



**TECHNOLOGY AND LIVELIHOOD DEVELOPMENT
OFFICE**



EXTERNAL SERVICES

1. Applying for a Livelihood Financial Assistance (LFA)

Service Description: It is service wherein existing micro entrepreneurs from Tuguegarao City may apply for additional working capital to augment their income.

Office or Division:	Technology and Livelihood Development Office			
Classification:	Highly Technical			
Type of Transaction:	G2C—Government to Citizen			
Who may avail:	All qualified micro entrepreneurs from Tuguegarao City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> Request Letter indicating type of business addressed to the City Mayor Certification of Indigency from the barangay of residents Photo Copy of valid I.D 		Barangay Hall		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make an inquiry at the TLDO Submit request letter to the office of the City Mayor	1. TLDO personnel gives a brief orientation about the service to the client.	None	5 Minutes	<i>TLDO Staff</i>
	2. City Mayor's office receives the request letter and furnish a photo copy of the request letter to the TLDO		3 Minutes	<i>City Mayor's Admin Aide</i>
	3. City Mayor's office forwards the request letter to the TLDO		1 Day	<i>City Mayor's Messenger</i>
	4. TLDO personnel receives the request letter and register the request in the logbook		3 Minutes	<i>TLDO Staff</i>
	5. TLDO will schedule the assessment/ evaluation of the request		30 Minutes	<i>TLDO Staff</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Secure a certificate of Indigency from the barangay hall and submits the same with the photo copy of valid ID and ID picture to the TLDO 3. Attend the Entrepreneurial Seminar 4. Receive the LFA in the form of cheque 5. Submit LFA liquidation report to the TLDO	6. TLDO personnel visits and interview the client using an Evaluation form	None	10 Minutes	<i>TLDO Staff</i>
	7. Approval/disapproval of the request based on the evaluation conducted by the TLDO personnel		5 Minutes	<i>TLDO Head</i>
	8. TLDO informs the client of the approval/disapproval of the request		2 Minutes	<i>TLDO Staff</i>
	9. TLDO submits project proposal for the approval of the City Mayor		1 Day	<i>TLDO Head</i>
	10. Approval of the project proposal by the City Mayor		1 Day	<i>City Mayor</i>
	11. TLDO in coordination with DTI conducts an Entrepreneurships Seminar of the clients		1 Day	<i>TLDO Staff & DTI Staff</i>
	12. Awarding of Livelihood financial assistance to the clients by the City Mayor, Vice Mayor and City Council		1 Hour	<i>TLDO Staff and Local Officials</i>
	13. TLDO personnel checks the veracity of the liquidation reports submitted by the clients		2 Minutes	<i>TLDO Staff</i>
	14. TLDO conducts periodic monitoring through Individual home visit.		10 Minute / Client	<i>TLDO Staff</i>



2. Conduct of Basic Skills Training and Livelihood Seminars

Service Description: It is service wherein Tuguegaraoenos are encourage to attend skills training or livelihood seminars for possible local or overseas employment.

Office or Division:	Technology and Livelihood Development Office			
Classification:	Highly Technical			
Type of Transaction:	G2C—Government to Citizen			
Who may avail:	All qualified micro entrepreneurs from Tuguegarao City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> Barangay Certificate of residency Photo copy of valid ID 2 pcs 2x2 ID picture 		Barangay Hall		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ol style="list-style-type: none"> Make an inquiry at TLDO Fill up registration form Submit necessary requirements 	<ol style="list-style-type: none"> TLDO personnel gives brief description of the training/ seminars that are scheduled to be conducted 	None	3 Minutes	<i>TLDO Staff</i>
	<ol style="list-style-type: none"> TLDO receives the registration form and register the name in the logbook 		3 Minutes	<i>TLDO Staff</i>
	<ol style="list-style-type: none"> TLDO receives the requirements and attached them to the registration form filled up by the client 		3 Minutes	<i>TLDO Staff</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>4. Attend briefing</p> <p>5. Attend the training/ seminar</p> <p>6. Attend the training assessment</p> <p>7. Receive training skills</p>	<p>4. When the registrants reach 20-25 participants, TLDO coordinates the training/seminar to the concerned</p> <p>5. TLDO will schedule the training/seminar to be conducted</p> <p>6. TLDO informs the registrants of the schedule of the training/ seminar</p> <p>7. TLDO will conduct a briefing to the registrants about the training/seminar to be conducted</p> <p>8. TLDO submit project proposal for the approval of the City Mayor</p> <p>9. Approval of project proposal by the City Mayor</p> <p>10. Procurement of materials/ supplies needed for the training/ seminar.</p> <p>11. Conduct of training/seminar proper</p> <p>12. Government agency concerned will conduct training assessment</p> <p>13. Graduation of training/ seminar participants</p> <p>14. Awarding of training skills</p> <p>15. Submit list of graduates to the DOLE for possible employment</p> <p>16. Periodic monitoring of graduates through call or text</p>	None	<p>1 Day</p> <p>30 Minutes</p> <p>2 Minutes/ Registrants</p> <p>1 Hour</p> <p>1 Day</p> <p>1 Day</p> <p>2 Days</p> <p>3-32 days depending on the training/ seminar to be conducted</p> <p>1 Day</p> <p>2 Hours 1 Day 5 Minutes/ Graduate</p>	<p><i>TLDO Head</i></p> <p><i>TLDO Head</i></p> <p><i>TLDO Staff</i></p> <p><i>TLDO Head</i></p> <p><i>TLDO Head</i></p> <p><i>City Mayor</i></p> <p><i>TLDO staff</i></p> <p><i>TESDA, DTI, DOST & TLDO staff</i></p> <p><i>TLDO Staff and Local officials and concerned gov't agency</i></p> <p><i>TLDO Staff</i></p> <p><i>TLDO Staff</i></p>