

Provisions of Certificate of Indigency

A Certificate of Indigency is required to avail of the services of charitable institutions, government offices and non-government organizations and institutions.

Office or Division:	Municipal Social Welfare & Development Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Indigent Family			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certification of Residency		Office of the Punong Barangay		
Certification from Municipal Assessor's Office that the party concerned does not own real property.		Municipal Assessor's Office		
Certification from the Municipal Treasury Office – No Business		Municipal Treasury Office		
Net Take home pay				
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.	1. Briefs client's on the service & its requirement.	None	5 Minutes	<i>Municipal Social Welfare and Development Officer Social Welfare Aide Administrative Aide I Office of the Municipal Social Welfare and Development Officer</i>
2. Submit to an interview. Cooperate and give all the necessary information	2. Conducts interview	None	10 Minutes	<i>Municipal Social Welfare and Development Officer Social Welfare Aide Administrative Aide I Office of the Municipal Social Welfare and Development Officer</i>
3. Wait while MSWDO Staff prepares Certificate of Indigency	3. Prepares Certificate of Indigency	None	5 Minutes	<i>Municipal Social Welfare and Development Officer Social Welfare Aide Administrative Aide I Office of the Municipal Social Welfare and Development Officer</i>
4. Secure the Certificate of indigency and sign the logbook. Submit the same to agency concerned.	4. Issue Certificate of Indigency	None	5 Minutes	<i>Municipal Social Welfare and Development Officer Social Welfare Aide Administrative Aide I Office of the</i>



				Municipal Social Welfare and Development Officer
TOTAL:		None	25 Minutes	