2. 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 of Division:	Municipal Social Welfare & Development Office
Classification:	Simple
Type of Transaction:	G2C-Government to Client
Who may avail:	Residents of the municipality
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Death Certificate issued by the hospital or by the Municipal Civil Registrar, with or without registry number; or	Hospital or Local Civil Register if death occurred within Burgos, La Union
2. Certification from the Hospital/Doctor/Authorized medical practitioner; AND	Hospital or Local Civil Register if death occurred within Burgos, La Union
3. Certificate of Residency of the client; AND	Office of the Barangay where the client resides
Any of the following, as may be applicable:	
4. Funeral Contract; or	Funeral Parlor
5. Statement of Account; or	Funeral Parlor
6. Certification of Barangay that the family made the casket but they have debt to pay for the materials and other expenses.	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	**1.1** Request client to register on the logbook	None	2 Minutes	MSWDO / SWO I
2. Request for burial assistance	**2.1** Review the completeness and verify the accuracy of the submitted documents	None	1 Minute	MSWDO / SWO I
	2.2 Conduct an interview using the General Intake Sheet to gather relevant information	None	30 minutes	MSWDO / SWO I
	2.3 Prepare the voucher and accomplish the Form 200	None	10 minutes	MSWDO / SWO I

	2.4 Forward the vouchers to the Office of the Mun. Budget Officer (MBO) to certify the existence of appropriations and for proper recording.	None	1 minute	Municipal Budget Officer
	2.5 Forward the voucher to the Office of the Mun. Accountant to certify the completeness and propriety of supporting documents and for proper recording	None	5 minutes	Municipal Accountant
	2.6 The Municipal Treasurer to certify the availability of funds and for proper recording.	None	1 minute	Municipal Treasurer
	2.7 Forward the voucher to the Office of the Mayor for review and approval for payment	None	5 minutes	Municipal Mayor
	2.8 Return voucher to the Office of the Municipal Treasurer	None	1 minute	MSWDO / SWO I
3. Receive financial assistance	**3.1** Verify documents and release financial assistance	None	1 minute	Municipal Treasurer
	TOTAL		57 Minutes	