

OBLIGATION OF AICS VOUCHERS

Schedule of availability of service:

Monday -Friday, 8:00 A.M.-5:00 P.M. (No noon break)

Who may avail of service?

All individuals who are certified to be in "CRISIS SITUATION".

Requirements:

Certification from the Barangay and the CSWDO

Duration:

2 Minutes

How to avail of the service?

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSONS IN-CHARGE	FORMS
1	Present the duly accomplished voucher	- Review Voucher	2 Minutes	RV del Rosario/ Mmarce/APFabros, DGascon	Disbursement Voucher(2 copies), Obligation Request (2 copies), Certificate of Indigency
- Assign OR Number		HD Burnot			
- CBO Signature		RV del Rosario/ Mmarce/APFabros, DGascon			
- Detach duplicate OR					
- Release voucher					
END OF TRANSACTION					