

CITY SOCIAL WELFARE & DEVELOPMENT OFFICE

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

Frontline Service : **SENIOR CITIZENS/ELDERLY PERSONS WELFARE PROGRAM WELFARE PROGRAM - Community-Based Services for SCs**

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, CSWD Main, 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 session to advocate program and services PWDs	1 hour	Leonida P. Lluisma	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	Nilda P. Onque	None	Masterlist of potential members
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

How to avail the service -

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4.	Attend session and share ideas	Conduct of monthly developmental sessions like Group Enhancing Values, Advocacy on R.A 9994, Social Pension, R.A 344, R.A. 9257 and R.A 7876, etc.	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 Attend Social Preparation Session and prepare Project Proposal Present Project Proposal and endorsement letter and make appeal for support from concerned agency Follow up submitted proposal When project is approved, implement the project Submit for evaluation	Administer training needs assessment Conduct social preparation and assist in preparation on Project Proposal Making Facilitate their access to livelihood opportunities (TESDA, DOLE, CDLO, DSWD, etc.) Assist group in making follow up Regular meeting and project site monitoring Conduct project evaluation and recommendation	4 hours 4 hours 4 hours 10 minutes 4 hours 4 hours	Leonida P. Lluisma	None	TNA Form Assessment Form Draft Project Proposal Referral/Endorsement Letter Project Proposal Monitoring Form Evaluation Form
6.	Implementation of planned activities	Regular monthly monitoring of Plan	4 hours		None	Monitoring Form
7.	Accomplished Plan	Evaluate performance of the group and make recommendation	4 hours			Evaluation Form and Recommendation
End Of Transaction						