



Promoting the Welfare of Socially Disadvantaged Women

ABOUT SERVICE

The City Social Welfare and Development Office (CSWDO) answers disadvantaged women's need for the prevention and eradication of exploitation, domestic violence and all forms of abuses against women.

Department / Office:		CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		Women in Especially Difficult Circumstances		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• Birth certificate		• Local Civil Registrar		
• Police Blotter, Sworn Statement		• PNP		
• Medico-legal		• Bicol Medical Center, NBI, Provincial Police Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ul style="list-style-type: none"> • Interview • Assessment • Counseling • Referral letter 	<ul style="list-style-type: none"> • Assist client in filing case • Refer client to a hospital for medico - legal • Refer client to temporary shelter 		1 day	ANNABEL SJ. VARGAS CGDH I CSWD Officer EVANGELINE S. MANALO Social Worker Officer III EDEN T. SAN ANDRES Community Affairs Assistant II JOCELYN G. AGUILA Social Worker (COS)
TOTAL			1 day	

HOW TO AVAIL OF THE SERVICE

This program provides services for the following:

- Rape victims
- Victims of sexual abuse
- Victims of involuntary prostitution
- Maltreated/battered women
- Women who are emotionally and psychologically disturbed
- Children and women victims of human trafficking



SERVICE COVERAGE

These women or other concerned citizens may request for any of the following services:

- Rescue of victims
- Counselling
- Assistance in securing medico-legal services and reporting to the Philippine National Police for police blotter
- Assistance in filing a case
- Provision of temporary shelter and custodial care
- Referral to other welfare agencies

CONTACT PERSONS

EVANGELINE S. MANALO	- Social Welfare Officer III
FRANCIA C. CASARENO	- Social Welfare Officer I
SHIELA P. CONDENO	- Social Welfare Officer I
JEANETTE B. ALARCON	- Social Welfare Aide (Casual)
EDEN T. SAN ANDRES	- Community Affairs Assistant II
JOCELYN G. AGUILA	- Social Worker (contractual)

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:

Annabel S.J. Vargas, City Government Department Head I / City Social Welfare Development Officer

Tel No. (054) 205-2980 loc 3040

E-mail: cswdo@naga.gov.ph