

## COMMUNITY AFFAIRS DIVISION

**LOCATION :** Sen. Jose C. Locsin Cultural and Civic Center  
Zamora St., Silay City

**TEL. NO. :** (034) 495-5553

**HEAD OF OFFICE :** Armin D. Paredes

The Community Affairs Division under the Office of the City Mayor assists in the provision of financial assistance and other social needs of the less privileged Silaynons. Likewise, it formulates and assists in the implementation of special projects upon the approval of the City Mayor. After which, it monitors and evaluates the outcome of the said special projects.

It coordinates and establishes linkages with other office as the need arises that need the assistance of the division.

### **BURIAL ASSISTANCE**

#### **ABOUT THE SERVICE**

Indigent residents of Silay City seek the assistance of the division for them to avail of the burial assistance they need. Likewise, special projects formulated and implemented are envisioned to cater to the needs of the target beneficiaries.

#### **REQUIREMENTS**

- Original and Photocopy of Death Certificates
- Original and Photocopy of Certificate of Indigency

#### **FEES**

None

#### **HOW TO AVAIL OF THE SERVICE**

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
1. Submission of requirements for preparation of Certification for Burial Assistance.	1 minute/client	Community Affairs Officer / Staff
2. Approval of the City Administrator	1 minute/client	City Administrator
3. Release of Documents	1 minute/client	Community Affairs Officer / Staff
4. Submission of Certification to the Funeral Parlor		Funeral Parlor
5. Preparation of Disbursement Voucher for Payment	1 minute/client	Community Affairs Officer / Staff
6. Processing: The client should process the documents as follows: City Mayor's Office City Budget Office City Accounting City Treasurer's Office City Mayor's Office	2-3 days	City Administrator City Budget Office City Accountant City Treasurer  City Administrator
7. Releasing of Cheque		City Treasurer's Office

