OUR FRONTLINE SERVICES

IV- MUN. SOCIAL WELFARE & DEV'T OFFICE

1. *PROVIDE DAY CARE AND SUPPLEMENTAL FEEDING SERVICES*

THE SERVICE :
Provide Day Care and Supplemental Feeding Services to all Pre-schoolers and malnourished children within the municipality.

OUR CLIENTS :
Day Care Pre-schoolers and malnourished children ages 2-6 years old.

HOW TO AVAIL OF THE SERVICE

Step by Step Procedure (for clients)	You will need to present/pay	Office Activity	Response Time	Employee/s Responsible
1.Day Care Services a. Proceed to the barangay Day Care for information and possible enrollment of the child.	Birth Certificate and payment of P40.00 for registration	Issue Official documents for registration and inform parents for the entrance of pre-schoolers	10 minutes	Day Care Worker assigned in the barangay Parents of the Child Barangay Council Ms. Perlita O. Aquino MSWDO
2.Supplemental Feeding a. conduct supplemental	Malnourished children	Initiates supplemental feeding to all malnourished	30 minutes	Day Care Worker assigned in the barangay

feeding to the assigned barangay	Ages 2 – 6 years old	children and pre-schoolers in the assigned barangay		Parents Barangay Council Ms. Perlita O.Aquino MSWDO

Client Feedback maybe made at the Public Assistance Desk and/or HRM Office
TOTAL RESPONSE TIME - 40 minutes

2. PROVIDE ASSISTANCE TO ABUSED WOMEN AND CHILDREN

THE SERVICE :
Provide assistance to abused women and maltreated children pursuant to VAWC (Violence Against Women and their Children) Republic Act 9262.

HOW TO AVAIL OF THE SERVICE

Step by Step Procedure (for clients)	You will need to present/pay	Office Activity	Response Time	Employee/s Responsible
1. Proceed to MSWD Office and report the case/matter	Subject person and Medical Certficate And Statement Report Certifying the incident	Interview subject person and make an assessment and case study and referral to concerned Agency	15 minutes	Ms. Lualhati Ordinario Admin. Aide III Ms. Fe Macadangdang Admin. Aide III Ms. Perlita O. Aquino MSWDO
2 Subject Person will be bring to referred Agency	Subject Person and Referral Letter	Bring subject person to referred Agency for Custody.	Depends on travel time due to distance	Ms. Perlita O. Aquino MSWDO

Clients Feedback maybe made at the Public Assistance Desk and/or HRM Office

TOTAL RESPONSE TIME - Case to case basis

3. PROVIDE FINANCIAL ASSISTANCE TO INDIVIDUALS IN CRISIS SITUATION

THE SERVICE :

Provision of financial assistance to individuals/families found to be in a very difficult situation.

OUR CLIENTS :

Rosalenians identified by Barangay Officials who belongs to indigent families.

HOW TO AVAIL OF THE SERVICE

Step by Step Procedure (for clients)	You will need to present/pay	Office Activity	Response Time	Employee\s Responsible
1. Client proceed to MSWD Office to be interviewed	1. Barangay Certificate of Indigency 2. Medical Certificate (for medical assistance) 3. Death Certificate (for burial assistance)	Interview client, verify the authenticity of the document/s presented and prepare a request slip	15 minutes	Ms. Fe Macadandang Admin. Aide III Ms. Lualhati Ordinario Admin. Aide III Ms. Perlita O. Aquino MSWDO
2. Approval of the Municipal Mayor	Request Slip	Municipal Mayor signs the request slip	2 minutes	Hon. Ricardo V. Revita Municipal Mayor
3. Client receives assistance in cash		Release assistance in cash	3 minutes	Ms. Perlita O. Aquino MSWDO

Client Feedback maybe made at the Public Assistance Desk and/or HRM Office.

TOTAL RESPONSE TIME - 20 minutes