



## 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.

|  |   |   |                        |   |
|--|---|---|------------------------|---|
| <b>Office</b>  | Simple  |   |                        |   |
| <b>Office/ Division</b>  | Municipal Social Welfare and Development  |   |                        |   |
| <b>Type of Transaction</b>   | G2C – Government to Citizen   |   |                        |   |
| <b>Who may avail</b>   | All Individual in Crisis Situation  |   |                        |   |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   | <b>WHERE TO SECURE</b>                          |                        |   |
| <b>For the informant herself/himself</b><br>(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                          |                        |   |
| <b>For client authorized to claim the assistance</b>   |   |   |                        |   |
| 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)<br>Subject of request's ID   |   | Claimant  |                        |   |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTION</b>  | <b>FEES TO BE PAID</b>                          | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>   |
| 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><br>MSWD Office                                |
| 2. Comply and submit all the needed requirements to the staff in charge  | 2. Instruct the client to sign in the logbook<br>2.1 Check the presented/submitted requirements | None  | 2 Minutes              | <i>Office Staff</i><br>Financial Assistance-AICS Section<br>MSWD Office |



|   |  |                    |                          |  |
|---|--|--------------------|--------------------------|--|
| <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<br/>                     3.1 Prepare Voucher and Obligation Request<br/><br/>                     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><br/>                     Financial Assistance-AICS Section<br/>                     MSWD Office</p> |
| <p>4. Claim the documents, sign logbook to acknowledge receipt<br/>                     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<br/>                     4.1 request the client to sign – opposite her written name<br/><br/>                     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><br/>                     Financial Assistance-AICS Section<br/>                     MSWD Office</p> |
| <p><b>TOTAL</b></p>   |  | <p><b>None</b></p> | <p><b>10 Minutes</b></p> |  |