

106. ON-THE-JOB TRAINING FOR STUDENTS***DESCRIPTION of the SERVICE :***

Graduating college students may apply for the ir practicum at any of the offices in the City Government through the City Personnel Office.

REQUIREMENTS :

- * Indorsement from school
- * Bio data, duly notarized
- * liability waiver
- * class schedule

FEE:

- * No fee

PROCEDURE :

STEPS	PROCESSING/ RESPONSE TIME	PERSON-IN-CHARGE
1. Accepts indorsement letter from the school	2 minutes	CONSUELO CABRE RA <i>Administrative Officer V</i>
2. Interviews students	5 minutes	CONSUELO CABRE RA <i>Administrative Officer V</i>
3. Assesses the student's credentials	5 minutes	RICHELLE LAYGO <i>Administrative Officer II</i>
4. Accepts requirements	3 minutes	RICHELLE LAYGO <i>Administrative Officer II</i>
5. Conducts orientation	4 hours	CONSUELO CABRE RA <i>Administrative Officer V</i>

STEPS	PROCESSING/ RESPONSE TIME	PERSON-IN- CHARGE
6. Prepares indorsement letter to concerned department	10 minutes	RHEA BAGUI <i>Administrative Officer II</i>
7. The student reports in the office he/she is endorsed within the prescribed number of hours		
8. Monitors and evaluates attendance	20 minutes	CONSUELO CABRERA <i>Administrative Officer V</i>
9. Prepares and issues Certificate of Completion	10 minutes	CONSUELO CABRERA <i>Administrative Officer V</i>