

AICS TYPE OF ASSISTANCE AND REQUIREMENTS

TYPE OF ASSISTANCE	REQUIREMENTS	WHERE TO SECURE
TRANSPORTATION ASSISTANCE	1.One (1) valid identification card of the client/ person to be interviewed; (1 Photocopy)	<p>Preferably issued by any government agencies such as but not limited to:</p> <ul style="list-style-type: none"> • Philippine Statistics Authority (PhilSys ID) • Social Security System/Government Service Insurance System (UMID ID, SSS/GSIS ID) • Philhealth (Philhealth ID) • Land Transportation Office (Driver's License) • Professional Regulation Commission (PRC ID) • Overseas Workers Welfare Administration (OWWA ID) • Department of Labor and Employment (iDOLE) • Pag-IBIG Fund (PAG-IBIG ID) • Commission on Election (Voter's ID or Voter's Certification) • Post Office (Postal ID) • Department of Foreign Affairs (Philippine Passport) • National Bureau of Investigation (NBI Clearance) • Department of Social Welfare and Development (4Ps ID) • Local Government Unit <ul style="list-style-type: none"> ○ PWD ID ○ Solo Parent ID ○ City/Municipal ID ○ Barangay ID ○ Office of Senior Citizen Affairs (OSCA ID) • Police Clearance • or any ID preferably with validity date, and picture and signature of the client. • In extremely justifiable circumstances, a Barangay Certification certifying the

		identity of the client may be presented in lieu of an Identification Card.
	2.Signed Authorization Letter (if applicable) (1 Original)	Beneficiary of Assistance except for those who do not have the capacity to act or below 18 years old
	3.Other supporting document/s such as but are not limited to, medical certificate, death certificate, and/or court order or subpoena (1 Original)	<ul style="list-style-type: none"> • Police Station - Police Blotter • Hospitals/clinic - medical abstract • Court- court order/subpoena • Social worker-justification
MEDICAL ASSISTANCE FOR HOSPITAL BILL	1.One (1) valid identification card of the client/ person to be interviewed; (1 Photocopy)	<p>Preferably issued by any government agencies such as but not limited to:</p> <ul style="list-style-type: none"> • Philippine Statistics Authority (PhilSys ID) • Social Security System/Government Service Insurance System (UMID ID, SSS/GSIS ID) • Philhealth (Philhealth ID) • Land Transportation Office (Driver's License) • Professional Regulation Commission (PRC ID) • Overseas Workers Welfare Administration (OWWA ID) • Department of Labor and Employment (iDOLE) • Pag-IBIG Fund (PAG-IBIG ID) • Commission on Election (Voter's ID or Voter's Certification) • Post Office (Postal ID) • Department of Foreign Affairs (Philippine Passport) • National Bureau of Investigation (NBI Clearance) • Department of Social Welfare and Development (4Ps ID) • Local Government Unit <ul style="list-style-type: none"> ○ PWD ID ○ Solo Parent ID ○ City/Municipal ID ○ Barangay ID ○ Office of Senior Citizen Affairs (OSCA ID) • Police Clearance • or any ID preferably with validity date, and picture and signature of the client. • In extremely justifiable circumstances, a Barangay Certification certifying the

		identity of the client may be presented in lieu of an Identification Card.
	2.Signed Authorization Letter (if applicable) (1 Original)	Beneficiary of Assistance except for those who do not have the capacity to act or below 18 years old
	3.Medical Certificate or Clinical Abstract or Discharge Summary or Alagang Pinoy Tagubilin Form with Diagnosis with complete name, license number and signature of the Physician issued within three months (1 Original or Certified true copy)	Medical records of the Hospital/Clinic or the Attending Physician
	4.Hospital bill or Statement of Account (outstanding balance) with name and signature of billing clerk or Certificate of balance and Promissory Note signed by the credit and collection officer or billing clerk. (1 Original)	<ul style="list-style-type: none"> • Statement of Account - Billing Office of the hospital • Certificate of Balance and Promissory Note - Credit and Collection Office
	5.Social Case Study Report/ Case Summary. (1 Original)	<ul style="list-style-type: none"> • Registered Social Worker in public or private practice. • DSWD • LSWDO • NGO • Medical Social Service
MEDICAL ASSISTANCE FOR MEDICINE/ ASSISTIVE DEVICE	1.One (1) valid identification card of the client/ person to be interviewed; (1 Photocopy)	<p>Preferably issued by any government agencies such as but not limited to:</p> <ul style="list-style-type: none"> • Philippine Statistics Authority (PhilSys ID) • Social Security System/Government Service Insurance System (UMID ID, SSS/GSIS ID) • Philhealth (Philhealth ID) • Land Transportation Office (Driver's License) • Professional Regulation Commission (PRC ID) • Overseas Workers Welfare Administration (OWWA ID) • Department of Labor and Employment (iDOLE) • Pag-IBIG Fund (PAG-IBIG ID) • Commission on Election (Voter's ID or Voter's Certification) • Post Office (Postal ID) • Department of Foreign Affairs (Philippine Passport)

		<ul style="list-style-type: none"> • National Bureau of Investigation (NBI Clearance) • Department of Social Welfare and Development (4Ps ID) • Local Government Unit <ul style="list-style-type: none"> ○ PWD ID ○ Solo Parent ID ○ City/Municipal ID ○ Barangay ID ○ Office of Senior Citizen Affairs (OSCA ID) • Police Clearance • or any ID preferably with validity date, and picture and signature of the client. • In extremely justifiable circumstances, a Barangay Certification certifying the identity of the client may be presented in lieu of an Identification Card.
	2.Signed Authorization Letter (if applicable) (1 Original)	Beneficiary of Assistance except for those who do not have the capacity to act or below 18 years old
	3.Medical Certificate/Clinical Abstract/Discharge Summary/Alagang Pinoy Tagubilin Form with Diagnosis with complete name, license number and signature of the Physician issued within three months (1 Original / Certified true copy)	Medical records of the Hospital/Clinic or the Attending Physician
	4.Prescription with date of issuance, complete name, license number and signature of the Physician issued within three months. (1 Original)	Attending Physician from a hospital/clinic.
	If the amount of assistance being requested exceeds Php10,000.00, the following shall be required as additional requirements	
	1.Quotation of Medicine or Assistive Device (1 Original)	<ul style="list-style-type: none"> • Service Provider
	2.Social Case Study Report/ Case Summary. (1 Original)	<ul style="list-style-type: none"> • Registered Social Worker in public or private practice. • DSWD • LSWDO • NGO • Medical Social Service

MEDICAL ASSISTANCE FOR LABORATORY	1.One (1) valid identification card of the client/ person to be interviewed; (1 Photocopy)	Preferably issued by any government agencies such as but not limited to: <ul style="list-style-type: none"> • Philippine Statistics Authority (PhilSys ID) • Social Security System/Government Service Insurance System (UMID ID, SSS/GSIS ID) • Philhealth (Philhealth ID) • Land Transportation Office (Driver's License) • Professional Regulation Commission (PRC ID) • Overseas Workers Welfare Administration (OWWA ID) • Department of Labor and Employment (iDOLE) • Pag-IBIG Fund (PAG-IBIG ID) • Commission on Election (Voter's ID or Voter's Certification) • Post Office (Postal ID) • Department of Foreign Affairs (Philippine Passport) • National Bureau of Investigation (NBI Clearance) • Department of Social Welfare and Development (4Ps ID) • Local Government Unit <ul style="list-style-type: none"> ○ PWD ID ○ Solo Parent ID ○ City/Municipal ID ○ Barangay ID ○ Office of Senior Citizen Affairs (OSCA ID) • Police Clearance • or any ID preferably with validity date, and picture and signature of the client. • In extremely justifiable circumstances, a Barangay Certification certifying the identity of the client may be presented in lieu of an Identification Card.
	2.Signed Authorization Letter (if applicable) (1 Original)	Beneficiary of Assistance except for those who do not have the capacity to act or below 18 years old
	3.Medical Certificate/Clinical Abstract/Discharge Summary/Alagang Pinoy Tagubilin Form with Diagnosis with complete name, license number and signature of the	Attending Physician or from Medical Records of the hospital/clinic.

	Physician issued within three months (1 Original / Certified true copy)	
	4.Laboratory Requests or Laboratory Protocol or Doctor's Order with name, license number, and signature of the Physician (1 Original)	Attending Physician from a hospital/clinic
	5.Social Case Study Report/ Case Summary. (1 Original)	<ul style="list-style-type: none"> • Registered Social Worker in public or private practice. • DSWD • LSWDO • NGO • Medical Social Service
	If the amount of assistance being requested exceeds PhP10,000.00, the following shall be required as additional requirements	
	1.Quotation of Laboratory (1 Original)	<ul style="list-style-type: none"> • Service Provider
	2.Social Case Study Report or Case Summary. (1 Original)	Registered Social Worker in public or private practice. <ul style="list-style-type: none"> • DSWD • LSWDO • NGO • Medical Social Service
FUNERAL ASSISTANCE FOR FUNERAL BILL	1.One (1) valid identification card of the client/ person to be interviewed; (1 Photocopy)	Preferably issued by any government agencies such as but not limited to: <ul style="list-style-type: none"> • Philippine Statistics Authority (PhilSys ID) • Social Security System/Government Service Insurance System (UMID ID, SSS/GSIS ID) • Philhealth (Philhealth ID) • Land Transportation Office (Driver's License) • Professional Regulation Commission (PRC ID) • Overseas Workers Welfare Administration (OWWA ID) • Department of Labor and Employment (iDOLE) • Pag-IBIG Fund (PAG-IBIG ID) • Commission on Election (Voter's ID or Voter's Certification) • Post Office (Postal ID) • Department of Foreign Affairs (Philippine Passport)

		<ul style="list-style-type: none"> • National Bureau of Investigation (NBI Clearance) • Department of Social Welfare and Development (4Ps ID) • Local Government Unit <ul style="list-style-type: none"> ○ PWD ID ○ Solo Parent ID ○ City/Municipal ID ○ Barangay ID ○ Office of Senior Citizen Affairs (OSCA ID) • Police Clearance • or any ID preferably with validity date, and picture and signature of the client. • In extremely justifiable circumstances, a Barangay Certification certifying the identity of the client may be presented in lieu of an Identification Card.
	2.Signed Authorization Letter (if applicable) (1 Original)	Beneficiary of Assistance except for those who do not have the capacity to act or below 18 years old
	3.Death Certificate/ Certification from the Tribal Chieftain (1 Original / certified true copy)	City/Municipal Hall (Civil Registry Office), Hospital, Funeral Parlor, Tribal Chieftain or Imam
	4. Promissory Note or Certificate of Balance or Statement of Account (1 Original)	Authorized staff of the Funeral Parlor/ Memorial Chapel
	5.Funeral Contract (1 Original)	Authorized staff of the Funeral Parlor/ Memorial Chapel
FUNERAL ASSISTANCE FOR TRANSFER OF CADAVER	1.One (1) valid identification card of the client/ person to be interviewed; (1 Photocopy)	Preferably issued by any government agencies such as but not limited to: <ul style="list-style-type: none"> • Philippine Statistics Authority (PhilSys ID) • Social Security System/Government Service Insurance System (UMID ID, SSS/GSIS ID) • Philhealth (Philhealth ID) • Land Transportation Office (Driver's License) • Professional Regulation Commission (PRC ID) • Overseas Workers Welfare Administration (OWWA ID) • Department of Labor and Employment (iDOLE) • Pag-IBIG Fund (PAG-IBIG ID) • Commission on Election (Voter's ID or Voter's Certification)

		<ul style="list-style-type: none"> • Post Office (Postal ID) • Department of Foreign Affairs (Philippine Passport) • National Bureau of Investigation (NBI Clearance) • Department of Social Welfare and Development (4Ps ID) • Local Government Unit <ul style="list-style-type: none"> ○ PWD ID ○ Solo Parent ID ○ City/Municipal ID ○ Barangay ID ○ Office of Senior Citizen Affairs (OSCA ID) • Police Clearance • or any ID preferably with validity date, and picture and signature of the client. • In extremely justifiable circumstances, a Barangay Certification certifying the identity of the client may be presented in lieu of an Identification Card.
	2.Signed Authorization Letter (if applicable) (1 Original)	Beneficiary of Assistance except for those who do not have the capacity to act or below 18 years old
	3.Death Certificate/ Certification from the Tribal Chieftain (1 Original/certified true copy)	City/Municipal Hall (Civil Registry Office), hospital, funeral parlor, tribal chieftain or Imam.
	4.Transfer Permit (1 Original)	City/Municipal Hall
EDUCATIONAL ASSISTANCE	1.One (1) valid identification card of the client/ person to be interviewed; (1 Photocopy)	Preferably issued by any government agencies such as but not limited to: <ul style="list-style-type: none"> • Philippine Statistics Authority (PhilSys ID) • Social Security System/Government Service Insurance System (UMID ID, SSS/GSIS ID) • Philhealth (Philhealth ID) • Land Transportation Office (Driver's License) • Professional Regulation Commission (PRC ID) • Overseas Workers Welfare Administration (OWWA ID) • Department of Labor and Employment (iDOLE) • Pag-IBIG Fund (PAG-IBIG ID)

		<ul style="list-style-type: none"> • Commission on Election (Voter's ID or Voter's Certification) • Post Office (Postal ID) • Department of Foreign Affairs (Philippine Passport) • National Bureau of Investigation (NBI Clearance) • Department of Social Welfare and Development (4Ps ID) • Local Government Unit <ul style="list-style-type: none"> ○ PWD ID ○ Solo Parent ID ○ City/Municipal ID ○ Barangay ID ○ Office of Senior Citizen Affairs (OSCA ID) • Police Clearance • or any ID preferably with validity date, and picture and signature of the client. • In extremely justifiable circumstances, a Barangay Certification certifying the identity of the client may be presented in lieu of an Identification Card.
	2. Signed Authorization Letter (if applicable) (1 Original)	Beneficiary of Assistance except for those who do not have the capacity to act or below 18 years old
	3. Validated School ID and Valid I.D (1 Photocopy)	<ul style="list-style-type: none"> • School Registrar where the beneficiary is enrolled
	4. a. Enrolment Assessment Form or b. Certificate of Enrolment or Registration; or c. Statement of Account (1 Original)	<ul style="list-style-type: none"> • School Registrar or Concerned Office where the beneficiary is enrolled
FOOD ASSISTANCE FOR INDIVIDUAL AND FAMILIES ENDORSED IN GROUPS	1. One (1) valid identification card of the client/ person to be interviewed; (1 Photocopy)	<p>Preferably issued by any government agencies such as but not limited to:</p> <ul style="list-style-type: none"> • Philippine Statistics Authority (PhilSys ID) • Social Security System/Government Service Insurance System (UMID ID, SSS/GSIS ID) • Philhealth (Philhealth ID) • Land Transportation Office (Driver's License) • Professional Regulation Commission (PRC ID) • Overseas Workers Welfare Administration (OWWA ID)

		<ul style="list-style-type: none"> • Department of Labor and Employment (iDOLE) • Pag-IBIG Fund (PAG-IBIG ID) • Commission on Election (Voter's ID or Voter's Certification) • Post Office (Postal ID) • Department of Foreign Affairs (Philippine Passport) • National Bureau of Investigation (NBI Clearance) • Department of Social Welfare and Development (4Ps ID) • Local Government Unit <ul style="list-style-type: none"> ○ PWD ID ○ Solo Parent ID ○ City/Municipal ID ○ Barangay ID ○ Office of Senior Citizen Affairs (OSCA ID) • Police Clearance • or any ID preferably with validity date, and picture and signature of the client. • In extremely justifiable circumstances, a Barangay Certification certifying the identity of the client may be presented in lieu of an Identification Card.
	2. Signed Authorization Letter (if applicable) (Original)	Beneficiary of Assistance except for those who do not have the capacity to act or below 18 years old
	3. Barangay Certificate or Residency or Certificate of Indigency or Certificate that the client is in need of assistance may be required or medical document as proof that the beneficiary is admitted (1 Original)	<ul style="list-style-type: none"> • Barangay Hall where the client is presently residing • Hospital where the beneficiary is currently admitted
CASH ASSISTANCE FOR OTHER SUPPORT SERVICES	1. One (1) valid identification card of the client/ person to be interviewed; (1 Photocopy)	Preferably issued by any government agencies such as but not limited to: <ul style="list-style-type: none"> • Philippine Statistics Authority (PhilSys ID) • Social Security System/Government Service Insurance System (UMID ID, SSS/GSIS ID) • Philhealth (Philhealth ID) • Land Transportation Office (Driver's License)

		<ul style="list-style-type: none"> • Professional Regulation Commission (PRC ID) • Overseas Workers Welfare Administration (OWWA ID) • Department of Labor and Employment (iDOLE) • Pag-IBIG Fund (PAG-IBIG ID) • Commission on Election (Voter's ID or Voter's Certification) • Post Office (Postal ID) • Department of Foreign Affairs (Philippine Passport) • National Bureau of Investigation (NBI Clearance) • Department of Social Welfare and Development (4Ps ID) • Local Government Unit <ul style="list-style-type: none"> ○ PWD ID ○ Solo Parent ID ○ City/Municipal ID ○ Barangay ID ○ Office of Senior Citizen Affairs (OSCA ID) • Police Clearance • or any ID preferably with validity date, and picture and signature of the client. • In extremely justifiable circumstances, a Barangay Certification certifying the identity of the client may be presented in lieu of an Identification Card.
	2.Signed Authorization Letter (if applicable) (1 Original)	Beneficiary of Assistance except for those who do not have the capacity to act or below 18 years old
	3. Depending on the circumstances: a. For Fire Victims: Police Report/ Bureau of Fire Protection Report from the Bureau of Fire b. For Distressed OFs: Passport, Travel Document/s, certification from OWWA or the Barangay c. For Rescued Client: Certification from a social worker or Case manager from rescued clients.	<ul style="list-style-type: none"> ▪ Bureau of Fire/PNP ▪ Overseas Workers Welfare Administration/Department of Migrant Workers/ Barangay ▪ Local Social Welfare and Development Office or other social welfare agencies ▪ Local Social Welfare and Development Office or other social welfare agencies

	<p>d. For victims of Online Sexual Exploitation: Police Blotter and social worker's certification for the victims of online sexual exploitation of children</p> <p>e. For Locally stranded individuals (LSI): LSI without valid IDs, the Medical Certificate or the Travel Authority issued by the Philippine National Police will suffice and be accepted to prove his/her identity. (1 Original)</p>	<ul style="list-style-type: none"> ▪ Police Station - Police Blotter ▪ Hospital/Clinic - Medical Certificate signed by the Registered Physician
	<p>4. For all other incidents: Barangay Certificate of Residency or Certificate of Indigency or Certificate of the Client is in Need of Assistance as well as other documents from legal authorities/regulating agencies, as may be applicable such as but not limited to Police Report/Blotter, Spot report from the AFP or PNP, Joint AFP-PNP Intelligence Committee (JAPIC) certificate, Certification of death, Disaster Assistance Family Access Card (DAFAC); Medico-legal certification (1 Original)</p>	<ul style="list-style-type: none"> • Barangay Hall where the client is presently residing • Police Station • AFP or PNP • Office of Civil Registry • Certificate from the LDRMO; <i>or</i> • Local Government Unit • Hospital or Clinic signed by Licensed Physician
MATERIAL ASSISTANCE	<p>1. One (1) valid identification card of the client/ person to be interviewed; (1 Photocopy)</p>	<p>Preferably issued by any government agencies such as but not limited to:</p> <ul style="list-style-type: none"> • Philippine Statistics Authority (PhilSys ID) • Social Security System/Government Service Insurance System (UMID ID, SSS/GSIS ID) • Philhealth (Philhealth ID) • Land Transportation Office (Driver's License) • Professional Regulation Commission (PRC ID) • Overseas Workers Welfare Administration (OWWA ID) • Department of Labor and Employment (iDOLE) • Pag-IBIG Fund (PAG-IBIG ID)

		<ul style="list-style-type: none"> • Commission on Election (Voter's ID or Voter's Certification) • Post Office (Postal ID) • Department of Foreign Affairs (Philippine Passport) • National Bureau of Investigation (NBI Clearance) • Department of Social Welfare and Development (4Ps ID) • Local Government Unit <ul style="list-style-type: none"> ○ PWD ID ○ Solo Parent ID ○ City/Municipal ID ○ Barangay ID ○ Office of Senior Citizen Affairs (OSCA ID) • Police Clearance • or any ID preferably with validity date, and picture and signature of the client. • In extremely justifiable circumstances, a Barangay Certification certifying the identity of the client may be presented in lieu of an Identification Card.
	2.Signed Authorization Letter (if applicable) (1 Original)	Beneficiary of Assistance except for those who do not have the capacity to act or below 18 years old
	3.General Intake Sheet	DSWD CIU/CIS/SWAD
	4.Material Assistance Distribution Sheet	DSWD CIU/CIS/SWAD