

DOLE Livelihood Program

A program of DOLE promoting gainful employment opportunities by providing a capacity building facility on livelihood and entrepreneurial ventures for the workers in the informal economy and the vulnerable groups of workers such as the parents of child laborers, women, youth Labor Market Information focuses in the supply and demand of workers with the available job opportunities. The PESO shall provide the LMI in any way possible and make it available and accessible to the public.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All Constituent of Reina Mercedes			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. INFORMATION/ IDENTIFICATION PHASE Secure from Public Employment Service Office (PESO) details about the program.	1. Inform the client about the program (after he/she logs in) 2.1 Interviews the client and acquire information if he/she can be identified to be a qualified beneficiary. 2.2 Present the forms to be accomplished and explain how to do it. 2.3 Gives checklist of Documentary requirements 2.4 Assesses all the requirements 2.5 Provides necessary step by step process. 2.6 Conducts ocular visit and interview in the barangay. 2.7 Coordinate with the Punong Barangay and or Barangay Officials where the applicant resides. 2.8 Evaluate the submitted	None	5 Minutes	<i>Planning Officer I / PESO Designee</i> Office of the Municipal Mayor



	requirements viz-a-viz the result of Profiling and Interviews.			
2. PREPARATORY PHASE Report to PESO the submission of the forms and other Documentary Requirements	2. Submit to the Office of the Mayor the Masterlist of the Proposed Beneficiaries for perusal and or appropriate action. 2.1 Submission of all the Documents to DOLE for Review, Evaluation and Approval	None	10 Minutes	<i>Planning Officer I / PESO Designee</i> Office of the Municipal Mayor
3. Profiling of Applicants				
TOTAL:		None	15 Minutes	