



2. Assistance to Children In Need of Special Protection

The assistance is provided to children who are victims of domestic violence, neglect, abandonment, physical abuse, sexual abuse and etc.

Office or Division	Office of the Municipal Social Welfare and Development Officer			
Classification	Simple			
Type of Transaction	G2G - Government to Government			
Who may avail	All children below 18 years old.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Referral from the Barangay		Barangay where the client resides.		
Birth certificate (1 Original and 1 photocopy)		The client		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Log in the client at the Information Officer.	1. Log in client and do initial interview and refer to person in charge.	None	5 Minutes	<i>Social Welfare Aide Administrative Aide III</i> Office of the Municipal Social Welfare and Development Officer
2. Proceed to social case manager.	2. Assess the need of the client.	None	15 Minutes	<i>Social Welfare Officer I Social Welfare Officer II Social Welfare Officer III Municipal Social Welfare and Development Officer</i> Office of the Municipal Social Welfare and Development Officer
	3. Conduct collateral information.	None	2 Hours	<i>Social Welfare Officer I Social Welfare Officer II Social Welfare Officer III Municipal Social Welfare and Development Officer</i>



				Office of the Municipal Social Welfare and Development Officer
	3.1 For children need immediate rescue, coordinate with WCPD/PNP for rescue operation.	None	2 Hours	<i>Social Welfare Officer I</i> <i>Social Welfare Officer II</i> <i>Social Welfare Officer III</i> <i>Municipal Social Welfare and Development Officer</i> Office of the Municipal Social Welfare and Development Officer
	TOTAL:	None	4 Hours and 20 Minutes	