

# 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  
 Email Address: pad@ovp.gov.ph



<b>Date of Interview</b>	
<b>Record No.</b>	



<b>Name of Deceased</b>	FIRST NAME	MIDDLE NAME	LAST NAME
<b>Occupation</b>	<b>Educational Attainment</b>		
<b>Date of Death</b>	MONTH, DAY, YEAR	<b>Age</b>	<b>Sex</b> <input type="checkbox"/> Male <input type="checkbox"/> Female
			<b>Total Cost of Funeral Contract</b>

### Household Composition

Name	Age	Sex	Relationship to Parent	Civil Status	Educational Attainment	Occupation	Monthly Income

### 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>	<b>Age</b>	<b>Sex</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Contact Number</b>
<b>Address</b>			<b>E-mail 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 PAD STAFF</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"/> <b>Application Form</b>	na nasagutan ng maayos at pirmado ng authorized representative
<input type="checkbox"/> <b>Social Case Study Report o Barangay Certificate of Indigency</b>	addressed to OVP o generic. Dapat ito ay pirmado ng registered social worker o ng Barangay Captain, at ang petsa ay hindi lalampas ng 1 year sa araw ng assessment.
<input type="checkbox"/> <b>Registered Death Certificate</b>	ito ay dapat may kumpletong detalye at pirma ng authorized staff
<input type="checkbox"/> <b>Valid ID ng Deceased</b>	(Kung walang Valid ID ay Birth Certificate, hanggat ang detalye ay kaparehas ng nakasulat sa Registered Death Certificate at Social Case Study Report o Barangay Certificate of Indigency)
<input type="checkbox"/> <b>Valid ID ng Authorized Representative (front and back)</b>	

#### Listahan ng Valid IDs (Dapat hindi expired sa araw ng interview)

1. Driver's License	7. PWD ID	13. 4Ps ID	<b>Kung ang pasyente ay menor de edad:</b>
2. NBI Clearance	8. Senior Citizen ID	14. Postal ID	
3. Passport	9. Solo Parent ID	15. Company ID	
4. PhilHealth ID	10. TIN ID	16. Barangay ID	
5. Police Clearance/ID	11. UMID/GSIS or SSS ID		1. Registered Birth Certificate
6. PRC ID	12. Voter's Certification/ID		2. School ID (kasalukuyang enrolled)
			3. Barangay ID
			4. Service Issue Card

#### Mga Paalala

Ayon po sa aming Guidelines, maaari lamang pong makatanggap ng tulong medikal mula sa OVP **once every twelve (12) months. Ito po ay upang mabigyan ng pagkakataon ang mas marami pang nangangailangang indibidwal na makatanggap ng tulong medikal.**

Para din po sa inyong kaalaman, hindi po namin mapo-proseso ang request na may mga kulang na dokumento.

Humihingi po kami ng paumanhin kung hindi po agarang mapo-proseso ang inyong aplikasyon. Ito ay dahil sa dami ng bilang ng mga requests na natatanggap ng aming opisina. Huwag po kayong mag-alala at kayo po ay agad naming kokontakin tungkol sa status nito kapag ito po ay dumaaan na sa aming pagsusuri.

Para sa nais mag follow-up, maaari po kayong tumawag sa **8370-1714** local **113** o mag e-mail sa **pad@ovp.gov.ph**