

# CITY SOCIAL WELFARE & DEVELOPMENT OFFICE

CSWD Main Office, Saray, Iligan City  
Tel.: (063) 221-2488 / 222-3417

<b>Frontline line Service</b>	:	<b>FAMILY WELFARE PROGRAM - COMMUNITY-BASED SERVICES FOR SOLO PARENTS</b>
<b>Schedule of Availability of Service</b>	:	8:00AM-5:00PM Daily (No noon break) excluding Saturdays, Sundays and Holidays. On Mondays provision of services starts after flag raising
<b>Where</b>	:	Family Welfare Program Office, CSWD Main Office, Saray, Iligan City
<b>Who may Avail of the Services</b>	:	Marginalized solo Parent/eEither father or mother (separated, widowed, unwed, surrogate parent, abandoned by spouse, with incarcerated/ imprisoned spouse, rape victim with child)
<b>What are the Requirements</b>	:	1. Barangay Certificate of Residency and Indigency 2. Solo Parents' ID



**Duration : 36 hours and 10 minutes**

## How to avail of the Services:

## FAMILY WELFARE PROGRAM - COMMUNITY-BASED SERVICES FOR SOLO PARENTS

Step	Applicant/Client	Service Provider	Duration of Activity under normal circumstances	Person In charge	Fees	Forms/Documents/ Materials Needed
1.	Existence of marginalized solo parents in the barangays	Attend barangay session to advocate program and services for marginalized solo parents	1 hour	Juanita Alviola Juna Lyn Siacor Mary Jane Generalao	None	Flyers/handouts and other documents related to solo parents
2.	Accommodate workers in one's home, answers question asked and makes clarifications	Conduct home visitation to potential leaders and purok officials	1 hour		None	Master list of potential leaders and members
3.	Attend the meeting, express thoughts and submit a copy of their Plan of Action	Conduct organizational meeting	4 hours		None	Attendance Sheet and Roster Form
4.	Attend session and share ideas	Conduct of monthly developmental sessions like orientation on RA 8972, Gender Sensitivity training, etc.	2 hours		None	Attendance sheet, Modules, Training materials (Notebooks, pen, manila paper, etc.)
5	Client seek assistance for income generating activities	Asses and evaluate their qualification and readiness to undertake the particular project	4 hours		None	Assessment Form
6	Attend Social Preparation Session and prepare Project Proposal	Conduct social preparation and assist in preparation on Project Proposal Making	4 hours			Assessment Form Draft Project Proposal
7	Present Project Proposal and endorsement letter and make appeal for support from concerned agency	Facilitate their access to livelihood opportunities (TESDA, DOLE, CDLO, GAD, DSWD, etc.)	4 hours			Referral/Endorsement Letter
8	Follow up submitted proposal When project is approved, implement the project	Assist group in making follow up Regular meeting and project site monitoring	10 minutes 4 hours			Project Proposal Monitoring Form
9	Submit for evaluation	Conduct project evaluation and recommendation	4 hours			Evaluation Form

**How to avail the service :**

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Step	Applicant/Client	Service Provider	Duration of Activity under normal circumstances	Person In charge	Fees	Forms/Documents/ Materials Needed
10	Implementation of planned activities	Regular monthly monitoring of Plan	4 hours		None	Monitoring Form
11	Accomplished Plan	Evaluate performance of the group and make recommendation	4 hours			Evaluation Form and Recommendation
<b>End Of Transaction</b>						

