

DRN: FMS-RPAD-A-COMM-21-05-72592-S**MEMORANDUM**

FOR : **OFFICE OF THE UNDERSECRETARY FOR SOCIAL WELFARE AND DEVELOPMENT**

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS GROUP

OFFICE OF THE UNDERSECRETARY FOR POLICY AND PLANS

REGIONAL DIRECTORS
DSWD Field Offices

ATTENTION : **REGIONAL ACCOUNTANTS AND BUDGET OFFICERS**

FROM : **THE UNDERSECRETARY**

SUBJECT : **FINANCE AND MANAGEMENT GUIDELINES NO. 12, s. 2021: GUIDANCE ON TERMINATION OF BAYANIHAN 1**

DATE : **21 MAY 2021**

In relation to the issued guidance notes of the Secretary on the termination of Bayanihan 1 dated April 19, 2021, and memorandum from Undersecretary for Operations dated May 17, 2021, we would like to give emphasis on the following matters:

A. Funding

The continued implementation of Bayanihan 1 shall be charged from the following order of priority:

1. Available funds at the respective SAP Trust Accounts (if any)
 - a. Refunds received in 2020 for CY 2020 ORS;
 - b. Advice to Debit Account (ADA) received from Central Office¹;
 - c. Refunds received in 2021 for CY 2020 ORS¹;
 - d. Refunds received in 2021 for CY 2021 ORS;
2. Available allotments at the Field Offices (FOs);
3. Unpaid obligations which have been determined to be excess commitment and are no longer expected to be paid; and
4. Available allotments at CO.

B. Deadlines

Deadlines for processing and payment of beneficiaries that are either replacement, with appeals, unserved due to refunds or with dormant accounts, liquidation and/or refund of cash advances are as follows:

Process	Deadline
1. Last day of submission of Bayanihan 1 subsidy related BURS/ORS to the Budget Section/Division for advances to Special Disbursing Officers (SDOs)	May 25, 2021
2. Last day of submission of ORS for Bayanihan 1 Administrative Costs to the Budget Section/Division	June 21, 2021
3. Last day of submission of DVs (with complete)	

¹ consistent with the prescriptions of the Financial Management Guidelines No. 11, S. 2021



attachments) to the Accounting Section/Division for the cash advance to SDOs a. Subsidy-related expenses b. Administrative costs-related expenses	May 26, 2021 June 22, 2021
4. Last day for the submission of the approved DVs to Cash Division/Section for B1; a. Subsidy-related expenses b. Administrative costs-related expenses	May 28, 2021 June 25, 2021
5. Last day of refund for the unspent Cash Advance by SDOs	Immediately and not more than 3 working days from the last day of pay out
6. Last day of refund for the unspent fund transfer by LGUs	Period stated in the signed MOA
7. Last day of submission of liquidation report by SDOs	30 days after the last date of payout
8. Last day for the submission of liquidation report by LGUs	Period stated in the signed MOA

Any unutilized funds after all SAP beneficiaries had been paid shall be refunded by the FO Cashier and will be deposited by the latter to the account DSWD Central Office Depository Account for Refunds of Unutilized DSWD SAP-ESP with account no. 3122-1032-09 consistent with the prescriptions of the Financial Management Guidelines No. 11, s. 2021.

Thank you.

JOSE ERNESTO B. GAVIOLA

CF: **DSWD EXECUTIVE COMMITTEE MEMBERS**