

Citizen's Charter No. SSB/AD-05






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









Frontline Service : **Processing of Documents for On-the-Job Training (OJT)**







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









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

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

N o. [A]	CUSTOMER ACTIVITY [B]	NAMRIA ACTION [C]	OFFICE/PERSON RESPONSIBLE/ LOCATION [D]	DURATION [E]	DOCUMENTARY REQUIREMENTS S[F]	AMOUNT OF FEES [G]
1	Request OJT 	Receive, record, and forward the request to the Records Section for the Administrator's marginal note and approval of the request 	 ROMMEL D. VILLABER Project Development Assistant III	1 minute	Letter of Request from the University Resumé of the Trainee/s	
		Process the approved request <ul style="list-style-type: none"> • Coordinate the placement of the on-the-job/apprentice trainee/s • Draft Special Order (SO)/ Embarkation Order • Send conformé letter to the university 	 NESSIL MARIE B. GONZALVO Administrative Officer IV	30 minutes	Approved Special Order/Embarkation Order Signed Conformé Letter	

		<p>Inform the on-the-job/apprentice trainee/s on the status of the request and schedule the orientation</p> 	 <p>ANNALYN P. PEREZ Administrative Officer IV</p>	1 minute		
		<p>Orient the on-the-job/apprentice trainee/s on NAMRIA mandate and office policies</p> 	<p>NESSIL MARIE B. GONZALVO</p>  <p>Administrative Officer IV</p>  <p>ANNALYN P. PEREZ Administrative Officer IV</p>	1 hour		
2	<p>Receive the SO/Embarkation Order and start the OJT</p> 	<p>Monitor/compute the training hours of the on-the-job/apprentice trainee/s</p> 	 <p>ROMMEL D. VILLABER Project Development Assistant III</p>	30 minutes	Signed Special Order Daily Time Record	

	<p>Prepare the Certificate of Completion/Disembarkation Order</p> 	 <p>ROMMEL D. VILLABER Project Development Assistant III</p>  <p>NESSIL MARIE B. GONZALVO Administrative Officer IV</p>  <p>ANNALYN P. PEREZ Administrative Officer IV</p>	<p>30 minutes</p>	<p>Certificate of Completion Disembarkation Order</p>	
	<p>Rate the performance of the on-the-job/apprentice trainee and sign the Disembarkation Order</p>	<p>Concerned Unit/Office</p>		<p>University Evaluation Form Disembarkation Order</p>	
	<p>Review and endorse the Certificate of Completion to the Chief Administrative Officer</p> 	 <p>FLORENCE M. ACLE</p>	<p>5 minutes</p>	<p>Routing Slip Certificate of Completion Disembarkation Order Accomplished University Evaluation Form</p>	

			Administrative Officer V			
		Endorse the Certificate of Completion to the SSB Director 	 CONCEPCION A. BRINGAS Chief, Administrative Division	5 minutes		
		Endorse the Certificate of Completion to the Administrator 	 FEBRINA E. DAMASO Director	5 minutes		
		Approve the Certificate of Completion 	 Usec. PETER N. TIANGCO, PhD Administrator			
3	Receive the Certificate of Completion, Disembarkation Order, and Accomplished University Evaluation Form 	Update the OJT database	 ROMMEL D. VILLABER Project Development Assistant III	5 minutes	Signed Certificate of Completion with QR Code/ Disembarkation Order Accomplished University Evaluation Form	

				Total Duration: 2 hours and 32 minutes
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***Excludes duration of the endorsement of the OJT document/s from the Office of the Administrator to HRDS**