



Internal/External

8. SERVICENAME: 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 Division:	CITY PUBLIC EMPLOYMENT SERVICE OFFICE			
Classification:	Simple			
Type of Transaction:	GOVT TO GOVT (G2G)			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Project Proposal of Proposed Project - Equipment/Raw and Packaging Materials - Beneficiaries 		DOLE – IFO DOLE – IFO City Government/PESO Office		
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	John Paul Pataueg <i>PESO Staff</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	5 minutes	Josemarie L. Diaz <i>City Mayor</i> Paolo Janairo M. Sanidad <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	Paolo Janairo M. Sanidad <i>CDGH/PESO Manager</i> John Paul Pataueg <i>PESO Staff</i> Allan Paul Foronda <i>PESO Staff</i>
4. Conduct capability training.	Assist in the activity.	NONE	1 day	Beneficiaries
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	5 minutes	Josemarie L. Diaz <i>City Mayor</i> Mercedes Yadao <i>City Budget</i> Kevin Richard A. Agtarap <i>City Accountant</i>



				Lawrence C. Balmaceda <i>City Treasurer</i>
				Paolo Janairo M. Sanidad <i>CDGH/PESO Manager</i>
6. Submit liquidation and important documents.	Accept and verify and turn over at the City Treasurer Office.	NONE	5 minutes	Lawrence C. Balmaceda <i>City Treasurer</i>
				Paolo Janairo M. Sanidad <i>CDGH/PESO Manager</i>
TOTAL			1 day and 25 minutes	