



Republic of the Philippines
Province of Benguet
Municipality of Itogon

Office of the Municipal Mayor

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FILE

ADMINISTRATIVE ORDER NO. 14-018

Series of 2014

PROMULGATING GENERAL GUIDELINES FOR THE GRANT OF SUBSIDY INCLUDING THE RELEASE THEREOF TO DAY CARE WORKERS/CHILD DEVELOPMENT WORKERS OF THIS MUNICIPALITY.

WHEREAS, this administration recognizes the vital role of Day Care Workers in the establishment and development of our children's moral, spiritual and academic foundation through the provision of services for early childhood care and development;

WHEREAS, among the basic services and facilities devolved to barangays is the maintenance of day care centers which was originally under the Department of Social Welfare and Development, however, despite the difficult task of providing children with supplementary care and basic education, our Day Care Workers only receive meager honoraria from their respective barangays due to financial constraints and budgetary limitations;

WHEREAS, center-based programs such as the day care service established under Republic Act 6972 is now incorporated in the Early Childhood Care and Development Program under Republic Act No. 101410 which is more focused on providing for the care and development of children from zero to four years old;

WHEREAS, Section 7, paragraph (b) of R.A. 101410 mandated local government units to allocate funds in support of their respective early childhood care and development program and to provide counterpart funds for the continuing professional development of their ECCD public service providers among others, hence in fulfillment of such mandate, the municipality has adopted several projects/programs and activities relative thereto, among which is the provision of subsidy to day care workers, incorporating the same in the Annual Budget of the LGU;

WHEREAS, under the Annual Performance Budget of the municipality for Fiscal Year 2014, there is an allocation amounting of One Million, One Hundred Seventy Thousand Pesos (P1,170,000.00) for the subsidy of Day Care Workers which was approved and authorized under Appropriation Ordinance No. 01, series of 2013 of the Sanguniang Bayan, thus the need to promulgate general guidelines for effective and expeditious implementation of the approved program under Budget Year 2014 and years thereafter;

NOW THEREFORE, by virtue of the powers vested in me by law, I, **ATTY. VICTORIO T. PALANGDAN**, Municipal Mayor of the Municipality of Itogon, Benguet Province, hereby promulgate the following guidelines, to wit:

Section 1. Coverage. This guidelines shall cover the release of municipal subsidy due to barangay day care workers hereinafter referred to as child development workers under the approved annual budget of the municipality for Fiscal Year 2014 and years thereafter.

Section 2. Entitlement/Qualifications of Recipient. To be entitled to such subsidy, the recipient must have rendered actual services within the budget year as day care worker/child development worker under a valid appointment or Contract of Services with the barangay government where such services have been rendered except for those rendering similar services in private schools, kindergarten in public elementary schools, or those not recognized by the barangay and municipal LGUs. Provided finally that only child development workers who have rendered actual services within the applicable budget year may be granted subsidy based on the corresponding number of months that such service has been rendered.

Section 3. Amount of Subsidy. The sum of One Thousand, Five Hundred Pesos (P1,500.00) per month shall be granted to day care workers holding one session per day. Corollary, the sum of Three Thousand Pesos per month shall be granted to day care workers conducting two sessions per day. Provided further that the actual number of day care workers and their corresponding number of sessions per day on any current budget year shall be the basis for computing the day care workers' subsidy for the ensuing year.

Section 4. Provision Governing the Conversion of the Number of Sessions from One Session to Two Sessions per Day and Vice Versa. No child development worker shall convert his/her number of session from one session to two sessions per day without prior approval by the Local Chief Executive. Provided further that any center holding two sessions per day may be reduced to one session only if the combined number of children for both sessions will not exceed the allowable maximum number of children per session.

Provided further that beginning on the third month from the opening of classes, the concerned Punong Barangay and the Office of the Municipal Social Welfare and Development shall conduct regular inspection and monitoring of child development centers to determine whether or not there is a need to convert the number of session(s) in a certain center in accordance with this provision and thereafter, shall make the necessary recommendation to the Local Chief Executive for appropriate action. An increase in the number of session per day from one session to two sessions at any current budget year shall not immediately entitle the concerned child development worker to an increase in subsidy unless an amount has been appropriated for the purpose. Provided finally, that any child development worker with reduced number of sessions per day from two sessions to one session shall be entitled only to an amount of one thousand five hundred pesos monthly subsidy starting from the month when such conversion took effect.

Section 5. Documentary Requirements. The following documents must be submitted to facilitate the release of the subsidy:

1. Duly accomplished daily time record signed by the day care worker and approved by the concerned Punong Barangay;
2. Certification by the Municipal Social Welfare and Development Officer duly attested to by the concerned Punong Barangay stating therein that the day care worker has rendered actual services during the period covered within the applicable Fiscal Year.


- 3. Certification from the Municipal Social Welfare and Development Officer indicating therein the names of day care workers/child development workers with their corresponding number of sessions per day.

Section 6. Schedule of Release of Subsidy. The corresponding amount of subsidy due for each child development worker in accordance with this guidelines shall be released semi-annually, more particularly within the last month of every semester. Provided however that for Fiscal Year 2014, the corresponding amount of subsidy due to each recipient for the inclusive months of January to December will be released within the month of December, 2014.

Section 7. Repealing Clause. All Administrative Orders and/or Issuances inconsistent herewith or parts hereof are deemed repealed and/or modified accordingly.

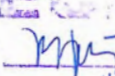
Section 8. Effectivity. This Administrative Order shall take effect immediately.

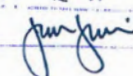
DONE this 6th day of November, 2014 at Itogon, Benguet.



ATTY. VICTORIO T. PALANGDAN
Municipal Mayor

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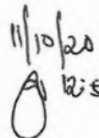
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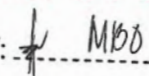
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
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
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