

MEMORANDUM CIRCULAR

No. 06
Series of 2025

SUBJECT: AMENDMENT TO MEMORANDUM CIRCULAR NO. 06, SERIES OF 2024, OTHERWISE KNOWN AS THE "ENHANCED OMNIBUS GUIDELINES IN THE PROGRAM IMPLEMENTATION OF THE SOCIAL PENSION FOR INDIGENT SENIOR CITIZENS"

I. RATIONALE

The Social Pension for Indigent Senior Citizens lodged under the Program Management Bureau (PMB) has been implemented since 2011. The Bureau and the Field Offices aim to continuously improve the implementation and policies in response to the needs of the beneficiaries and directives of the management.

During the CY 2024 DSWD Older Persons Implementation Midterm Assessment Review conducted on 13-17 May 2024 attended by the DSWD Field Offices (FOs), one of the key agreements was to amend some provisions of Memorandum Circular (M.C.) No. 06, series of 2024, entitled Enhanced Omnibus Guidelines in the Program Implementation of the Social Pension for Indigent Senior Citizens. Given the insights and challenges encountered by the field implementers, the PMB supports refining and clarifying procedures in the implementation of the Social Pension for Indigent Senior Citizens (SPISC) program pursuant to the directives of Secretary Rex Gatchalian on the release of the stipend issued on 07 May 2024.

The amended guidelines shall be the basis of the PMB in the crafting of the SPISC Manual of Operation (MOO), which details the step-by-step procedures in the implementation of SPISC.

The following provisions of DSWD M.C. No. 06 s. 2024 is hereby amended to read as follows:

II. LEGAL BASES

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4. **DSWD Memorandum Circular No. 10, series of 2024**, or the "Policy on Digital Payments Using Transactional Accounts for the Ease of Delivery of Social Protection Programs and Services in the Department of Social Welfare and Development", which adopts digital payments using transaction accounts for the ease of delivery of social protection programs and services.
5. **DSWD Administrative Order No. 01 series of 2025** or the "Organizational Restructuring and Strengthening of the DSWD Central Office," which enables a flexible organizational structure for emerging needs and challenges in order to enhance the processes and adjust functions as necessary.

III. DESCRIPTION OF THE PROGRAM

The SPISC program is a vital initiative aimed at enhancing the well-being of Filipino senior citizens. The SPISC program represents a cornerstone of the Philippine government's commitment to social justice and inclusivity, recognizing the invaluable contributions and inherent dignity of older members of society. By providing a **stipend** to eligible senior citizens, the Department strives to contribute to the improvement of well-being among older persons.

A monthly stipend of One Thousand Pesos (Php1,000.00) is provided to each eligible SPISC program beneficiary intended to augment the daily subsistence and medical requirements. This is in line with the government's commitment to the most disadvantaged sector through social protection, as well as with the full implementation of R.A. No. 9994, also known as the Expanded Senior Citizen Act of 2010. The stipend is provided through the following modes of payment: cash payouts, door-to-door, digital payment, money remittance, and other applicable means as identified by the Department.

Furthermore, this amendment seeks to emphasize that the SPISC beneficiary acquires a vested right to receive the social pension stipend monthly; however, if monthly release is not feasible, the allowed frequency of payment shall only include bimonthly and quarterly.

The SPISC program also recognizes that there could be instances when the SPISC beneficiary may die before the release of the stipend. In this case, the stipend may be claimed in the full amount intended for the payment period either monthly, bimonthly, or quarterly by the nearest kin of the deceased indigent senior citizen or their authorized representative. The same will be applied when, for a justifiable reason, a beneficiary cannot personally claim the stipend due to illness, physical impairment, or being bedridden, among other reasons as allowed by the guidelines.

VI. DEFINITION OF TERMS

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- 3. AUTHORIZED REPRESENTATIVE** refers to the person authorized by the social pension beneficiary, such as, but not limited to, spouse, children, siblings, grandchildren, or someone who has the actual custody of the social pension beneficiary. During the payout, the SPISC beneficiary must issue an authorization to the representative authorizing him/her to receive the stipend. Authorization will only be allowed in cases where the SPISC beneficiary is bedridden, has a weak physical condition, is in a medical emergency, is recovering after a medical procedure or sickness, is on a scheduled check-up, or has other emergency/medical reasons that impede the ability to attend the payout.

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- 7. ELIGIBILITY/PROCESS TEST** refers to the process of determining the eligibility of the senior citizen applicants as potential SPISC program beneficiaries through (1) age validation through verification of documents bearing the date of birth of the applicant; (2) cross-matching with the list of existing pensioners of the Government Service Insurance System (GSIS), Philippine Veterans Affairs Office (PVAO), and Social Security System (SSS); and (3) conduct a key informant interview with the applicant using a tool to assess the condition of the applicant.

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VII. GENERAL POLICIES

A. Eligibility Criteria and Requirements

1. The following eligibility criteria are the requirements that must be met for a potential beneficiary to be included in the program pursuant to R.A. No. 9994 and R.A. No. 11916, to wit:
 - 1.1. Must be 60 years old and above; and
 - 1.2. Frail, sickly, or with disability; and
 - 1.3. Without pension from SSS, GSIS, or PVAO, or a regular source of income, compensation, or financial assistance from the relatives to support his/her basic needs.
2. The senior citizen applicants shall submit the following requirements:
 - 2.1. Social Pension Application Form; and
 - 2.2. Photocopy of the National ID. In the absence thereof, Office for Senior Citizens Affairs (OSCA) ID or any government-issued ID proving the identity and date of birth of the applicant.

In the absence of the National or OSCA ID, the senior citizen applicant may submit a photocopy of his/her birth certificate. In case that said document is not available, he/she may present any government-issued ID wherein the date of birth is indicated. Other related documents may also be presented in the absence of any valid IDs, such as a marriage certificate, or certification from the National Commission on Indigenous Peoples, such as a Certificate of Tribal Membership or a Certificate of Ancestry, among others.

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C. Validation and Eligibility Processing of Potential Beneficiaries

1. DSWD FO-RSPU shall encode the list of potential beneficiaries to the Social Pension Information System (SPIS) and perform cross-matching of the encoded potential beneficiary with the existing data from GSIS, SSS, and PVAO. In case the DSWD FO has no existing GSIS, SSS, or PVAO databases, the DSWD FO may endorse the DSWD CO-PMB to perform the cross-matching.
2. Potential beneficiaries who have not met the requirements indicated in (A) (1.1 and 1.2) of item VII based on the result of the cross-matching to the existing databases are automatically ineligible for the program.
3. Potential beneficiaries who have met the eligibility criteria indicated in (A) (1.1 and 1.2) of item VII, the DSWD FO-RSPU's technical staff, in coordination with the OSCA and LSWDOs, shall take the lead in the conduct of validation or interviews using the Social Pension Validation Form as a tool for all potential beneficiaries to determine whether they are frail, sickly, or with disability, without a regular source of income, compensation, or financial assistance from the relatives to support his/her basic needs. The potential beneficiaries who passed the assessment shall be tagged as eligible for the SPISC program.
4. In the validation process, the potential beneficiary shall present the original copy of their submitted documents. The DSWD FO-RSPU shall also validate the address

indicated in the IDs/documents presented to confirm their current residency. The DSWD FO-RSPU may coordinate with the *Punong* Barangay or other official(s) to confirm such by issuing a barangay certificate of residency.

All potential beneficiaries assessed as eligible shall be included in the master list of eligible SPISC program beneficiaries to be generated by the DSWD FO-RSPU.

5. The DSWD FO-RSPU shall endorse the approved final list of beneficiaries to the City/Municipal Mayor through the OSCA and LSWDO for reference.
6. In case of inconsistencies or alterations in the list, the OSCA and/or LSWDO shall report to the DSWD FO-RSPU for the conduct of further assessment and verification. Findings shall be discussed with the OSCA Head and LSWDO for information and/or further action.

D. Notification of the Social Pension Beneficiaries

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2. Potential beneficiaries assessed as ineligible may file an appeal to the DSWD FO-RSPU within thirty (30) calendar days after receipt of the result of the validation from the OSCA or C/MSWDO. The DSWD FO-RSPU shall conduct re-validation for the ineligible beneficiaries that filed for a petition as endorsed by the LGU within twenty (20) calendar days upon receipt of the appeal. After the re-validation, the DSWD FO-RSPU shall inform the LGU of the result of the re-validation. The LGU shall inform the ineligible beneficiaries of the result. Those that were found to be "eligible" after the revalidation shall be included in the clean list. The result of the revalidation shall be final.

E. Entitlement to the Social Pension

Subject to the availability of funds, the eligible SPISC program beneficiary shall be entitled to a monthly stipend in the amount of PhP 1,000.00.

F. Provision of Social Pension Stipend

1. The DSWD FO-RSPU and/or LGU shall conduct a brief orientation for the beneficiaries and their authorized representative during and/or prior to the scheduled pay-out to discuss the procedures for the availment of the social pension, including the procedure for delisting and grievance redress systems. It shall be highlighted during the orientation that Social Pension is a program of the National Government.
2. For this guideline, the frequency of payment is defined as follows:
 - 2.1. Monthly - Within the month (e.g. within January)
 - 2.2. Bimonthly - Within two (2) consecutive months within the year. (e.g. January to February; March to April; May to June; July to August; September to October; November to December)
 - 2.3. Quarterly - January to March; April to June; July to September; October to December

3. The social pension beneficiary shall present his/her PhilSys or OSCA ID or any valid government-issued ID indicating the date of birth in claiming the stipend during payout.
4. In case the stipend will be claimed by an authorized representative, the following documents shall be presented:
 - 4.1. original and photocopy of social pension beneficiary's valid ID with signature or thumbmark; and
 - 4.2. original and photocopy of valid ID of the authorized representative with signature; and
 - 4.3. authorization letter from the social pensioner indicating the name of the authorized representative and the reason(s) for inability to personally claim their stipend with duly affixed signature or thumb mark of both the beneficiary and the authorized representative, witnessed by anyone from the following: BSCA President, *Punong* Barangay, Barangay Kagawad, OSCA, or LSWDO.

Due diligence by the paymaster will be observed to verify the submitted documents and may require additional documents such as health or medical certification, a picture of the social pension beneficiary holding the signed authorization letter or recent calendar, or other related documents, when necessary.

Only the authorized representative identified by the beneficiary and registered with the DSWD FO-RSPU shall be allowed to claim the stipend. It is hereby emphasized that each eligible senior citizen is required to identify at least three (3) authorized representatives, in succession, whose names and other pertinent data of identification shall be in the DSWD FO-RSPU database.

However, in instances where the stipend of the beneficiary has been claimed by the authorized representative for three (3) consecutive payouts, the FO-RSPU, in coordination with the LSWDO or OSCA, shall conduct the necessary validation for the beneficiary to determine their current status. If the reasons cited by the beneficiary are valid, the DSWD FO-RSPU shall continue releasing the stipend to the authorized representative. Otherwise, the DSWD FO-RSPU shall require the beneficiary to personally claim the stipend in the succeeding payout should the reasons be found to be invalid.

5. In case the beneficiary died on any day within the payment period (monthly, bimonthly, or quarterly), the full amount (i.e., PhP 1,000.00 for monthly, PhP 2,000.00 for bimonthly, and PhP 3,000.00 for quarterly) of the stipend intended for the payment period shall be given to the nearest kin or duly authorized representative. The nearest kin or duly authorized representative can be allowed to claim the stipend on behalf of the deceased beneficiary after the submission of needed documents such as a death certificate, IDs of the deceased and nearest kin or duly authorized representative, a warranty and release from liability form. In case the death certificate is not available at the time of the payout, the nearest kin or authorized representative shall submit a barangay certificate. The deceased beneficiary shall then be delisted from the payroll for the succeeding payment period.
6. In cases where there are reports received from any individuals or stakeholders that there are ineligible beneficiaries listed in the payroll, the DSWD FO or the LGU shall not withhold the stipend during the actual payout. The DSWD FO or the LGU shall conduct an immediate spot check on the reported beneficiaries to ascertain their status after the payout or before the succeeding payout schedule. However, for

deceased beneficiaries who are still on the payroll and deemed ineligible, the stipend shall not be released to any representative.

G. Delisting of Social Pension Beneficiaries

Grounds	Supporting Documents
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With pension from GSIS and SSS, PVAO.	<ol style="list-style-type: none"> 1. Results of cross-matching with the list of GSIS, SSS, and PVAO pensioners; and 2. Assessment report of DSWD FO-RSPU on the validation/spot check conducted with complete means of verification supporting the delisting of the beneficiaries.
With a monthly source of income (self-employment, business, etc.) or regular financial support from family or relatives.	Assessment report of the DSWD FO-RSPU with means of verifications supporting the delisting of the beneficiaries.
Receiving an honorarium as an appointed and elected barangay official.	
Transfer of residence by the beneficiary to another region (<i>please refer below for the treatment for beneficiaries that transferred residence</i>).	<p>Endorsing FO:</p> <ol style="list-style-type: none"> 1. Endorsement memorandum of FO where the former residence of the beneficiary is located to the receiving FO where the new residence of the beneficiary is located; 2. Assessment report of the DSWD FO-RSPU (former region) with means of verification citing the reasons for the transfer. The report shall be attached to the endorsement memorandum. <p>Receiving FO:</p> <ol style="list-style-type: none"> 1. Certification from the OSCA and/or LSWDO where the beneficiary has transferred their residence shall be secured by the DSWD FO-RSPU. 2. Confirmation memorandum of the receiving FO to the former FO that confirms that the beneficiary will be included in the next payout. <p>Beneficiaries that transferred residence within the region shall not be subject to delisting. For the purpose of updating the SPIS, the LGU shall submit to the FO the following:</p>

	<ol style="list-style-type: none"> 1. Barangay certification confirming the transfer of the beneficiary and indicating the new permanent residence address; and 2. Photocopy of the OSCA ID indicating the new permanent residence address, if applicable.
Beneficiaries whose stipend has been unclaimed for at least two (2) consecutive pay-outs either on a monthly, bimonthly, or quarterly basis.	<ol style="list-style-type: none"> 1. Copy of the payroll that shows the unclaimed stipend within 2 consecutive payouts; and 2. Assessment report/spot check of the DSWD-FO RSPU with means of verification supporting the delisting.
With fraud / fake government-issued ID such as OSCA ID	<ol style="list-style-type: none"> 1. Copy of the presented ID during payout showing that ID was either scanned, photocopied or tampered; and/or 2. Certification from the OSCA or issuing authority/office confirming that the presented ID was fake, fraudulent, or tampered; and/or 3. Assessment report of the DSWD FO-RSPU with means of verification/s supporting the delisting.

1. The entitlement for the stipend shall immediately cease or stop after the death of the beneficiary or after the beneficiary is found no longer eligible for the program based on the eligibility criteria as a result of a validation conducted. The DSWD FO-RSPU shall secure means of verification of the death of the deceased beneficiary or any reasons cited as reasons for disqualification and delist the beneficiary from the master list and ensure exclusion from the payroll of the next pay-out or release.
2. For the beneficiaries who are absent during the pay-out, the DSWD FO-RSPU shall conduct an immediate validation within a maximum of one (1) month after the payout to determine the status and/or reason(s) of absence of the beneficiary using the spot-check tool. If the beneficiary is present at his/her given address and the reason(s) for his/her absence are valid, such as having no authorized representative, being hospitalized, being sick, or being affected by emergencies or calamities, among others, the DSWD FO-RSPU shall release the stipend to the beneficiary based on the applicable scheme.

However, if the reason(s) for absence are found to be invalid, such as, but not limited to, unlocated, among others, the beneficiary shall be in a conditional status. If s/he remains absent in the next payment period, s/he shall then be automatically delisted without the need for revalidation. The DSWD FO-RSPU and the LGU through the C/MSWDO must ensure that the beneficiary and/or any family member has concurred or has been informed of the result of the validation conducted and is aware of the automatic delisting process should the beneficiary or his/her authorized representative remain absent in the next payment period.

All beneficiaries that are assessed as ineligible during the first validation shall be delisted and must be replaced with other eligible beneficiaries from the waitlisted. No ineligible beneficiaries shall be included in the payroll for the next payout.

3. Each SPISC beneficiary must only register one (1) permanent address and one (1) current address based on their presented government-issued valid ID, such as the PhilSys or OSCA ID. Beneficiaries encoded in the SPIS with more than one (1) registered permanent or current address within the region or two (2) different regions shall be subject to validation by the DSWD FO-RSPU. After the validation, the PMB shall facilitate the removal of the beneficiary validated as duplicate and shall notify the concerned FO/s.

H. Transfer of Social Pension Beneficiaries

1. In the case of beneficiaries who transferred residence to another barangay, city, or municipality within the region, the DSWD FO-RSPU shall approve the transfer. Once approved, the FO-RSPU shall then update the beneficiary's information and facilitate his/her inclusion in the roster of beneficiaries under the city/municipality where s/he permanently transferred.
2. In the case of beneficiaries who transferred to another region, the DSWD FO concerned, where the beneficiary came from, should coordinate in writing with the receiving DSWD FO where the beneficiary will transfer, with a copy furnished to the PMB. The PMB shall approve the transfer and notify the receiving region to conduct immediate validation of the transferred beneficiary and prioritize inclusion in their roster of beneficiaries. Once the receiving region confirms the inclusion of the transferred beneficiary to their master list and payroll, the PMB shall then inform the former region to delist and replace the transferred beneficiary.

In the absence of confirmation from the PMB, the former region shall continue to process and facilitate the release of the stipend of the beneficiary through digital payment or any modes allowed by this guideline.

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VIII. DELIVERY SCHEMES

A. Cash Advance by a Designated Special Disbursing Officer (SDO)

1. The DSWD FO shall enter into a Memorandum of Understanding with the LGUs to define the roles and responsibilities of the SPISC implementation and shall identify personnel within the Department as designated SDOs through the Financial Management Division.

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D. Fund Transfer to Local Government Units

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3. Prior to the start of every quarter, the DSWD FO-RSPU shall provide the LGU with the list of eligible SPISC beneficiaries and the Certificate of Eligibility duly signed by the DSWD Regional Director as the basis for payroll preparation of the LGU. Before

this, the FO should have conducted the delisting of ineligible beneficiaries and identified replacement of the delisted beneficiaries from the roster of waitlisted.

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6. The LGU, through the City/Municipal Disbursing Officer, shall submit the liquidation report to the DSWD FOs based on the following timeline:

Particular	Timeline	%	Attached Documents
1st and 2nd quarters	On or before 10 July	50%	1. Statement of Receipt and Disbursement duly received by the City/Municipal Auditor; 2. List of Paid and Unpaid Beneficiaries certified by the City/Municipal Accountant and duly approved by the Mayor; 3. Checks for the refund of the unexpected balance; and 4. Other supporting documents may be required by the DSWD, subject to existing auditing and accounting rules and regulations.
3rd quarter	On or before 10 October	25%	
4th quarter	On or before 10 January of the succeeding year	25%	

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8. The transfer of funds to the LGUs corresponding to the number of the approved target beneficiaries for the calendar year shall only be undertaken once a year. If, in case, there are additional funds from the DSWD for additional targets, the transfer of funds shall only be undertaken upon submission of the liquidation report required for the period as provided in item 6 of Section D above.

F. Digital Payment - The implementation of digital payment of the stipend to the SPISC beneficiaries shall follow M.C. No. 10, series of 2024, or the Policy on Digital Payments Using Transaction Accounts and other guidance notes, guidelines, or policies issued by the Department for such.

The PMB shall include the specific processes of the implementation of digital payment for the release of stipend in the SPISC Manual of Operations or issue separate guidelines through a policy memorandum, guidance notes, etc.

IX. INSTITUTIONAL ARRANGEMENTS

A. Program Management Bureau

The PMB shall undertake the following:

1. Establish a section or unit at the PMB to oversee the implementation of the SPISC program;
2. Develop the SPISC Program Manual of Operations for the approval of the Secretary or the Undersecretary of Operations Group;
3. Lead in the planning, implementation and monitoring of the SPISC program and ensure full compliance to laws and regulations relative to the SPISC program;

4. Ensure the inclusion of the funds required for implementation of the SPISC program in the GAA;
5. Provide technical assistance and monitoring visits to the FO-RSPU;
6. Facilitate the conduct of cross-matching of potential beneficiaries to the SSS, GSIS, and PVAO databases, subject to the request of the FO-RSPU;
7. Continuously enhance and maintain the SPIS and provide technical assistance to the FO-RSPU;
8. Facilitate engagement with an AGDB for the cash card or other pay-out scheme at the national level;
9. Develop the Grievance Redress, Update and Monitoring and Evaluation systems for the implementation of the social pension;
10. Develop a consolidated monitoring database for the additional assistance provided to the clients or beneficiaries based on the other assessed needs through referral to other programs and/or stakeholders;
11. Prepare the monthly, semestral and annual national implementation report of the SPISC program;
12. Conduct social preparation, training and advocacy activities for the regional implementers;
13. Develop a three-to-five-year management plan and information education and communication strategy for the social pension;
14. Maintain, update and monitor the fund utilization status of the SPISC program; and
15. Issue necessary guidance notes/policy memoranda signed by the Bureau Director, Undersecretary for Operations Group, Secretary, or any DSWD officials relative to SPISC program implementation.

B. DSWD Field Offices

1. Establishment of the Regional Social Pension Unit;
2. Ensure the efficient, effective, economic and ethical implementation of the SPISC program in their respective region;
3. Conduct a validation/assessment of the senior citizens endorsed by the OSCA; referred by CO, individuals, groups or organizations as potential beneficiaries of the program;
4. Encode validated senior citizens in the SPIS;
5. Provide technical assistance and supervision to the LSWDO, OSCA and other LGU implementers regarding the SPISC and other senior citizen programs and services;
6. Generate, maintain and update the database of the clean list of SPISC beneficiaries using the SPIS;
7. Facilitate the decentralized bidding process for the identification of service providers for the delivery of the social pension stipend through door-to-door and/or money remittance;
8. Execute the provisions of the MOA with AGDB; Fund Transfer to P/C/MLGUs; Door-to-Door Service Providers; and/or Money Remittance companies, as stipulated, at the regional level;
9. Handle grievances and respond to issues/concerns elevated by the LSWDO, OSCA or any individual;
10. Prepare and submit the monthly regional Physical and Financial Accomplishment Report and Quarterly Narrative Report on the SPISC implementation and ensure updating and monitoring of fund utilization status regularly;
11. Conduct spot-checking on the status of social pension beneficiaries;
12. Submit comments/inputs and recommendations to guidelines and policies that are proposed for the program or are being implemented concerning the program implementation;

13. Establish partnerships/linkages with inter-agency bodies / Senior Citizens Organizations (SCO) in the implementation of the program; and
14. Conduct an annual program implementation review (PIR) and periodic program review and evaluation (PRE).

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E. Implementation of SPISC Program in BARMM

1. Implement the SPISC program in all BARMM areas following the provisions of M.C. 06, series of 2024 as amended by this guideline and other guidelines or policies issued by the Department for the implementation of the SPISC program;
2. Establishment of the Regional Social Pension Unit;
3. Ensure the efficient, effective, economic and ethical implementation of the SPISC program in BARMM;
4. Conduct a validation/assessment of the senior citizens endorsed by the OSCA; referred by CO, individuals, groups or organizations as potential beneficiaries of the program;
5. Encode validated senior citizens in the SPIS;
6. Provide technical assistance and supervision to the LSWDO, OSCA and other LGU implementers regarding the SPISC and other senior citizen programs and services;
7. Generate, maintain and update the database of the clean list of SPISC beneficiaries using the SPIS;
8. Facilitate the decentralized bidding process for the identification of service providers for the delivery of the social pension stipend through door-to-door and/or money remittance;
9. Implement the applicable mode of payments to the beneficiaries in BARMM, subject to the existing guidelines, policies, and regulations.
10. Execute the provisions of the MOA with AGDB; Fund Transfer to P/C/MLGUs; Door-to-Door Service Providers; and/or Money Remittance companies, as stipulated, at the regional level, if applicable;
11. Handle grievances and respond to issues/concerns elevated by the LSWDO, OSCA or any individual;
12. Prepare and submit the monthly regional Physical and Financial Accomplishment Report and Quarterly Narrative Report on the SPISC implementation to the PMB and ensure updating and monitoring of fund utilization status regularly;
13. Conduct spot-checking on the status of social pension beneficiaries;
14. Submit comments/inputs and recommendations to guidelines and policies that are proposed for the program or are being implemented in relation to the program implementation;
15. Establish partnerships/linkages with inter-agency bodies and Senior Citizens Organizations (SCO) in the implementation of the program; and
16. Conduct an annual program implementation review (PIR) and periodic program review and evaluation (PRE).

X. REPORTING

1. REPORTS SUBMITTED TO AND BY THE DSWD FO-RSPU

Type of Report	Prepared by	Approved by	Submitted to	Frequency	Deadline
List of Potential Beneficiaries	OSCA	C/MSWDO Head	DSWD FO - RSPU	Monthly	Every last Friday of the month

Liquidation Report of Service Providers and Money Remittance Companies	Service providers and/or Money Remittance Companies	Head of the Department	DSWD FO, Finance Unit	Within 30 days after the pay-out	
Registry of Paid Social Pension Beneficiaries	Data Officer	RSPU Head	DSWD CO - PMB	Monthly	Every 5th day of the succeeding month
Remarks: The Registry of Paid Beneficiaries is the statistical report submitted by the RSPUs monthly, which aims to provide the physical accomplishment or progress reporting of the Social Pension Program. This report shall be uploaded by the data officers of the RSPUs to the shared Google Drive file and shall be submitted to the Social Pension Statistician for consolidation.					
Fund Utilization Report	Administrative Officer II	Division Chief	DSWD CO - PMB and FMS	Monthly	Every 10th day of the succeeding month
Remarks: This monitoring tool is to determine the status of obligations, balances, and disbursement amounts of field offices based on the allotted budget.					
Narrative Accomplishment Report	Social Welfare Officer II	Regional Director	DSWD CO - PMB	Quarterly, Semestral / Annually (April, July, October and January)	Every 5th day of the 1st month of the succeeding quarter, semester and the succeeding year
Remarks: Narrative reports are prepared by the Social Pension Program Head/Social Welfare II and approved by the Division Chief before submission to the Office of the Regional Director for approval and onward submission to the DSWD CO.					
The annual narrative to be submitted should include the consolidated social pension utilization monitoring, with a breakdown per indicator such as food, medicines and vitamins, health check-ups/medical or hospital services, utilities, and others.					

2. REPORTS SUBMITTED BY THE DSWD CO-OLDER PERSON SECTION

Type of Report	Prepared by	Approved by	Submitted to	Frequency	Deadline
Consolidated Registry of Paid Social Pension Beneficiaries	Statistician II		DSWD CO OP Section	Monthly	Every 7th of the month
Monthly Narrative Accomplishment Report	SPISC Focal Person	Division Chief of the Sectoral Programs Division	Office of the Bureau Director	Monthly	Every 10th of the succeeding month

XI. GRIEVANCE PROCEDURE

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4. In case of revalidation or spot-checking for inclusion-related complaints or grievances, the FO-RSPU shall ensure that the staff conducting the revalidation or spot-checking is not the same staff that conducted the interview or validation for the beneficiary that is the subject of the complaint/grievance.

The PMB shall include the specific processes of handling grievances in the SPISC Manual of Operations or issue separate guidelines through a policy memorandum, guidance notes, etc.

XII. MONITORING AND EVALUATION

1. The assigned technical staff of the DSWD FO-RSPU, in coordination with the C/MSWDO and OSCA, shall conduct a stipend utilization monitoring at least once every six (6) months, either on-site (during pay-out) or off-site (house-to-house), to be conducted to at least 80% of the target beneficiaries. The result of the monitoring shall be encoded in the SPIS. For concerns and issues regarding the welfare of the SPISC beneficiaries as a result of the monitoring, the FO-RSPU staff shall refer these to the LGU for proper case management.
2. The DSWD-CO-PMB shall undertake regular monitoring activities for the FOs in line with the implementation of the program. Participation in the consultation dialogue/program implementation review, special meetings, payout, and monitoring with the LGU partners can be among the activities in the FOs.
3. The DSWD CO-PMB shall assess the conducted payouts and other SPISC mechanisms; and
4. The DSWD CO PMB shall coordinate/request with the Policy Development and Planning Bureau (PDPB)—M&E Division for the conduct of gender analysis, evaluation, data management, research, surveys, and studies on the Social Pension program implementation.

XIII. TRANSITORY PROVISION

The National Commission of Senior Citizens shall issue the necessary guidelines in the implementation of the SPISC program once transferred. The Department shall ensure proper transition of the program to the NCSC.

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XVI. REPEALING CLAUSE

All other provisions of M.C. No. 06 series of 2024 not affected by this amendment shall remain in full force and effect.

XVII. EFFECTIVITY CLAUSE

This issuance shall take effect immediately from the date of publication in the Official Gazette or a newspaper or general circulation. This Memorandum Circular shall also be

published on the DSWD official website, and three (3) copies hereof shall be deposited with the University of the Philippine Law Center.

Let copies of this circular be issued to the Central Office and concerned Offices/Bureaus/Services/Units (OBSU).

Issued in Quezon City this 4th day of MARCH 2025.


REX GATCHALIAN
Secretary

Certified True Copy

Ramil R. Edamino
Administrative Officer V
Records and Archives Mgt. Division

07 MAR 2025