

# CITY SOCIAL WELFARE & DEVELOPMENT OFFICE

CSWD Main Office, Saray, Iligan City

Tel.: (063) 221-2488 / 223-2253

<b>Frontline Service</b>	:	<b>YOUTH WELFARE PROGRAM - JOB PLACEMENT</b>
<b>Schedule of Availability of Service</b>	:	Any day of the year
<b>Where</b>	:	Youth Welfare Program Office - CSWD Office. Saray, Iligan City
<b>Who may Avail of the Services</b>	:	Out of School Youth At least 2 <sup>nd</sup> year High School At least 18 years old to 24 yrs. Old, single PYAP member
<b>What are the Requirements</b>	:	1) Xerox copy of Birth Certificate 2) Xerox copy of school card or school diploma 3) Barangay Certificate of residency and Indigency 4) 2x2 picture, 2 pcs. 5) Social Case Study Report 6) Certificate of Trainings

**Duration : 3 hours**



**How to avail of the Services:**

**YOUTH WELFARE PROGRAM - JOB PLACEMENT**

Step	Applicant/Client	Service Provider	Duration of Activity under normal circumstances	Person In charge	Fees	Forms/Documents / Materials Needed
1.	Seeks assistance for job placement	Interview client Assess and screen applicant Give list of requirements	1 hour	Paisal D. Usman Justina Yumol Annalou Barrientos	None	Intake Sheet Youth profile Group roster form Checklist of Requirements
2.	Submits requirements	Prepare social case study report Make referral letter to private or public agency where client wants to work Follow-up result of referral	2 hours	Josefina B. Mabanta		Social Case Study Report  Referral letter
<b>End of Transaction</b>						

