



H. OFFICE OF THE MUNICIPAL SOCIAL WELFARE & DEVELOPMENT OFFICER

1. PROVISION OF FINANCIAL ASSISTANCE

The Financial Assistance is provided to family/individuals who are in-need during crisis for burial, medical, survivor of abuse and repatriated OFW.

Office/Division:	Municipal Social Welfare and Development Officer			
Classification:	Complex			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Family/Individual who are in crisis			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certificate of Residency (1 original and 1 photocopy)		Barangay Hall		
Medical/Death certificate and certification of Repatriated OFW (1 original copy and 1 photocopy)		(Medical)Hospital, (Burial) place of origin, (OFW) OWWA		
Routing Slip (1 Original Copy)		Office of the Mayor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure copy of routing slip from mayor's office	1. Receive and secure copy of routing slip from mayor's office		2 minutes	<i>Cherryl A. Catalogo</i> Admin. Aide III
2. Sign in the Client Log Book in the office	2.1. Give the Log Book to the client		2 minutes	Lilian S. Gulmatico Admin Aide III
3. Present requirements and intake interview	3.1. Review correctness of documents 3.2. Interview client information 3.3. Prepare a papers of AICS		15 minutes	Joram T. Gallaza SWO 1
4. Go to mayor's office, budget office, accounting office, and treasurer's office for signatures	4.1. Facilitate the flow of the papers for signature		10 minutes	Municipal Mayor, Budget Officer, Mun. Accountant, Mun. Treasurer
	TOTAL:			



2. REFERRAL FOR MEDICAL/BURIAL ASSISTANCE TO PROVINCE AND DSWD FO6				
Referral to other agencies is advised to client for augmentation to their need (but no referral to those who avail no-balance billing from the government hospital)				
Office/Division:	Municipal Social Welfare and Development Officer			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Family/Individual who are in crisis such as medical and burial			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certificate of Residency (1 original and 1 photocopy)		Barangay Hall		
Medical/Death certificate (1 original copy and 1 photocopy)		(Medical)Hospital, (Burial) place of origin		
Funeral contract for death (1 original funeral contract, 2 photocopy)		Funeral Service Provider		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1.1. Give the Log Book to the client		2 minutes	Lilian S. Gulmatico Admin Aide III
2. Present requirements and intake interview	2.1. Review correctness of documents		5 minutes	Joram T. Gallaza SWO 1
	2.2. Interview client information 2.3. Prepare a certificate on indigency 2.4. <i>For a difficult situation</i> , prepare Social Case Study Report		30 minutes	Mae R. Gallaza MSWDO
3. Review if information is correct and process to the referred agency			1 day	Referring Agency
	TOTAL:			



3. ISSUANCE OF CERTIFICATE OF INDIGENCY				
Issuance of Certificate of Indigency is given to client upon request of specific agency for medical, educational and other legal purposes.				
Office/Division:	Municipal Social Welfare and Development Officer			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Individual who are requested of Certificate of Indigency			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certificate of Indigency (1 original and 1 photocopy)		Barangay Hall		
Request letter from accepting agency (1 original copy)		Agency of origin		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1.1. Give the Log Book to the client		2 minutes	Lilian S. Gulmatico Admin Aide III
2. Present requirements and intake interview	2.1. Review correctness of documents		5 minutes	Joram T. Gallaza SWO 1
	2.2. Interview client information		30 minutes	
2.3. Prepare a certificate on indigency				
3. Review if information is correct and process to the referred agency			1 day	Referring Agency
	TOTAL:			



4. ISSUANCE OF SENIOR CITIZENS ID FOR NEW APPLICANT

Senior Citizen's ID is issued to a person bonafide resident of the municipality of Bingawan, Iloilo and reached the age of atleast 60 years on the day of application.

Office/Division:	Municipal Social Welfare and Development Officer/Office for Senior Citizen's Affairs			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Individual who reached the age of 60.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certificate of Residency (1 original and 1 photocopy)		Barangay Hall		
Birth Certificate and marriage contract (1 photocopy)		Personal		
New Picture (1 piece 2x2, 1 piece 1x1)		Personal		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1.1. Give the Log Book to the client		2 minutes	Lilian S. Gulmatico Admin Aide III
2. Present requirements and complete registration form	2.1. Review correctness of documents 2.2. Facilitate the completion of registration form		10 minutes	Joram T. Gallaza SWO 1
3. Pay ID Fee, Medicine Booklet and Purchase Booklet	3.1. Accept the payment based on the Order of Payment 3.2. Issue the Official Receipt	ID - Php 70.00 Medicine Booklet – Php 20.00 Purchase Booklet – Php 20.00	6 minutes	<i>Eleazar M. Belloga</i> LRCO 1 OR Precious Christy Compas Cashier- Designate
4. Wait until all signatories can sign	4.1 Print ID and facilitate for signature		1 day	Joram T. Gallaza SWO 1
	TOTAL:	Php 110.00		



5. ISSUANCE OF SENIOR CITIZENS ID FOR LOST ID				
Senior Citizen's ID is issued to a senior citizen who lost his or her SC ID.				
Office/Division:	Municipal Social Welfare and Development Officer/Office for Senior Citizen's Affairs			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Senior Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Police Blotter Report		Municipal Police Station		
New Picture (1 piece 2x2, 1 piece 1x1)		Personal		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1.1. Give the Log Book to the client		2 minutes	Lilian S. Gulmatico Admin Aide III
2. Request Blotter Report from Municipal Police Station	2.1. Interview and provide original copy of blotter report		15 minutes	PNP
3. Pay blotter fee and SC ID Card	3.1. Accept the payment based on the Order of Payment 3.2. Issue the Official Receipt	Blotter – Php 70.00 SC ID – Php 70.00	6 minutes	Eleazar M. Belloga LRCO 1 OR Precious Christy Compas Cashier- Designate
4. Present blotter report, official receipt, and pictures	4.1. Review correctness of documents 4.2. Facilitate the completion of registration form		10 minutes	Joram T. Gallaza SWO 1
5. Wait until all signatories can sign	5.1 Print ID and facilitate for signature		1 day	Joram T. Gallaza SWO 1
	TOTAL:	Php 140.00		



6. ISSUANCE OF SENIOR CITIZENS ID FOR REPLACEMENT

Senior Citizen's ID can be replaced if the content is not clear or the senior citizen is not able to do signature.

Office/Division:	Municipal Social Welfare and Development Officer/Office for Senior Citizen's Affairs			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Senior Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Original Senior Citizens ID		Personal		
New Picture (1 piece 2x2, 1 piece 1x1)		Personal		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1.1. Give the Log Book to the client		2 minutes	Lilian S. Gulmatico Admin Aide III
2. Present old ID and complete registration form	2.1. Review correctness of documents 2.2. Facilitate the completion of registration form		10 minutes	Joram T. Gallaza SWO 1
3. Pay ID Fee, Medicine Booklet and Purchase Booklet	3.1. Accept the payment based on the Order of Payment 3.2. Issue the Official Receipt	ID - Php 70.00	6 minutes	<i>Eleazar M. Belloga</i> LRCO 1 OR Precious Christy Compas Cashier- Designate
4. Wait until all signatories can sign	4.1 Print ID and facilitate for signature		1 day	Joram T. Gallaza SWO 1
	TOTAL:	Php 70.00		



7. ISSUANCE OF PERSON WITH DISABILITY ID FOR NEW APPLICANT				
Person With Disability (PWD) ID is issued to a person who caused to have disability due to inborn/congenital, illness, or injury.				
Office/Division:	Municipal Social Welfare and Development Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Person With Disability			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certificate of Residency (1 original and 1 photocopy)		Barangay Hall		
Birth Certificate/marriage contract (1 photocopy)		Personal		
Medical Health Certificate		Municipal Health Office Doctor only		
New Picture (1 piece 2x2, 1 piece 1x1)		Personal		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1.1. Give the Log Book to the client		2 minutes	Lilian S. Gulmatico Admin Aide III
2. Consult to MHO doctor for the identification of Type of Disability	2.1. Doctor identifies Type of Disability and issue medical certificate		15 minutes	MHO
3. Present requirements and complete registration form	3.1. Review correctness of documents 3.2. Facilitate the completion of registration form		10 minutes	Joram T. Gallaza SWO 1
4. Pay ID Fee, Medicine Booklet and Purchase Booklet	4.1. Accept the payment based on the Order of Payment 4.2. Issue the Official Receipt	ID - Php 70.00 Medicine Booklet – Php 20.00 Purchase Booklet – Php 20.00	6 minutes	<i>Eleazar M. Belloga</i> LRCO 1 OR Precious Christy Compas Cashier- Designate
5. Wait until all signatories can sign	5.1 Print ID and facilitate for signature		1 day	Joram T. Gallaza SWO 1
	TOTAL:	Php 110.00		



8. ISSUANCE OF SOLO PARENT ID				
Solo Parent ID is issued to a parent with children below 21 years of age and solely care them.				
Office/Division:	Municipal Social Welfare and Development Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Solo Parent			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certificate of indicating solo parent (1 original and 1 photocopy)		Barangay Hall		
Client Birth Certificate/marriage contract and Birth Certificate of Children (1 photocopy each)		Personal		
New Picture (1 piece 2x2, 1 piece 1x1)		Personal		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1.1. Give the Log Book to the client		2 minutes	Lilian S. Gulmatico Admin Aide III
2. Present requirements and complete registration form	2.1. Review correctness of documents 2.2. Facilitate the completion of registration form		10 minutes	Lilian S. Gulmatico Admin Aide III
3. Pay ID Fee, Medicine Booklet and Purchase Booklet	3.1. Accept the payment based on the Order of Payment 3.2. Issue the Official Receipt	ID - Php 70.00	6 minutes	<i>Eleazar M. Belloga</i> LRCO 1 OR Precious Christy Compas Cashier- Designate
4. Wait until all signatories can sign	4.1 Print ID and facilitate for signature		1 day	Lilian S. Gulmatico Admin Aide III
TOTAL:		Php70.00		