



Republic of the Philippines  
City Government of Muntinlupa  
**CITY OF MUNTINLUPA**  
**Office of the City Mayor**



**EXECUTIVE ORDER No. 14**  
**Series of 2021**

**PROVIDING FOR THE GUIDELINES FOR THE  
RELEASE AND DISTRIBUTION OF THE FINANCIAL ASSISTANCE (AYUDA) TO  
QUALIFIED BENEFICIARIES IN THE CITY OF MUNTINLUPA,  
PURSUANT TO DILG, DSWD AND DND JOINT MEMORANDUM CIRCULAR NO. 1,  
SERIES OF 2021, AND THE CREATION OF THE AYUDA IMPLEMENTATION  
COMMITTEE, ITS COMPOSITION AND FUNCTIONS**

\*\*\*\*\*

**WHEREAS**, on 27 March 2021, President Rodrigo R. Duterte approved the Inter-Agency Task Force (IATF) Resolution No. 106 placing the entire National Capital Region (NCR) and the provinces of Bulacan, Rizal, Laguna, and Cavite (“NCR Plus”) under Enhanced Community Quarantine (ECQ) from 29 March to 04 April 2021;

**WHEREAS**, pursuant to the recommendation of the Department of Health and the OCTA Research, ECQ in NCR Plus was further extended for one (1) week from 05 April to 11 April 2021;

**WHEREAS**, on 29 March 2021, President Duterte approved the grant of P22.9 Billion amount of emergency subsidy or “ayuda” to those who are affected by the implementation of the ECQ in the NCR Plus area;

**WHEREAS**, on 30 March 2021, the Department of Budget and Management (DBM) issued Local Budget Circular No. 136, otherwise known as the “Guidelines on the Release and Utilization of the Financial Assistance to Cities, Municipalities in the NCR Plus Area that are placed under the Enhanced Community Quarantine”;

**WHEREAS**, on 31 March 2021, the Department of Interior and Local Government (DILG), Department of Social Welfare and Development (DSWD) and Department of National Defense (DND), issued Joint Memorandum Circular No. 1, Series of 2021, providing for the guidelines for the distribution of such financial assistance for the NCR Plus;

**WHEREAS**, the financial assistance shall be released to the cities and municipalities in the NCR Plus, the priority target beneficiaries of which are low-income individuals and those



Republic of the Philippines  
City Government of Muntinlupa  
CITY OF MUNTINLUPA  
Office of the City Mayor



Page 2/12

working in informal economies affected by the implementation of the ECQ subject to the validation of the same cities and municipalities, including the City of Muntinlupa;

**WHEREAS**, pursuant to the aforementioned JMC No. 1, Series of 2021, the City Government of Muntinlupa shall determine the most efficient and effective manner of releasing the financial assistance to their constituents, the process and manner of distribution of which shall be embodied in an Executive Order issued by the Local Chief Executive prior to distribution;

**WHEREAS**, such local issuance shall also include the creation and composition of a Grievance and Appeals Committee under item VI of JMC No. 1, Series of 2021;

**NOW, THEREFORE, I, Jaime R. Fresnedi, City Mayor of Muntinlupa**, by virtue of the powers vested in me by law, hereby order and decree that:

Section 1. Title.

This Executive Order shall be known as the Guidelines for the Release and Distribution of the Financial Assistance (Ayuda) for Qualified Beneficiaries in the City of Muntinlupa, and the Creation of the Ayuda Implementation Committee, Its Composition and Functions.

Section 2. Creation of the Ayuda Implementation Committee.

The Ayuda Implementation Committee (AIC, for brevity) is hereby created, and it shall ensure the faithful compliance to all the provisions of this Executive Order and JMC No. 1, Series of 2021 are properly carried out and implemented. The Ayuda Implementation Committee shall be composed of the following individuals, with their respective designations, namely:

- |    |   |                   |
|----|---|-------------------|
| a. | Jaime R. Fresnedi,<br>City Mayor                            | Chairperson;      |
| b. | Engr. Allan A. Cachuela,<br>City Administrator              | Vice Chairperson; |
| c. | Analyn A. Mercado, RSW,<br>Social Services Department       | Member;           |
| d. | EnP. Alvin F. Veron<br>City Planning and Development Office | Member;           |



Republic of the Philippines  
City Government of Muntinlupa  
**CITY OF MUNTINLUPA**  
**Office of the City Mayor**



Page 3/12

- e. Nancy B. Torero  
Management Information Systems Office Member;
- f. Noel Edward S. Morales  
Department of Internal Audit Member;
- g. Yobeth M. Balane  
People's Coordinating Office Member;

**Section 3. City Grievance and Appeals Team.**

The City Grievance and Appeals Team (CGAT, for brevity) is hereby created, and it shall receive, record, investigate, inquire and decide on issues that pertain to the release and distribution of the funds contained in the Ayuda Financial Assistance Program, as provided. It shall be composed of the following individuals with their respective designations, namely:

- a. Analyn A. Mercado, RSW,  
Social Services Department Team Leader;
- b. Atty. Nemei S. Santiago,  
Office of the Mayor Co-Team Leader;
- c. Cynthia B. Viacrusis,  
Youth Affairs and Sports Development Office Member;
- d. EnP. Alvin F. Veron,  
City Planning and Development Office Member;
- e. Teresita V. Navarro,  
Public Information Office Member.

**Section 4. Joint Monitoring and Inspection Committee.**

The Joint Monitoring and Inspection Committee (JMIC, for brevity) is hereby created, and it shall oversee the smooth, orderly, peaceful and efficient conduct of the release and distribution of the funds under the Ayuda Financial Assistance Program. It shall be composed of the following individuals, with their respective designations, namely:

- a. Bernadette G. Ferino,  
DILG Muntinlupa Local Government Operations Officer Team Leader;
- b. Amor Macapanan  
Representative of DSWD Field Office Member;



Republic of the Philippines  
City Government of Muntinlupa  
**CITY OF MUNTINLUPA**  
**Office of the City Mayor**



Page 4/12

- c. P/Co. Melecio M. Buslig, Jr.,  
Philippine National Police, Muntinlupa City Station Member;
- d. Atty. Aileen Marie S. Gutierrez,  
City Prosecutor's Office Member;
- e. Saturnino Belen,  
Muntinlupa Development Foundation Member.

**Section 5. Membership.**

Membership of public officers in the three (3) aforementioned groupings is a function of the office he or she occupies. As such, the resignation, removal, transfer, serious illness, severe incapacity, death, or any other similarly-situated circumstance shall entitle the successor thereof to assume membership without need for the issuance of another order or instrument.

Membership of individuals from the private sector shall follow the same measure of fidelity to public trust, integrity, competence and professionalism. The naming of any successor, if applicable, shall be the sole prerogative of the City Mayor.

**Section 6. Target Beneficiaries.**

Priority target beneficiaries shall be low-income individuals and those working in informal economies affected by the implementation of ECQ in the NCR Plus area.

**Section 7. Financial Assistance.**

The ayuda financial assistance, by way of cash, shall be in the amount of One Thousand (Php 1,000.00) Pesos for every qualified individual, with the proviso that the maximum amount for every family shall be Four Thousand (Php 4,000.00) Pesos. The said amounts shall be handed over in person to the intended beneficiary/ies. However, the AIC may engage the services of a financial service provider (FSP), when deemed necessary after a thorough feasibility study.



Republic of the Philippines  
City Government of Muntinlupa  
**CITY OF MUNTINLUPA**  
**Office of the City Mayor**



Page 5/12

**Section 8. Definition of Terms.**

**a. Family.**

This refers to a group of persons usually living together and composed of the head and other persons related to the head by blood, marriage, or adoption. It includes both the single (nuclear) and extended family;

**b. Single Family.**

This refers to the household composed of a single nuclear family. A single nuclear family is composed of a father and mother with unmarried children, or a single parent with children. For this purpose, a single person household is considered as a single family. Likewise considered are unmarried sisters and brothers who are living together as one household;

**c. Extended Family.**

This refers to the household composed of a nuclear family as defined above together with relatives like son-in-law, daughter-in-law, grandson, granddaughter, father, mother, and other relatives;

**d. Low-Income Individual.**

This refers to those who have no income, low income, or no savings to draw from, including those who are not currently recipients of the current 4Ps;

**e. Worker in the Informal Sector.**

This refers to poor individuals who operate businesses that are very small in scale and are not registered with any national government agency, and to the workers in such enterprises who sell their services in exchange for subsistence level wages or other forms of compensation;

**Section 9. Priority List in the Release and Distribution.**

The ayuda financial assistance shall be distributed in the order of priority as follows, namely:



Republic of the Philippines  
City Government of Muntinlupa  
**CITY OF MUNTINLUPA**  
**Office of the City Mayor**



Page 6/12

- a. Beneficiaries of Social Amelioration Program under Bayanihan Act 1, and additional beneficiaries of emergency subsidy under Section 4, f (3) of Bayanihan Act 2;
- b. SAP wait-listed beneficiaries;
- c. Those belonging to vulnerable groups, such as low-income individuals living alone, Persons with Disabilities (PWDs), Solo Parents, among others;
- d. Such other individuals affected by the ECQ as may be determined by the City Government of Muntinlupa, provided that funds remain available;

**Section 10. Identification of Qualified Beneficiaries.**

The City Government of Muntinlupa, through the Barangays, shall identify individuals qualified to receive financial assistance from the list provided by the Department of Social Welfare and Development (DSWD), without prejudice to other priority group listings.

**Section 11. Posting of Qualified Beneficiaries.**

The Public Information Office (PIO) shall post in the Official Website of the City Government of Muntinlupa, social media (socmed) accounts, and at conspicuous places in the Barangay the list of approved beneficiaries prior to actual distribution.

The information shall be limited only to the following:

- a. Last Name, Given Name, Middle Name, and Suffix, when applicable, of the beneficiary;  
and
- b. Barangay and District.

**Section 12. Duration of Distribution.**

The AIC shall ensure that the emergency subsidy shall be given to the qualified beneficiaries within fifteen (15) days from receipt of the Notice of Cash Allocation from the National Government.



Republic of the Philippines  
City Government of Muntinlupa  
**CITY OF MUNTINLUPA**  
**Office of the City Mayor**



Page 7/12

**Section 13. Minimum Proof of Identity for Validation and Payout.**

Qualified beneficiaries, as shown in the master list under the control and supervision of the Social Services Department (SSD), shall only be required to present the following, namely:

- a. A government-issued ID. In the absence thereof, a Barangay ID and Barangay Certification shall be both presented;
- b. Two (2) photocopies thereof with three marginal signatures on each copy as competent proof of identity.

For purposes of compliance to the foregoing, the following government-issued ID shall be accepted, namely:

- i. Philippine Passport;
- ii. Driver's License;
- iii. SSS/GSIS UMID Card;
- iv. PhilHealth ID Card;
- v. BIR TIN Card;
- vi. Postal ID Card;
- vii. Voter's ID Card;
- viii. Professional Regulation Commission (PRC) ID Card;
- ix. OSCA ID Card;
- x. PWD ID Card;
  
- xi. Muntinlupa Care Card;
- xii. Seafarer's Record Book;
- xiii. Overseas Workers Welfare Administration (OWWA) E-Card;
- xiv. For minor dependents:
  - a. Student ID Card; or
  - b. School Registration Certificate; or
  - c. Certificate of Live Birth.

For easier validation, beneficiaries are encouraged to bring other supporting proofs of identity (e.g., Social Amelioration Card, 4Ps ID, among others).



Republic of the Philippines  
City Government of Muntinlupa  
**CITY OF MUNTINLUPA**  
**Office of the City Mayor**



Page 8/12

**Section 14. Procedure for Validation and Payout.**

Due to the declaration of ECQ, only Authorized Persons Outside of Residence (APOR) or the Head of the Family, as appearing in the payroll master list, shall proceed to designated payout area in the barangay. He or she shall bring the necessary supporting documents or proof of identity, provided in the preceding paragraph, including those of the dependents, as indicated in the original Social Amelioration Card of the DSWD.

As mentioned in Section 7, the ayuda financial assistance shall be released in cash directly to the beneficiaries after proper validation.

The AIC, through the SSD, and in coordination with the Barangays, shall lead the distribution of the financial assistance. Departments and Offices of the City Government shall be mobilized to ensure expeditious and simultaneous release of the ayuda financial assistance.

The AIC, moreover, shall be authorized to issue Supplemental Guidelines on the distribution or payout of the ayuda financial assistance, as may be necessary.

**Section 15. Health and Safety Protocols.**

Health and safety protocols, as prescribed by the Department of Health (DOH), the Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Diseases, and relevant City Ordinances, shall be indispensable and obligatory in the duration of the release and distribution of the ayuda financial assistance. These apply to all individuals involved, from the one dispensing the cash to the one receiving it, including all auxiliary service providers. These protocols include, but shall not be limited to, the following, namely:

- a. Wearing of face mask and face shield;
- b. Observing physical distances;
- c. Avoiding the use of the same writing instrument.





Republic of the Philippines  
City Government of Muntinlupa  
CITY OF MUNTINLUPA  
Office of the City Mayor



Page 9/12

Section 16. Grievance and Appeals Mechanism.

To ensure transparency and accountability of funds subject of the ayuda financial assistance, a Grievance and Appeals Mechanism shall be instituted, and it shall adhere to the following procedures, as indicated, namely:

A. Manner of Complaint.

Any aggrieved individual may submit his or her appeal, in writing, and addressed to the City Mayor, stating clearly the reason/s and proof for such entitlement, if any, to the ayuda financial assistance.

For this purpose, a Grievance/Help Desk will be placed at the Distribution/Payout Area of the Barangay, manned by barangay personnel, to receive such complaints. These, in turn, shall be forwarded to the CGAT at the close of each business day for proper action. For quicker facilitation, four (4) offices, all members of the CGAT, and all located at the Annex Building, shall receive these complaints, namely:

- i. Social Services Department, Ground Floor;
- ii. Public Information Office, Second Floor;
- iii. City Planning and Development Office, Second Floor;
- iv. City Cooperative Development Office, Third Floor.

Complaints may also be submitted electronically through [CGM.AyudaGrievances@gmail.com](mailto:CGM.AyudaGrievances@gmail.com) or [cgm.ayudagrievances@muntinlupacity.gov.ph](http://cgm.ayudagrievances@muntinlupacity.gov.ph)

A designated hotline for such grievances shall be posted by the PIO be set up to answer queries/complaints lodged verbally. The four (4) departments mentioned above shall coordinate and decide on the manning requirements thereof.

B. Subjects of Complaint.

The following items can be submitted under the Grievance and Appeals Mechanism, namely:

- i. Failure to receive the financial assistance under Section 7 hereof;
- ii. Non-inclusion of name in the initial list of qualified beneficiaries;



Republic of the Philippines  
City Government of Muntinlupa  
**CITY OF MUNTINLUPA**  
**Office of the City Mayor**



Page 10/12

- iii. Knowledge of any act of duplicity, including entries of beneficiaries in the payroll master list;
- iv. Any similarly-situated reason for non-receipt and/or disqualification of financial assistance.

**C. Actions Taken.**

The CGAT shall resolve the complaint expeditiously, in writing, within a period of seventy-two (72) hours from receipt thereof, which resolution or decision shall be final and no longer subject to appeal.

**Section 17. Monitoring and Inspection.**

Pursuant to Item VI of JMC No. 1, Series of 2021, and as provided in Section 4 hereof, the JMIC shall perform the following functions, namely:

- a. Advise the AIC on the proper implementation of the Ayuda Financial Assistance Program;
- b. Monitor the compliance of the City Government to the provisions of JMC No. 1, Series of 2021, and DBM Local Budget Circular No. 136;
- c. Ensure that the posting requirements are complied with;
- d. Ensure that the City Government shall determine the fastest and most effective means of delivering assistance to the beneficiaries;
- e. Seek the assistance of higher authorities in case of undue delay or systemic anomalies in the distribution of assistance;
- f. Cause the filing of administrative or criminal cases against public officials and other individuals, either public or private, involved in irregular or unlawful practices with regard to implementation of the JMC No. 1, Series of 2021;
- g. Maintain a hotline to attend to complaints not acted upon by the City Government;
- h. Submit regular reports to the DILG/DSWD Regional Offices which shall in turn consolidate reports to the central offices; and
- i. Perform such other functions as may be directed by competent authority or in pursuit of any of the foregoing.



Republic of the Philippines  
City Government of Muntinlupa  
**CITY OF MUNTINLUPA**  
**Office of the City Mayor**



Page 11/12

**Section 18. Posting and Reporting Requirements.**

The Local Finance Committee, acting as a collegiate body or through its individual members, shall comply with the posting and reporting requirements prescribed under DBM Local Budget Circular No. 136, dated 30 March 2021. Additionally, it shall perform the following functions, namely:

- a. Prepare a report on fund utilization and status of implementation of Programs, Projects and Activities (PPAs), using DBM-prescribed format;
- b. Post the accumulated reports on the City Government's official website and in at least three (3) conspicuous public places in the locality; and
- c. Submit the report, together with the list of beneficiaries to the Department of Budget Management (DBM), Commission on Audit (COA), among others, as mandated under existing laws, rules, and regulations.

**Section 19. Security Measures.**

The Philippine National Police Muntinlupa City Station, alongside the Public Order and Safety Office (POSO), the City Security Office (CSO), and the Barangay Police shall provide security assistance to the City Government's personnel in-charge of the distribution of the financial assistance. Additionally, they shall maintain peace and order in and around the area where the actual release and distribution take place.

**Section 20. Data Privacy.**

All data collected, processed and stored pursuant to this Executive Order shall be treated with confidentiality in accordance with the provisions of Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012 and its Implementing Rules and Regulations.

**Section 21. Repealing Clause.**

Any order or directive inconsistent with any provision found herein shall be deemed repealed, revoked or amended accordingly.



Republic of the Philippines  
City Government of Muntinlupa  
**CITY OF MUNTINLUPA**  
**Office of the City Mayor**



Page 12/12

Section 22. Separability Clause.

In the event that provision of this Executive Order be judicially decided illegal or administratively declared infirm, untouched provisions shall remain in full force and effect.

Section 23. Effectivity Clause.

This Executive Order shall take effect immediately upon its signing, and it shall remain in full force and effect until provided otherwise.

**DONE AND EXECUTED** on this 6<sup>th</sup> day of April 2021 in the City of Muntinlupa.

  
**JAIME R. FRESNEDI**  
City Mayor