



4. Certificate of Indigency/Eligibility for Medical/Hospital Assistance

The issuance of Certificate of Indigency to the qualified indigent client and Certificate of Eligibility for qualified non indigent client

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 client and qualified indigent client			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
A. Medical/Hospital Assistance				
Medical Certificate/ Abstract/Certificate of Confinement (1 original & 1 photocopy)	Hospital where patient is admitted			
Hospital Bill/ Doctor's Prescription (1 original & 1 photocopy)	Hospital where patient is admitted			
Certificate of Low Income (1 original & 1 photocopy)	Barangay where patient is resident			
Letter of Intent addressed to the Mayor (1 original & 1 photocopy)	Client			
Valid ID (1 photocopy)	Client			
Latest Community Tax Certificate (1 photocopy)	Office of the Municipal Treasurer			
B. Burial Assistance:				
Death Certificate with Registry Number (1 photocopy)	Office of the Municipal Civil Registrar			
Funeral Contract within the municipality (1 original & 1 photocopy)	Funeral Services			
Certificate of Low Income (1 original & 1 photocopy)	Barangay where patient is resident			
Latest Community Tax Certificate (1 photocopy)	Municipal Treasurers Office (MTO)			
Letter of Intent addressed to the Mayor (1 original & 1 photocopy)	Client			
Valid ID (1 photocopy)	Client			
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible



1. Log in the Information Officer / Officer of the Day.	1. Log in to client's logbook, do the initial interview and give the list of requirements.	None	5 Minutes	<i>Social Welfare Aide</i> <i>Barangay Health Aide</i> Office of the Municipal Social Welfare and Development Officer
2. Proceed to the case work for assessment.	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 Preparation of the Certification.	None	5 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
	2.2 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. Receive Certificate of Indigency/ Eligibility	3. Issuance of Certificate of Indigency/ Eligibility	None	2 Minutes	<i>Social Welfare Officer I</i> <i>Social Welfare Officer II</i> <i>Social Welfare Officer III</i>
	TOTAL:	None	34 Minutes	