



34. PROTECTIVE SERVICES PROGRAM - ASSISTANCE TO INDIVIDUAL IN CRISIS SITUATION (AICS)

Office or Division:	OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICER		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizen		
Who May Avail:	Individual/client who belong to the following category: a. Children in Need of Special Protection (CINSP) b. Youth in Need of Special Protection (YNSP) c. Women in Specially Difficult Circumstances d. Violence Against Women and Children (VAWC) victims e. Persons with Disability (PWD) f. Elderly/Senior Citizens g. Solo Parent h. Family Head and Other Needy Adult		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Documents needed are as follows: <i>(in 3 copies each / 1 original copy & 2 Photocopy)</i>			
Food - Barangay Certificate/ Pagpapatunay, Valid ID or COMELEC Certification	Barangay / COMELEC		
Educational - Certificate of Enrollment/School Registration, Barangay Certificate/ Pagpapatunay, Valid ID or COMELEC Certification	School / COMELEC		
Medical - Clinical Abstract/Medical Certificate with PTR number, Barangay Certificate/Pagpapatunay, Valid ID or COMELEC Certification	Medical Doctor/Barangay/COMELEC		
Transportation - Barangay Certificate/Pagpapatunay, Valid ID or COMELEC Certification, Police Blotter/Referral (if applicable)	Barangay/COMELEC		
Burial - Funeral Contract, Death Certificate, Barangay Certificate/Pagpapatunay, Valid ID or COMELEC Certification	Funeral Service/Municipal Civil Registrar/COMELEC		
Livelihood - Barangay Certificate/Pagpapatunay, Project Proposal, Valid ID or COMELEC Certification	Barangay/COMELEC		
Shelter - Barangay Certificate/Pagpapatunay, Valid ID or COMELEC Certification	Barangay/COMELEC		



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. Responds accordingly to the interviewer	Administers and encodes the necessary data or information	none	5 minutes	Noni F. Viray / Edissa Simbre
3 Submits the requirements for the assistance needed	Receives and reviews if the requirements submitted are complete	none	5 minutes	Gemma M. Murchante MSWD Officer
4. Awaits for further notice of the worker	Prepares and processes disbursement vouchers	none	30 minutes	Noni F. Viray / Edissa Simbre
5. Claims of financial assistance needed	-end of transaction-			
TOTAL		none	43 minutes	