

Assistance to Individuals/Families in Crisis Situations (AICS) - Burial Assistance

Emergency Financial Assistance or referrals for free services are provided to individuals or families who are in extremely difficult situations and have inadequate resources.

Office or Division:	Municipal Social Welfare & Development Office	
Classification:	Simple	
Type of Transaction:	G2C-Government to Client	
Who may avail:	<ul style="list-style-type: none"> • Death of a family member 	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<ol style="list-style-type: none"> 1 Original/photocopy of registered Death Certificate 1 photocopy of Funeral Contract or Barangay Certificate of Expenses; or 1 photocopy of Permit to Transfer (Transport of cadaver) 1 original copy of Barangay Certificate of Indigency Form 200/ Certificate of Eligibility 	<ol style="list-style-type: none"> 1. Local Civil Registrar if death occurred within Burgos, La Union Secure from the Hospital where patient died 2. Office of the Barangay where the client resides 3. Rural Health Center 4. Office of the Barangay where the client resides 5. MSWD Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register on the logbook	1. Assist client and conduct brief interview	None	2 Minutes	Beverlyn C. Lubid Social Welfare Officer I/OIC-MSWDO Office of the MSWDO
2. Request for medical assistance	2. Ask for supporting documents	None	1 Minute	Beverlyn C. Lubid Social Welfare Officer I/OIC-MSWDO Office of the MSWDO
	2.1. Conduct interview regarding the concern using the General Intake Sheet	None	30 minutes	Beverlyn C. Lubid Social Welfare Officer I/OIC-MSWDO Office of the MSWDO
	2.2. Prepare voucher and Form 200	None	10 minutes	Beverlyn C. Lubid Social Welfare Officer I/OIC-MSWDO Office of the MSWDO
	2.3. Forward voucher to Office of the MBO for the Obligation Request and for signature	None	1 minute	Beverlyn C. Lubid Social Welfare Officer I/OIC-MSWDO Office of the MSWDO
	2.4. The Budget Officer affixes signature on the	None	5 minutes	Marilyn G. Abansi MBO

	Obligation Request (OR) charged on appropriate account/record in the logbook			Office of the MBO
	2.5 Forward voucher to the Office of the Municipal Accountant for pre-audit and signature	None	1 minute	Beverlyn C. Lubid Social Welfare Officer I/OIC-MSWDO Office of the MSWDO
	2.6 The Municipal Accountant conducts pre-audit and affixes signature on the voucher	None	5 minutes	Rico P. Panta Municipal Accountant Office of the Municipal Accountant
	2.6 Forward voucher to the Office of the Municipal Treasurer for signature	None	1 minute	Beverlyn C. Lubid Social Welfare Officer I/OIC-MSWDO Office of the MSWDO
	2.7 The Municipal Treasurer affixes signature on the voucher	None	1 minute	Terry V. Abellada Municipal Treasurer Office of the Municipal Treasurer
	2.8 Forward voucher to the Office of the Mayor for his signature	None	1 minute	Beverlyn C. Lubid Social Welfare Officer I/OIC-MSWDO

				Office of the MSWDO
	2.9 The Municipal Mayor affixes signature on Form 200	None	1 minute	Delfin C. Comedis, Jr. Municipal Mayor Office of the Municipal Mayor
	2.10. Return voucher to the Office of the Municipal Treasurer	None	1 minute	Beverlyn C. Lubid Social Welfare Officer I/OIC-MSWDO Office of the MSWDO
3. Receive financial assistance	3. Verify documents and release financial assistance	None	1 minute	Terry V. Abellada Municipal Treasurer Office of the Municipal Treasurer
	TOTAL	None	1 hour, 1 minute	