

11. Youth Development Program

11.1 Application to Padayon ISkolars Financial Assistance

Padayon ISKolar is an educational assistance program in support of the in-school youth who belong to tertiary education. It is a valuable key that can help every family to break out of the poverty cycle. Educational Assistance Program is a tool and an instrument in providing opportunities for the youth who belongs to poor and low-income families to benefit the most and will be empowered both economically and socially to be able to fully participate in our democratic nation.

Office or Division:	Municipal Social Welfare and Development Office - Local Youth Development Office			
Classification:	Highly Technical Transaction			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Indigent and In-crisis College Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Indigency or Residency (1 Original & 1 Photocopy)		Barangay hall		
2. Application Letter (1 pc. Original Copy)		Client		
3. Certificate of Registration/Enrollment, School ID, and Latest Grade Slip (2pcs. Photocopy)		School		
4. Endorsement letter approved by LCE (1 pc. Original Copy)		Mayor's office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Write an application letter addressed to the Municipal Mayor with the required supporting documents	1.1 Review the documents submitted	None	10 Minutes	Administrative Aide – Human Resource and Management Office
	1.2 Verify the documents submitted to the concerned agency		5 Working Days	
	1.2 Forward list of endorsed students to MSWD- LYDO for assessment		30 Minutes	
	1.3 Schedule for assessment per barangay.		1 Working Day	Process Server - HRMO

				Youth Development Officer – Municipal Social Welfare and Development Office
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2. Provide honest information about their personal details (with consent).	2.1 Conduct interview and assessment by barangay	None	1 Working per Barangay 30 Minutes	Youth Development Officer – Municipal Social Welfare and Development Office
	2.2 Endorse list of students with results from assessment to Mayor’s Office.		1 Working Day	Process Server – Human Resource and Management Office
	2.4 Review, record, and assess the endorsed list for approval		30 Minutes	Administrative Aide – Mayor’s Office
	2.5 Forward list of eligible applicants who passed the assessment		2 Hours	Process Server – Mayor’s Office
	2.6 Prepare financial documents for processing		30 Minutes	Youth Development Officer – Municipal Social Welfare and Development Office
	2.7 Submit to Budget Office for processing		45 Minutes	Process Server - Municipal Social Welfare and Development Office
	2.8 Check, review, and control the availability of the appropriation		15 Minutes	Administrative Aide – Municipal Budget Office

	2.9 Submit to the Accounting Office for processing		1 Working Day	Process Server – Municipal Budget Office
	2.10 Check the completeness of the supporting documents with proper approval		20 Minutes	Administrative Aide – Municipal Accounting Office
	2.11 Submit to Mayor’s Office for approval		1 Working Day	Process Server – Municipal Accounting Office
	2.12 Record, review, and approve the documents		30 Minutes	Administrative Aide – Mayor’s Office
	2.13 Submit to Treasurer’s Office for funding		1 Working Day	Process Server – Mayor’s Office
	2.14 Prepare cash advance documents & encashment of the check		20 Minutes	Disbursing Officer – Municipal Treasurer’s Office
	2.15 Inform the MSWD on the availability of cash		1 Working Day	Disbursing Officer – Municipal Treasurer’s Office
	2.16 Inform the client of the availability of cash		2 Working Days	Messenger – Municipal Social Welfare and Development Office
	2.7 Inform all beneficiaries and schedule of payout.			Youth Development Officer - Municipal Social Welfare and Development Office

3. Attend to payout, bring 1 valid I.D, 1 Photocopy & patiently follow the payout procedure	3. Payout to Educational Assistance	None	1 Working Day per Barangay	Disbursing Officer – Municipal Treasurer’s Office Office of the Barangay Affairs Local Youth Development Office – Municipal Social Welfare and Development Office
4. Accomplish the Client Satisfaction Survey (CSS) and put it in the drop box	4. Request the client to accomplish the Client Satisfaction Survey (CSS) either through hard copy or google forms via link.	None	10 Minutes	Public Assistance Complaint Desk – Municipal Social Welfare and Development Office
	Total	None	15 Days, 6 Hours, & 30 Minutes	

11.2 Application to Skills Training Program for Out of School Youth

Skills Training Program is intended for Out-of-School-Youth which aims to uplift their socio-economic status in acquiring specific skill that may help them be employed in a particular field of work.

Office or Division:	Municipal Social Welfare and Development Office - Local Youth Development Office			
Classification:	Multi-Stage			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Out-of-School-Youth in Tagoloan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid ID/Barangay Clearance (2 pcs Photocopy) 2. Certificate of Residency (1 pc. Photocopy) 3. Accomplished Family Intake Sheet (1 pc. Original Copy) 4. Form 137 (1 pc. Photocopy) 5. Birth Certificate (1 pc. Photocopy) 6. OSY Certification (1pc. Original Copy)		Barangay Hall Barangay Hall MSWD School Philippine Statistics Office Barangay/MSWD - LDYO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire and apply for OSY Skills Training	1. Orient the client about the program.	None	10 Minutes	Youth Development Officer – Municipal Social Welfare and Development Office
2. Submit complete requirements.	2. Personnel will receive and assess the documents submitted by the client as to completeness.	None	10 Minutes	Youth Development Officer – Municipal Social Welfare and Development Office
3. Give honest information for assessment.,	3.1 Assessment of client to accomplish family intake sheet.	None	10 Minutes	Youth Development Officer – Municipal Social Welfare and Development Office
		3 days		

	3.2 Forward the official list of eligible beneficiaries to Mayor's Office for assessment and approval.		3 Working Days	
4. Wait for further announcements.	4.1 Prepare financial documents for the processing of allocated funds.	None	30 Minutes	Youth Development Officer – Municipal Social Welfare and Development Office
	4.2 Forward financial documents to Municipal Budget Office		30 Minutes	Youth Development Officer – Municipal Social Welfare and Development Office
	4.3 Receive, review, and control availability of appropriation. Attach additional supporting documents		3 Hours	Administrative Aide – Municipal Budget Office
	4.4 Forward the financial documents to Municipal Accounting Office.		15 Minutes	Process Server – Municipal Budget Office
	4.5 Review the completeness of supporting documents with proper approval.		1 Working Day	Administrative Aide – Municipal Accounting Office
	4.6 Forward financial documents to the Municipal Treasurer's Office		30 Minutes	Process Server – Municipal Accounting Office
	4.7 Certify Availability of Funds. Attach supporting documents		1 Hour	Municipal Treasurer
	4.8 Forward financial documents to the Mayor's Office		30 Minutes	Process Server - MTO
	4.6 Review, record, and approve		1 Working Day	Administrative Aide – Mayor's Office Municipal Mayor

	<p>4.7 Forward the financial documents to the Municipal Treasurer's Office for releasing of funds.</p> <p>4.7 Receive payment (in any form) for payment to supplier/service provider.</p> <p>4.8 Posting of official list for eligible beneficiaries in information board</p>		<p>1 Working Day</p> <p>10 Minutes</p>	<p>Process Server – Municipal Social Welfare and Development Office</p> <p>Youth Development Officer – Municipal Social Welfare and Development Office</p>
5. Attend an orientation to the course of their choice.	5. Facilitate the Orientation of Beneficiaries as to their chosen course with TESDA.	None	1 Working Day	Youth Development Officer – Municipal Social Welfare and Development Office
6. Attend the whole duration for 3 months.	6. Conduct of Skills Training Course	None	3 Months	Youth Development Officer – Municipal Social Welfare and Development Office
7. Attend the graduation ceremony.	7. Facilitate and assist during the graduation ceremonies of the Beneficiaries.	None	2 Days	Youth Development Officer – Municipal Social Welfare and Development Office
	7.1 Evaluation of Training Conducted	None	3 Hours	
8. Accomplish the Client Satisfaction Survey (CSS) and put it in the drop box	8. Request the client to accomplish the Client Satisfaction Survey (CSS) either through hard copy or Google forms via link.	None	10 Minutes	Public Assistance Complaint Desk – Municipal Social Welfare and Development Office

	Total	None	3 Months, 8 Days, 2 Hours & 5 Minutes	
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11.3. Issuance of Out-of-School-Youth Certification

Out-School-Youth Certification is made upon request of an OSY in support to any legal purposes it will serve.

Office or Division:	Local Youth Development Office/Municipal Social Welfare and Development Office			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Out-of-School-Youth			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid ID/Barangay Clearance - 1 Original Copy 2. Certificate of Residency – 1 Original Copy		Barangay Hall Barangay Hall		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required document	1.1 Conduct intake interview	None	10 Minutes	Youth Development Officer – Municipal Social Welfare and Development Office
	1.2 Prepare the Out-of-School Youth (OSY) certificate		20 Minutes	
	1.3 Endorse to MSWDO for approval		20 Minutes	
	1.4 Review, record & approve OSY certificate		20 Minutes	Process Server – Municipal Social Welfare and Development Office
	1.5 Forward the approved OSY Certificate to LYDO		20 Minutes	
2. Receive the OSY Certificate and sign the logbook	2. Release the OSY Certificate and let the client sign the logbook	None	5 Minutes	Youth Development Officer – Municipal Social Welfare and Development Office

3. Accomplish the Client Satisfaction Survey (CSS) and put it in the drop box	5. Request the client to accomplish the Client Satisfaction Survey (CSS) either through hard copy or google forms via link.	None	10 Minutes	Youth Development Officer – Municipal Social Welfare and Development Office
	Total	None	1 Hour & 45 Minutes	

11.4 Provision of Technical Assistance to Sangguniang Kabataan Officials and Local Youth Development Council Members

This service caters the request of the Sangguniang Kabataan and Local Youth Development Council for any Technical Assistance needed in their organization based on the mandates of RA 10742 as amended by RA 11768 also known as SK Reform Act 2015 to provide technical assistance to Sangguniang Kabataan Officials and Local Youth Development Council Members. This service is covered under RA 10742, as amended by RA 11768

Office or Division:	Local Youth Development Office/Municipal Social Welfare and Development Office			
Classification:	Complex Transaction			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Sangguniang Kabataan Officials, Local Youth Development Council Members			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter addressed to Local Chief Executive thru LYDO (2 pcs. Original Copy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Technical Assistance based on their organizational needs.	1.1 Accommodate the request of the client.	None	10 Minutes	Youth Development Officer – Municipal Social Welfare and Development Office
	1.2 Evaluate their organizational difficulties and needs.	None	10 Minutes	
2. Present their proposal.	2. Plan for the proposed activity/assistance needed.	None	1 Hour	Youth Development Officer – Municipal Social Welfare and Development Office

3. Submit a letter request to Local Chief Executive concerning their request.	3.1 Local Chief Executive will issue appropriate directives.	None	1 Working Day	Youth Development Officer – Municipal Social Welfare and Youth Development Officer – Municipal Social Welfare and Development Office
	3.2 Prepare for the proposed activity/assistance	None	1 Working Day	
	3.3 Execute the proposed activity/assistance.	None	1 Working Day	
4. Accomplish the Client Satisfaction Survey (CSS) and put it in the dropbox	4.0 Request the client to accomplish the Client Satisfaction Survey (CSS) either through hard copy or Google forms via link.	None	10 Minutes	Youth Development Officer – Municipal Social Welfare and Development Office
	Total	None	3 Days, 1 Hour, and 30 Minutes	

11.5 Registration of Youth and Youth Serving Organizations

This service is intended for Youth Organizations and Youth-serving Organizations that facilitates the registration of organizations. This is to ensure access and participation to NYC-initiated programs nationwide.

Office or Division:	Municipal Youth Development Office/Municipal Social Welfare and Development Office			
Classification:	Multi-Stage			
Type of Transaction:	G2-C Government to Citizen			
Who may avail:	Youth Organizations, Youth-Serving Organizations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Directory of Officers and Advisers (1 original copy) 2. Constitution and By Laws (1 original copy) 3. List of Members in Good Standing (1 original copy) 4. YORP Registration Form (1 original copy) 5. Certificate of Residency for Community-Based Organization or Certificate from School/Church for School and Faith-Based (1 Original Copy) 		<ol style="list-style-type: none"> ✓ yorpnyc.org.ph/downloadables ✓ yorpnyc.org.ph/downloadables ✓ yorpnyc.org.ph/downloadables ✓ yorpnyc.org.ph/downloadables ✓ Barangay Hall or School Principal/Adviser 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire about YORP to LYDO Personnel.	1. The client will be oriented about YORP.	None	5 Minutes	Youth Development Officer – Municipal Social Welfare and Development Office
2. Submit the required and complete documents.	2.1 Assessment as to completeness and correctness of required documents submitted by the client.	None	10 Minutes	Youth Development Officer – Municipal Social Welfare and Development Office
	2.2 Scanning tangible copies to PDF as a requirement for YORP Database Registration.		20 Minutes	
	2.3 Input data in the YORP Database System.		20 Minutes	

	<p>2.4 Advise client to follow-up after 7 working days for the approval of their registration from YORP Database System.</p> <p>2.5 LYDO Personnel will inform the Organization President for updates regarding with their registration through email.</p>		<p>5 Minutes</p> <p>5 Minutes</p>	
3. Accomplish the Client Satisfaction Survey (CSS) through google forms via link.	3. Request the client to accomplish the Client Satisfaction Survey (CSS) through google forms via link.	None	10 Minutes	Youth Development Officer – Municipal Social Welfare and Development Office
TOTAL:			1 Hour & 15 Minutes	

11.6. Request for Adolescent-Youth Psychological Assessment using HEADSS Tool

Adolescents and Youth are assessed as to their risks and vulnerabilities using the Home, Education, Employment, Eating, Activities, Drugs, Sexuality, Suicidal Ideation and Safety (HEEADSSS) tool to better understand the young person's situation and what their specific needs may be.

Office or Division:	Local Youth Development Office/Municipal Social Welfare and Development Office			
Classification:	Simple Transaction			
Type of Transaction:	G2-C Government to Citizen			
Who may avail:	Adolescents and Youth at risk needs help			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Referral Form (if applicable) – 1 original copy			✓ School ✓ Barangay Hall	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Seek assistance and express needs.	1. Orient the client about the three main parts of the program.	None	5 Minutes	Youth Development Officer – Municipal Social Welfare and Development Office
2. Wait for the Schedule of the Psychosocial Assessment	2.1 Provide a schedule on the availability of the counselor	None	5 Minutes	Youth Development Officer – Municipal Social Welfare and Development Office
	2.2 Psychosocial History and Assessment using the HEADSS Form	None	2 Hours	
3. Submit self for possible follow-up intervention programs	3. Referral to other agencies and parents (As need Arises)	None	10 Minutes	Youth Development Officer – Municipal Social Welfare and Development Office

4. Accomplish the Client Satisfaction Survey (CSS) and put it in the drobox	4. Request the client to accomplish the Client Satisfaction Survey (CSS) either through hard copy or Google Forms via link.	None	10 Minutes	Youth Development Officer – Municipal Social Welfare and Development Office
	Total	None	2 Hours & 30 Minutes	

11.7 Request for Community-Based Screening (HIV-Testing)

CBS is normalizing HIV testing, minimizing stigma, and increasing access to testing. It is a rapid HIV testing that is done in a non-laboratory setting and performed by a trained healthcare provider or a community-based organization like YouRHealth - a Municipal Youth Development Council member.

Office or Division:	Municipal Social Welfare and Development Office/Local Youth Development Office			
Classification:	Highly Technical Transaction			
Type of Transaction:	G2-C Government to Citizen			
Who may avail:	Adolescents-Youth involving risky behaviors.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Parent's Consent from Parents/Guardian (if the client is 12 years old and below) – 1 Original Copy		Guardian/Parent		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Seek for assistance and express their needs.	1. The client will be assessed to gather data through the accomplished family intake sheet.	None	10 Minutes	Youth Development Officer – Municipal Social Welfare and Development Office
2. Provide honest information	2.1 Accomplish the CBS form before testing/screening. 2.2 The client will be referred/pricked and the specimen will be tested using the CBS Testing Kit.	None	5 Minutes 15 Minutes	Youth Development Officer – Municipal Social Welfare and Development Office
3. Undergo treatment for its condition	3.1 If the result is reactive, the client will be referred to Northern Mindanao Medical Center (NMMC) or to the nearest treatment rehabilitation facility. 3.2 If the client is non-reactive, the client will be provided with condoms and lubricants and be tested after 3 months.	None	1 Month 5 Minutes	Youth Development Officer – Municipal Social Welfare and Development Office

4. Accomplish the Client Satisfaction Survey (CSS) and put it in the dropbox	4. Request the client to accomplish the Client Satisfaction Survey (CSS) either through hard copy or google forms via link.	None	10 Minutes	Youth Development Officer – Municipal Social Welfare and Development Office
5.	Total	None	45 Minutes (non-reactive) 1 Month and 45 Minutes (reactive)	