

3. RELEASE OF UNCLAIMED TRAINING CERTIFICATES

The Skills and Livelihood Training Center is responsible to provide training certificates to graduates.

Office or Division:	Skills and Livelihood Training Center			
Classification:	Simple			
Type of Transaction	Government to the citizen			
Who may avail:	SLTC graduates			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Training Certificates must be released directly to the applicant. However, if it be claimed by a representative, authorization letter and photocopy of valid ID of the applicant should be submitted.				
CLIENT STEPS	AGENCY STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Completely fill-out request form	1.1 Receive and review filled-out form	None	5 minutes	Administrative Aide
	1.2 Release training certificate	None	3 minutes	Administrative Aide

END OF TRANSACTION