**STUDENT TRAINING PROGRAM (STP)**

*Programa para sa Pagsasanay ng mga Estudyante*

1. **Schedule of Availability of Service**

Mondays to Fridays, except Holidays

*Lunes hanggang Biyernes maliban kung ‘holiday’ o walang pasok*

8:00 a.m. – 5:00 p.m.

*8:00 ng umaga hanggang 5:00 ng hapon*

1. **Who may Avail of the Service**

Students who need to complete a number of on-the-job (OJT) training as part of the academic requirements in any academic institutions

*Mga estudyanteng nangangailangan ng kaukulang oras ng pagsasanay bilang bahagi ng kanilang kurso o pag-aaral*

1. **What are the Requirements**
2. School recommendation
3. Student resume/ curriculum vitae
4. Accomplished STP Application Form
5. **Processing Fee (if any)**

None

*Wala*

1. **Processing Time**

Student Placement within three (3) working days

*Pagtatalaga ng mga Estudyante sa kaukulang Opisina sa DSWD sa loob*

*ng tatlong (3) araw*

Issuance of Certificate of Completion within three (3) working days

*Paggagawad/Pagbibigay ng Sertipikasyon ng Pagtatapos ng Pagasanay*

*sa loob ng tatlong (3) araw*

1. **How to Avail of the Service**
2. **Student Placement in DSWD**

*Pagtatalaga ng mga Estudyante sa kaukulang Opisina*

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| **Steps** | **Person-in-charge** | **Timeline** | **Location** |
| 1. Submit STP requirements to HRDS-STP Focal Person

*(Pagsusumite ng aplikasyon at iba pang dokumento sa HRDS-STP Focal Person)* | Student*(Estudyante)*HRDS-STP Focal Person- Ma. Sonia G. Dadula | 5-10 minutes*(5-10 minuto)* | Human Resource Development Service (HRDS) Office, 1st Floor DSWD Central Office (CO), Quezon City |
| 1. Evaluates application and endorse to appropriate DSWD Offices/Bureaus/Services (OBS) through a memorandum

*(Pagsusuri ng mga dokumento at pag endorso ng aplikasyon sa kaukulang opisina sa DSWD OBS)* | HRDS-STP Focal Person- Ma. Sonia G. Dadula | 1 day to include the timeline for HRDS Head to sign the document and endorse to OBS*(isang araw kasama na ang kaukulang oras para mapirmahan ng HRDS Head ang memo at maipadala sa OBS)* | HRDS Office, 1st Floor DSWD-CO, Quezon City |
| 1. Submit confirmation slip of endorsed OJT applicant/s to HRDS

*(Pagsusumite ng confirmation slip ng mga inindorsong OJT aplicante sa HRDS)* | Concerned DSWD OBS Head and OBS-STP Focal Person | within 2 working days upon receipt of the endorsement memo from HRDS*(sa loob ng dalawang araw mula sa petsa ng pagtanggap ng endorsement sa HRDS)* | DSWD Central Office Offices, Bureaus, Services |
| 1. Notify students on the placement for OJT

*(Pagbibigay importasyon hingil sa OJT aplikasyon)* | HRDS-STP Focal Person- Ma. Sonia G. Dadula | Within the day upon receipt of the document from DSWD OBS*(sa araw na matanggap ang confirmation slip mula sa DSWD OBS)* | HRDS Office, 1st Floor DSWD-CO, Quezon City |

1. **Issuance of STP Certificate of Completion**

*Paggagawad/Pagbibigay ng Sertipikasyon ng Pagtatapos ng Pagsasanay*

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| --- | --- | --- | --- |
| **Steps** | **Person-in-charge** | **Timeline** | **Location** |
| 1. Submit completion documents such as DTR, accomplishment report, evaluation form, and feedback report to HRDS-STP Focal Person

*(Pagsusumite ng mga dokumentong magpapakita ng pagtatapos ng pagsasanay katulad ng DTR, accomplishment report, evaluation form, at feedback report sa HRDS-STP Focal Person)* | Student*(Estudyante)*HRDS-STP Focal Person- Ma. Sonia G. Dadula | 5-10 minutes*(5-10 minuto)* | HRDS Office, 1st Floor DSWD-CO, Quezon City |
| 1. Evaluates submitted documents relative to the completion of the OJT

*(Pagsusuri ng mga isinumeteng dokumento hingil sa pagtatapos ng pagsasanay)* | HRDS-STP Focal Person- Ma. Sonia G. Dadula | 30 minutes (30 minuto) | HRDS Office, 1st Floor DSWD-CO, Quezon City |
| 1. Prepares STP Completion Certificate for signature of the designated authorities of DSWD

*(Paggawa ng STP Completion Certificate at pagpapapirma sa mga kaukulang hepe ng DSWD)* | HRDS-STP Focal Person- Ma. Sonia G. DadulaOBS Head and HRDS Head | 10-15 minutes*(10-15 minuto)*Signing within two days*(Pagpapapirma sa loob ng 2 araw)* | HRDS Office, 1st Floor DSWD-CO, Quezon City |
| 1. Issuance of STP Completion Certificate to the student

*(Paggagawad/Pagbibigay ng STP Completion Certificate sa estudyante)* | HRDS-STP Focal Person- Ma. Sonia G. Dadula | Within the day upon receipt of the document*(Sa araw na matanggap ang pirmadong sertipiko)* | HRDS Office, 1st Floor DSWD-CO, Quezon City |