

Career and Employment Coaching

Another Core Function of PESO in providing a bridge between school and work, and assist young adults in choosing an appropriate and sensible career.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All Constituent of Reina Mercedes			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to PESO for the necessary information on Career and Employment Coaching (for walk –in clients)	1. Provides clients with information on Career and Employment Coaching using ff: - BLE Career Coaching Materials - In-demand Careers and Job Vacancies as per Industries Needs	None		<i>Planning Officer I / PESO Designee</i> Office of the Municipal Mayor
2. Request Letter for schools indicating the purpose and other details	2. Provide NSRP (National Skills Registration Program) Form to be filled out by the jobseekers	None		
3. Fills out NSRP (National Skills Registration Program) Form	3. Assesses duly accomplished form 3.1 Provides Action (Referral, Contact Information and Checklist of Requirements) 3.2 Journal the clientele's transaction		5 Minutes	
4. Receives the Action				
TOTAL:		None	5 Minutes	