

Issuance of Certificate of Indigency

A Certificate of Indigency is issued to bona fide residents of the Municipality included in the master list who belong to the least fortunate members needing assistance.

Office or Division:	Municipal Social Welfare and Development Office			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government Agency G2C-Government to Client			
Who may avail:	Indigent Individuals as certified by the Punong Barangay of the area they reside. Victims of physical/sexual abuses as required by Public Attorney's Office (PAO) before accepting beneficiaries for free legal assistance			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 1 original copy of Barangay Certificate of Indigency		1. Office of the Barangay where the client resides		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register on the logbook	1. Request client to register on the logbook	None	5 minutes	<i>Administrative Aide VI/MSWDO MSWD Office</i>
2. Submit requirement	2. Receive required document and record data on the General Intake Sheet	None	10 minutes	<i>Administrative Aide VI/MSWDO MSWD Office</i>

	2.1 Process the Certificate of Indigency			
3. Receive certificate of Indigency	3. Sign and issue the certificate of Indigency	None	5 minutes	<i>Mun. Social Welfare & Dev. Officer MSWD Office</i>
	TOTAL	None	20 minutes	