



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, and Literary Competitions:	
Letter of Request (1 original)	Personally prepared by the requesting party.
Barangay Clearance/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	PROCESSING 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 1 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 1 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 1 Mayor's Office
TOTAL:		None	19 Minutes	