



Internal/External

7. SERVICENAME: 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 Division:	CITY PUBLIC EMPLOYMENT SERVICE OFFICE
Classification:	Simple
Type of Transaction:	GOVT TO CITIZENS (G2C)
Who may avail:	ALL

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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- Letter of Intent - List of Graduating Students (4 th Year College and Gr. 10 and 12)	Schools, University and Colleges, Tech Voc. School Schools, University and Colleges, Tech Voc. School
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. Submit letter of Intent for scheduling activity attached with list of graduates.	Receive and record.	NONE	1 minutes	Kassandra Marie F. Aggabao <i>PESO Staff</i>
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2. Wait for notification for the approval of request and scheduling the said career guidance/employment coaching.	Issue notice for requested scheduled activity.	NONE	3 minutes	Paolo Janairo M. Sanidad <i>CDGH/PESO Manager</i> John Paul Pataueg <i>PESO Staff</i>
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3. Secure approval of PESO Manager.	Confirmation and approval of PESO Manager.	NONE	1 minutes	Paolo Janairo M. Sanidad CDGH/PESO Manager
TOTAL			5 minutes	