3. APPLICATION FOR ON-THE-JOB TRAINING PROGRAM (OJT)

To respond to the student client's request to undergo On-The-Job Training in PPA to enable student trainee.

Office/Division:	PPA-HRMD-CDD-CPMS
Classification:	Complex
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Student Trainee

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. School Endorsement Letter (1 original copy) 2. Certificate of Registration (COR) (1 – photocopy) 3. Certificate of Good Moral Character (1 original copy) 4. Resume with Photo (duly signed) (1 original copy) 5. Copy of School ID 6. Deed of Undertaking	HRMD, Requesting Party

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Client submits the complete requirements.	1.1 Receives and reviews submitted documentary requirements re: OJT program.	None	15 mins.	HRMO or Personnel-In-Charge
	1.2 Coordinates with RC concerned re acceptance of student trainee.	None	10 mins.	HRMO or Personnel In-charge
	1.3 Prepares OJT Form, Deed of Undertaking and memo endorsement to receiving RC for HRMD Manager's approval.	None	3 days	HRMO or Personnel In-charge; HRMD Manager
	1.4 Transmits signed memo endorsement to RC concerned.	None	10 mins.	HRMO or Personnel In-charge

2. Receives the Deed of Undertaking and Copy of Memo Endorsement.	2. Release the Deed of Undertaking and Copy of Memo Endorsement to the requesting client.	None	10 mins.	HRMO or Personnel In-charge; Client
TOTAL:		**None**	**3 days and 45 mins (working days)**	