



Republic of the Philippines  
 Province of Laguna  
**MUNICIPALITY OF LOS BAÑOS**  
*Special Science and Nature City*  
**OFFICE OF THE MAYOR**  
 Municipal Hall, National Highway, Brgy. Timugan, Los Baños, Laguna 4030 Philippines  
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**EXECUTIVE ORDER NO. 025**  
**Series of 2021**

**AN ORDER FOR THE DISTRIBUTION OF CASH ASSISTANCE TO AFFECTED INDIVIDUALS IN MUNICIPALITY OF LOS BAÑOS AND CREATION OF A GRIEVANCE AND APPEALS COMMITTEE**

**WHEREAS**, on March 27, 2021, President Rodrigo Duterte approved the recommendation of the Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Diseases for the imposition of Enhanced Community Quarantine (ECQ) in the NCR, Bulacan, Cavite, Laguna, and Rizal to slow down the surge of COVID-19 cases, stop the further spread of COVID-19, allow the health system to cope and protect more lives, from March 29, 2021- April 4, 2021;

**WHEREAS**, on April 4, 2021 the President approved the extension of the ECQ until April 11, 2021;

**WHEREAS**, on March 29, 2021, the President approved the grant of 22.9 Billion amount of financial subsidy or "ayuda" to those who are affected by the implementation of ECQ in the NCR, Bulacan, Cavite, Laguna, and Rizal;

**WHEREAS**, on March 30, 2021, the Department of Budget and Management (DBM) issued Local Budget Circular No. 136 prescribing the guidelines and procedures on the release and utilization of the financial assistance to the cities and municipalities in the NCR Plus, allocating NINETY-SEVEN MILLION ONE HUNDRED AND FIVE THOUSAND PESOS (PhP 97,105,000.00) to the Municipality of Los Baños, Laguna;

**WHEREAS**, the Department of the Interior and Local Government (DILG), Department of Social Welfare and Development (DSWD) and Department of National Defense (DND) issued Joint Memorandum Circular No. 1 Series of 2021 providing the mechanism to implement the distribution of the said financial assistance under DBM LBC No. 136 by the concerned departments and Local Government Units;

**WHEREAS**, all Local Government Units, under JMC No. 1 Series of 2021, are further directed to create a grievance and appeals committee to address complaints and grievances coming from constituents and a joint monitoring and inspection committee that shall monitor and ensure the orderly and transparent disbursement of funds;

**WHEREAS**, all Local Chief Executives are enjoined to issue an executive order that shall provide for the type, manner and, and process of distribution prior to distribution;

**NOW, THEREFORE, I, ANTONIO L. KALAW**, Municipal Mayor, by virtue of the powers vested in me by the Constitution and by law, do hereby order the implementation of the following:

**SECTION 1. GENERAL GUIDELINES**

1. The assistance, in the form of cash, shall be distributed to affected individuals, as assessed by the MSWD in the amount of PhP 1,000.00 per affected individual, with a maximum amount of PhP4,000.00 per family;
2. As provided for under JMC No. 1 Series of 2021, the priority target beneficiaries of the financial assistance are low-income individuals and those working in informal economies affected by the implementation of the ECQ, subject to validation by the LGU, in the order of priority as follows:
  - a. Beneficiaries of the Social Amelioration Program under the Bayanihan Act 1 and additional beneficiaries of emergency subsidy under Section 4f(3) of Bayanihan Act 2, per records provided by the Department of Social Welfare and Development (DSWD);
  - b. SAP wait-listed beneficiaries;
  - c. Those belonging to vulnerable groups, such as low-income individuals living alone, Persons With Disabilities (PWD), solo parents, etc.; and
  - d. Such other individuals affected by the ECQ as may be determined by the LGU provided that funds are still available;
3. A list of approved beneficiaries shall be posted in the Facebook accounts of the Municipality of Los Baños and MSWD, and in conspicuous places in the barangay concerned limited to the following information:
  - a. Given, Middle and Last Names of the beneficiaries; and
  - b. Barangay
4. Assessment and distribution shall be done per barangay, in alphabetical order, the venue and dates shall be announced prior to the assessment and distribution;
5. A Grievance and Appeals Committee is hereby created, and provided for under Section 5 of this Executive Order, to address complaints and grievances coming from constituents;
6. A Joint Monitoring and Inspection Committee is hereby created, and provided for under Section 6 of this Executive Order, that shall monitor and ensure the orderly and transparent disbursement of financial assistance;

**SECTION 2. DOCUMENTARY REQUIREMENTS FOR QUALIFIED BENEFICIARIES**

1. General Intake Sheet (GIS) (for those falling under Section 1.2.d)
2. Certificate of Eligibility
3. Valid ID (any government issued ID, SSS, company ID, school ID, Barangay ID)
4. Additional Requirement if appropriate
  - a. Birth Certificate

- b. Proof of relationship to the Head of the Family

### **SECTION 3.           ROLE OF THE LOCAL FINANCE COMMITTEE**

1. Prepare all financial related documents necessary for the implementation and disbursement of the financial subsidy to the approved beneficiaries;
2. Adopt all measures necessary to ensure that the disbursements and utilization of the financial assistance shall be subject to the pertinent provisions of all applicable laws, and budgeting, accounting, and auditing rules and regulations.
3. Prepare all necessary reports, together with the list of beneficiaries, that shall be submitted to the DBM, the Commission on Audit and other offices where the submission of such reports is required under existing laws, rules, and regulations;
4. Preparation of payroll and disbursement of financial assistance.

### **SECTION 4.           ROLE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE (MSWDO)**

1. Oversee the assessment, identification and preparation of the list of qualified beneficiaries of the financial assistance;
2. Effect the preparation and distribution of assistance to the approved beneficiaries;
3. Prepare all necessary documentations and reports relating to the disbursement of financial assistance to identified beneficiaries;
4. Other duties as may be assigned in relation to the disbursement of financial assistance.

### **SECTION 5.           ROLE OF THE PUBLIC INFORMATION OFFICE (PIO)**

1. Effect the posting of approved beneficiaries in social media accounts of the LGU and distribution of lists for posting in the barangays;
2. Manage and oversee the hotline numbers and other grievance mechanisms to be created by the LGU that shall accept complaints and feedback from the constituents;
3. Supervise the documentation, i.e., photos, video, etc., of the disbursement proceedings;
4. Other duties as may be assigned in relation to the disbursement of financial assistance.

### **SECTION 6.           CREATION OF THE GRIEVANCE AND APPEALS COMMITTEES (GAC).** Municipal Grievance and Appeals Committee (MGAC) and Barangay Grievance and Appeals Committee (BGAC) is hereby created to address complaints and grievances coming from constituents, to be composed of the following members:

#### **Municipal Grievance and Appeals Committee**

Chair	Epitacio A. Beltran Jr.	Executive Assistant to the Mayor
Co-Chair	Atty. Robert Laviña	Municipal Administrator
Members:	Hanna Erika E. Laviña	MSWDO

Rachel Joy C. Gabrido	EA/PIO
Glicerio A. Trinidad	PESO
To be named	CSO Representative

#### **1. Barangay Grievance and Appeals Committee**

Chair	Punong Barangay
Suggested Members	Lupon Tagapamayaya Member
	CSO Representative

Concerns, grievances and appeals must be resolved within 48 hours. The decisions of the Barangay GAC may be appealed to the Municipal GAC;

**SECTION 7. CREATION OF THE JOINT MONITORING AND INSPECTION COMMITTEE.** Joint Monitoring and Inspection Committee that shall monitor and ensure the orderly and transparent disbursement of financial assistance, to be composed of the following members:

Chair	Michiko R. Escalante	Municipal Local Government Operations Officer (MLGOO)
Members	Nancy A. Quiñones	DSWD Representative
	PLTCOL. Jaycon A. Ramos	Chief of Police
	To be named	Representative from the Provincial Prosecutors Office
	To be named	CSO Representative

**SECTION 8. REPEALING CLAUSE.** All other issuances, order, memorandum which are inconsistent herewith are hereby amended or repealed accordingly;

**SECTION 9. SEPARABILITY CLAUSE.** If, for any reasons, any part of provision of this order be declared invalid, any part or provisions not affected thereby, shall remain in full force and effect;

**SECTION 10. EFFECTIVITY.** This order shall take effect immediately.

Done this 5<sup>th</sup> day of April, 2021, Municipality of Los Baños, Province of Laguna.

