



Republic of the Philippines

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City

http://www.dilg.gov.ph



**GUIDELINES FOR THE ON-LINE ADMINISTRATION
OF IMPLEMENTING EXECUTIVE ORDER NO. 115
ENTITLED: "AUTHORIZING PAYMENT OF DEATH BENEFITS TO
BARANGAY OFFICIALS WHO DIE DURING THEIR TERM OF OFFICE"**

MEMORANDUM CIRCULAR NO. 2018-17

DATE: February 14, 2018

Reference: Memorandum Circular No. 2008-124

Date : August 21, 2008

I. RATIONALE

Since 2002, the Department has been administering death and burial claims filed by the beneficiaries of barangay officials who died during their incumbency. The application for claims is processed manually from the DILG Field Offices, to the DILG Regional Offices, then to DILG Central Office and finally to the Department of Budget and Management (DBM) for fund allocation. The conventional method of processing claims affects its expeditious settlement.

To improve the quality procedures and timeliness in the settlement of claims, the administration of death and burial claims is now ON-LINE. It is a module under the Barangay Information System (BIS), a system that gathers, stores, maintains data on barangays and generates reports for policy and decision making. The list of deceased barangay officials, which is a basic requirement of the DBM for fund allocation is generated from the system through the Death Benefit Claims Module.

Hence, the revision of this set of guidelines.

II. PURPOSE

The Revised Rules and Regulations are hereby issued to facilitate an interactive online processing of death and burial claims through the BIS-Death Benefit Claims Module.

III. SCOPE/COVERAGE

Pursuant to E.O. 115, the punong barangay, the seven (7) members of the sangguniang barangay, the sangguniang kabataan chairman as ex-officio member of the sanggunian, the barangay secretary, and the barangay treasurer who died during their term of office shall be covered by death benefit claims nationwide.

IV. DEFINITION OF TERMS

- A. Death Benefit - a cash benefit paid to the beneficiaries of deceased barangay officials which includes burial expenses.
- B. Beneficiaries – persons whose names are reflected in the Barangay Official's Information Sheet (BOIS) that was filed by the deceased at the DILG City/Municipal Office, and those who are covered under Article 887 of the Republic Act No. 386 otherwise known as the New Civil Code. Further, in cases, where claimants are common-law spouse and parents, the latter shall be considered the beneficiary.

V. GENERAL GUIDELINES

- A. All claims for death benefits pursuant to these rules and regulations shall be processed and settled through the Death Benefit Claim quality procedures of the BIS which can be accessed through URL: *www.intranet.dilg.gov.ph* (see Annex A.)
- B. The DILG Regional and Field Offices, Financial Management Service (FMS) and National Barangay Operations Office (NBOO) shall designate Focal Division (FD) and Focal Persons (FPs), through the issuance of an appropriate Office Order to facilitate the processing of death benefit claims. A copy of the Order shall be provided to the NBOO for information and reference.
- C. The FD/FPs shall regularly monitor daily the transit of the application for claims in the online BIS-DBC Module and immediately process it within the day.
- D. The transfer of funds to concerned office shall not exceed two (2) working days upon receipt of the notice of allotment to facilitate the immediate release of the payment of checks.
- E. The check in payment for the claims shall be turned-over to the eligible beneficiaries by the C/MLGOO/CD not exceeding seven (7) working days upon receipt of the fund allocation.
- F. Applications for death benefit claims and the corresponding supporting documents shall be retained at the DILG Provincial/HUC Office to serve as reference in the issuance of checks to claimants.

VI. CLASSIFICATION OF BENEFICIARIES/CLAIMANTS

- A. The primary beneficiaries are the spouse (widow/widower), and the legitimate, legitimated, legally adopted, or illegitimate children of the deceased barangay official.

- B. The secondary beneficiaries are the dependent parents.
- C. In their absence, any other person declared by the deceased barangay officials as beneficiary in the BOIS.
- D. If in case the claimant is not included in the list of beneficiary, he/she must present legal documents to be eligible for the claims.

VII. BENEFITS

- A. The beneficiaries/claimant/s of a deceased Punong Barangay shall receive TWENTY THOUSAND PESOS (Php20,000.00) for death benefit and TWO THOUSAND PESOS (Php2,000.00) for burial expenses.
- B. The beneficiaries/claimant/s of a deceased member of the sangguniang barangay, including the sangguniang kabataan chairman, barangay secretary and barangay treasurer, shall receive TEN THOUSAND PESOS (Php10,000.00) death benefit and TWO THOUSAND PESOS (Php2,000.00) for burial expenses.

VIII. REQUIRED DOCUMENTS

- A. Certified true copy of the death certificate of the deceased barangay official.
- B. The claimant shall present any of the following documents, whichever is applicable, when claiming payment of death benefits, to DILG Provincial/HUC Offices:
 - 1. Certified true copy of Marriage Certificate, if the claimant is the widow/widower of the deceased barangay official;
 - 2. Birth Certificate, if the claimant is a son/daughter of the deceased barangay official;
 - 3. Certified true copy of Birth Certificate of the deceased barangay official or affidavit of two disinterested parties, if the deceased barangay official is single and if the claimant is his/her parent/brother/sister; and,
 - 4. Government issued Identification (ID) Cards shall be an indispensable requirement along with the other documentary requirements to ensure the personal identity of primary and secondary beneficiaries.

IX. ROLES AND RESPONSIBILITIES OF DILG REGIONAL, FIELD OFFICES, NBOO AND FMS

A. DILG Independent Component City/Component City/Municipal Office

1. Conduct continuous information dissemination on the death benefits of barangay officials who died during their term of office.
2. Advise the legal heirs of the deceased officials to immediately file the application for death benefit claims upon death of said officials, using the prescribed application form (see Annex B).
3. Evaluate application for death benefit claims and the supporting documents as to the accuracy and completeness of data entries.
4. Process the claims of the beneficiaries of the deceased barangay officials immediately upon receipt of the accomplished application form, and submit to DILG PO for funding allocation, through the online BIS-DBC Module (see Annex A).
5. Monitor the status of request for fund allocation regularly at the online BIS-DBC Module.
6. Inform claimant/s once the checks representing the death benefits due them are ready for release and advise them to bring proof when claiming the checks. If claimant cannot personally do the transaction, his/her authorized representative shall present a Special Power of Attorney.
7. Generate reports through the online BIS-DBC Module for liquidation and other legal purposes.

B. DILG Highly Urbanized City Office

1. Conduct continuous information dissemination on the death benefits of barangay officials who died during their term of office.
2. Advise the legal heirs of the deceased official to immediately file the application for death benefit claim upon death of said official, using the prescribed application form (see Annex B).
3. Evaluate application for death benefit claims and the supporting documents as to the accuracy and completeness of data entries.
4. Process the claims of the beneficiaries of the DBO immediately upon receipt of the accomplished application form, and submit to DILG RO for funding allocation, through the online BIS-DBC Module (see Annex A).

5. Monitor the status of request for fund allocation regularly through the online BIS-DBC Module.
6. Prepare and issue/distribute the check in payment for the claims due the beneficiaries within three (3) working days upon receipt of fund from the Regional Office.
7. Inform the claimants once the checks are ready for release, and require claimants to present ID/proof when claiming the checks. If claimant/s cannot personally do the transaction, the authorized representative shall present a Special Power of Attorney.
8. Generate reports for liquidation and other legal purposes.
9. Prepare liquidation documents/report on fund transfer and the total amount disbursed per release covered by NCA, and submit to the Regional Office within fifteen working (15) working days upon receipt of funds.

C. DILG Provincial Office

1. Conduct continuous information dissemination on the death benefits of barangay officials who died during their term of office.
2. Process the claims of the beneficiaries of the DBO and submit to DILG RO for funding allocation, through the online BIS-DBC Module (see Annex A).
3. Monitor the status of request for fund allocation regularly through the online BIS-DBC Module.
4. Prepare and issue/distribute the checks in payment for the claims due the beneficiaries within five (5) working days upon receipt of funds from the Regional Office.
5. Inform the CLGOOs/MLGOOs once the checks are ready for release and pick-up by the claimant/s and remind them to advise the claimant/s to bring ID/proof when claiming the check. In case claimant/s cannot personally do the transaction, the authorized representative shall present a Special Power of Attorney.
6. Generate reports for liquidation and other legal purposes.
7. Prepare liquidation documents/report on fund transfer and the total amount disbursed per released covered by NCA, and submit to the Regional Office within fifteen (15) working days upon receipt of funds.

C. DILG Regional Office

1. Process the claims of the beneficiaries of the DBO based on the list of names submitted by the POs/HUCs with the corresponding amount for sub-allotment through the online BIS-DBC Module (see Annex A).
2. Transfer fund allocation to the DILG Provincial/HUC Offices within three (3) working days upon receipt of Advice of Notice of Cash Allocation (NCA).
3. Consolidate the liquidation reports of the Provincial and HUC Offices per release covered by NCA and provide a copy of the administrative requirement to Regional Commission on Audit (COA), and submit report of disbursement to FMS within fifteen (15) working days, through the online BIS-DBC Module. The hard copy, originally signed, shall be submitted through postal mail.
4. Generate reports for liquidation and other legal purposes.

E. DILG National Barangay Operations Office (NBOO)

1. Generate the consolidated list of death benefit claim and the summary of funding requirements through the online BIS-DBC Module and weekly transmit to FMS for funding allocation.
2. Monitor the effectiveness and efficiency of the online BIS-DBC Module through the conduct of System Assessment annually participated in by the Provincial/City and Regional DBC Focal Persons and Regional Information Technology Officer.
3. Conduct review of guidelines annually and submit recommendations and/or revision of provisions to further improve the system.

F. DILG Financial Management Service (FMS)

1. Request funding allocation of the death benefits of deceased barangay officials from the DBM within five (5) days after receipt of the consolidated list of DBC and the summary of funding requirements.
2. Sub-allot to the Regional Offices the fund allocation per NCA within three (3) days upon receipt of SARO from the DBM.
3. Provide the Regional Offices the list of deceased barangay officials whose death benefits shall be paid out of the Death Benefits Fund released.
4. Submit a weekly Statement of Allotment, Obligation and Balances (SAOB) and quarterly Financial Accountability Report (FAR) to the DBM and the Resident COA Auditor.

X. LIMITATIONS TO ENTITLEMENT

No benefits shall be granted to a deceased barangay official if the cause of death is either suicide, or unlawful acts resulting to death.

“Unlawful acts” could mean or refer to acts done by the Punong Barangay or any barangay official which are contrary to law. It is necessarily followed that the evidentiary documents relative thereto shall be dependent on the nature of the case, it should refer to any document or piece/s of evidence.

XI. SETTLEMENT OF DISPUTES

The Department shall have original and exclusive jurisdiction over the settlement of disputes arising from adverse claims and those resulting from the implementation of any provision of these rules. Its decision shall be final and executory, in accordance with the provision of the New Civil Code.

XII. FUNDING

Funds for this purpose shall come from specified amount in the General Appropriations Act (GAA) under Barangay Official Death Benefits Fund (BODF).

XIII. POLICY REVIEW AND EVALUATION

These Revised Rules and Regulations shall be reviewed periodically to ensure the continued smooth administration of the Death and Burial benefits.

XIV. DISSEMINATION OF THIS ISSUANCE

All DILG Regional Offices shall cause the widest dissemination of this Memorandum Circular to all concerned.

XV. REPEALING CLAUSE

All existing issuances issued by the DILG which are deemed inconsistent herewith are hereby superseded. Memorandum Circular No. 2008-124 dated August 21, 2008 is hereby cancelled.


XVI. ANNEXES

- Annex A - Instructional Guide
- Annex B - Application Form
- Annex C - Flow Chart

XVII. EFFECTIVITY

This Memorandum Circular shall take effect immediately.

XVIII. APPROVING AUTHORITY



USEC. EDUARDO M. AÑO
Officer-In-Charge, DILG



XIX. FEEDBACK

For related inquiries, kindly use DILG Intranet Chatroom or contact the National Barangay Operations Office (NBOO) at IP local no. 4405 and telephone no. (02)925-0328 or e-mail us at dbceo115@gmail.com.


INSTRUCTIONAL GUIDE**I. PROCESS APPLICATION FOR CLAIMS AND REQUEST FUND ALLOCATION****A. DILG ICC/CC AND MUNICIPAL OFFICE**

1. Log to www.intranet.dilg.gov.ph
2. Click **Barangay Information System** (BIS) under **My Applications** (upper left corner)
3. Click **Official's Profile** under Menu Bar located at the top position of the corner
4. Click dropdown arrow and select **Officials**
5. Search name of barangay official
6. Click **Advance Search** (if the name of deceased barangay official is not in the database supply the necessary data needed)
7. Click icon  to update
8. At the bottom of the screen select **INACTIVE**, Click **Deceased**, Click **Date of Death**, Click **Cause of Death** then Click **Update**, if cannot update, accomplish all mandatory fields until update is accepted by using the BOIS as the reference
9. Go to **Death Benefit Claims menu bar**
10. Click dropdown arrow and select **Officials**
11. Search name of deceased barangay official
12. Click **Process Claims**
13. From Create Claim input **Date Filed** (note: Claimant should submit evidentiary documents)
14. Attached scanned or image file of Application Form for DBC, Death Certificate and other evidentiary documents
15. Click **Create** (to re-direct to deceased barangay officials information)
16. Click **Home**
17. Click **Claims to Process** to submit to provincial office
18. Click **Check Box** of deceased barangay officials for submission to provincial office
19. Print System Generated City/Municipal Consolidated List to be approved by the C/MLGOO and file for transmission(retention of documented information ISO QMS)
20. Click **Submit** (submitted to provincial office for consolidation)

B. DILG PROVINCIAL OFFICE

1. Log to www.intranet.dilg.gov.ph
2. Click **Barangay Information System** (BIS) under **My Applications** (upper left corner)
3. Go to **Death Benefit Claims** menu bar
4. Click **Dash Board**
5. Click **Claims to process** to be submitted to regional office for consolidation (provincial office can return to municipal/cc/icc the deceased barangay officials application for claim if documents are not complete or with error)
6. If found with error Click **Status**, Select **Return to City/Municipality**, specify in the remarks if lacking documents or error.
7. Click **Check Box** of deceased barangay officials for submission to regional office
8. Print System Generated Provincial Consolidated List to be approved by the Provincial Director and file for transmission (retention of documented information ISO QMS)
9. Click **Submit** (submitted to regional office for consolidation)

C. DILG HUC OFFICE

1. Log to www.intranet.dilg.gov.ph
2. Click **Barangay Information System** (BIS) under **My Applications** (upper left corner)
3. Click **Official's Profile** under Menu Bar located at the top position of the corner
4. Click dropdown arrow and select **Officials**
5. Search name of barangay official
6. Click **Advance Search** (if the name of deceased barangay official is not in the database supply the necessary data needed)
7. Click icon  to update
8. At the bottom of the screen select **INACTIVE**, Click **Deceased**, Click **Date Filed**, Click **Cause of Death** then Click **Update**, if cannot update, accomplished all mandatory fields until update is accepted
9. Go to **Death Benefit Claims menu bar**
10. Click dropdown arrow and select **Officials**
11. Search name of deceased barangay official
12. Click **Process Claims**
13. From Create Claim input **Date Filed** (note: if claimant is not in the list of beneficiary he or she has to provide proof)

14. Attached scanned or image file of Application Form for DBC and Death Certificate
15. Click **Create** (to re-direct to deceased barangay officials information)
16. Click **Home**
17. Click **Claims to Process** to submit to provincial office
18. Click **Check Box** of deceased barangay officials for submission to regional office
19. Print System Generated City Consolidated List to be approved by the City Director and file for transmission(retention of documented information ISO QMS)
20. Click **Submit** (submitted to provincial office for consolidation)


D. DILG REGIONAL OFFICE

1. Log to www.intranet.dilg.gov.ph
2. Click **Barangay Information System** (BIS) under **My Applications** (upper left corner)
3. Go to **Death Benefit Claims** menu bar
4. Click **Dash Board**
5. Click **Claims to process** to be submitted to NBOO for consolidation (regional office can return to province the deceased barangay officials application for claim if documents are not complete or with error)
6. If found with error Click **Status**, Select **Return to Province**, specify in the remarks the lacking documents or error
7. Click **Check Box** of deceased barangay officials for submission to NBOO for consolidation
8. Print System Generated Regional Consolidated to be approved by the Regional Director and file for transmission(retention of documented information ISO QMS)
9. Click **Submit** (submitted to NBOO for consolidation)

E. NATIONAL BARANGAY OPERATIONS OFFICE

1. Log to www.intranet.dilg.gov.ph
2. Click **Barangay Information System** (BIS) under **My Applications** (upper left corner)
3. Go to **Death Benefit Claims menu bar**
4. Click **Dash Board**
5. Click **Claims to process** and generate report to be submitted to FMS for funding allocation from the DBM.
6. If found with error Click **Status**, Select **Return to Region**, specify in the remarks the lacking documents or error

F. FINANCIAL MANAGEMENT SERVICE

1. Log to www.intranet.dilg.gov.ph
2. Click **Barangay Information System** (BIS) under **My Applications** (upper left corner)
3. Go to **Death Benefit Claims menu bar**
4. Click **Dash Board**
5. Click **Claims to process** to be submitted to DBM for request for funding (FMS can return to NBOO the deceased barangay officials application for claim if documents are not complete)
6. If found with error Click **Status**, Select **Return to NBOO**, specify in the remarks the lacking documents or error
7. Click **Check Box** of deceased barangay officials for submission to DBM for request for funding
8. Click **Submit** (submitted to DBM for request of fund)
9. To **generate report** (national consolidated list) Click **export icon**  and convert to excel file

II. TRANSFER OF FUND ALLOCATION AND SETTLEMENT OF CLAIMS

A. FINANCIAL MANAGEMENT SERVICE

1. Log to www.intranet.dilg.gov.ph
2. Click **Barangay Information System** (BIS) under **My Applications** (upper left corner)
3. Go to **Death Benefit Claims menu bar**
4. Click **Dash Board**
5. Click **Process Claims**
6. Click **Check Box** of included deceased barangay officials
7. Input SARO number, NTA number
8. Attached Transmittal Letter, SARO and NTA
9. Click **Submit** (funds transferred to Region)

B. DILG REGIONAL OFFICE

1. Log to www.intranet.dilg.gov.ph
2. Click **Barangay Information System** (BIS) under **My Applications** (upper left corner)
3. Go to **Death Benefit Claims menu bar**
4. Click **Dash Board**

5. Click **Process Claims**
6. Click **Check Box** of included deceased barangay officials
7. Attached Transmittal Letter
8. Click **Submit** (funds transferred to Province/HUC)

C. DILG PROVINCIAL/HUC OFFICE

1. Log to www.intranet.dilg.gov.ph
2. Click **Barangay Information System** (BIS) under **My Applications** (upper left corner)
3. Go to **Death Benefit Claims menu bar**
4. Click **Dash Board**
5. Click **Process Claims**
6. Click **Check Box** of included deceased barangay officials
7. Generate report on the released checks
8. Click **Submit** (Checks claimed)

III. LIQUIDATION OF CLAIMS

A. DILG ICC/CC AND MUNICIPAL OFFICE

1. Log to www.intranet.dilg.gov.ph
2. Click **Barangay Information System** (BIS) under **My Applications** (upper left corner)
3. Go to **Death Benefit Claims menu bar**
4. Click **Dash Board**
5. Click **Claims Received** attached scanned/ photo copy of the signed voucher
6. Click **Check Box** of included deceased barangay officials
7. Generate Report of Disbursement
8. Attached Transmittal Letter
9. Click **Submit** (Report of Disbursement forwarded to PO)

B. DILG PROVINCE/HUC(S)

1. Log to www.intranet.dilg.gov.ph
2. Click **Barangay Information System** (BIS) under **My Applications** (upper left corner)
3. Go to **Death Benefit Claims menu bar**
4. Click **Dash Board**
5. Click **Report of Disbursement**
6. Click **Check Box** of included deceased barangay officials
7. Generate Report of Disbursement
8. Attached Transmittal Letter
9. Click **Submit** (Report of Disbursement forwarded to RO)

C. REGIONAL OFFICE

1. Log to www.intranet.dilg.gov.ph
2. Click **Barangay Information System** (BIS) under **My Applications** (upper left corner)
3. Go to **Death Benefit Claims menu bar**
4. Click **Dash Board**
5. Click **Report of Disbursement**
6. Click **Check Box** of included deceased barangay officials
7. Generate Report of Disbursement
8. Attached Transmittal Letter
9. Click **Submit** (Report of Disbursement forwarded to FMS, copy furnished NBOO)

APPLICATION FOR BARANGAY OFFICIAL'S DEATH BENEFIT CLAIM

Instructions: This form shall be accomplished by the claimants and submitted immediately to the DILG HUC/ICC/CC/Municipal Office.

NAME OF BARANGAY OFFICIAL:
POSITION:
BARANGAY:
CITY/MUNICIPALITY:
PROVINCE:
DATE OF ELECTION/APPOINTMENT:
DATE OF DEATH :

SIGNATURE OVER PRINTED NAME OF CLAIMANT

DATE ACCOMPLISHED

ATTACHMENT:
Certified True Copy of Death Certificate

ONLINE BARANGAY OFFICIALS DEATH BENEFIT CLAIMS
PROCESSING/SETTLEMENT AND LIQUIDATION OF CLAIMS
PROCESS FLOW

ANNEX C

