



Republic of the Philippines
 Province of Oriental Mindoro
MUNICIPAL DEVELOPMENT TECHNICAL & VOCATIONAL INSTITUTE
 TESDA REGISTERED
 MUNICIPALITY OF PUERTO GALERA



CITIZENS CHARTER

MDTVI OFFICE

TYPES OF SERVICES	REQUIREMENTS	EMPLOYEE IN CHARGE
<ul style="list-style-type: none"> ● Curriculum Requirements 	<ul style="list-style-type: none"> ● Formulate rules and regulations to serve as compass or guiding light to all trainees ● Spell out trainees entry requirements for the purpose of giving directions. 	<p>Head, MDTVI (Ms. Ma. Levy M. Rivera)</p>
<ul style="list-style-type: none"> ● Promotion of Programs 	<ul style="list-style-type: none"> ● Utilize print ads, TV net, Facebook and tarpaulins to reach out to a greater number of clients. ● Strengthen partnership with Barangay Captains of different barangays in the Municipality of Puerto Galera and Community Affairs Office to create awareness among constituents with regards to programs/ qualifications offered. 	<p>Head, MDTVI (Ms. Ma. Levy M. Rivera)</p> <p>Clerk of the Office (Ms. Joycee Anne Q. Gutierrez)</p>
<ul style="list-style-type: none"> ● Program Guidelines 	<ul style="list-style-type: none"> ● Provide the trainees entry requirements, breakdown of tuition fee (if ever there is), rules of attendance and student handbook, 	

	<p>which are in accordance with what was indicated in the application documents.</p> <ul style="list-style-type: none"> ● Develop plans and strategies and upon approval of the Local Chief Executive implement those which have to do with the management and administration of the school related programs and projects. 	<p>Head, MDTVI (Ms. Ma. Levy M. Rivera)</p>
<ul style="list-style-type: none"> ● Corporate and Administrative documents 	<ul style="list-style-type: none"> ● Compile and organize corporate and administrative documents. 	<p>Head, MDTVI (Ms. Ma. Levy M. Rivera)</p>
<ul style="list-style-type: none"> ● Safekeeping of the documents 	<ul style="list-style-type: none"> ● Ensure that all tools/equipments are in good condition and safeguarded 	<p>MDTVI Staff</p>
<ul style="list-style-type: none"> ● Support Services 	<ul style="list-style-type: none"> ● Be in the frontline of the delivery of administrative support services particularly those that will involve the performance of assigned functions. ● Coordinate with the chief of Puerto Galera Hospital and seek assistance in extending necessary medical services to the clientele of MDTVI ● Visit SPA business partners to determine if their therapists are licensed or NCII holder ● Seek the assistance of Municipal Fire Marshal to safeguard the students from any untoward incidents. 	<p>Head, MDTVI and Staff</p> <p>Head, MDTVI, PNP and RHU representative</p> <p>Head, MDTVI and Staff</p> <p>Municipal Fire Marshall</p>