B. Issuance of Certificate of Indigency

A Certificate of Indigency is issued to bona fide residents of the Municipality included in the masterlist who belong to least fortunate members needing assistance.

Office of Division:		Municipal Social Welfare & Development Office		
Classification:		Simple		
Type of Transaction:		G2G-Governement to Government G2C-Government to Client		
Who may avail:		Indigent Individuals as certified by the Punong Barangay of the Area they reside. Victims of physical/sexual abuses as required		
		by Public Attorney's Office (PAO) before accepting beneficiaries for free legal assistance		
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1. 1 Original copy of Barangay Certificate of Indigency		1. 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.** Request to client to register on the logbook	None	5 minutes	MSWDO / SWO I
2. Submit requirement	**2.** Receive required document and record data on the General Intake Sheet		10 minutes	MSWDO / SWO I
	2.1 Process the Certificate of Indigency		2 minutes	MSWDO / SWO I
3. Receive Certificate of Indigency	**3.** Sign and issue the Certificate of Indigency		5 minutes	MSWDO / SWO I
	TOTAL	None	22 minutes	