



## Availing of the Employment Services

### ABOUT THE SERVICE

Visually impaired persons can perform almost any job you can imagine; be it a lawyer, an artist, accountant, customer service representative: etc. We cannot count the number of different jobs people who are visually impaired are engaged in today or will be in the future. Possibilities are tremendous. Legislative & societal changes have reduced the stigma towards visually impaired workers and the attitudes toward people w/ disabilities have generally improved. Available assistive technology makes it easier for people who are visually impaired to perform many jobs that they never could have done before.

**Proper Training:** appropriate tools; ability to sell oneself and a willing attitude on the part of employers constitute a winning formula.

The center provides referrals/recommendations to eligible V.I. persons to other business institutions who are visually impaired ready & friendly.

<b>Department / Office:</b>		<b>RESOURCE CENTER FOR THE BLIND</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Citizens		
<b>Who may avail</b>		Visually Impaired Persons		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>- At least college graduate</li> <li>- Proficient in Braille reading and writing</li> <li>- Computer literate</li> <li>- Willing to be assigned in other areas.</li> <li>- Independent</li> </ul> <p>Bring complete resume, scholastic records/documents, etc.</p>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Registration		P	2 minutes	Any Assigned Job Order / Contractual
2. Accomplish Profiler Form (if new)			5 minutes	MARK BOY I. TESORERO Administrative Aide I (Casual)  FELIX P. CHAVEZ, II Administrative Aide I (Casual)  TERESITA M. DOMER Senior Administrative Assistant I (Officer-in-Charge)
3. Submit required documents for			10 minutes	MARK BOY I. TESORERO



review to the assigned personnel				Administrative Aide I (Casual)  FELIX P. CHAVEZ, II Administrative Aide I (Casual)  TERESITA M. DOMER Senior Administrative Assistant I (Officer-in-Charge)
<b>TOTAL</b>		P	17 minutes	

**RESOURCE CENTER FOR THE BLIND**

G/F Raul S. Roco Library Bldg., City Hall Complex, J. Miranda Avenue, Concepcion Pequeña, Naga City

For more information, please contact:

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