









(AIFCS) Assistance for Families in Crisis Situation		
	Department :	City Social Welfare & Development Office
	Division :	Special Social Services Division
	Location :	New City Hall, Casisang, Malaybalay City
	Division Chief :	Mr. Hilsam N. Quemada
	Department Head :	Ms. Virginia I. Flores
	Contact Number :	088-813-3054
Service Description		
This service provides financial assistance to individuals and families who are in extremely difficult situations and have inadequate resources.		

CLIENT GROUP : Walk-in Clients / Individuals and Families at least 18 years old

 **SERVICE SCHEDULE** : Monday - Friday (8:00 am-5:00 pm)

 **TOTAL PROCESSING TIME:** 3-5 Days for AIFCS above 2,500.00;
1 day for AIFCS Petty Cash (2,500 and below)

 **TOTAL FEES** : None

 **REQUIREMENTS** :

- Community Tax Certificate (cedula)
- Valid ID (at least 2)
- Barangay Certification
- Supporting Documents:
 - Original and two photocopies of the following:
 - A. Hospitalization assistance - hospital bill/medical abstract
 - B. Medical assistance - medical prescription/medical abstract
 - C. Burial assistance - death certificate
 - D. Emergency Shelter Assistance - Bureau of Fire Certification, Barangay Disaster Report, Barangay Certification, Picture of Damaged Properties