

8. Transportation Assistance to Stranded Clients and Trafficked Persons/VAWC

1. This service provides Transportation Assistance to individuals/family in need of transportation/fare assistance to pick up/locate family members lost during calamities, person suffering of illnesses, relocation, stranded and other circumstances can avail outright cash assistance for a minimum of Fifty pesos (P50.00) up to a maximum of One Thousand Five hundred pesos (P1, 500.00) only depending upon the assessment of Social Worker.

2. Trafficked persons and VAWC Victims who are filing legal actions against their perpetrators can avail a minimum of Php500.00 fare assistance once every quarter or depending upon schedule of court hearings/appearances. The Local SWD Office shall provide case summary or referral notes that the victim is currently taking legal actions.

Office or Division:	PSWDO-Crisis Intervention Unit (CIU)			
Classification:	Simple			
Type of Transaction:	G2C- Government to 1Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
-General Intake Form (1 original and 1 photocopy)		-PSWDO-CIU		
-Valid ID and or any valid documents (1 original and 1 photocopy)		-Client himself/ herself		
-Other related documents for VAWC cases		-Court assigned		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. QR code scanning and get priority number.	Call priority number and advise client where to proceed	None	30 seconds	<i>Administrative Aide III</i> PSWDO
2. Proceed to next step for interview and submit the required documents/requirements	Conduct interview and review all documents/requirements presented by the client If client is eligible for the assistance, process the documents and advise client on the next step	None	7 minutes	<i>Social Welfare Officer I</i> PSWDO

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Proceed to Section Head	Review the documents and affix signature. Instruct client on the next step	None	1 minute	<i>Social Welfare Officer III</i> PSWDO
4. Proceed to P.G. Department Head for approval	Review documents, Approved and Affix signature	None	1 minute	<i>P.G. Department Head</i> PSWDO
5. Proceed to PSWDO Cashier	Release amount granted	None	1 minute	<i>Administrative Officer I</i> PSWDO
TOTAL:			10 minutes and 30 seconds	