

Republic of the Philippines
Province of Iloilo
MUNICIPALITY OF MINA
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Office of the Sangguniang Bayan

ORDINANCE NO. 2017 - 328

AN ORDINANCE AMENDING SECTIONS 1 AND 2 CHAPTER III OF THE MINA SKILLS TRAINING CENTER (MSTC) OPERATION MANUAL

WHEREAS, the MSTC Operations Manual was formulated when it was first established in December of 2008;

WHEREAS, as the MSTC went along with its operation, there are provisions in the operations manual that need amendments to enable its services more responsive to the needs of its constituency and/or clientele.

NOW, THEREFORE:

BE IT RESOLVED by the Sangguniang Bayan of Mina, Iloilo in session assembled that:

Section 1. This Ordinance shall be called "An Ordinance amending Sections 1 & 2 of chapter III of MSTC Operations Manual;

Section 2. Chapter III, Section I of the MSTC Operations Manual shall hereby be amended and be read as follows:

Clients and Customers of the Center shall be:

- Out of School Youths (OSY)
- Professionals
- Students
- Women Sector
- Unemployed Sector
- Person/s with Senior Citizens and persons with Disabilities (PWDs) as their dependents
- PWDs
- Technical-Vocational Institutions
- Hiring/recruitment Agencies
- Establishments of any kinds
- Government Agencies
- Business Sectors
- Other Non-Government Organizations

Section 3. Chapter III, Section 2 of the MSTC Operations Manual shall hereby be amended and be read as follows:

Programs and Services

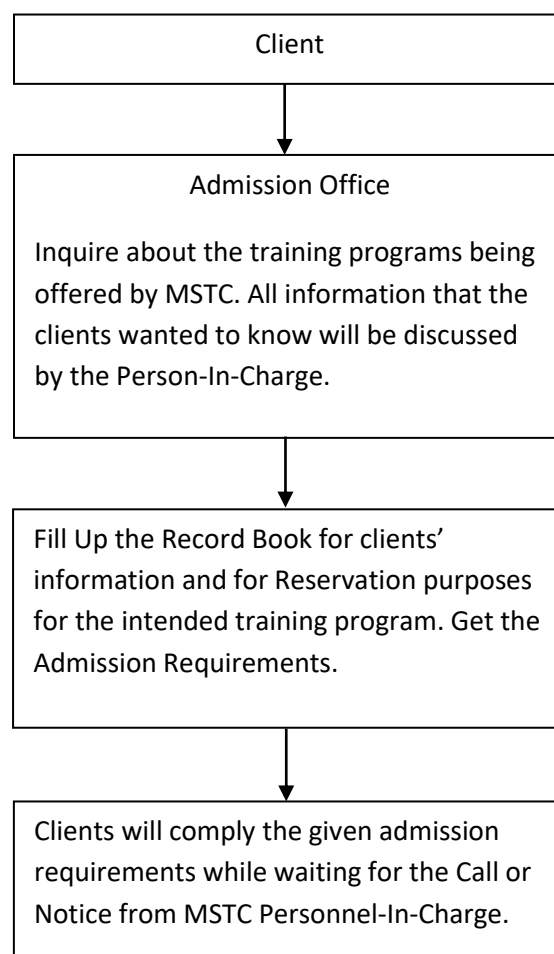
a) The Mina Skills Training Center (MSTC) is one of the facilities in the locality which is being run and managed by the Local Government Unit of Mina, Iloilo under the Office of the Mayor as the Municipal Economic Enterprise. It has six (6) registered courses/qualifications/programs accredited by the Technical Education and Skills Development Authority (TESDA) with approved Certificate of Program Registration (CoPR) as follows:

Skills Training Courses	No. of Hours	CoPR No.	Date Registered
1. Shielded Metal Arc Welding (SMAW) NC I	268 hours (34 days)	090605102 WTR	April 23, 2009
2. Shielded Metal Arc Welding (SMAW) NC II	268 hours (34 days)	090605202 WTR	April 23, 2009
3. Carpentry NC II	168 hours (21 days)	0906052075 WTR	Nov. 24, 2009
4. Masonry NC II	258 hours (33 days)	090605207 WTR	Nov. 24, 2009
5. Housekeeping NC II	436 hours (55 days)	201606302029 WTR	June 21, 2016
6. Electrical Installation and Maintenance NC II	402 hours (51 days)	2010060502028 WTR	Oct. 10, 2010

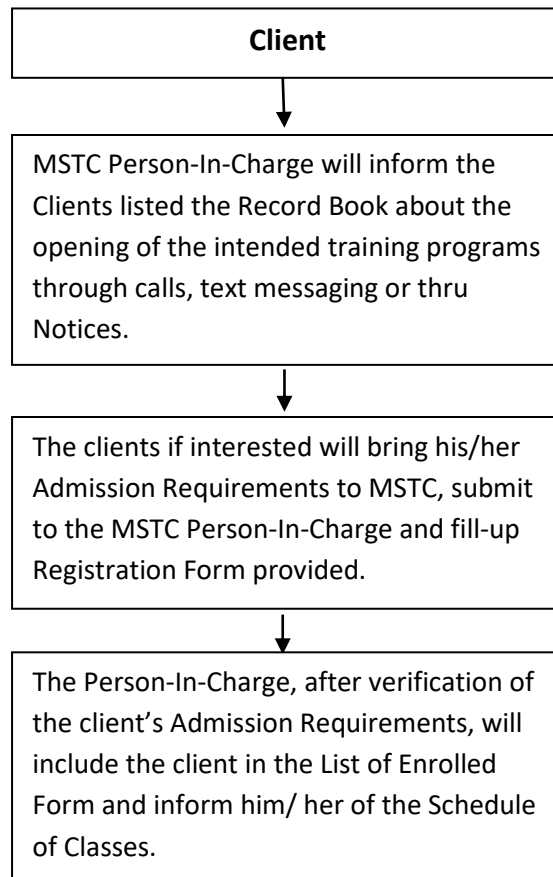
b. The MSTC also served as a venue of trainings of various skills training courses of other technical vocational institutions subject to the existing terms and conditions of MSTC and LGU-Mina, Iloilo.

c. The MSTC shall have the following flow of transactions in serving its clients:

c.1 Inquiring Transaction



c.2 Enrolment Transaction



d. The MSTC shall have the admission requirements for different skills training courses:

- d.1. NSO Issued Birth Certificate
- d.2. High School Diploma/ Transcript of Records
- d.3. Certificate of Residency from the Punong Barangay
- d.4. Identification Card Picture with collared shirt and white background
- d.5. Medical Certificate to include:
 - a. X- Ray
 - b. Drug Test (optional)

Section 4. Any other provisions in the MSTC Operations Manual which are inconsistent with these amendments are hereby repealed.

Section 5. This Ordinance shall take effect upon approval.

ADOPTED this 13th day of October 2017, on motion of **Hon. Jose G. Salanio Jr.**, duly seconded by **Hon. Juanito D. Grabato Jr.**

APPROVED.

I hereby certify to the correctness of the above-stated Ordinance.

(SGD.) ROSE KAREEN S. DEFENSOR
Designated SB Secretary

ATTESTED:

(SGD.) HON. BERNARDINO P. CHICHIRITA
Presiding Officer

APPROVED:

(SGD.) HON. REY P. GRABATO
Municipal Mayor