

## 10. Provision of Financial Assistance to Individual in Crisis Situations – Transportation Assistance

This type of assistance is intended for clients/family who want to seek financial assistance for his/her family member who will return to their hometown/province for good.

<b>Office/ Division</b>	Municipal Social Welfare and Development Office			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C – Government to Citizen			
<b>Who may avail</b>	Individual in Crisis Situation			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>If the client is the claimant/subject of request:</b>				
Barangay Certification from the indicating that they intent to return to their hometown/province.		Barangay where they last residing		
Barangay Certification of relatives where they are going to return to		Barangay where relatives are presently residing		
Barangay clearance of the claimant		Barangay Hall where client is presently residing		
Certificate of indigency of the client		Barangay Hall where client is presently residing		
Government Issued Identification Card		Client		
Personal letter addressed to the Municipal Mayor		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book In the office	1. Give the Log Book to the client	None	1 Minute	<i>Officer of the Day</i> MSWD Office
2. Comply and submit all the requirements	2. Receive the required documents, 2.1 Check for completeness	None	2 Minutes	<i>Office Staff</i> Financial Assistance-AICS Section MSWD Office
3. Undergo interview and provide the needed information for the preparation of Social Case Study Report	3. Conduct an interview to gather the needed information for the Social Case Study Report. 3.1 Prepare the Voucher and Obligation Request	None	5 Minutes	<i>Office Staff</i> Financial Assistance-AICS Section MSWD Office

<p>4. Claim the documents, sign logbook to acknowledge receipt</p> <p>4.1 Go to the next step to claim the financial assistance</p>	<p>4. Registered claimants name in the logbook intended for Financial assistance</p> <p>4.1 request the client to sign – opposite her written name</p> <p>4.2 Provides Information for the next step to claim the financial assistance</p>	<p>None</p>	<p>2 Minute</p>	<p><i>Office Staff</i></p> <p>Financial Assistance-AICS Section</p> <p>MSWD Office</p>
<p><b>TOTAL</b></p>		<p>None</p>	<p>10 Minutes</p>	