



# **Social Welfare Assistance**

External Service



## II. PROVIDING SOCIAL WELFARE ASSISTANCE FOR INDIGENT PERSONS WITH DISABILITIES (PWD's)

City Ordinance No. SP-3115,S-2022, this ordinance authorizes the City Government to provide a monthly financial assistance of five hundred pesos (₱500.00) to the target Beneficiaries for a maximum of twelve (12) months. After the lapse of twelve months, the beneficiary may re-apply for inclusion in the program. Only one (1) individual per household shall be the recipient of the assistance, they may choose one (1) government office to apply (SSDD,PDAO,OSCA). The target beneficiaries shall be specific categories of extremely poor Quezon City PWD residents who are living at or below the poverty line, as follows:{A. Bedridden, B. Severe health condition that seriously impairs normal life (e.g., unable to engage in regular work or study), C. Solo parent, D. Jobless and has two or more minor dependents, E. Lives alone, F. Living with a Senior Citizen parent}. A beneficiary must apply under only one (1) category. In compliance with the Data Privacy Act, all clients and other agencies requesting for available data will be required to submit needed requirements to avail programs and services from PDAO. You can check the available programs and services of PDAO thru Quezon City Government Official Website (<https://quezoncity.gov.ph/departments/persons-with-disability-affairs-office/>).

<b>Office or Division:</b>	Community-Based Inclusive Development Section			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2G - Government to Government G2N – Government			
<b>Who may avail:</b>	Persons with disability indigent residents of Quezon City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Case Summary Report and Intake Form		Quezon City Persons with Disability Affairs Office		
Photocopy of QC ID (PWD Sector)		Applicant		
Original Barangay Indigency		Respective Barangay Office		
Medical Certificate (for checking of Diagnosis)		Applicant		
2x2 Picture or Whole-Body picture with Calendar		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill out an online form and upload pertinent requirements on QC E-Services portal.	1. Assist the client on filling-up online form and uploading requirements		20-30 minutes	<b>SHARINA HIPOLITO</b> (Project Development Officer III)

<p><b>2.</b> Choosing of time and date for an interview</p> <p><b>2.1</b> Waiting for the confirmation on the chosen date and time of interview</p> <p><b>3.</b> Attend the actual appointment at their respective district offices and bring the original requirements that they submitted online.</p> <p><b>3.1</b> Answer the general intake sheet.</p> <p><b>4.</b> Check the application result on their provided email address and QC E-Services portal.</p>	<p><b>2.</b> The SWA appointment setter shall review and approve the client's selected date and time of interview.</p> <p><b>3.</b> The SWA Staff shall distribute a general intake sheet to the applicant.</p> <p><b>3.1</b> The SWA Staff shall receive the accomplished general intake sheet and original requirements</p> <p><b>3.2</b> The SWA Staff shall interview and assess the applicant's socio-economic background.</p> <p><b>3.3</b> The SWA Staff shall prepare and accomplish Case Summary Report.</p> <p><b>3.4</b> The SWA Staff shall organize and safekeep the applicants submitted requirements and print a case summary</p> <p><b>4.</b> The SWA Focal Person shall follow-up the applicant's validation results to QC SSDD.</p>	<p>None</p>	<p>5 minutes</p> <p>3 minutes</p> <p>1 minute</p> <p>15-20 minutes</p> <p>15-20 minutes</p> <p>1 hour</p> <p>1 Week</p>	
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<p>4.1 If the application is approved, follow the PDAO Facebook page and wait for the announcement of the payout schedule.</p> <p>4.2 If denied, the applicant may try to apply again and revisit their previously provided information.</p> <p>4.3 If the approver remarks are still</p> <p><b>"For evaluation"</b> after two weeks, the applicant may raise their concern at PDAO official email or SWA email or follow up to their respective district offices.</p> <p>5. Approved beneficiaries shall attend their schedule of pay-out accordingly and ensure the availability of original and photocopies of pay-out requirements as per City Treasury Office. They are also encouraged to bring recyclable plastic materials in participation on the QC Green Environment Project</p> <p>5.1 Approved beneficiaries who failed to attend their two schedules of pay-out will be</p>	<p>5. The SWA Focal Person shall coordinate with the Human Resource, Finance &amp; Admin, and General Services Section for the payroll.</p> <p>5.1 Human Resource, Finance &amp; Admin, and General Services Section shall accomplish</p>		<p>1 Month</p> <p>1 Month</p> <p>2 Weeks before the actual payout</p>	
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<p>removed on the master list.</p>	<p>the payroll and inform the SWA staff for payout scheduling.</p> <p><b>5.2</b> The SWA staff shall coordinate with MIS for posting payout schedule via PDAO Facebook Page</p> <p><b>5.3</b> The SWA Staff shall notify approved applicants through messenger group chat.</p> <p><b>5.4</b> The SWA Staff shall send out the list of approved beneficiaries to Focal Persons and Barangay through official letter.</p> <p><b>6.</b> QC PDAO will facilitate the actual payout.</p> <p><b>6.1</b> The SWA Staff shall contact the beneficiaries who failed to attend their actual schedule to inform them that they need to attend the last schedule of payout.</p>		<p>1 Week before the actual payout.</p> <p>1 Week before the actual payout</p> <p>Half Day</p> <p>2 Weeks</p>	
<p><b>TOTAL :</b></p>			<p><b>3 Months</b></p>	