

ASSISTANCE TO INDIVIDUALS IN CRISIS SITUATION

Immediate response to cases of individuals and families in crisis situation through the provision of financial and material assistance.

WHO CAN AVAIL OF THE SERVICE

Walk-in-clients and LGU referrals

REQUIREMENTS

Certificate of Indigency from the barangay captain
Any valid ID or barangay certificate in the absence of a valid ID
Social case study report from the City municipal Social Welfare and development officer

Additional Documents for medical assistance:

Medical Abstract/ Medical Certificate
Billing Statement(if hospitalized)
Doctor's Prescription

Additional Documents for burial assistance:

Death Certificate

Additional Documents for burial assistance:

Certificate of Enrolment

Step	Walk in clients and LGU referrals	Office Activity	Duration of Activity	Person/s-in-charge
1	Submit documents at the CIU	The Social Worker will review documents, conduct interview/assessment	3 minutes	Louie A. Acosta Regina Bulatao Gennie Lyn P. Galvan Marino Beyon
	For medical assistance, educational, food subsistence, burial assistance	For outright cash, the assistance shall be claimed from the designated disbursing officer for the release of assistance	1 minute	Louie Acosta
	For transportation assistance	For outright cash, the assistance shall be claimed from the designated disbursing officer . CIU staff will facilitate validation and acquisition of tickets before the releasing of assistance.	10 minutes	Louie Acosta Regina Bulatao