



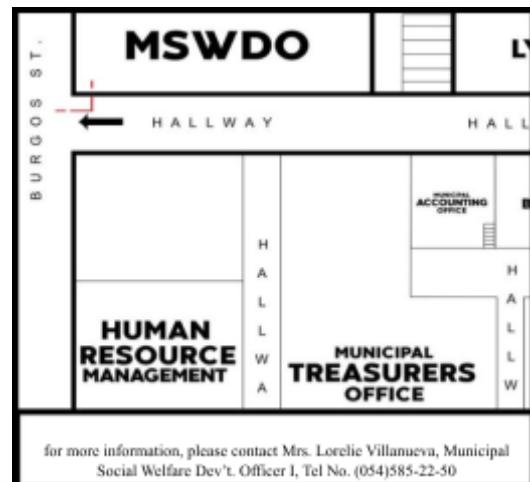
## Municipal Social Welfare & Development Office

### ISSUANCE OF PRE- MARRIAGE CERTIFICATE

#### ABOUT THE SERVICE

Pre - marriage certificate is a prerequisite in securing marriage license. It is spearheaded by the PMC team composed of trained PMC Counsellor from MSWDO staff and MHO, responsible for the conduct of seminar to the would-be couples applying for license . (2<sup>nd</sup> and Last Thursday of the month)

#### HOW TO AVAIL OF THE SERVICE



for more information, please contact Mrs. Lorelie Villanueva, Municipal Social Welfare Dev't. Officer I, Tel No. (054)585-22-50

FOLLOW THESE STEPS		IT WILL TAKE YOU	PLEASE APPROACH
CLIENT	PROVIDER		
Fills up the application form	Accepts the filled up application form	10minute	PMC team
Attends the seminar	Conducts Pre-Marriage Certificate seminar	1 day	PMC team
Returns for the Marriage Certificate	Issues Pre-Marriage Certificate	1 minute	PMC team
Accepts the certificate			



## Municipal Social Welfare & Development Office

### ISSUANCE OF CERTIFICATE OF INDIGENCE

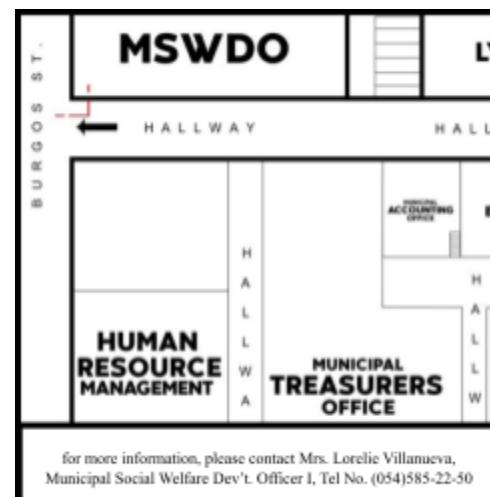
#### ABOUT THE SERVICE

A document issued to the individual to attest the economic situation of the family to access free services of the government line agency offering the services needed.

#### REQUIREMENT

Barangay Certificate of Indigency

#### HOW TO AVAIL OF THE SERVICE



for more information, please contact Mrs. Lorelie Villanueva,  
Municipal Social Welfare Dev't. Officer I, Tel No. (054)585-22-50

FOLLOW THESE STEPS		IT WILL TAKE YOU	PLEASE APPROACH
CLIENT	PROVIDER		
Submit the required documents	Assessment of the clients eligibility, completeness of documents and prepares the certification  Signs and Release the certification	10 minutes  2 minutes	Lovely Galicia _ SW)-1 Ellen Suzette Lamadrid SWO-!   Lorelie R. Villanueva – MSWDO
Accepts the certification			



## Municipal Social Welfare & Development Office

### MORTUARY ASSISTANCE FOR SENIOR CITIZEN & PWD

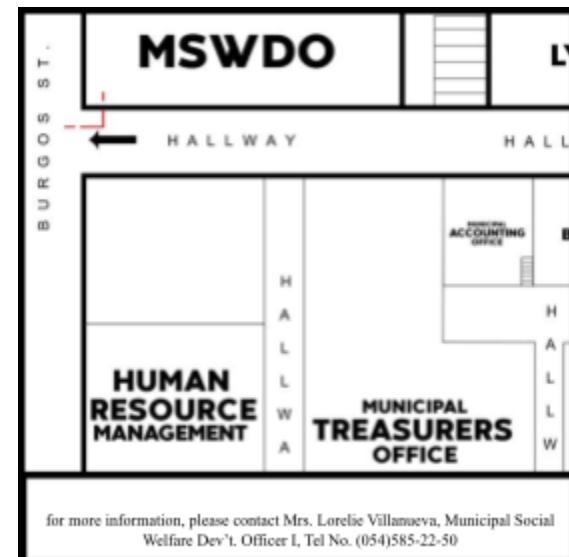
#### ABOUT THE SERVICE

This is a financial assistance payable to bereaved immediate family members of deceased Senior Citizen and PWD's to cover the burial expenses. Per Municipal Ordinance No.

226-2007

#### REQUIREMENTS

- Death certificate with registry number or certified photo copy (2 copies)
- Original OSCA ID and 3 photo copies
- Proof of relationship to the deceased (Marriage Certificate, Birth Certificate, Certification of Barangay)
- Photo copy of Valid ID of Claimant



for more information, please contact Mrs. Lorelie Villanueva, Municipal Social Welfare Dev't. Officer I, Tel No. (054)585-22-50

#### HOW TO AVAIL OF THE SERVICE

Client	Provider	It will take you	Please Approach
Submits required documents	Assesses the client's eligibility, reviews completeness of documents and prepares petty cash voucher and other supporting documents	15 minutes	Olga O. Asis SWA Lovely Galicia SWO - 1 Ellen Suzette Lamadrid SWO- 1
	Reviews, Signs the Petty cash voucher & supporting documents And releases the documents	3 minutes	Lorelie R. Villanueva MSWDO
	Approves the petty cash voucher	3 minutes	Joseph V. Ascutia Municipal Mayor/ Aida P. Francisco Municipal Administrator
Accepts and submits the petty cash voucher	Releases the financial assistance.	3 minutes	Sherile C. Lagdan Disbursing Officer



## Municipal Social Welfare & Development Office

### BIRTHDAY GIFT FOR SENIOR CITIZEN AND PWD

#### ABOUT THE SERVICE

This is a cash assistance to individuals ages 60 years old and above and the persons with disability as recognition of and to maximize their contribution to nation building . The grants benefits and privileges to all registered senior citizen and persons with disability.

#### REQUIREMENTS

- Photo copy of OSCA ID with signature ( 2 copies)
- If not personally claimed , an authorization dully signed , must be presented by the nearest relatives ( 2 copies)
- Photo copy of valid ID of the claimant ( 2 copies)



#### HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS		IT WILL TAKE YOU	PLEASE APPROACH
CLIENT	PROVIDER		
Submits required documents	Assesses the clients eligibility, reviews completeness of documents and prepares petty cash voucher and other supporting documents  Reviews, Signs the Petty cash voucher & supporting documents And releases the documents  Approves the petty cash voucher  Releases the financial assistance.	15 minutes  3 minutes  3 minutes  3 minutes	Olga O. Asis SWA Lovely Galicia SWO - 1 Ellen Suzette Lamadrid SWO- 1  Lorelie R. Villanueva MSWDO  Joseph V. Ascutia Municipal Mayor/ Aida P. Francisco Municipal Administrator  Sherile C. Lagdan Disbursing Officer
Accepts and submits the petty cash voucher	Receives and releases petty cash	2 minutes	
Presents the petty cash voucher to MTO			



## Municipal Social Welfare & Development Office

### ASSISTANCE FOR EMERGENCY SHELTER ASSISTANCE

#### ABOUT THE SERVICE

This is an intervention provided to individual, families in difficult circumstances , as such those affected by natural or man-made disaster and of vulnerable to disaster , a provision of financial assistance for shelter needs .

#### REQUIREMENTS

- A. For victims of disaster
  - Certificate of Indigency
  - Disaster incident Report (BFP & barangay )
  - Photo copy of Damaged Houses
  - Photo copy of valid ID of Claimant



for more information, please contact Mrs. Lorelie Villanueva,  
Municipal Social Welfare Dev't. Officer I, Tel No. (054)585-22-50

#### HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS		IT WILL TAKE YOU	PLEASE APPROACH
CLIENT	PROVIDER		
Submits documents and corresponding requirements for shelter needs of the clients	Assesses the client's eligibility, reviews completeness of documents and prepares disbursement voucher and other supporting documents  Reviews, Signs the Disbursement voucher & supporting documents and advises the clients on the availability of the assistance	15 minutes  3 minutes	Olga O. Asis SWA Lovely Galicia SWO - 1 Ellen Suzette Lamadrid SWO- 1  Lorelie R. Villanueva MSWDO

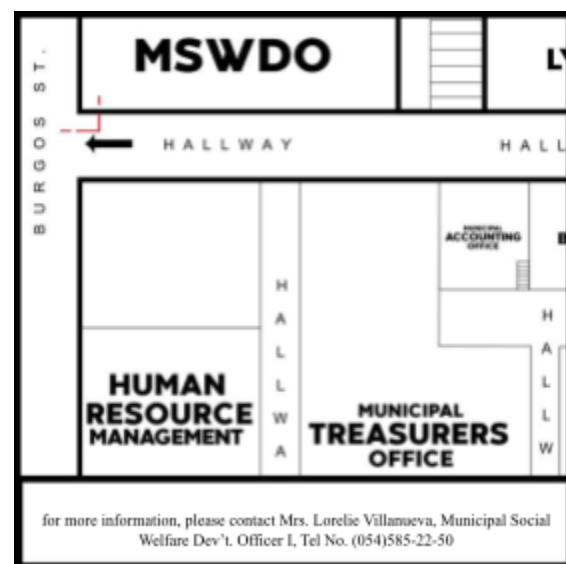


## Municipal Social Welfare & Development Office

### SECURING IDENTIFICATION CARD FOR SOLO PARENTS, SENIOR CITIZEN PERSON WITH DISABILITIES (PWD)

#### ABOUT THE SERVICE

This is an identification card issued to individual to access the services as stated in RA 8972 , a Solo Parent Act of 2004 and (Description for Senior citizen and PWD)



#### REQUIREMENTS

##### Solo Parent

- Fully accomplished Application form
- 2 pcs 1X1 ID picture
- Residence certificate stating circumstances of being a Solo Parent  
(2 Photocopies of Death Certificate, if deceased spouse)
- Photo copy of birth certificate of minor children

##### Senior Citizen

- Fully accomplished Application form
- 2 pcs 1X1 ID picture
- 2 pcs 2X2 ID picture
- Birth Certificate or any documents showing birthdate

##### PWD

- Fully accomplished Application form
- 2 pcs 1X1 ID picture
- 2 pcs 2X2 ID picture
- Birth Certificate
- Doctor's Certification if non-physical disability
- Barangay Certification, if physical disability
- Barangay Residency

#### HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS		IT WILL TAKE YOU	PLEASE APPROACH
CLIENT	PROVIDER		



Submits the fully accomplished application with the attached complete documents	Assesses the client's eligibility, completeness of documents and issues of Identification Card	15 minutes	Ellen Suzette Lamadrid – SWO-1 Olga Asis SWA
Accepts of Identification Card			

## Municipal Social Welfare & Development Office

### Seeking Intervention Or Assistance For Families With Special Needs

#### ABOUT THE SERVICE

This is the assistance provide to client with special needs to support the recovery of individual and families from the unexpected crisis as illness/ sickness of the family members , victim of abuses and other situation that hinders the normal function of an individual or families, to include client needing assistive device for her/his mobility. It is an intervention that help the client/individual overcome the present problem she/he presently encountered.



#### REQUIREMENTS

##### a. For Medial Assistance

- Updated original Medical Certificate duly signed by the attending Physician with License No. and with basic information of patient
- Updated doctor's prescription / request laboratory duly signed by the attending physician with license number and with the basic information of patient
- Updated certificate of indigency named after the client
- Photo copy Valid Identification card of Claimant

##### b. For Assistive Device:

- Updated Medical Certificate signed by the attending Physician with license no, and with basic information of the client
- Certification from barangay a to the physical disability only
- Pictures of Patient or client with disability
- Photo copy of valid ID of the claimant

#### HOW TO AVAIL OF THE SERVICE

Client	Provider	It will take you	Please approach
Submits documents and corresponding requirements	Assesses the client's eligibility, reviews completeness of documents and prepares	15 minutes	Olga O. Asis SWA Lovely Galicia



assistance of families with special needs for Medical and for assistive device and other needs of clients	disbursement voucher and other supporting documents  Reviews, Signs the documents and advises the clients on the availability of the assistance	3 minutes	SWO - 1 Ellen Suzette Lamadrid SWO- 1  Lorelie R. Villanueva MSWDO
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## Municipal Social Welfare & Development Office

### SECURING THE SOCIAL CASE STUDY REPORTS & REFERRAL

#### ABOUT THE SERVICE

Required written documents by the charitable institution /agency to access the services needed by the client. It is an assessment of family situation that pertains resources of clients. It is also an assessment of the child situation as to his/her family and community

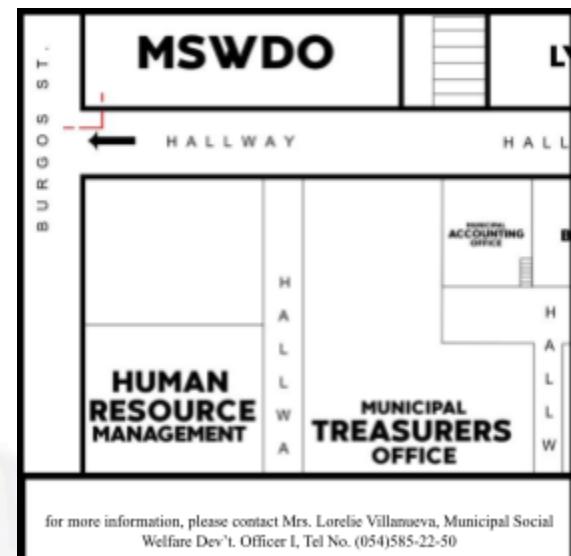
#### REQUIREMENTS

##### A. Regular Client

- Request from the agency/institution offering services
- Updated Medical Certificate/ Medical Abstract
- Certificate of indigency named after the client

##### B. Client's Needing Judicial Intervention (CICL, Child Abuse and other court related cases)

- NSO birth certificate of the child      Police Report      Barangay Certification      Court Order, if necessary



#### HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS		IT WILL TAKE YOU	PLEASE APPROACH
CLIENT	PROVIDER		
Submits the required documents	Assessment of the clients eligibility, reviews completeness of documents and prepares Social case study reports	4 hours	Lovely Galicia _ SW)-1 Ellen Suzette Lamadrid SWO
	Reviews and signs the documents	5 minutes	Lorelie R. Viilanueva Mswdo
	Release the documents	1 minutes	Lovely Galicia _ SW)-1 Ellen Suzette Lamadrid SWO-1
Returns for the issuance of SCR			



For Client's Needing Judicial Intervention (CICL, Child Abuse and other court related cases)

Submits the required documents for clients needing judicial intervention

Assessment of the clients eligibility , completeness of documents & accomplishment of assessment tool

3 hours

Elisa J. Capistano - SWO-11

Receives notification

Conducts home visit, Collateral interviews, prepares Social Case Study report, submits to the court and notifies the client

7 Working days

Elisa J. Capistano - SWO-11

## Assistance in Crisis Situation

### ABOUT THE SERVICE

This is the assistance provide to client to support the recovery of individual and families from the unexpected crisis as illness/ sickness , sudden death of family members , victim of abuses and other situation that hinders the normal function of an individual . It is an intervention that help the client/individual overcome the present problem she/he encountered.

### REQUIREMENTS

#### A. For Medical Assistance

- Updated original Medical Certificate duly signed by the attending Physician with License No. and with basic information of patient
- Updated doctor's prescription / request laboratory duly signed by the attending physician with license number and with the basic information of patient
- Updated certificate of indigency named after the client
- Photo copy Valid Identification card of Claimant

#### B. For Burial Assistance of Regular Clients:

- Death certificate with registry number & certified photo copy
- Original Certificate of indigency named after the client
- Photo copy of valid Identification of claimant

#### C. For Transportation and Subsistence:

- Referral letter or Blotter Report
- certificate of indigency
- Photo copy of valid ID of claimant

### HOW TO AVAIL OF THE SERVICE

Follow These Steps		It will take you	Please approach
Client	Provider		
Submits documents and corresponding requirements for financial assistance on	Assesses the client's eligibility, reviews completeness of documents and prepares petty	15 minutes	Olga O. Asis SWA Lovely Galicia



medical, burial,  
transportation and  
subsistence

Accepts and submits the  
petty cash voucher

Presents the petty cash  
voucher to MTO

cash voucher and other  
supporting documents

Reviews, Signs the Petty cash  
voucher & supporting  
documents and releases the  
documents

Approves the petty cash  
voucher

Releases the financial  
assistance.

3 minutes

3 minutes

3 minutes

SWO - 1  
Ellen Suzette Lamadrid  
SWO- 1

Lorelie R. Villanueva  
MSWDO

Joseph V. Ascutia  
Severino H. Francisco, Jr.  
Municipal Administrator

Sherile C. Lagdan  
Disbursing Officer

## Municipal Social Welfare & Development Office

### Seeking Intervention Or Assistance For Families With Special Needs

#### ABOUT THE SERVICE

This is the assistance provide to client with special needs to support the recovery of individual and families from the unexpected crisis as illness/sickness of the family members , victim of abuses and other situation that hinders the normal function of an individual or families, to include client needing assistive device for her/his mobility. It is an intervention that help the client/individual overcome the present problem she/he presently encountered.

#### REQUIREMENTS

##### c. For Medial Assistance

- Updated original Medical Certificate duly signed by the attending Physician with License No. and with basic information of patient
- Updated doctor's prescription / request laboratory duly signed by the attending physician with license number and with the basic information of patient
- Updated certificate of indigency named after the client
- Photo copy Valid Identification card of Claimant

##### d. For Assistive Device:

- Updated Medical Certificate signed by the attending Physician with license no, and with basic information of the client
- Certification from barangay a to the physical disability only
- Pictures of Patient or client with disability
- Photo copy of valid ID of the claimant



#### HOW TO AVAIL OF THE SERVICE



Client	Provider	It will take you	Please approach
Submits documents and corresponding requirements assistance of families with special needs for Medical and for assistive device and other needs of clients	Assesses the client's eligibility, reviews completeness of documents and prepares disbursement voucher and other supporting documents	15 minutes	Olga O. Asis SWA Lovely Galicia SWO - 1 Ellen Suzette Lamadrid SWO- 1
	Reviews, Signs the documents and advises the clients on the availability of the assistance	3 minutes	Lorelie R. Villanueva MSWDO