



MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER



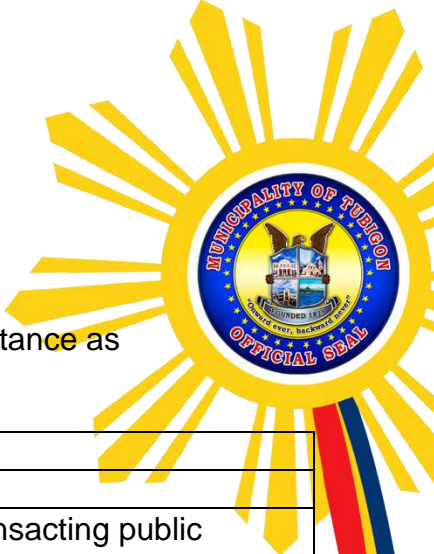


**MUNICIPAL
TREASURER'S OFFICE
(MTO)**
ADMINISTRATIVE SERVICES



26. RELEASE OF FINANCIAL ASSISTANCE

Release of financial assistance to any person eligible for financial assistance as recommended by the MSWD



Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is the transacting public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid ID		MSWD/OSCA		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Approach the Releasing Officer and present Valid ID	Determine client's identity by the presented valid ID	None	5 mins.	MTO Staff
Sign disbursement voucher and logbook	Ask client to sign disbursement voucher and logbook		5 mins.	MTO Staff
Receive financial assistance check	Release financial assistance check		5 mins.	MTO Staff
TOTAL:		None	15 minutes	