

NATIONAL HOUSING AUTHORITY

AUXILIARY SERVICE: ACCESS TO SKILLS TRAINING/SCHOLARSHIP PROGRAM

CLIENTS: Members of Awardee-Families in NHA-Administered Resettlement Projects

REQUIREMENTS:

1. For Skills Training: Skills Registration Form
2. For Scholarship Program
 - Participant’s Profile Form
 - Letter-request
 - Case Study from local DSWD
 - Barangay Certificate/ Clearance
 - NHA Certification
 - ID Picture (1x1 and 2x2) 2 copies each

FEES: None

SCHEDULE OF AVAILABILITY OF SERVICE: Monday to Friday, 8 A.M. to 5 P.M. and Weekends as Scheduled

Step	Client	Agency Activity/Action	Person/Unit Responsible	Location of Office	Transaction Period	
					Duration of Activity	Day
1	Accomplishes Skills Registration Form or Participant’s Profile Form	Conducts interview; assists in accomplishing form	Livelihood Staff	Project Office	30 minutes	Day 1
2	Selects preferred Skills Training/ Scholarship Program	1. Provides information on available programs and requirements	Livelihood Staff	Project Office	30 minutes	} Day 2
		If preferred program is available, lists applicant under the program	Livelihood Staff	Project Office	5 min	
		2. Posts/ notifies applicant in writing of schedule of Skills Training/Scholarship Program as information is provided	Livelihood Staff	Project Office	1 day	Day 3

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3	Attends pre-orientation session	<ol style="list-style-type: none"> Assists in conduct of pre-orientation Conducts pre-screening of applicants 	Livelihood Staff	Project Office	} 1 day	Day 4
			Livelihood Staff	Project Office		
4	For Scholarship Program: Submits complete requirements to Project Office on designated day	<ol style="list-style-type: none"> Checks completeness of requirements Transmits documents to TESDA Notifies applicant in writing of acceptance to program as information is provided 	Livelihood Staff	Project Office	15 minutes	} Day 5
			Livelihood Staff	Project Office	½ day	
			Livelihood Staff	Project Office	1 day	Day 6
5	Attends Training/ Scholarship Program	<p>For Skills Training</p> <ol style="list-style-type: none"> Facilitates conduct of skills training For graduates requiring Certificate of Competency (COC) from TESDA: Secures information on schedule of skills assessment Notifies client in writing of schedule as information is provided 	Livelihood Staff	As designated	As scheduled	} Day 7
			Livelihood Staff	Project Office	} 1 day	
			Livelihood Staff	Project Office		
6	Attends skills assessment at designated place, day and time					
7	For skills training graduates who passed the skills assessment test: secures COC from TESDA					

