

Provisions of Social Case Study Report

Social case study required charitable instruction, government hospitals and non-government organizations that provide services to indigent client and patients.

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		
Medical Certificate or Medical Abstract Certificate of Indigency from the Barangay Hospital Bill Valid ID		Hospital / Clinic Certificate of indigency from the Barangay Hospital / Clinic		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Write your name and the purpose of the visit on the logbook	1. Instructs client to fill-in the logbook	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 and provide the necessary and pertinent information	2. Conducts interview and determines if the case requires a home visit for further validation	None	20 Minutes	<i>Municipal Social Welfare and Development Officer Social Welfare Aide Office of the Municipal Social Welfare and Development Officer</i>
3. If home visit is not necessary, wait for the preparation of the social case study report. Secure a copy of the case study for presentation to the agency concerned.	3. If home visit is not necessary, prepares the Case Study Report. Provides the client a copy	None	1 hour	<i>Municipal Social Welfare and Development Officer Social Welfare Aide Office of the Municipal Social Welfare and Development Officer</i>
4. If home visit is necessary, provide a sketch of the location of your house and take note of the schedule	4. Schedules the home visit with the client	None		<i>Municipal Social Welfare and Development Officer Social Welfare Aide Office of the Municipal Social Welfare and Development Officer</i>
5. Extends the necessary assistance during the home visit	5. Visits the residence to check client's status and to further determine condition. Advises the client of the schedule of release of the			<i>Municipal Social Welfare and Development Officer Social Welfare Aide Office of the Municipal Social</i>



	Social Case Report			Welfare and Development Officer
6. Proceed to the MSWDO on the schedule date of release to secure social case study report. Sign logbook	6. Release Case study		10 Minutes	
TOTAL:		None	1 hour 35 Minutes	