



Republic of Philippines
MUNICIPALITY OF BAYAMBANG
 Province of Pangasinan

ISSUANCE OF CASH ASSISTANCE TO INDIVIDUALS IN CRISIS SITUATION
(At the Municipal Social Welfare and Development Office)

Requirements to be submitted by the Client:

- Medical Certificate for Medical Assistance
- Death Certificate for Burial Assistance
- Certificate of Indigency

HOW TO AVAIL OF THE SERVICE

WHAT THE CLIENTS SHOULD DO	WHAT THE OFFICE SHALL DO AND SERVICE TIME	PERSON IN CHARGE
Apply for cash assistance.	Intake / interview clients. If qualified, inspect requirements and prepare Form 200. 15 mins.	Danny Ventura Arsenia Baniqued Teresita Ferrer Ruby Mae Dizon
Present form 200 to MAC.	Prepare petty cash voucher for Municipal Administrator's approval. 5 mins. Present approved petty cash voucher to Budget Office for Obligation Request (OBR). 5 min. Present OBR to Accounting Office. 10 min.	MAC
Present approved petty cash to Accounting Office and Treasury Office for payment.	(Treasury Office)	
TOTAL SERVICE TIME PER CLIENT 35 mins.		
END OF TRANSACTION		



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