

RELIEF AUGMENTATION AND REHABILITATION ASSISTANCE

Provision of timely and appropriate support to augment resources of families in constructing or repairing partially/totally damaged houses destroyed by natural or man-made disasters.

WHO CAN AVAIL OF THE SERVICES

Local Government Units affected by disasters

REQUIREMENTS

For relief augmentation

Letter of request
Disaster Report

For Emergency Shelter Assistance

Project Proposal with list of beneficiaries
Certification from the City/Mun. Mayor and Barangay Captain
Certificate of eligibility from the C/MSWDO

For Rehabilitation Assistance (Cash/Food for Work)

Project Proposal with list of beneficiaries

Step	Local Government Unit P/Cmun. Social Welfare & Development Unit	Office Activity	Time	Person/s-in-Charge
1	Submit request for relief augmentation supported by a disaster report or project proposal with list of beneficiaries in case of rehabilitation assistance.	Receives and records documents submitted by the Local Government Units	2 min	Records Section
2		Endorse document to the Operation Program Division for appropriate action	2 min	Dir. Marcelo Nicomedes J. Castillo

3		Forwards documents to CIU for assessment and recommendation	3 min	Benjamin F. Baldo
4		Assess request of the LGU and submits recommendation to the Chief, Operation Program Division for endorsement to the Regional Director/ARD Approves Recommendation	2 min 5 min	Maricel Caleja Dir. Castillo ARD Marlene Febes D. Peralta
5		Prepares and Initials RIS (for Relief Augmentation & Food for Work) or CAP for ESA and Signs Cert. of Eligibility.	10 min	Maricel Caleja
6		Signs the RIS/Obligation Request, CAP and Certificate of Eligibility	3 min	Benjamin F. Baldo
7		Approves RIS/CAP	2 min	Dir. Castillo ARD Marlene Febes D. Peralta
8		Release goods to concerned LGUs (for relief goods)		Edith Ducusin
9		Indicate availability allotment in the OBR and CAP (for ESA) Certify availability of the Cash	3 min 3 min	Flordeliza F. Manaois Delia Santiago Angelina Naces
10		Signs Check	1 min	Dir. Castillo ARD Marlene Febes D. Peralta
11		Releases Emergency Shelter Assistance		Crisanto Mortera MaricelCaleja

