

OPERATION PROGRAM DIVISION – LIVELIHOOD UNIT
Head of Unit – Mrs. Agnes L. Tambalo, Project Development Officer III

APPLICATION FOR SEED CAPITAL FOR LIVELIHOOD PROJECT (SEA-K)

I. ABOUT THE SERVICE

A capability-building program in coordination with the Local Government Units, designed to enhance the socio-economic skills of poor families to establish and self-manage a sustainable community-based micro-credit organization for entrepreneurial development

II. WHO CAN AVAIL OF THE SERVICE

1. Income level of below the official poverty threshold
2. Non-accessibility to formal credit services
3. Physically fit
4. At least 21 years old
5. Residence in the community for at least 6 months and will stay at least 2 more years
6. Good reputation in the community
7. Can demonstrate basic knowledge and skills for micro-enterprise project

III. REQUIREMENTS

Project Proposal
Association picture
Copy of bankbook
Schedule of Amortization

IV. AVAILABILITY OF THE SERVICE:

Monday-Friday, 8:00 AM-5:00 PM

V. HOW TO AVAIL OF THE SERVICE

Step	Applicant/Client	Office Activity	Duration of Activity	Person/s –in-Charge
1	Attends barangay assembly	Conduct of barangay assembly	1 day	PDO II and C/MSWDO
2		Intake potential SKA members	3 days	PDO II and C/MSWDO
3		Assess clients/members for group formation	2 weeks	PDO II and C/MSWDO
4	Attends mandatory training	Conduct SEA-K Mandatory Training	3 days	PDO II and C/MSWDO
5	Prepare and submit Project Proposal with complete documents	Assess/review Project Proposal and supporting documents. Validate in the field if necessary Recommends Project Proposal to the Chief of Operation Program Div. for approval	1 – 2 days	Agnes L. Tambalo
6		Review papers and recommends approval of the project proposal to the Regional Director/ARD	1 day	Nora D. Dela Paz
7		Approves Project Proposal	5 min.	RD Marcelo Nicomedes Castillo ARD Marlene Febes D. Peralta
8		Forwards approved Project Proposal to the Livelihood Unit Prepares Disbursement Voucher	5 min. 20 min.	Nora D. Dela Paz Agnes L. Tambalo
9		Signs Obligation Request and forwards Disb. Voucher to the RD for approval	20 min.	Nora D/ Dela Paz
10		Approves Disbursement Voucher	30 min	RD Marcelo Nicomedes Castillo ARD Marlene Febes D. Peralta
11		Indicate availability of funds Certify availability of cash Prepares and releases checks to clients thru PDO II	1 hour 1 hour 1 hour	Flordeliza Manaois Gloria R. Subala Vida M. Caluza
12	Deposit check in the association's savings account Release cash loans to individual members		1 day	SKA President and Treasurer