

Aid to Individual in Crisis Situation (AICS)

☑ ABOUT THE SERVICE

WITH THE FINANCIAL DIFFICULTIES BEING FACED BY THE LESS PRIVILEGED/INDIGENT MEMBERS OF SOCIETY, THERE IS A NEED TO EXTEND FINANCIAL ASSISTANCE FOR PAYMENT OF HOSPITAL BILL, PURCHASE OF MEDICINES, BURIAL ASSISTANCE AND OTHERS.

☑ REQUIREMENT(s)

- Brgy. Certificate of Residency/Indigency & Statement of Account/Hospital Bill (if financial assistance is for payment of hospital bill)
- Brgy. Certificate of Residency/Indigency & Doctor's latest prescription slip (if financial assistance is for purchase of medicines)
- Brgy. Certificate of Residency/Indigency & Death Certificate (if financial assistance is for burial assistance)

☑ HOW TO AVAIL OF THE SERVICE

PROCESS/ACTIVITY		DURATION	PERSON RESPONSIBLE
SERVICE PROVIDER	CLIENT		
1. Interview client, ask for requirements	Provide answer to questions asked, present the requirements	5 minutes	Inocencia Sumampong Liliosa C. Dela Merced Marcionila Reyes OIC MSWDO
2. Checking of requirements		4 minutes	-do-
3. Process referrals & vouchers for MSWD's signature	Client wait for instruction	5 minutes	-do-
4. Log signed voucher	Client sign the logbook	3 minutes	-do-
5. Forward voucher to LCE for Approval Approval of the LCE	Client wait for instruction	5 minutes 15 minutes	MSWDO/Staff Mayor Fortunato R. Abrenilla Exupero C. Lloren
6. Signing of voucher and setting of amount as cash assistance	Client proceed to Budget Office	5 minutes	Budget Staff
7. Signing of voucher	Client wait for instruction	5 minutes	Brigida Acheron
8. Signing of voucher	Client proceed to Accounting Office	5 minutes	Zenaida Galorio
9. Signing of voucher	Client wait for instruction	5 minutes	Raymond Cuadra
10. Releasing	Client sign the voucher	3 minutes	Municipal Treasurer's Staff

Total 60 minutes