

Republic of the Philippines
MUNICIPALITY OF KAPALONG
Province of Davao del Norte
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OFFICE OF THE MUNICIPAL ADMINISTRATOR

*** HOW TO AVAIL OF THE SERVICES:**

Step	As the client, you	Responsibilities of Person/Department Concerned	It Will Take	Person(s)/ Department(s) Responsible
1	Ask the availability of the vehicle	Schedule the vehicle needed	3 minutes	Joel Jr. Makig-angay Cynthia G. Sismar Mark Ian S. Centinales Joselyn D. Binasbas Ernesto F. Fernandez
2	Confirmaion	Signing of waiver	1 minute	Joel Jr. Makig-angay Cynthia G. Sismar Mark Ian S. Centinales Joselyn D. Binasbas Ernesto F. Fernandez

***RICE ASSISTANCE (FOR PROVINCE)**

1. Death Certificate (certified true copy from LCR) (1 copy original)
2. Barangay Certificate of Indigency (1 copy original)
3. Valid ID (1 photo copy)

1	Submit all requirements	Received and review the requirements if complete and duly signed, release the certificate	3 minutes	Ernesto F. Fernandez Joel Jr. Makig-angay Cynthia G. Sismar Mark Ian S. Centinales Joselyn D. Binasbas
2	Proceed to Congressional Office Capitol Tagum	Release of rice		Congressional Staff

*** Availing of the Public Customer Assistance**

Requiremnts for MEDICAL ASSISTANCE

1. Medical Certificate/Medical Abstract/Certificate of Confinement (1 copy original)
2. Barangay Certificate of Indigency (1 copy original)
3. Valid ID (1 photo copy)

Requiremnts for Emergency Shelter Assistance (ESA)

1. Certification from BFP (1 copy original)
2. Certification from the MDRRMC (1 copy original)
3. Barangay Certificate of Indigency (1 copy original)
4. Valid ID (1 photo copy)

1	Submit all requirements	Received and review the requirements if complete and duly signed	2 minutes	Cynthia G. Sismar Joselyn D. Binasbas Elicita M. Sabijon
2	Proceed to Municipal Social Welfare Development Office	Prepare/make the case summary	3 minutes	MSWD Staff
3	Go back to Admin. Office	Release the assistance	2 minutes	Cynthia G. Sismar Joselyn D. Binasbas Elicita Sabijon