

# CITY SOCIAL WELFARE & DEVELOPMENT OFFICE

CSWD Main Office, Saray, Iligan City

Tel.: (063) 221-2488 / 221-1736

**Frontline Service** : **CHILD WELFARE PROGRAM - PROTECTIVE SERVICE (Children Victims of Slight Physical Injuries/Abuse)**

**Schedule of Availability of Service** : Every day (whenever an incident is reported)

**Where** : Child Welfare Program Office  
CSWD Main Office, Saray, Iligan City

**Who may Avail of the Services** : Child who is a victim of slight physical abuse

**What are the Requirements** : 1) Police blotter  
2) Birth certificate  
3) Medical Examination

**Duration : 4 hours and 50 minutes**

## How to avail of the Services:

Step	Applicant/Client	Service Provider	Duration of Activity under normal circumstances	Person In Charge	Fees	Forms/ Documents/ Materials Needed
1.	Child comes to office with slight physical injuries	Interview client and enter in Intake Sheet pertinent data	20 minutes	Evelia Sumile Mary Joy Ll. Lacuna Jennifer Hora Evelyn Daug	None	Intake sheet
	Answers questions	Assess client's case based on response	15 minutes			Checklist of Requirements
2.	Submits for medical examination	Refer to PNP for police blotter and CHO for medical examination	15 minutes			Referral Letter
3.	Attends barangay hearing of her/his case	Make referral	15 minutes			Referral Form
<b>End Of Transaction</b>						