

Memorandum Circular
No. 01
Series of 2006

**SUBJECT: Amendment of Administrative Order No. 75, series of 2003,
on the Management of DSWD Operated Crisis Intervention Unit**

The Crisis Intervention Unit (CIU) is a special unit of the Department, which serves as a receiving and action center for walk-in, referred and rescued individuals and families. As such it serves as a venue in providing integrated augmentation services that include protection and provision of immediate medical, legal and psychological services to individuals and families in crisis situation, among others.

The limited financial and material assistance is the most availed service by the indigent clients. In order to respond to the prevailing high cost of these services, the following provisions of Administrative Order 75, Series of 2003 particular to the rate of assistance and its utilization are hereby amended:

1. VI. General Policies, Item C, #2 "Limited Financial and Material Assistance" 2nd Paragraph shall read as follows:

Utilization of Regular Funds shall only allow a maximum of **Three Thousand Pesos P3,000.00** per form of assistance as indicated herein, which shall be **determined by** the social worker's assessment. **Needs/Requirements over the maximum rate of assistance shall be referred to other sources of assistance such as other charitable organization, other agencies and legislator's Priority Development Assistance Funds (PDAF). Financial assistance chargeable against PDAF, may vary in amount depending on the legislator's recommendation and social worker's assessment and the availability of funds as governed by the Memorandum Circular covering the PDAF. A revolving fund in the form of cash advance, which amount shall be determined by both the Crisis Intervention Unit (CIU) and the Financial Management Service (FMS) shall be made available for the purpose of expediting delivery of service.**

2.1. A. Transportation Assistance; 2nd Paragraph.

“ Provision of outright cash **or cheque payable to the transportation agency** may be extended to the client depending on the actual cost of fare **but not exceeding the maximum amount depending on the social worker’s assessment and availability of funds.** A guarantee letter shall likewise be sent to the transportation agency to accommodate the client **for urgent and emergency cases”.**

B. Burial Assistance; 2nd Paragraph

“ A maximum amount of **P3,000.00** may be extended in the form of **outright cash or cheque payable to the funeral parlor** depending on the social worker’s assessment and availability of funds. The social worker may refer client to existing partner agencies to complement the services provided.

This memorandum takes effect January 11 , 2006

Luwalhati F. Pablo
LUWALHATI F. PABLO
OIC, Secretary

VBC/Mita Darwin
pmb-doe