



DSWD
Department of Social Welfare and Development



REPUBLIC OF THE PHILIPPINES

JOINT MEMORANDUM CIRCULAR NO. 1 SERIES OF 2020

SPECIAL GUIDELINES ON THE PROVISION OF SOCIAL AMELIORATION MEASURES BY THE DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT, DEPARTMENT OF LABOR AND EMPLOYMENT, DEPARTMENT OF TRADE AND INDUSTRY, DEPARTMENT OF AGRICULTURE, DEPARTMENT OF FINANCE, DEPARTMENT OF BUDGET AND MANAGEMENT, AND DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT TO THE MOST AFFECTED RESIDENTS OF THE AREAS UNDER ENHANCED COMMUNITY QUARANTINE

1. Rationale

On 12 March 2020, the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID) per Resolution No. 11, Series of 2020, raised the COVID-19 threat to the highest alert level, Code Red Sublevel 2, due to the evidence of sustained community transmission of the disease. Concomitantly, President Rodrigo Roa Duterte approved the recommendation to declare a community quarantine in the National Capital Region (NCR) on 15 March 2020; and on 17 March 2020 the recommendation to declare an Enhanced Community Quarantine in the entirety of Luzon.

The declaration of community quarantine and the corresponding imposition of Stringent Social Distancing Measures affected the population's mobility as ingress and egress to and from NCR have been restricted, causing the implementation of alternative working arrangements in government and private offices, suspension of operations or closure of business establishments, suspension of public mass transportation, imposition of curfew hours, and implementation of heightened community quarantine by some local government units (LGUs).

Despite the protocols imposed relative to the Enhanced Community Quarantine, the struggle of the Filipino families for economic survival continues. Apparently, despite knowing the reports of the increasing number of persons under investigation (PUI), persons under monitoring (PUM), and confirmed cases, which as of 27 March 2020 is already 803 individuals, people feel compelled to provide for their families, evading quarantine protocols in the process. This risky behavior will continue until clear and established support and social amelioration measures are implemented by the government.

The “Bayanihan to Heal As One” Act empowers the National Government to provide an emergency subsidy to eighteen (18) million low-income families as defined in this JMC. The subsidy shall amount to a minimum of Five Thousand Pesos (PhP 5,000.00) to a maximum of Eight Thousand Pesos (PhP 8,000.00) a month for two (2) months to provide for basic food, medicine, and toiletries. The subsidy shall be computed based on the prevailing regional minimum wage rates and the existing subsidy programs of the local and national governments. For programs with insufficient funding, the national government shall augment the funds so that each eligible family gets the threshold of Five Thousand Pesos (PhP 5,000.00) to Eight Thousand Pesos (PhP 8,000.00), in cash or in kind, depending on the prescribed minimum wage rate per region.

It is on this premise that the Department of Social Welfare and Development (DSWD), in coordination and collaboration with other national government agencies such as, but not limited to, Department of Labor and Employment (DOLE), Department of Trade and Industry (DTI), Department of Agriculture (DA), Department of Finance (DOF), Department of Budget and Management (DBM), and Department of the Interior and Local Government (DILG), shall implement social protection programs, projects, and services to mitigate the effects of the declaration on the economic, physical and psychosocial well-being of the most vulnerable sectors. This intensified government response on the implementation of social amelioration measures by concerned agencies shall ensure mobilization of the necessary resources for the provision of urgent and appropriate services and assistance. Hence, this Joint Memorandum Circular (JMC) shall guarantee that basic needs of the affected individuals and communities during and after the implementation of the Enhanced Community Quarantine shall be provided by the government to mitigate the effects.

2. Purpose and Coverage

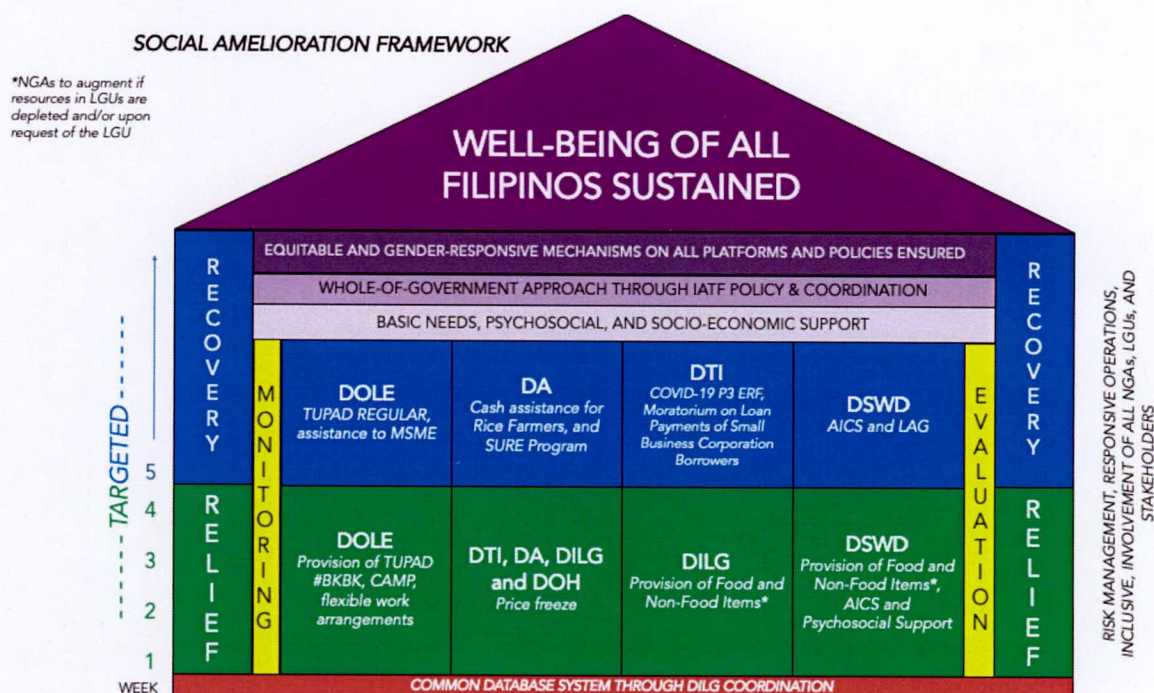
This JMC shall be the guidelines and basis by and among the DSWD, DOLE, DTI, DA, DOF, DBM, and DILG to streamline and harmonize its various social

amelioration programs to mitigate the socio-economic impact of the COVID-19 health crisis and the Enhanced Community Quarantine guidelines. This shall cover individuals, families, and communities affected by the COVID-19 as stipulated in this JMC.

3. Legal Bases

- 3.1. Sections 4, 5, 9, and 15, Article II, 1987 Constitution.
- 3.2. Section 11 and 12 of Article XIII, of the 1987 Constitution.
- 3.3. Section 4, Article XV, 1987 Constitution.
- 3.4. Republic Act 10121 or the "Philippine Disaster Risk Reduction and Management Act of 2010".
- 3.5. Republic Act No. 11469 or the "Bayanihan to Heal as One Act".
- 3.6. Presidential Proclamation No. 922, Declaring a State of Public Health Emergency Throughout the Philippines.
- 3.7. Item 8 of Inter-Agency Task Force Enhanced Community Quarantine Operational Guidelines.

4. Social Amelioration Operational Framework



The operational framework is coherent with the social protection policy of the Philippine Government. Clustering of government programs and services under Relief and Recovery seek to reduce or mitigate the effect of community quarantine

due to COVID-19 by providing basic needs, urgent responses to socio-economic shocks to vulnerable sectors, and strengthening people's capacity to respond to risks.

Emphasizing the whole-of-nation approach in addressing food insecurity, hunger, sudden loss of income, and unemployment is among the most important factors to consider in order to guarantee that the well-being of the Filipino people will be sustained in times of the Public Health Emergency due to COVID-19. Given the context of the situation, it is deemed necessary for the government as a duty-bearer to ensure that rights and welfare of affected sectors are protected and promoted. The principles of human rights and inclusivity provide a moral grounding to guarantee that all affected families shall have access to programs and services in overcoming the challenges brought by this situation.

5. Definition of Terms

- 5.1. **Emergency Subsidy Program (ESP)** – A social amelioration program to provide cash or non-cash subsidy to eighteen (18) million household beneficiaries, as defined in this JMC, in the amount of at least Five Thousand Pesos (PhP 5,000.00) to a maximum of Eight Thousand Pesos (PhP 8,000.00) per month for two (2) months, for basic food, medicine, and toiletries.

The ESP shall be provided by the national government, through various National and Local Government social amelioration programs, computed based on the prevailing regional minimum wage rates, and taking into account the subsidy amount given under the DSWD's Conditional Cash Transfer (CCT) program and the rice subsidy program, estimated at an average of PhP 2,150.00 per month per family. In this regard, the National Government will augment the CCT and rice subsidy in order to reach the applicable emergency subsidy amount.

In accordance with RA 11469, the ESP shall be implemented for two (2) months covering the months of April and May, 2020. The Emergency Subsidy shall be distributed through any of the programs enumerated in Section 7 so long as the total amount from various social amelioration programs does not exceed the prescribed thresholds as defined in this JMC.

The following table gives the subsidy amount for each household in the region of residence, computed as a proportion to the respective regional minimum wage rates:

Region	Daily minimum wage in pesos	Subsidy amount in pesos per month (per household)
NCR	537	8,000
CAR	350	5,500
1	340	5,500
2	370	5,500
3	420	6,500
4A	400	6,500
4B	320	5,000
5	310	5,000
6	395	6,000
7	404	6,000
8	315	5,000
9	316	5,000
10	365	6,000
11	396	6,000
12	326	5,000
CARAGA	320	5,000
ARMM	325	5,000

- 5.2. **Social Amelioration Card (SAC)** - A form, distributed at the barangay level, that captures the family profile which will be the mechanism for the affected families to access the social amelioration programs of the government.
- 5.3. **Food and Non-Food Items (FNI)** - Food and essential personal hygiene and family items regularly provided by the DSWD during disaster

operations; however, taking into consideration the declaration of the Enhanced Community Quarantine to lessen exposure to other individuals, DSWD shall provide food packs during the quarantine period as an augmentation to the LGUs, as agreed by the members of the Inter-Agency Task Force Technical Working Group (IATF-TWG) on social amelioration.

- 5.4. **Assistance to Individuals in Crisis Situation (AICS)** - Provision of integrated services by the DSWD to individuals and families in crisis or difficult situations that serve as social safety nets or stop-gap measures to support their recovery.
- 5.5. **Sustainable Livelihood Program (SLP)** - Capability-building program for the poor, vulnerable and marginalized families and communities to help improve their socio-economic conditions through accessing and acquiring necessary assets to engage in and maintain thriving livelihoods. It is one of the core programs of the DSWD providing livelihood assistance during natural or human-induced disasters.
- 5.6. **Livelihood Assistance Grants (LAG)** - Financial assistance granted to qualified SLP beneficiaries whose livelihoods were affected by the declaration of community quarantine. The LAG aims to assist the SLP beneficiaries' recovery from economic losses and can be used as a seed capital to start-up new or enhance existing feasible and viable micro-enterprises, purchase inputs or starter kits needed for the identified micro-enterprise and/or for employment-related activities such as, but not limited to, transportation / fare expenses.
- 5.7. **Target Beneficiaries** - The families that belong to either the poor or informal sector which are at risk of not earning a living during the Enhanced Community Quarantine, who may have at least one (1) member belonging to any of the following vulnerable or disadvantaged sectors:
 - 5.7.1. **Senior Citizens;**
 - 5.7.2. **Persons with Disability;**
 - 5.7.3. **Pregnant and Lactating Women;**
 - 5.7.4. **Solo Parents;**
 - 5.7.5. **Overseas Filipinos (OFs) in Distress** - they shall refer to OFs who were repatriated or banned from traveling outside the Philippines on account of the COVID-19 breakout, from January 2020 until the lifting of the community quarantine;
 - 5.7.6. **Indigent Indigenous Peoples** - Those certified as poor by the National Household Targeting System for Poverty Reduction (NHTS-PR) or the subject Field Office of the DSWD or those who are living

in recognized ancestral domains whose income solely depend on subsistence economy as those engaged in indigenous means of livelihood as hunting, gathering or foraging as certified by the NCIP or tribal chieftain/council of elders or those who are informal economy workers.

- 5.7.7. **Underprivileged Sector and Homeless Citizens** - Individuals or families residing in urban, urbanizable and rural areas whose income or combined family income falls within the poverty threshold as defined by the National Economic and Development Authority (NEDA) or those who do not own housing facilities. This shall also include those who live in makeshift dwelling units and do not enjoy security of tenure.
- 5.7.8. **Informal Economy Workers** - Those who are independent, self-employed, small-scale producers and distributors of goods and services like the following:
- 5.7.8.1. **Directly Hired or Occasional Workers** - Persons who are contracted to do work on an irregular basis, hired by the direct recipient of the service and whose salary is completely dependent upon the completion of the particular work for which he or she was hired (*e.g. laundry maid*);
 - 5.7.8.2. **Subcontracted Workers** - Any person who is an employee of a subcontractor, as defined by Article 106 and 107 of the Labor Code (*e.g. pakyaw workers*);
 - 5.7.8.3. **Homeworkers** - Any person who performs in or about his home any processing of goods or materials, in whole or in part, which have been furnished directly or indirectly by an employer and thereafter to be returned to the latter (*e.g. family enterprise such as those involved in crafts making, native delicacy production, home-based food processing*);
 - 5.7.8.4. **Househelpers** - Persons defined as “kasambahay” under Section 4 (d) of R.A. 10361 or the Domestic Workers Act who are currently not receiving any remuneration from their family of work, or who cannot report to work due to the community quarantine (*e.g. kasambahay or family driver*);
 - 5.7.8.5. **Drivers of Pedicab, Tricycle, PUJs, UVs, PUBs, Taxi, Transport Network Vehicle Service (TNVS) and Transport Network Companies (TNC)** - Persons driving a pedicab, tricycle, jeepney, van, taxi, TNVS, TNC, owned by another person and only subject to a boundary system; provided that those who own the vehicle they drive are still eligible if their

income is solely dependent thereon (e.g. *Angkas and Joyride drivers*);

- 5.7.8.6. Micro-entrepreneurs and Producers, Operators of Sari-sari Stores, and the like - Persons operating independent, small-scale enterprises and distributors of goods and services the scope of business or service any business activity or enterprise engaged in industry, agri-business and/or services that has: (1) an asset size (less land) of less than P100,000;
- 5.7.8.7. Family Enterprise Owners - Families operating or managing small businesses such as retail, food production, and vending; (not limited to owners of *carinderia, fruit or vegetable vendors and vendors in streets, RTW, etc.*);
- 5.7.8.8. Sub Minimum Wage Earners - Any person who earns a wage below the prescribed minimum and is the sole income-earner of their family (e.g. *dishwashers or helpers in carinderia*);
- 5.7.8.9. Farmers, Fisherfolks, and Farm workers - persons engaged in agriculture and fisheries related activities, farm services and secondary processing whose monthly family income falls under the poverty line; and,
- 5.7.8.10. Employees affected by “no work, no pay” policy and not covered by DOLE Order No. 209, Series of 2020 or any DOLE issuance/s on adjustment measures program;
- 5.7.8.11. Stranded workers – for the purpose of these guidelines, refer to individuals affected by work suspension or closure who are in sites or places other than their permanent residence and unable to return home on account of the community quarantine (e.g. *construction workers stranded in their respective construction site/s*).

5.8. **COVID-19 Adjustment Measures Program (CAMP)** - DOLE’s safety net program for affected workers in the formal sector to mitigate the adverse economic impacts of reduction of income brought about by the COVID-19 pandemic. The program components include a one-time financial assistance of Five Thousand Pesos (PhP 5,000.00) and employment facilitation.

5.9. **Tulong Panghanapbuhay sa Ating Displaced/Disadvantaged Workers Barangay Ko, Bahay Ko Disinfection/Sanitation Project (TUPAD #BKBK)** - A community-based safety net program of DOLE that provides temporary wage employment to the informal economy workers, such as but not limited to underemployed, self-employed, and displaced marginalized workers who have lost their livelihood or whose earnings were affected due to the community quarantine against COVID-19.

- 5.10. **Affected Establishments** - Private establishments that have implemented Flexible Work Arrangements (FWAs) as defined under DOLE Labor Advisory No. 09, Series of 2020 (i.e. reduction of work hours / work days, rotation of workers, forced leave) or temporary closure as mitigating measures due to the COVID-19 pandemic.
- 5.11. **Affected Workers** - Workers in private establishments whose employment face or suffer interruption due to the COVID-19 pandemic, such as:
- 5.11.1. Retained workers who do not receive regular wage – Workers whose working hours and, therefore, regular wage is reduced due to the implementation of Flexible Work Arrangements, as defined under DOLE Labor Advisory No. 09, Series of 2020, (i.e. reduction of work hours/work days, rotation of workers, forced leave) as mitigating measures enforced by the employer.
 - 5.11.2. Suspended workers - Workers whose employment is temporarily suspended by reason of the suspension of operations of the employer's business establishment.
- 5.12. **Formal Sector Workers** - Workers in the formal economy, regardless of status, or those who are employed by any person acting directly or indirectly in the interest of an employer in relation to an employee.
- 5.13. **Micro, Small and Medium Enterprises** - Any business activity or enterprise engaged in industry, agribusiness and/or services, whether single proprietorship, cooperative, partnership or corporation whose total assets, inclusive of those arising from loans but exclusive of the land on which the particular business entity's office, plant and equipment are situated, must have value falling under the following categories:
- a) Micro : Not more than PhP 3,000,000
 - b) Small : PhP 3,000,001 - PhP 15,000,000
 - c) Medium : PhP 15,000,001 - PhP 100,000,000
- 5.14. **COVID 19 Pondo Para sa Pagbabago at Pag-Asenso Enterprise Rehabilitation Fund (P3 - ERF)** - A One Billion Peso (PhP1,000,000,000.00) special financing program by the Small Business Corporation (SBCorp) of the Department of Trade in Industry (DTI) for MSMEs affected by COVID-19.

- 5.15. **Pondo sa Pagbabago at Pag-Asenso (P3)** - A financing program established by SB Corporation for micro enterprises with an asset not exceeding Three Million Pesos (PhP 3,000,000.00) at not more than 2.5 percent per month all-in interest rate and service charges.
- 5.16. **Moratorium on loan payment for SB Corporation borrowers** - Refers to payment moratorium which can be granted to borrowers affected by COVID-19 under regular and P3 loan programs of SB Corporation.
- 5.17. **Cash Assistance to Rice Farmers (Rice Farmer Financial Assistance)¹** - A one-time financial assistance amounting to Five Thousand Pesos (Php 5,000.00) to be given to rice farmers with farm sizes ranging from 1 hectare and below and listed under the Registry System for Basic Sectors in Agriculture (RSBSA).
- 5.18. **Survival and Recovery (SURE) Assistance Program for Marginalized, Small Farmers and Fishers** - A zero percent interest rate loan assistance amounting to Twenty-Five Thousand Pesos (PhP 25,000.00) to be given to eligible borrowers affected by the Enhanced Community Quarantine, to be validated by DA Regional Field Offices and Local Government Units
- 5.19. **Recovery Package for Micro and Small Enterprises Engaged in Agriculture and Fisheries Food Production, and other Supply Chain Activities in Accordance with the Agripreneurship Development Fund/Program of the ACPC** - A package consisting of financial assistance and capacity building for micro and small enterprises engaged in agriculture and fisheries production, and other supply chain activities, to ensure the availability of food supply, and help them recover their losses due to the enhanced community quarantine.
- 5.20. **Capacitating Municipal Fishers** - For the DA- Bureau of Fisheries and Aquatic Resources to Provide support to vulnerable fisherfolk and pond operators in Luzon whose livelihoods were adversely affected during

¹ As per Republic Act 11465 otherwise known as General Appropriations Act Fiscal Year 2020 Special Provision No. 14, herein referred as Financial Subsidy to Rice Farmers.

Enhanced Community Quarantine, providing assistance to sustain food production and keep their family and workers employed.

6. Funding for the Social Amelioration Programs

- 6.1. The National Government Agencies (NGAs) covered in this JMC shall continue to use their own appropriated, existing, and available funds for their respective social amelioration programs, subject to the pertinent budgeting, accounting, and auditing rules and regulations.
- 6.2. Notwithstanding any law to the contrary, in the event that the funding for such amelioration programs has been fully utilized or in case deficiency, the funding requirement therefor may be sourced from savings on the other items of appropriations in the FYs 2019 and 2020 GAA in the executive department, whether released or unreleased, the allotments for which remain unobligated, including unutilized or unreleased subsidies and transfers held by any GOCC, subject to approval of the President, consistent with Section 4 (v), (x) and (y) of Republic Act No. 11469.

7. Social Amelioration Programs

7.1. Food and Non-Food Items (FNI) Distribution

- 7.1.1. The sustained distribution of FNI to the most affected families shall be done in coordination with the concerned LGU based on the implementation plan submitted by the Regional Offices of the DSWD. The final list shall be provided by the LGU and the same shall be endorsed to the DSWD Regional or Field Offices.
- 7.1.2. The DSWD shall provide and coordinate with the AFP and the PNP in the hauling of FNI. The AFP and/or PNP shall bring the FNI to the delivery or distribution points designated by the LGUs, and the latter shall be responsible for the distribution to the target beneficiaries. Observance of strict home quarantine and prohibition of mass gatherings during distribution of FNI are enjoined by the LGUs.
- 7.1.3. Air-dropping of FNI to LGUs identified delivery points may also be employed to ensure delivery in Geographically Isolated and Disadvantaged Areas (GIDAs) and areas with high incidence of contagion.
- 7.1.4. The DSWD shall coordinate with the DTI to procure the necessary volume of items to be manufactured or produced for the foodpacks.

The DTI shall liaison with non-government organizations and private corporations to source FNI as well as possible warehousing and packaging centers.

7.1.5. The DTI shall establish the Quadrant System for manufacturing and production of the items in the food packs; and, as may be deemed practicable, adopt the Quadrant System for repacking.

7.1.6. The DA shall ensure, through the necessary guidelines, the supply of rice buffer stock for 30-day period, food and non-food materials coming from provinces, metro centers, and urban farms; as well as, provide support to DTI in managing supply line production and overall food security (i.e. rolling food stores).

7.1.7. The DA and its attached agencies shall, as may be practicable under the circumstances, provide direct-to-consumer mobile stores (KADIWA in Ani at Kita), cold storage, and warehousing facilities for FNI particularly in COVID-19 affected areas and strategic drop off points identified by LGUs.

7.2. **Assistance to Individuals in Crisis Situation (AICS)**

7.2.1. An assistance in the form of outright cash in the amount of Three Thousand Pesos (PhP 3,000.00) shall be provided to the target beneficiaries to assist in providing the basic needs of their families. Provided that, a family shall be entitled to a cash assistance amounting to Five Thousand Pesos (PhP 5,000.00) when two or more family members belong to the identified sectors in Section 5.7 provided that, it shall only be given once a month during the quarantine period.

Burial assistance in the maximum amount of TWENTY FIVE THOUSAND PESOS (PHP 25,000), may also be claimed by families that suffered loss due to death of member/s caused by COVID-19, to defray the funeral expenses of the deceased; Provided that, the assistance may be claimed only for indigent COVID-19 confirmed cases and PUIs whether they, at the time of death, are undergoing home quarantine or admitted in a public or private facility.

7.2.2. Distribution shall be made on the basis of the pre-existing AICS guidelines, without prejudice to other means and methods the DSWD may approve and implement.

7.3. **Livelihood Assistance Grants (LAG)**

7.3.1. The LAG will only be provided to SLP beneficiary families having at least one (1) member who is a worker in the informal sector, and is displaced by reason of the declaration. The family must be in the masterlist endorsed by the LGU to the DSWD FO and its eligibility

for LAG shall be subject to the assessment of the DSWD staff. The maximum amount of LAG per eligible family shall not exceed Fifteen Thousand Pesos (PhP 15,000.00). A family shall only be qualified to avail the assistance once regardless of the number of family members belonging to the identified sectors.

7.3.2. Release of Assistance - The LAG will be in the form of financial assistance which may be released to the beneficiary either in cash or individual check. The beneficiary shall undergo the processes required by the SLP for the release of LAG, in accordance with the existing guidelines of the SLP.

7.3.3. Distribution Scheme

7.3.3.1. Families assessed to be qualified recipients of LAG shall be provided with the grant as soon as the declaration of public health emergency or community quarantine, whichever comes first, is lifted. However, in case proper authorities require, the DSWD may distribute the LAG to the beneficiaries during the quarantine period.

7.3.3.2. The LAG shall be directly released to the recipients through cash pay-out by the Special Disbursing Officers (SDOs) designated by the DSWD CO or FO. The release of LAG can be through house-to-house or on a designated site of pay-out, or through any mode that is most convenient and safe for both the SDOs and the beneficiaries.

7.3.3.3. Nothing in the provisions of these guidelines shall limit the DSWD from resorting to Section 87² of the General Appropriations Act of 2020 to further effectuate the provisions hereof.

² SECTION 87. Implementation of Nationally Funded Projects. Pursuant to Sec. 17 (c) of R.A. No. 7160, the National Government may designate LGUs as implementing agencies for public works, infrastructure projects, including the construction of the local roads, other facilities, services and other programs appropriated in this Act of the following agencies: Department of Public Works and Highways (DPWH), Department of Agriculture (DA), National Irrigation Administration (NIA), Department of Health (DOH), Department of Social Welfare and Development (DSWD), Department of Education (DepEd), Department of Environment and Natural Resources (DENR), Department of the Interior and Local Government (DILG), and the Department of Transportation (DOTr), subject to the following:

- a) The LGU has the capability to implement the foregoing by administration or contract and in accordance with the design, plan, specifications, and such other standards and policies of the National Government;
- b) The LGU-recipient of nationally funded local public works and infrastructure projects and other programs, services and facilities shall commit to fund the cost of maintenance and repairs thereof; and
- c) The amount appropriated to LGUs shall be released during the fiscal year to be deposited in a trust fund and shall be made available for disbursement for the purpose specified until December 31, 2021.

After the end of validity period, any unreleased appropriations shall lapse, while undisbursed funds shall revert to the unappropriated surplus of the General Fund in accordance with Section 28, Chapter 4, Book VI of EO No. 292.

The LGU shall submit quarterly reports on fund utilization and accomplishments through other electronic means and LGU's website. The LGU shall send written notice when said reports have been submitted or posted on its website to the DBM, House of Representatives, Senate of the Philippines, House Committee on Appropriations, Senate Committee on Finance, and other offices where the submission of reports is required under existing laws, rules and regulations. The date of notice to said agencies shall be considered the date of compliance with this requirement.

7.4. COVID-19 Adjustment Measures Program (CAMP)

7.4.1. A one-time financial assistance equivalent to Five Thousand Pesos (PhP 5,000.00) shall be provided to affected formal sector workers in lump sum, non-conditional, regardless of employment status.

7.4.2. Procedural Guidelines

7.4.2.1. Eligibility - Applicant must be a private establishment that has implemented FWAs or temporary closure due to the COVID-19 pandemic.

7.4.2.2. Documentary Requirements - Affected establishment must submit: (a) Establishment Report on the COVID-19 pursuant to Labor Advisory No. 09, Series of 2020; and (b) Company Payroll for the month prior the implementation of FWAs or temporary closure.

7.4.2.3. Application Procedures - Applications with complete documentary requirements shall be submitted online to the appropriate DOLE Regional Office or any of its Provincial/Field Offices. Applications shall be evaluated by the concerned DOLE Regional Office within three (3) working days from receipt thereof.

7.4.2.3.1. A Notice of Approval, for an approved application; or, a Notice of Denial for a denied application shall be issued to the applicant by the concerned DOLE Regional Office within three (3) working days through electronic mail from the date thereof.

7.4.2.3.2. The concerned DOLE Regional Office shall issue the financial support directly to the beneficiary's payroll account through bank transfer at the soonest possible time upon receipt of complete documentary requirements. For cash payroll, financial support shall be received through money remittance. Upon receipt of financial support, a Notice of Completion shall be issued to the affected establishment within three (3) working days through electronic mail.

7.5. Tulong Panghanapbuhay sa Ating Displaced/Disadvantaged Workers Barangay Ko, Bahay Ko Disinfection/Sanitation Project (TUPAD #BKBK)

7.5.1. For the implementation of TUPAD #BKBK, the following are no longer eligible to avail of the assistance under the program:

a) Those who have availed of the P5,000 one-time cash assistance through the DOLE CAMP;

- b) Those who are under the expanded and enhanced Pantawid Pamilyang Pilipino Program;
 - c) Those who have already received cash assistance through the DSWD Assistance to Individuals in Crisis Situation (AICS); or,
 - d) Rice farmers who have already received cash assistance from the DA.
- 7.5.2. The beneficiaries who received cash and non-cash assistance from the Local Government Unit and/or NGAs may still qualify to avail of the TUPAD #BKBK program provided that the combined amount from the LGU, other NGAs and DOLE shall not exceed the emergency subsidy specified under Section 4 (c) of RA 11469.
- 7.5.3. Qualified beneficiaries shall be required to work for four (4) hours a day for a maximum of ten (10) days and will be paid wages equivalent to 100% of the prevailing highest minimum wage in the region. The payment of wages shall be through money remittance service providers or direct cash pay-out.
- 7.5.4. The nature of work shall be the disinfection/sanitation of the qualified beneficiaries' houses or dwellings and immediate vicinity.
- 7.5.5. The LGU shall submit a letter of intent, work program, and summary list of beneficiaries to avail of the program.

7.6. **COVID-19 P3 ERF**

- 7.6.1. The following are the salient features of COVID-19 P3 ERF:
 - a) Loan amount of PhP 10,000.00 up to PhP 500,000.00 for small enterprises with asset size of not more than PhP 10,000,000.00; or, loan amount from PhP 10,000.00 up to PhP 200,000.00 for micro enterprises
 - b) Discounted 0.5% monthly interest rate
 - c) Prolonged grace period until such time that the current crisis is abated.
- 7.6.2. Eligibility - The loan is available to all micro and small enterprises with at least one year continuous operation prior to March 2020, and whose businesses suffered drastic reduction in sales during the ensuing epidemic
- 7.6.3. Loan conditions - The proceeds of the loan may be used only for the following purposes:
 - a) Updating of loan amortizations for vehicle loans or other fixed asset loans of the affected business;
 - b) Inventory replacement for damaged perishable stock;
 - c) Working capital replacement to restart the business.
- 7.6.4. Documentary Requirements – Claimants must submit: a) Barangay Clearance and b) LGU certification of business establishment for at least one year.

- 7.6.5. The loan facility shall be implemented, by the proper DTI Memorandum Circular, as soon as the Community Quarantine declarations are lifted by the National Government and/or respective Local Government Units.

7.7. Moratorium on Loan Payments of Small Business Corporation Borrowers

- 7.7.1. Payment moratorium under the Regular and P3 loan programs of the Small Business Corporation (SBCorp) shall be granted to affected borrowers situated in areas declared under community quarantine or partial lockdown, with the following conditions:
- a) A request is submitted by affected borrowers thru email or SMS;
 - b) Affected borrowers shall be allowed to pay only their interest due for the succeeding six months. Interest rate will continue to accrue during the moratorium. The term of their loan shall be extended based on the number of months covered by the moratorium.
- 7.7.2. The above conditions shall be subject to the re-evaluation of the management of the Small Business Corporation prior to the end of the moratorium.

7.8. Price Freeze

DTI, DA, DOH, DOE, DILG and DENR shall ensure that prices of basic necessities shall be automatically frozen at their prevailing prices in areas declared under state of calamity as provided in Joint Memorandum Circular No 2020-01 signed by DTI, DA and DOH on 18 March 2020.

7.9. Cash Assistance for Rice Farmers (Rice Farmer Financial Assistance)³

- 7.9.1. A one-time provision of decoupled payments amounting to Five Thousand Pesos (PhP 5,000.00) to eligible rice farmer beneficiaries through identified GFIs. It shall cater smallholder rice farmers whose farm sizes range from 1 hectare and below. These farmers must be registered in the updated Registry System for Basic Sectors in Agriculture (RSBSA) as per approved registration and updating protocol.

³ As per Republic Act 11465 otherwise known as General Appropriations Act Fiscal Year 2020 Special Provision No. 14, herein referred as Financial Subsidy to Rice Farmers.

7.9.2. For distribution of cash assistance under DA, the GFIs may utilize any combination of the following modes:

- a) Cash Card;
- b) Cash Card of other authorized banks;
- c) Over-the counter (OTC);
- d) Conduits, such as:
 - i) Countryside Financial Institutions (e.g. rural banks, cooperative banks, and thrift banks);
 - ii) Cooperatives;
 - iii) Telecommunication Companies (TELCOs);
 - iv) Accredited Remittance Centers/Companies;
 - v) ATMs being managed by other Rural Banks; and
 - vi) Other Conduits that the DA and GFI may agree upon

The DA Central Office (DA-CO) and/or DA-Regional Field Offices (DA-RFO) and LGUs may extend assistance to the identified GFIs in the implementation of various modes.

7.10. Survival and Recovery (SURE) Assistance for Marginalized, Small Farmers and Fishers

- 7.10.1. Interest-free loan assistance shall be extended to eligible farmers and fishers in the amount of Twenty Five Thousand Pesos (PhP 25,000.00) per borrower.
- 7.10.2. Eligible beneficiaries of this program are marginalized, small farmers and fishers affected by ECQ to be validated by the DA Regional Field Offices and Local Government Units.
- 7.10.3. The loan assistance does not require any collateral or security requirement.
- 7.10.4. Government financial institutions and Non-Government Financial Institutions shall implement this program by extending loans directly to eligible loan borrowers.

7.11. Recovery Package for Micro and Small Enterprises Engaged in Agriculture and Fisheries Food Production, and other Supply Chain Activities in Accordance with the Agripreneurship Development Fund/Program of the ACPC

- 7.11.1. Loan assistance at concessionary rates, and capacity building shall be provided to micro and small enterprises engaged in agriculture and fisheries production, and other *supply* chain activities, to ensure the availability of food supply, and help them recover their losses due to the ECQ.

- 7.11.2. Eligible borrowers may avail of loan assistance amounting to Three Hundred Thousand Pesos (PhP 300,000.00) up to 90% of their projected cost, but not to exceed PhP 15.0 million.
- 7.11.3. Government financial institutions and Non-Government Financial Institutions shall implement this program by extending loans directly to eligible loan borrowers.
- 7.12. **Expanded and Enhanced Pantawid Pamilyang Pilipino Program (4Ps)**
 - 7.12.1. The DSWD and DOLE shall implement an expanded and enhanced 4Ps, for a period of two months. The assistance shall be in cash or non-cash, whichever is more practicable.
 - 7.12.2. The DSWD and DOLE shall transfer cash, cash voucher, or goods through the LGUs or directly to families who have no incomes or savings to draw from, including families working in the informal economy and those who are not currently recipients of the current 4Ps, of an amount adequate to restore capacity to purchase basic food and other essential items during the duration of the quarantine.
 - 7.12.3. To carry out this program, the Secretary of the DSWD and the Secretary of DOLE may approve the temporary emergency standards of eligibility and level of benefits.
- 7.13. **Livelihood Seeding Program/Negosyo Serbisyo sa Barangay**

A Two Hundred Million fund (PhP 200,000,000.00) that provides assistance to micro-entrepreneurs affected by calamities. This assistance will be in the form of: enterprise development training; livelihood kit amounting to at least PhP 5,000.00 but not more than PhP8,000.00; and, business counselling/mentoring.

8. Documentary Requirements

- 8.1. Unless otherwise specifically stated in this JMC, the following are the specific documentary requirements to avail of the social amelioration programs:

BENEFICIARY/IES	SPECIFIC DOCUMENTARY REQUIREMENTS
Senior Citizens	Senior Citizen's ID
Persons With Disability	Persons with disability ID; or Certificate of Separation from or Suspension of Work
Pregnant Women/Lactating Women	Valid ID; Certification from RHU; or Birth Certificate of Child, if available
Solo Parents	Solo Parent's ID; or Certificate of Employment/ Separation from or Suspension of Work
Overseas Filipinos In Distress	.Valid Passport Bio Page; and b.Copy of any of the following: 1. Passport arrival stamp; 2. Proof of departure ticket; 3. Overseas Employment Certificate; 4. Employment Contract; or 5. Any other documents to prove that they were repatriated or banned from traveling outside the Philippines within the prescribed period.
Underprivileged Sector And Homeless Families, Indigent Indigeneous Peoples, And Other Vulnerable Groups	As applicable: As applicable: Certification from Barangay (proving that they are homeless families or belonging to other vulnerable groups) or from the CSWDO/MSWDO/PSWDO where they are currently located.

	Certification from the NCIP or the tribal chieftain/council of elders that the beneficiaries are Indigenous Peoples (IPs) and are on subsistence economy
Workers in the Informal Sector/ Self-Employed	<p>As applicable :</p> <p>Driver's License; TODA ID; or Certification of membership from the Organization/ Association; or Certificate of Public Convenience (CPC); or Certification from the Barangay/ Municipality, for TODA only.</p> <p>Employment ID; or Kasambahay ID; or Certificate of Employment/Separation from or Suspension of Work from the employer;</p> <p>Proof of business; Any other document showing employment/ occupation/enterprise; or Barangay Clearance</p>
Employers	Establishment Report; and Company Payroll
Rice Farmers	<p>RSBSA Enrollment Stub (for Cash Assistance)</p> <p>Notice of Cash Grant (for Cash Assistance)</p> <p>Loan Application (for SURE Aid)</p> <p>Any one (1) government-issued ID with picture</p> <p>Duly accomplished simplified Promissory Note (PN)</p>

For Service-Conduit Borrower	<p>Pre-Release:</p> <p>Loan Application</p> <p>List of Eligible Rice Farmers</p> <p>Board Resolution for financial assistance and designating at least two (2) authorized signatories to execute loan documents with identified GFI</p> <p>Standard PN</p> <p>Authority to Debit Deposit Account</p> <p>Post Release:</p> <p>Liquidation report on the loans disbursed prior to next loan availment</p> <p>Deed of Assignment of Sub-PNs</p>
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All barangays are hereby mandated to facilitate the issuance of the barangay clearance, free of charge, for the applicable beneficiaries as stated above.

9. Roles and Responsibilities of Other Involved Agencies

9.1. AFP and PNP

In reference to the pronouncement of the President and in coordination with the DILG, the DSWD may request the AFP and the PNP to perform the following functions:

- a) To secure the area identified by the DSWD where social amelioration activities shall take place;
- b) To accompany, secure and assist the staff of concerned NGA and/or LGU representatives in the exercise of their functions as provided for in these guidelines;
- c) To lend technical assistance to further effectuate the social amelioration provisions of these guidelines; and
- d) To provide land, air, and sea assets to transport DSWD personnel and goods for the purpose of delivery of assistance to the beneficiaries.

9.2. **Local Government Units**

The LGUs shall provide assistance to the IATF and actively participate in terms of the following:

- a) Provision of the list of beneficiaries which may fall under any of the social amelioration programs enumerated above;
- b) Account to the proper agency the disbursement of funds or goods to the proper beneficiaries;
- c) Document the community disinfection activities under TUPAD; and,
- d) Provide logistical support in the distribution of assistance.

10. **Operationalization of Food Distribution**

10.1. **LGU identification**

The concerned NGA, in close coordination with the DILG, shall inform the Local Chief Executives (LCEs) of the scheduled dropoff of social amelioration programs, before 24 hours or as early as practicable, of field operations and delivery. They shall then request their Punong Barangays to prepare a list of beneficiaries.

10.2. **Parameters for Priority in NCR and Greater Metro Manila**

For the distribution of food packs in NCR and Greater Metro Manila, the DSWD adopts a barangay saturation approach, subject to the following priority tier:

- a) Barangays under Extreme Enhanced Community Quarantine
- b) Rural Barangays under Enhanced Community Quarantine
- c) Barangays under Enhanced Community Quarantine
- d) Rural Barangays under Community Quarantine

Provided that, between tiers, the poorer barangay as identified by the Local Chief Executive shall be given priority. Provided further that, within Barangays the LGU shall give priority to those below the poverty threshold level.

10.3. **Logistics**

10.3.1. The DSWD shall:

- a) Take lead in FNI packing, warehousing and delivery to LGUs;
- b) Deliver food packs until the lifting of the Community Quarantine;
- c) Upon identification of the Barangay where it shall proceed to deliver FNI, the DSWD shall coordinate with the DILG and inform the AFP and PNP as well as the LGU concerned;
- d) Exercise general supervision as to the conduct of distribution of the goods during the delivery; and

- e) Air dropping of food packs, if necessary, to ensure delivery in Geographically Isolated and Disadvantaged Areas (GIDAs) and areas with high incidence of contagion.
- 10.3.2. Upon notification, the LGU shall:
 - a) Provide a suitable drop-off point for FNI;
 - b) Lead in the actual door-to-door distribution of FNI. Should the personnel of the Barangay be insufficient to make door-to-door deliveries the AFP or PNP may augment. Should the same be inadequate to make timely deliveries, the LGU shall issue quarantine passes to at most one able bodied member of the family to go out of their house and get their allotted FNI; and
 - c) Submit a checklist of FNI deliveries.
- 10.3.3. The DTI shall act as liaison in identifying private entities willing to provide logistical augmentation in packing, warehousing and transporting FNI.
- 10.3.4. DTI shall also ensure the unhampered movement of cargo and transit of personnel of business establishments allowed to operate during the Enhanced Community Quarantine as enumerated in the DTI Memorandum Circular No. 20-08-2020 issued on March 20, 2020.

10.4. Workforce Complement

- 10.4.1. The DSWD shall provide the needed workforce complement to ensure the timely provision of FNI. The Central Office may augment workforce to the Field and SWAD Satellite Offices upon request and for this purpose, all DSWD personnel may be required to report to work in the exigency of service.
- 10.4.2. DTI, DA, DOLE, DILG, and other concerned NGAs shall provide secondary workforce and logistics augmentation.
- 10.4.3. DBM and DOF shall provide the necessary technical assistance to ensure the immediate availability of funds
- 10.4.4. In accordance with Administrative Order (AO) No. 26 dated March 23, 2020, government employees and workers engaged through contract of service or job order basis who physically report for work during the implementation of the Enhanced Community Quarantine in their respective work stations shall be granted with COVID-19 Hazard Pay, in an amount not exceeding Five Hundred Pesos (PhP 500.00)/day per person. The pertinent guidelines and conditions on the grant of the COVID-19 Hazard Pay pursuant to AO No. 26 are provided under DBM Budget Circular No. 2020-1 dated March 24, 2020.

11. Operationalization of Cash Distribution

- 11.1. The National Government, under the ESP, shall provide a top up fund so that each eligible family gets from PhP 5,000.00 up to PhP 8,000.00 in cash or in kind from various NGA and LGU programs, depending on the regional minimum wage rate. The delivery of FNI shall be prioritized.
- 11.2. In order to comply with the national mandate, beneficiaries may receive on top of food packs cash transfers under AICS, TUPAD, Cash Assistance to Rice Farmers. In no instance shall there be a duplication of cash beneficiaries.
- 11.3. The LGU shall identify beneficiaries pursuant to Section 10.1
- 11.4. The DSWD shall issue Social Amelioration Cards, pursuant to its existing rules and regulations, to the identified beneficiaries applying the priority parameters enumerated in Section 10.2, as applicable.
- 11.5. The Social Amelioration Cards shall be the basis of the cash transfers enumerated in these Guidelines to avoid duplication of beneficiaries.
- 11.6. Cash transfer shall be subject to the internal guidelines, rules, regulations and best practices of each grantor NGA.

12. Continuing Policy Recommendation

The IATF-TWG on Social Amelioration, through its component NGAs and in close coordination with the IATF, may from time to time, recommend to the Office of the President facilitative interventions such as:

- a) Reprieve in Utility Bills
- b) Reprieve in loans from GSIS, SSS and PAG-IBIG
- c) Reduction of Monetary Transfer Fees
- d) Waiving of Penalties by Supermarkets to Suppliers
- e) Waiver of Lease Rentals
- f) Benefits for frontliners

13. Transparency and Accountability

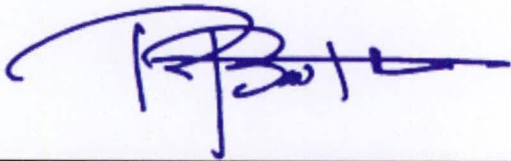
- 13.1. **Amendments** - The IATF-TWG may amend or supplement this JMC, as may be necessary.
- 13.2. **Ground Monitoring** - Complaints regarding the execution of the social amelioration programs may be resorted to the following:
 - a) Letters to the concerned Department

- b) Social media messaging
- c) 1349 Hotline for concerns regarding TUPAD and CAMP
- d) 895 - 12803 for concerns regarding AICS, LAG and FNI distribution
- e) 02-8876-3454 loc. 8806/8810, 02-8925-0343, 09274226300, 09150054535, 099613849272 and 096177216681 for concerns regarding DILG LGU monitoring
- f) 8888 for miscellaneous concerns

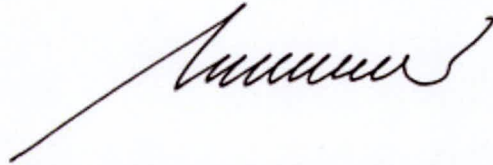
- 13.3. **Reporting** - The DSWD, as head of the IATF-TWG on social amelioration, shall submit a weekly report to the President on the implementation of measures under this JMC. The IATF-TWG shall assist in making the report, which shall include, the amount and corresponding utilization of the funds used, augmented, reprogrammed, reallocated, and realigned pursuant to RA 11469.
- 13.4. **Evaluation** - The IATF-TWG shall provide the necessary guidelines regarding evaluation of the social amelioration program during the recovery phase.
14. **Resolution Clause** - Interpretations of the provisions of this JMC, including cases not covered herein, shall be referred to the IATF-TWG for joint resolution: *Provided, That*, nothing in this JMC shall preclude the member agencies from issuing supplementary guidelines to implement these programs.
15. **Separability Clause** - If any clause, sentence, or provision of this JMC shall be declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.
16. **Repealing Clause** - All previous orders, issuances, rules and regulations inconsistent with or contrary to this JMC are hereby repealed or amended accordingly.
17. **Effectivity Clause** - This JMC shall take effect immediately upon publication in a newspaper of general circulation or the Official Gazette and shall remain in effect until the state of public health emergency is lifted, subject to changes as may be instructed/issued by the Office of the President.

The Office of the National Administrative Register (ONAR) of the UP Law Center shall be provided three (3) certified copies of these Rules.

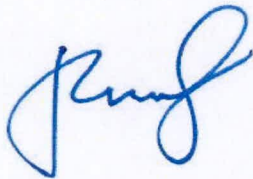
HEREUNTO, signed and agreed upon by:



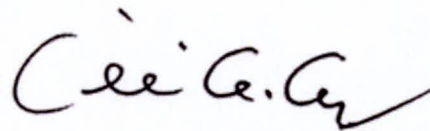
Rolando Joselito D. Bautista
Secretary
Department of Social Welfare and
Development



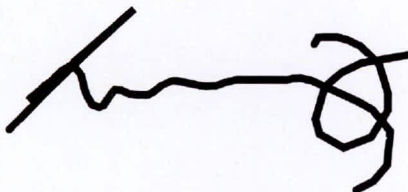
Silvestre H. Bello III
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Department of Labor and Employment



Ramon M. Lopez
Secretary
Department of Trade and Industry



William D. Dar
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Wendel E. Avisado
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