

## Process for Referrals received through Individual/ Group/ Association or organization referred from OBSUs, NGAs, NGOs, CSOs, LGUs and other Institutions

The process for referrals received by the Sustainable Livelihood Program – Regional Program Management Office (RPMO) aims to enumerate the steps and procedures that the referring office, client and concerned DSWD personnel or undertake to efficiently facilitate the request for livelihood assistance of referred individuals received by the DSWD SLP-RPMO.

<b>Office or Division:</b>	Sustainable Livelihood Program – Promotive Services Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizens G2G – Government to Government			
<b>Who may avail:</b>	All Qualified Walk-in Program Participants			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
One (1) Photocopy of any valid identification of the client/ person applying for Livelihood Assistance Grants		Government Agencies issuing identification cards such as SSS, PhilHealth, PAG-IBIG, LTO, DFA, PRC, COMELEC, NBI and others		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Activities to be undertaken by the SLP-RPMO</b>				
1. File the application for livelihood assistance from SLP-NPMO, OBSUs, NGAs, NGOs, CSOs, LGU and other institutions through email.	1.1 The PDO/RMO shall acknowledge the receipt of individual referral applications for livelihood assistance through email.	None	10 minutes	<i>Mr. Salvador S. Yulas PDO II, Sustainable Livelihood Program</i>
	1.2 The PDO/RMO shall check and review the completeness of the client's information and validate lacking information, if any.	None	10 minutes	
2. Wait for the call/email/text or personal visit of the PDO from the SLP-RPMO	2.1 <b>For the SLP- RPMO:</b>  Once received by the SLP-RPMO, the RMO shall acknowledge receipt of individual referral applications for	None		<i>Mr. Salvador S. Yulas PDO II, Sustainable Livelihood Program</i>

	<p>livelihood assistance from <b>SLP-NPMO</b> through email. The RMO shall review the completeness of the client's information as necessary and coordinate with the referring party.</p> <p>2.1.1 The RMO shall undertake name-matching to the endorsed list of Pantawid Familyang Pilipino Program (4Ps) Targets of SLP.</p> <p>For those not found in the List of Pantawid Familyang Pilipino Program (4Ps) Targets of SLP, the RMO shall conduct name-matching with the Listahanan 3 Database.</p> <p><b>For those tagged as non-poor in the Listahanan -</b> The RMO shall prepare a letter for endorsement of the client to stakeholders for review of the RPC and for approval by the Regional Director (RD).</p> <p><b>For those found in the endorsed list of 4Ps</b></p>			
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	<p><b>targets of SLP and tagged “No Match” in the Listahanan 3 Database</b> - The RMO shall prepare a memorandum addressed to the Provincial Coordinator (PC) to refer the clients that are found in the endorsed list of 4Ps targets of SLP and those tagged as “no-match” for the conduct of SLP Means Test for onward submission to Regional Program Coordinator (RPC).</p>			
	<p>2.2 The RMO shall encode the details of the client in the SLP Information System (SLPIS)</p>	None	30 minutes	<i>Mr. Salvador S. Yulas PDO II, Sustainable Livelihood Program</i>
	<p>2.3 The RMO shall email, text, or call the referring party and clients to inform them that the application was endorsed to the concerned SLP Provincial Office for the conduct of succeeding steps.</p>	None	10 minutes	<i>Mr. Salvador S. Yulas PDO II, Sustainable Livelihood Program</i>
<b>Activities to be undertaken by the SLP-RPMO/ Provincial Office</b>				
<p>3. Wait for the call/ email/ text or personal visit of the IPDO from the SLP – Provincial Office</p>	<p>3.1 The PC shall acknowledge receipt of the memorandum</p>	None	10 minutes	<i>Mr. Salvador S. Yulas PDO II, Sustainable Livelihood Program</i>

	from the RPC through email.			
	3.2 The PC shall review the completeness of the client's information.	None	2 hours	<i>Mr. Salvador S. Yulas PDO II, Sustainable Livelihood Program</i>
	3.2.1 The PC shall coordinate with the Implementing Project Development Officer (IPDO) to conduct succeeding steps for the referred applicant			
	3.3 The IPDO shall email, text, or call applicant/s to inform them that the application was received by the concerned SLP Provincial Office and there shall be an assessment to be conducted.	None	15 minutes	<i>Mr. Salvador S. Yulas PDO II, Sustainable Livelihood Program</i>
4. Undergo the SLP Means Test	<b>4.1 If the referred client is tagged as no-match in the Listahanan 3 Database:</b>	None	6 hours	<i>Mr. Salvador S. Yulas PDO II, Sustainable Livelihood Program</i>
	4.1.1 The IPDO shall administer the SLP Means Test to determine the client's qualification to the program. The SLP Means Test shall be approved by the Provincial Coordinator. The PC shall provide feedback to the RPC on the			

	<p>result of SLP Means Test.  <b>If qualified in the SLP Means Test</b> - proceed to client step 5.  <b>If not qualified in the SLP Means Test</b> - After the approval of the PC of the SLP Means Test, the IPDO shall inform the client on the result. The PC shall inform the RMO for the latter to prepare letter for endorsement of the client to stakeholders to be reviewed by the RPC and to be approved by the RD</p>			
<p>5. Accomplish the SLP Data Privacy Consent Form</p>	<p><b>If the referred client is found in the endorsed list of Pantawid Pamilyang Pilipino Program (4Ps) Targets of SLP, tagged as Poor in the Listahanan and tagged as “no-match” in the Listahanan but qualified in the SLP Means Test:</b></p> <p>5.1 The IPDO shall explain the data privacy protocol of the program by reading and explaining the SLP Data Privacy Notice and Consent Form before</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Mr. Salvador S. Yulas        PDO II, Sustainable Livelihood Program</i></p>

	proceeding with the SLP processes for referrals.			
	5.2 The IPDO shall assist in the administration of the Data Privacy Consent Form. Once the client concurs, he/she shall sign or place his/her thumb mark in the consent form	None	15 minutes	<i>Mr. Salvador S. Yulas PDO II, Sustainable Livelihood Program</i>
6. Participate in the SLP Orientation	6.1 The IPDO shall conduct a brief orientation to the client on the general description of SLP, Program Tracks, Program Modalities, and Program Eligibility Requirements.	None	30 minutes	<i>Mr. Salvador S. Yulas PDO II, Sustainable Livelihood Program</i>
7. Accomplish the Letter of Intent or SLP Waiver Form.	7.1 The client shall accomplish the <b>Letter of Intent (LOI)</b> signifying the interest to pursue engagement with SLP as program participants while for clients who decided not to proceed with the succeeding activity must sign the SLP <b>Waiver Form.</b>	None	15 minutes	<i>Mr. Salvador S. Yulas PDO II, Sustainable Livelihood Program</i>
8. Accomplish the SLP Profile Form	8.1 The IPDO shall assist the client in accomplishing the SLP Profile Form.	None	20 minutes	<i>Mr. Salvador S. Yulas PDO II, Sustainable Livelihood Program</i>
9. Accomplish the Livelihood Skills Assessment Form (LSAF)	9.1 The IPDO shall assist the administration of the Livelihood Skills	None	6 hours	<i>Mr. Salvador S. Yulas PDO II, Sustainable Livelihood Program</i>

	<p>Assessment Form (LSAF).</p> <p>For those who passed the LSAF and decided to continue, proceed to client step 10.</p> <p>The clients who decided not to proceed to the succeeding activity must sign the SLP <b>Waiver form</b></p>			
<p>10. Participate in the Micro- Enterprise Development Training 1 (MEDT1) and Basic Employment Skills Training (BEST1)</p>	<p>10.1 Conduct of MEDT1 or BEST1</p> <p><b>For the clients qualified for MD Track</b> - The IPDO shall conduct MEDT 1 for all MD Track.</p> <p><b>For the clients qualified for EF track</b> - The IPDO shall conduct BEST 1 for all EF Track.</p> <p><b>For the participants who decided not to proceed</b> - The clients must sign the SLP Waiver form.</p> <p><b>Note:</b> <i>In case that the IPDO may not be able to act as the Subject Matter Expert (SME), the CPDO may act as the SME, if the CPDO will not be available, the CPDO must coordinate with the PC for the</i></p>	<p>None</p>	<p>4 hours</p>	<p><i>Mr. Salvador S. Yulas PDO II, Sustainable Livelihood Program</i></p>

	<p><i>identification of SME from the pool of business development partners.</i></p>			
	<p>10.2 The IPDO Shall <del>update</del> the client's information in the SLP Information System (SLPIS).</p>	None	30 minutes	
11. Prepare and sign the Modality Application Form (MAF)	<p>11.1 The IPDO shall guide/assist the client in the preparation of the MAF.</p>	None	2 hours	<p><i>Mr. Salvador S. Yulas PDO II, Sustainable Livelihood Program</i></p>
12. Receive the SLP Grant	<p>12.1 The IPDO shall prepare the attachments to the Mungkahing Proyekto (MP) or Project Proposal such as the Certificate of Eligibility (COE), MAF and other documents needed for the review and approval of the MP.</p>	None	6 hours	<p><i>Mr. Salvador S. Yulas PDO II, Sustainable Livelihood Program</i></p>
	<p><b>12.2 Project Proposal Review at the Provincial Level.</b> The PC shall review the MP using the Project Assessment Tool (PAT).</p> <p><i><b>Note:</b> MPs with findings that need revision/ enhancement or replacement will be endorsed to IPDO by the PC.</i></p>	None	1 day	<p><i>Mr. Salvador S. Yulas PDO II, Sustainable Livelihood Program</i></p>
	<p><b>12.3 Project Proposal Review at the Regional Level</b></p>	None	1 day	<p><i>Mr. Salvador S. Yulas PDO II, Sustainable Livelihood Program</i></p>



	<p>The RPC shall review and sign the MP as to completeness of attachment and compliance to program standards. After which, it shall be forwarded to RD for approval.</p>			
	<p><b>12.4 Project Proposal Approval</b> The RD shall approve the MP prior to processing</p>			
	<p><b>12.4.1 Project Proposal Processing</b> After the approval of the RD, the project proposal shall undergo review by the Finance Management Division (FMD) of the FO to ensure compliance to accounting and auditing procedures. Then, prepare the Obligation Request.</p>	None	2 days	<i>Mr. Salvador S. Yulas PDO II, Sustainable Livelihood Program</i>
	<p><b>12.5 Process the Disbursement Voucher.</b></p>	None	2 days	<i>Finance Management Division</i>
	<p>The IPDO shall monitor the issuance of the approved check for disbursement.</p> <p><b>12.6.2</b> The IPDO shall notify the program participant/s for the release of the check through</p>	None	1 day	<i>Mr. Salvador S. Yulas PDO II, Sustainable Livelihood Program</i>

	<p>text, email, call, visit, etc.</p> <p><b>Grant Releasing</b> The IPDO to coordinate with the client for the schedule of grant releasing</p> <p>The IPDO to conduct Financial Literacy Training before the grant releasing</p> <p>The client shall receive the grant in the form of cash through cash payout or via check through disbursement vouchers.</p>	None	1 day	<i>Mr. Salvador S. Yulas PDO II, Sustainable Livelihood Program</i>
13. Fill out the Client Satisfaction Measurement Form (CSMF)	13.1 Administer the CSMF with assistance from the IPDO.	None	5 minutes	<i>Mr. Salvador S. Yulas PDO II, Sustainable Livelihood Program</i>
	13.2 The IPDO shall update the client's information to the SLP IS.		30 minutes	
<b>TOTAL</b>		<b>NONE</b>	<b>12 days, 4 hours</b>	