



3. Assistance to Victims of Natural and Manmade Calamities

The assistance is provided to victims of natural and manmade calamities after validation process by the assigned staff of MSWDO.

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 victims of calamities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Master list of Internally Displaced Person's (IDPs) (1 copy)		Barangay Concerned		
Master list of Victims of calamities (1 copy)		Barangay Concerned		
PNP Report (1 copy)		Midsayap PNP Office		
Barangay Certification (1 copy)		Barangay Concerned		
Documentations (Pictures)		Barangay Concerned		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Punong Barangay/ Official reports the incidence of calamity in their respective barangay	1. Conduct ocular visit, assessment and interview	None	1 Hour	<i>Social Welfare Aide</i> <i>Social Welfare Assistant</i> <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
	1.1 Fill-up Disaster Family Assistance Access Card (DAFAC)/	None	4 Hours	<i>Social Welfare Aide</i> <i>Social Welfare Assistant</i> <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
2. Prepare a Report for request of assistance, Endorsement Letter	2.1 Send to the Office of the Mayor	None	5 Minutes	<i>Social Welfare Officer III</i> <i>Municipal Social Welfare and Development Officer</i> Office of the Municipal Social Welfare and Development Officer
	2.2 Approval of the endorsement letter	None		<i>Municipal Mayor</i> Office of the Mayor
	2.3 Send/ Furnish report to the other welfare agencies Department of Social Welfare and Development (DSWD) - Region 12, Provincial Social Welfare and Development Office (PSWDO), Non-Government Organizations (NGO's)	None	5 Minutes	<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	5 Hours and 10 Minutes	