

## Processing of Application for Specialized Training (DSWD Funded)

This covers the process of application for specialized training of DSWD – NCR Permanent, Contractual and Casual employees wherein the Department will cover the training and travel expenses and subject to the availability of fund of their respective offices following the usual COA accounting and auditing rules and regulations.

<b>Office or Division:</b>	Learning and Development Section (LDS)/ Human Resource Management and Development Division (HRMDD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	All DSWD –NCR Permanent, Contractual, and Casual Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Invitation		Training Institution (NGOs, GAs etc.) / LDS		
Application Form for Specialized Training (Form 3)		LDS / <a href="https://www.dswd.gov.ph/issuances">https://www.dswd.gov.ph/issuances</a> (MC 35 S. of 2005)		
Endorsement / Recommendation Letter		Concerned D/C/RCF/S/Us		
Certified True Copy of Approved Work and Financial Plan for the Calendar Year		Concerned D/C/RCF/S/Us		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>RESPONSIBLE PERSON</b>
1. Submit Endorsement / Recommendation Letter to LDS  *Make sure to attach application form for specialized training and the Letter of Invitation form the Training Institution	1. Received the Endorsement / Recommendation Letter from the respective D/C/RCF/S/Us.	None	1 minute	<i>Admin. Aide IV</i> LDS
	1.1. Track the Endorsement / Recommendation Letter from the respective D/C/RCF/S/Us.		1 minute	<i>Admin. Aide IV</i> LDS
			1 minute	<i>Admin. Aide IV</i>

				LDS
	1.2. Forward the Endorsement / Recommendation Letter to the Head/OIC of LDS for Remarks/direction.		1 minute	Head/OIC LDS
	1.3. Return the endorsement / recommendation letter to the Admin. Aide IV for tracking.		1 minute	Admin. Aide IV LDS
	1.4. Forward Endorsement / Recommendation Letter to assigned staff for appropriate action.		10 minutes	Concerned Technical Staff LDS
	1.5 Review and Assess the application.		2 minutes	Concerned Technical Staff LDS
	1.6 If incomplete, coordinate with the concerned D/C/RCF/S/Us for compliance.		5 minutes	Concerned Technical Staff LDS
	1.7. If complete, endorse recommendation to the Regional Director for Approval.		5 minutes	Concerned Technical Staff LDS
			5 minutes	

