicines, medical treatment or procedures, common laboratory tests, and diagnostic imaging for any illness or condition, including postpartum complications. The assistance does not extend to other healthcare expenses that are unrelated to medical treatment or aftercare.

- c) **Funeral Assistance** - assistance provided to cover funeral, burial and expenses related thereto such as transporting the remains to their residence or hometown, interment, cremation or burial site.
- d) **Cash Relief Assistance** - assistance 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 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.)

The foregoing assistance shall be directly provided to the qualified individuals at such allowable amounts under these guidelines, subject to the assessment of the DSWD social worker. For outright cash, the maximum amount to be provided is P10,000.00 only per type of assistance. The distribution of assistance is without prejudice to the adoption of digital payment solutions once the necessary infrastructure is in place.

- 2) **Assistance through DSWD Guarantee Letter.** Qualified individuals seeking i) **medical assistance**, or ii) **funeral assistance** may be provided with financial assistance in the form of a Guarantee Letter (GL) issued in favor of DSWD-accredited service providers, at such allowable amounts under these guidelines, subject to the assessment of the DSWD social worker.

B. Implementation through LGUs

The AKAP may also be implemented through the Local Government Units (LGUs) that are capable and prepared to assist the DSWD in the implementation of the program. The assistance provided to qualified individuals through the LGUs shall be called "**Rice Assistance**" as it shall be used for purchasing rice to meet the nutritional requirements of individuals 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 shall engage with the local rice retailers through a Memorandum of Agreement (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 inflation.

The amount of rice assistance provided to qualified individuals shall be equivalent to the cost of 12.5 kilograms of rice based on the data from the Philippine Statistics Authority on latest average retail price of regular milled rice in the province. As far as practicable, the assistance may be provided in the form of a cash voucher or guarantee letter from the LGU which will be presented to the rice retailers and partners to claim the rice.

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

VII. DOCUMENTARY REQUIREMENTS

In accordance with RA No. 11032 and to afford ease of client 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 of Clients

The identity of a qualified individual may be established using the National (PhilSys) ID, if available, or by providing a photocopy of a government-issued ID¹, with the following characteristics:

- a. Reflects the clients' basic information;
- b. Valid at the time of the assistance application;
- c. Should not exhibit any signs of being counterfeit or suspicious;
- d. Preferably with a clear and recognizable photograph of the client, and signature except the National ID or its digital copy which does not bear any signature.

In exceptional cases or circumstances caused by natural or human-induced disasters, where the client could not present a valid ID, a justification with the client's 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.

With the end in view of streamlining the documentary requirements in establishing the identity of a client, the use of the national ID and its subsequent

¹ 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/ Pag-abot ID.

authentication shall be implemented. Hence, it shall be required for a client availing of another round of assistance under the AKAP to register with the Philippine Statistics Authority (PSA), or in DSWD-PSA co-location areas to secure a national ID, either in hard or electronic format. **This means that the national ID shall be the only acceptable ID in claiming financial assistance for repeat or recurring clients.**

B. Acceptable Supporting Documents to Establish Income Qualification

In order to ascertain whether an individual has an income below the applicable minimum wage rate set by the RTWPB, any of the following documents/records issued within the last three (3) months may be submitted as supporting documents, as may be applicable:

- a. Contract of Employment duly signed by the parties; or
- b. Certificate of Employment with Compensation (COE) indicating the name and signature of any issuing officer; or
- c. Other documents that would show that the client's income is below the applicable minimum wage rate set by the RTWPB, such as but not limited to:
 - i. 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; or
 - ii. Certification from the association's president/ head, or their authorized representative; or
 - iii. Small Business permit/ certification issued by the barangay captain or their authorized representative; or
 - iv. Social Case Summary or Social Case Study Report issued by LSWDO / any Registered Social Worker certifying that per home visitation or validation, the income of the individual is below the applicable minimum wage rate set by the RTWPB; or
 - v. Affidavit of Self-Generated Income to declare and certify an individual's income, especially in cases where there is no formal employment or pay slip; or
 - vi. Certificate of Attestation², as applicable, in the following circumstances:
 - For offsite implementation involving a huge number of qualified individuals, the attestation may be issued by the Barangay/LSWDO authorized officer/ or any registered social worker and certified by the client; or
 - For onsite implementation, the form will be filled out and signed by the DSWD Social Worker who conducted the assessment and approved by the designated approving authority.

² See Annex A.

C. Specific Supporting Documents

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

Types of Assistance	Documentary Requirements
Rice Assistance	1. Valid identification document; and 2. Any supporting document stated above that can prove that the individual has an income below the applicable minimum wage rate set by the RTWPB.
Food Assistance	1. Valid identification document; and 2. Any supporting document stated above that the individual has an income below the applicable minimum wage rate set by the RTWPB.
Medical Assistance If payment for hospital bill If for medicines/ assistive devices	1. Valid identification document; 2. Any supporting document stated above that can prove that the individual has an income below the applicable minimum wage rate set by the RTWPB; and 3. Any of the following: <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. 4. Depending on the purpose of the medical assistance, the client shall submit any of the following requirements, in addition to the basic requirements above: <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. or <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). or

Types of Assistance	Documentary Requirements
<p>If for medical procedures</p> <p>If for therapy and other special treatment</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 • Doctor's Order with date of issuance, complete name, signature, and license number of attending physician (preferably valid for 3 months). <p>or</p> <ul style="list-style-type: none"> • 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); or • 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).
<p>Funeral Assistance</p>	<ol style="list-style-type: none"> 1. Valid identification document; and 2. Any supporting document stated above that can prove that the individual has an income below the applicable minimum wage rate set by the RTWPB; and 3. Any of the following: <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; 4. Any of the following as may be applicable: <ul style="list-style-type: none"> • Funeral Contract (except for Moro and IPs performing customary practices); or • Statement of Account; or • Certification from the Barangay that the family made the casket but has a debt to pay for the materials and other expenses; • 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> <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>

Types of Assistance	Documentary Requirements
Cash Relief Assistance	<ol style="list-style-type: none"> 1. Valid identification document; and 2. Any supporting document stated above that can prove that the individual has an income below the applicable minimum wage rate set by the RTWPB; or 3. Any other document that would show being affected by inflation, like the fact of layoff or displacement from work at the time of assistance application.

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 replicate.

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.

The standardized GIS and CE forms provided by the PMB-CID are for all clients and must be kept in either hard or electronic copy. The GIS and Social Case Summary/Case Study are considered confidential documents, and its secure storage must adhere to the laws, rules, and regulations on data privacy governing the protection of sensitive information. For pre-auditing purposes, the CE and other supporting documents, except the GIS and Social Case Study Report/Case Summary, shall be submitted to the Financial Management Service/Unit (FMS/U).

VIII. 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: Queuing

- a. DSWD to provide a queuing number upon presenting the client's valid ID

Step 2: Interview and Assessment

- a. Review of documents and crossmatching

- i. 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 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.

- ii. If determined to be ineligible, the client will be advised to comply with the appropriate and correct documentary requirements or may be referred to the appropriate office for assistance.

b. Conduct of interview and assessment

- i. The DSWD social worker shall interview and assess the client as well as the documentary requirements presented, and 1) validate the information based on the information sheet³ accomplished by the client; and 2) fill-out the General Intake Sheet.⁴

- ii. If determined to be eligible to receive assistance, the DSWD Social Worker shall recommend the appropriateness of assistance.

1. For financial assistance amounting to P10,000.00 and below which does not require a GL, the assistance shall be provided in cash. In this case, the client will be advised to proceed to Step 3- releasing.

2. For those services that can be accessed through the accredited service provider, a GL shall be prepared by the DSWD personnel and will be subjected for review and approval together with the GIS, CE, and justification.

3. If there is a need for further intervention or the needed assistance is not included under the menu of services of the program, the client may be referred to the appropriate agency. The referral letter shall be prepared by the attending DSWD Social Worker.

- c. The attending Social Worker shall prepare the Certificate of Eligibility indicating the amount of assistance recommended, the attached

³ See Annex B.

⁴ See Annex C.

documentary requirements and GIS, to be submitted to the approving authority for approval.

- d. The approving authority shall review the completeness of information and attachment and sign the CE and GIS, if found in order. Otherwise, the case will be referred back to the attending DSWD social worker.

Step 3: Releasing

All approved requests shall be forwarded to the SDO/RDO/DSWD personnel for release 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 outright cash assistance, or to the CIU/CIS/DSWD SWAD personnel for the release of GL.

- a. Check the completeness and accuracy of signatures and attachments
- b. Approves documents for payment
- c. Release cash assistance
- d. Updating clients record

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

To prevent duplication of assistance and ensure that the individuals are eligible to receive appropriate financial support, a group of identified individuals may be endorsed by the referring parties to the DSWD-Crisis Intervention Division/ Section/Unit before the scheduled offsite services. This endorsement will allow for the conduct of cross-matching with the existing databases 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 clients.

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

Once the cross-matching is completed, the CID/U/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 DSWD social worker will conduct an interview and assessment to establish the eligibility of the client and accomplish the GIS and CE.

Step 3: 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 setting forth the terms and conditions of fund transfer for administrative use of the Field Offices. Funds downloaded to an LGU are 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. 94-013⁵, 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 offsite implementation, the LGU shall ensure to keep the following:
 - a. List of qualified individuals or distribution list signed by the clients;
 - b. Photocopy of the clients' valid identification cards with three signature specimens or thumbmark;
 - c. Any supporting document which can prove that the individual has an income below the applicable minimum wage rate set by the RTWPB;
 - d. Photo documentation of the conduct of release of rice assistance; and,
 - e. Certification of Rice Assistance Distribution duly signed by the authorized official/s of the concerned LGUs.
4. Submit monthly report of the number of clients who received rice assistance and the amount disbursed to the DSWD FO for onward submission to the PMB;

⁵ Rules and Regulations in the Grant, Utilization and Liquidation of Funds Transferred to Implementing Agencies.

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 qualified individuals; 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 Local Rice Retailers in their area. The MOA with and rice retailers must detail the terms and conditions, roles, responsibilities, and obligations of each party involved (LGU, and rice retailers). A copy of the MOA shall be provided to DSWD Regional Offices for reference.

IX. RATE AND FREQUENCY OF AVAILING ASSISTANCE

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

Type	Particulars	Cost of Assistance		Frequency of Availment
		Minimum	Maximum	
Rice Assistance	Food Subsidy for individuals/families	Not more than the cost of 12.5 kilograms of rice based on the PSA data on latest average retail price of regular milled rice in the province. 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	Once every admission/discharge
	Medicines	1,000.00	150,000.00	Once every three months
	Laboratory Procedures			
	Other special treatment			

Type	Particulars	Cost of Assistance		Frequency of Availment
		Minimum	Maximum	
Funeral Assistance	Funeral Expenses	5,000.00	50,000.00	General Rule: Per 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) Subject to the recommendation of DRMB at the Central Office or their counterparts at the FOs.
	Transfer of Cadaver			
	Casualties during disaster/ calamity		10,000.00	
Food Assistance	Food subsidy for individuals/ families	2,000.00	10,000.00	Once every three months
Cash Relief Assistance	Other needs	2,000.00	10,000.00	General Rule: Once every three months Exception/s: Every applicable incident for families affected by devastation and shocks caused by natural or human-induced hazards.

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

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

- i. Recommend a higher amount than the prescribed maximum stated herein, subject to his/her assessment and justification of the client's circumstances. Provided that in such cases, there shall be a SCSR/case summary to support the provision of more than the maximum amount. 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.
- ii. 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.

- iii. Recommend for the provision of several types of assistance or combination thereof subject to the assessment of the DSWD Social Worker and approved by the proper authorities, subject to the availability of funds.
- iv. 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 services) may be provided, as the situation requires 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.

X. APPROVING AUTHORITY

The range of financial assistance that will be directly disbursed by the DSWD to the qualified individuals 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 the AKAP. For new and succeeding issuances of Authority/Special Order, the document must be approved by the DSWD Regional Directors in Field Offices and the DSWD Secretary for the Central Office.

XI. INSTITUTIONAL ARRANGEMENT AND SUPPORT

As part of the convergence of efforts for the implementation of the AKAP, the following national government agencies shall perform the following:

- A. The DSWD shall be accountable in the implementation of the program as funded under its agency budget reflected in the General Appropriations Act. 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 other Office, Bureau, Service, and Units (OBSUs) of the DSWD, 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 are enjoined to carry out the following responsibilities:

- 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 Administrative Service 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. The 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.
- e. The 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). It shall also monitor the resolution of all complaints and grievances under the AKAP.
- f. The Digital Media Service shall provide assistance to ensure public awareness about the AKAP.

B. The DOLE shall have the following roles:

- a. Through its Regional Offices and the Regional Tripartite Wages and Productivity Boards, it shall extend appropriate and necessary assistance including but not limited to the provision of relevant and updated information and guidance relative to minimum wage rates, minimum wage earners and other pertinent data to ensure the effective and efficient implementation of the objectives of this Circular;
- b. It shall post this Circular in its website and other social media platforms to assist in information dissemination activities and ensure nationwide awareness of the AKAP for the benefit of the public, particularly the workers; and

- c. It may, when warranted, endorse qualified workers for appropriate assistance in accordance with and subject to the provisions of this Circular.
- C. The NEDA shall have the following roles:
- a. It shall provide technical assistance to the DSWD to ensure the alignment of AKAP with national development goals and provide regular assessments of its outcomes and effectiveness; and
 - b. It shall lead in the design and implementation of evaluation studies to assess the AKAP's relevance, effectiveness, efficiency and coherence.
- D. The Philippine Statistics Authority shall have the following roles:
- a. It shall support the DSWD in prioritizing and assisting individuals applying for assistance under the AKAP in obtaining a national ID; and
 - b. It shall partner with DSWD to organize and deploy PhilSys registration efforts in areas of implementation of the AKAP.

XII. GRIEVANCE MECHANISM

CIU/CIS and SWAD Satellite Offices of the DSWD shall handle resolution of grievances and complaints. These are responded to and processed via these modalities: (1) Written Communication or email correspondence to be handled by the Grievance Focal Person (GFP); (2) Personal or Onsite Complaints through the Public Assistance Complaint Desk (PACD); and (3) Complaints through a hotline which shall be prominently displayed in conspicuous places of DSWD offices and areas of offsite implementation.

The resolution of complaints or grievances under the AKAP will also be monitored by the Agency Operations Service as part of the implementation of the Integrated Grievance Redress Management System within the DSWD.

XIII. REPORTING REQUIREMENT

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 to ensure precise tracking and monitoring of the AKAP fund utilization. Thus, the FOs shall submit regular reports as required by the CO and/or the Management, indicating the physical and financial data/information. 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.

The PMB-CID shall ensure transparency by making publicly available in the DSWD website, at least on a monthly basis, the names of individuals, by province, who received financial assistance under the AKAP. Any other details may be provided upon request, subject to compliance with applicable data privacy laws and regulations to safeguard the confidentiality and security of personal information.

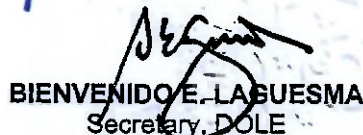
The PMB-CID shall maintain a consolidated physical and financial report on the overall implementation of the AKAP and shall provide periodic monthly reports as required during the Planning and Budget Steering Committee meetings.

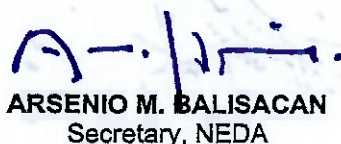
XIV. EFFECTIVITY

This Joint Memorandum Circular shall take effect immediately from the date of publication. The Program Management Bureau is hereby directed to cause its publication in a newspaper of general circulation and three (3) copies thereof shall also be filed or deposited with the University of the Philippines - Office of the National Administrative Register (UP-ONAR).

Issued this 23rd day of January, 2025.


REX GATCHALIAN
Secretary, DSWD


BIENVENIDO E. LABUESMA
Secretary, DOLE


ARSENIO M. BALISACAN
Secretary, NEDA

Certified True Copy


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

06 MAR 2025

(Please insert header of certifying agency)

CERTIFICATE OF ATTESTATION

(Suggested Statement for Individuals

whose income is below the applicable minimum wage rate set by the RTWPB)

This is to certify that Mr./Ms. _____, ____ years old, residing at _____, is currently working as a _____ at _____, earning a monthly income of Php _____.

Following a thorough assessment and validation of the client's socio-economic profile conducted by the undersigned social worker, it has been determined that Mr./Ms. _____, is an individual receiving income below the regional minimum wage and is facing significant financial challenges because of the effects of inflation, like the rising prices of goods and services. The above-mentioned income remains insufficient to meet the unforeseen expenses for (food, medical, funeral), on top of the family's monthly household expenses amounting to Php _____, thus further straining their limited financial resources.

This certification is issued upon the request of the above-named person for whatever legal purpose/s it may serve.




Issued on _____ at _____.

Name and Signature of Social Welfare Officer
License No. _____

"I declare under pain of criminal prosecution that all the information provided herewith are TRUE, CORRECT, VALID, and COMPLETE pursuant to existing laws, rules, and regulations of the Republic of the Philippines. I authorize the Agency Head/ Authorized Representatives to verify and validate the contents stated herein. I also AGREE that any misrepresentation and information/acts to defraud the government may lead to the filing of appropriate cases against me, and may cause disqualification to receive financial assistance from the DSWD."

Name and Signature of the Client

ANNEX B

**PROGRAM MANAGEMENT BUREAU
OPERATION GROUP**
DSWD-PMB-OP-001 | REV 03 | XXI.XXXX.XXXX

INFORMATION SHEET

PCN: Date: / /

A. CLIENT INFORMATION

Apetido (Last Name)	Unang Pangalan (First Name)	Gitnang Pangalan (Middle Name)	Edad (Age)
House No./Street/Purok (p. 123 456)	Barangay (p. 66666)	City/Municipality (p. Quezon City)	Province/District (p. Quezon)
Numero ng Telepono (Mobile No.)	Kapanganakan (Birthdate) MM/DD/YYYY	Edad (Age)	Kasarian (Sex)
		Civil Status (Kasaysayan)	Trabaho (Occupation)
Buwanang Kita (Monthly Salary)			
Relasyon sa Benepisyaryo (Relationship to the Beneficiary)			

B. BENEFICIARY INFORMATION

Apetido (Last Name)	Unang Pangalan (First Name)	Gitnang Pangalan (Middle Name)	Edad (Age)
House No./Street/Purok (p. 123 456)	Barangay (p. 66666)	City/Municipality (p. Quezon City)	Province/District (p. Quezon)
Numero ng Telepono (Mobile No.)	Kapanganakan (Birthdate) MM/DD/YYYY	Edad (Age)	Kasarian (Sex)
		Civil Status (Kasaysayan)	Trabaho (Occupation)
Buwanang Kita (Monthly Salary)			

KOMPOSISYON NG PAMILYA (Family Composition)

No.	Buong Pangalan (Complete Name)	Relasyon sa Benepisyaryo (Relationship to the Beneficiary)	Edad (Age)	Trabaho (Occupation)	Buwanang Kita (Monthly Salary)
1					
2					
3					
4					
5					



I declare under penalty of perjury, that all information in this application are true and correct based on my personal knowledge and authentic records submitted to the Department of Social Welfare and Development. Any false or misleading information supplied, or production of fake/falsified documents shall be grounds for appropriate legal action against me and automatically revokes the assistance that will be provided in connection with this application.

I hereby agree that all personal data (as defined under the Data Privacy Law of 2012 and its implementing rules and regulations) and account transaction information or records with the Department of Social Welfare and Development may be processed, profiled or shared to requesting parties or for the purpose of any court, legal process, examination inquiry and audit or investigation of any authority.

Buona Pangalan at Pirmang ng Kiyent
(Signature over Printed Name of the Client)

Thumbmark

Form 1 of 1
DSWD Central, 12F Road, Ramon Complex, Campines 200, Quezon City, Philippines 1126

ANNEX C



PROGRAM MANAGEMENT BUREAU
OPERATION GROUP
DSWD-PMB-GF-000 | REV 00 | 2013-000-0000

GENERAL INTAKE SHEET			
<input type="checkbox"/> AICS <input type="checkbox"/> AKAP	<input type="checkbox"/> New <input type="checkbox"/> Returning	<input type="checkbox"/> On-site <input type="checkbox"/> Off-site <input type="checkbox"/> Malasakit Center	<input type="checkbox"/> Walk-in <input type="checkbox"/> Referral Date: _____ (MM/DD/YYYY)
CLIENT NAME			
Apykdo (Last Name)	Unang Pangalan (First Name)	Gitnang Pangalan (Middle Name)	Ext. (S/L/J)
BENEFICIARY NAME			
Apykdo (Last Name)	Unang Pangalan (First Name)	Gitnang Pangalan (Middle Name)	Ext. (S/L/J)
PURPOSE OF ASSISTANCE : _____			
DIAGNOSIS/CAUSE OF DEATH (if/when) : _____			
MODE OF ASSISTANCE : <input type="checkbox"/> Cash <input type="checkbox"/> Guarantee Letter <input type="checkbox"/> Material Assistance			
AMOUNT NEEDED : _____			
VI. Income and Financial Resources Occupations of family member: Employed <input type="checkbox"/> <i>(Indicate number of members working)</i> Seasonal Employee <input type="checkbox"/> <i>(Indicate number of members working)</i> Combined Family Income _____ Insurance Coverage _____ Savings _____		VI. Availability of Support Systems Family <input type="checkbox"/> Relatives <input type="checkbox"/> Friends <input type="checkbox"/> Employer <input type="checkbox"/> Church/Community Organization <input type="checkbox"/>	
II. Budget and Expenses Monthly expenses of the family _____ (Utility bills, Maintenance and Repairs, Mortgage/Rent, Debt and Others) Availability of emergency fund <input type="checkbox"/>		VI. External Resources tapped by the family PhilHealth <input type="checkbox"/> Health Card <input type="checkbox"/> Guarantee Letter from other agencies <input type="checkbox"/> MRS Discount <input type="checkbox"/> Senior Citizen Discount <input type="checkbox"/> PWD Discount <input type="checkbox"/> Others _____	
III. Severity of the crisis How long does the patient suffer from the illness/experiencing a financial crisis? Recently diagnosed (3mos & below) <input type="checkbox"/> 3 months to a year <input type="checkbox"/> chronic or lifelong <input type="checkbox"/> In the past three (3) months, did the family experience at least one crisis? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, which among the following crises did the family experience in the past three (3) months? <input type="checkbox"/> Hospitalization <input type="checkbox"/> Death of a family member <input type="checkbox"/> Catastrophic Event (fire, earthquake, flooding, etc.) <input type="checkbox"/> Disablement <input type="checkbox"/> Loss of Livelihood <input type="checkbox"/> Others, specify _____		VI. Self-help and client efforts Successfully sought employment opportunities or explored additional income sources <input type="checkbox"/> Successfully reached out to relevant organizations or agencies for financial assistance or support <input type="checkbox"/>	
		VII. Vulnerability and risk factors There are sickly/ Child in need/ PWD/ Pregnant in the household <input type="checkbox"/> A member is physically or mentally incapacitated to work <input type="checkbox"/> Inability to secure stable employment <input type="checkbox"/>	

VIII. Client Sector

Target Sector:	Specify Sub-Category	Type of Disability
<input type="checkbox"/> FHONA <input type="checkbox"/> WECC <input type="checkbox"/> PWD <input type="checkbox"/> CNSP	<input type="checkbox"/> SC <input type="checkbox"/> YNSP <input type="checkbox"/> PLHF/ <input type="checkbox"/> Solo Parent <input type="checkbox"/> Indigenous People <input type="checkbox"/> Street Dwellers <input type="checkbox"/> KIA/WIA <input type="checkbox"/> 4PS Beneficiary	<input type="checkbox"/> Recovering Person Who Used Drug <input type="checkbox"/> Psychosocial/Mental/Learning Disa <input type="checkbox"/> Stateless Person/Asylum Seekers/ <input type="checkbox"/> Minimum Wage Earner <input type="checkbox"/> Below Minimum Wage Earner <input type="checkbox"/> (specify approximate monthly income) Php _____ <input type="checkbox"/> No Regular Income Others:
		<input type="checkbox"/> Speech Impairment <input type="checkbox"/> Learning Disability <input type="checkbox"/> Psychosocial Disability <input type="checkbox"/> Deaf/Hard-of-Hearing <input type="checkbox"/> Cancer <input type="checkbox"/> Mental Disability <input type="checkbox"/> Visual Disability <input type="checkbox"/> Intellectual Disability <input type="checkbox"/> Physical Disability <input type="checkbox"/> Rare Disease

Source	Amount
<input type="checkbox"/> 1 Salaries/Wages from Employment	_____
<input type="checkbox"/> 2 Entrepreneurial income/profits	_____
<input type="checkbox"/> 3 Cash assistance from domestic source	_____
<input type="checkbox"/> 4 Cash assistance from abroad	_____
<input type="checkbox"/> 5 Transfers from the government (e.g. 4Ps)	_____
<input type="checkbox"/> 6 Pension	_____
<input type="checkbox"/> 7 Other Income	_____
<input type="checkbox"/> Total Income in the past 6 months	_____

IX. Problem Presented

X. Social Worker's Assessment

<input type="checkbox"/> Financial Assistance	<input type="checkbox"/> Material Assistance	<input type="checkbox"/> Psychosocial Support	<input type="checkbox"/> Referrals
<input type="checkbox"/> Medical <input type="checkbox"/> Funeral <input type="checkbox"/> Transportation <input type="checkbox"/> Educational	<input type="checkbox"/> Food Assistance <input type="checkbox"/> Cash Relief Assistance	<input type="checkbox"/> Family Food Packs <input type="checkbox"/> Other Food Items <input type="checkbox"/> Hygiene Sleeping Kits <input type="checkbox"/> Assistive Device & Technologies <input type="checkbox"/> Rice	<input type="checkbox"/> Psychosocial First Aid (PFA) <input type="checkbox"/> Social Work Counseling

	Provided	Amount	Fund Source
1			
2			
3			

Interviewed by: _____ Social Worker (Signature over Printed Name)	Reviewed & Approved by: _____ Approving Authority (Signature over Printed Name)
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