



12. Issuance of Localized Philhealth ng Masa to indigent individual or family.

Philhealth ng Masa is for indigent families and individuals who are admitted to hospital and has no capacity to pay PhilHealth Insurance.

Office or Division	Office of the Municipal Social Welfare and Development Officer			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Indigent residents of the Municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certificate of Low Income (1 photocopy)		Barangay where Client is a resident		
Latest Community Tax Certificate (1 photocopy)		Office of the Municipal Treasurer		
Birth Certificate of all children below 21 years old (1 photocopy)		Client		
Marriage Certificate (if married) (1 photocopy)		Client		
Birth Certificate (if parent is single) (1 photocopy)		Local Civil Registrar/ Philippine Statistics Office		
Any valid ID, that indicate the Midsayap Address (Voter's ID, Driver's License) (1 photocopy)		Client		
Certificate of Confinement (1 original & 1 photocopy)		Hospital where Client is confined		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Log in the client at the Information Officer / Officer of the Day,	1. Log in the client and do initial interview.	None	5 Minutes	<i>Barangay Health Aide Administrative Aide III Social Welfare Aide Social Welfare Assistant</i> Office of the Municipal Social Welfare and Development Officer



2. Proceed to the case work office	2. Assess the client and review the requirements	None	20 Minutes	<i>Social Welfare Officer I</i> <i>Social Welfare Officer II</i> <i>Social Welfare Officer III</i> Office of the Municipal Social Welfare and Development Officer
	2.1 Prepare Philhealth Membership Registration Form (PMRF) and Certification	None	5 Minutes	<i>Social Welfare Assistant</i> <i>Social Welfare Officer I</i> <i>Social Welfare Officer II</i> <i>Social Welfare Officer III</i> Office of the Municipal Social Welfare and Development Officer
	2.2 Approval of the Certification	None	2 Minutes	<i>Municipal Social Welfare and Development Officer</i> Office of the Municipal Social Welfare and Development Officer
3. Received Certification	3. Issuance of the Certification	None	2 Minutes	<i>Social Welfare Assistant</i> <i>Social Welfare Officer I</i> <i>Social Welfare Officer II</i> <i>Social Welfare Officer III</i> Office of the Municipal Social Welfare and Development Officer
TOTAL:		None	34 Minutes	