



TITLE:	PROCESSING OF APPLICATION FOR TULONG PANGHANAPBUHAY PARA SA ATING DISADVANTAGED/DISPLACED WORKERS (TUPAD) PROGRAM UNDER DILEEP
OBJECTIVE:	To provide temporary and emergency employment assistance to displaced/disadvantaged workers
SCOPE:	This procedure covers the process of TUPAD program application --- from the receipt of proposal, to approval of project proposal.
INPUT/S: Project Proposal	
Activity	Persons Responsible/Activity Details/Interface/References
1. Receive Documentary Requirements	<p>1.1 Field Office Program Focal Person receives documentary requirements for the application for TUPAD Program.</p> <p>Checklist of documentary requirements:</p> <ol style="list-style-type: none"> 1. Letter of Intent 2. Project Proposal (Annex AA) 3. Individual Beneficiary Profile with picture 4. Certificate from LGU-Barangay or DSWD for affected workers due to natural or manmade calamity, unemployed/seasonal workers 5. Summary of Beneficiaries Profile (Annex P) 6. Program of Work (Annex AA.1) 7. Group Personal Accident Insurance (GPAI) form <p>If incomplete, FO will return immediately the proposal to the proponent indicating lacking requirements.</p>
2. Evaluation of Project Proposal	<p>2.1 FO Program Focal conducts Project Pre-evaluation/Appraisal in coordination with the PESO and the Proponent-ACP to determine the projects': (a) Profile; (b) Minimum Requirements; (c) Program of work (d) Overall Evaluation; (e) Recommendation.</p>
3. Issuance of Certificate of Accreditation	<p>3.1 The Field Office Head endorses the pre-evaluated Project Proposal to Regional Office for the Regional Project Management Team's (RPMT) deliberation and final evaluation within ten (10) working days including the following documentary requirements:</p> <p>3.1.1 If ACP is Peoples/Workers Organization, Private Sector, Unions/Federation, Cooperative, Church-based Organization, Private Educational Institutions, Private Foundation: a) Application Letter by the ACP addressed to the Regional Director; b) Detailed and duly signed Project Proposal from the ACP (indicating/showing that the ACP has equity equivalent to at least 20% of the total project</p>



	<p>cost); c) Individual Beneficiary Profile with picture/Summary of beneficiary profiles; d) Copy of ACP Certificate of Accreditation; e) Audited financial report for the past three (3) years; f) Disclosure of other related business, if any; g) Work and Financial Plan; h) List and/or photographs of similar projects previously completed; i) Sworn affidavit of the Secretary of the applicant organization; j) Certification from the DOLE Regional Office Accountant that the previous cash advance granted has been liquidated.</p> <p>3.1.2 If ACP is LGUs and SUCs: a) Application Letter duly signed by the authorized officials i.e LCE; b) Detailed Project Proposal duly approved/signed by the LCE; c) Individual Beneficiary Profile with Picture; d) Certification from the DOLE RO Accountant that LGU has no unliquidated advances, d) Certification from LGU/ Barangay/DWSD that the target beneficiaries are unemployed, underemployed or victims of natural disaster/calamity or armed conflict for laid-off or terminated</p>
4. Endorse proposal to ORD for Approval	<p>4.1 Regional Director approves the Project Proposal and furnishes FOs with approved RPMT.</p> <p>4.1.1 For SPF, RO will endorse approved project proposal with RPMT to Central Office for Fund Allocation.</p>
5. Facilitate the Procurement of PPEs & payment of GPAI	<p>5.1 FO program focal will facilitate the procurement documents for PPE and payment Group Personal Accident Insurance (GPAI).</p>
6. Facilitates OSH orientation and deployment	<p>6.1 FO Program Focal prepare contract of service and acknowledgement receipt for PPEs and facilitate the orientation of OSH for Informal sectors and issuance of TUPAD ID.</p>
7. Project Monitoring	<p>7.1 FO Program Focal will monitor the Project implementation in the identified area.</p>
8. Processing of Wages after work rendered	<p>8.1 FO program focal will receives the following documents and endorse to Regional Office for payment to wit;</p> <ul style="list-style-type: none"> a. Accomplished/Validated DTR b. Payroll (Annexes H & I under DO No. 173-17) c. Notarized contract of service <p>8.2. The accounting office will process the disbursement voucher and Authority to Debit Account (ADA) and notify FOs on the Money remittance tracking numbers for the release of wages.</p>



9. Release of wages	9.1. The FO Program focal will notify beneficiaries for the release of wages through Money Remittance partners.
10. Project Post-Monitoring and Evaluation	<p>10.1. FO Program Focal in partnership with LGU-barangay or affected establishment coordinator to identify interested beneficiaries, if any, for referral either for TESDA skills training or livelihood assistance from DOLE.</p> <p>10.1.1. For ACP/Direct Admin submit terminal report and liquidation report 60 days upon completion of the project.</p>
OUTPUT: Approved Project Proposal, RPMT, Notarized Contract of Service, PPE AR, Payroll, MOA	

DEFINITIONS/ ACRONYMS:

1. **DILEEP** - refers to DOLE Integrated Livelihood and Emergency Employment Programs (DILEEP) as prescribed by DOLE Department Order No. 173 series of 2017.
2. **TUPAD/EEP** - refers to Tulong Panghanapbuhay para sa disadvantaged/displaced workers/emergency employment program. A community based package of short term wage employment assistance for displaced underemployed or underemployed workers.
3. **PPE** - refers to Personal Protective Equipment, refer to clothing, Equipment or substances designed to be worn by someone to protect them from risk of injury or illness.
4. **OSH** - Occupational Safety and Health, refers to the (1) Promotional and maintenance of highest degree of physical, mental, and social well-being of workers in all occupations (2) Prevention among workers of any departure from health cause by working condition (3) Protection among workers in their employment form risks usually from factors adverse to health and (4) Placement and maintenance of the worker in an occupational environment adopted to his psychological ability.
5. **Group Personal Accident Insurance (GPAI)** - refers to a personal accident issuance which provides benefits/indemnity in case of losses to the person or physical well- being of an insure individual arising out of an accident.
6. **Accredited Co-Partner** - refers the program partner, which may be a peoples 'Workers' organization, union, association, federation, cooperative, business association, church-based organization, educational institution, or private foundation, that has been accredited by the DOLE to implement programs and projects using government or public funds. Government agencies, including LGUs and SUCs, need not accredit as program partner but would have to comply with the submission of documentary requirements.
7. **Proponent** - refer to individuals and/or groups who propose and Undertake livelihood and/or emergency employment projects which may either be an ACP or a Beneficiary.
8. **Regional Project Management Team (RPMT)** - refers to a team in the DOLE Regional Office which evaluates, deliberates and endorses project proposals to the Regional Director for approval.



DEPARTMENT OF LABOR AND EMPLOYMENT IX PROCEDURE

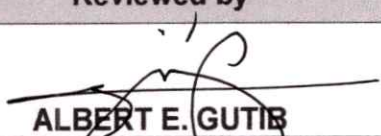
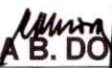
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RECORDS:

1. Letter of Intent
2. Certificate of ACP Accreditation
3. Detailed Project Proposal which is duly approved/signed by the authorized officials and indicating an equity of at least 20% of the total project cost and profit-sharing scheme
4. For LGUs and SUCs, Board or Sangguniang Bayan (SB) resolution authorizing an official to enter into MOA to avail of DOLE Livelihood or KABUHAYAN Program
5. Individual Beneficiary Profile with picture
6. Certificate from LGU-Barangay or DSWD for affected workers due to natural or manmade calamity, unemployed/seasonal workers
7. Group Personal Accident Insurance (GPAI) Form
8. Memorandum of Agreement (MOA) between the parties
9. For LGUs, City/Provincial/Municipal, copy of the portion on their Local Development Plan referring to Labor and Employment/Social Services, with detailed estimates of Approved Project Expenditures or Estimated Expenses
10. Audited Financial Reports for the past three (3) years preceding the date of project implementation
11. Work and Financial Plan
12. Copy of One-Page FO Evaluation Form
13. Copy of One-Page RPMT Evaluation Sheet
14. Monitoring Sheet/Report

ATTACHMENTS/FORMS:

Refer to List of Annexes of Department Order No. 173-17.

Reviewed by	Approved by
 ALBERT E. GUTIB Assistant Regional Director/ Quality Management Representative	 OFELIA B. DOMINGO, CESO III Regional Director