

Citizen's Charter No. SSB/AD-04







Name of Office : **Human Resource Development Section (HRDS), Administrative Division, Support Services Branch (SSB)
National Mapping and Resource Information Authority**










Frontline Service : **Processing of Scholarship**








Schedule of Availability of Service : **Monday – Friday, 8:00 AM – 5:00 PM**






Who May Avail of the Service : **Internal Clients**

How to Avail of the Service : **Walk-in**

No. [A]	CUSTOMER ACTIVITY [B]	NAMRIA ACTION [C]	OFFICE/PERSON RESPONSIBLE/ LOCATION [D]	DURATION* [E]	DOCUMENTARY REQUIREMENTS S[F]	AMOUNT OF FEES [G]
1	Receive the Endorsement/ Nomination Letter 	Instruct the nominee to prepare the complete scholarship documents  Prepare the Request for Travel Authority, NAMRIA Scholarship Contract, and DENR Scholarship Contract and endorse the documents to the Chief Administrative Division 	 NESSIL MARIE B. GONZALVO Administrative Officer IV  ANNALYN P. PEREZ Administrative Officer IV  FLORENCE M. ACLE Administrative Officer V	3 hours	Personal Data Sheet Transcript of Records Diploma Individual Performance and Commitment Review Form Service Record Certificate of Employment Certificate of No Pending Administrative Case Medical Certificate, if needed Routing Slip Request for Travel Authority NAMRIA Scholarship Contract DENR Scholarship Contract	

		<p>Review and endorse the scholarship documents to the Personnel Development Committee (PDC) Chairperson</p> 	 <p>CONCEPCION A. BRINGAS Chief, Administrative Division</p>	5 minutes	Routing Slip	
		<p>Endorse the scholarship documents to the Office of the Administrator for approval</p> 	 <p>FEBRINA E. DAMASO Director, SSB</p>	5 minutes	Routing Slip	
		<p>Approve and sign the Request for Travel Authority and the NAMRIA Scholarship Contract</p> 	 <p>Usec. PETER N. TIANGCO, PhD Administrator</p>			
2	<p>Receive the approved Request for Travel Authority and the NAMRIA Scholarship Contract</p> 	<p>File the signed documents of the grantee</p> <p>Submit the Request for Travel Authority, NAMRIA Scholarship Contract, and DENR Scholarship Contract to DENR</p> 	 <p>ROMMEL D. VILLABER Project Development Assistant III</p>		<p>Signed Request for Travel Authority NAMRIA Scholarship Contract DENR Scholarship Contract</p>	

		Instruct the grantee to submit Re-Entry Action Plan to HRDS prior to attendance to the scholarship program	 FLORENCE M. ACLE Administrative Officer V	30 minutes		
3	Receive approved Travel Authority and DENR Scholarship Contract 	Prepare Special Order (SO) of the grantee authorizing to attend the scholarship program Route the prepared SO to the Chief Administrative Division 	 NESSIL MARIE B. GONZALVO Administrative Officer IV  ANNALYN P. PEREZ Administrative Officer IV	1 hour	Routing Slip Approved Travel Authority Signed DENR Scholarship Contract	
		Review and endorse the SO to the PDC Chairperson 	 CONCEPCION A. BRINGAS Chief, Administrative Division	5 minutes	Routing Slip	

		Endorse the SO for approval of the Administrator 	 FEBRINA E. DAMASO Director, SSB	5 minutes	Routing Slip	
			 Usec. PETER N. TIANGCO, PhD Administrator			
4	Receive approved SO	Schedule the scholarship grantee for a pre-departure briefing Conduct pre-departure briefing	 FLORENCE M. ACLE Administrative Officer V	1 hour	Special Order with QR Code	
				Total Duration: 5 hours and 45 minutes		

***Excludes DENR duration and endorsement of the documents from the Office of the Administrator to HRDS**