

CITY SOCIAL WELFARE & DEVELOPMENT OFFICE

CSWD Main Office, Saray, Iligan City

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

Frontline Service : **YOUTH WELFARE PROGRAM -
VOCATIONAL/TECHNICAL SKILLS DEVELOPMENT**

Schedule of Availability of Service : Every six months/twice 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 2nd year High School
At least 18 years old to 24 yrs. Old, single
PYAP member

What are the Requirements :
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.

Duration : 13 hrs & 30 mins



How to avail of the Services:

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Step	Applicant/Client	Service Provider	Duration of Activity under normal circumstances	Person In charge	Fees	Forms/Documents/ Materials Needed
1.	Client goes to YWP Office to inquire availability of vocational/practical skills training	Interview client Assess and screen applicant Give list of requirements	1 hour	Paisal D. Usman Justina Yumol Annalou P. Barrientos	None	Intake Sheet Youth profile Group roster form Checklist of Requirements
2.	Submits requirements	Prepare social case study report	1 ½ hours			Social Case Study Report
3.	Qualified client attends orientation at the YWP Office	Conduct orientation of the skills training to be conducted	3 hours	Josefina B. Mabanta		Training guides/schedules of trainings
4.	Attends and completes the hands- on/ Life Skills sessions and on- the- job training	Conduct trainings	8 hours per day for 6 months period	Trainor/s Josefina B. Mabanta		Grading sheets Letters of Invitations Graduation program invitations Certificates of Completion/attendance
End of Transaction						