



## Availment of Certificate of Indigency to Access Legal Services from Public Attorney's Office

A Certificate of Indigency is issued to less fortunate or in-crisis residents who needs assistance and free legal aid from the Public Attorney's Office (PAO).

<b>Office or Division:</b>	City Social Welfare and Development Office - Community-Based Social Protection and Welfare Services Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Any bonafide indigent/in-crisis residents of General Santos City			
<b>CHECKLIST OF REQUIREMENT/S</b>		<b>WHERE TO SECURE</b>		
1. Barangay Certificate of Residency (1 original copy)		Concerned Barangay		
2. Certified True Copy Income Tax Return (ITR)/Pay Slip/Certificate of Employment or any proof of income, (1 photocopy)		Bureau of Internal Revenue (BIR)/ Concerned Employer		
3. House picture, (1 printed copy)		Applicant		
4. Any Valid ID of the Client/Authorized Representative (1 Photocopy)		Any Issuing Government Agency		
5. Authorization Letter, if Representative is not an Immediate Family Member/Government Representative in case of inavailability of family member		Immediate Family Member/Government Representative		
6. Police Blotter /Court Records, if for Public Attorney's Office/Integrated Bar of the Philippines (IBP) referral(1 photocopy)		Applicant/ Regional Trial Court/City Prosecutor's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

1. Submit complete documentary requirements	1.1 Review, check the completeness of the submitted requirements	None	2 hours	<i>Registered Social Worker</i>
2. Provide needed information	Conduct data gathering through home visitation	None	8 hours	<i>Registered Social Worker</i>
	Prepare assessment report/certificate of indigency	None	4 hours	<i>Registered Social Worker</i>
3. Claim the certificate	Contact client and release the certification	None	10 minutes	<i>Registered Social Worker</i>
	TOTAL		14 hours, 10 minutes	
<b>END OF TRANSACTION</b>				