

Contracting Phase for Affiliation

Processing the Affiliation of School/University/College with DSWD NCR

The succeeding steps are the process and procedures to be undertaken by the implementers of the Student Training Program to ensure effective and efficient program implementation as well as to strengthen and sustain collaboration with school/universities/colleges.

Office or Division:	Learning and Development Section			
Classification:	Complex			
Type of Transaction:	Government to Citizen			
Who may avail:	All School/College/University obtaining On the Job Training			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of intent addressed to Regional Director (with signature of the School OJT Coordinator)		Requesting Party		
2. One (1) copy of Resume of student availing OJT		Requesting Party		
3. Original and Photocopy SEC/CHED/TESDA Registration or Board Resolution		Requesting Party		
4. Brief History of School		Requesting Party		
5. Course Module		Requesting Party		
6. Four (4) copies of Contract of Affiliation (for new affiliated school)		DSWD- NCR (Learning and Development Section)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requesting Party inquire/request for affiliation with DSWD	1. Provide technical assistance and give list of requirements to requesting party.	None	5 minutes	<i>STP Focal</i> LDS
2. School/ University/ College submits documentary requirements for affiliation between schools and DSWD-NCR	2.1. Receive the submitted documents	None	3 minutes	<i>Admin Aide IV</i> LDS
	2.2. Review/ Evaluate submitted requirements		5 minutes	<i>STP Focal</i> LDS

	ensuring its completeness and accuracy			
	2.3. Preparation of Contract of Affiliation		10 minutes	<i>STP Focal</i> LDS
	2.4. Endorsement of affiliation to the Office of the Regional Director.		5 minutes	<i>STP Focal</i> LDS
	2.5. Signing of the Contract of Affiliation by the Regional Director and Witness.		1 minute	<i>Regional Director/OIC-RD and AO V, STP Focal</i> LDS
	2.6. After being signed by all concerned signatories, four (4) copies of contract will be forwarded to the Requesting Party for Notarization.		5 minutes	<i>STP Focal</i> LDS
	2.7. After Notarization of the Contracts, the DSWD – NCR, LDS will get the two (2) copies of contracts while the other two (2) will be given to the Requesting Party.		5 minutes	<i>STP Focal</i> LDS
	Total	None	31 minutes	