2. Assistance to Online Recruitment Portal

Replies to applicant's inquiries regarding registration, application through ORP, technical assistance and troubleshooting.

Office/Division:	PPA, HRMD, HRSD, HRSS
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Applicants

CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Name: Specific Issue/s Encountered:		Client – Text/Phone Call/Email		
Client Steps	**Agency Action**	**Fees to be paid**	**Processing Time**	**Person Responsible**
1. Applicant sends inquiries regarding the registration and application in ORP thru Text message/ Telephone call/Email	1.1 Acknowledges receipt of the inquiry and checks appropriate response depending on the applicants' case 1.2 Informs the applicants of the steps to register to ORP 1.3 Performs troubleshoot when the applicant experience technical problem	None	3 days	HRMPSB Secretariat HRIS Team
TOTAL:		**None**	**3 days (working days)**	