

## 100. PROCESSING OF MUTUAL BENEFIT SYSTEM FOR BARANGAY TANOD

### ***DESCRIPTION of the SERVICE :***

Under Ordinance No. 93-82, for every P5 collected from Police Clearance and Fiscal Clearance Fees, P2 is set aside under a Trust Fund for the Mutual Benefit System of the Barangay Tanod of the city. An incumbent Barangay Tanod is entitled to P2,000 as Medical Assistance in case of illness and P5,000 as Burial Assistance in case of death.

### ***REQUIREMENTS :***

- \* Medical Certificate/Death Certificate
- \* Certification from the Punong Barangay
- \* Letter request

### ***FEE :***

No fee

### ***PROCEDURE:***

STEPS	PROCESSING/ RESPONSE TIME	PERSON-IN-CHARGE
1. Receives request and reviews requirements submitted	5 minutes	LEA MAGPANTAY <i>Comm. Affairs Officer II            (North District)</i> ANNABELLA MENDOZA <i>Comm. Affairs Officer II            (East District)</i> MA. NENE GAJE <i>Comm. Affairs Officer II            (South District)</i> THELMA BAUTISTA <i>Comm. Affairs Officer II            (West District)</i> ALLAN DE CASTRO <i>Comm. Affairs Officer II            (Urban District)</i>

STEPS	PROCESSING/ RESPONSE TIME	PERSON-IN-CHARGE
2. Prepares and processes the disbursement vouchers	2 days	ESTELITA SALUDO JOCELYN DIMACULANGAN <i>Asst. City Community Affairs Officer</i>
3. . Endorses the voucher to the Vice Mayor for counte rsigning	15 minutes	ESTELITA SALUDO JOCELYN DIMACULANGAN <i>Asst. City Community Affairs Officer</i>
4. Endorses the vouche r to the City Mayor for signature	15 minutes	ESTELITA SALUDO JOCELYN DIMACULANGAN <i>Asst. City Community Affairs Officer</i>
5. Releases the check to the client	5 minutes	ESTELITA SALUDO JOCELYN DIMACULANGAN <i>Asst. City Community Affairs Officer</i>