



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



EXECUTIVE ORDER No. 23
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 DURING THE IMPLEMENTATION OF ECQ PURSUANT TO IATF-MEID RESOLUTION NO. 130-A

WHEREAS, on 06 April 2021, Executive Order No. 14 Series of 2021 or AN ORDER PROVIDING FOR THE GUIDELINES FOR THE RELEASE AND DISTRIBUTION OF THE FINANCIAL ASSISTANCE (AYUDA) TO QUALIFIED DEPENDENTS 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 was issued;

WHEREAS, on 29 July 2021, President Rodrigo R. Duterte approved the Inter-Agency Task Force (IATF) Resolution No. 130-A recommending that the National Capital Region (NCR) shall remain to be under General Community Quarantine until 05 August 2021, without prejudice to reclassification into Enhanced Community Quarantine from 06 August until 20 August 2021;

WHEREAS, per Memorandum dated 03 August 2021, the Office of the President approved the release of financial assistance to cities and municipalities in NCR, chargeable against the savings generated pursuant to Administrative Order No. 41;

WHEREAS, the Department of Budget and Management (DBM) issued Local Budget Circular No. 138 on 06 August 2021, reiterating the Guidelines on the Release and Utilization of the Financial Assistance to LGUs placed under ECQ pursuant to IATF-MEID Resolution No. 130-A, to boost their capacity in immediately responding to the COVID-19 emergency;

WHEREAS, the Department of the Interior and Local Government (DILG), together with the Department of Social Welfare and Development (DSWD) and the Department of National Defense (DND), have issued Joint Memorandum Circular No. 3 Series of 2021, providing for the guidelines of the distribution of the financial assistance;

WHEREAS, the distribution of financial assistance to affected low-income individuals equivalent to P1,000.00 with a maximum amount of P4,000.00 per low-income family who



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are physically residing, permanently or temporarily, or present in the City who are affected by the implementation of ECQ in NCR, at the time of ECQ declaration;

WHEREAS, the LGUs are given fifteen (15) calendar days to manage and determine the most efficient and effective way of release of financial assistance from the start, and shall comply with the posting and reporting requirements prescribed under RA No. 9184 and its 2016 Revised IRR, and all relevant policies issued by the GPPB and other existing laws, rules and regulations;

WHEREAS, under Executive Order No. 14 s. 2021, the emergency financial subsidy, as specified in the payroll after proper validation, shall be handed over in person to the intended beneficiary/ies, or simply through a manual payout; while reserving the right to engage the services of a financial service provider (FSP) when deemed necessary;

WHEREAS, upon declaration of ECQ and to prevent further gathering of the masses of any kind, the City would like to minimize the face-to-face interaction through manual pay-out for the distribution of the financial assistance and would like to engage a Funds Disbursement Service (FDS), save for some exceptional cases where a manual payout shall be necessary;

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 for the duration of the ECQ in NCR on August 6-20,2021;

Section 2. Ayuda Implementation Committee. The Ayuda Implementation Committee (AIC), along with its sub-committees, as hereby created under Executive Order No. 14 Series of 2021 is hereby reconstituted/reactivated for this purpose. The composition of the following committees shall be as follows:

AYUDA IMPLEMENTATION COMMITTEE

- | | |
|---|-------------------|
| a. Jaime R. Fresnedi City Mayor | Chairperson; |
| b. Engr. Allan A. Cachuela City Administrator | Vice-Chairperson; |
| c. Analyn A. Mercado, RSW Social Services Department | Member; |



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| d. EnP. Alvin F. Veron City Planning and Development Office | Member; |
| 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; |

CITY GRIEVANCE AND APPEALS TEAM

- | | |
|--|-----------------|
| 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. Rovi S. Vilorio Public Information Office | Member; |

JOINT MONITORING AND INSPECTION COMMITTEE

- | | |
|--|--------------|
| a. Bernadette G. Ferino DILG Muntinlupa Local Government Operations Officer | Team Leader; |
| b. Amor Macapanpan Representative of DSWD Field Office | Member; |
| c. P/Co. Melecio M. Buslig Jr. | Member; |
| d. Atty. Aileen Marie S. Gutierrez City Prosecutor's Office | Member; |
| e. Saturnino Belen Muntinlupa Development Foundation | |
| f. Analyn A. Mercado, RSW | Member |

Section 3. Manner of Complaint. Pursuant to Section 16 of Executive Order No. 14, Series of 2021, the complaint may be submitted electronically through the following:

Email: cgm.ayudagrievances@muntinlupacity.gov.ph; or
Contact Nos. :

Smart -09692230411
Globe- 09452266405



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Section 4. Financial Assistance. Qualified beneficiaries shall receive financial assistance by way of **CASH** in the amount of **ONE THOUSAND PESOS (PHP 1,000.00)** per low-income individual, with a **maximum amount of FOUR THOUSAND PESOS (PHP 4,000.00)** per low-income family.

The said amounts shall be distributed to intended beneficiaries **through a Fund Distribution Service (FDS) or more commonly known as GCash**. However, the AIC may still resort to a manual payout distribution through designated barangay payout centers, when deemed necessary.

Section 5. Target Beneficiaries. Priority target beneficiaries are low-income individuals who are physically residing, permanently or temporarily, or present in the city who are affected by the implementation of ECQ in NCR, at the time of ECQ declaration.

Section 6. Identification of Qualified Beneficiaries. The City Government of Muntinlupa, with its existing and validated data set as previously identified from the list provided by the Department of Social Welfare and Development (DSWD) and from the Barangays, shall identify the qualified beneficiaries without prejudice to other priority group listings.

Section 7. Posting of Qualified Beneficiaries. The Public Information Office shall post in the City Government of Muntinlupa's Official Website, Social Media Accounts, and at conspicuous places in concerned barangay the list of qualified beneficiaries for them to **INSTALL THE APPLICATION AND CREATE A FULLY-VERIFIED GCASH ACCOUNT**, limited only to the following information:

- a. Last name, given name, and middle name;
- b. Barangay and district

Section 8. Duration of Distribution. The AIC shall ensure that the emergency subsidy shall be given to the qualified beneficiaries within fifteen (15) days from start thereof.

Section 9. Minimum Proof of Identity for Validation and Payout. Qualified beneficiaries (as shown in masterlist) shall only be required to present a government-issued ID and submit two (2) photocopies thereof with three marginal signatures on each copy as competent proof of identity.

Section 5.1. List of government-issued ID:

- Philippine Passport
- Driver's License
- SSS/GSIS UMID Card
- PhilHealth ID
- TIN Card



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Postal ID
Voter's ID
Professional Regulation Commission (PRC) ID
OSCA ID
PWD ID
Muntinlupa Care Card
Employee's ID
Seafarer's Record Book
Overseas Workers Welfare Administration (OWWA) E-Card
For minor dependents: Student ID or School Registration Certificate or
Certificate of Live Birth

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

Section 10. Procedure for Validation and Payout. Due to the declaration of ECQ, the AIC has agreed to engage a Fund Distribution Service (FDS) or more commonly known as **GCash**, where the said amounts shall be distributed to the fully-verified accounts of intended beneficiaries.

However, the AIC may still resort to a manual payout distribution through designated barangay payout centers, when deemed necessary. Only Authorized Persons Outside of Residence (APOR) of the Head of the Family, shall proceed to designated payout area in the barangay. He or she shall bring the necessary supporting documents or competent proof of identity.

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 simultaneous release of the financial assistance.

Section 11. Health and Safety Protocols. All health and safety protocols shall be indispensable and obligatory for all personnel and constituents involved in the duration of the release and distribution of financial assistance. 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.



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Section 12. Suppletory application. Any and all previous issuances not contradictory to the herein provisions shall remain valid and effective.

Section 13. 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 10th day of August 2021 in the City of Muntinlupa.


JAIME R. FRESNEDI
City Mayor