

3. Provision of Financial Assistance

The Office of the Mayor provides considerable financial assistance upon request for sports tournaments, socio-cultural activities, medical and emergency purposes, academic and literary competitions, burial and other economic relief assistance.

Office/Division:	Mayor's Office/Administrative Division	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Residents Only	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Sports Tournament, Socio-Cultural Activities, Academic and Literary Competitions:		
Letter of Request (1 original)	Personally prepared by the requesting party.	
Barangay Certificate/Endorsement or Endorsement from School Authorities (1 original)	Barangay hall where the requesting individual/group resides or from concern School authorities.	
For Medical Purposes		
Letter Request (1 original)	Personally prepared by the requesting party.	
Medical Certificate (1 original or photocopy)	Attending Physician/Doctor	
Billing/Doctors' Prescription/ Laboratory result (1 photocopy)	Hospital and/or attending Physician	
Barangay Clearance (1 original)	Barangay hall where the requesting individual resides	
Barangay Certificate of Indigency (1 original)	Barangay hall where the requesting individual resides	
For Burial Assistance		
Letter of Request (1 original)	Personally prepared by the requesting party.	
Death Certificate (1 Certified True Copy)	Local Civil Registrar where the person died.	
Voter's Certification (1 Certified True Copy)	COMELEC-Tanza Office	
Barangay Clearance (1 Original)	Barangay hall where the requesting individual resides.	
Barangay Certificate of Indigency (1 Original)	Barangay hall where the requesting individual resides.	

Additional Requirement if Senior Citizen died				
Barangay Residency (Original)		Barangay hall where the requesting deceased senior citizen resided.		
Senior Citizen ID (1 Photocopy)		ID issued by OSCA for use of the deceased senior citizen.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCES-SING TIME	PERSON RESPONSIBLE
1. Submit/present requirements for checking	1. Check & verify the submitted requirements (if complete) prepare Disbursement Voucher	None	4 Minutes	<i>Office Staff</i> Cubicle "A" Mayor's Office
2. Proceed to MSWD Office and present the requirements and voucher	2. Assess the documents and write or indicate the amount of assistance in the voucher	None	5 Minutes	<i>Office Staff</i> MSWD
3. Go back to the Office of the Mayor and present the accomplished voucher from MSWD.	3. Get the voucher for recording and countersigning	None	5 Minutes	<i>Office Staff</i> Cubicle "A" Mayor's Office
4. Receive the cash assistance	4. Release the financial assistance in cash and make the client sign in voucher to acknowledge receipt.	None	5 Minutes	<i>Office Staff</i> Cubicle "A" Mayor's Office
TOTAL:		None	19 Minutes	