

Assistance to Individuals/Families in Disaster/Calamity

Office or Division:	Mayor's Office - Municipal Disaster Risk Reduction and Management Office				
Classification:	Simple				
Type of Transaction:	G2C - Government to Client				
Who may avail:	Victims of calamities (natural/man-made)				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Copy of Police Blotter Report (1 original copy) 2. Copy of Certificate of Fire Incident (1 original copy) 2.1 Original copy of Picture of damaged/burned house 3. Copy of Certificate of Residency/Indigence which further certify that clients are victims of calamity/typhoon or fire (1 original copy)			1. PNP Office 2. BFP Office 3. Provided by client 4. Office of the Barangay where client resides		
NO.	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	1. Register on the logbook	1. Request client to register on the logbook	None	2 Minutes	<i>LDRRMO II Admin Aide IV MDRRM Office</i>
2.	2. Undergo interview	2. Interview client	None	10 Minutes	<i>LDRRMO II Admin Aide IV MDRRM Office</i>

3.	3. Wait for the processing of documents	3. Process documents (Disbursement Vouchers, obligation request and Acknowledgement Receipt)	None	10 Minutes	<i>LDRRMO II Admin Aide IV MDRRM Office</i>
4.	None	4. Proceed to the Office of Budget Officer and to the Office of the Municipal Accountant for their signatures	None	10 Minutes	<i>Municipal Budget Office And Municipal Accountant</i>
5.	None	5. Sign voucher for the release of financial aid	None	5 Minutes	<i>Municipal Mayor's Office</i>
6.	6. Proceed to Treasury Office	6. Advise client to bring signed documents to the Municipal Treasurer for the release of Financial Aid	None	3 Minutes	<i>LDRRMO II Admin Aide IV MDRRM Office</i>

7.	7. Receive financial aid	7. Give financial aid to client	None	2 Minutes	<i>Municipal Treasurer</i>
TOTAL			None	42 Minutes	