



## 1. Request of Financial Assistance Aid to Families of Deceased Barangay Public Safety Officer

Financial assistance that is given to families of deceased barangay public safety officer.

**Office or Division:** Provincial Governor's Office/ Processing Division

**Classification:** Complex

**Type of Transaction:** G2C - Government to Citizen , G2G - Government to Government

**Who may avail:** Families of the deceased barangay public safety officer

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> <li>1. Letter (1 Original)</li> <li>2. Death Certificate (1 Photocopy)</li> <li>3. Certificate of Incumbency – Punong Barangay (1 Photocopy)</li> <li>4. Appointment (1 Photocopy)</li> <li>5. Certificate of MLGOO that the deceased has served and performed as Brgy. Tanod (1 Photocopy)</li> <li>6. Certificate of Indigency – MSWD (1 Original)</li> <li>7. Documents to show relationship where applicable (1 original/certified true copy) (one of the ff.)               <ol style="list-style-type: none"> <li>a. Birth certificate (If claimant is the child of the beneficiary)</li> <li>b. Marriage Contract (If claimant is the spouse of the beneficiary)</li> <li>c. Baptismal Certificate</li> <li>d. Barangay Certification</li> <li>e. SPA</li> </ol> </li> <li>8. Cedula of Claimant ( 1 photocopy)</li> <li>9. Valid ID of Claimant (1 photocopy)</li> </ol>	<ol style="list-style-type: none"> <li>1. Client</li> <li>2. LCR</li> <li>3. DILG</li> <li>4. DILG</li> <li>5. MLGOO</li> <li>6. MSWD</li> <li>7. Client</li> <li>8. Client</li> <li>9. Client</li> </ol>



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. DILG endorses a request letter to Provincial Governors Office for FA aid to families of deceased barangay public safety officer	1.1 Receives document and stamps with name, date, time, and control number	None	6 minutes	<i>Front Desk Officer</i> Processing Division
2. Receives a copy of timestamped document submitted at PGO Front Desk .	1.2 Checks for completeness of requirements	None	10 minutes	<i>Community Affairs Officer II</i> Processing Division
3. None	1.3 Prepares ObR and disbursement Voucher for signature of Provincial Governor's Office Head	None	1 day	<i>Processing Section Staff</i> Processing Division
	2. Signature of ObR and Disbursement Voucher of Finance Committee	None	1 day	Finance Committee
4. None	3. Prepares financial assistance check and Signing	None	2 days	Treasury Department / PGO and PTO
5. Claims of FA check for clients once it is ready for release.	4. Releases check	None	2 hours	Treasury Department/ Cash Division
	<b>TOTAL:</b>	<b>None</b>	<b>4 days , 2 hours, 16 minutes</b>	