



CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE



I. Vision

The CSWD is envisioned as the City Government's arms on poverty alleviation, sustainable social services and empowerment for an improved quality of life

II. Mission

The City Social Welfare Office is committed to practice good governance through prompt, efficient and quality delivery of social services to the constituents of Urdaneta City especially the poor and marginalized sector. Lead in mobilizing convergence and resources in empowering people to become self-reliant, participative in policy formulation and service implementation.



**CITY SOCIAL WELFARE
AND
DEVELOPMENT OFFICE
FRONTLINE SERVICES**



PROVISION OF ASSISTANCE TO NEEDY INDIVIDUALS/FAMILIES

a) Aid to Individuals in Crisis Situation - Financial assistance assistance (medicine, burial assistance)

AGENCY SERVICES	RESPONSIBLE PERSON	CLIENTELE CATEGORY	TIME FRAME
<p>I. Provision of Assistance to Needy Individuals/Families</p> <p>a) Aid to Individuals in Crisis Situation - Financial assistance (medicine, burial assistance)</p> <p>Cert. of indigency duly signed by the Barangay Captain</p> <p>Assessment of CSWD</p> <p>Process of documents</p> <p>Review and Recommending Approval of CSWDO</p> <p>Proceed to Office of the City Mayor for Approval</p> <p>Proceed to City Treasurer for signature of voucher and release of fund.</p>	<p>ALL CSWD STAFF</p> <p>Lilibeth Doriano</p> <p>3 secretaries of the Mayor's Office</p> <p>Ma. Gracita Ander</p>	<p>Needy Families/Individuals</p>	<p>5-10 mins.</p> <p>2 mins.</p> <p>5-10 mins.</p> <p>5-10 ins.</p>

b) Hospital Assistance/Referrals and Strandedes

AGENCY SERVICES	RESPONSIBLE PERSON	CLIENTELE CATEGORY	TIME FRAME
<ul style="list-style-type: none"> Interview Linkages with PNP, Mun./City or Prov'l. Social Welfare Offices, NGO's 	<p>ALL CSWD STAFF</p>	<p>Needy Families/Individuals</p>	<p>10 -15mins.</p>



c) Issuance of Certificate of Indigency

AGENCY SERVICES	RESPONSIBLE PERSON	CLIENTELE CATEGORY	TIME FRAME
<ul style="list-style-type: none"> * Secure copy of Cert. of indigency from the Barangay Capt. and cert. from the Assessor's office • Interview • Encoding and issuance of certificate • Certification from the CSWDO 	<p>All CSWD Staff</p> <p>Punong Brgy. and City Assessor</p>		10 mins.

d) PCSO/ NGO Social Case Study report

AGENCY SERVICES	RESPONSIBLE PERSON	CLIENTELE CATEGORY	TIME FRAME
<p>d)PCSO/ NGO Social Case Study report</p> <ul style="list-style-type: none"> * Secure copy of Medical Abstract , Hospital bills, Medical certificate • Interview • Homevisit • Preparation/encoding of the SCSR • Assessment and approval of the SCSR 	<p>Mrs. Lilibeth Doriano</p> <p>All CSWD staff</p> <p>Hospital/Attending Physician</p> <p>CSWD staff</p> <p>Mrs. Lilibeth Doriano</p>		<p>3 mins.</p> <p>5-10 mins. Giving of requirements</p> <p>15-30 mins.</p> <p>5 mins.</p>

b) Children in Conflict with the Law (CICL)

AGENCY SERVICES	RESPONSIBLE PERSON	CLIENTELE CATEGORY	TIME FRAME
<ul style="list-style-type: none"> * Report to PNP for police report * Interview / Counseling * Referral for custodial care (community or Bahay Pag-asa), medical assistance, Barangay Assistance * Homevisit and collateral interviews * Assessment for Discernment (with/without) * Encoding of Social Case Study Report * Assessment/review of the CSWDO * Submit Social Case Study Report at PNP or City Prosecutors Office or Family Court * Attend Court Hearings 	<p>3 Social Workers</p> <p>Mrs. Vilma L. Lapitan</p> <p>Mrs. Liningning G. Agbanlog</p> <p>Ms. Nina Rica M. De Guzman</p>	<p>17 yrs. old and below in conflict with the law</p>	<p>20- 30 mins.</p> <p>1 hour</p> <p>30 mins. – 1 hr.</p> <p>1-2 hrs.</p> <p>3 mins.</p> <p>30-45 mins.</p> <p>5 days submitted at the court (SW's are given 10 days to prepare)</p> <p>Within 8 hrs. at PNP.</p> <p>As per schedule issued by the Court</p>

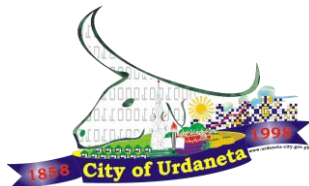


c) Women and Children victim of abuse

AGENCY SERVICES	RESPONSIBLE PERSON	CLIENTELE CATEGORY	TIME FRAME
*interview & Counseling *referrals (police assistance for blotter or filling of case, barangay assistance BPO, medical assistance, PAO) *Temporary custody (crisis center) (client undergo psycho-social intervention) -Homevisit and collateral interviews * attend court hearings	Mrs. Lilibeth D. Doriano Mrs. Liningning G. Agbanlog Ms. Nina Rica M. De Guzman Mrs. Ma. Victoria Del Castillo Social Workers, Houseparent, Caretaker Social Worker	Women – 18 to 59 yrs. old Children – 17 yrs. old & Below	20-30 mins. 30 mins. – 1 hr. Maximum of 3 to 5 days 30 mins. 30 mins. – 1 hr. As per schedule given

d) Senior Citizen

AGENCY SERVICES	RESPONSIBLE PERSON	CLIENTELE CATEGORY	TIME FRAME
d)Senior Citizen *Issuance of OSCA I.D. - Filling of application form - Interview and typing of I.D and recording, issue ID and Booklets *Issuance of Purchase booklets (Medicine/commodities) - Submit OSCA I.D. for validation *Provision of Wheelchair, crutches, cane - Certificate of Indigency - Medical Certificate - Social Case Study Report approved by the CSWDO - 1 whole body picture * Social Pension - masterlisting/updating of waiting list - Assessment of qualified beneficiaries - Payment of Social pension	Mrs. Ma. Victoria L. Del Castillo, Jenny Andrada, Lucille De Vera BASCA President Mrs. Del Castillo and OSCA Prsident Mdm. Gracita Ander	60 yrs. old and above	5 mins. 5 mins. 5 mins. Giving of requirements 15 mins. Assessment and issuance of requirements Monthly Quarterly (as per cash fund transfer of DSWD F.O. I)



e) Person with Disabilities

AGENCY SERVICES	RESPONSIBLE PERSON	CLIENTELE CATEGORY	TIME FRAME
*STAC center *Issuance of I.D. - filling of application form - Interview - Typing and issuance of I.D. *Provision of Wheelchair, crutches - Certificate of indigency -Medical certificate - 1 whole body picture - Preparation of Social Case Study Report - Homevisit - Encoding of SCSR - Assessment and Approval by the CSWDO	PT, OT and Sped coordinator Ms. Nina Rica M. De Guzman Barangay Captain Dept. of Health/City Health Office	Children with disabilities 14 yrs. old and above PWD	1 hr. session 3 x /week 5 mins. 5 mins. 5 mins. 5 mins. 5 – 10 mins. Giving of requirements 1 hr. 30 mins. 5 mins.
Pre-school children	Day Care Worker	2-4 yrs. old preschool children	Half day session M./P.M.
g) Family -Issuance of Solo Parent I.D. Giving of requirements and Filling of application - Referral to other GO's/NGO's	Mrs. Evelyn P. Mendoza	18 yrs. old and above Solo Parent	5 mins. 10 mins.



II. ORGANIZATION, MONITORING, SUPERVISION OF GROUPS

AGENCY SERVICES	RESPONSIBLE PERSON	CLIENTELE CATEGORY	TIME FRAME
a) Day Care Workers Association -Day Care Center Monitoring	Mrs. Lilibeth D. Doriano	53 Day Care Workers	3 hrs. (every Monday) ½ day
b) Women/KALIPI	Mrs. Lilibeth D. Doriano	18 – 59 yrs. old	3 hrs. (monthly)
c) Pag-asa Youth Federation (PYA)	Mrs. Eveline A. Joson	15 25 yrs. old (in- school and out of school youth)	3 hrs. (monthly)
d) Senior Citizen Association/ Senior Citizen Center	Mrs. Ma. Victoria L. Del Castillo	60 yrs. old and above	3 hrs. (2nd Saturday of the month)
e) Person with Disabilities/ STAC	Ms. Nina Rica M. De Guzman	CWD's/PWD's	3 hrs
f) SEA Livelihood/Sustainable Livelihood Project Projects	Mrs. Eveline A. Joson Mrs. Vilma Lapitan and CSWD Staff City Links	Pantawid Pamilyang Pilipino Beneficiaries Needy families/ organized groups	2 hrs

III. PROVISION OF COUNSELING

AGENCY SERVICES	RESPONSIBLE PERSON	CLIENTELE CATEGORY	TIME FRAME
a) Pre-Marriage Counseling	Mendoza and PMC Team	Married couples	1 hr.
b) Marital Counseling	Mrs. Marivic Del Castillo, Mrs. Lilibeth Doriano Mrs. Mendoza, Mrs. Luningning Agbanlog Ms. Nina Rica De Guzman		
c) Career Coaching and referrals for livelihood and other interventions from GO/NGO's	Mrs. Lilibeth Doriano	Victims/Survivors of Human Trafficking	1 hr.



IV. DISASTER OPERATION

AGENCY SERVICES	RESPONSIBLE PERSON	CLIENTELE CATEGORY	TIME FRAME
- Disaster Operation (relief operation, stress debriefing)	All CSWD Staff	Families victims of Natural and Manmade Disaster	ASAP
- Validation\Assessment	All. CSWD staff		10 Mins. Per family
- Emergency Shelter Assistance (ESA)			10 mins. Per family
- preparation of cert. of eligibility			30 mins. – 1 hr.
- preparation of project proposal	Mrs. Vilma L. Lapitan		
-Submission of Disaster Report			Every after 12 hrs.

PERFORMANCE PLEDGES

FRONTLINE SERVICES	RESPONSE TIME (Per Transaction)	PERSON/S RESPONSIBLE
Emergency Cash Assistance	5 to 10 mins. Transaction	All CSWD Staff
<ul style="list-style-type: none"> • Medical / Hospital Assistance • Burial assistance • Emergency Shelter Assistance 		
Hospital / Strandeers/ Institution Referrals	5 to 15 mins.	All CSWD Staff
Provide Social Case Study Report		
<ul style="list-style-type: none"> • PCSO • Congressional/Senatorial Fund • Provincial Office 	3 hrs./client (case to case basis)	Lilibeth D. Doriano Luningning G. Agbanlog Ma. Victoria L. Del Castillo Nina Rica M. De Guzman Eveline A. Joson Evelyn P. Mendoza
Assist women and children in difficult circumstances such as sexual abuse, physical, psychological and emotional abuse, maltreatment and battering	1 day	Lilibeth D. Doriano Luningning G. Agbanlog Nina Rica M. De Guzman
<ul style="list-style-type: none"> • Rescue • Refer for custody • Refer for Medical assistance • Refer for police and legal assistance • Provision of Custodial care (undergo psychosocial intervention) 	3 to 5 days	Mrs. Josephine Flores Ronnie Sumera, Dominador Agacita
	2 hrs. day (initial intervention)	3 Social Workers Luningning G. Agbanlog



Provide assistance to Children in Conflict with the law <ul style="list-style-type: none"> • Preparation of Initial report in determination of discernment (for PNP) • Preparation of Social Case Study Report (for court) 	Within hours upon referral 8 hrs.	Nina Rica M. De Guzman Charmaine Ann D. Lim
Provide assistance to persons with disabilities <ul style="list-style-type: none"> • STAC • Issuance of PWD I.D. • Issuance of PWD Booklet 	10 days 1 hr. 3 x week	Trifonia Visperaz Mylin Raposas Nida Pimentel Melissa Fabia Nina Rica M. De Guzman
Provide assistance to Senior Citizens <ul style="list-style-type: none"> * Issuance of OSCA I.D. * Issuance of Purchase Booklets (Medicine/Commodities) 	30 mins. 2 mins.	Ma. Victoria L. Del Castillo Vilma L. Lapitan Luningning G. Agbanlog Lilibeth D. Doriano
Issuance of Certificate of Indigency	2 mins. 2 mins. 10-15 mins.	Ma. Victoria L. Del Castillo Nina Rica M. De Guzman Eveline A. Joson Evelyn P. Mendoza Charmaine Ann D. Lim

FRONTLINE SERVICES	RESPONSE TIME (Per Transaction)	PERSON/S RESPONSIBLE
Provide Counselling Service (case to case)	1-2 hours	Charmaine Ann D. Lim
Provide Pre-Marriage Counselling	½ day session	Lilibeth D. Doriano Luningning G. Agbanlog Nina Rica M. De Guzman Evelyn P. Mendoza
Provide Career Coaching	1-2 hr.	Charmaine Ann D. Lim
Issuance of Solo Parent I.D.	10 mins.	Evelyn P. Mendoza Niña Angela O. Blanco
Provision of Solicitation Permit <ul style="list-style-type: none"> • Giving of Requirements • Issuance of Solicitation Permit 	5 mins. 10 mins.	Vilma L. Lapitan Nina Rica M. de Guzman
Provide assistance to victims of natural calamities	24 hrs.	Evelyn P. Mendoza
Conducts Basic Business Management Training to organized SEA K groups	2 days	Ma. Victoria L. Del Castillo
Monitoring of SEA organized groups	1 hr. weekly	All CSWD Staff
Attend to queries of all walk-in clients	Daily	Eveline A. Joson and SLP Staff Charmaine Ann D. Lim
	Every Monday	Eveline A. Joson

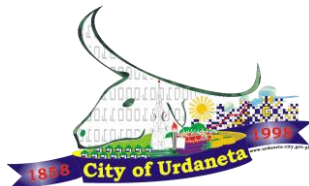


Supervise and monitor and organized groups	Monthly	Charmaine Ann D. Lim
a) Day Care Worker's Accreditation	Monthly	All CSWD Staff
b) Pag-asa Youth Association	4th Tuesday of the month	Lilibeth D. Doriano
c) Kalipi Association	Every 17day of the Month	Eveline A. Joson
d) Senior Citizen Association	Monthly	Lilibeth D. Doriano
e) Asso. Of Person with Disability		Ma. Victoria L. Del Castillo
f) STAC Parents Association		Nina Rica M. De Guzman Leo Macalanda Trifonia Visperaz

FINANCIAL ASSISTANCE

About the Service: The program is to provide emergency financial assistance to individuals/families in crisis situation such as medical, hospital and burial assistance.

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Securing Financial assistance		
a) Write your name in the logbook prepared for the purpose		Adiome Aduca, Josephine Flores, Jenny Andrada, Jinkylene Arcalas, Leo Macalanda
b) Secure copy of certificate of indigency the Office of the Barangay Captain and certification of the Senior Citizen President (for OSCA)	5 mins.	Barangay Secretary and Brgy. Captain
c) Present cert. of indigency at the CSWDO office for verification of philhealth membership, assessment and issuance of cert. of eligibility	5 mins.	President Brgy. Senior Citizen President
d) Assessment and preparation of documents and recommending approval of CSWDO	5 mins.	Luningning G. Agbanlog Lilibeth D. Doriano
e) Proceed to Office of the City Mayor for approval and Treasurer's office		Ma. Victoria L. Del Castillo Nina Rica M. De Guzman Eveline A. Joson Evelyn P. Mendoza



Referral Letter (Hospital, Institution, Strandeas)

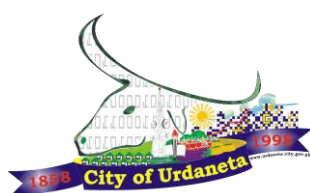
About the Service: The service is to link needy individuals and families to other GO's & NGO's interventions that will their immediate needs on medical and hospital assistance, transportation, custodial care.

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
2. Securing Referral Letter (Hospital, Institution, Strandeas) a) Register name in the logbook b) Interview - CSWDO personnel will interview to get pertinent information's and assessment c) Link/coordinate with other GO's/NGO's for additional intervention for the client d) Prepare referral letter e) Approval and release of the referral letter - CSWDO review and approves the referral letter		Adiome Aduca, Josephine Flores, Jenny Andrada, Jinkylene Arcalas, Leo Macalanda Lilibeth Doriano (Dist. I area) Ma. Victoria Del Castillo (Dist. 2) Nina Rica M. De Guzman (Dist. 3) Luningning Agabanlog (Dist. 4) Eveline Joson (Dist. 5) Evelyn Mendoza (Dist. 6) Vilma L. Lapitan

Social Case Study Report

About the Service: The Philippine Charity Sweepstakes Office, Provincial Gov't. Office, Office the Congressman, other GO's and NGO's provide indigents with laboratory, surgical and medical assistance

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
3. Securing Social Case Study Report f) Write your name in the logbook prepared for the purpose g) Interview - CSWDO personnel will interview to get pertinent information and verify documents b) CSWDO staff prepares the Social Case Study Report and Approval and Release of the SCSR	1 hour Within 2 hrs.	Adiome Aduca, Josephine Flores, Jenny Andrada, Jinkylene Arcalas, Leo Macalanda Lilibeth D. Doriano - Women and Children Ma. Victoria Del L. Castillo - Senior Citizen Luningning G. Agabanlog Eveline A. Joson - Youth Evelyn P. Mendoza - Family Nina Rica M. De Guzman - Person with Disability



OSCA I.D. AND ISSUANCE OF THE PURCHASE BOOKLET MEDICINE AND COMMODITY

About the Service: To avail the 20% discount as provided by R.A. 9257 and for other purposes that may serve the best welfare of the senior citizen.

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
4. Securing OSCA I.D. and issuance of the purchase booklet (medicine and commodity) -a) Write your name in the logbook prepared for the purpose b) Fill up application form c) CSWD staff will verify the application d) Typing of I.D. and recording and issuance together with the purchase booklet	4- to 5 mins.	Adiome Aduca, Josephine Flores, Jenny Andrada, Jinkylene Arcalas, Leo Macalanda Ma. Victoria L. Del Castillo

PROVISION OF ASSISTANCE TO CHILDREN IN CONFLICT WITH THE LAW

About the Service: The R.A. 9344 otherwise known as the Juvenile Justice Welfare Act is to provide restorative assistance to Children in Conflict with the law. The Social Workers of the City Social Welfare and Development Office is responsible for the assessment of discernment and linkages with the PNP, City Prosecutor / Court and the Barangay Council for the Protection of Children for the diversion/intervention of the child.

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
5. Provision of Assistance to Children in Conflict with the Law -a) Police Station refer the Child to the CSWD after apprehension b) Interview - The Social Worker interview the child c) The Social Worker conducts homevisit and assessment of the family for custodial care and safety of the minor d) Preparation of initial determination of discernment at the PNP - The Social Worker submits the initial assessment at the PNP and refer the child at the City Prosecutor.	30 mins. To 1 hr. 1 hr. 2 hrs. 1 hr Once a week 8-10 days upon received of the order	Lilibeth Doriano Luningning G. Agbanlog Nina Rica M. De Guzman



<p>e) The Social Worker releases the child to the family, relative, BCPC or at the Bahay Pag-asa Youth Home for custodial care assuring the safety of the child.</p> <p>d) Monitoring and supervision</p> <p>f) Submit SCSR to the court as per court order</p>		
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PROVISION OF PSYCHOSOCIAL INTERVENTION TO WOMEN AND CHILDREN IN NEED OF SPECIAL PROTECTION

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
<p>6. Provision of assistance to women and children in difficult circumstances</p> <p>a) Barangay or PNP refer client for assistance at the CSWD Office</p> <p>b) Interview</p> <p>-The Social Worker will interview the client for the intake sheet and identification of the prioritized needs.</p> <p>c) Coordinate with the PNP and Hospital for assistance</p> <p>d) Conduct homevisit, family and collateral interview for after care</p> <p>e) Refer to Urdaneta City Crisis Center for temporary custody if in the absence of relatives to take custody</p> <p>f) Provision of counseling and psychosocial intervention</p> <p>g) Re-integration with the family/relative (if qualified) or at the institution</p> <p>h) Monitoring and supervision</p>	<p style="text-align: center;">5 mins.</p> <p style="text-align: center;">30 mins. To 1 hr.</p> <p style="text-align: center;">10-15 mins.</p> <p style="text-align: center;">1 hr.</p> <p style="text-align: center;">1 hr.</p>	<p style="text-align: center;">Lilibeth Doriano Luningning G. Agbanlog Nina Rica M. De Guzman</p>



PROVIDES FREE COMPREHENSIVE REHABILITATION SERVICES TO CWD'S AGES 0-17 Y/O.

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
<p>7. Stimulation and Therapeutic Activity Center (STAC)</p> <p>a.) Refer Children with Disabilities (CWD)</p> <p>b.) Interview - Referred CWD will be interviewed for intake sheet and identify other needs.</p> <p>c.) Assessment - Referred CWD will be assessed according to his/her disability and needed rehabilitation services.</p> <p>d. Provision of rehabilitation services based on the identified needs of the child. (Physiatrist and Neurologist check-up, Physical Therapy, Occupational Therapy)</p> <p>e) Special Education -prepares CWDs for mainstreaming to DCC/regular school/SPED.</p> <p>f). Identification of other social needs -Provision of financial assistance, supplemental feeding and socialization activities and lobbying of other needs such as assistive devices, medicines etc.</p>	<p>30 mins.</p> <p>30 mins.</p> <p>1 hr. 3 x/week</p>	<p>Nina Rica M. De Guzman</p> <p>Trifonia Visperaz Mylin Raposas Nida Pimentel Melissa Fabia</p>



THE CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE IS TASKED FOR THE ASSESSMENT AND ISSUANCE OF THE SOLO PARENT. DELIVERY OF COMPREHENSIVE PROGRAM ADDRESSING THE NEEDS AND COORDINATE WITH OTHER CONCERNED AGENCIES BASED ON THE PROVISIONS OF THE SOLO PARENT WELFARE ACT OR R.A. 8972.

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
Provision of assistance to Solo Parent a) Write your name in the logbook for the purpose	2 mins.	Adiome Aduca, Josephine Flores, Jenny Andrada,
b) Interview The CSWD will interview solo parent and explain guidelines of the program and requirements needed. Filling of application form and process. Issuance of ID	5 mins.	Jinkylene Arcalas, Leo Macalanda
c) Referral of solo parent to other government linkages	1 mins.	Vilma Lapitan Evelyn Mendoza

THIS PROGRAM IS INTENDED FOR PERSON WITH VISUAL/HEARING IMPAIRMENT AND ORTHOPEDIC ALLY HANDICAPPED

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
Provision of Assistive devices a) Interview and Assessment - The CSWD staff conducts interview to assess the needs of the person With Disability (PWD)	30 mins.	Nina Rica M. De Guzman
b) Home visit - conducts home visit for family and individual interview for further assessment	2 hrs.	
c) Preparation of Social Case Study Report - CSWD staff will prepare the SCSR and attached all the requirements	1 ½ hrs.	
d) Approval of the SCSR by the CSWDO Chief	5 mins.	
e) Submit SCSR and other requirements at the sponsoring agency		
f) Monitoring and supervision		

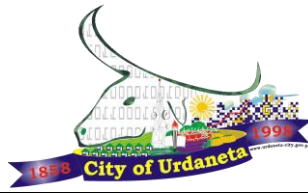


TO PROVIDE STANDARDS AND REGULATIONS IN THE FUND RAISING ACTIVITIES OF NGO'S AND INSTITUTIONS

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
Provision of Solicitation Permit a) Write your name in the logbook prepared for the purpose b) Giving of requirements - CSWD staff will give all the requirements to the applicant c) Payment of Solicitation Permit Fee - applicant will pay at the treasury office and avail the Official receipt d) Applicant will submit all the requirements together with the properly accomplished application form e) Issuance of the Solicitation permit duly signed by the CSWD Chief and City Mayor	5 mins. 5 mins. 5 mins	Adiome Aduca, Josephine Flores, Jenny Andrada, Jinkylene Arcalas, Leo Macalanda Ma. Victoria L. Del Castillo

PROVISION OF EMERGENCY RELIEF ASSISTANCE TO INDIVIDUALS/FAMILIES VICTIMS OF NATURAL AND MANMADE DISASTER

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
Provision of Assistance to individuals/families victims of natural or manmade disaster a) CSWD receives report from the barangay disaster coordinating council b) Provision of evacuation and disaster relief to the disaster victims c) Monitoring and validation CSWD staff will monitor and validate - reported victims was assessed and fill up cert. of eligibility	ASAP 24 hrs. operation 3 days to 1 week	All CSWD Staff Lilibeth Doriano



<p>d)Preparation of Project Proposal and documents for the provision of Emergency Shelter Assistance to distress families</p> <p>e)Submit project proposal and other documents at the City Government / DSWD Regional Office/Provincial Office for funding</p>		
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