



**ADMINISTRATIVE ORDER NO. 08**  
Series of 2018

**PROMULGATING GUIDELINES FOR THE IMPLEMENTATION OF THE “ASSISTANCE TO INDIVIDUALS AND/OR FAMILIES IN CRISES SITUATION (AICS/FS),” AMENDING ADMINISTRATIVE ORDER NO. 26, SERIES OF 2010 AND FOR OTHER RELATED PURPOSES.**

**WHEREAS**, pursuant to the General Welfare Clause of the Local Government Code of 1991 and in accordance with the devolved basic services and facilities, the Municipal Government has been consistently providing assistance to individuals and/or families under the program “Assistance to Individuals/Families in Crises Situation (AICS/FS);

**WHEREAS**, the AICS/FS is intended primarily to provide immediate assistance to distressed individuals or families who are suffering from financial constraints and harsh conditions arising from prolonged illness, poverty, disasters/calamities, psychological/physical abuse, drug abuse, abandonment, insurgency, and such other similar cases;

**WHEREAS**, inclusion of other cases in emergency situations that fall under the program as well as the increasing prices of basic commodities, goods, services and facilities necessitate the amendment of the guidelines to suit the present conditions;

**WHEREFORE**, 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 ORDER as follows:

**Section 1.** *Assistance to Individuals/Families in Crises Situation (AICS/FS):* This refers to the program of the Municipal Government being implemented by the Municipal Social Welfare and Development Office that includes the provision of financial assistance for the immediate relief from sufferings or difficulties of individuals and/or families in distress which, in one way or the other could help alleviate their conditions.

**Section 2.** *Forms of Financial Assistance:* For purposes of the AICS/FS Program, the forms or nature of financial assistance shall be as follows, subject however to the limitations and qualifications provided in the following sections:

1. Medical Assistance- cash assistance given to patients suffering from medical chronic illness such as cancer of all forms, diabetes mellitus, acute and chronic kidney disease, cerebrovascular diseases, hypertension and the like. It also include cash assistance to patients suffering from communicable diseases under prolonged treatment and intensive medical intervention which, in the process has drained the patient’s and his family’s financial resources. The assistance also include limited aid to indigent patients for the payment of hospital bills, use of medical facilities/equipment, and treatment of major fracture or burns. A client who was granted this type of financial assistance may be allowed to avail of it once a year only.

2. Psychological and Rehabilitation Assistance- financial assistance for the payment of psychological and counseling services rendered to victims of abuse in accordance with the pertinent provisions of R.A. 7610, R.A. 9262, R.A. 9344 and other similar laws. The same applies to services rendered to minor offenders or CICLs and those suffering from mental disturbance at the time of their commission of the offense. The assistance also covers provision of municipal counterpart funds to partner centers or institutions who provide in-house services to illegal drug and substance dependents who wish to undergo voluntary rehabilitation program. This form of assistance shall also include provision for transportation, food allowance and/or incidental expenses of the differently-abled persons or PWDs undergoing physical restoration and counseling.
3. Legal Assistance- assistance provided to an indigent victim of abuse defined under the afore-mentioned laws to cover incidental expenses such as transportation, meals, production of physical/documentary evidences, courier expenses, etc. in prosecuting his cause of action before the appropriate courts. It also includes municipal social workers who, due to the performance of their official duties and functions were made a party litigant to court proceedings involving their actions. This form of assistance however does not include hiring of private lawyers in lieu of, or aside from the Public Prosecutor or the Provincial/Municipal Legal Officer, the PAO, the FLAG or any legal entities offering free legal services to indigent victims.
4. Emergency Shelter Assistance- assistance in the form of cash given to resident families or individuals whose residential houses were damaged partially or totally due to natural or man-made disaster. Partially damaged houses are those with damaged components such as roofs, walls, columns/posts, beams and/or foundations. It could still be habitable but it requires immediate repair or restoration of the damaged portion to provide households with safety and comfort. Totally damaged houses refer to houses which, by the nature of the damages were rendered inhabitable or has become too dangerous and risky to occupy. It also includes houses with high probability to fall and/or to collapse due to earth movements such as landslides, soil subsidence, ground failure and other similar hazards associated with heavy downpour, earthquake, natural or man-made underground voids etc. and that such house has to be vacated immediately because of the gravity of danger it poses against life and properties.
5. Burial Assistance- cash assistance granted to the family of an individual who died due to man-made and/or natural disaster and that said family has no other means to pay the burial expenses. This also includes expenses incurred from burial of persons who died due to calamity or disaster with no relatives to claim their remains.
6. Balik-Probinsiya Assistance- cash assistance to be granted on a one-time basis only to cover the actual cost of transportation, meals and other incidental expenses of the following who wish to go back home to their respective provinces such as: (a) indigent migrant families who were displaced due to natural or man-made disasters and has no other place in the locality to resettle, (b) indigent informal settlers who were evicted either through appropriate proceedings or through voluntary acts, (c) clients who has to be turned-over to their respective provinces,



and (d) Displaced migrant workers not covered by our labor laws and small-scale miners affected by mandatory mine closure or pursuant to legal orders issued by competent authorities. This assistance shall also be granted to residents of the municipality who, by reason of their marriage, employment and education has left the province but unfortunately, they became victims of abuse, oppression and other types of misfortunes and the surrounding circumstances require that they have to be brought back home immediately to the municipality.

**Section 3. Amount of Financial Assistance.** Unless a higher amount is approved by the Local Chief Executive based on existing conditions and necessities as he may determine, the following amount of financial assistance shall apply to each corresponding case:

1. Medical Assistance: P3,000.00 to P5,000.00
2. Psychological and Rehabilitation Services Assistance: P5,000.00 to P10,000.00
3. Legal Assistance: P3,000.00
4. Emergency Shelter Assistance:
  - a. Totally Damaged: P5,000.00
  - b. Partially Damaged: P2,500.00
5. Burial Assistance: P10,000.00
6. Balik-Probinsiya Assistance: Actual one way fare and meal allowance for every individual going back to their home provinces via public utility buses or public utility jeepneys within CAR, Region I, Region II (except Batanes), Region III, Region IV-A and NCR. For clients going back to Batanes and other regions not herein specified, the maximum amount of P2,500 may be granted to every individual, subject to the availability of funds. Provided further that the OMSWDO shall ensure that clients who were granted such assistance shall actually leave the municipality for their respective provinces. In cases falling under the last paragraph of item no. 6 of section 2, the amount may be the actual cost of transportation and meals of the victim and that of the LGU personnel and their escort (preferably members of the PNP) who will conduct the rescue operations.

Provided finally that the Local Chief Executive may reduce or diminish the amount of financial assistance prescribed under this section if, upon proper determination, the amount specified exceeds the actual needs or expenses to be, or that was incurred by the client, or, if at any one time, numerous clients were qualified such that there is a need for adjustments by reducing the amount specified above so that they all could avail of cash assistance which may be augmented in the form of relief goods or items, or, in any cases that the Local Chief Executive may determine that would warrant reduction in the amount to be granted.

**Section 4. Period of Release of Financial Assistance.** Corresponding financial assistance shall be released immediately within three working days upon receipt of the request or application. For this purpose, the MSWDO shall immediately act on such request or application to ascertain whether or not there are factual basis for the approval thereof.

**Section 5. Target Beneficiaries.** Priority beneficiaries are individuals/families who belong to the poverty threshold level as determined by the National Economic

Development Authority. However, considerations may also be given to individuals/families within or beyond the poverty threshold who are victims of disasters, calamities and violence but cannot get support from their families or next of kins, or, such calamity or disaster has caused devastating effects that cost all the victim's investments and savings thereby rendering him incapable to recuperate immediately. Likewise, this shall be applicable to individuals suffering from prolonged illness who are undergoing extensive medical intervention resulting to loss or depletion of family income and financial resources.

**Section 6. Procedures and Requirements.** Prior to the release and/or approval of the financial assistance the following procedures and requirements must be observed:

1. Intake: Upon receipt of request from client, the social worker shall conduct an intake interview using the prescribed intake form, gather material information and if necessary, shall conduct an immediate home visitation. She/he shall likewise determine completeness of documents submitted such as referral letter or certification from the concerned Punong Barangay, medical certificate and/or medical abstract issued by the attending physician, prescription of medicine, hospital bills accompanied by a promissory note or other document to this effect, death certificate, copy of permit to transfer cadaver if applicable, photographs, and such other documents in support of the request.
2. Eligibility determination: The social worker shall assess finance/resource capability of the client including his/her family to determine whether or not the client falls within the conditions provided under section 5 hereof and that he is qualified for the corresponding assistance provided in section 2 of these guidelines. If so, the social worker shall assess the needed amount based on submitted documents such as, but not limited to cost of medicines per doctor's prescription, hospital bills, actual cost of transportation and meal allowance based on applicable rules, incidental expenses for court litigation, extent of damage (partial or total) for residential house, funeral expense, etc.
3. Preparation and submission of reports: The social worker handling the case shall then prepare a report containing his findings, observations and recommendations and submits the same to the MSWD Officer together with all the attachments such as letter-request from applicant, certification from the concerned Punong Barangay and back-up computation if applicable to the case.
4. Approval by the LCE: The Municipal Social Welfare and Development Officer, upon review of the documents submitted shall then submit the same to the Local Chief Executive along with her recommendation for the approval thereof by the latter. Upon approval of the financial assistance, the MSWDO shall immediately facilitate the processing thereof with concerned offices such as the Municipal Budget Office, the Municipal Accounting Office and the Municipal Treasury Office.
5. Notification of beneficiary: Subject to section 4 hereof, the Municipal Social Welfare and Development Office shall notify all beneficiaries using the fastest mode of communication of the approval of their financial assistance including the date, time and venue where this should be claimed. It is however stressed that this program is on emergency basis hence, it is imperative for the social worker and a duly authorized representative of the municipal treasury office to personally deliver the cash assistance to the client in his residence or at the barangay hall where said client resides.



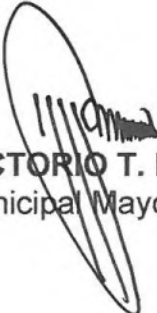
6. Referral to other agencies/offices: The social worker handling the case shall prepare the necessary documents for referral of the client to other offices, institutions, etc., for additional assistance. These shall include social case study and referral letter, and have these be signed by the MSWD Officer and the Local Chief Executive.
7. Reportorial Requirement: The Municipal Social Welfare and Development Officer shall submit quarterly reports on the utilization of the AICS/FS fund containing information as to the number of clients served, the form of assistance and corresponding amount granted, the total amount disbursed during the quarter, status of requests that are pending action/ approval and the remaining balance.
8. Liquidation: Disbursement and liquidation of funds shall be in accordance with applicable auditing rules and regulations.

**Section 7. Separability Clause.** If for any reason or reasons, part of this Administrative Order is declared invalid or unconstitutional by competent authorities, the remaining portions of which not affected thereby shall continue to be in force and effect.

**Section 8. Repealing Clause:** All Administrative Orders or parts thereof which are inconsistent with this order or parts hereof are deemed repealed or modified accordingly.

**Section 9. Effectivity.** This Administrative Order shall take effect immediately.

**DONE** this 6<sup>th</sup> day of June, 2018 at Itogon, Benguet.

  
**ATTY. VICTORIO T. PALANGDAN**  
Municipal Mayor

Copy furnished:

- MSWDO
- Local Finance Committee
- DILG-MLGOO
- Sanguniang Bayan
- All Punong Barangays, this municipality
- file