

1. FINANCIAL ASSISTANCE (HOSPITALIZATION, MEDICAL, BURIAL)

Tulong pinansiyal na ipinagkakaloob sa mga residenteng na-ospital o kaya naman ay nangangailangan ng tulong-medikal (gamot, aparato, therapy, laboratory test/s at iba pa); gayundin ang mga residenteng namatayan ng kamag-anak.

Office:	ACTION CENTER / MAYOR'S OFFICE			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizens			
Who may avail:	Citizens of Guiguinto			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Endorsement Letter (1 original copy)		Municipal Social Welfare and Development Office (MSWDO)		
2. Valid ID (1 photocopy)		Any government agencies or affiliated school/company		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang kinakailangang dokumento	1. Tanggapin at iberipika ang mga isinuniteng dokumento	Wala	2 minuto	<i>Private Secretary I</i> Action Center
	1.1. Ihanda ang Mayor's Assistance form na may kaukulang halaga na nararapat sa pangangailangan ng kliyente/pasyente	Wala	2 minuto	<i>Private Secretary I</i> Action Center o <i>Executive Assistant II</i> Action Center
	1.2. Aprubahan ang kaukulang halaga ng tulong pinansiyal	Wala	4 minuto	<i>Municipal Mayor</i> Mayor's Office
	1.3. I-proseso ang pag-isyu ng tulong pinansiyal (check)	Wala	2 linggo	<i>Municipal Mayor</i> Mayor's Office at <i>Municipal Administrator</i> Mayor's Office at <i>OIC-Municipal Budget Officer</i> Budget Office at <i>Municipal Accountant</i> Accounting Office at <i>OIC-Municipal Treasurer</i> Treasurer's Office
2. Hintayin ang pabatid kung maaari nang makuha ang tulong pinansiyal (checke)	2. Ipaalam sa kliyente na maaari nang makuha ang check	Wala	1 minuto	<i>Private Secretary I</i> Action Center o <i>Executive Assistant II</i> Action Center
3. Isumite ang kopya ng ID at tanggapin ang checke	3. Tanggapin ang kopya ng ID at ibigay ang check	Wala	1 minuto	<i>Private Secretary I</i> Action Center o <i>Executive Assistant II</i> Action Center
TOTAL		Wala	2 linggo at 10 minuto	

2. FINANCIAL ASSISTANCE (SOLICITATION, SPONSORSHIP)

Tulong pinansiyal para sa mga humihiling na residenteng nangangailangan o kaya naman ay may mga takdang gawain na nangangailangan ng isponsor upang ito ay maisakatuparan.

Office:	ACTION CENTER / MAYOR'S OFFICE			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizens			
Who may avail:	Citizens of Guiguinto			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
SOLICITATION:				
1. Letter of Request		Requesting person		
2. Valid ID (1 photocopy)		Any government agencies or affiliated school/company		
SPONSORSHIP:				
1. Letter of Request with indicated sponsorship packages (1 original)		Requesting company		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang kinakailangang dokumento	1. Tanggapin at iberipika ang mga isinuniteng dokumento	Wala	2 minuto	<i>Private Secretary I</i> Action Center
	1.1. Ihanda ang Mayor's Assistance form na may kaukulang halaga na nararapat sa pangangailangan ng kliyente o kaukulang halaga na naaayon sa napiling sponsorship package	Wala	2 minuto	<i>Private Secretary I</i> Action Center o <i>Executive Assistant II</i> Action Center
	1.2. Aprubahan ang kaukulang halaga bilang tulong pinansiyal	Wala	4 minuto	<i>Municipal Mayor</i> Mayor's Office o <i>Municipal Administrator</i> Mayor's Office
	1.3. I-proseso ang pag-isyu ng tulong pinansiyal	Wala	2 linggo	<i>Municipal Mayor</i> Mayor's Office at <i>Municipal Administrator</i> Mayor's Office at <i>OIC-Municipal Budget Officer</i> Budget Office at <i>Municipal Accountant</i> Accounting Office at <i>OIC-Municipal Treasurer</i> Treasurer's Office
2. Hintayin ang pabatid kung maaari nang makuha ang tulong pinansiyal (check)	2. Ipaalam sa kliyente na maaari nang makuha ang check	Wala	1 minuto	<i>Private Secretary I</i> Action Center o <i>Executive Assistant II</i> Action Center
3. Isumite ang kopya ng ID at tanggapin ang checke	3. Tanggapin ang kopya ng ID at ibigay ang check	Wala	1 minuto	<i>Private Secretary I</i> Action Center o <i>Executive Assistant II</i> Action Center
TOTAL		Wala	2 linggo at 10 minuto	

3. APPLICATION FOR SCHOLARSHIP

Ang programang ito ay naglalayong matulungan na makatapos ang mga mag-aaral na Guiguintefo sa kolehiyo sa pamamagitan ng pagbibigay ng tulong pinansyal.

Office:	ACTION CENTER / MAYOR'S OFFICE			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizens			
Who may avail:	Citizens of Guiguinto (College Students)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NEW APPLICANT:				
1. Resume (1 original)	Applicant			
2. Certificate of Good Moral (1 original)	Affiliated School			
3. Certificate of Registration (1 photocopy)	Affiliated School			
4. Previous Semester's Certification of Grade (1 photocopy)	Affiliated School			
5. Certificate of Indigency (1 original)	Tanggapan ng Punong Barangay			
6. Valid School ID (1 photocopy)	Affiliated School			
7. Electric Bill (1 original)	Meralco			
8. Tax Exemption (1 original)	Bureau of Internal Revenue			
FOR RENEWAL:				
1. Certificate of Registration (1 photocopy)	Affiliated School			
2. Previous Semester's Certification of Grade (1 photocopy)	Affiliated School			
3. Valid School ID (1 photocopy)	Affiliated School			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang mga kinakailangang dokumento	1. Tanggapin at iberipika ang mga isinuniteng dokumento	Wala	5 minuto	<i>Private Secretary I</i> Action Center o <i>Executive Assistant II</i> Action Center
	1.2 Itakda kung saang klasipikasyon ng mga iskolar nararapat na ibilang ang kliyente.	Wala	2 minuto	<i>Private Secretary I</i> Action Center o <i>Executive Assistant II</i> Action Center
	1.3 I-proseso ang pag-isyu ng tulong pinansiyal para sa mga iskolar ayon sa kanilang klasipikasyon	Wala	3 buwan	<i>Municipal Mayor</i> Mayor's Office at <i>Municipal Administrator</i> Mayor's Office at <i>OIC-Municipal Budget Officer</i> Budget Office at <i>Municipal Accountant</i> Accounting Office at <i>OIC-Municipal Treasurer</i> Treasurer's Office
2. Maghintay ng anunsyo kung kailan maibibigay ang tulong pinansyal	2. Ipaalam sa iskolar na maaari nang makuha ang check	Wala	1 minuto	<i>Private Secretary I</i> Action Center o <i>Executive Assistant II</i> Action Center
TOTAL		Wala	3 buwan at 8 minuto	

4. USE OF GUIGUINTO MUNICIPAL ATHLETIC AND CULTURAL CENTER (GMACC)

Ito ay pagtatakda ng iskedyul para sa mga residente o kumpanyang nangangailangan ng lugar na pagdarausan ng kanilang aktibidad

Office:	ACTION CENTER / MAYOR'S OFFICE			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizens			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request (1 original)		Requesting person/company		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang mga kinakailangang dokumento	1. Tanggapin at iberipika ang mga isinumiteng dokumento	Wala	2 minuto	Private Secretary I Action Center o Executive Assistant II Action Center
	1.1. Tiyakin kung maaaring magamit ang GMACC sa takdang araw na nakasulat sa liham	Wala	2 minuto	Private Secretary I Action Center o Executive Assistant II Action Center
2. Pumunta sa General Services Office (GSO) upang ipatakda ang araw ng paggamit sa GMACC	2. Ibalik ang aprubadong sulat-kahilingan sa kliyente at ituro kung saan matatagpuan ang (GSO)	Wala	1 minuto	Private Secretary I Action Center o Executive Assistant II Action Center
TOTAL		Wala	5 minuto	

Prepared by:

Noted by:

Approved by:

RENZELLE S. DE JESUS
Administrative Assistant II

ELMER C. ALCANAR
Municipal Administrator

ATTY. AGATHA PAULA A. CRUZ
Municipal Mayor

