



# Visayas State University

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## Office of the President

20 January 2014

Memorandum Circular No. 01

Series of 2014

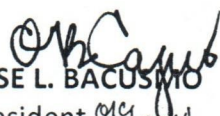
TO : All College Deans, Department and Unit Heads

RE : Financial Assistance to Government Employees Affected by the 7.2 Magnitude Earthquake and Super Typhoon "Yolanda"

Please be informed that Hon. Julia Andrea R. Abad, Secretary of Presidential Management Staff (PMS), Malacañang, issued an Office Memorandum dated Jan. 7, 2014 to all Heads of National Government Agencies with subject "Financial Assistance to Government Employees Affected by the 7.2 Magnitude Earthquake and Super Typhoon "Yolanda" Agencies (see attached memo).

In this regard, you are hereby directed to identify and list down your affected employees following the said memo and attached template/form. Deadline of submission of hard copy and e-file of the said list will be tomorrow noon, January 21, 2014 to the ODA-HRD, who will consolidate the list for approval by the University President. The list will be brought to the Office of Civil Defense for validation and subsequently to be submitted to PMS.

For your compliance.

  
JOSE L. BACUSMO  
President *01/20/14*



Office of the President of the Philippines  
**PRESIDENTIAL MANAGEMENT STAFF**  
Malacanan

**MEMORANDUM**

FOR : The Heads, National Government Agencies  
FROM : The Secretary, PMS  
SUBJECT : **FINANCIAL ASSISTANCE TO GOVERNMENT  
EMPLOYEES AFFECTED BY THE 7.2 MAGNITUDE  
EARTHQUAKE AND SUPER TYPHOON "YOLANDA"**  
DATE : 07 January 2014

1. This refers to the proposed provision of financial assistance from the President's Social Fund to government employees, who were affected by the 7.2 magnitude earthquake in Regions VI and VII and Super Typhoon "Yolanda" in Regions IV-A, IV-B, V, VI, VII, VIII, X, and XI.
2. The proposed beneficiaries of the financial assistance shall be categorized according to the extent of damages to their houses, as follows:
  - 2.1 Those whose houses were washed out/totally or heavily damaged, and needing major repairs to be habitable again, to be provided P100,000.00 each; and
  - 2.2 Those whose houses were partially damaged, and needing repairs, to be provided P30,000.00 each.
3. In view thereof, may we request the submission to the PMS not later than 22 January 2014, of the list of employees of your agency/department and attached bureaus, who were affected by the 7.2 magnitude earthquake and Super Typhoon "Yolanda," with information on the extent of damages to their houses.

Said list must be validated and certified accurate by the Office of Civil Defense, prior to endorsement by the agency head to the PMS.
4. For your ready reference and guidance, attached are the following:
  - 4.1 Guidelines on the provision of financial assistance for government employees affected by the 7.2 magnitude earthquake and Super Typhoon "Yolanda," and
  - 4.2 Template on the list of affected employees to be submitted to the PMS.

Thank you and best regards.

  
JULIA ANDREA R. ABAD

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Presidential Management Staff  
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# **GUIDELINES ON THE PROCESSING OF FINANCIAL ASSISTANCE FOR GOVERNMENT EMPLOYEES AFFECTED BY THE 7.2 MAGNITUDE EARTHQUAKE AND/OR SUPER TYPHOON "YOLANDA"**

## **I. BACKGROUND**

On 15 October 2013, a 7.2 magnitude earthquake hit Regions VI and VII causing landslide, land subsidence/sink holes and damages to various infrastructures in Bohol and Cebu, among others

Also, from 08-09 November 2013, Super Typhoon "Yolanda" traversed the central part of the Philippines, causing heavy rainfall and approximately 6-meter storm surge, ravaging the provinces of Samar and Leyte.

The damages brought by the said calamities are as follows:

Calamity	Affected Regions	Affected Families/ Persons	Damaged Houses		Cost of Damages
			Totally	Partially	
7.2 magnitude earthquake	VI and VII	87* 103/ 3 221 248	14 512	58,490	P 2,257 337 182 90
Super Typhoon "Yolanda"	IV-A IV-B V, VI, VII VIII X & XI	2 378 390/ 11 240 227	509,121	612 979	35 239 856 330 67
<b>Total</b>		<b>3,074,296/ 14,680,284</b>	<b>623,783</b>	<b>671,469</b>	<b>P37,697,781,513.57</b>

\* Sources: NDRRMC Situation Report (SitRep) No. 35 dated 03 November 2013 on the 7.2 magnitude earthquake, and SitRep No. 63 dated 05 December 2013 on Super Typhoon "Yolanda."

On 29 November, 04 and 13 December 2013, the Presidential Security Group, Department of Science and Technology, and Department of Social Welfare and Development, respectively, requested financial assistance for their affected personnel.

In view thereof, the provision of financial assistance to government employees affected by the said calamities was proposed, similar to the financial assistance provided to the government employees affected by Typhoons "Sendong" and "Pablo."

## **II. COVERAGE**

### **1. Qualified Beneficiaries**

The beneficiaries of the financial assistance shall be identified based on the following parameters:

1.2 The government employees affected by the 7.2 magnitude earthquake and/or Super Typhoon "Yolanda," including casual or contractual employees, and outsourced personnel (i.e. utility services and security guards), who were endorsed to the Presidential Management Staff (PMS) by their respective Department or Agency Heads;

1.3 In case there are two or more members of the family living in one household who are government employees, only one of them shall be entitled to the assistance.

1.4 Separated, retired or resigned government employees, affected by the 7.2 magnitude earthquake and/or Super Typhoon "Yolanda," provided that they were still connected with their respective agencies during the onslaught of the 7.2 magnitude earthquake and/or Super Typhoon "Yolanda"



and endorsed to PMS by their respective Department or Agency Heads and

- 1.5 In case the government employee is already deceased his or her legal beneficiary may avail of the assistance provided that the employee was still connected with his/her respective agency during the onslaught of the 7.2 magnitude earthquake and/or Super Typhoon "Yolanda," and the Department or Agency Head requests in writing and attests to the fact that the recipient of the assistance is the legal beneficiary. If married, beneficiary refers to the spouse. If the spouse is deceased, the term refers to the legal children. If single, beneficiary refers to the parents. If both are deceased, the term refers to brother, sister, or next of kin, if no siblings.

## 2. Amounts of Financial Assistance

There are two categories of financial assistance, namely:

- 2.1 For government employees who suffered total or heavy damages to their houses. Eligible under this assistance are those government employees whose houses were washed out, became inhabitable, or needed major repairs to be habitable again. The P100,000.00 assistance may be used only for housing-related purposes, such as to partly defray equity for housing loan for acquisition of a new housing unit, in case the government employees needed to relocate, or to cover the cost of reconstruction/repair of the existing housing unit, provided that the housing unit is owned by the government employee.
- 2.2 For government employees who suffered partial damages to their houses. Eligible under this assistance are those government employees whose houses were moderately or partially damaged but still habitable and needed minor repair. The P30,000.00 assistance may be used for the repair of the damaged housing unit, provided that the unit is owned by the government employee.

## III. DOCUMENTARY REQUIREMENTS

The following are the liquidation documents, which the Departments or Agencies must submit to the PMS within a period of one (1) year from the release of the funds from PSF.

1. For the beneficiaries of P100,000.00:

For Acquisition of House and Lot	For Reconstruction/Repair of Housing Unit
<ul style="list-style-type: none"><li>• Deed of Absolute Sale,</li><li>• Transfer Certificate of Title/Latest Tax Declaration of the Real Property,</li><li>• Acknowledgment receipt of payment, and</li><li>• Photograph of acquired house and lot.</li></ul>	<ul style="list-style-type: none"><li>• Official receipts of items purchased for the reconstruction/repair, or summary of expenses certified by the beneficiary and the Barangay Chairperson, if the assistance will be used for reimbursement, and</li><li>• Photographs of housing unit (before, during and after the reconstruction/repair), or certification from the Barangay Chairperson attesting to the fact</li></ul>

For Acquisition of House and Lot	For Reconstruction/Repair of Housing Unit
	that the beneficiary was affected by the 7.2 magnitude earthquake and/or Super Typhoon "Yolanda" and his/her housing unit was reconstructed/repared if the assistance will be used for reimbursement

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For the beneficiaries of ₱30,000.00 for reconstruction/repair of housing unit:

- Official receipts of items purchased for the reconstruction/repair, or summary of expenses certified by the beneficiary and the Barangay Chairperson if the assistance will be used for reimbursement, and
- Photographs of housing unit (before, during and after the reconstruction/repair), or certification from the Barangay Chairperson attesting to the fact that the beneficiary was affected by the 7.2 magnitude earthquake and/or Super Typhoon "Yolanda," and his/her housing unit was reconstructed/repared if the assistance will be used for reimbursement

## DEPARTMENT/AGENCY NAME

LIST OF EMPLOYEES AFFECTED BY THE 7.2 MAGNITUDE EARTHQUAKE AND TYPHOON "YOLANDA"

[illegible]

Note: \* houses were damaged and the estimated cost of which must approximate P30,000.00  
 \*\* houses were washed out, become inhabitable, or need major repairs to be habitable again.

Prepared by.

(Head of Agency)

Validated/Entered by

UCD Administrator