



# Frontline Services

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Vocational and Placement Services

**OFFICE OF THE STUDENT SERVICES (OSA)**

# Vocational and Placement Services

## Schedule of Availability of Service

Monday to Friday  
8:00am – 5:00pm

## Who may avail of the Service:

Current and former students of the University

## What are the requirements:

Transcript of records, Certificate of Good Moral Character, 2x2 picture and Resume

## Duration:

15 minutes

## How to avail of the Service:

Step	Applicant/Client	Office Activity	Duration of Activity	Person In-Charge
1	Proceed to VOC/Placement unit for possible job vacancies	Assist the client regarding their queries	1 minute/client	Elsa G. Bayot
2	Check available list of job opportunities and posted job vacancies	Provide list of job opportunities and requirements	10 minutes/client	Elsa G. Bayot
3	Check accomplished forms & requirements	Provide necessary instructions to the client	4 minutes	Elsa G. Bayot
End of Transaction (OSA)				