

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
NATIONAL CAPITAL REGION (DSWD-NCR)
389 San Rafael ccr. Legarda Sts., Quiapo, Manila

Regional Memorandum Order No. 005
Series of 2012

**GUIDELINES ON THE UTILIZATION OF THE ENDOWMENT FUND FOR INDIGENT
CLIENTS OF DSWD AND GOVERNMENT HOSPITAL**

I. RATIONALE

In order to ensure that the rights and welfare of the poor, vulnerable and disadvantage individuals and families are promoted and protected, the Department of Social Welfare and Development (DSWD) is continuously implementing programs and services that would contribute to poverty alleviation. Records show that there is an increasing number of clients seeking medical assistance; thus, the Department initiated a tie up with Government Hospitals. For the year 2007 - 2011, there were a total of Two Thousand and Fifty Seven (2,057) clients provided with medical assistance charged to Endowment Fund lodged at different Government Hospitals.

The Enhanced Guidelines will be used by the DSWD and its partner Government Hospitals for a timely and improve system of utilization of the Endowment Funds. It will be used to address various concerns on its utilization that includes submission of documentary requirements, issuance of Letter of Authority (LOA), reporting and liquidation among others

II. LEGAL BASES

1. Executive Order No. 221, series of 2003 Amending EO # 15 series of 1998, entitled "Redirecting the Functions and Operations of the Department of Social Welfare and Development" mandates the DSWD to provide assistance to Local Government Unit (LGUs), Non-Government Organizations (NGAs), People's Organizations (POs) and other members of the civil society in effectively implementing programs, projects and services that will alleviate poverty and empower disadvantaged

individuals, families and communities for an improved quality of life as well as implement statutory and specialized programs which are directly lodged with the Department and or not yet devolved to LGUs.

2. Administrative Code of 1997, Title XVI, Section 2 Chapter 1 – mandates the DSWD to provide a balanced approach to welfare whereby the needs and interest are addressed not only at the outbreak of crisis but more importantly at the stage that would inexorably lead to such crisis.

3. Administrative Order 01 Series of 2011 Amending AO V series of 2008 on Omnibus Guidelines on the Management of DSWD Operated Crisis Intervention Unit (CIUs).

III. OBJECTIVES

General:

Come up with a uniform procedure in the utilization of endowment funds to protect the poor, vulnerable and the disadvantaged individuals and families.

Specifically, it aims to:

1. Facilitate the provision of medical assistance thru the utilization of Endowment Funds.
2. Strengthen partnership with the government hospitals.
3. Maintain databank to monitor utilization of endowment funds.

IV- DEFINITION OF TERMS

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| 1. Crisis Intervention Unit(CIU) | - | is a unit of DSWD that serves as an action center to immediately respond to cases of individuals and families in crisis situation who are not constituents of LGU's. |
| 2. CIU Sub-Office | - | an extension Unit of CIU Field Office located in DSWD Central Office. |
| 3. Crisis Situation | - | pertains to a condition whereby an individual, family or groups in difficult or |

stressful situation resulting to the impairment of social functioning.

- 4. Endowment Fund - Funds lodged in government hospitals intended for the indigent patients who cannot afford to pay/shoulder hospitalization and medical treatment.
- 5. Government Public Hospital - a health care institution owned by a federal, state, or local government
- 6. Indigent Clients/Patients - patients who lack finances to support the needed medical expenses.
- 7. Letter of Authorization (LOA) - a document provided by DSWD to indigent patients to be submitted to the concerned hospital in order to avail the endowment funds.
- 8. Medical Social Service - is an integral part of the health facility to provide a comprehensive professional social service which is responsive to the psycho-social needs of the patients and their families to participate in the realization of their optimal well-being.
- 9. Referral Letter - a document used by the Medical Social Service to refer/access individuals to DSWD-CIU for medical assistance through the utilization of Endowment Fund and vice versa.
- 10. Service Patient - patient seeking assistance confined in charity ward of hospital
- 11. Walk-in clients - patients or individuals who come

directly to CIU to seek support due to inadequate means for medical hospitalization, transportation and other expenses.

V- SCOPE AND COVERAGE

The guidelines shall cover the eligible indigent clients both in and out patients of government hospitals within National Capital Region (NCR) with Endowment Funds from the Department of Social Welfare and Development (DSWD).

VI- GENERAL POLICIES

1. The DSWD shall enter into an agreement with the Hospitals for the undertaking by the latter of the project of the former. The agreement shall provide for the requirements for project implementation and reporting.
2. The cash/money transferred shall be taken up as Cash, Inter-agency Transferred Funds (8-70-684) by the source agency (DSWD) and as a trust liability (8-84-100) by the implementing agency (Hospitals). For this purpose, a special budget to be submitted to and approved by the Department of Budget and Management (DBM) is not required.
3. The fund to be transferred or sub-allotted to the inter-agency (hospital) shall be (a) in an amount sufficient for three months operation subject to replenishment upon submission of the reports of disbursements by the inter-agency (hospital), or (b) the total project cost, as may be determined by the Heads of the two agencies in either case.
4. A separate subsidiary record for each account shall be maintained by the inter-agency (hospital) whether or not a separate bank account is opened.
5. Within ten (10) days after the end of each month/end of the agreed period for the Project, the inter-agency (hospital) shall submit the Report of Checks Issued (RCI) and the Report of Disbursement (RD) to report the utilization of the funds. Only actual project expenses shall be reported. The reports shall be approved by the head of inter-agency (hospital).

6. The source agency (DSWD) shall draw a Journal Voucher to take up the reports. The amount to take up the liquidation per the Report of Checks Issued (RCI) shall be net of the cash advances granted by the inter-agency (hospital) to its accountable officers in accordance with commission on Audit Circular No. 90-331 dated May 3, 1990.
7. The inter-agency (hospital) shall audit the disbursements out of the trust accounts in accordance with existing COA regulations.
8. The inter-agency (hospital) shall return to the source agency (DSWD) any unused balance upon completion of the project.
9. When the inter-agency (hospital) is a bureau or regional office of the source agency (DSWD), the procedures for centrally managed projects shall be followed in accordance with entries herein provided
10. The following are the eligible beneficiaries of Endowment Fund in government hospitals:
 - i. Indigent clients/patients as determined based on assessment of DSWD Social Workers or the hospital Medical Social Workers (MSW).
 - ii. Residents/clients of DSWD run/operated centers and institutions who shall be automatically classified by the MSS as service patients;
 - iii. Both in and out patients/clients who may qualify for the assistance as per assessment of Hospital Medical Social Service and DSWD-CIU Social Worker.
3. The following medical services maybe availed of ;
 - i. Out-patient/ER consultation
 - ii. Confinement of patient
 - iii. Laboratory tests (except pregnancy test)
 - iv. ECG (electrocardiogram)
 - v. EEG (electroencephalogram)
 - vi. Chemotherapy

- vii. Analysis
- viii. Radio Active
- ix. Iodine Therapy
- x. Cobalt Therapy
- xi. All kinds of x-ray as well as CT scan and MRI
- xii. Medicines and other medical supplies; and
- xiii. Other medical and laboratory procedures as advised by the
Attending Physician.

- 4. In cases where the needed medical service/s is/are not available or there is no existing Endowment Funds in the hospital, the CIU will provide financial assistance charge to the regular funds which shall not exceed five (Php 5,000.00) or the clients maybe accessed to other hospitals where the needed medical services are available.
- 5. The Endowment Fund will cover the discounted hospital bill based on the assessment of the Medical Social Service not exceeding the maximum amount of Fifteen Thousand Pesos (Php 15,000.00).
- 6. CIU shall assign a focal person to ensure and monitor the utilization of the fund.
- 7. All disbursements shall be subjected to COA rules and regulations.
- 8. All Letters of Authorizations (LOA) shall be valid for one (1) month or up to the end of the patient's confinement.

VII- IMPLEMENTING PROCEDURES:

The following are the procedures to be undertaken:

A. For DSWD-CIU walk-in clients and residents of DSWD-NCR centers and Institutions:

- 1. The DSWD-CIU and/or Centers and Institution Social Worker shall assess client who will be referred to and accommodated by the hospital under the DSWD-MOA upon presentation of Letter of Authority (LOA) from DSWD (Appendix A).

2. The DSWD-CIU and/or Centers and Institution Social Worker shall have an initial coordination with the MSS on the client who will be referred to their hospital to avail of the needed services.
3. Letter of Authorization will be hand-carried by the client/patient to hospital medical social service or the CIU will send thru fax or email the approved LOA.

B. For clients referred by Hospital MSS:

1. Interview will be conducted by MSS who determines requests that can be funded by DSWD based on the eligibility requirements.
2. Referral letter (Appendix B) for those clients/patients found eligible for assistance will be prepared by the Medical Social Services which can be sent through e-mail or fax, along with the other requirements to DSWD-CIU.
3. DSWD-CIU Social Worker shall issue a LOA signed by the Regional Director or his/her authorized representative and send to MSS through email or fax.
4. DSWD shall forward to the hospital original copies of the Letter of Authorization, Referral Letters and other documentary requirements.

C. Requirements:

A. For DSWD-CIU walk-in clients

- Current medical abstract indicating the attending Physician's license and PTR number.
- Assessment of the Local Social Welfare Officer or a Social Case Summary prepared by CIU Social Worker (Appendix C).
- Barangay Certificate or any valid identification of patient and his/her representative.

- 3.7. Return to the DSWD any unused balance and refund of disallowance upon completion of the project.

B. Hospital Medical Social Services

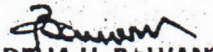
- 3.1. Conduct intake interview.
3.2. Conduct collateral interview, if necessary
3.3. Prepare referral letter to DSWD-CIU for those patients/clients found eligible for assistance and send it thru fax or email together with other requirements.
3.4. Submit monthly report on the disbursement of funds and quarterly liquidation report of endowment funds until its full utilization.

IX. MONITORING AND EVALUATION

Monitoring and evaluation SHALL BE A SHARED RESPONSIBILITY OF DSWD-CIU and MSS.

X. EFFECTIVITY

This guideline takes effect immediately upon approval. Issued in Manila City this _____ day of _____, 2011.


DELIA U. BAWAN

Director III and Officer - In - Charge