

Processing of Job Placement of Trainee

This is a process to facilitate trainees' entry or re-entry into productive life for remunerative work suited for their capacities and making the best use of their acquired competencies.

Office or Division	Placement Service - NVRC
Classification	Complex – 7 working days
Type of Transaction	Government to Citizen
Who may Avail	Graduate Trainees of NVRC
Checklist of Requirements	Where to Secure
1 original copy of Training Report Card	Training Service (free)
1 original copy of Resume	Trainee him/herself

A. Pre-Employment Phase:

This is the stage where graduate trainees are provided with pre-employment services such as the conduct of pre-employment orientation/seminar workshop to prepare them for an income producing activity whether it be open employment, self-employment or sheltered employment.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Attend Pre-Employment Orientation/ Seminar/ Workshop	1.1. Provide pre-employment Orientation/ Seminar/ Workshop to prepare trainee for an income producing activity whether it is an open employment, self-employment or sheltered employment	None	1 day	<i>Manpower Development Officer I or Social Welfare Assistant NVRC</i>
2. Seek for employment	2.1. Refer and accompany trainee for either open, self- and sheltered	None	4 hours	<i>Manpower Development Officer I or Social Welfare Assistant NVRC</i>

	workshop employment			
<p>B. Employment Phase: This is the stage where graduate trainees are employed and familiarity of the workplace requirements and benefits.</p>				
3. Report to Work	3.1. Accompany the graduate to the employer for the orientation to the work environment, details of duties and job operations, reasonable accommodations, method of communication, orientation and mobility, needed special devices, wages and fringe benefits.	None	30 minutes	<i>Manpower Development Officer I or Social Welfare Assistant NVRC</i>
	3.2. Conduct monthly monitoring visit to determine the work performance of the placed graduate		3 days	<i>Manpower Development Officer I or Social Welfare Assistant NVRC</i>
	3.3. Present the results of monitoring visit to the Rehabilitation Team to determine if goal/objectives are met.		10 minutes	<i>Manpower Development Officer III NVRC</i>
TOTAL		None	4 days, 4 hours, 40 minutes	

FEEDBACK AND COMPLAINT MECHANISM

How to send feedback	A trainee can call the Placement Service and Social Adjustment Service Hotline numbers for any concerns regarding their employment.
	A Monthly Monitoring at the workplace is conducted with the employer and job placed trainee.
How feedbacks are processed	Trainee's call regarding his/her employment concerns is immediately responded by visiting him/her in the workplace and discussed resolutions with the employer
	Employer's feedback on trainee's performance, both affirmation and areas for improvements are documented. Appropriate interventions for improved performance are agreed upon with the employer.
How to file a complaint	Complaints shall be filed in writing addressed to the IMP Committee Chairperson OF NVRC or to the Anti-Red Tape Authority (ARTA), Civil Service Commission (CSC), Contact Center ng Bayan (CCB), Presidential Complaint Center (PCC) or to 8888.
How complaints are processed	All complaints which are under the control of the Center is acted upon immediately by providing feedback of the actions undertaken on the subject complaint of within the day.
	All complaints beyond the control of the Center is elevated to the Management of higher authority within the day for their appropriate actions.
Contact information	NVRC IMP Committee Chairperson: 0998-9572375
	ARTA: 8478-5091/8478-5093/8478-5099 CSC: 8740-8412/8749-0980/8781-5864

	CCB: contactcenterngbayan.gov.ph
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