



Securing Referral Cash Assistance Benefit

ABOUT THE SERVICE

Lingkod Barangay Office assists indigent families from barangay tanods and other barangay volunteer workers for hospitalization, medical, and/or death expenses as per Naga City Ordinance No. 2009-006

Department / Office:		LINGKOD BARANGAY OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		Any Residents		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Letter request from volunteer member 		<ul style="list-style-type: none"> Requesting Party 		
<ul style="list-style-type: none"> Barangay Certification as to years of service 		<ul style="list-style-type: none"> Barangay Hall 		
<ul style="list-style-type: none"> Last salary/honorarium certification 		<ul style="list-style-type: none"> Barangay Treasurer validated by City Accounting Office 		
<ul style="list-style-type: none"> DILG certification of years of service 		<ul style="list-style-type: none"> DILG-Naga 		
<ul style="list-style-type: none"> Valid ID of beneficiary / claimant 				
<ul style="list-style-type: none"> Birth Certificate, if applicable 		<ul style="list-style-type: none"> City Civil Registry Office / Phil. Statistic Office 		
<ul style="list-style-type: none"> Appointment Papers 		<ul style="list-style-type: none"> Barangay Hall 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requirements Submit all the requirements to Person-in-Charge			5 minutes	MARJORIE B. BONSAL Administrative Aide I (Casual) JOSE P. MARTINEZ, JR. Administrative Aide I (Casual) RUBEN D. JIMENEZ JR. Administrative Assistant II (Casual)
	2. Issuance Of Referral Letter Referral letter issued to the client to be submitted to the Office of the City Accounting for verification of claims and to City Treasurer for final disbursement and processing of claims		5 minutes	RUBEN D. JIMENEZ JR. Administrative Assistant II (Casual) RUEL O. BARRIOS CGDH I Lingkod Barangay Officer I
TOTAL		P	10 minutes	



LINGKOD BARANGAY OFFICE

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For more information, please contact:

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