



**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

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

**MEMORANDUM CIRCULAR**

**No. 22 Series of 2014**

**SUBJECT : PROVISION OF PRE-EMPLOYMENT ASSISTANCE FUND FOR SUSTAINABLE LIVELIHOOD PROGRAM PARTICIPANTS**

**1.0. BACKGROUND AND RATIONALE**

One of the aims of the Sustainable Livelihood Program is to provide opportunities for poor individuals, particularly the Pantawid Pamilya beneficiaries, and those listed in the NHTS-PR, to access quality jobs that maximize their skills. However, based on the various experiences of SLP field implementers in the aforementioned aspect, one of the hindering factors is the lack of employment documentary requirements of the participants to be able to timely respond to the job offers of the employers.

One of the pilot projects undertaken by the Department is the implementation of the Job Network Services to support poor individuals to access employment through the Crisis Intervention Units (CIU) of the Field Offices. The aim of the said strategy is to provide pre-employment assistance to augment expenses in securing employment documents, transportation and skills training of participants. Linking clients to employment opportunities is expected to minimize dependency on the Assistance in Crisis Situation (AICS) funds and to eliminate perennial clients who keep coming back for such assistance. It even provides augmentation during the first fifteen (15) days of the participants' employment as he waits for the payment of initial salary.

The Job Network Service pilot project shall now be rolled out nationwide through the Sustainable Livelihood Program. Provision of financial assistance to cover the costs for necessary documents for employment is seen as a crucial input that forms part of the capacity building that SLP seeks to provide its participants who have chosen the Employment Facilitation Track. The SLP will be able to support eligible participants to proactively prepare themselves for employment opportunities that match their skills.

**2.0. OBJECTIVES**

The Pre-employment Assistance Fund (PEAF) which shall be provided as a *grant*<sup>1</sup> to eligible SLP participants is intended to:

- 2.1. Reduce unemployment among SLP participants due to lack of financial resources in complying to employment documentary requirements.

---

<sup>1</sup> It aims to align with the existing processes of the Department (eg. AICS) in providing minimal financial assistance to vulnerable families for them to quickly respond to whatever need/s that will improve their well-being and in this case their livelihoods particularly employment. Grant management will be undertaken to assure that said grant is properly used.

- 2.2. Lessen the financial burden of SLP participants in accessing quality jobs particularly in proactively securing employment documents.
- 2.3. Assist the SLP participants in the pro-active preparation and prompt submission of employment documents required by employers.

### **3.0. LEGAL BASES**

This guideline is hereby promulgated by DSWD based on the following legal mandates:

- 3.1. Section 9 of the 1987 Philippine Constitution. *The state shall promote a just and dynamic social order that will ensure the prosperity and independence of the nation and free the people from poverty through policies that provide adequate social services , promote full employment , a rising standard of living , and an improved quality of life for all.*
- 3.2. Section 1 Article XII of the 1987 Philippine Constitution. *The goals of the economy are a more equitable distribution of opportunities, income and wealth and an expanding productivity as the key to raising the quality of life for all, especially the under-privileged.*
- 3.3. Presidential Decree No. 442, as Amended-Article XII of the Labor Code of the Philippines states that 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.
- 3.4. Executive Order 292, Title XVI. *DSWD's mandate is to provide a balanced approach to welfare whereby the needs and interests of the population are addressed not only at the outbreak of crisis but more importantly at the stage which would inexorably lead to such crisis. The provision of PEAFF is a proactive way of eliminating unemployment of Pantawid Pamilya families due to lack of financial resources.*
- 3.5. Executive Order No. 221 Series of 2003 Amending EO No. 15 Series of 1998, Entitled " Redirecting the Functions and Operations of Department of Social Welfare and Development"- *Consistent with the provisions of the Administrative Code of 1987 and Republic Act 7160 (Local Government Code), the DSWD is hereby mandated to provide assistance to local government units (LGUs), non-government organizations (NGOs), other national government agencies (NGAs), people's organizations (POs) and members of civil society in effectively implementing programs, projects and services that will alleviate poverty and empower disadvantages individuals, families and communities for an improved quality of life as well as implement statutory and specialized programs which are directly lodged with the Department and/or not yet devolved to LGUs.*
- 3.6. MC 11 of 2014- *The Sustainable Livelihood Program (SLP) shall be implemented through CDED using the concepts of resource-based and market-driven as the guiding principles to meet program's deliverables. It has two tracks namely Micro-enterprise Development and Employment Facilitation Tracks. The provision of PEAFF is a strategy to link participants to available job market opportunities.*

### **4.0. DEFINITION OF TERMS**

For the purpose of this guideline, the following shall mean:

- 4.1. **Community Driven Enterprise Development (CDED)**- refers to the framework that vies for business sustainability and development in the context of community's local livelihood assets and economy. The framework is guided with the resource-based and market-driven principle highlighting the involvement of community members in identifying and managing livelihood opportunities that are linked to sustainable markets.
- 4.2. **Employment Facilitation Track**- refers to the track of SLP that provides assistance to qualified member/s of poor households who preferred employment rather than engaging in micro-enterprise. Activities under this track include pre-employment counselling, technical-vocational skills training and job referrals or placement.
- 4.3. **Field Project Development Officers (Field PDOs)**- this refers to either regular, contractual or MOA workers hired with an item of Project Development Officer II being deployed in target municipalities of SLP.
- 4.4. **Job Network** – refers to a supportive system of sharing information and services among individuals and groups to help with a job search.
- 4.5. **Microenterprise Development Track**- refers to the track of SLP which focuses on micro-enterprise development. Activities under this track include entrepreneurship skills training, partnership building and the provision of capital assistance.
- 4.6. **Municipal/City Action Team (M/CAT)**- this refers to a team of DSWD staff working in the municipalities/cities composed of representatives from the Pantawid Pamilya Pilipino Program, Kalahi-CIDSS-NCDDP and SLP.
- 4.7. **Provincial Coordinator (PC)**- refers to Project Development Officers II assigned by the Field Office to serve as a coordinator/link of all field PDOs in a certain province. The main task of the PC is to ensure that partnership is implemented and sustained to assure that markets are in place for both enterprises and employment.
- 4.8. **Sustainable Livelihood Program** - is a community-based capacity building program that seeks to improve the socio-economic status of program participants. It is implemented through the Community-Driven Enterprise Development (CDED) approach, which equips the program participants to actively contribute to production and labor markets by making use of available resources and accessible markets.
- 4.9. **SLP-National Program Management Office (SLP-NPMO)**- this refers to an established office based at DSWD Central Office which manages the over-all implementation of SLP. It oversees the implementation of SLP activities in the SLP-Regional Project Management Office.
- 4.10. **SLP-Regional Project Management Office (SLP-RPMO)**- this refers to the organizational structure at the Field Offices which is responsible in the implementation of SLP in the entire region. The RPMO is headed by the Regional Director as the Project Director with the Assistant Regional Director for Operations as the Program Manager. The office is composed of the Regional Project Coordinator, External Relations Officer, CDED Officer, Monitoring and Evaluation Officer and Training Officer based at the FO and the Provincial Coordinator and field PDOs assigned in the different municipalities.

## 5.0. PEAFF COVERAGE AND PROCEDURES

### 5.1. Eligible Participants

- 5.1.1. Target<sup>2</sup> participants are members of Pantawid Pamilyang Pilipino families who are at least 18 years old at the date of employment;
- 5.1.2. Holder of at least one (1) certification<sup>3</sup> that supports or enables high employability chances such as but not limited to the following:
  - a. School diploma or its equivalent such as certification from DepEd's Alternative Learning System
  - b. Training Certification from TESDA, TESDA accredited institutions, State Colleges and Universities, private training institutions
  - c. Certificate of employment or proof of employment or clearance from previous employer
  - d. Certificate of Competency from TESDA
  - e. Other certifications that serve as sufficient for the participants to meet the requirements of a potential/guaranteed employer
- 5.1.3. Must have available potential or guaranteed employer which offers a minimum of three (3) months employment duration
  - a. Potential Employer
    - Refers to individuals, companies, offices and other institutions that have *existing/current* various job openings publicly known both by the field PDO and SLP participant.
    - Current job openings match the skills of participants as proven by certifications and upon the initial review of field PDOs in coordination with the employer whenever applicable.
    - Preferably, the SLP participants should have *passed* at least a first level of assessment<sup>4</sup> with the potential employer and the latter has advised the participant to prepare necessary employment documents. The assessment aims to properly match the skills of participants to the available job.
  - b. Guaranteed Employer<sup>5</sup>

---

<sup>2</sup>The identification process includes the profiling of participants as to their skills and other employability factors, mapping out potential and/or guaranteed employers followed by a matching process in which field PDOs will determine which participant/s match the existing job market and come up with a recommendation on who shall undergo skills training and those who shall be provided with pre-employment assistance which should be undertaken prior to the lapsing of the job opening so as to meet the demand of the employer in a timely manner.

<sup>3</sup> The number or type of certifications should be determined both by the field PDOs and the participant and this should match with the requirements of the job opening. One or more certifications may be required by the employer.

<sup>4</sup> The assessment can be facilitated during an employers' forum. In cases where there is immediate hiring, assessment may be conducted per notice of employer either through the field PDO or directly with the participant.

<sup>5</sup> Examples are partnership with DPWH (*Trabahong Lansangan*), DENR, DA, DOST and other NGAs, CSOs and business sectors which may be identified by the NPMO or by the RPMO through inter-agency meetings, partnership forum and other coordination activities. The field PDOs through the assistance of the Provincial Coordinators will then identify potential SLP participants that match the requirements of the employers and in cases where said participants do not have resources to comply with the requirements, the PEAFF can be used to help them secure such documents.

- Refer to individuals, companies, offices and other institutions that have *agreed* to employ SLP participants to their job openings. A MOA or other documents may further support the assurance of employment.
- SLP participants have passed the interviews and are advised to secure employment documentary requirements by the employer.

Note: If possible, employers should provide a minimum of two (2) weeks for the participants to process the needed employment documents. In cases, for example, that employers need the participant to be on board immediately but employment requirements are still on process, negotiation should be undertaken by the field PDOs or by the participants themselves for the timeline of the compliance to the requirements.

## 5.2. PEAFF Coverage

- 5.2.1. The maximum grant amount that an eligible participant<sup>6</sup> may receive is **Five Thousand Pesos (P5,000.00)**. Exact amount should be determined both by the field PDOs and the participant using the PEAFF Individual Assessment (Annex A). In cases where the determined amount is lower than the maximum ceiling, only the exact amount shall be provided to the participant.
  - 5.2.2. Funds to cover other related expenses in excess of P5,000.00 may be accessed from other partners and/or absorbed as counterparts of the participants. Such counterparts include additional costs for transportation, food and accommodation and other incidental expenses.
  - 5.2.3. To properly utilize the PEAFF, it should be emphasized that costs for photocopying, authentication, filing fee, certification fee of needed employment documents are considered top priority while the allocation for transportation, food and other expenses will be a secondary priority. The LGUs and other partners may be tapped to provide other counterparts if necessary and applicable.
  - 5.2.4. The computation of the PEAFF shall be based on the existing cost parameters of the Department particularly on travel related expenses while the computation on the payment of fees in securing employment-related documents shall be based on the current menu of fees by the agencies, offices and institutions providing it and this shall be determined by the Field Office and provide the list to the field PDOs for their reference.
- 5.2.4. The PEAFF shall only cover the following expenses:

- a. Accessing/Securing pre-employment documents

Pre-Employment Expenses	Approximate Amount/cost <sup>7</sup>
Travel expense (fare and food) of participant going to and from the place where the documents will be secured	50 – 100 pesos/day

<sup>6</sup> One or more participant in a household may receive pre-employment assistance fund provided that all of them pass the eligibility requirements. However, **each participant shall only be entitled for one round of pre-employment assistance fund**. The field PDOs may use the Basic Employment Skills Training as a venue to discuss about PEAFF and its pre-conditions. One of the values that need to be inculcated using the PEAFF is the chance for the participant to save a portion of his salaries to complete necessary employment documents and to use it in looking for succeeding jobs after end of contract of his/her previous employment.

<sup>7</sup> Amounts are based on the latest published rates online as of 30 September 2014



Birth certificate	180 – 350 pesos
Passport	950 – 1,200 pesos
Certificate of No Marriage	195 – 450 pesos
School diplomas	500 pesos
Certificates from formal or non-formal academic skills trainings attended	500 pesos
Medical or physical examination and laboratory fees	500 pesos
NBI clearance	115 - 165 pesos
Barangay or police clearances	300 pesos
Driver's license	600 pesos
Tax Identification Number	None

- b. Transportation and meal expense augmentation in the onset of employment
  - o Whenever necessary, the PEA can also be used to augment transportation expenses particularly fare to and from the work place for a maximum period of fifteen (15) days as the employed participants are waiting for his/her first half-month salary. However, in cases that payment of salaries is on monthly basis, the augmentation can last for thirty (30) days.

### ***5.3. PEA Management and Monitoring***

#### ***5.3.1. Targeting and Budgeting***

- a. The SLP-NPMO in coordination with the Field Offices shall determine the annual target<sup>8</sup> - number of participants who could be provided with PEA. The target should be indicated clearly in the annual Work and Financial Plan. Planning should start as early as 3<sup>rd</sup> quarter of each year and final annual targets should be submitted by the first week of October of the same year. Said targets shall be the basis of SLP-NPMO in preparing proposals and downloading funds to the Field Offices the following year.

#### ***5.3.2. Downloading of PEA***

- a. The SLP-NPMO shall prepare the mother proposal for the utilization of PEA using the approved annual targets of Field Offices. Said proposal shall undergo the usual process for its approval and shall be approved on or before the last week of November of the previous year.
- b. Upon approval, the SLP-NPMO shall prepare the Sub-Allotment Advice for the downloading of annual PEA funds allocation to Field Offices as early as second week of January of the next year.

<sup>8</sup> Targeting is based on the accomplishments on employment facilitation track of the previous year identified guaranteed employment based on the different national and regional partnerships that offer employment opportunities for Pantawid Pamilya beneficiaries especially in the sectors of tourism and public works, and in agro-industrial areas and other job opportunities within the locality determined through mapping out of industries or other job markets through the conduct of employment fora, partnership meetings and through inter-agency meetings at the regional, provincial or municipal level. As a basis, the minimum target should not be lesser than 30% of the total regional annual target.

- c. The Field Office through the SLP-RPMO upon receipt of the funds shall ensure to utilize the funds following the provisions of this guideline and infusing strategies to quickly and properly manage the funds.

### *5.3.3. Utilization of PEAFF*

- a. To ensure liquidity and active utilization of the downloaded PEAFF, the following timeline is set to guide the Field Office in utilizing such funds:
  - At least 60% of the total PEAFF should be utilized within the 1<sup>st</sup> semester (January to June) or earlier.
  - At least 90% of the total PEAFF should be utilized within the 3<sup>rd</sup> quarter (July to September) or earlier.
  - 100% of the total PEAFF should be utilized within the last quarter (October to December) or earlier.
- b. However, in cases where the Field Office have fully utilized the annual PEAFF allocation before the year ends, the FOs may request additional PEAFF through a proposal attaching a utilization report of the allocated PEAFF funds and a utilization plan of the request for additional PEAFF.

### *5.3.4. Funding procedures*

- a. Project Proposal preparation to request PEAFF (Field-RPMO)
  - Provided that participants are eligible to avail the PEAFF, the following options can be done by the field PDOs in requesting PEAFF:

#### **a.1. Integration in the Skills Training Proposal**

- Field PDOs to include in the project proposal for skills training the need for pre-employment assistance fund with the rationale that the skills training was conducted because there are identified *employers* who will employ SLP participants after they graduate from the skills training with the condition that they complied with all the requirements set by the employer.
- It should be clear in the proposal that the amount requested covers separate activities (i.e. skills training and provision of pre-employment assistance fund) and the source of funds. The breakdown of cost per item must be clearly detailed in the proposal. It must be clarified that the maximum amount of P5,000 pre-employment assistance per SLP participant is over and above the maximum amount of P20,000 skills training fund per SLP participant.
- Under this option, the field PDOs need to prepare the Skills Training Proposal with the following attachments to support the need for PEAFF:
  - o PEAFF Individual Assessment (Annex A)
  - o PEAFF Assessment Report (Annex B)
  - o Grant Commitment Form (Annex C)

#### **a.2. PEAFF Grant Request (stand-alone proposal)**

- Field PDOs to draft a PEAFF Grant Request (Annex D) highlighting the need for PEAFF especially among SLP participants who have difficulty in securing employment documentary requirements due to financial constraints. The request should be supported with the following attachments:
  - o PEAFF Individual Assessment (Annex A)
  - o PEAFF Assessment Report (Annex B)
  - o Grant Commitment Form (Annex C)
- For cross-validation, the proposals of field PDOs should be reviewed by the Provincial Coordinators prior to endorsement to the RPMO but this should not take no more than three (3) days upon receipt to avoid delay in the provision of funds.

*5.3.5. Review and Approval of the Request/Proposal (SLP-RPMO)*

- a. The CDED Officer or any of the RPMO staff assigned by the Regional Project Coordinator shall review the proposals/requests submitted from the field. Upon review, it shall be approved by the RPC for endorsement and final approval of the Regional Director.
- b. The RPMO shall then endorse the said proposal/request to the Finance Management Unit of the Field Office for the processing of the fund request.
- c. The SLP-RPMO shall provide immediate feedback to the field officers on the status of the request/proposal to advise the participants and employers.

*5.3.6. Release of PEAFF (DSWD to participants)*

- a. The PEAFF shall be released directly to the participants in the form of check or cash, whatever is applicable. The Field Office may opt to undertake several fund disbursements options following existing accounting and auditing procedures to expedite the release of PEAFF such as the use of cash assistance payroll.

*5.3.7. Funds Monitoring (Field Office and NPMO)*

- a. The Field Office shall submit a monthly utilization report to account the actual disbursement of the PEAFF and to monitor the utilization to the SLP-NPMO
- b. The Field Office shall also include in its monthly SKP reports their accomplishments as to number of participants provided with PEAFF and the actual number of participants being employed vis-à-vis those that have received PEAFF. This shall likewise be included in the SLPIS for regular monitoring at RPMO and NPMO. The SLP-NPMO shall review the reports and shall conduct regular monitoring through spot checks and other form of assessments.
- c. The NPMO shall assign a staff who shall oversee the planning, implementation, monitoring, evaluation and reporting of the PEAFF. The said staff shall lead in the provision of technical assistance to the Field Office. The said staff shall also device strategies on how to properly and quickly utilize the PEAFF in close coordination with the Field Offices and NPMO regional monitors.
- d. The Field Office shall assign a focal person to oversee the planning, implementation, monitoring, evaluation and reporting of the PEAFF. The said staff shall lead in the



provision of technical assistance to the Provincial Coordinators and field PDOs if and whenever necessary.

- e. The Provincial Coordinators (PCs) shall review and endorse the proposals that need PEAFF support. The PCs shall provide technical assistance to the field PDOs.
- f. The field PDOs shall manage the assessment of participants needing PEAFF. He/she shall prepare project proposals and endorses it to the PCs. The field PDOs shall monitor the utilization of the PEAFF through strategies that are amenable to his/her context.
- g. The field PDOs should maintain a database that will track the progress of the participants who were provided with PEAFF monitor if they have been employed or not and to determine relevant follow-up actions or interventions. The status of employment (as to whether the participant is still employed or has been terminated), and the amount of salaries shall also be monitored by the field PDO.

#### **5.4. Control and Monitoring of the PEAFF**

##### *5.4.1. Prior to PEAFF release*

- a. The Grant Commitment shall be signed by the participants to instill responsibility among them particularly in the proper utilization of the said grant. A witness (e.g. Parent Leader or co-participant) shall also be requested to sign the agreement to instill peer monitoring.
- b. An orientation on the objectives and utilization of the grant shall be done by the field PDOs to the qualified program participants.
- c. Field PDOs shall invite C/MSWDOs to attend the orientation to familiarize them about the PEAFF and assist the PDOs in actual monitoring of the participants. Involvement of other C/MAT members and livelihood workers should also be undertaken by the field PDOs.

##### *5.4.2. PEAFF utilization*

- a. To instill fund accountability among the participants, the field PDOs, as part of the program orientation, should require the participants to gather and file their receipts and/or documents that will prove that they actually spent the fund as to its intended purpose.
- b. In cases where participants are not complying with the proper utilization of the fund and that the expected start of employment is being compromised, the field PDOs should immediately call the attention of the program participants and conduct evaluation, identify recommendations and provide feedback to the Provincial Coordinators and to the employer/s.
- c. To instill peer accountability, field PDOs may use a peer monitoring strategy to lessen the risk of delays and improper utilization of the PEAFF. Such strategy is the mobilization of Parent Leaders to assist the participants and will be tapped to provide feedback to field PDOs.
- d. The field PDOs should schedule a meeting with the participants to check on the status of their securing of documents. These meetings shall include a physical validation of the receipts and other similar documents obtained by the participants. However, due to other workloads of field PDOs, the latter may tap the support of other C/MAT members or the LGUs to assist him/her monitor the participants.
- e. In cases where there are numerous participants who will secure employment documents, the field PDOs in coordination with the LGUs, PCs and the RPMO can organize a pre-

employment assistance caravan where government agencies providing registrations, clearances and other employment-related documents will gather in the municipality and conduct a one-day pre-employment assistance caravan. To assure that no participants will claim same financial assistance using the AICS of DSWD, the SLP-RPMO should provide copy of the list of participants that were provided with PEAFF to the Protective Services Unit using the PEAFF Assessment Report (Annex B) or any mechanisms agreed between the aforementioned offices.

#### *5.4.3. Post PEAFF utilization/ Monitoring and Evaluation of PEAFF*


- a. The field PDOs in close coordination with other C/MAT members, LGU through the C/MSWDO or livelihood worker or any staff assigned by the Local Chief Executive should conduct continuous monitoring on the status of the program participants particularly on their working conditions. The field PDOs should meet with the employers and gather feedback on the performance of the participants and discuss the plans of the employers.
- b. It is highly recommended that recipients of Pre-Employment Assistance Funds be federated and organized into an association at the municipal and/or barangay level. Such organization may serve as a credit and savings facility for the SLP participants who have been employed. Members will determine his/her voluntary contribution for personal savings and for pre-employment revolving fund. The pre-employment revolving fund will be managed by the association for possible relending to eligible participants who also need access to pre-employment assistance funds.
- c. The field PDOs should submit a report to the Field Office with regard to the plans of the participants after his initial employment.

#### **6.0. SOURCE OF FUNDS**

The Pre-employment Assistance Fund shall be charged against the Sustainable Livelihood Program General Appropriations Act.

#### **7.0. EFFECTIVITY**

This Implementing Guidelines on the Provision of Pre-Employment Assistance Fund (PEAFF) shall take effect immediately.

  
**CORAZON JULIANO-SOLIMAN**  
Secretary  
Department of Social Welfare and Development

Department of Social Welfare and Development  
SUSTAINABLE LIVELIHOOD PROGRAM

**PRE-EMPLOYMENT ASSISTANCE FUND (PEAF) GRANT INDIVIDUAL ASSESSMENT**

Date of Assessment: \_\_\_\_\_

**Employee profile**

Name of Participant (to be employed): \_\_\_\_\_

Home Address: \_\_\_\_\_

Age: \_\_\_\_\_ Birthday: \_\_\_\_\_ Sex: \_\_\_\_\_ Civil Status: \_\_\_\_\_

HH ID No.: \_\_\_\_\_ Pantawid Set No.: \_\_\_\_\_

Certification available: (At least one)

Title of Certificate	Training	Issued by

**Employer profile**

Name of employer: \_\_\_\_\_

Business Address: \_\_\_\_\_

Job opening: \_\_\_\_\_ Date posted: \_\_\_\_\_

Initial employment duration (in months) : \_\_\_\_\_ Start date: \_\_\_\_\_

Daily wage (optional): \_\_\_\_\_

**Assessment**

Documents required by employer	Documents at hand of pax (please check)	Estimate cost of securing the remaining documents (not checked)		Total estimated amount
		Travel expense (food and fare)	Filing fee, etc.	
<b>Sub-total</b>				
Initial on-job travel assistance for 1 <sup>st</sup> 15 days of employment calculated at ( P _____ per day X 15)				
<b>TOTAL</b>				

**Recommendation**

This is to recommend that the above-named participant is qualified to avail the Pre-employment Assistance Fund in the amount of \_\_\_\_\_. This recommendation is based on the evaluation conducted by the undersigned in which the participant met the following minimum requirements:

1. At least one (1) Certification that support the available job; and
2. There is a potential employer and an initial interview has been conducted by the latter and the participant is found to be qualified and/or there is a guaranteed employer that already approved the hiring of the participant upon completion of employment documents.

*Attached hereto is the signed Grant Commitment of the participant.*

\_\_\_\_\_  
Signature over Printed Name of field PDO

Department of Social Welfare and Development  
 SUSTAINABLE LIVELIHOOD PROGRAM

**PRE-EMPLOYMENT ASSISTANCE FUND (PEAF)  
 ASSESSMENT REPORT**

Name of Participant	Job Details					Recommended Pre-employment Assistance Fund
	Name of Employer	Write P (potential) and G (guaranteed)	Duration	Nature of Work	Target Start	
<b>TOTAL</b>						

Prepared by:

\_\_\_\_\_  
 Field PDO

Noted:

\_\_\_\_\_  
 Regional Project Coordinator

Approved:

\_\_\_\_\_  
 Regional Director

*Attachments: Pre-employment Assistance Fund Grant Assessment and Grant Commitment*

ANNEX "C"

Pre-employment Assistance Fund  
Grant Commitment

Ako si, \_\_\_\_\_, \_\_\_\_\_, nakatira sa  
Pangalan Edad  
\_\_\_\_\_ ay isa sa nakatanggap ng *pre-employment assistance fund* mula sa *Department of Social Welfare and Development*, sa halagang \_\_\_\_\_ (P\_\_\_\_\_) ay nangangako na gamitin ang halagang nabanggit na naaayon sa pinag-usapan at pananagutan ko ang hindi pagtupad sa usapan.

\_\_\_\_\_  
Lagda  
Petsa: \_\_\_\_\_

Witness:

\_\_\_\_\_

-----

ANNEX "C"

Pre-employment Assistance Fund  
Grant Commitment

Ako si, \_\_\_\_\_, \_\_\_\_\_, nakatira sa  
Pangalan Edad  
\_\_\_\_\_ ay isa sa nakatanggap ng *pre-employment assistance fund* mula sa *Department of Social Welfare and Development*, sa halagang \_\_\_\_\_ (P\_\_\_\_\_) ay nangangako na gamitin ang halagang nabanggit na naaayon sa pinag-usapan at pananagutan ko ang hindi pagtupad sa usapan.

\_\_\_\_\_  
Lagda  
Petsa: \_\_\_\_\_

Witness:

\_\_\_\_\_



**PRE-EMPLOYMENT ASSISTANCE FUND GRANT REQUEST**

I. Summary

Amount Requested: Php  
No. of Participants:  
Date Needed:

II. Details of the Requested Amount

Items	Amount
Travel Expense	
Filing, authentication, clearance fees, etc	
Onset employment augmentation	
<b>TOTAL</b>	

III. Details of Counterparts

Stakeholder	Counterpart (In-kind or Cash)
Participant	
LGU	
<b>TOTAL</b>	

IV. Recommendations

This is to recommend the amount of \_\_\_\_\_ charged against the Pre-employment Assistance Fund with the Pre-employment Assistance Fund Assessment Report, PEAFF Grant Assessment and Grant Commitment hereto attached.

Prepared by: \_\_\_\_\_ Noted: \_\_\_\_\_

Field PDO \_\_\_\_\_

Regional Project Coordinator \_\_\_\_\_

Approved:

\_\_\_\_\_  
Regional Director