

2. AVAILMENT OF COMMUNITY-BASED LIVELIHOOD TRAININGS

The Skills and Livelihood Training Center is responsible to provide community-based livelihood trainings in the barangay level.

Office or Division:	Skills and Livelihood Training Center			
Classification:	Complex			
Type of Transaction	Government to the barangay			
Who may avail:	All barangays in San Juan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request from the barangay to conduct community-based training.				
CLIENT STEPS	AGENCY STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request for training	1.1 Submit for approval of the Training Administrator.	None	15 minutes	Training Administrator / Administrative Aide
	1.2 Brief the Barangay Captain / Kagawad for Livelihood regarding the training requirements.	None	30 minutes	Administrative Officer / Administrative Aide
	1.3 Schedule the date of training	None	10 minutes	Administrative Aide / Trainer concerned
	2.1 Conduct training	None	Depending on the number of	Trainer concerned

2. Attend and complete the skills training	2.2 Issue certificate of completion	None	hours of training	Administrative Officer / Administrative Aide
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END OF TRANSACTION