

# 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 - SHARING COMPUTER ACCESS LOCALLY AND ABROAD (SCALA)</b> (Computer-Literacy Program)
<b>Schedule of Availability of Service</b>	:	Every 6 Months 8:00AM-5:00PM Daily (No noon break) excluding Saturdays, Sundays and Holidays. On Mondays provision of services starts after flag raising
<b>Where</b>	:	Youth Welfare Program Office, CSWD Main 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 birth certificate 2) Xerox copy report card or Xerox copy diploma 3) Barangay Certification of Indigency and Residency 4) Picture 2x2 – 2 copies

<b>Duration</b>	:	<b>Application and Submission of requirements – 1 hour</b>
		Orientation – 3 hours
		Computer Training – 300 hours
		Life Skills Training – 80 hours
		On the Job Training – 300 hours
		Graduation – 3 hours

**How to avail of the Services:**

**YOUTH WELFARE PROGRAM -  
SHARING COMPUTER ACCESS LOCALLY AND ABROAD (SCALA)  
(Computer-Literacy Program)**

Step	Applicant/Client	Service Provider	Duration of Activity under normal circumstances	Person In charge	Fees	Forms/Documents/ Materials Needed
1.	Goes to Office to apply for computer training	Interview client, give list of requirements to be accomplished;	30 mins.	PaisalUsman Annalou P. Barrientos JustinaYumol	None	Intake Sheet Youth profile PYAP Roster form Checklist of Requirements
2.	Accomplishes and submits requirements	Accept requirements/documents; if not all are submitted, client is required to submit lacking documents in one week's time	30 mins.			Social Case Study Report
3.	Attends SCALA orientation with parents at the Center	Conduct SCALA orientation	3 hrs.	Josefina B. Mabanta		Attendance Sheet
4.	Attends hands-on computer training	Conduct lectures on Computer based on SCALA modules	300 hours	SCALA Trainers		Attendance Sheet SCALA Computer Modules Grading Sheets
5.	Attends Life Skills sessions	Discuss the assigned topic	8 hours; Once a week	Josefina B. Mabanta Resource Persons		Supervisor's report of rating
6.	Undergoes On-the-Job training	Send letters to office head concerned for the OJT	300 hours	Supervisor of Office where trainee Undergoes OJT		Assessment/Evaluation Form
7.	Goes back to SCALA Center for the evaluation	Assess performance of the trainee	30 minutes per SCALA Trainee	SCALA Trainers		Certificate of Completion
8.	Attends graduation exercises	Prepare program and oversee conduct program	3 hours	Josefina B. MAbanta SCALA Center Mgr. Paisal D. Usman Priscilla E. Maghanoy SCALA Trainers		
<b>End of Transaction</b>						