



**Republic of the Philippines**  
**Department of Social Welfare and Development**

IBP Road, Batasan Pambansa Complex, Constitution Hills, Quezon City 1126

Telephone Nos. (632)931-8101 to 07; Telefax (632)931-8191

e-mail: [osec@dswd.gov.ph](mailto:osec@dswd.gov.ph)

Website: <http://www.dswd.gov.ph/>

Memorandum Circular No. 06

Series of 2008

**SUBJECT: GUIDELINES IN THE IMPLEMENTATION OF JOB NETWORK SERVICES PROJECT FOR CIU CLIENTS (Moving Clients from Welfare into Development)**

## **I. BACKGROUND/ RATIONALE**

The number of unemployed in the Philippines had increased from 4.217 million in 2003 to 4.989 million in 2004. However, the number of unemployed person tremendously declined in year 2005 with 2.909 million. A slight increase again was noted in year 2006 with 2.930 million.

From year 2003 to 2006, the biggest labor force population with an unemployment rate of 13.7 percent was in year 2004. The unemployment rates decreased in year 2005 and 2006 with 8.3 percent and 8.2 percent respectively (NSO data).

People from the rural areas usually migrate to urban centers, believing that there are more opportunities for a better life in the city. However, they often lack skills needed to compete with other job seekers in the cities, and find themselves jobless. The families find themselves in difficult situations and because clients are out of job, they seek the assistance of different offices which they believe could provide assistance for their daily subsistence. The Department is one of the offices frequently visited by clients who are either walk – ins or referred by other offices or individuals because of its social service interventions. The daily average number of clients served by the Central Office CIU ranges from 80 to 100. The kind of assistance often sought by clients from the CIU are medical, burial, transportation, educational, employment, food subsidy and livelihood

Unemployment has become a major cause of the client's inability to meet their basic needs for food, good health, shelter and education. Based on the CIU Breakdown of Financial Assistance Report from January to June 2007 alone, it can be noted that out of ten thousand five hundred fifty one (10,551) CIU clients served for the said period, a total of ninety nine (99) clients were served in relation to employment, particularly assistance for processing/ placement fee, renewal of license and training fee.

Employment assistance is seen as an appropriate response to alleviate the suffering from poverty of our less fortunate countrymen. It is a safety net measure to provide assistance and social protection to individuals in dire economic distress because it will provide immediate and long-term response for the improvement and stability of the client's economic life, while at the same time eradicating dependency or "dole – out" mentality.

## II. LEGAL BASIS

**The 1987 Constitution of the Republic of the Philippines** – Section I Article XII states that the goal of the economy are a more equitable distributions of opportunities, income and wealth; and an expanding productivity as the key to raising the quality of life for all, especially the under – privileged.

**Presidential Decree No. 442, as Amended** - Article XII of The Labor Code of the Philippines – it is the policy of the state to a) promote and maintain a state of full employment through improved manpower training, allocation and utilization and b) to facilitate a free choice of available employment by persons seeking work in conformity with the national interest.

**Republic Act 5416** – Known as the Social Welfare Act of 1968, it created the Department of Social Welfare to develop and implement a comprehensive social welfare program consisting of:

- Prevention and remedial programs and services for individuals, families and communities;
- Protective, remedial and development welfare services for children and youth;
- Vocational rehabilitation and related services for the physically handicapped, ex convict and individuals with special needs;
- Training and research and special projects.

## III. TARGET BENEFICIARIES

Target beneficiaries are perennial CIU clients seeking financial assistance for food consumption and those who are in need of employment

## IV. TARGET PILOT AREA

Pilot area for the implementation of the project is the Crisis Intervention Unit (CIU) of the Field Office VIII, being one of the regions with high cases of reported CIU clients.

## V. OBJECTIVES

### General

The Job Network Services Project aims to empower and enhance the financial capability/ skills of the unemployed individuals to become self – reliant, productive and contributing members of the society.

### Specific

- To harness the skills and potentials of the clients to become gainfully employed.
- To foster change in the impoverished situation of the clients towards self– reliance to augment family income.
- To put in place a network mechanism with resource agencies/ individuals who may be able to provide assistance for employment.

## VI. DESCRIPTION OF THE PROJECT

The Job Network Services will provide assistance to unemployed clients who are seeking job and food assistance. They shall be provided with the following services: job matching, occupational guidance and counseling, granting of cash assistance for transportation, food and processing of employment requirements during job seeking period as well as food subsidy while waiting for job placement. The duration of the cash assistance provision shall not exceed a maximum of three months. To veer away from dole out approach, beneficiaries shall be required to render office/community voluntary services based on agreed schedule.

To implement this project, the Department's job counseling/matching services will be provided through the assistance of a career development facilitator who shall determine the training needs and job qualification of the client to be matched with the existing employment demand in coordination with the existing job placement agencies.

Project implementation will be in coordination with the Department of Labor and Employment, TESDA, manpower services and other job placement agencies and business sectors.

A career development facilitator with salary grade 15 shall be hired for the project on a MOA basis.

## VII. PROJECT COMPONENTS

This project has three major components to include Social Preparation; Accessing and Provision of other Support Services; and Data Banking.

**A. Social Preparation.** This includes two major activities such as establishing network and identification and preparation of client.

**1. Network Establishment:**

This is establishing an inventory of all vocational training and companies, which shall be done through internet browsing and validation through direct contact/coordination activities. This also includes establishment of training and job network for tapping and referral.

**2. Identification and Preparation of Client:**

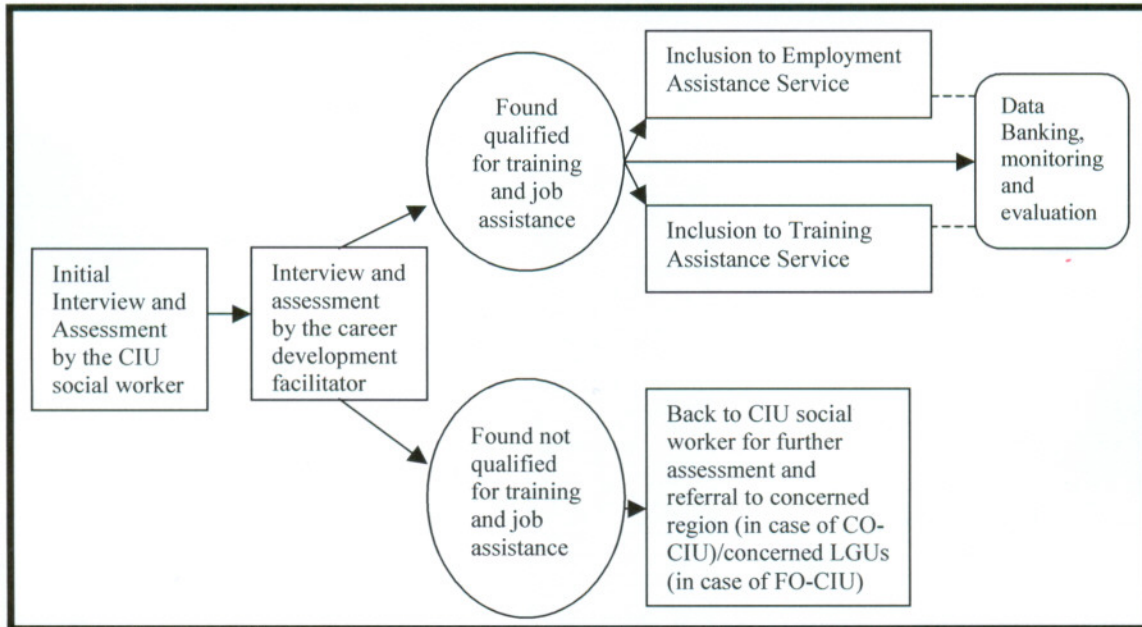
This focuses on assessing client's eligibility for inclusion to the project as well as client's extensive project orientation once found qualified to the project, highlighting services to be provided and client's responsibilities.

**B. Accessing and Provision of Other Support Services:** This involves referral to training institutions when found necessary; job search assistance; provision of cash assistance to augment family budget for daily subsistence as well as defray job hunting expenses like transportation, food and securing of employment requirements; and provision of other support services like livelihood assistance (e.g. SEA-K) through referral to concerned DSWD regional offices and LGUs.

**C. Data Banking:** This is maintaining an updated registry of job vacancies, client skills and training agencies that are part of networking efforts. This will facilitate supply and market demand and matching of skills relative to referral system.

**VIII. POLICIES AND IMPLEMENTING PROCEDURES:**

**Client Assistance Process Flow**



The CIU client seeking assistance shall be assessed by the social worker to identify appropriate assistance to be extended, based on the criteria set. Once assessed to be qualified for possible employment/livelihood training assistance, client shall be referred to the career development facilitator.

The career development facilitator will further assess the needs and qualifications of the client to determine, based on the set criteria, if the client is fully qualified for the employment and livelihood training assistance.

Once found fully qualified for the project, he/she shall be included as project beneficiary. However, if found not qualified, he/she shall be referred back to CIU for assessment or to concerned DSWD-CIU Regional Offices (cases coming from DSWD-CO) or concerned LGUs (cases coming from DSWD Regional Offices) for provision of appropriate assistance.

For those qualified beneficiaries, if after 1 ½ months of provision of services, the client has not been able to find a job, job seeking assistance will still be continued, except for the provision of cash assistance.

Project beneficiaries shall be included in the project data bank, and regularly monitored by the concerned career development facilitators so as to ensure the progress of each client.

## A. SOCIAL PREPARATION

### 1. Network Establishment

*a. Vocational Training Resource and Job Mapping:* Using the internet, the career development facilitator shall establish a training and employment demand registry (separately) using the Annex F and G. More specifically, data to be gathered include:

- i. Name of agency
- ii. Contact Person
- iii. Address and contact numbers
- iv. Training being offered and required financial equity. For job demand registry, data to be gathered include job opening, number and deadline for the submission of applications
- v. Training and Job descriptions
- vi. Eligibility requirements/qualifications. This shall also be the primary basis for the identification of training program.

*b. Data Validation and Establishment of Network:* The career development facilitator shall validate the data gathered on the trainings being offered and job demand by concerned agencies through phone calls and actual meetings/consultations. Orientation about the project shall also be done during consultations. When found necessary, a MOA shall be forged so as to facilitate referral system. It is in this stage where the engagement of business sector starts to come in through provision of necessary data on job vacancies and qualifications, among others.

### 2. Identification and Preparation of Clients:

Project beneficiaries are those who directly seek employment assistance; those referred by partner agencies for employment assistance; and perennial CIU clients seeking financial assistance (for at least 2 times) for food consumption. If in case the CIU client is not anymore capable to work because of old age, physical disabilities or other considerations that affect employability, any possible employable member of the family may be selected as direct program beneficiary. In order to maximize the project's limited funds, and to attain maximum impact, beneficiaries shall undergo a thorough assessment.

- a. Initial Assessment by CIU Social Worker:* The first step in the identification of client is the initial assessment by the CIU Social Worker using the CIU intake sheet (Annex A). If the assessment shows that the client's need is income source, it shall be referred to the career counselor for further assessment and possible project inclusion.
- b. Initial Assessment by the Career Development Facilitator:* The client shall be oriented about the project. Using the Means and Psychosocial Assessment Form (Annex B), the career development facilitator shall evaluate whether the client is eligible for the project or not. More specifically, the client should pass the following eligibilities:

b.1. Income Eligibility

- b.1.1. Family income should be below the 2006 National Statistics Coordination Board (NSCB) required minimum level of food threshold (Computation of food threshold only includes family expenses for food consumption).
  - For urban areas, families with five members should have food consumption lower than the required P 4,558.00 per month or P 150.00 per day minimum food threshold level.
  - For rural areas, families with five members should have food consumption lower than the required P 4,057.00 per month or P 133.00 per day minimum food threshold level.
- b.1.2. With only one working family member; and
- b.1.3. Client should be unemployed for at least three months.

b.2. Physical and Psychosocial Eligibility

- b.2.1. Should be at least 18 years old.
- b.2.2. Should be physically and mentally fit.
- b.2.3. Should not be related by consanguinity or affinity within the third degree to any DSWD employee, and within the fourth degree to any local government employee.
- b.2.4. Have not been found guilty of any administrative offense or separated from the service in any of the following modes: dismissal, termination, AWOL, in the public or private sector.
- b.2.5. Have not been convicted on any crime or violation of any law, decree, ordinance or regulation by any court or tribunal.

Except for b.2.3, all these items are basic requirements of employees by employers. However, this should not stop the client from availing other support services like livelihood skills training and referral for livelihood assistance to concerned Field Offices (in case of CO-CIU) or LGUs (in case of FO-CIU). Furthermore, items b.2.4 and b.2.5 could be negotiated with employer/partner agencies to be excluded in their hiring criteria.

- c. **Needs Assessment.** Using Annex C, further information about the client particularly about his/her family, employment skills, employment status, assistance needed, and working experiences shall be collected. If in case the economic skill of the client does not match with the list of job vacancies primarily due to lack of skills, the career development facilitator will assess appropriate learning/ training programmes to be provided to the client so that his/ her skills will be developed for eventual employment.

A maximum of three days shall be used for analysis and training/employment matching. Within the same 3 day duration, the client shall be required to secure the following documentary requirements:

- i. Barangay Certificate indicating that the applicant has the following qualities:
  - No adverse reputation and has good moral character;

- Manifests positive relationships especially with other members of the family;
- ii. Photocopy of NSO certified birth certificate
- iii. Any valid ID with picture such as SSS, Postal and voters ID.

If in case the birth certificate is still to be secured from NSO, submission of this together with the rest of the requirements could be done within seven to 10 days. Only the photocopies of these shall be submitted to the career counselor.

**d. Data Validation:** The career development facilitator shall schedule and conduct a home visit to the client so as to validate information taken during the interview. Result of the home visit will be used in coming up with the final decision on the status of client's application to the project.

**e. Final Consultation with the Client:**

After three (3) to ten (10) days from the submission of documentary requirements to the career development facilitator and the assessment done to the client, a final consultation with the client shall be made validating/clarifying among others, the following:

- i. Assistance the project would provide including the type of service to be extended (include funding support);
- ii. Result of the matching with concerned training institution/job placements; and
- iii. Responsibility of the clients like regular reporting to the career counselor based on the agreed dates.

**B. ACCESSING AND PROVISION OF OTHER SUPPORT SERVICES:** The following services shall be extended by the career development facilitator depending on the assessed needs and consent of the client.

**1. Occupational Guidance/ Counseling**

In the course of counseling, the career development facilitator focuses on issues related to the client's work such as career exploration, career change, and personal career development. People eligible to receive career counseling are those who:

- ☞ Have no previous work experience and whose knowledge of the working environment is limited.
- ☞ Have not worked for a long time for at least 3 months, and whose vocational qualifications have become obsolete.
- ☞ Who by reason of health problems – cannot work in the field they have been qualified for
- ☞ Cannot find work that matches their acquired vocational qualifications, due to lack of demand on the labor market.
- ☞ Cannot assess his or her own preconditions for making a choice of vocations, or for finding a suitable vocational training and / or place.

## **2. Skills Training**

This includes vocational training being linked up with training institutions, and experiential learning done primarily through coaching. Trainings include, among others, the following: a) Experiential Learning: Personality development to build up self confidence and skills on job interview, resume and application letter preparations, and job searching techniques; and b) Vocational: Short term vocational courses such as welding, automotives services, refrigerator/aircon repair, operate word processing and spreadsheet applications, cut and sew casual apparel, etc.

## **3. Job Search Assistance**

This will include provision of needed job seeking assistance like:

- Internet job registration and referral of job seekers to companies or job placement agencies who are in need of workers/employees matching the client's employment skills/qualifications;
- Entry of resume to the Job Network member internet subscription for clients who are degree holder; and
- Giving of feedback on any interview that may be arranged for the client.

## **4. Cash Assistance Support**

The cash assistance will be used as augmentation support for his/ her family's daily subsistence needs while waiting for job placement and receipt of the first salary. It will also be used by clients for job seeking expenses such as securing/renewal of license (e.g. driver's license), medical certificate, police/ NBI clearance, etc.

### Fund Releases:

An amount of One Hundred Pesos (P100.00) per day or Seven Hundred Pesos per week (P700.00) shall be provided to the client for a maximum of 1 ½ months. 50% of the cash assistance shall be utilized for job seeking expenses, while the remaining 50% shall be used for food consumption of the family.

As to vocational training, an amount not to exceed Three Thousand Pesos (P3,000.00) shall be allocated per client, which shall be released directly to the training school. An amount of One Hundred Pesos (P100,00) per day or Seven Hundred Pesos (P700.00) per week for a maximum of 1 ½ months, shall be released to the client for ancillary needs such as transportation and food allowances, and to augment funds for family daily subsistence needs.

Releases shall be on a weekly basis depending on the assessment of the career development facilitator and client's compliance to the following:

- a. Weekly reporting of the client to the career development facilitator (based on the agreed date) to give details on the status of his/ her search for employment. Failure to report should be supported by valid reasons like sickness, travel to the province due to urgent concern, death in the family, etc., failure to provide valid reason will mean discontinuance of assistance;
- b. Weekly submission of job searching activity documentation using Annex D. In case of formal training, the client shall use the Annex E.
- c. Once employed, a certification from the hiring office (using office logo) shall be submitted indicating the date of release of the client's first salary;



Annex D could also be used by the career development facilitator in updating his/her registry of employment agencies.

Beneficiaries of skills training and cash assistance shall render community or office service during the duration of the skills training and cash assistance at least 4 hours per week based on the agreed schedule. They shall be linked by the worker with the officials of the barangay where the client lives, or with the C/MSWDO on this. Types of office and community service include but not limited to the following:

- a. Clerical, janitorial and other office works
- b. Clean and green project of the barangay
- c. Other community initiated projects of the barangay

An Office/Community Service Certificate using Annex J shall be secured by the client, signed by the barangay captain or C/MSWDO/LGU official serving as supervisor.

#### **5. Provision of Other Support Services**

The client will continue to have access to other support social welfare services to be extended by the Department. He/ she will also be referred to the LGUs as well as Non Government Organizations and other Government Offices to respond to other needs such as medical, legal assistance, etc.

### **C. DATA BANKING**

The career development facilitator shall maintain an updated data bank of the following, so as to facilitate referral and monitoring:

1. List/directory of possible employment agencies using Annex F;
2. Training schools offering short – term vocational/training courses using Annex G;  
and
3. Profile of clients served by the program using Annex H;

### **IX. PROJECT MONITORING AND EVALUATION**

At the national-regional Level, regular project monitoring through FO visit and review of reports submitted by the regional offices shall be done by the Social Technology Bureau. Field monitoring shall be made on a monthly basis, while regional report submission shall be done on a quarterly basis using Annex I.

The status of employment/training of the client will be monitored through assessment of the weekly report (Attachments D/E) submitted by the clients, which shall be validated through telephone calls to concerned employers and training schools. A home visit shall also be done by the career development facilitator when found necessary. To facilitate monitoring, an individual case folder shall be maintained by the career development facilitator.

An annual evaluation shall be done by the Social Technology Bureau to assess the effect/impact of the program on the lives of the clients and their families.

## X. INSTITUTIONAL ARRANGEMENT

The Social Technology Bureau will conduct consultation dialogue with identified stakeholders either public or private who may possibly become partners with the Department to provide employment opportunities to our clientele. The Department will enter into a Memorandum of Agreement (MOA) with these offices.

### A. Role of the DSWD Social Technology Bureau

1. Take charge of direct implementation of the program in partnership with Central Office CIU, and other partner government and private job agencies.
2. Formulation of policies, guidelines and strategies for the program, including appropriate forms.
3. Monitoring and evaluation of overall program implementation.
4. Take charge in the conduct of inter – agency meeting for the list of job vacancy and available skills training.
5. Assist the career development facilitator in gathering/ securing list of job vacancy.
6. Monitor status of the client's job applications and provide feedback to the client.
7. Submit quarterly report to the Office of the Secretary on the implementation of the project.

### B. Role of the Central/Regional Offices' CIU/

1. The CIU is the co – implementer of the Social Technology Bureau. As such they shall closely coordinate with one another in all phases of program implementation.
2. Assess the clients' needs, if the need is skills training or employment assistance, the client will be referred by the CIU to the partner government / private agencies.
3. Create and design the client's resume that would attract employer's attention and post it through the internet (e.g Phil\_jobNet, jobstreet.com and others).
4. Make a databank on the list of employers and job vacancy, schools with short - term training courses and the list of training they could offer to the CIU clients, and profile of clients served by the program as well as their employment skills.

### C. Partner Government / Private Companies and Job Placement Agency

1. Provide list of job vacancies.
2. Report client's employment status to the Department.
3. Provide livelihood and/ or skills training.

## VIII. EFFECTIVITY

This Order shall take effect immediately.

Issued in Quezon City, this 2nd day of May 2008.

  
DR. ESPERANZA I. CABRAL

Secretary

DSWD – OSEC



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**MEANS TEST AND PSYCHOSOCIAL ASSESSMENT FORM**

**I. General Information of the Client:**

Name: \_\_\_\_\_ Birth Date \_\_\_\_\_ Age \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Civil Status: \_\_\_\_\_ Occupation \_\_\_\_\_ Monthly Income \_\_\_\_\_

**II. Sources of Income:**

A. Primary Sources of Household Income:

1. Number of working family members \_\_\_\_\_
2. Household Monthly Income from Regular and Intermittent Jobs
- a. Types of employment

	Monthly Income
_____	_____
_____	_____
_____	_____
_____	_____
Total	_____

B. Other Sources of Income:

1. Pension
2. House leasing
3. Livestock
4. Others: \_\_\_\_\_

	Monthly Income
_____	_____
_____	_____
Total	_____

C. Total Monthly Household Income:	Primary Sources	_____
	Other Sources	_____
	<b>Total</b>	_____

**III. Monthly Expenses :**

1. Food \_\_\_\_\_
  2. Light and Water \_\_\_\_\_
  3. Rental (House/lot) \_\_\_\_\_
  4. School Expenses (include pocket money, etc) \_\_\_\_\_
  5. Transportation \_\_\_\_\_
  6. Medicine \_\_\_\_\_
  7. Clothing \_\_\_\_\_
  8. Others (include hobbies, etc) \_\_\_\_\_
- Total** **P** \_\_\_\_\_

**IV. Affiliation and Psychosocial Data:**

1. Are you related by consanguinity or affinity within the third degree to DSWD employees, and within the fourth degree to local government employees? \_\_\_\_\_
2. Have you been formally charged of any offense/crime? \_\_\_\_\_
3. Have you been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal? \_\_\_\_\_
4. Have you been separated from the employment in any of the following modes: dismissal, termination, AWOL, in the public or private sector? \_\_\_\_\_

**V. Worker's Assessment:**

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**VI. Recommendations:**

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Prepared by:

\_\_\_\_\_  
Name of the Career Counselor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### CLIENT REGISTRATION FORM

**Client Background Information:**

Name: \_\_\_\_\_  
(Last Name) (First Name) (Middle Name)

Address: \_\_\_\_\_  
(Blk/St/Bldg Name) (City/Municipality) (Province)

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Tin #: \_\_\_\_\_ SSS #: \_\_\_\_\_

Sex: Female  Male  Religion \_\_\_\_\_ Weight \_\_\_\_\_ Height \_\_\_\_\_

Civil Status:	Client Category:	Language/Dialect Spoken:
<input type="checkbox"/> Single	<input type="checkbox"/> Older Person	<input type="checkbox"/> English
<input type="checkbox"/> Married	<input type="checkbox"/> Women	<input type="checkbox"/> Filipino
<input type="checkbox"/> Widow/Widower	<input type="checkbox"/> Youth	<input type="checkbox"/> Others _____
<input type="checkbox"/> Separated	<input type="checkbox"/> Disabled Person	_____
	<input type="checkbox"/> Head of the Family	_____

**Family Composition (Including the Client)**

Name	Relationship	Age	Sex	Educational Attainment	Occupation	Monthly Income
<b>Total</b>						

**Highest Educational Attainment (Highest grade/level completed)**

Educational Level	Course/Major	School	Year Graduated/ Year Last Attended	Honors Received

Employment Status:  
 Unemployed  
 Displaced Worker  
 Resigned/Retired  
 Returning OFW

Job Location Preferences:  
 Metro Manila  
 Province

Assistance Needed:  
 Job Employment  
 Skills Training  
 Career Counseling  
 Others \_\_\_\_\_  
 \_\_\_\_\_

Preferred Type of Employment:  
 \_\_\_\_\_  
 \_\_\_\_\_

Preferred Type of Skills Training  
 \_\_\_\_\_  
 \_\_\_\_\_

Work Experience: Start with present/most recent

Agency	Position	Inclusive Date		Address
		From (month/year)	To (month/year)	

Skills/Competencies: (Indicate specific skills or competencies acquired through training and actual practice)

Trade/Occupation	Specialization/Expertise	Years of Experience	Machine/Equipments Used

Trainings Attended: (List relevant courses taken in government/private institutions and given appropriate certificates of completion and/or attendance)

Title	Agency that Conducted	Duration (No. of hours)	Specific Skills Acquired

I hereby certify that the information herein given by me are complete, true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Accomplished

**JOB SEARCHING ACTIVITY DOCUMENTATION**

Week \_\_\_\_\_

Date of Inclusion to the Project \_\_\_\_\_

Date \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

**A. Activities Undertaken Related to Job Hunting:** (Check activities undertaken)

- 1. Resume preparation \_\_\_\_\_
- 2. Application letter preparation \_\_\_\_\_
- 3. Applied/visit possible job opportunity \_\_\_\_\_

Name of Agency Visited	Contact Person/Position	Contact Number/Email	Job Opening	Qualifications	Client's Action	Remarks/Result

4. Other activities undertaken \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**B. Plan for the next week** \_\_\_\_\_

\_\_\_\_\_  
Signature

## TRAINING ACTIVITY STATUS REPORT

Week \_\_\_\_\_

Date of Inclusion to the Project \_\_\_\_\_

Date \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

A. Name of Training School \_\_\_\_\_

B. Type of Training Activity \_\_\_\_\_ Duration \_\_\_\_\_ Ending Date \_\_\_\_\_

C. Learning Status

Day	Topics	Learning Insight	Problems Encountered	Recommendations
1				
2				



3				
4				
5				

\_\_\_\_\_  
Signature

**DIRECTORY OF EMPLOYMENT AGENCIES AND JOB VACANCIES**

Month Covered \_\_\_\_\_

Name of Agency	Name of Contact Person	Address			Contact Number	Number of Job Vacancies	Closing Date	Job Qualifications	Name of Client Referred for the Job	Name of Client Hired for the Job
		Brgy.	City/mun.	Province						

DIRECTORY OF VOCATIONAL/TRAINING SCHOOLS

Name of Training School	Address	Contact Person	Contact Number	Training Offered	Training Duration	Opening Date	Amount of Training Fee	Name of Enrolled Client

PROFILE OF CLIENTS SERVED BY THE PROGRAM

Client's Name	Date of Birth	Age	Sex	Civil Status	Address			Client's Category	Assistance Needed	Assistance Provided	Amount	Date of Inclusion to the Project	Expected Date of Assistance' Termination
					Brgy.	City/Mun	Province						

ANNEX I

# of family Members	Highest Educational Attainment	Household Monthly Income	Number of Working Family Members	Work Experience	Special Skills/ Competencies	Trainings Attended	Training Preference	Job Preference and Location

Training Provided by Career Counselor	Name of School/ Institution	Duration of Training (Date)	Amount of Cash Assistance				Total	Job Employment			Total Training Amount Spent	Date Client Employed
			1 <sup>st</sup> Month	2 <sup>nd</sup> Month	3 <sup>rd</sup> Month	Name of Employment Agency		Status				
								Finished	Ongoing	Stopped		

**QUARTERLY REPORTING FORM**

For the \_\_\_\_ Quarter 200\_\_  
 Region \_\_\_\_\_

**I. STATISTICAL REPORT (Cumulative)**

Client Category	Total	Sex		# of Services Provided						Amount Spent	Status		
		M	F	Occupational Guidance / Counseling	Skills Training	Job Search Assistance	Cash Assistance	Others			# Ongoing	# Graduated/ Employed	# Stopped
FHONA													
Youth													
WEDC													
Disaster Victim													
Deportee													
Others													
<b>Total</b>													

## **II. NARRATIVE REPORT**

### **A. Facilitating Factors**

### **B. Hindering Factors/Issues in the Implementation**

### **C. Actions Taken**

### **D. Further Recommendations**



## JOB NETWORK SERVICES PROJECT

**OFFICE/COMMUNITY VOLUNTEER SERVICE CERTIFICATE**

Week No. \_\_\_\_\_

Date \_\_\_\_\_

**A. Client's Information:**

Client's Name \_\_\_\_\_  
 Address \_\_\_\_\_ Contact No. \_\_\_\_\_  
 Type of Service Being Aailed \_\_\_\_\_  
 Date Started \_\_\_\_\_

**B. Community/Office Information:**

Barangay/Office/Address \_\_\_\_\_  
 Contact Person/Supervisor \_\_\_\_\_ Position \_\_\_\_\_  
 Contact No. \_\_\_\_\_

**C. Status of Volunteer Service:**

Date	Type of Volunteer Service	No. of Hours	Signature of Officer/In-Charge

I certify that Mr/Ms. \_\_\_\_\_ has delivered the above voluntary services in the given date.

\_\_\_\_\_  
 Name/Signature of Officer In-Charge

## JOB NETWORK SERVICES PROJECT FOR CIU CLIENTS LOGICAL FRAMEWORK

Description	Indicator	Means of Verification	Assumptions	
<b>Goal:</b> Self-reliant, productive and contributing members of the society CIU clients	<ul style="list-style-type: none"> <li>Stable employment/economic activities</li> <li>Economic dependency ceased</li> <li>Maintained active involvement/participation to community initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>Evaluation reports</li> <li>Monitoring reports</li> </ul>		
<b>Outcome/Purpose:</b> Economically empowered CIU clients	<ul style="list-style-type: none"> <li>Subsistence and other immediate needs met and sustained</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring and evaluation reports</li> </ul>		
<b>Output:</b> 1. Economic skills and job-seeking capabilities of clients enhanced	<ul style="list-style-type: none"> <li>Clients are able to seek job on their own</li> <li>Clients are able to prepare resume and application letters on their own</li> <li>Clients appropriately spent/utilized cash assistance for job seeking, ancillary and subsistence needs (based on purpose)</li> <li>Clients are gainfully employed</li> </ul>	<ul style="list-style-type: none"> <li>Evaluation and monitoring reports</li> <li>Certificate of employment from employer</li> <li>Feedback report re: home visit</li> <li>Job search activity documentation</li> </ul>	Maintained/sustained client's enthusiasm to the project	
2. Job/training referral system established	<ul style="list-style-type: none"> <li>Clients' referral facilitated</li> <li>Clients enrolled and graduated from vocational trainings</li> <li>Clients referred to business establishments/ corporations/offices for job</li> <li>Clients employed</li> </ul>	<ul style="list-style-type: none"> <li>Financial documents</li> <li>Training activity status report</li> <li>Job search activity report</li> <li>Profile of clients served</li> <li>Quarterly reports and copy of endorsement letters</li> </ul>	Sustained participation of concerned agencies to the project.	
3. Effective and efficient career development facilitator	<ul style="list-style-type: none"> <li>Intervention plan maintained and implemented</li> <li>Activities/services implemented based on guidelines, budget and set timeframe</li> <li>Worker able to create new approaches to improve services delivery</li> </ul>	<ul style="list-style-type: none"> <li>Evaluation report</li> <li>Quarterly reports</li> <li>Copy of STB staff feedback</li> </ul>	Unrelenting commitment to the project of the career development facilitator.	
<b>Activities:</b> 1. Hiring and Training of Career Development facilitator		Y1    Y2    Y3		
	<ul style="list-style-type: none"> <li># of career development facilitator hired</li> </ul>	1    1    1	<ul style="list-style-type: none"> <li>MOA with the employee</li> <li>Training feedback</li> <li>Evaluation reports</li> </ul>	
	<ul style="list-style-type: none"> <li># of training (formal/experiential) provided to career development facilitator</li> </ul>	3    2    1		
2. Establishment of network	<ul style="list-style-type: none"> <li># of directory of vocational training resource and job resource established</li> </ul>	1    1    1	<ul style="list-style-type: none"> <li>Directory of vocational training and employment agencies</li> <li>Home and office visit feedback</li> <li>Orientation/meeting documentations</li> <li>Copy of MOA</li> </ul>	Active involvement to the project of concerned agencies
	<ul style="list-style-type: none"> <li>Data (directory) validated: # of agency visit conducted</li> </ul>	5    5    5		
	<ul style="list-style-type: none"> <li># of agency phone calls made</li> </ul>	10    10    10		
	<ul style="list-style-type: none"> <li># of agencies oriented about the project e.g. TESDA, DepED/BALS, etc.</li> </ul>	5    2    2		

	<ul style="list-style-type: none"> <li>• # of inter-agency MOA about the project cooperation forged</li> </ul>	1			<ul style="list-style-type: none"> <li>• Minutes of meetings</li> </ul>	
	<ul style="list-style-type: none"> <li>• # of inter-agency committee organized/maintained</li> </ul>	1	1	1		
	<ul style="list-style-type: none"> <li>• # of IAC meeting conducted</li> </ul>	3	6	6	<ul style="list-style-type: none"> <li>• Minutes of meetings</li> </ul>	
	<ul style="list-style-type: none"> <li>• # of written IAC commitments/plans formulated/enhanced</li> </ul>	1	1	1	<ul style="list-style-type: none"> <li>• Copy of plans/agency commitments</li> </ul>	
	<ul style="list-style-type: none"> <li>• # of agency delivered commitments</li> </ul>	3	3	3	<ul style="list-style-type: none"> <li>• Agency reports</li> </ul>	
3. Identification and preparation of clients	<ul style="list-style-type: none"> <li>• # of clients assessed and needs validated</li> </ul>	50	80	80	<ul style="list-style-type: none"> <li>• Intake forms, means and psychosocial assessment and clients' registration form</li> <li>• Feedback reports</li> </ul>	
	<ul style="list-style-type: none"> <li>• # of home visits conducted to validated data provided by client</li> </ul>	25	40	40		
	<ul style="list-style-type: none"> <li>• # of clients provided with occupation guidance/counseling</li> </ul>	25	40	40	<ul style="list-style-type: none"> <li>• Worker's recordings/progress reports</li> </ul>	
	<ul style="list-style-type: none"> <li>• Clients provided with informal trainings:</li> </ul>					
	<ul style="list-style-type: none"> <li>- # of clients provided informal training on personality development on job interview</li> </ul>	25	40	40	<ul style="list-style-type: none"> <li>• Worker's recordings/progress reports</li> </ul>	
	<ul style="list-style-type: none"> <li>- # of clients provided informal training application letter preparation</li> </ul>	25	40	40	<ul style="list-style-type: none"> <li>• Progress reports/</li> </ul>	
	<ul style="list-style-type: none"> <li>- # of clients provided informal training on job searching skills</li> </ul>	25	40	40		
	<ul style="list-style-type: none"> <li>• # of clients provided with vocational training assistance</li> </ul>	25	40	40		
	<ul style="list-style-type: none"> <li>• # of clients provided with cash assistance support</li> </ul>	50	80	80	<ul style="list-style-type: none"> <li>• Profile of clients' served</li> </ul>	
	<ul style="list-style-type: none"> <li>• # of clients linked to employer</li> </ul>	25	40	40	<ul style="list-style-type: none"> <li>• Job referral letters</li> <li>• Financial records</li> </ul>	
4. Data Banking	<ul style="list-style-type: none"> <li>• Data bank maintained/updated:</li> </ul>	1	1	1	<ul style="list-style-type: none"> <li>• Directory of possible employer</li> </ul>	
	<ul style="list-style-type: none"> <li># of directory of possible employer</li> </ul>				<ul style="list-style-type: none"> <li>• Directory of training schools</li> </ul>	
	<ul style="list-style-type: none"> <li># of directory of training schools maintained/updated</li> </ul>	1	1	1		
	<ul style="list-style-type: none"> <li># of profile of clients served maintained/updated</li> </ul>	1	1	1	<ul style="list-style-type: none"> <li>• Profile of clients served</li> </ul>	
5. Project monitoring and evaluation	<ul style="list-style-type: none"> <li>• Monitoring activities conducted by career development facilitator:</li> </ul>					
	<ul style="list-style-type: none"> <li>- # of training status monitored</li> </ul>	25	40	40	<ul style="list-style-type: none"> <li>• Feedback report/progress reports</li> </ul>	
	<ul style="list-style-type: none"> <li>- # of job search status monitored</li> </ul>	25	40	40	<ul style="list-style-type: none"> <li>• Evaluation documentation</li> </ul>	
	<ul style="list-style-type: none"> <li>• # of annual evaluation conducted</li> </ul>	1	1	1		

**JOB NETWORK SERVICES PROJECT FOR CIU CLIENTS (Moving Clients from Welfare into Development)  
2008-2010 Work Plan**

Components	Activities	Year 1		Year 2				Year 3			
		Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<b>Activities:</b> 1. Hiring and Training of Career Development facilitator	• Hiring of career development facilitator										
	• Formal and experiential training for career development facilitator										
2. Establishment of network	• Establishment of directory of vocational training resource and job resource										
	• Data (directory) validation: - Conduct of agency visits - Making phone validation										
	• Agencies oriented about the project e.g. TESDA, DepED/BALS, etc.										
	• Forging of # of inter-agency MOA for project cooperation										
	• Organization and maintenance of program inter-agency committee										
	• Conduct of IAC meeting										
	• Formulation/securing and enhancement of IAC written commitments/plans										
	• Delivery of IAC commitments										
3. Identification and preparation of clients	• Needs assessment and needs validation										
	• Conduct of home visits to validated data provided by client										
	• Provision of occupation guidance/counseling										
	• Provision/conduct of informal trainings for clients: - Conduct of informal training on personality development on job interview for client - Conduct of informal training on application letter preparation for client										
	- Conduct of informal training on job searching skills for client										
	• Provision of assistance on vocational training assistance										
	• Provision of cash assistance support										
	• Linking of clients to employer										
4. Data Banking	• Maintaining of data bank: - Maintaining directory of possible employer										
	- Maintaining directory of training schools										
	- Maintaining profile of clients served										
5. Project monitoring and evaluation	• Conduct of monitoring activities by career development facilitator: - Monitoring the status of vocational training service - Monitoring the status of clients' job search										
	• Conduct of annual evaluation										