



Republic of the Philippines
Province of La Union
MUNICIPALITY OF BURGOS



OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN

RECEIVED
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PANLALAWIGAN

1ST INDORSEMENT
October 27, 2025

BY: SHER/NAH
DATE: 10/27/25 TIME: 2:45 PM

Respectfully forwarded to the Honorable Sangguniang Panlalawigan Members of the Province of La Union, herein attached Municipal Ordinance No. 134-2025 of the Sangguniang Bayan of Burgos, La Union entitled: **"AN ORDINANCE PRESCRIBING THE STANDARD RATES OF FINANCIAL ASSISTANCE TO INDIVIDUALS IN CRISIS SITUATION (AICS) AND EMERGENCY SHELTER ASSISTANCE (ESA), SETTING GUIDELINES FOR GIVING THE SAME AND APPROPRIATING FUNDS THEREFORE."** for your reference and appropriate action.

Thank you very much.

BY AUTHORITY OF THE SANGGUNIANG BAYAN:


CHERRY ANNE P. ANCHETA
Secretary to the Sanggunian



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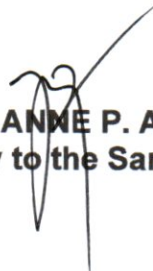
CERTIFICATION

BY: SHERINA
DATE: 10/07/05 TIME: 2:45 PM

The Honorable
SANGGUNIANG PANLALAWIGAN MEMBERS
Province of La Union

This is to **CERTIFY** that a **Public Hearing** regarding Municipal Ordinance No. 134-2025 of the Sangguniang Bayan of Burgos, La Union entitled: **“AN ORDINANCE PRESCRIBING THE STANDARD RATES OF FINANCIAL ASSISTANCE TO INDIVIDUALS IN CRISIS SITUATION (AICS) AND EMERGENCY SHELTER ASSISTANCE (ESA), SETTING GUIDELINES FOR GIVING THE SAME AND APPROPRIATING FUNDS THEREFORE.”** was conducted last **October 14, 2025**.

Issued this 2nd day of July, 2025


CHERRY ANNE P. ANCHETA
Secretary to the Sanggunian



OFFICE OF THE SANGGUNIANG BAYAN SHEKINAH

TO: [Signature] TIME: 2:45 PM

MINUTES OF THE 18th REGULAR SESSION OF THE SANGGUNIANG BAYAN OF BURGOS, LA UNION HELD ON OCTOBER 27, 2025, 9:00 A.M. AT THE SB SESSION HALL, LEGISLATIVE BUILDING, BURGOS, LA UNION.

Present:

- | | | |
|--------------------------|---|---------------------------------------|
| Hon. Annie A. Patinglag | - | Municipal Vice Mayo/Presiding Officer |
| Hon. Mario C. Martinez | - | Sangguniang Bayan Member |
| Hon. Loreto L. Abansi | - | Sangguniang Bayan Member |
| Hon. Dante C. Cabinto | - | Sangguniang Bayan Member |
| Hon. Hector A. Hidalgo | - | Sangguniang Bayan Member |
| Hon. Daniel N. Nisperos | - | Sangguniang Bayan Member |
| Hon. Edgar L. Sallatic | - | Sangguniang Bayan Member |
| Hon. Domingo G. Abansi | - | Sangguniang Bayan Member |
| Hon. Marlon C. Gumba | - | Sangguniang Bayan Member |
| Hon. Dennis C. Comedis | - | LNBP/Ex-officio SB Member |
| Hon. Mary Joyce A. Salay | - | PPSKP/Ex-officio SB Member |
| Hon. Willy P. Canuto | - | IP Mandatory Representative |

Absent:

NONE

MUNICIPAL ORDINANCE NO. 134-2025

AN ORDINANCE PRESCRIBING THE STANDARD RATES OF FINANCIAL ASSISTANCE TO INDIVIDUALS IN CRISIS SITUATION (AICS) AND EMERGENCY SHELTER ASSISTANCE (ESA), SETTING GUIDELINES FOR GIVING THE SAME AND APPROPRIATING FUNDS THEREFORE

Sponsor: SBM Hector A. Hidalgo

Be it ENACTED by the Sangguniang Bayan of Burgos, La Union in session that:

SECTION 1. – TITLE. This ordinance shall be known and cited as “Financial Assistance to Individuals in Crisis Situation”

SECTION 2. DEFINITION OF TERMS

- a. **The Assistance to Individuals in Crisis Situation (AICS)** – financial assistance to individuals or families whose normal functioning has been hampered due to difficult situations brought about by dysfunctional situations that may be caused by poor health conditions, natural and man-made calamities, and other crisis situations.
- b. **Authorized Representative**- any person who represents a beneficiary who, for certain reasons, will not be physically present in processing and claiming the assistance.
- c. **Beneficiary**- refers to the person who actually needs the assistance, or on whose behalf the assistance is being sought from the MSWD through an authorized representative. The beneficiary is the ultimate recipient of the assistance.
- d. **Client**: is any individual or group who may be the beneficiary who seeks assistance on the authorized representative, on behalf of the beneficiary due to the latter’s inability to be present.

ANNIE A. PATINGLAG
VICE MAYOR

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SBM

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SBM

DANTE C. CABINTO
SBM

HECTOR A. HIDALGO
SBM

DANIEL N. NISPEROS

EDGAR L. SALLATIC
SBM

DOMINGO G. ABANSI
SBM

MARLON C. GUMBA
SBM

DENNIS C. COMEDIS
LNBP

WILLY P. CANUTO
IPMR

MARY JOYCE A. SALAY
PPSKP

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SB SECRETARY



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- e. **Crisis Situation/s** – is a time in the individual’s life when they experience a breakdown or disruption in their usual or normal daily activities or family functioning. Such disruption prevents them from adequately performing their social roles and functions, and may lead into worsened life situations.
- f. **Crossmatching:** the process of cleaning or counter checking the information or data sets provided by the clients approaching the MSWDO for assistance versus those already recorded from clients previously served by the Office. To determine the eligible clients who may avail or re-avail assistance, taking into consideration the limitations under the frequency of availment.
- g. **General Intake Sheet-** is the form used by the social workers to record basic information of the beneficiary and the authorized representative.
- h. **Emergency Shelter Assistance (ESA):** a program which provides financial or material aid to families whose homes are partially or totally damaged by natural or man-made disasters to help them repair or reconstruct their houses.
- i. **Disaster:** a serious disruption of the functioning of a community or a society involving widespread human, material, economic or environmental losses and impacts, which exceeds the ability of the affected community or society to cope using its own resources. Disasters are often described as a result of the combination of: the exposure to a hazard; the conditions of vulnerability that are present; and insufficient capacity or measures to reduce or cope with the potential negative consequences. Disaster impacts may include loss of life, injury, disease and other negative effects on human, physical, mental and social well-being, together with damage to property, destruction of assets, loss of services, social and economic disruption and environmental degradation.
- j. **"State of Calamity"** — a condition involving mass casualty and/or major damages to property, disruption of means of livelihoods, roads and normal way of life of people in the affected areas as a result of the occurrence of natural or human-induced hazard.
- k. **Barangay Certificate of Residency:** an official document issued by the barangay that attests to a person’s residence within its territorial jurisdiction for at least six (6) months.
- l. **Disaster Response Operations Management Information, Information and Communication (DROMIC) Report:** a type of situation report accomplished by the Municipal Social Welfare and Development Office of Burgos, La Union that serves as a basis for delivering services to disaster-affected families.
- m. **Form 200/Certificate of Eligibility:** an application Form or supporting document used by the MSWDO of Burgos, La Union to process various social welfare services with specific requirements varying by the type of assistance needed. It gives a brief description of a client’s condition and recommendation of the amount of financial assistance to be given to the client.

SECTION 3: DOCUMENTARY REQUIREMENTS

A person who is acting as an authorized representative of the beneficiary shall present an authorization letter duly signed by the beneficiary and photocopy of the beneficiary ID except when the:


WILLY P. GANUTO
IPMR


MARY JOYCE A. SALAY
PPSKP


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1. Client is an immediate family member of the beneficiary, or
2. Beneficiary is a minor, or

The following documentary requirements for each type of assistance shall be submitted in original/certified true copies to wit:

Type	Documents
MEDICAL ASSISTANCE	<p>Any identification document, stated above; and,</p> <p>Any of the following as may be applicable:</p> <ul style="list-style-type: none"> • Medical certificate or Medical Abstract with date of issuance, complete name, signature and license number of the attending physician (issued within the last 3 months); or • Discharge summary with date of issuance, complete name, signature and license number of attending physician (issued within the last 3 months); or • Certificate of confinement with date of issuance, complete name, signature and license number of attending physician (issued within the last 3 months); or • Alagang Pinoy Tagubilin Form with diagnosis, date of issuance, complete name, signature and license number of attending physician (issued within the last 3 months); AND • Certificate of Residency of the Client <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>
<i>If payment for hospital bill</i>	<ul style="list-style-type: none"> - Temporary/final Hospital Bill/Statement of Account (Outstanding Balance) with complete name and signature of Billing Clerk; or - A Certificate of Balance or promisory note shall be required if the patient has already been discharged from the hospital
<i>If for medicines</i>	<ul style="list-style-type: none"> - Prescription with date of issuance, complete name, signature and license number of attending physician (issued within the last 3 months) - Treatment protocol with date of issuance, complete name, signature and license number of attending physician (issued within the last 3 months)
<i>If for Medical Procedures</i>	<ul style="list-style-type: none"> - Laboratory request/s with date of issuance, complete name, signature and license number of attending physician; or - Laboratory protocol with date of issuance, complete name, signature and license number of attending physician (issued within the last 3 months); or

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	<ul style="list-style-type: none"> - Doctor's order with date of issuance, complete name, signature and license number of attending physician (preferably valid for 3 months)
FUNERAL ASSISTANCE	<p>Any identification document, as stated above; and,</p> <ul style="list-style-type: none"> • Death Certificate issued by the hospital or by the Municipal Civil Registrar Office, with or without registry number; or • Certification from the Hospital/Doctor/Authorized medical practitioner; AND • Certificate or Residency of the Client <p>Any of the following, as may be applicable;</p> <ul style="list-style-type: none"> • Funeral Contract; or • Statement of Account; or • Certification of Barangay that the family made the casket but they have debt to pay for the materials and other expenses.
EDUCATIONAL ASSISTANCE	<p>Any identification document, as stated above, or the parent/guardian accompanying/assisting/representing the minor student or of the student him/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; or • School ID of the student; or • Statement of Account; or • Any document issued by the school that can be established that the student is enrolled; AND • Certification that student has no other educational assistance or scholarship gran from government or other sources • Certificate of Residency
CASH ASSISTANCE FOR OTHER SUPPORT SERVICES	<p>Any identification document as stated above; and,</p> <p>Any of the following, as may be applicable:</p> <ul style="list-style-type: none"> • Police Report/Blotter; or • BFP Report/Certification for fire victims; or • Certificate of victims of Online Sexual Exploitation of children or violence against women and children or violence against women and children issued by the LSWDO; or • Referral letter/endorsement (eg. From the DOJ/NGOs, LGUs or other concerned agency); or • Incident Report of the LGU; or • Medico-legal certification; AND • Certificate of Residency
EMERGENCY SHELTER ASSISTANCE	<p>Any identification document as stated above; and,</p> <ul style="list-style-type: none"> • DROMIC Report from the MSWDO • Pictures of damaged shelter

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SBM

DENNIS C. COMEDIS
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MATERIAL ASSISTANCE (Family food packs or Sleeping Kit or Hygiene Kit)	Any identification document, as stated above; and, <ul style="list-style-type: none"> • Pictures of damaged houses • Certificate from the LDRRMO AND • Certificate of Residency
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In exceptional circumstance where a document listed above, including the authorization letter, cannot be reasonably produced, but the facts can be verified or provided during the assessment, the MSWD Office may provide a justification through the Form 200 Certificate of Eligibility to support the provision of assistance to the client provided that such justification shall be approved by the Local Chief Executive.

For auditing purposes, all other supporting documents shall be submitted, that may be declared confidential in accordance with the RA 10173 or the Data Privacy Act.

SECTION 4. IMPLEMENTING PROCEDURES

STEP 1. SCREENING

MSWDO Staff shall check the validity and completeness of the required documents presented by the client:

If the documents are found to be incomplete, invalid, and inaccurate to support the request, the client will be required to complete the documentary requirements needed as listed in the compliance slip.

If the documents are found to be complete, valid, and accurate, the client will be subjected to crossmatching to check the previous availments or the assistance.

If found to have availed assistance beyond the allowed frequency of availment, the client will be advised of the limitations on the provisions based on the guidelines as stipulated herein, otherwise to STEP 2.

STEP 2. INTERVIEW AND ASSESSMENT

- a. The MSWDO Staff shall interview and assess the client as new as the documentary requirements presented, and determine the following;
 - i. Identify the actual need of the client and the accuracy and authenticity of the documents presented during the interview assessment; and
 - ii. Fill out the information in the GIS
- b. If they are determined to be eligible to receive assistance, the MSWDO Office shall recommend the amount of assistance for LCE's Approval.

STEP 3. REVIEW AND APPROVAL OF ASSISTANCE

If the authorized official finds the request valid and complete the request shall be approved, otherwise the case will be referred back to the MSWDO for justification.

STEP 4. RELEASING OF ASSISTANCE

All approved request shall be forwarded to the responsible office for releasing depending on the mode of assistance.

- i. Financial assistance will be released by the Treasury Office or the designated disbursing officer for cash.

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SBM

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- ii. Material assistance will be released by the MDDRMO personnel after having accomplished and stepped the appropriate accountable forms.

SECTION 5. RATES AND FREQUENCY ASSISTANCE

The rates and frequency of availing assistance shall be as follows:

TYPE	PARTICULAR	CASH OF ASSISTANCE		FREQUENCY OF AVAILMENT
		MINIMUM	MAXIMUM	
Medical Assistance	Hospital Bill	₱3,000.00	₱10,000.00 (for hospital bills amounting to ₱100,000.00 and above)	Once a Year
	Medicine	₱1,000.00	₱2,000.00	Once a Year
	Laboratory Procedures	₱1,000.00	₱5,000.00	Once a Year
	Other special treatment such as implant and pre-operation procedures	₱2,000.00	₱5,000.00	Once a Year
	For dialysis, chemotherapy session		P2,500.00	Once every quarter
Burial Assistance	Funeral Expenses	₱2,000.00	₱3,000.00	General Rule
	Casualties during disaster/calamity		₱5,000.00	XPN: Casualties during disasters/calamities-per casualty Note: One Client may avail and process one or two services at the same time
Educational Assistance	Elementary Students	₱1,000.00	₱2,000.00	Once every school year
	High School Students			
	Senior High School			
	College and Vocational Students	₱2,000.00	₱3,000.00	

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...page 7 of Municipal Ordinance No. 134-2025...

Cash Assistance	Other needs (such as transportation expenses, food expenses, assistance during court cases)	₱2,000.00	₱4,000.00	Once for every Applicable Incident
Emergency Shelter Assistance		PARTIALLY	TOTALLY	Once for every Applicable Incident
		₱5,000.00	₱10,000.00	

SECTION 6. QUALIFICATIONS. This AICS/ESA Programs of the Local Government Unit of Burgos, La Union shall service residents of the Municipality of Burgos, La Union.

SECTION 7. PENALTY: Any person found guilty of falsification of documents to avail of the AICS and ESA program of the LGU shall be fined with the amount of **Two Thousand Five Hundred Pesos (P2,500.00)**. The imposition of penalties of fine in this Ordinance shall be without prejudice to the relevant provisions of the Revised Penal Code.

SECTION 8. FUNDING: For the effective implementation of this Ordinance, funds shall be allocated in the annual budget of the municipality every year thereafter.

SECTION 9. REPEALING CLAUSE. Any other ordinances, resolutions and policies of the Municipal Government contrary or inconsistent with this ordinance are hereby deemed repealed

SECTION 10. SEPARABILITY CLAUSE. Should any part of this ordinance be declared unconstitutional or invalid by proper authority, the other parts or provisions hereof which are not affected shall continue to be in full force and effect.

SECTION 11. EFFECTIVITY. This ordinance shall take effect in accordance with law.

ENACTED by the Sangguniang Bayan in session assembled on October 27, 2025 at Burgos, La Union, Philippines.

APPROVED UNANIMOUSLY.


MARIO C. MARTINEZ

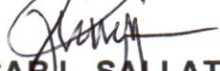

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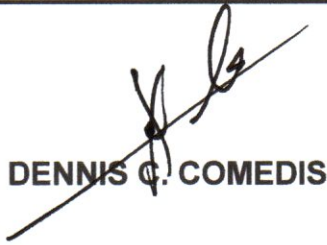

MARLON C. GUMBA


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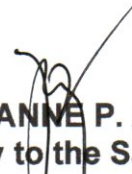
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DENNIS C. COMEDIS

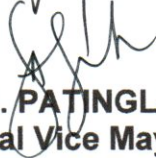

MARY JOYCE A. SALAY


WILLY P. CANUTO


I HEREBY CERTIFY that the above Municipal Ordinance was adopted on Regular Session of the Sangguniang Bayan of Burgos, La Union assembled on **OCTOBER 27, 2025.**


CHERRY ANNE P. ANCHETA
Secretary to the Sanggunian

ATTESTED AND CERTIFIED TO BE DULY ADOPTED:


ANNIE A. PATINGLAG
Municipal Vice Mayor

APPROVED:


DELFIN C. COMEDIS, JR.
Municipal Mayor
Date: October 27, 2025