OUR FRONTLINE SERVICES

VI - HUMAN RESOURCE MANAGEMENT OFFICE

1. CONDUCTION OF TRAINING (SKILLS & LIVELIHOOD), REFERRAL AND JOB PLACEMENT (LOCAL AND OVERSEAS)

THE SERVICE :

Conduction of Training (Skills & Livelihood) to Out-Of-School Youths (OSYs) and Adults to upgrade their skills and talents which is FREE OF CHARGE for their benefits.

Referred and possible placed jobseekers especially unemployed graduates (old & new) to their own chosen career (LOCAL and OVERSEAS).

OUR CLIENTS :

Out-Of-School Youths and Adults of the Municipality of Rosales and unemployed individuals (Rosales and Non-Rosales residents).

HOW TO AVAIL OF THE SERVICE

Step by Step Procedure (for clients)	You will need to present/pay	Office Activity	Response Time	Employee/s Responsible
1. Client sign logbook and inquire of the purpose	Comprehensive Resume' or Bio-Data	Ask what is the purpose of the client/applicant	3 minutes	Ms. Alberta del Rosario HRMA Mr. Marlon G. Sison HRMO IV/PESO
2. Present comprehensive Resume' or Bio-Data		Interview, Evaluate and Screen applicant/s	10 minutes	Ms. Alberta del Rosario HRMA

				Mr. Marlon G. Sison HRMO IV/PESO
3. Wait for the advise of the employee concerned and instructions		Advise and instruct client/applicant regarding their purpose	10 minutes	Ms. Alberta del Rosario HRMA Mr. Marlon G. Sison HRMO IV/PESO
4. Applicant is referred and possible job placement to their future employers		Make a referral/recommendation letter of applicant for employment	5 minutes	Ms. Alberta del Rosario HRMA Mr. Marlon G. Sison HRMO IV/PESO

Client Feedback maybe made at the Public Assistance Desk and/or HRM Office.

TOTAL RESPONSE TIME : 28 minutes