



OFFICE OF THE PROVINCIAL SOCIAL WELFARE AND DEVELOPMENT



Provision of Financial Assistance (Medical Assistance)

Office or Division:	Provincial Social Welfare and Development Office			
Classification:	Simple			
Type of Transaction:	Government to Citizens; Government to Government			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<p><i>For Medications/Laboratory:</i></p> <ul style="list-style-type: none"> • Medical Certificate (1 Photocopy) • Prescriptions/ Laboratory Request (1 photocopy) • Original Brgy. Clearance of claimant signed by Brgy. Captain (1 copy) • Photocopy of valid ID of claimant (1 copy) • Request Letter Addressed to the Governor (1 copy) • Brgy. Certificate indicating the relationship of claimant/client to patient (1 copy) • Certificate of Cohabitation if not Married (1 copy) <p><i>For dialysis and chemotherapy patients:</i></p> <ul style="list-style-type: none"> • Certified true copy of updated protocol (1 copy) • Original Brgy Clearance of claimant signed by Brgy. Captain (1 copy) • Photocopy of valid ID of claimant (1 copy) • Request Letter Addressed to the Governor (1 copy) • Brgy. Certificate indicating the relationship of claimant/client to patient (1 copy) • Certificate of Cohabitation if not Married (1 copy) <p><i>For Hospital Bill:</i></p> <ul style="list-style-type: none"> • <i>Statement of Account (1 Photocopy)</i> • <i>Promissory Note (1 Photocopy)</i> • Original Certified true Copy of medical abstract/Medical Certificate (1 copy) • Original Brgy Clearance of claimant signed by Brgy. Captain (1 copy) • Photocopy of valid ID of claimant/client (1 copy) • Request Letter Addressed to the Governor (1 copy) • Brgy. Certificate indicating the relationship of claimant/client to patient (1 copy) • Certificate of Cohabitation if not Married (1 copy) <p><i>For Burial Assistance:</i></p> <ul style="list-style-type: none"> • Certified True Copy of the Death Certificate (1 copy) • Latest Brgy. Clearance and/or Brgy. Certificate of Indigency of the Claimant (1 copy) • Photocopy of claimants valid ID (1 copy) • Request Letter address to the Provincial Governor (1 copy) • Brgy. Certificate indicating the relationship of claimant to the deceased (1 copy) • Certificate of Cohabitation if not Married - Relationship of claimant/client to deceased (1 copy) 			Public/Private Medical Institution Barangay Claimant Claimant Barangay Barangay Public/Private Medical Institution Barangay claimant claimant Barangay Barangay Civil registrar Barangay claimant claimant Barangay Barangay	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
All clients are required to undergo the health protocols prescribed to control the spread of diseases such as the COVID-19. This includes wearing of mask, hand sanitation using alcohol and checking of body temperature.				



1. Client submits requirements through the e-mail address of Office of the Provincial Governor/ E-registration Area at caviteereg@gmail.com	PSWDO staff receives the endorsement letter from the OPG then verifies the list of clients and schedules the submission of the original requirements for qualified clients and contacts the client for the submission of original documents.	None	20 Minutes	<ul style="list-style-type: none"> Arlene Salazar Gladys Pagkaliwangan Ma. Dolores Peñafiel Mercedita Garces Fe Papa Mac-Reden Digma Dolores Amancio
1. Client goes to the waiting area of PSWDO and undergoes health protocols and precautionary measures such as wearing of mask, hand sanitation using alcohol and checking of body temperature.	2. PSWDO staff assists the client in the conduct of health protocols and precautionary measures.	None	3 Minutes	<ul style="list-style-type: none"> Manuel Bawalan Myrna Historillo Russel Deveraturda
2. Client submits the original documents.	3. CIU staff receives and reviews the documents. <ul style="list-style-type: none"> If found complete, CIU staff advises the client to fill up intake sheet. <p>If the claimant's submitted documents are incomplete, he/she will be provided with the checklist of requirements and advise to return upon completion of documents.</p>	None	5 Minutes	<ul style="list-style-type: none"> Mac-Reden Digma Ma. Dolores Peñafiel
4. Client submits filled out intake sheet.	4. CIU staff reviews filled out intake sheet for registration and processing.	None	5 Minutes	<ul style="list-style-type: none"> Mac-Reden Digma Ma. Dolores Peñafiel
3.	5. PSWDO staff determines the fund type of assistance, verifies the date encoded, attaches accomplished and printed system generated verification slip. Then, forwards the documents to other CIU staff for encoding in the PSWDO Management System, prints the system generated intake sheet with certificate of eligibility and forward to other staff for transmittal.	None	15 Minutes	<ul style="list-style-type: none"> Lovelyn De Lara Rogine Mae Reyes Czaida Babiera Ma. Dolores Peñafiel Mercedita Garces Fe Papa Mac-Reden Digma Dolores Amancio
	6. Admin staff receives the documents, set, and assigns control number and prepares voucher and/or payroll and OBR in the PSWDO Management System. Then encodes the claimant's data and contact number in the computer for easy retrieval once the claimant	None	5 Minutes	<ul style="list-style-type: none"> Gladys Pagkaliwangan Gerald Papa Lenard Perey Marjoree Ausena



	follow-up for the availability of assistance.			
	7. Admin staff forwards the document for approval and signature of PSWDO/Agency Head/Authorized Representative.	None	3 Minutes	<ul style="list-style-type: none"> • Gladys Pagkaliwangan • Gerald Papa • Lenard Perey • Marjoree Ausena
	8. PSWDO/Agency Head/Authorized Representative signs the documents and forwards to Admin Division for recording.	None	3 Minutes	Precyl T. Ramos
	9. Liaison Officer records the payroll/voucher together with other documents in the transmittal form and forwards to the interface offices.	None	3 Minutes	<ul style="list-style-type: none"> • Joycelyn Verdadero • Loven Hondo
5. Client receives a notification through SMS about the availability/schedule of assistance	10. PSWDO staff notifies the client on the availability/schedule of release of assistance.	None	1 Minute	<ul style="list-style-type: none"> • Joycelyn Verdadero • Loven Hondo
6. Client submits photocopy of valid ID and other pertinent documents, signs the payroll and receives financial assistance.	11. PSWDO staff releases claim stub for client to claim the financial assistance in the Provincial Treasurer's Office.	None	1 Minute	<ul style="list-style-type: none"> • Joycelyn Verdadero • Loven Hondo



Provision of Financial Assistance (NONAGENARIANS)

Office or Division:	Provincial Social Welfare and Development Office			
Classification:	Simple			
Type of Transaction:	Government to Citizens; Government to Government			
Who may avail:	Person aged 90-99 years old (Nonagenariangs). Immediate family member/ Authorized Representative of Nonagenarian			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<i>For Nonagenarians:</i> <ul style="list-style-type: none"> • Birth Certificate/Marriage Contract/Baptismal Certificate of Nonagenarians (1 copy) • Latest Original Barangay Clearance /Brgy. Certification of Nonagenarian/ Immediate family member/Authorized Representatives (1 copy) • Certification from OSCA and certified by C/MSWDO's (1 copy) • Photocopy of OSCA ID (1 copy) • Photocopy of valid ID of Immediate family member/Authorized Representatives (1 copy) 			Civil registrar/Church Barangay OSCA/C/MSWDO Nonagenarians Claimant/Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits requirements through the e mail address of Office of the Provincial Governor/ E-registration Area at caviteereg@gmail.com .	PSWDO staff receives the endorsement letter from the OPG then verifies the list of clients and schedules the submission of the original requirements for qualified clients and contacts the client for the submission of original documents.	None	20 Minutes	Arlene Salazar Judith Celestial Lynn Andrea Escobar Gladys Pagkaliwangan Ma. Dolores Peñafiel Mercedita Garces Fe Papa Mac-reden Digma Dolores Amancio
1. Client goes to the waiting area of PSWDO and undergoes health protocols and precautionary measures such as wearing of mask, hand sanitation using alcohol and checking of body temperature.	2. PSWDO staff assists the client in the conduct of health protocols and precautionary measures.	None	3 Minutes	Manuel Bawalan Myrna Historillo Russel Deveraturda
2. Client submits the original documents.	3. CIU staff receives and reviews the documents. <ul style="list-style-type: none"> • If found complete, CIU staff advises the client to fill up intake sheet. If the claimant's submitted documents are incomplete, he/she will be provided with the checklist of requirements and advise to return upon completion of documents.	None	5 Minutes	Mac-Reden Digma Ma. Dolores Peñafiel
3. 4. Client submits filled out intake sheet.	4. CIU staff reviews filled out intake sheet for registration and processing.	None	5 Minutes	Mac-Reden Digma Ma. Dolores Peñafiel



	5. PSWDO staff determines the fund type of assistance, verifies the date encoded, attaches accomplished and printed system generated verification slip. Then, forwards the documents to other CIU staff for encoding in the PSWDO Management System, prints the system generated intake sheet with certificate of eligibility and forward to other staff for transmittal.	None	15 Minutes	Lovelyn De Lara Rogine Mae Reyes Czaida Babiera Ma. Dolores Peñafiel Mercedita Garces Fe Papa Mac-reden Digma Dolores Amancio
4.	6. Admin staff receives the documents, set, and assigns control number and prepares voucher and/or payroll and OBR in the PSWDO Management System. Then encodes the claimant's data and contact number in the computer for easy retrieval once the claimant follow-up for the availability of assistance.	None	5 Minutes	Gladys Pagkaliwangan Gerald Papa Lenard Perey Marjoree Ausena
	7. Admin staff forwards the document for approval and signature of PSWDO/Agency Head/Authorized Representative.	None	3 Minutes	Gladys Pagkaliwangan Gerald Papa Lenard Perey Marjoree Ausena
	8. PSWDO/Agency Head/Authorized Representative signs the documents and forwards to Admin Division for recording.	None	3 Minutes	Precyl T. Ramos
	9. Liaison Officer records the payroll/voucher together with other documents in the transmittal form and forwards to the interface offices.	None	3 Minutes	Joycelyn Verdadero Loven Hondo
5. Client receives a notification through SMS about the availability/schedule of assistance	10. PSWDO staff notifies the client on the availability/schedule of release of assistance.	None	1 Minute	Joycelyn Verdadero Loven Hondo
6. Client submits photocopy of valid ID and other pertinent documents, signs the payroll and receives financial assistance.	11. PSWDO staff releases claim stub for client to claim the financial assistance in the Provincial Treasurer's Office.	None	1 Minute	Joycelyn Verdadero Loven Hondo
	TOTAL	None	64 minutes	



Provision of Financial Assistance on Reintegration Assistance for OFW and Migrants (RAOM) /Partnership with Public/Private Institution and Companies for OFs Assistance (PPPICOA)

Office or Division:	Provincial Social Welfare and Development Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Repatriated OFWs, Distressed OFWs			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<p><i>For RAOM:</i></p> <ul style="list-style-type: none"> • Personal letter address to the Provincial Governor (1 copy) • Latest Original Barangay Clearance of the Claimant (1 copy) • Photocopy of departure and Arrival in Passport (1 copy) • Photocopy of Travel Documents(1 copy) • Photocopy of Contract (1 copy) • Endorsement or Referral from any of the following: (1 copy) <ul style="list-style-type: none"> -POEA/ OWWA/ DFA • Photocopy of valid ID (1 copy) <p><i>For PPPICOA:</i></p> <ul style="list-style-type: none"> • Personal letter address to the Provincial Governor (1 copy) • Latest Original Barangay Clearance of the Claimant (1 copy) <p>Other requirements:</p> <ul style="list-style-type: none"> ▪ Photocopy of Passport (1 copy) ▪ Photocopy of Certificate of Completion (Care OFWs) (1 copy) ▪ Existing Contract/Latest Contract (1 copy) <p>Any of the following: (1 copy)</p> <ul style="list-style-type: none"> ▪ Coop Membership ▪ Certification from Public or Private institution or Companies 			<p>Claimant/Client Barangay Claimant/Client Claimant/Client Company/ Employer POEA, OWWA, DFA</p> <p>Claimant/Client</p> <p>Claimant/Client Barangay</p> <p>Claimant/Client PSWDO and other partner agency Company/Employer</p> <p>Other partner agency</p>	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits requirements through the e mail address of Office of the Provincial Governor/ E-registration Area at caviteereg@gmail.com	1. PSWDO staff receives the endorsement letter from the OPG then verifies the list of clients and schedules the submission of the original requirements for qualified clients and contacts the client for the submission of original documents.	None	20 Minutes	Arlene Salazar Fatima Quines Gladys Pagkaliwangan Ma. Dolores Peñafiel Mercedita Garces Fe Papa Mac-Reden Digma Dolores Amancio
2. Client goes to the waiting area of PSWDO and undergoes health protocols and precautionary measures such as wearing of mask, hand sanitation using alcohol and checking of body temperature.	2. PSWDO staff assists the client in the conduct of health protocols and precautionary measures.	None	3 Minutes	Manuel Bawalan Myrna Historillo Russel Deveraturda
3. Client submits the original documents.	3. CIU staff receives and reviews the documents. <ul style="list-style-type: none"> • If found complete, CIU staff advises the client to fill up intake sheet. • If the claimant's submitted documents are incomplete, he/she will be provided with the checklist of requirements 	None	5 Minutes	Mac-Reden Digma Ma. Dolores Peñafiel



	and advise to return upon completion of documents.			
4. Client submits filled out intake sheet.	4. CIU staff reviews filled out intake sheet for registration and processing.		5 Minutes	Mac-reden Digma Ma. Dolores Peñafiel
	5. PSWDO staff determines the fund type of assistance, verifies the date encoded, attaches accomplished and printed system generated verification slip. Then, forwards the documents to other CIU staff for encoding in the PSWDO Management System, prints the system generated intake sheet with certificate of eligibility and forward to other staff for transmittal.	None	15 Minutes	Lovelyn De Lara Rogine Mae Reyes Czaida Babiera Ma. Dolores Peñafiel Mercedita Garces Fe Papa Mac-Reden Digma Dolores Amancio
	6. Admin staff receives the documents, set, and assigns control number and prepares voucher and/or payroll and OBR in the PSWDO Management System. Then encodes the claimant's data and contact number in the computer for easy retrieval once the claimant follow-up for the availability of assistance.	None	5 Minutes	Gladys Pagkaliwangan Gerald Papa Lenard Perey Marjoree Ausena
	7. Admin staff forwards the document for approval and signature of PSWDO/Agency Head/Authorized Representative.	None	3 Minutes	Gladys Pagkaliwangan Gerald Papa Lenard Perey Marjoree Ausena
	8. PSWDO/Agency Head/Authorized Representative signs the documents and forwards to Admin Division for recording.	None	3 Minutes	Precyl T. Ramos
	9. Liaison Officer records the payroll/voucher together with other documents in the transmittal form and forwards to the interface offices.	None	3 Minutes	Joycelyn Verdadero Loven Hondo
5. Client receives a notification through SMS about the availability/schedule of assistance	10. PSWDO staff notifies the client on the availability/schedule of release of assistance.	None	1 Minute	Joycelyn Verdadero Loven Hondo
6. Client submits photocopy of valid ID and other pertinent documents, signs the payroll and receives financial assistance.	11. PSWDO staff releases claim stub for client to claim the financial assistance in the Provincial Treasurer's Office.	None	1 Minute	Joycelyn Verdadero Loven Hondo
	TOTAL	None	64 Minutes	



Provision of Financial Assistance (Burial Assistance for Senior Citizen/Veterans)

Office or Division:	Provincial Social Welfare and Development Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C), Government to Government (G2G)			
Who may avail:	Immediate Relative/Authorized Representative of Senior Citizen and Veterans			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<p><i>For Burial Assistance for Senior Citizen</i></p> <ul style="list-style-type: none"> • Original/Certified True Copy of Death Certificate (1 copy) • Latest Original Barangay Clearance of the Claimant (1 copy) • Photocopy of the Claimants ID (1 copy) • Request letter addressed to the Governor (1 copy) • Brgy. Certificate indicating the relationship of claimant/client to the deceased (1 copy) • Certificate of Cohabitation if not Married- Relationship of claimant/client to deceased (1 copy) <p><i>For Burial Assistance for Veterans</i></p> <ul style="list-style-type: none"> • Original/Certified True Copy of Death Certificate (1 copy) • Latest Original Barangay Clearance of the Claimant (1 copy) • Photocopy of the Claimants ID (1 copy) • Request letter addressed to the Governor (1 copy) • Certificate from Post Commander (1 copy) • Brgy. Certificate indicating the relationship of claimant/client to the deceased (1 copy) • Certificate of Cohabitation if not Married- Relationship of claimant/client to deceased (1 copy) 			<p>Civil Registrar Barangay Claimant/Client Claimant/Client Barangay</p> <p>Barangay</p> <p>Civil Registrar Barangay Claimant/Client Claimant/Client Post Commander Barangay</p> <p>Barangay</p>	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits requirements through the e mail address of Office of the Provincial Governor/ E-registration Area at caviteereg@gmail.com	1. PSWDO staff receives the endorsement letter from the OPG then verifies the list of clients and schedules the submission of the original requirements for qualified clients and contacts the client for the submission of original documents.	None	20 Minutes	Arlene Salazar Gladys Pagkaliwangan Ma. Dolores Peñafiel Mercedita Garces Fe Papa Mac-Reden Digma Dolores Amancio
2. Client goes to the waiting area of PSWDO and undergoes health protocols and precautionary measures such as wearing of mask, hand sanitation using alcohol and checking of body temperature.	2. PSWDO staff assists the client in the conduct of health protocols and precautionary measures.	None	3 Minutes	Manuel Bawalan Myrna Historillo Russel Deveraturda
3. Client submits the original documents .	3.PSWDO staff receives and review documents, register, print transaction slip, verification slip and Certificate of Eligibility (COE). 3.1 A Burial Assistance for Senior Citizen/Veterans Transmittal form) prints and set assigns control number and forward	None	15 Minutes	Charito Escuyos Reena Panganiban Manuel Bawalan



	together with other documents to admin Division.			
	4. Admin staff receives the documents and prepares voucher and/or payroll and OBR in the PSWDO Management System. Then encodes the claimant's data and contact number in the computer for easy retrieval once the claimant follow-up for the availability of assistance.	None	5 Minutes	Gladys Pagkaliwangan Gerald Papa Lenard Perey Marjoree Ausena
	5. Admin staff forwards the document for approval and signature of PSWDO/Agency Head/Authorized Representative.	None	3 Minutes	Gladys Pagkaliwangan Gerald Papa Lenard Perey Marjoree Ausena
	6. PSWDO/Agency Head/Authorized Representative signs the documents and forwards to Admin Division for recording.	None	3 Minutes	Precyl T. Ramos
	7. Liaison Officer records the payroll/voucher together with other documents in the transmittal form and forwards to the interface offices.	None	3 Minutes	Joycelyn Verdadero Loven Hondo
4. Client will receive a notification through SMS about the availability/schedule of assistance.	8. PSWDO staff notifies the client on the availability/schedule of release of assistance.	None	1 Minute	Joycelyn Verdadero Loven Hondo
5. Client submits photocopy of valid ID and other pertinent documents, signs the payroll and receives financial assistance.	9. PSWDO staff releases claim stub for client to claim the financial assistance in the Provincial Treasurer's Office.	None	1 Minute	Joycelyn Verdadero Loven Hondo
	TOTAL	None	54 minutes	



Provision of Livelihood Assistance

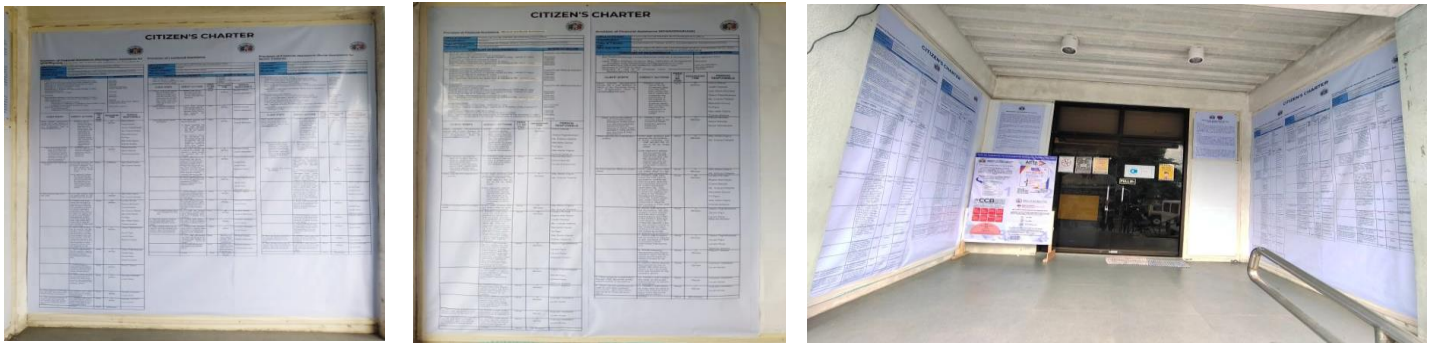
Office or Division:	Provincial Social Welfare and Development Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	PSWDO identified vulnerable sector			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> • Latest Original Barangay Clearance of the Claimant (1 copy) • Xerox of valid ID (1 copy) • Xerox of Training Certificate (1 copy) • Assessment Form (1 copy) 			Barangay Claimant/ Client PSWDO or other agencies PSWDO	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client goes to the waiting area of PSWDO and undergoes health protocols and precautionary measures such as wearing of mask, hand sanitation using alcohol and checking of body temperature.	1. PSWDO staff assists the client in the conduct of health protocols and precautionary measures.	None	3 Minutes	Rommel Gatdula Carolina Mentolaroc
2. Client requests livelihood assistance or training.	2. LTU Staff receives endorsement/referral/ personal letter from the Sectoral Focal Person, other agencies and walk in clients.	None	5 Minutes	Rommel Gatdula Carolina Mentolaroc
3. Client submits the original documents.	3. LTU Staff receives and review document <ul style="list-style-type: none"> • If found complete the LTU staff interview and assess the client and fill out assessment form • If the claimant's submitted documents are incomplete, he/she will be provided with the checklist of requirements and advice to return upon completion of documents. 	None	5 Minutes	Rommel Gatdula Carolina Mentolaroc
	4. LTU staff submits the complete documents and forward to admin division for signature and processing.	None	3 Minutes	Rommel Gatdula Carolina Mentolaroc
	5. Admin staff receives the documents, set, and assigns control number and prepares voucher and/or payroll and OBR in the PSWDO Management System. Then encodes the claimant's data and contact number in the computer for easy retrieval once the	None	5 Minutes	Gladys Pagkaliwangan Gerald Papa Lenard Perey Marjoree Ausena



	claimant follow-up for the availability of assistance.			
	6. Admin staff forwards the document for approval and signature of PSWDO/Agency Head/Authorized Representative.	None	3 Minutes	Gladys Pagkaliwangan Gerald Papa Lenard Perey Marjoree Ausena
	7. PSWDO/Agency Head/Authorized Representative signs the documents and forwards to Admin Division for recording.	None	3 Minutes	Precyl T. Ramos
	8. Liaison Officer records the payroll/voucher together with other documents in the transmittal form and forwards to the interface offices.	None	3 Minutes	Joyclyn Verdadero Loven Hondo
4. Client will attend Basic Business Management Seminar	9. LTU staff will schedule the conduct of Basic Business Management Seminar prior to release of assistance	None	30 Minutes	Rommel Gatdula Carolina Mentolaroc
5. Client will receive a notification through SMS about the availability/schedule of assistance	10. PSWDO staff notifies the client on the availability/schedule of release of assistance.	None	1 Minute	Joyclyn Verdadero Loven Hondo
6. Client submits photocopy of valid ID and other pertinent documents, signs the payroll and receives financial assistance.	11. PSWDO staff releases claim stub for client to claim the financial assistance in the Provincial Treasurer's Office.	None	1 Minute	Joyclyn Verdadero Loven Hondo
	12. LTU staff will monitor the status of the given assistance and forward the accomplish monitoring report.	None	*Monitor conducts after 6 months after the releases of assistance	Rommel Gatdula Carolina Mentolaroc
	13. LTU staff will prepare and submit consolidated report	None	*Prepare and submits consolidated report upon conducts of monitoring	Rommel Gatdula Carolina Mentolaroc
	TOTAL	None	1 Hour and 2 Minutes	

PROOF OF POSTING

Citizen’s Charter of the Provincial Social Welfare and Development Office compound.



Citizen’s Charter of the Provincial Social Welfare and Development Office situated at the extension office “Crisis Intervention Unit” located inside the Capitol Building.



COMMUNICATION PLAN

Aiming to provide the clients with transparency and information concerning with the process and frontline services delivered by the Provincial Social Welfare and Development Office, the Citizen’s Charter dutifully formulated and purposely posted on location where the clients or the public has an easy access. The Citizen’s Charter reflect the valuable frontline services respectfully offered by the agency. Every steps of the activities have corresponding personnel responsible to deliver the essential services needed by the clientele. Moreover, the requirements for every transaction were noted, a checklist of requirements were also given to the clients to inform clients about the process and services of the office. We also plan to create a PSWDO FB Page to easily connect and inform clients across the Province. Likewise, meeting with all the City and Municipal Social Welfare and Development Officers are done and as part of our commitment, all programs and services under PSWDO are being oriented at their level.

The Provincial Social Welfare and Development Office also device a brochure/pamphlet encompassing its vision and mission together with the program, projects and contact details that are readily available at the information area, to give the public the information about the frontline services accessible at the office.

CONTACT INFORMATION

OFFICE	COMPLETE ADDRESS	CONTACT INFORMATION
Provincial Social Welfare and Development Office	1 st floor PSWDO, Government Center Building, TreceMartires City	Telephone: 046-419-21-32 Telefax :046-419-02-52 Email Address pswdocavite@yahoo.com