

14. Provision of Self-Employment Assistance

Through this program, we are doing our best to provide additional capital for those who have existing small scale businesses.

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| Office/ Division: | Municipal Social Welfare and Development Office | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | Small scale entrepreneurs | | | |
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| | CHECKLIST OF REQUIREMENTS | WHERE TO SECURE | | |
| | Letter to the Municipal Mayor requesting for additional capital assistance (1 Original) | Client | | |
| | Project Proposal for applicant's additional products to be sold (1 Original) | Client | | |
| | Endorsement from the Barangay Chairman (1 Original) | Office of the Barangay Chairman | | |
| | Barangay Business Permit (1 Photocopy) | Office of the Barangay Chairman | | |
| CLIENT STEPS | AGENCY | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Sign on the Log Book in the office. | Give the Log Book to the client | None | 2 Minutes | <i>Officer of the Day</i> MSWD Office |
| 2. Comply and submit all requirements to the SEA section. | Check and verify the submitted requirements | None | 5 Minutes | <i>Office Staff</i> Livelihood Section MSWD Office |
| 3.Wait for further instructions from the staff | 3. Advice the client on the process of the program schedule 3.1 Give schedule for home visit | None | 2 Minutes | <i>Office Staff</i> Livelihood Section MSWD Office |
| 4. Wait for MSWD Staff to conduct a home visit | 4. Conduct home visit to the client 4.1 Assess the capacity of the business and the client 4.2 Advise the client to wait for 1 | None | 7 Days | <i>Office Staff</i> Livelihood Section MSWD Office |

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| | week for the result of assessment. | | | |
| 5.Go back to MSWD Office on the scheduled date to get the result of the assessment | 5. Discuss with the client the assessment result. 5.1. Prepare the documents if he/she is qualified for the assistance. | None | 20 minutes | <i>Office Staff</i> Livelihood Section MSWD Office |
| 6. Wait for the release of assistance and claim it. | 6. Release the Additional capital Assistance and make all documents signed to acknowledge receipt | None | 15 Minutes | <i>Office Staff</i> Livelihood Section MSWD Office |
| TOTAL: | | | 7 Days and 44 Minutes | |