

MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT

ISSUANCE OF CERTIFICATE OF INDIGENCY

A. ABOUT THE SERVICE

A Certificate of Indigency is issued by the MSWD OFFICE certifying that the said client belongs to an indigent family in their barangay as certified by the Barangay Captain.

B. REQUIREMENTS

Barangay Certificate of Indigency issued by the Brgy. Captain

C. FEES

Not Required

D. DURATION 14 minutes

E. HOW TO AVAIL OF THE SERVICE

STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORMS
1	Submit Brgy. Certification issued by the Brgy. Captain	Evaluate documents submitted	2 mins.	Social Welfare Aide	None	
2	Answer needed information	Interview the client of his/her purpose in securing a certificate of indigency	5 mins.	Social Welfare Aide	None	
3	Wait for Approval	Encode the Certificate of Indigency	5 mins.	Social Welfare Aide	None	
4		Affix Signature of the MSWDO	1 min.	MSWDO	None	
5	Receive documents	Record in the logbook & release	1 min.	Social Welfare Aide	None	

F. AVAILABILITY OF THE SERVICE

From Monday to Friday 8am – 5pm

ISSUANCE OF SOCIAL CASE STUDY REPORT

A. ABOUT THE SERVICE

Social Case Study Report – a summative information needed about a client that needs referral to any agency that can help him augment his hospitalization bills.

B. REQUIREMENTS

Certificate of Indigency, Medical Certificate/Abstract,
Referral from the Hospital

C. FEES

Not Required

D. DURATION

39 minutes

E. AVAILABILITY OF THE SERVICE

From Monday to Friday 8am – 5pm

F. HOW TO AVAIL OF THE SERVICE

STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN- CHARGE	FEES	FORMS
1	Submit complete requirements	Evaluate documents submitted	2 mins.	MSWDO	None	
2	Answer needed information	Interview the client	5 mins.	MSWDO	None	
3	Wait for approval	Encode gathered data from the client	30 mins.	MSWDO	None	
4		Affix Signature of the MSWDO	1 min.	MSWDO	None	
5	Receive social case study report	Record in the logbook & release	1 min.	MSWDO	None	