



**MEMORANDUM CIRCULAR NO. 02**  
**Series of 2024**

**SUBJECT: GUIDELINES ON THE GRANT OF BENEFITS TO FILIPINO OCTOGENARIANS, NONAGENARIANS, AND CENTENARIANS PURSUANT TO REPUBLIC ACT (R.A.) NO. 11982<sup>1</sup> AMENDING R.A. NO. 10868<sup>2</sup>**

**I. RATIONALE**

R.A. No. 11982, amending R.A. No. 10868, was approved and passed into law on 26 February 2024 providing benefits to Filipino Octogenarians, Nonagenarians, and Centenarians. The said law took effect on 17 March 2024 following its publication in a newspaper of general circulation<sup>3</sup> last 02 March 2024. The said law amended R.A. No. 10868 by expanding its coverage for Filipinos, whether residing in the Philippines or abroad, who will reach the milestone age of eighty (80), eighty-five (85), ninety (90), and ninety-five (95) shall receive a cash gift amounting to Ten Thousand Pesos (P10,000.00).<sup>4</sup>

Moreover, R.A. No. 11982 mandated the creation of Elderly Data Management System (EDMS) which will record relevant information of senior citizens and it shall be maintained by the National Commission of Senior Citizens (NCSC) in accordance with R.A. No. 11350 and its Implementing Rules and Regulations (IRR).<sup>5</sup>

In accordance with R.A. No. 11350, the NCSC joined the roster of other long-established government agencies catering to vulnerable sectors which include among others, the National Council on Disability Affairs (NCDA), the National Youth Commission (NYC), the National Commission on Indigenous Peoples (NCIP), the Philippine Commission on Women (PCW), the National Anti-Poverty Commission (NAPC) and the Department of Social Welfare and Development (DSWD).

Section 11 of R.A. No. 11350 expressly provides for the transfer of all functions, programs, projects, and activities relating to poor, vulnerable, and disadvantaged senior citizens from the DSWD to the NCSC. As such, these guidelines shall establish the protocols for the implementation of R.A. No. 11982 which amended R.A. No. 10868, under the management of the NCSC.

These guidelines are promulgated to set the guidelines on the availment of benefits and privileges for Filipino citizens, residing in the Philippines or abroad, who have reached the milestone age of eighty (80), eighty-five (85), ninety (90), ninety-five (95), and one hundred (100) years of age.

<sup>1</sup> Entitled "An Act Granting Benefits to Filipino Octogenarians and Nonagenarians, Amending for the Purpose Republic Act No. 10868, Otherwise Known as the "Centenarians Act of 2016", and Appropriating Funds Therefor"

<sup>2</sup> Otherwise Known as the "Centenarians Act of 2016".

<sup>3</sup> Manila Bulletin, Vol. 615, No. 2 (Saturday, 02 March 2024).

<sup>4</sup> Section 1, R.A. No. 11982.

<sup>5</sup> Section 2, R.A. No. 11982.

## II. LEGAL BASES<sup>6</sup>

Together with its IRR, these guidelines are anchored on the following:

- A. **R.A. No. 11982** - "An Act Granting Benefits to Filipino Octogenarians and Nonagenarians, Amending for the Purpose Republic Act No. 10868, Otherwise Known as the "Centenarians Act of 2016", and Appropriating Funds Therefor";
- B. **R.A. No. 10868** enacted on 23 June 2016 and its IRR on 26 September 2016 entitled "An Act Honoring And Granting Additional Benefits And Privileges To Filipino Centenarians, And For Other Purposes" (known as the "Centenarians Act of 2016"), which was amended by R.A. No. 11982;
- C. **R.A. No. 11350** – "An Act Creating the National Commission of Senior Citizens, Providing for its Functions, Abolishing the National Coordinating Council and Monitoring Board, Amending for the Purpose Republic Act No. 7432, as Amended, and Appropriating Funds Therefor";
- D. **R.A. No. 7432 as amended by R.A. Nos. 9257, 9994, and 11916** - An Act Granting Additional Benefits and Privileges to Senior Citizens, Further Amending Republic Act No. 7432, As Amended, Otherwise Known As "An Act to Maximize the Contribution of Senior Citizens to Nation Building, Grant Benefits and Special Privileges and For Other Purposes".

## III. DEFINITION OF TERMS

- a. **Assessment** – In accordance with R.A. No. 11982 amending R.A. No. 10868, it refers to ascertaining the identity and age of those who are applying for the benefits, privileges and cash gift of the octogenarian, nonagenarian and centenarian.
- b. **Attestation** – refers to an act of attesting and confirming the eligibility of the individuals applying for the milestone cash gift. It also refers to an evidence, proof, confirmation, or testimony by the authorities at the Local Government Unit (LGU) or any government agency to endorse and/or support the claim of applicants covered by these guidelines. This shall synonymously be used as Certification under Oath.
- c. **Authentication** – refers to the act, process or method of determining and identifying the genuineness and validity of records and documents submitted.
- d. **Case report** – refers to the narrative/detailed account to be submitted by the NCSC Regional Office regarding the applications and documentary requirements submitted by the claimant.
- e. **Cash gift** – refers to a monetary gift from the national government given to qualified senior citizens, residing in the Philippines or abroad as defined under the law and these guidelines:

<sup>6</sup> Please note these other issuances:

- DSWD Memorandum Circular No. 04 Series of 2017: Guidelines on the Implementation of Republic Act 10868 "An Act Honoring and Granting Additional Benefits and Privileges to Filipino Centenarians, and For Other Purposes" Also Known As the "Centenarians Act of 2016".
- DSWD Memorandum Circular No. 11 Series of 2017: Supplemental Guidelines on Memorandum Circular No. 04 Series of 2017 Re: Implementation of Republic Act 10868 "An Act Honoring and Granting Additional Benefits and Privileges to Filipino Centenarians, and For Other Purposes" Also Known As the "Centenarians Act of 2016".
- DSWD Memorandum Circular No. 06 Series of 2018: Amendment to Memorandum Circular No. 04 (Guidelines on the Implementation of Republic Act 10868) and Memorandum Circular No. 11 Series of 2017 (Supplemental Guidelines on Memorandum Circular No. 04 Series of 2017)
- DSWD-DFA-CFO-PVAO Joint Memorandum Circular No. 01 Series of 2020: Guidelines on the Availment of Awards and Incentives for Overseas Filipino Centenarians Under Republic Act No. 10868 and its Implementing Rules and Regulations.

- i. Octogenarian cash gift – an amount of Ten Thousand Pesos (P10,000.00) given to octogenarians who are alive upon reaching the milestone ages of 80 and 85.
  - ii. Nonagenarian cash gift – an amount of Ten Thousand Pesos (P10,000.00) given to nonagenarians who are alive upon reaching the milestone ages of 90 and 95.
  - iii. Centenarian cash gift - an amount of One Hundred Thousand Pesos (P100,000.00) given to centenarians who are alive upon reaching the milestone age of 100 and above.
- f. Cash incentive – an amount which may be awarded as additional benefit by the LGU (municipality, city, province) to senior citizens reaching the milestone age of 80, 85, 90, 95, 100 and/or as may be applicable depending on the policies and programs of the LGU.
- g. Celebrant – in the context of these guidelines, it refers to a person who celebrates a particular event in his/her life, that is, a milestone year or birth year. One who is entitled to the benefit, privileges, or cash gift upon reaching the milestone age.
- h. Centenarian/s – refers to all Filipinos, who reach one hundred (100) years old and above, whether residing in the Philippines or abroad.
- i. Commission on Audit (COA) – refers to a constitutional body that has the power, authority, and duty to examine, audit, and settle all accounts pertaining to the revenue and receipts of, and expenditures or uses of funds and property, owned or held in trust by, or pertaining to, the Government.
- j. Commission on Filipinos Overseas (CFO) – refers to the agency under the Office of the President that is tasked to promote and uphold the interests, rights and welfare of overseas Filipinos and strengthen their ties with the Philippines.
- k. Contestability period – refers to the period for which any person or entity may contest or challenge the decision to award the benefits to potential beneficiaries.
- l. Department of Foreign Affairs (DFA) – refers to the government agency primarily responsible for Philippine foreign policy, through its Foreign Service Posts (FSP) which serves as the representative of the Philippine Government overseas.
- m. Department of Information and Communications Technology (DICT) – refers to the government agency that plans, develops, and promotes the national Information and Communication Technology (ICT) development agenda pursuant to R.A. No. 10844.
- n. Department of the Interior and Local Government (DILG) – refers to the government agency that supervises local governments, as well as public order and safety; promulgate policies, rules and regulations and other issuances.
- o. Department of Migrant Workers (DMW) – refers to the government agency mandated to facilitate overseas employment and reintegration of Filipino workers, promote their empowerment and protection, while taking into consideration the national development programs.
- p. Department of Social Welfare and Development (DSWD) – refers to the government agency mandated to provide assistance to local government units (LGUs), non-government organizations (NGOs), national government agencies (NGAs), people's organizations (POs), and other members of civil society in effectively implementing programs, projects, and services that shall alleviate poverty and empower disadvantaged individuals, families and communities for an improved quality of life (Executive Order No. 15 [EO 15] series of 1998), but whose functions, programs, projects and activities for the senior citizens were legislated to be transferred to the NCSC by R.A. No. 11350.

- q. Elderly Data Management System (EDMS) – refers to the system established by the law to streamline information related to the aging population, ensuring better support and services. This facilitates the identification of beneficiaries under the R.A. No. 11982
- r. Eligibility – refers to the one-year period whether an individual qualifies to be selected or to receive a benefit.
- s. Endorsement from the Local Chief Executive (LCE) – refers to a form of public support or approval from the LCE to someone or something, through a written document such as reports or letters.
- t. Federation – refers to a group or alliance of Senior Citizens Organizations (SCOs), associations or groups.
- u. Grievance – refers to a complaint due to injustice or dissatisfaction.
- v. Identification Document (ID) – refers to any proof of being a senior citizen which shall be used for availing benefits, gifts, awards, incentives and privileges under the law. The ID shall be any of the following:
  - i. Senior Citizens' Identification Card issued by Local Government Unit (LGU) through the Office for Senior Citizens Affairs (OSCA) in the city or municipality where the senior citizen resides (per R.A. No. 7432 as amended);
  - ii. Valid Philippine Passport;
  - iii. The national ID and other valid government-issued IDs;
  - iv. Other valid documents that establish the senior citizen / elderly / older person as a citizen of the Republic of the Philippines with at least sixty (60) years of age, indicating an elderly's birthdate, which shall include but not be deemed limited to the following government-issued IDs (Bangko Sentral ng Pilipinas Circular No. 608 (BSP Circular 608), Series of 2008). For dual citizens, these documents may include "Citizenship Retention and Re-Acquisition Certificate, Identification Certificate and Order of Approval
- w. Letter of Felicitation – refers to a letter from the President of the Philippines congratulating the celebrant on his 100th birthday in recognition of the latter's longevity.
- x. Local Chief Executives (LCEs) – refers to the elected officers who are head of the Local Government Units (LGUs) as provided under R.A. No. 7160 or the Local Government Code of 1991. The LCEs include Barangay Chairperson, Mayor, Provincial Governor, and the Chief Minister of the Bangsamoro Autonomous Region in Muslim Mindanao or Bangsamoro Autonomous Region per R.A. No. 11054.
- y. Local Government Unit (LGU) – refers to a geographical and political subdivision of the Republic of the Philippines at the provincial, city, municipal, and barangay level established by or in accordance with the Constitution.
- z. Local Social Welfare Development Office (LSWDO) – refers to the Provincial, City or Municipal Social Welfare and Development Office (P/C/MSWDO) of the LGU, which implements social service programs, including direct services for specific sectors like the youth, persons with disabilities, older persons, at the local level.
- aa. Milestone year – refers to a significant event or stage in life referring to ages 80, 85, 90, 95 and 100.
- bb. National Commission of Senior Citizens (NCSC) – refers to the government agency, created under R.A. No. 11350 with a mandate to, among others, enforce, formulate policies, implement and monitor programs, projects, activities and related information pertaining to the rights and welfare of older persons. The NCSC

has its principal office in National Capital Region (NCR) and has its Regional Offices (ROs).

- cc. National Respect for Centenarians Day – refers to the first Sunday of October which is declared as National Respect for Centenarians Day as part of the annual Elderly Filipino Week (EFW) celebration, as provided under Sec. 3 of R.A. No. 10868. This, coincides during the celebration of the annual Elderly Filipino Week from October 01 to 07, pursuant to Proclamation No. 470, series of 1994, and during which day, all Filipinos who reach the milestone age of 100 year in the current fiscal year are provided with the following:
  - i. Posthumous/ Plaque of Recognition and Cash Incentive shall be given by the local government units where the centenarian resides. The LGU shall determine the amount of the cash incentive over the cash gift given by the national government; and
  - ii. Letter of Felicitation from the Office of the President and Centenarian gift being given by the DSWD, with the eventual transfer to the NCSC.
- dd. Nearest Surviving Relative – refers to the closest person by consanguinity or affinity, related to the deceased senior citizen or senior citizen reaching the milestone year in accordance with the Civil Code of the Philippines.
- ee. Nonagenarian/s – refers to all Filipinos, whether residing in the Philippines or abroad, whose ages are from 90 to 99 years old.
- ff. Octogenarian/s – refers to all Filipinos, whether residing in the Philippines or abroad, whose ages are from 80 to 89 years old
- gg. Office for Senior Citizens Affairs (OSCA) – refers to the office created and established in all cities and municipalities under the Office of the Mayor pursuant to and with the functions provided under Section 6 of R.A. No. 7432, as amended by R.A. No. 9994.
- hh. Philippine Embassies (PE) – under the DFA through its Foreign Service Posts or diplomatic missions in major cities around the world, the Government of the Philippines with its Embassies (PE), Consulates General (PCG), and Missions (PM), to advance the country's interests in various countries and as well as to serve the increasing number of Filipinos residing and working overseas.
- ii. Philippine Identification (ID) System/Philippine Identification Card/National ID – refers to the official, non-transferable national identity card for Filipino citizens worldwide and foreign permanent residents in the Philippines, pursuant to R.A. No. 11055 or An Act Establishing the Philippine Identification System.
- jj. Philippine Statistics Authority (PSA) – refers to the government agency primarily responsible for the implementation of the objectives and provisions of R.A. No. 10625, R.A. No. 11055, and R.A. No. 11315. It shall generate and share data, plan, develop, prescribe, disseminate, and enforce policies, rules and regulations, and coordinate government-wide programs governing the production of official statistics, general purpose statistics, civil registration services and inclusive identification system.
- kk. Senior Citizen/Elderly/Older Person/Older Adult – refers to any citizen of the Philippines at least sixty (60) years old.
- ll. Senior Citizens Organization (SCO), Association or Group – refers to a group of senior citizens formed, organized, and registered in accordance with Philippine laws, or otherwise, specifically for promoting the protection of senior citizens' rights and their overall welfare, especially the indigent elderly members of the community.

mm. Validation – refers to the process of determining the eligibility, completeness of documents and correctness of information for granting cash gift to octogenarians, nonagenarians, and centenarians upon reaching the milestone age.

nn. Verification – refers to the process of determining the credibility, confirmability, dependability, the correctness, trustworthiness/authenticity of an application using the different factual basis.

#### IV. ELIGIBILITY

All Filipinos, whether residing in the Philippines or abroad, who are of ages eighty (80), eighty-five (85), ninety (90), ninety-five (95), and one hundred (100) shall be eligible to receive the benefits provided for by R.A. No. 10868 as amended by R.A. No. 11982, reckoned from its effectivity, subject to the documentary requirements and procedures prescribed herein on Item Nos. VI and VII, respectively.

The grantees under this Item shall be eligible to receive the cash gift, prescribed under the immediately succeeding Item within one (1) year from reaching the ages of eighty (80), eighty-five (85), ninety (90), ninety-five (95), and one hundred (100), provided the milestone age has not been exceeded, i.e., has not attained 81, 86, 91, 96, and 101.

Application for claims. Notice of application for claims may be made one (1) year before reaching the milestone age. However, the same shall be approved on or after reaching the milestone age.

It is appreciated that the pertinent documents be submitted at least four (4) to six (6) months prior reaching the milestone age of the applicant as this will give the Commission ample time to assess, review, and validate the submissions made.

The notice of the availability of cash gift shall be provided to the beneficiary at the last known address indicated in the application.

Benefits not claimed within one (1) calendar year shall be submitted to the COA for proper disposition. Subject to the approval of COA, the unclaimed benefits may be given to another qualified beneficiary.

#### V. BENEFITS

Eligible Octogenarians, Nonagenarians, and Centenarians shall receive the following benefits:

- A. *Letter of Felicitation* - All Filipinos, whether residing in the Philippines or abroad, upon reaching the age of one hundred (100) years old shall receive a letter of felicitation signed by the President congratulating the celebrant for his or her longevity; and
- B.1. *Cash Gift* - All Filipinos, whether residing in the Philippines or abroad, upon reaching the age of one hundred (100) years old shall receive a cash gift of One hundred thousand pesos (P100,000.00).
- B.2. *Cash Gift* - All Filipinos, whether residing in the Philippines or abroad, upon reaching the ages of eighty (80), eighty-five (85), ninety (90) and ninety-five (95) shall each receive a cash gift of Ten thousand pesos (P10,000.00).

#### VI. DOCUMENTARY REQUIREMENTS

To validly claim the benefits as provided for under Item No. V of this MC, the eligible or potential Octogenarian, Nonagenarian, and Centenarian shall submit the following documents:

1. Duly accomplished application form for the Octogenarian, Nonagenarian, and Centenarian Benefit Program (**Annex "A"**);
2. Any one (1) of the following primary identification (ID) cards/documents<sup>7</sup>:

- a. Certificate of Live Birth duly issued or authenticated by the Philippine Statistics Authority (PSA);
- b. Photocopy of Philippine Identification System ID card / Philippine ID card / National ID card provided that the original copy must be presented.

In the absence of primary ID/documents, any two (2) of the following secondary ID cards/documents may be accepted:

- a. Photocopy of valid Philippine passport provided that the original copy must be presented;
- b. Original Certificate of Late Registration of Birth duly issued or authenticated by the PSA;
- c. Photocopy of Senior Citizens' ID duly issued by the Office for Senior Citizens Affairs (OSCA) or its equivalent ID for those residing abroad provided that the original copy must be presented;
- d. Photocopy of Philippine-government issued ID cards provided that the original copy must be presented, such as the Land Transportation Office (LTO) issued Driver's License, social security cards from the Government Service Insurance System (GSIS) and Social Security System (SSS), Professional Regulation Commission (PRC) license, Philippine Postal ID, Commission on Elections (COMELEC) voter's ID showing Filipino citizenship and year of birth;
- e. Original Certificate of Live Birth of the eldest child (if with child/children) duly issued or authenticated by the PSA;
- f. Original Certificate of Marriage (if married) duly issued or authenticated by the Local Civil Registrar or the PSA;
- g. Original Joint Affidavit executed by two (2) disinterested persons with personal knowledge of the applicant's actual age or date of birth;
- h. Original school records or employment records of the applicant reflecting the date of birth and citizenship;
- i. Original Certificate of Membership from retirement and pension insurance systems, whether private or public, such as but not limited to SSS, GSIS, PVAO, AFPMBAI, PNPBRBS, etc.;
- j. Original Baptismal Certificate or any church record of baptism showing the date of birth of the applicant provided that it is recorded prior to the age of five (5) and/or original Confirmation Record showing the date of birth of the applicant as certified by the parish priest or head of religious denominations;
- k. For Indigenous Peoples (IPs) without PSA-issued birth certificates, an original certification or similar document duly issued by the National Commission on Indigenous Peoples (NCIP) attesting the age or circumstances of the celebrant. The process of late registration shall be complied based on the Joint Memorandum Circular No. 2021-01 or the Revised Guidelines for Delayed Registration of Birth (MC 2021-01) issued by the PSA; or For Muslims without PSA-issued birth certificates, an original certification or similar document duly issued by the National Commission on Muslim Filipinos (NCMF) attesting the age or circumstance of the celebrant. The process of late registration shall be complied based on MC 2021-01 issued by the PSA.

Eligible Octogenarians, Nonagenarians, and Centenarians who are dual citizens and are residing abroad but whose primary and secondary documents as cited above are absent or lacking, shall submit a Citizen Retention and Re-acquisition Certificate and Identification Certificate, or Order of Approval, or Oath of Allegiance, or Certificate of Attestation duly issued by the Philippine Embassy (PE) or Philippine Consulate General (PCG) of the Department of Foreign Affairs (DFA)

<sup>7</sup> The list of documentary requirements is lifted from the following issuances:

- DSWD Memorandum Circular No. 04, Series of 2017;
- DSWD Memorandum Circular No. 06, Series of 2018; and
- DSWD-DFA-CFO-PVAO Joint Memorandum Circular No. 01, Series of 2020

who has jurisdiction in the area where the applicant resides and which will serve as a primary document. In the absence of the primary document, the applicant shall submit any two (2) of the following proof as a secondary document: (a) Overseas Voting Card or Affidavit, (b) Foreign Driver's License, (c) Medical or Health Card, (d) any secondary ID cards/documents mentioned in Item No. VI (2) herein, or (e) other documents and autoptic evidence which may prove the identity and age of the potential beneficiary.

For Octogenarians, Nonagenarians, and Centenarians who are eligible to receive the benefits but without or lack the primary and secondary documents for religious or cultural reasons, they shall submit a letter request addressed to the NCSC, with all the supporting documents, for review and proper resolution;

3. Endorsement letter addressed to the NCSC from the Local Chief Executive of the City or Municipality where the applicant resides. For Filipinos residing abroad, an endorsement letter addressed to the NCSC duly issued by the PE/Consulate or the DFA or the Department of Migrant Workers (DMW) or the Commission on Filipinos Overseas (CFO) will suffice;
4. Recent ID picture with 5.08 cm x 5.08 cm (2"x 2") size and full body picture of the applicant printed on an A4 size bond/photo paper; and
5. In addition to the above, the estate/nearest surviving relative shall submit to the NCSC the following documents in case of a deceased Octogenarians, Nonagenarians, and Centenarians:
  - a. Original copy of the death certificate of the Octogenarian / Nonagenarian / Centenarian;
  - b. Photocopy of any valid government-issued ID of the nearest surviving relative provided that the original copy must be presented;
  - c. Photocopy of proof of relationship with the deceased Octogenarian / Nonagenarian / Centenarian provided that the original copy must be presented, such as Certificate of Live Birth, Marriage Certificate, or any other document of the nearest surviving relative which would establish his/her relationship with the Octogenarian / Nonagenarian / Centenarian; and
  - d. In case there are numerous nearest surviving relatives (e.g. children), a judicial or extrajudicial settlement shall be executed authorizing one of them to receive the benefits in behalf of all of them shall be required. The claiming nearest surviving relative must also execute a warrant and release from liability form (**Annex "B"**).

In cases of deceased claimants, the nearest surviving relative/s of the deceased octogenarian, nonagenarian, and centenarian shall receive the cash gifts in accordance with the Civil Law.

## VII. PROCEDURES FOR FILING OF APPLICATIONS AND PROCESSING OF BENEFITS

All eligible Octogenarians, Nonagenarians, and Centenarians shall immediately submit/file their applications with the OSCA and/or LSWDO (if there is no OSCA in the city/municipality). If filed before the NCSC, the NCSC shall endorse the same to the OSCA and/or LSWDO for verification.

Prior notice, for potential Octogenarians, Nonagenarians, and Centenarians, they may file their notice preferably one (1) year prior to reaching the milestone age of eighty (80), eighty-five (85), ninety (90), ninety-five (95), and one hundred (100).



In case the Octogenarian, Nonagenarian, and Centenarian is unable to personally file the application and process the benefits, a designation of an authorized representative shall be allowed subject to the execution of a Special Power of Attorney (**Annex "C"**).<sup>8</sup>

The procedure for the application and processing of benefits shall be as follows:

- a. **Securing an application form.** Application form may be secured from the following:
- Downloaded from the NCSC website;
  - Nearest NCSC Office;
  - LGU through the OSCA or LSWDO (if there is no OSCA in the city/municipality);
  - Barangay hall or with the assistance of the Senior Citizens Organizations (SCOs), associations, groups, federations; or
  - Downloaded from government websites authorized to grant the said milestone benefits or may be made available through the Philippine Embassy (PE)/ Philippine Consulate General (PCG)/Department of Migrant Workers (DMW)/ Commission on Filipino Overseas (CFO)/Department of Foreign Affairs (DFA).
- b. **Submission of complete documentary requirements.** – The applicants or his/her duly authorized representative shall submit all documentary requirements prescribed under Item No. VI of this MC through the OSCA or LSWDO.

In case of Filipinos residing abroad, the applicants or his/her duly authorized representative shall submit the same to the PE/PCG/DMW/CFO which has jurisdiction in the area where the applicant resides.

The OSCA/PE/PCG/DMW/CFO shall conduct, within three (3) working days, a non-discretionary initial assessment on the presence or absence of the required documents. The staff or social worker from the said agencies shall carry-out the said assessment.

- c. **Initial assessment of the OSCA and authentication by the LSWDO and NCSC Regional Office (RO).** – Once application documents are received by the LGU, the OSCA shall conduct an initial assessment of the documents submitted within five (5) working days and may ask the assistance of the LSWDO. The OSCA/LSWDO shall then authenticate within ten (10) working days the information provided by the applicant and may conduct an ocular visit to determine the accuracy of the information provided by the applicant.

For LGUs without a working OSCA, the applicant shall submit the documents directly to the LSWDO/NCSC.

If the application documents are complete in form and in substance, the OSCA and the LSWDO shall submit their assessment and authentication reports under oath<sup>9</sup> respectively, with recommendations to the Local Chief Executive (LCE) for eventual endorsement to the NCSC RO.

However, if the application documents are incomplete, the Local Government Unit (LGU) shall provide assistance to the claimant in completing the lacking documents. The LGU may sought further technical assistance/guidance from the NCSC.

- d. **Endorsement to the NCSC RO.** – Within ten (10) working days from receipt of the complete applications, the LCE of the City or Municipality where the applications were filed, with proper recommendation from the OSCA, shall endorse

<sup>8</sup> This is patterned from DSWD Memorandum Circular No. 06, Series of 2018; and DSWD-DFA-CFO-PVAO Joint Memorandum Circular No. 01, Series of 2020.

<sup>9</sup> The said reports shall contain an attestation clause specifying therein that the personnel in-charge personally assessed the documents and hereby authenticates the same and that the information in the said reports are complete, true, and correct to the best of his/her knowledge.

the applications, whether electronically or by mail or by personal submission, with all necessary documents to the NCSC Regional Office.

Within the same period of ten (10) working days, the PE/PCG/DMW/CFO shall endorse the applications, whether electronically or by mail, or by personal submission, with all necessary documents to the NCSC Central Office, for Filipinos residing abroad.

- e. **Validation of Applications and Documentary Requirements.** - The NCSC RO, after acknowledging receipt of endorsement and within ten (10) working days, shall review and evaluate the completeness of documentary requirements of the submitted applications. It shall conduct physical validation and verification on the veracity of facts stated therein and to submit a case report.
- f. **Endorsement from the NCSC RO to the NCSC Central Office (CO) for Validation.** – If the applications are complete in form and in substance, together with the case report, the NCSC Regional Office shall endorse the same to the NCSC CO within three (3) working days from the completion of its validation. Otherwise, the NCSC RO shall return the applications to the LGU concerned stating, among others, the reason/s of deferment or denial.
- g. **Validation of Eligible Beneficiaries.** – Upon receipt of the submitted list of potential beneficiaries, NCSC CO shall verify and perform a validation of information using the NCSC online database. Issuance of the validated list of the beneficiaries with inclusion and exclusion error shall be disseminated to the NCSC RO.<sup>10</sup>

If the application is incomplete or lacking in documentary requirement, the NCSC Central Office shall return the applications to the NCSC RO/PE/PCG/DMW/CFO stating, among others, the reason/s of deferment or denial.

- h. **Notification of Eligible Beneficiaries.** NCSC RO shall use the validated list as basis for final list of eligible beneficiaries and grant the cash gift and other benefits for Octogenarians, Nonagenarians, and Centenarians provided for under Item No. V of this MC. Within fifteen (15) days, NCSC RO shall notify the LGU of the final list of eligible beneficiaries.
- i. **Updating of Elderly Data Management System.** NCSC CO shall maintain and update the database based on the data captured during the validation and payout of the program. NCSC RO shall maintain and keep master list of served eligible milestone beneficiaries. It shall likewise furnish the NCSC CO copies of the said master list.

### VIII. DISTRIBUTION OF CASH GIFTS TO ELIGIBLE BENEFICIARIES

- a. NCSC RO shall coordinate with the Local Government Units and shall notify the Local Chief Executives through LSWDO and OSCA of the final approved list of eligible beneficiaries for payout.
- b. NCSC RO shall proceed with the cash gift distribution for Octogenarian, Nonagenarian and Centenarian following the agreed payout schedule indicating the date, time and payout venue.
- c. During the release of cash gifts, the eligible beneficiary shall present his/her OSCA ID or any valid government-issued ID indicating his/her full name and birthdate. The NCSC RO staff shall cross-reference the documents presented from the master list.

In case cash gift will be claimed by an authorized representative, beneficiaries must submit the following:

<sup>10</sup> Validation or Case Report Form enclosed as Annex "D" shall be used by the RO.

**For Beneficiaries under medical care / with existing medical condition**

1. Original and photocopy of any valid government-issued ID of the authorized representative;
2. Original and photocopy of beneficiary's OSCA ID or any valid government-issued ID;
3. Original authorization letter indicating the name of the beneficiary, name of the authorized representative and his/her relationship to the beneficiary, and reason of inability to personally claim the cash gift;
4. Medical Certificate (*beneficiaries who are admitted on the day of payout*)/Barangay Certification (*beneficiaries who are bedridden*) duly signed by the Barangay Health Worker and Barangay Captain attesting that the beneficiary has an existing medical condition.
5. Proof of life, i.e., most recent full-body/half-upper body picture of the senior citizen holding the front page of the most recent issue of a newspaper of national circulation or a copy of the calendar of the current month.

**For Deceased Beneficiaries**

1. Original copy of the death certificate of the Octogenarian / Nonagenarian / Centenarian;
2. Photocopy of any valid government-issued ID of the nearest surviving relative provided that the original copy must be presented;
3. Photocopy of proof of relationship with the deceased Octogenarian / Nonagenarian / Centenarian provided that the original copy must be presented, such as Certificate of Live Birth, Marriage Certificate, or any other document of the nearest surviving relative which would establish his/her relationship with the Octogenarian / Nonagenarian / Centenarian; and
4. In case there are numerous nearest surviving relatives (e.g. children), a judicial or extrajudicial settlement shall be executed authorizing one of them to receive the benefits in behalf of all of them shall be required (*Special Power of Attorney, SPA Template from Centenarian Program*). The claiming nearest surviving relative must also execute a warrant and release from liability form (**Annex "B"**).

Only authorized representative/s identified by the beneficiary on his/her duly accomplished application form and registered to the NCSC online database shall be allowed to claim the cash gift.

**IX. GRIEVANCE MACHINERY**

The Senior Citizen or his/her duly authorized representative may file with the NCSC a complaint alleging therein his/her personal circumstances and a concise statement of facts constituting his/her cause or causes of action and specifying the relief sought relating to any violation of this MC.

For any grievance in the inclusion or exclusion or other causes relating to the Octogenarian, Nonagenarian, and Centenarian Program, the following shall be observed:

- a. Any aggrieved party, whether individual or entity, could file a grievance with the NCSC regarding the inclusion or exclusion or other causes of action relating to the Octogenarian, Nonagenarian, and Centenarian Program by filling up the prescribed Grievance Form (**Annex "E"**);
- b. The NCSC, either through its central office or regional offices, shall endorse the grievance to the concerned municipality/city LGU which shall form a grievance committee consisting of the following:

Chairperson : OSCA Head

Members : City/Municipal Social Welfare and Development Officer  
City/Municipal Health Officer  
City/Municipal Planning Officer  
City/Municipal Local Civil Registrar

The grievance committee shall handle such grievance both for case build-up and for resolution either by ruling on the merit/s of the grievance or by mediation for settlement between the concerned parties. Provided that, any resolution of the grievance committee must be done in writing. Provided further that, resolution of the grievance must be completed not later than twenty (20) working days from receipt of endorsement by the NCSC.

- c. In the event that the LGU concerned, through the grievance committee, cannot resolve the grievance within the given period despite due diligence, it shall endorse the grievance to the NCSC Regional Office with an explanation on why it cannot resolve the same providing its recommendation/s, if applicable.
- d. The NCSC RO shall constitute a grievance committee of three (3) to resolve the issue(s) within three (3) working days upon receipt of the record/folio endorsed by the LGU.

The NCSC grievance committee shall invite the parties to discuss the merits using alternative methods of resolving disputes.

It shall render a decision within seven (7) working days after concluding the alternative dispute procedure with the concerned parties.

Failure of the NCSC RO to resolve the grievance within the stipulated period shall automatically transfer the jurisdiction to the NCSC principal / central office which shall act on the same within twenty (20) working days from receipt of the folio / records.

- e. The NCSC CO, after considering the merits, shall now rule in writing on the grievance and thereupon promulgate its ruling.
- f. Resolution by the NCSC CO shall be deemed final and executory.

**X. ELDERLY DATA MANAGEMENT SYSTEM (EDMS)**

In contemplation of R.A. No. 11982, there shall be an EDMS which will record relevant information of all senior citizens. The EDMS shall be maintained by the NCSC in coordination with the PSA, Department of Social Welfare and Development (DSWD), Department of Information and Communications Technology (DICT), LGUs, and all other relevant government agencies.

To effectively implement the creation of EDMS, the Department of the Interior and Local Government (DILG) shall, within thirty (30) calendar days from the effectivity of this MC, direct every Barangay of the LGUs to submit all data of senior citizens to the OSCA subject to existing laws, rules, and regulations. Further, the DILG shall enjoin the LGUs to submit the names and other pertinent information of the senior citizens who will reach the milestone ages of 80, 85, 90, 95, and 100.

The OSCA as well as the Local Civil Registrar, in coordination with the LGU concerned, shall submit to the NCSC Regional Offices, within sixty (60) calendar days from the effectivity of this MC, the consolidated data of senior citizens which will form part of the EDMS and thereafter submit monthly updated data subject to existing laws, rules, and regulations.

The DSWD, PSA, and other relevant government agencies which maintains data of senior citizens particularly the data on Octogenarians, Nonagenarians, and Centenarians, shall submit the same to the NCSC within sixty (60) calendar days from

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the effectivity of this MC, and thereafter submit monthly updated subject to existing laws, rules, and regulations.

The DFA, PEs, DMW, and CFO shall disseminate in the best possible way the information regarding the EDMS, the laws and entitlements or benefits to Filipinos overseas. They shall keep pertinent records of Filipinos overseas for this purpose. They shall likewise facilitate the granting of benefits to the milestone celebrants on behalf of the Philippine government.

Data Sharing Agreement (DSA) shall be executed by all the concerned agencies with the NCSC, but it shall not limit the efficiency and seamless sharing of needed data for cross references and validation.

#### **XI. APPROPRIATIONS**

The amount necessary to implement the provisions of these guidelines shall be included in the annual General Appropriations Act.

#### **XII. MISCELLANEOUS PROVISIONS**

- a. Benefits not claimed within one (1) calendar year shall be submitted to the COA for proper disposition. Subject to the approval of COA, the unclaimed benefits may be given to another qualified beneficiary.
- b. Centenarians who are eligible for the said benefit but cannot claim the same due to lacking documents will be given a grace period of three (3) years to apply for the benefits and to comply with the lacking documents. However, beyond the three (3)-year grace period, the matter will be referred to the COA already.

#### **XIII. REPEALING CLAUSE**

All laws, presidential decrees, executive orders, presidential proclamations, rules and regulations, or parts thereof, contrary to or inconsistent with this MC are hereby amended, modified, or repealed accordingly.

#### **XIV. SEPARABILITY CLAUSE**

If any provision of this Implementing Guidelines is declared invalid, unenforceable, or unconstitutional, the other provisions not affected thereby shall remain in full force and effect.

#### **XV. TRANSITORY PROVISION**

During the first two (2) years of the implementation of R.A. No. 11982, priority shall be given to those who attained the milestone ages of 80, 85, 90, 95, and 100 on 17 March 2024 onwards, subject to the availability of funds and depending on the release of the budget from the Department of Budget and Management (DBM). Further, the first to file rule shall apply, that is the first to file, first to process and pay, the application for the claim of the benefits shall first to receive the cash gift. Subject to availability of funds, those who have not exceeded the milestone ages by March 17, 2024 may be eligible.

#### **XVI. EFFECTIVITY**

This Memorandum Circular shall take effect fifteen (15) days after its publication in the *Official Gazette* or in a newspaper of general circulation.

Signed this 22nd day of August 2024 in Quezon City,  
Philippines.

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**IDA YAP-PATRON, Ed.D., Ph.D.**  
*Commissioner*

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**ENRIQUETA R. RODELES, CPA**  
*Commissioner*

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**EDWIN G. ESPEJO**  
*Commissioner*

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**REYMAR R. MANSILUNGAN**  
*Commissioner*

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**LT. GEN. RICARDO RAINIER G. CRUZ III**  
**AFP (Ret.)**  
*Commissioner*

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**DR. MARY JEAN P. LOECHE**  
*Officer-in-Charge*

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**ATTY. FRANKLIN M. QUIJANO**