



35. ISSUANCE OF INDIGENCE CERTIFICATES

Office or Division:	OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICER			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who May Avail:	Family Head and Other Needy Adult, Senior Citizens, Solo Parent, Persons with Disability			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certificate		Barangay Local Government Unit concerned		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Writes/signs in the client's logbook	Assists the client and make sure that the logbok has been properly filled up with Signature	None	3 minutes	Noni F. Viray / Edissa Simbre
2. Presents household ID number for 4ps beneficiary or Barangay Certificate	Checks if the client belongs to the poverty threshold based on the Rapid Community Based Monitoring System (RCBMS) if non-4Ps	None	7 minutes	Noni F. Viray / Edissa Simbre
	Issues the Indigence Certificate	None	5 minutes	Gemma M. Murchante MSWD Officer
3. Receives the Indigence Certificate	-end of transaction-			
TOTAL		None	15 minutes	