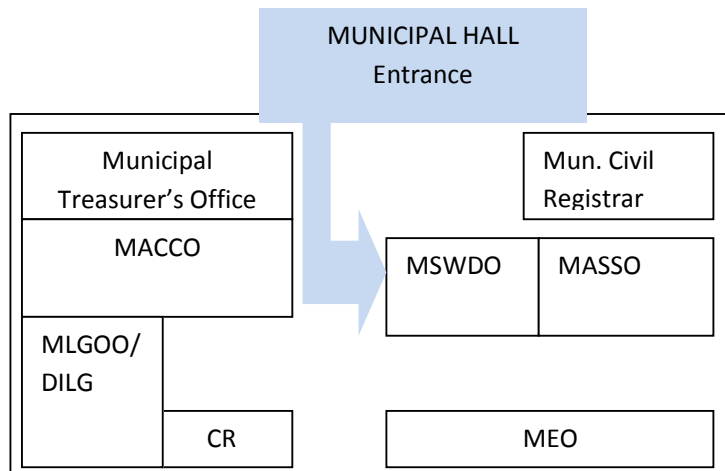


Municipal Social Welfare and Dev't. Office

FRONT LINE SERVICES



1. Securing Financial Assistance

* INFORMATION ABOUT THE SERVICE

➤ Lingkod Bayan Office , Municipal Social Welfare and Development of Municipality of Kitcharao provides limited financial assistance to indigent clients for the purchase of medicines with prescription from the hospital , food , transportation and burial needs.

* SERVICE REQUIREMENTS

- Barangay Certification of Indigency
- New Residence Certificate
- Prescriptions

* STEPS TO AVAIL THE SERVICE

STEPS	MINIMUM TIME CONSUME	RESPONSIBLE PERSON
1. Submit Requirements to MSWDO personnel	20 Minutes	Nestor D. Magbanua Flora B. Sabucohan
2. Bring vouchers to Mayor's Office for signature	30 minutes	Mayor's Office Staff

2. Securing Referral for Hospitalization for cases needing further treatment thru PCSO, Heart Center and the like.

* INFORMATION ABOUT THE SERVICE

- Lingkod Bayan Office, Municipal Social Welfare and Development of Municipality of Kitcharao , issue CasStudy Reports and Referral letter's to PCSO , Heart Center , etc.

* SERVICE REQUIREMENTS

- Hand written request of patients/spouse/children for PCSO Assistance
- Clinical Summary from Attending Physician of Patient
- Prescriptions of Doctor
- Barangay Certification of Indigency
- Assessor's Certification

* STEPS TO AVAIL THE SERVICE

STEPS	MINIMUM TIME CONSUME	RESPONSIBLE PERSON
1. Submit requirements to MSWDO Personnel	15 minutes	Nestor D. Magbanua Flora B. Sabucojan
2. Make Social Case Report & Issuance of Referral letter	25 minutes	Beatriz G. Calub

3. Availing Philhealth Para sa Masa

* INFORMATION ABOUT THE SERVICE

- Lingkod Bayan Office , Municipal Social Welfare and Development of Municipality of Kitcharao attends to Phil-Health Para sa Masa membership , including renewal yearly of IDs.

* SERVICE REQUIREMENTS

- Able to pass yearly evaluation criteria
- Pass the criteria set for indigency for those new applicant.

* STEPS TO AVAIL THE SERVICE

STEPS	MINIMUM TIME CONSUME	RESPONSIBLE PERSON
1. See the Day Care Workers in the Barangay of Residence	15 minutes	Respective DCW in the Barangay
2.DCW to report to MSWDO	10 minutes	Nestor D. Magbanua Flora B. Sabucojan Beatriz G. Calub

4. Enrollment in Daycare Services

* INFORMATION ABOUT THE SERVICE

- Lingkod Bayan Office, Municipal Social Welfare and Development of Municipality of Kitcharao caters enrollment of preschool ages 3 to 6 years old for development services of said office to all walks of life in the barangays. We are serving these ages in cases barangay do not have preschools.

* SERVICE REQUIREMENTS

- Xerox copy of child's birth certificate
- Fill up / Answers Day Care Intake Form
- Sign other Forms needed in the service

* STEPS TO AVAIL THE SERVICE

STEPS	MINIMUM TIME CONSUME	RESPONSIBLE PERSON
1. Submit requirements	30	Respective Daycare Workers assigned in the barangay
2. Know the responsibilities as parents	10 minutes	-do-

5. Availing Services for Children – in – Conflict with the Law

* INFORMATION ABOUT THE SERVICES

- Lingkod Bayan Office , Municipal Social Welfare and Development of Municipality of Kitcharao attends services for children – in – conflict with the law ages from 7 below 17 yrs. old all walks of life in the Barangays.

* REQUIREMENTS

- Birth Certificate in Xerox copy of the child
- Parent or Parents to accompany child to Barangay Office where Crime is committed
- Barangay Council for the Protection of Children in Session for case conference.

* STEPSTO AVAIL THE SERVICE

STEPS	MINIMUM TIME CONSUME	RESPONSIBLE PERSON
1. Submit requirements to MSWDO	5 minutes	Beatriz G. Calub
2. Answer to Questions surrounding the case	15 minutes	Beatriz G. Calub

6. Availing services of Violence against Women and Children/Illegal recruitment.

*** INFORMATION ABOUT THE SERVICE**

- Lingkod Bayan Office , Municipal Social Welfare and Development of Municipality of Kitcharao , attends to cases of women and children victims of violence in their houses and barangays and those victims of illegal recruitment.

*** SERVICE REQUIREMENTS**

- Police / Barangay Blotter
- Communication for the Physician’s action

*** STEPS TO AVAIL THE SERVICE**

STEPS	MINIMUM TIME CONSUME	RESPONSIBLE PERSON
1. Submit requirements to MSWDO	10 minutes	Beatriz G. Calub
2. Intake/interview the victim	15 minutes	Beatriz G. Calub

7. Securing ID for Senior Citizens

*** INFORMATION ABOUT THE SERVICE**

- Lingkod Bayan Office , Municipal Social Welfare and Development of Municipality of Kitcharao provides ID and Booklets for purchase of medicines all walks of life aging 60 years old and above.

*** SERVICE REQUIREMENTS**

- For new applicants – Barangay Certification of your residency
- Residence Certificate
- 1x1 ID Photo 2 pcs.
- Fill up application forms

For Old ID’s needing replacement:

- Surrender the old OSCA ID
- Recent photo “1x1” 1 piece

* STEPS TO AVAIL THE SERVICE

STEPS	MINIMUM TIME CONSUME	RESPONSIBLE PERSON
1. Submit requirements to Lingkod Bayan Personnel	30 minutes	Nestor D. Magbanua Flora B. Sabucojan

8. Availing Pre- Marriage Counseling

* INFORMATION ABOUT THE SERVICE

- Lingkod Bayan Office, Municipality of Kitcharao handles half day sessions to all walks of life of legal age for Tuesdays as one of requirements from Local Registrar's Office prior to Registration.

* SERVICE REQUIREMENTS

- Any day except Tuesdays fill up the two sets of PMC questionnaires as basis for Tuesdays actual counseling
- End of Half day / sessions , ready PMC Certification signed

* STEPS TO AVAIL OF THE SERVICE

STEPS	MINIMUM TIME CONSUME	RESPONSIBLE PERSON
1. Any day except Tuesdays , fill up the PMC questionnaires	2 hrs.	Nestor D. Magbanua Flora B. Sabucojan
2. Tuesdays Actual Pre – Marriage Counseling on time	3 hrs.	Beatriz G. Calub