

1. AVAILMENT OF SKILLS AND LIVELIHOOD TRAINING CENTER

The Skills and Livelihood Training Center's mandate is to provide skills and livelihood trainings to San Juan citizens.

Office or Division:	Skills and Livelihood Training Center			
Classification:	Complex			
Type of Transaction	Government to citizen			
Who may avail:	Residents of San Juan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • At least 18 years of age • Accomplished Trainee's Registration Form • Three (3) pcs. 1x1 picture • Photocopy of Birth/Marriage Certificate • Photocopy of Voter's ID/Stub/Certification <p><u>Additional Requirements for Caregiving Course:</u></p> <ul style="list-style-type: none"> • High School/College Diploma/Transcript of Records 				
CLIENT STEPS	AGENCY STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit enrolment requirements	1.1 Receive requirements and evaluate applicant.	None	5 minutes	Administrative Aide
	1. 2 Upon completion of requirements. The client will be advised to wait for the orientation and training schedule.		2 minutes	Administrative Aide

	1.3 Issue admission form		1 minute	Administrative Aide
2. Attend orientation	2.1 Registration of attendees		1 minute	Administrative Aide
	2.2 Conduct orientation		1 hour	Administrative Officer
3. Present admission form on the first day of training. Attend and complete the training program.	3.1 Check/verify admission form		1 minute	Trainers
	3.2 Conduct skills trainings		Depending on the number of hours of training	Trainers
4. Assessment for TESDA National Certificate	4.1 List down the trainees who will take the assessment	None	20 minutes	Trainers
	4.2 Look for accredited assessment centers		30 minutes	Administrative Aide
	4.3 Coordinate with the potential assessment center		1 hour	Administrative Office / Trainers
	4.4 Schedule the assessment		Depends on the availability of the	Administrative Office / Trainers

			assessment center	
5. Evaluation of trainers	5.1 Conduct Trainer's Evaluation		10 minutes	Administrative Aide
6. Attend graduation day	6.1 Facilitate graduation program		4 hours	Administrative Office, Staff and Trainers
	6.2 Release of training certificates to all graduates		3 minutes	Administrative Aide

END OF TRANSACTION