



JOINT MEMORANDUM CIRCULAR No. 2025-01

SUBJECT: 2025 GUIDELINES OF THE AYUDA SA KAPOS ANG KITA PROGRAM

I. RATIONALE

The General Appropriations Act (GAA) of 2025 has mandated the Department of Social Welfare and Development (DSWD) to implement the Ayuda sa Kapos ang Kita Program (AKAP) to provide financial assistance to individuals whose income does not exceed the statutory minimum wage and who are severely affected by the rising inflation. The financial assistance shall include but not limited to food, medical, funeral, cash relief assistance, or rice assistance.

In the President's message dated 30 December 2024, the AKAP was subjected to conditional implementation, as follows:

"xxx, the AKAP intends to address the significant strain posed by rising inflation on the financial capacity of those who earn less than minimum wage. However, to ensure that the government assistance is not merely provisional solution to a persistent issue, I am compelled to subject the implementation thereof to the convergence of efforts of the DSWD, Department of Labor and Employment (DOLE), and National Economic Development Authority (NEDA), geared towards more strategic interventions leading to the long-term improvement of the lives of the qualified beneficiaries, while guarding against misuse, and duplicative and fragmented benefits. In this regard, the implementation of the AKAP shall be in strict compliance with pertinent laws, rules and regulations, and jurisprudence, and in accordance with the guidelines to be issued jointly by the DSWD, DOLE and NEDA."

Hence, these guidelines are being jointly issued by the DSWD, DOLE and NEDA to ensure that the AKAP shall be implemented as the DSWD's primary program intended to provide targeted social assistance directly to individuals whose income is below the minimum wage applicable to the region and who are made more vulnerable by the effects of inflation, especially by the rising prices of goods and services.

II. LEGAL BASES

- A. **General Appropriations Act of 2025**, Special Provision 3, DSWD Budget which authorized funding for the Ayuda sa Kapos ang Kita Program, together with the Veto Message putting it under Conditional Implementation.

- B. **Republic Act No. 11291** or the “Magna Carta of the Poor” which provides that investments in anti-poverty programs to enable the poor to fully participate in the country’s growth and development shall be the top priority of the State.
- C. **Republic Act No. 11032** or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 (EODB) which mandates all offices and agencies providing government services to regularly undertake cost compliance analysis, time and motion studies, undergo evaluation and the same if deemed necessary to reduce bureaucratic red tape and processing time.

III. DEFINITION OF TERMS

As used in this Circular, the following terms shall be interpreted to mean the following:

- a. **Assistance to Individuals in Crisis Situation Program** — a protective social welfare program of the DSWD that provides assistance to individuals and families in especially difficult circumstances. It provides, among others, financial assistance for medical, funeral, transportation, education, food, or other support services or needs of an individual or family in crisis.
- b. **Client** - an individual who seeks financial assistance under the AKAP and meets the income requirement under these guidelines.
- c. **Cross-matching** - a process of counter-checking the information or data sets provided by the client who seeks the assistance of the DSWD.
- d. **General Intake Sheet (GIS)** - a form used by the DSWD social workers to obtain the basic information of the client, the problem presented, the assessment and the recommended assistance.
- e. **Local Government Units (LGUs)** - territorial and political subdivisions such as provinces, cities, municipalities or barangays that are capable and prepared to assist the DSWD in the implementation of rice assistance.
- f. **Regional Minimum Wage** — refers to the wage rate as determined through wage orders issued by the Regional Tripartite Wage and Productivity Board (RTWPB) of the National Wages Productivity Commission attached to the Department of Labor and Employment (DOLE).
- g. **Social assistance** - programs that give basic protection to those who are poor, excluded, discriminated, and marginalized. Social assistance is specific depending on the needs of the sector.
- h. **Social Case Study Report (SCSR)** - a document prepared by a professional Social Worker in public and private practice, that describes in detail the situation and conditions of the client, including his/her social history. The document likewise includes an assessment, plan for intervention, and recommendation.