

**Office of the Municipal Social Welfare and
Development**

Internal

MSWD-001 PRE-MARRIAGE COUNSELING (PMC)

The Office of the Municipal Social Welfare and Development provides counseling to engages and /or married couples for relationship enrichment pursuant to the provisions of the Family Code and Presidential Decree 965 which requires applicant for marriage license to receive on family planning and responsible parenthood.

Service Information

Office Division:	Municipal Social Welfare and Development Office (MSWDO) / Population Commission (POPCOM)			
Classification:	SIMPLE			
Types of Transaction:	G2C			
Who may avail:	Would be couples and			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicants to file application for Pre-Marriage Counseling and to fill out PMC Pre-Evaluation Form	Provides questionnaire and answer sheets to applicants	None	Monday, Wednesday and Friday, 8:00 AM to 4:00 PM	<i>Emma Ruth Cacdac Municipal Population Officer POPCOM</i>
2. Applicants to attend the PMC on the scheduled date	Conducts PMC	PMC Application Fee – Php150.00	Tuesday and Thursday, 1:00 PM to 5:00 PM	<i>Karen E. Jularbal Social Welfare Assistant SWA / Arlie R. Alonzo Local Social Welfare & Development Officer LSWDO</i>

MSWD-002 DAY CARE SERVICES

Office Division:	Municipal Social Welfare and Development Office (MSWDO)			
Classification:	SIMPLE			
Types of Transaction:	G2C			
Who may avail:	CHILDREN OF THE MUNICIPALITY			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Child Development Workers to submit issues/concerns on Day Care Service implementation	1.1. Receives reports & records in the logbook	None	5 minutes / CDW	<i>Emy S. Muñoz DCW II</i>
	1.2. Issues forms needed & updates ledger		5 minutes / CDW	
	1.3. Consolidates and encodes reports ➤ Accomplishment reports ➤ DCC masterlist ➤ DCC Nutritional Status ➤ SFP reports		3 days 1 hour/DCC 1 hour/DCC 3 days	
	Submits reports to D/PSWD		2 hours	
	Monitors implementation of DCS/SFP		2 hours/DCC	
	Reviews and approves accomplished reports/ documents		10 minutes per report	ARLIE R. ALONZO, RSW L S W D O

MSWD-003 COUNSELING OR ASSISTANCE TO ABUSED CHILDREN, BATTERED WIVES OR TO ANY PERSON IN CRISIS

Office Division:	Municipal Social Welfare and Development Office (MSWDO)			
Classification:	SIMPLE			
Types of Transaction:	G2C			
Who may avail:	RESIDENTS THIS MUNICIPALITY			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits himself/herself for an office interview with his/her supporting documents/requirements <ul style="list-style-type: none"> ➤ For abused child/children in crisis: <ul style="list-style-type: none"> • Medical Certificate • Police Report ➤ For women in crisis: <ul style="list-style-type: none"> • Medical Certificate/Medico-Legal Certificate • Police Report • Barangay Protection Order, if applicable 	Interviews client, accomplishes General Intake Sheet (GIS) and extend needed counseling/ referrals	None	45 minutes	<i>Karen E. Jularbal</i> SWA <i>Meryll Eshna C. Oriente</i> Admin. Aide
	Reviews documents presented		10 minutes	
	Prepares SCSR, if applicable applicable		1 hour	<i>Sharyn S. Bayong</i> Admin. Aide
	Attends to case conference, if needed		2 hours	
	Reviews and approves accomplished reports/ documents		15 minutes	ARLIE R. ALONZO, RSW L S W D O

MSWD-004 ISSUANCE OF SOLO PARENT IDENTIFICATION

Office Division:	Municipal Social Welfare and Development Office (MSWDO)			
Classification:	SIMPLE			
Types of Transaction:	G2C			
Who may avail:	RESIDENTS OF THE MUNICIPALITY			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Accomplishes application form and submit himself/herself for an interview/ assessment with his/her supporting documents/requirements ➤ Filled-out application form ➤ Certification from the barangay as a solo parent and is a resident of the said barangay ➤ Appropriate documentation/ evidence that applicant is a solo parent (death certificate of spouse, proof of annulment of marriage, affidavit of circumstances, etc.) ➤ Income Tax Return (ITR) or any document that will establish income level of the solo parent (pay slip, payroll, affidavit of low or no income)	Reviews accomplished application form and supporting documents presented	None	10 minutes	<i>Emy S. Muñoz DCW II</i>
	Interviews client to validate the data indicated in the application form		10 minutes	
	Conducts home visit and collateral information, if needed		2 hours	
	Prepares and issues the ID card after 30 days from filing of the application, then record in the logbook		5 minutes	

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
➤ Photocopy of Birth Certificate of child/children below 18 years of age ➤ Two (2) pieces, 1" x "1 latest picture	1.1. Reviews, approves and signs the Solo Parent ID		2 minutes per Solo Parent ID	ARLIE R. ALONZO, RSW L S W D O

MSWD-005 ISSUANCE OF PERSON WITH DISABILITIES (PWDs) IDENTIFICATION

Office Division:	Municipal Social Welfare and Development Office (MSWDO)			
Classification:	SIMPLE			
Types of Transaction:	G2C			
Who may avail:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>Accomplishes application form and submit himself/herself for an interview/ assessment with his/her supporting documents/requirements</p> <ul style="list-style-type: none"> ➤ Filled-out application form ➤ Medical Certificate/Clinical Abstract (duly signed by any licensed private or government clinic or hospital-based physician) to be attached to the application form ➤ Certificate of Disability from the Rural Health Unit ➤ 1 x 1 ID picture 	Reviews accomplished application form and supporting documents presented	None	10 minutes	Karen E. Jularbal SWA
	Interviews client to validate the data indicate in the application form		10 minutes	<i>Richard B. Gallema Admin. Aide/LGU-Link</i>
	Prepares and issues the ID card		5 minutes	<i>Shonny O. Campos Admin. Aide</i>
	1" x 1" picture (duly signed behind)		5 minutes	<i>Meryll Eshna C. Oriente Admin. Aide</i>
				<i>Rheggie M. Generoso Admin. Aide</i>
				<i>Sharyn S. Bayong Admin. Aide</i>
				<i>Emy S. Muñoz DCW II</i>

MSWD-006 COUNSELING/ASSISTANCE TO CHILDREN-IN-CONFLICT WITH THE LAW (CICL)

Office Division:	Municipal Social Welfare and Development Office (MSWDO)			
Classification:	SIMPLE			
Types of Transaction:	G2C			
Who may avail:	RESIDENTS OF THE MUNICIPALITY			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits himself/herself for an office interview/assessment of the case whether the crime was done with or without discernment and supporting documents/requirements ➤ Referral letter from PNP/Fiscal's Office	Interviews client thru the General Intake Sheet (GIS) and administer the assessment tool To determine whether the act has been done with or without discernment	None	2 hours	<i>Karen E. Jularbal, RSW SWA</i> <i>Meryll Eshna C. Oriente</i> Admin. Aide
	Extends counseling/referral		2 hours	<i>Sharyn S. Bayong</i> Admin. Aide <i>Richard B. Gallema</i> Admin. Aide/LGU-Link <i>Shonny O. Campos</i> Admin. Aide <i>Rheggie M. Generoso</i> Admin. Aide <i>Emy S. Muñoz</i> DCW II
	Conducts home visitation		2 hours	
	Assists in the preparation of intervention program/ Contract at the barangay level, if requested/applicable		2 hours	
	Reviews and approves prepared reports (SCSR/ Intervention Program)		10 minutes per case	

MSWD-007 AID TO INDIVIDUALS IN CRISIS SITUATION (AICS) FOR OTHER NEEDY INDIVIDUALS

Office Division:		Municipal Social Welfare and Development Office (MSWDO)		
Classification:		SIMPLE		
Types of Transaction:		G2C		
Who may avail:		RESIDENTS OF THE MUNICIPALITY		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits himself/herself for an office interview assessment with his/her supporting documents/requirements ➤ For Medical Assistance <ul style="list-style-type: none"> • Medical Certificate/Clinical Abstract • Receipts of Expenses (Hospital bills/medicines not less than Php5,000.00) • Certificate of residency/ indigency • Endorsement of Punong Barangay to Local Chief Executive 	Reviews documents presented		5 minutes	Karen E. Jularbal, RSW SWA <i>Richard B. Gallema Admin. Aide/LGU-Link</i> <i>Shonny O. Campos Admin. Aide</i> <i>Rheggie M. Generoso Admin. Aide</i> <i>Meryll Eshna C. Oriente Admin. Aide</i> <i>Sharyn S. Bayong Admin. Aide</i> <i>Emy S. Muñoz DCW II</i>
	Interviews client to complete the General Intake Sheet (GIS) form, if qualified for social intervention		30 minutes	
	Preparation of the following reports will be done: 3.1. Accomplishment of Form 200/ Certificate of Eligibility		10 minutes	
	3.2. Preparation of Social Case Study Report (SCSR) / Assessment Report		2 hours	
				Karen E. Jularbal, RSW SWA <i>Meryll Eshna C. Oriente Admin. Aide</i> <i>Sharyn S. Bayong Admin. Aide</i>
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
➤ For Burial Assistance <ul style="list-style-type: none"> • Endorsement of Punong Barangay to Local Chief 	3.3. Prepares Obligation Request and Disbursement Voucher		15 minutes	Karen E. Jularbal, RSW SWA
	3.4. Endorse to Budget Office for further processing		5 minutes	

<ul style="list-style-type: none"> Executive Photocopy of Death Certificate Note: Client has to wait for the notice from the office for one (1) week to two (2) month depending on the availability of funds and readiness of checks to be released Funeral Contract with Official Receipt of down payment Certificate of residency/ indigency 	<p><u>Note:</u> For external-funded</p> <ul style="list-style-type: none"> SCSR/Assessment Report Referral / Transmittal Letter 	<p>3.5. Reviews and approves prepared reports / documents by Staff</p>	1 hour	<ul style="list-style-type: none"> <i>Richard B. Gallema Admin. Aide/LGU-Link</i> <i>Shonny O. Campos Admin. Aide</i> <i>Rheggie M. Generoso Admin. Aide</i> <i>Meryll Eshna C. Oriente Admin. Aide</i> <i>Sharyn S. Bayong Admin. Aide</i> <i>Emy S. Muñoz DCW II</i>
			30 minutes	
			5 minutes per case	ARLIE R. ALONZO, RSW LSWDO

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ul style="list-style-type: none"> ➤ For massive disaster/calamity <ul style="list-style-type: none"> Certification of damages from the Punong Barangay or Blotter Report from the Bureau of Fire Projection (BFP), if client is a victim of fire accident Certificate of residency/indigency Endorsement of Punong Barangay to Local Chief Executive ➤ For Education Assistance <ul style="list-style-type: none"> Enrollment Form Report Card Certificate of Residency / Indigency Endorsement of Punong Barangay to Local Chief Executive ➤ For Transportation Assistance <ul style="list-style-type: none"> Certificate of Residency / Indigency Fare matrix 	<p>4. FOR VICTIMS OF CALAMITY</p> <p>4.1. Prepares DROMIC Form (Terminal Report)</p> <p>4.2. Prepares rehabilitation plan</p> <p>4.3. Conducts validation to affected families/ victims to determine the extent of damages</p> <p>4.4. Prepares Project Proposal and Form</p> <p>200</p> <p>4.5. Prepares other supporting</p>		<p>2 hours</p> <p>2 hours</p> <p>1 week to 1 month</p> <p>1 hour</p> <p>10 minutes</p> <p>5 minutes per report</p>	<ul style="list-style-type: none"> <i>Karen E. Jularbal, RSW SWA</i> <i>Richard B. Gallema Admin. Aide/LGU-Link</i> <i>Shonny O. Campos Admin. Aide</i> <i>Rheggie M. Generoso Admin. Aide</i> <i>Meryll Eshna C. Oriente Admin. Aide</i>

<ul style="list-style-type: none"> Endorsement of Punong Barangay to Local Chief Executive 	Papers other supporting Papers (Obligation Report and Disbursement Voucher) 4.6. Reviews and approves all prepared Documents/reports			<i>Sharyn S. Bayong</i> <i>Admin. Aide</i> <i>Emy S. Muñoz</i> <i>DCW II</i>
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CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ul style="list-style-type: none"> ➤ For Food Assistance <ul style="list-style-type: none"> Certificate of Residency / Indigency Endorsement of Punong Barangay to local Chief Executive ➤ For Livelihood Assistance <ul style="list-style-type: none"> Project Proposal Certificate of Residency/ Indigency Endorsement of Punong Barangay to Local Chief Executive ➤ For Referrals <ul style="list-style-type: none"> Certificate of Residency / Indigency and other related documents ➤ For Emergency Shelter Assistance (ESA) / Cash-For-Work (CFW) / Food-For-Work (FFW) <ul style="list-style-type: none"> Certificate of Residency / Indigency Endorsement of Punong Barangay as victim of disaster 	<p><u>Note:</u> In the absence of the Staff-in-Charge, the LSWDO will assist/ handle</p>			<p><i>Karen E. Jularbal,</i> RSW SWA</p> <p><i>Richard B. Gallema</i> <i>Admin. Aide/LGU-Link</i></p> <p><i>Shonny O. Campos</i> <i>Admin. Aide</i></p> <p><i>Rheggie M. Generoso</i> <i>Admin. Aide</i></p> <p><i>Meryll Eshna C. Oriente</i> <i>Admin. Aide</i></p> <p><i>Sharyn S. Bayong</i> <i>Admin. Aide</i></p> <p><i>Emy S. Muñoz</i> <i>DCW II</i></p> <p>ARLIE R. ALONZO, RSW L S W D O</p>