

CITY SOCIAL WELFARE & DEVELOPMENT OFFICE

CSWD Main Office, Saray, Iligan City

Tel.: (063) 221-2488 / 224-5700

Frontline Service	:	WOMEN'S WELFARE PROGRAM - COMMUNITY-BASED SERVICES FOR DISADVANTAGED WOMEN/KALIPI
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	:	Women Welfare Program Office, CSWD Main Office, Saray, Iligan City
Who may avail of the services	:	Socially disadvantaged Women Not below 18 years old and not over 59 years old marginalized/ indigent women
What are the requirements	:	Preferably KALIPI member, if not yet a member, encourage to apply as a KALIPI member Participative in the community

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 disadvantaged women in the barangays	Attend barangay session to advocate program and services for disadvantaged women	1 hour	Eva E. Delacruz Rebecca A. Guarin Maria Gina N. Cabanlit	None	Flyers/handouts and other documents related on women
2.	Accommodate workers in one's home, answers question asked and makes clarifications	Conduct home visitation to potential leaders and purok officials	1 hour	Eva E. Delacruz Rebecca A. Guarin Maria Gina N. Cabanlit	None	Master list of potential leaders and members

How to avail the service

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3.	Attend the meeting, express thoughts and submit a copy of their Plan of Action	Conduct organizational meeting	4 hours	Eva E. Delacruz Rebecca A. Guarin Maria Gina N. Cabanlit
4.	Attend session and share ideas	Conduct of monthly sessions like orientation on RA 9262, Gender Sensitivity training, women's rights, Women and Development, etc	2 hours	Eva E. Delacruz Rebecca A. Guarin Maria Gina N. Cabanlit
5.	Client seek assistance for income generating activities	Asses and evaluate their qualification and readiness to undertake the particular project	4 hours	Eva E. Dela Cruz Rebecca A. Guarin Maria Gina N. Cabanlit
	Attend Social Preparation Session and prepare Project Proposal	Conduct social preparation and assist in preparation on Project Proposal Making	4 hours	
	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	
	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	
	Submit for evaluation	Conduct project evaluation and recommendation	4 hours	

How to avail the service -

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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						

