

CITY SOCIAL WELFARE & DEVELOPMENT OFFICE

CSWD Main Office, Saray, Iligan City

Tel.: (063) 221-2488 / 224-1156

Frontline Service : **SENIOR CITIZENS/ELDERLY PERSONS AND PWDS WELFARE PROGRAM - ASSISTANCE FOR PHYSICAL RESTORATION**

Schedule of Availability of Service : 8:00AM-5:00PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.
On Mondays provision of services starts after flag raising

Where : SC/PWD Program Office, CSWD Main Office, Saray, Iligan City

Who may Avail of the Services : Indigent Senior Citizens and PWDs

What are the Requirements :
1) 1 copy full body picture
2) Medical certificate on the type of disability
3) Barangay. Certificate of Indigency

Duration : **9 hours and 20 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.	Client goes to the SC/PWD Office to avail an assistive device	- Interview client and collect necessary data for the preparation of SCSR - Advise client to secure the requirements	30 mins.	Leonida P. Lluisma Nilda P. Onque	None	General Intake Sheet Check list of the requirements
2.	Secures the requirements	-Conduct home visitation for validation of data	1 day			
		-Prepare SCSR for signature of CSWD Officer	30 mins			Summarized Social Case Study Report
3.	Submits the requirements	- Check the requirements , attach them to the SCSR	10 mins			Referral Letter
4.	Proceeds to the Office of SP Chairman of PWDs	- Guide client to submit these to the Office of SP Chairman of PWDs	10 mins			
End of Transaction						