

ISSUANCE OF IDENTIFICATION CARD TO SOLO PARENT

Frontline Service

Municipality of Bacolor

MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE

Office

MSWDO

Head of Office

A. ABOUT THE SERVICE:

Identification Card for Solo Parent is being given to avail of the benefits and privileges as provided for under the Rules and regulations in the implementation of RA 8972 and RA 9257

B. WHO CAN AVAIL OF THE SERVICE:

1. Any individual who meets the qualifications of Solo Parent as provided for under Art. 3 Section 6 (b) of RA 89 72
2. A resident of the municipality

C. REQUIREMENTS:

- a. Barangay Certificate
- b. Birth Certificate of children
- c. Proof of Solo Parenting
- d. 2 pcs 1x1 ID picture
- e. Income tax return or any document that will establish the income level of Solo Parents

D. FEES:

None

E. AVAILABILITY OF THE SERVICE:

Monday to Friday, 8:00 am to 5:00 pm

F. HOW TO AVAIL THE SERVICES:

Step	Applicant /Client	Department Activity	Processing Time	Person/s Responsible	Fees	Forms
1.	Filling- out of Application Form and complete documents	Assist client in filling up of application form	10 minutes	MSWDO/ Staff	None	Solo Parent Application Form
2.	Undergo the necessary process	Checking and/or verification of documents submitted	10 minutes	MSWDO/ Staff	None	
3.	Submission of accomplished form	Data encoding	10 minutes	MSWDO/ Staff	None	
		Issuance of ID Card to applicant	30 days	MWSDO/ Staff	None	
END OF TRANSACTION: 30 MINS.						

G. HOW TO COMPLAIN? WHERE TO COMPLAIN?

Visit the Office of the Municipal Social Welfare and Development Officer and ask for the Municipal Social Welfare and Development Officer.

PROVISION OF FINANCIAL ASSISTANCE

Frontline Service

Municipality of Bacolor

MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE

Office

MSWDO

Head of Office

A. ABOUT THE SERVICE:

It is the provision of financial/medical assistance to individuals or families in crisis situation to enable them to meet their basic needs and deal with their problems by providing timely and appropriate assistance.

B. WHO CAN AVAIL OF THE SERVICE:

Any bonafide resident of Bacolor who belong to indigent group of families can avail the service

C. REQUIREMENTS:

1. Hospital Bill
 - a. Barangay Indigency
 - b. Hospital Bill
 - c. Medical Certification
 - d. Valid ID
2. Burial
 - a. Barangay Indigency
 - b. Death Certificate
 - c. Funeral Contract
 - d. Valid ID
3. Medical Assistance
 - a. Barangay Indigency
 - b. Medical Prescription
 - c. Valid ID

D. FEES:

None

E. AVAILABILITY OF THE SERVICE:

Monday to Friday, 8:00 am to 5:00 pm

F. HOW TO AVAIL THE SERVICES:

Step	Applicant /Client	Department Activity	Processing Time	Person/s Responsible	Fees	Forms
	Application for assistance and submission of documents needed	Interview and assess client applying for financial assistance and validate documents submitted	10 minutes	MSWDO/ Staff	None	Form 200 and Certificate of Eligibility
	Preparation of supporting documents	Prepare supporting documents i.e. Form 200 and Certificate of Eligibility	10 minutes	MSWDO/ Staff	None	Form 200 and Certificate of Eligibility
	Signing of documents	MSWDO to recommend client for assistance and sign documents	3 minutes	MSWDO/ Staff	None	
		Indorsement of Vouchers and other supporting documents to proper authority	15 mins	Client	None	Obligation Request Form and Disbursement Voucher Form
END OF TRANSACTION: 38 minutes						

G. HOW TO COMPLAIN? WHERE TO COMPLAIN?

Visit the Office of the Municipal Social Welfare and Development Officer and ask for the Municipal Social Welfare and Development Officer.

ISSUANCE OF SOCIAL CASE STUDY REPORT (SCSR)

Frontline Service

Municipality of Bacolor

MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE

Office

MSWDO

Head of Office

A. ABOUT THE SERVICE:

The service provided refers to the preparation of a case study report and referral to be used by concerned patient/s enabling them to avail of any financial/medical assistance from government institution such as PAGCOR, PCSO, and Government Hospitals.

B. WHO CAN AVAIL OF THE SERVICE:

Any bonafide resident of Bacolor who belong to indigent group of families

C. REQUIREMENTS:

1. Medical Abstract/ Medical Certificate
2. Hospital Bill
3. Prescription of the Doctor
4. Barangay Clearance/Certification/ Indigency

D. FEES:

None

E. AVAILABILITY OF THE SERVICE:

Monday to Friday, 8:00 am to 5:00 pm

F. HOW TO AVAIL THE SERVICES:

Step	Applicant /Client	Department Activity	Processing Time	Person/s Responsible	Fees	Forms
1	Inquire about the service	Interview the client	15 minutes	MSWDO/ Staff	None	General Intake Sheet Form
2	Submit necessary requirements	Validate the submitted documents	3 minutes	MSWDO/ Staff	None	
3		Type the Social Case Study Report	30 minutes	MSWDO/ Staff	None	Social Case Study Report
4		Approve and sign the report	1 minute	MSWDO/Staff	None	
5		Issuance of the Case Study Report	1 minute	MSWDO/Staff	None	
	END OF TRANSACTION: 50 minutes					

G. HOW TO COMPLAIN? WHERE TO COMPLAIN?

Visit the Office of the Municipal Social Welfare and Development Officer and ask for the Municipal Social Welfare and Development Officer.

**ISSUANCE OF IDENTIFICATION CARD TO PERSONS WITH
DISABILITIES**
Frontline Service

Municipality of Bacolor

MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE
Office

MSWDO
Head of Office

A. ABOUT THE SERVICE:

Issuance of Identification Card to Persons with Disabilities(PWDs) shall serve as proof for availment of discount to ensure that they will fully enjoy the benefits and privileges as provided for in RA 9442.

B. WHO CAN AVAIL OF THE SERVICE:

Any bonafide PWD with permanent disabilities including the visually impaired, the hearing impaired, the intellectually impaired, the multiple impaired and those persons with mental illness

C. REQUIREMENTS:

1. Two “1x1” recent ID pictures with names and signature or thumbmark at the back of the pictures
2. Medical Certificate
3. Whole Body Picture

D. FEES:

None

E. AVAILABILITY OF THE SERVICE:

Monday to Friday, 8:00 am to 5:00 pm

F. HOW TO AVAIL THE SERVICES:

Step	Applicant/ Client	Department Activity	Processing Time	Person/s Responsible	Fees	Forms
1	Filling out of Registration Form	Check and/or verify the data and documents submitted to confirm the medical condition or disability of the applicant	15 minutes	MSWDO/ Staff	None	Person with Disability Form
2	Affix one (1) ID picture on the accomplished form	Assign a PWD ID number	1 minute	MSWDO/ Staff	None	
3	Attach copy of the documents needed	Filling up data required on the ID Card	3 minutes	MSWDO/ Staff	None	
		Issuance of ID card	1 minute	MSWDO/Staff	None	
	END OF TRANSACTION: 20 MINUTES					

G. HOW TO COMPLAIN? WHERE TO COMPLAIN?

Visit the Office of the Municipal Social Welfare and Development Officer and ask for the Municipal Social Welfare and Development Officer.

ISSUANCE OF CERTIFICATE OF INDIGENCY AND PRE-MARRIAGE
Frontline Service

Municipality of Bacolor

MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE
Office

MSWDO
Head of Office

A. ABOUT THE SERVICE:

Pre-Marriage Counseling Certificate is issued to couples applying for marriage as pre-requisite in securing the Marriage License as provided for in Article 15 of the Family Code of the Philippines

Certificate of Indigency is issued to less fortunate to avail assistance such as Scholarship, Medical Services, Free Legal Aid from Public Attorney's Office (PAO) and the like

B. WHO CAN AVAIL OF THE SERVICE:

1. Any male or female who is 18 years and above
2. Any bonafide resident of Bacolor who belong to an Indigent Group can avail the service

C. REQUIREMENTS:

For PMC Certificate

1. Birth Certificate and/or Baptismal Certificate (Original and Xerox Copy)

For Certificate of Indigency

1. Barangay Certification
2. Proof of Family Income (Not exceeding P 11,000.00 per month for a family of six)
3. Certificate of no property (for PAO assistance)

D. FEES:

None

E. AVAILABILITY OF THE SERVICE:

Every Wednesday, 9:00 am to 12:00 pm

F. HOW TO AVAIL THE SERVICES:

Step	Applicant/ Client	Department Activity	Processing Time	Person/s Responsible	Fees	Forms
1	PMC Personal Appearance	Interview couple for PMC Certificate	10 minutes	MSWDO/ Staff	None	Pre- Marriage Counseling Certificate Form
2	Apply for PMC and complete requirements	Checking and/or verification of documents submitted	10 minutes	MSWDO/ Staff	None	
3	Submit PMC Certificate at LCR	Counseling/seminar	1 hour	MSWDO/ Staff	None	
4		Issuance of PMC Certificate	5 minute	MSWDO/Staff	None	
Certificate of Indigency						
1	Apply for certificate and complete requirements	Interview and assess client applying for Certificate	10 minutes	MSWDO/Staff	None	Type of the certificate of indigency
2		Review documents submitted	5 minutes	MSWDO/Staff	None	
3		Issuance of Certificate	1 minute	MSWDO/Staff	None	
END OF TRANSACTION: 26 MINUTES (PMC)/ 16 MIS. (CI)						

G. HOW TO COMPLAIN? WHERE TO COMPLAIN?

Visit the Office of the Municipal Social Welfare and Development Officer and ask for the Municipal Social Welfare and Development Officer.

SELF EMPLOYMENT ASSISTANCE PROGRAM

Frontline Service

Municipality of Bacolor

MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE

Office

MSWDO

Head of Office

A. ABOUT THE SERVICE:

Extension of capital loan assistance to the needy families engage in small scale business with NO INTEREST, NO COLLATERAL, payable in one year

B. WHO CAN AVAIL OF THE SERVICE:

Any bonafide resident of Bacolor, 18-57 years old with existing business project

C. REQUIREMENTS:

1. 2x2 Pictures
2. Community Tax Certificate
3. Proof of billing
4. Detailed Business Proposal

D. FEES:

None

E. AVAILABILITY OF THE SERVICE:

Monday to Friday, 8:00 am to 5:00 pm

F. HOW TO AVAIL THE SERVICES:

Step	Applicant/ Client	Department Activity	Processing Time	Person/s Responsible	Fees	Forms
1	Apply for loan assistance and complete requirements	Interview and assess client applying for loan assistance and validate documents submitted	15 minutes	MSWDO/ Staff	None	Project Proposal
2	Receive loan assistance	Home visit/ collateral interview	½ day	MSWDO/ Staff	None	
3		Preparation of Project Proposal	3 days	MSWDO/ Staff	None	

4		Review/ Endorsement of project proposal to proper authority and/or funding agency	2 days	MSWDO/ Staff	None	
5		Funding of Project Proposal	1 month (subject under the availability of funds)	MSWDO/Staff		
6		Collection of repayment/ monitoring of projects	On monthly basis	MSWDO/Staff, Funding Agency		
END OF TRANSACTION: 52 MINUTES						

G. HOW TO COMPLAIN? WHERE TO COMPLAIN?

Visit the Office of the Municipal Social Welfare and Development Officer and ask for the Municipal Social Welfare and Development Officer.