

# CITY SOCIAL WELFARE & DEVELOPMENT OFFICE

CSWD Main Office, Saray, Iligan City

Tel.: (063) 221-2488 / 222-3417

**Frontline Service** : **FAMILY WELFARE PROGRAM - VOCATIONAL/PRACTICAL SKILLS TRAINING**

**Schedule of Availability of Service** : 8:00AM-5:00PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.  
On Mondays provision of services starts after flag raising

**Where** : Family Welfare Program Office, CSWD Main Office, Saray, Iligan City

**Who may Avail of the Services** : Family Heads and Other Needy Adults

**What are the Requirements** : Membership in KALIFI

**Duration** : 28 hours and 10 minutes

## How to avail of the Services:

Step	Applicant/Client	Service Provider	Duration of Activity under normal circumstances	Person In Charge	Fees	Forms/Documents/ Materials Needed
1	Clients seek assistance for income generating activities	Asses and evaluate their qualification and readiness to undertake the particular project	4 hours	Juanita S. Alviola Juna Lyn B. Siacor Mary Jane T. Generalao	None	Assessment Form
2	Attend Social Preparation Session and prepare Project Proposal	Conduct social preparation and assist in preparation on Project Proposal Making	4 hours			Draft Project Proposal
3	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 Project Proposal

How to avail the service -		FAMILY WELFARE PROGRAM - VOCATIONAL/PRACTICAL SKILLS TRAINING				
4	Follow up submitted proposal	Assist group in making follow up	10 minutes	Juanita S. Alviola Juna Lyn B. Siacor Mary Jane T. Generalao		
5	When project is approved, implement the project	Regular meeting and project site monitoring	4 hours			Monitoring Form
6	Submit for evaluation	Conduct project evaluation and recommendation	4 hours		None	Evaluation Form
7	Implementation of planned activities	Regular monthly monitoring of Plan	4 hours		Monitoring Form	
8	Accomplished Plan	Evaluate performance of the group and make recommendation	4 hours		Evaluation Form and Recommendation	
<b>End of transaction</b>						