



## 1. MOLAVE YOUTH HOME

<b>Office or Division:</b>		<b>Residential and Rehabilitation Division</b>		
Classification:		Complex		
Type of Transaction:		G2C – Government to Client		
Who May Avail of the Service:		Children-in-conflict-with-the-law apprehended/filed case in Q.C. <ul style="list-style-type: none"> <li>• Male or Female</li> <li>• 15 years to below 18 years old</li> </ul>		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Commitment/Court Order Inquest Resolution Referral Letter Medico-Legal Certificate dated on the day of referral from COVID-19 PCRT Test Result		Quezon City Prosecutors Office Quezon City Family Court Barangay Government Hospital  Government Hospital or any DOH accredited laboratory		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1.Present self (must wear facemask upon admission)	1. Checks all documentary requirements.	None	10 minutes	Security Personnel
2.Submit self for body check and physical examination observing the minimum health standard during this COVID-19 crisis	2.1 Assess presented documentary requirements, including COVID-19 test result.. Conducts body check and physical examination and body temperature check and filled up admission form taking into consideration the minimum health standard during this COVID-19 crisis	None	30 minutes	Houseparent (Officer of the Day)  Security Personnel
	2.2 If there is a need, advise referring party to indicate in the medical certificate the findings during physical examination not included in the medical certificate.if necessary, advise referring party to bring back client to the doctor for appropriate medical update.	None		
3.Receives personal hygiene supplies	3. Escort client to assigned Quarantine Area for new admission (14 days' quarantine). Issue personal hygiene supplies taking into consideration the minimum health standard during this COVID-19 crisis	None	10 minutes	Houseparent (Officer of the Day)



4. Undergoes interview observing the minimum health standard during this COVID-19 crisis	4. Conducts interview and orientation on house rules/regulations taking into consideration the minimum health standard during this COVID-19 crisis	None	1 hour	Houseparent (Officer of the Day )
5. Submits self-observing the minimum health standard during this COVID-19 crisis	5. Conducts medical examination taking into consideration the minimum health standard during this COVID-19 crisis	None	20 minutes	Medical Doctor Nurse
6. Attend Center's Activities observing the minimum health standard during this COVID-19 crisis	6.1 Supervised and monitors proper food preparation and distribution. Provides other personal needs  6.2 Trains, monitors & supervises client's household chores assignment taking into consideration the minimum health standard during this COVID-19 crisis  6.3 Prepares and submits monthly behavioral monitoring reports.	None	8 hours  8 hours  1 hour	Cook  Houseparent  Cook Houseparent Security Personnel
7. Submit self for medical examination observing the minimum health standard during this COVID-19 crisis	7. 1 Conducts further medical evaluation, daily monitoring for symptoms of COVID-19  7. 2 Make referral to health institutions  7. 3 Conduct lectures on health and wellness, etc. (2 dorms per week) taking into consideration the minimum health standard during this COVID-19 crisis or thru alternative mode  7.4 Prepares and submits Monthly Medical Appraisal report.	None	8 hours  2 hours  1 hour  1 hour	Nurse Medical Doctor





12. Participate in different recreational activities of the center observing the minimum health standard during this COVID-19 crisis	12. Plans and implement different socialization activities taking into consideration the minimum health standard during this COVID-19 crisis	None	8 hours	Houseparent
13. Attends value formation training and spiritual enrichment observing the minimum health standard during this COVID-19 crisis	13. Monitors and supervises activities taking into consideration the minimum health standard during this COVID-19 crisis.	None	6 hours	Houseparent
14. Attends Center's activities observing the minimum health standard during this COVID-19 crisis	14. Provides security to clients, monitors and supervises clients behavior	None	24 hours	Security Personnel
15. Attends social sessions/activities in the Center observing the minimum health standard during this COVID-19 crisis	<p>15.1 Conducts further interview, counselling, inter-agency coordination, groupwork, static meeting and case conference through online or alternative modes of communication i.e. Video Conferencing taking into consideration the minimum health standard during this COVID-19 crisis.</p> <p>15.2 Prepares case summary/ social case study report and service plan for submission to the respective court's email address sent through the official email address of Molave Youth Home</p>	None	<p>8 hours</p> <p>1 hour</p> <p>3 hours</p> <p>1 hour</p> <p>2 hours</p> <p>1 hour</p>	Social Worker

	<p>153 Assist clients during scheduled Video Conferencing Court Hearings in lieu of the physical hearings.</p> <p>154 Prepares and submit Quarterly progress report.</p> <p>155 Conducts Parent Effectiveness Conference through messenger/viber/videoc onferencing</p> <p>156 Upon receipt of Court Order thru official email of the Court, Social Worker will facilitate release of client from the center (discharge paper can be prepared onsite or thru online) and reintegration to family or referral to other institutions if there is need</p>			
		TOTAL	117 hours, 10 minutes	

## 2. RECEPTION AND ACTION CENTER

<b>Office or Division:</b>		<b>Residential and Rehabilitation Division</b>		
Classification:		Complex		
Type of Transaction:		G2C – Government to Client		
Who May Avail of the Service:		Disadvantaged sectors residing in Quezon City needing temporary shelter Male or Female <input type="checkbox"/> 0-60 years old & above		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Commitment/Court Order Inquest Resolution Referral Letter Medico-Legal Certificate dated on the day of referral from COVID-19 PCRT Test Result Chest X-Ray		Quezon City Prosecutors Office Quezon City Family Court Barangay Government Hospital Government Hospital or any DOH accredited laboratory		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Present self and Surrender personal belongings and valuables for safe keeping observing the minimum health	1. Checks all documentary requirements. Baggage Check List surrendered personal belongings and valuables, subject for	None	30 minutes	Security Personnel

standard during this COVID-19 crisis	disinfection taking into consideration the minimum health standard during this COVID-19 crisis			
2. Upon entry to the facility, Disinfect shoes on shoe bath (take off shoes or slippers) Wash hands Body Temperature check Disinfect with alcohol	2. Assist client and referring party , Conduct body temperature check taking into consideration the minimum health standard during this COVID-19 crisis	None	30 minutes	Security Personnel
3. Submit self for body check and physical examination observing the minimum health standard during this COVID-19 crisis	3. Assess presented documentary requirements, including COVID-19 test result. Conducts body check and physical examination. * If there is a need, advise referring party to indicate in the medical certificate the findings during physical examination not included in the medical certificate. * If necessary, advise referring party to bring back client to the doctor for appropriate medical update	None	30 minutes	Houseparent (Officer of the Day)
4. Receives personal hygiene supplies	5. client to assigned Quarantine Area for new admission. Issue personal hygiene supplies	None	10 minutes	Houseparent (Officer of the Day)
6. Undergoes interview observing the minimum health standard during this COVID-	6. Conducts interview Conducts orientation on house rules /regulations taking into consideration the minimum health standard during this COVID-19 crisis	None	1 hour	Houseparent (Officer of the Day)

19 crisis				
7. Attend Center's Activities observing the minimum health standard during this COVID-19 crisis	<p>7.1 Supervised and monitors proper food preparation and distribution. Provides other personal items</p> <p>7.2 , monitors &amp; supervises client's household chore assignment.</p> <p>7.3 Prepares and submits monthly behavioral monitoring reports.</p>	None	<p>8 hours</p> <p>8 hours</p> <p>1 hour</p>	<p>Cook</p> <p>Houseparent</p>
8. Submits self-observing the minimum health standard during this COVID-19 crisis	<p>8. 1 Conducts further medical evaluation, daily monitoring for symptoms of COVID-19</p> <p>8.2 Make referral to health institutions</p> <p>8. 3Conduct lectures on health and wellness, etc. (2 dorms per week) taking into consideration the minimum health standard during this COVID-19 crisis or thru alternative mode</p> <p>8. 4 Prepares and submits Monthly Medical Appraisal report.</p>	None	<p>8 hours</p> <p>2 hours</p> <p>1 hour</p> <p>1 hour</p>	Nurse
9. Undergoes psychological assessment thru alternative /online mode	<p>9.1 Conducts counselling such online/alternative mode), and interview and administer testing.</p> <p>9.2 Prepares and submits psychological assessment report.</p>	None	<p>4 hours</p> <p>4 hours</p>	Psychologist
10. Attends Non-Formal Education class thru blended learning observing the minimum health standard	<p>10.1 Conduct online Basic Literacy Class and Online Tutorial to clients who are enrolled in regular schooling under home study program of DepEd.</p> <p>10.2 Prepares and submit</p>	None	<p>4 hours</p> <p>1 hour</p>	Houseparent

during this COVID-19 crisis	monthly progress report			
11. Attends skills training session based on interest & capacities observing the minimum health standard during this COVID-19 crisis	11.1 Conducts online skills training on soft trade industry and handicrafts-making taking into consideration the minimum health standard during this COVID-19 crisis 11.2 Prepares and submit monthly livelihood training monitoring report	None	4 hours 1 hour	Training Assistant
12. Participate in different recreational activities observing the minimum health standard during this COVID-19 crisis	12.Plans and implement different socialization activities taking into consideration the minimum health standard during this COVID-19 crisis	None	8 hours	Houseparent
13. Attends value formation training and spiritual enrichment activities such as prayer and attend Mass thru live observing the minimum health standard during this COVID-19 crisis	13.Monitors and supervises activities taking into consideration the minimum health standard during this COVID-19 crisis	None	6 hours	Houseparent
14. Attends sessions/ activities in the Center observing	14. Conducts further interview, counselling, groupwork, static meeting and case conference	None	4 hours	Social Worker

<p>the minimum health standard during this COVID-19 crisis</p> <p>15. Participates in data gathering sessions and intervention thru online/alternative modes of communication again observing the minimum health standard during this COVID-19 crisis</p> <p>16. Awaits release from the center.</p>	<p>through online or alternative modes of communication i.e. Video Conferencing taking into consideration the minimum health standard during this COVID-19 crisis</p> <p>15.2 Prepares social case study report and Quarterly Progress Report.</p> <p>16. Prepares documentary requirements for the release of client.</p>		<p>2 hours</p> <p>1 hour</p>	
		<b>TOTAL</b>	<b>65 hours, 40 minutes</b>	