

AICS / Financial Assistance

Office or Division:		Office of the Municipal Mayor		
Classification:		Simple		
Type of Transaction:		G2C		
Who may avail:		All Constituent of Reina Mercedes		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certificate of Indigent		Office of the Barangay Captain		
Medical Abstract		Hospital		
Hospital Bill		Hospital		
Prescribed Medicines / Laboratories		Hospital / RHU		
Assessment form secured at the MSWD Office		Office of the MSWD		
Voucher secured at the Treasury Office		Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Clients submit the documents	1. Review and verify the attached documents.	None	2 Minutes	<i>Administrative Aide I</i> Office of the Municipal Mayor
	1.1 Present the documents to the Municipal Mayor for the approval and signature		2 Minutes	
2. Clients sign on the log book and proceed to the Municipal Treasury Office	2. Instruct the clients to sign on the log book and proceed to the Municipal Treasury Office for the encashment	None	2 Minutes	<i>Administrative Aide I</i> Office of the Municipal Mayor
TOTAL:		None	6 Minutes	