

6. Person Deprived with Liberty

6.1 Issuance of Certificate of Compliance for Person Deprive to Liberty Undergoing Probation

This service is for clients who has court order who apply for bargaining and undergo to community service.

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| Office or Division: | Municipal Social Welfare and Development Office Children Protection Unit | | | |
| Classification: | Simple Transaction | | | |
| Type of Transaction: | G2C- Government to Citizens | | | |
| Who may avail: | Person Deprive to Liberty who has a court order to undergo rehabilitative counseling | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Court Order (1 Original Copy or E-copy) 2. Community Service Proposal (1 Original Copy) 3. Reflection Notebook during counseling sessions 4. Attendance Notebook during community service | | Court Barangay Client Client | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit documents required documents | 1.1 Review the documents submitted | None | 10 Minutes | Social Worker – Municipal Social Welfare and Development Office |
| | 1.2 Interview the client | | 1 Hour | Social Worker – Municipal Social Welfare and Development Office |

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| | <p>1.3 Prepare the certificate - if compliant to the counseling plan <i>Note: None compliant must comply the agreed counseling plan & community service proposal before the issuance of certificate</i></p> <p>1.4 Submit to MSWDO for approval together with all supporting documents for approval</p> | | <p>10 Minutes</p> <p>30 Minutes</p> | <p>Social Worker – Municipal Social Welfare and Development Office</p> <p>Municipal Social Welfare and Development Officer</p> |
| 2. Received & sign the logbook | 2. Release the certificate & let the client sign the logbook | None | 10 Minutes | Social Worker – Municipal Social Welfare and Development Office |
| 3. Accomplish the CSS and drop it in the Feedback Box | 3. Request client to accomplish the client satisfaction survey either through hard copy or google form via link | None | 10 Minutes | Public Assistance Complaint Desk – Municipal Social Welfare and Development Office |
| | Total | None | 2 Hours & 10 Minutes | |