



Internal/External

4. SERVICE NAME: PROVISION OF LIVELIHOOD ASSISTANCE

Description of the Service: The City Government of Ilagan provides livelihood assistance to indigent constituents such as solo parents, persons with disabilities (PWDs), senior citizens, and households living below the poverty threshold. Assistance aims to augment income-generating capacity through support from the City Agriculture Office or City Cooperative Office.

All applicants are required to undergo a Social Case Study conducted by the City Social Welfare and Development Office (CSWDO).

Office or Division:	Office of the City Mayor
Classification:	Simple Transaction
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Indigent citizens of the City of Ilagan

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> Request Letter Endorsement Letter Certificate of Indigency Valid ID (Solo Parent/ PWD/ Senior Citizen, if applicable) Social Case Study / Intake Interview Sheet 		<ul style="list-style-type: none"> ➤ Prepared by the applicant ➤ Barangay Captain / concerned office ➤ Barangay Hall of applicant’s residence ➤ Issued by concerned government agency ➤ City Social Welfare and Development Office (CSWDO) 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	Receive, assess, and verify documents; coordinate with CSWDO for	None	3 minutes	Claire Tamano / <i>Admin Asst. II</i>



	Social Case Study			
1. Claim approved assistance	Prepare, approve, and release livelihood assistance	None	2 minutes	Hon. Josemarie L. Diaz, <i>City Mayor</i>
TOTAL		5 minutes		