



Republic of the Philippines
 Province of Davao del Norte
MUNICIPALITY OF KAPALONG

SERVICE NAME: SKILLS TRAINING PROGRAM

SERVICE INFORMATION The Kapalong Council of Women provide Skills Training Program to overarching goal is to reduce poverty by widening livelihood options through women's empowerment and skill development.

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| Office or Division: | Kapalong Council of Women(KCW) | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2C | | | |
| Who may avail: | Members of Barangay Council of Women | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Letter request | | Kapalong Council of Women Office | | |
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| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Submit request letter for skills training | Receive letter request for training and advice the client to wait for the schedule of training. | NONE | 20 DAYS | MARIA CECILIA P. CABUSAS – KAPALONG COUNCIL OF WOMEN COORDINATOR |
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Republic of the Philippines
 Province of Davao del Norte
MUNICIPALITY OF KAPALONG

SERVICE NAME: LIVELIHOOD DISPERSAL

SERVICE INFORMATION The Kapalong Council of Women provide Skills Training Program to overarching goal is to reduce poverty by widening livelihood options through women's empowerment and skill development.

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| Office or Division: | Kapalong council of Women |
| Classification: | Highly Technical |
| Type of Transaction: | G2C |
| Who may avail: | Members of Barangay Council of Women |

| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
|--|---|---------------------------|-----------------|--|
| Request Letter | | Kapalong Council of Women | | |
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| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Submit request letter for livelihood dispersal | Receive letter for livelihood dispersal and advice the client to wait for the schedule of dispersal | NONE | 20 DAYS | MARIA CECILIA P. CABUSAS – KAPALONG COUNCIL OF WOMEN COORDINATOR |
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Republic of the Philippines
Province of Davao del Norte
MUNICIPALITY OF KAPALONG

SERVICE NAME: ADVOCACY ON WOMEN R.A 9262

SERVICE INFORMATION The Kapalong Council of Women provide Skills Training Program to overarching goal is to reduce poverty by widening livelihood options through women's empowerment and skill development.

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|---|---|---------------------------|------------------------|--|
| Office or Division: | Kapalong Council of Women | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C | | | |
| Who may avail: | Abused Women's | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| | | Kapalong Council of Women | | |
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| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Signs Logbook | 1.1 Hand-in logbook 1.2 Conducts initial interview 1.3 Refer client to Philippines National Police – Women Desk | NONE | 10 MINUTES | MARIA CECILIA P. CABUSAS – KAPALONG COUNCIL OF WOMEN COORDINATOR |
| 2. Receives referral and present in Philippines National Police | 2.1 Release Referral | NONE | 5 MINUTES | MARIA CECILIA P. CABUSAS – KAPALONG COUNCIL OF WOMEN COORDINATOR |
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