

10. Senior Citizens Assistance- Financial Assistance

This service provides financial assistance to senior citizens who the federation presidents of the Davao del Norte Federation of Senior Citizens Association (DNFESCA) in their respective LGU's. The Financial assistance were given in monthly basis provided that they will submit monthly reports regarding the activities they conducted within their area of responsibility and to attend meetings.

Office/Division	Provincial Social Welfare Development Office- Public Service and Development Division			
Classification:	Complex			
Type of Transaction:	G2C			
Who may avail:	Senior Citizens (Elderly) who are residents of Davao del Norte			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Approved Activity/Project Design (1 original copy) Accomplishment Report (1 original copy) 		-PSWDO- Public Service and Development Division -Davao del Norte Federation of Senior Citizens Association (DNFESCA) Officer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Attend Joint and Quarterly Meetings	Prepare and Send notice of meeting	None	1 day	<i>Focal Person, Administrative Assistant PSWDO-PSO</i>
2. Submit Quarterly Reports during the meeting	Consolidate reports, prepare, request and process documents	None	1 day	<i>Focal Person, Administrative Assistant PSWDO-PSO</i>
3. Proceed to P.G. Department Head for recommending approval	Review documents and recommend	None	1 hour	<i>P.G. Department Head PSWDO</i>
	Request for printing of payroll in PHRMO	None	2 days	<i>Admin. Assistant/Focal Person for Senior Citizens</i>
	Proceed to Provincial Budget and Accounting Office for Fund Allocation and processing and	None	3 days	<i>Admin. Assistant</i>

	releasing of Payroll			
TOTAL:			7 days and 1 hour	