



8. Tulong Panghanapbuhay sa Ating Disadvantaged/Displaced Workers (TUPAD)

Tulong Panghanapbuhay sa Ating Disadvantaged/Displaced Workers (TUPAD) is a community-based package of assistance that provides emergency employment for displaced workers, underemployed and seasonal workers, for a minimum period of 10 days, but not to exceed a maximum of 30 days, depending on the nature of work to be performed.

Office or Division:	Referral and Placement Division
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Displaced workers, underemployed, seasonal workers and special groups (e.g. solo parents)

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid ID		Client		
Community tax certificate/cedula (if applicable)		Barangay Hall		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquires at the front desk, states purpose and signs on the Visitors' Logsheet	1. Receives the client and asks the client to fill out the Bataan Manpower Registry System (BMRS) Form	NONE	10 minutes	<i>Bookbinder III</i> <i>Clerk II</i> Referral and Placement Division
2. Fills-out the Bataan Manpower Registry System (BMRS) Form and submits the requirements listed above	2. Evaluates submitted documents and encodes the information on the OSEC Form provided by DOLE	NONE	15 minutes	<i>Bookbinder III</i> <i>Senior Administrative Assistant</i> Referral and Placement Division



3. Attends/participates in the TUPAD Orientation and signs employment contract	3. Conducts the TUPAD Orientation, together with DOLE Bataan, and distributes PPEs	NONE	3 hours	<i>Bookbinder III Senior Administrative Assistant Referral and Placement Division</i>
4. Fulfills the 10-day work plan	4. Monitors attendance and daily accomplishments of all TUPAD beneficiaries	NONE	10 calendar days	<i>Bookbinder III Senior Administrative Assistant Referral and Placement Division</i>
5. Submits daily attendance sheets and narrative report/s	5. Validates and endorses the documentation reports and coordinates with DOLE for the preparation and processing of payroll	NONE	7 days	<i>Bookbinder III Referral and Placement Division</i>
6. Receives 10-day salary	6. Conducts TUPAD payout, together with DOLE Bataan, for the release of 10-day salary to all beneficiaries	NONE	2 hours	<i>Bookbinder III Senior Administrative Assistant Referral and Placement Division</i>
TOTAL:		None	17 days, 5 hours, 25 minutes	