



Sangguniang Panglungsod

RESOLUTION 13-021

A RESOLUTION PROVIDING FOR GUIDELINES IN THE REQUEST FOR FINANCIAL ASSISTANCE FROM MEMBERS OF THE CITY COUNCIL.

Sponsored by: **Hon. Coun. Atty. Patricio L. Boncayao, Jr.**Co-sponsored: **Hon. Coun. Atty. Raul R. Corro**
Hon. Coun. Stephanie G. Teves
Hon. Coun. Louisito A. Arciaga
Hon. Coun. Ringo A. Teves
Hon. Coun. Alexander B. Diaz
Hon. Coun. Ma. Dhesiree G. Arevalo
Hon. Coun. Luv P. Constantino
Hon. Coun. Engr. Neptali S. Santiago
Hon. Coun. Elmer S. Espeleta
Hon. Coun. Rafael T. Sevilla
Hon. Coun. Vergel C. Ulanday
Hon. Coun. Robert A. Abas
Hon. Coun. Robert P. Baes
Hon. Coun. Eulogio DS. Dioko, II

WHEREAS, there are constituents and organizations requesting for financial assistance from the members of the City Council of Muntinlupa;

WHEREAS, in the grant of financial assistance the following requirements shall be submitted by the requesting parties:

- a) written letter request stating the purpose of the financial assistance;
- b) the written request for financial assistance should be signed by the requesting party and with complete address;
- c) if the requesting party is an organization the written request should be signed by its authorized officers with their addresses and office address of the organization;
- d) the requesting party is required to attach supporting documents such as: death certificate, work program, list of items to be purchased/acquired, list of materials, student cards/enrolment cards, hospital bill/statement of account, doctors prescriptions, etc., as the case may be;
- e) Identification Card (ID) and Community Tax Certificate by the requesting person, voter's ID/certificate from COMELEC;



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- f) Certificate of Indigency/Certificate of Residency from Barangay concerned if the requesting party is an individual(s). Certification from the Barangay that the office is in Muntinlupa City If the requesting party is an organization;

WHEREAS, for purposes of uniformity in the grant of financial assistance, the following amounts should be observed:

1. Death Aide – **Php500 to Php1,500.**
2. Purchase of medicines – **Php200.00 to Php4,000.00.**
3. Dagdag Puhunan - **Php1,000.00 to Php10,000.00** provided that the payment should be directly made to the beneficiary if the amount is **Php5,000.00** more. If the amount is below **Php5,000.00** the same is paid/given by a member of the city council in advance said amount is subject for reimbursement with compliance the required supporting documents including Reimbursement Expenses Receipts (RER).
4. Purchase of construction materials for bridges, pathways, alleys, fences and buildings/offices for public purposes up to a maximum of **Php50,000.00**. Amount of **Php5,000.00 or more** should be released in check in the name of the recipient. If below **Php5,000.00** and the same is paid in advance by the Members by the City Council, such amount can be reimbursed subject to compliance with the requirements provided in the second whereas clause.
5. Request for financial assistance of hospital billings in the Ospital ng Muntinlupa/Government Health Centers shall be up to maximum amount of **Php50,000.00**. If the hospital bill is to be paid directly by the City Government thru the collection department of Ospital ng Muntinlupa/Government Health Centers, the members of the City Council only approve the Guarantee Letter (GL) with the statement of account/billing given/attached. If financial assistance is paid in advance by the member of the city council to the requesting party the amount should be less than **Php5,000.00** and if **Php5,000.00** or more but not beyond **Php50,000.00** is granted, the amount shall be directly paid by the City Government in check in the name of the recipient/requesting party.
6. Request for financial assistance by the patient/immediate relative of the patient in private hospitals/clinics shall be up to maximum amount of **Php50,000.00** and the same shall be paid in check directly to him/her except if requested that the same be paid directly to the private hospitals/clinics. In either case the Hospital billings and other requirements in the 2nd Whereas Clause should be complied. Financial Assistance paid in advance below **Php5,000.00** by the members of the City Council is subject for reimbursement with compliance to the requirements provided in the second whereas clause.



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7. Request for financial assistance for transportation fares and food expenses requested by members/officers of the organization with cultural value or related to cultural affairs **Php500.00 – Php20,000.00**. Financial Assistance below Php5,000.00 paid in advance by the members of the City Council is subject for reimbursement with compliance with the requirements provided in the second whereas clause.
8. Request for financial assistance or person(s)/organizations relative to their sports programs and community projects **Php200.00 – Php 20,000.00**.

NOW THEREFORE BE IT RESOLVED, AS IT IS HEREBY RESOLVED, by the 7th Sangguniang Panlungsod in session, to approve these guidelines in the request for financial assistance from members of the city council.

ADOPTED, by the 7th Sangguniang Panlungsod of Muntinlupa this 7th day of October 2013, on its 13th Regular Session.

CONCURRED:**DISTRICT I:**

COUN. ATTY. RAUL R. CORRO
Member

COUN. ATTY. PATRICIO L. BONCAYAO, JR.
Member

COUN. STEPHANIE G. TEVES
Member

COUN. LOUISITO A. ARCIAGA
Member

COUN. RINGO A. TEVES
Member

COUN. ALEXANDER B. DIAZ
Member

DISTRICT II:

COUN. MA. DHESIREE G. AREVALO
Member

COUN. LUVI P. CONSTANTINO
Member

COUN. ENGR. NEPTALI S. SANTIAGO
Member

COUN. ELMER S. ESPELETA
Member


COUN. RAFAEL T. SEVILLA
Member

COUN. VERGEL C. ULANDAY
Member

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COUN. ROBERT A. ABAS
Member


COUN. ROBERT P. BAES
Member


COUN. EULOGIO DS. DIKO, II
Sectoral Representative
President
Federation of Sangguniang Kabataan

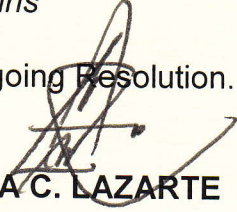
ABSENT:

COUN. BAL NIEFES
Member

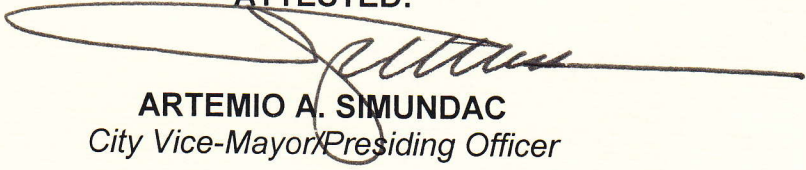
COUN. MARGARITA AMYTHYST PATDU-LABIOS, MD
Member

COUN. ADORADO P. SAN PEDRO
Sectoral Representative
President
Association of Barangay Captains

I HEREBY CERTIFY, as to the correctness of the foregoing Resolution.


CECILIA C. LAZARTE
Secretary

ATTESTED:


ARTEMIO A. SIMUNDAC
City Vice-Mayor/Presiding Officer

APPROVED:

ATTY. JAIME R. FRESNEDI
City Mayor

Date: OCT 16 2013

Norie/7th SP