

CITIZENS' CHARTER- Employment and Workforce Development Division (EWDD):

1. Application for On-site Livelihood and Techno Demo

This service is intended for self-employment or for employment of group or organization who wish to acquire skills and technology on livelihood.

Office or Division:	PAdO Employment and Workforce Development Division			
Classification:	Complex			
Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved letter of request for training (1 Original)		(Concern participants/group)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request for livelihood training approved by the Honorable Governor.	1.1. Prepare the activity design and schedule the training 1.2. Make necessary arrangement and inform the organization to wait for further information	None	2 Hours & 30 Minutes	<i>Development Management Officer III</i> PAdO Employment & Workforce Development Division
2. Prepare the necessary logistics for the livelihood training.	2.1. Process the activity design of the training	None	2 Days	<i>Administrative Aide III</i> Employment & Workforce Development Division
	2.2. Prepares request letter for the resource person	None	1 Hour	<i>Development Management Officer II</i> Employment & Workforce Development Division
3. Facilitate and participate in the livelihood training.	3.1. Conducts the training/ techno-demonstration	None	2 Days	<i>Development Management Officer II</i> PAdO Employment & Workforce Development Division
	TOTAL:	None	4 Days, 3 Hours, 30 Minutes	