



COMMUNITY SUPPORT SERVICES DEPARTMENT

External Services

2. ACCESS TO SKILLS TRAINING PROGRAM (1-3 DAYS TRAINING PROGRAM)	
Implementation of relevant skills training program (for a period of 1 to 3 days depending on training type) to introduce / upgrade the skills of the labor force towards entrepreneurship development and to meet the manpower requirements of the nearby communal and industrial establishments in the area	
Office or Division:	Community Support Services Department - Socio-Economic Development Division
Classification:	Complex
Type of Transaction:	G2C
Who may avail:	Awardees and Members of Awardee-Families in NHA- Administered Resettlement Projects
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Skills Training: Skills Registration Form	NHA Project Office
For Scholarship Program:	
- Participant's Profile Form (1 original)	NHA Project Office/ Sponsor agency
- Letter Request (if required by concerned agency) 1 original	Beneficiary-applicant
- Case study (if required by concerned agency) 1 original	NHA Project Office
- Barangay Certificate/Clearance (1 original, 1 photocopy)	Secretary's Office- Barangay Hall
- NHA Certification (1 original, 1 photocopy)	NHA Project Office
- ID pictures (1x1 and 2x2) two copies each	Beneficiary-applicant



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Accomplishes Skills Registration Form or Participant's Profile Form	1.1 Assists the applicant in accomplishing the form	None	30 minutes	Community Support Services Officer-Community Support Services Unit
		1.2 Conducts interview and pre-evaluation of applicant based on partner agency's criteria	None	30 minutes	
2	Selects preferred Skills Training/Scholarship Program	2.1 Provides information on available programs and requirements and matches with beneficiary's needs	None	30 minutes	Community Support Services Officer-Community Support Services Unit
		If preferred program is available, lists applicant under the program and notifies on the schedule of Skills Training/Scholarship Program	None	30 minutes	



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3	For Scholarship Program: Submits complete requirements to Project Office on designated day	3.1 Checks completeness of requirements	None	4 hours	Community Support Services Officer-Community Support Services Unit
		3.2 Transmits documents to partner agency	None	4 hours	
		3.3 Notifies applicant of acceptance to program	None	30 minutes	
4	Attends Training / Scholarship Program	4.1 Facilitates conduct of skills training	None	1-3 days	Community Support Services Unit / Partner agency
		4.2 For graduates requiring Certificate of Competency (COC) from TESDA: Secures information on schedule of skills assessment	None	1 day	



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		4.3 Notifies client on the schedule of assessment	None	2 hours	Community Support Services Officer-Community Support Services Unit
5	Attends skills assessment at designated place, day and time	5.1 Coordinate with TESDA re schedule of skills assessment	None	1 day	Community Support Services Officer-Community Support Services Unit
6	For skills training graduates who passed the skills assessment test: secures COC from TESDA	6.1 Coordinate with TESDA for the issuance of COC to qualified training graduates	None	3 days	Community Support Services Officer-Community Support Services Unit
		TOTAL	NONE	7-9 days, 4 hours, 30 minutes	