



RELEASING OF CHECK AS FINANCIAL ASSISTANCE TO THE DECEASED GOVERNMENT OFFICIALS

This program provides immediate intervention to individuals and/or families who are in crisis situation/ economic difficulties brought about by the illness/ hospitalization thru the procurement of medicines not readily available at the Pharmacy of the QC Health Department, and/or death of a family members thru the extension of Guarantee Letters to funeral parlors within the City to defray the cost of funeral service.

Office or Division:	Cash Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All Quezon City government official's families or representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Certified true copy of Death Certificate reflecting Quezon City address. 2. Duly notarized original copy of Funeral Contract. 3. Certificate of Indigency from the barangay. 4. Valid Government I.D. of Representative. 5. Valid Government I.D. of Deceased 		Social Services Development Department		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ol style="list-style-type: none"> 1. Proceed to Cash Division's paymaster or cashier. 2. Presents valid I.D of the deceased official. 3. Present government I.D of the representative 	<ol style="list-style-type: none"> 1. Accept the approved claim stub and verify the validity of the I.D's presented. 2. Verify if the name of the beneficiary is indicated in check and voucher. 3. Release the check to the authorized representative. 	N/A	10 minutes	Cashier/Paymaster
Total			10 minutes	