



COMMUNITY SUPPORT SERVICES DEPARTMENT

External Services

4. ACCESS TO SKILLS TRAINING/SCHOLARSHIP PROGRAM (10 days - 3 months Training Program)					
Implementation of relevant skills training program (for a period of 10 days to 3 months 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:	Highly Technical				
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			c/o 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	



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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	
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	10 days - 90 days	Community Support Services Officer-Community Support Services Unit



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		4.2 For graduates requiring Certificate of Competency (COC) from TESDA: Secures information on schedule of skills assessment	None	1 day	Community Support Services Officer-Community Support Services Unit
		4.3 Notifies client on the schedule of assessment	None	2 hours	
5	Attends skills assessment at designated place, day and time	5.1 Coordinate with TESDA re schedule of skills assessment	1. based on TESDA's assessment fee per training type 2. None - if assessment fee are to be shouldered by either NHA or partner agency	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	based on TESDA's assessment fee per training type	16 days - 96 days, 4 hours, 30 minutes	



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5. ACCESS TO CREDIT ASSISTANCE FROM MICROFINANCE INSTITUTIONS					
Coordination with financing institutions for possible funding / capital assistance to relocatees inclined to put up business and to those with existing business requiring additional capital					
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		
Accomplished Business Survey Form			NHA Project Office		
MFI Requirements					
- Application Form (1 original)			MFI Office		
- NHA Certification (1 original, 1 photocopy)			NHA Project Office		
- Barangay Certificate/Clearance (1 original, 1 photocopy)			Secretary's Office-Barangay Hall		
- Valid / Current Government Issued ID (2 original and 1 photocopy each)			BIR, Post Office, DFA, PSA, SSS, GSIS, PAG-IBIG		
- ID pictures (1x1 and 2x2) two copies each			Beneficiary-applicant		
As required:					
- Business Survey Form (1 original)			NHA Project Office		
- Business Plan (1 original)			NHA Project Office / MFI		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Accomplishes Business Survey Form	1.1 Conducts interview and pre-evaluation of loan applicant; assists in accomplishing form	None	30 minutes	Community Support Services Unit