



Republic of the Philippines
Province of Sorsogon
OFFICE OF THE PROVINCIAL GOVERNOR
Sorsogon Capitol Compound



EXECUTIVE ORDER NO. 25 - 2023

AMENDING THE CREATION OF THE GUIDELINES TO THE ASSISTANCE TO INDIVIDUALS IN CRISIS SITUATION (AICS) OR “ABOT KAMAY PROGRAM” OF THE PROVINCIAL SOCIAL WELFARE AND DEVELOPMENT OFFICE (PSWDO) AND FOR OTHER PURPOSES

WHEREAS, the Assistance to Individuals in Crisis Situation (AICS) is an essential part of the provincial government’s protective services to the poor, marginalized, vulnerable and disadvantaged individuals. Given the importance of such, it is deemed proper to formally issue guidelines to strengthen and enhance its continuous implementation consistent with all pertinent and applicable policies and accounting rules and regulations, particularly, COA Circular 85-55A and the Government Accounting and Auditing Manual (GAAM); and

WHEREAS, Executive Order No. 28-2022, issued on the 14th of July 2022, provides for the creation of guidelines for the Assistance to Individuals in Crisis Situation (AICS) or “Abot Kamay Program” of the Provincial Social Welfare and Development Office (PSWDO); and

WHEREAS, there is a need to amend the above-mentioned executive order to increase the amount of financial aid that can be given in order to accommodate the need of the Sorsogonans;

NOW, THEREFORE I, EDWIN “BOBOY” B. HAMOR, Governor of the Province of Sorsogon, by virtue of the powers vested in me by law, do hereby order, in the exigency of service, the amendment of Section 1 of the Executive Order No. 28-A-2022, which shall now be read as follows:

“Section 1. Coverage. - The AICS or *Abot Kamay* Program shall cover the following cases but are not limited to;

1. MEDICAL ASSISTANCE

A. For In-Patient Cases

1. All medicines and supplies not available in the hospital
2. Send-out laboratory requests not available in the hospital
3. Hospital Bill not to exceed P20,000.00 (maximum of P10,000.00 without SCSR, when exceeded automatic a SCSR should be provided)

Requirements:

- a. Clinical Abstract or Medical Certificate with signature and license number of the attending physician (for payment of hospital bill)
- b. Hospital Bill (for payment of hospital bill) or Prescription (for medicines) or Laboratory Requests (for procedures)
- c. Barangay Certificate of Indigency
- d. Valid ID (Government issued ID, Barangay or Municipal or Community Tax Certificate)
- e. Referral Letter, if applicable

B. For Out-Patient Cases

1. Non-Surgical Cases not to exceed P5,000.00
2. Surgical Cases not to exceed P10,000.00
3. Laboratory Request and Imaging not to exceed P10,000.00
4. Medicines and supplies not available in the hospital

Requirements:

- a. Surgical and Non-Surgical Request
- b. Quotation (cost of surgery/non-surgical request)
- c. Prescription (for medicines and supplies)
- d. Laboratory Requests (for procedures)
- e. Barangay Certificate of Indigency
- f. Valid ID (Government issued ID, Barangay or Municipal or Community Tax Certificate)
- g. Referral Letter, if applicable

C. Hemodialysis, Chemotherapy and other Therapy Sessions

Not to exceed P5,000.00

Requirements:

- a. Clinical Abstract or Medical Certificate with signature and license number of the attending physician
- b. Treatment Protocol
- c. Laboratory Requests (for procedures)
- d. Prescription (for medicines and supplies)
- e. Barangay Certificate of Indigency
- f. Valid ID (Government issued ID, Barangay or Municipal or Community Tax Certificate)
- g. Referral Letter, if applicable

5. FOOD AND SHELTER

- A. **Ordinary Cases** - P300.00 or in an amount necessary but not to exceed P2,000.00

Requirements:

- a. Barangay Certificate of Indigency
- b. Valid ID (Government issued ID, Barangay or Municipal or Community Tax Certificate)
- c. Personal Letter (Address to Governor)
- d. Referral Letter, if applicable

- B. **Exceptional Cases or Emergency Shelter Assistance (ESA)**
- such as victims of destructive fire, calamities and other related damage to basic shelter (residence) – P3,000.00 or in an amount necessary but not to exceed P10,000.00

Requirements:

- a. Barangay Certificate of Indigency
- b. Valid ID (Government issued ID, Barangay or Municipal or Community Tax Certificate)
- c. Personal Letter (Address to Governor)
- d. Bureau of Fire Protection Report (Original)
- e. Certificate from the Barangay attesting to the actual damage
- f. Photo/Pictures of actual damage
- g. Referral Letter, if applicable

6. GUARANTEE LETTER

The provision of AICS particularly the Medical and Burial Assistance can also be provided thru the issuance of Guarantee Letter to the client. The Provincial Government has a Memorandum of Agreement with private hospitals and establishments providing funeral services.

A. Hospital Bill

(Maximum of P10,000.00 without SCSR, when exceeded automatic a SCSR should be provided)

Requirements:

- a. Clinical Abstract or Medical Certificate with signature and license number of the attending physician (for payment of hospital bill)

- b. Hospital Bill (for payment of hospital bill) or Prescription (for medicines) or Laboratory Requests (for procedures)
- c. Barangay Certificate of Indigency
- d. Valid ID (Government issued ID, Barangay or Municipal or Community Tax Certificate)
- e. Referral Letter, if applicable

If in case the patient was discharged additional requirements should be provided.

- a. Hospital Bill (for payment of hospital bill)
- b. Medical Certificate with signature and license number of the attending physician (for payment of hospital bill)
- c. Promissory note (not expired based on the due date of payment/settle)
- d. Certificate of Outstanding Balance (must be updated)

B. Burial Assistance

Not to exceed P5,000.00

Requirements:

- a. Funeral Contract
- b. Registered Death Certificate
- c. Certificate of Outstanding Balance (must be updated)
- d. Barangay Certificate of Indigency
- e. Valid ID (Government issued ID, Barangay or Municipal or Community Tax Certificate)
- f. Referral Letter, if applicable

Additional Requirements for all assistance except Food and Shelter Assistance

1. Non-immediate for all assistance family the client should provide
 - a) Authorization Letter and Valid ID of patient/immediate family member
2. In case the beneficiary has no other family member or a minor, a Barangay Certification stating that you are the guardian or the only authorized person to avail assistance in behalf of the beneficiary.

Each client beneficiary will be assessed based in the assistance requested and documents presented. The social worker on duty shall initially conduct an interview and assess the appropriateness of the documents presented vis-à-vis the requirements. The client beneficiary will be requested to submit complete documentary requirements, as herein above indicated as basis of sound assessment and recommendation of the social worker.

On exceptional and extreme cases, an amount more than P10,000.00 to a maximum assistance not exceeding P100,000.00 may be extended to a client seeking assistance. i.e. medical, burial, etc., subject to the approval of the Governor based on the favorable recommendation of the social worker who conducted the Social Case Study Report (SCSR).

Once all essential processes as herein required have been faithfully complied with after due consideration and assessment of the assigned social worker, the appropriate assistance shall immediately be released to the concerned client only or to a duly authorized representative on justifiable reasons only. The sole person tasked to release the assistance shall be the dully appointed Disbursing Officer assigned for the herein specific purpose.

To ensure that funds appropriated are efficiency utilized, a client beneficiary may only avail of the assistance only once in three months. But on exceptional cases assistance may be availed within the prescribed limit as long as it is supported by a justification based in the special need of the client beneficiary per assessment of the social worker, subject to the approval of the Governor

This Executive Order shall take effect immediately upon its issuance as stated hereunder.

DONE, this 24th day of **May, 2023** in the City of Sorsogon, Province of Sorsogon.



EDWIN "BOBOY" B. HAMOR
Governor