



Republic of the Philippines
CITY GOVERNMENT OF ALAMINOS
 San Jose Drive, Poblacion, City of Alaminos, Pangasinan

EXCERPT TAKEN FROM THE JOURNAL OF THE REGULAR SESSION OF THE SANGGUNIANG PANLUNGSOD OF THE CITY OF ALAMINOS, PANGASINAN HELD ON AUGUST 06, 2024

PRESENT:

- | | |
|---|-----------------------------------|
| Vice Mayor Jan Marianne R. Fontelera | - Presiding Officer |
| Councilor Apple Joy B. Tolentino | - Presiding Officer Pro-Tempore |
| Councilor Carolyn D. Sison | - Majority Floor Leader |
| Councilor Kelvin Theus O. Humilde | - Minority Floor Leader |
| Councilor Verna S. D. Rabago | - Assistant Majority Floor Leader |
| Councilor Joselito O. Fontelera | - Member |
| Councilor Raul B. Bacay | - Member |
| Councilor Dahlia M. de Leon | - Member |
| Councilor Oscar A. Boling, Sr. | - Member |
| Councilor Froebel A. Ranoy | - Member |
| Councilor Walter M. Macaiba | - Member |
| PPSKP Loverly V. Bernabe | - Ex-Officio Member |

ABSENT:

- | | |
|----------------------|------------------------|
| LBP Alex A. Recosana | - On official business |
|----------------------|------------------------|

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ORDINANCE NO. 2024-23

AN ORDINANCE INSTITUTIONALIZING THE ASSISTANCE TO INDIVIDUALS IN CRISIS SITUATION PROGRAM IN THE CITY OF ALAMINOS, PANGASINAN, AND PROVIDING FUNDS THEREOF

Sponsor:
Councilor Carolyn D. Sison

WHEREAS, Article II, Section 11 of the Philippine Constitution declares that, "The State values the dignity of every human person, and guarantees full respect for human rights;"

WHEREAS, the Department of Social Welfare and Development (DSWD) has been implementing the Assistance to Individuals in Crisis Situation (AICS) Program to support the government's efforts in providing aid to individuals and families seeking assistance;

WHEREAS, the AICS program serves as a stop-gap measure to support the recovery of individuals and families suffering from unexpected life events and crisis.

WHEREAS, Section 458 (a) (5) of R.A. No. 7160, otherwise known as the Local Government Code of 1991, provides that the Sangguniang Panlungsod shall approve ordinances which shall ensure the efficient and effective delivery of the basic services

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and facilities as provided for under Section 17 of the same Code, which include social welfare services, such as programs and projects on family and community welfare;

WHEREAS, the Local Government Unit of the City of Alaminos, Pangasinan, in compliance to its mandated functions, intends to institutionalize its AICS Program;

NOW, THEREFORE, on motion of Councilor Carolyn D. Sison, duly seconded by all members of the Sangguniang Panlungsod present

BE IT ENACTED, AS IT IS HEREBY ENACTED, BY THE SANGGUNIANG PANLUNGSOD, in a session duly assembled, that:

SECTION 1. TITLE OF THE ORDINANCE. — This Ordinance shall be known as “An Ordinance Institutionalizing the Assistance to Individuals in Crisis Situation (AICS) Program in the City of Alaminos, Pangasinan.”

SECTION 2. DECLARATION OF POLICY. — It is the policy of the Local Government of the City of Alaminos, Pangasinan to ensure the general welfare of its constituents as provided for under Section 16 of the Local Government Code of 1991.

SECTION 3. OBJECTIVE. — This Ordinance aims to enable individuals/families/households to overcome presented crisis situations by providing limited financial/material assistance, psychosocial intervention and/or referral services for their immediate needs.

SECTION 4. DEFINITION OF TERMS. — The following term as used in this Ordinance shall be defined as follows (arranged alphabetically):

1. **AICS** – refers to Assistance to Individuals in Crisis Situation. It is one of the social welfare services of the DSWD that provides medical assistance, burial, transportation, education, food, or financial assistance for other support services or needs of a person or family.
2. **Authorized Representative** – any person who represents a beneficiary who, for certain reason/s, is unable to be physically present in processing and claiming the assistance requested. Persons who may be authorized as representative shall be limited to:
 - a. Immediate family member/s, which refers to:
 1. Spouse of the beneficiary;
 2. Son or daughter of the beneficiary who is of legal age;
 3. Either parent of the beneficiary; or
 4. Brother or sister of the beneficiary who is of legal age.
 - b. In extremely justifiable circumstances, any other individual acting as representative of a beneficiary. Provided that the said individual shall not be allowed to represent more than two (2) beneficiaries who are unrelated to him/her for every calendar year.
 - c. In cases of non-marital union, the partner whom the beneficiary is currently living with (live-in partner).



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- d. In cases of an abandoned beneficiary, or one who is living alone or one who has no immediate relative, the current caregiver, guardian or responsible person shall act as representative, as assessed by the social worker.
3. **Beneficiary** – refers to the person or family who actually needs the assistance, or on whose behalf the assistance is being sought from LGU through an authorized representative. The beneficiary is the ultimate recipient of the assistance.
4. **Client** – is any individual or group who may be the beneficiary as defined above, or his/her authorized representative.
5. **Crisis Situation/s** – pertains to a difficult or stressful circumstances in the individual's or family's life when she/he/they experience a breakdown or disruption in her/his/their usual or normal daily activities or family functioning which her/his/their coping mechanisms fail to address. Such disruption results to the impairment of their psycho-social functioning thus, prevents them from adequately performing their social roles and functions. This condition, when not provided with appropriate intervention may lead them into worsened life situations.
6. **Crossmatching** – the process of cleaning, verifying, and counterchecking the information or data sets provided by clients seeking assistance from the City Social Welfare and Development Office (CSWDO) versus records of existing clients who may avail or re-avail assistance, taking into consideration the limitations under the frequency of the availment.
7. **Individuals in Crisis Situation** – refer to person/s or family/ies who are in a crisis situation or a difficult condition based on the assessment of a social worker.
8. **Intake Sheet and/or Case Summary Form** – is the form used by the CSWDO to record the basic information of the beneficiary, the client and the authorized representative, the case summary indicating the problem presented, the social worker's findings/data gathered during the assessment, as well as the recommendation for assistance to the beneficiary/ies.

SECTION 5. PROGRAM DESCRIPTION, SCOPE, AND COVERAGE. — AICS is a program of integrated services directed towards individual/s and/or families who are in a crisis situation or a difficult condition. The services include, but not limited to, provision of psycho-social intervention or direct financial and/or material assistance and/or referral services by proper endorsement to other agencies, offices, centers, government institutions/ facilities to ensure that the needs of the client will be fully addressed.

It shall cover all **individual/s** and **family/ies** who are bona fide residents of the City of Alaminos, Pangasinan and those who, at the time of the crisis and/or distress, are residing in the city.

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The scope shall be based on the eligibility criteria outlined in this Ordinance, to wit:

A. **Financial and Material Assistance** – Financial Assistance is the provision of cash assistance to augment the resources of the client (provided for under Section 8 hereof); whereas, material assistance is the provision of non-food items. These are further classified as follows:

1. **Medical Assistance** – is an assistance to help shoulder hospitalization expenses, cost of medicines, other medical treatment, therapy, medical procedures/operation/surgery; either out-patient or in-patient. It further covers procedures like implants, laboratory procedures including but not limited to Computerized Tomography (CT) scan, Electrocardiogram (ECG), Echocardiogram (2D Echo), Magnetic Resonance imaging (MRI), and provision of assistive devices/prosthetics. Also, other medical expenses, such as professional fees, may be covered.

It also includes clients who need home medication and maintenance medicines. Coverage extends to medical procedures such as dialysis, chemotherapy/radiation therapy, and other treatments and corrective medical procedures/operations, except those not related to the restoration of health.

Birthing is not covered, unless the patient suffers from complications during delivery, subject to the assessment of the social worker and the nature of the client's category. The client shall not be entitled to in-patient financial assistance except in instances where the drug or treatment is not available in the hospital or covered by the Philippine Health Insurance Corporation (PhilHealth).

Surgeries for aesthetic reasons will not be covered unless complications arise that endanger the client/beneficiary.

Furthermore, it does not cover expenses such as immunization and the purchase of vitamins and other supplements unless required for therapeutic feeding and supplementation.

2. **Funeral/Burial Assistance** – assistance provided to help defray funeral and burial-related expenses, especially for those with an outstanding balance at the funeral parlor, including but not limited to funeral services and expenses for transporting the remains to the residence of the deceased and/or the burial site.

In cases of disaster, calamity, critical events, or similar circumstances where there are casualties in the family, the surviving family shall receive assistance in the amount of Php 10,000.00 for each casualty.

3. **Transportation Assistance** – assistance provided for the purchase or payment of transport (air/sea/land) tickets and/or expenses to enable clients



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to return to their home provinces within the Philippines in cases involving victims of abuse, exploitation, trafficking in persons, snatching/pickpocketing, and children in conflict with the law. This assistance also applies to those attending to emergency concerns such as death, care, or other critical situations involving family members, relatives, or other individuals in need. Additionally, it includes situations requiring immediate presence, such as attendance at court hearings, the rescue of an abused relative, or during disasters or calamities.

- Educational Assistance** – a form of assistance given to students-in-crisis to help defray school expenses and/or the cost of sending students/children to school, such as school fees, supplies, projects, allowance, and other related expenses. This assistance will be provided once per school/academic year for students. Priority will be given to working students in public schools, vocational/technical schools, state colleges, and universities. A maximum of three (3) children per family shall be entitled to this assistance. However, this assistance may also be given to students who, although not indigent, are assessed by the social worker to have an extreme need based on their family's current condition, including victims of displacement and repatriated/deported Overseas Filipino Workers (OFWs), among others.

Also, it includes those students who are attending competitions, trainings, and other educational-related activities outside their school.

This assistance excludes children covered by the Pantawid Pamilyang Pilipino Program (4Ps), referred to as the "monitored children."

In no case will this assistance be given to cover expenses for graduate and post-graduate studies or for foreign students/scholars and their expenses for review for licensure/bar examinations.

- Food Assistance** – it is the provision of assistance to clients to meet their needs for food and other most basic needs for sustenance. The assistance may be provided through outright cash or Family Food Packs (FFP). Eligible clients include, but are not limited to, those caring for sick relatives or abandoned/living alone individuals, grantees of transportation assistance, Persons Who Used Drugs (PWUDs), Persons Deprived of Liberty (PDL), released prisoners/parolees, rescued trafficked individuals, distressed or returning OFWs, stranded individuals due to emergencies or calamities, rebel returnees, individuals with HIV/AIDS, leprosy, tuberculosis, or other terminal or mental illnesses, vagrants, homeless/street dwellers, victims of pickpocketing, disadvantaged senior citizens, Persons With Disabilities (PWDs), Women in Especially Difficult Circumstances (WEDC), Children in Especially Difficult Circumstances (CEDC), the unemployed, individuals without family support, and those who are abandoned, neglected, or evicted as classified/assessed by the CSWDO social worker.



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6. **Material Assistance** – is the provision of non-food items to a beneficiary/client who needs immediate material support, which can be covered by the items listed below, subject to the availability of the material assistance and the funding required, and provided that any acquisition of goods and services shall be subject to existing procurement laws, rules, and regulations. The assistance may be provided simultaneously with financial assistance based on the assessment of the CSWDO social worker. The items include, but are not limited to, sleeping kits, hygiene/dignity kits, family kits/clothing, and kitchen kits.

7. **Cash Assistance for other Support Services** – assistance in the form of outright cash provided to individuals and families in extremely difficult circumstances where their needs do not fall under the above-mentioned assistance programs. This includes, but is not limited to, a child victim of online sexual abuse/exploitation and other sexual abuse cases, repatriated OFWs, PWUDs, PDLs, rescued trafficked individuals, former rebels, distressed OFWs, victims of scams/illegal recruitment, stranded individuals due to emergencies or calamities, rebel returnees, vagrants, homeless/street dwellers, released prisoners, victims of pickpocketing, distressed senior citizens and PWDs, the unemployed, individuals without family support, neglected individuals, people living with HIV, and those who are evicted/displaced, as may be justified by the CSWDO social worker through case management, consultation, or conference.

It also includes cases of eviction and demolition pursuant to court orders involving underprivileged and homeless citizens. In such cases, relocation/transition assistance refers to the provision of financial assistance equivalent to the prevailing minimum daily wage multiplied by 60 days, depending on the assessment of the CSWDO social worker.

8. **Shelter Assistance** – refers to the provision of assistance to families to meet their shelter needs as per findings and assessment of the CSWDO social worker.

B. **Psycho-social Intervention** – a set of interventions that is non-biomedical means to positively alter a person's behavior and relationship with society in order to reduce the impact of stress brought about by a crisis. It may be provided with, but not limited to, cognitive or behavioral therapies such as individual/family counselling, life coaching, stress debriefing/management, problem solving skills enhancement, etc. It is basically the giving of immediate/rapid relief to psychological and emotional issues under specific circumstances and to strengthen coping mechanisms and restore social functioning.

C. **Referral to other Services** – this refers to the assistance that is not available at the CSWDO Crisis Intervention Unit but can be accessed from other resources and/or networks. This involves, but is not limited to, referrals to



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appropriate agencies for legal services, further psychosocial or psychiatric interventions and admission to residential facilities for temporary shelter.

SECTION 6. DOCUMENTARY REQUIREMENTS. — The beneficiary or the authorized representative shall submit a copy of his/her **valid ID** or alternative document/s as proof of identification, or barangay certification identifying the individual in cases where no documents can be submitted after all efforts have been exhausted, as assessed by the assigned CSWDO social worker.

The following are considered proof of identification (valid IDs):

1. Government issued identification cards, including the Pantawid Pamilyang Pilipino Program (4Ps) IDs issued by the DSWD (preferably with signature, except for the Philsys ID and a picture of the client)
2. Certification from Barangay as to the identity of the beneficiary/representative signed by Punong Barangay stamped with the Barangay seal

A person who is acting as an authorized representative of the beneficiary (*duly provided for under Section 4, paragraph 2 hereof*) shall present an authorization letter duly signed by the beneficiary and a copy of the proof of identification of the beneficiary.

The following documentary requirements for each type of assistance shall be submitted, to wit:

TYPE	DOCUMENTS
MEDICAL ASSISTANCE	<p>Any proof of identification document, as stated above; and any one (1) of the following:</p> <ul style="list-style-type: none"> • Medical Certificate (issued within the last six (6) months) or Medical Abstract with date of issuance, complete name, signature and license number of the attending physician, or • Discharge summary with date of issuance, complete name, signature and license number of attending physician (issued within the last six (6) months) or • Certificate of confinement with date of issuance, complete name, signature and license number of attending physician (issued within the last six (6) months) <p>Depending on the purpose of the medical assistance, the client shall submit any one of the following requirements, in addition to the basic requirements above:</p>

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If payment for hospital bill	<ul style="list-style-type: none"> • Temporary/ final Hospital Bill/Statement of Account (Outstanding Balance with complete name and signature of the Billing Clerk/s) or • A certificate of Balance or Promissory Note shall be required if the patient has already been discharged from the hospital.
If for medicines/ assistive device	<ul style="list-style-type: none"> • Prescription with date of issuance, complete name, signature and license number of the attending physician (issued within the last six (6) months) or • Treatment protocol with complete name, signature and license number of the attending physician (issued within the last six (6) months)
If for medical procedure	<ul style="list-style-type: none"> • Laboratory request/s with date of issuance, complete name, signature and license number of the attending physician; or • Laboratory protocol with date of issuance, complete name, signature and license number of the attending physician (issued within the last six (6) months) • Doctor's order with date of issuance, complete name, signature and license number of the attending physician (preferably valid for three (3) months)
If for therapy and other special treatment	<ul style="list-style-type: none"> • Treatment protocol with date of issuance, complete name, signature and license number of the attending physician • Doctors order with date of issuance, complete name, signature and license number of the attending physician (preferably valid for three (3) months) • Quotation with full name and signature of any issuing officer • Psychiatrist's or psychologist's certification with date of issuance, complete name, signature and license number of the attending psychiatrist/psychologist
FUNERAL/ BURIAL ASSISTANCE	<p>Any proof of identification document, as stated above; and</p> <ul style="list-style-type: none"> • Death Certificate with Registry Number • Funeral Contract and/ or a promissory note for unpaid balance

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TRANSPORTATION ASSISTANCE	<p>Any proof of identification document, as stated above; and</p> <ul style="list-style-type: none"> • Police Blotter/ Certification (for victims of pickpockets, illegal recruitment, etc.) or • Depending on the applicable circumstances, other supporting document/s such as, but not limited to, medical certificate and/ or court order/subpoena, referral from barangay or other agencies
EDUCATIONAL ASSISTANCE	<p>Any proof of identification document, as stated above, of the parent/ guardian accompanying/ assisting/ representing the minor student, or of the student himself/ herself if of legal age; and</p> <p>Any of the following, as may be applicable:</p> <ul style="list-style-type: none"> • Certificate of Enrollment or Registration • School ID of the student • Statement of Account • Any document issued by the school that can establish that the student is enrolled
FOOD ASSISTANCE	<p>Any proof of identification document, as stated above; and</p> <p>Any one (1) of the following, as may be applicable:</p> <ul style="list-style-type: none"> • Referral Letter (e.g. Department of Justice (DOJ), Philippine National Police (PNP), the Overseas Workers Welfare Administration (OWWA), and non-governmental organizations (NGOs) or other concerned agencies) • Any record/ document that can prove that the clientele category of the beneficiary is in crisis/ in need of food assistance • Medico Legal Certification for WEDC, CEDC • Passport, Travel Document/s, Barangay Certification or any proof of repatriation for OFWs • Social Worker's assessment as to the type of clientele category shall be written in the case summary
CASH ASSISTANCE FOR FIRE/ TYPHOON AND OTHER DISASTER VICTIMS	<p>Any proof of identification document, as stated above; and</p> <ul style="list-style-type: none"> • Certificate of Residency/ Indigency • Barangay Certification (victim of fire/ flood) • Certification from Bureau of Fire Protection (Fire Report) • Printed photos of burned house (<i>bahay na nasunog</i>)

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CASH ASSISTANCE FOR OTHER SUPPORT SERVICES	Any proof of identification document, as stated above; and Any one of the following, as may be applicable: <ul style="list-style-type: none"> • Police Blotter/ court order/eviction order • Referral Letter (e.g. DOJ, PNP, OWWA, NGOs or other concerned agencies) • Medico Legal Certification • Passport, Travel Document/s, Barangay Certification or any proof of repatriation for OFWs • Social Work assessment and recommendation, for any clientele category
MATERIAL ASSISTANCE	Any proof of identification document, as stated above; and As may be applicable: For an individual client <ul style="list-style-type: none"> • Intake Form • Relief Distribution Sheet (RDS)

SECTION 7. ISSUANCE OF IMPLEMENTING RULES AND REGULATIONS. — Within sixty (60) days from the effectivity of this Ordinance, the City Social Welfare and Development Office, subject to the approval of the City Mayor, shall issue the appropriate implementing rules and regulations (IRR).

SECTION 8. RATE OF ASSISTANCE AND FREQUENCY OF AVAILMENT. — The rate of assistance and the frequency of availment shall be as follows:

TYPE	PARTICULARS	COST OF ASSISTANCE		FREQUENCY OF AVAILMENT
		Minimum	Maximum	
Medical Assistance	Hospital bill	1,000.00	50,000.00	Once every 3 months
	Medicines	500.00	5,000.00	Once every 3 months
	Laboratory Procedures	1,000.00	5,000.00	Once every 3 months
	Other special treatment, but not limited to dialysis, chemotherapy, implant and pre-operation procedures	1,000.00	20,000.00	Once every 3 months



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Funeral/ Burial Assistance	Funeral Expenses	1,000.00	25,000.00	The availment of 1 service shall exclude the availment of others of the same category
	Casualties during disaster/ calamity		10,000.00	
Educational Assistance (Public schools)	Elementary	500.00	1,000.00	Once every school year
	High School Students	1,000.00	1,500.00	
	Senior High School	1,500.00	2,000.00	Once every semester
	College and Vocational Students	2,000.00	5,000.00	Once every semester
Transportation Assistance	Land/ sea/ air travel	1,000.00	Actual Ticket Cost	Once every 6 months or one-time assistance depending on case of client (<i>Balik Probinsiya</i>)
Food Assistance	Food subsidy	1,000.00	3,000.00	As needed
Cash Assistance to Fire/ Flood victim/s	Emergency Shelter Assistance	1,000.00	10,000.00	As needed
	Family Food Packs	Not applicable	Not applicable	As needed
Medical Assistance	Hygiene Kit			
	Kitchen Kit			
Cash Assistance for other support services	Cases that are not covered within the above stated categories	1,000.00	10,000.00	One-time assistance
	Cases of eviction and demolition	1,000.00	Based on prevailing provincial daily wage rate	One-time assistance

SECTION 9. IMPLEMENTING AGENCY. — The City Government of Alaminos City, Pangasinan, through the City Social Welfare and Development Office under its Crisis Intervention Unit (CIU), in coordination with the City Mayor's Office, City Budget Office, City Accounting Office and City Treasurer's Office shall ensure the proper implementation of this Ordinance.

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Email: spsect.alaminocity@gmail.com
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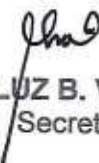
SECTION 10. FUNDS. — The City Government of Alaminos City, Pangasinan shall allocate funds of at least Php 8,000,000.00 annually from the Gender and Development (GAD) Fund for the purpose of this Ordinance.

SECTION 11. SEPARABILITY CLAUSE. — If for any reason or reasons, any part or provision of this ordinance is held to be unconstitutional or invalid, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

SECTION 12. EFFECTIVITY. — This ordinance shall take effect fifteen (15) days after its approval and compliance with posting and publication requirements prescribed by law.

SO ORDAINED/ENACTED....

I HEREBY CERTIFY to the correctness of the foregoing ordinance consisting of twelve (12) pages including this page.


LUZ B. VALE
 Secretary

ATTESTED:



JAN MARIONNE R. FONTELERA
 City Vice Mayor/Presiding Officer

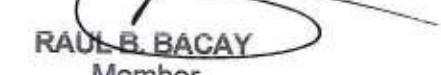

APPLE JOY B. TOLENTINO
 Presiding Officer Pro-Tempore



CAROLYN D. SISON
 Majority Floor Leader

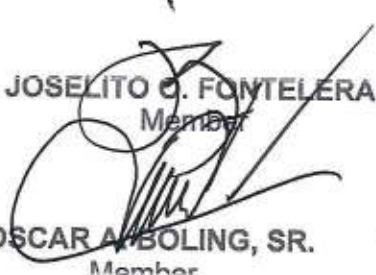

KELVIN THEUS O. HUMILDE
 Minority Floor Leader


VERNA S. D. RABAGO
 Assistant Majority Floor Leader


JOSELITO C. FONTELERA
 Member



RAUL B. BACAY
 Member


DAHLIA M. DE LEON
 Member


OSCAR A. BOLING, SR.
 Member


FROEBBY A. RANOY
 Member


WALTER M. MAGAIBA
 Member


LOVERLY V. BERNABE, PPSKP
 Ex-Officio Member

APPROVED BY:


ARTH BRYAN C. CELESTE
 City Mayor

09/04/2024
 Date