

## 2. Tulong Panghanapbuhay sa Ating Disadvantage/Displaced Workers (TUPAD) Assistance

This service caters the request of clients to work for ten (10) days for temporary employment. The TUPAD assistance is the Department of Labor and Employment's "Tulong Panghanapbuhay sa Ating Disadvantage/Displaced Workers" (TUPAD). It is a community-based package of Assistance that provides emergency employment for displaced workers, underemployed, and seasonal workers for a minimum of 10 (Ten) days but not to Exceed a maximum of 30 (thirty) days, depending on the nature of the work to be performed per Department Of Labor and Employment Department Order no. 219-20.

<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>	Individuals needing emergency assistance
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Barangay Indigency (1 Original copy, 1 Photocopy)	Barangay Hall
2. Any government Identification Card with 3 signature specimen (3 Photocopies)	Client
3. Contract of work (1 original copy)	Department Of Labor and Employment Office – Trinidad Building 3 <sup>rd</sup> Floor
4. Government Service Insurance System (GSIS) Accident Insurance Payment (Palawan Pawnshop ProtekTODO) (1 photocopy)	Palawan Pawnshop – Any Branch
5. Attendance Sheets (1 copy per day)	Public Employment Service Office (PESO)
6. Duly signed DTR (4 Original copies)	Client
7. Photos before and after work (10 original copies)	Client

<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.	1. Give logbook to applicants	None	5 minutes	<i>Administrative Aide 1 (Public Employment Service Office)</i>
2. Get enlisted to become a beneficiary at the barangay or Office of the Barangay Affairs (OBA)	Client and submit approved list of name and requirements from number 1-4 to Department Of Labor and Employment for inclusion.	None	10 minutes	<i>Administrative Aide 1 (Public Employment Service Office)</i>
3. Submit required documents numbers 1-4	With the approved Notice to Proceed from Department Of Labor and Employment and start to work for ten (10) days.	None	7 days	<i>Administrative Aide 1 (Public Employment Service Office)</i>
4. Attend Orientation	4. Orientation - Provide word assignment and venue	None	3 hours	<i>Public Employment Service Office Manager (Public Employment Service Office)  Administrative Aide 1 (Public Employment Service Office)  Department Of Labor And Employment</i>
5. Work for 10 days	5. Monitor the work schedule	None	10 days	<i>Administrative Aide 1 (Public Employment Service Office)  Department Of Labor And Employment</i>

6. Submit complete documents numbers 5-7	6. Receive and Submit complete documents from number 5-7 to Department Of Labor and Employment	None	7 days	<i>Public Employment Service Office Manager (Public Employment Service Office)</i> <i>Administrative Aide 1 (Public Employment Service Office)</i>
7. Receive salary	Payout	None	30 minutes	<i>Public Employment Service Office Manager (Public Employment Service Office)</i> <i>Department Of Labor And Employment</i>
8. 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 (Public Employment Service Office)</i>
<b>TOTAL:</b>			24 days and 4 hours	

Complexity with DOLE Department Order no. 219-20.