



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Palo, Leyte

Item No.: 11
Date: 05 2024 AUG

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PROVINCIAL LEGAL OFFICE

Jose R. Acol
9-20
7.26.24

2nd INDORSEMENT

July 16, 2024

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 03 of the Sangguniang Bayan of La Paz, Leyte.

Issues/concerns for review/recommendation/legal opinion is/are as follows:

- Ordinance No. Ordinance No. 03 entitled: An Ordinance Establishing Guidelines for the Different Programs and Services Under The Assistance To Individuals in Crisis Situations (AICS) in the Municipality of La Paz, Leyte.

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office is of the opinion that the subject Ordinance is within the corporate powers of the local government unit particularly covered under Section 447 (1) (a) to enact ordinances, approve resolutions and appropriate funds for the general welfare of the municipality and its inhabitants pursuant to Section 16 of said Code and in the proper exercise of the corporate powers of the municipality as provided for under Section 22 thereof. Thus, recommended for the declaration of its validity.

We hope to have assisted you with this request.

Please note that the opinion rendered by this Office are based on facts available and may vary or change when additional facts and documents are presented or changed. This opinion is likewise without prejudice to the opinions rendered by higher and competent authorities.

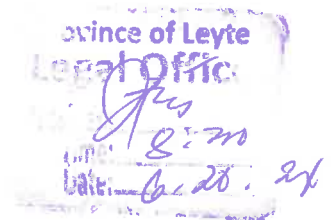
ATTY. JOSE RAYMUND A. ACOL
Asst. Provincial Legal Officer

Jose R. Acol

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
19 June 2024



The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **MUNICIPAL ORDINANCE NO. 03**, series of 2024 of the Municipality of **LA PAZ, LEYTE**, entitled: **An Ordinance Establishing Guidelines for the Different Programs and Services Under the Assistance to Individuals in Crises Situation (AICS) in the Municipality of La Paz, Leyte.**


ANDRES. SANICO
Provl. Govt. Dept. Head



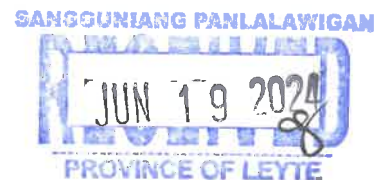
Republic of the Philippines
Province of Leyte
MUNICIPALITY OF LA PAZ
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OFFICE OF THE SANGGUNIANG BAYAN

19 June 2024

FLORINDA JILL S. UYVICO
Secretary to the Sanggunian
Sangguniang Panlalawigan
Province of Leyte
Legislative Bldg., Capitol Complex
Palo, Leyte



Madam:

Respectfully submitting herewith copies of the **MUNICIPAL ORDINANCE NO. 03, SERIES OF 2024 - AN ORDINANCE ESTABLISHING GUIDELINES FOR THE DIFFERENT PROGRAMS AND SERVICES UNDER THE ASSISTANCE TO INDIVIDUALS IN CRISIS SITUATION (AICS) IN THE MUNICIPALITY OF LA PAZ, LEYTE** for review and perusal of that office.

Please acknowledge receipt hereof and requesting the same be given due course and appropriate action.

Early action hereon will be highly appreciated.

Thank you.

Very truly yours,

ERWIN M. CERNAL
Secretary of the Sangguniang Bayan



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF LA PAZ
-oOo-



OFFICE OF THE SANGGUNIANG BAYAN

19 June 2024

HON. LEONARDO "SANDY" JAVIER, JR.

Vice Governor and Presiding Officer

The Honorable Members

Sangguniang Panlalawigan

Province of Leyte

Legislative Bldg., Capitol Complex

Palo, Leyte

Dear Honorable Ladies and Gentlemen:

Respectfully submitting herewith copies of the **MUNICIPAL ORDINANCE NO. 03, SERIES OF 2024 - AN ORDINANCE ESTABLISHING GUIDELINES FOR THE DIFFERENT PROGRAMS AND SERVICES UNDER THE ASSISTANCE TO INDIVIDUALS IN CRISIS (AICS) IN THE MUNICIPALITY OF LA PAZ, LEYTE** for review and perusal of that office.

Please acknowledge receipt hereof and requesting the same be given due course and appropriate action.

Early action hereon will be highly appreciated.

Thank you.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Erwin M. Cernal', written over a horizontal line.

ERWIN M. CERNAL

Secretary of the Sangguniang Bayan



Republic of the Philippines
PROVINCE OF LEYTE
 Municipality of La Paz
 -oOo-



OFFICE OF THE SANGGUNIANG BAYAN

MUNICIPAL ORDINANCE NO. 03
 Series of 2024



SPONSOR: HONORABLE RELLY F. RELANO

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

Be it ordained by the Sangguniang Bayan of La Paz; Leyte assembled:

Section 1. Short Title. - This ordinance shall be referred to as the "AICS Ordinance the Municipality of La Paz, Leyte".

Section 2. Declaration of Basic Policy. - It is the policy of the Municipality of La Paz, Leyte to ensure a better and improved quality of life for its citizenry, wherein, 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 a provision of integrated services to individuals in crisis or difficult situation of the Municipal Social Welfare and Development Office (MSWDO), in which beneficiaries of the program may seek assistance directly from the 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/family's needs.

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. As such, material assistance is the provision of non-foods items. These are further classified into:
 - a.) **Transportation Assistance.** - An assistance intended for the purchase or payment for 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.** - An assistance intended 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.** - An assistance intended to aid funeral and other related expenses, including but not limited to expenses in bringing the remains to the residence of the deceases 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 causalities 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 of 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. Priority shall be given to working students if he/she is in public high school, vocational/technological school, state colleges and universities. A maximum of three (3) children per family shall be entitled of this assistance.

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

- e.) **Food Assistance** - the provision of assistance to client(s) in need food be provided up to 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 individual calamities) and alike.

- f.) **Housing / Emergency Shelter Assistance** - This refers to the provision of limited financial and materials 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 family's subject foe eviction either extrajudicial proceeding, 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 on 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 departed 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.

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- 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 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 the Services-** refers to assistance that are not available at the MSWD Office but can be accessed from other resources 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 photocopy of such documents) to certified by the assigned social worker.

TYPE	DOCUMENTS
<p>Transportation</p>	<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 documents(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 that the Client needs of assistance may be required.
<p>Medical Assistance</p>	<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; 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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<p>Burial Assistance</p>	<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 Chieftain 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>For Transfer of Cadaver</p>	<ul style="list-style-type: none"> • Death Certificate or Certification from the Tribal Chieftain (for IP) Imam (for Moro) or Doctor or authorized medical practitioner, in the absence of a death certification; and • Transfer Permit (except for Moro and Indigenous People performing customary practices), if applicable. • Barangay Certificate of Residency or Certificate of Indigency or Certificate that the Client needs Assistance may be required.
<p>Education Assistance</p>	<ul style="list-style-type: none"> • Any valid Identification Card of the client/ person to be interviewed; and • Enrolment Assessment from 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 that the Client needs Assistance may be required.
<p>Food Assistance</p>	<ul style="list-style-type: none"> • Any valid Identification Card of the client/ person to be interviewed; and CRFs. <p>For residents/ client in CRCFs:</p> <p>Barangay Certificate of Residency or Certificate of Indigency or Certificate that the Client needs Assistance may be required.</p>

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<p>Cash Assistance for other Support Services</p>	<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; and Passport, Travel Document(s), Certification from OWWA or the Barangay or any proof of repatriation by the OF; or A certification from the Social Worker Case Manager for rescued clients; or Police 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 Indigency or Certificate that Client needs Assistance may be required.
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Section 6.- Implementing Procedures. - The following procedures shall be followed:

- 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.

- 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 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.

- 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	5,000.00	Once every after three (3) months
	Medicines (outpatient)	Actual Amount/Cost	5,000.00	Once every three months (3)

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	Laboratory Procedures (out-patient)	Actual Amount/Cost	5,000.00	
Burial Assistance	Funeral Expenses	2,000.00	7,500.00	The availment of one service shall exclude the availment of other of the same category
	Transfer of Cadaver	2,000.00	7,500.00	
	Casualties during disaster/calamity	2,000.00	7,500.00	
Education assistance (Maximum of 3 children per family)	Elementary Students, High School Students, College Students	1,000.00	5,000.00	Once Every School Year Once Every semester
Food Assistance	Food subsidy for Individuals/families	1,000.00	5,000.00	"as needed"
Cash Assistance	Other needs	1,000.00	5,000.00	Once every six (6) months for a maximum of one year.

Approved

Section 7. - Funding. - The Local Unit of La Paz shall allocate fund and incorporate in its annual budget appropriate amount for the implementation for the different programs and services assigned at the Office of the Municipal Treasurer, contained in this ordinance, in accordance with the COA accounting auditing rules and regulations.

Cash advance 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 as provided under Local Government Code of 1991 and approval of the Sangguniang Panlalawigan of Leyte.

UNANIMOUSLY approved.

ALVIN M. TEJOME
Sangguniang Bayan Member

PILO G. BARONA
Sangguniang Bayan Member


Henry L. Delos




JOEL C. CINCO
Sangguniang Bayan Member



ARACELY P. GO
Sangguniang Bayan Member



RELLY F. RELANO
Sangguniang Bayan Member



JOSE A. CARTEL
Sangguniang Bayan Member




OSCAR G. TAN-PIENGCO, J. D.
Sangguniang Bayan Member



MARLOU T. MARTICIO
Sangguniang Bayan Member

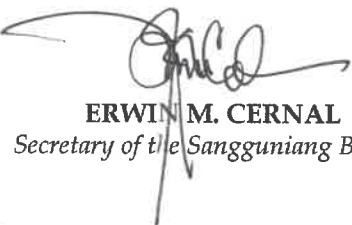


GLORIA M. TEJOME
Liga ng mga Barangay President



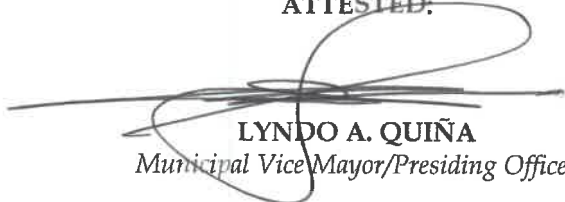
FIONAH KIMBERLYN B. ACOMPAÑADO
*President, Pambayang Pederasyon
ng mga Sangguniang Kabataan*

I HEREBY CERTIFY to the correctness of the foregoing quoted Municipal Ordinance which was duly adopted by the Sangguniang Bayan of La Paz, Leyte during its regular session held on May 06, 2024.



ERWIN M. CERNAL
Secretary of the Sangguniang Bayan

ATTESTED:



LYNDO A. QUIÑA
Municipal Vice Mayor/Presiding Officer

APPROVED:



ANGEL A. SIA, JR.
Municipal Mayor



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF LA PAZ
-oOo-



OFFICE OF THE SANGGUNIANG BAYAN

CERTIFICATION OF POSTING

TO WHOM THIS MAY CONCERN:

THIS IS TO CERTIFY that **POSTING** in prominent places in the Municipal Hall and other conspicuous places in the locality was undertaken and copies of said ordinances was remain posted for three (3) consecutive weeks pursuant to Section 59 (b) of Republic Act 7190, in relation on the ordinance - **MUNICIPAL ORDINANCE NO. 03, SERIES OF 2024- AN ORDINANCE ESTABLISHING GUIDELINES FOR THE DIFFERENT PROGRAMS AND SERVICES UNDER THE ASSISTANCE TO INDIVIDUALS IN CRISIS (AICS) IN THE MUNICIPALITY OF LA PAZ, LEYTE**

Subject ordinance is being forwarded to that Body for review in compliance with Section 56 of Republic Act 7160.

ISSUED this 19th day of June 2024 at the office of Sangguniang Bayan, La Paz, Leyte.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Erwin M. Cernal'.

ERWIN M. CERNAL
Secretary of the Sangguniang Bayan