

MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE

About MSWDO

The Municipal Social Welfare and Development Office (MSWDO) is the government's primary welfare agency responsible for uplifting the living conditions and improving the quality of life of the poorest sector of the population through its various programs and services designed to enable them to become self-reliant and contribute to national development.

Issuance of IDs

REQUIREMENTS:

1. For Senior Citizens
 - 2 pieces (1x1) ID picture
 - Affidavit of loss and payment of fine of P100.00, re-issuance for lost ID
2. For Differently-Abled Persons
 - 2 pieces whole body picture
3. For PAG-ASA Youth Association of the Philippines (PYAP)
 - 1 piece (1X1) ID picture

HOW TO AVAIL OF THE SERVICE:

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Approach staff and request for the service.	2 minutes	RICA B. GUEVARRA Clerk I MARICEL R. CLAVEL Day Care Worker I
2. Staff provides application form or roster form (for PYAP).	1 minute	
3. Client fills-up the form and submits it to the staff together with the pictures and other required documents.	5 minutes	
	3 minutes	
4. Prepare the ID.		
5. MSWDO affixes her initials on the ID.	1 minute	Dr. CHERRIELYNE E. NAGUIT, M.D. OIC-MSWDO
6. Refer the ID to the Municipal Mayor for signature.	10 minutes	Hon. ALICIA D. PIZARRO Municipal Mayor
7. Issue the ID to the client.	1 minute	RICA B. GUEVARRA Clerk I

Issuance of MSWDO Certificate of Indigency

For Provincial

(Congressman Tet Garcia or Provincial Governor Abet Garcia Fund)

REQUIREMENTS:

- Certificate of Indigency from the Punong Barangay
- Medical Certificate/Abstract
- Personal Letter address to Congressman Tet Garcia or Gov. Abet Garcia
- Birth Certificate (if patient is child)
- Marriage Certificate (if patient is spouse)
- Community Tax Certificate
- Hospital Bill, *if confined in a hospital*
- Prescription

Municipal Indigent Fund (Mayor Alicia D. Pizarro, Vice-Mayor Marino H. Caguimbal, all Sangguniang Bayan Members and Barangay Fund)

REQUIREMENTS

- Certificate of Indigent from the Punong Barangay
- Medical Certificate (*optional*)
- Receipts or Doctor's prescription (*optional*)

HOW TO AVAIL OF THE SERVICE:

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Approach staff and request for the service. Present required documents for verification.	2 minutes	RICA B. GUEVARRA Clerk I
2. Staff verifies documents and prepares the MSWDO Certificate of Indigency.	5 minutes	MARICEL R. CLAVEL Day Care Worker I
3. Refer to MSWDO for signature.	1 minute	
4. MSWDO signs the certificate.	2 minutes	Dr. CHERRIELYNE E. NAGUIT, M.D. OIC-MSWDO
5. Issue the certificate to the client and advise him/her to proceed to the Provincial Capitol or return to the barangay, as the case maybe, to avail of the financial assistance.	3 minutes	RICA B. GUEVARRA Clerk I MARICEL R. CLAVEL Day Care Worker I Dr. CHERRIELYNE E. NAGUIT, M.D. OIC-MSWDO

Referral for medical attention or assistance (PCSO, Heart Center, Lung Center, and other hospitals)

REQUIREMENTS:

- Certificate of Indigent from the Punong Barangay
- Medical Abstract
- Hospital Bill

HOW TO AVAIL OF THE SERVICE:

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Approach staff and request for the service. Present required documents for verification.	2 minutes	MARICEL R. CLAVEL Day Care Worker I
2. Staff verifies documents.	3 minutes	
3. Refer to MSWDO.	1 minute	
4. MSWDO interviews the client for the preparation of case study report.	10 minutes	Dr. CHERRIELYNE E. NAGUIT, M.D. OIC-MSWDO
5. Issue the case study report and documents to the clients and advise them bring and present the documents to the concerned agency or hospital.	3-5 days	MARICEL R. CLAVEL Day Care Worker I Dr. CHERRIELYNE E. NAGUIT, M.D. OIC-MSWDO

Day Care Services

(Enroll 3-4 years old children in the nearest Day Care Center)

REQUIREMENTS:

- Photocopy of Birth Certificate of the child
- Photocopy of yellow card and Health Record of the child

HOW TO AVAIL OF THE SERVICE:

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Approach Day Care Worker and request for the service. Present required documents for verification.	2 minutes	Day Care Worker
2. Assess child for Early Childhood Care and Development (ECCD) check list.	30 minutes	Day Care Worker
3. Interview the parent of the child and schedule the child either A.M. or P.M. session.	10 minutes	Day Care Worker

4. Pass the form that fill-up by parents or guardian in MSWDO for signature	5 days	Day Care Worker MARICEL R. CLAVEL Day Care Worker I Dr. CHERRIELYNE E. NAGUIT, M.D. OIC-MSWDO
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Referral Services

(CICL, VAWC, Street Children and other Court-Related)

REQUIREMENTS:

- Medico legal as the child or women is abused.

HOW TO AVAIL OF THE SERVICE:

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Approach staff and request for the service.	2 minutes	MARICEL R. CLAVEL Day Care Worker
2. MSWDO interview the client for validation/assessment.	1-2 hours	Dr. CHERRIELYNE E. NAGUIT, M.D. OIC-MSWDO
3. MSWDO counseled and agreement for both parents and child.		
4. MSWDO conduct home visitation for the client.	2 hours	MARICEL R. CLAVEL Day Care Worker Dr. CHERRIELYNE E. NAGUIT, M.D. OIC-MSWDO
5. MSWDO referred child in barangay for Diversion of Contract.	2-3 hours	MARICEL R. CLAVEL Day Care Worker Dr. CHERRIELYNE E. NAGUIT, M.D. OIC-MSWDO Barangay Captain
6. MSWDO referred child in rehabilitation center if the child is CICL or drug dependent.	2-3 hours	MARICEL R. CLAVEL Day Care Worker Dr. CHERRIELYNE E. NAGUIT, M.D. OIC-MSWDO Rehabilitation center
7. Issue the case study report of client and bring them or present the documents in court or rehabilitation center.	2-4 days	Dr. CHERRIELYNE E. NAGUIT, M.D. OIC-MSWDO