



Republic of the Philippines
Province of Ilocos Norte
MUNICIPALITY OF MARCOS

COMMUNITY TRAINING AND EMPLOYMENT COORDINATOR (CTEC)

Head: Hon. Antonio V. Mariano
Municipal Mayor
CTEC Designate: Rosemarie C. Sablot
Mobile No.: 0917-188-7196

**FRONTLINE SERVICES
DISSEMINATION OF SCHOLARSHIP PROGRAMS AND RECRUITMENT OF
SCHOLARS**
Schedule of Services: Monday to Friday 8:00am – 12:00am 1:00pm –
5:00pm

DISSEMINATION OF SCHOLARSHIP PROGRAMS AND RECRUITMENT OF SCHOLARS

THE SERVICE:

Aims to strengthen the rights of all individuals to make education accessible to all and an opportunity to avail the different scholarship programs and services of TESDA.

Qualifications:

Training for Work Scholarship Program (TWSP)

- Must be 18 y/o and above
- High School Graduate (old curriculum)/ Senior High Graduate (new curriculum)/College Graduate
- Filipino citizen

Rice Extension Service Program (RESP)

- Certified Registry System for Basic Sectors in Agriculture (RSBSA)
- Must be 18 y/o and above
- Filipino citizen

Universal Access to Quality Tertiary Education (UAQTEA)

- Must be 18 y/o and above
- High School Graduate (old curriculum)/ Senior High Graduate (new curriculum)/College under Graduate
- Filipino citizen

Special Training for Employment Program (STEP)

- Must be 18 y/o and above
- Filipino citizen

The TESDA shall	The Service Provider shall	It will take	Responsible Person
Inform Scholarship Programs through communication letter to the Municipal Mayor.	Receive the communication letter and furnish a copy to the designated CTEC.	1 minute	Mayor's Office Staff
	<p>Notify the Punong Barangays and PPSK on the different Scholarship Programs of TESDA through phone.</p> <p>Prepare communication letter notifying the Punong Barangays and PPSK on the different Scholarship Programs of TESDA for signature by the Municipal Mayor.</p>	<p>15 minutes</p> <p>15 minutes</p>	<p>CTEC</p> <p>CTEC</p>
	Sign the communication letter.	10 minutes	Municipal Mayor
	Disseminate communication letter with attached Scholarship Programs to the Punong Barangays and PPSK.	15 minutes	CTEC
	Endorse the recruited scholars to TESDA.	10 minutes	CTEC Punong Barangays TESDA
Accomplish the Client Feedback Form & drop at Designated drop box at the Municipal Hall			
TOTAL RESPONSE TIME: 1 hour and 6 minutes			