



OFFICE OF THE LIVELIHOOD AND SKILLS TRAINING CENTER

Maritime Building, Pier Site, Quinale-Cabasan, Tabaco City

Tel No. 487-50-68

Tabacolivelihood16@yahoo.com

SERVICE	STEPS		MAXIMUM PROCESSING TIME	REQUIREMENTS	PERSON TO APPROACH	REQUIRED FEES	TYPE OF SERVICE	CLASSIFICATION
AVAILMENT OF SKILLS TRAINING PROGRAMS	1	Radio announcement for the opening course	10 minutes	1.PSA issued Birth Certificate 2. Police Clearance 3. Medical Certificate 4. 2 pcs. Passport size studio picture white background with collared shirt and name tag and not computer generated 5. 7 pcs. 1x1 size studio picture white background with collared shirt and name tag and not computer	CTEC	None	G2C	Complex
	2	Receives applications and interviews applicants.	3 minutes					
	3	Give the requirements needed for the training	2 minutes					
	4	Registered to the logbook for the course applied by the applicant	3 minutes					
	5	Preparation of Training Materials purchased	5 minutes					
	6	Preparation of Purchase Order	3 minutes					
	7	Preparation of Voucher for the materials needed	5 minutes					



	8	Orientation for the opening courses for the rules & regulations.	10 minutes	generated 6.1 piece long folder				
	9	Preparation of honorarium of trainor.	10 minutes					
	10	Preparation of training certificate	20 minutes					
	11	Preparation for the request for the assessment to the assessment center.	5 minutes					
	12	After assessment assessment exam/schedule for the graduation ceremony	10 minutes					
	13	Coordinate with the company partners for possible employment opportunity.	30 minutes					
	14	Releasing of Training Certificate	6 minutes					
	15	Releasing of CARS	3 days					
	16	Releasing of Certificate of Training	3 days					



	17	Endorsement of applicants who passed the exam, interview and medical to the company At Sta. Rosa, Laguna.	10 minutes					
	18	Monitoring to the boarding house and company.	3 minutes					