

1. Assistance to Career Guidance

This service caters assistance given students for selection of career path.

Office or Division:	Public Employment Service Office			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen graduating junior, senior, college students			
Who may avail:	Graduating junior, senior, college students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of intent from school to Department Of Labor and Employment (1 Original copy)		Clients		
List of students (1 original copy)		School		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in to attendance sheet	1. Provide attendance sheet	None	30 minutes	<i>Administrative Aide 1</i> (Public Employment Service Office)
2. Fill up the National Skills Registration Program (NSRP) form and attend seminar counseling	2. Conduct Seminar on Career Guidance	None	6 hours	<i>Public Employment Service Office Manager</i> (Public Employment Service Office) <i>Department Of Labor And Employment</i>

3. Fill up Client Satisfaction Survey (CSS) form and drop at the Feedback box.	3. Request clients to accomplish Client Satisfaction Survey (CSS) form	None	5 Minutes	<i>Administrative Aide 1</i> (Public Employment Service Office)
TOTAL:			6 hours and 35 minutes	