

**1. FINANCIAL ASSISTANCE/MEDICAL ASSISTANCE**

Financial and medical assistance for the indigent people who are sick or Hospitalized.

<b>OFFICE OR DIVISION</b>	<b>OFFICE OF THE VICE GOVERNOR</b>			
<b>Classification</b>	<b>COMPLEX</b>			
<b>Type of Transaction</b>	<b>G to C</b>			
<b>Who may avail</b>	<b>Indigent people who are sick seeking for Medical and Financial Assistance.</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<p>FOR FINANCIAL ASSISTANCE</p> <p>Case Study and Eligibility (2 Original Copies and 1 Photo copy)</p> <p>Medical Abstract (Photo Copy)</p> <p>Barangay Indigency (Latest Date, Original copy)</p> <p>Valid ID (Photo Copy)</p> <p>FOR BLOOD PROCESSING</p> <p>Request Form Photo Copy</p> <p>Barangay Indigency (Latest Date, Original copy)</p> <p>Valid ID (Photo Copy)</p> <p>FOR HOPITAL BILLS:</p> <p>Hospital Bill (Original)</p> <p>Lab./Doctor's request with transaction No. (Original)</p> <p>Barangay Indigency (Original , latest date)</p> <p>Valid ID (Photo Copy)</p>		<p>DSWD</p> <p>Doctor/Private and Government Hospital</p> <p>Barangay where the patient/claimant is residing</p> <p>Claimant or representative</p> <p>CLMMRH,TJMH,RED CROSS and Negros First</p> <p>Barangay where the patient/claimant is residing</p> <p>Claimant or representative</p> <p>CLMMRH,TJMH</p> <p>Doctor requesting</p> <p>Barangay where the patient/claimant is residing</p> <p>Claimant or representative</p>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Requirements to the Office of the Vice Governor	Clients submits requirement for Financial and Medical Assistance to the Office of the Vice Gov.	N/A	5 Minutes	Vice Governors' Receptionist
2. Checking of required Documents	Checklist for Financial Assistance if documents are incomplete requisition, to be returned to	N/A	5 minutes	Vice Governor's Staff

3. Monitoring	clients if requirements are complete, assigned staff will submit documents to PSWDO for approval Assigned Staff will monitor the Approval of Documents	N/A	1 day	Vice Governor's Staff
4. Approval	and Availability of Fund from PSWDO			
4.1 For Hospital Bills	Assigned Staff give medical slip to the clients to be submitted to PSWDO for approval	N/A	5 minutes	Vice Governor's Staff
4.2 Petty Cash Voucher	With the Availability of Fund, assigned staff will inform the clients and prepares petty cash voucher for processing (Client will be the one to process)	N/A	15 minutes	Vice Governor's Staff
<b>TOTAL:</b>				

## 2. EDUCATIONAL ASSISTANCE

<b>OFFICE OR DIVISION</b>	<b>OFFICE OF THE VICE GOVERNOR</b>	
<b>Classification</b>	<b>COMPLEX</b>	
<b>Type of Transaction</b>	<b>G to C</b>	
<b>Who may avail</b>	<b>ALL COLLEGE STUDENTS from Private and Public Schools</b>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
School Assesment / Enrollment form ( 2 Certified Photo copy) Grades from previous semester or school attended (2 Certified Photo Copy) School ID (Photo Copy) Barangay Indigency (1 Original & 1 Photo Copy) MOA ( For Approval of Governor)		School Registrar School Registrar School Respected Barangay Vice Gov. Office
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>
		<b>PROCESSING TIME</b>
		<b>PERSON RESPONSIBLE</b>

1  SUBMIT Complete Documents	• Checklist application; if documents are incomplete, application to returned to the client	N/A	5 Minutes	Vice Governors' Receptionist
	• If documents are complete, prepare payroll when all qualified scholars has submitted their requirements.	N/A	20 days	Vice Governor's Staff
	• Submit payroll and MOA to Admin Office for approval Prov'l Administrator and Governor	N/A		Admin Office and Governors office
	• Submit complete document to PPDO for voucher & OBR			PPDO
	• Monitor and updating (	N/A		Vice Gov's Staff
	• Contact students for schedule of releasing		1 day	Vice Gov's Staff
2	• Releasing cash			PTO Cashier
<b>TOTAL:</b>				

### FINANCIAL ASSISTANCE/FUND TRANSFER

The Office of the Vice Governor give Financial Assistance thru fund transfer to Local Government Units (Cities/Municipalities/Barangays) and Non Government Organization

<b>OFFICE OR DIVISION</b>	<b>OFFICE OF THE VICE GOVERNOR</b>
<b>Classification</b>	<b>COMPLEX</b>
<b>Type of Transaction</b>	<b>G to G and G to C</b>
<b>Who may avail</b>	<b>LOCAL GOVERNMENT UNIT AND NON GOVERNMENT ORGANIZATION</b>

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
FOR LGUS: RESOLUTION REQUESTING FINANCIAL ASSISTANCE (3 COPIES) PROJECT PROPOSAL/MEMORANDUM OF AGREEMENT (3 COPIES) PROGRAM OF WORKS (3 COPIES)		Local Government Unit Local Government Unit Local Government Unit		
FOR NGOS: ACCREDITATION FROM THE PROVINCE OF NEGROS OCCIDENTAL (3 COPIES) RESOLUTION REQUESTING FINANCIAL ASSISTANCE (3 COPIES) PROJECT PROPOSAL/MEMORANDUM OF AGREEMENT (3 COPIES) PROGRAM OF WORKS (3 COPIES)		Province of Negros Occidental (Sangguniang Panlalawigan) Non Government Organization Non Government Organization Non Government Organization		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit resolutions and supporting Documents to the Vice Governor	Clients submits requisition for financial assistance and its supporting documents to the office of the Vice Governor	N/A	5 Minutes	Vice Governor's Receptionist
2. Staff assigned checks the required Documents	Checklist for Financial Assistance if documents are incomplete, requisition, to be returned to Clients	N/A	5 Minutes	Vice Governor's Staff
3. For Vice Governor's signature	If requirements are complete, assigned staff will submit Memorandum of Agreement for signature	N/A	1 day	Vice Governor
4. For Governor's signature	Staff assigned will submit to the office of the governor for signature of the Memorandum	N/A	1 day	Governor

5. For Governor's Fund, Submit to	of Agreement Complete Documents will b submitted to the Special Planning Planning Division for review	N/A	1 day	Special Planning Division
Special Planning Division	and preparation of voucher and obligation			
5.1 Monitoring	Assigned staff will monitor for the flow of documents and informed clients for check releasing	N/A	5 days	Vice Governor's Staff
<b>TOTAL:</b>				