

1. PANGKABUHAYANG QC PROGRAM

Pangkabuhayang QC is a livelihood training and capital assistance program initially created as an economic recovery program by the city in view of the rise of the number of displaced workers during the height of the pandemic. This program is open to microentrepreneurs/vendors, returning OFWs, PWDs, unemployed solo parents, and Completers of Entrepreneurship Training. Capital assistance in the amount of Php 10,000 to Php 20,000 is then given to the approved beneficiaries based on the business plan attached to their application form. Once approved, they undergo a short training and networking session with various government and private partners who provide different business opportunities for the approved beneficiaries.

Ang Pangkabuhayang QC ay isang programang naglalayong magpaabot ng livelihood training at tulong pinansyal na binuo ng lungsod bilang isang economic recovery program, batay sa nakitang pagtaas ng bilang ng mga nawalan ng trabaho sa kasagsagan ng pandemya. Binuksan ang programang ito para sa mga maliliit na negosyante o microentrepreneurs/vendors, nagbalik na OFWs, may mga kapansanan (PWD), mga solo parent na walang trabaho, at mga nagsipagtapos ng Entrepreneurship and Livelihood Trainings. Ang Capital Assistance na nagkakahalaga ng Php 10,000 hanggang Php 20,000 ay ihahandog sa mga aprobadong aplikante batay sa kanilang business plan na nakapaloob sa kanilang aplikasyon. Matapos nito, sila ay sasailalim sa maikling training at networking session mula sa mga ahensya ng gobyerno at mga katuwang na pribadong sektor na magbibigay ng iba't ibang oportunidad pagdating pagnenegosyo para sa mga aprobadong benepisyaryo.

1.1 APPLICATION TO PANGKABUHAYANG QC CAPITAL ASSISTANCE

Office or Division:	Planning, Program Development, and Monitoring Division (PPDMD)
Classification:	Complex
Type of Transaction:	G2C - Government to Citizens
Who may avail:	Quezon City residents (18 years old and above; Micro-Entrepreneurs/Vendors, Unemployed Solo Parents, Persons with Disability [PWD], Returning OFWs/Family Members of OFWs, Completers of Livelihood and Entrepreneurship Trainings)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Approved QC ID	<ul style="list-style-type: none"> ● QC e-Services, Quezon City Identification Division ● Nearest District Action Office ● 2/F, Main High Rise Building, Quezon City Hall Compound <p><i>Maaaring magtungo sa QC eervices website at mag-apply online ng QC ID. Pindutin lamang ang QCitizen ID Application. Maari ding bumisita sa pinakamalapit na District Action Office o di naman kaya't magpunta sa 2nd floor High Rise Building, Quezon City Hall Compound</i></p>
2. Valid Government-Issued ID	% Client
3. QC e-Services Account	% qceservices.quezoncity.gov.ph

4. Pangkabuhayang QC Category Requirements	% The Client may check the following requirements per category below;			
5. <i>For Micro-Entrepreneur Vendors (Any of the following valid documents):</i> a. Barangay Business Permit b. City Mayor's Business Permit c. Hawkers Permit	a. Barangay Hall (Barangay Business Permit) b. Business Permits and Licensing Department - <i>BPLD</i> c. Market Development Administration Department - <i>MDAD</i>			
<i>For Unemployed Solo Parent: Valid Solo Parent ID or Solo Parent Certification</i>	Social Services Development Department (<i>SSDD</i>)			
<i>For Returning OFWs Family Members of OFWs: Certificate of Endorsement</i>	QC Migrants Center Public Employment Service Office (<i>PESO</i>)			
<i>For Persons with disability (PWD): PWD-QC ID or PWD Certificate</i>	Persons with Disability Affairs Office (<i>PDAO</i>)			
<i>For Completers of Livelihood and Entrepreneurship Trainings: at least 16 hours relevant training/seminar with Certification</i>	Quezon City Government, National Government Agencies, City-Partnered Training Centers/Institutions.			
6. Fully Accomplished and Comprehensive Pangkabuhayang QC Business Plan	Access and download through qceservices.quezoncity.gov.ph			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Login to QC e-Services: qceservices.quezoncity.gov.ph <i>Magtungo sa qceservices.quezoncity.gov.ph at mag login gamit ang registered account.</i>	1. QC e-Services website should be accessible to everyone. <i>Bukas at maaaring ma-access ng kahit na sino ang QC e-Services.</i>	None	2 Minutes	QCIT
2. Click the Pangkabuhayang QC Icon <i>Hanapin ang Pangkabuhayang QC Icon sa dashboard at pindutin ito.</i>	2. The website should direct the applicant to Pangkabuyang QC Application Page. <i>Ikaw ay direktang mapupunta</i>	None	1 Minute	QCIT

	sa Pangkabuhayang QC Application page.			
<p>3. Read the following requirements and qualifications and fill out the following Pangkabuyang QC necessary forms:</p> <p>a. General Information of Applicant Form b. Summary of Business Plan c. Upload Necessary Requirements Documents Photos</p> <p>Basahin nang maigi ang mga kinakailangang dokumento at mga kwalipikasyon. Siguraduhing handa na ang mga dokumento at nasagutan ang mga hinihinging impormasyon at dokumento sa apat na bahagi ng PBQC Online Application Form.</p> <p>I. General Information II. Summary of Business Plan III. Requirements IV. Attestation</p> <p>Check if the requirements submitted are complete. If so, click SUBMIT.</p> <p>I-check nang maigi kung kumpleto na ang mga dokumentong ipinasa at pindutin ang SUBMIT.</p>	<p>3. The website will automatically save the applicant's data and allow access to the applicant's device gallery to upload the necessary file requirements.</p> <p>Ang website ay kusang mag si-save ng datos ng aplikante at pahihintulatang magkaroon ng access sa device ng aplikante para isumite ang mga kinakailangang dokumento.</p> <p>3.1 The Pangkabuhayang QC web directory will only accept applications within the set application period date.</p> <p>Ang website ay tatanggap lamang ng aplikasyon batay sa nakatandang petsa.</p>	None	15 Minutes	QCIT QC-SBCDPO
<p>4. Wait for two (2) weeks to one (1) month for the Screening process. The initial status of your application will be reflected on your Pangkabuhayang QC Dashboard.</p> <p>Maghihintay ng dalawang (2) linggo hanggang isang (1) buwan para sa screening process.</p> <p>Ang status ng inyong aplikasyon ay maaaring makita sa Pangkabuhayang QC Dashnoard.</p>	<p>4. The QC-SBCDPO will receive and evaluate the documents submitted.</p> <p>Pangungunahan ng QC-SBCDPO ang masusing pagsusuri ng mga dokumentong ipinasa.</p> <p>4.1 The QC-SBCDPO Screening Team will check if all the documents submitted by the applicant are correct. If so, the applicant will pass the initial screening.</p> <p>Susuriin ng QC-SBCDPO Screening Team ang bawat dokumentong isinumite, kung tama ang mga dokumento, ang aplikante ay makakapasa sa initial screening.</p> <p>4.2 If lacking documents are identified, the applicant will be given seven (7) days to comply</p>	None	1 Month	PBQC Screening Team

	<p>with the correct document to pass the initial screening.</p> <p><i>Kung makita ng PBQC Screening Team na may kakulangan sa mga dokumento, bibigyan ng pitong (7) araw ang aplikante para magpasa ng tamang dokumento upang ma-aprubahan sa initial screening.</i></p>			
<p><u>5. Wait for an email to Schedule for Interview and Validation.</u></p> <p><i>Lahat ng aplikanteng makakapasa sa Screening Period ay padadalhan ng email kung saan ang aplikante ay maaari nang magset ng schedule para sa interview and validation.</i></p>	<p>5. The QC-SBCDPO will release an update on the Official Facebook Page to announce the Initial Status.</p> <p><i>Maglalabas ng ulat ang QC-SBDPO sa kanilang opisyal na Facebook Page para ipahayag ang Initial Status ng aplikasyon.</i></p> <p>5.1 The Initial Status with remarks from the evaluator will appear on the PBQC Dashboard.</p> <p><i>Makikita ang inisyal na lagay ng inyong aplikasyon sa inyong Pangkabuhayang QC dashboard.</i></p> <p>5.2 The QC-SBCDPO in coordination with QCIT, will send an email and text message to the initially approved applicants to book a schedule for Interview and Validation.</p> <p><i>Sa pagtutulungan ng QC-SBCDPO at QCIT, magpapadala ng mensahe via email o text sa mga inisyal na nakapasang aplikante upang makapagpatakda ng schedule para sa Interview and Validation.</i></p>	None	2 Minutes	QCIT QC-SBCDPO
<p><u>6. Schedule your time slot for the Interview and Validation on the PBQC Dashboard.</u></p> <p><i>Magschedule ng slot para sa Interview and</i></p>	<p>6. The QC-SCBDPO together with QCIT will open the date of Interview and Validation dates.</p>	None	2 Minutes	QCIT QC-SBCDPO

<p><i>Validation. Pumili ng petsa at oras batay kung saang distrito naninirahan.</i></p>	<p><i>Ang QC-SBCDPO at QCIT ay bubuksan ang mga petsa para sa Interview and Validation.</i></p> <p>6.1 QC e-Services will send a confirmation email to the applicant containing the details of the scheduled date for the Interview and Validation.</p> <p><i>Magpapadala ng mensahe ang QC e-Services sa email ng aplikante na naglalaman ng detalye ukol araw ng inyong Interview and Validation.</i></p>			
<p><u>7. Download and Print the Online Application Form from your PBQC Dashboard.</u> On the day of the interview bring the original copies of the documents submitted and the following supporting documents:</p> <p>a. Photocopies of all submitted documents:</p> <ol style="list-style-type: none"> 1. QC ID 2. Government-issued ID 3. Category Requirements <p>b. printed pictures of the physical store (showing the inside and outside), products, and the applicant.</p> <p>c. For Online Sellers, provide a printed proof of transactions, online postings, and access to your digital platform store.</p> <p><i>Matapos magset ng schedule para sa inyong Interview and Validation, i-download at i-print ang inyong Online Application Form na makikita sa inyong dashboard. Huwag kalimutang dalhin ang mga orihinal at supporting na dokumento na inyong ipinasa.</i></p> <p><i>Magpa-photocopy ng bawat kopya ng mga dokumento, siguraduhin ding mayroong printed na larawan ng labas at loob ng iyong negosyo, kayo rin ay dapat na kasama o makikita sa larawan.</i></p> <p><i>Kung kayo'y isang Online Seller, siguraduhin din na mayroong printed copies ng mga sumusunod: proof of transactions; proof of product postings; access kung saang social media application ka nagtitinda.</i></p>	<p>7. QC e-Services PBQC dashboard.</p> <p><i>Ang Online Application Form ay maaari at pwedeng mai-download sa inyong QC e-Services PBQC dashboard.</i></p>	None	10 Minutes	QC-SBCDPO
<p>8. Appear/ Attend on your Scheduled Interview and Validation date.</p>	<p>8. The QC-SBCDPO Interview and Validation Team will conduct a one-on-one Interview.</p>	None	4 Hours	PBQC Interview and Validation Team

<p><i>Magpunta sa itinakdang araw ng inyong Interview and Validation date.</i></p>	<p><i>Ang QC-SBCDPO Interview and Validation Team ay magsasagawa ng panayam sa bawat aplikante.</i></p> <p>8.1 QC-SBCDPO Interview and Validation team will gather the Applicant's documents as proof of being interviewed and verified.</p> <p><i>Kukuhain ng QC-SBCDPO Interview and Validation Team ang mga dokumento ng mga aplikanteng nakapanayam at na beripika.</i></p> <p>8.2 The applicant will be informed by the QC-SBCDPO to wait for the text confirmation message and final status of the application.</p> <p><i>Papaalalahanan ng QC-SBCDPO ang aplikante na maghintay ng text message confirmation para sa Final Status ng kanilang aplikasyon.</i></p>			
<p>9. Wait for QC-SBCDPO's announcement of Approved Applicants.</p> <p><i>Ilang araw matapos ang inyong Interview and Validation, maghintay lamang para sa anunsyo ng QC-SBCDPO.</i></p>	<p>9. QC-SBCDPO will release an announcement on the official Facebook Page.</p> <p><i>Maglalabas ng ulat ang QC-SBCDPO sa kanilang opisyal na Facebook Page.</i></p>	None	1 Month	QCIT QC-SBCDPO
<p>10. Wait for the notification regarding the schedule and instructions for Training and Payout which will be sent via email and text message</p> <p><i>Maghintay ng email or text na naglalaman ng detalye at schedule ng Training at Payout.</i></p>	<p>10. An email or a text message will be sent to the approved applicants containing the details and instructions for the training and Payout.</p> <p><i>Makakatanggap ng email o text message ang mga naaprubahang aplikante na naglalaman ng detalye at gabay para sa Training and Payout.</i></p>	None	2 Weeks	QCIT AJ Isidore Malacaman
<p>11. Attend / Appear on Training and Networking Sessions and receive Capital Assistance.</p>	<p>11. QC-SBCDPO will facilitate the Training and Payout with PBQC Partners.</p>	None	4 Hours	PBQC Training and Payout Team

<p><i>kinakailangang dumalo at sumailalim sa Training and Networking Session bago makuha ang Capital Assistance.</i></p>	<p><i>Pangungunahan ng QC-SBCDPO ang Training and Payout, kasama rin dito ang Pangkabuhayang QC Partners.</i></p> <p>11.1 The City Treasury Office (CTO) will take charge of administering the distribution of Capital Assistance.</p> <p><i>Ang CTO ang mangunguna sa paghahandog ng Capital Assistance.</i></p> <p>11.2 QC-SBCDPO will coordinate with the Barangays for the monitoring of PBQC Beneficiaries , 6 months after receiving the Capital Assistance from PBQC.</p> <p><i>Anim (6) na buwan matapos ang Training and Payout, magsasagawa ang QC-SBCDPO ng "Monitoring Activity" sa mga nakatanggap ng Capital Assistance.</i></p>			
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