



Republic of the Philippines
Quezon City
OFFICE OF THE MAYOR

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EXECUTIVE ORDER NO. 18
Series of 2021

**IMPLEMENTING THE DISTRIBUTION OF FINANCIAL ASSISTANCE IN
RESPECT OF THE ENHANCED COMMUNITY QUARANTINE THAT STARTED
ON AUGUST 6, 2021**

WHEREAS, on 12 March 2020, the World Health Organization declared the COVID-19 outbreak caused by the SARS-CoV-2 virus as a global pandemic due to the breadth of its geographic spread;

WHEREAS, on 13 March 2020, the *Sangguniang Panlungsod* adopted Resolution No. SP-8141, series of 2020, declaring a state of calamity in Quezon City due to the pandemic;

WHEREAS, on 29 July 2021, the Inter-Agency Task Force (IATF) issued Resolution Nos. 130-A, placing the National Capital Region under Enhanced Community Quarantine (ECQ) starting on August 6, 2021;

WHEREAS, on March 29, 2021, the President approved a grant of P22.9 Billion in emergency financial assistance or *ayuda* to those affected by the ECQ;

WHEREAS, under DILG-DSWD-DND Joint Memorandum Circular No. 3 s. 2021, the financial assistance shall be released directly by the Department of Budget and Management to the concerned local governments;

NOW, THEREFORE, I, MA. JOSEFINA G. BELMONTE, *City Mayor* of Quezon City, by virtue of the powers vested in me by law, do order:

1. **COMPOSITION.** The ECQ Financial Assistance Committee is hereby created, with the following members, who shall be the heads or their designated alternates from the following offices:

Chairperson:	City Mayor
Co-Chairperson:	Social Services and Development Department
Members:	Office of the City Administrator Barangay and Community Relations Department City Treasurer's Office Information Technology and Development Department Chairperson of the City Council Committee on Barangay Affairs

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The Committee may also request the necessary cooperation and assistance from any other office or department of the City Government, any Barangay, and any national government office based in Quezon City.

2. **FUNCTIONS.** The Committee shall implement the distribution of financial assistance in cash to validated target beneficiaries in Quezon City, who shall be low-income individuals, and those working in informal economies affected by the implementation of the ECQ, and who are physically residing in Quezon City.

The affected individuals shall receive PhP 1,000 each, with a maximum amount of PhP 4,000¹ per family.¹ In the distribution of the financial assistance, the Committee shall comply with the following guidelines:

- a. The Committee shall refer initially to the database of the recipients of the financial assistance under Local Budget Circular No. 136 implemented during the ECQ/MECQ of April to May 2021;
- b. The Committee may update the list to include other beneficiaries, taking into consideration persons no longer physically residing in Quezon City, non-claimants during the previous ECQ distribution, duplicate entries, deceased persons, and other similar adjustments, until the funds provided by the DBM have been exhausted.²
- c. In including other beneficiaries, the Committee shall consider those belonging to vulnerable groups, such as low-income individuals living alone, Persons With Disabilities (PWD), solo parents, and such other individuals affected by the ECQ as may be determined by the Committee provided that funds are still available.
- d. In identifying the qualified individuals, the Committee may also rely on previous masterlists created for previous SAP programs or any other relevant financial assistance programs of the City.
- e. The Committee shall exert reasonable efforts to manage and conduct the distribution of the emergency financial assistance promptly after the release of the same from the national government.
- f. The Committee may provide the master list of approved beneficiaries to persons with a legitimate interest in the same, provided that for reasons of data privacy, the list shall be limited only to the following information: (a) given, middle name, and last names of beneficiary; and (b) barangay and district.
- g. The Committee shall submit to the DILG Regional Office and the DSWD Agency Operation Center a daily report on the status of the financial assistance distribution.

¹ Sec. II, DILG-DSWD-DND JMC No. 3 s. 2021.

² Sec. IV, DILG-DSWD-DND JMC No. 3 s. 2021.

3. **GRIEVANCE MECHANISM.** The Committee shall also function as a Grievance and Appeals Committee to address complaints or grievances coming from constituents regarding the distribution of financial assistance. The Committee may also create similar committees on the barangay-level, if necessary. The Committee shall act expeditiously on all complaints. The Quezon City 122 hotline shall hereby be designated to receive complaints.

4. **SECURITY MEASURES.** The QCPD shall provide security assistance to the City Government personnel in-charge of the distribution of the financial assistance. The QCPD shall help maintain public order most especially in the actual distribution of the assistance.


5. **ACCOUNTING.** Disbursements and utilization of financial assistance shall be subject to the pertinent provisions of applicable budgeting, accounting, and auditing rules and regulations.

6. **REGULAR REPORTING.** The Committee shall prepare a regular report on fund utilization and status of implementation of the assistance, which shall be posted on the City Government's website and in at least three (3) conspicuous public places. The same report, together with the list of beneficiaries shall be sent to the Department of Interior and Local Government, the Department of Social Welfare and Development, the Department of Budget and Management and the Commission on Audit, and made available to other requesting agencies.

7. **DISSEMINATION.** A copy of this Executive Order shall be furnished to the Office of the President and the Metropolitan Manila Development Authority (MMDA) for information and guidance pursuant to Section 455(1)(xii) of RA 7160, as amended, and shall be posted at the official website of the Quezon City Government.

8. **EFFECTIVITY.** This Order shall take effect immediately.

DONE, 9 August 2021, Quezon City.


MA. JOSEFINA G. BELMONTE
City Mayor