



Availment of Social Case Study Report

A Social Case Study Report is given to requesting client who need to avail medical assistance from medical institutions outside of General Santos City and other non-medical entities.

Office or Division:	City Social Welfare and Development Office – Community-Based Social Protection and Welfare Services Division and Center-Based Social Protection and Welfare Services Division			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Any bonafide indigent/in-crisis residents of General Santos City			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
Barangay Certificate of Residency (1 original copy)		Concerned Barangay		
Residence Sketch with Landmark, for scholarship application (1 original copy)		Applicant		
Medical Records/Medical Certificate/Clinical Abstract, if for Dialysis, CT-Scan, Medical Procedure, Maintenance Medication, etc. (1 Photocopy)		Hospital/Clinic		
Final Hospital Bill, if for Outpatient (1 Photocopy)		Hospital/Clinic		
Medical Quotation, if for Medical Assistance (1 Photocopy)		Hospital/Clinic		
Funeral Quotation, if for Funeral Assistance (1 Photocopy)		Funeral Services		
Registered Death Certificate of the Deceased, if for Funeral Assistance (1 Photocopy)		Local Civil Registrar/ Philippine Statistics Authority (PSA)		
Any Valid ID of the Patient/Deceased (1 Photocopy)		Any Issuing Government Agency		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE

1. Submit complete documentary requirements to the PSW/PSWDW	1.1 Review, check the completeness of the submitted requirements 1.2 Conduct intake interview	None	5 minutes	<i>Registered Social Worker</i>
2. Provide needed information	Conduct data gathering	None	20 minutes	<i>Registered Social Worker</i>
	Prepare assessment report/certificate of indigency	None	2 days	<i>Registered Social Worker</i>
3. Claim the certificate	Contact client and release the certification	None	10 minutes	<i>Registered Social Worker</i>
	TOTAL		2 days, 35 minutes	
END OF TRANSACTION				