

## Auxiliary Social Services to Persons with Disabilities

As a part of Auxiliary Social Services and in support to the Magna Carta for Persons with Disabilities the DSWD through our Field Offices provides augmentation support under the Persons with Disability budget in assistive devices, medical assistance, educational assistance, Burial Assistance and Livelihood Assistance for Persons with Disabilities specifically with those Physical Disabilities, Visual Disability and Learners with Disabilities. In doing this, the Department's aim is to contribute to the Physical Restoration, self, and social enhancement of Persons with Disabilities to attain more meaningful and contributing members of society.

<b>Office or Division:</b>	Community Based Services Section – Protective Services Division			
<b>Classification:</b>	Simple/ Complex			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	Filipino Children and Persons with Disabilities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>PROVISION OF ASSISTIVE DEVICES</b>				
1. Medical Certificate (Indicating the specific assistive devices needed)	Attending Physician (Hospital, Clinic, Barangay Health Worker)			
2. Barangay Certificate of Indigency	Barangay Hall			
3. Social Case Study Report/ Case Summary	Local Government Unit or Medical Social Service			
4. 2x2 Picture or 1 whole body picture	Client			
5. Request letter	Client			
<i>*Provision of the assistance is still based on the record of availments of the client and assessment of Social Worker.</i>				
<i>*Documents is still subject for verification and additional documents may be required depending on the case.</i>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Persons with Disabilities or Family Members of Person with Disability may Visit the SWADT offices or Field Offices (Walk-in Clients) to submit their complete requirements	For walk-in clients 1.1 Social Worker or Focal Person shall receive and review the required documents	None	5 minutes	<i>Ms. Lael B. Gasco SWO II – OIC - Community Based Services Section</i>
	1.2 Interview and assessment of Persons with Disability Needs		5 minutes	<i>Ms. Lael B. Gasco SWO II – OIC - Community Based Services Section</i>
	1.3 The FO Focal Person/ Social Worker decides with the Person with Disability/ Family Member/ guardian shall		5 minutes	<i>Ms. Lael B. Gasco SWO II – OIC - Community Based Services Section</i>



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	decide what services can be provided to the client.			
	1.4 For AICS, FO Social Worker/ Focal Person shall provide referral letter or endorsement to CIS or SWADT		10 minutes	<i>Atty. Norjanizah Airah R. Calaca SWO V – Chief, Protective Services Division</i>
	<b>TOTAL</b>	<b>NONE</b>	<b>25 minutes</b>	