

SERVICE NAME: Industrial High-Speed Sewing Machine Operations

This training program is designed to equip participants with the knowledge, skills, and work discipline required for employment in the garment and manufacturing industry. It focuses on the operation of industrial high-speed sewing machines, proper handling of materials, and the execution of basic to advanced sewing techniques used in mass production.

Trainees will learn machine parts and maintenance, threading, stitching methods, quality control standards, and workplace safety. The program also emphasizes speed, accuracy, and efficiency to meet industry production targets.

Upon completion, participants are expected to be job-ready and capable of working in factories, tailoring shops, or starting their own small sewing-related business.

OFFICE OR DIVISION:	Manpower and Human Development Training Center - Mainland		
CLASSIFICATION:	Training for employment		
TYPE OF TRANSACTION:	N/A		
WHO MAY AVAIL:	1. Lapu-Lapu City Registered Voter	5. Elementary Level/Grad., High School level/Grad., Senior High and/or College level/Grad.	
	2. Resident of Lapu-Lapu City		
	3. 18 - 40 years old		
	4. Male, Female and LGBTQIA+		

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
MHDTC Requirements:	
1. Diploma or Certificate	School that you attended to or graduated
2. NSO/PSA	Local Civil Registrar (LGU) or NSO/PSA Office or though online
3. Barangay Clearance	Barangay that you reside
4. Voter's Certification	Comelec Office (at the Lapu-Lapu City main building, second floor)
5. 2pcs. 1x1 ID picture	Nearest photo studio

Company Requirements:	
1. Resume/Biodata	Draft/Create your Resume/Biodata
2. NSO/PSA (4 copies)	Local Civil Registrar (LGU) or NSO/PSA Office or though online
3. SSS E1 or SSS ID (ensure that SSS Number is clear)	Ground floor, Annex Bldg., Gaisano Mactan Mall, Pajo, LLC
4. PhilHealth	Mactan Economic Zone II, Pueblo Verde, SM Hypermart, LLC
5. PAG-IBIG	2nd floor of Gaisano Mactan Convention Center, Pajo, LLC
6. NBI Clearance	3rd floor of Island Central Mall, Pusok, LLC
7. Marriage Cert./contract (married applicants)(4copies)	Local Civil Registrar (LGU) or NSO/PSA Office or though online
8. Children's Birth Cert. (married or single parent applicants)(4 copies)	Local Civil Registrar (LGU) or NSO/PSA Office or though online
9. Diploma (Elem/High School/College) 138-A Report Card (if no diploma)	School that you attended to or graduated
10. Transcript of Records or TOR (for all College Graduates)	School that you attended to or graduated
11. Certificate of Employment (for those with previous work experience)	Previous company
12. Certificate of Training/Seminar/OJT (if any)	School that you attended to or graduated
13. Application Letter	Draft/Create your Application Letter

CLIENTS STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the complete documents required by both MHDTC and the company	Receive and check all the required documents		1 min.	Anselle Jean D. Tumalak - Admin Officer / or any MHDTC Personnel
	Encoding of the name and contact information of the qualified applicant for training		1 min.	
Wait for a text or call from MHDTC Office for your training schedule	Text or call client for their training schedule		Depends on the number of days per training session	Anselle Jean D. Tumalak - Admin Officer
Be on time for the orientation	Orientation		1 day	Anselle Jean D. Tumalak - Admin Officer / Remedios A. Dungog - LGU Sewing Trainer

Actual Training		14 / 20 days	Remedios A. Dungog - LGU Sewing Trainer
Training Center Final Assessment, Culmination and distribution of certificates		4 - 5 hours	Bernardita I. Cabañero - Officer In-charge and Remedios A. Dungog - LGU Sewing Trainer
Endorsement to the company for final assessment		1 day	MEZ Locators
TOTAL:	No Fees / Charges		

SERVICE NAME: Community-Based in Dressmaking Leading to Dressmaking NCII

A livelihood training program on high-speed sewing and dressmaking that equips participants with essential skills in garment production, including the use of industrial sewing machines and pattern drafting, preparing them for small business or employment opportunities.

OFFICE OR DIVISION:	Manpower and Human Development Training Center - Mainland		
CLASSIFICATION:	Training for skills and livelihood		
TYPE OF TRANSACTION:	N/A		
WHO MAY AVAIL:	1. General Public 2. Lapu-Lapu City Registered Voter 3. Legal Age 4. Male, Female and LGBTQIA+	5. Elementary Level/Grad., High School level/Grad., Senior High and/or College level/Grad.	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
2. NSO/PSA	Local Civil Registrar (LGU) or NSO/PSA Office or through online
3. Barangay Clearance	Barangay that you reside
4. Voter's Certification	Comelec Office (at the Lapu-Lapu City main building, second floor)
5. 1pc. 1x1 ID picture	Nearest photo studio

CLIENTS STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the complete documents required by both MHDTC and the company	Receive and check all the required documents		1 min.	Anselle Jean D. Tumalak - Admin Officer / or any MHDTC Personnel
	Encoding of the name and contact information of the qualified applicant for training		1 min.	
Wait for a text or call from MHDTC Office for your training schedule	Text or call client for their training schedule		Depends on the number of days per training session	Anselle Jean D. Tumalak - Admin Officer
Be on time for the orientation	Orientation		1 day	Anselle Jean D. Tumalak - Admin Officer / Gregorio P. Osain - LGU Dressmaking Trainer
Actual Training			22 days	Gregorio P. Osain - LGU Dressmaking Trainer
Training Center Final Assessment, Culmination and distribution of certificates			4 - 5 hours	Bernardita I. Cabañero - Officer In-charge and Gregorio P. Osain - LGU Dressmaking Trainer
TOTAL:	No Fees / Charges			