

CAREER GUIDANCE / EMPLOYMENT COACHING

Description of the Service: To provide students the right path towards career and employment. To guide them fulfill their dreams and to succeed.

Office or Divisions:	CITY LABOR AND EMPLOYMENT OFFICE			
Classification:	Simple			
Type of Transactions:	GOVT TO CITIZEN (G2C)			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Letter of Intent - List of Graduating Students (4th Year College and Gr. 10 and 12) 		Schools, Colleges and University Schools, Colleges and University		
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of Intent for scheduling activity attached with list of graduates.	Receive and record	NONE	5 Minutes	Elizabeth Lodivico <i>PESO Staff</i>
2. Wait for notification for the approval of request and scheduling the said career guidance/ employment coaching.	Issue notice for requested scheduled activity.	NONE	10 Minutes	Paolo Janairo M. Sanidad <i>CDGH/PESO Manager</i> John Paul Pataueg <i>PESO Staff</i>
3. Secure approval of PESO Manager.	Confirmation and approval of PESO Manager.	NONE	5 Minutes	Paolo Janairo M. Sanidad <i>CDGH/PESO Manager</i>
TOTAL:			20 MINS	