

Provision of SLP Intervention

The process of providing SLP intervention to qualified program participants through two tracks such as Micro-enterprise Development track and Employment facilitation track

Office or Division:	Sustainable Livelihood Program (SLP)/ Promotive Services Division (PSD)			
Classification:	Highly Technical			
Type of Transaction:	Government to Client			
Who may avail:	All qualified program participants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Original Data Privacy Consent and Confidentiality Agreement		SLP Office		
1 Original SLP-Participants Track Assessment Form		SLP Office		
1 Original Letter of Intent		SLP Office		
1 Original SLP Means Test		SLP Office		
1 Original Modality Application Form		SLP Office		
1 Original Waiver Form		SLP Office		
1 Photocopy of Valid ID		Participants		
1 Original Barangay Certificate		Barangay where the participant residing		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Attend SLP General Assembly.				
1.1 Sign in registration form/attendance sheet	1.1 Provide attendance sheet for registration	None	10 minute	<i>Project Development Officer II SLP</i>
1.2 Attend Orientation on SLP Intervention	1.2. Conduct orientation on	None	3 hours	<i>Project Development Officer II SLP</i>
		None	10 minutes	<i>Project</i>

<p>1.3. If not interested participant should sign a waiver</p>	<p>SLP intervention</p> <p>1.3. Provide waiver form signifying that the participant is no longer interested to SLP intervention</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Development Officer II SLP</i></p> <p><i>Project Development Officer II SLP</i></p>
<p>1.4. All interested participants shall sign SLP Data Privacy Consent and Confidentiality Agreement in compliance to RA No. 10173 or the Data Privacy Act of 2012</p>	<p>1.4. Provide Data Privacy Consent Form</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Project Development Officer II SLP</i></p>
<p>1.5. Interested participants should accomplished SLP Participants Track Selection Assessment Form (PTSAF)</p>	<p>1.5. Provide SLP-PTSAF and explain how to fill-up the form</p> <p>1.5.1 Assessment of PTSAF</p> <p>1.5.2 Request for</p>	<p>None</p>	<p>15 minutes</p> <p>5 days</p>	<p><i>Project Development Officer II SLP</i></p> <p><i>Project Development Officer II SLP</i></p>

	Name-Matching in the Pantawid and Listahanan Databases			
2. Participants will answer the SLP means test	2.Home Visitation to administer SLP Means Test	None	3 hours	<i>Project Development Officer II</i> SLP
3. Attend meeting regarding the result of PTSAF and name matching	3.Discuss the result of the assessment with the participants	None	3 hours	<i>Project Development Officer II</i> SLP
*If the participants concurred, the participant shall sign letter of intent	3.1Provide Letter of Intent Form	None	1 hour	<i>Project Development Officer II</i> SLP
4. Attend Capability building activity 3 days after the track selection				
For Microenterprise Development Track		None		
4.1 Micro-enterprise Development Track shall proceed to Micro-enterprise Development Training	4.1Conduct of Micro-enterprise development training	None	2 days	<i>Project Development Officer II</i> SLP

<p>4.2. Craft Vision, Mission Goal and Objectives</p> <p>4.3. Elect SLPA Officers</p> <p>4.4. Written and Ratified Constitution and Bylaws</p>	<p>4.1.1 Conduct of SLPA Formation for MD Track Participants</p> <p>1. Leadership Training</p> <p>2. Organization Building</p> <p>4.2. Provide assistance in crafting the VMGO</p> <p>4.3. Guide the SLPA in electing officer</p> <p>4.4. Guide the SLPA in writing the constitution and bylaws</p>	<p>None</p> <p>None</p> <p>None</p>	<p>8 hours</p> <p>4 hours</p> <p>4 hours</p> <p>4 hours</p>	<p><i>Project Development Officer II</i> SLP</p> <p><i>Project Development Officer II</i> SLP</p> <p><i>Project Development Officer II</i> SLP</p> <p><i>Project Development Officer II</i> SLP</p>
<p>5. Preparation of Modality Application Form</p> <p>a. Preparation of Seed Capital Fund Modality Application Form or</p> <p>b. Preparation of Cash for Building</p>	<p>5. Assist in preparing the Modality Application Form</p> <p>5.1 Preparation of Certificate of Eligibility</p>	<p>None</p> <p>None</p>	<p>4 hours</p> <p>4 hours</p>	<p><i>Project Development Officer II</i> SLP</p> <p><i>Project Development Officer II</i> SLP</p>

<p>Livelihood Asset Fund Modality Application Form or</p> <p>c. Preparation of Skills Training Fund Modality Application Form</p>	<p>5.2 Mungkahing Proyekto Preparation</p>	<p>None</p>	<p>2 days</p>	<p><i>Project Development Officer II/</i> <i>SLP</i></p>
<p>6. Capacity Building Activities for Employment Facilitation Track</p> <p>6.1 For participants with skills related to identified employment</p>	<p>6.1 Preparation of Employment Assistance Fund Need Assessment</p>	<p>None</p>	<p>4 hours</p>	<p><i>Project Development Officer II</i> <i>SLP</i></p>
<p>6.2 Preparation of Fund Utilization Commitment</p> <p>6.3 For unskilled participants</p>	<p>6.2 Preparation of Mungkahing Proyekto</p> <p>6.3 Conduct of Basic Employment Skills Training</p>	<p>None</p>	<p>4 hours</p>	<p><i>Project Development Officer II</i> <i>SLP</i></p>
<p>6.4 Preparation of certificate of eligibility</p>	<p>6.4.Preparation of Employment Assistance</p>	<p>None</p>	<p>4 hours</p>	<p><i>Project Development Officer II</i> <i>SLP</i></p>

6.5 Preparation of fund utilization commitment	Fund Need Assessment			<i>Project Development Officer II</i> SLP
	6.5 Preparation of Mungkahing proyekto	None	4 hours	<i>Project Development Officer II</i> SLP
		None	4 hours	

B. RESOURCE MOBILIZATION

	A. Project Proposal Review and Approval			
	1. Project Proposal Review at the Cluster Level	None	8 hours	<i>Project Development Officer II/</i> <i>Cluster Coordinator/</i> <i>Project Development Officer II/</i> SLP
	2. Project Proposal Review at the Regional Level	None	8 hours	<i>RPC/Project Development Officer III/</i> RPMO

				<i>Technical Staff/ Project Development Officer II/ Cluster Coordinator/Proj ect Development Officer II/ SLP</i>
	3. Processing and validity of the Certificate of Eligibility and Certificate of Accreditation	None	2 days	<i>Project Development Officer II/ Cluster Coordinator/ SLP Standards Unit RPMO</i>
	4. Project Proposal Approval			
	5. Provision of Modalities	None	2 days	<i>Budget Unit Accounting Unit Cash Unit</i>
	a. Budget			
	b. Accounting			
	c. Cash	None		
	6. Release of Checks to participants		8 hours 3 days 2 days	<i>Project Development Officer II/</i>

		None	4 days	SLP
TOTAL		None	32 days and 1 hour	
	Project Implementation Stage	None	3 months	<i>Project Development Officer II/ SLP</i>
	Program Participants Mainstreaming Stage	None	1 year and 3 quarters	<i>Project Development Officer II SLP</i>

Note:

- From General assembly to Release of checks to program participants it took 257 hours or 32 and half days
- Project Implementation is activities more on monitoring of the project of the program participants for the first 3 month.
- Program participants and mainstreaming stage focus on the achievement of the programs intermediate outcome based on the approved Theory of Change. This shall be done through continues tracking, mentoring and coaching and capability building for a period of 1 year and 3 quarters incubation period