

OFFICE OF THE SANGGUNIANG BAYAN

Provision of Financial Assistance to Indigents

ABOUT THE SERVICE

Indigent individuals or families may avail of the financial assistance from the Sangguniang Bayan of Pilar.

REQUIREMENTS

- Certificate of Indigence from Barangay
- Certificate of Indigence from MSWDO
- Hospital Bill/Doctor's prescription (for medicine and/or laboratory test)

FEES

- None

APPLICATION PROCESS

FOLLOW THESE STEPS	MAXIMUM TIME	PLEASE APPROACH
1. Advise the client to submit required documents.	2 minutes	BRENDA C. DAVID Clerk II
2. Receive and verify required document.	3 minutes	
3. Check availability of funds. If available, prepare petty cash voucher.	5 minutes	
4. Forward petty cash voucher to the Office of the Mayor for approval.	3 minutes	JENNYLYN A. CLARIN Clerk II
5. The Municipal Mayor signs the voucher. The Mayor's Office staff advice client to proceed to Budget Office to indicate proper account code to petty cash voucher.	5 minutes	Hon. ALICIA D. PIZARRO Municipal Mayor JENNYLYN A. CLARIN Clerk II
6. Budget Office Staff advise the client to proceed to Treasurer's Office for the release of financial assistance.	5 minutes	SHIELA ANN D. OCAMPO Clerk II ROLANDO M. CASTILLO Revenue Collection Clerk I