

CITY SOCIAL WELFARE & DEVELOPMENT OFFICE

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

Frontline Service	:	INDIGENOUS PEOPLE - EMPOWERMENT AND LIVELIHOOD SERVICE
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	:	IPs/IDPs Welfare Program Office, CSWD Main Office, Saray, Iligan City
Who may avail of the Services	:	Indigenous People (Bajaus, Higaonon, Kalibogon)
What are the Requirements	:	<ol style="list-style-type: none">1. Membership in an organization2. Social Preparation and Capability Building Activities3. Data Profile Form of IPS.4. Willingness of clients to undergo training/sessions.5. Skills Training material/Equipment/Ingredients for Food Processing6. Willingness of clients to organize7. Application form for livelihood assistance and other supporting documents

Duration : 33 hours and 10



How to avail of the Services:

INDIGENOUS PEOPLE - EMPOWERMENT AND LIVELIHOOD SERVICE

Step	Applicant/Client	Service Provider	Duration of Activity under normal circumstances	Person In Charge	Fees	Forms/Documents/ Materials Needed
1.	IPs signify intention to avail livelihood	- Get the profile of the IP	10 minutes per IP	P. L. Mantos, N.L. Macalisang, P. E. Maghanoy, F.G. L. Arquiza, L. V. Pasco	None	Client's Information Sheet
		-Organize IPs group	4 hours			Visual Aids, LCD Projector, Laptop
2.	Attend sessions	-Conduct social preparation/Life Skills sessions (20 sessions)	4 hours per session			Visual Aids, LCD Projector, Laptop, meals and snack
3.	Attend BBMSD	-Conduct Basic Business Management Skills Development	3 days @ 7 hours/day			Manual Training material
4.	Attend and participate in skills training	Conduct Practical Skills Training	6 hours per PST per day			Resolution authorizing opening account, by-Laws Acknowledgement Association Profile Agreement to Rollback Authorization Amortization Schedule
5.	Fill up application form and other supporting documents	Facilitate/assist and provide forms for livelihood assistance	4 hours			
6.	Submit complete filled-up forms and other supporting documents	Assess, review application and other supporting documents	6 hours			
7.	Wait release of capital assistance	Submit documents to DSWD for funding	2 hours			
End of Transaction						