

Issuance of a Social Case Study Report (SCSR)

The Office issue Social Case Study Reports as requirement of other Agencies/ Institutions (GO's and NGO's) in providing services to their clients.

Office or Division:	Municipal Social Welfare and Development Office			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government Agencies			
Who may avail:	<ol style="list-style-type: none"> 1. Indigent Individuals/Families in Crisis Situation as certified by their Punong Barangay 2. Individuals/Families adopting a Child 3. Victims/ Accused of Physical or Sexual Abuse 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Hospital/Medical Assistance		For Hospital/Medical Assistance		
<ol style="list-style-type: none"> 1. 1 Photocopy of Updated Clinical Abstract/Medical Certificate duly signed by the attending physician 2. 1 Photocopy of prescription (for medicines) 3. 1 Photocopy of Laboratory Request/Medical Procedures (recommended by attending physician) 4. 1 photocopy of Billing Statement 5. 1 original copy of Barangay Certification of Indigency 		<ol style="list-style-type: none"> 1. Hospital 2. Hospital 3. Hospital 4. Hospital 5. Office of the Barangay where client resides 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register on logbook	1. Request client to register on logbook	None	2 minutes	<i>Administrative Aide VI/MSWDO</i>

	and ask purpose of visit			<i>MSWD Office</i>
2. Undergo interview with the MSWDO	2. Interview client to determine the kind of assistance needed.	None	20 minutes	<i>Administrative Aide VI/MSWDO</i> <i>MSWD Office</i>
3. Submit requirements	3. Verify documents/requirements (Schedule home visit if necessary)	None	10 minutes	<i>Administrative Aide VI/MSWDO</i> <i>MSWD Office</i>
4. Wait for the preparation of documents	4. Prepare Social Case Study Report	None	30 minutes	<i>Administrative Aide VI/MSWDO</i> <i>MSWD Office</i>
5. Undergo interview with the Mayor if requested	5. Forward documents to the Mayor's Office for the preparation of endorsement letter approved by the Mayor	None	10 minutes	<i>Administrative Aide VI/MSWDO</i> <i>MSWD Office</i>
6. Receive Endorsement letter and copy of Social Case Study report	6. Issue endorsement letter and copy of Social Case Study Report	None	5 minutes	<i>Administrative Aide VI/MSWDO</i> <i>MSWD Office</i>
	TOTAL	None	1 hr,17 min	