

**Issuance of Initial Social Case Study Report**

*Schedule of availability of service:*

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

*Who may avail the service:*

- Any person/s seeking assistance for medication, hospitalization and scholarship

*What are the requirements:*

Medication and Hospitalization

- Barangay Certificate
- Medical Abstract
- Billing Statement (if the patient is on confinement)
- General Intake Sheet

Scholarship

- Barangay Certificate
- Class card
- Certificate of No Property from Assessor’s Office
- Certificate of Tax Exemption from the Bureau of Internal Revenue

*Total Processing Time:*

- 55 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	20 minutes	None	Chona Gucilatar Rosalie Modesto Choleta Calzado Melanie Virrey
2		Prepare the Social Case Study Report	30 minutes		
3	Claim the Social Case Study Report	Issue Social Case Study Report	2 minutes		