

Provisions of Assistance during Crisis Situation (AICS)

The Municipal Social Welfare & Development Office (MSWDO) extends emergency financial assistance and referrals to hospitals, charitable institutions and other agencies to indigent individuals and families. This service covers burial and medical assistance. It also covers food allowance for indigent's transportation allowance for individuals who are stranded in the area.

Office or Division:		Municipal Social Welfare & Development Office		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		Indigent and in crisis situation		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Burial Assistance: -Photocopy of Death Certificate -Certificate of Indigency -Valid ID of claimant For Medical Assistance: -Doctor's Prescription/Medical Certificate -Certificate of Indigency -Valid ID of claimant For Transportation Assistance: Police Blotter, in case client is a victim of pickpockets For Food Assistance: -Certificate of indigency from the Barangay		Local Civil Registrar Office of the Punong Barangay Office of the Punong Barangay Hospital Office of the Punong Barangay Office of the Punong Barangay PNP Office of the Punong Barangay		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Write your name and the purpose of the visit on a client logbook. Submit requirement. Submit yourself to an interview and give all the necessary information during the interview	1. Accomplish the Certificate of Eligibility form to enable client to avail of the assistance requested 1.1. Secures other signature needed to complete the AICS form. 1.2 For Transportation: Prepare request to transport companies for the provision of free transportation services.	None	10 Minutes	<i>Municipal Social Welfare and Development Officer</i> <i>Social Welfare Aide</i> <i>Administrative Aide /</i> Office of the Municipal Social and Welfare Development Officer



BAGONG PILIPINAS

	1.3 For Referrals: Prepares the necessary papers and forward to the individual / agencies concerned for funding and releases of assistance			
2. Endorse to Budget and Accounting Office	2. Provide assistance: For Burial & Financial Assistance: Refer client to MBO Accounting Office	None	10 Minutes	<i>Administrative Aide /</i> Office of the Municipal Budget and Accounting
3. Return to the Municipal Social Welfare and Development Office for the Signature	3. Signature of MSWDO and instruct clients to proceed to Local Chief Executive's Office, & to Municipal Treasurer's Office for the release of financial assistance		3 Minutes	<i>Municipal Social Welfare and Development Officer</i> <i>Social Welfare Aide</i> <i>Administrative Aide /</i> Office of the Municipal Social Welfare and Development Officer
TOTAL:		None	23 Minutes	