**RELEASING OF CASH ASSISTANCE TO INDIVIDUALS/FAMILIES IN CRISIS SITUATION (AICS) THRU THE DISBURSING OFFICER**

**(PhP 5,000.00 AND BELOW)**

1. **SCHEDULE OF AVAILABILITY OF SERVICE**

Mondays to Fridays except Holidays

 8:00 AM onwards without noon break (until all clients are served)

1. **WHO MAY AVAIL OF THE SERVICE**

 Persons/Families in crisis situation needing immediate social welfare development assistance:

1. Indigent individuals/families
2. Individuals/families belonging to the informal sector
3. Other poor, marginalized and vulnerable/disadvantaged individual
4. **WHAT ARE THE REQUIREMENTS**

 1. Any valid ID of the client presented during the assessment;

 2. Crisis Intervention Unit- (CIU-) approved Certificate of Eligibility and Acknowledgement Receipt; and

 3. Complete supporting documents depending on the following forms of assistance:

 a. Medical Assistance :

* Clinical Abstract/Medical Certificate with signature and license number of the attending physician (issued within 3 months)
* Hospital Bill (for payment of hospital bill,) or Prescription (for medicines) or Laboratory requests (for procedures)
* Barangay Certificate/ Indigency of the client
* Any Valid ID of the client
* Referral Letter (if applicable)

b.   Burial Assistance :

* Funeral Contract
* Registered Death Certificate
* Barangay Certificate/ Indigency of the Client
* Any valid ID of the client
* Permit to transfer/ Health permit (for transfer of cadaver)
* Referral Letter (if applicable)

 c.   Transportation Assistance:

* Barangay Certificate/ Indigency of the client
* Any valid ID of the client
* Police Blotter (for victims of pickpockets, illegal recruitment, etc.)
* Referral Letter (if applicable)

d.   Educational Assistance:

* Enrolment Assessment Form or Certificate of Enrolment or Registration
* School ID of the student/ beneficiary
* Barangay Certificate/ Indigency of the client
* Any valid ID of the client
* Referral Letter (if applicable)
1. **PROCESSING TIME**

 Maximum of 15 minutes per client excluding queuing time.

1. **HOW TO AVAIL OF THE SERVICES**

 **Note: Evaluation of Documentary Requirements and Processing of Assistance are done**

 **directly at the Crisis Intervention Unit (CIU) under a separate Citizen’s Charter.**

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| --- | --- | --- |
| **Steps** | **Person-In-Charge** | **Location** |
| 1. Accompanied by a CIU administrative staff, proceed to FMS Cash Division Windows 3 or 4.
 | CIU Administrative Staff | 2nd floor, FMS-Cash Division |
| 1. Sign in the logbook and Acknowledgement Receipt portion of the Certificate of Eligibility to acknowledge receipt of cash.
 | Designated Disbursing Officer | 2nd floor, FMS-Cash Division |
| **END OF TRANSACTION** |

 **RELEASING OF PAYMENT THRU CHECKS/LDDAP-ADA TO CREDITORS/SUPPLIERS**

* 1. **SCHEDULE OF AVAILABILITY OF SERVICE**

 Mondays to Fridays except Holidays

 8:00 AM to 5:00 PM without noon break

* 1. **WHO MAY AVAIL OF THE SERVICE**

      All creditors/suppliers and service providers with money claims

* 1. **WHAT ARE THE REQUIREMENTS**
		1. **For individual claimant**
* One (1) valid ID
	+ 1. **For individual claimant** **other than the payee**
* Original copy of Notarized Special Power of Attorney (SPA);
* Photocopy of valid ID of payee; and
* One (1) valid ID of Attorney-In-Fact (claimant)
	+ 1. **For supplier/service provider**
* Official Receipt (for services) /Collection Receipt (for goods with Sales/Charge Invoice attached to the disbursement voucher)
* Authority to collect from Head of Office or his/her authorized representative, and
* Photocopy of company ID of collector and authorizer.
* Endorsement letter from Crisis Intervention Unit (CIU) for service providers under Assistance to Individuals/Families in Crisis Situation (AICS)
	1. **PROCESSING TIME**

             Maximum of 30 minutes per creditor/supplier excluding waiting time.

* 1. **HOW TO AVAIL OF THE SERVICES**

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| --- | --- | --- |
| **Steps** | **Person-In-Charge** | **Location** |
| 1. Before going to DSWD, the creditor/supplier may inquire/confirm payment thru phone
 | Designated Disbursing/ Releasing Officer | 2nd floor, FMS-Cash Division |
| 1. Proceed to FMS Cash Division and present required documents at Windows 2 or 3
 | Designated Releasing Officer  | 2nd floor, FMS-Cash Division |
| 1. Issue Official Receipt  (OR), sign at the Box E of the original/duplicate copy of Disbursement Voucher (DV) and Warrant Registry Book to acknowledge receipt of payment
 | Designated Releasing Officer  | 2nd floor, FMS-Cash Division |
| 1. Proceed to FMS Accounting Division  and present 3rd copy of the DV for the issuance of Certificate of Tax Withheld (BIR Form 3207)
 | FMS Accounting staff | 2nd floor, FMS-Accounting Division |
| **END OF TRANSACTION** |

**ISSUANCE OF OFFICIAL RECEIPT TO PAYOR/DONOR TO ACKNOWLEDGE RECEIPT OF CASH/CHECK REPRESENTING COLLECTION OF FEES, DONATION, ETC.**

* 1. **SCHEDULE OF AVAILABILITY OF SERVICE**

Mondays to Fridays except Holidays

 8:00 AM to 5:00 PM without noon break

* 1. **WHO MAY AVAIL OF THE SERVICE**
		+ 1. Social Welfare and Development Agencies (SWDAs) and Service Providers (SPs)
			2. Bidders
			3. Donors
			4. Employees (refund of overpayment of salaries, traveling expenses, etc.)
1. **WHAT ARE THE REQUIREMENTS?**

|  |  |
| --- | --- |
| **Type of Payment** | **Requirements** |
|  1. Registration, Licensing or Accreditation Fee  | * Registration, Licensing or Accreditation Billing Statement from Standards Bureau (SB)
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|  2. Reproduction Fee  | * Reproduction Billing Statement from Records and Archives Management Division (RAMD)
 |
|  3. Bid Document Fee  | * Invitation to Bid from Bids and Awards Committee (BAC)
 |
|  4. Donation | * Cash/Check
 |
| 5. Refund (e.g. overpayment of salaries, traveling expenses, etc.) | * Computation of overpayment/liquidation report
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1. **PROCESSING FEE**
2. Registration, Licensing or Accreditation Fee PhP 1,000.00
3. Reproduction Fee PhP 15.00 per page
4. Bid Document Fee Please see table below

|  |  |
| --- | --- |
|  **Approved Budget for Contract** |  **Cost of Bid Documents** |
| 1. 500,000 & Below
 |  PhP 500.00 |
| 1. 500,000 up to 1 Million
 |  1,000.00 |
| 1. More than 1M up to 2.5M
 |  2,500.00 |
| 1. More than 2.5M up to 5M
 |  5,000.00 |
| 1. More than 5M up to 7.5M
 |  7,500.00 |
| 1. More than 7.5M up to 10M
 |  10,000.00 |
| 1. More than 10M up to 30M
 |  15,000.00 |
| 1. More than 30M up to 50M
 |  25,000.00 |
| 1. More than 50 up to 500M
 |  50,000.00 |
| 1. More than 500M
 |  75,000.00 |

1. **PROCESSING TIME**

 Maximum of 15 minutes per payor/donor

1. **HOW TO AVAIL OF THE SERVICES**

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| --- | --- | --- |
| **Steps** | **Person-In-Charge** | **Location** |
| 1. Present required documents to secure Order of Payment
 | FMS Accounting Division Staff | 2nd floor, FMS-Accounting Division |
| 1. Proceed to FMS Cash Division Window 1 and present Order of Payment and cash/check for the issuance of Official Receipt
 | Designated Collecting Officer | 2nd floor, FMS-Cash Division |
| **END OF TRANSACTION** |