



Internal/External

2.SERVICENAME: FINANCIAL ASSISTANCE / BURIAL ASSISTANCE

Description of the Service: PROVIDE FINANCIAL HELP TO INDIVIDUALS OR FAMILIES IN NEED

Office or Division:	Office of the City Administrator
Classification :	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Citizens

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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1. Barangay Indigency Certificate 2. Medical Certificate, Hospital Bill, Death Certificate 3. Valid I.D of Patient	1. Respective Barangay 2. Hospital/ Doctors
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Requirements at The Office of The City Administrator	A. Check if the Requirements Are Complete.	No fees to be collected	A. 1 to 2 Minutes	Princess Diane De Gollo Contract of Service Admin's Office
	B. Check if there is no record within 3 months		B. 1 to 2 minutes	Lailen Bulauan Contract of Service Admin's Office



	C. Interview clients to be endorsed for case study		C. 1 to 2 minutes	Reynolds R. Lora City Administrator Admin's Office
2. Present endorsement paper with attached case study and requirement	Approval of the City Administrator	No fees to be collected	1 to 2 Minutes	Reynolds R. Lora City Administrator Admin's Office
3. Present approved endorsement paper with attached case study and requirement	Recording of endorsement paper for financial assistance / burial assistance	No fees to be collected	1 To 2 Minutes	Lailen M. Bulauan Contract of Service Admin's Office
TOTAL			10 MINUTES	