

1. Financial Assistance (FA)

This service provides Financial Assistance to disadvantage clientele of Davao del Norte needing help for their hospitalization expenses such as: purchase of regulated medicines; laboratory requests/examinations; CT scan; MRI; 2D echo; hemodialysis; chemotherapy; radiotherapy; psychiatric assessment/evaluation and treatment fee and payment for the hospital bill. Eligible clients may avail the **cash assistance** ranging One Thousand (P1, 000.00) to a maximum of Five Thousand pesos (P5, 000.00) or depending on the assessment of social worker. Client may avail once every 3 months or 90 days from date of the last assistance.

Office or Division:	PSWDO-Crisis Intervention Unit (CIU)			
Classification:	Simple			
Type of Transaction:	G2C- Government to Client			
Who may avail:	All residents of Davao del Norte			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> -General Intake Form (1 original and 1 photocopy) -Medical Certificate Certificate/Abstract/Confinement (1 original and or certified through copy from the hospital of origin and 1 photocopy) - Laboratory Request /Doctor's Prescription with complete name, signature and license number (1 original and 1 photocopy) -Hospital Bill (1 photocopy) -Valid ID of claimant with address at Davao del Norte (1 original and 1 photocopy) and/or Barangay Certification in absence of Valid ID (1 original copy) 		<ul style="list-style-type: none"> -PSWDO-CIU -Any National Government and District Hospitals of Davao del Norte such as: DRMC, SPMC, 3 District Hospitals (Kapalong Zone, Samal Zone and Carmen Zone), CHO, MHO, PHO and PGH. -Any National Government and District Hospitals of Davao del Norte such as: DRMC, SPMC, 3 District Hospitals (Kapalong Zone, Samal Zone and Carmen Zone), CHO, MHO, PHO and PGH. -Any National Government and District Hospitals of Davao del Norte such as: DRMC, SPMC, 3 District Hospitals (Kapalong Zone, Samal Zone and Carmen Zone), CHO, MHO, PHO and PGH. -Psychiatrist/ attending Physician in any government and District Hospitals - Client himself/herself and/or Barangay where the client resides 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE

		PAID		
1. QR code scanning and get priority number	Call priority number and advise client where to proceed	None	30 seconds	<i>Administrative Aide III</i> PSWDO
2. Proceed to next step for interview and submit the required documents/requirements	Conduct interview and review all documents/requirements presented by the client. If client is eligible for the assistance, process the documents and advise client on the next step	None	5 minutes	<i>Nurse III/Social Welfare Officer I</i> PSWDO
3. Proceed to Section Head	Review the documents and affix signature. Instruct client on the next step	None	1 minute	<i>Social Welfare Officer III</i> PSWDO
4. Proceed to P.G. Department Head for recommending approval	Review documents and recommend. Affix signature	None	1 minute	<i>P.G. Department Head</i> PSWDO
5. Proceed to Provincial Administrator's Office for approval	Approved and affix signature	None	1 minute	<i>Provincial Administrator</i> PROVINCIAL ADMINISTRATOR'S OFFICE
6. Proceed to PSWDO Cashier	Release amount granted	None	1 minute	<i>Administrative Officer I</i> PSWDO
TOTAL:			9 minutes and 30 seconds	