

CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE (CSWDO)

OFFICER IN CHARGE: ANNE LUMBO
TELEFOX NO.: 369 4132

SOCIAL SERVICE ASSISTANCE (Medical, Burial/Funeral, Balik Probinsya, Livelihood, Hospital, Food Subsidy, Social Case Study Report (SCSR), Case Summary Report (CSR), Counseling)

PROCESS FLOW

Steps / Procedure	Responsible Person	Location of Office
1. Submission of complete requirements	CSWDO Caseworkers	CSWDO, Social Action Center
2. Approach caseworkers for intake interview / assessment	-do-	-do-
3. After interview ask caseworker for the date & telephone no. for follow-up	-do-	-do-
4. Clients are subjected to home-visitation and validation	-do-	-do-
5. OIC-CSWDO approval	Mr. Rodrigo M. Domingo	-do-
6. Processing/Facilitation of Assistance	CSWDO Clerk	-do-
<p>Note: Clients are subject for home-visitation/ validation/ Approval.</p>		

Requirements:

Medical Assistance

- Medical Cert. / Abstract (2 copies)
- Brgy. Cert. of Indigency (2 copies)
- Voters ID/ Valid ID's
- Letter of Appeal

Certificate of Indigency

- Brgy. Cert. of Indigency
- Voters ID/ Valid ID's
- Letter of Appeal
- Referral/Endorsement Letter

Balik Probinsya

- Brgy. Cert. of Indigency (2 copies)
- Voters ID/ Valid ID's
- Letter of Appeal
- Refferal/Endorsement Letter

Social Case Study Report

- Medical Cert. / Abstract (2 copies)
- Brgy. Cert. of Indigency (2 copies)
- Voters ID/ Valid ID's
- Refferal/Endorsement Letter

Funeral/Burial Assistance

- Death Cert./ Funeral Contract
- Brgy. Cert. of Indigency (2 copies)
- Voters ID/ Valid ID's
- Letter of Appeal

PWD ID's and Booklet

- Medical Cert. / Abstract (2 copies)
- Brgy. Cert. of Indigency (2copies)
- Voters ID/ Valid ID's
- 2 pcs. 1x1 ID Picture

Solo Parent Certificate

- Birth Cert. of Minor Children
- Brgy. Cert. of Indigency (2 copies)
- Voters ID/ Valid ID's
- Latest Pay Slip

Case Summary R

Requirements:

Hospital Assistance

- Hospital Bill (2copies)
- Brgy. Cert. of Indigency (2 copies)
- Voters ID/ Valid ID's
- Letter of Appeal

Livelihood Assistance

- Brgy. Cert. of Indigency
- Voters ID/ Valid ID's
- Letter of Appeal

Food Subsidy

- Brgy. Cert. of Indigency (2 copies)
- 2 pcs 1x1 pic.