



Republic of the Philippines
PROVINCE OF NEGROS ORIENTAL
CITY OF BAYAWAN
Office of the Sangguniang Panlungsod

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION HELD BY THE CITY COUNCIL OF BAYAWAN, NEGROS ORIENTAL ON OCTOBER 16, 2018 AT 2 P.M. AT THE LIGA NG MGA BARANGAY BUILDING.

RECORDS OF ATTENDANCE

HON. ISMAEL P. MARTINEZ	(Presiding Officer)	Present
HON. PETER PAUL F. RENACIA		Present
HON. HENRY E. CARREON, JR.		Present
HON. ERNESTO T. TIJING		Present
HON. MARK FIDENCIO L. AURELIA		On Leave
HON. JONAS M. TRIAS		Present
HON. SHARLOU F. JAMIN		Present
HON. NARCISO N. CASIPONG		Present
HON. NICO ANGELO L. LIM		Present
HON. MERLITA R. GAUDIEL		Present
HON. DANILO G. LAMIS		Present
HON. SEVERINO SALVADOR M. CAPULSO	(LNMB Vice President)	Present
HON. TRISTAN GOLD T. TORRILLO	(SK Federated President)	Present

RESOLUTION NO. 755

“WHEREAS, Section 17, in relation to (2)(iv) of R.A. 7160, otherwise known as the Local Government Code of 1991, grants to local government units the power to deliver social welfare services which include programs and projects on child and youth welfare, family and community welfare, women’s welfare, welfare of the elderly and disabled persons; community-based rehabilitation programs for vagrants, beggars, street children, scavengers, juvenile delinquents, and victims of drug abuse; livelihood and other pro-poor projects; nutrition services; and family planning services.

“WHEREAS, At the national level the Department of Social Welfare and Development is the lead agency that implements various programs on social welfare services which are downloaded to the different local government units in order to enhance provision of their local welfare services.

“WHEREAS, The Local Government Unit of Bayawan is allocating at least Twenty Million Pesos (₱20,000,000.00) annually intended for the implementation of protective services programs and activities. Not to mention the huge allocation for infrastructure support projects for the sector on social services.

“WHEREFORE, on motion of Honorable Councilor Sharlou F. Jamin and duly seconded by Honorable Councilor Merlita R. Gaudiel, the Council

“RESOLVED, to enact, as it hereby enacts the following ordinance:

ORDINANCE NO. 51

AN ORDINANCE ADOPTING THE GUIDELINES & POLICIES ON THE IMPLEMENTATION OF THE PROTECTIVE SERVICES PROGRAMS - LOCAL ASSISTANCE TO INDIVIDUAL IN CRISIS SITUATION.

Be it ordained that:

SECTION 1. TITLE. This Ordinance shall be known as "*BAYAWAN CITY ASSISTANCE TO INDIVIDUAL IN CRISIS SITUATION.*"

SECTION 2. PURPOSE. It is the purpose of this Ordinance to provide guidelines for the implementation of the Protective Services Program under the City Social Welfare and Development Office. Specifically, it shall:

- a. Provide guidelines on the provision of protective services for the poor, vulnerable and disadvantaged individuals, families in crisis and difficult situation and communities in difficult circumstances due to disasters and calamities and are needing assistance to recover or rehabilitees; and
- b. Provide guidelines on the use of the funds to support the various interventions under the Protective Services Programs thus reduce helplessness, vulnerability and social exclusion of its constituents.

SECTION 3. SCOPE. The protective services program is a package of intervention for individuals, families in crisis or difficult situation and vulnerable or disaster-affected communities which include among others the provision of food assistance, food packs, transportation, medical, and burial assistance.

SECTION 4. COVERAGE. The assistance to be provided under this programs will be in the form of the following:

- a. Transportation Assistance – assistance for the purchase or payment of transport tickets and/or expenses (such as to purchase tickets to air/sea/land transport facilities) to enable them to return to their home provinces permanently or to attend to emergency concerns such as death of loved ones or to care for a family member or relative who has a chronic illness in their home provinces of other emergency situation requiring their immediate presence.
- b. Medical Assistance – assistance to help shoulder hospitalization expenses, purchase of medicines, and other medical treatment or procedure (i.e. laboratory procedures including but not limited to CT scan, ECG, 2D Echo, assistive medical devices, etc.) and other medical expenses. Cases with chronic illness may be referred to the PhilHealth insurance for coverage, in coordination with the department of health (DOH). They will no longer be entitles to in-patient financial assistance except for instances where the drug or treatment is not available in the hospital or covered by the PhilHealth. The City health Office shall issue a certificate if the medicines are not available at the city health pharmacy.
- c. Burial Assistance – assistance to shoulder funeral costs and related expenses, including, but not limited to, expenses in bringing the remains of the deceased to their residence to be with their loved ones in accordance with existing customary practices of the family especially among the indigenous people.
- d. Food Assistance – provision of food assistance to clients who are assessed to be in need of such for at least one and a half days up to a maximum of ten (10) days for those caring for sick loved ones or relatives. It includes the immediate provision of hot meals, food/meal allowance, family food packs or financial assistance equivalent to the amount of the required hot meals and food packs. The said assistance may be provided as food allowance to the clients who were granted with transportation assistance during their return to their home province, and/or as meal support for the clients who are watching their patients in the hospital.



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SECTION 5. REQUIREMENTS. The clients seeking assistance from the city shall bring and submit the following original or certified true copy documents, and/or photocopy documents certified true copy documents.

a. Medical Assistance

- Clinical Abstract/medical certificates with signature and license number of the attending physician (issued not later than three (3) months)
- Hospital Bill (for payment of hospital bill), or prescription (for medicines) or laboratory requests and costing (for procedures)
- Barangay Certificate/Indigency and any valid ID of the client – government issued ID's
- Referral letter (if applicable)
- Social Case Study for Assistance beyond Five Thousand Pesos (P5,000.00)

b. Burial Assistance

- Funeral Contract
- Death Certificate of the deceased
- Barangay Certificate/Indigency and any Valid ID of the client
- Permit to transfer/health permit (for transfer of cadaver)
- Referral Letter (if applicable)
- Social Case Study for Assistance beyond Five Thousand Pesos (P5,000.00)

c. Transportation Assistance

- Barangay Certificate/Indigency and any Valid ID of the client
- Police blotter (for victims of pick pockets, illegal recruitment, etc.)
- Referral letter (if applicable)

d. A Social Case Study report prepared by the LGU Social Worker/Medical Social Worker, or a social case summary prepared by a registered social worker shall be required to support assessment and recommendation of assistance. A social case study report is required as supporting documents for assistance more than Five Thousand Pesos (P5,000.00).

e. The client will be assessed based on the assistance requested and documents presented. The social worker shall initially assess the appropriateness of the documents presented vis-à-vis the requirements. The client will be requested to complete necessary requirements as basis of assessment and recommendation of the social worker.

f. For confidentiality of the case files, the General Intake Sheet (GIS) and the Social Case Study Report (SCSR) of the clients shall remain with the City Social Welfare and Development Office (CSWDO). All other supporting documents shall be attached completely and must be submitted for auditing purposes.

SECTION 6. GENERAL POLICIES.

A. The provision of financial assistance to beneficiaries shall be accordance with the parameters established under these guidelines, and supersedes all other previous guidelines.

B. The type, kind and amount of financial assistance to be provided to beneficiaries shall be based on the assessment and recommendation of the CSWD Social Worker, duly approved by the Local Chief Executive.

- C. Financial assistance amounting to not more than P5,000.00 may be released immediately in the form of cash to the beneficiary, duly approved by the Local Chief Executive.
- D. Assistance amounting to more than P5,000.00 shall be approved by the Local Chief Executive (LCE) and shall be released through check payable to the institution/establishment where the service is procured or ordered.
- E. The maximum allowable assistance that the Local Chief Executive and or the authorized personnel may recommend is only up to P25,000.00. The provision of financial assistance shall be classified as follows:
 - a. Catastrophic Cases - P25,000.00
 - b. Intensive Cases - P15,000.00
 - c. Ordinary Cases - P 5,000.00

The actual cost of prescription, costing, billing or other official document issued by the institution/service provided/establishment/hospital shall be the basis for the amount of assistance, provided that it shall not exceed the category certified by the attending physician of the client.

Cost on doctor's professional fee and room accommodation of in-patients are not included in the medical assistance

- F. A client can avail of the assistance only once within six (6) months per type of assistance provided that he/she shall not exceed the maximum of P25,000.00 per year. Availment of assistance per category shall be based on the assessment of the Social Worker and approved by the LCE.
- G. Partnership with transport companies, funeral parlors, drugstores/pharmacies, hospitals, other concerned government agencies and other service providers shall be established by the LGU through the CSWD to ensure that referred clients are efficiently and effectively assisted immediately. Contract or Memoranda of Agreement (MOAs) may be entered into by the LGU with qualified service providers in accordance with pertinent regulations.
- H. In no case shall implementation of the local Assistance to Individual In Crisis Situation be delegated and or transferred to any kind of Civil Society Organization, whether it be a non-government organization or a people's organization.
- I. The city finance departments shall comply and submit the necessary report/s on the implementation of this service to the agencies requiring such report.

SECTION 7. IMPLEMENTING GUIDELINES.

- A. The social worker will conduct interview with the client using the prescribed General Intake Sheet. The Social Worker may gather collateral information about the client or life circumstances from immediate family members, relatives, referring parties and other sources, if necessary.
- B. The assessment of the case shall be based on the data gathered during interview, client's current needs, and supporting documents presented. The assessment shall likewise include capacity of the family in addressing the problem and available resources that the family could tap. The assessment of the worker shall be the basis for the recommendation.

C. During the interview, the social worker may likewise provide psychosocial processing to the client to lessen their anxieties brought by the crisis situation.

D. Release of Assistance

- The assistance shall be released immediately to the client once the amount has been determined based in the interview/assessment and submitted supporting documents subject to availability of cash advance.
- The documents/requirements together with the Certificate of Eligibility shall be attached to be Disbursement Vouchers and Obligation Request as supporting papers for the release of assistance (cash outright or guarantee letter).
- For clients who shall be provided with minimal outright cash assistance (P5,000.00 and below), the assistance shall be claimed from the designated disbursing offices within the day or schedule as soon as possible, if funds are not yet available at the CIUE, the CO, FOs, or the Satellite Offices.
- For clients seeking transportation assistance, the Social Worker will facilitate the procurement of acquisition of the ticket and issued the same to the client in case the client will be travelling through several modes of transportation, cash may be provided to defray the cost including food assistance.

SECTION 8. SEPARABILITY. If any provision of this Ordinance is held by any competent authority to be void or unenforceable in whole or in part, the other provisions of this Ordinance and the remainder of the effected provisions shall continue to be valid.

SECTION 9. EFFECTIVITY. This ordinance shall take effect after compliance with the provisions of R.A. 7160, the Local Government Code of 1991.

“Enacted.”

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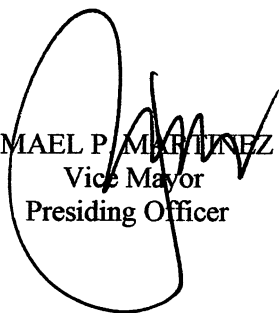
I hereby certify to the correctness of the foregoing resolution.

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JULIUS T. ESPARTERO
Secretary to the Sangguniang Panlungsod

ATTESTED:

APPROVED: NOV 06 2018


ISMAEL P. MARTINEZ
Vice Mayor
Presiding Officer


PRYDE HENRY A. TEVES
Mayor

Copy for:

- The Honorable Provincial Board, Dumaguete City