

MANPOWER DEVELOPMENT AND TRAINING OFFICE / CENTEX

2/F MARIKINA CITY HALL, Shoe Ave., Sta Elena , Marikina City
 Tel No.: 682-9280
 DEPARTMENT HEAD: Julieta M. Borje



SERVICES OFFERED: Education and Skills Training¹

A. Curricular Programs: Community Development and Resource Management General City Governance Institutional Development Person Effectiveness

Request for Capability Building/Training

Sectors and Institutions, including the barangays and NGOs, may request for training or capability building on subject covered under the curricular programs. Cutting across the learning sessions are fundamental subjects of Ethics and Accountability and Ethical Leadership.

Classification of Requestors:

- Government agencies, academic and organized sectors located within the city (free of charge)
- Industrial and commercial sectors within the city (participants are charged a minimal fee for training materials)
- Institutions or organized groups outside Marikina are charged based on the standard fees stipulated in City Ordinance No. 091, Series of 2002, and the requested training package

	Client Step	Office/Person Responsible	Processing time
1.	Submission of letter of Request Send a letter of request with the relevant details, such as reasons or purpose of the training/activity, profile of the target participants, suggested date and venue, among other details to MDTO/ CENTEX through email address centex_marikina@yahoo.com, or fax no. 682-9280 or mailing address MDTO/ CENTEX 2/F Marikina City Hall, Sta. Elena, Marikina City.	MDTO/ CENTEX Staff	Within day of submission
2.	Conference with Facilitator/Trainer Attend initial meeting with facilitator/trainer to clarify objectives and needs for training. (said meeting shall be scheduled by MDTO)	MDTO/ CENTEX Staff	2 – 3 hours
3.	Conduct of Training Needs Assessment (TNA) Present profile of target participants and other considerations for inclusion in the design of the training module.	MDTO staff	2 weeks (maximum)
4.	Feedback on TNA Result and Training Design Assess TNA results and Training Design, including schedule and other requirements and logistics, and feedback comments.	Assigned MDTO/ CENTEX Team of Facilitators/ Trainers	1 – 2 days
5.	Agreement on final Training Design and its Implementation Formally give agreement to training project Note: For paying clients, part of the agreement shall be the concurrence on or approved of cost.	Training Directress	1 – 3 days

6	Payment (Only for paying clients) Submit Payment to treasury	Treasury	10 – 15 minutes
7	Conduct of Training Project Coordinate with facilitators’ team on conduct of training as agreed.	MDTO staff	Varies depending on planned training project

B. Marikina Scholarship Program for Training and Employment

1. Offering of “Technical-Vocational Trainings” and assistance for trade test assessment to qualified course completers (80 hours each): AutoCad, Auto Diesel, Auto Electrical, Auto Gas, Baking (Basic), Baking Advanced, Cellphone Repair, Computer Application (Basic), Computer Application (Advanced), Computer Repair, Cosmetology (Basic), Cosmetology (Advanced), Dressmaking, Electrical Installation Maintenance, Electronics, Food Processing, International Cuisine, Motorcycle mechanic, Ref and Aircon Repair, Tailoring, Welding (Intermediate) and Welding (Shielded Metal Arc).

2. Offering of “Employable Skills Training.”

• 2D Animation

Qualifications:

- A resident of Marikina city
- At least high school graduate
- 16 years old and above

2b. 100 hours finishing Course for Call Center Agents

Qualifications:

- A resident of Marikina City
- At least high school graduate
- At least eighteen (18) years old

	Client Step	Office/Person Responsible	Processing Time
1.	Application Accomplish registration form with attached photocopies of requirements: Photocopy of Voter’s I.D or registration form from COMELEC; and photocopy of latest CEDULA or Barangay Clearance. Note: 2D animation applicants shall undergo test on free-hand drawing on a given schedule prior acceptance.	MDTO staff	5 minutes

2.	Orientation MUST attend the orientation on a given date for full acceptance into the course.	MDTO staff	4 hours
3.	Conduct of Classes (2D Animation and Finishing course for Call Center Agents) Attend classes regularly at MDTO/CENTEX Training Room following a given schedule.	Course instructor	236 hours (8 hours per day)
	Conduct of Classes (Technical-vocational course) Report at MDTO/ CENTEX on first day of class for introduction to Marikina Polytechnic College (MPC). Take pre-test from the course instructors. Attend regularly 80-hour course.	MDTO/ CENTEX Staff Course instructor MDTO/ CENTEX Staff Course instructors	80 hours (8 hours per day)
4.	Trade Test (Only for TechVoch completers with a grade of 90% and above) Inquire and apply Wait for advice on schedule of test	NENITA ABES MDTO/ CENTEX Trainer MDTO/ CENTEX Staff	15 – 30 minutes Will depend on TESDA schedule

C. Other Programs

- a. Gender and Development Program
- b. Marikina College Education Program (MCEP) for Marikina City government employees.

	Client Step	Office/Person Responsible	Processing Time
1.	Application Submit the following requirements to MDTO/CENTEX for initial screening: submission of fully-accomplished registration form (from MDTO/CENTEX); photocopy of Transcript of Records (TOR) for college level applicants or Form 137 for high school graduate applicants; and photocopy of employees ID card.	MDTO/CENTEX staff	5 minutes
2.	Screening. Check your qualifications based on the minimum requirements set for MCEP including the minimum years of service with the city government and status employment. b.Undergo the assessment procedures: written entrance exam and oral interview.	MDTO/CENTEX staff MDTO/CENTEX Department Head	4 hours Max. of 30 minutes

3.	Orientation Must attend the orientation on a given date for instructions and information about the course, the program and policies/rules governing MCEP scholars.	MDTO/CENTEX and Personnel Office Department Heads	4 hours
4	Submission of Credentials Submit the following to Pamantasan ng Lungsod ng Marikina (PLMar) Registrar: 1. Fully-accomplished Personal Data Sheet (PDS) 2. Photocopy of birth certificate or marriage certificate for married females 3. For college level applicants: honorable dismissal and original copy of TOR with remarks "For PLMar" 4. For highschool level applicants: original copy of Form 137 and good moral character certificate 5. Fully-accomplished application and admissions forms 6. Two (2) pieces 2x2 photos 7. Other documents deemed necessary by PLMar	PLMar Registrar Personnel	Varies, depending on service hours and completeness of credentials
5	Agreement Submit letter of recommendation, clearance to study and character reference from the department head and sign the "Service Contract" for the scholarship with the Personnel Office for full acceptance into the course.	Personnel Office Staff	5 minutes
6	Conduct of Classes Attend regularly classes at designated classrooms/ training rooms following a given schedule.	MDTO/CENTEX Staff	3 years

For recommendations, suggestions and complaints, contact the department head concerned or the City Personnel Office.