

# CITY SOCIAL WELFARE & DEVELOPMENT OFFICE

CSWD Main Office, Saray, Iligan City  
Tel.: (063) 221-2488 / 223-2253

**Frontline Service** : **YOUTH WELFARE PROGRAM - CAPITAL ASSISTANCE**

**Schedule of Availability of Service** : Once a year

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

**Who may Avail of the Services** : Out of School Youth  
At least 18 years old to 24 years old, single  
PYAP member  
Recipient of the trainings conducted by the Youth Welfare Program Division  
(Unlad Kabataan Program)

**What are the Requirements** :  
1) Xerox copy of Birth Certificate  
2) List of trainings attended  
3) Barangay Certificate of Residency  
4) 2x2 picture, 2 pcs.  
5) Social Case Study Report

**Duration** : 6 months to 3 years

**How to avail of the Services:**

**YOUTH WELFARE PROGRAM -  
CAPITAL ASSISTANCE**

Step	Applicant/Client	Service Provider	Duration of Activity under normal circumstances	Person In charge	Fees	Forms/Documents/ Materials Needed
1.	Client seeks help on how to avail capital assistance	interview client Assess and screen applicant Give list of requirements	1 hour	Paisal D. Usman Justina G. Yumol Annalou P. Barrientos	None	Intake Sheet Youth Profile Group Roster form Checklist of Requirements
2.	Submits requirements	Prepare Social Case Study Report Collect the submitted requirements	1 ½ hours			Social Case Study Report
3.	Qualified client attends BBMT	Conduct Basic Business Management Training	8 hours/day for 3 days	Josefina B. Mabanta		Training guides/schedule of trainings
4.	Attend Life Skills sessions/self/spiritual/moral enhancement and other important capability trainings to make livelihood project a success	Conduct continuous trainings before the release of financial assistance Conduct home visitation and interview to get 100% interest of client to undertake the project Help in preparing the project proposal and submission of the needed requirements	8 hours per day	Josefina B. Mabanta YWP Staff		Training materials/handouts/letters of invitation Attendance sheet  Project Proposal

How to avail the service -

**YOUTH WELFARE PROGRAM - CAPITAL ASSISTANCE**

Step	Applicant/Client	Service Provider	Duration of Activity under normal circumstances	Person In charge	Fees	Forms/Documents/ Materials Needed
5.	Receives capital assistance and starts the project	<p>Follow up progress of project</p> <p>Motivate client to concentrate for the continuity of the project</p> <p>Refer client for any assistance given by the office to be able to address other problems and needs of the family and the family</p> <p>Conduct home visitation and collateral contacts</p> <p>Monitor and conduct monthly supervisory visitation by YWP workers</p> <p>Provide counseling on business management as frequent as possible</p>	<p>8 hours/ 1 day once a week</p> <p>Once a month As maybe necessary</p>	<p>Josefina B. Mabanta</p> <p>Paisal D. Usman</p> <p>AnnalouBarrientos</p> <p>JustinaYumol</p>		<p>Daily/weekly/monthly guides of activities/monitoring forms</p> <p>Attendance sheet during meeting and training</p> <p>Financial/income report</p>
6.	Submits financial report and reports on the progress of the project	<p>Provide technical assistance</p> <p>Make referral services as needed</p>	Once a month			Financial report forms
7.	Client's project is successful	<p>Makes termination report</p> <p>Makes success story/documentation</p>	After full payment of grant			Termination reports
<b>End of Transaction</b>						