



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City  
<http://www.dilg.gov.ph>

**MEMORANDUM CIRCULAR**

**No. 2020 - \_\_\_\_\_**

**To: ALL LOCAL CHIEF EXECUTIVES, DILG REGIONAL AND PROVINCIAL DIRECTORS, BARRM MINISTER OF LOCAL GOVERNMENT, AND CITY/MUNICIPAL LOCAL GOVERNMENT OPERATIONS OFFICER**

**Subject: IMMEDIATE SUBMISSION OF THE LIST OF WAITLISTED/LEFT-OUT FAMILIES TO THE DSWD FIELD OFFICES IN THE RESPECTIVE AREAS OF JURISDICTION**

**Date: 18 May 2020**

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The Bayanihan to Heal as One Act (R.A. 11469) targeted 18 million low-income households as recipients of the Emergency Subsidy Program (ESP) through the Social Amelioration Program (SAP). A low-income household may be defined as a family whose combined household income is less than the amount of the statutory minimum wage rates in the region where they reside and who have totally lost their source of income due to circumstances attributable to CoVid-19.

Based on the recent data by the DSWD, however, around five (5) million low-income households, on top of the 18 million households initially targeted, are qualified to be included in the list of ESP beneficiaries under the first tranche of the SAP. The President, acting on the recommendation of the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID), subsequently approved the inclusion of the 5 million low-income households in the ESP.

Thus, to facilitate the consideration for inclusion of all eligible but left-out households, all local chief executives are hereby directed to immediately determine and identify these low-income households and to submit to the DILG Regional Offices and to the DSWD field offices the list of these households in their locality.

*Waitlisted / Left-out Household, definition:*

For the guidance of all local chief executives, a **waitlisted or left-out household** refers to low-income families who are not recipients of any Conditional Cash Transfer and who were not included in the initial 18 million households as provided in R.A. 11469.

Further, pursuant to consultations with the DSWD, retired pensioners and other social pensioners receiving monthly stipend in an amount *less than the amount of ESP per month* in the region where they reside *may* be considered as beneficiaries of ESP.

Finally, these households may be considered regardless of the length of stay of the family in the locality and the individual voter's registration of its members.

*Initial List*, preparation and monitoring:

The initial list of waitlisted / left-out household, as defined, shall be prepared by the barangays on or before 20 May 2020. The said list shall be posted by the barangay in conspicuous places in the community and on its social media platforms for public viewing. Likewise, the same list shall be submitted by the barangay to the city or municipal government for consolidation on the said date.

The city or municipality shall consolidate the lists submitted to them by their barangays taking into consideration the comments or complaints by their constituencies. The consolidated list must be submitted by the city or municipality to the DILG Regional Office and to the DSWD Regional/field offices for validation on or before 21 May 2020.


The initial list shall in no way be construed to be the final list of beneficiaries which shall still be subject to further validation by the DSWD.

All DILG Regional/Provincial Directors must collate the lists submitted by the cities and municipalities in their areas of assignment and submit a compilation by electronic means to the Bureau of Local Government Services ([olpasaraba@dilg.gov.ph](mailto:olpasaraba@dilg.gov.ph)) on or before 22 May 2020.

Failure or inexcusable delay to comply with the directives under this memorandum shall cause the filing of the necessary criminal and/or administrative charges under pertinent laws and regulations.

All DILG Regional Directors and the BARMM Minister of the Interior and Local Government are further directed to cause the immediate and widest dissemination of this memorandum to all the LGUs within your areas of assignment.

For strict compliance.

  
**EDUARDO M. AÑO**  
Secretary