



Internal/External

7. SERVICENAME: INTERVENTION PROGRAM FOR CHILDREN IN NEED OF SPECIAL PROTECTION

Description of the Service: Provision of assistance to child victim of abuse/child in especially difficult circumstances 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 In Need of Special Protection

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Police Blotter		Local Police Station		
Birth Certificate		CCRO		
Medico Legal		CHO/Hospital		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ul style="list-style-type: none"> Shall report criminal complaint to PNP-WCPD 	- Intake interview and prepare initial assessment	None	45 minutes	Narcisa C. Bulauan, RSW Social Welfare Officer III
	- Refer to PNP, Women and Children Complaint Desk	None	5 minutes	Narcisa C. Bulauan, RSW Social Welfare Officer III



<ul style="list-style-type: none">Undergo medical examination at City Health Office or Gov. Faustino N. Dy Memorial Hospital	<ul style="list-style-type: none">Refer to City Health Office or Gov. Faustino N. Dy Memorial Hospital	None	5 minutes	Narcisa C. Bulauan, RSW Social Welfare Officer III
	<ul style="list-style-type: none">Submit Medico Legal to PNP-WCCD and file the case to the City Prosecutor's Office	None	5 minutes	Narcisa C. Bulauan, RSW Social Welfare Officer III
<ul style="list-style-type: none">Attend court hearings if needed	<ul style="list-style-type: none">Case Management	None	66-132 Days	Narcisa C. Bulauan, RSW Social Welfare Officer III
TOTAL			66-132 Days & 1 hour	