

Frontline Service: Request For Financial Assistance for Women in Especially Difficult Circumstances

Clients : Indigent woman-client within the ages of 18 to 59 years old in need of financial assistance

Requirements :

- Referral letter from LGU Social Worker with SCSR
- 1 pc 1 x 1 ID picture (optional)
- At least one (1) valid IDs of client

Schedule of Availability of Service: Monday to Friday 8:00 am -5:00 pm; NO Noon Break

Ramadhan: Monday to Friday 7:00 am to 3:00 pm

Fees : No fees required

Total Processing Time : Two (2) hours

How to avail of the service:

STEP NO.	CLIENT STEP	OFFICE ACTION	RESPONSIBLE OFFICE/ POSITION	LOCATION OF OFFICE	MAXIMUM DURATION OF STEP
1	Submit the letter of referral in person together with her SCSR	Receive referral letter & SCSR	Women's Welfare Program/ Women's Welfare Worker	Ground Floor, Women's Halfway Home (WHH)	10 minutes
2	Fill-up Intake Sheet	Validate In-take sheet by interviewing client	Women's Welfare Program/ Women's Welfare Worker	Ground Floor, Women's Halfway Home (WHH)	30 minutes
3	Wait in the receiving area of the Center, if so desired	Enclose the following forms: 1. Certificate of eligibility 2. Cash assistance payroll 3. Disbursement Voucher Obligation Slip	Women's Welfare Program/ Women's Welfare Worker	Ground Floor Women's Halfway Home (WHH)	20 minutes
		Indorse case documents to the Crisis Intervention Unit	Emergency Assistance Program/ Program Specialist	EMOIC Building	5 minutes
		Sign/approve of Social Case Study Report	Regional Secretary or his designate	Main Bldg., RESWAD	10 minutes
		Process financial assistance	Finance Division/ Budget Officer & Accountant	Main Bldg., RESWAD	30 minutes
		Issue cheque	Finance Division/Cashier	Main Bldg., RESWAD	5 minutes
		Sign cheque and countersign same	Regional Secretary or his designate & Cashier	Main Bldg., RESWAD	5 minutes
4	Receive cheque. Bring valid ID.	Check ID presented by client & update copy of the documents in the office Record Book. Release cheque.	Finance Division/Budget Officer & Accountant	Main Bldg., RESWAD	5 minutes