

CITY SOCIAL WELFARE & DEVELOPMENT OFFICE

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

Frontline Service : **YOUTH Welfare Program - Community-Based Services for Out-of-School Youth**

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

Who may avail of the services : Out-of-School Youth

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 OSY in the barangays	Attend barangay sessions to advocate program and services for OSY	1 hour	Josefina B. Mabanta	None	Flyers/handouts and other documents related to OSY
2.	Accommodate workers, answer questions asked and make clarifications	Conduct home visitation to potential members	1 hour	Paisal D. Usman Justina G. Yumol Annalou P. Barrientos	None	Masterlist of potential members

How to avail the service

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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 like Communication, Population Awareness in Family Life Orientation, Spiritual Enhancement, Leadership Training, Peer Counseling, Cleanliness Drive, Sports Tournament, Induction and Socialization Activities, Literary, Musical and Search for Ms. & Mr. PYAP, SCALA (orientation, handson training, OJT, Life Skill), Disaster Preparedness, Activities for OSY and Educational Tour	2 hours		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	Josefina B. Mabanta	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
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			Draft Project Proposal Referral/Endorsement Letter
8	Follow up submitted proposal	Assist group in making follow up	10 minutes			Project Proposal
9	When project is approved, implement the project	Regular meeting and project site monitoring	4 hours			Monitoring Form
10	Submit for evaluation	Conduct project evaluation and recommendation	4 hours			Evaluation Form

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Step	Applicant/Client	Service Provider	Duration of Activity under normal circumstances	Person In charge	Fees	Forms/Documents/ Materials Needed
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						

