

Application for OJT/NSTP Placement

Processing Application for OJT/NSTP Placement at DSWD NCR

This aims to provide over all directions on the implementation of the Student Training Program and to provide the students with experience and opportunities to appreciate government service delivery function in the social welfare sector.

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| Office or Division: | Learning and Development Section | |
| Classification: | Simple | |
| Type of Transaction: | Government to Citizen | |
| Who may avail: | All school/universities/college affiliated with DSWD NCR | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| For Regular Courses: | | |
| 1. Endorsement Letter/Letter of intent addressed to the Regional Director (with signature of the School OJT Coordinator) | Requesting Party | |
| 2. One (1) copy Resume of student availing OJT | Requesting Party | |
| 3. One (1) Photocopy of School ID | Requesting Party | |
| 4. Original and photocopy of Registration Form/Study Load | Requesting Party | |
| 5. One (1) copy of Proposed Schedule | Requesting Party | |
| 6. One (1) Copy of Work Plan (with signature of the student and School OJT Coordinator) | Requesting Party | |
| 7. SEC/CHED or TESDA Registration | Requesting Party | |
| 8. Profile of School/Brief Overview of School | Requesting Party | |
| 9. Course Module | Requesting Party | |
| For Caregiving Courses: | | |
| 1. Medical Clearance with Laboratory Results (X-ray, Urinalysis, CBC, Fecalalysis, Pregnancy Test for Women) | Requesting Party | |
| 2. NBI Clearance | Requesting Party | |
| 3. 2x2 ID Picture | Requesting Party | |
| 4. Endorsement Letter/Letter of intent addressed to the Regional Director (with | Requesting Party | |

| signature of the School OJT Coordinator) | | | | |
|--|-----------------------|------------------------|------------------------|---------------------------|
| 5. One (1) copy Resume of student availing OJT | | Requesting Party | | |
| 6. One (1) Photocopy of School ID | | Requesting Party | | |
| 7. Original and photocopy of Registration Form/Study Load | | Requesting Party | | |
| 8. One (1) copy of Proposed Schedule | | Requesting Party | | |
| 9. One (1) Copy of Work Plan (with signature of the student and School OJT Coordinator) | | Requesting Party | | |
| 10. SEC/CHED or TESDA Registration | | Requesting Party | | |
| 11. Business Permit | | Requesting Party | | |
| 12. Profile of School/Brief Overview of School | | Requesting Party | | |
| 13. Course Module | | Requesting Party | | |
| For NSTP/CWTS Student | | | | |
| 1. Endorsement Letter/Letter of intent addressed to the Regional Director (with signature of the School OJT Coordinator) | | Requesting Party | | |
| 2. One (1) copy Resume of student availing OJT | | Requesting Party | | |
| 3. One (1) Photocopy of School ID | | Requesting Party | | |
| 4. Original and photocopy of Registration Form/Study Load | | Requesting Party | | |
| 5. One (1) copy of Proposed Schedule | | Requesting Party | | |
| 6. One (1) Copy of Work Plan (with signature of the student and School Coordinator) | | Requesting Party | | |
| 7. SEC/CHED or TESDA Registration | | Requesting Party | | |
| 8. Profile of School/Brief Overview of School | | Requesting Party | | |
| 9. Course Module | | Requesting Party | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Affiliated School/ | 1. Provide technical | None | 5 minutes | <i>STP Focal</i> |

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| University/ College inquire/request for affiliation with DSWD | assistance and give list of requirements for NSTP/OJT placement to requesting party. | | | LDS |
| 2. School/ University/ College submits documentary requirements for affiliation between schools and DSWD-NCR | <p>2.1. Receive the submitted documents</p> <p>2.2. Review/ Evaluate submitted requirements ensuring its completeness and validity.</p> <p>2.3. LDS coordinates with C/RCF/D/S/U's for availability of slot/schedule for OJT/NSTP placement</p> <p>2.3. Preparation of Permit to OJT/field placement, Absorptive Capacity. <i>(Preparation of permit for placement must be done upon completion of necessary requirements)</i></p> <p>2.4. DSWD NCR- LDS conduct an orientation on program and services, reminders on Do's and Don'ts during student internship.</p> | None | <p>3 minutes.</p> <p>5 minutes</p> <p>5 minutes</p> <p>10 minutes</p> <p>1 hour and 30 minutes</p> | <p><i>Admin Aide IV</i> LDS</p> <p><i>STP Focal</i> LDS</p> <p><i>STP Focal</i> LDS</p> <p><i>STP Focal</i> LDS</p> <p><i>STP Focal</i> LDS</p> |

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| | 2.5. Endorsement of OJT Permit/ Placement to concerned C/RCF/D/S/U's. | | 5 minutes | <i>STP Focal</i> LDS |
| Total: | | None | 2 hours, 3 minutes | |