

Citizen's Charter



3. Training of Trainer/Screeners for NVSP

Description of the Service: Describes how the training of National and Regional trainers/screeners for the National Vision Screening Program (NVSP) is facilitated.

Office or Division	National Institutes of Health - Philippine Eye Research Institute
Classification	Training of Trainers/Screeners for the National Vision Screening Program Highly Technical
Type of Transaction	Government to Government – DOH/DepEd/Public and Private Schools
Who may Avail	Public and Private School / DOH / DepEd

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Request	1. Requesting Agency
2. Checklist of Participants (trainers/screeners)	2. PERI
3. Evaluation of Participants (trainers/screeners)	3. PERI

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send a letter of Request for training	1.1 Receives and acknowledges the letter of request	N/A	3 minutes	PERI NVSP Staff
2. Send a list of participants	2.1 Receives list of participants	N/A	3 minutes	PERI NVSP Staff
	2.2 Sends Checklist to Requesting Agency	N/A	3 minutes	PERI NVSP Staff
3. Receives the checklist for the training	3.1 Coordinate with the focal person to verify the items on the checklist	N/A	30 minutes	PERI NVSP Staff
4. Coordinate the logistics needs of the trainer/s	4.1 Accepts the itinerary given by the requesting agency	N/A	3-7 days	Requesting Agency
5. Facilitates the needs of the trainer/s during the training.	5.1 Start of Training and Evaluate the Participants	N/A	3-5 days	PERI NVSP Staff
TOTAL		N/A	Service Rendered: 6-12 days and 39 minutes	