**Republic of the Philippines**

**PROVINCE OF SURIGAO DEL SUR**

Capitol Hills, Telaje, Tandag City

Telefax No. (086) 211-3656

**PROVINCIAL SOCIAL WELFARE AND DEVELOPMENT OFFICE**

**INTAKE SHEET**

**CASE NO. \_**${case\_no}**\_ Date Administered:** ${date\_intake}

**TYPE OF CASE:** ${caseType} **Category:** ${category}

1. **IDENTIFYING DATA**

**Name :** ${first\_name} ${middle\_name} ${last\_name}${extn\_name}

**N-name :** ${nick\_name}

**Age :** ${age}

**Sex :** ${sex}

**Civil Status :** ${civil\_stats}

**Address :** ${barangay},${municipality}, Surigao del Sur

**Birthdate :** ${birthdate}

**Occupation :** ${job}

**Income :** ${income**}**

**Contact # :** ${contact\_no}

1. **FAMILY COMPOSITION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Age** | **Relationship** | **Educational**  **Attainment** | **Remark** |
| ${firstname} ${middlename} ${lastname} | ${ageNo} | ${relationship} | ${educ\_attainment} | ${remarks} |

1. **CIRCUMSTANCES OF REFERRAL**

${content}

1. **REMARKS/ RECOMMENDATIONS**

${remark}

**Prepared by:**

**${created\_by}**

PSWDO Staff

**Attested by:**

**${first\_name} ${middle\_name} ${last\_name}${extn\_name}**

Client

**Noted by:**

**HERSHE LORENZANA-NUÑEZ, RSW**

Provincial Social Welfare and Development Officer

*PRC Lic No. 0009119*

*Valid until November 28, 2024*

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**CERTIFICATE OF ELIGIBILITY**

**THIS IS TO CERTIFY** that **${first\_name} ${middle\_name} ${last\_name}${extn\_name},** legal age, resident at **${barangay}**, **${municipality}** has been found eligible for **${category}** after having been interviewed and a case summary had been made.

Records of the Case Summary Reports dated **${date\_intake}**, are in the confidential file of the Provincial Social Welfare and Development Office.

The client has been recommended for financial assistance.

**${first\_name} ${middle\_name} ${last\_name}${extn\_name}**

Client

**RECORDS AND INTAKE REVIEWED**

**HERSHE LORENZANA-NUÑEZ, RSW**

Provincial Social Welfare and Dev’t Officer

*PRC Lic No. 0009119*

*Valid until November 28, 2024*

**Approved:**

**${fname} ${mname}. ${lname}**

${title}