



13. Organization/Reorganization of Sectorial Groups

Facilitating and monitoring the organization/reorganization of different groups such as Barangay Children’s Association, PYAP-OSY group, solo parent, women-KALIPI, PWD, Senior Citizens group and other civil society organizations in the community.

Office or Division	Office of the Municipal Social Welfare and Development Officer			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Constituents of Barangay.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
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 officer in charge or focal person.	2.1 Assess the status of the group	None	20 Minutes	<i>Social Welfare Aide Social Welfare Assistant</i> Office of the Municipal Social Welfare and Development Officer



	2.2 Conduct Barangay Visit and meet the group.	None	30 minutes	<i>Social Welfare Aide</i> <i>Social Welfare Assistant</i> Office of the Municipal Social Welfare and Development Officer
	2.3 Conduct orientation and awareness campaigns to the group as the need arises.	None	1 Hour	<i>Social Welfare Aide</i> <i>Social Welfare Assistant</i> Office of the Municipal Social Welfare and Development Officer
	TOTAL:	None	1 Hour and 55 Minutes	