



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.

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	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
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



<p>3. Undergo interview and provide the needed information for the preparation of Social Case Study Report</p>	<p>3. Conduct an interview to gather the needed information for the Social Case Study Report. 3.1 Prepare the Voucher and Obligation Request 3.2 Bring the report to the MSWD Officer for signature before giving it to the client.</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Office Staff</i> Financial Assistance-AICS Section MSWD Office</p>
<p>4. Claim the documents, sign logbook to acknowledge receipt 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 4.1 request the client to sign – opposite her written name 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> Financial Assistance-AICS Section MSWD Office</p>
<p>TOTAL</p>		<p>None</p>	<p>10 Minutes</p>	