

## LIVELIHOOD PROGRAM

**Description of the Service: The PESO/ City Government/DOLE provides employment and gives assistance among individual/group small enterprises, PWDs, OSY and TVET graduates for livelihood.**

Office or Divisions:	CITY LABOR AND EMPLOYMENT OFFICE			
Classification:	Simple			
Type of Transactions:	GOVT TO GOVT (G2G)			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> <li>- Project Proposal of Proposed Project</li> <li>- Equipment/Raw and Packaging Materials</li> <li>- Beneficiaries</li> </ul>		<b>DOLE – IFO</b> <b>DOLE – IFO</b> <b>City Government/PESO Office</b>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the PESO Office & request for proper consultation with project proponents and data gathering and research work.	Assist and accommodate a proper consultation with project proponent and data research work.	NONE	5 minutes	<b>Paolo Janairo M. Sanidad</b> <i>CDGH/PESO Manager</i>
2. Submission of project proposal and all other documentary requirements.	Receive and evaluate project proposal and complete documentary requirements to be presented to Mayor's Office for approval and appropriation of budget of program.	NONE	10 minutes	<b>Josemarie L. Diaz</b> <i>City Mayor</i> <b>Paolo Janairo M. Sanidad</b> <i>CDGH/PESO Manager</i>
3. Request for conduct of capability building training.	Prepare and organized beneficiaries for capability training for livelihood program.	NONE	5 minutes	<b>Paolo Janairo M. Sanidad</b> <i>CDGH/PESO Manager</i> <b>John Paul Pataueg</b> <i>PESO Staff</i>
4. Conduct capability training.	Assist in the activity.	NONE	1 day	<b>Allan Paul Foronda</b> <i>PESO Staff</i> <b>Beneficiaries</b>
5. Wait for notification for the release of funds for canvassing and purchasing equipment and raw materials and packaging materials needed.	Release of fund to start operation for project monitoring and evaluation of the progress program.	NONE	20 minutes	<b>Josemarie L. Diaz</b> <i>City Mayor</i> <b>Mercedes Yadao</b> <i>City Budget</i> <b>Ramelo Macutay</b> <i>City Accountant</i> <b>Delia Parajuan</b> <i>City Treasurer</i>
6. Submit liquidation and important documents.	Accept and verify and turn over at the City Treasurer Office.	NONE	20 minutes	<b>Paolo Janairo M. Sanidad</b> <i>CDGH/PESO Manager</i> <b>Delia Parajuan</b> <i>City Treasurer</i> <b>Paolo Janairo M. Sanidad</b> <i>CDGH/PESO Manager</i>
<b>TOTAL:</b>			<b>1 DAY &amp; 1 HR</b>	