

# Burial Assistance Application Form

Processing of Applications and Interviews are done at Ground Floor Ben-Lor Bldg., 1184 Quezon Ave., Quezon City Contact # (02) 8-370-1714 or 8-370-1716 local 113 and 112



<b>Date of Interview Record No.</b>	
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<b>Name of Deceased</b>	FIRST NAME	MIDDLE NAME	LAST NAME	
<b>Date of Death</b>	MONTH, DAY, YEAR	<b>Age</b>	<b>Gender</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Total Cost of Funeral Contract</b>

### Details of Authorized Representative

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

<b>Name of Authorized Representative</b>	FIRST NAME	MIDDLE NAME	LAST NAME	
<b>Relationship to the Deceased</b>	MONTH, DAY, YEAR	<b>Age</b>	<b>Gender</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Contact Number</b>
<b>Address</b>				

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 and sensitive personal information for my application for burial assistance. I understand that the processing shall be limited to the purpose specified.

<b>SIGNATURE OVER PRINTED NAME OF AUTHORIZED REPRESENTATIVE</b>	
<b>DATE</b>	

### Evaluation TO BE FILLED UP BY OVP PERSONNEL

**FOR COMPLETION OF REQUIRED DOCUMENTS**

Please return on:	Actual Date of Return:
<i>Details/Instructions to be placed on the checklist at the back of this form.</i>	

**RECOMMENDED FOR APPROVAL**

has submitted complete, valid and updated documentary requirements (per checklist at the back page)

**DENIED**

Invalid/Non-compliant Documents

Already Buried/Interred

Others: \_\_\_\_\_

<b>Processed by</b>	
<b>SIGNATURE OVER PRINTED NAME OF AUTHORIZED REPRESENTATIVE</b>	
<b>DATE</b>	

Maximum Assistance that can be provided by OVP is ₱5,000 and only **before** burial or interment.

Requirements	Validity Conditions
<input type="checkbox"/> Application Form	<ul style="list-style-type: none"> <li>Original and Signed by representative</li> </ul>
<input type="checkbox"/> DSWD Social Case Study Report	<ul style="list-style-type: none"> <li>Updated &amp; Signed by registered LGU Social Worker</li> <li>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</li> </ul>
<input type="checkbox"/> Valid ID of the Deceased	<ul style="list-style-type: none"> <li>Valid as of the date of the interview</li> <li>Photocopied front and back</li> </ul>
<input type="checkbox"/> Valid ID of the Representative	<ul style="list-style-type: none"> <li>Valid as of the date of the interview</li> <li>Photocopied front and back</li> <li>Original must be presented</li> </ul>
<input type="checkbox"/> Death Certificate	<ul style="list-style-type: none"> <li>With registry number</li> </ul>
<input type="checkbox"/> Funeral Contract	<ul style="list-style-type: none"> <li>Total cost should not be more than ₱35,000</li> </ul>

**List of VALID IDs**

(Must not be expired on the date of the interview)

- |                        |                      |                |
|------------------------|----------------------|----------------|
| 1. Driver's License    | 7. PWD ID            | 13. 4PS ID     |
| 2. NBI Clearance       | 8. Senior Citizen ID | 14. Company ID |
| 3. Passport            | 9. Solo Parent ID    |                |
| 4. PhilHealth ID       | 10. TIN ID           |                |
| 5. Police Clearance/ID | 11. UMID/GSIS        |                |
| 6. PRC ID              | 12. Voters ID        |                |

**For Minors Only**

1. Barangay ID
2. School ID (Enrolled)
3. Birth Certificate