



## 5. Career Coaching

This activity is provided to Grade 10 and Grade 12 students to guide in choosing an appropriate and sensible career.

<b>Office or Division</b>	Public Employment Service Office (PESO)			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C – Government to Citizen			
<b>Who may avail</b>	Guidance Counselor, Grade 10 & 12 students			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request address to PESO Manager		Guidance Counselor of the School		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit written request.	1.1. Receive the letter and set/review the schedule. 1.2. Approve the Request.	None	5 Minutes	<i>Chief Labor and Employment Officer</i> Public Employment Service Office
2. Fill up NSRP Form during career coaching.	2. Issue and Receive NSRP Form.	None	5 Minutes	<i>Administrative Assistant I</i> Public Employment Service Office  <i>Administrative Aide I</i> Public Employment Service Office
3. Attend Career Coaching Lecture	3. Lecture	None	2 Hours	<i>Chief Labor and Employment Officer</i> Public Employment Service Office
	<b>TOTAL:</b>	<b>None</b>	<b>2 Hours and 10 Minutes</b>	