



Securing Referral for *Desenteng Palobong* Assistance

ABOUT THE SERVICE

Lingkod Barangay Office assists indigent families from barangays of Naga City to avail of discounts from affiliated funeral homes.

Department / Office:		LINGKOD BARANGAY OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		Indigent Families		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Death Certificate • Barangay Certification 		<ul style="list-style-type: none"> • City Civil Registry Office / Phil. Statistic Office • Barangay Hall 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requirements Submit all the requirements to Lingkod Barangay staff.		P	5 minutes	RUBEN D. JIMENEZ JR. Administrative Assistant II (Casual) DENNIS F. DE JESUS Administrative Aide III (Casual)
	2. Issuance Of Referral Referral letter issued to the client must be submitted to the affiliated funeral homes. Approved services are rendered to the client.		5 minutes	RUBEN D. JIMENEZ JR. Administrative Assistant II (Casual) DENNIS F. DE JESUS Administrative Aide III (Casual) BERNARDO D. SANTOS Records Officer I (Casual) RUEL O. BARRIOS CGDH I (Lingkod Barangay Office I)
TOTAL			10 minutes	

LINGKOD BARANGAY OFFICE

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For more information, please contact:

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