

9. Provision of Financial Assistance to Individual in Crisis Situations – Financial / Medical Assistance (includes Covid-19 patients)

This type of assistance is intended for clients who want to seek financial assistance for his/her family member who was hospitalized and medical treatment and interventions.

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| Office/ Division | Municipal Social Welfare and Development Office |
| Classification | Simple |
| Type of Transaction | G2C – Government to Citizen |
| Who may avail | Individual in Crisis Situation |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| If the client is the claimant/subject of request: | |
| Updated medical abstract/medical certificate signed by the attending physician with PTR /License number (1 Original or Photocopy) | Hospital/clinic |
| Updated prescription of medicines needed to be signed by the attending physician with PTR /License number (1 Original or Photocopy) | Physician/Hospital/clinic |
| Request from the attending physician if client is required to undergo laboratory tests and other procedures (1 Photocopy) | Physician/Hospital/clinic |
| 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 |
| Voter's certification | COMELEC/ Client |
| Personal letter addressed to the Municipal Mayor | Client |
| For client authorized to claim the assistance | |
| An authorization letter from the client in need of the financial assistance must be provided together with the above-mentioned requirements. | Subject of request personally prepares the letter |
| Valid ID (1 Photocopy) | Subject of request's ID |
| Claimant's Valid ID (1 Photocopy) | Claimant |

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