



City Government of Imus
IMUS VOCATIONAL AND TECHNICAL SCHOOL

CITIZEN'S CHARTER

IMUS VOCATIONAL AND TECHNICAL SCHOOL



CITY OF
IMUS
FLAG CAPITAL



MAYOR Emmanuel MALIKSI



@EmmanuelMaliksi



@CityMayorELM



www.imus.gov.ph

CITIZEN'S CHARTER

IMUS VOCATIONAL AND TECHNICAL SCHOOL

The office is responsible for vocational and technical skills training as well as in the delivery of livelihood programs to the Imuseños.

FUNCTIONAL STATEMENT

The **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, in accordance with the TESDA training regulations;
2. Guide and assist graduating students in taking the TESDA national assessment to acquire a National Certificate (NC);
3. Conduct livelihood trainings to the constituents of barangays, non-government organization and other schools;
4. Administer training of Junior Chef, for the young students of Imus, every summer;
5. Issue referrals and endorsements to the graduates for On-the-Job Trainings and employment.

FRONTLINE SERVICES OFFERED

- IVTS Enrollment



FRONTLINE SERVICES PROCEDURE

IVTS ENROLLMENT

WHO MAY AVAIL THE SERVICE:

- Residents and non-residents of the City of Imus with age 16 years old and above

REQUIREMENT(S):

- Duly accomplished IVTS Application Form
- Valid identification card
- Proof of residency (for Imus residents)
- Mayor's Referral for non-Imus residents
- Photocopy of high school diploma (for enrollment in highly technical courses)
- Two (2) pcs. 2x2 picture

FEE(S)/CHARGE(S):

- See Annex 1 for the assessment of fees

HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT /UNIT		
1	Submit the requirements	Assess the requirements	Grace Crizaldo	5 minutes
2	Pay the required fee(s)	Receive the payment and issue the acknowledgement receipt	Brenda Arminal	2 minutes
3	Present the acknowledgement receipt	Record the enrollee's name and receipt number	Olive Magsino	2 minutes
Fill-out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				9 minutes
END OF TRANSACTION				



ANNEX 1

ASSESSMENT OF FEES

COURSES	Registration Fee	Tuition Fee	Total
TESDA COURSES			
Automotive Servicing NC II	150	1,500.00	1,650.00
Bartending NC II	150	1,500.00	1,650.00
Beauty Care NC II	150		
Bookkeeping NC III	150	1,500.00	1,650.00
Bread and Pastry Production NC II	150		
Cookery NC II	150		
Computer Technology (CHS included)	450		
Crane Operator	150	1,500.00	1,650.00
Dressmaking NC II	150		
Events Management NC III	150	1,500.00	1,650.00
Food and Beverages Services NC II	150	1,500.00	1,650.00
Hairdressing NC II	150		
Housekeeping NC II	150	1,500.00	1,650.00
Massage Therapy NC II	150	1,500.00	1,650.00
Ships Catering NC 1	150	1,500.00	1,650.00
Tailoring NC II	150		
LIVELIHOOD COURSES			
Beadworks	150		
Cake Decorating	150		
Chemical and Industrial Products	150		
Commercial Baking	150		
Curtain Making	150		
English Proficiency	150		
Flower Arranging	150		
Meat Processing	150		
Native Delicacies	150		



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

Ms. Vilma A. Jacama
Administrative Officer IV

You can also contact us at:

(046) 471-2131

(046) 471-1650

Or email us at:

ivtsofficial@gmail.com

