

Processing of Application for Specialized Training (Official Time)

This is the process of application for request of official time of DSWD – NCR staff (regardless of employment) to attend specialized training. These are free trainings and/or trainings wherein all expenses are shouldered by the staff, thus only requesting for official time.

Office or Division:	Learning and Development Section (LDS)/ Human Resource Management and Development Division (HRMDD)			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	All DSWD –NCR Employees (Regardless of Employment Status)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Invitation		Training Institution (NGOs, GAs etc.)		
Application Form for Specialized Training (Form 3)		LDS / https://www.dswd.gov.ph/issuances (MC 35 S. of 2005)		
Endorsement / Recommendation Letter		Concerned D/C/RCF/S/Us		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
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
	1.2. Forward the Endorsement / Recommendation Letter to the Head/		1 minute	<i>Admin. Aide IV</i> LDS

	<p>OIC of LDS for Remarks/direction.</p> <p>1.3. Return the endorsement / recommendation letter to the Admin. Aide IV for tracking.</p> <p>1.4. Forward Endorsement / Recommendation Letter to assigned staff for appropriate action.</p> <p>1.5 Review and Assess the application.</p> <p>1.6 If incomplete, coordinate with the concerned D/C/RCF/S/Us for compliance.</p> <p>1.7. If complete, endorse recommendation to the Regional Director for Approval.</p> <p>1.8. If disapproved, officially inform and send regret letter to the</p>		<p>1 minute</p> <p>1 minute</p> <p>10 minutes</p> <p>2 minutes</p> <p>5 minutes</p> <p>5 minutes</p> <p>5 minutes</p>	<p><i>Head/OIC</i> LDS</p> <p><i>Admin. Aide IV</i> LDS</p> <p><i>Concerned</i> <i>Technical Staff</i> LDS</p> <p><i>Concerned</i> <i>Technical Staff</i> LDS</p> <p><i>Concerned</i> <i>Technical Staff</i> LDS</p> <p><i>Concerned</i> <i>Technical Staff</i> LDS</p> <p><i>Concerned</i> <i>Technical Staff</i> LDS</p>
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	<p>concerned D/C/RCF/S/Us.</p> <p>1.9. If approved, prepare Regional Special Order (RSO) for permanent, contractual and casual staff and Regional Administrative Order (RAO) for COS and JO staff.</p> <p>1.10. Forward RSO/RAO to the Regional Director's Office for approval.</p> <p>1.11. Forward approved RSO/RAO to the concerned D/C/RCF/S/Us.</p>		<p>1 minute</p> <p>2 minutes</p>	<p><i>Admin. Aide IV</i> LDS</p> <p><i>Admin. Aide IV</i> LDS</p>
TOTAL		None	35 minutes	