

Department of Social Welfare and Development
National Capital Region

FOR : ALL CENTER/RESIDENTIAL CARE FACILITIES
ALL UNITS/SECTIONS
ALL RPMOs (Pantawid, SLP and RCTSU)

FROM : THE REGIONAL DIRECTOR

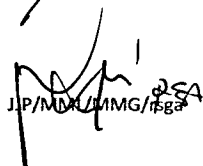
SUBJECT : Business Process and Requirements Analysis (BPRA) and Process Flow Chart

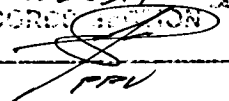
DATE : October 23, 2017

This is to share with you the approved BPRA and Process Flow Chart of Protective Services Program on the Provision of Financial Assistance (Food Subsidy, Medical, Burial, Educational and Transportation) and Processing of Guarantee Letter as per result of the Monitoring and Evaluation Workshop on the Preparation of Business Process and requirements Analysis and Process Flow Chart held on July 21, 2017 at Icon Hotel.

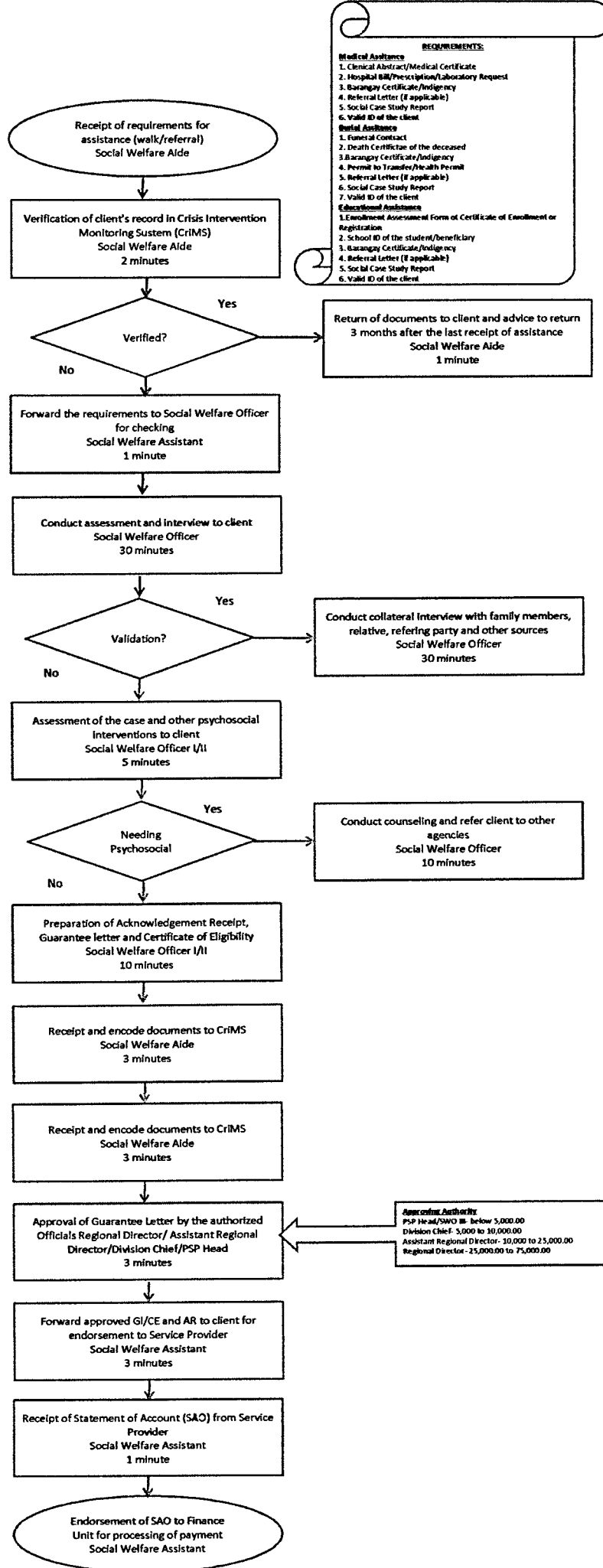
For your information and guidance.


VINCENT ANDREW T. LEYSON


J.P./M.A./M.M.G./E.B.A.

DSWD-NCR
RECEIVED
OCT 25 2017
102-517
RECORDS SECTION
BY: 

FLOW CHART OF PROCESSING OF GUARANTEE LETTER FOR MEDICAL, EDUCATION AND BURIAL ASSISTANCE



- REQUIREMENTS:**
- Medical Assistance**
1. Clinical Abstract/Medical Certificate
 2. Hospital Bill/Prescription/Laboratory Request
 3. Barangay Certificate/Indigency
 4. Referral Letter (if applicable)
 5. Social Case Study Report
 6. Valid ID of the client
- Burial Assistance**
1. Funeral Contract
 2. Death Certificate of the deceased
 3. Barangay Certificate/Indigency
 4. Permit to Transfer/Health Permit
 5. Referral Letter (if applicable)
 6. Social Case Study Report
 7. Valid ID of the client
- Educational Assistance**
1. Enrollment Assessment Form of Certificate of Enrollment or Registration
 2. School ID of the student/beneficiary
 3. Barangay Certificate/Indigency
 4. Referral Letter (if applicable)
 5. Social Case Study Report
 6. Valid ID of the client

Approval Authority

PSP Head/DPO II: Below 5,000.00
 Division Chief: 5,000 to 10,000.00
 Assistant Regional Director: 10,000 to 25,000.00
 Regional Director: 25,000.00 to 75,000.00