

## LABOR AND INDUSTRIAL RELATIONS SERVICES

### VISION

Foster economic growth, stability, and industrial peace through favorable employment, sustainable entrepreneurial opportunities and effective industrial relations for the workforce of Caloocan City.

### MISSION

To be in the forefront in the effective delivery of labor – related services through job placement, labor market information, career guidance, livelihood programs, technical training, and skills development and advocating industrial peace for economic growth and stability.

FRONTLINE SERVICE	<b>IN-CENTER MANPOWER SKILLS TRAINING ENROLLMENT</b>
	<b>HARD TRADE:</b> – Shielded metal arc welding – Electrical installation and maintenance – Gas metal arc welding – Automotive servicing – Consumer electronics servicing – Small engine – Ref and aircon servicing
	<b>SOFT TRADE:</b> – Food processing – Beauty care – Fashion apparel – Housekeeping – Massage therapy – Dressmaking – Hairdressing – Cookery
	<b>INFORMATION TECHNOLOGY:</b> – Computer operation (basic/ advance) – Cellphone repair technician – Computer system servicing
STEP 1A	Assist applicants in the enrollment.
STEP 1B	– Receive documentary requirements. – Refer to technical personnel for interview.
SERVICE PROVIDER/S	– AJULEN KIM AGUNDAY – JEFFERSON B. QUEMADA – MAE M. GOLOSO
TIME FRAME	5 – 10 minutes
REQUIRED DOCUMENT/S	1. Photocopy of High School (HS) Card/ Diploma (at least HS graduate) 2. Original copy of Barangay Certificate (Caloocan City Residence) 3. Photocopy of Community Tax Certificate (Cedula) 4. Two pieces 1x1 picture 5. Photocopy of any valid Identification Card 6. Photocopy of Birth Certificate 7. Photocopy of Marriage Certificate (for married females) 8. Long Folder
STEP 2A	Evaluate documentary requirements.
STEP 2B	Interview applicant
STEP 2C	Conduct briefing.
SERVICE PROVIDER/S	JOYCELYN G. AGUILAR
TIME FRAME	10 – 15 minutes (processing time of enrollees with complete requirements)
REQUIRED FEES	None



FRONTLINE SERVICE	LOCAL EMPLOYMENT REFERRALS
STEP 1A	Provide clients with the National Skills Registration System (NSRS) Form.
STEP 1B	– Receive accomplished NSRS Form. – Refer to technical personnel for interview.
SERVICE PROVIDER/S	– SHEILA LYNN MAGRATA – MAE M. GOLOSO
TIME FRAME	5 to 15 minutes
REQUIRED DOCUMENT/S	1. Bio-data/ Resume 2. 1 x 1 picture 3. Valid Identification Card 4. School credentials (if any)
STEP 2	– Interview client. – Conduct career guidance counselling, job matching and labor market information.
SERVICE PROVIDER/S	– ESTER LARA – JOCELYN YUPANGCO – PAZ T. GONZALES
TIME FRAME	15 to 20 minutes
STEP 3	Refer client to company/ employer.
SERVICE PROVIDER/S	– SHEILA LYNN MAGRATA – MARIA VILMA MANGALIMAN
TIME FRAME	10 minutes
REQUIRED FEES	None

FRONTLINE SERVICE	LABOR COUNSELING SERVICES
STEP 1	– BATAS KASAMBAHAY – CHILD LABOR PROTECTION AND ANTI-ILLEGAL RECRUITMENT – OVERSEAS FILIPINO WORKER (OFW) REINTEGRATION – CAREER GUIDANCE – LABOR MARKET INFORMATION AND LIFE SKILLS TRAINING – LABOR CASE ASSISTANCE AND DISPUTE RESOLUTION
SERVICE PROVIDER/S	– Receive request letter from clients needing counselling services. – Refer to technical personnel for evaluation of request.
SERVICE PROVIDER/S	– AJULEN KIM AGUNDAY – MAE M. GOLOSO
TIME FRAME	15 – 30 minutes
STEP 2A	– Assess and evaluate the issues presented by the requesting party. – Interview client regarding request.
STEP 2B	Refer client to concerned agencies – Department of Labor and Employment (DOLE), for appropriate action.
SERVICE PROVIDER/S	– EMILIO RESUELLO II – PAZ T. GONZALES
TIME FRAME	30 minutes
REQUIRED FEES	None

