



MUNICIPAL SOCIAL WELFARE & DEVELOPMENT OFFICE

Location: 2th floor New Taytay Municipal Building, Club Mania East Taytay, Rizal
Officer in Charge : Ms. Teresita E. Dotado
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A. CHILD AND YOUTH WELFARE

1. NIGTH CARE CHILDREN MINDING & CRISIS CENTER

Requirement:

Age 1.5 old healthy	<i>Catering abused/missing</i>
Child Birth Certificate	<i>children preferably girls. With</i>
Marriage Contract of Parent	<i>referral from Social Worker</i>
Certificate of employment of parent	<i>Barangay incident</i>
Barangay Certificate of child-parent	<i>report/referred from concer</i>
Child Medical Certificate signed by doctor	

PROCEDURES / STEPS
Interview child-parent.
Fill-up application for child admission/ assessment/ with complete requirment of the children
Follow-up

2. COMMUNITY BASED PROGRAMS FOR CICL - CHILDREN WITH COURT CASES AND WITH DIVERSION PROGRAM AS PER COURT ORDER

Requirement:

With MEMO
Court Order

PROCEDURES / STEPS
Interview
Follow-up

3. Child Laborer / Street Children. Must be resident of Taytay, Rizal: Parent & children should attend Dev't activites

Requirement:

None

PROCEDURES / STEPS
Meeting Attendance

4. Day Care Service

Requirement:

- Registration Form for Child
- Child Birth Certificate
- Child Medical Records
- Barangay Certificate
- Parent's Voter's ID / Valid ID
- Parents attend PES training

PROCEDURES / STEPS
Interview parents for child admission.

Conducted Session to Day care Children
Attendance of the child

5. Educational Assistant

Requirement:

- Registration Form
- Enrolled Form
- School ID
- Certificate from school-currently enrolled signed from school head/ principal

PROCEEDURES / STEPS
Interview
Access Card
Assessment
Verification/ Home Visitation

6. Street Children/ Families - Comprehensive development approach/activity; DSWD Fund

Requirement:

- Certificate from the Baragay
- Valid ID
- Personal Interview

PROCEEDURES / STEPS
Interview
Meeting / Attendance

7. Turned - Over of minors to parents / barangay

Requirement:

- With endored letter from the barangay
- C/MSWDO

PROCEEDURES / STEPS
Interview
Assesment
Counseling
Turned - Over

B. EMERGENCY ASSISTANCE PROGRAM

1. Supplemental Feeding

Requirement:

- None

PROCEDURES / STEPS

1 hour every feeding in 5 days for 6 months

2. Social Pension from DSWD

Requirement:

- Resident of Taytay with Senior Citizen ID
- Fill-up application form
- 1 st Priority: 80 yrs old above
- 2nd Priority: 70-79 yrs old
- 3rd Priority: 60 - 69 yrs old
- Non-pensioner: indigent, sickly, no support from relatives

PROCEDURES / STEPS

Client Interview Assessment

3. Emergency Shelter Assistance

Requirement:

- Certificate from the Brgy as Fire Victims & Fire Bureau
- Valid ID
- Fill up ESA Form.
- On site interview
- Personal Interview

PROCEDURES / STEPS

Processing

Interview

Assessment with complete requirement

Withhome visitation

4. Balik Probinsya Program:

Requirement:

- Endorsement letter from the Barangay
- Personal Letter to the Mayor & Valid ID's
- Route of destination from the origin

PROCEDURES / STEPS

Interview

Assessment / SCSR Cert. of Eligibility

Voucher after home visit

Completion of requirements

5. Assistance to Individual In Crisis Situation (AICS)

Requirement:

- Valid ID
- Barangay Certificate
- Letter request for food / transportation assistance.
- Medical records - updated

PROCEDURES / STEPS

Interview Access card

Assessment
PCSO T.F Document
Certificate of Eligibility
Voucher

6. ECAP - Emergency Cash Assistance Program.

Requirement:

- New Prescription - Medicine
- Lab Request; Medical Abstract
- Brgy. Certificate Indigency
- Voters ID or any Valid ID's

PROCEEDURES / STEPS
Interview
Assessment of Presented Document
Certificate of Eligibility
Voucher

7. PCSO Trust Fund Emergency Cash Assistance Programs.

Requirement:

- Medical Abstract
- Treatment Protocol
- Updated Prescription
- Laboratory Request
- Hospital Bill
- Valid IDs - Voter's ID
- Brgy. Indigency

PROCEEDURES / STEPS
Interview
Access card
Assessment / SCSR Certificate

8. Burial Assistance

Requirement:

- Original death certificate
- Barangay Certificate of residency
- Valid ID's

Claimant must be immediate family members.

PROCEEDURES / STEPS
Interview
Access card
Assessment / SCSR Certificate

9. Issuance of Social Case Study Report (SCSR) / Referral

Requirement:

- Origin Medical Abstract (Latest)
- Prescription
- Medical Protocol; lab request; hospital bill
- Immediate family member for Interview

PROCEEDURES / STEPS

Interview

Access Card

Assessment until Issuance of SCSR

10. Disaster Preparedness & Mitigation

Requirement:

- **Endorsement letter with Masterlist of participants from the Brgy Captin / Purok Chairman/Parent of Day Care Child**

PROCEEDURES / STEPS

2 to 3 days Orientation Attendance of participant

11. Food For Work/Cash For Work

- a. Beneficiaries identified by DSWD - Funded by DSWD
- b. Masterlist from 4'p member
- c. masterlist from Barangay: for poorest families

Requirement:

- Attend one day orientation**
- Valid IDs Voters ID/ Brgy ID / Brgy Certificate**
- Not Minor Age**
- Not Senior Citizen**
- Not Pregnant**
- Not Sickly**

PROCEEDURES / STEPS

10 days, 8 hrs/day Attendance

12. Disaster Relief Services

Requirement:

- All in evacuation centers**
- Landslide victims/typhoon**
- Fire victims**

*Certified by the Brgy / Fire bureau
Valid ID's Preferably Voters'ID*

PROCEEDURES / STEPS

1 to 2 hours Interview

Update Into-Status of E.C.

Monitoring Every 8 Hrs

For evacuees @ the Evacuation Center

C. FAMILY AND COMMUNITY WELFARE

1. Parent Effectiveness Service

Requirement:

None

PROCEEDURES / STEPS

3 to 5 days, 8 hrs /day attendance

2. Family Development Services

Requirement:

4 p's member / Day care parent

PROCEDURES / STEPS

8 hours orientation / attendance

3. Marriage Counseling Service / Responsible parenthood

Requirement:

With requirement from LCR / Fill-up

Application form at MSWD for Marriage Counseling Seminar / Attendance - for Issuance of certificate

18 years old and above Male and Female

PROCEDURES / STEPS

4 hrs a days, every tuesday of the week attendace

4. Family Case Work

Requirement:

Referral from welfare agencies

Walk in clients

Case Records

Valid ID's or Brgy Certificate

Request letter for assistance

PROCEDURES / STEPS

1 Hour Interview

Home Visit

Assessment & for 6 months monitoring of the case

5. Social Preparation for People's Participation

Requirement:

Convvene group of people - Volunteer group / Attendance

PROCEDURES / STEPS

1 hr / meeting for 6 month

6. Community Volunteer Resource Development

Requirement:

Potential leaders identified / organized at Sitio's or Barangay

PROCEDURES / STEPS

1 hr to 2 hrs per meeting for 6 month

7. Social Welfare Structure - Organized Group

Requirement:

None

PROCEDURES / STEPS

1 hr to 2 hrs per meeting

8. Comprehensive Delivery of Social Service

** Recipients from Livelihood training / project / Family Development Training

** Family Disaster Preparedness

Requirement:

Resident of Taytay with voter's ID
 Group of Women;
 PWD
 Senior Citizen
 Day Care Parent Sectors
 Youth

PROCEDURES / STEPS

2 hrs, 1 day Orientation Attendance

D. ISSUANCE SERVICE ID'S

1. Issuance of Senior Citizen ID's

Requirement:

Fill-up Senior Citizen application form
 Voters ID or certification or any valid ID's

*Form to be submitted to office
 of Senior Citizen @ Old
 Municipal Building Taytay, Rizal*

PROCEDURES / STEPS

1 week - Issuance of ID (Complete Requirements)

2. Issuance of Solo Parent ID's

Requirement:

Picture 2 pcs, 1x1
 Brgy Certificate of Applicant
 Birth Certificate of the minor children
 Death Certificate of Spouse
 Affidavit of solo or single parent
 Annulment Document
 Voter's ID or Comelec Certificate
 Fill-up Application Form

*Solo Parent to be submitted @ Old
 Municipal Building Taytay, Rizal*

*For ID Renewal of ID's:
 Old ID - must be surrender upon
 application made*

PROCEDURES / STEPS

Interview

Homevisitation

Validation of Data Gathered

Assessment

For Completion of requirements

3. Issuance of Person with Disability ID

Requirement:

Fill-up application form @MSWD office
 Updated Medical Certificate for disability with address & it must be signed by the doctor
 Picture: 1x1 (2 pcs) & 2x2 (2 pcs)

PROCEDURES / STEPS

Interview

Homevisit

Issuance of ID with complete documents done

Released once a week every Friday

E. PROGRAM FOR DISABLED / ELDERLY

1. Information Dissemination on Disability Prevention

Requirement:

None

PROCEDURES / STEPS
1 hour
Individual & group orientation on their righth
Benefits

2. Assistance for Physical Restoration

Requirement:

None

PROCEDURES / STEPS
Interview - 30 mins
Assessment - medical records
Referral
SCSR referral

3. Self and Social Enhancement

Requirement:

None

PROCEDURES / STEPS
Seminar for laws on benefits
rigths of PWD
Senior Citizen

4. After - care service and follow-up

Requirement:

Walk-in Client
Referral from concerned agencies
Must be a resident of Taytay
With valid ID's of PWD, Senior Citizen, Voter's ID
Medical Records

PROCEDURES / STEPS
1 hr Homevisit
Counseling Follow-up
Monitoring

F. SELF EMPLOYMENT ASSISTANCE - SEA

Capital Assistance (Individual / Group Category)

Requirement:

Cedula

Barangay Clearance
Personal Letter to Mayor
Project Proposal
Picture 2x2 (2 pcs)
Any 2 valid ID's

PROCEDURES / STEPS
Capital Assistance (Individual / Group Category)
Productivity Capability Building thru Training , Skills Training
Job Referral

G. WOMEN WELFARE SERVICES

1. Maternal & Child Care

Requirement:

None

PROCEDURES / STEPS
4 hours of Orientation

2. Counseling

Requirement:

None

PROCEDURES / STEPS
30 minutes Interview

3. Productivity / Skill Training

Requirement:

Valid ID's

PROCEDURES / STEPS
3 to 5 days, 8 hrs attendance

4. Community Participation/ Skills Development for Self Enhancement

Requirement:

None

PROCEDURES / STEPS
Basic Micro Enterprise Management Training
Interview
Access Card
Attendance

5. Program for Out of School Youth

a. Balik - Skulwela Program

Requirement:

Updated School Records
Brgy Indigency
Parent Voter's ID

PROCEDURES / STEPS

Interview - 30 mins

b. Counseling Service

Requirement:

- Personal Letter
- Endorsement Letter from Barangay
- Nearest MSWD Office

PROCEDURES / STEPS

Interview

Counseling

c. Skills, Training for Youth

Requirement:

- Parents Voters ID's
- Barangay Certificate of Indigency

PROCEDURES / STEPS

Livelihood Training

Attendance

d. Value Formation

Requirement:

- House to house value formation to Child at risks
- CICIL Group - Value formation with courts records

PROCEDURES / STEPS

Interview Client & His family

e. Referral for alternative Learning System (ALS) Dep-Ed (For Drop-out / Slow learners)

Requirement:

- School Records
- ID & Brgy Certificate

PROCEDURES / STEPS

Interview Client & His family

f. Scholarship / Educational Assistance

Requirement:

- Registration Form / Receipt
- Certificate of Good Moral Character from the Principal
- School ID (Xerox)
- Endorsement from School Principal
- Brgy Certificate of Indigency

PROCEDURES / STEPS

Interview

Homevisit

Completion of Requirements

Assessments

H. OTHER SERVICES

1. Issuance of Social Case Study Report

Requirement:

- Request from the Hospital
- Updated Medical Abstract
- Hospital bill Treatment Protocol
- Laboratory/Prescription Request
- Voter's ID or Any Valid ID
- Brgy Clearance or Indigency

PROCEEDURES / STEPS
Interview
Assessment of data gathering
Released of case study report with complete requirement
Renewal SCSR

2. Issuance of Certificate of Indigency

Requirement:

- Voter's ID
- Brgy Certificate of Indigency
- Affidavit of non-filing of Income Tax
- Certificate form BIR
- Sketch going to residence area

PROCEEDURES / STEPS
Renewal of SCSR
Interview
Assessment of Document
Completion of Requirements
Home Visitations
Verification

3. Municipal Senior Citizen Social Fund (Cash Gift)

for qualified senior citizen in Taytay, Rizal.

Requirement:

- Original Senior Citizen ID Issued from OSCA, Taytay
- Xerox ID of Senior Citizen with Signature
- Brgy Clearance
- ID or Comelec ID
- Not Beneficiaries of DSWD Social Pension

PROCEEDURES / STEPS
Interview
Fill-up Application Form
Submit @ Fescamt Office, Kalayaan Park Taytay, Rizal

4. Issuance of Certificate of with or without

Discernment for minor with alleged cases

Requirement:

- Memo from PNP**
- Request from PNP Taytay**
- WCPD Orig Child Birth Certificate & with Parent**

PROCEDURES / STEPS
Interview
Assessment
Issuance of Certificate of Dicerment for CICL

5. Issuance of Safekeeping for Children in conflict with the law

Requirement:

- Request from Judge**
- Child case records**

PROCEDURES / STEPS
Interview
Review Child Case Records
Issuance of Certificate for Safekeeping

6. Referral / Turned Over

For Pick-up Taong Grasa / Mental Patience/Missing Senior Citizen/PWD's/Chidlren

PROCEDURES / STEPS
Interview
Access Card
Assessment
Issued referral
Social Case Study Report
Indicent Report from the referring party
Coordination to concerned agency