



Availing the SANGGAWADAN Program

ABOUT THE SERVICE

The City Social Welfare and Development Office (CSWDO) assists indigent in-school children, street children, and potentially working children in the City of Naga to encourage and motivate them to finish their schooling from kindergarten up to senior high school, to decrease drop-out rates and reduce vulnerability of children in the streets.

Department / Office:		CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		<ul style="list-style-type: none"> • Indigent student/ beneficiary whose gross family income does not exceed the amount of Nine Thousand One Hundred Forty Pesos (P9,140.00) • A student/ beneficiary must belong to a family with at least three (3) children • A student/ beneficiary must be studying in a public school, except those indigent children enrolled in private school by reason of scholarship grant • A child-beneficiary must not be repeater of any grade level • Parent/ Guardian of the beneficiary must be a registered voter of Naga City 		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Application form duly accomplished with 2"x2" picture of the student/ beneficiary • Certificate of Indigency • School card (Form 138) of the child beneficiary • School ID of the child beneficiary • Voter's ID of the parent/s guardian • Memorandum of Agreement (MOA) duly filled-out and signed by parent or guardian • Birth certificate of student/ beneficiaries and their siblings, his/her parents or guardian • Parents' birth certificate or marriage contract 		<ul style="list-style-type: none"> • CSWDO / SANGGAWADAN OFFICE • Barangay • School where the Child Beneficiary is enrolled • -do- • COMELEC • CSWDO / SANGGAWADAN OFFICE • Local Civil Registrar / PSA • Local Civil Registrar / PSA 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Intake interview	2. Worker conducts intake interview using Sanggawadan profile form		5 minutes	ANNABEL S.J. VARGAS CGDH I CSWD Officer
3. Submission of documentary requirements	4. Upon receiving of documentary requirements, worker conducts home visitation		10 – 15 minutes	JEANETTE B. ALARCON Social Welfare Aide (Casual)
	5. Once validated, client is accepted and is endorsed to barangay		5 hours	MARIAN C. VILLAFLORES Administrative Aide I (Casual)



	organization of Sanggawadan			
	6. Once admitted, client is entitled to the following benefits: - free school fess - Rice subsidy - Free hospitalization or medical assistance in government run hospitals within the city of Naga - Death or Burial Assistance - Livelihood project assistance - Incentives to exemplary students including tertiary scholarship grants		5-10 minutes	
	7. Worker provides orientation on the Program followed by a MOA signing		1 hour	
	8. Worker conducts monthly meetings with integration of parent effectiveness service, counseling and skills training		5 hours	
9. Regular attendance to monthly meetings				
TOTAL			11 hours and 30 mins.	

CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE

G/F Social Development Center Bldg., City Hall Complex, J. Miranda Avenue., Concepcion Pequeña, Naga City

For more information, please contact:

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