



OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 2021-13

Series of 2021

AN ORDER PROVIDING FOR THE GUIDELINES ON THE DISTRIBUTION OF FINANCIAL ASSISTANCE TO NCR-PLUS PLACED UNDER ECQ FROM NATIONAL GOVERNMENT INCLUDES THE CREATION OF GRIEVANCE AND APPEALS COMMITTEE IN THE MUNICIPALITY OF BULAKAN FOR THIS PURPOSE.

WHEREAS, on March 29, 2021, President Rodrigo R. Duterte approved the grant of P22.9 Billion amount of emergency subsidy or "ayuda" to those who are affected by the implementation of the Enhanced Community Quarantine (ECQ) in the National Capital Region (NCR) the province of Bulacan, Rizal, Laguna and Cavite ("NCR Plus area");

WHEREAS, the Department of Budget and Management issued Local Budget Circular No. 136 (LBC No. 136) on March 30, 2021 otherwise known as the Guidelines on the Release and Utilization of the Financial Assistance to Cities and Municipalities in the NCR Plus area that are placed under the Enhanced Community Quarantine with a total allocation of P65,617,000.00 for the Municipality of Bulakan;

WHEREAS, DILG-DSWD-DND Joint Memorandum Circular No. 1 Series of 2021 establish the guidelines on the implementation of the financial assistance for the NCR Plus. Affected individuals shall receive P1,000.00 each with a maximum amount of P4,000.00 per family;

WHEREAS, the Municipal Government of Bulakan shall manage and conduct the distribution of the emergency subsidy within fifteen (15) calendar days from release of the Notice of Cash Allocation, in cash, and ensure the delivery of assistance to the beneficiaries based on the payroll of eligible beneficiaries. And, shall post in its official website, social media or at conspicuous place in the Barangay concerned, the full information of the beneficiaries;

NOW, THEREFORE, I, VERGEL C. MENESES, Municipal Mayor of the Municipality of Bulakan, by the powers vested in me by law, do hereby order the following provisions:

SECTION 1. IMPLEMENTATION OF FINANCIAL ASSISTANCE. Release in cash at P1,000.00 each with a maximum amount of P4,000.00 per family to the affected individuals in the municipality of Bulakan from P65,617,000.00 fund allocation as emergency subsidy of the national government to NCR-PLUS placed under ECQ.

The funds allocation shall be divided in percentage as per number of family per barangays. The table showing the computed eligibles will be attached as form part of this Executive Order, (Annex "A").

SECTION 2. DETERMINATION AND VALIDATION OF TARGET BENEFICIARIES. The provided reference list by the DILG-DSWD to the Municipal Social Welfare and Development Office of Bulakan shall be distributed to the respective barangays.

The Municipal Technical Working Group together with the Punong Barangay shall have the responsibility and accountability over the validation, correction, and determination of beneficiaries under DILG-DSWD-DND Joint Memorandum Circular No. 1 in the order of priority as follows:

- 2.1. Beneficiaries of the Social Amelioration Program under the Bayanihan Act 1 and additional beneficiaries of emergency subsidy under Section 4, f(3) of Bayanihan Act 2;
- 2.2. SAP wait-listed beneficiaries;
- 2.3. Those belonging to vulnerable groups, such as low-income individuals living alone, persons with disability, solo parents, etc.
- 2.4. Such other individuals affected by the ECQ as may be determined by the MTWG provided that funds are still available.

SECTION 3. TIME, MANNER, AND SEQUENCE OF EVENTS IN DISTRIBUTIONS. The Municipality of Bulakan shall provide the time, manner and sequence of events for this purpose, wherein rules in IATF Resolutions specifically on health protocols and mass gatherings are observed:

- 3.1. Schedules of activities such as:

April 6, 2021	Orientation/Briefing of the Punong Barangay and Barangay Representative Distribution of Reference List received from DILG-DSWD
April 7-11, 2021	Profiling and Cross Matching of Reference List
April 12-14, 2021	Submission of Barangays to the MTWG for Validation and Posting on Social Media
April 15-20, 2021	Pay-out/Distribution of Financial Assistance
April 22-23, 2021	Liquidation and Submission to DILG-DSWD

- 3.2. The Financial Assistance Pay-Out will be provided for the date, time, venue of each barangays in Annex "B" of this EO.

SECTION 4. CREATION OF THE GRIEVANCE AND APPEALS COMMITTEE. The Grievance and Appeals Committee is hereby created with the following compositions:

Chairperson **DR. REYNALDO P. GLORIA**
Municipal Administrator

Vice Chairperson **MRS. MA. VICTORIA P. MORELOS, RSW**
Municipal Social Welfare & Development Officer

Members **ATTY. JORGE GARCIA**
Municipal Adviser/Consultant

PASTOR JOEL GABRIEL
Moral Values & Recovery Adviser

MRS. EVELYN VILLALUZ
Municipal Information Officer

Hotline Numbers and Email Address: **MRS. MELODY EBORA**
MSWD Technical Staff

Landline: 762-3812 CP No.: 09683296578 miobulakan2019@gmail.com

SECTION 5. ROLES AND FUNCTIONS OF GRIEVANCE AND APPEALS COMMITTEE. The Grievance & Appeals Committee shall have the following functions and responsibilities.

1. Address and act expeditiously on all complaints or grievances from the constituent in consonance to the implementation of financial assistance;
2. Assign, Post and publish the HOTLINE number/s and other platform which is readily accessible in the LGU's Official Facebook account, and in conspicuous places for the raising of complaints, grievances and appeals;
3. Maintain a database of complaints with proper tagging or assignment of a Reference Numbers, Date, Name of Complainant, Complaint and Actions Taken; &
4. Perform other functions as prescribe in the JMC No. I.

SECTION 6. CREATION OF BARANGAY GRIEVANCE AND APPEALS COMMITTEE, AND ITS FUNCTION. This Executive Order may also create Barangay Grievance and Appeals Committee to be determined the composition and its function by their Punong Barangays. The committee shall act expeditiously on all complaints and shall maintain a hotline to receive complaints.

SECTION 7. CREATION OF JOINT MONITORING AND INSPECTION COMMITTEE. There shall be created the Joint Monitoring and Inspection Committee (JMIC) to be composed of the following:

Chairperson	MR. ARCHIE CORONEL DILG Operations Officer
Members	MRS. MA. ELENA F. ESPINO DSWD Municipal Link - CMAT Leader
	PLTCOL DOMINADOR IGNACIO Chief of Police – PNP Bulakan
	MS. CORAZON DE GUZMAN Representative CSO, KSSBB President
	MR. FROILAN REYES Representative CSO, Knights of Columbus

SECTION 8. ROLES AND FUNCTIONS OF JMIC. The JMIC shall have the following duties and functions:

1. Advise the municipality on the implementation of the financial assistance program;
2. Monitor the compliance of the municipality with the provision of JMC No. 1 and the LBC 136;
3. Ensure that the posting requirements are complied with;
4. Ensure that the municipality determines the fastest and most effective means of delivering assistance to their constituents;
5. Seek the assistance of higher authorities in case of undue delay or systematic anomalies in the distribution of assistance;
6. Cause the filing of administrative or criminal cases against public officials and other individuals involved in irregular or unlawful practices with regards the implementation of JMC;
7. Maintain a hotline to attend to complaints not acted upon by the municipality;

8. Submit regular reports to the DILG/DSWD provincial offices which shall in turn consolidate report to the region and to the central offices;
9. The PNP shall provide security assistance to the LGU personnel in-charge of the distribution of financial assistance, and maintain peace and order;
10. The PNP shall immediately conduct investigation on the reported cases of anomalies, irregularities, or graft and corruption concerning the distribution of financial assistance;
11. The PNP shall consolidate and submit report of irregularities to DILG Regional Offices and to DILG Central Office;
12. The Department of National Defense (DND), through Armed forces, may provide security support to PNP upon written request of local authorities;
13. Perform other functions or activities consistent with the provision of the JMC.

SECTION 9. CREATION OF MUNICIPAL TECHNICAL WORKING GROUP (MTWG) AND ITS FUNCTIONS:

9.1 COMPOSITION. The Municipal TWG shall be composed of the following:

Chairman	HON. VERGEL C. MENESES Municipal Mayor
Vice Chairman	MRS. MA. VICTORIA MORELOS, RSW Municipal Social Welfare & Development Officer
Members	THE MUNICIPAL FINANCE COMMITTEE, AND THE BONDED EMPLOYEES OF TREASURER'S OFFICE THE PNP BULAKAN LIGA NG MGA BARANGAY with BARANGAY PEACE AND ORDER COUNCIL THE MUNICIPAL INFORMATION OFFICE with BARANGAY SECRETARIES THE DRRM OFFICE
Secretariat	MSWD OFFICE OFFICE OF THE MAYOR

9.2. ROLES AND FUNCTIONS OF THE MUNICIPAL TWG:

1. Ensure the release of assistance, mode of release of the assistance which shall be done in cash;
2. Manage the conduct of the distribution of the emergency subsidy within fifteen (15) days from the release of the Notice of Cash Allocation from the period of **April 5, 2021 to April 20, 2021.**
3. Ensure the delivery of assistance to the beneficiaries based on the payroll of eligible beneficiaries;
4. The Municipality of Bulakan, thru the Municipal Information Officer, shall post in its official social media account, in conspicuous areas in the municipal building, DRRM Operations Center, Public Market and in all barangay halls, the list of approved beneficiaries limited only to the following information: (a) given, middle and last names of the beneficiary

- and (b) barangay not later than the day before the scheduled distribution of the Financial Assistance;
5. Take full responsibility in the proper disposition/disbursement of funds in accordance with the existing accounting and auditing rules and regulations of the Commission on Audit (COA);
 6. Submit their respective DILG field offices a daily report on the status of the financial assistance distribution;
 7. Shall prepare a report on fund utilization and status of implementation of PPAs using the DBM-prescribed format;
 8. Post the accumulated reports on the Municipality's website and in at least three (3) conspicuous places in the locality at the end of every month; and
 9. Send the said monthly monitoring report, together with the list of beneficiaries to the DBM, the Commission on Audit, the DILG and other offices where the submission of reports is required under existing laws, rules and regulations.

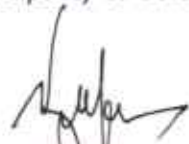
SECTION 10. SECURITY MEASURES.

1. The PNP Bulakan shall provide security assistance to the Municipal Personnel in-charge in the distribution of financial assistance. It shall provide security, sustain peace and help maintain public order most especially in the actual distribution of assistance;
2. Local Force Multipliers e.g BPOC and Tanods are also tasked to assist in maintaining an orderly and safe distribution of the financial assistance.

SECTION 11. SEPARABILITY CLAUSE. Should any provisions of this Executive Order or any part thereof be declared invalid, others provisions, insofar as they are separable from those declared invalid, shall remain in full force and effect.

SECTION 12. Effectivity. This Executive Order shall take effect immediately upon its signing.

DONE this 6th day of April, 2021 here at the Municipality of Bulakan, Bulacan.


VERGEL C. MENESES
Municipal Mayor