



Republic of Philippines
MUNICIPALITY OF BAYAMBANG
Province of Pangasinan

GRANTING OF FINANCIAL ASSISTANCE TO INDIGENTS
(At the Municipal Accounting Office)

- A. Requirements to be attached to the disbursement vouchers and to be submitted to the Municipal Social Welfare and Development Office (MSWDO)
1. Medical Certificate (in case of hospitalization or check-ups)
 2. Death Certificate (in case of death)
 3. Police, Barangay and MSWDO report (fire or other cases)
- B. Documents to be submitted by the MSWDO to Office of the Municipal Accountant
1. Disbursement vouchers with the approval of MSWDO Officer
 2. Attachment to the disbursement vouchers as submitted by the indigent
 3. Obligation request signed by the MSWD Officer and Budget Officer
 4. MSWDO Form 200

HOW TO AVAIL OF THE SERVICE

STEP	WHAT THE CLIENT SHOULD DO	WHAT THE OFFICE SHALL DO AND SERVICE TIME	PERSON IN CHARGE
1	Submit all the requirements to Municipal Social Welfare and Development Office.	a) Receive from the Municipal Social Welfare and Development Office disbursement vouchers with complete requirements. b) Prepare Journal of Entry Voucher 5 mins.	Felma Menor or Mercedes Serafica Maryrose Aquino Flexner de Vera
2		Approval of Journal Entry Voucher and Disbursement Vouchers. 5 mins.	Elsie Dulay
TOTAL SERVICE TIME PER CLIENT 10 mins.			
END OF TRANSACTION			



8 KILOMETERS
THE LONGEST BARBECUE
Bayambang, Pangasinan, Philippines
April 4, 2014