



1. APPLICATION FOR FINANCIAL ASSISTANCE (HOSPITALIZATION, MEDICAL, BURIAL)

Tulong pinansiyal na nagkakahalaga ng PhP2,000.00 pababa na ipinagkakaloob sa mga residenteng na-ospital o kaya naman ay nangangailangan ng tulong-medikal (gamot, aparato, therapy, laboratory test/s at iba pa); gayundin ang mga residenteng namatayan ng kamag-anak.

Office or Division:	ACTION CENTER / MAYOR'S OFFICE
Classification:	Simple
Type of Transaction:	G2C - Government to Citizens
Who may avail:	Citizens of Guiguinto

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
BURIAL ASSISTANCE:	
1. Assistance Request Form (1 original copy)	Action Center
2. Valid ID (1 photocopy)	Any government agencies or affiliated school/company
3. Certificate of Indigency (1 original copy)	Barangay of Residence
4. Funeral Contract (1 photocopy)	Funeral Service
5. Death Certificate (1 photocopy)	Municipal Civil Registrar's Office
HOSPITALIZATION/MEDICAL ASSISTANCE:	
1. Assistance Request Form (1 original copy)	Action Center
2. Valid ID (1 photocopy)	Any government agencies or affiliated school/company
3. Certificate of Indigency (1 original copy)	Barangay of Residence
4. Clinical Abstract or Medical Certificate (1 photocopy)	Clinic/Hospital where the patient receives his/her medical
5. Hospital Bill/ Medicine Prescription/ Quotation of Medical	Clinic/Hospital where the patient receives his/her medical

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang kinakailangang dokumento	1.1. Tanggapin at iberipika ang mga isinumiteng dokumento	Wala	5 minuto	Verifier Action Center
	1.2. Ihanda ang Mayor's Assistance form na may kaukulang halaga na nararapat sa pangangailangan ng kliyente/pasyente	Wala	2 minuto	Private Secretary I Action Center o Administrative Officer III Action Center
	1.3. Para sa naaprubahang Financial Assistance na nagkakahalaga ng PhP2,000.00 pababa, ihanda ito upang matanggap ng kliyente/pasyente.	Wala	3 minuto	Private Secretary I Action Center o Administrative Officer III Action Center
2. Tanggapin ang Financial Assistance	2.1 Ipagkaloob sa kliyente/pasyente ang naaprubahang halaga	Wala	2 minuto	Private Secretary I Action Center o Administrative Officer III Action Center
TOTAL		Wala	12 minuto	





2. APPLICATION FOR FINANCIAL ASSISTANCE (HOSPITALIZATION, MEDICAL, BURIAL)

Tulong pinansiyal na nagkakahalaga ng higit sa Php2,000.00 na ipinagkakaloob sa mga residenteng na-ospital o kaya naman ay nangangailangan ng tulong-medikal (gamot, aparato, therapy, laboratory test/s at iba pa); gayundin ang mga residenteng namatayan ng kamag-anak.

Office or Division:	ACTION CENTER / MAYOR'S OFFICE
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizens
Who may avail:	Citizens of Guiguinto

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
BURIAL ASSISTANCE:	
1. Assistance Request Form (1 original copy)	Action Center
2. Valid ID (1 photocopy)	Any government agencies or affiliated school/company
3. Certificate of Indigency (1 original copy)	Barangay of Residence
4. Funeral Contract (1 photocopy)	Funeral Service
5. Death Certificate (1 photocopy)	Municipal Civil Registrar's Office
HOSPITALIZATION/MEDICAL ASSISTANCE:	
1. Assistance Request Form (1 original copy)	Action Center
2. Valid ID (1 photocopy)	Any government agencies or affiliated school/company
3. Certificate of Indigency (1 original copy)	Barangay of Residence
4. Clinical Abstract or Medical Certificate (1 photocopy)	Clinic/Hospital where the patient receives his/her medical treatment
5. Hospital Bill/ Medicine Prescription/ Quotation of Medical Treatment (1 photocopy)	Clinic/Hospital where the patient receives his/her medical treatment

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang kinakailangang dokumento	1.1. Tanggapin at iberipika ang mga isinumiteng dokumento	Wala	5 minuto	<i>Verifier</i> Action Center
	1.2. Ihanda ang Mayor's Assistance form na may kaukulang halaga na nararapat sa pangangailangan ng kliyente/pasyente	Wala	2 minuto	<i>Private Secretary I</i> Action Center
	1.3. I-proseso ang pag-isyu ng tulong pinansiyal	Wala	15 araw	<i>Municipal Mayor</i> Mayor's Office at <i>Municipal Administrator</i> Mayor's Office at <i>Municipal Social Welfare & Development Officer</i> MSWDO at <i>Municipal Budget Officer</i> Office of the Municipal Budget Officer at <i>Municipal Accountant</i> Office of the Municipal Accountant at <i>Acting Municipal Treasurer</i> Office of the Municipal Treasurer





2. APPLICATION FOR FINANCIAL ASSISTANCE (HOSPITALIZATION, MEDICAL, BURIAL)

2. Hintayin ang pabatid kung maaari nang makuha ang tulong pinansiyal	2. Ipaalam sa kliyente na maaari nang makuha ang tulong pinansiyal	Wala	2 minuto	<i>Private Secretary I</i> Action Center
3. Isumite ang kopya ng ID at tanggapin ang tulong pinansiyal	3. Tanggapin ang kopya ng ID at ibigay ang tulong pinansiyal	Wala	2 minuto	<i>Private Secretary I</i> Action Center
TOTAL		Wala	15 araw at 11 minuto	





3. APPLICATION FOR FINANCIAL ASSISTANCE (SOLICITATION, SPONSORSHIP)

Tulong pinansiyal para sa mga humihiling na residenteng nangangailangan o kaya naman ay may mga takdang gawain na nangangailangan ng isponsor upang ito ay maisakatuparan.

Office or Division:	ACTION CENTER / MAYOR'S OFFICE			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizens			
Who may avail:	Citizens of Guiguinto			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
SOLICITATION:				
1. Letter of Request (1 original)			Requesting person	
2. Valid ID (1 photocopy)			Any government agencies or affiliated school/company	
SPONSORSHIP:				
1. Letter of Request with indicated sponsorship packages (1 original)			Requesting company	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang kinakailangang dokumento	1. Tanggapin at iberipika ang mga isinumiteng dokumento	Wala	3 minuto	Private Secretary I Action Center o Clerk Mayor's Office
	1.1. Ihanda ang Mayor's Assistance form na may kaukulang halaga na nararapat sa pangangailangan ng kliyente o kaukulang halaga na naaayon sa napiling sponsorship package	Wala	2 minuto	Private Secretary I Action Center o Clerk Mayor's Office
	1.2. Aprubahan ang kaukulang halaga bilang tulong pinansyal	Wala	4 minuto	Municipal Mayor Mayor's Office o Municipal Administrator Mayor's Office
	1.3. I-proseso ang pag-isyu ng tulong pinansiyal	Wala	15 araw	Municipal Mayor Mayor's Office at Municipal Administrator Mayor's Office at Municipal Social Welfare & Development Officer MSWDO at Municipal Budget Officer Office of the Municipal Budget Officer at Municipal Accountant Office of the Municipal Accountant at Acting Municipal Treasurer Office of the Municipal Treasurer





3. APPLICATION FOR FINANCIAL ASSISTANCE (SOLICITATION, SPONSORSHIP)

2. Hintayin ang pabatid kung maaari nang makuha ang tulong pinansiyal (check)	2. Ipaalam sa kliyente na maaari nang makuha ang check	Wala	1 minuto	<i>Disbursing Officer</i> Office of the Municipal Treasurer
3. Isumite ang kopya ng ID at tanggapin ang check	3. Tanggapin ang kopya ng ID at ibigay ang check	Wala	1 minuto	<i>Disbursing Officer</i> Office of the Municipal Treasurer
TOTAL		Wala	15 araw at 11 minuto	





4. USE OF GUIGUINTO MUNICIPAL ATHLETIC AND CULTURAL CENTER (GMACC)

Ito ay pagtatakda ng iskedyul para sa mga residente o kumpanyang nangangailangan ng lugar na pagdarausan ng kanilang aktibidad

Office or Division:	ACTION CENTER / MAYOR'S OFFICE			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizens			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request (1 original)		Requesting person/company		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang mga kinakailangang dokumento	1. Tanggapin at iberipika ang mga isinumiteng dokumento	Wala	2 minuto	<i>Private Secretary I</i> Action Center
	1.1. Tiyakin kung maaaring magamit ang GMACC sa takdang araw na nakasulat sa liham	Wala	3 minuto	<i>Private Secretary I</i> Action Center
2. Pumunta sa General Services Office (GSO) upang ipatakda ang araw ng paggamit sa GMACC	2. Ibalik ang aprubadong sulat-kahilingan sa kliyente at ituro kung saan matatagpuan ang (GSO)	Wala	2 minuto	<i>Private Secretary I</i> Action Center
TOTAL		Wala	7 minuto	

Prepared by:

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