

SOCIAL SERVICES

An Integrated Social Welfare and Development to individuals who are in need and disadvantaged.

AID TO INDIVIDUAL IN CRISIS SITUATION (AICS)

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
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1. Intake interview & assessment of eligibility of clients	20 minutes	Ma. Luisa Bayron DCO Annjean Orjaleza Clerk
2. Gather from client documents to support for financial assistance	10 minutes	Ma. Luisa Bayron DCO Annjean Orjaleza Clerk
3. Prepare Disbursement Voucher	2 minutes	Ma. Luisa Bayron DCO Annjean Orjaleza Clerk
4. Submit to budget office for availability of budget	5 minutes	Ma. Luisa Bayron DCO Annjean Orjaleza

5. Submit to Municipal Accountant for completeness of supporting documents	5 minutes	Ma. Luisa Bayron DCO Annjean Orjaleza Clerk
6. Submit to Mayor for approval	5 minutes	Ma. Luisa Bayron DCO Annjean Orjalesa Clerk
7. Submit to Municipal Treasurer for release of financial assistance	5 minutes	Ma. Luisa Bayron DCO Annjean Orjalesa Clerk

PRE-MARRIAGE COUNSELING

☑ HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE You	PLEASE APPROACH
1. Arrange schedule of Pre-Marriage Counseling session every first and third Friday of the month	2 minutes	Ma. Luisa Bayron DCO Annjean Orjaleza Clerk
2. Conduct of PMC Session	1-2 hours	Avelina N. Sabandal MSWDO

3. Issue pre-marriage counseling certificate	2 minutes	Avelina N. Sabandal MSWDO
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ISSUANCE OF OSCA IDs

Requirements:

- **Application form**
- **2 pcs ID Picture**
- **Latest Residence Certificate**
- **Certification from President of Barangay Senior Citizens Association**

- **Certification from Barangay Captain**
- **Municipal Certification Fee of P20.00**

☑ **HOW TO AVAIL OF THE SERVICE**

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Secure and fill-up application form. Accomplish the required documents and submit to MSWD Office.	3 minutes	Aiza A. Macalam Clerk Janny Lynn Gamana PWD-Focal Person
2. Check and Review the completeness of the supporting	5 minutes	Aiza A. Macalam Clerk

<p>documents. Record in the Logbook.</p>		<p>Janny Lynn Gamana PWD-Focal Person</p> <p>Avelina N. Sabandal MSWDO</p>
<p>3. Issue OSCA ID</p> <p>Municipal Mayor will approve and sign OSCA ID.</p>	<p>15 minutes</p>	<p>CONRADA C. AMPARO Municipal Mayor</p>

REQUEST FOR SOCIAL CASE SUMMARY/SOCIAL CASE STUDY

Requirements:

☑ HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Intake & Interview of clients	30 minutes	Avelina N. Sabandal MSWDO
2. Home visit and collateral information	Half day	Avelina N. Sabandal MSWDO
3. Prepare Social Case Summary/Study Report	Half day	Avelina N. Sabandal MSWDO

(including encoding/typing)		
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