

SOCIAL SERVICES

SECURING SOCIAL SERVICES FOR PERSONS WITH DISABILITY (PWD)

PWD residents of Makati City can avail of social services through the Makati Social Welfare Department (MSWD) which includes PWD ID, Car Tag, Free Movie ID and Booklet and Mobility Aid such as wheelchair, crutches, walker and quad cane. A PWD cardholder is entitled to special privileges and benefits provided under RA 10754 (An Act Expanding the Benefits and Privileges of Person with Disability (PWD)). This entitles 20% discount and exemption from the Value-Added Tax (VAT), if applicable, on the sale of goods and services for the exclusive use and enjoyment or availment of the PWD such as theaters, leisure and amusements, transportation, hotels, restaurants, on medical and dental services, funeral and burial services, on the purchase of medicines in all drugstores, among others. It also gives 5% discount on the regular retail price of basic and prime commodities.

Office/Department:

5/F New Makati City Hall

J.P Rizal Street, Poblacion, Makati City

E-mail Address: makatisocialwelfare@yahoo.com.ph
makatisocialwelfaredepartmen@gmail.com

Contact Person (s):

Maribel M. Lumang, RSW

Officer-in-Charge

Makati Social Welfare Department

Felomino T. Balsamo, RSW

Staff-in-Charge

PWD Welfare Section

Tel No. 870-1638

Kardiff C. Nivera

OIC

Persons with Disability Affairs Office (PDAO)

Tel No. 870-1638

Office/Service Schedule

Monday-Friday, 8:00 A.M. to 5:00 P.M.

HOW TO APPLY FOR PWD ID, PURCHASE BOOKLET AND MOVIE BOOKLET

REQUIREMENTS:

1. Six (6) copies 1x1 ID Picture
2. Latest COMELEC Certification (for minors, Voter's Certificate of parent/guardian is required)
3. Barangay Certification
4. Duly accomplished PWD Profile Sheet
5. Medical Certificate with classification of disability and duration of the validity of the ID (recent) or;
6. Certification on Disability signed by the Brgy. Health Center Doctor with duration/validity of the ID.

PROCEDURES:

1. Obtain the Application Form and PWD Profile Sheet from the Persons with Disability Affairs Office (PDAO);
2. Fill out the Application Form and PWD Profile Sheet accurately and completely;
3. Affix one (1) ID picture on the accomplished Application Form and staple the other ID pictures with the PWD Registration Form (PWD-RF);
4. Attach a copy of the required documents to confirm the medical/disability condition/s of the applicant;
5. Submit the accomplished PWD-RF and all the requirements to the MSWD-PDAO;
6. Claim PWD ID, Purchase Booklet and Movie Booklet after three (3) working days from the date of submission.

GETTING MOBILITY AID FOR PERSONS WITH DISABILITY (PWD)

REQUIREMENTS:

1. Whole body picture
2. Latest COMELEC Certification
3. Barangay Certificate of Indigency
4. Medical Certificate
5. Request letter addressed to the Mayor
6. If Senior Citizen, submit a photocopy of Blu card in lieu of requirements # 2

PROCEDURES:

1. Submit complete documents to the MSWD-PWD Welfare Section.
2. An assessment will be conducted by the Social Worker/Case Worker.
3. The name/s of the applicant/s will be endorsed to the Office of the Mayor (OM).
4. The OM together with the MSWD staff will release the Mobility Aid.
5. The recipient will sign the Deed of Donation and Acknowledge Receipt.

APPLYING FOR CAR TAG PER CITY ORDINANCE NO. 2006-036

REQUIREMENTS:

1. PWD ID
2. Duly accomplished Applicant's Form
3. Marriage Contract/Affidavit of Cohabitation (in case the applicant is the spouse or common-law spouse of the PWD)
4. Birth Certificate or Affidavit of Guardianship (in case the applicant is the parent or guardian)
5. Picture of the PWD with the vehicle and plate number (if car owner)
6. Vehicle Registration (valid)
7. Company Certification (if vehicle is company assigned)

PROCEDURES:

1. Obtain and fill out Application Form at the MSWD.
2. Present all the requirements to MSWD staff for verification.
3. Proceed to Miscellaneous Office and pay Php50.00 for the Car Tag.
4. Go back to MSWD and present the receipt.
5. Wait for the release of the Car Tag.

SECURING SOCIAL SERVICES FOR WOMEN IN ESPECIALLY DIFFICULT CIRCUMSTANCES (WEDC)

This program protects women from different kinds of abuses and exploitation and promotes women empowerment.

Office/Department:

5/F New Makati City Hall

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E-mail Address: makatisocialwelfare@yahoo.com.ph

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Contact Person (s)

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Officer-in-Charge

Makati Social Welfare Department

Marilou B. Pepaño, RSW, MPA

Staff-in-Charge

Women's Welfare Section

Tel No. 870-1635

Office/Service Schedule

Monday-Friday, 8:00 A.M. to 5:00 P.M.

WOMEN VICTIMS OF ABUSE/MALTREATMENT (NON-VAWC CASE)

REQUIREMENTS:

1. Referral Letter from referring agency or barangay
2. Barangay Clearance
3. COMELEC Certification/Voter's ID
4. Birth Certificate
5. Marriage Certificate (if married)
6. Medico-Legal Certificate
7. Copy of the Barangay Blotter

Note:

*Walk-in clients will also be entertained

PROCEDURES:

1. Proceed to MSWD and register at the client's service assistance desk at the entrance of MSWD. The assistant will conduct a preliminary interview to determine the nature of the case and refer to appropriate social worker/case worker who will facilitate the case.
2. Intake interview of the social worker/case worker to determine the immediate need of the client and present the needed requirements.
3. Counseling of the social worker/case worker and issuance of summon for both parties concerned for a case conference.
4. If both parties agree to an amicable settlement, their agreement must be notarized at the Legal Department (18th floor of Makati City Hall Bldg 1)
5. The Social Worker/Case Worker shall monitor the compliance on the agreement set.
6. If both parties fail to agree to an amicable settlement, they will be referred to the Public Attorney's Office (PAO).

FOR KASAMBAHAY

1. Secure referral letter from your respective barangay and then proceed to MSWD (unresolved cases at the barangay level)
2. Register at the client's service assistance desk at the entrance of MSWD. The assistant will conduct preliminary interview to determine the nature of the case and refer to appropriate social worker/case worker who will facilitate the case.
3. Intake interview of the social worker/case worker.
4. Counseling of the social worker/case worker and issuance of invitation letter to the responding party/employer.
5. If kasambahay is not a Makati Resident and a victim of illegal recruitment, the social worker/case worker refers the client to the Social Development Center (SDC) for provision of temporary shelter.
6. Attend scheduled Case conference. Interview of responding party and case conference.
7. If both parties agree to an amicable settlement, the case shall be closed. If both parties fail to agree to an amicable settlement, they will be referred to the Public Attorney's Office (PAO) or Women's Desk at Makati City Police Department (MCPD) for legal action.

VICTIMS OF VIOLENCE AGAINST WOMEN AND THEIR CHILDREN (VAWC) (RA 9262)

REQUIREMENTS:

1. Referral Letter from referring agency or barangay
2. Barangay Clearance
3. COMELEC Certification/Voter's ID
4. Birth Certificate
5. Marriage Certificate (if married)
6. Medico-Legal Certificate

Note:

*Walk-in clients will also be entertained

PROCEDURES:

1. Proceed to MSWD and register at the client's service assistance desk at the entrance of MSWD. The assistant will conduct a preliminary interview to determine the nature of the case and refer to appropriate social worker/case worker who will facilitate the case.
2. Intake interview of the social worker/case worker and present the needed requirements such as Marriage Contract and Birth Certificates of children (marital conflict) or medico-legal certificate (for victims of VAWC).
3. Counseling of the social worker /case worker and issuance of summon to the responding party for a case conference (for the issue of marital conflict, child custody and support).
4. Proceed to Makati Women's and Children's Desk at MCPD for filing of the case and to the barangay where the client resides for the issuance of Barangay Protection Order (victims of physical abuse).
5. Interview of responding party and case conference.

AVAILING OF THE AID TO INDIVIDUAL/FAMILY IN CRISIS SITUATION (AICS) SERVICES

Provision of timely and appropriate aid to those in distress brought about by critical incidents/events or series of situations that impair psychosocial functioning.

1. Case Management
2. Food Assistance
 - a.) Burial
 - b.) Walk-in
 - c.) Indigent
3. Medical Assistance (Medicines)
4. Financial Assistance (Medical Procedure, Supplies, Hospital Bill)
5. Burial Assistance (Paupers)
6. Transportation Assistance
7. Balik Probinsya

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Contact Person (s)

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Officer-in-Charge

Makati Social Welfare Department

Rabboni T. Saipudin, RSW

Staff-in-Charge

Emergency Assistance Section

Tel No. 870-1649/870-1239

Office/Service Schedule

Monday-Friday, 8:00 A.M. to 5:00 P.M.

A. BURIAL ASSISTANCE (IN THE FORM OF FOOD ASSISTANCE)

REQUIREMENTS:

1. Latest COMELEC Certification
2. Funeral Contract /Funeral Bill
3. Certificate of Indigency of client
4. Any valid ID of client
5. Death Certificate (of the deceased)
6. Duly accomplished General Intake Sheet (GSIS)
7. Home Visitation
8. Birth Certificate/Baptismal of children's
9. Marriage Contract if Married / If not Cert. of Cohabitation
10. Family Picture
11. Fare Matrix

B. PAUPER'S BURIAL

REQUIREMENTS:

1. From Ospital ng Makati (OSMAK)
 - Medical Abstract
 - Endorsement Letter from OSMAK
 - Case Study
 - Death Certificate
 - Media referrals
 - Police Report
 - Blotter and Roving Report from respective barangay

C. BALIK PROBINSYA

REQUIREMENTS:

1. COMELEC Certification/Voter's ID
2. Residence Certificate
3. Yellow Card/Blu Card
4. Barangay Clearance/Indigency
5. Social Case Study Report
6. Duly accomplished General Intake Sheet (GSIS)
7. Home Visitation

D. MEDICAL/FINANCIAL ASSISTANCE

REQUIREMENTS:

1. Latest COMELEC Certification
2. Social Case Study Report/Case Summary Report
3. Duly accomplished General Intake Sheet (GIS)
4. Clinical Abstract
5. Medical Prescription
6. Barangay Clearance/Indigency
7. Quotation (Financial)
8. One (1) valid ID of Client's / if minor valid ID of parent

PROCEDURES (FOR ALL CATEGORIES OF AICS):

1. Register at the Information Desk at the entrance of the Makati Social Welfare Department (MSWD). The Information Desk Officer at the entrance of MSWD will determine the need and refer the client to an appropriate worker.
2. Submit required documents for qualification. Initial interview and assessment of documents/requirements submitted
3. Assessment/Evaluation
4. Provision of Assistance
5. Monitoring and Evaluation

SECURING SOCIAL SERVICES FOR CHILDREN IN CONFLICT WITH THE LAW (CICL)

The program provides social intervention services for Children In Conflict with the Law (CICL).

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Makati Social Welfare Department

Loida E. Pangilinan, RSW

Staff-in-Charge

Child and Youth Welfare Section

Tel No. 870-1639

Office/Service Schedule

Monday-Friday, 8:00 A.M. to 5:00 P.M.

REQUIREMENTS:

1. Referral letter from CIDG-WCPD/SAID (for drug-related cases)
2. Medical Certificate
3. Birth Certificate (if available)
4. Filled-out BCPC Intake Interview Form

A. YOUTH OFFENDER WITH 6 YEARS OF PENALTY (15 AND 1 DAY- 18 YEARS OLD)

PROCEDURES:

1. Refer the child directly to MSWD-Makati Youth Home (if the child is male) or Social Development Center (if the child is female) with complete required documents. The house parent will receive the child together with the documents and register him/her at the logbook.
2. Conduct of body search to the child/children and inventory of his/her belongings.
3. Orientation of the center's rules and regulations.
4. Bring the child to the assigned room to take rest.
5. Intake interview (Social Worker)
6. Administer tools for Assessment of Discernment.
7. Assessment of Discernment will be submitted to WCPD/SAID for Inquest Proceedings.
8. If the case is with probable cause, for court filing.
9. If the penalty is above 12 years, proceed to trial.
10. If the penalty is below 12 years, the judge will determine if diversion is appropriate to the child.
11. If diversion is not appropriate to the child, proceed to trial-convicted-promulgation or judgment and order of suspension of sentence-creation of rehabilitation program.
12. The Diversion Program will be monitored by MSWD (Community-based).
13. Success of Diversion Program-Dismissal of the case.
14. Failure of Diversion Program-Proceed to trial-convicted promulgation of Judgment and order of suspension of sentence-creation of Rehabilitation Program.
15. Success of Rehabilitation Program-dismissal and sealing of the case.
16. Failure of Rehabilitation Program-execution of judgment.

YOUTH OFFENDER WITH 6 YEARS BELOW PENALTY

PROCEDURES:

1. Refer the child directly to MSWD-Makati Youth Home (if the child is male) or Social Development Center (if the child is female) with complete required documents. Intake interview.
2. Administer Tools for Assessment of Discernment.
3. Diversion Program at MSWD (Community-based), Barangay, Police level.
4. Success of Diversion Program – Dismissal of the case.
5. Failure of Diversion Program-for regular filing.

YOUTH OFFENDER (15 YEARS OLD AND BELOW)

PROCEDURES:

1. Refer the child directly to MSWD-Makati Youth Home (if the child is male) or Social Development Center (if the child is female) with complete required documents
2. Intake interview. Recidivist client-institutionalization, involuntary commitment
3. Case Conference-Intervention Program
4. Release to parents (if parents are available)
5. Monitoring-MSWD Community-based

CASE MANAGEMENT FOR CHILDREN IN NEED OF SPECIAL PROTECTION (CNSP) DUE TO ABUSE, NEGLECT, OR ABANDONMENT

The City has a package of welfare and development program for Children In Need Of Special Protection (CNSP). This is usually provided to children who do not have a place to stay or who are in distress.

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Contact Person (s)

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Officer-in-Charge

Makati Social Welfare Department

Loida E. Pangilinan, RSW

Staff-in-Charge

Child and Youth Welfare Section

Tel No. 870-1639

Office/Service Schedule

Monday-Friday, 8:00 A.M. to 5:00 P.M.

REQUIREMENTS:

1. Makati resident
2. Barangay Clearance
3. Referral letter from the Barangay or from other agency
4. Age of child, 0-17 years old
5. Copy of barangay blotter (if case is already reported)
6. Police report/referral (if case is already reported)
7. Birth Certificate (for sexual abuse and physical abuse cases)
8. Initial Medico-legal Report (for sexual abuse and physical abuse cases)
9. Barangay and Police Blotter Certification with logo (Missing and Foundling Cases)
(Note: Indicate the name, age and address of finder; where the child was found, when and what time the child was found)
10. Affidavit of Finder (For foundling cases)

PROCEDURES:

- 1 Register at the MSWD Front Desk. The MSWD front desk officer will conduct preliminary interview in order to determine the nature of the case and refer to the appropriate social worker.
- 2 Proceed to the Child and Youth Welfare Section. Case management will commence
 - a. Intake
 - b. Investigate/Home visit
 - Conduct Safety and Risk Assessment
 - For cases assessed to need immediate rescue of the child, MSWD coordinates with the Women and Children's Protection Desk (WCPD) unit of the Makati Central Police Station, who shall lead the rescue operation.
 - For cases wherein, the victim is a Makati resident but the crime was committed outside the jurisdiction of Makati, MSWD refers the client to the concerned agencies.
 - For victims of abuse, rescued street children, lost and found children (founding children), abandoned and deserted children in need of temporary shelter, they are referred to the Makati Youth Home or the Social Development Center for temporary home care.
 - For lost and found children, MSWD taps the media to air missing or founding children so that their parents can locate them. Clients reintegrated to their family are followed up.
 - Follow-up

SECURING A MEDICAL SOCIAL CASE STUDY REPORT

Provision of Medical Social Case Study reports for individuals needing referrals to avail of financial/medical assistance from charitable/medical institutions and other agencies.

Office/Department:

5/F New Makati City Hall

J.P Rizal Street, Poblacion, Makati City

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makatisocialwelfaredepartmen@gmail.com

Contact Person (s)

Maribel M. Lumang, RSW

Officer-in-Charge

Makati Social Welfare Department

MSWD Information Desk

Telephone Number 870-1227

Office/Service Schedule

Monday-Friday, 8:00 A.M. to 5:00 P.M.

REQUIREMENTS (S):

1. Barangay Certificate of Indigency
2. Medical/Clinical Abstract
3. Statement of Account of Hospital Bill/Protocol Treatment of Dialysis, Chemotherapy/Request of Laboratory or Medical Tests (depends on the needs of clients).
4. Letter of Request Social Case Study Report (SCSR) from the hospital's Medical Social Service Department if the client is in-patient and needs social service from the hospital.
5. Latest COMELEC Certificate
6. Valid ID's (MHP (yellow) card/ PhilHealth)
7. For Children in Need of Special Protection (CNSP) needing PhilHealth for medical purposes:
 - a. Affidavit of Guardianship (Notarized)
 - b. Barangay Clearance
 - c. COMELEC ID/Voter's Certificate (Guardian)
 - d. Certificate of Indigency (c/o MSWD)

- e. Case Study (c/o MSWD)
(Orphan)
- f. Death Certificate of Parents
(Abandoned)
- g. Police Blotter or Barangay Blotter
(Neglected)
- h. Parenting Capability Assessment Report

PROCEDURES:

- 1 Proceed to MSWD and register at the client's service assistant desk. The assistant will conduct preliminary interview to extract the basic information of the client and to determine the appropriate section that will facilitate the case.
- 2 The social worker/case worker will check the required documents and conduct intake interview.
- 3 Home Visitation and Collateral Interview.
- 4 Claim the Social Case Study Report. Release of Social Case Study Report.

SECURING A CERTIFICATE OF INDIGENCY

Provision of certificate of indigency for local Civil Registrar (LCR) and for Public Attorney's Office (PAO) and other legal purposes.

Office/Department:

5/F New Makati City Hall

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Contact Person (s)

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Officer-in-Charge

Makati Social Welfare Department

MSWD Information Desk

Telephone No. 870-1227

Office/Service Schedule

Monday-Friday, 8:00 A.M. to 5:00 P.M.

REQUIREMENT (S):

1. Business Certification (Ground floor, Makati City Hall Building II)
2. Assessment Certification (2nd floor, Makati City Hall Building I)
3. Affidavit of Economic Status (if unemployed) (18th floor)
4. Certificate of Employment and Compensation (if employed)
5. Certification of Indigency from the Barangay
6. COMELEC Certificate/Voter's ID (Photocopy)
7. Others (Birth Certificate, Valid IDs)

PROCEDURES:

For Local Civil Registrar (LCR)

- 1 Proceed to the Local Civil Registrar (LCR) at the 3rd floor of Makati City Hall for the application of petition for a Certificate of Indigency
- 2 After applying at the LCR, proceed to MSWD and register at the client's service assistant desk. The assistant will conduct preliminary interview to extract the basic information of the client and to determine the appropriate section that will facilitate the case.

- 3 Intake interview of the social worker/case worker and assessment to determine if client is eligible to secure the certificate.
- 4 Conduct home visitation and collateral interview.
- 5 Make Home Assessment Report.
- 6 Process request of Certificate of Indigency.
- 7 Claim the Certificate of Indigency. Release of the Certificate of Indigency at the Secretariat.

For Public Attorney's Office (PAO) and other legal purposes

- 1 Proceed to the Public Attorney's Office (PAO) for legal consultation.
- 2 After consulting at the Public Attorney's Office (PAO), proceed to MSWD and register at the client's service assistance desk. The assistant will conduct preliminary interview to extract the basic information of the client and to determine the appropriate section that will facilitate the case.
- 3 Intake interview of the social worker/case worker and initial assessment.
- 4 Follow-up. (the issuance of the certificate will be based on the assessment of the social worker/case worker after conducting home visitation, collateral interview and ocular inspection)
- 5 If client is eligible for the certificate, comply all requirements. If client is not eligible, the social worker/case worker will inform the client that he/she is not eligible for the certificate based on his/her assessment after a profound investigation.
- 6 Claim the Certificate of Indigency. Release of the Certificate of Indigency at the Secretariat.

VICTIMS OF ABUSE AND MARITAL CONFLICT

Office/Department:

5/F New Makati City Hall

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Contact Person (s)

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Marilou B. Pepaño, RSW, MPA

Staff-In-Charge

Women's Welfare Section

Telephone No. 870-1635

Office/Service Schedule

Monday-Friday, 8:00 A.M. to 5:00 P.M.

REQUIREMENTS:

1. Referral Letter from referring agency or barangay
2. Barangay Clearance
3. Latest COMELEC Certification
4. Birth Certificate
5. Marriage Certificate (if married)
6. Medico-Legal Certificate
7. Barangay Blotter
8. Valid ID's

PROCEDURES:

1. Proceed to MSWD and register at the client's service assistance desk at the entrance. The front desk officer will conduct a preliminary interview to determine the nature of the case and refer to appropriate social worker/case worker who will facilitate the case.
2. Intake interview of the social worker/case worker to determine the immediate need of the client and present the needed requirements.
3. Counseling of the social worker/case worker and issuance of summon for both parties concerned for a case conference.

4. If both parties agree to an amicable settlement, the case shall be closed. The amicable settlement must be notarized at the Legal Department (18th floor).
5. If both parties fail to agree to an amicable settlement, they will be referred to the Public Attorney's Office (PAO).

SECURING SOCIAL SERVICES FOR MEN IN ESPECIALLY DIFFICULT CIRCUMSTANCES (MEDC)

This program protects men from different kinds of abuses.

Office/Department:

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Florence I. Ferrer

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Family and Men's Welfare Section

Tel No. 870-1648/870-1646

Office/Service Schedule

Monday-Friday, 8:00 A.M. to 5:00 P.M.

AVAILING OF SOCIAL SERVICES FOR PRE-MARRYING/MARRIED COUPLES

REQUIREMENTS:

1. Pre-Marriage Counseling (PMC) Receipt
2. Accomplished Application Form

PROCEDURES:

1. Pay P100.00 for the counseling fee at Miscellaneous Division Window B (3rd floor).
2. Select Date of Availability for PMC at MSWD-Family and Men's Welfare Section (4th floor).
3. Return on the scheduled date and bring official receipt as proof of payment.
4. Fill-out application form at MSWD form at MSWD Child Development Center.
5. Answer the Marriage Expectation Inventory.
6. Attend the Pre-Marriage Counseling (Tuesday, Wednesday, Thursday at 8:00 AM). Conduct Pre-Marriage Counseling Seminar
7. Claim Pre-Marriage Counseling Certificate. Issuance of Pre-Marriage Counseling Certificate.

FAMILIES IN DIFFICULT CIRCUMSTANCES

REQUIREMENTS:

1. Marriage Contract
2. Birth Certificate of Children
3. Medical Certificate (if necessary)
4. Valid IDs.
5. Copy of Kasunduan in the barangay/department (if any)

PROCEDURES:

1. Proceed to MSWD and register at the service assistance desk. The service assistant desk officer will determine the need and refer the client to an appropriate worker.
2. Initial interview and submission of requirements (Data Gathering).
3. Social Worker to conduct home visitation and collateral interview (Data Gathering).
4. Case conference (Social Worker and family)
5. Assessment and Evaluation.
6. Intervention

APPLYING FOR A SOLO PARENT I.D

A single parent is entitled to this card which grants him/her special benefits provided by the national law.

Note: Solo Parent applicants should appear personally during the application and interview.

REQUIREMENTS:

1. Accomplished application form
2. 2 pcs. 1x1 I.D. picture of the applicant
3. Latest COMELEC Certification
4. Barangay Certificate as solo/single parent
5. Latest Income Tax Return / Certificate of Employment (with Compensation)
6. Photocopy of Birth Certificate of Children, ages 17 and below
7. Latest picture of child/children with the applicant (if not yet schooling).
8. Photocopy of latest school ID or certificate of enrollment of child/children (if schooling)
9. Affidavit of Single Parent (reason and since when)
10. Death Certificate (if applicable)
11. Court Decree of Annulment/ Legal Separation (if applicable)
12. Certificate of Guardianship (if applicable)

PROCEDURE:

1. Apply at the MSWD.
2. Submit complete requirements. Initial interview and assessment of requirements submitted for qualification.
3. Social worker or Social Development to conduct home visitation and collateral interview.
4. Assessment and Evaluation.
5. Claim your I.D. Issuance of Solo Parent I.D. (1 month processing)

APPLYING FOR A BLU CARD I.D

The BLU card provides financial assistance to families of senior upon his/her death. Likewise, under this program, a senior citizen receives an annual cash gift corresponding to their age limit.

Age	Mid-Year	Year End	Total Annual Cash Gift
60-69 years old	₱ 1,500	₱ 1,500	₱ 3,500
70-79 years old	₱ 2,000	₱ 2,000	₱ 4,000
80 years old and above	₱ 2,500	₱ 2,500	₱ 5,000

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Elderly Welfare Section

Tel No. 870-1236

Office/Service Schedule

Monday-Friday, 8:00 A.M. to 5:00 P.M.

NEW APPLICANTS AND REPLACEMENT OF LOST CARD

QUALIFICATIONS/REQUIREMENTS:

1. Qualifications:
 - a. Must be a Filipino citizen.
 - b. Must be 60 years old and above.
 - c. Must be a registered voter and actual/current resident of the City of Makati for the past two years.

2. Requirement (s): (Please bring and present all original requirements for authentication.)
 - a. Latest 1x1 recent ID picture
 - b. Latest COMELEC Certificate
 - c. Latest Barangay Clearance
 - d. Birth/Marriage Certificate, Passport or PRC card
 - e. White Card and Yellow card and any old valid ID's bearing the Makati address (for senior citizens who are 80 years old and above with no COMELEC Certification)
 - f. Certificate of Ownership/Lessee for senior citizens residing in condominiums, townhouses, etc.
 - g. Accomplished application form

3. Others:
 - a. If card is lost, an affidavit of loss shall be submitted.
 - b. Benefits under the Blu Card program will be forfeited in case the cardholder has transferred outside the City of Makati
 - c. Those who had been issued with the Blu card can avail of the burial assistance of P3,000.00, that is NO BLU CARD, NO BENEFIT

MUST: Please notify MSWD of your change of address and beneficiaries.

PROCEDURES:

1. Register at the Information Desk at the entrance of the Makati Social Welfare Department (MSWD). The Information Desk Officer at the entrance of MSWD will determine the need and refer the client to an appropriate worker.
2. Submit accomplished forms and required documents for qualification. Initial interview and assessment of documents/requirements submitted.
3. Home visit and collateral interviews for the purpose of attesting that applicant is a bonafide Makati resident.
4. Upon home visitation applicant will be given a home visit stub.
5. Bring the home visit stub on the scheduled orientation indicated in the stub.
6. Attend the Blu card Orientation
7. Release/ Issuance of BLU card.

CHANGING CARD/ENTRY OF BENEFICIARY IN THE BLU CARD

REQUIREMENTS:

1. Old BLU card
2. Latest Barangay Certificate where senior citizen transferred.
3. Latest COMELEC Certificate (for change of address only)
4. Medical Certificate and Letter of Consent (for disabled, bedridden and confined in hospital)
5. Affidavit of Consent for additional or change of beneficiaries.

PROCEDURES:

1. Register at the Information Desk at the entrance of the Makati Social Welfare Department (MSWD). The Information Desk Officer at the entrance of MSWD will determine the need and refer the client to an appropriate worker.
2. Submit BLU card requirements. Review and evaluation of requirements submitted
3. For change of Address a home visit will be conducted and will be given a home visit stub.
4. Bring the home visit stub on the scheduled date indicated in the stub.
5. Release of Blu card.

GETTING CASH GIFT UNDER BLU CARD PROGRAM

REQUIREMENTS:

1. BLU card
2. Accomplished three (3) copies authorization form (for bedridden, disabled and confined senior citizens.
3. Three (3) copies Authentic and latest Medical Certificate (if confined).
4. Three (3) copies of ID of claimant/authorized beneficiary.

PROCEDURE:

1. Submit complete requirements for validation. Review and evaluation of requirements submitted
2. Proceed to the barangay on the scheduled release or to the Cash Division, 3rd floor, New Makati City Hall, for those who were not able to claim their cash gift on time. Release of Cash Gift

GETTING BURIAL ASSISTANCE UNDER BLU CARD PROGRAM

REQUIREMENTS:

1. BLU card
2. Death Certificate of the cardholder
3. Birth or Marriage Certificate of claimant
4. Certificate from the Chapter Chairman to attest residency (if cardholder passed away outside Makati)
5. Residence Certificate of the claimant.

PROCEDURE:

1. Register at the Information Desk at the entrance of the Makati Social Welfare Department (MSWD). The Information Desk Officer at the entrance of MSWD will determine the need and refer the client to an appropriate worker.
2. Surrender BLU card and submit requirements.
3. Interview of beneficiary for verification.
4. Schedule for payment.

SECURING SOCIAL SERVICES FOR DISADVANTAGED OLDER PERSONS

Case management services in response to the needs of the elderly who had been neglected and abandoned through provision of assistance i.e. referrals, networking, home visitations.

REQUIREMENTS:

1. Barangay Endorsement
2. Police Blotter
3. Medical Abstract/Medical Certificate
4. Physical Examination
5. Roving Certificate

PROCEDURE:

1. Register at the Information Desk at the entrance of the Makati Social Welfare Department (MSWD). The Information Desk Officer at the entrance of MSWD will determine the need and refer the client to an appropriate worker.
2. Submit accomplished forms and required documents for qualification. Initial interview and assessment of documents/requirements submitted
3. Assessment of client and conduct of home visitation to determine his/her needs.
4. For clients with relatives, counseling and advice is conducted.
5. For homeless clients, a thorough assessment and networking with other institutions are conducted for his/her possible residential homecare.

SOCIAL SERVICES FOR DISPLACED INFORMAL SETTLERS (IS)

Provision of assistance (i.e. relocation, financial, transportation, food and livelihood assistance) for displaced informal settlers, including the augmentation of the construction of housing units in partnership with GAWAD Kalinga and other NGOs, in both relocation sites (San Jose Del Monte, Bulacan and Calauan, Laguna).

Office/Department:

5/F New Makati City Hall

J.P Rizal Street, Poblacion, Makati City

E-mail Address: makatisocialwelfare@yahoo.com.ph

makatisocialwelfaredepartmen@gmail.com

Contact Person (s)

Maribel M. Lumang, RSW

Officer-in-Charge / Staff-in-Charge

Informal Settlers' Welfare Section

Tel No. 870-1653 / 870-1647

Office/Service Schedule

Monday-Friday, 8:00 A.M. to 5:00 P.M.

REQUIREMENT(S):

Please present original copies of the following:

1. Birth Certificate of Household Head and Spouse (with Registry Numbers)
2. Birth Certificate of Children (latest) (With Registry Numbers)
3. COMELEC Certification/Voter's ID – Couple (latest)
4. Affidavit of Separation (if separated)
5. 30 Day/s Notice (original and received by the home owner)
6. Death Certificate of Deceased spouse
7. Marriage Contract
8. Affidavit of Cohabitation (live-in spouse)
9. Family Picture
10. Residence Certificate (Cedula) (New) – Couple
11. Barangay Clearance (New) – Couple
12. Affidavit of Income or Income Tax Return (ITR)
13. Certificate of Solo Parent for Widow/Widower or Single Parent
14. Two (2) Valid ID's (Xerox Front and Back) – Couple
15. Proof of Residency – Since 1992- Original
16. Long Brown Envelope.

PROCEDURES:

1. Proposal and approval of the Makati City Urban Redevelopment and Housing Board (MCURHB) Re: Voluntary/Force Demolition Activities.
2. Attend Local Inter-Agency Committee (LIAC) meeting and comply requirements. Local Inter-Agency Committee (LIAC) Meeting with concerned barangays together with representatives from PCUP, CHR, DEPW, DepEd-Makati, Police
 - a. Validation/Tagging of affected Informal Settler families (ISFs)
 - b. Structural Mapping by DEPW
 - c. Schedule of three (3) dialogues
 - d. Schedule of Tripping
 - e. Schedule of voluntary /force demolition
 - f. Submission of requirements
 - g. Assessment of qualified applicants
3. Issuance of 30-day Notice by the proponent.
4. Submission of Requirement for Certificate of Compliance (COC) to the MCURHB
5. Actual relocation (Voluntary)
 - a. Issuance of entry pass
 - b. Distribution of food packs, financial assistance
 - c. Travelling to relocation site
 - d. Lot assignment at relocation site
6. Approval of COC by the Board.
7. Pre-demolition conference.
8. Demolition proper
 - a. Issuance of Entry Pass
 - b. Distribution of food packs and food assistance
 - c. Travelling to relocation site
9. Lot assignment at relocation site.

APPLYING FOR PHILHEALTH NG MASA

Office/Department:

5/F New Makati City Hall

J.P Rizal Street, Poblacion, Makati City

E-mail Address: makatisocialwelfare@yahoo.com.ph

makatisocialwelfaredepartmen@gmail.com

Contact Person (s)

Maribel M. Lumang, RSW

Officer-in-Charge / Staff-in-Charge

PhilHealth Assistance Services Section

Tel No. 870-1653 / 870-1647

Office/Service Schedule

Monday-Friday, 8:00 A.M. to 5:00 P.M.

REQUIREMENT(S):

- 1 For Renewal: Indigent and Person with Disability
 - a. Comelec Certification or Voter's ID
 - b. Barangay Certificate of Indigency (not more than six months upon issuance)
 - c. PWD ID card & Clearance issued by Makati Social Welfare Department (Persons with Disability Welfare Section)
 - d. Old Acknowledgement Receipt (1 year expired prior to renewal)
- 2 For application
 1. Comelec Certification or Voter's ID
 2. Barangay Certification of Indigency
 3. Marriage Contract with registry number
 4. Birth certificate of children 20 years old and below (single, jobless, differently abled)
*Emancipated Individual or Single parent 20 years old and below have to submit additional requirement or document such as pre-natal record.
 5. Abandoned, neglected and or orphaned children- additional requirements/ documents
 - Affidavit of Guardianship duly notarized
 - Comelec certification or Voter's ID of guardian
 - Barangay Certificate of Guardian
 - Birth Certificate of the child
 - Social Case Study Report (SCSR) issued by Makati Social Welfare Department (MSWD)

6. Senior Citizens or an individual who is 60 years old & above who are not SSS or GSIS pensioner (as stipulated in R.A. 10645)
 - Accomplished PhilHealth registration form (PMRF)
 - National ID card (white card) and Blue card – photo copy back to back.
7. Senior Citizens or an individual who is 60 years old & above who have retired from private or government entity (SSS or GSIS pensioner)
 - Service Record
 - Print out of SSS contributions
 - Accomplished PhilHealth Form (PMRF)
 - 2 pcs 1x1 ID picture

PROCEDURES:

- 1 Secure and submit all legal documents/requirements to MSWD PhilHealth Assistance Section at the MSWD Extension Office at the 4th floor of Makati City Hall
- 2 Interview and home visit
- 3 Assessment and final evaluation
- 4 Encode qualified applicant's profile on the data base
- 5 Issuance of Acknowledgement Receipt (while waiting for the PhilHealth card to be issued by PhilHealth National)

Source: Makati Social Welfare Department (MSWD)