



Securing a Certificate of Indigency

ABOUT SERVICE

A certificate of indigency is issued for clients who will avail of the services of the Local Civil Registrar (LCR), the Public Attorney's Office (PAO) for free legal services and other government and non-government organizations' welfare agencies

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"> • Individuals or client whose birth certificate and other documents in the Local Civil Registrar have typographical errors or discrepancies • Individuals or clients who wants to avail of free legal services at the Public Attorney's Office • Individuals or clients who want to avail of other welfare services of other government and non-government organizations • Other purposes 		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Local Civil Registrar				
<ul style="list-style-type: none"> • Barangay Certificate of Indigency 		<ul style="list-style-type: none"> • Barangay 		
For Public Attorney's Office				
<ul style="list-style-type: none"> • Certificate of Indigency • Certification of Non-Property Holdings • Certificate of Non-Income Tax Filer 		<ul style="list-style-type: none"> • Barangay • City Assessor's Office • BIR 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Registration Write your name and the purpose of the visit on the logbook.			1 minute	SOCIAL WELFARE VOLUNTEER on duty
	2. Interview You will be interviewed by CSWDO Personnel to get pertinent information. The result of the interview is written on the certificate being requested.		10 minutes	EDEN T. SAN ANDRES Community Affairs Assistant II EVANGELINE S. MANALO Social Worker Officer III MARILOU M. PALACIO Social Worker (COS) JEANETTE B. ALARCON Social Worker



	<p>3. Home Visit</p> <p>Home visit follows, if necessary.</p>		1 hour	<p>EDEN T. SAN ANDRES Community Affairs Assistant II</p> <p>EVANGELINE S. MANALO Social Worker Officer III</p> <p>MARILOU M. PALACIO Social Worker (COS)</p> <p>JEANETTE B. ALARCON Social Worker</p>
	<p>4. Preparation of Certificates</p> <p>CSWDO personnel prepare the certificate of indigency in 2 copies.</p>		5 minutes	<p>GLORIA Z. RODRIGUEZ Administrative Aide I</p> <p>MERGIE C. ASPA Administrative Aide I (Casual)</p> <p>MARION LUIS M. ROMANO Project Officer</p> <p>NIÑO ANGELO O. NAVIA Administrative Aide (Job Order)</p>
	<p>5. Approval and Release of Certificate</p> <p>CSWDO Chief approves the certificate of indigency. Client receives his copy.</p>		1 minute	<p>ANNABEL SJ. VARGAS CGDH I CSWD Officer</p>
TOTAL		P	1 hour and 17 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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