

3. REQUEST OF ENDORSEMENT OF APPLICANT

Supply the required number of faculty based on Commission on Higher Education Memorandum Order Number 18, series of 2022.

Office or Division:	Tagoloan Community College – Admin and HR Extension			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Applicants			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
Common Requirements (4 copies each) 1. Intent Letter 2. Pertinent Documents (Transcript of Record (TOR), Certification, Training & Seminars Attended) 3. Personal Data Sheet (PDS)				Provided by Applicants
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the complete Pertinent Documents 1.1 Master’s Degree as Basic Requirement	1. Accept and endorse the pertinent documents of the qualified applicants to the Main Office of Human Resource Management	None	2 days	Human Resource Designated Staff
	TOTAL		2 days	
	Request Student to Accomplish the Client Satisfaction Survey and Drop it to the feedback box.			Student will accomplish and will drop the Client Satisfaction Survey to the feedback box.

	Note: Complaint Box			Note: Complaint Box
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