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Item No.: 02
Date: 21 MAR 2023

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Republic of the Philippines
PROVINCE OF LEYTE

PROVINCIAL LEGAL OFFICE

SANGGUNIANG PANLALAWIGAN
MAR 08 2023
PROVINCE OF LEYTE

2RD INDORSEMENT
March 1, 2023

Province of Leyte
Legal Office
Released: [Signature]
Time:
Date: 7.8.23

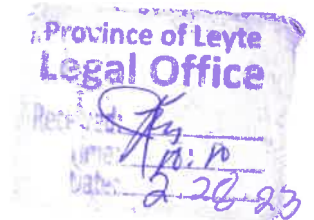
Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2022-08 of the SB of Palo, Leyte, recommending for the declaration of its validity pursuant to its power under Section 56 (c), of R.A 7160, the same being, to the opinion of the Provincial Legal Office (PLO), an exercise of the power "necessary appropriate or incidental for its efficient and effective governance", essential to the promotion of the General welfare, authorized under Section 16 of the Code.

ATTY. JOSE RAYMUND A. ACOL
Asst. Provincial Legal Officer [Signature]


Republic of the Philippines
PROVINCE OF LEYTE
Tacloban City

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
27 February 2023



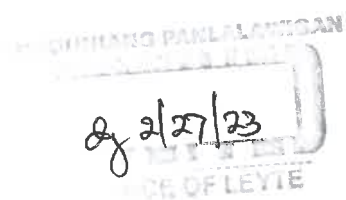
The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **MUNICIPAL ORDINANCE NO. 2022-08** of the **MUNICIPALITY OF PALO, LEYTE**, ENTITLED: AN ORDINANCE ESTABLISHING GUIDELINES FOR THE DIFFERENT PROGRAMS AND SERVICES UNDER THE ASSISTANCE TO INDIVIDUALS IN CRISIS SITUATION (AICS) IN THE MUNICIPALITY OF PALO, LEYTE.


FLORINDA JIL S. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN



1st Indorsement
February 27, 2023

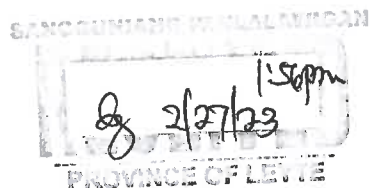
Respectfully forwarded to Hon. Sangguniang Panlalawigan, Province of Leyte, Palo, Leyte, the herein attached copy of Municipal Ordinance No. 2022-08 of the Sangguniang Bayan, Palo, Leyte, dated December 6, 2022, with accompanying Certificate of Posting, Publication and Minutes, which are all self-explanatory, being submitted herewith for consideration and review.


BRIAN VALENTE P. ELORCHA
Acting Municipal Sanggunian Secretary



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN



EXCERPTS FROM THE MINUTES OF THE 21ST REGULAR SESSION OF THE 2022 SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON DECEMBER 6, 2022, AT THE SANGGUNIANG BAYAN SESSION HALL.

Present:

SB Member Jan Michelle L. Dolina – Temporary Presiding Officer
SB Member Andres Ian R. Sevilla
SB Member Casimero P. Villas, Jr.
SB Member Chiqui Ruth C. Uy
SB Member Aaron H. Roca
SB Member Antonino C. Hernit
SB Member Casimero B. Parado II
SB Member Roel D. Baldevia – LIGA President
SB Member Oriell D. Chiquillo – SK Federation President

Absent:

Vice-Mayor Jonathan P. Chiquillo – on official travel
SB Member Felipe T. Ygrubay, Jr. – Officer-in-Charge, Office of the Mayor

MUNICIPAL ORDINANCE NO. 2022-08

AN ORDINANCE ESTABLISHING GUIDELINES FOR THE DIFFERENT PROGRAMS AND SERVICES UNDER THE ASSISTANCE TO INDIVIDUALS IN CRISIS SITUATION (AICS) IN THE MUNICIPALITY OF PALO, LEYTE.

Be it ordained by the Sangguniang Bayan of the Palo, Leyte assembled:

Section 1. Short Title. – This ordinance shall be referred to as the “Revised AICS Ordinance”.

Section 2. Declaration of Basic Policy. - It is the policy of the Municipality of Palo Leyte to ensure a better and improved quality of life for the citizenry. Priority attention shall be given to the poor, vulnerable and marginalized sectors of the society.

Section 3. - Background.- These guidelines are in consonance with the provisions of the Department of Social Welfare and Development (DSWD) Memorandum Circular No. 11, series of 2019, concerning the implementation of the AICS.

Assistance to the Individuals in Crisis Situation (AICS) is the provision of integrated services to individuals in crisis or difficult situation through the Municipal Social Welfare and Development Office (MSWDO), wherein beneficiaries of the program may seek assistance directly from the MSWDO Office or through referral. The services under the AICS Program could be granted/extended to individuals/families based on the Social worker’s Assessment of client’s/families needs/prorams.

Section 4. – Programs and Services under the AICS, - It is hereby mandated that the herein, guidelines shall be strictly followed and implemented, to wit:

1.) Financial and Material Assistance – Financial assistance is the provision of monetary support in the form of outright cash or guarantee letter to augment the resources of the client whereas material assistance is the provision of non-food items. These are further classified into:

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Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 21ST REGULAR SESSION OF THE 2022 SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON DECEMBER 6, 2022, AT THE SANGGUNIANG BAYAN SESSION HALL.

-page 2-
(Mun. Ord.No. 2022-08)

a.) **Transportation Assistance** – the assistance for the purchase or payment of transport (air/sea/land) and/or expenses to enable the client(s) to return to his/her/their home province permanently or seek further medical intervention(s) in another place or to attend to emergency concerns such as death, care, or other emergency or critical situations of family members, relatives, or other emergency or critical situations of family members, relatives or other individuals in need. This includes those that require immediate presence, such as but not limited to, attendance to a court hearing, rescue of abused relatives, etc.

Procured ticket shall be issued to the client unless in instances when giving outright cash is more convenient.

b.) **Medical Assistance** – the assistance to help shoulder hospitalization expenses, cost of medicines, other medical treatment or procedures such as implants, laboratory procedures including but not limited to computerized tomography (CT) scan, electrocardiogram (ECG), Echocardiogram (2D Echo). Magnetic Resonance Imaging (MRI), and provision of assistive device. Other medical expenses such as professional fees may be covered.

Birthing is not covered, unless the patient suffered from complications during delivery, subject to the assessment of the social worker. The client shall not be entitled to inpatient financial assistance except for instances when the drug or treatment is not available in the hospital or covered by the Philippine Health Insurance Corporation (Phil Health).

c.) **Burial Assistance** – the assistance to certify funeral and related expenses, including but not limited to expenses in bringing the remains to the residence of the deceased and/or burial site in accordance with existing customary practices of the family especially among Indigenous Peoples and Moros.

Due to a disaster/calamity/critical events or similar circumstances where there are casualties in the family, the surviving family shall be given an outright cash in the amount of 10,000.00 for each casualty, without need of case report, subject to availability of funds.

d.) **Educational Assistance**- a form of assistance given to eligible students to help defray school expenses and/or cost of sending students/children to such as school fees, supplies projects, allowances and other related expenses which will be provided once in a school/academic year for students, with priority shall be given to working students in the public high school, vocational/technological schools, state colleges and universities. A maximum of three (3) Children per family shall be entitled to this assistance.

However, this may be given to a student who, although not indigent, is assessed by the social worker to have extreme need therefor based on his/her family's current condition to include victims of displacement and repatriated /deported overseas Filipino (OFs), among others.

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Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

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-page 3-
(Mun. Ord.No. 2022-08)

e.) Food Assistance – the provision of assistance to client(s) in need food be provided up to a maximum of ten (10) days for an amount of at least P 80.00 per meal per individual. It includes hot meals, food/meal allowance, or cash equivalent to the cost of the required hot meals and/or food packs.

Eligible client(s) shall include those caring for sick relatives or relatives in the hospital, grantee(s) transportation assistance on his/her/their return to their home province or attendance to court hearings, People Who Used Drugs (PWUD) and their families, rescued trafficked individuals, former rebels, distressed OFs, stranded individuals due to emergency situations (such as, but not limited to, human-induced and natural calamities) and alike.

f.) Housing/Emergency Shelter Assistance – This refers to the provision of limited financial and material assistance to help families construct / repair their houses which are partially or totally destroyed as a result of natural, man-made or technological disaster.

Further, this also refers to the provision of financial assistance to urban poor families subject for eviction either extrajudicial or judicial proceedings, equivalent to sixty (60) days at a minimum daily wage.

g.) Cash Assistance for Other Support Services – an assistance in the form of outright cash provided to individuals and families in extremely difficult circumstances in which the needs does not fall on the above-mentioned assistance, such as but not limited to, a child victim of online sexual exploitation and other sexual abuse cases, families of KIA (Killed in Action)/WIA (Wounded in Action) uniformed personnel (police and soldiers), repatriated or deported OFs (Overseas Filipinos), Persons Living with HIV, rescued individuals/families against women and children, rebel returnees, victims of fire, armed conflict and other incidents/occurrence putting affected in crisis situation, as may be justified by the social worker or through a case consultation/conference.

2.) Psychological Intervention – a set of interventions that is of non-biomedical means to positively alter a person's behavior and relationship with the society in order to reduce the impact of stress brought about by crisis. It may be provided with, but not limited to, cognitive or behavioral therapies. Basically, it involves giving immediate relief to psychological and emotional issues under specific circumstances.

3.) Referral for Other Services – refers to assistance that are not available at the MSWD Office but can be accessed from other recourses and/or networks. This involves, but is not limited to referrals appropriate agencies for legal service, psychological interventions and even admission to residential facilities for temporary shelter.

Section 5. – Documentary Requirements for Each Assistance. - The client seeking assistance shall bring and submit to the MSWD Office the following documentary requirements (certified true copy or photo copy of such documents) to certified by the assigned social worker.



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 21ST REGULAR SESSION OF THE 2022 SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON DECEMBER 6, 2022, AT THE SANGGUNIANG BAYAN SESSION HALL.

-page 4-
(Mun. Ord. No. 2022-08)

TYPE	DOCUMENTS
Transportation	<ul style="list-style-type: none">• Any valid identification card of the client/person to be interviewed; and• Police Blotter; or• Police Certification (for victims of pick pockets, illegal recruitment, etc.); or• Other supporting document(s) such as but not limited to justification of the social worker, medical certificate, death certificate, and or court order/subpoena.• Barangay Certificate of Residency or Certificate of Indigency or Certificate of the Client is in Need of assistance may be required.
Medical Assistance	<ul style="list-style-type: none">• Any valid Identification Card of the client/person to be interviewed; and• Case Study Report or Case Summary that the client is in crisis situation by the MSWDO, for services more than P 5,000.00;• Medical Certificate or Medical Abstract with date of issuance, complete name, signature of the Billing Clerk;• If payment for hospital bill-Hospital/Statement of Account (Outstanding Balance) with complete name and signature of the Billing Clerk; or• If for medicines/assistive devices – Prescription with date of issuance, complete name, signature and license number of the attending physician; or• If for medical procedures – laboratory requests with date of issuance, complete name, signature and license number of the attending physician.• Barangay Certificate or Residency or Certificate of Indigency or Certificate of the Client is in Need of Assistance may be required.

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SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 21ST REGULAR SESSION OF THE 2022 SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON DECEMBER 6, 2022, AT THE SANGGUNIANG BAYAN SESSION HALL.

-page 5-
(Mun. Ord. No. 2022-08)

Burial Assistance	<ul style="list-style-type: none">• Any valid Identification Card of the client/person to be interviewed; and• Death Certificate or Certification from the Tribal Chieflain for IPs), Imam (for Moro) or• Doctor or authorized medical practitioner, in the absence of a death certificate; and• Funeral Contract (except for Muslim and Indigenous People performing customary practices)
	<p><i>For Transfer of Cadaver:</i></p> <ul style="list-style-type: none">• Death Certificate or Certification from the Tribal Chieflain (for IPs), Imam (for Moro) or Doctor or authorized medical practitioner, in the absence of a death certificate; and• Transfer Permit (except for Moro and Indigenous People performing customary practices), if applicable.• Barangay Certificate of Residency or Certificate of Indigency or Certificate of the Client is in Need of Assistance may be required.
Education Assistance	<ul style="list-style-type: none">• Any valid Identification Card of the client/person to be interviewed; and• Enrolment Assessment Form or Certificate of Enrolment or Registration;• Validated school of the student/beneficiaries; and• Statement of Account for college students.• Barangay Certificate of Residency or Certificate of Indigency or Certificate of the Client is in Need of Assistance may be required.

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SANGGUNIANG BAYAN

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-page 6-
(Mun. Ord. No. 2022-08)

Food Assistance	<ul style="list-style-type: none">Any valid Identification Card of the client/person to be interviewed; and CRFs. <p><i>For residents/client in CRCFs.</i></p> <p>Barangay Certificate of Residency or Certificate of Indigency or Certificate of the Client is in Need of Assistance may be required.</p>
Cash Assistance for other Support Services	<ul style="list-style-type: none">Any valid Identification Card of the client/person to be interviewed; and <p>Depending on the circumstance of the client:</p> <ul style="list-style-type: none">Police Report or Bureau of Fire Protection (BFP) Report/Certification for fire victims; andPassport, Travel Document(s), Certification from OWWA or the Barangay or any proof of repatriation by the OF; orA certification from the Social Worker or Case Manager for rescued clients; orPolice Blotter and Social Worker Certification for victims of On-line Sexual Exploitation of Children.Barangay Certificate of Residency or Certificate of Indigency or Certificate of the Client is in Need of Assistance may be required.

Section 6. – Implementing Procedures. – The following procedures shall be followed;

- 1. Screening and Verification** – a screening process shall be undertaken by the designated **MSWDO** staff to ensure the completeness and correctness of the documentary requirements. The original of certified true copy of the applicable requirements must exhibited by the client.

Complete documentary requirements shall be condition precedent in the processing and release of assistance to a client.

- 2. Assessment** – The assessment shall determine the eligibility of the client to avail the services during the interview and on the supporting documents presented. The social worker shall determine the capacity of the family in



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 21ST REGULAR SESSION OF THE 2022 SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON DECEMBER 6, 2022, AT THE SANGGUNIANG BAYAN SESSION HALL.

-page 7-
(Mun. Ord. No. 2022-08)

addressing the problem looking keenly on the available resources that the family could utilize. The assessment of the social worker shall be basis for the recommendation and will be indicated in the social case summary which can also be written in the General Intake Sheet (GIS) or a separate document (i.e. certificate of eligibility). The client who may be assisted using psychological intervention must attended to by the social worker with the tenet(s) of the applicable intervention as guide.

3. Provision of Assistance

a.) The type and rates of assistance shall be as follows:

Type	Particulars	Cost of Assistance		Frequency Of Availment
		Minimum	Maximum	
Transportation Assistance	Land Travel	Actual cost based on ticket quotation		Once every six (6) months
	Sea Travel			
	Air Travel			
Medical Assistance	Hospital bill/other Medical expenses	1,000.00	10,000.00	Once every three (3) months
	Medicines (out-patient)	Actual Amount/cost	10,000.00	
	Laboratory Procedures (out-patient)	Actual Amount/cost	10,000.00	
Burial Assistance	Funeral Expenses	5,000.00	10,000.00	The availment of one service shall exclude the availment of other of the same category
	Transfer of Cadaver	3,000.00	10,000.00	
	Casualties during disaster/calamity		10,000.00 (per casualty)	
Education Assistance (Maximum of 3 children per family)	Elementary Students	1,000.00	5,000.00	Once every School Year Once every semester
	High School Students	1,500.00	5,000.00	
	College Students	3,000.00	5,000.00	



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

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-page 8-
(Mun. Ord. No. 2022-08)

Food Assistance	Food subsidy for Individuals/families	1,000.00	3,000.00	"as needed"
Cash Assistance	Other needs	1,000.00	10,000.00	Once every six (6) months for a maximum of one year.

Section 7. – Funding, - The Local Government Unit of Palo shall allocate fund and incorporate in its annual budget appropriate amount for the implementation for the different programs and services contained in this ordinance, in accordance with the COA accounting auditing rules and regulations.

Cash advances from the total fund made by the Administrator, or any cash bonded employee assigned and responsible relative to the implementation of the programs and services under this ordinance, shall process the liquidation of cash advances whenever the total amount disbursed is already seventy five percent (75%) of the total fund allocation.


Section 8. – Separability Clause, - If, for any reason, any provision of this ordinance or the application of such provision to any person, group, or circumstance is declared invalid or unconstitutional, the remainder of this ordinance shall not be affected by such declaration.

Section 9. – Repealing Clause. – All laws, and rules and regulations inconsistent herewith are hereby likewise repealed or modified accordingly.

Section 10. – Effectivity Clause. – This ordinance shall take effect upon its approval and after the required posting and publication, as provided under Local Government Code of 1991.

ATTESTED:


JAN MICHELLE L. DOLINA
SB Member
Temporary Presiding Officer

CERTIFIED CORRECT:

BRIAN VALENTE P. ELORCHA
Acting Municipal Sanggunian Secretary







Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN


EXCERPTS FROM THE MINUTES OF THE 21ST REGULAR SESSION OF THE 2022 SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON DECEMBER 6, 2022, AT THE SANGGUNIANG BAYAN SESSION HALL.

-page 9-
(Mun. Ord. No. 2022-08)

ATTESTED LIKEWISE:


ANDRES IAN R. SEVILLA
SB Member


AARON H. ROCA
SB Member



ROEL D. BALDEVIA
SB Member
LIGA President


CASIMERO P. VILLAS, JR.
SB Member


ANTONINO C. HERNIT
SB Member


CHIQUI RUTH C. UY
SB Member


CASIMERO B. PARADO II
SB Member


ORIELL D. CHIQUILLO
SB Member
SK Federation President

APPROVED December 22, 2022.


REMEDIOS L. PETILLA
Municipal Mayor



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

CERTIFICATE OF POSTING

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that pursuant to Section 59, Chapter 3, Title Two, Book I, of the Local Government Code of 1991, the undersigned had caused the posting of copies of Municipal Ordinance No. 2022-08 entitled An Ordinance Establishing Guidelines for the Different Programs and Services Under the Assistance to Individuals in Crisis Situation (AICS) in the Municipality of Palo, Leyte, which was enacted by the Sangguniang Bayan on December 6, 2022, and the copies of the said ordinances were actually posted on December 23, 2022, for a period of not less than three (3) weeks therefrom, in the following conspicuous places in the Municipality of Palo.

- 1) One copy in the bulletin board at the entrance of the Palo Municipal Hall
- 2) One copy in the bulletin board at the Office of the Market Supervisor.

ISSUED this 23rd day of February 2023 at Palo, Leyte.


BRIAN VALENTE P. ELORCHA
Acting Sanggunian Secretary

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the same was calendared for Third and Final Reading on the next regular session.

2. Draft Ordinance Institutionalizing the "Kabataan Kontra Krimen Droga't Terrorismo (KK2DAT)" of the Sangguniang Kabataan of Palo, Leyte and for Such Other Purposes, Sponsor: Hon. Oriell D. Chiquillo.

- Likewise, copies of the proposed ordinance were furnished each Sangguniang Bayan Member. After going through the draft ad seriatim and refinements were made thereto, Hon. Oriell D. Chiquillo moved for its Approval on Second Reading. The motion was duly seconded by all Sangguniang Bayan Members present. Having been approved, the same was calendared for Third and Final Reading on the next regular session.

III. Business for Third and Final Reading.

1. Draft Ordinance Prescribing for the Allocation of at least Ten Percent (10%) of the Total Procurement Value of the Local Government Unit of Palo for Locally Produced Goods and Services, and their Mandatory Promotion Thereof, Sponsor: Hon. Vice-Mayor Jonathan P. Chiquillo.

- Copies of the final draft were furnished each Sangguniang Bayan Members for their perusal. Thereafter and with the expressed consent of Hon. Vice-Mayor Jonathan P. Chiquillo, Hon. Oriell D. Chiquillo moved for the approval of the final draft on third and final reading. The motion was duly seconded by all Sangguniang Bayan Members present. Since there was no objection, the final draft was declared Approved on Third and Final Reading, thus:

MUNICIPAL ORDINANCE NO. 2022-07

(see Annex "A" for the text)

2. Draft Ordinance Establishing the Guidelines for the Different Programs and Services under the Assistance to Individual in Crisis Situation in the Municipality of Palo, Leyte, Sponsor: Hon. Vice-Mayor Jonathan P. Chiquillo.

- Copies of the final draft were furnished each Sangguniang Bayan Members for their perusal. Likewise, with the expressed consent of Hon. Vice-Mayor Jonathan P. Chiquillo, Hon. Oriell D. Chiquillo moved for the approval of the final draft on third and final reading. The motion was duly seconded by all Sangguniang Bayan Members present. Since there was no objection, the final draft was declared Approved on Third and Final Reading, thus:

MUNICIPAL ORDINANCE NO. 2022-08

(see Annex "B" for the text)