



Republic of the Philippines
 DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 DMGC, Maimpis, City of San Fernando, Pampanga

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Name of Division: Monitoring and Evaluation Division

MASTERLIST OF MAINTAINED INTERNAL DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
PROCESSING OF BARANGAY OFFICIALS DEATH BENEFIT CLAIM (BODBC)							
QP-R03-LGMED-27	Processing and consolidation of request for Death Benefit Claim Quality Procedure (QP)	10.16.17					
QO-QP-R03-LGMED-27	Processing and consolidation of request for Death Benefit Claim Quality Objective (QO)	10.16.17					
QME-QP-R03-LGMED-27	IProcessing and consolidation of request for Death Benefit Claim Quality Monitoring and Evaluation (QME)	10.16.17					
FM-QP-R03-LGMED-27-01	Consolidated List of Death Benefit Claims	10.16.17					
FM-QP-R03-LGMED-27-02	Processing and consolidation of request for Death Benefit Claim Checklist	10.16.17					
FM-QP-R03-LGMED-27-03	Transmittal letter	10.16.17					
FM-QP-R03-LGMED-27-04	Death Benefit Claim Form	10.16.17					
FM-QP-R03-LGMED-27-05	Processing and consolidation of request for Death Benefit Claim Process Summary Logsheet (PSL)	10.16.17					

Prepared By

MELERIE G. PINEDA
 DILG-R03 REGIONAL DOCUMENT CONTROLLER

Noted By

ARACELI A. SAN JOSE, CESO V
 DILG-R03 QUALITY MANAGEMENT REPRESENTATIVE






Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 DMGC, Maimpis, City of San Fernando, Pampanga


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Name of Division: **Monitoring and Evaluation Division**

MASTERLIST OF MAINTAINED EXTERNAL DOCUMENTED INFORMATION

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PROCESSING OF BARANGAY OFFICIALS DEATH BENEFIT CLAIM (BODBC)							
DILG Memorandum Circular No. 2009-51	Amendment to the Revised Rules and Regulations Implementing Executive Order No. 115	2009					
DILG Memorandum Circular No. 2008-124	Revised rules and regulations implementing Executive Order No. 115	2008					
DILG Memorandum Circular No. 2008-146	Amendment to the Revised Rules and Regulations implementing Executive Order No. 115	2008					
DILG Memorandum Circular No. 2003-49	Supplemental Guidelines implementing Executive Order No. 115	2003					
Executive Order 115	Authorizing Payment of Death Benefits to Barangay Officials who die during their term of office	2002					
RA 7160, Section 393	An Act Providing for a Local Government Code of 1991 - Benefits of Barangay Officials	1991					

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MASTERLIST OF RETAINED DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
PROCESSING OF BARANGAY OFFICIALS DEATH BENEFIT CLAIM (BODBC)									
QME-R03-LGMED-27	Processing Barangay Officials Death Benefit Claim Quality Monitoring and Evaluation (QME)	STAT II Editha N. Macalino and STAT I Aira May T. Balancio	DBC Filer Box	QME-DBC	Sequential by QME Number (Latest on Top)	2 years	2 years	4 years	Shredding/ Re-use
FM-QP-R03-LGMED-27-01	Consolidated List of Death Benefit Claims	STAT II Editha N. Macalino and STAT I Aira May T. Balancio	DBC Filer Box	Conso DBC	Sequential by Control Number (Latest on Top)	2 years	2 years	4 years	Shredding/ Re-use
FM-QP-R03-LGMED-27-02	Barangay Officials Death Benefit Claim Checklist	STAT II Editha N. Macalino and STAT I Aira May T. Balancio	DBC Filer Box	Checklist-DBC	Sequential by Control Number (Latest on Top)	2 years	2 years	4 years	Shredding/ Re-use
FM-QP-R03-LGMED-27-03	Death Benefit Claim Transmittal Letter	STAT II Editha N. Macalino and STAT I Aira May T. Balancio	DBC Filer Box	DBC-Transmittal	Sequential by Control Number (Latest on Top)	2 years	2 years	4 years	Shredding/ Re-use
FM-QP-R03-LGMED-27-04	Death Benefit Claim Form	STAT II Editha N. Macalino and STAT I Aira May T. Balancio	DBC Filer Box	DBC-Form	Sequential by Control Number (Latest on Top)	2 years	2 years	4 years	Shredding/ Re-use





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FM-QP-R03-LGMED-27-05	Barangay Officials Death Benefit Claim Process Summary Logsheet (PSL)	STAT II Editha N. Macalino and STAT I Aira May T. Balancio	DBC Filer Box	PSL-DBC	Sequential by PSL Number (Latest on Top)	2 years	2 years	4 years	Shredding/ Re-use
RA 7160, Section 393	An Act Providing for a Local Government Code of 1991 - Benefits of Barangay Officials	STAT II Editha N. Macalino and STAT I Aira May T. Balancio	DBC Filer Box	Issuances DBC	Sequential by PSL Number (Latest on Top)	Permanent			
Executive Order 115	Authorizing Payment of Death Benefits to Barangay Officials who die during their term of office	STAT II Editha N. Macalino and STAT I Aira May T. Balancio	DBC Filer Box	Issuances DBC	Sequential by Issuance date (Latest on Top)	Permanent			
DILG Memorandum Circular No. 2009-51	Amendment to the Revised Rules and Regulations Implementing Executive Order No. 115	STAT II Editha N. Macalino and STAT I Aira May T. Balancio	DBC Filer Box	Issuances DBC	Sequential by Issuance date (Latest on Top)	Permanent			
DILG Memorandum Circular No. 2008-124	Revised rules and regulations implementing Executive Order No. 115	STAT II Editha N. Macalino and STAT I Aira May T. Balancio	DBC Filer Box	Issuances DBC	Sequential by Issuance date (Latest on Top)	Permanent			





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DILG Memorandum Circular No. 2008-146	Amendment to the Revised Rules and Regulations implementing Executive Order No. 115	STAT II Editha N. Macalino and STAT I Aira May T. Balancio	DBC Filer Box	Issuances DBC	Sequential by Issuance date (Latest on Top)	Permanent
DILG Memorandum Circular No. 2003-49	Supplemental Guidelines implementing Executive Order No. 115	STAT II Editha N. Macalino and STAT I Aira May T. Balancio	DBC Filer Box	Issuances DBC	Sequential by Issuance date (Latest on Top)	Permanent

Prepared by	Reviewed by:	Approved by:
 EDITHA N. MACALINO AIRA MAY T. BALANCIO	 LERRIE S. HERNANDEZ	 ARACELI A. SAN JOSE, CESO V
Process Owners	Deputy Quality Management Representative	DILG-R03 Quality Management Representative

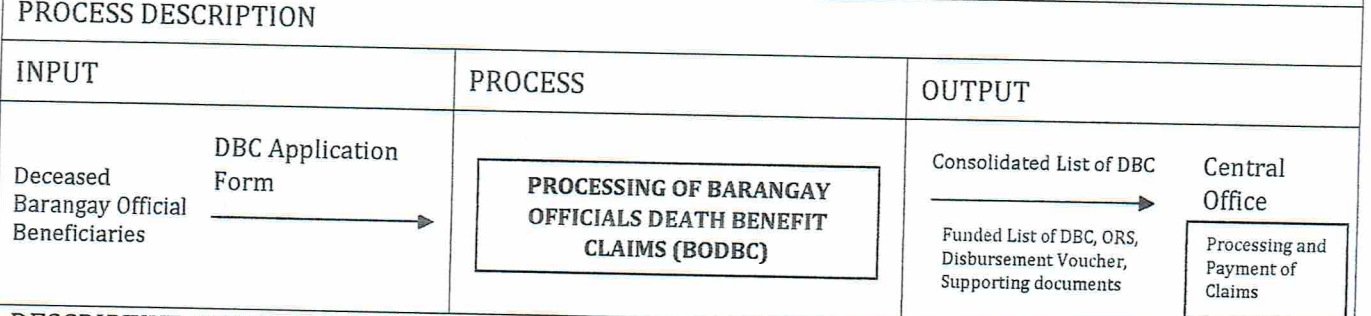




DILG REGION III (CENTRAL LUZON)
**QUALITY
 PROCEDURE**

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PROCEDURE TITLE	PROCESSING OF BARANGAY OFFICIALS DEATH BENEFIT CLAIMS (BODBC)
SCOPE	This process start from the receipt of Application for Barangay Official's Death Benefit Claim of the claimant from field office up to the preparation of documents for the processing and payment of claims.
PURPOSE	To standardize the procedure of the processing of death benefit claims.



DESCRIPTIVE STATEMENT: The HUC/C/MLGOO reviews and endorses the request or application for Barangay Official's Death Benefit Claim to the Provincial Office/ Regional Office. The DBC Focal Persons prepares and endorse Consolidated List of DBC to the Central Office for funding and for the processing and payment of claims.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
A. Preparation of Consolidated List of Deceased Barangay Officials				
1	HUC staff/C/MLG OO	Receive, review and indorse application	<ul style="list-style-type: none"> Receive and evaluate the Application for Barangay Official's Death Benefit Claim (BODBC) with the documentary requirements, as follows: <ul style="list-style-type: none"> Check if Claimant is an eligible Beneficiary against the Barangay Official Information Sheet (BOIS) and the Memorandum Circular No. 2008-124 If found not eligible, advise the Claimant of the classifications of eligible beneficiary /ies Check completeness and appropriateness of documentary requirements against 	<ul style="list-style-type: none"> DBC form 1 with supporting documents BODBC Checklist BOIS DBC Logbook





DILG REGION III (CENTRAL LUZON)
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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			BODBC Checklist. <ul style="list-style-type: none"> If incomplete and/or inappropriate, advise the Claimant of the lacking documents and provide instruction to comply appropriateness of documents for submission. Prepare indorsement and forward to the Provincial Office For HUC, prepare indorsement and forward to Regional Office and proceed to step 6 	<ul style="list-style-type: none"> Indorsement
3	Provincial Designated Records Officer	Receive indorsed DBC Application	<ul style="list-style-type: none"> Receive, record and route the application or indorsed documents in accordance with the Records Management Procedure. 	<ul style="list-style-type: none"> DBC Application with supporting documents Records Management Procedure
4	DBC Provincial/ HUC Focal Person	Review and endorse the DBC Application	<ul style="list-style-type: none"> Review the indorsed DBC application, as follows: <ul style="list-style-type: none"> Check if Claimant is an eligible Beneficiary against the Barangay Official Information Sheet (BOIS) and the Memorandum Circular No. 2008-124. Check completeness and appropriateness of documentary requirements against BODBC Checklist. For any deficiency/ies noted, communicate to concerned C/MLGOO with instruction for 	<ul style="list-style-type: none"> Application form with the complete supporting documents BOIS





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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<p>appropriate action and return to the bearer.</p> <ul style="list-style-type: none"> Prepare indorsement for signature of Provincial Director and forward to Regional Office 	<ul style="list-style-type: none"> Indorsement
6	Regional Records Officer	Receive, record and route the indorsed DBC Application	<ul style="list-style-type: none"> Receive, record and route the indorsed documents in accordance with the Regional Records Management Procedure. 	<ul style="list-style-type: none"> Indorsement with application form with supporting documents Regional Records Management Procedure
7	Regional DBC Focal Person	Review the indorsed DBC application	<ul style="list-style-type: none"> Review the indorsed DBC application, as follows: <ul style="list-style-type: none"> Check if Claimant is an eligible Beneficiary against the Barangay Official Information Sheet (BOIS) and the Memorandum Circular No. 2008-124. Check completeness and appropriateness of documentary requirements against BODBC Checklist. For any deficiency/ies noted, communicate to concerned Provincial/ HUC Office with instruction for appropriate action and return to the bearer. 	<ul style="list-style-type: none"> Application form with the complete supporting documents BOIS DBC Logbook
8	Regional DBC Focal Person	Prepare the Consolidated List of DBC and transmittal	<ul style="list-style-type: none"> Cross-check the names of the Deceased Barangay Official (DBO) in the Barangay Official Information Sheet (BOIS) 	<ul style="list-style-type: none"> Consolidated List of DBC





DILG REGION III (CENTRAL LUZON)
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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			or Barangay Officials Database System (BODS) and determine if not yet funded or not yet paid based on the list of funded Death Benefit Claims <ul style="list-style-type: none"> • If not yet funded or not yet paid, include in the Consolidated List of DBC • Prepare the transmittal letter for initial of LGMED Chief and Assistant Regional and signature of Regional Director • Print the consolidated list of DBC and secure initial of the LGMED Chief and signature of the Regional Director 	
9	Regional DBC Focal Person	Release the Consolidated List of DBC	<ul style="list-style-type: none"> • Submit the Consolidated List of DBC on the 25th day of every month. • Scan the signed copy of transmittal letter and consolidated list of DBC and email to Central Office. 	<ul style="list-style-type: none"> • Consolidated List of DBC
10	Regional Records Officer	Receive the acknowledgement letter from Central Office	<ul style="list-style-type: none"> • Receive the acknowledgement letter in accordance with the Regional Records Management Procedure. 	<ul style="list-style-type: none"> • Regional Records Management Procedure.
B. Preparation of Documents for Payment of Death Benefit Claims for DBOs				
1	Budget Officer	Receive Sub-allotment Release Order (SRO)	<ul style="list-style-type: none"> • Receive and furnish LGMED a copy of the SRO of death benefits fund from Central Office with the Consolidated List of Deceased Barangay Officials. 	<ul style="list-style-type: none"> • SRO with Consolidated List of Deceased Barangay Officials
2	Regional DBC Focal Person	Cross-check the names of DBOs	<ul style="list-style-type: none"> • Receive the SRO and cross-check the names of DBOs in the attached funded Consolidated List 	<ul style="list-style-type: none"> • SRO with Consolidated List of Deceased Barangay Officials





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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<p>of Deceased Barangay Officials with the following transmitted Consolidated List of Death Claims for DBOs – To determine 100% inclusion of requested claims</p> <ul style="list-style-type: none"> In case of non-inclusion of DBO/s in the funded list and/or found already funded and/or paid, communicate to Central Office through a letter with initial of the LGMED Chief and Assistant Regional Director and signature of the Regional Director. 	<ul style="list-style-type: none"> Consolidated List of Death Claims for DBOs SRO with Consolidated List of Deceased Barangay Officials
3	Regional DBC Focal Person	Prepare the documents for the processing of payment of claims	<ul style="list-style-type: none"> Prepare ORS and DV duly signed by the LGMED Chief and attach the complete documentary requirements. Log in the DBC Logbook. Forward to Budget Section for the processing and payment of claims in accordance with the Processing and Payment of Claims Procedure and secure signature of the Receiving Personnel in the DBC Logbook. 	<ul style="list-style-type: none"> ORS, DV, and complete documentary requirements Processing and Payment of Claims Procedure. DBC Logbook
4	Cashier	Inform the field office of the availability of checks	<ul style="list-style-type: none"> Inform the field office once the check are ready for release and require the claimant to bring / present ID proof when claiming the checks. 	<ul style="list-style-type: none"> Checks Logbook
5	Regional DBC Focal Person	Retain records	<ul style="list-style-type: none"> Update the DBC Monitoring logsheet. Retain records in accordance with the Control of Retained 	<ul style="list-style-type: none"> DBC Monitoring Logsheet Control of Retained Documented Information





DILG REGION III (CENTRAL LUZON)
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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			Documented Information Procedure and the Master List of Records.	Procedure • Master List of Retained Documented Information

Legal References:

- RA 7160, Section 393 "An Act Providing for a Local Government Code of 1991 - Benefits of Barangay Officials"
- Executive Order 115 "Authorizing Payment of Death Benefits to Barangay Officials who die during their Term of Office"
- MC 2008-124 Revised rules and regulations implementing executive order 115 entitled "Authorizing Payment of Death Benefits to Barangay Officials who die during their Term of Office"
- MC 2009-51 Amendment to the Revised Rules and Regulations Implementing Executive Order No. 115 entitled "Authorizing payment of Death Benefits to Barangay Officials who die during their Term of Office"
- DILG Memorandum Circular No. 2008-146 "Amendment to the Revised Rules and Regulations implementing Executive Order 15"
- DILG Memorandum Circular No. 2003-49 "Supplemental Guidelines implementing Executive Order No. 115"

Prepared By		Reviewed By	Approved By
 Editha N. Macalino/ Aira May T. Balancio	 LERRIE S. HERNANDEZ	 ARACELI A. SAN JOSE, CESO V	 JULIE J. DAQUIOAG, Ph.D., CESO IV
Process Owners	DILG-R03 Deputy Quality Management Representative	DILG-R03 Quality Management Representative	DIL-R03 Top Management





DILG REGIONAL OFFICE III (CENTRAL LUZON)
QUALITY OBJECTIVE (QO)

Document Code		
QO-QP-RO3-LGMED-27		
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DIVISION/UNIT	Monitoring and Evaluation Division
QUALITY PROCEDURE TITLE	Processing of Barangay Officials Death Benefit Claims (BODBC)

Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)
	Objective	Target	Indicator/Formula (if applicable)			
<ul style="list-style-type: none"> Processing of Barangay Officials Death Benefit Claims 	<ul style="list-style-type: none"> Timely endorsement of Death Benefit Claims to Regional Office within 7 Working days: C/MLGOO=3 days PO/HUC=4 days 	<ul style="list-style-type: none"> 90% 	Total number of Request for Death Benefit Claims endorsed to Regional office within 7 working days (A) / total number of Request for Death Benefit Claims (B) received – Total number of request not yet due (C) $= (A/B-C) \times 100\%$	<ul style="list-style-type: none"> Monthly 	<ul style="list-style-type: none"> C/MLGOO/ Provincial/ HUC/ Regional Focal Person 	<ul style="list-style-type: none"> DBC Monitoring Logsheet





QUALITY OBJECTIVE (QO)

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Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)
	Objective	Target	Indicator/Formula (if applicable)			
<ul style="list-style-type: none"> Processing of Barangay Officials Death Benefit Claims 	<ul style="list-style-type: none"> Timely submission of consolidated list of DBC every 25th of the month. 	<ul style="list-style-type: none"> On or before the 25th of the Month 	<ul style="list-style-type: none"> 25th of the Month Actual date of Submission 	<ul style="list-style-type: none"> Monthly 	<ul style="list-style-type: none"> C/MLGOO/P rovincial/ HUC/ Regional Focal Person 	<ul style="list-style-type: none"> Transmittal
<ul style="list-style-type: none"> Processing of Barangay Officials Death Benefit Claims 	<ul style="list-style-type: none"> % of accuracy of endorsed requests without incidence of requests for lacking or inappropriate documents from higher level office 	<ul style="list-style-type: none"> 90% 	Total number of endorsed requests without incidence of requests for lacking or inappropriate documents from higher level office / total number of endorsed requests x 100%	<ul style="list-style-type: none"> Monthly 	<ul style="list-style-type: none"> C/MLGOO/P rovincial/ HUC/ Regional Focal Person 	<ul style="list-style-type: none"> Records Management Procedure





DILG REGIONAL OFFICE III (CENTRAL LUZON)
QUALITY OBJECTIVE (QO)

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Prepared By:		Reviewed By:	Approved By:
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Process Owners	DILG-R03 Deputy Quality Management Representative	DILG-R03 Quality Management Representative	DILG-R03 Top Management





DILG REGION 3
**PROCESS MONITORING AND
 EVALUATION (QME)**

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DIVISION/UNIT	Monitoring and Evaluation Division
QUALITY PROCEDURE TITLE	Processing of Barangay Officials Death Benefit Claims (BODBC)
OBJECTIVE STATEMENT	<ol style="list-style-type: none"> 90% Timeliness to endorse Death Benefit Claims to Regional Office within 7 working days. Submit consolidated list of DBC every 25th of the Month % Accuracy of endorsed requests for lacking or inappropriate documents from higher level office.
CURRENT PERIOD	

INDICATORS		Jan	Feb	Mar	Apr	Mar	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Objective 1: Timeliness to process Death Benefit Claims and endorse to Central Office Every 25th of the Month.														
A	Total number of Request for Death Benefit Claims endorsed to Regional office within 7 working days													
B	Total number of Request for Death Benefit Claims													
C	Total number of Request not yet due													
D	Formula: $(A/B - C) \times 100\%$	Target Result = 90%												
E	Gap Analysis: In case the objective is not met, put your analysis why it is not met													





DILG REGION 3
**PROCESS MONITORING AND
 EVALUATION (QME)**

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INDICATORS		Jan	Feb	Mar	Apr	Mar	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Objective 2: Submit consolidated list of DBC every 25th of the Month														
A	25 th of the Month													
B	Actual date of submission													
C	Target Result = on or before 25 th of the Month													
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met													
Note: For unmet target, the QMS Secretariat will issue Corrective/Preventive Action Report (CPAR) duly signed by the DILG-R03 Deputy QMR.														

INDICATORS		Jan	Feb	Mar	Apr	Mar	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Objective 3: % of accuracy of endorsed requests without incidence of requests for lacking or inappropriate documents from higher level office														
A	Total number of endorsed requests without incidence of requests for lacking or inappropriate documents from higher level office													
B	total number of endorsed requests													
C	Formula= A/B X 100% Target Result = 90%													
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met													
Note: For unmet target, the QMS Secretariat will issue Corrective/Preventive Action Report (CPAR) duly signed by the DILG-R03 Deputy QMR.														





Department of the Interior and Local Government
Region III
CONSOLIDATED DEATH BENEFIT CLAIMS
_____ 201X

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No.	Name	Position	Province	City/ Municipality	Barangay	Date of Death	Amount
1							
2							
3							
4							
5							
6							
TOTAL							

Prepared by:

AIRA MAY T. BALANCIO
Statistician I

Certified correct:

JULIE J. DAQUIOAG, Ph. D., CESO IV
Regional Director

Prepared By:	Reviewed By:	Approved By:
 EDITHA N. MACALINO AIRA MAY T. BALANCIO	 LERRIE S. HERNANDEZ	 ARACELI A. SAN JOSE, CESO V
Process Owners	Deputy Quality Management Representative	DILG-R03 Quality Management Representative





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PROCESSING OF BARANGAY OFFICIALS DEATH BENEFIT CLAIMS (BODBC)
 Checklist of Documentary Requirements

Date Received		
Name of Barangay Official		
Address		
Position		
Term of Office		
Name of Claimant		
Relationship with the Official		
Documentary Requirements	COMPLETE	INCOMPLETE (specify the deficiencies)
1. Death Certificate duly authenticated by concerned Local Civil Registrar		
2. Indorsement of City/ Provincial Director		
3. Certificate of Incumbency (issued by HUC Director and C/MLGOO)		
4. Marriage Certificate if the claimant is the Spouse of Barangay Official		
5. Birth Certificate of Claimant to show proof of relationships to the concerned Barangay Officials duly authenticated by the Local Registrar		
6. if Single, Birth Certificate of the deceased or affidavit of two disinterested parties if the claimant is a parent		
7. Special Power of Attorney		
REMARKS/ ACTION TO BE TAKEN:		
PREPARED BY:		

Prepared By:	Reviewed By:	Approved By:
 EDITHA N. MACALINO AIRA MAY T. BALANCIO	 LERRIE S. HERNANDEZ	 ARACELI A. SAN JOSE, CESO V
Process Owners	DILG-R03 Deputy Quality Management Representative	DILG-R03 Quality Management Representative





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Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 REGION III

_____, 201X

USEC. CATALINO S. CUY
 OIC-Secretary
 Department of the Interior and Local Government
 DILG – NAPOLCOM Center
 EDSA cor. Quezon Ave., Quezon City

Thru: **DIRECTOR LEOCADIO T. TROVELA, CESO IV**
 NBOO

Dear Sir:

We are pleased to submit the consolidated list of unpaid death benefit claims of the beneficiaries of deceased barangay officials in Region III for the month of _____ 201X for funding allocation by the Department of Budget and Management.

Our warm regards.

Very truly yours,

JULIE J. DAQUIOAG, Ph. D., CESO IV
 Regional Director

LSH/amb

Prepared By:	Reviewed By:	Approved By:
 EDITHA N. MACALINO AIRA MAY T. BALANCIO	 LERRIE S. HERNANDEZ	 ARACELI A. SAN JOSE, CESO V
Process Owners	Deputy Quality Management Representative	DILG-R03 Quality Management Representative





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Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION III

DEATH BENEFIT CLAIM
(Pursuant to Exec. Order 115)

NAME OF DECEASED

BARANGAY OFFICIAL :

ADDRESS :

POSITION :

NAME OF CLAIMANT :

RELATIONSHIP :

REQUIREMENTS :

- _____ 1. Death Certificate duly authenticated by concerned Local Civil Registrar
- _____ 2. Indorsement of City/ Provincial Directors
- _____ 3. Certificate of Incumbency (issued by MLGOO/ CLGOO)
- _____ 4. Marriage Certificate
- _____ 5. Birth Certificate of Claimant o show proof of relationship to the Concerned Barangay Official duly authenticated by the Local Civil Registrar
- _____ 6. If single, Birth Certificate of the deceased or affidavit of two disinterested parties if the claimant is a parent
- _____ 7. Special Power of Attorney (SPA)

CERTIFICATION

This is to certify that _____ was elected/ appointed as _____ of _____ and had served as such up to the time of his death.

LERRIE S. HERNANDEZ
MED Chief

Recommended by:

ANITA W. ADRIANO
FAD Chief

Approved for Preparation of Check:

JULIE J. DAQUIOAG, Ph. D., CESO IV
Regional Director






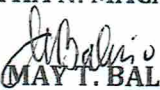


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Republic of the Philippines

**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION III**

Prepared By:	Reviewed By:	Approved By:
 EDITHA N. MACALINO  AIRAMAY T. BALANCIO	 LERRIE S. HERNANDEZ	 ARACELI A. SAN JOSE, CESO V
Process Owners	DILG-R03 Deputy Quality Management Representative	DILG-R03 Quality Management Representative





DILG REGION III (CENTRAL LUZON)

PROCESS SUMMARY LOGSHEET

PROCESSING OF BARANGAY OFFICIALS DEATH BENEFIT CLAIMS (BODBC)

FREQUENCY OF MONITORING: Monthly

CURRENT PERIOD:

CLGOO/MLGOO						PO/HUCO				
No.	Name of Barangay Official	Barangay	Position of Barangay Official	Date Received by the C/MLGOO	COMPLETENESS/APPROPRIATENESS		Date Received by the PO/HUC Staff	Date Received by the Provincial/HUC Focal Person	COMPLETENESS/APPROPRIATENESS	
					Date Deficiency Communicated	Date Complete/ Appropriate Documents Received			Date Deficiency Communicated	Date Complete/ Appropriate Documents Received
TOTAL										
RESULTS										



Date Submitted to RO	Incidence of Request for Lacking or Appropriate Document by Provincial Office	Date Received by the RO	COMPLETENESS/APPROPRIATENESS		Date submitted to Central Office	Incidence of Request for Lacking or Appropriate Document by Regional Office	Total Number of Incidence of Request for Lacking or Appropriate Document by Higher Level Office	Objective 1 Result Timely endorsement of Death Ben worl	
			Date Deficiency Communicated	Date Complete/ Appropriate Documents Received				No. of Days Elapsed	Met Put 1 if ≤ 7 working days

Prepared By
EDITHA N. MACALINO/AIRA MAY T. BALANCIO
 Process Owners

Noted By
LERRIE S. HERNANDEZ
 DILG-R03 Deputy Quality Management Representative

Prepared By
EDITHA N. MACALINO/AIRA MAY T. BALANCIO
 Process Owners

Reviewed By
LERRIE S. HERNANDEZ
 DILG-R03 Deputy Quality Management Representative

Approved By
ARACELI A. SAN JOSE, CESO V
 DILG-R03 Quality Management Representative





RISK REGISTER
(A) OBJECTIVE RISK ASSESSMENT

OFFICE Local Government-Monitoring and Evaluation Division

PROCESS PROCESSING OF BARANGAY OFFICIALS DEATH BENEFIT CLAIMS (BODBC)

OBJECTIVE	RELEVANT ISSUE(S)	RELEVANT INTERESTED PARTIES (refer to IP Matrix for Requirements)	POTENTIAL RISK	RISK TRIGGER	CONSEQUENCE (Positive or Negative)	EXISTING RISK CONTROL MEASURE	RISK ASSESSMENT							RISK CONTROL PLAN							
							IMPACT	LIKELIHOOD	DETECTION	RATING	RISK LEVEL (L, M, H)	S, NS	RISK CONTROL ACTION	RPN (Risk Priority No.)	ACTION PLAN (if risk rating is significant)	RESPONSIBLE	TIMELINE		MONITORING		
																	START	END	RESOURCE NEEDED	START	END
90% of timely endorsement of Death Benefit Claims to Regional Office within 7 Working Days	too many simultaneous activities	C/MLGOOs/HUC/ PFs	No available authorized signatory	Multiple activities / Overlapping activities	Delayed endorsement of DBC Claims to the Regional Office	Designation of alternate approving authority	4	4	2	32	M	NS	ALERT	2	NA						
			assigned personnel are not available			Designation of alternate focal person	4	4	2	32	M	NS	ALERT	2	NA						
Submission of consolidated list of DBC every 25th of the Month	too many simultaneous activities	Regional Office/LGMED	No available authorized signatory	Multiple activities / Overlapping activities	Delayed endorsement of LGU's Request to the higher level	Designation of alternate approving authority	4	4	2	32	M	NS	ALERT	2	NA						
			assigned personnel are not available			Designation of alternate focal person	4	4	2	32	M	NS	ALERT	2	NA						
% of accuracy of endorsed requests without incidence of requests for lacking or inappropriate documents from higher level office.	Incomplete/inaccurate documentary requirements endorsed at the higher level Lack of awareness on the documentary requirements of the Claimant	C/MLGOOs/HUC/ PFs/Regional Office/LGMED	No alternate focal person to review documentary requirements	Various communications received at a time incomplete documentary requirements	High incidence for lacking/inappropriate documents	Designation of alternate focal person	4	4	2	32	M	NS	ALERT	2	NA						
			Claimants were not knowledgeable on the documentary requirements of the Claimant			Assist Claimant on the preparation of documentary requirements	4	4	2	32	M	NS	ALERT	2	NA						
RISK ASSESSMENT:							RISK	RISK LEVEL	RISK	ACTION REQUIRED	RPN										
IMPACT: 1-Insignificant; 2-Minor; 3-Moderate; 4-Major; 5-Extreme							1-25	LOW	Not Significant	further action required (Retain risk by informed decision)	3										
LIKELIHOOD: 1-Rare; 2-Unlikely; 3-Moderate; 4-Likely; 5-Almost Certain							26-40	MODERATE	Not Significant	Alert level but no further action required for now	2										
DETECTION: 1-Very likely; 2-Likely; 3-Low; 4-Remote 5-Very remote							>40	HIGH	Significant	Control (e.g. Treat/Mitigate/Transfer, Terminate)	1										
Risk Rating = Impact X Likelihood X Detection																					





Republic of the Philippines
 DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 REGIONAL OFFICE III (CENTRAL LUZON)

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EDITHA N. MACALINO

AIRA MAY T. BALANCIO

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 Process Owner / Division Chief

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 Risk Review Committee Head

Recommending Approval: LERRIE S. HERNANDEZ
 Deputy Quality Management R

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<i>Jean Hazel P. Bacani</i> JEAN HAZEL P. BACANI
QMSecretariat Head

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<i>Lerrie S. Hernandez</i> LERRIE S. HERNANDEZ
Deputy Quality Management Representative

Approved By
<i>Aracelia A. San Jose, Cesov</i> ARACELIA A. SAN JOSE, CESO V
DILG-R03 Quality Management Representative





RISK REGISTER
(B) PROCESS RISK ASSESSMENT

OFFICE/UNIT: **Local Government-Monitoring and Evaluation Division**
 PROCEDURE: **PROCESSING OF BARANGAY OFFICIALS DEATH BENEFIT CLAIMS (BODBC)**

PROCESS STEP (Based on the procedure's key process steps)	POTENTIAL RISK	RISK TRIGGER	CONSEQUENCE (Positive or Negative)	EXISTING RISK CONTROL MEASURE	RISK ASSESSMENT								RISK CONTROL PLAN						
					IMPACT	LIKELIHOOD	DETECTION	RATING	RISK LEVEL (L, M, H)	S, NS	RPN (Risk Priority No.)	RISK CONTROL ACTION	ACTION PLAN (if risk rating is significant)	RESPONSIBLE	TIMELINE		RESOURCE NEEDED	MONITORING	
															START	END		START	END
Receive the local/barangay official's request for certificate on services rendered	absence of personnel in charge	on official business/ leave	delayed routing of communication	Assign alternate personnel	4	4	2	32	M	NS	2	Alert	N/A						
Regional Records Officer routes the documents to the concerned division	absence of personnel in charge	on official business/ leave	delayed routing of communication	Assign alternate personnel	4	4	2	32	M	NS	2	Alert	N/A						
Receive the submitted documentary requirements of the client					1	1	1	1	L	NS	3	No Action	N/A						
Evaluate and review the submitted documentary requirements of the client	lacking/inaccurate submitted documentary requirement	lack of awareness on the required documentary requirements	Request cannot be processed; the client needs to complete the requirements	Communicate to concerned Provincial/HUC Office with instruction for appropriate action and return to the bearer	4	4	2	32	M	NS	2	Alert	N/A						
Prepare the consolidated list of Death Benefit Claims	Name of the deceased barangay official does not reflect in the masterlist of barangay officials	Masterlist not updated	Delayed processing of the DBC	Communicate to concerned Provincial/HUC Office with instruction to update the masterlist	2	2	2	8	L	NS	3	No Action	N/A						
Prepare the transmittal letter					1	1	1	1	L	NS	3	No Action	N/A						
Forward the indorsement letter together with the consolidated list of Death Benefit Claim to the Office of the Regional Director					1	1	1	1	L	NS	3	No Action	N/A						
Approve the indorsement letter and consolidated list of Death Benefit Claims	no available authorized signatory	Multiple activities / Overlapping activities	Delayed submission of the consolidated list to the Central Office	Submit an advance copy to Central Office	3	2	2	12	L				N/A						





Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGIONAL OFFICE III (CENTRAL LUZON)

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Forward the indorsement letter and consolidated list of Death Benefit Claims Central Office					1	1	1	1	L	NS	3	No Action	N/A						
File/ Maintain the records and copies of the forms and documentary requirements					1	1	1	1	L	NS	3	No Action	N/A						
RISK ASSESSMENT:	RISK RATING	RISK LEVEL	RISK DESCRIPTION	ACTION REQUIRED						RPN									
IMPACT: 1-Insignificant; 2-Minor; 3-Moderate; 4-Major; 5-Extreme	1 - 25	LOW	Not Significant	No further action required (Retain risk by informed decision)						3									
LIKELIHOOD: 1-Rare; 2-Unlikely; 3-Moderate; 4-Likely; 5-Almost Certain	26-40	MODERATE	Not Significant	Alert level but no further action required for now						2									
DETECTION 1-Very unlikely; 2-Likely; 3-Low; 4-Remote; 5-Very remote	>40	HIGH	Significant	Control (e.g., Treat/Mitigate/Transfer, Terminate)						1									
Risk Rating = Impact X Likelihood X Detection																			

EDITHA N. MACALINO

AIRA MAY T. BALANCIO

Prepared by: LERRIE S. HERNANDEZ Process Owner / Division Chief
 Reviewed by: ATTY. PILIPINAS D. BACLAYEN Risk Review Committee Head
 Recommending Approval: LERRIE S. HERNANDEZ Deputy Quality Management Repres
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Prepared By

JEAN HAZEL P. BACANI
 QMS Secretariat Head

Reviewed By

LERRIE S. HERNANDEZ
 Deputy Quality Management Representative

Approved By

ARACELI A. SAN JOSE, CESO V
 DILG-R03 Quality Management Representative





REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
A. Francisco Gold Condominium II, EDSA Cor. Mapagmahal St.
Diliman, Quezon City

May 5, 2009

MEMORANDUM CIRCULAR
No. 2009-51

To : ALL CITY/MUNICIPAL MAYORS, PUNONG BARANGAYS,
DILG REGIONAL DIRECTORS, FIELD OFFICERS AND ALL
OTHERS CONCERNED

Subject : AMENDMENT TO THE REVISED RULES AND
REGULATIONS IMPLEMENTING EXECUTIVE ORDER
NO. 115 ENTITLED "AUTHORIZING PAYMENT OF DEATH
BENEFITS TO BARANGAY OFFICIALS WHO DIE DURING
THEIR TERM OF OFFICE"

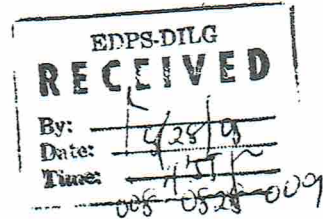
Item (c) Barangay Official's Information Sheet (BOIS) of Section 3.
Definition of Terms of the Revised Rules and Regulations Implementing
Executive Order No. 115 is hereby amended to read as follows:

"Barangay Official's Information form duly accomplished by the newly-elected, re-elected and **appointed** barangay official upon his/her assumption to duty and filed at the DILG Highly Urbanized City (HUC), Independent Component City (ICC), Component City (CC) or Municipal Office."

For your guidance and reference.

By Authority of the Secretary:

AUSTERE A. PANADERO
Undersecretary for Local Government



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
A. Francisco Gold Condominium II EDSA cor. Mapagmahal St.
Diliman, Quezon City

August 21, 2008

MEMORANDUM CIRCULAR

No. 2008-124

To : ALL CITY/MUNICIPAL MAYORS, PUNONG BARANGAYS, DILG REGIONAL DIRECTORS, FIELD OFFICERS AND ALL OTHERS CONCERNED

Subject : REVISED RULES AND REGULATIONS IMPLEMENTING EXECUTIVE ORDER NO. 115 ENTITLED "AUTHORIZING PAYMENT OF DEATH BENEFITS TO BARANGAY OFFICIALS WHO DIE DURING THEIR TERM OF OFFICE"

**RULE I
GENERAL PROVISIONS**

SECTION 1. Purpose- These Revised Rules and Regulations are hereby issued to provide a more systematic and facilitative way of implementing the Executive Order No. 115 entitled "Authorizing Payment of Death Benefits to Barangay Officials Who Die During Their Term of Office" and to ensure effective and efficient service delivery to the beneficiaries.

SECTION 2. Coverage - In accordance with Section 393 (b) (2) of the Local Government Code and E.O. 115, among others, officials of the barangay, specifically 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 die during their term of office shall be covered by death benefits.

SECTION 3. Definition of Terms- For purposes of these Rules and Regulations, the following shall mean:

- (a). **Death benefit-** It is a cash benefit paid to the beneficiary/ies of deceased barangay officials which includes burial expenses.
- (b). **Beneficiary/ies -** The person/s designated by the barangay official/s in the Barangay Official's information Sheet (BOIS) filed with the DILG during his/her lifetime to receive the death benefits in case of his/her death subject to the limitations provided for in the New Civil Code.

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8/28

Classification of beneficiaries/claimants of the subject deceased barangay officials:

- (1). The primary beneficiary/ies are the legitimate dependent spouse and the dependent legitimate, legitimated, or legally adopted and illegitimate children of the deceased barangay officials,
 - (2.) The secondary beneficiary/ies are the dependent parents.
 - (3). In their absence, any other person designated by the deceased barangay officials as beneficiary in the Barangay Official's Information Sheet (BOIS), he/she accomplished upon his/her assumption to duty.
- (c). **Barangay Official's Information Sheet (BOIS)** – Barangay Official's Information form duly accomplished by newly-elected and re-elected barangay officials upon his/her assumption to duty and filed at the DILG Highly Urbanized City (HUC), Independent Component City (ICC), Component City (CC) or Municipal Office.

RULE II BENEFITS

SECTION 4. The beneficiary/ies/heir/s/claimant/s of a deceased barangay official shall be entitled to the death benefits, upon submission of the necessary documents as prescribed hereof.

- (a). The beneficiary/ies/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 beneficiary/ies/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.

RULE III REQUIRED DOCUMENTS

SECTION 5. **Application for Death Benefits Claim** - Application for death benefits claim shall be supported by a certified true copy of the death certificate of the deceased barangay official and shall be filed at the DILG HUC/ICC/CC or Municipal office.

SECTION 6. All 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.

SECTION 7. **Claiming payment of death benefits** - The claimant shall present any of the following documents, whichever is applicable, when claiming payment of death benefits to DILG Provincial HUC.

- (a) Certified true copy of Marriage Certificate, if the claimant is the widow/widower of the deceased barangay officials;
- (b) Birth Certificate, if claimant is a son/daughter of the deceased barangay official; or
- (c) Certified true copy of Birth Certificate of the deceased or affidavit of two disinterested parties, if the deceased barangay official is single and the claimant is his/her parent/brother/sister.
- (d) In the absence of the primary and secondary beneficiary/ies, the claimant/s may present valid IDs such as voters ID, driver's license, postal ID, passport, or certification from the barangay that he/she is a resident of said barangay.

RULE IV PROCESSING OF CLAIMS

SECTION 8. All claims for death benefits pursuant to these rules and regulations shall be processed and settled within ninety (90) days upon submission of all required documents to the DILG HUC/Municipal Office.

SECTION 9. Proceeds of the death benefits shall be distributed to the beneficiaries in accordance with the provision of the New Civil Code (Article 887).

SECTION 10. The Regional Offices shall transfer the Death Benefits Fund to the DILG Provincial/HUC Office to facilitate the payment of the death benefit claims.

SECTION 11. The Provincial, Regional offices and NBOO shall designate their respective Focal Persons on death benefit to facilitate processing of application for death benefits claims.

RULE V ROLES AND RESPONSIBILITIES OF DILG REGIONAL OFFICES, FIELD OFFICES, NBOO AND FMS

SECTION 12. **DILG Independent Component City/Component City/Municipal Office shall:**

- (a). Advise the legal heirs of the deceased official to immediately file the application for death benefits claim upon death of said official, using DBC Form 001.
- (b). Evaluate application for death benefit claims and the supporting documents as to the accuracy and completeness of data entries.
- (c). Crosscheck the names of the claimant/s if included in the list of beneficiaries enumerated in the BOIS filed by the deceased official when he/she assumed office.

- (d). Transmit application/s and other administrative requirements using DBC Form 002 to the Provincial office *within two (2) days* after acceptance of application/s.
- (e). Inform concerned claimant/s once the checks representing the death benefits due them are ready for release and advise them to bring proof when claiming the check. If claimant cannot personally do the transaction, his/her authorized representative shall present a Special Power of Attorney.
- (f). Maintain a logbook and update database of paid and unpaid death benefit claims using DBC Form 006 for counterchecking double filing of claims

SECTION 13. DILG Provincial Office shall:

- (a). Conduct continuous information dissemination on the death benefits of barangay officials who die during their term of office.
- (b). Review the data entries in the accomplished DBC Form 002 submitted by the CLGOO/MLGOO concerned as to their accuracy and completeness.
- (c). Consolidate list of Barangay Officials' Death Benefit Claims using DBC Form 003-A and submit *within three (3) days* after acceptance of application to the regional office. Said list shall be prepared and verified by the DBC Focal Person and certified correct, based on DILG City/ Municipal office submission, by the Provincial Director concerned.
- (d). Prepare checks in payment for the death benefits due the beneficiaries within five (5) days after receipt of funds from the Regional Office.
- (e). Inform the CLGOOs/MLGOOs once checks are ready for release and pick-up by the claimant/s and have them 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.
- (f). Prepare liquidation documents/report on fund transfer and the total amount disbursed per released covered by NCA, and submit to the Regional Office *fifteen (15) days* after receipt of funds.
- (g). Maintain a logbook and update database of paid and unpaid death benefit claims using DBC Form 007-A for counterchecking double filing of claims.

SECTION 14. DILG Highly Urbanized City Office shall:

- (a). Advise the legal heirs of the deceased official to immediately file the application for death benefits claim upon death of said official, using DBC Form 001.
- (b). Evaluate application for death benefit claims and the supporting documents as to the accuracy and completeness of data entries.
- (c). Crosscheck the name of the claimant/s if included in the list of beneficiaries enumerated in the BOIS filed by the deceased when he/she assumed office.
- (d). Submit to the Regional Office the HUC Consolidated List of Barangay Officials' Death Benefit Claims (DBC) using DBC Form 003-B, *within two (2) days* after receipt of application. Said list shall be prepared and verified by the DBC Focal Person and certified correct by the City Director concerned.
- (e). Prepare and issue/distribute the checks in payment for the death benefits due the beneficiaries *within five (5) days* after receipt of fund from the regional office.
- (f). 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.
- (g). Prepare liquidation documents/report on fund transfer and the total amount disbursed per release covered by NCA, and submit to the Regional Office *fifteen (15) days* after receipt of funds.
- (h). Maintain a logbook and update database of paid and unpaid death benefit claims using DBC Form 007-B for counterchecking double filing of claims.

SECTION 15. DILG Regional Office shall:

- (a). Review the data entries in DBC Forms 003-A and 003-B submitted by the DILG Provincial and HUC Offices respectively as to their accuracy and completeness, thru the Death Benefits Focal Person and the Regional Accountant shall.
- (b). Transmit to NBOO thru fax or email the regional list of Deceased Barangay Officials using DBC Form 004, upon receipt of the consolidated list.
- (c). Transfer death benefits fund to the DILG Provincial/HUC Offices *within five (5) days* after receipt of Advice of Notice of Cash Allocation (NCA).

- (d). Consolidate the liquidation reports of the Provincial and HUC Offices per released covered by NCA and transmit the same to DILG Financial Management Service (FMS) with the list of paid Death Benefit Claims *within five (5) days* after receipt of said reports.
- (e). Maintain a logbook and update database of paid and unpaid death benefit claims using DBC Form 008 for counterchecking double filing of claims.

SECTION 16. DILG National Barangay Operations Office (NBOO) shall:

- (a). Review/crosscheck the entries in DBC Form 004 in the existing database.
- (b). Consolidate and transmit the list of Deceased Barangay Officials using DBC Form 005 and the Summary of Funding Requirements to the Financial Management Service (FMS) for funding allocation request, *within five (5) days* after the end of each month.

SECTION 17. DILG Financial Management Service (FMS) shall:

- (a). Request funding allocation of the death benefits of deceased barangay officials from DBM *within five (5) days* after receipt of the DBC Form 005 and the summary of funding requirements from the NBOO.
- (b). Sub-allot to the DILG Regional Offices their respective Death Benefits Fund allocation per NCA *within three (3) days* after receipt of SARO from the DBM.
- (c). Provide the Regional Offices, the list of Deceased Barangay Officials whose death benefit shall be paid out of the death benefit fund released.

**RULE VI
ROLE OF CITY/MUNICIPAL GOVERNMENTS**

SECTION 18. The City and Municipal Governments are enjoined to advocate/disseminate Executive Order No. 115 and this Memo Circular to barangay officials and others concerned.

SECTION 19. The City/Municipal Governments shall issue certified true copy of death certificate of deceased barangay official who served as such in the barangay within the territorial jurisdiction of the concerned local government unit.

**RULE VII
LIMITATIONS TO ENTITLEMENT**

SECTION 20. No benefits shall be granted to a deceased barangay official if the cause of death is either suicide, or unlawful acts resulting to death.

**RULE VIII
SETTLEMENT OF DISPUTES**

SECTION 21. 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.

**RULE IX
FUNDING**

SECTION 22. Funds for this purpose shall come from specified amount in the GAA. However, if annual appropriation is insufficient to pay death benefit claims filed within the current year, a supplemental budget shall be requested from the DBM.

SECTION 23. Three percent (3%) of the funds shall be appropriated in the GAA for the administrative and operational cost of the DILG in the implementation of E.O. 115.

**RULE X
POLICY REVIEW AND EVALUATION**

SECTION 24. These Revised Rules and Regulations shall be reviewed periodically to ensure the continued smooth implementation of the Death Benefit Program.

**RULE XI
DISSEMINATION OF THIS ISSUANCE**

SECTION 25. All DILG Regional Offices shall cause the widest dissemination of this Memo Circular to all concerned.

**RULE XII
REPEALING CLAUSE**

SECTION 26. All existing issuances issued by the DILG which are deemed inconsistent herewith are hereby superceded.

**RULE XIII
EFFECTIVITY**

SECTION 27. This Memorandum Circular shall take effect immediately.


RONALDO V. PUNG
Secretary 



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

TRANSMITTAL LETTER

Date _____

_____:

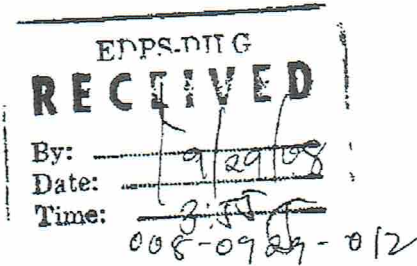
We are submitting herewith the application/s for death benefit claim/s of the beneficiary/ies of the following deceased barangay official/s:

Name of the Deceased Barangay Official/s	Position	Barangay	Name of Beneficiary/ies

Very truly yours,

City Director/CLGOO/MLGOO

- Attachment:
- 1 Accomplished Application Form
 - 2 Certified True copy of Death Certificate



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
A. Francisco Gold Condominium II EDSA cor. Mapagmahal St.
Diliman, Quezon City

September 26, 2008

MEMORANDUM CIRCULAR
No. 2008-146

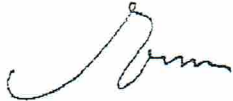
To : ALL CITY/MUNICIPAL MAYORS, PUNONG BARANGAYS,
DILG REGIONAL DIRECTORS, FIELD OFFICERS AND ALL
OTHERS CONCERNED

Subject : AMENDMENT TO THE REVISED RULES AND REGULATIONS
IMPLEMENTING EXECUTIVE ORDER NO. 115 ENTITLED "
AUTHORIZING PAYMENT OF DEATH BENEFITS TO
BARANGAY OFFICIALS WHO DIE DURING THEIR TERM OF
OFFICE

Item (b) Beneficiary/ies of Section 3. Definition of Terms of the Revised Rules and Regulations Implementing Executive Order No. 115 is hereby amended to read as follows:

" The person/s designated by the barangay official/s in the Barangay Official's Information Sheet (BOIS) filed with the DILG during his/her incumbency to receive the death benefits in case of his/her death subject to the limitations provided for under new Civil Code."

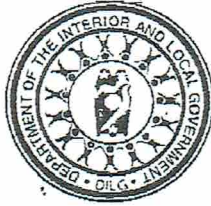
For your guidance and reference.


RONALDO V. PENO
Secretary

Republic of the Philippines
DEPARTMENT OF THE INTERIOR
AND LOCAL GOVERNMENT
IN REPLYING PLS CITE
SILG08-002213




9/29



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

Francisco Gold Condominium II Bldg.
Edsa cor. Mapagmahal St., Diliman, Quezon City

March 13, 2003

MEMORANDUM CIRCULAR
No. 2003 - 49

To : ALL DILG REGIONAL DIRECTORS

Subject : SUPPLEMENTAL GUIDELINES IMPLEMENTING EXECUTIVE ORDER NO. 115 ENTITLED "AUTHORIZING PAYMENT OF DEATH BENEFITS TO BARANGAY OFFICIALS WHO DIED DURING THEIR TERM OF OFFICE"

Date : March 13, 2003

To ensure expeditious and prompt release of checks to the duly designated/legitimate beneficiary/claimant, minimize administrative cost and at the same time safeguard the interest of the agencies concerned in the faithful implementation of Executive Order No. 115 re Authorizing Payment of Death Benefits to Barangay Officials Who Died During their Term of Office, the following supplemental guidelines are hereby issued pursuant to Section 16 of MC 2002-207 dated December 26, 2002:

1. In 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 document.
2. 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.
3. In the absence of a designated beneficiary, the legal heirs shall automatically receive the check. The Legal heirs are the compulsory heirs as provided for in Article 887 of the New Civil Code, in the order of succession stated in the said Code.
4. In case of adverse claims, the release of checks shall be held in abeyance pending resolution of the claim, pursuant to Section 10 of MC 2002-207.

For compliance.

Attested by:

ATTY. ALAN ROULLO YAP
Head Executive Assistant

JOSE D. LINA JR.
Secretary

031703

Executive Order No. 115

MALACAÑANG
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 115

AUTHORIZING PAYMENT OF DEATH BENEFITS TO BARANGAY OFFICIALS WHO DIE DURING THEIR TERM OF OFFICE

WHEREAS, Sec. 393 (b)(2) of the Local Government Code provides, among others, that officials of the barangay, which includes the punong barangay, seven barangay kagawads, SK president as ex-officio barangay kagawad, secretary and treasurer who die during their term of office may be covered by death benefits;

WHEREAS, there is a need to expedite the payment of death benefits of barangay officials concerned in the overall effort of government to provide assistance to local officials;

WHEREAS, the Department of the Interior and Local Government (DILG) is the agency mandated to assist the President in the general supervision over the local government units (LGUs).

NOW, THEREFORE, I, GLORIA MACAPAGAL-ARROYO, by virtue of the authority vested in me by law do hereby authorize the Department of the Interior and Local Government (DILG) to determine the amount and administer the payment of the death benefits of barangay officials who die during their term of office chargeable against the fund appropriated in the General Appropriations Act for the purpose.

This Executive Order shall take effect immediately.

Done in the City of Manila, this 5th day of August, in the year of Our Lord, two thousand and two.

(Sgd.) **GLORIA MACAPAGAL-ARROYO**
President of the Philippines

By the President:

(Sgd.) **ALBERTO G. ROMULO**
Executive Secretary

REPUBLIC ACT NO. 7160

AN ACT PROVIDING FOR A LOCAL GOVERNMENT CODE OF 1991

BOOK III

Local Government Units

SECTION 393. Benefits of Barangay Officials. – (a) Barangay officials, including barangay tanods and members of the lupong tagapamayapa, shall receive honoraria, allowances, and such other emoluments as may be authorized by law or barangay, municipal or city ordinance in accordance with the provisions of this Code, but in no case shall it be less than One thousand pesos (P1,000.00) per month for the punong barangay and Six hundred pesos (P600.00) per month for the sangguniang barangay members, barangay treasurer, and barangay secretary: Provided, however, That the annual appropriations for personal services shall be subject to the budgetary limitations prescribed under Title Five, Book II of this Code;

(b) The punong barangay, the sangguniang barangay members, the barangay treasurer, and the barangay secretary shall also:

(1) Be entitled to Christmas bonus of at least One thousand pesos (P1,000.00) each, the funds for which shall be taken from the general fund of the barangay or from such other funds appropriated by the National Government for the purpose;

(2) Be entitled, during their incumbency, to insurance coverage which shall include, but shall not be limited to temporary and permanent disability, double indemnity, accident insurance, death and burial benefits, in accordance with Republic Act Numbered Sixty-nine hundred forty-two (R.A. No. 6942), entitled “An Act Increasing the Insurance Benefits of Local Government Officials and Providing Funds Therefor”;

(3) Be entitled to free medical care including subsistence, medicines, and medical attendance in any government hospital or institution: Provided, That such hospital care shall include surgery or surgical expenses, medicines, X-rays, laboratory fees, and other hospital expenses;

In case of extreme urgency where there is no available government hospital or institution, the barangay official concerned may submit himself for immediate medical attendance to the nearest private clinic, hospital or institution and the expenses not exceeding Five thousand pesos (P5,000.00) that may be incurred therein shall be chargeable against the funds of the barangay concerned;

(4) Be exempted during their incumbency from paying tuition and matriculation fees for their legitimate dependent children attending state colleges or universities. He may likewise avail of such educational benefits in a state college or university located within the province or city to which the barangay belongs; and

(5) Be entitled to appropriate civil service eligibility on the basis of the number of years of service to the barangay, pursuant to the rules and regulations issued by the Civil Service Commission.

(c) Elective barangay officials shall have preference in appointments to any government position or in any government-owned or -controlled corporations, including their subsidiaries, after their tenure of office, subject to the requisite qualifications and the provisions of the immediately preceding paragraph.

(d) All duly appointed members of the barangay tanod brigades, or their equivalent, which shall number not more than twenty (20) in each barangay, shall be granted insurance or other benefits during their incumbency, chargeable to the barangay or the city or municipal government to which the barangay belongs.