
	Republic of the Philippines DEPARTMENT OF LABOR AND EMPLOYMENT Regional Office No. 2 Tuguegarao City, Cagayan	Document Code	QOP-05B
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	<p>Beneficiary- refers to the community, individual, or group of individual recipients of the DILEEP.</p> <p>RPMT – 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>FOs- refers to the Field Offices of DOLE that assist Project Proponents or ACPs in accessing the department’s livelihood programs.</p> <p>By Administration –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
	START			
1	Receive Application for Emergency Employment	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 TUPAD
2	Record the Receipt of Application	Record Application in the DILEEP TUPAD Monitoring Log Sheet.	FO Focal Person	DILEEP TUPAD Monitoring Log Sheet

Originator: <u>FROCTOSO C. AGUSTIN, DAP</u> <i>Process Owner</i>	Reviewed by: <u>ELPIDIO B. ATAL, JR, MNSA</u> <i>ARD/Regional QMR</i>	Approved by: <u>ATTY. SIXTO T. RODRIGUEZ, JR</u> <i>Regional Director</i>
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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, advice the ACP that the project is lined up for funding. Record it in the DILEEP TUPAD Monitoring Logsheets Pending for Approval.</p>	FO Focal Person	FO Project Appraisal Report Photo Documentation (Before) DILEEP TUPAD Monitoring Logsheets Pending for Approval
4	Review the Evaluated Project Proposal and Site Validation Report	<p>Review the Project Proposal Evaluation & Site Validation Report of the FO Focal Person which are recorded in the FO Project Appraisal Report.</p> <p>Make comments or actions, if necessary.</p>	FO Head	Project Proposal FO Project Appraisal Report

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5	Indorse the Application and Project Proposal to RO	<p>Indorse the project proposal to the Regional Office with complete attachments for further evaluation.</p> <p>Record the transmittal of the application and Project Proposal in the DILEEP TUPAD Monitoring Logsheet</p>	<p>FO Head</p> <p>FO Staff</p>	<p>Indorsement Letter</p> <p>All Attachments</p> <p>DILEEP TUPAD Monitoring Logsheet</p>
6	Receive the Indorsed Application	<p>Receive the Application with complete attachment and record in the RO Incoming Logbook.</p> <p>Forward the Application to the TSSD.</p>	Records Officer	RO Incoming Logbook
7	Prepare Project Proposal for RPMT Deliberation	<p>Receive the Application and record in the DILEEP Monitoring Log Sheet RO.</p> <p>Check the accuracy of the received application.</p> <p>Inform the RPMT Members about Project Deliberation.</p>	TSSD Focal Person	<p>Application Form or Letter with Attachments</p> <p>Notice of Deliberation Schedule</p> <p>Project Proposal</p> <p>DILEEP TUPAD Monitoring Log Sheet-RO</p>
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</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 TUPAD</p> <p>RPMT Review and Evaluation Report</p>

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		Report .		DILEEPTUPAD Monitoring Logsheet
9	Approve Project Proposal and execute the MOA/Contract of Service, if by Administration	Approve the project proposal. Prepare the MOA(Contract of Service) based on the approved project proposal. ACP and DOLE sign the MOA.	RD	RPMT Review and Evaluation Report Project Proposal MOA -Contract of Service
10	Record the Approved Project Proposal and Notarized MOA/ Contract of Service, if by Administration	Record in the RD's Outgoing Logbook the approved Project Proposal and notarized MOA/Contract of Service and forward to TSSD.	ORD Secretary	RD's Outgoing Logbook
11	Provide concerned FO a copy of the Approved Proposal and Notarized MOA Provide concened ACP a copy of the Approved Proposal and Notarized MOA	Provide concerned FO a copy of the Approved Proposal and Notarized MOA. Provide concerned ACP a copy of the Approved Proposal and Notarized MOA	RPMT Secretariat FO Head	DILEEP Logbook Approved Project Proposal MOA 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

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13	Conduct Basic Orientation on Health and Safety	Conduct Orientation on Safety and Health.	FO Focal Person	Report Attendance Sheet
14	Prepare Purchase Request, Canvass & Purchase Order for the PPE (By Administration) Prepare Check (by LGU/other ACP)	Purchase of PPE Receive Check from Cashier Issue Notice to Proceed to ACP to implement the project 15 days after the release of check.	DOLE-IMSD, TSSD/FOs FO Head	Purchase Request Canvass Sheet Purchase Order Check Notice to Proceed
15	a. by Administration Release of PPE Record receipt of PPE Submit Post Employment Requirement Release of Salary Record the Release of Salary b. by LGU/ACP Release of Check	Release PPE to concerned beneficiary Record the release of PPE in the ARP Submit Post Employment Requirement to RO for Processing Payments of Salary Release Salary to Beneficiary Record the Release of Salary to the beneficiary Release check to ACP/LGU Issue Notice to Proceed to ACP to implement the project 15 days after the release of check.	FO Head / RD FO FO Head/RD FO Head/RD FO FO Head / RD	Acknowledgement Receipt of Property DTR, Accomplishment Report, Photo Documents (During/After) Barangay Certificate of Acceptance of the Project Payroll Check Notice to Proceed

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		Issue Notice to Proceed to ACP to implement the project after the release of PPE.		
16	Record the Receipt of Salary (By Administration)	Record the receipt of Salary from IMSD/FO in DILEEP TUPAD Monitoring Logsheet. Give and retrieve from the client the Citizen Feedback form.	FO Head/Staff	Copy of Approved Project Proposal Accomplishment Report Payroll Citizen's Feedback Form DILEEP TUPAD Monitoring Log Sheet Contract of Service Daily Time Records Photo Documentation (Before/During/After)
17	Maintain records	Maintain the generated records in accordance with the Records Control Procedure.	Concerned Process Owner	Records Control
	END			

Records Generated:

	Duly Accomplished Application Form –Services/Projects Transmittal Letter Monitoring Log Sheets Notarized MOA Project Proposal RPMT Review and Evaluation Report FO Project Appraisal Report Contract of Service DTR Payroll Post Employment Report
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