

3. Pauper's Burial Assistance (PBA)

This service provides Burial Assistance, to disadvantaged bereaved family member with a fixed cash assistance of Five Hundred Pesos (P500.00) and 1 sack of rice. Eligible claimant must be an immediate family member. In the absence of any member of the immediate family, claimant must be certified by the Barangay Captain showing his/her affinity to the deceased. Validity of said assistance is 15 days after death.

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		
-General Intake Form (1 original and 1 photocopy) -Barangay Certificate of Indigency and/or Valid ID of deceased and claimant with Davao del Norte address (1 original and 1 photocopy) -Registered Death Certificate (1 original and 1 photocopy)		- PSWDO- CIU -Barangay where the residence of the deceased and Client himself/herself (for claimant) -Local Civil Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. QR code scanning 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>Social Welfare Officer I</i> PSWDO

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Proceed to Section Head	Review the documents and affix signature. Instruct client on the next step	None	30 second	<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 PSWDO Cashier	Release amount granted and proceed to next step for the Rice Assistance	None	1 minute	<i>Administrative Officer I</i> PSWDO
6. Proceed to office warehouse for the rice assistance	Release Rice assistance	None	1 minute	<i>Administrative Aide I</i> PGO
TOTAL:			8 minutes	