


	Republic of the Philippines <b>DEPARTMENT OF LABOR AND EMPLOYMENT</b> Regional Office No. 2 Tuguegarao City, Cagayan	Document Code	QOP-05A
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### PROCEDURAL MANUAL

<b>TITLE</b>	<b>Provision of Livelihood and Emergency Employment Assistance (DILEEP) KABUHAYAN</b>
<b>PURPOSE</b>	To standardize the process, evaluation and approval of project proposals under the KABUHAYAN, to ensure easy access of beneficiaries thru the ACP.
<b>SCOPE</b>	This procedure covers from the receipt of project proposal to the readiness of check/Materials and Equipment for release to the ACP/Beneficiary.
<b>REFERENCE DOCUMENTS</b>	DO 137-14 Sec 21 – 01 TO 12 Application Form –Services/Projects Application Letter– Accredited Co-Partner Project Proposal Indorsement FO Project Appraisal Report RPMT Review and Evaluation Report Project Proposal with Attachments, refer to: <b>1. Checklist of Requirements for KABUHAYAN</b> Checklist of Requirements - LGU, GOCCs, SUC (Kabuhayan-Organization) Checklist of Requirements - LGU, GOCCs, SUC & other DOLE accredited ACPs(Kabuhayan-Individual) Checklist of Requirements - By Administration (Kabuhayan-Organization) Checklist of Requirements - By Administration & other DOLE accredited ACPs (Kabuhayan-Individual) Memorandum of Agreement (MOA) DILEEP KABUHAYAN Monitoring Logsheets DILEEP KABUHAYAN Monitoring Logsheets Pending for Approval DILEEP Monitoring Logsheets RO RO Incoming Logbook ORD Incoming Logbook Travel Order Processing of Claims Procedure
<b>DEFINITION OF TERMS</b>	<b>DILEEP</b> – DOLE Integrated Livelihood and Emergency Employment Program is the Department’s contribution to the government agenda of inclusive growth through massive job generation and poverty reduction. <b>ACP/Accredited Co-Partner</b> – refers to a program partner, which may be a worker organization, union, association, federation, cooperative, people’s organization, business organization, church-based organization, organization of OFW, OFW family circle, educational institutions, private foundation or a local gov’t unit that has been

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	<p>accredited by the DOLE.</p> <p><b>KABUHAYAN</b> – It is one of the component programs of DILEEP that contributes to poverty reduction and reduce vulnerability to risks of the poor, vulnerable, and marginalized workers through grant assistance for a capacity building on livelihood.</p> <p><b>Beneficiary</b>- refers to the community, individual, or group of individual recipients of the DILEEP.</p> <p><b>RPMT</b> – The Regional Project Management Team refers to a group in the DOLE regional office which evaluates/deliberates and endorses project proposals to the regional director for approval.</p> <p><b>FOs</b>- refers to the Field Offices of DOLE that assist Project Proponents or ACPs in accessing the department’s livelihood programs.</p> <p><b>By Administration</b> –It refers to another type of livelihood project implementation which is by administration.</p>
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**OPERATIONAL PROCEDURE**

Step No.	PROCESS/ACTIVITY	Details	Responsible Person	Reference/Interface
	<b>START</b>			
1	Receive Application for Livelihood Assistance	Receive application from proponent with complete documentary requirements.	FO Focal Person / Staff	Duly Accomplished Application Form – Services/Projects  FO Incoming Logbook  Application Letter  Project Proposal with Attachments:  1. Checklist of Requirements for KABUHAYAN

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2	Record the Receipt of Application	Record Application in the DILEEP KABUHAYAN Monitoring Log Sheet.	FO Focal Person	DILEEP KABUHAYAN Monitoring Log Sheet
3	Evaluate the Submitted Project Proposal	<p>Evaluate the Project Proposal against the established criteria in the DILEEP Guidelines and record the results in the FO Project Appraisal Report Form.</p> <p>Record the results of the project evaluation and the site validation in the FO Project Appraisal Report. Ensure accuracy of the report.</p> <p>Check availability of fund allocations for assistance for the projects that are implemented by LGU and other ACPs only. If funds are not available, advise the ACP that the project is lined up for funding. Record it in the DILEEP KABUHAYAN Monitoring Logsheet Pending for Approval.</p>	FO Focal Person	<p>FO Project Appraisal Report &amp; Site Validation Report</p> <p>Photo Documentation (Before)</p> <p>DILEEP KABUHAYAN Monitoring Logsheet Pending for Approval</p>

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4	Review Project Proposal and Site Validation Report	Review Project Proposal Evaluation & Site Validation Report of the FO Focal Person which are recorded in the FO Project Appraisal Report.  Make comments or actions, if necessary.	FO Head	Project Proposal  FO Project Appraisal Report
5	Indorse the Application and Project Proposal to RO	Indorse the project proposal to the Regional Office with complete attachments for further evaluation.  Record the transmittal of the application and Project Proposal in the DILEEP KABUHAYAN Monitoring Log Sheet	FO Head  FO Staff	Indorsement Letter  All Attachments  DILEEP KABUHAYAN Monitoring Log Sheet
6	Receive the Indorsed Application	Receive the Application with complete attachments and record in the RO Incoming Logbook.  Forward the Application to the TSSD.	Records Officer	RO Incoming Logbook
7	Prepare Project Proposal for PMT Deliberation	Receive the Application and record in the DILEEP Monitoring Log Sheet RO.  Check the accuracy of the received application.  Inform the RPMT	TSSD Focal Person	Application Form or Letter with Attachments  Notice of Deliberation Schedule  Project Proposal  DILEEP Monitoring Log

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		Members about Project Deliberation.		Sheet-RO
8	Deliberate Project Proposal	<p>Deliberate project proposal as to ACP capability, project relevance and proponent equity.</p> <p>Prepare RPMT Review and Evaluation Report.</p> <p>Sign the RPMT Review and Evaluation Report</p> <p>Provide FOs a copy of the RPMT Review and Evaluation Report .</p>	<p>RPMT</p> <p>RPMT Secretariat</p> <p>RPMT</p>	<p>Application Form – Services/Projects or Letter with Attachments</p> <p>Project Proposal</p> <p>Checklist of Requirements for KABUHAYAN</p> <p>RPMT Review and Evaluation Report</p> <p>DILEEP KABUHAYAN Monitoring Log Sheet</p>
9	Approve Project Proposal and execute the MOA	<p>Approve the project proposal.</p> <p>Prepare the MOA based on the approved project proposal.</p> <p>ACP and DOLE Representatives sign the MOA.</p>	RD	<p>RPMT Review and Evaluation Report</p> <p>Project Proposal</p> <p>MOA</p>
10	Record the Approved Project Proposal and Notarized MOA	Record in the RD's Outgoing Logbook the approved Project Proposal and notarized MOA, and forward to TSSD.	ORD Secretary	RD's Outgoing Logbook
11	Provide concerned FO a copy of the Approved Proposal and Notarized MOA	Provide concerned FO a copy of the Approved Proposal and Notarized MOA.	RPMT Secretariat	DILEEP Logbook Approved Project Proposal MOA

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	Provide concened ACP a copy of the Approved Proposal and Notarized MOA	Provide concerned ACP a copy of the Approved Proposal and Notarized MOA	FO Head	Approved Project Proposal MOA
12	Forward the approved Proposal and Notarized MOA	Forward the duly approved Project Proposal, notarized MOA, together with the attachments, to the Accounting Section for funding and processing of payment. <i>(Refer to Processing of Claims Procedure.</i>	TSSD Focal Person	Project Proposal MOA  Processing of Claims Procedure
13	Receive Check	Receive Check from Cashier.	FO Head	Check
14	Release Check to ACP/Beneficiary (by LGU/other ACP)  Award Materials & Equipment to Beneficiary (by Administration)	Release check to concerned ACP  Record the release of Check in DILEEP KABUHAYAN Monitoring Logsheet  Issue Notice to Proceed to ACP to implement the project 15 days after the release of check.  Award Materials & Equipment to Beneficiary/LGU  Record the receipt of materials and equipment in the Acknowledgement	FO Head / RD  FO Head RD	Check  Notice to Proceed  Acknowledgement Receipt of Property Inventory Custodian Slip  DILEEP KABUHAYAN Monitoring Logsheet

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		Receipt of Property (ARP) and Inventory Custodian Slip (ICS)  Give and retrieve from the client the Citizen Feedback form.		Citizen's Feedback Form
15	Maintain records	Maintain the generated records in accordance with the Records Control Procedure.	Concerned Process Owner	Records Control
	<b>END</b>			

<b>Records Generated:</b>	
	Duly Accomplished Application Form –Services/Projects Transmittal Letter Monitoring Log Sheets Notarized MOA Approved Project Proposal RPMT Review and Evaluation Report FO Project Appraisal Report Acknowledgement Receipt of Property Inventory Custodian Slip

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