

SERVICE NAME	Application for Scholarship (Negros Occidental Training for Work Scholarship Program)
Description of the Service	Processing of applicants for scholarship program
OFFICE OR DIVISION	Office of the Governor - Negros Occidental Language and Information Technology Center
Classification	Simple and Complex
Type of Transaction	G2C and G2G
Who may avail	Out-of-School Youth, High School Graduates, K12 Graduates, ALS Graduates, College Drop-Outs and Unemployed College Grad

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.1 DOCUMENTARY REQUIREMENTS FOR PRE-ASSESSMENT				
PROCEDURE ON-SITE RECRUITMENT				
Letter to the Stakeholders		Recruitment Head/VSA		
Advocacy Materials and Collaterals		Recruitment Team		
Institutional Pre-Assessment Forms		Recruitment Team		
List of Requirements for Enrollment		Recruitment Team		
Client's Feedback Form		Recruitment Team		
Advocacy Materials and Collaterals		Recruitment Team		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Stakeholder receives and confirms participation in the recruitment activity	1. Sends letter of invitation/proposal signed by the VSA to target stakeholders	None	1 hour	Recruitment Head/VSA
2. Stakeholder campaigns and recruits applicants for the scholarship program in the community	2. Gets confirmation and sets the schedule of on-site recruitment	None	3 days	Recruitment Head/VSA
3. Stakeholder gathers all applicants in a selected venue	3. Recruitment Team conducts orientation and pre-assessment to all applicants	None	2 hours	Recruitment Team
4. Applicant fills out the PDS and submit the PDS to the Recruitment Team and sign in the Attendance Sheet	4.1 Recruitment Team accepts the PDS 4.2 Recruitment Team gives the Institutional Assessment Tools and Answer Sheets to the applicants	None	15 minutes	Recruitment Team
5. Applicant takes the pre-assessment exam and submit it to the Recruitment Team for checking	5. Recruitment Team checks the Institutional Assessment Tool			

		None	1 hour	Recruitment Team
6. Applicant undergoes interview	6. Recruitment Team conducts interview using the Institutional Interview Assessment Tool and gives the Client's Feedback Form while waiting for the result.	None	15 minutes	Recruitment Team
7. Applicant fills out the Client's Feedback Form and submits it to the Recruitment Team while waiting for the result of the examination and accepts Advocacy Materials/Collaterals	7.1 Recruitment Team informs the applicants of the results of the assessment exam 7.2 Recruitment Team issues List of Entry Requirements and schedule of the training to those who passed the assessment 7.3 Recruitment Team accepts the Client's Feedback Form 7.4. Distributes advocacy materials/collaterals	None	5 minutes	Recruitment Team
8. Applicant waits for the schedule of training	8. Prepares list of applicants who passed the assessment process and endorses the list to the Registrar and submit reports to the VSA	None	3 days	Recruitment Team
TOTAL			6 days, 5 hours and 35 minutes	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.2 DOCUMENTARY REQUIREMENTS FOR PRE-ASSESSMENT PROCEDURE FOR WALK-IN APPLICANTS Personal Data Sheet (PDS) Institutional Pre- Assessment Tool Answer Sheet Institutional Interview Assessment Tool List of Entry Requirements		NOLITC Front Desk		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant enters the school campus and signs	1.1 Security Guard conducts health check and			

the client Log Book at the Security Guard post and undergoes mandatory health check and health protocol	mandatory health protocol; gives the log book to the client and refers the applicants to the Recruitment Staff/Admin Staff	None	5 minutes	Security Guard/Recruitment Staff/Admin Staff
2 Applicant fills out the PDS and takes the pre-assessment exam	2.1 Recruitment Staff/Admin Staff explains the assessment process to the applicant 2.2 Gives PDS and Institutional Assessment Tools and Answer Sheets to the applicants 2.3 Checks the pre-assessment exam and interviews the applicants	None	1 hour	Recruitment Staff/Admin Staff
3. Fills out the Feedback Form while waiting for the result of the assessment	3.1 Recruitment Staff gives the Client's Feedback Form 3.2 Recruitment Staff provides the result of the assessment 3.3 Recruitment staff gives the List of Admission Requirements (if passed) and schedule of the training 3.4 Recruitment Staff accepts the Clients Feedback Form	None	10 minutes	Recruitment Staff/Admin Staff
		TOTAL	1 hour and 15 min	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.3 DOCUMENTARY REQUIREMENTS FOR PRE-ASSESSMENT PROCEDURE FOR ON-LINE APPLICANTS Personal Data Sheet (PDS) Institutional Pre- Assessment Tool Answer Sheet Institutional Interview Assessment Tool List of Entry Requirements		NOLITC Front Desk		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant accesses the site for online	1. Focal person logs-in to nolitic.org/wp-admin			

application (http://www.nolitic.org/online-application link)	and monitors online application and inquiries	None	15 minutes	NOLITC Focal Person
2. Applicant selects option for course or qualification; fills out the PDS; answers the online Pre-Assessment Examination and schedules online interview	2.1 Focal Person prints out the PDS and on-line assessment result of the applicant 2.2 Focal person gives the result of the applicant to the trainer assigned by the Training Coordinator	None	4 hours	NOLITC Focal Person
3. Applicant receives confirmation email and text message for online/phone interview schedule	3.1 Focal person sends email and text for online/phone interview 3.2 Trainer prepares for the online interview	None	8 hours	NOLITC Focal Person/Trainer
4. Applicant receives a call for online interview	4.1 Trainer conducts interview to the applicant 4.2 Trainer gives the result to the Focal Person	None	1 hour	Trainer
5. Applicant receives confirmation of enrollment through text and list of entry requirements	5.1 Focal Person sends text message to the applicant who passed and provides the list of entry requirements 5.2 Focal person prepares batch summary of the online applications once a minimum of 10 successful applicants has been reached	None	1 hour	Focal Person
TOTAL			14 hours and 15	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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1.4 DOCUMENTARY REQUIREMENTS FOR APPLICATION AND ISSUANCE OF SCHOOL ID ID Information Sheet ID Logbook ID Cards	Trainers/Trainee Registrar Registrar
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1 Trainee accepts the School Identification	1. Trainer distributes the School Identification			
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Information Sheet (SIIS)	1. Trainer distributes the School Identification Information Sheet to the trainees during the first day of the training	None	5 minutes	Trainers
2 Trainee fills out the SIIS	2.1 AS receives the complete School Identification Information Sheet 2.2 AS encodes to the Student ID Form for printing	None	30 minutes	Administrative Staff
3 Trainee signs the ID Logbook upon the issuance of the ID	3. AS gives the school ID	None forScholars PHP150 for paying students	1 minute	Administrative Staff
TOTAL			36 minutes	

CHECKLIST OF REQUIREMENTS

WHERE TO SECURE

1.5 DOCUMENTARY REQUIREMENTS FOR LIBRARY SERVICES Book Permission Slip Library Logbook	Administrative Staff Administrative Staff
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Student fills out the Book Permission Slip	Librarian receives request to borrow books from student	None	2 minutes	Librarian
2. Student logs the borrowed books in the logbook	Librarian issues the books	None	2 minute	Librarian
3. Student returns the book	3.1 Librarian accepts the borrowed book 3.2 Librarian asks trainee to sign the returned books in the library logbook	None	5 minute	Librarian
TOTAL			9 minutes	

CHECKLIST OF REQUIREMENTS

WHERE TO SECURE

1.6 DOCUMENTARY REQUIREMENTS FOR HEALTH SERVICES Medicine Issuance Logbook Referral Form	Administrative Staff Administrative Officer
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Student reports unwell condition (limited to	1.1 AS gives medicine for minor illness			

minor illness only)	1.2 AS refers to the Provincial Health Office for major illness for further clinical examinations	None	3 minute	Administrative Staff
2 Students signs the medical issuance logbook	2.2 AO accepts the medical issuance logbook	None	2 minute for minor illnesses and 10 minutes for major illnesses	Administrative Officer
TOTAL			15 minutes	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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1.7 DOCUMENTARY REQUIREMENTS FOR ENROLMENT	
Photocopy of Birth Certificate (2 copies) Photocopy of Diploma and TOR (for college graduate) Photocopy of HS Diploma or K12 report card(for Senior High School graduate) Photocopy of ALS Certification (for ALS graduate) original copy of Drug Test result Passport size picture (2pcs) 1x1 picture (2 pcs.)	Philippine Statistic Office located at East of Bacolod School where you graduated School where you graduated School where you took the ALS certification Drug Test Center nearest photo printing shop nearest photo printing shop

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Student submits requirements to the Registrar	1.1 Registrar conducts admission to new students	NONE	30 minutes	Registrar
	1.2 Registrar accepts requirements from the incoming students			
	1.3 Registrar verifies the authenticity of the document submitted			
	1.4 Registrar provides school forms to be filled out by the incoming students			
	1.5 Registrar checks if the forms are fully filled out			
	1.6 Registrar issues admission slip			
2. Students who are not scholars pay tuition and miscellaneous fees to the Cashier	2.1 Cashier provides assessment to paying students			

Contact Center Services NC II	2.2 Cashier issues Official Receipt	PHP 6,000	5 minutes	Cashier
2D Animation NC III		PHP 25,000		
Visual Graphic Design NC III		PHP 10,000		
English Language Proficiency		PHP 5,000		
Institutional Assessment Fee		PHP 150		
Identification Card		PHP 150		
DormitoryFee		PHP 500		
		TOTAL	35 minutes	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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1.8 DOCUMENTARY REQUIREMENTS FOR COMPETENCY ASSESSMENT	
Photocopy of Birth Certificate (2 copies) Enrolment Report (for K12 applicants) Certificate of Employment (for industry worker) Application Form (2 copies) Self Assesment Guide (2copies) TESDA required Passport size picture (4pcs)	Philippine Statistic Office located at East of Bacolod School where you are studying Company where you are working Assessment Center Processing Officer Assessment Center Processing Officer nearest photo printing shop

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant inquires about the requirements, date and time of assessment	1.1 provides information on qualification for assessment	NONE	30 minutes	ACAC Liaison Officer
2. Applicant submits requirements for assessment to the ACAC Liaison Officer	2.1 checks completeness of Accomplished	NONE	30 minutes	
	2.2 assigns a reference number in application			
	2.3 prepares Attendance Sheet of candidate-			
3. Applicant pays the assessment fee	3.1 Cashier accepts payment		5 minutes	ACAC Cashier
* Medical Transcription Assessment Fee		PHP 250		
*Animation NC II, 2D Animation NC III, 3D Animation NC III and Visual Graphic Design NC III	3.2 Cashier issues Official Receipt	PHP 500		

		TOTAL	1 hour and 5 minutes	
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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1.9 DOCUMENTARY REQUIREMENTS FOR INDUSTRY ENDORSEMENT	
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Institutional Assessment		Trainer		
Application and Resume template		Trainer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Trainees take the institutional assessment	1.1 Trainers conduct institutional assessment	NONE	2 hours	Trainer
	1.2 Trainers identify trainees who are competent			
2. Trainees prepares application and resume	2.1 Trainers prepare the trainees for endorsement		30 minutes	
	2.2 Trainers check the resume and application letter of the trainees			
	2.3. Trainers communicate with industry partners for the schedule of endorsement			
3. Trainees prepares for the endorsement	3.1 Trainers accompany trainees to the BPO site for endorsement		8 hours	
	3.2 Trainers update the employment report			
		TOTAL	10 hours and 30 minutes	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.1 DOCUMENTARY REQUIREMENTS FOR FOREIGN STUDENTS				
Photocopy of passport of the foreign students		Country of origin		
Photocopy of Special Study Permit		Bureau of Immigration		
Photocopy of Alien Certificate of Registration		Bureau of Immigration		
Photocopy of Visa extension		Bureau of Immigration		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Foreign Student submits pertinent documents to Registrar/BI Liaison Officer	1.1 BILO accepts requirements from the incoming students		1 hour	
	1.2 BILO verifies the authenticity of the pertinent			

2. Foreign Student fills out school and Bureau of Immigration forms	2.1 BILO provides school forms to be filled out by the incoming students	NONE	1 day	Bureau of Immigration Liaison Officer
	2.2 BILO provides Bureau of Immigration enrolment forms to students			
	2.3 BILO checks if the forms are fully filled out			
	2.4 BILO assists students in processing the Special Study Permit and Alien Certificate of Registration and Visa extension			
	2.5 BILO submits student documents to Bureau of Immigration			
3. Foreign Student pays SSP and Visa Extension fee to Registrar/BI Liaison Officer	3.1 BILO receives the payment for SSP and Visa Extension Fee		8 hours	
	3.2 BILO remits the payment of foreign student to			
4. Foreign Students receives copy of SSP and Visa extension from Registrar/BI Liaison Officer	4 BILO provides student his/her copy of approved special study permit or student visa extension		3 minutes	
5. Foreign students receives official receipt from Registrar/BI Liaison Officer	5 BILO hands out receipt to foreign student.			
6. Foreign student pays tuition to Cashier	6 Cashier receives payment and issues Official Receipt		5 minutes	NOLITC Cashier
Contact Center Services NC II		PHP 6,000		
2D Animation NC III		PHP 25,000		
Visual Graphic Design NC III		PHP 10,000		
English Language Proficiency		PHP 5,000		
Institutional Assessment Fee		PHP 150		

Identification Card		PHP 150		
7. Foreign student gets admission slip and schedule of classes	7. Registrar issues admission slip and schedule of classes		5 minutes	Registrar
TOTAL			1 day 9 hours and 13 minutes	
NOLITC INTERNAL				

SERVICE NAME: Leave Applications

Description of the Service: Process of leave applications

OFFICE OR DIVISION	Office of the Governor - Negros Occidental Language and Information Technology Center			
Classification	Simple			
Type of Transaction	G2G			
Who may avail	NOLITC Staff			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1.1 DOCUMENTARY REQUIREMENTS FOR LEAVE APPLICATIONS				
Application for Leave (2 copies) Leave Logbook			Personnel Information System Administrative Officer	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Files leave of absence through the	1.1 Prepares and print out the leave application	None	5 minutes	Administrative
2 Signs the leave application	2.1 VSA approves the leave application	None	5 minutes	VSA
3. Waits for the leave application released from	3.1 Administrative Officer/Administrative Staff	None	2 days	Administrative
4. Accepts the approved leave application	4.1 PHRMO then issues a copy of the approved	None	5 minutes	PHRMO
TOTAL			2 day and 15 minutes	

SERVICE NAME: PROCUREMENT OF SUPPLIES

Description of the Service: Process for procurement of supplies and other materials leave applications

OFFICE OR DIVISION	Office of the Governor - Negros Occidental Language and Information Technology Center			
Classification	Simple			
Type of Transaction	G2G			
Who may avail	NOLITC Staff			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	

1.2 DOCUMENTARY REQUIREMENTS FOR PROCUREMENT	
Annual Procurement Plan (3 copies)	General Procurement System
Project Procurement Management Plan (3 copies)	NOLITC
Purchase Request (3 copies)	General Procurement System
Obligation Request (3 copies)	General Procurement System

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Employee submits list of needed supplies for	1.1 Prepares the Project Procurement	None	2 hours	Administrative Officer
2. Administrative Officer submits APP and PPMP	2.1 Provincial Budget Office (PBO) and General Service Office (GSO) receives APP and PPMP for	None	2 minutes	PBO/GSO
3. Receives approved APP and PPMP	3.1 Administrative Officer prepares Purchase	None	1 hour	Administrative Officer
4. Submits the Purchase Request, OBR	4.1 The Provincial Administrator's Office accepts	None	2 days	Provincial
5. Receives the approved PR and OBR to the	5.1 Submits PR and OBR to the Provincial Budget	None	3 minutes	PBO
TOTAL			2 days, 3 hours and 5	

SERVICE NAME: PAYROLL	
Description of the Service: Process of payrolls	
OFFICE OR DIVISION	Office of the Governor - Negros Occidental Language and Information Technology Center
Classification	Simple
Type of Transaction	G2G
Who may avail	NOLITC Staff

1.3 DOCUMENTARY REQUIREMENTS FOR PAYROLL	
Payroll (3 copies)	Management Information System
Daily Time Record (1 copy)	NOLITC
Application for Leave (1 copy)	Personnel Information System
Obligation Request (3 copies)	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Administrative Staff prints the Daily Time	1.1 Distributes the recorded Daily Time Record	None	5 minutes	Administrative Officer
2. Employees submit their DTR to the	2.1 Administrative Officer checks the DTR for the	None	10 minutes	Administrative
3. Administrative Staff prints the payroll through the MIS	3.1 Administrative Officer checks the payroll in confirmation with the employees for their loan	None	1 hour	Administrative Officer
4. Administrative Staff prints the final payroll and	4.1 VSA signs the payroll and OBR	None	3 minutes	VSA
5. Administrative Staff attached other	5.1 Submits the payroll and other documentary	None	5 minutes	Administrative Officer
TOTAL			1 hour and 23 minutes	

SERVICE NAME: Financial Transactions

Description of the Service: All payments for billing statements and purchase of supplies and materials.

OFFICE OR DIVISION	Office of the Governor - Negros Occidental Language and Information Technology Center
Classification	Simple
Type of Transaction	G2G and G2B
Who may avail	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.4 DOCUMENTARY REQUIREMENTS FOR FINANCIAL TRANSACTIONS Voucher (3 copies) Obligation Request (3 copies) Billing Statement (electricity, telephone, internet, mobile, water) Documents for Procurement of Supplies and Materials (Purchase Order, OBR, Disbursement Voucher, Acceptance and Inspection Report, Billing Statement, Abstract of	NOLITC Billing Agency Various Offices of the Provincial Government

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Gives the billing statement	1. Administrative Officer prepares the voucher	None	2 minutes	Administrative Officer
2	2. VSA signs the vouchers	None	1 minute	VSA
3	3. Administrative Staff submits the documents to	None	2 minutes	Administrative Staff
4	4. PBO forwards the approved documents	None	3 minutes	Provincial Budget
5	5. Provincial Accounting Office forwards the	None	30 minutes	Provincial Accounting
6	6. PTO forwards to the Provincial Accounting	None	30 minutes	PTO Liaison
7	7. Provincial Administrator's Office received the	None	2 minutes	Prov'l Accounting
8	8. Provincial Administrator's Office release the	None	2 minutes	Prov'l Admin Liaison
9	9. Check release	None	5 minutes	PTO Cash Division