

AID TO INDIVIDUAL IN CRISIS SITUATION (AICS)**Who may avail: DAGITI MAKAGUN-OD**

Residents/Constituents in distress

Requirements: DAGITI MAKASAPULAN

Certificate of Indigency by the concerned Barangay Captain

Hospital Records/Doctor's Prescription

Death Certificate (in case of death)

Schedule of Availability of Service: NAITUDING NGA PANNAKAALA DAYTOY A SERBISYO

MONDAYS to FRIDAYS-8:00AM to 5:00PM

How to avail: KASATNO A MAGUN-OD

STEP	CLIENT	INQUIRE TO:	DURATION (Normal Situation)	PERSON-IN- CHARGE
1. Concerned individual goes to the Office of the Mayor	Tells the problem and asks assistance to the Mayor	Oscar M. Sobredo	5-10 minutes	Hon. Marietta C. Carbonell
2. Presentation of problems and requirements	Goes to the Office of the Assistant/Municipal Social Welfare Officer	Amalia F. Lomboy Estela L. Olarte	10-15 minutes	Amalia F. Lomboy Estela L. Olarte
3. Approval of all documents related to the assistance sought for	Goes back to the Office of the Mayor ;hands all the documents and awaits the approved assistance	Oscar M. Sobredo	5 minutes	Hon. Marietta C. Carbonell
4. Validation of documents at the Municipal Budget Office	Proceeds to the Budget Office and submits all documents for obligation number registration	Elizabeth Engaño	5 minutes	Hon. Marietta C. Carbonell
5. Voucher Review and signing	Proceeds to the Accounting Office	Aurelia U. Basco	5 minutes	Aurelia U. Basco
6. Encashment of approved voucher	Goes to the Treasury Office	Emmanuel E. Ventenilla	5 minutes	Daisy D. Estoesta Evelyn S. Quesada