

SUSTAINABLE LIVELIHOOD PROGRAM

Provides appropriate income-generating opportunities to identified poor and vulnerable families and individuals to help them improve their level of economic sufficiency
Microenterprise Development and Employment Facilitation

WHO CAN AVAIL OF THE SERVICES

(1) Pantawid Pamilya family member (s) most capable and willing to undergo program activities to enter or retain employment, establish/enhance and manage group enterprise, or manage his/her own enterprise

(2) Non-Pantawid Pamilya families who are identified as poor based on the Listahanan database may still be covered by the program if a certificate of indigency is issued or if they are identified as part of a vulnerable group (PWDs, older person, OSYs, disaster-affected)

Step	Client	Office Activity	Time	Person/s-in-Charge
1	Attends Barangay Assembly	Barangay Assembly Beneficiaries identification/assessment and project validation	1 week	Municipal Action Team (MAT)
2	For Microenterprise Development (MD) -Prepares MD Plan and attends Municipal Project Development Assessment Workshop (MPDAW)	Project Proposal preparation and project assessment	2 days	MAT and Municipal Advisory Committee / Municipal Inter-Agency Committee
3	For Employment Facilitation (EF) Attends job counseling/job fair	Job counseling and job fair	1 day	PDO II and PESO Manager

4		Conduct of Provincial Project Development Assessment Workshop (PPDAW)	1 day	PC, PDO II, RPMO based staff/NPMO Staff
5		Reviews Project Proposal at POO level; and submits to RPMO	1 day	PC
6		Endorse, certify availability of fund, recommend and approve Project proposal	1 day	RPC, Budget Officer, ARDO, RD
7		Encodes the SLP tracker		MEO/ MEF
8		Prepares ORS and DV	15 minutes	MEF or PDO
9		Signs and approves ORS, DV and Cash Assistance Payroll	1 day	RPC/ARDO, Budget Officer, Accountant, RD
10		Prepares and releases checks for SLP participants	1 day	Cash Section
11	Receives cash/check for livelihood or Pre-employment assistance	Conduct pay out for livelihood or pre-employment assistance	1 day	RPMO-based staff, PC or PDO II