

CITY SOCIAL WELFARE & DEVELOPMENT OFFICE

CSWD Main Office, Saray, Iligan City
Tel.: (063) 221-2488 / 224-1156

Frontline Service	:	PWDs Welfare Program Community-Based Services for PWDs
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	:	PWD and SC Welfare Program Office, CSWD Main Office, Saray, Iligan City
Who may avail of the services	:	PWDs
What are the requirements	:	Barangay Certificate of Indigency

Duration : 36 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.	Existence of PWDs in the barangays	Attend barangay sessions to advocate program and services for PWDs	1 hour	Leonida P. Lluisma Nilda P. Onque	None	Flyers/handouts and other documents related to PWDs
2.	Accommodate workers, answer questions asked and make clarifications	Conduct home visitation to potential members	1 hour		None	Masterlist of potential members

How to avail the service

PWDs Welfare Program - Community-Based Services for PWDs

Step	Applicant/Client	Service Provider	Duration of Activity under normal circumstances	Person In charge	Fees	Forms/Documents/ Materials Needed
3.	Attend the meeting, express their thoughts and submit a copy of their Plan of Action	Conduct organizational meeting	4 hours		None	Attendance Sheet and Roster Form
4.	Attend sessions and share ideas	Conduct of monthly developmental sessions: 1. Self-Awareness 2. Value Clarification 3. Group Enhancing Values 4. Communication 5. Leadership 6. Responsible Parenthood 7. Parent-Child relationship 8. Community Participation 9. Different laws related to PWDs 10. Other topics based on need	2 hours	Leonida P. Lluisma Nilda P. Onque	None	Attendance sheet, Modules, Training materials (Notebooks, pen, manila paper, etc.)
5	Client seek assistance for income - generating activities	Administer training needs assessment	4 hours	Leonida P. Lluisma	None	TNA 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, DSWD, etc.)	4 hours			Referral/Endorsement Letter Project Proposal

How to avail the service -

PWDs Welfare Program - Community-Based Services for PWDs

Step	Applicant/Client	Service Provider	Duration of Activity under normal circumstances	Person In charge	Fees	Forms/Documents/ Materials Needed
8	Follow up submitted proposal	Assist group in making follow up	10 minutes			Monitoring Form
9	When project is approved, implement the project	Regular meeting and project site monitoring	4 hours			Evaluation Form
10	Submit for evaluation	Conduct project evaluation and recommendation	4 hours			
11	Implementation of planned activities	Regular monthly monitoring of Plan	4 hours		None	Monitoring Form
12	Accomplished Plan	Evaluate performance of the group and make recommendation	4 hours			Evaluation Form and Recommendation
End Of Transaction						

