



BURIAL ASSISTANCE APPLICATION FORM

Maximum Assistance that can be provided by OVP is ₱3,000 and only **before** burial or interment.
Processing of Applications and Interviews are done at 7/F Ben-Lor Bldg., 1184 Quezon Ave., Quezon City.

Date of Interview:				Record Number:				
Name of Deceased: <i>First Name</i>			<i>Middle Name</i>			<i>Last Name</i>		
Date of Death:		<i>Month</i>	<i>Day</i>	<i>Year</i>	Age:	Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Total Cost of Funeral Contract:						<i>Total Cost of Funeral Contract must not be more than ₱25,000.</i>		

Details of Authorized Representative

The representative must be listed as a family member of the deceased in the DSWD Social Case Study Report

Name of Representative: <i>First Name</i>			<i>Middle Name</i>			<i>Last Name</i>		
Relationship to the Deceased:								
Date of Birth:		<i>Month</i>	<i>Day</i>	<i>Year</i>	Age:	Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Address:						Contact No.:		

Pursuant to the Data Privacy Act of 2012 (Republic Act 10173), I hereby give my consent to the Office of the Vice President (OVP) to process my personal information for my application for medical assistance. I understand that the processing of my sensitive information shall be limited to the purpose specified and confidentiality shall be maintained by OVP.

SIGNATURE OVER PRINTED NAME OF
AUTHORIZED REPRESENTATIVE

Date: _____

EVALUATION

To be filled up by OVP Personnel

<input type="checkbox"/>	FOR COMPLETION OF REQUIRED DOCUMENTS: Please return on: _____ Actual Date of Return: _____ Details/Instructions to be placed on the checklist at the back of this form.
<input type="checkbox"/>	RECOMMENDED FOR APPROVAL <input type="checkbox"/> has submitted complete, valid and updated documentary requirements (per checklist at the back page)
<input type="checkbox"/>	DENIED <input type="checkbox"/> Invalid/Non-compliant documents <input type="checkbox"/> Already Buried / Interred <input type="checkbox"/> Others:

Processed by:

SIGNATURE OVER PRINTED NAME

Date: _____

DOCUMENTARY REQUIREMENTS CHECKLIST

Burial Assistance

Requirements	Validity Conditions
<input type="checkbox"/> Application Form	- Original and Signed by representative
<input type="checkbox"/> DSWD Social Case Study Report	- Updated & Signed by registered LGU Social Worker - Original and addressed to the OVP or generic - Authorized Representative identified as family member of the deceased in the DSWD Social Case Study Report – Family Composition
<input type="checkbox"/> Valid ID of the Deceased	- Valid as of the date of the interview - Photocopied front and back
<input type="checkbox"/> Valid ID of the Representative	- Valid as of the date of the interview - Photocopied front and back - Original must be presented
<input type="checkbox"/> Death Certificate	- With registry number
<input type="checkbox"/> Funeral Contract	- Total cost should not be more than ₱25,000

List of VALID IDs (Must not be expired on the date of the interview)

- | | | | |
|--------------------------|----------------------|-------------------------|-------------------------|
| 1. Driver's License | 6. PRC ID | 11. UMID/GSIS or SSS ID | FOR MINORS ONLY |
| 2. NBI Clearance | 7. PWD ID | 12. Voters ID | 1. Barangay ID |
| 3. Passport | 8. Senior Citizen ID | 13. 4Ps ID | 2. School ID (Enrolled) |
| 4. PhilHealth ID | 9. Solo Parent ID | 14. Company ID | 3. Birth Certificate |
| 5. Police Clearance / ID | 10. TIN ID | | |

DRESS CODE FOR INTERVIEW:

The Building Administration of Ben-Lor where interviews are conducted imposes a strict dress code. Please come in appropriate attire. The following clothing are **PROHIBITED**: Sando, Shorts, Slippers, Sandals.