

Provisions of Disaster Relief Assistance

The Municipal Social Welfare & Development Office is at the forefront of relief assistance during natural or manmade calamities such as typhoons, fires and earthquake. Among others, it distributes relief goods and provides housing materials to families whose houses have been destroyed by calamities. It also provides financial assistance and referrals to concerned agencies.

Office or Division:	Municipal Social Welfare & Development Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Affected Individuals, Families and Communities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certification of Residency Barangay		Office of the Punong Barangay		
Police Blotter Certification testifying that he/she is a victim of calamity		PNP		
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 on the service and its requirements	None	10 Minutes	<i>Municipal Social Welfare and Development Officer Social Welfare Aide Administrative Aide I</i> Office of the Municipal Social Welfare and Development Officer
2. Submit to an interview. Give the necessary information and wait as the attending personnel accomplish the AICS form	2. Conducts interview and accomplishes the AICS form	None	15 Minutes	<i>Municipal Social Welfare and Development Officer Social Welfare Aide Administrative Aide I</i> Office of the Municipal Social
3. Sign the AICS form	3. Secure the other necessary information	None	10 Minutes	<i>Municipal Social Welfare and Development Officer Social Welfare Aide Administrative Aide I</i> Office of the Municipal Social Welfare and Development Officer
4. Receive the necessary assistance referral. Sign the Logook	4. Provides Assistance: Burial & Financial Assistance: -prepares a disbursement voucher and refers the client to the Municipal Treasurer's Office for the release of the financial assistance.	None	15 Minutes	<i>Municipal Social Welfare and Development Officer Social Welfare Aide Administrative Aide I</i> Office of the Municipal Social Welfare and Development Officer



	For Transportation Assistance: Prepares request to transport companies for the provision for free transport service. For Referrals: Prepares the necessary paper's to be given to the individual/agencies concerned for funding and release of assistance.			
TOTAL:		None	50 Minutes	