



**MUNICIPALITY OF TUBIGON**

**CITIZEN'S  
CHARTER**





**MUNICIPAL SOCIAL  
WELFARE &  
DEVELOPMENT OFFICE**  
ADMINISTRATIVE SERVICES



4. AVAILING FOOD PACKS FOR AFFECTED FAMILIES/COMMUNITIES

About the Service:

During onset of disasters/calamities, the Office of the MSWDO has prepositioned goods for immediate response to individuals/families in need.

Schedule of Availability of the Service:

Monday to Sunday 24/7 even during Holidays or as need arises esp. if calamity or disasters occur

Who may avail of the Service: 34 barangays of Tubigon, Bohol

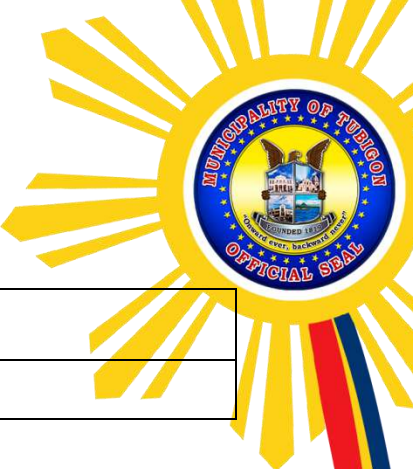
What are the Requirements:

- 1. BDRRMC Resolution and Minutes of Meeting with attendance of the members present during the meeting
- 2. List of Affected Families with signature of BDRRMC Chair
- 3. Copy of the Disaster Assistance Family Access Card (DAFAC) for validation purposes
- 4. Vehicle to transport the foodpack

Duration: Immediately upon report of the Barangay BDRRMC regarding the disaster/calamity and their assistance needed and sought for (Food packs).

HOW TO AVAIL OF THE SERVICE:

STEP	As a client (guardian/escort), you	Responsibility of Action Officer	It will take you	Person In Charge	Fees	Form
1	Approach the PACDI	PACDI refer client to MSWDO for reporting of the incident	5 mins.	Rickylyn Macabodbod	none	none
2	Present requirements	MSWDO staff validates requirements and seeks approval of the MSWDO	2 mins.	Reynaldo Enviado	none	
3	Wait for the approval	Advise for the release of foodpack  Provide blank Relief Distribution Sheet (RDS)	30 mins.	Cresilda Argamosa	none	
4	Barangay to submit the filled-up RDS and Photo Documentation of the distribution	Follow-up the barangay  Received and file the RDS and Photos	2 mins.	C. Argamosa	none	RDS



Fill-out the Client Satisfaction Rating Form
<b>END OF TRANSACTION</b>