

<div>3. Provision of Medical/Hospital, Laboratory/Diagnostic and Livelihood Assistance</div> <div>Description of the Service: One of the basic services provided by the City Government includes the provision of medical/hospital and laboratory/diagnostic assistance to indigent citizens who cannot afford to acquire medical services and/or pay their hospital bills. The office also provides livelihood assistance to indigent citizens (solo parents, households living below the poverty threshold) to augment their means of living through the City Agriculture or City Cooperative Office. Those who would like to avail of such services must undergo a Social Case Study from the CSWDO before the grant of assistance.</div>				
Office or Divisions:		Office of the City Mayor		
Classification:		SIMPLE		
Type of Transaction:		G2C		
Who may avail:		Indigent Citizens		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Medical/Hospital Assistance: 1. Certificate of Indigency 2. Medical Certificate/Medical Abstract of Patient		From the Barangay where the individual resides From the Clinic/Hospital		
3. Hospital Bill/Statement of Account with Promissory Note 4. Doctor's Prescription		From the Clinic/Hospital  From the Clinic/Hospital		
For Medical/Hospital Assistance: 1. Certificate of Indigency 2. Request for Laboratory/Diagnostic		From the Barangay where the individual resides From the Clinic/Hospital		
For Livelihood Assistance: 1. Request Letter 2. Endorsement Letter 3. Certificate of Indigency 4. Solo Parent, PWD or Senior Citizen ID 5. Intake Interview Sheet/Social Case Study		From the individual From the Barangay Captain From the Barangay where the individual resides From the CSWD Office From the CSWD Office		
CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present requirements/request for verification	Accept. Assess and verify the documents	None	3 minutes	Rowena Macugay Administrative Aide IV
2. Claim the Medical/Hospital or Livelihood Grant	Release of Medical/Hospital or Livelihood Grant	None	2 minutes	-or- Angelo Espinosa Casual  Dr. Josemarie L. Diaz City Mayor
TOTAL:		5 minutes		