

Lapu-Lapu City Citizen's Charter

Manpower and Human Development Training Center

At the back of Lapu-Lapu City Sports Complex / Clean and Green Office, City Hall Compound, Pusok, Lapu-Lapu City, 6015

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Head of Office: Mrs. Maricon G. Sevilla

FRONTLINE SERVICE

A. HIGH-SPEED SEWING TRAINING FOR EMPLOYMENT, endorse to Sports City International (SCI)

WHO MAY AVAIL THE SERVICES?

1. Job Seekers
2. Lapu-Lapu City Registered Voter
3. Resident of Lapu-Lapu City
4. 18 – 35 years old
5. Male or Female
6. At least High School Graduate

MHDTC REQUIREMENTS:

1. Fully filled-up MHDTC Registration Form with 1x1 ID Picture
2. 1pc Photocopy of NSO
3. 1pc Photocopy of Barangay Clearance
4. 1pc Photocopy of Cedula
5. 1pc Photocopy of Acknowledgement Receipt/Voter's Certification/Voter's ID
6. 1pc Photocopy of Vaccination Card
7. BMO Endorsement Letter
8. 1pc. 1x1 ID Picture (for training ID)

SPORTS CITY INTERNATIONAL REQUIREMENTS:

1. Resume/Biodata with Updated 2x2 ID Picture
2. NSO copy of Birth Certificate (4 copies)
3. SSS E1 or SSS ID (ensure that SSS Number is clear)
4. PhilHealth
5. PAG-IBIG
6. NBI Clearance
7. Marriage Certificate/contract (for married applicants)(4copies)
8. Children's Birth Certificate (for married or single parent applicants)(4 copies)
9. Diploma (Elem/High School/College) 138-A Report Card (if no diploma)
10. Transcript of Records or TOR (for all College Graduates)
11. Certificate of Employment (for those with previous work experience)
12. Certificate of Training/Seminar/OJT (if any)
13. Application Letter

FEES/CHARGES:
No Fees/Charges

SCHEDULE OF SERVICE AVAILABILITY
Monday to Friday, 8:00 am to 5:00 pm

HOW TO AVAIL THE SERVICES

STEPS	Follow These Steps		It Will Take You	Please Approach
	Client	Personnel		
1	Ask for Endorsement Letter from the Barangay Mayor (BMO)	Instruct the client to go to the BMO Office	10 mins.	Nestor S. Parame
2	Submit the complete documents required by both MHDTC and SCI to MHDTC Office	Receive and check all the required documents	1 min.	Bernardita R. Igloria
3		Encoding of the name and contact information of the qualified applicant for training	2 mins.	Anelle Jean L. Durano
4	Wait for a text or call from MHDTC Office for your training schedule	Text or call client for their training schedule	Depends on the number of days per training session	Bernardita R. Igloria
5	Be on time for the orientation	Orientation	4 - 5 hours	Blangina Gentapa – SCI Trainer
6	Training		15/21 days	Blangina Gentapa – SCI Trainer
7	Culmination		4 - 5 hours	Maricon G. Sevilla / Rochel O. Lugo
8	Assessment at Sports City International		1 day	Abner Mante – SCI Training Supervisor