

**DARAGA HUMAN RESOURCE DEVELOPMENT
OFFICE**

INTERNAL SERVICES

1. SCHOLARSHIP SERVICES

Training for Work Scholarship Program (TWSP)

Office or Division:	Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2G Government to Citizen			
Who may avail:	18 years old and above			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Birth Certificate (PSA/NSO)			PSA	
Marriage Contract			PSA	
Form 138			School Last Attended	
Passport Size Picture			Photo Lab	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Sign in the visitor's logbook at the guard house.	Give the logbook at the client	None	3 mins.	Scholarship Focal
Submit the required documents at the Scholarship Focal for initial assessment and verification	Receive the required documents and check for the completeness	None	5 mins.	Scholarship Focal
Submit the required documents at the Registrar's Office for validation.	Receive the required documents and check for the completeness and for the record	None	5 mins.	Registrar
End of transaction				

Special Training for Employment Program (STEP)

Office or Division:	Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2G Government to Citizen			
Who may avail:	18 years old and above			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Birth Certificate (PSA/NSO)			PSA	
Marriage Contract			PSA	
Form 138			School Last Attended	

Passport Size Picture		Photo Lab		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Sign in the visitor's logbook at the guard house.	Give the logbook at the client	None	3 mins.	Scholarship Focal
Submit the required documents at the Scholarship Focal for initial assessment and verification	Receive the required documents and check for the completeness	None	5 mins.	Scholarship Focal
Submit the required documents at the Registrar's Office for validation.	Receive the required documents and check for the completeness and for the record	None	5 mins.	Registrar
End of transaction				

Free TVET (Universal Access to Quality Tertiary Education Act) (UAQTEA)

Office or Division:	Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2G Government to Citizen			
Who may avail:	18 years old and above			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Birth Certificate (PSA/NSO)		PSA		
Marriage Contract		PSA		
Form 138		School Last Attended		
Passport Size Picture		Photo Lab		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Sign in the visitor's logbook at the guard house.	Give the logbook at the client	None	3 mins.	Scholarship Focal
Submit the required documents at the Scholarship Focal for initial assessment and verification	Receive the required documents and check for the completeness	None	5 mins.	Scholarship Focal

Submit the required documents at the Registrar's Office for validation.	Receive the required documents and check for the completeness and for the record	None	5 mins.	Registrar
End of transaction				

2. REGULAR PROGRAM

Office or Division:	Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2G Government to Citizen			
Who may avail:	18 years old and above			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Birth Certificate (PSA/NSO)			PSA	
Marriage Contract			PSA	
Form 138			School Last Attended	
Passport Size Picture			Photo Lab	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Sign in the visitor's logbook at the guard house.	Give the logbook at the client	None	3 mins.	Scholarship Focal
Submit the required documents at the Scholarship Focal for initial assessment and verification	Receive the required documents and check for the completeness	None	5 mins.	Scholarship Focal
Pay the required fees and make sure to secure an official receipts that will be issued upon payment	Issue the official receipts	Php 1500.00	5 mins.	Cashier
Submit the required documents at the Registrar's Office for validation.	Receive the required documents and check for the completeness and for the record	None	5 mins.	Registrar
End of transaction				

3. PROCESSING OF REQUEST FOR SCHOOL CREDENTIALS

Office or Division:	Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2G Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official Receipts		Cashier		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure the order of payment that will be issued	Issue the order of payment		5 mins.	Cashier
Pay the required fees and make sure to secure an official receipts that will be issued upon payment	Issue the official receipts	Php 1500.00	5 mins.	Cashier
Submit the required documents at the Registrar's Office for validation.	Receive the required documents and check for the completeness and for the record	None	5 mins.	Registrar
End of transaction				

4. ENROLMENT SERVICES

Office or Division:	Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2G Government to Citizen			
Who may avail:	18 years old and above			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Birth Certificate (PSA/NSO)		PSA		
Marriage Contract		PSA		
Form 138		School Last Attended		
Passport Size Picture		Photo Lab		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Sign in the visitor's logbook at the guard house.	Give the logbook at the client	None	3 mins.	Scholarship Focal

Submit the required documents at the Scholarship Focal for initial assessment and verification	Receive the required documents and check for the completeness	None	5 mins.	Scholarship Focal
Pay the required fees and make sure to secure an official receipts that will be issued upon payment	Issue the official receipts	Php 1500.00	5 mins.	Cashier
Submit the required documents at the Registrar's Office for validation.	Receive the required documents and check for the completeness and for the record	None	5 mins.	Registrar
End of transaction				

5. STUDENT DEVELOPMENT SERVICES

Office or Division:	School Clinic			
Classification:	Simple			
Type of Transaction:	G2G Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Medical History/Abstract			Hospital/Clinic	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Sign in to the Patient's Logbook at the Clinic	Give logbook to the patient	None	3 mins	School Nurse
Consult for the health complaint	Interview about chief complaints, signs and symptoms, medical background	None	3 mins	School Nurse
Submit to medical examination	Get the vital signs such as blood pressure, body temperature, pulse rate and breathing rate.	None	3 mins	School Nurse

Follow health advise	Provide First Aid treatment and nursing care. If needs further treatment refer to the nearest rural health center	None	3 mins	School Nurse
End of transaction				

EXTERNAL SERVICES

1. CAREER GUIDANCE SERVICES

Office or Division:	Admin Office			
Classification:	Simple			
Type of Transaction:	G2G Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter Request			Target School/Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Prepare a letter request	Received the letter request	None	2 mins.	Office Staff
Submit the letter request to the admin	Approved or disapproved the request	None	2 mins.	Admin
End of transaction				

2. INDUSTRY IMMERSION AND JOB PLACEMENT SERVICES

Office or Division:	Admin Office			
Classification:	Simple			
Type of Transaction:	G2G Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Resume/Bio-Data			Personal	
Certificate of employment			Previous employer	
Police/NBI Clearance			PNP/NBI Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Sign in to the visitor's logbook at the guard house	Give logbook to the client	None	1 min	Employment Coordinator

Submit the resume/bio-data to the Employment Coordinator	Check the completeness of the requirements	None	2 mins	Employment Coordinator
Attend the orientation	Conduct the orientation	None	3 mins	Employment Coordinator
Prepare for the interview and exam.	Conduct the interview and examination	None	3 mins	Employment Coordinator
End of transaction				