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FOR : **ALL REGIONAL DIRECTORS**  
DSWD Field Offices NCR, CAR, I to XII, and Caraga

ATTN : **ASSISTANT REGIONAL DIRECTORS FOR OPERATIONS**  
DSWD Field Offices NCR, CAR, I to XII, and Caraga

FROM : **THE DIRECTOR**  
Sustainable Livelihood Program

SUBJECT : **FIELD OPERATIONS MANUAL FOR THE SUSTAINABLE LIVELIHOOD PROGRAM**

DATE : March 16, 2015

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This is to provide you with the attached Field Operations Manual, for your reference and guidance.

This manual was developed through the insights from the following sources:

1. Previous **experiences from regular operations** (Microenterprise Development and Employment Facilitation), and **special projects** (e.g. PAMANA, Bottom-Up Budgeting, JSDF Community Enterprise Development as Pathway out of Poverty, post-disaster livelihood rehabilitation and emergency employment projects)
2. **Consultations and reports** from field implementers, partners, and program participants
3. Recommendations from expert **consultancies, research, and studies** conducted
4. Feedback and agreements made during the **URPMT meetings, the 2014 Year-End Cluster PREW, and the February 2015 Training of Trainers**

Soft copies of all the files have also been made available through e-mail, for faster and easier dissemination.

With these new strategies and innovations, we hope that you and the RPMO can work together in proving that the DSWD and the SLP will continue to take on the challenge of providing more opportunities for its communities to become self-sufficient.

Thank you very much, and we hope for your usual support and cooperation.

  
**GEORGINA ANN H. HERNANDEZ**