



10. Facilitation of Skills Training

The Public Employment Service Office (PESO) undertakes skills development trainings or seminars for former OFWs, beneficiaries of active OFWs, officers and members of OFW Family Circles, and those seeking to upgrade their skills

Office or Division: Office of the Provincial Public Employment Service Manager /Labor Market Information (LMI) Division

Classification: Simple

Type of Transaction: G2C - Government to Citizen

Who may avail: Former OFWs, beneficiaries of active OFWs, officers and members of OFW Family Circles, and those seeking to upgrade their skills

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of request addressed to Provincial PESO Manager		Client		
Training proposal (if any)		Client		
Programme of activities		Client		
Attendance Sheets				
Pre-test and post-test				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCES SING TIME	PERSON RESPONSIBLE
<p>For walk-in clients: 1. Approach the front desk and sign on the Visitors' Logsheet</p> <p>For online clients: 1. Send a request for training through email at peso@bataan.gov.ph</p>	<p>For walk-in clients: 1. Receives the client and the letter and verifies the details on the request</p> <p>For online clients: 1. Acknowledges the email/request and reviews and verifies the details on the request</p>	NONE	2 minutes	<p><i>Bookbinder III Senior Administrative Assistant Special Projects and Administrative Division</i></p>
<p>2. <u>For walk-in and online clients:</u> <i>Confirm the specific details on the request such as date, venue, schedule/programme, target audience, training objectives, etc.</i></p>	<p>2.1 Forwards the request to the PESO Manager for review and approval</p> <p>2.2 Coordinates with partner/attached agencies offering the requested training and arrange the venue, materials or equipment needed</p>	NONE	15 minutes	<p><i>Senior Administrative Assistant/ PESO Manager Special Projects and Administrative Division</i></p>
<p>3. Attends and participates in the training provided</p>	<p>3. Conducts and facilitates the requested training</p>	NONE	4 hours	<p><i>Bookbinder III Senior Administrative Assistant Special Projects and Administrative Division</i></p>
<p>4. Submits the attendance sheet/s, pre-tests and post-tests, and pictures/videos</p>	<p>4. Receives the attendance sheet/s, pre-tests and post-tests, and pictures/videos for record and documentation purposes</p>	NONE	5 minutes	<p><i>Bookbinder III Senior Administrative Assistant Special Projects and Administrative Division</i></p>
TOTAL:		None	3 hours, 15 minutes	