



Community Affairs Division

External



I. Burial Assistance Services

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 in the division.

Office or Division:	Community Affairs Division			
Classification:	Simple			
Type of Transaction:	G2C / G2G			
Who may avail:	Indigent residents of Silay City			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Original & Photocopy of Death Certificate			City Health Office	
Original & Photocopy of Certificate of Indigency			Barangay	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of requirements for preparation of Certification for Burial Assistance to the Community Affairs Office.	1. Checking of requirements	None	2 minutes	Community Affairs Officer / Staff
2. Approval of the City Administrator	2. Release of approved documents	None	2 minutes	City Administrator
3. Release of Documents at the Community Affairs Office	3. Advise client to submit the documents to Funeral Parlor	None	2 minutes	Community Affairs Officer / Staff
4. Preparation of Disbursement Voucher at the Community Affairs Office	4. Disbursement Voucher prepared for processing by the client.	None	2 minutes	Community Affairs Officer / Staff
5. Processing: The client should process the documents as follows: City Mayor's Office City Budget Office City Accounting Office City Treasurer's Office City Mayor's Office	5. Processing of documents as routed in the different offices.	None	2 – 3 days	City Administrator City Budget Office City Accounting Office City Treasurer's Office City Mayor's Office



6. Releasing of Check at the Releasing Section of the City Treasurer's Office	6. Treasurer's Office release the check to the client.	None	3 minutes	City Treasurer's Office
TOTAL:			11 minutes	