

O. Application for Livelihood Project Assistance

Livelihood Project Assistance

Access to livelihood fund assistance thru any of the DOLE's programs/projects requires an accreditation of co-partners, to wit: Non-Governmental Organizations/People's Organizations (NGOs/POs), Government Organizations (GOs) or Local Government Units (LGUs).

Fund release to these accredited co-partners is likewise governed by the provisions of COA Circular No. 2007-001 dated October 25, 2007 entitled "*Revised guidelines in the granting, utilization, accounting and auditing of the funds released to Non-Governmental Organizations/People's Organizations (NGOs/POs)*" and COA Circular No. 94-013 dated December 13, 1994 entitled "*Rules and Regulations in the Grant, Utilization and Liquidation of Funds Transferred to Implementing Agencies*".

The funds granted to these NGOs/POs/GOs/LGUs shall retain their character as public funds.

Client/s/Applicant/s

Government Offices / Local Government Units
Workers' Organizations, namely, NGOs and POs

Workers in the informal economy engaged in small livelihood undertakings such as farmers, fisherfolks, ambulant workers or peddlers, ambulant service providers, vendors, tricycle or pedicab drivers and operators, among others

Disadvantaged/unemployed workers, especially the specific groups of workers that include the youth (15 – 30 years old), women, physically and occupationally-disabled persons, indigenous people, parents of child laborers, urban poor

Workers in the formal economy, particularly the minimum/low wage earners seeking to augment their income

Returning Overseas Filipino Workers (OFWs) and OFW Circle members

Workers affected by economic restructuring and natural calamities/disaster

Requirements

Certificate of Accreditation by the DOLE Regional Office (RO)

Application Letter addressed to DOLE RO Director

Complete project proposal approved/signed by its officers which shall include the objectives, target beneficiaries, feasibility studies, risk assessment, designs, plans, blueprints, charts, etc. and

Resolution by organization

Certification of displacement, if necessary

Application Fee

None

Validity Period of Proposal

Indefinite

Where to apply

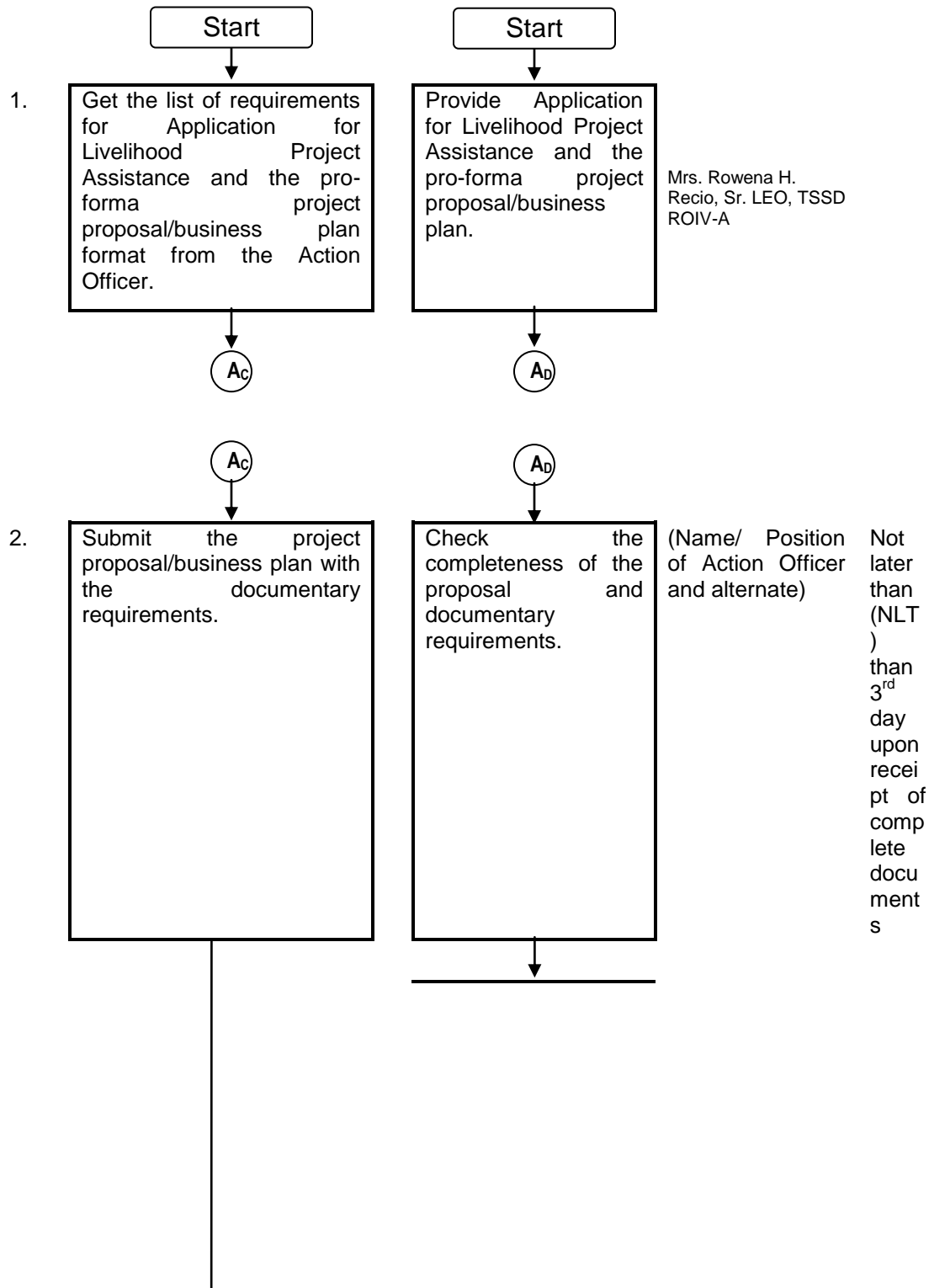
Regional Office/Field Office (FO)

Total Process Cycle Time

Ten (10) Working Days upon receipt of complete documents and interview/ site inspection.

Basic Steps

Steps	Activity		Action Officer	Duration of Transaction
	Applicant/Client	DOLE		



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		<p>Evaluate the viability of the project proposal and rate.</p> <p>Interview the ACP/s/ proponent/s, as may be necessary.</p> <p>Recommend for approval/disapproval.</p> <p>Approve/Disapprove the project proposal and the grant of livelihood project assistance.</p>	<p>(Name/ Position of Evaluator and Regional Project Management Team (PMT)/Regional Coordinating Council (RCC) as may be applicable</p> <p>Regional Director</p>	<p>Not later than (NLT) than 7th day upon receipt of complete documents</p>
3.	Receive Notice of Approval and a copy of proposed MOA with schedule of the MOA signing or Notice of Disapproval thru fax, email or mail.	If approved and viable, release the Notice of Approval and proposed MOA or if not approved and not viable,	(Name/ Position of Action Officer and alternate)	Not later than Ten (10) worki

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		<p>release a Notice of Disapproval citing the reasons and deficiency/ies noted not later than ten (10) working days upon receipt of complete documents and interview/site inspection.</p> <p>Include/line up the approved proposal in the priority list for funding.</p> <p>The release of funds to ACP/Proponent is not included in the ten (10) day processing time because funds/grants for POs are subject to funds availability and pre-audit of COA.</p>		<p>ng days upon receipt of complete documents and interview/site inspection.</p>
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