

## 1. Request for Issuance of Certification for Disaster and Calamity Victims (Insurance Claims)

This service caters the request on individuals affected by disasters to access their entitled insurance benefits as it supports the affected individuals in challenging times.

<b>Office or Division:</b>	Municipal Disaster Risk Reduction and Management Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All Barangays in the Municipality of Tagoloan			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request (1 original, 2 photocopy) Barangay Clearance of Claimant Valid ID Birth Certificate of Claimant Birth Certificate of the Missing/ Death Deceased List of assessed calamity victims		Client Barangay Hall Client Client/Philippine Statistics Authority (PSA)  Municipal Social Welfare and Development		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit Requirements (1 original)	Check and receive requirements	None	5 minutes	<i>Local Disaster Risk Reduction &amp; Management Officer</i>  Municipal Disaster Risk Reduction and Management Office

	1.2 Inspect disaster affected area and verify request	None	3 days	<i>Local Disaster Risk Reduction &amp; Management Officer</i> Municipal Disaster Risk Reduction and Management Office
	2. Prepare certification	None	15 minutes	<i>Local Disaster Risk Reduction &amp; Management Officer</i> Municipal Disaster Risk Reduction and Management Office
	3. Approve certification	None	5 minutes	<i>Local Disaster Risk Reduction &amp; Management Officer</i> Municipal Disaster Risk Reduction and Management Office
2. Claim the certificate	2. Issue the certification	None	1 minutes	<i>Local Disaster Risk Reduction &amp; Management Officer</i> Municipal Disaster Risk Reduction and Management Office
3. Accomplish CSS via link	3.1 Request Client to accomplish the client's satisfaction via link	None	5 minutes	<i>Local Disaster Risk Reduction &amp; Management Officer</i> Municipal Disaster Risk Reduction and Management Office
	3.2 Request Client to accomplish the client's complaint form via link			
<b>TOTAL:</b>		None	3 days 31 minutes	