



Internal/External

9. SERVICENAME: 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 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"> - Photocopy of Identification Card - Certificate of Residency - Certification of Fit to Work - DOLE TUPAD Forms 	<p>Applicant Barangay Hall CHO I / II</p> <p>DOLE – IFO</p>

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	5 minutes	Paolo Janairo M. Sanidad <i>CDGH/PESO Manager</i>
2. Submit project proposal for the approval of the program.	Receive, report and present the project proposal at the Mayor's Office for approval	NONE	10 minutes	Josemarie L. Diaz <i>City Mayor</i> Mercedes Yadao



	and appropriation of budget for the activity.				<p><i>City Budget</i></p> <p>Kevin Richard A. Agtarap <i>City Accountant</i></p> <p>Lawrence C. Balmaceda <i>City Treasurer</i></p> <p>Paolo Janairo M. Sanidad <i>CDGH/PESO Manager</i></p>
3. Wait for notification for the profiling of the selected beneficiaries.	Issue notice for scheduled profiling of selected beneficiaries.	NONE	5 minutes	<p>Josemarie L. Diaz <i>City Mayor</i></p> <p>Paolo Janairo M. Sanidad <i>CDGH/PESO Manager</i></p>	
4. Conduct orientation and profiling of the selected beneficiaries.	Assist on the profiling and orientation of selected beneficiaries.	NONE	1 day	<p>Paolo Janairo M. Sanidad <i>CDGH/PESO Manager</i></p> <p>Grace Pomar <i>R.D. DOLE - 02</i></p>	
5. Finalized total selected beneficiaries.	Monitor and evaluate the beneficiaries.	NONE	20 minutes	<p>Paolo Janairo M. Sanidad <i>CDGH/PESO Manager</i></p> <p>Grace Pomar <i>R.D. DOLE - 02</i></p>	
6. Prepare the payroll and release of funds for the payout.	Assist in the releasing of salaries among beneficiaries.	NONE	1 day	<p>Paolo Janairo M. Sanidad <i>CDGH/PESO Manager</i></p> <p>Grace Pomar</p>	



				<i>R.D. DOLE - 02</i>
		TOTAL		2 days and 1 hour