

Updated September 17, 2015

## Full Program Coordinator workload

Based on 44 weeks in a year (52 weeks minus 3 weeks VL, 2 week SL and 3 weeks of Public Holiday)

Week 1	Mon	Tues	Wed	Thurs	Fri
AM	3 FDP visits	3 PO assessment	3 FDP visits	3 PO survey	FBS and light FDP meeting
PM	Update of Pulong and tools	2 FDP visits	Monthly planning of team	Admin and supervision of team	Team Meeting

Weekly Output for Program Coordinator
<b>8 FDP visits, 3 PO Survey, 3 PO assessment</b>

Week 2	Mon	Tues	Wed	Thurs	Fri
AM	3 FDP visits	Visit with another FC for support	3 FDP visits	Senior Psychologist	FBS and light FDP meeting
PM	Preparation of new training	2 FDP visits	Monitoring activity and no of visits per FC	Admin and supervision of team	Team Meeting

Weekly Output for Program Coordinator
<b>8 FDP visits, 1 visit with another FC, 1 Senior Psychologist session</b>

Week 3	Mon	Tues	Wed	Thurs	Fri
AM	3 FDP visits	3 PO assessment	3 FDP visits	ManCom meeting	FBS and light FDP meeting
PM	Update of Pulong and tools	2 FDP visits	Monthly planning of team	Admin and supervision of team	Team Meeting

Weekly Output for Program Coordinator
<b>8 FDP visits, 3 PO assessment</b>

Week 4	Mon	Tues	Wed	Thurs	Fri
AM	3 FDP visits	Visit with another FC for support	3 FDP visits	Visit of 3 partners (networking)	FBS and light FDP meeting
PM	Preparation of new training	2 FDP visits	Monitoring activity and no of visits per FC	Admin and supervision of team	Team Meeting and training for the team

Weekly Output for Program Coordinator
<b>8 FDP visits, 3 visits to partners, 1 visit with another FC for support, 1 training to the team</b>

Monthly Output for Program Coordinator
<b>32 FDP visits, 6 PO visits, 3 PO survey, 2 visits with another FC for support, 1 training to the team, 1 Senior Psychologist session, , update of website and facebook, improvement of visual communication material</b>

Updated September 17, 2015

## Full Social Worker Workload

Based on 44 weeks in a year (52 weeks minus 3 weeks VL, 2 week SL and 3 weeks of Public Holiday)

Week 1	Mon	Tues	Wed	Thurs	Fri
AM	3 FDP visits	3 FDP visits	5 LFDP visit	3 HFDP visit	Admin
PM	2 FDP visits	2 FDP visits	4 LFDP visit	2 Pulong	Team Meeting

Weekly Output per PSC
<b>13 FDP visits, 9 LFDP, 2 Pulong,</b>

Week 2	Mon	Tues	Wed	Thurs	Fri
AM	3 FDP visits	Couple visit : 5 LFDP from Sheila	3 FDP visits	Senior Psychologist	Admin
PM	2 FDP visits	Couple visit : 2 HFDP from Melchor	2 FDP visits	Update of Awareness Meeting material	Team Meeting

Weekly Output per PSC
<b>12 FDP visits, 1 Senior Psychologist session, 1 Update of Awareness Meeting, 1 couple visit</b>

Week 3	Mon	Tues	Wed	Thurs	Fri
AM	3 FDP visits	3 FDP visits	5 LFDP visit	3 FDP visit	Admin
PM	2 FDP visits	2 FDP visits	4 LFDP visit	1 FDS	Team Meeting

Weekly Output per PSC
<b>13 FDP visits, 9 LFDP visits, 1 FDS, 1 OPA</b>

Week 4	Mon	Tues	Wed	Thurs	Fri
AM	3 FDP visits	Couple visit : 5 LFDP from Sheila	3 FDP visits	3 FDP visit	Admin
PM	2 FDP visits	Couple visit : 2 HFDP from Melchor	6 H2H visits	2 Networking	Team Meeting

Weekly Output per PSC
<b>13 FDP visits, 6 H2H visits, 2 visits of partners, 1 couple visit</b>

Monthly Output per PSC
<b>51 FDP visits, 18 LFDP, 1 FDS and 2 pulong, 1 Senior Psychologist session, 1 Update of Awareness Meeting, 6 H2H visits, 2 visits of partner, 2 couple visit</b>