

CITY SOCIAL WELFARE AND DEVELOPMENT

LOCATION : Washington Street, Silay City
TELEPHONE NO. : (034) 4952483
HEAD OF OFFICE : Emilea B. Villavicencio

AID TO INDIVIDUAL IN CRISIS SITUATION

ABOUT THE SERVICE

This service is for individual or family who is unable to meet specific needs materially or financially because of crisis or extremely difficult situation such as disaster, sudden illness, death, loss of job, mobility to return home or need for physical restoration.

WHO MAY AVAIL OF THE SERVICE

- Individuals / families who are in stressful situation
- Victims of calamities, etc.
- Patients or any of their nearest family
- Patients / husbands or wives of the patient

REQUIREMENT(S) BASED ON PRESENTING PROBLEM

- Barangay Certification
- Hospital Bill
- Death Certificate
- Doctor's Prescription
- Funeral Contract
- Medical Certificate / Abstract

FEES

None

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Interview and Assessment	45 minutes	Officer of the Day / Social Worker
2. Psychosocial Session	As needed	Social Worker
3. Preparation of Social Case Study	1 – 2 hours	Social Worker
4. Type SCR and supporting documents	30 minutes	Clerk

MEDICAL ASSISTANCE

ABOUT THE SERVICE

Provision of limited medical assistance to individuals / families who are unable to acquire medicines to cure ailments

WHO MAY AVAIL OF THE SERVICE

- Indigent Silaynons

REQUIREMENTS

- Doctor's Prescription
- Laboratory Request

FEES

None

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Interview and Assessment	30 minutes	Social Worker
2. Canvass	20 minutes	Clerk Utility
3. Purchase of Medicines (Drugstore)	30 minutes	Utility Worker

REFERRAL TO OTHER GOVERNMENT ORGANIZATIONS AND/OR NON-GOVERNMENT ORGANIZATIONS (HOSPITALIZATION, LABORATORY, ETC.)

ABOUT THE SERVICE

This service provides referrals of indigent individuals or families to other agencies for financial assistance and other services to meet their present needs

WHO MAY AVAIL OF THE SERVICE

- Indigent Silaynons

REQUIREMENTS

- Medical Certificate / Request / Medical Abstract
- Certificate of Confinement
- Barangay Certificate
- Other Requirements as Required by the Agency
- Hospital Bill
- Doctor's Prescription
- Funeral Contract
- Death Certificate

FEES

None

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Interview and Assessment	45 minutes	Social Worker
2. Preparation of CSR / Referral	1 – 2 hours	Social Worker
3. Type SCR and supporting documents	30 minutes	Clerk

COUNSELLING

ABOUT THE SERVICE

This service offers pre-marriage counseling and advice to couples and families with relationship and domestic problems and those in crisis situations.

WHO MAY AVAIL OF THE SERVICE

- Battered Wives
- Couples with Marital Problems
- Couples Applying for Marriage License
- Parents / Family Members with Problems on Relationsip

REQUIREMENT(S) BASED ON PRESENTING PROBLEM

None

FEES

None

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Marital Counseling (husband and Wife)	2 – 3 hours	Social Worker
2. Parent & Child Relationship	2 – 3 hours	Social Worker

PROTECTIVE SERVICES FOR CHILDREN AT RISK / CONFLICT WITH THE LAW**ABOUT THE SERVICE**

This service facilitates the implementation of the provisions of Republic Act 9344 for the Children at Risk / Conflict with the Law.

WHO MAY AVAIL OF THE SERVICE

- Children below 18 years of age who are alleged, accused of, or adjudged as having committed an offense under the Philippine laws.
- Children vulnerable to and at risk of committing criminal offense

REQUIREMENTS

- Police Blotter
- Certificate of Live Birth / Baptismal Certificate
- School Records

FEES

None

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Interview with parents of minor offenders	30 minutes	Social Worker
2. Dialogue with minor and parents	1 hour	Social Worker
3. Assessment on level of discernment and counseling	2 hours	Social Worker
4. Submission of discernment report	1 day	Social Worker
5. Temporary placement to Youth Center	As needed	
6. Placement to institutions / Release thru recognizance	As per assessment	Social Worker
7. Diversion Program	2 hours	Social Worker
8. Court Appearance	As per court schedule (4 hours)	Social Worker

PROTECTIVE SERVICES FOR CHILDREN AND YOUTH UNDER DIFFICULT SITUATIONS

ABOUT THE SERVICE

This service aims to protect children and youth from further neglect, abuse, exploitation, prostitution or being in the street and out of school.

WHO MAY AVAIL OF THE SERVICE

- Physically and sexually abused minor
- Orphaned, abandoned and neglected children
- Children in Conflict with the Law

REQUIREMENTS

- Medical Certificate
- Police Blotter
- Birth / Baptismal Certificate
- School Records

FEES

None

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Intake Interview	30 minutes	Social Worker
2. Stress Debriefing	1 hour	Social Worker
3. Counseling	1 - 2 hours	Social Worker
4. Follow up / Referral	1 hour	Social Worker

APPLICATION FOR MINORS TRAVELLING ABROAD

ABOUT THE SERVICE

This service aims to prevent child trafficking by implementing the provisions of Republic Act 7610 (Special Protection of Children Against Abuse, Exploitation and Discrimination Act) and Republic Act 8239 (Philippine Passport Act of 1996), specifically Section 5F thereof.

WHO MAY AVAIL OF THE SERVICE

- Minors travelling alone to a foreign country except under special circumstances where a minor whose parents are in foreign service or are living abroad as immigrants, provided he/she is holding a valid visa/pass/identification card, or a permanent resident visa as proof that he/she is living with parents abroad and such travel does not constitute child trafficking.
- Minors travelling to a foreign country accompanied by a person other than their parents.

REQUIREMENTS

- Duly Accomplished Application Form
- Photocopy of Certificate of Live Birth (SECPA) or passport of minor and of his travelling companion
- Affidavit of Consent of parents permitting the child to travel alone / with a specific person other than them.
- Photocopy of Marriage Certificate of Parents
- Affidavit of Support / Certificate of Employment
- Two (2) copies of 1x1 picture of minor

- Photocopy of Visa / Passport
- Affidavit of Illegitimacy if parents are not married

FEES

P300.00 (to be paid at the Department of Social Welfare and Development Regional Office)

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Orientation on Requirements Needed	30 minutes	CSWDO
2. Assessment of Documents	30 minutes	CSWDO
3. Preparation of Supporting Documents for Regional Office	20 minutes	CSWDO

SOCIAL PENSION FOR INDIGENT SENIOR CITIZENS

ABOUT THE SERVICE

This Social Pension for Indigent Senior Citizens is one of the benefits of senior citizens provided for in Section 5 of Republic Act 9994, otherwise known as the Expanded Senior Citizens Act of 2010. Thru this service, the government assistance in the amount of P500.00 per month is given to the indigent senior citizens to augment their daily subsistence and other medical needs.

WHO MAY AVAIL OF THE SERVICE

Senior Citizens who:

- ✓ Are frail, sickly or with disability
- ✓ Have no pension
- ✓ Have no permanent source of income, compensation or financial assistance from relatives to support his/her basic needs
- ✓ 65 years old and above are prioritized

REQUIREMENTS

- Application Form
- Senior Citizen's ID
- NHTS Result
- Not SSS/GSIS Pensioner

FEES

None

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Intake interview	10 minutes	Social Worker
2. Assessment / Verification of clients' data	20 minutes	Social Worker
3. Entry in the Master List for Submission to Regional Office	5 minutes	Social Worker
4. Pay out as scheduled		

ISSUANCE OF SENIOR CITIZENS' ID

ABOUT THE SERVICE

This service is in compliance with republic Act 9257, an Act granting additional benefits and privileges to senior citizens

WHO MAY AVAIL OF THE SERVICE

- Senior Citizens 60 years old and above, Filipino citizens / Filipino with dual citizenship

REQUIREMENTS

- Certificate of Live Birth
- Baptismal Certificate
- Community Tax Certificate
- Two (2) copies 1x1 ID pictures

FEES

None

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Assessment of Required Documents	20 minutes	Social Worker / Clerk
2. Issuance of ID signed by the City Mayor	5 minutes	Social Worker / Clerk

ISSUANCE OF SOLO PARENTS' ID

ABOUT THE SERVICE

This service is in compliance with Republic Act 9872, an Act providing benefits and privileges to solo parents and their children.

WHO MAY AVAIL OF THE SERVICE

- Single parents, widow, separated, abandoned, licensed foster parents or those who are left with a responsibility of parenthood while the spouse is serving sentence for criminal conviction or physically or mentally incapable, and any family member who assumes responsibility with due to prolonged absence of parents and with children below 18 years old.

REQUIREMENTS

- Application Form
- Barangay Certification
- Certification from Barangay Official (circumstance of being a solo parent)
- Two (2) copies 1x1 ID pictures of applicant
- Birth Certificate of children below 18 years old

FEES

None

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Intake Interview	20 minutes	Social Worker
2. Assessment of Required Documents	10 minutes	Social Worker
3. Issuance of ID signed by the City Mayor	5 minutes	Social Worker

ISSUANCE OF IDENTIFICATION CARD TO PERSONS WITH DISABILITY

ABOUT THE SERVICE

This service is in compliance with Republic Act 9442 for Persons with Disability to avail 20% discount on medicines, transportation, hospitalization, health facilities, laboratories and diagnostic services, 5% discount on groceries (P650 on basic commodities and P650 on prime commodities) and other special privileges.

WHO MAY AVAIL OF THE SERVICE

- Persons with all types of disabilities mentioned in Republic Act 7277 such as:
 - ✓ Psychosocial Disability
 - ✓ Disability due to Chronic Illness
 - ✓ Learning Disability
 - ✓ Mental Disability
 - ✓ Visual Disability
 - ✓ Orthopedic Disability
 - ✓ Communication Disability

REQUIREMENTS

- Profiler
- Medical Certificate issued by the Attending Physician
- If lingering ailment, Certification from City Health Officer
- Result of Blood Typing

FEES

None

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Assessment of Required Documents	10 minutes	Social Worker
2. Online Registration	30 minutes	Social Worker
3. Preparation of ID Card	5 minutes	Social Worker
4. Submission and Signing of ID card by the City Mayor	3 – 5 days	Social Worker
5. Release of ID cards to PWD	5 minutes	Social Worker