



Promoting the Welfare of Socially Disadvantaged Women (WEDC)

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.

This program provides services for the following:

- Victims of sexual abuse (under R.A. No. 8353 Anti-Rape Law)
- Maltreated/ Battered/ Violence Against Women and their Children (under R.A. No. 9262)
- Women who are emotionally and psychologically disturbed
- Children and women who are victims of human trafficking/ Involuntary Prostitution (Under R.A. No. 9208 TIP Cases)

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

- Rescue of victims
- Counselling
- Assistance in securing medico-legal services and reporting to the Women and Children Protection Desk for the filing of case to the City Prosecutor's Office
- Assistance in Filing a Case
- Provision of temporary shelter and custodial care (as need arises)
- Referral to other welfare agencies appropriate service needed by the victim

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		
• Referral and Previous Barangay Blotters/ Records		• Barangay VAWC Desk Officer		
• Marriage Certificate and Birth Certificate of Children		• Local Civil Registrar		
• Medico-legal		• Bicol Medical Center, National Bureau of Investigation, Provincial Police Office		
• Police Blotter		• PNP-WCPD (Women and Children Protection Desk)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Rescue. Referral to nearest hospital for check-up/ endorsement for Medico-Legal.		1 – 3 days	EVANGELINE S. MANALO Social Welfare Officer III
	2. Provision of medical assistance, transportation, etc.			SHIELA P. CONDENO Project Development Officer II
	3. Counselling.			
	4. Coordination with other support			



	services (agencies, relatives, etc.)			EDEN T. SAN ANDRES Community Affairs Assistant II
	5. Assist/ guide victim in filing a case.			JEANETTE B. ALARCON Social Welfare Assistant (Casual)
	6. Endorsement/ Referral letter to concerned MSWDO (if victim is transient).			MARILOU M. PALACIO Social Worker (COS)
				JOCELYN G. AGUILA Social Worker (COS)
TOTAL			1 – 3 days	

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 (COS)

CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE

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For more information, please contact:

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