3. Educational 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. Certificate of Enrollment or Registration; or	School where the student is enrolled
2. School ID of the student; or	School where the student is enrolled
3. Any document issued by the school that can be established that the student is enrolled; AND	School where the student is enrolled
4. Certification that the student has no other educational assistance or scholarship grants from government or other sources; AND	Office of the Barangay where student resides
5. Certificate of Residency	

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	2 Minutes	MSWDO / SWO I
2. Request for educational assistance	**2.** Review the completeness and verify the accuracy of the submitted documents		1 Minute	MSWDO / SWO I
	2.1 Conduct an interview using the General Intake Sheet to gather relevant information		30 minutes	MSWDO / SWO I
	2.2 Prepare the voucher and accomplish Form 200		10 minutes	MSWDO / SWO I
	2.3 Forward the vouchers to the Office of the Municipal Budget Officer (MBO) to certify the existence		1 minute	Municipal Budget Officer

	of appropriations and for proper recording.			
	2.4 Forward the voucher to the Office of the Municipal Accountant to certify the completeness and propriety of supporting documents and for proper recording		5 minutes	Municipal Accountant
	2.5 The Municipal Treasurer to certify the availability of funds and for proper recording.	None	5 minutes	Municipal Treasurer
	2.6 Forward the voucher to the Office of the Mayor for review and approval for payment		1 minute	Municipal Mayor
	2.7 Return voucher to the Office of the Municipal Treasurer		5 minutes	MSWDO / SWO I
3. Receive financial assistance	**3**. Verify documents and release financial assistance		1 minute	Municipal Treasurer
	TOTAL	None	1 hour, 1 minute	