

## **2. QC ESSENTIALS LIVELIHOOD TRAINING PROGRAM**

QC Essentials Livelihood Training Program involves developing and accelerating the growth of MSE's by providing livelihood opportunities, coaching, mentoring information and training assistance that will give access into various business services to be able to earn and start their own micro business. This program has expanded into our very own QC Brand - from everyday household essential products to boosting our local food processing industry. QC Essentials is proudly made in QC, made by QCitizens.

*Ang QC Essentials Livelihood Training Program ay naglalayong mapaunlad at mapapabilis ang paglago ng MSE's sa pamamagitan ng pagbibigay ng mga pangkabuhayan, pagtuturo, pagbibigay impormasyon, at pagsasanay na siyang magbubukas ng pinto sa iba't ibang serbisyong pang-negosyo upang kumita at makapagsimula ng kanilang maliit na negosyo. Ang programang ito ay ang nagpapalawak ng ating sariling QC Brand - mula sa pang-araw-araw na pangangailangan sa tahanan hanggang sa pagpapalakas sa ating industriya ng food processing. Ang QC Essentials ay buong pagmamalaking "Gawang QC" sa pamamagitan ng ating mga QCitizens.*

### **2.1 REQUEST FOR QC ESSENTIALS STARTER KITS**

<b>Office or Division: Small Business and Cooperatives Development and Promotions Office (QC- SBCDPO)</b>	PPDMD, Administrative Section Unit			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction: G2C</b>	G2C - Government to Citizens			
<b>Who may avail: QCitizens (Groups, Organizations, Associations, Federations and other marginalized sectors) that are interested in learning livelihood and business opportunities.</b>	Quezon City-Based Groups, Organizations, Association, Federation, and other marginalized sectors interested in learning Livelihood and Business Opportunities.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter		% Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit a letter requesting for QC Essentials Starter Kits <i>Magsumite ng sulat na humihiling ng QC Essentials Starter Kits.</i>	1. Acknowledge and evaluate request <i>Ang QC-SBCDPO ay tatanggapin at susuriin ang sulat na isinumite.</i>	None	5 minutes	Janice Mejia   Justine Angela Valdez
2. Once approved, submit one (1) original copy of the distribution list of beneficiaries ( <b>must be signed by the beneficiaries</b> ) <i>Kapag aprubado na ang request, ipasa ang original na kopya ng distribution list ng mga</i>	2. QC-SBCDPO will consolidate the approved distribution list for the procurement process.	None	5 days	Gina Belencio

<p>benepisyaryo. (<i>siguraduhing pirmado ng mga benepisyaryo</i>)</p>	<p>Ang QC-SBCDPO ay pagsasamahin ang aprubadong distribution list para sa procurement process.</p>			
<p>3. Once processed, wait for the release schedule of the starter kits. The requesting party <b>should arrange</b> the transportation and delivery of the kits.</p> <p><i>Matapos iproseso, hintayin ang araw ng release ng mga starter kits. Ang requesting party ang dapat na mag-asikaso ng transportasyon at pagpapadala ng mga kits.</i></p>	<p>3. Schedule the release dates</p>	<p>None</p>	<p>4 Hours</p>	<p>Gina Belencio</p>
<p>4. Wait for the schedule of training and demo session. Once the schedule is confirmed, the requesting party should organize the training session, including the venue and convening of beneficiaries.</p> <p><i>Hintayin ang nakatalagang araw ng training at demo session. Kapag ang schedule ay nakumpirma na, ang requesting party ay dapat na magsaayos ng training session, kasama na rito ang venue at ang pagtitipon sa mga benepisyaryo.</i></p>	<p>4. Schedule the training and demo session</p>	<p>None</p>	<p>1 Day</p>	<p>Gina Belencio</p>
<p>5. Attend the training and demo session</p>	<p>5. Conduct training and demo session</p>		<p>1 Day</p>	<p>Gina Belencio</p>