

Provision of Aid to Individual in Crisis Situation

Schedule of availability of service:

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

Who may avail the service:

- Individuals in Crisis Situation/Difficult Circumstances

What are the requirements:

1. Community Tax Certificate (Sedula)
2. Barangay Certification
3. Medical Prescription or Hospital Bill
4. Duly accomplished Form 200 A

Total Processing Time:

- 25 minutes

How to avail the service:

Step	Client/Applicant	Service Provider	Transaction Time	Fees	Person/s Responsible
1	Submit requirements to the assigned MSWDO personnel and provide the necessary information during interview	Receive and assess the submitted documents Interview the client	5 minutes	None	Melanie Virrey Rosalie Modesto Maricar Peñamora Choleta Calzado
2		Prepare Disbursement Voucher for approval and signature of the Municipal Mayor	15 minutes		
3	Proceed to Municipal Treasury Office and receive Financial Aid Acknowledge receipt by signing in to MSWDO logbook	Assist the client in receiving Financial Aid	5 minutes		