



City Government of Imus
IMUS VOCATIONAL AND TECHNICAL SCHOOL

CITIZEN'S CHARTER

IMUS VOCATIONAL AND TECHNICAL SCHOOL

VISION

Promote a quality industry standard skills training for out of school youth and unemployed adults to have more chances of employment.

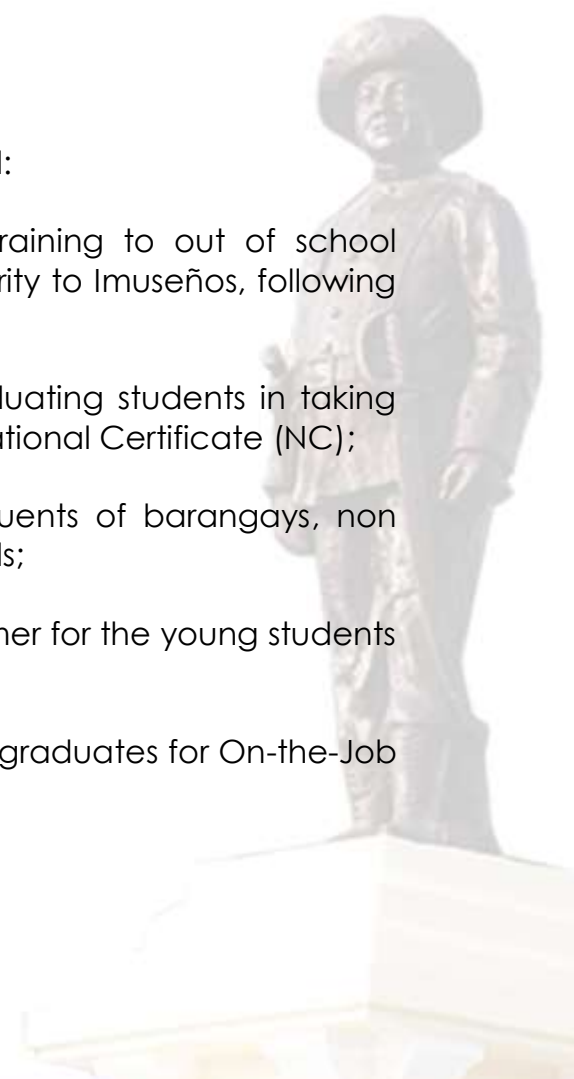
MISSION

Improve one's self confidence through vocational technical and livelihood skills development that will lead them to greater productivity, creating economically viable constituents.

FUNCTIONAL STATEMENT

Imus Vocational and Technical School shall:

1. Provide vocational and technical skills training to out of school youth and unemployed adults, giving priority to Imuseños, following TESDA training regulations;
2. Provide guidance and assistance to graduating students in taking TESDA national assessment to acquire a National Certificate (NC);
3. Provide livelihood trainings to the constituents of barangays, non government organization and other schools;
4. Provide training for Junior Chef every summer for the young students of Imus ;
5. Provide referrals and endorsements to the graduates for On-the-Job trainings and employment.





FRONTLINE SERVICES PROCEDURE

Provide vocational and technical skills training to out of school youth and unemployed adults, giving priority to Imuseños, following TESDA training regulations.

Who may avail of the services – Out of school youth ages 16 years old and above, unemployed adults below 60 years of age.

HOW TO AVAIL THE SERVICE:

Enrollment Requirements: Valid identification, Proof of residency for residents of Imus; photo copy of high school diploma for those who will enroll in highly technical courses; Mayor's referral for non Imuseño and 2 pcs. 2x2 picture.

1.Enrollment Procedure:

STEP	PROCEDURE	CITIZENS			
		DIVISION/ PERSON RESPONSIBLE	DOCUMENTS NEEDED	FEES	DURATION OF ACTIVITY
1	Secure and fill-up application form. Submit filled-up application together with all the requirements. Check if filled up properly, schedule of classes has been selected, one application per course	Front desk section	IVTS Enrollment form Valid Identification Proof of residency for Imus residents Photo copy of diploma Mayor's referral for non Imus residents		5 minutes
2	Recording of name of enrollee	Olive magsino	Receipt of payment		2 minutes
TOTAL DURATION OF ACTIVITY					9 minutes
END OF TRANSACTION					



2. Training Proper

STEP	PROCEDURE	CITIZENS			
		DIVISION/ PERSON RESPONSIBLE	DOCUMENTS NEEDED	FEES	DURATION OF ACTIVITY
1	First day of class, submit copy of enrollment to the trainer and orientation on the whole scope of the training and materials needed	Teacher assigned	Copy of enrollment form		4 hours
2	Continuation if the 3 months training	Teacher assigned			12 weeks at 8 hours/week for TESDA courses 12 weeks at 4 hours for non Tesda courses
TOTAL DURATION OF ACTIVITY					3 months
END OF TRANSACTION					





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Provide guidance and assistance to graduating students in taking TESDA national assessment to acquire a National Certificate (NC);

HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE	CITIZENS			
		DIVISION/ PERSON RESPONSIBLE	DOCUMENTS NEEDED	FEES	DURATION OF ACTIVITY
1	Provide TESDA application form for assessment to students and let them fill it up properly and check its correctness.	Concern Teacher	Passport size picture with white background		5 minutes
2	Collect all correctly filled up assessment application and payments proceed directly to assessment center	Concern Teacher		Please see attached TESDA assessment schedule of fees per course	2 minutes
3	Submit applications to assessment centers and get the schedule of assessment.	Concern Teacher			5 minutes
Teacher accompany students to the assessment center during assessment					Whole day
TOTAL DURATION OF ACTIVITY					12 minutes
END OF TRANSACTION					



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Provide livelihood trainings to the constituents of barangays, non government organization and other schools;

HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE	CITIZENS			
		DIVISION/ PERSON RESPONSIBLE	DOCUMENTS NEEDED	FEES	DURATION OF ACTIVITY
1	Submit a letter of request to the School Administrator for the desired livelihood training	Client	Letter of request	none	
2	Upon submission of the letter of request, a discussion with clients will be done. Schedule of training, cost of training materials, transportation of the trainer should be considered.	Client/Trainer/ School Administrator			30 minutes
3	Finalization of the planned livelihood training	Clients/ School Administrator	Agreed Livelihood Plan		15 minutes
TOTAL DURATION OF ACTIVITY					45 minutes
END OF TRANSACTION					



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Provide training for Junior Chef every summer for the young students of Imus ;
Who can avail of the program- Son and daughter of Imuseño ages 8-12 years old

HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE	CITIZENS			
		DIVISION/ PERSON RESPONSIBLE	DOCUMENTS NEEDED	FEES	DURATION OF ACTIVITY
1	Fill up Junior Chef application	Clients			# minutes
2	Submit application for processing	Front desk officer	Photocopy of Birth Certificate, parent consent, 2 pcs, 2x2 picture		5 minutes
Accepted trainees will be trained for 5 days @4 hours per day.					
TOTAL DURATION OF ACTIVITY					7 minutes
END OF TRANSACTION					





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Provide referrals and endorsements to the graduates for On-the-Job trainings and employment.

HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE	CITIZENS			
		DIVISION/ PERSON RESPONSIBLE	DOCUMENTS NEEDED	FEES	DURATION OF ACTIVITY
1	Inform the School Administrator your intent for OJT	Graduates	School ID	none	
2	A letter of referral will be immediately prepared and signed	School Clerk School Administrator	Same as Step 1	None	5 minutes
TOTAL DURATION OF ACTIVITY					5 minutes
END OF TRANSACTION					





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SERVICE PLEDGE

We, the Staff and Teachers of Imus Vocational and Technical school, pledge to perform one's task to the best that we can. Train the students patiently and effectively, in order to produce highly skilled graduates that will help solve unemployment and uplift the living standard of our community.

Above all, we pledge to work with all honesty and transparency to preserve the integrity of this learning institution.

Location: Imus Vocational and Technical is located at Cavite Civic Center, LTO Compound, Palico IV, Aguinaldo Highway, City of Imus, Cavite.

For inquiries, suggestions, recommendations and concerns;
Please visit our office and look for :

VILMA A. JACAMA

Administrative Officer IV
Imus Vocational and Technical School

You can also contact us at:
(046) 4712131/ 4711650

Or email us at:
vilma_jacama@yahoo.com.ph

