



Enrollment in TESDA Courses

ABOUT THE SERVICE

Any student 18 years old and above, willing to enroll in short courses, in school or out of school youth can enroll in TESDA courses offered by the City College of Naga.

Department / Office:		CITY COLLEGE OF NAGA		
Classification:		Complex		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		Old, New and Transferee Students		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Form 137 & Form 138 		School where he/she graduated		
<ul style="list-style-type: none"> Transcript of Records (for transferee) 		School where he/she previously enrolled		
<ul style="list-style-type: none"> NSO Birth Certificate / Marriage Contract 		Philippine Statistics Authority (PSA)		
<ul style="list-style-type: none"> Certification of Good Moral 		School where he/she previously enrolled or barangay		
<ul style="list-style-type: none"> Pictures (unedited): <ol style="list-style-type: none"> 2 pcs 1 x 1 – for ID 2 pcs 2 x2 - for TESDA White background With Collar 				
<ul style="list-style-type: none"> Brown Envelope – Long size 				
<ul style="list-style-type: none"> Drug Test 		City Health Office /Municipal Health Office		
<ul style="list-style-type: none"> Medical Certificate 		City Health Office /Municipal Health Office		
ADDITIONAL REQUIREMENT THIS PANDEMIC ONLY:				
<ul style="list-style-type: none"> Vaccine Card 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the required documents.	2. Verification of requirements.		1 minute	DIVINE GRACE M. RAÑOLA Staff FRANCISCO R. LOPEZ
3. Fill up enrollment form.			5 minutes	DIVINE GRACE M. RAÑOLA Staff FRANCISCO R. LOPEZ
4. Submit the enrollment form for processing.	5. Verify the submitted form.		15 minutes	HERNANE R. ERFE Registrar DIVINE GRACE M. RAÑOLA Staff
6. Submit letter request for Form 137.	7. Receives Form 137.		2 minutes	
	8. Issue Order of		10 minutes	HERNANE R.



	Payment to Non-Scholar: <u>Tuition Fee& Miscellaneous:</u> <ul style="list-style-type: none"> • Slaughtering Operations NC II P8,500.00 • Automotive NC I P3,500.00 • Automotive NC II P4,500.00 <u>Assessment Fee:</u> <ul style="list-style-type: none"> • Slaughtering Operations NC II P949.00 • Automotive NC I • Automotive NC II 			ERFE Registrar DIVINE GRACE M. RAÑOLA Staff
	9. Issuance of Order of Payment.			
10. Student pays for enrollment fees.			15 minutes	LOCAL REVENUE COLLECTION OFFICER City Treasurer's Office
11. Submit copy of O.R.	12. Release of school I.D. and enrollment form with ENROLLED stamp.		7 working days	HERNANE R. ERFE Registrar DIVINE GRACE M. RAÑOLA Staff
13. Student receives school I.D. enrollment form.			10 seconds	HERNANE R. ERFE Registrar DIVINE GRACE M. RAÑOLA Staff
TOTAL		P	7 days, 48 minutes & 10 seconds	

CITY COLLEGE OF NAGA

Diversion Road, Almeda Highway, Concepcion Grande, Naga City

For more information, please contact:

Hernane R. Erfe, Registrar

Cellphone No. 09178071240

Dr. Magno S. Conag Jr., LUC President

Email: ccn@naga.gov.ph