







Issuance of Social Case Summary (Referrals)		
	Department :	City Social Welfare & Development Office
	Division :	Special Social Services Division – CIU
	Location :	New City Hall, Casisang, Malaybalay City
	Division Chief :	Ms. Hilsam N. Quemada
	Department Head :	Ms. Virginia I. Flores
	Contact Number :	088-813-3054
Service Description		
This service provides 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:** 1 Hour

 **TOTAL FEES** : None

 **REQUIREMENTS** :

A. Hospitalization Assistance

- Referral Slip from referring agency
 - Hospital bill
 - Medical abstract
 - Barangay certification
 - Certification from the Assessor's Office
- } Photocopy Only

B. Medical Assistance

- Referral Slip from referring agency
 - Medical prescription
 - Medical abstract
 - Barangay Certification
 - Certification from the Assessor's Office
- } Photocopy Only

C. Burial Assistance

- Referral Slip from referring agency

- Death Certificate
 - Barangay Certification (client & /deceased person)
 - Certification from the Assessor's Office
- } Photocopy Only

D. Educational Assistance

- Referral Slip from referring agency
 - Study load
 - Student ID
 - Certificate of No Scholarship
 - Barangay Certification
 - Certification from the Assessor's Office
- } Photocopy Only