



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

-oOo-

PROVINCIAL LEGAL OFFICE

2nd INDORSEMENT

June 3, 2026

Item No.: 21
Date: 28 2026 JUL

Sangguniang Panlalawigan
Province of Leyte

RECEIVED

Date: JUL 13 2026
By: Ferni

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 26-014 of the Sangguniang Bayan of Burauen, Leyte.

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

- Ordinance No. 26-014 entitled: “AICS Ordinance of Burauen, Leyte”

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office is of the opinion that the subject Ordinance is generally in accordance with its power under Section 447(a)(1)¹ of the Local Government Code of 1991 (R.A 7160). Hence, we recommend 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 and/or the courts.


ATTY. JOSE RAYMUND A. ACOL
Provincial Legal Officer

¹ (a) The sangguniang bayan, as the legislative body of the municipality, shall enact ordinances, approve resolutions and appropriate funds for the general welfare of the municipality and its inhabitants pursuant to Section 16 of this Code and in the proper exercise of the corporate powers of the municipality as provided for under Section 22 of this Code,

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte
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OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
06 May 2026

LEGAL OFFICE
RECEIVED
By: *[Signature]*
Date: 5-7-26 Time: 9:24

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 26-014** of the **Municipality of Burauen, 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 Burauen, Leyte.**

[Signature]
FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



OFFICE OF THE SANGGUNIANG BAYAN

April 29, 2026

THE HONORABLE MEMBERS
Sangguniang Panlalawigan
Province of Leyte

ATTENTION: FLORINDA JILL S. UYVICO
Secretary to the Sanggunian
Province of Leyte
Palo, Leyte

Ladies/Gentlemen:

We transmit herewith 12 copies of Municipal Ordinance No. 26-014, Series of 2026 of the Sangguniang Bayan of Burauen, 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 Burauen, Leyte"*, for review and approval of the body.

Thank you and please acknowledge receipt hereof.

Respectfully yours,


ATTY. RUDEJANE S. TAN
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte
Municipality of Burauen



OFFICE OF THE SANGGUNIANG BAYAN

MUNICIPAL ORDINANCE NO. 26-014
Series of 2026

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: APR 29 2026
By: _____

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

Authored by: Hon. Cheeryl Y. Ducentes

BE IT ORDAINED by the Sangguniang Bayan of Burauen, Leyte, in session assembled:

Section 1. Short Title. – This ordinance shall be referred to as the “AICS Ordinance of the Municipality of Burauen, Leyte”.

Section 2. Declaration of Basic Policy. – It is the policy of the Municipality of Burauen, Leyte to provide temporary, emergency, and needs-based assistance to individuals and families verified by the MSWDO to be in crisis situations, consistent with national social welfare policies, COA rules, and the principle that public funds shall be used solely for a legitimate public purpose.

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 Municipal Social Welfare and Development Office or through referral. The services under the AICS Program could be granted/extended to individuals/families solely based on the Registered Social Worker's assessment of client's/family's needs.

The Assistance to Individuals in Crisis Situation acts as a complementary service of the Local Government Unit where it provides a temporary safety net for the urgent needs of an individual or family in-crisis situation. This provides individuals and families direct aid (cash, cheque, food or non-food) for immediate needs of individuals and families struggling to provide it instantly.

Section 4. Programs and Services under 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 – a direct cash assistance of not more than Two Thousand Pesos (Php 2,000.00) 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.** – 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 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.** – 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.** – 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 casualties in the family, the surviving family shall be given an outright cash in the amount of 5,000.00 for each casualty, 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 particularly in public schools, state, colleges and universities to such as school fees, supplies projects, 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), a working student who receive financial support provided by relatives, among others.

Educational assistance under this Ordinance shall be **granted only when the student or family assessed to be in crisis situation** and shall not be construed as regular scholarship or continuing educational subsidy.

- e.) **Food Assistance** – the provision of assistance to client(s) in need of food be provided up to maximum of fourteen (14) days for an amount of at least Php 100.00 per meal (food consumed at one time) 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, caring for mentally challenged individuals, individuals/families tagged as poor under the National Housing Targeting System (NHTS), 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, neglected individual or classified as living alone, stranded individual due to calamities, and alike.

For mentally challenged confined/admitted at higher facility for 14-day medication/treatment, food assistance to only up to two (2) family members or relatives shall be extended through a General Intake Sheet and Social Case Study Report in an Outright Cash supported with a Certification from the MHO as to the Confinement/Admission of the mentally challenged at the higher facility.

- 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/indigent family's subject for eviction either judicial or extrajudicial proceeding, equivalent to thirty (30) days at a minimum daily wage.

- g.) **Cash Assistance for Other Support Services or Cash Assistance To Other Needy Individuals/Families** - 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 departed OFs (overseas Filipinos), parolees and probationers, persons Living with HIV, women and children in need of special protection, rescued individuals/ families against women and children, family member/s of mentally challenged for latter's medical consultation or medical check-up, 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.

Assistance under this category shall require a **case conference or written justification**, and shall not be granted when the need can be addressed by other existing government programs.

- 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 to appropriate agencies for legal service, psychological interventions and even admission to residential facilities for temporary shelter.

Moreover, since the amount of assistance from the Local Government Unit is limited, the individual or families in-crisis situation shall be referred to higher agencies for further assistance.

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 be certified by the assigned social worker. In every outright cash assistance or assistance through check of not more than Php 5,000.00, a General Intake Sheet (GIS) must be attached for crisis intervention and to determine eligibility for programs per assessment by a Registered Social Worker. If the assistance is Php 5,000.00 or more, a Social Case Study Report or Brief Case Findings that the client is in-crisis situation is required additionally.

FOR OUTRIGHT CASH ASSISTANCE/CASH ASSISTANCE THROUGH CHEQUE/CHECK

TYPE	DOCUMENTS
MEDICAL ASSISTANCE	A. Medicines/Assistive Devices
	Doctor's prescription (reseta) with estimate cost (medicines)
	Medical assessment with request for a type of assistive device required from a healthcare professional (for assistive device)
	Vaccination Card for anti-rabies
	Valid Identification Card of the client to be interviewed
	Barangay Certificate of Indigency
	B. Laboratory/Diagnostic Examinations
	Laboratory/Diagnostic Request
	Valid Identification Card of the client to be interviewed
	Barangay Certificate of Indigency
	C. Hospital Bill
	Estimated/Final Hospital bill
	Medical Abstract/Medical Certificate
	Valid Identification Card of the client to be interviewed
	Barangay Certificate of Indigency
BURIAL ASSISTANCE	FOR FUNERAL SERVICES

	Registered Death Certificate/Certification from the Tribal Chieftain for Ips, IMAM or MORO
	Certificate of Relationship of the Claimant to the deceased (if claimant's not the informant)
	Valid Identification Card of the client to be interviewed
	Valid ID of the deceased
	Barangay Certificate of Indigency
	FOR TRANSFER OF CADAVER
	Valid Identification Card of the client to be interviewed
	Certificate of Relationship of the Claimant to the deceased (if claimant's not the informant)
	Registered Death Certificate or 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.
EDUCATIONAL ASSISTANCE	Depending on the circumstances of the case:
	Elementary and Junior and Senior High School – once every school year
	College – once every semester
	Barangay Certificate of Indigency
	Any valid government issued ID of claimant (person to be interviewed)
	Certificate of Enrolment or Registration Form
	Validated School ID
	Statement of Account for college students
	OTHER SUPPORTING DOCUMENTS:
	Certification from the Unit Head approved by the College Dean or Certification from the teacher adviser approved by the School Principal: a. School Uniform – type A and B (with cost estimate) b. NSTP Uniform – (with cost estimate) c. P.E. Uniform – (with cost estimate) d. Laboratory Gown – (with cost estimate) e. School supplies, projects, or school contributions – (state the cost amount)
	Brgy. Certification as to the location of the student's boarding house and the monthly rental fee, signed by the boarding house owner and attested by the Punong Barangay where the boarding house located.
	Other supporting documents, per assessment of the Social Worker
FOOD ASSISTANCE	Depending on the circumstances of the case:

	Barangay Certificate of Residency/Indigency
	Any valid government issued ID of claimant (person to be interviewed)
	Other supporting documents such as but not limited to justification of the social worker or case summary of the social worker or certification that the client is in need of assistance, medical certificate or death certificate may be required
	<i>Other supporting documents:</i>
	Certificate of Confinement/Medical Certificate of Sick family member or relatives
	Certification that client is Living Alone
	Certification that the family member is a Person with Disability (cannot fulfill his/her duty to provide the needs of the family)
	Certificate of Detention
	Court Order -Subpoena (attendance to hearing)
	Certification that the family member is a PWUD
	Certification that the family member/client is a distressed OFW
	Calamity Certification for Stranded Individual
	Certification from MSWDO of the Municipality where client resided, and is returning home to Burauen
	Certification that client is a Victim of Trafficking
	Certification that client is tagged as Poor under NHTS
	Certification that family member/client is a Child in Need of Special Protection (victim of RA 7610, RA 9344, RA 9208, Street children and others)
	Certification that client is a victim of RA 9262 or the Anti-VAWC Law
TRANSPORTATION ASSISTANCE	Depending on the circumstances of the case:
	Barangay Certificate of Residency/Indigency
	Any valid government issued ID of claimant (person to be interviewed)
	Ticket quotation, if applicable
	<i>Other supporting documents:</i>
	Medical Certificate/Medical Abstract with referral to Higher Medical Institution
	Certification that client is a victim of RA 9262 or the Anti-VAWC Law
	Certification from MSWDO of the Municipality where family member is in emergency or critical situations (rescue of family members or others)
	Court Order -Subpoena (attendance to hearing)
	Certification that family member/client is a Distressed OFW
	Barangay Blotter or Police Blotter (for other support needs)
	Police Certification (for victims of pick pockets, illegal recruitments
	Other supporting documents such as but not limited to justification of the social worker or case summary of the social worker, medical certificate, death certificate, and or court order or subpoena
CASH ASSISTANCE FOR OTHER SUPPORT	Depending on the circumstances of the case:

SERVICES/TO OTHER NEEDY INDIVIDUALS/FAMILIES	
	Barangay Certificate of Residency/Indigency
	Any valid government issued ID of claimant (person to be interviewed)
	Police Report or Bureau of Fire Protection Report/Certification for fire victims (Date of Issuance is within 1 month from the date of incident)
	Passport/Travel Documents/Certification from OWWA or the Barangay or any proof of repatriation by the OFW
	Certification from the Social Worker Case Manager for rescued clients or for cases involving children in need of special protection
	Police Blotter and Social Worker's Certification for Victims of on-line sexual exploitation of children and women
	Barangay Blotter/Police Blotter for other support needs of the client
	Certification from the Focal Person on Mental Health or the Medical Officer that mentally challenged is for medical check-up/medical consultation
	Other supporting documents such as but not limited to justification of the social worker or case summary of the social worker for other support needs of the client

Section 6. Implementing Procedures. - The following procedures shall be followed:

The MSWDO shall be the primary **implementing and recommending office**, while the Local Chief Executive shall exercise only general supervision. No elected or appointed officials shall use the AICS program for political endorsement, partisan activities, or personal publicity. Any violation shall be dealt with in accordance with law.

1. **Screening and Verification-** the screening and verification process shall be undertaken only at the MSWD Office by the designated MSWDO staff/personnel to ensure the completeness and correctness of the documentary requirements. The original of certified true copy or photocopy of the applicable requirements must be 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 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 of cash assistance to be provided and any other assistance that could be extended 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 be 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	900.00	20,000.00	Once every after three (3) months
	Medicines (outpatient)	Actual Amount/Cost	20,000.00	Once every three months (3)
	Laboratory Procedures (out-patient)	Actual Amount/Cost	20,000.00	
Burial Assistance	Funeral Expenses	900.00	10,000.00	The availment of one service shall exclude the availment of other of the same category
	Transfer of Cadaver	900.00	10,000.00	
	Casualties during disaster/calamity	900.00	5,000.00	
Education assistance (Maximum of 3 children per family)	Elementary Students, High School Students, College Students	500.00	5,000.00	Once Every School Year Once Every semester
Food Assistance	Food subsidy for Individuals/families	500.00	5,000.00	"as needed"
Cash Assistance	Other needs	500.00	5,000.00	Once every six (6) months for a maximum of one year.

Section 7. – Funding. - The Local Government Unit of Burauen through the Office of the Municipal Social Welfare and Development shall allocate fund and incorporate in its annual budget appropriate amount for the implementation of AICS program.

Section 8. Mode of Release of Assistance - For check and balance purposes, the release of outright cash assistance and assistance through check/cheque is at the Office of the Municipal Treasury, contained in this ordinance, in accordance with the COA, accounting, auditing, rules and regulations.

Cash advance from the total fund made by the Disbursing Officer or any cash bonded employee of the Office of the Municipal Treasury 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 9. Recommendation and Approval of Assistance -The MSWDO social worker in coordination with the MSWD Officer shall assess and determine client's needs and recommend the amount of assistance. The recommended amount shall be forwarded to the Municipal Mayor, who shall approve or disapprove the recommendation before the assistance is processed and released to the beneficiary.

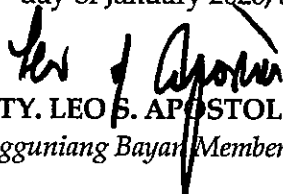
Section 10. Reporting and Audit -The MSWDO shall submit a **quarterly report** to the Sangguniang Bayan detailing beneficiaries, amounts granted and purposes of assistance. All transactions shall be subject to COA post-audit.

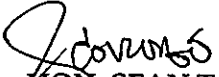
Section 11. – Separability Clause. - If, for any reason, any provision of this ordinance or the application of such provision to any person, group, or circumstance is declared invalid or unconstitutional, the remainder of this ordinance shall not be affected by such declaration.

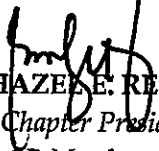
Section 12. – Repealing Clause. - All laws, and rules and regulations inconsistent herewith are hereby likewise repealed or modified accordingly.

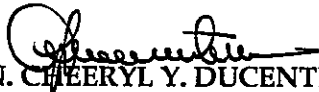
Section 13. Effectivity Clause. – This ordinance shall take effect upon its approval and after the required posting as provided under Local Government Code of 1991 and approval of the Sangguniang Panlalawigan of Leyte.

ENACTED, this 12th day of January 2026, at the Municipality of Burauen.


ATTY. LEO S. APOSTOL
Sangguniang Bayan Member


HON. SEAN T. CORDERO
Sangguniang Bayan Member


HON. MA. HAZELLE RELATORRES
LnB Municipal Chapter President/Ex-Officio
SB Member

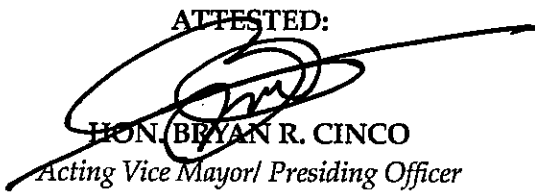

HON. CHEERYL Y. DUCENTES
Sangguniang Bayan Member


HON. ANDRES REY L. CACARA
Sangguniang Bayan Member

SECRETARY'S CERTIFICATE

I HEREBY CERTIFY that the foregoing Ordinance was duly enacted by the Sangguniang Bayan of Burauen, Leyte during its 28th Regular Session held on January 12, 2026, at the Municipal Session Hall.

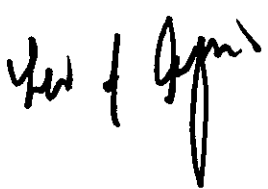

HON. ANDRES REY L. CAGARA
SB Member/ Secretary Pro Tempore

ATTESTED:

HON. BRYAN R. CINCO
Acting Vice Mayor/ Presiding Officer

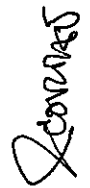
APPROVED:

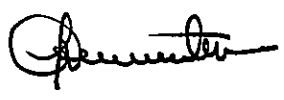
HON. WARREN V. HERMANO
Acting Municipal Mayor

1/20/2026
Date











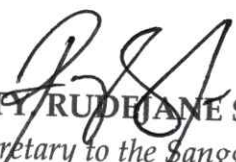
OFFICE OF THE SANGGUNIANG BAYAN

CERTIFICATE OF POSTING

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that Municipal Ordinance No. 26-014, Series of 2026 of the Sangguniang Bayan of Burauen, 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 Burauen, Leyte"*, was enacted on January 12, 2026, and has been posted in two (2) conspicuous and publicly accessible places of the municipality from *January 15, 2026 to February 4, 2026* in compliance with Section 59, paragraph (b) of Republic Act No. 7160, otherwise known as the "Local Government Code of 1991".

Burauen, Leyte, February 9, 2026.


ATTY. RUDEJANE S. TAN
Secretary to the Sanggunian