



Republic of the Philippines
QUEZON CITY COUNCIL

Quezon City
22nd City Council

PO22CC-283

66th Regular Session

ORDINANCE NO. SP- **3287**, S-2024

AN ORDINANCE INSTITUTIONALIZING THE CAPITAL ASSISTANCE PROGRAM OF THE SOCIAL SERVICES DEVELOPMENT DEPARTMENT TO THE DISADVANTAGED SECTOR, PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES

Introduced by Councilor JOSEPH P. JUICO

Co-Introduced by Councilors Bernard R. Herrera, Tany Joe "TJ" L. Calalay, Dorothy A. Delarmente, M.D., Nikki V. Crisologo, Charm M. Ferrer, Fernando Miguel "Mikey" F. Belmonte, Aly Medalla, Dave C. Valmocina, Tatay Rannie Z. Ludovica, Godofredo T. Liban II, Geleen "Dok G" G. Lumbad, Albert Alvin "Chuckie" L. Antonio III, Don S. De Leon, Wencerom Benedict C. Lagumbay, Atty. Anton L. Reyes, Edgar "Egay" G. Yap, Imee A. Rillo, Irene R. Belmonte, Nanette Castelo-Daza, Marra C. Suntay, Joseph Joe Visaya, Alfred Vargas, MPA, Shaira "Shay" L. Liban, Aiko S. Melendez, Mutya Castelo, Maria Eleanor "Doc Ellie" R. Juan, O.D., Kristine Alexia R. Matias, Eric Z. Medina, Emmanuel Banjo A. Pilar, Vito Sotto Generoso, Victor "Vic" Bernardo and Jhon Angelli "Sami" C. Neri

WHEREAS, Section 9, Article II of the 1987 Philippine Constitution provides that the State shall promote a just and dynamic social order that will ensure the prosperity and independence of the nation and free the people from poverty through policies that provide adequate social services, promote full employment, and a rising standard of living and an improved quality of life for all;

WHEREAS, Section 2(2), Chapter 1, Title XVI, Book IV of Executive Order No. 292, Series of 1987 states that the government shall provide an integrated welfare package to constituents, coordinating service facilities from governmental and non-governmental departments for optimal support;

WHEREAS, Section 17(2)(iv) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, mandates the local government to include programs and projects on child and youth welfare, family and community welfare, women's welfare, welfare of the elderly and disabled persons; community-based rehabilitation programs for vagrants, beggars, street children, scavengers, juvenile delinquents, and victims of drug abuse; livelihood and other pro-poor projects; nutrition services; and family planning services;

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WHEREAS, Quezon City Ordinance No. SP-168, S-1990 upgraded the Social Welfare Services Division into a Department which expanded its services to disadvantaged groups, focusing on self-sufficiency and socio-economic upliftment which includes Family Enrichment Programs, Community Welfare Programs, Livelihood Programs, among others;

WHEREAS, the Social Services Development Department is working on the aspiration that the socially, economically, and physically disadvantaged individuals, groups, and communities shall be provided with the opportunities needed to develop self-reliance and to become participating members of the community;

WHEREAS, the Department is committed to formulate and implement comprehensive programs and services to develop individuals, groups, and communities to be self-reliant through livelihood trainings and provision of capital assistance;

WHEREAS, there is a need to strengthen and intensify the program of the Department that aims to boost the local economy of Quezon City by providing capital assistance to disadvantaged individuals and organized groups geared toward becoming nano-entrepreneurs.

NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COUNCIL OF QUEZON CITY IN REGULAR SESSION ASSEMBLED:

SECTION 1. TITLE. – This Ordinance shall be known as the “Quezon City Capital Assistance Program for the Disadvantaged Sector.”

SECTION 2. DECLARATION OF POLICY. – The City shall grant assistance to its disadvantaged constituents to protect and promote their rights, dignity, welfare and social well-being.

SECTION 3. DEFINITION OF TERMS. – For purposes of this Ordinance, the following terms shall be defined as follows:

- a. **Assessment** – refers to the process of selecting the beneficiaries who qualify for the assistance;
- b. **Capability Building** – refers to the process of developing and strengthening the skills and abilities of individuals in maximizing the resources within their community in order to survive, adapt, and thrive to become socially functioning individuals/groups;

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- c. **Capital Assistance** – refers to the amount extended to qualified beneficiaries for an income-generating activity;
 - c.1 **Small Income Generating Assistance (SIGA) Project** – refers to the type of capital assistance that is available to disadvantaged individuals or their families who have an existing business or want to start one. Qualified applicants shall receive a minimum of Php5,000.00 to a maximum of Php10,000.00 upon submission of all the required documents, including a project proposal. The amount given to the beneficiaries may vary since it is calculated on the basis of the project proposal and approved list of supplies submitted;
 - c.2 **Sikap at Galing Pangkabuhayan (SiGaP) Project** – refers to the type of capital assistance that is available to graduates and other organized groups with a common project and are embarking on a small group business or desiring to sustain a current venture. Qualified groups will receive not more than Php100,000.00 with a minimum of 5 to a maximum of 10 members, willing to attend a 6-week social preparation, capacity development training, 1-day mandatory Basic Business Management Training and upon submission of all the required documents, including their group project proposal. The amount given to beneficiaries may vary since it is calculated on the basis of the project proposal and approved list of supplies submitted;
- d. **Persons with Disabilities (PWDs)** – refer to those suffering from restrictions or different abilities as a result of mental, physical or sensory impairment to perform an activity in the manner or within the range considered normal for human being;
- e. **Disadvantaged Sector** – refers to residents who are considered vulnerable in terms of economic and social opportunities, such as, but not limited to, Persons with Disabilities and families (PWD), Persons Deprived of Liberty and families (PDL), Indigenous People, Informal Workers, Displaced Workers, Out-of-School Youth (OSY), Solo Parents, Returning Migrant Workers, Graduates of Manpower Barangay Based Skills Training Program (MBBSTP) and other organized groups and special cases as defined by SSDD;
- f. **Displaced Worker** – refers to a worker who lost his/her job for reasons beyond his/her control such as business closure, downsizing, retrenchment and the like;
- g. **Home Visitation** – refers to an activity done to validate information provided by the beneficiaries such as collateral interview for supplemental information;

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- h. **Indigenous People** – refer to individuals who maintain traditions or other aspects of an early culture that is associated with the first inhabitants of a given region;
- i. **Informal Workers** – refer to individuals classified as independent contractors or workers with no employer-employee relationship, seasonal workers, ambulant vendors, PUV/B drivers, tricycle/pedicab drivers, mangangalahig, and other analogous employment;
- j. **Nano-Entrepreneurs** – refer to self-employed individuals with a capitalization of less than Php50,000.00;
- k. **Out-of-School Youth** – refer to individuals aged 18-24 years old who are not attending school, have not finished any college or post-secondary course and are not working;
- l. **Returning Migrant Workers** – refer to Overseas Filipino Workers who permanently return to the Philippines from another country;
- m. **Person Deprived of Liberty** – refers to a detainee, inmate, or prisoner, or other person under confinement or custody in any other manner;
- n. **Public Employment Service Office (PESO)** – refers to a non-fee multidimensional employment service facility or entity established in all Local Government Units (LGUs) pursuant to Republic Act No. 8759 or the PESO Act of 1999, as amended by Republic Act No. 10691;
- o. **Social Services Development Department (SSDD)** – refers to the welfare arm of the Quezon City Government that mandates to implement pro-poor programs such as livelihood and other welfare programs that respond to the issues and concerns of the disadvantaged sectors at the community level;
- p. **Solo Parent** – refers to any individual who falls under any of the following categories:
 - (1) a woman who gives birth as a result of rape and other crimes against chastity even without a final conviction of the offender, provided that the mother keeps and raises the child;
 - (2) parent left solo or alone with the responsibility of parenthood due to death of spouse;

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- (3) *parent left solo or alone with the responsibility of parenthood while the spouse is detained or is serving sentence due to a criminal conviction for at least 1 year;*
- (4) *parent left solo or alone with the responsibility of parenthood due to the physical and/or mental incapacity of spouse as certified by a public medical practitioner;*
- (5) *parent left solo or alone with the responsibility of parenthood due to legal separation or de facto separation from spouse for at least 1 year, as long as he/she is entrusted with the custody of their child/children;*
- (6) *parent left solo or alone with the responsibility of parenthood due to the declaration of nullity or annulment of marriage as decreed by a court or by a church as long as he/she is entrusted with the custody of their child/children;*
- (7) *parent left solo or alone with the responsibility of parenthood due to abandonment of spouse for at least 1 year;*
- (8) *unmarried parent who has preferred to keep and rear his/her child/children instead of having others care for or give up said child/children to a welfare institution;*
- (9) *any other person who solely provides parental care and support to a child/children; and*
- (10) *any family member who assumes the responsibility of the head of the family as a result of the death, abandonment, disappearance or prolonged absence of the parents or solo parent.*

A change in the status or circumstance of a solo parent claiming benefits under this Act, such that he/she is no longer left alone with the responsibility of parenthood, shall terminate his/her eligibility for the benefits provided herein.

SECTION 4. GENERAL OBJECTIVES. – *This Ordinance aims to establish the following objectives:*

- a. *contribute to the City's poverty alleviation efforts by providing capital assistance to help disadvantaged people start businesses of their own;*

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- b. *provide capacity trainings necessary to burgeoning nano-entrepreneurs in the City; and*
- c. *aid in the success of nano-entrepreneurs by coordinating with various stakeholders to provide a platform for them to showcase their businesses and other opportunities.*

SECTION 5. TYPES OF CAPITAL ASSISTANCE. – *The Capital Assistance provided under this Ordinance may be classified into the following categories:*

- a. **Small Income Generating Assistance (SIGA) Project** – *this type of capital assistance is available to disadvantaged individuals or their families who have an existing business or want to start one. Qualified applicants shall receive a minimum of Php5,000.00 to a maximum of Php10,000.00 upon completion of 1-day mandatory Basic Business Management Training and submission of all required documents, including a project proposal. The amount given to beneficiaries may vary since it is calculated on the basis of the project proposal and approved list of supplies submitted.*
- b. **Sikap at Galing Pangkabuhayan (SiGaP) Project** – *this type of capital assistance is available to graduates and other organized groups with a common project and are embarking on a small group business or desiring to sustain a current venture. Qualified groups will receive not more than Php100,000.00 with a minimum of 5 to a maximum of 10 members, willing to attend a 6-week social preparation, capacity development training, 1-day mandatory Basic Business Management Training and upon submission of all the required documents, including their group project proposal. The amount given to beneficiaries may vary since it is calculated on the basis of the project proposal and approved list of supplies submitted.*

SECTION 6. QUALIFICATIONS. – *To qualify for the program, the beneficiary:*

- a. *must be a resident of Quezon City for at least 6 months on his/her present address;*
- b. *must be 18 to 59 years old;*
- c. *has not availed of any capital assistance from any government agency;*
- d. *must belong to the disadvantaged sector as defined in Section 3 of this Ordinance; and*

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- e. *must submit the basic requirements provided under Section 7 of this Ordinance.*

SECTION 7. BASIC REQUIREMENTS. – *Prospective applicants shall submit the following:*

- a. *Letter of Intent addressed to SSDD Head;*
- b. *Barangay-issued Certificate of Indigency indicating the purpose for availing the SSDD Capital Assistance; and*
- c. *Quezon City ID.*

SECTION 8. TRAINING REQUIREMENTS. – *Qualified applicants shall complete skills trainings and activities conducted by the Social Services Development Department.*

- a. *For SIGA Project – qualified applicants shall complete a 1-day mandatory Basic Business Management Training (BBMT);*
- b. *For SiGaP Project – qualified applicants shall complete:*
 - (i) *barangay-based skills training;*
 - (ii) *a series of 2-hour social preparation activities for 6 consecutive weeks designed to prepare the beneficiaries and encourage them to actively participate and prepare their personal responsibilities in their search for human and livelihood development; and*
 - (iii) *a 1-day mandatory Basic Business Management Training.*

SECTION 9. SCREENING AND ASSESSMENT. – *The Social Services Development Department shall conduct a screening and assessment of the applicant and the proposed project qualification. The SSDD may conduct home visitation to validate the information given by the applicant for further assessment.*

After a thorough assessment, if an applicant is found to be unqualified for capital assistance, the SSDD shall refer the applicant to the Public Employment Service Office for referral to possible employment opportunities or to other relevant Government Agencies and Non-Governmental Organizations for appropriate intervention.

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SECTION 10. MONITORING AND EVALUATION. – The SSDD shall monitor the program beneficiaries to ensure that the capital assistance is used properly and in accordance with the project proposal and approved list of supplies.

Relative to this, the SSDD shall have the following duties and functions:

- a. require the submission of additional documentation, such as receipts, invoices, and photos after the issuance of the capital assistance;
- b. conduct project monitoring to verify the operational status; and
- c. provide additional capacity development trainings to the beneficiaries.

SECTION 11. PROMOTION OF GENDER DIVERSITY. – This Ordinance shall be inclusive and diverse. It shall ensure non-discrimination against the members of the LGBTQIA+ Community in the selection process.

SECTION 12. IMPLEMENTING OFFICE. – The SSDD shall be responsible in implementing the provisions of this Ordinance and its Implementing Rules and Regulations.

SECTION 13. FUNDING. – For 2024, SSDD’s initial budget of Php21,000,000.00 shall be utilized for the implementation of this Ordinance.

Thereafter, the budget shall be included in the General Fund which shall form part of the annual budget of the SSDD, subject to existing accounting and auditing rules and regulations, provided that for the following years, the SSDD may increase the funding subject to the approval of the Finance Committee.

SECTION 14. IMPLEMENTING RULES AND REGULATIONS. – The SSDD shall formulate and draft the Implementing Rules and Regulations of this Ordinance within 6 months from the date of its approval.

SECTION 15. SEPARABILITY CLAUSE. – If any provision of this Ordinance is held unconstitutional or invalid, the other provisions not otherwise affected thereby shall remain in full force and effect.

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SECTION 16. REPEALING CLAUSE. – All ordinances, resolutions, executive orders, memorandum circulars, administrative orders and other issuances or part thereof which are inconsistent with or contrary to the provisions of this Ordinance are hereby amended or repealed accordingly.


SECTION 17. EFFECTIVITY CLAUSE. – This Ordinance shall take effect immediately upon its approval.

ENACTED: May 27, 2024.



GIAN G. SOTTO
City Vice Mayor
Presiding Officer

ATTESTED:


ATTY. JOHN THOMAS S. ALFEROS, III
City Government Department Head III
(City Council Secretary)


APPROVED: JUL 19 2024



MA. JOSEFINA G. BELMONTE
City Mayor

CERTIFICATION

This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on May 27, 2024 and was PASSED on Third/Final Reading on June 3, 2024.


ATTY. JOHN THOMAS S. ALFEROS, III
City Government Department Head III
(City Council Secretary)

