

Republic of the Philippines
MUNICIPALITY OF IBA
Province of Zambales



OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE JOURNAL OF THE 39TH REGULAR SESSION OF THE 13TH SANGGUNIANG BAYAN OF IBA, ZAMBALES HELD ON **APRIL 14, 2026** AT THE MUNICIPAL SESSION HALL, BRGY. DIRITA, IBA, ZAMBALES.

PRESENT:

HON. JOAN D. BALLESTEROS-ALBA, Vice Mayor and Presiding Officer

SANGGUNIANG BAYAN MEMBERS

HON. MARGIE M. NOVENO
HON. CARL ERIC B. RICO
HON. SALVADOR R. REDONDO
HON. RAEDAG A. VILLAMIN JR.
HON. PAULO A. FORTIN
HON. EDGAR C. PAYUMO
HON. ALIRE JOHN T. FALLORIN
HON. RICHARD N. REDONDO, Liga ng mga Barangay President
HON. CARLOS MIGUEL R. VILLAMIN, SKF President

ABSENT:

HON. EDISON E. MARTINEZ - Sick Leave

ORDINANCE NO. 13-27
Series of 2026

AN ORDINANCE INSTITUTIONALIZING A MONTHLY SOCIAL PENSION OF FIVE HUNDRED PESOS (P500.00) FOR EACH INDIGENT PERSON WITH DISABILITY (PWDs) IN THE MUNICIPALITY OF IBA, ZAMBALES, WITH PRIORITY FOR BEDRIDDEN AND SEVERELY DISABLED PWDs, AND APPROPRIATING FUNDS THEREFOR

Author: SB Margie M. Noveno

Chairperson, Committee on Social Welfare, Women, Children and Family Relations

EXPLANATORY NOTE

Persons With Disability (PWDs) remain among the most vulnerable sectors in the Municipality of Iba. Many indigent PWDs- particularly those who are bedridden, severely disabled, or unable to perform basic self-care-require continuous support for daily subsistence and care needs. This Ordinance institutionalizes a monthly social pension of Five Hundred Pesos (P500.00) for indigent PWDs in Iba, Zambales, with priority given to those who are bedridden or severely disabled. The

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measure provides consistent, predictable support and establishes transparent procedures for eligibility, prioritization, adjustments, and oversight.

Be it ordained by the Sangguniang Bayan of Iba, Zambales, in session assembled, that:

SECTION 1. TITLE. This Ordinance shall be known as the "Indigent PWD Monthly Social Pension Ordinance of the Municipality of Iba."

SECTION 2. DECLARATION OF POLICY. It is the policy of the Municipal Government of Iba to provide continuous social protection to indigent Persons with Disability by granting a regular monthly social pension, with priority for bedridden and severely disabled PWDs.

SECTION 3. COVERAGE. This Ordinance applies to indigent Persons with Disability who are bona fide residents of the Municipality of Iba and registered with the Municipal Social Welfare and Development Office (MSWDO).

SECTION 4. DEFINITION OF TERMS FOR PURPOSES OF THIS ORDINANCE:

- (a) Bedridden — a PWD confined to bed due to illness or disability and unable to ambulate or sit without assistance.
- (b) Severely Disabled — a PWD whose impairment substantially limits major life activities such as mobility, communication, self-care, or independent living, as certified by MSWDO and/or a licensed medical practitioner.
- (c) Unable to Perform Basic Self-Care — a PWD who cannot independently perform activities of daily living (ADLs) such as bathing, dressing, feeding, toileting, or transferring.
- (d) Indigent — a PWD with no regular source of income, whose family income is insufficient for basic needs, and who is certified as such by the Barangay Captain and validated by MSWDO.

SECTION 5. MONTHLY SOCIAL PENSION; ADJUSTMENT MECHANISMS.

- 5.1. Base Benefit. Qualified indigent PWDs shall receive a monthly social pension of Five Hundred Pesos (P500.00), subject to existing budgeting, accounting, and auditing rules and regulations.
- 5.2. Legislative Increases Requiring Actuarial and Fiscal Justification. Any increase in the monthly pension mandated by the Sangguniang Bayan shall be supported at the time of enactment by:
 - (a) an actuarial analysis prepared in accordance with generally accepted actuarial standards demonstrating projected cost over a minimum five-year planning horizon, including assumptions and sensitivity tests; and
 - (b) a mathematically quantifiable internally generated income (IGI) projection for the Municipality of Iba demonstrating sustainable funding for the proposed increase over the same planning horizon, including revenue assumptions, identified funding sources, and contingency plans. The approving ordinance or resolution must attach the actuarial analysis and IGI projection. The Municipal Treasurer shall certify that the IGI projection is consistent with municipal revenue records, and that sufficient funds or credible funding sources exist to support the increase for the period covered by the projection.
- 5.3. Annual Automatic Adjustment (Directly Proportional to Inflation). To preserve purchasing power, the monthly amount shall be automatically adjusted once each calendar year in an

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amount directly proportional to the annual inflation rate specified in the IRR, subject to Municipal Treasurer certification of fund availability. The adjustment formula is:

$$\text{Adjusted Amount} = \text{Current Amount} \times \left(1 + \frac{\text{Inflation Rate}}{100} \right)$$

The adjusted amount shall be rounded to the nearest peso. MSWDO shall notify the Sangguniang Bayan at least thirty (30) days prior to the effective date and include a financial impact statement.

No automatic adjustment shall take effect without the Municipal Treasurer's written certification that sufficient funds are available and that the adjustment will not impair essential municipal services.

5.4. Administrative Adjustments. The Municipal Mayor, upon MSWDO recommendation and subject to Municipal Treasurer certification of available funds, may authorize a one-time administrative increase not exceeding three percent (3%) in any fiscal year to respond to sudden cost-of-living surges. Any such administrative increase shall be reported to the Sangguniang Bayan within fifteen (15) working days and reflected in the next quarterly report.

5.5. Adjustments Above Caps. Any increase exceeding the parameters in Sections 5.3 or 5.4 shall require prior Sangguniang Bayan approval by ordinance.

5.6. Budgetary Condition. No adjustment under Sections 5.3 or 5.4 shall take effect unless the Municipal Treasurer certifies sufficient funds and non-impairment of essential services.

SECTION 6. QUALIFICATIONS. To qualify for the monthly social pension, the applicant must:

- 6.1 Possess a valid PWD Identification Card issued by the Municipality of Iba;
- 6.2 Be a bona fide resident of Iba for at least one (1) year prior to application;
- 6.3 Be certified as indigent by the Barangay Captain and validated by MSWDO;
- 6.4 Not be a current beneficiary of any national or local government PWD pension program providing similar monthly cash assistance, unless otherwise allowed by the IRR.

SECTION 7. Priority and Non-Exclusivity Priority shall be given to indigent PWDs who are bedridden, severely disabled, or unable to perform basic self-care independently. Priority shall determine only the order of enrollment and disbursement and shall not exclude other qualified indigent PWDs from applying for or receiving the monthly social pension.

When available funds are insufficient to cover all validated applicants in a disbursement period, MSWDO shall enroll beneficiaries in this order: (1) **Bedridden PWDs**; (2) **Severely disabled PWDs**; (3) **PWDs unable to perform basic self-care independently**; (4) **Other qualified indigent PWDs**. Within each category, beneficiaries shall be served on a first-come, first-served basis by date of validated application.

Applicants not immediately enrolled due to funding constraints shall be placed on a waiting list, notified in writing, and assigned a waiting-list number. MSWDO shall publish quarterly reports showing the master list, waiting list statistics, and beneficiaries served. Any denial of immediate enrollment based solely on lack of funds must be documented with reason, waiting-list position, and notification date.

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SECTION 8. IMPLEMENTING OFFICE. The Municipal Social Welfare and Development Office (MSWDO) shall be the lead implementing office responsible for identification and validation of beneficiaries; maintenance of a master list; distribution of the monthly pension; monitoring; reporting; and public disclosure required under this Ordinance.

SECTION 9. APPROPRIATION. Funds necessary for implementation shall be included in the annual budget of the Municipality of Iba and/or sourced from available municipal funds, subject to existing budgeting, accounting, and auditing rules and regulations. The Municipal Treasurer shall certify fund availability for adjustments and legislative increases as required.

SECTION 10. IMPLEMENTING RULES AND REGULATIONS (IRR). Within thirty (30) days from approval, MSWDO shall formulate and issue the IRR. The IRR shall specify: the inflation indicator and computation period for automatic adjustments; the annual adjustment timing and effective date; the format and minimum contents of the actuarial analysis and IGI projection required under Section 5.2; the vulnerability score methodology for tie-breaking; the Treasurer certification procedure; public disclosure requirements; and templates for financial impact statements and notices.

SECTION 11. PROGRAM OPERATIONS MANUAL AS PART OF ORDINANCE. The Program Operations Manual (POM) attached as Annex A is hereby adopted and made an integral and binding part of this Ordinance. The POM governs program procedures, eligibility verification, payment mechanisms, prioritization, monitoring, reporting, grievance handling, and documentation requirements. Any amendment to the POM that materially changes eligibility criteria, benefit amount, or payment procedures shall require either an amendment to this Ordinance by the Sangguniang Bayan or issuance of a revised IRR consistent with Section 10. Administrative updates to the POM that do not alter substantive entitlements may be made by MSWDO and shall be reported to the Sangguniang Bayan.

SECTION 12. SEPARABILITY CLAUSE. If any provision of this Ordinance is declared invalid, the remaining provisions shall remain in full force and effect.

SECTION 13. EFFECTIVITY. This Ordinance shall take effect after compliance with publication and posting requirements under the Local Government Code of 1991.

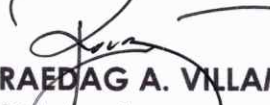
Enacted this 14th day of April 2026.


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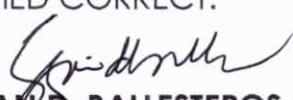



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SKF President

CERTIFIED CORRECT:


JOAN D. BALLESTEROS-ALBA
Vice Mayor and Presiding Officer

ATTESTED:


NOLITO V. BASUL
Secretary to the
Sangguniang Bayan

APPROVED:


IRENEA MANQUIZ-BINAN
Municipal Mayor

DATE: APR 16 2026

ANNEX A - PROGRAM OPERATIONS MANUAL (POM)

Indigent PWD Monthly Social Pension Program - Municipality of Iba, Zambales

1. **Program Overview.** Provides P500 monthly pension to indigent PWDs, prioritizing bedridden and severely disabled individuals, with transparent procedures for adjustments and oversight.
2. **Objectives**
 - Provide regular financial support to indigent PWDs.
 - Prioritize the most vulnerable for immediate assistance.
 - Maintain accurate beneficiary records and waiting lists.
 - Ensure fiscal sustainability and transparency for adjustments.
3. **Implementing Office.** MSWDO leads implementation, with technical support from the Municipal Treasurer and Municipal Planning and Development Office (MPDO) for fiscal analyses.
4. **Eligibility Requirements**
 - A. **Basic Qualifications**
 - Valid PWD ID (Municipality of Iba)
 - One (1) year residency in Iba
 - Barangay indigency certification
 - MSWDO validation
 - Not receiving similar monthly pension from another government program (unless IRR allows)
 - B. **Priority Categories**
 - Bedridden
 - Severely disabled
 - Unable to perform basic self-care
5. **Application Process**
 1. Submit requirements to MSWDO (PWD ID, Barangay Indigency Certificate, medical certificate if applicable, proof of residency).
 2. Initial screening by MSWDO.
 3. Home visit and validation.
 4. Encoding into master list.
 5. Approval by MSWDO Head
 6. Issuance of Notice of Enrollment or Notice of Waiting-List Placement.
6. **Payment Procedure and Priority Implementation**
 - 6.1 **Payment Procedure**
 - a. Pension is released monthly; MSWDO may adopt quarterly disbursement only when justified by fund flow and approved in the annual budget.
 - b. Beneficiary or authorized representative must sign payroll/receipt.
 - c. Unclaimed pension for three (3) consecutive months triggers revalidation and possible suspension until revalidation is completed.
 - 6.2 **Priority Implementation and Ranking Algorithm**
 - d. **Master List Fields:** name; PWD ID; barangay; priority category; date of validated application; validation documents; enrollment status; disbursement status; contact details; remarks.
 - e. **Ranking Order:** (a) Bedridden; (b) Severely disabled; (c) Unable to perform ADLs; (d) Other qualified indigent PWDs.

- f. Tie-Breaker: If same category and application date, apply a vulnerability score (household income, number of dependents, absence of caregiver). IRR defines scoring.

6.3 Waiting List Management

- g. Creation: Validated but unenrolled applicants receive a waiting-list number and status
 - "Waiting."
 - Notification: MSWDO issues written Notice of Waiting-List Placement within five (5) working days of validation.
 - Enrollment from Waiting List: As funds permit, MSWDO enrolls waiting applicants in ranking order and notifies them at least seven (7) working days before first disbursement.

6.4 Documentation and Transparency

- All prioritization, waiting-list placements, and enrollment decisions are recorded with timestamps and responsible officer name.
- Quarterly Reporting: MSWDO reports number of validated applicants; number enrolled; waiting list by priority category; funds disbursed; and projected funds required to eliminate waiting list.

6.5 Appeals and Grievance Handling

- Complaints filed at MSWDO intake desk.
- MSWDO resolves prioritization or waiting-list disputes within fifteen (15) working days.
- Unresolved appeals may be elevated to the Municipal Mayor.

6.6 Safeguards Against Misuse

- Priority status requires objective evidence (medical certificate; MS WDO home validation).
- No arbitrary exclusion: denials must be documented and reported.

6.7 Annual Adjustment Methodology (Directly Proportional to Inflation)

- **Indicator:** Use the inflation indicator named in the IRR (e.g., PSA Consumer Price Index).
- **Formula:**

$$\text{Adjusted Amount} = \text{Current Amount} \times \left(1 + \frac{\text{Inflation Rate}}{100} \right)$$

- **Timing:** Compute once per calendar year using the IRR-specified period; effective date per IRR and subject to Treasurer certification.
- **Financial Impact Statement:** MSWDO prepares a one-page statement: number of beneficiaries; current monthly cost; adjusted monthly cost; annualized budget impact; funding source.
- **Publication:** Publish adjustment, financial impact statement, and Treasurer certification at least seven (7) calendar days prior to effective date.

6.8 Legislative Increase Documentation and Review Process

- **Required Attachments:** Proposed ordinance/resolution must include (a) actuarial analysis; (b) IGI projection; (c) Municipal Treasurer certification.
- **Actuarial Analysis Minimum Contents:** scope; beneficiary population; five-year cost projections; sensitivity analyses; present value of liabilities; methodology; actuary credentials; signed actuarial opinion.

- **IGI Projection Minimum Contents:** baseline revenue (last three years); projected revenues (five years); assumptions; identified funding sources; contingency measures; reconciliation showing coverage of incremental cost.
- **Public Disclosure:** MSWDO posts supporting documents on municipal bulletin board and MSWDO office at least seven (7) calendar days prior to first reading. Provide one-page financial summary for SB members and public.
- **Independent Review:** SB may require independent technical review at municipal expense; IRR may set thresholds triggering mandatory review.

6.9 Administrative Increase Procedure

- MSWDO submits recommendation to Mayor with Treasurer's certification.
- Mayor approves in writing; MSWDO implements and reports to SB within fifteen (15) working days.
- Single administrative increase per fiscal year; not to exceed 3%.

6.10 Certification and Templates

- **Municipal Treasurer Certification (template):**

I hereby certify that, based on municipal revenue records and the financial impact statement attached hereto, sufficient funds or credible funding sources exist to finance the proposed/automatic adjustment to the Indigent PWD Monthly Social Pension for the fiscal year in which the adjustment will take effect, without impairing the delivery of other essential municipal services.

Signed: _____ (Municipal Treasurer) - Date: _____

- **Notice of Waiting-List Placement (template):** *This is to inform you that your application for the Indigent PWD Monthly Social Pension has been validated and placed on the program waiting list due to limited funds. Your waiting-list number is [number] and your priority category is [category]. You will be notified when funds are available and you are scheduled for enrollment. For inquiries or to file an appeal, contact MSWDO at [contact details].*
- **Notice of Enrollment (template):** *You have been enrolled in the Indigent PWD Monthly Social Pension Program. Your first scheduled disbursement is on [date]. Please bring (ID/authorization) to receive the pension. For questions, contact MSWDO at [contact details].*

7. Monitoring and Updating

- Periodic home visits and spot checks.
- Annual revalidation of beneficiaries.
- Immediate updating for death, transfer of residence, duplication with national programs, or change in disability status.

8. **Reporting Requirements.** MSWDO shall submit quarterly accomplishment reports, an updated master list, and financial utilization reports to the Mayor and Sangguniang Bayan. Quarterly reports must include adjustments implemented and the financial impact statement when applicable.