



# **Pamahalaang Bayan ng Taytay** **TANGGAPAN NG SANGGUNIAN BAYAN**

**EXCERPT FROM THE MINUTES OF THE 23<sup>RD</sup> REGULAR SESSION OF THE  
10<sup>TH</sup> SANGGUNIANG BAYAN HELD ON JANUARY 12, 2017 AT THE SESSION  
HALL OF THE MUNICIPAL BUILDING TAYTAY, RIZAL**

**PRESENT:**

Hon. Carlito G. Gonzaga	-	Vice Mayor/Presiding Officer
Hon. Jan Victor B. Cabitac	-	Councilor
Hon. Sharon DL. Macabebe	-	"
Hon. Sophia Priscilla L. Cabral	-	"
Hon. Archie L. Calderon	-	"
Hon. Michell B. Bermundo	-	"
Hon. Ceferino R. Resurreccion, Jr.	-	"
Hon. Philip Jeison J. Cruz	-	"
Hon. Ma. Jeca B. Villanueva	-	"

**ABSENT:**

Hon. Joseph Z. Valera	-	LnB President
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Authored/Sponsored by:	Coun. Sharon DL. Macabebe
Co-Sponsored by:	Vice Mayor Carlito G. Gonzaga
	Coun. Jan Victor B. Cabitac
	Coun. Sophia Priscilla L. Cabral
	Coun. Archie L. Calderon
	Coun. Michell B. Bermundo
	Coun. Ceferino R. Resurreccion, Jr.
	Coun. Philip Jeison J. Cruz
	Coun. Ma. Jeca B. Villanueva
	LnB Pres. Joseph Z. Valera

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**RESOLUTION NO. 122 s. 2017**

**A RESOLUTION RATIFYING THE MEMORANDUM OF  
AGREEMENT ENTERED INTO AND BETWEEN THE  
MUNICIPAL GOVERNMENT OF TAYTAY REPRESENTED  
BY THE MUNICIPAL MAYOR HON. GEORGE RICARDO R.  
GACULA II WITH DEPARTMENT OF SOCIAL WELFARE AND  
DEVELOPMENT (DSWD) REGARDING SOCIAL PENSION FOR  
INDIGENT SENIOR CITIZENS**

WHEREAS, Resolution No. 17 series of 2016 had authorized the Local Chief Executive to negotiate and enter into and sign Memorandum of Agreement (MOA) for and in behalf of the Municipality of Taytay, Rizal for the implementation of projects, programs and activities (PPA's) from various national government agencies and other funding agencies to the municipality;

*MUSTN*

WHEREAS, the Municipal Government of Taytay represented by Hon. George Ricardo R. Gacula II and the DSWD represented by Regional Director-Leticia T. Diokno has signed the Memorandum of Agreement on January 4, 2017;

WHEREAS, the 10<sup>th</sup> Sangguniang Bayan finds the intention worthy and beneficial for the indigent Senior Citizens and their family;

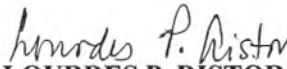
NOW THEREFORE RESOLVED, as it is hereby resolved by the 10<sup>th</sup> Sangguniang Bayan of Taytay, Riuzal in session duly assembled hereby ratifies the Memorandum of Agreement between the Municipal Government of Taytay represented by Hon. George Ricardo R. Gacula II, with Department of Social Welfare and Development (DSWD) for Social Pension of the Indigent Senior Citizens in the municipality;

RESOLVED FINALLY, that copy of this Resolution be furnished to all concerned for their information and appropriate action;

APPROVED AND ADOPTED, this 12<sup>th</sup> day of January, 2017 at the Sangguniang Bayan Session Hall, Municipality of Taytay, Province of Rizal;

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I HEREBY CERTIFY, to the correctness of the foregoing Resolution which was duly adopted by the Sangguniang Bayan of Taytay during 23<sup>rd</sup> Regular Session held on the 12<sup>th</sup> day of January 2017.

  
**LOURDES P. DISTOR**  
Sec. to the Sanggunian

ATTESTED AND CERTIFIED TO BE DULY  
ADOPTED BY HIS HONOR

  
**HON. CARLITO G. GONZAGA**  
Vice Mayor/Presiding Officer



## MEMORANDUM OF AGREEMENT

### Know All Persons By These Presents:

This Memorandum of Agreement made and entered into this 4th day of January, 2017 at TAYTAY, RIZAL between and among:

The **Department of Social Welfare and Development (DSWD) – Field Office** with office address at Zapote Road Alabang, Muntinlupa, City represented by its Regional Director, LETICIA T. DIOKNO (herein referred to as **(DSWD)**);

The **City/Municipal Government** of TAYTAY, RIZAL with office address at Don Hilario Avenue Club Manila East Barangay San Juan Taytay, Rizal represented by HON. GEORGE RICARDO R. GACULA II DO, City/Mayor herein referred as the LGU;

### WITNESSETH

**Whereas**, The Department of Social Welfare and Development, is mandated to provide social welfare and development programs particularly through technical assistance and resource augmentation;

**Whereas**, The DSWD, is continuously implementing programs/projects and providing augmentation assistance to the local government units (LGU), non-government organizations, and other partner agencies, that would help alleviate poverty and ensure welfare of the disadvantaged and vulnerable groups;

**Whereas**, The Social Pension for Indigent Senior Citizens is an additional government assistance to augment the daily subsistence and other medical needs of indigent senior citizens;

**Whereas**, fund transfer to LGU is identified as a mode of payment to fast track the distribution of stipend to the beneficiaries and to strengthen partnership with LGUs in the effective delivery of programs and services;

**NOW, THEREFORE**, for and in consideration of the foregoing premises, hereinafter set forth, the parties hereto agree to undertake the program under following terms and conditions:

### I. THE PROGRAM

The Social Pension for Indigent Senior Citizens is the provision of monthly pension to qualified indigent senior citizens in the amount of Five Hundred Pesos (P500.00) as government assistance stipulated under Republic Act 9994 otherwise known as "**The Expanded Senior Citizens Act of 2010**".

### II. LEGAL BASES

1. *Millenium Development Goal 1* – Eradicate extreme poverty and hunger
2. *Expanded Senior Citizens Act of 2010 (Republic Act 9994)* – An Act granting additional benefits and privileges to senior citizens
3. *Philippine Constitution of 1987* – It states that, "In all matters relating to the care, health and benefits of the elderly, the State shall adopt an integrated and comprehensive approach to health development which shall endeavor to make essential goods, health and other social services available to all people at affordable costs giving priority for the needs of the underprivileged sick elderly, disabled, women and children"

4. *Local Government Code of the Philippines (RA 7160)* – Chapter II Section 17 (b) 2 (iv), It states that “Provides the role of the Municipality: social welfare services which include programs and projects on child and youth welfare, family and community welfare, women’s welfare, welfare of the elderly and disabled persons”

5. *DSWD Administrative Order No. 15 series 2010* – Guidelines on the implementation of Social Pension for indigent senior citizens.

6. *DSWD Administrative Order No. 3 series 2011* – Operational procedures in line with AO No. 15 series 2010 on the implementation of Social Pension for indigent senior citizens.

7. *DSWD Administrative Order no. 4 series 2012* – Procedure in Processing Replacements for Beneficiaries of the Social Pension

### III. ROLES AND RESPONSIBILITIES

#### a. *DSWD – FO / Regional Social Pension Unit (RSPU)*

1. Facilitate engagement with LGU through signing of Memorandum of Agreement on the transfer of fund and implementation of Social Pension for indigent senior citizens

2. Facilitate and review monthly submission of LGUs updated/ clean list of beneficiaries and maintain date bank.

The RSPU shall maintain and review the validated list of qualified indigent senior citizens submitted by the LGUs which shall include names of the original/regular beneficiary, replacement and waitlisted or additional beneficiaries subject for approval of the Regional Director.

The RSPU shall update the payroll list of beneficiaries based on replacement process as per Administrative Order no. 4 series of 2012

3. Prepare the payroll for quarterly payment of stipend to the qualified indigent senior citizens and facilitate release of budget corresponding to the allocation per LGU and ensure release of checks to the LGU’s authorized personnel/Municipal Treasurer.

The *DSWD FOs* shall transfer the funds to the LGUs based on the amount appearing in the payroll per quarter and in accordance with Commission on Audit Circular Number 94-013 (Rules and Regulations in the Grant, Utilization and Liquidation of Funds transferred to Implementing Agencies) issued December 13, 1994.

4. Provide technical assistance to the LGUs through City/Municipal Social Welfare Development Office (C/MSWDO) on the implementation of Social Pension.

5. Ensure presence of FO / RSPU staff in every pay out and timely delivery of payment within the quarter.

6. Conduct regular (monthly) monitoring and spot check to validate receipt of payment to the beneficiaries in all LGUs.

7. Conduct orientation, advocacy activities, meeting (quarterly or as necessary) with LGUs, Office of the Senior Citizens Affairs (OSCA), Federation of the Senior Citizens Association of the Philippines (FSCAP), barangay senior citizens association.

8. Facilitate preparation and approval of payroll and list of beneficiaries.



- **Local Chief Executive and Municipal Treasurer**

1. Issue an Official receipt (OR) for the quarterly amount received from DSWD-FO for Social Pension pay-out.
2. Deposit the amount with its authorized depository bank.
3. Open a Trust Fund Account for DSWD Social Pension (if possible) for the purpose of safe-keeping unclaimed stipend at the time of pay-out.
4. Keep separate subsidiary records for the trust liability whether or not a separate bank account is maintained.
5. Submit liquidation reports: (1) Payroll List/ Paid beneficiaries with signature or fingerprint of the beneficiary, and (2) Photocopy of OSCA ID with signature or fingerprint of the beneficiary to DSWD-FO within fifteen (15)days after the quarter pay-out.
6. The LGUs thru the Municipal Treasurer shall take responsibility in the proper disposition/disbursement of funds for the implementation of the programs in accordance with the existing budgeting, accounting and auditing rules and regulations and shall liquidate the transfer of funds in accordance with Commission on Audit Circular No. 94-013.

- **Office of the Senior Citizens Affairs (OSCA) Officer and Members**

1. Coordinate with C/MSWDO in the validation, monitoring and assist in other related activities.
2. Coordinate with the FSCAP and barangay senior citizens associations in the preparation of data on senior citizens.
3. Validate the receipt of payment and utilization of stipend by the beneficiaries.
4. Certify, sign documents relative to Social Pension such as intake form or application form monitoring reports, etc.

- **Federation of Senior Citizens Association of the Philippines (FSCAP) Officers and Members**

1. Assist the OSCA in the validation/ verification of the identified beneficiaries.
2. Assist and coordinate with the C/MSWDO in the monitoring of the Social Pension Program
3. Attend meetings called by the C/MSWDO and conduct advocacy activities.
4. Assist the senior citizens in securing OSCA ID.
5. Submit validated list of qualified senior citizens to the C/MSWDO.

#### **IV. ACCOUNTABILITY**

The agreement shall be implemented as agreed upon in accordance with the terms and conditions stipulated herein. Failure on the part of any party to comply with the provisions of this Agreement will warrant its discontinuance and give rise to filing of appropriate administrative and / or criminal actions against responsible officers and employees of the erring party.

This agreement shall serve as the basis for the transfer of fund to the LGU. The transfer of fund and liquidation shall be project-based hence, the unliquidated funds shall not impede the implementation of other programs/projects.

This Memorandum of Agreement shall take effect upon signing of the parties hereto and shall remain valid and existing until revoked or terminated by their mutual consent.



9. Facilitate completion of liquidation reports from the LGUs: (1) Payroll List / Paid beneficiaries with signature or fingerprint of the beneficiary, and (2) Photocopy of OSCA ID with signature or fingerprint of the beneficiary, and financial related reports within fifteen (15) days after the quarter pay-out.

10. Coordinate and conduct meeting with FO Budget and Accounting Unit, Social Welfare Action Development Team (SWADT), Municipal Treasurer, disbursing officers, C/MSWDO and OSCA.

11. Submit monthly accomplishment report to the Protective Services Bureau-Social Pension Management Office (PSB-SPMO) to include issues/ concerns on the transfer of fund to LGUs.

12. Monitoring and evaluation of the program.

**b. Local Government Unit (LGU)**

• **City/ Municipal Social Welfare and Development Office (C/MSWDO)**

1. Coordinate with OSCA members, FSCAP members, senior citizens associations in the conduct of validation and home visits to identified indigent senior citizens.

2. Submit monthly updated/ clean list of beneficiaries, data on delisted and waitlisted qualified senior citizens to the RSPU.

3. Submit replacement report in coordination with the C/MSWDO to the RSPU every 20<sup>th</sup> day of the third month of the quarter.

4. The C/MSWDO shall inform and request the RSPU to provide the approved list of replacement to the delisted (deceased) beneficiaries included in the payroll. In this case, the LGU shall prepare the voucher and release payment to the replacement based on the number of delisted beneficiaries and available cash. This is to ensure that the funds intended for the quarter/ period of payment are fully utilized and liquidated.

5. Coordinate with SWADT and Municipal Treasurer on the release/ delivery of checks and status of Social Pension fund.

6. Ensure timely delivery of payment to the beneficiaries every quarter based on the approved list of beneficiaries/ payroll.

In cases when there are undelivered payment or cash balances due to absence of the beneficiary or authorized representative, the C/MSWDO and OSCA shall facilitate delivery of the pension to the house of the beneficiary.

However, if still unavailable, the Municipal Treasurer shall deposit the money to the Trust Fund Account of the LGU. The beneficiary shall be advised to claim his pension at the Municipal Treasurer.

7. Facilitate creation of a Committee composed of OSCA, FSCAP, senior citizens organizations and other stakeholders to monitor the distribution of payment, status of the beneficiaries and attend/ handle grievance/ complaints.

8. Identify and designate staff / focal person for the Social Pension implementation.

9. Submit monthly accomplishment report on Social Pension to the Local Chief Executive and RSPU.

10. Assess clients/ senior citizens and provide intervention or appropriate assistance to senior citizens who are not qualified for Social Pension.



In witness whereof, the parties hereby affix their signature this 4th day of January, 2017 at Taytay, Rizal.

**For the Department of Social Welfare and Development**

**LETICIA T. DIOKNO**

Regional Director  
DSWD Field Office

For the Local Government Unit

**HON. GEORGE RICARDO R. GACULA II**

City/Municipal Mayor  
Municipality of TAYTAY, RIZAL

Witnesses:

\_\_\_\_\_  
DSWD Field Office

  
**TERESITA E. DOTADO**  
City/Municipality

**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES)  
City/ Municipality of TAYTAY RIZAL ) SS

BEFORE ME, Notary Public for Quezon City, Philippines, personally appeared:

<u>Name</u>	<u>Identification Document Presented</u>	<u>Date &amp; Place Issued</u>
LETICIA T. DIOKNO	DSWD ID 04-001	
HON. GEORGE RICARDO R. GACULA II		

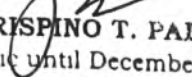
All known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to that the same is their free and voluntary acts and deed and the free voluntary act and deed of the principal they represent.

The said refers to Memorandum of agreement consisting of six (6) pages including this acknowledgement page and signed by the parties and witness on all pages.

WITNESS MY HAND AND SEAL on the date and place first above written.

NOTARY PUBLIC  
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Book No. XXIX  
Series of 2017

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**ATTY. CRISPINO T. PABLO, JR.**  
Notary Public until December 31, 2017  
Commission No 16-09/Roll no 49638  
PTR No 4961593/01-05-2016 RIZAL  
IBP LIFETIME No 06272 RIZAL  
MCLE COMPLIANCE No V 0022925