

## 1. Assistance to Family with Child Labor Victims

This service caters assistance to parents with Child Labor who are victims and refer to Department Of Labor and Employment (DOLE) for assessment and children to other government institutions for interventions.

<b>Office or Division:</b>	Public Employment Service Office			
<b>Classification:</b>	Complex Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Child labor victim/parents			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Verified as child labor parents from Department Of Labor and Employment (DOLE) list of child labor victims (1 original copy)			Department Of Labor and Employment (DOLE) - Trinidad Building 3 <sup>rd</sup> Floor	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in to logbook	Give logbook to applicants	None	5 minutes	<i>Administrative Aide 1</i> (Public Employment Service Office)
2. Interview	Undergo assessment of economic status	None	1 hour	<i>Administrative Aide 1</i> (Public Employment Service Office)
3. Assessment	Recommendation from dole to peso for livelihood assistance	None	7 days	<i>Public Employment Service Office Manager</i> (Public Employment Service Office)  <i>Department Of Labor And Employment</i>

4. Recommended for livelihood assistance	Received livelihood assistance	None	20 days	<i>Public Employment Service Office Manager</i> (Public Employment Service Office)
5. Fill up Client Satisfaction Survey (CSS) form and drop at the Feedback box.	Request clients to accomplish Client Satisfaction Survey (CSS) form	None	5 Minutes	<i>Administrative Aide 1</i> (Public Employment Service Office)
<b>TOTAL:</b>			27 days 1 hour and 10 minutes	