

AID TO INDIVIDUAL AND FAMILY IN CRISIS SITUATION (AIFCS)

Office or Division:		MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE		
Classifications:		SIMPLE		
Type of Transaction:		GOVERNMENT TO PRIVATE INDIVIDUAL/FAMILY		
Who may avail:		INDIGENT INDIVIDUAL OR FAMILY		
CHECKLIST OF REQUIREMENTS		WHERE/WHOM TO SECURE		
1. Certificate of Residency with Indigency 2. Prescription (if the case may be) 3. Registered Death Certificate (if the case may be) 4. Valid ID (if assistance is in the form of check) 5. Mayor's Indorsement		1. Punong Barangay 2. Public Physician 3. Local Civil Registrar 4. Client 5. Mayor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Show certificate of residency with indigency, prescription or death certificate (appropriate documents) to the social worker for counter signing.	REQUEST ACCEPTED	None	20 mins.	

CERTIFICATE OF INDIGENCY FOR PUBLIC ATTORNEY'S OFFICE

Office or Division:		MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE		
Classifications:		SIMPLE		
Type of Transaction:		GOVERNMENT TO PRIVATE INDIVIDUAL/FAMILY		
Who may avail:		INDIGENT RESPONDENTS		
CHECKLIST OF REQUIREMENTS		WHERE/WHOM TO SECURE		
1. REQUEST SLIP FROM PAO 2. CERTIFICATE OF INDIGENCY WITH RESIDENCY		PUBLIC ATTORNEY'S OFFICE PUNONG BARANGAY		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present slip to the social worker together with the barangay residency with indigency. 2. Releasing of Certification 3. Acknowledgement upon receipt.	REQUEST ACCEPTED	None	10 MINS.	Assumpta S. Lumang, RSW Abel A. Tolero, RSW
TOTAL:		0		

PRE-MARRIAGE COUNSELING

Office or Division:		MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE		
Classifications:		SIMPLE		
Type of Transaction:		GOVERNMENT TO PRIVATE INDIVIDUAL/COUPLE		
Who may avail:		WOULD-BE COUPLES		
CHECKLIST OF REQUIREMENTS		WHERE/WHOM TO SECURE		
1. Accomplished Marriage Expectation Inventory 2. Attendance to Pre-Marriage Counseling		MSWDO MSWDO, MAO AND RHU		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Answer the Marriage Expectation Inventory	REQUEST ACCEPTED	None	4 hrs.	

PERSONS WITH DISABILITIES

Office or Division:		MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE		
Classifications:		SIMPLE		
Type of Transaction:		GOVERNMENT TO PRIVATE INDIVIDUAL/FAMILY		
Who may avail:		PERSONS WITH DISABILITIES		
CHECKLIST OF REQUIREMENTS		WHERE/WHOM TO SECURE		
1. Certificate of Residency 2. Birth Certificate 3. Marriage Certificate (for married women) 4. 1X1 picture (2pcs) 5. Medical Certificate 6. PWD Registration Form		1. Punong Barangay 2. Local Civil Registrar 3. Local Civil Registrar 4. Client 5. Physician 5. Municipal Social Welfare & Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. ask for registration form to secure PWD id card	REQUEST ACCEPTED	None	20 mins.	

SENIOR CITIZEN'S

Office or Division:		MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE		
Classifications:		SIMPLE		
Type of Transaction:		GOVERNMENT TO PRIVATE INDIVIDUAL/FAMILY		
Who may avail:		PERSON AGED 60 YEARS OLD AND ABOVE		
CHECKLIST OF REQUIREMENTS		WHERE/WHOM TO SECURE		
1. Certificate of Residency and Cedula 2. Birth Certificate 3. Marriage Certificate (for married women) 4. Voter's Certificate 5. 1x1 ID Picture (2pcs) 6. Senior Citizen Registration Form		1. Punong Barangay 2. Local Civil Registrar 3. Local Civil Registrar 4. Commission on Elections (COMELEC) 5. Client 5. Municipal Social Welfare & Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. ask for registration form to secure senior citizens id card 2. Fill-up and submit the application form together with the requirements 3. Wait after checking your documents and sign the actual senior citizen id 4. Follow-up/ Claim you're senior citizen id and purchase booklet 5. Receive and sign logbook upon receipt of the senior citizen id card and purchahse booklet	REQUEST ACCEPTED	None	20 mins. 3 mins. 1 min.	Juliet S. Ricafort / Opal Adrienne S. Tiguelo
TOTAL:		0		

SOLO PARENT

Office or Division:		MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE		
Classifications:		SIMPLE		
Type of Transaction:		GOVERNMENT TO PRIVATE INDIVIDUAL/FAMILY		
Who may avail:		SOLO PARENT WITH MINOR CHILD/CHILDREN		
CHECKLIST OF REQUIREMENTS		WHERE/WHOM TO SECURE		
1. Certificate of Residency 2. Birth Certificate of the Applicant and Birth Certificate minor child/ children 3. Marriage Certificate (for married women) / Certificate of No Marriage (if not married) 4. Registered Death Certificate (if widowed) 5. Voter's Certification 6. 1x1 ID picture (2pcs) 7. Solo Parent Application Form		1. Punong Barangay 2. Local Civil Registrar 3. Local Civil Registrar 4. Local Civil Registrar 5. Commission on Elections (COMELEC) 6. Client 7. Municipal Social Welfare & Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. ask for registration form to secure solomparent id card 2. Fill-up and submit the application form together with the requirements 3. Wait after checking the documents and sign the actual solo parent id 4. Follow-up/ Claim you're solo parent id 5. Receive and sign logbook upon receipt of the solo parent id card	REQUEST ACCEPTED	None	20 mins. 3 mins. 1 min.	Merlinda M. Canillo
TOTAL:		0		