



Republic of the Philippines  
**QUEZON CITY COUNCIL**  
Quezon City  
23<sup>rd</sup> City Council

PO23CC-191

59<sup>th</sup> Regular Session

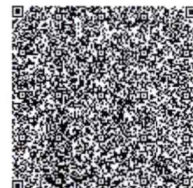
ORDINANCE NO. SP- **3552**, S-2026

AN ORDINANCE INSTITUTIONALIZING THE CRISIS SITUATION ASSISTANCE TO INDIVIDUALS AND FAMILIES PROGRAM (CSAIFP) TO QUALIFIED INDIGENT RESIDENTS OF QUEZON CITY, UNDER THE PUBLIC ASSISTANCE DIVISION OF THE SOCIAL SERVICES DEVELOPMENT DEPARTMENT (SSDD), SUBJECT TO ALL LEGAL AND EXISTING LAWS, RULES AND REGULATIONS AND APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES

Introduced by Councilors JOSEPH JOE VISAYA and  
ATTY. VICENTE BELMONTE JR.

Co-Introduced by Councilors Tany Joe "TJ" L. Calalay, Bernard R. Herrera, Dorothy A. Delarmente, M.D., Joseph P. Juico, Charm Ferrer, CPA, MPA, JD, Nicole "Nikki" V. Crisologo, Candy A. Medina, Atty. Voltaire Godofredo "Bong" Liban III, Aly Medalla, Dave C. Valmocina, Ranulfo "Tatay Rannie" Z. Ludovica, Atty. Christoffer Allan "Tope" Liquigan, Albert Alvin "Chuckie" L. Antonio III, Wencerom Benedict C. Lagumbay, Don S. De Leon, Luigi D. Pumaren, Edgar "Egay" G. Yap, Nanette Castelo Daza, Imee Rillo, Atty. Jesus Miguel Suntay, Raquel S. Malañgen, Aiko Melendez, Alfred Vargas, MPA, Karl Edgar Castelo, Shaira "Shay" L. Liban, Ram V. Medalla, Maria Eleanor "Doc Ellie" R. Juan, O.D., Emmanuel Banjo A. Pilar, Kristine Alexia Matias, RN, Victor "Vic" D. Bernardo, Vito Sotto Generoso, Erwin Rey "Cocoy" A. Medina, and Jose Maria "Mari" M. Rodriguez

WHEREAS, Article 3(6) of 1974 Presidential Decree (P.D.) 603 or the "Child and Youth Welfare Code" states that every child has the right to an education commensurate with his abilities and to the development of his skills for the improvement of his capacity for service to himself and to his fellowmen;



WHEREAS, Section 16 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that: "Every local government unit shall exercise the powers expressly granted, those necessarily implied therefrom, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare. Within their respective territorial jurisdictions, local government units shall ensure and support, among other things, the preservation and enrichment of culture, promote health and safety, enhance the right of the people to a balanced ecology, encourage and support the development of appropriate and self-reliant scientific and technological capabilities, improve public morals, enhance economic prosperity and social justice, promote full employment among their residents, maintain peace and order, and preserve the comfort and convenience of their inhabitants";

WHEREAS, Section 5 of Republic Act No. 11032 otherwise known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, which amended Republic Act No. 9485, otherwise known as the Anti-Red Tape Act of 2007 provides that "All offices and agencies which provide government services are hereby mandated to regularly undertake cost compliance analysis, time and motion studies, undergo evaluation and improvement of their transaction systems and procedures and reengineer the same if deemed necessary to reduce bureaucratic red tape and processing time";

WHEREAS, Section 2(b) of Republic Act No. 11223 provides that "The State shall adopt a health care model that provides all Filipinos access to a comprehensive set of quality and cost-effective, promotive, preventive, curative, rehabilitative and palliative health services without causing financial hardship, and prioritizes the needs of the population who cannot afford such services";

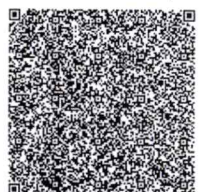
WHEREAS, Section 3(b) of Republic Act No. 11463 provides that "Financial Assistance refers to monetary aid, in the form of guaranty letter, cash or check, which covers burial, transportation, and other allied assistance or physical aid, such as food, clothing, general assistive devices, given by agencies and mandated by existing laws, rules and regulations to provide such assistance";

WHEREAS, the Executive Agenda of the City Mayor, Honorable Ma. Josefina G. Belmonte seeks to deliver responsive and efficient social services to indigent residents and qualified QCitizenry;

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WHEREAS, there is a need to unify the following Quezon City Ordinances, as follows:

- a. Ordinance No. SP-2745, S-2018 "An Ordinance Amending Ordinance No. SP-2610, S-2017, entitled "An Ordinance prescribing for a Standard Burial Assistance in the amount not exceeding Ten Thousand Pesos (Php10,000.00) for Indigent Residents of Quezon City"; and
- b. Ordinance No. SP-2865, S-2019 "An Ordinance Providing Free Mortuary Services for Qualified Indigent Quezon City Residents, Appropriating Funds Therefor and for Other Purposes";

WHEREAS, to ensure a faster and more efficient delivery of Medical Assistance, Quezon City Ordinance No. SP-3130, S-2022 "An Ordinance Amending Certain Provisions of Ordinance No. SP-2874, S-2019 entitled "An Ordinance Prescribing for a Standard Medical Assistance in the amount of Five Thousand Pesos (Php5,000.00) but not to exceed Ten Thousand Pesos (Php10,000.00) for Indigent Residents of Quezon City to be taken from any available funds of the City, thereby extending the Standard Medical Assistance to include Consumable Health Implements" shall be amended to expand its provision and to include Healthcare Support Project for Indigent Persons of Quezon City with funding to be taken from the Social Services Development Department (SSDD) regular operating budget;

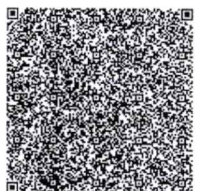
WHEREAS, in order to be able for the Quezon City Government to respond to the various immediate needs of the QCitizenry, it is imperative to implement a program receptive to those needs;

WHEREAS, the institutionalization of the Crisis Situation Assistance to Individuals and Families Program (CSAIFP) under the Public Assistance Division (PAD) of the Social Services Development Department (SSDD) for qualified clients will ensure an accessible and forthwith services that will address their immediate needs brought about by unforeseen circumstances affecting their economic condition, be it burial, medical, transportation, educational assistance, and others.

NOW, THEREFORE,

BE IT ENACTED BY THE CITY COUNCIL OF QUEZON CITY IN REGULAR SESSION ASSEMBLED:

SECTION 1. TITLE. – This Ordinance shall be known and cited as "An Ordinance Institutionalizing the Crisis Situation Assistance to Individuals and Families Program (CSAIFP), under the Public Assistance Division (PAD) of the Social Services Development Department (SSDD)."



**SECTION 2. DECLARATION OF POLICY.** – It is declared the policy of the Quezon City Government to promote the welfare of the vulnerable and at-risk individuals and/or families through the provision of a Crisis Situation Assistance to Individuals and Families Program (CSAIFP), addressing their needs in their present predicament.

**SECTION 3. DEFINITION OF TERMS.** – For the purpose of this Ordinance, the following terms shall mean:

- a. **Authorized Representative** – pertains to a person of legal age representing a beneficiary who, for valid reason/s cannot be physically present to process and claim the assistance requested and approved by the SSDD, as follows:
  - a.1. **Immediate Family Member** – pertains to the spouse of the beneficiary, the son or daughter of legal age of the beneficiary, either parent of the beneficiary, the brother or sister of legal age of the beneficiary;
  - a.2. **Other relative up to the fourth (4<sup>th</sup>) civil degree of consanguinity or affinity** – pertains to the uncles, aunts, first degree cousins, grandparents and grandchildren of the beneficiary; and
  - a.3. **Common Law Spouse or Partner** – subject to the presentation of a Barangay Certification or an Affidavit of Cohabitation, or a Health Care Proxy pursuant to Quezon City Ordinance No. SP-3221, S-2023; provided, that a partner of a member of LGBTQI community, for purposes of this section, shall be considered as a partner contemplated in paragraph a.3. and not be subject to the restrictions stated in the immediately succeeding paragraph.

In extremely justifiable circumstances, any other individual may act as an authorized representative of a beneficiary. Provided that said individual shall not be allowed to represent more than two (2) beneficiaries who are unrelated to him/her for every calendar year.

For this purpose, the information of the representative shall also undergo the cross-matching process.

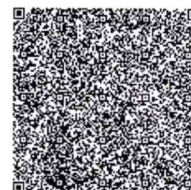


- b. *Beneficiary* – pertains to an individual whose income does not exceed the statutory minimum wage and who is severely affected by crisis situation/s. It refers to the person who actually needs the assistance, or for whose behalf the assistance is being sought from the SSDD through an authorized representative. The beneficiary shall be the ultimate recipient of the assistance;
- c. *Burial Assistance* – pertains to the provision of Certificate of Guarantee to Funeral Parlors with existing Memorandum of Agreement with the Quezon City Government for free Mortuary Services in the prescribed amount of Twenty-Five Thousand Pesos (Php25,000.00) compliant with Quezon City Ordinance No. SP-2865, S-2019, and/or reduction in the mortuary services fee based on the recommendation of the SSDD;
- d. *Case Summary Report* – pertains to the written overview prepared by a professional social worker of the socio-economic situation of the client or beneficiary including the brief assessment and recommendation as basis for the extension of crisis situation assistance;
- e. *Certificate of Guarantee* – pertains to a document issued by the SSDD addressed to service providers to guarantee the payment of the service in behalf of the beneficiary. The service providers may include hospitals, drug companies, funeral homes, and such other service providers that are willing to accept Certificate of Guarantee issued by the SSDD for payment of their services;
- f. *Client* – pertains to any individual who seeks assistance or their authorized representative;
- g. *Crisis Situation/s* – pertains to a highly stressful event that causes breakdown in an individual's or family's normal functioning, exceeding their usual coping skills and resources. These situations include but not limited to: severe trauma, mental illness, severe medical condition, significant health condition, death of a loved one, unexpected loss of job, sudden homelessness, natural disasters, pandemic outbreaks or other similar situation resulting to lack of basic resources;
- h. *Department* – pertains to the Social Services Development Department (SSDD) of the Quezon City Government;

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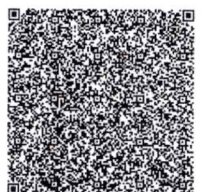
- i. *Educational Assistance – pertains to a direct financial assistance to a student-in-crisis situation as augmentation to help defray school expenses such as school fees, school supplies, school projects, transportation and other related expenses;*
- j. *Family Member/s – pertains to a relative up to the fourth degree of consanguinity or affinity, including the spouse, children, parents, siblings, uncles, aunts, grandparents, and grandchildren of the beneficiary;*
- k. *Financial Assistance – pertains to the provision of money/cash as direct assistance to individual and/or families to assuage their present need due to their economic hardship;*
- l. *General Intake Sheet – pertains to the form used by the SSDD to record basic information of the beneficiary and/or their authorized representative, indicating the problem presented, assessment, as well as the recommendation for the assistance to be given to the beneficiaries;*
- m. *Healthcare Support Project for an Indigent Person – pertains to the direct financial assistance given to patients diagnosed with chronic illness from Quezon City enrolled in the PhilHealth Konsulta Package/YAKAP Package, but would still require non-medicinal and/or indirect cost over and above the provision of the Konsulta Package/YAKAP Package;*
- n. *Material Assistance – pertains to the provision of assistance to clients to meet the basic need for food and/or other items for sustenance, such as:*
  - n.1. *Bags of Material Assistance (grocery bag of food items good for five (5) days consumption);*
  - n.2. *Food during travel (entailing minimum of four (4) hours travel time or more); and*
  - n.3. *Personal Hygiene Kit (entailing more than twelve (12) hours of travel time or more).*

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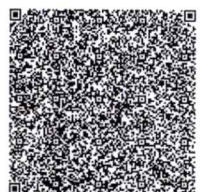


- o. *Medical Assistance – pertains to the provision of Certificate of Guarantee, gift check or cash for the procurement of prescribed medicines, medical laboratory, and other health implements not readily available at the Pharmacy of Quezon City Health Department and/or direct financial assistance to those diagnosed with chronic illness enrolled in the PhilHealth Konsulta Package/YAKAP Package for non-medicinal and/or indirect cost, over and above the provision of the Konsulta/YAKAP Package;*
- p. *Social Case Study Reports – pertains to a Social Worker's comprehensive narrative biopsychosocial assessment that serves as a basis for determining appropriate interventions, services, and/or crisis situation assistance needed by an individual and/or family;*
- q. *Transportation Assistance – pertains to the provision of financial help to individuals or families in crisis situations who cannot afford domestic/local travel expenses through the purchase of ticket by land, air, or water transport, as follows:*
  - q.1. *those who have been affected by natural and/or human-made calamities;*
  - q.2. *those who have been rescued within the vicinity of Quezon City;*
  - q.3. *those who are stranded or could not cope with the urban setting and who wish to go back permanently to their hometown to help improve their socio-economic well-being;*
  - q.4. *those with emergency concerns:*
    - q.4.1. *those who seek further medical interventions in another place;*
    - q.4.2. *those who will attend to death or care of family members, relatives, or other individuals in need;*
    - q.4.3. *those who need to attend to court hearing; and*
    - q.4.4. *those who need to rescue an abused relative;*
  - q.5. *those for reintegration to families as the case may be.*

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**SECTION 4. GENERAL POLICIES. –**

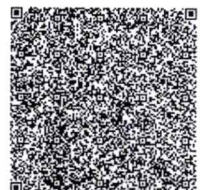
- a. *The provision of the Crisis Situation Assistance to Individuals and Families Program (CSAIFP) to clients shall be based on the assessment and recommendation of the SSDD's Social Workers, duly approved by its authorized officials;*
- b. *The eligibility of clients to receive the needed crisis situation assistance shall be established through interviews, home visits and/or submission of documentary requirements which are indicated in Section 5(2) of this Ordinance;*
- c. *The maximum amount to be provided to clients shall be based on the parameter indicated in this Ordinance, which shall be reviewed periodically;*
- d. *Partnerships with stakeholders such as the Department of Social Welfare and Development (DSWD), transport companies, medical hospitals, funeral parlors and other service providers shall be established by the SSDD to ensure that referred clients are able to receive the needed services immediately; and*
- e. *In no case shall the implementation of the Crisis Situation Assistance be delegated and/or transferred to any accredited non-governmental organizations or people's organization. The Crisis Situation Assistance shall be directly implemented by the Social Workers of the SSDD.*

**SECTION 5. PROGRAM COVERAGE. –** *The integrated services under the Crisis Situation Assistance to Individuals and Families Program (CSAIFP) may be in the form of psychosocial intervention, direct financial assistance, material assistance, certificate of guarantee, gift checks, or through the purchase of tickets by land, air, or water transport subject to availability of funds, procurement laws, and existing auditing rules and regulations. Referrals to other agencies/hospitals shall likewise be employed to ensure that the need/s of the client will be fully served.*

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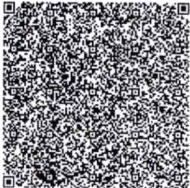
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5.1. *Target Beneficiaries – Individuals and/or families experiencing crisis situation/s or in difficult circumstance/s in life brought about by the unexpected occurrence of a situation further aggravating their economic situation, may avail assistance under Crisis Situation Assistance to Individuals and Families Program (CSAIFP) subject to the assessment and recommendations of SSDD Social Workers. The assistance shall be extended to QCitizenry, however, non-resident individuals and/or families who are physically present within Quezon City, such as stranded individuals, victim/s of street crimes and/or calamities, rescued person or those who are in emergency situation may likewise be provided immediate assistance on humanitarian grounds, prior to referral to appropriate agencies, subject to existing laws, rules and regulations.*

5.2. *Crisis Situation Assistance to Individuals and Families Program*

| Type of Assistance                       | Allowable Amount               | Applicable Limitation                                                                                                                                                                                                                       | Documentary Requirements                                                                                                                                                                                                                                                                                                                                                                                                                  | Frequency Availment         |
|------------------------------------------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| a. Medical Assistance                    |                                |                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                           |                             |
| a.1 Medicine and other Health Implements | Php1,000.00 to<br>Php10,000.00 | Applicable only to prescribed medicines and/or medically necessary health implements not otherwise covered by PhilHealth, PCSO, or other government assistance programs, subject to assessment and recommendation of the SSDD social worker | <ul style="list-style-type: none"><li>Original Copy of Barangay Certificate of Indigency indicating specific assistance needed</li><li>Photocopy Quezon City ID with contact number and three specimen signatures</li><li>Original Copy/ Certified True Copy of Medical Certificate/ Abstract with License Number and Name of Physician</li><li>Original Copy Prescription with License Number, Name and Signature of Physician</li></ul> | Once every three (3) months |

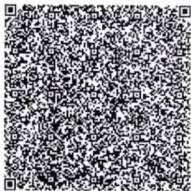


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|-----------------------------------|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| a.2 Medical Laboratory Procedures | Php1,000.00 to<br>Php5,000.00  | Applicable only to diagnostic and laboratory procedures prescribed by a licensed Physician not fully covered by PhilHealth or other assistance programs subject to assessment and recommendation of the SSDD social worker | <ul style="list-style-type: none"><li>• Original Copy of Barangay Certificate of Indigency indicating specific assistance needed</li><li>• Photocopy of Quezon City ID with contact number and three (3) specimen signatures</li><li>• Original Copy/ Certified True Copy of Medical Request; Laboratory Request Form with License Number, Name and Signature of Physician</li><li>• Original Copy of Quotation with License Number, Name and Signature of Physician</li></ul> | Once every three (3) months |
| a.3 Healthcare Support            | Php5,000.00 to<br>Php10,000.00 | Applicable to individuals diagnosed with chronic illnesses requiring continuous treatment or maintenance medication, subject to assessment and recommendation of the SSDD social worker                                    | <ul style="list-style-type: none"><li>• Original Copy of Barangay Certificate of Indigency indicating specific assistance needed</li><li>• Photocopy of Quezon City ID with contact number and three (3) specimen signatures</li></ul>                                                                                                                                                                                                                                         | Once a year                 |

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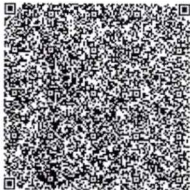


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|----------------------|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
|                      |                                 |                                                                                                                                                                                                        | <ul style="list-style-type: none"><li>• Original Copy/ Certified True Copy Medical Certificate/ Clinical Abstract with License Number, Name and Signature of Physician</li><li>• Original Copy of Treatment Plan</li><li>• Original Proof of Enrollment in YAKAP Package under an accredited PhilHealth Konsulta Package</li></ul>                                       |                       |
| b. Burial Assistance | Php12,500.00 to<br>Php25,000.00 | Applicable target beneficiaries and/or authorized representatives, subject to assessment and recommendation of the SSDD social worker and non-duplication of assistance from other government agencies | <ul style="list-style-type: none"><li>• Original Copy of Barangay Certificate of Indigency indicating specific assistance needed</li><li>• Photocopy of Quezon City ID with contact number and three (3) specimen signatures</li><li>• Original Copy of Billing Statement</li><li>• Duly Notarized Funeral Contract</li><li>• Duly Notarized Death Certificate</li></ul> | per incident of death |

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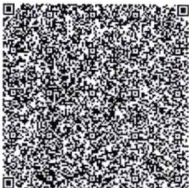
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| c. Educational Assistance    | Php5,000.00              | Applicable to qualified indigent students enrolled in public institutions, subject to assessment and recommendation of the SSDD social worker                                                                                                                               | <ul style="list-style-type: none"><li>• Original copy of Barangay Certificate of Indigency indicating specific assistance needed</li><li>• Original Copy/ Certified True Copy of Certificate of Enrollment/ Registration</li><li>• Certified True copy of School ID</li><li>• Photocopy of Quezon City ID with contact number and three (3) specimen signatures</li></ul> | Once every school year                                                 |
| d. Transportation Assistance | Php500.00 to Php5,000.00 | Applicable for emergency travel, repatriation, rescued individuals and families, or for other humanitarian purposes to include material and cash assistance depending on the duration of the travel, subject to the assessment and recommendation of the SSDD social worker | <ul style="list-style-type: none"><li>• Original Copy of Barangay Certificate of Indigency indicating specific assistance needed</li><li>• Referral/ Request Letter</li><li>• Fare Quotation/ Ticket</li><li>• Valid ID</li></ul>                                                                                                                                         | As the need arises subject to recommendation of the SSDD social worker |

5.3. Implementing Procedures – In order to avail Crisis Situation Assistance to Individuals and Families Program (CSAIFP) from the SSDD, the clients shall undergo the applicable steps such as interview, assessment, recommendation, and eventual release of the assistance.



**SECTION 6. FUNDING.** – The implementation of this Ordinance shall be funded through the Maintenance and Other Operating Expenses (MOOE) and other available funds of the Quezon City Social Services Development Department (SSDD), as may be duly appropriated in the annual city budget, subject to the availability of funds and in accordance with existing budgeting, procurement, accounting, and auditing laws, rules and regulations, including applicable issuances, circulars, and guidelines of the Commission on Audit (COA), the Department of Budget and Management (DBM), and other relevant government regulatory agencies.

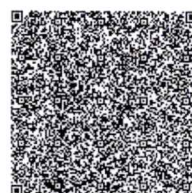
**SECTION 7. FRAUD.** – Any person found to have committed fraud, misrepresentation, or submission of falsified documents in relation to the CSAIF shall be subject to the filing of appropriate charges under existing national laws, including those on falsification, estafa, and other applicable penal statutes. Any disqualification, suspension, or denial of future assistance shall be imposed only upon observance of due process and in accordance with existing laws, rules and regulations.

**SECTION 8. AUTHORITY OF THE CITY MAYOR.** – The Honorable City Mayor is hereby authorized to enter into an agreement with hospitals, pharmacies, funeral parlors, schools, and appropriate government agencies for the effective implementation of this Ordinance, subject to existing procurement, budgeting, accounting and auditing laws, rules and regulations, availability of appropriated funds, accreditation standards, conflict-of-interest rules, and applicable Commission on Audit (COA) guidelines and issuances.

**SECTION 9. IMPLEMENTING GUIDELINES.** – The SSDD shall, within ninety (90) days from the effectivity of this Ordinance, formulate and issue the necessary implementing guidelines for its effective implementation. Such guidelines shall be limited to operational and administrative procedures and shall not amend, modify, or contravene any provision of this Ordinance.

The non-issuance or delay in the issuance of the implementing guidelines shall not suspend, delay, or impair the implementation of the self-executory provisions of this Ordinance, subject to the availability of appropriated funds and compliance with existing laws, rules and regulations.

**SECTION 10. RESPONSIBILITY AND ACCOUNTABILITY.** – The responsibility and accountability in the implementation and proper utilization and disbursement of the financial assistance shall rest upon the SSDD and the local officials-in-charge therein. It is also the responsibility of said local officials to ensure that the funds released to the qualified beneficiaries of the CSAIFP are utilized strictly in accordance with the applicable budgeting, accounting, and auditing rules and regulations.



**SECTION 11. SEPARABILITY CLAUSE.** – *If, for any reason, any section of this Ordinance is declared unconstitutional or invalid by a competent court, the remaining sections or provisions not affected thereby shall continue to be in full force and effect.*

**SECTION 12. REPEALING CLAUSE.** – *All ordinances, resolutions, rules and regulations inconsistent with or contrary to the provisions of this Ordinance are hereby repealed, amended, or modified accordingly.*

**SECTION 13. EFFECTIVITY CLAUSE.** – *This Ordinance shall take effect after its publication in a newspaper of general circulation, and after posting copies on conspicuous locations within Quezon City.*

**ENACTED:** August 3, 2026.

**CERTIFICATION**

*This is to certify that this Ordinance was ENACTED by the City Council on Second Reading on August 3, 2026 and was PASSED on Third/Final Reading on September 14, 2026.*

  
**MIKEY F. BELMONTE**  
Acting City Vice Mayor  
Presiding Officer

**APPROVED:** OCT 01 2026

  
**MA. JOSEFINA G. BELMONTE**  
City Mayor

**ATTESTED:**

  
**ATTY. JOHN THOMAS S. ALFEROS, III**  
City Government Department Head III  
(Secretary to the Sanggunian)



