

PROVISION OF ASSISTANCE UNDER THE RECOVERY AND REINTEGRATION PROGRAM FOR TRAFFICKED PERSONS (RRPTP)

I. OFFICE OR DIVISION

PROTECTIVE SERVICES DIVISION - RRPTP

II. SCHEDULE OF AVAILABILITY OF SERVICE

MONDAY- FRIDAY (8:00 AM-5:00 PM)

III. WHO MAY AVAIL OF THE SERVICE

- 1. Victim-survivor of trafficking
- 2. Families of the victim-survivor of trafficking
- 3. Witnesses of cases of human trafficking
- 4. Communities with high incidence of trafficking

| WHAT ARE THE REQUIREMENTS? | WHERE TO SECURE |
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| Case Management | |
| 1. Travel documents (for Repatriated TIP Victims) (1 Original and 1 Photocopy) 2. Valid ID (1 Original and 1 Photocopy) 3. Social Case Study Report (1 Original) | Department of Foreign Affairs / Philippine Embassy (for Repatriated TIP Victims) |
| Medical Assistance | |
| 1. Clinical Abstract / Medical Certificate with signature and license number of the attending physician (issued within three months) (1 Original and 1 Photocopy) 2. Hospital Bill (for payment of hospital bill) or Prescription (for medicines) or Laboratory requests (for procedures) (1 Original and 1 Photocopy) 3. Barangay Certificate and Valid ID for the client (1 Original and 1 Photocopy) | Hospital or health facility where the client is admitted or seen (Clinical Abstract and Hospital Bill) Barangay Hall (Barangay Certificate) Government Institutions (Valid ID) |
| Educational Assistance | |
| 1. School registration and/ or certificate of enrolment (1 Original and 1 Photocopy) 2. Statement of Account for tertiary education (1 Original and 1 Photocopy) 3. Valid school ID (2 Photocopy) 4. Valid ID of the parent/ guardian (1 Original and 1 Photocopy) | School where the client is enrolled (School Registration, Certificate of Enrolment, Statement of Account) Government Institutions (Valid ID) |

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| WHAT ARE THE REQUIREMENTS? | WHERE TO SECURE |
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| Skills Training | |
| 1. Official receipt from the training school (TESDA/ CHED accredited training school. (1 Original and 1 Photocopy) | TESDA / accredited training school where the client is enrolled |
| 2. Valid school ID (2 Photocopy) | Government Institutions (Valid ID) |
| Financial Assistance for Employment (e.g. driver's license, NBI and police clearance, Medical Certificate etc.) | |
| 1. Contract of Employment or any similar document which indicates that they are hired (1 Original and 1 Photocopy) | Employer of the client |
| 2. Valid ID (2 Photocopy) | Government Institutions (Valid ID) |
| Financial Assistance for Livelihood | |
| 1. Result of the Handa Ka Na Bang Magnegosyo? The client score's must be 75 and above in order to be eligible for the livelihood Program, to determine the preparedness of the client to start their business. Re-assessment will be conducted to clients who will have a score of 74 and below or they may be considered to avail financial assistance for employment. (1 Original and 1 Photocopy) | DSWD Field Office VII – Recovery and Reintegration Program for Trafficked Persons |
| 2. Project Proposal. They may write using their vernacular or local dialect. They may be assisted by the social worker in preparation of the said proposal. (1 Original and 1 Photocopy) | |
| 3. Valid ID (2 Photocopy) | Government Institutions (Valid ID) |
| 4. Social Case Study Report (1 Original) | DSWD Field Office or Local Social Welfare and Development Office |
| Logistical Support During and Post-Rescue Operation of Victim-survivors of Trafficking | |
| 1. No Documents need. | DSWD Field Offices -Victim-survivors of trafficking during rescue operation. Social workers are highly needed to provide psychosocial counseling and assist victim-survivors of trafficking all throughout the process from recovery to reintegration. |
| Provision of Temporary Shelter | |
| 1. Referral Letter from the Social Worker (1 Original and 1 Photocopy) | DSWD Field Offices -Victim-survivors of trafficking may be placed in DSWD run/ registered, licensed and accredited residential care facilities for protective custody. |
| Support for Victim-survivors/ Witness and Transportation Assistance | |
| 1. Valid ID (2 Photocopy) | Government Institutions (Valid ID) |
| 2. Social Case Study Report (1 Original) | DSWD Field Office VII – Recovery and Reintegration Program for Trafficked Persons |

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| CLIENT STEPS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|-----------------|--|--|
| 1. The victim survivors of trafficking may visit the DSWD Field/ Regional Office or Rescued by Social Worker | None | 1 Hour and 35 Minutes | Emma F. Patalinghug Social Welfare Officer IV/CBSS Head/PSD OIC-Chief Clavel C. Saycon Center Head, Children and Women Center (CWC) |
| 2.Submission of Documentary Requirement for the service/s to be availed | None | Temporary Shelter (2 Days) Livelihood Assistance (12 Days) Other Assistance (5 Days) | Emma F. Patalinghug Social Welfare Officer IV/CBSS Head/PSD OIC-Chief and Ma. Rosana Coritico RPMO, Sustainable Livelihood Program (SLP) Emma F. Patalinghug Division Chief PSD Office and Junnel P. Demape Unit Head Budget Unit Shalaine Marie S. Lucero, CESO IV Regional Director Office of the Regional Director (ORD) Rhealyn B. Tajanlangit OIC-Cashier Cash Section |
| 3. Accomplish Client Satisfaction Measurement Survey (CSMS) | None | 5 Minutes | Emma F. Patalinghug Social Welfare Officer IV/CBSS Head |

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V. PROCESSING TIME

Total Processing Time for Temporary Shelter: 2 Days
Total Processing Time for Livelihood Assistance: 12 Days
Total Processing Time for Other Assistance: 5 Days

VI. FEEDBACKS AND COMPLAINTS MECHANISM

Contact Information of Office:
TIP Helpline: 0917-703-0967
Email Address: rrptp.fo7@dswd.gov.ph