

**Issuance of Certificate of Indigency**

*Schedule of availability of service:*

- Monday to Friday, 8:00 a.m. – 5:00 p.m.

*Who may avail the service:*

- General public

*What are the requirements:*

- Barangay Certification
- Certificate of No Property from Municipal Assessor’s Office
- Certificate of No Business from Municipal Treasury Office
- Certificate of Tax Exemption from BIR

*Total Processing Time:*

- 17 minutes

*How to avail the service:*

Step	Client/Applicant	Service Provider	Transaction Time	Fees	Person/s Responsible
1	Submit the requirements to MSWDO and provide the necessary information during interview	Receive and assess the submitted documents and conduct interview	10 minutes	None	Chona Gucilatar Melanie Virrey
2		Prepare the Certificate	15 minutes		
3	Claim the Certificate of Indigency	Issue Certificate	2 minutes		