

# MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE

## MISSION:

To create an efficient and effective service mechanism anchored on the paradigm of preferential option for the protection and upliftment of the underprivileged sectors of society.

## VISION:

We envision a society where the underprivileged sectors of the community are uplifted to decent and dignified lives.

To realize this end, the MSWDO of the Local Government Unit of Salay will be the effective arm of the DSWD for the delivery of coordinated social services and social protection for poverty reduction by 2030.

Office Head : **MA. CORINA R. VENTURA, RSW**  
MSWD Officer

Office Address : Municipal Social Welfare and Development  
Office  
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## External Services:

1. Issuance of Social Case Study Report
  - A. for Northern Mindanao Medical Center, Government Offices, charitable institutions and other Non-Government Offices (NGO)
2. Release of Assistance to Individual in Crisis Situation (AICS) from Local Funds
  - A. emergency assistance
  - B. funeral package 'embalment service'
  - C. funeral paraphernalia
  - D. emergency shelter assistance
  - E. food assistance
3. Issuance of Certification of Indigency/Eligibility
4. Issuance of Certificate of Point of Care
5. Issuance of Senior Citizen ID
6. Issuance of Grocery and Medicine Booklet for Senior Citizen
7. Mortuary Assistance for OSCA Members
8. Issuance of PWD (Persons with Disability) ID
9. Issuance of Grocery and Medicine Booklet for PWD (Persons with Disability)
10. Issuance of Solo-Parent ID

11. Assistance to Women and Children

**1. ISSUANCE OF SOCIAL CASE STUDY REPORT**

**a. for Northern Mindanao Medical Center, Government Offices, charitable institutions and other Non-Government Offices (NGO)**

**ABOUT THE SERVICE**

Social Case Study Report (SCSR) is a document that describes the present situation of a needy individual. It is done by a registered social worker through a conduct of interview and data gathering. It justifies the current condition of a client or patient to be eligible for an assistance from sponsoring agencies that extends financial/hospitalization/medical intervention.

<b>OFFICE</b>		MSWDO		
<b>CLASSIFICATION</b>		Simple		
<b>TYPE OF TRANSACTION</b>		G2C – Government to Citizen		
<b>WHO MAY AVAIL</b>		Any needy individuals, a bonafide resident of Salay, who applies for financial/hospitalization/medical assistance from agencies such as Northern Mindanao Medical Center (NMMC), government offices, charitable institutions and non-government offices (NGO)		
<b>CHECK LIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request form/slip from the requesting agency 2. Medical documents such as Medical Abstract, Laboratory Request, Hospital Bill, and Medicine Prescription		Requesting Agency  Hospital		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCE SSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Present request form and submit medical requirements	Receives the medical requirements	None	5 mins.	Any MSWD personnel (Othelo Noel C. Roa)
Provide personal data information	Conducts interview to the client			Any MSWD personnel

	Encodes and Prepares the document		10 mins.	Ava Viera V. Maglupay, RSW-Social Worker I
	Signs and Approves SCSR			Maria Corina R. Ventura, RSW-MSWDO
	Records and Releases the document to the client			Any MSWD personnel
Receive the Social Case Study report and Sign the office logbook			2 minutes	Ava Viera V. Maglupay, RSW-Social Worker I
<b>Total</b>			<b>17 minutes</b>	
<b>END OF TRANSACTION</b>				

## 2. RELEASE OF ASSISTANCE TO INDIVIDUAL IN CRISIS SITUATION (AICS) FROM LOCAL FUNDS

### a. EMERGENCY ASSISTANCE

Assistance to Individual in Crisis Situation or AICS is a form of assistance funded by the local government unit of Salay and DSWD Region X that addresses the immediate and emergency need of a person. Emergency in nature includes purchase of medicine, augment hospital bill, and transportation assistance.

<b>OFFICE</b>		MSWDO		
<b>CLASSIFICATION</b>		Simple		
<b>TYPE OF TRANSACTION</b>		G2C – Government to Citizen		
<b>WHO MAY AVAIL</b>		Indigent person or family with financial problem		
<b>CHECK LIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>1. Barangay Certification</li> <li>2. Medical abstract</li> <li>3. Medical prescription</li> <li>4. laboratory request</li> </ol>		Barangay		
		Hospital		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCE SSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Present problem and submit requirements	Receives the medical requirements	None	3 mins.	Any MSWD personnel (Othelo Noel C. Roa)

-Barangay Certification -Medical abstract -Medical prescription -laboratory request				
Provide personal data information	Conduct interview		5 mins	Othelo Noel Glen Agcopra
Sign the AICS documents as requestor	Prepares AICS document and attaches requirements		3 mins	Any MSWD personnel
	Submits AICS documents to the LCE for approval			Municipal Mayor
	Signs and Approves AICS			Any MSWD personnel
	Submits AICS documents to Department Head for Petty Cash Funding			Any MSWD personnel
	Records and Releases Cash assistance			
Receives the Cash assistance and Sign the office logbook			2 minutes	Othelo Noel C. Roa
<b>Total</b>			<b>13 minutes</b>	
<b>END OF TRANSACTION</b>				

### b. FUNERAL PACKAGE “embalment services”

The local government of Salay through its Assistance to Individual in Crisis Situation or AICS program extends embalment service to an indigent family who could not shoulder the embalming expenses for their deceased family member

<b>OFFICE</b>	MSWDO
<b>CLASSIFICATION</b>	Simple
<b>TYPE OF TRANSACTION</b>	G2C – Government to Citizen
<b>WHO MAY AVAIL</b>	Indigent person or family with financial difficulty

		Indigent client can directly call to the MSWD Officer thru contact number 0905-840-6569 or be referred by their respective Barangay Officials		
<b>CHECK LIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Barangay Certification 2. 1 (one) photocopy of Death Certificate – shall be submitted after the funeral service		Barangay		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCE SSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Call the MSWD contact number or thru referral from Barangay Officials Or visit to MSWD office	Interview client  Call and Inform the Funeral Service provider of the name and address of the Recipient	None	5mins.	Any MSWDO personnel  Maria Corina R. Ventura Othelo Noel C. Roa
<b>Total</b>			<b>5 minutes</b>	
<b>END OF TRANSACTION</b>				

### c. FUNERAL PARAPHERNALIA

The local government of Salay through the Assistance to Individual in Crisis Situation or AICS program extends assistance by providing funeral paraphernalias such as funeral chandeliers to the bereaved family. This addresses the need of an indigent family who could not shoulder the rental of funeral paraphernalias due to high cost.

#### PROCEDURE

a) Indigent client can directly call to the MSWD Officer thru 24/7 hotline number 0905-840-6569 or be referred by their respective Barangay Officials

<b>OFFICE</b>	MSWDO
<b>CLASSIFICATION</b>	Simple
<b>TYPE OF TRANSACTION</b>	G2C – Government to Citizen
<b>WHO MAY AVAIL</b>	Indigent person or family with financial difficulty
<b>CHECK LIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Barangay Certification 2. 1 (one) photocopy of Death Certificate – shall be submitted after the funeral service	Barangay

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE
Call the MSWD contact number or thru referral from Barangay Officials or visit the MSWD officer	Conduct interview for basic information	None	20mins.	Any MSWD personnel
Provide personal data and information				Any MSWD personnel
	Coordinate with municipal driver			Glen Agcopra MSWDO Staff
	Deliver the funeral paraphernalias			Glen Agcopra MSWDO Staff and municipal driver
<b>Total</b>			<b>20 minutes</b>	
<b>9END OF TRANSACTION</b>				

#### d. EMERGENCY SHELTER ASSISTANCE

This type of assistance under the AICS or Assistance to Individual in Crisis Situation program of the LGU responses to the emergency need of a person whose shelter or house has been totally or partially damaged due to calamity or man-made disaster

<b>OFFICE</b>	MSWDO			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2C – Government to Citizen			
<b>WHO MAY AVAIL</b>	Indigent person or family with financial difficulty			
<b>CHECK LIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
1. Barangay Certification 2. Picture of damaged property	Barangay Client			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE
Present and submit the requirements	Received requirements	None	3mins.	Any MSWD personnel
Provide personal data and information	Conduct interview		30 minutes	Any MSWD personnel

	Evaluates/Assess the damage And issues certification  Prepares AICS document  Submits AICS documents to the LCE for approval  Signs and Approves AICS  Submits AICS documents to Department Head for Petty Cash Funding  Records and Releases Cash assistance			KENNETH PALAMINE MDRRMO-  Any MSWD personnel  Any MSWD personnel  Maria Corina R. Ventura, RSW-MSWDO  Any MSWD personnel  Any MSWD personnel
Receives the Cash assistance and Sign the office logbook			2 minutes	Any MSWD personnel
<b>Total</b>			<b>35 minutes</b>	
<b>END OF TRANSACTION</b>				

### e. FOOD ASSISTANCE

This type of assistance under the AICS or Assistance to Individual in Crisis Situation program of the LGU responds to the emergency need of a person who is in difficult situation due to significant lack of income caused by illness or a person caring for a sick family member and is temporarily forced to stop from work.

<b>OFFICE</b>	MSWDO
<b>CLASSIFICATION</b>	Simple
<b>TYPE OF TRANSACTION</b>	G2C – Government to Citizen
<b>WHO MAY AVAIL</b>	Indigent person or family with financial difficulty
<b>CHECK LIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Barangay Certification	Barangay

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEE TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Present and submit the requirements		None	3mins.	Any MSWD personnel
Provide personal data and information	Conduct interview  Prepares Case Summary  Evaluates/Assess the problem and issue recommendation  Submit AICS document to LCE for approval  Prepare and release food packs to the client  Record to the logbook		Within 12 hours	Any MSWD personnel  Any MSWD personnel  Maria Corina R. Ventura, RSW-MSWDO  Any MSWD personnel Municipal Mayor  Any MSWD personnel  Any MSWD personnel
Receives Food assistance and Sign the office logbook			5 minutes	Any MSWD personnel
<b>Total</b>			<b>12 hours and 8 minutes</b>	
<b>END OF TRANSACTION</b>				

### **3. ISSUANCE OF CERTIFICATE OF INDIGENCY/ELIGIBILITY**

Certificate of Indigency/Eligibility is a form issued to a person that attests his/her income is below poverty threshold and could not pay a certain required fee or is applying for assistance in a sponsoring agency.

<b>OFFICE</b>		MSWDO		
<b>CLASSIFICATION</b>		Simple		
<b>TYPE OF TRANSACTION</b>		G2C – Government to Citizen		
<b>WHO MAY AVAIL</b>		Indigent person or family with significant lack of income or whose income is below poverty threshold		
<b>CHECK LIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Barangay Certification 2. Certification from the Municipal Assessor		Barangay Municipal Assessors Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCE SSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit the requirements		None	5 minutes	Any MSWD personnel
Provide personal data and information	Conducts interview  Prepares Certification  Signs and Approves the Certification  Records and Releases the document to the client	None		Any MSWD personnel  Any MSWD personnel  Maria Corina R. Ventura, RSW MSWDO  Any MSWD personnel
Receive the Certificate of Indigency and Sign the office logbook		None		2 minutes  Any MSWD personnel
<b>Total</b>			<b>7 minutes</b>	
<b>END OF TRANSACTION</b>				

#### 4. ISSUANCE OF CERTIFICATE OF POINT OF CARE

Certificate of Point of Care/Service is issued for clients especially women who gave birth at the Salay Lying-In Maternal and Family Care Center (SLMFCC) to avail of Philhealth point of service.

<b>OFFICE</b>	MSWDO
<b>CLASSIFICATION</b>	Simple

<b>TYPE OF TRANSACTION</b>		G2C – Government to Citizen		
<b>WHO MAY AVAIL</b>		Indigent person or family with significant lack of income or whose income is below poverty threshold		
<b>CHECK LIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Barangay Certification 2. Referral from attending Midwife		Barangay Lying In		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCE SSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit the requirements		None	5 minutes	Any MSWD personnel
Provide personal data and information	Conducts interview  Prepares Certification  Signs and Approves the Certification  Records and Releases the document to the client			Any MSWD personnel  Any MSWD personnel  Maria Corina R. Ventura, RSW MSWDO  Any MSWD personnel
Receive the Certificate of Indigency and Sign the office logbook				2 minutes  Any MSWD personnel
<b>Total</b>			<b>7 minutes</b>	
<b>END OF TRANSACTION</b>				

## 5. ISSUANCE OF SENIOR CITIZEN ID CARD

### 5.a) Membership

A document issued to elderly citizens as proof of eligibility per Article 6 of Rule IV (Privileges for the Senior Citizen) of Implementing Rules and Regulations of Republic Act No. 9994 known as the “expanded Senior Citizens Act of 2010. This card is issued to the elderly citizen in the municipality where he/she resides by the Office of the Senior Citizen Affairs through MSWD personnel in-charge of the Senior Citizens.

<b>OFFICE</b>		MSWDO		
<b>CLASSIFICATION</b>		Simple		
<b>TYPE OF TRANSACTION</b>		G2C – Government to Citizen		
<b>WHO MAY AVAIL</b>		Refers to any Filipino citizen who is a resident of the Philippines, and who is sixty (60) years old or above per Article 5.1 Rule III, definition of terms.		
<b>CHECK LIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. photocopy of Birth Certificate 2. photocopy of Baptismal certificate 3. Voter's ID 4. OSCA Application Form 1 5. 3 copies of 1 x 1 ID picture		Client Client Client MSWDO Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCE SSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Secure and fill up OSCA form 1		None	2 minutes	Any MSWD personnel
Submit OSCA form 1 with the requirements a) photocopy of Birth Certificate b) photocopy of Baptismal certificate c) Voter's ID d) OSCA Application Form 1 e) 3 copies of 1 x 1 ID picture	Evaluates the application form		1 minute	Cherie Red Aliwate or Any MSWD personnel
	Takes photo of the applicant		5 minutes	Glen Agcopra Argie Acosta
	Prepares the OSCA ID		1 minute	Edgar Baclayo Roger Laniton
	Records in the logbook		1 minute	Cherrie Red C. Aliwate
	Releases the OSCA ID		1 minute	Edgar Baclayo Roger Laniton

Receive the OSCA ID and sign the logbook			2 minutes	Any MSWD personnel
<b>Total</b>			<b>13 minutes</b>	
<b>END OF TRANSACTION</b>				

## 5.B) REPLACEMENT OF LOSS SENIOR CITIZEN ID CARD

<b>OFFICE</b>		MSWDO		
<b>CLASSIFICATION</b>		Simple		
<b>TYPE OF TRANSACTION</b>		G2C – Government to Citizen		
<b>WHO MAY AVAIL</b>		Senior Citizens who lost their Senior Citizen ID		
<b>CHECK LIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Affidavit of Loss		Mayors Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCE SSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit Affidavit of Loss		None	2 minutes	Cherie Red Aliwate
Submit OSCA form 1 with the requirements	Checks the record of the OSCA member  Takes photo of the OSCA member  Prepares the OSCA ID  Records in the logbook  Releases the OSCA ID		1 minute	Cherie Red Aliwate  Argie Acosta  Cherie Red Aliwate  Cherie Red Aliwate  Cherie Red Aliwate
Receive the OSCA ID and sign the logbook				Any MSWD personnel
<b>Total</b>			<b>3 minutes</b>	

**END OF TRANSACTION**

**6. ISSUANCE OF OSCA BOOKLET (GROCERY AND MEDICINE)**

Per Article 7 Rule IV, Privileges for the Senior Citizens, an elderly is entitled to a 20% discount and VAT exemption on goods and services. The Office of the Senior Citizens Affairs issues this booklet to the member to avail of the benefits.

<b>OFFICE</b>		MSWDO		
<b>CLASSIFICATION</b>		Simple		
<b>TYPE OF TRANSACTION</b>		G2C – Government to Citizen		
<b>WHO MAY AVAIL</b>		Active member of the Senior Citizens Affair		
<b>CHECK LIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>1. Senior Citizen ID card</li> <li>2. 1 pc 1 x 1 picture (for medicine booklet)</li> <li>3. 1 pc passport size ID picture (for grocery booklet)</li> </ol>		MSWDO Client		
		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCE SSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Present OSCA ID card and submits requirements	Prepares the booklet	None	3 minutes	Any MSWD personnel
	Records and releases the booklet			Any MSWD personnel
				Any MSWD personnel
Receive the booklet and sign the logbook			2 minutes	Any MSWD personnel
<b>Total</b>			<b>5 minutes</b>	
<b>END OF TRANSACTION</b>				

**7. GRANT OF MORTUARY ASSISTANCE FOR OSCA MEMBERS**

Mortuary assistance is granted to the immediate family of the deceased senior citizens member of the OSCA Salay funded by the LGU through the Office of the Senior Citizens Affairs.

<b>OFFICE</b>	MSWDO
<b>CLASSIFICATION</b>	Simple
<b>TYPE OF TRANSACTION</b>	G2C – Government to Citizen

<b>WHO MAY AVAIL</b>		Immediate family of the deceased OSCA member		
<b>CHECK LIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. 6 (six) photocopies of Death Certificates 2. 6 (six) photocopies of OSCA ID card 3. Authorization Letter of a family members as claimant (except for the spouse)		Client  Client  Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCE SSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit photocopy of Death Certificate, original OSCA ID and Authorization letter from the family		None	10 minutes	Any MSWD personnel
Provide personal data and information	Conducts interview  Prepares documents and attaches requirements			Any MSWD personnel  Any MSWD personnel
Sign the documents as requestor	Forwards the documents to the Budget Office and Treasury Office  Notify the recipient for the release of Cheque			Any MSWD personnel  Any MSWD personnel
Receive the cheque and sign the logbook				Any MSWD personnel
<b>Total</b>				
<b>END OF TRANSACTION</b>				

## 8. ISSUANCE OF PWD (PERSONS WITH DISABILITY) ID CARD

### 8.a. Membership

A document issued to Persons with Disability under Section 32 of RA No. 9442, “An Act Amending RA No. 7277, otherwise known as the ‘Magna Carta for Disabled Persons and for their Purposes’.

The identification card is issued by the city or **municipal mayor** of the barangay captain of the place where the person’s with disability resides.

<b>OFFICE</b>		MSWDO		
<b>CLASSIFICATION</b>		Simple		
<b>TYPE OF TRANSACTION</b>		G2C – Government to Citizen		
<b>WHO MAY AVAIL</b>		<ul style="list-style-type: none"> <li>Any person suffering from long-term physical, mental, intellectual or sensory impairments.</li> <li>A resident of the municipality</li> </ul>		
<b>CHECK LIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>PWD-RF (Person with Disability Registration Form)</li> <li>Medical Certificate</li> </ol>		MSWDO		
		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCE SSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Secure PWD-RF		None	<b>10 minute</b>	Any MSWD personnel
Proceed to Municipal Health Officer for medical evaluation	Accompanies the applicant to MHO			Any MSWD personnel
	Evaluates and Assess the applicant			Any MSWD personnel
After medical evaluation, returns to MSWD to accomplish PWD-RF	Assist the applicant in accomplishing the PWD-RF			Any MSWD personnel
	Takes photo of the applicant Prepares the PWD ID Records and releases PWD ID			Any MSWD personnel
Receive the PWD ID and sign the logbook			Any MSWD personnel	

<b>Total</b>	<b>10 minutes</b>
<b>END OF TRANSACTION</b>	

## 9. ISSUANCE OF GROCERY AND MEDICINE for Person with Disability (PWD)

Per Administrative Order no. 2009-0011, section 32, (a), person with disability are entitled to at least 20% discount for the purchase of medicines in all drugstores and Joint DTI-DA-DOE Administrative Order no. 17-01 series of 2008 entitled "Granting of Discounts to PWD on the Purchase of Basic Necessities and Prime Commodities Pursuant to R.A. no. 9442 otherwise known as the Magna Carta for Disabled Persons".

<b>OFFICE</b>		MSWDO		
<b>CLASSIFICATION</b>		Simple		
<b>TYPE OF TRANSACTION</b>		G2C – Government to Citizen		
<b>WHO MAY AVAIL</b>		Active member of the Person with Disabilities		
<b>CHECK LIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. PWD ID card		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCE SSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Present PWD ID card	Prepares the booklet	None	5 minutes	Any MSWD personnel
	Records and releases the booklet			
Receive the booklet and sign the logbook				Any MSWD personnel
<b>Total</b>		<b>5 minutes</b>		
<b>END OF TRANSACTION</b>				

## 10. ISSUANCE OF SOLO-PARENT ID

### 10.a) Membership

A document issued to Solo-Parent according to Republic Act 8972.

<b>OFFICE</b>	MSWDO
<b>CLASSIFICATION</b>	Simple
<b>TYPE OF TRANSACTION</b>	G2C – Government to Citizen

<b>WHO MAY AVAIL</b>		Any person qualified as to the definition of Solo-Parent in accordance to RA 8972		
<b>CHECK LIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Barangay Certification that supports the following: <ul style="list-style-type: none"> <li>• residency of the applicant not less than 6 months</li> <li>• income/annual income</li> <li>• indicating the circumstances on one's being a solo</li> <li>• Declaration of Nullity of Marriage</li> </ul> 2. Medical Certificate (for physical/mental incapacity of spouse)		Barangay		
3. Death Certificate		Client		
4. Birth Certificate of child/children		Client		
5. CENOMAR (Certificate of No Marriage)		Client		
6. Birth Certificate of applicant		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCE SSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Secure Solo Parent Application form		None	20 minutes	Any MSWD personnel

Accomplish and submit Solo Parent form with the requirements  (with complete attachments)	Evaluates and Validates the application  Takes photo of the applicant  Prepares the Solo Parent ID card  Records in the log-book Registry of Solo Parents and releases ID			Any MSWD personnel  Ava Viera V. Maglupay SWO I  Any MSWD personnel  Ava Viera V. Maglupay SWO I  Any MSWD personnel
Receive the Solo Parent ID and sign the logbook				Any MSWD personnel
<b>Total</b>			<b>20 minutes</b>	
<b>END OF TRANSACTION</b>				

## 11. ASSISTANCE TO CHILDREN AND WOMEN

### 10.a) CICL (Children in Conflict with the Law) Women in Especially Difficult Circumstance

Local government unit responses to following vulnerable sector in accordance to domestic law

➤ Children

- ❖ Child Abuse Act (RA 7610)
- ❖ An Act Strengthening Juvenile Justice System in the Philippines (RA 10630)

➤ Women

- ❖ Anti-Violence Against Women & their Children Act of 2004 (RA 9262)
- ❖ Expanded Anti-Trafficking in Persons Acts of 2012 (RA 10364)

<b>OFFICE</b>	MSWDO
<b>CLASSIFICATION</b>	Simple
<b>TYPE OF TRANSACTION</b>	G2C – Government to Citizen

<b>WHO MAY AVAIL</b>		Any person; woman or child vulnerable to abuse, a minor who is at risk or has committed offenses		
<b>CHECK LIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Barangay Certification or Recommendation 2. Certificates (depending on the case) a. birth certificate a. medical certificate		Barangay		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCE SSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Present problem		None	15minute	Any MSWD personnel
Submit requirements				Any MSWD personnel
Provide personal data and information of the problem presented	Conduct interview			Any MSWD personnel
	Evaluate and assess the problem presented			
	Coordinate with PNP personnel; Women's Desk and Barangay Officials for appropriate action		Any MSWD personnel	
	Conduct individual/family counseling and home visitation		Any MSWD personnel	
	Coordinate and refer to DSWD-X for further intervention		Any MSWD personnel	
<b>Total</b>			<b>15 minutes</b>	
<b>END OF TRANSACTION</b>				