



### 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.

<b>Office/ Division:</b>	Municipal Social Welfare and Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Small scale entrepreneurs			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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		
<b>CLIENT STEPS</b>	<b>AGENCY</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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. Advise 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 week for the result of assessment.	None	7 Days	<i>Office Staff</i> Livelihood Section MSWD Office
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	Office Staff Livelihood Section MSWD Office
<b>TOTAL:</b>			<b>7 Days and 44 Minutes</b>	