



**MUNICIPALITY OF TUBIGON**

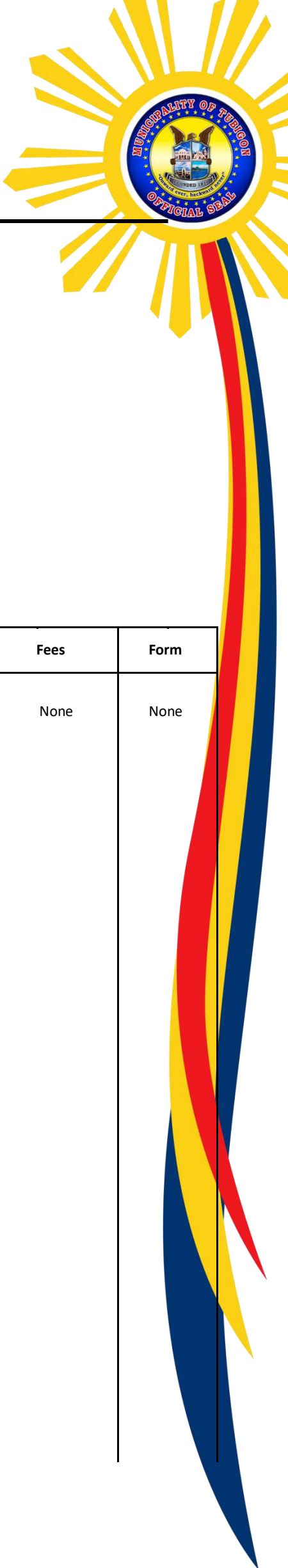
# **CITIZEN'S CHARTER**





**MAYOR’S OFFICE**  
ADMINISTRATIVE SERVICES





## 8. SECURING FINANCIAL ASSISTANCE

**Schedule of the Availability of Service:**

Mondays – Fridays  
8:00 AM – 5:00 PM without noon break

**Who May Avail of the Service:**

General public.

**What are the Requirements:**

Barangay Clearance  
Hospital bill or official receipts

**Duration:** 10 minutes

Step	Applicant/Client	Action Officer	Duration of the Activity	Persons in Charge	Fees	Form
1	Submits the requirements to the receiving clerk or employee in-charge at the Mayor's Office.	Receives, reviews the Requirements and as the client if he/she already go to the MSWDO office for interview  • <i>If in-complete, return documents to applicants while if the client did not underwent MSWDO staff interview, advise the client to go to the MSWDO for an interview</i>	5 minutes	Mayor's Office  Staff	None	None
2	Wait	instructs the client to go wait while preparing for the letter of Mayor to MWSDO  Instruct the client to bring the letter to MSWDO office and advise them to wait for maximum of 3 days for the release of the financial assistance check. Advise also the client to get their financial assistance at the Municipal Treasurer's Office for a maximum of 3 days. Also the Mayor's staff will get his/her contact number for updating.	5 mins.	Mayor's Office Staff		
3	Bring the documents together					



	with the letter of the Mayor to MSWD Office for voucher preparation.					
	Wait for a maximum of 3 days and get the financial assistance at the Municipal Treasurer's Office					
END OF TRANSACTION						

