



Availing of Skills Training Program c/o City College of Naga

ABOUT THE SERVICES

METRO PESO, through the Community Employment and Manpower Development Center (EMDC) runs a Manpower Skills Training Program for out-of-school youth interested in technical-vocational courses.

The program seeks to promote industry or user-led training; and a manpower development scheme to make both the labor force and management globally competitive.

Training programs are conducted at the Manpower Training Center located at Motorpool Compound, Diversion Road, Concepcion Pequeña, Naga City and City Abattoir located at Del Rosario, Naga City. The courses offered are:

- Automotive Mechanic NC I
- Diesel Mechanic NC II
- Slaughtering Operation Swine NC II

TAXES AND FEES

- Registration Fee P150.00
- Trade Testing Fee (TBA)

TUITION FEES AND ASSESSMENT FEES

- Automotive Mechanic NC I P2,500.00 plus P700.00
- Automotive Mechanic NC II P4,000.00 plus P700.00
- Slaughtering Operation Swine NC II P8,000.00 plus P790.00

Department / Office:	METRO NAGA PUBLIC EMPLOYMENT SERVICE OFFICE
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizens
Who may avail	Out-of-School Youth
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>During Application</p> <ul style="list-style-type: none"> • Duly filled-up registration Form or bio-data with 1x1 ID photo • Barangay Clearance • Written Entrance Examination <p>After the Applicant has Qualified/During the Training</p> <ul style="list-style-type: none"> • Payment of registration <p>General Registration:</p> <ol style="list-style-type: none"> 1.) 6 pcs. 1x1 picture white background 2.) 4 pcs. Passport size with collar white background 3.) NSO or PSA Birth Certificate 4.) Medical Certificate 	<ul style="list-style-type: none"> • City College of Naga • Metro PESO Office • Tech Voc. • AC Manager



5.) Certificate of Good Moral Character 6.) Long size brown envelope 7.) Voter's ID for student from Naga City 8.) X-ray 9.) Drug Test 10.) Vaccination Card <ul style="list-style-type: none"> • Payment of trade testing fee (after graduation, before trade testing) • Community Tax Certificate (before OJT) • Performance Rating Report (upon completion of the OJT) 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Application Submit Registration or bio-data to the EMDC staff. You will be advised to comeback on the scheduled date of examination.			30 – 45 minutes	MARIA CHRISTINA J. LANA Administrative Aide I (Casual) FRANCISCO R. LOPEZ Administrative Aide I (Casual)
2. Written examination On the scheduled date, take a written examination at the Metro PESO.			30 minutes	MARIA CHRISTINA J. LANA Administrative Aide I FRANCISCO R. LOPEZ Administrative Aide I (Casual)
	3. Posting of results Results of the written examination are posted at the Metro PESO office and Manpower Training Center.		1 day after the written exam	MARIA CHRISTINA J. LANA Administrative Aide I FRANCISCO R. LOPEZ Administrative Aide I (Casual)
4. Payment of Entrance Registration Fee Qualified applicants have to pay a registration/entrance fee of P150.00 at the			10 minutes	



<p>City treasurer office. Official receipts must be presented to the Manpower instructor upon enrolment.</p> <p>The schedule of classes is announced thereafter.</p>				
<p>5. Conduct of classes</p> <p>Classes are conducted over a period of 3 months. Courses cover theories and practical applications.</p> <p>An Induction Training Program (ITP) is conducted on the first day of classes.</p> <p>Graduation ceremonies are held after students have completed the 3 months training program.</p>			<p>35 days</p> <p>3 months</p>	<p>TENTATIVE TRAINOR (TO BE ANNOUNCED)</p> <p>FRANCISCO R. LOPEZ Administrative Aide I (Casual)</p> <p>FLORENCIO T. MONGOSO, JR. AC Manager Tech Voc. City College of Naga</p>
<p>6. Trade Testing</p> <p>All graduates are required to undergo trade testing to assess skills competency. This is administered by the Technical Education and Skills Development Authority (TESDA).</p> <p>TESDA charges of testing fee of P300.00</p> <p>Graduates who pass the trade test are given a TESDA Certificate of Eligibility.</p>				<p>Technical Education and Skills Development Authority (TESDA)</p> <p>City College of Naga</p> <p>FLORENCIO T. MONGOSO, JR. AC Manager Tech Voc. City College of Naga</p>
<p>7. On-the-Job Training</p> <p>To complete the program, trainees must undertake a practicum/on-the-job training (OJT) for a minimum of 400 hours.</p>			<p>Minimum of 400 hours</p>	<p>TENTATIVE TRAINOR (TO BE ANNOUNCED)</p> <p>FRANCISCO R. LOPEZ Administrative</p>



<p>Secure a referral letter, performance training report form and a waiver from the EMDC. You have to present these to the company where you are applying for OJT.</p> <p>For the referral, submit the following to the EMDC:</p> <ul style="list-style-type: none"> a. Address, name and position of the contact person of the company where OJT will be held. b. Community Tax Certificate <p>EMDC staff will monitor your performance during OJT to assess whether you are able to meet the standard of the company or are continuously hired by the employer.</p>				<p>Aide I (Casual)</p> <p>City College of Naga (recommendation)</p> <p>FLORENCIO T. MONGOSO, JR. AC Manager Tech Voc. City College of Naga</p>
<p>8. Submission of Performance Rating</p> <p>Submit your Performance Rating Report upon completion of the OJT. The report must be accomplished by the company/ employer.</p> <p>You may, then, claim your Diploma or Certificate of Training Completion.</p>			<p>1 minute</p> <p>3 minutes for the school waiver</p>	<p>Company or Motor Shop</p> <p>City College of Naga</p> <p>TESDA Office</p>
TOTAL			<p>3 months, 36 days, 400 hours, and 4 minutes</p>	

METRO NAGA PUBLIC EMPLOYMENT SERVICE OFFICE

G/F DOLE Bldg., J. Miranda Ave., Concepcion Pequeña, Naga City

For more information, please contact:

Florencio T. Mongoso, Jr., CSEE, City Government Department Head II / City PESO Manager

Tel No. (054) 205- 2980 local 3350

E-mail: metropeso@naga.gov.ph