

Production Service: Workshop Training/Product Design And Development

Upon approval of Job Order and Job Costing, the Production team shall engage internal staff in productivity activity of person with disability. This is to capacitate the clients through productive work applicable to their condition.

Office or Division	Rehabilitation Sheltered Workshop (RSW) / Protective Services Division			
Classification	Highly Technical			
Type of Transaction	Government to Government			
Who may Avail	All Service/ project workers			
A. Workshop Training/Product Design and Development				
Checklist of Requirements		Where to Secure		
WFP, MDP		Administrative Office		
Cash Advance for the Workshop activity		Special Disbursement Activity		
CLIENTS STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Identification of workshop Training	1.1. Conceptualization and approval of proposal with market analysis on needed raw materials.	None	9 days	<i>Project Focal Person and Head of Production RSW</i>
	1.2. Identification of human resource and target project workers/trainees	None	4 days	<i>Project Focal Person and Head of Production RSW</i>
	1.3. Identification of Resources and venue.	None	1 days	<i>Project Focal Person and Head of Production RSW</i>
	1.4. Review of WFP, MDP and PPMPP.	None	1 days	<i>Project Focal Person and Head of Production RSW</i>

2. Pre workshop preparation	2.1. Preparation of Request for RIS/ Petty Cash	None	4 hours	<i>Project Focal Person Production Service - RSW</i>
	2.2. Preparation/ Processing of Request for Cash advance	None	15 days	<i>Project Focal Person Production Service - RSW</i>
3. Actual Workshop	3.1 Actual Demonstration and work study for new products.	None	1 day	<i>PDO/MDO Production Service - RSW</i>
	3.2 Documentation with learning from Project workers.	None	2 days	<i>PDO/MDO Production Service - RSW</i>
4. Evaluation of the project	4. Review of the process and implementation. Identify learning opportunities.	NONE	2 hours	<i>Senior Staff with Project Focal RSW</i>
TOTAL		None	33 days, 6 hours	