



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>



MEMORANDUM CIRCULAR NO. 2020-175
DATE: 29 DEC 2020

TO : ALL DILG REGIONAL DIRECTORS AND FIELD OFFICERS, BARMM MINISTER OF LOCAL GOVERNMENT, PUNONG BARANGAYS AND ALL CONCERNED

SUBJECT : AMENDMENT TO THE DILG MEMORANDUM CIRCULAR NO. 2018-17, ON THE ONLINE ADMINISTRATION OF PAYMENT OF DEATH BENEFITS TO DECEASED BARANGAY OFFICIALS PURSUANT TO THE IMPLEMENTATION OF EXECUTIVE ORDER NO. 115 ENTITLED: AUTHORIZING PAYMENT OF DEATH BENEFITS TO BARANGAY OFFICIALS WHO DIE DURING THEIR TERM OF OFFICE

1.0 RATIONALE

Since 2002, the Department has been administering the death benefit claims filed by the beneficiaries of barangay officials who died during their incumbency. The Punong Barangays (PBs), Sangguniang Barangay Members (SBMs), Barangay Secretaries (BS), Barangay Treasurers (BT), and the Sangguniang Kabataan Chairperson are covered under this benefit. The processing of claims is being done manually from the application of claims to the DILG Field Offices to the 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 procedures and timeliness in the settlement of claims, the online Barangay Information System – Death Benefit Claims (BIS-DBC) Module was developed and implemented in 2018 through the issuance of Memorandum Circular 2018-17 on February 14, 2018.

On January 6, 2020, Republic Act (RA) No. 11465 or the General Appropriation Act of 2020 (GAA 2020) was approved with the inclusion of the Indigenous Peoples Mandatory Representatives (IPMRs) to the Sanggunian in the coverage of the DBC chargeable against the Barangay Officials Death Benefit Fund (BODBF), as clearly stated in the Special Provision No. 1 of the said GAA.

Further, EO 115 dated August 2, 2002, authorized the Department to determine the amount and administer the payment of the death benefits of the barangay officials who died during their term of office, chargeable against the fund appropriated in the GAA for the purpose. Considering that the costs of interment and wake have extremely increased, the Department deemed it necessary to increase the amount of death benefit as there was no increase in the said benefit since its implementation.

Hence, the revision of this set of guidelines.

2.0 PURPOSE

The Revised Rules and Regulations are hereby issued to facilitate the interactive Online Processing of death benefit claims through the BIS – Death Benefit Claim (DBC) Module.

3.0 SCOPE/COVERAGE

- 3.1 The death benefit claims shall cover all the Punong Barangays, Sangguniang Barangay Members, Sangguniang Kabataan Chairpersons, Barangay Treasurers, and Barangay Secretaries, who died during their incumbency in 2002 and thereafter.
- 3.2 The Indigenous Peoples Mandatory Representatives who died during their incumbency in the 2018-2020 Term of Office and thereafter.

4.0 DEFINITION OF TERMS

- 4.1 Death Benefit – a cash benefit paid to the beneficiaries of deceased barangay officials which include burial expenses.
- 4.2 Beneficiaries – persons whose names are reflected in the Barangay Officials 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.

5.0 POLICY CONTENT

5.1 GENERAL GUIDELINES

- 5.1.1 All claims for death benefits pursuant to these rules and regulations shall be processed and settled through the online BIS-Death Benefit Claims Module which can be accessed through <https://www.intranet.dilg.gov.ph/Barangay Information System>. (Annex A)
- 5.1.2 The DILG Regional and Field Offices, BARMM Ministry of Local Government, Financial Management Service (FMS), and National Barangay Operations Office (NBOO) shall designate Focal Division (FD) and Focal Persons (FP), by issuing 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.
- 5.1.3 The FD/FP shall monitor daily the submission of the application for claims in the online BIS-DBC Module and process it immediately.
- 5.1.4 The transfer of funds to Regional Offices shall be within 3 working days upon receipt of SRO and within 2 working days upon receipt of NCA from the DBM. This is in accordance to the QMS-ISO QP-FMS-BD-AD-21-Transfer of Funds.
- 5.1.5 The check payment for the claims shall be turned over to the eligible beneficiaries by the DILG Provincial and Highly Urbanized City (HUC) Offices or through the DILG City/Municipal (C/M) Officers not exceeding seven (7) working days upon receipt of the fund allocation.
- 5.1.6 The Revised Unified Customer Satisfaction Survey (CSS) Form shall be accomplished by the beneficiaries upon receipt of the check. It shall then be submitted by the DILG Provincial Office and Highly Urbanized Cities (HUCs) to their respective DILG Regional Offices (ROs).

The accomplished Unified CSS Forms shall then be consolidated in the CSS Summary Log Sheet which will be transmitted to NBOO for consolidation. The CSS Rating shall be included in the Quality Monitoring Evaluation (QME) and submitted to the ISO-QMS Secretariat every month to gauge the Client/Customers' satisfaction rating to the service rendered.

5.2 CLASSIFICATION OF BENEFICIARIES/CLAIMANTS

- 5.2.1 The primary beneficiaries are the spouse (widow/widower) and the legitimate, legitimated, legally adopted, or illegitimate children of the deceased barangay official.
- 5.2.2 The secondary beneficiaries are the dependent parents.
- 5.2.3 In their absence, any other person declared by the deceased barangay officials as beneficiaries in the BOIS.
- 5.2.4 If in case the claimants are not included in the lists of the beneficiary, he/she must present legal documents to be eligible for the claims.
- 5.2.5 In the absence of a designated beneficiary, the legal heirs shall automatically receive the check. The Legal heirs are compulsory as provided for in Article 887 of the New Civil Code, in order of succession stated in the said Code.
- 5.2.6 In case of adverse claims, the release of checks shall be held in abeyance pending resolution of the claim by the Department.

5.3 BENEFITS

- 5.3.1 The beneficiaries/claimant/s of the Punong Barangays, Sangguniang Barangay Members, Barangay Treasurers, Barangay Secretaries and Sangguniang Kabataan Chairpersons who died during their incumbency from January 1, 2002 to December 31, 2020 shall be receiving the same amount of benefit (Php 22,000.00 for Punong Barangay and Php 12,000.00

each for Sangguniang Barangay Member, Barangay Treasurer, Barangay Secretary and SK Chairperson).

5.3.2 The beneficiaries/claimants of the IPMRs who died during their incumbency in the current term (2018-2020) shall receive Php 12,000.00 death benefit.

5.3.3 The beneficiaries/claimant/s of the deceased Punong Barangays, Sangguniang Barangay Members, Barangay Treasurers, Barangay Secretaries, Sangguniang Kabataan Chairpersons and Indigenous Peoples Mandatory Representatives who died during their incumbency from January 1, 2021 and thereafter, shall receive Thirty Thousand Pesos (Php 30,000.00) death benefit.

Hence, the increase in benefit shall be implemented to those barangay officials who died during their incumbency on January 1, 2021 and thereafter.

5.4 REQUIRED DOCUMENTS

5.4.1 A certified true copy of the death certificate of the deceased barangay official.

5.4.2 The claimant shall present any of the following documents, whichever is applicable, when claiming payment of death benefits, to DILG Provincial/HUC Offices:

5.4.2.1 A certified true copy of Marriage Certificate of the deceased barangay official;

5.4.2.2 Birth Certificate, if the claimant is a son/daughter of the deceased barangay official;

5.4.2.3 A 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,

5.4.2.4 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.

5.4.3 In the case of multiple designated beneficiaries/claimants of deceased barangay officials, only one check shall be issued to the person whom the beneficiaries agreed from among themselves to receive the check. Provided, however, that a Special Power of Attorney shall be executed as supporting documents.

5.4.4 A designated beneficiary/legal heir who is a minor shall be represented by a guardian. An affidavit of guardianship shall be executed for the purpose.

5.5 ROLES AND RESPONSIBILITIES OF DILG REGIONAL, PROVINCIAL AND FIELD OFFICES, NBOO, OFFICE OF THE ASSISTANT SECRETARY FOR ADMINISTRATION, FINANCE AND COMPTROLLERSHIP (OAS AFC) AND FMS

5.5.1 DILG Component City/ City / Municipal Offices

5.5.1.1 Conduct continuous information dissemination on the death benefits of barangay officials who died during their term of office.

5.5.1.2 Advise the legal heirs of the deceased barangay officials to file the application for death benefit claims and submit the required documents.

5.5.1.3 Evaluate the accomplished Application Form for death benefit claims as to the correctness and completeness of the entries, and the supporting documents.

5.5.1.4 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 fund allocation.

5.5.1.5 Monitor the status of requests for fund allocation regularly.

5.5.1.6 Inform the claimants once the checks are ready for release/pick-up, and require claimants to

present ID/proof when claiming the checks. If the claimant/s cannot personally do the transaction, his/her authorized representative shall present a Special Power of Attorney.

5.5.1.7 Administer the Client Satisfaction Survey (CSS), using the Revised Unified CSS Form, to the claimants if checks were released from this level in compliance to the ISO-QMS requirements.

5.5.1.8 Generate reports for liquidation and other purposes.

5.5.2 DILG Highly Urbanized City Offices / Independent Component City Offices

5.5.2.1 Conduct continuous information dissemination on the death benefits of barangay officials who died during their term of office.

5.5.2.2 Advise the legal heirs of the deceased barangay officials to file the application for death benefit claims and submit the required documents.

5.5.2.3 Process the claims of the beneficiaries of the deceased barangay officials immediately upon receipt of the accomplished application form, and submit to DILG Regional Office for fund allocation.

5.5.2.4 Monitor the status of requests for fund allocation regularly.

5.5.2.5 Prepare and issue/release the checks in payment for the claims due to the beneficiaries within three (3) working days upon receipt of funds from the Regional Office.

5.5.2.6 Inform the claimants once the checks are ready for release/pick-up and remind them to bring ID/proof when claiming the check. In case the claimant/s cannot personally do the transaction, the authorized representatives shall present a Special Power of Attorney.

- 5.5.2.7 Administer the Client Satisfaction Survey (CSS), using the Revised Unified CSS Form, to the claimants if checks were released from this level, in compliance to the ISO-QMS requirements.
- 5.5.2.8 Generate reports for liquidation and other purposes.
- 5.5.2.9 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 (15) working days upon receipt of funds.

5.5.3 DILG Provincial Field Offices

- 5.5.3.1 Verify/evaluate the submitted application for death benefit claims as to the correctness of the entries and completeness of the attached supporting documents.
- 5.5.3.2 Submit the application for death benefit claims to DILG Regional Office for funding allocation and monitor the status of the request regularly.
- 5.5.3.3 Prepare and issue/release the checks in payment for the claims due to the beneficiaries within five (5) working days upon receipt of funds from the Regional Office.
- 5.5.3.4 Inform the claimants through C/MLGOOs once the checks are ready for release and pick-up and remind them 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.
- 5.5.3.5 Administer the Client Satisfaction Survey (CSS), using the Revised Unified CSS Form, to the claimants, and submit to the Regional Office for consolidation.
- 5.5.3.6 Generate reports for liquidation and other legal purposes.

5.5.3.7 Prepare liquidation documents/reports on fund transfer and the total amount disbursed per release covered by NCA and submit to the Regional Office within fifteen (15) working days upon receipt of funds.

5.5.4 DILG Regional Offices

5.5.4.1 Verify/evaluate the submitted application for death benefit claims as to the correctness of the entries and completeness of the attached supporting documents.

5.5.4.2 Submit to NBOO for funding allocation and monitor the status of the request regularly.

5.5.4.3 Transfer fund allocation to the DILG Provincial/HUC Offices within three (3) working days upon receipt of the Advice of Notice of Cash Allocation (NCA).

5.5.4.4 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 (RCOA), and submit reports of disbursement to FMS within fifteen (15) working days, through the on-line BIS-DBC Module. The hard copy, originally signed, shall be submitted through postal mail.

5.5.4.5 All the accomplished Revised Unified CSS Forms submitted by DILG HUCs and POs shall be consolidated and indicated in the Customer Satisfaction Survey Summary Log Sheet and submit the consolidated report to NBOO.

5.5.4.6 Generate reports for liquidation and for other purposes.

5.5.5 DILG National Barangay Operations Office (NBOO)

5.5.5.1 Verify/evaluate the submitted application for death benefit claims as to the correctness of

the entries and completeness of the attached supporting documents.

- 5.5.5.2 Generate the Regional List (within 3 days if less than 5 requests/names of deceased barangay officials (DBOs) or within the day if 5 or more request/names of DBOs received) and Summary of Funding Request of death benefit claims, from the online BIS – DBC Module.
- 5.5.5.3 Prepare cover Memorandum for the OAS AFC, USBA and SILG, and transmittal letter to the DBM Secretary and submit to the OAS AFC (through Document Management System (DMS)), together with the signed Regional List and Summary of Funding Request, for approval.
- 5.5.5.4 Submit the names of the DBOs to the FMS through online BIS-DBC Module for reference in transferring the fund to the Regional Offices.
- 5.5.5.5 Prepare Consolidated Report of Revised Unified CSS for the Month as basis in the ISO Quality Monitoring and Evaluation Report for DBC.
- 5.5.5.6 Monitor the effectiveness and efficiency of the online BIS-DBC through the conduct of System Assessment annually participated in by the Provincial/City and Regional DBC Focal Persons and Regional Information Technology Officer.
- 5.5.5.7 Conduct a review of guidelines annually and submit recommendations and/or revision of provisions to further improve the system and the implementation of the EO 15.

5.5.6 DILG Financial and Management Service (FMS) and the Office of the Assistant Secretary for Administration, Finance and Comptrollership (OAS AFC)

- 5.5.6.1 The OAS AFC shall generate the documents sent through the DMS by the NBOO, for

approval and submission to the SILG through OUSBA.

5.5.6.2 The FMS shall:

- 5.5.6.2.1 Request, through the OAS AFC, funding allocation of the death benefits of deceased barangay officials from the Department of Budget and Management (DBM) within three (3) working days after receipt of the signed letter of the SILG to the Secretary of DBM, along with the regional list of deceased barangay officials and the summary of funding requirements.
- 5.5.6.2.2 Sub-allot to the Regional Offices the fund allocation per NCA within three (3) working days upon receipt of SRO from the DBM.
- 5.5.6.2.3 Provide the Regional Offices e-copy of the SARO, NTA, and the names of the deceased barangay officials whose death benefits shall be paid out of the Barangay Official Death Benefit Fund (BODBF) released, through the online BIS-DBC Module.
- 5.5.6.2.4 Provide the NBOO the Monthly Status of fund utilization and/or Budget Utilization Rate (BUR) for monitoring the financial performance of program implementation purposes.
- 5.5.6.2.5 Encode in the System the SARO/NTA Number/s and date of issuance for reference of all concerned offices.
- 5.5.6.2.6 Monitor the status of sub-allotment issued to the regions.

6.0 LIMITATION TO ENTITLEMENT

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

“Unlawful acts” could mean or refer to acts done by the barangay official, including the SK Chairperson and IPMR, 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.

7.0 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.

8.0 FUNDING

Funds for this purpose shall come from a specified amount in the General Appropriations Act (GAA) under the Barangay Officials Death Benefit Fund (BODBF).

9.0 POLICY REVIEW AND EVALUATION

These Revised Guidelines shall be reviewed/assessed periodically to ensure the continued smooth administration of the Death Benefit Claims.

10.0 DISSEMINATION OF THIS ISSUANCE

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

11.0 REPEALING CLAUSE

All existing issuances issued by the DILG which are deemed inconsistent herewith are hereby superseded. Memorandum Circular No. 2018-017 dated February 14, 2018, is hereby canceled.

12.0 ANNEXES

12.1 Annex A - DBC Application Form

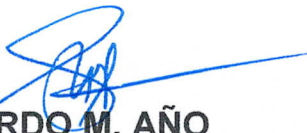

12.2 Annex B - DBC User's Manual (*uploaded in the online Barangay Information System (BIS) under Help Menu*)

12.3 Annex C - DBC Instructional Guide (*uploaded in the online Barangay Information System (BIS) under Help Menu*)

13.0 EFFECTIVITY

This Memorandum Circular shall take effect immediately.

14.0 APPROVING AUTHORITY


EDUARDO M. AÑO
Secretary, DILG 

15.0 FEEDBACK

For related inquiries, kindly use DILG Intranet Chatroom or contact the National Barangay Operations Office (NBOO) through Trunk line No. 8876-3454 Local 4405 or email us at nboo.dilgco2020@gmail.com and/or dbceo115@gmail.com.



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/S: