



Internal/External

5. SERVICENAME: INTERVENTION PROGRAM FOR CHILDREN AT RISK

Description of the Service: Provision of assistance to Children At Risk to seek redress or erase them of their difficult situations.

Office or Division:	City Social Welfare and Development Office
Classification:	Highly Technical (Case to Case Basis)
Type of Transaction:	Government to Client
Who may avail:	Children at Risk

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
BCPC endorsement/Police Blotter		Barangay Hall/Local Police Station		
Birth Certificate		CCRO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
- Present BCPC Endorsement/ Police Blotter and Birth Certificate	- Received referral from PNP or BCPC	None	5 minutes	Rufino R. Laguan Jr., RSW CSWD Worker
	- Intake interview and Conduct assessment	None	45 minutes	Rufino R. Laguan Jr., RSW CSWD Worker
	- Turn over to Barangay	None	10 minutes	Rufino R. Laguan Jr., RSW CSWD Worker



	- Case Management (if high risk)	None	66-132 Days	Rufino R. Laguan Jr., RSW CSWD Worker
	TOTAL		66-132 Days & 1 hour	