

## Provision of Assistance under the Recovery Reintegration Program for Trafficked Persons (RRPTP)

The RRPTP is a comprehensive program that ensures adequate recovery and reintegration services provided to trafficked persons. It utilizes a multi-sectoral approach and delivers a complete package of services that will enhance the psychosocial, social, and economic needs of the clients, the families, and the communities where the trafficked persons will be eventually reintegrated. It also improves community-based systems and mechanisms that ensure the recovery of the victim-survivors and prevents other family and community members to become victims of trafficking.

<b>Office or Division:</b>	Community Based Services Section	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C - Government to Citizen	
<b>Who may avail:</b>	1. Victim-survivor of trafficking 2. Families of the victim-survivor of trafficking 3. Witnesses of cases of human trafficking 4. Communities with incidence of human trafficking	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>Case Management</b>		
1. Travel documents (for Repatriated TIP Victims) (1 photocopy)		Department of Foreign Affairs / Philippine Embassy (for Repatriated TIP Victims)
2. Valid ID (1 photocopy)		
3. Social Case Study Report		
<b>MEDICAL ASSISTANCE</b>		
1. Clinical Abstract / Medical Certificate with signature and license number of the attending physician (issued within three months) (1 Original Copy and 1 Photocopy)		Hospital or health facility where the client is admitted or seen (Clinical Abstract and Hospital Bill)
2. Hospital Bill (for payment of hospital bill) or Prescription (for medicines) or Laboratory requests (for procedures).		
3. Barangay Certificate and Valid ID for the client		Barangay Hall (Barangay Certificate) Government Institutions
<b>EDUCATIONAL ASSISTANCE</b>		
1. School registration and/ or certificate of enrolment		School where the client is enrolled
2. Statement of Account for tertiary education		
3. Valid school ID Valid ID of the parent/ guardian		Government Institutions
<b>SKILLS TRAINING</b>		
1. Official receipt from the training school (TESDA/ CHED accredited training school) (1 Original Copy and 1 Photocopy)		TESDA / accredited training school where the client is enrolled
2. Valid school ID		Government Institutions
<b>FINANCIAL ASSISTANCE FOR EMPLOYMENT (e.g. driver's license, NBI and police clearance, Medical Certificate etc.)</b>		

1. Contract of Employment or any similar document which indicates that they are hired	Employer of the client			
2. Valid ID	Government Institutions			
<b>FINANCIAL ASSISTANCE FOR LIVELIHOOD</b>				
1. Result of the Handa Ka Na Bang Magnegosyo? The client score's must be 75 and above in order to be eligible for the livelihood Program, to determine the preparedness of the client to start their business. Re-assessment will be conducted to clients who will have a score of 74 and below or they may be considered to avail financial assistance for employment.	DSWD Field Offices			
2. Project Proposal. They may write using their vernacular or local dialect. They may be assisted by the social worker in preparation of the said proposal.				
3. Valid ID	Government Institutions			
4. Social Case Study Report	DSWD Field Office or Local Social Welfare and Development Office			
<b>LOGISTICAL SUPPORT DURING AND POST-RESCUE OPERATION OF VICTIM-SURVIVORS OF TRAFFICKING</b>				
No Documents need.	DSWD Field Offices -Victim-survivors of trafficking during rescue operation. Social workers are highly needed to provide psychosocial counseling and assist victim-survivors of trafficking all throughout the process from recovery to reintegration.			
<b>PROVISION OF TEMPORARY SHELTER</b>				
1. Referral Letter from the Social Worker (1 Original and 1 Photocopy)	DSWD Field Offices -Victim-survivors of trafficking may be placed in DSWD run/ registered, licensed and accredited residential care facilities for protective custody.			
<b>SUPPORT FOR VICTIM-SURVIVORS/ WITNESS AND TRANSPORTATION ASSISTANCE</b>				
1. Valid ID	Government Institutions			
2. Social Case Study Report	DSWD Field Office or Local Social Welfare and Development Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The victim survivors of trafficking may visit the DSWD Field/ Regional Office or Rescued by Social Worker	1.1 Interview of the client	None	2 hours	<i>Ms. Lael B. Gasco SWO II – OIC, Community Based Services Section</i>
	1.1.1 Provide Psychosocial Counseling			
	1.1.2 Conduct Assessment			
	If the Client needs Temporary Shelter refer to Residential Care Facility.			

	<p>1.1.3 The Social Worker provides a list of documentary requirements depending on the assistance to be provided. Refer to the list of requirements.</p> <p>1.1.4 Refer to the list of requirements.</p>			
2. Submit Documentary Requirement for the service/s to be availed	2.1 Screening of the submitted documents (Note: Given all requirements are submitted by the client)	None	10 minutes	<i>Ms. Lael B. Gasco SWO II – OIC, Community Based Services Section</i>
	2.1.1 For the livelihood assistance, the RRPTP Social Worker will forward the documents to Sustainable Livelihood Program for further assessment.			
	<p>2.2 Processing of the assistance being sought;</p> <p>a. Preparation of Voucher (if financial related)</p> <p>b. Social Case Study Report</p> <p>c. Preparation of referral letter (if needs other program assistance)</p>		7-15 days	<i>Ms. Lael B. Gasco SWO II – OIC, Community Based Services Section</i>
	2.3 PSU/ CBU Division Chief and Budget Officer recommend the provision of assistance for		3 working days	<i>Ms. Lael B. Gasco SWO II – OIC, Community Based Services Section</i>

	approval of the Regional Director.			
	2.4 The Regional Director approves the provision of assistance to the victim-survivors of trafficking.		2 working days	<i>Atty. Michael Joseph J. Lorico Regional Director – FO NCR</i>
	2.5 Releasing of the assistance to client (Cash or Non-Cash)		2 working days	
3. Accomplish Client Satisfaction Measurement Survey (CSMS)	3.1 RRPTP Social Worker shall provide the client the copy of the CSMS to provide feedback regarding the service received	None	5 minutes	<i>Ms. Lael B. Gasco SWO II – OIC, Community Based Services Section</i>
<b>TOTAL</b>	<b>Total for Temporary Shelter</b>	<b>NONE</b>	<b>2 hours</b>	
	<b>Total for Livelihood Assistance</b>		<b>12 days</b>	
	<b>Total for other Assistance</b>		<b>5 days</b>	