



CHECKLIST AND EVALUATION SHEET

DOLE Integrated Livelihood and Emergency Employment Program (DILEEP)

I. IDENTIFYING INFORMATION

Proponent: _____
Project Title: _____
No. & Type of Beneficiaries: _____
Requested Amount: _____

CHECKLIST OF REQUIREMENTS FOR DILEEP AVAILMENT

K A B U H A Y A N

- For Local Government Units or Government Agency, shall submit the following in six (6) sets:
 - Application Form duly signed by the Local Chief Executive (LCE) (follow template) Agency Head/President.
 - Detailed Project Proposal or Business Plan (follow template for individual and collective project proposal/business plan) duly signed by the LCE/ Agency Head/President to include:
 - Projected Income Statement (individual project only) &
 - Cash flow and balance sheet (for group project)
 - Project Implementation Plan (follow template)
 - Board or Sangguniang Bayan (SB) Resolution manifesting intention to avail the DILEEP and authorizing the Local Chief Executive/Agency Head/President to enter into a MOA with the Department of Labor and Employment.
 - List of Beneficiaries (age, gender & address)
 - Memorandum of Agreement (MOA) between the DOLE RO 6 and the LGU (follow template)
 - Certification from the LGU Accountant that funds are available for LGU Counterpart. For BuB, use template provided.
 - Certification from the DOLE Regional Office's Accountant that the previous cash advance granted has been liquidated, liquidation documents are post-audited and properly taken up in the books. (For FO's to secure)
 - Others

- By Administration, the following shall be submitted in six (6) sets:**
 - Application Form duly signed by the Field Office (FO) Head (follow template)
 - Detailed Project Proposal or Business Plan (follow template for individual and collective project proposal/business plan) duly signed by the FO Head duly approved by the Regional Director to include:
 - Projected Income Statement (individual project only) &
 - Cash flow and balance sheet (for group project)
 - Project Implementation Plan (follow template)
 - List of Beneficiaries (age, gender & address)
 - Others

- C. For NGO/PO shall submit the following in six (6) sets:**
 - Application Form by the ACP duly signed by the President/Chairman;
 - Detailed Project Proposal (indicating/showing that the ACP has equity equivalent to 20% of the total project cost) using the templates duly approved/signed by its President/Chairman;
 - Project Implementation Plan (follow template)
 - List of Beneficiaries (age, gender & address)
 - Individual Beneficiary Profile
 - Copy of ACP Certificate of Accreditation from DSWD
 - Board Resolution manifesting intention to avail the DILEEP and authorizing the President/Chairman to enter into a MOA with DOLE and appropriating twenty percent (20%) as project equity"
 - Memorandum of Agreement (MOA) between the DOLE RO and the ACP/Proponent
 - Audited financial reports (statements) for the past three (3) years preceding the date of project implementation. For applicant which has been in operation for less than three (3) years, financial reports for the years in operation and proof of previous implementation of similar projects;
 - Disclosure of other related business, if any
 - Work and Financial Plan (WFP), and sources of and details of proponent's equity participation in the project.
 - List and/or photographs of similar projects previously completed, if any, indicating the source of funds for implementation;
 - Sworn affidavit of the secretary of the applicant organization/entity that none of its incorporators, organizers, directors or officers is an agent of or related by consanguinity or affinity up to the fourth civil degree to the official of the agency authorized to process and/or approve proposed; and
 - Certification from the DOLE Regional Office's Accountant that the previous cash advance granted has been liquidated, liquidation documents are post-audited and properly taken up in the books. (For FO's to secure)

T U P A D

- A. For Local Government Units, shall submit the following in six (6) sets:**
 - Application Form duly signed by the Local Chief Executive (LCE) (follow the template)
 - Detailed Project Proposal which is duly approved/signed by the LCE (follow the TUPAD template)
 - TUPAD Work Program
 - Project Implementation Plan (follow the template)
 - Sangguniang Bayan (SB) Resolution manifesting intention to avail the DILEEP- TUPAD and authorizing the LCE to enter into a MOA with the Department of Labor and Employment.
 - Certification from the LGU that the beneficiaries are either unemployed, underemployed, or laid-off or terminated workers or victims of natural disaster or armed conflict reflecting list address of beneficiaries following the template
 - Memorandum of Agreement (MOA) between the DOLE RO and the LGU following TUPAD template.
 - Picture/s of the area/s and nature of work to be undertaken.

B. By Administration, the following shall be submitted in six (6) copies:

- Application Form duly signed by Field Office Head
- Detailed Project proposal which is duly approved/signed by the Regional Director
- TUPAD Work Program
- Project Implementation Plan (follow template)
- Certification from the LGU that the target beneficiaries are either unemployed, underemployed, or laid off or terminated workers or victims of natural disaster or armed conflict reflecting name, gender, age and address of beneficiaries using the template.
- Contract of Service.
- Picture/s of the area/s and nature of work to be undertaken.
- For BuB project, certification that required percentage of cash counterpart are available. Use template provided.

II. EVALUATION OF THE LIVELIHOOD PROJECT

A. MARKETING ASPECT *(beneficiary level)*

- Target customers/place where product/service will be offered: _____
_____.
- Demand and price of the product/service: _____
_____.
- Opportunity to establish a market niche making the product/service readily accessible to clients: _____
_____.

B. PRODUCTION ASPECT *(beneficiary level)*

- Available/accessible raw materials and presence of trained/skilled workers for demand/market driven quality production: _____
_____.
- Existence of production areas equipped with tools and jigs: _____
_____.
- Prompt and timely delivery of product/service: _____
_____.

C. MANAGEMENT/ORGANIZATIONAL ASPECT *(proponent level)*

- Tract record in project implementation: _____
_____.
- Trained & qualified staff to manage/supervise the project: _____
_____.
- Well defined roles, functions and responsibilities of the members of Project Management Team (PMT): _____
_____.

D. FINANCIAL ASPECT *(beneficiary and proponent level)*

- Generate revenue to sustain investment and employability: _____
_____.
- High economic benefit ratio/ROI: _____
_____.
- Clear mechanism for financial sustainability/good credit standing: *(ex. Capital Build-up, Savings Generation, etc.)*
_____.

III. FINDINGS/RESULTS/RECOMMENDATION

Focal Person

IV. ACTION TAKEN/RECOMMENDATION

FO Head

Date: _____