G. Issuance of a Social Case Study Report (SCSR)

The Office issue Social Case Study Reports as requirement of other Agencies/ Institution (GO's and NGO's) in providing services to their clients

Office of Division:	Municipal Social Welfare & Development Office
Classification:	Simple
Type of Transaction:	G2G-Governement to Government
Who may avail:	**1.** Indigent Individuals/Families in Crisis Situation as certified by their Punong Barangay **2.** Individuals/Families adopting a Child **3.** Victims/Accused of Physical or Sexual Abuse
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Hospital/Medical Assistance **1. 1 Photocopy of Updated Clinical Abstract/Medical Certificate duly signed by the attending physician; or** **2. 1 Photocopy of prescription (for medicines); or** **3. 1 Photocopy of Laboratory Request/Medical Procedures (recommended by attending physician); or** **4. 1 photocopy of Billing Statement; or** **5. 1 original copy of Barangay Certification of Indigency**	**1.** Hospital **2.** Hospital **3.** Hospital **4.** Hospital **5.** Office of the Barangay where client resides

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register on logbook	**1.1** Request client to register on logbook and ask purpose of visit		2 minutes	MSWDO / SWO I
2. Undergo interview with the MSWDO	**2.1** Interview client to determine the kind of assistance needed.		20 minutes	MSWDO / SWO I

3. Submit requirements	**3.1** Verify documents/ requirements (Schedule home visit if necessary)	None	10 minutes	MSWDO / SWO I
	3.2 Prepare Social Case Study Report		30 minutes	MSWDO / SWO I
	3.3 Forward documents to the Mayor's Office for the preparation of endorsement letter approved by the mayor		10 minutes	MSWDO / SWO I
4. Receive Endorsement letter and copy of Social Case Study Report	**4.1** Issue endorsement letter and copy of Social Case Study Report		5 minutes	MSWDO / SWO I
	TOTAL	None	1 hr, 17 mins	