

TUPAD PROGRAM

Description of the Service: The City Government/DOLE/PESO provides employment and help to subsidized clients affected by calamities and displaced / disadvantaged workers.

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		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the PESO Office for allocation of the program.	Assist for proper dissemination and allocation of the beneficiaries.	NONE	10 minutes	Paolo Janairo M. Sanidad CDGH/PESO Manager
2. Submit project proposal for the approval of the program.	Receive, report and present the project proposal at the Mayor's Office for approval and appropriation of budget for the activity.	NONE	20 minutes	Josemarie L. Diaz City Mayor Mercedes Yadao City Budget Ramelo Macutay City Accountant Delia Parajuan City Treasurer Paolo Janairo M. Sanidad CDGH/PESO Manager
3. Wait for notification for the schedule of orientation and profiling of the selected beneficiaries.	Issue notice for scheduled profiling and orientation of selected beneficiaries.	NONE	10 minutes	Josemarie L. Diaz City Mayor Paolo Janairo M. Sanidad CDGH/PESO Manager
4. Conduct orientation and profiling of the selected beneficiaries.	Assist on the profiling and orientation of selected beneficiaries.	NONE	1 day	Paolo Janairo M. Sanidad CDGH/PESO Manager Grace Pomar R.D. DOLE - 02
5. Finalized total selected beneficiaries.	Monitor and evaluate the beneficiaries.	NONE	20 minutes	Paolo Janairo M. Sanidad CDGH/PESO Manager Grace Pomar R.D. DOLE - 02
6. Prepare the payroll and release of funds for the payout.	Assist in the releasing of salaries among beneficiaries.	NONE	1 day	Paolo Janairo M. Sanidad CDGH/PESO Manager Grace Pomar R.D. DOLE - 02
TOTAL:			2 DAYS & 1 HOUR	