

8. Provision of Financial Assistance to Individual in Crisis Situations – Burial Assistance

This type of assistance is intended for clients who want to seek financial assistance for his/her family member who died within the current year.

Office	Simple			
Office/ Division	Municipal Social Welfare and Development			
Type of Transaction	G2C – Government to Citizen			
Who may avail	All Individual in Crisis Situation			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For the informant herself/himself (The one whose name appears on the portion Informant in the Death Certificate)				
Death Certificate with Registry Number (1 Certified True Photocopy)		Local Civil Registrar Office		
Barangay Clearance of the claimant (1 Original)		Office of the Barangay Chairman – Barangay Hall		
Certificate of Indigency of the client (1 Original)		Office of the Barangay Chairman – Barangay Hall		
Voter's Certification (1 Photocopy)		COMELEC Office		
Personal letter addressed to the Municipal Mayor (1 Original)		Client herself/himself		
For client authorized to claim the assistance				
If the claimant (informant – the one whose name is written on the death certificate) cannot go to our office, he/she should write an authorization letter to the one who will request for the assistance needed.				
Valid ID (1 Photocopy)		Client		
Claimant's Valid ID (1 Photocopy)		Subject of request's ID		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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

<p>2. Comply and submit all the needed requirements to the staff in charge</p>	<p>2. Instruct the client to sign in the logbook</p> <p>2.1 Check the presented/submitted requirements</p>	<p>None</p>	<p>2 Minutes</p>	<p><i>Office Staff</i></p> <p>Financial Assistance-AICS Section MSWD Office</p>
<p>3. Undergo interview and provide the needed information for the Social Case Study Report</p>	<p>3. Conduct interview to gather the needed information for the Social Case Study Report</p> <p>3.1 Prepare Voucher and Obligation Request</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Office Staff</i></p> <p>Financial Assistance-AICS Section MSWD Office</p>
<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 MSWD Office</p>
	<p>TOTAL</p>	<p>None</p>	<p>10 Minutes</p>	