

1. Internship Service for Senior High School and College Students

This service caters the request for internship or On-the-Job Training (OJT) of graduating students from Senior High School and College as pre-requisite for their graduation.

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| Office or Division: | Human Resource Management Office | | | |
| Classification: | G2C – Government to Client | | | |
| Type of Transaction: | Complex | | | |
| Who may avail: | Graduating students from Senior High School or College. | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| 1. Letter of Intent with attached contact details (1 Copy) | | | School Head/College Dean | |
| 2. Application Letter (1 Copy) | | | Student | |
| 3. CSC Form 212 (Revised 2017) – Personal Data Sheet (1 set) | | | Student | |
| 4. Memorandum of Understanding (3 sets) | | | School Head/College Dean | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit Letter of Intent. | 1.1 Receive Letter of Intent and advise applicant(s) to wait for the call for updates. | None | 5 minutes | <i>Process Server</i> Human Resource Management Office |

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| | <p>1.2 Forward Letter of Intent to Municipal Government Department Head I (Human Resource Management Officer) for review.</p> | <p>None</p> | <p>1 hour</p> | <p><i>Process Server</i> Human Resource Management Office</p> |
| | <p>1.3 Endorse Letter of Intent to Municipal Mayor for approval.</p> | <p>None</p> | <p>1 days</p> | <p><i>Municipal Government Department Head I (Human Resource Management Officer)</i> Human Resource Management Office</p> |
| | <p>1.4 Receive approved Letter of Intent.</p> | <p>None</p> | <p>5 minutes</p> | <p><i>Municipal Government Department Head I (Human Resource Management Officer)</i> Human Resource Management Office</p> <p><i>Municipal Mayor</i> Mayor's Office</p> |
| | <p>1.5 Inform applicant(s) with the approval of its Letter of Intent and</p> | <p>None</p> | <p>5 minutes</p> | <p><i>Process Server</i> Human Resource Management Office</p> |

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| | provide checklist of complete requirements. | None | 10 minutes | <i>Administrative Officer V (Human Resource Management Officer III)</i> Human Resource Management Office |
| 2. Submit complete requirements. | 2.1 Receive and review submitted complete requirements. | None | 10 minutes | <i>Administrative Officer V (Human Resource Management Officer III)</i> Human Resource Management Office |
| | 2.2 Advise applicant(s) to wait for the call for updates once the Memorandum of Understanding is signed by the Municipal Mayor. | None | 5 minutes | <i>Administrative Officer V (Human Resource Management Officer III)</i> Human Resource Management Office |
| | 2.3 Forward Memorandum of Understanding to the Municipal Mayor for signature. | None | 3 days | <i>Process Server</i> Human Resource Management Office <i>Municipal Mayor</i> Mayor's Office |
| | 2.4 Receive signed Memorandum of Understanding. | None | 5 minutes | <i>Process Server</i> Human Resource Management Office |

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| | <p>2.5 Consult Department Heads on the number of Interns or On-the-Job Trainees their Office can accommodate.</p> <p>2.6 Call applicants on the schedule of orientation and deployment.</p> | <p>None</p> <p>None</p> | <p>1 hour</p> <p>10 minutes</p> | <p><i>Senior Administrative Assistant I (Data Controller IV)</i> Human Resource Management Office</p> <p><i>Senior Administrative Assistant I (Data Controller IV)</i> Human Resource Management Office</p> |
| <p>3. Appear on the schedule of orientation and deployment.</p> | <p>3.1 Orient interns or On-the-Job Trainees with the Dos and Don'ts of the Local Government Unit of Tagoloan, provide an overview of the functions of each office, give instructions on the appropriate office attire, and other reminders.</p> <p>3.2 Deploy interns or On-the-Job Trainees to their respective assigned offices.</p> | <p>None</p> <p>None</p> | <p>2 hours</p> <p>2 hours</p> | <p><i>Administrative Officer V (Human Resource Management Officer III)</i> Human Resource Management Office</p> <p><i>Municipal Government Department Head I (Human Resource Management Officer)</i> Human Resource Management Office</p> <p><i>Process Server</i> Human Resource Management Office</p> |

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| 4. Submit Daily Time Record (DTR), Accomplishment Report, and Endorsement Letter of Completion from their assigned Department Head on the day after the last day of their internship and On-the-Job Training. | 4.1 Receive and review submitted documents and advise interns or On-the-Job Trainees to come back a day after for the issuance of Certificate of Completion. | None | 10 minutes | <i>Process Server</i> Human Resource Management Office |
| | 4.2 Prepare Certificate of Completion | None | 1 hour | <i>Senior Administrative Assistant I (Data Controller IV)</i> Human Resource Management Office |
| | 4.3 Forward Certificate of Completion with attached submitted documents to Municipal Government Department Head I (Human Resource Management Officer) for review and signature. | None | 1 day | <i>Senior Administrative Assistant I (Data Controller IV)</i> Human Resource Management Office <i>Municipal Government Department Head I (Human Resource Management Officer)</i> Human Resource Management Office |
| 5. Receive Certificate of Completion. | 5.1 Record into logbook and release Certificate of Completion. | None | 5 minutes | <i>Process Server</i> Human Resource Management Office |
| 6. Accomplish Client Satisfaction Survey Form and drop into the Feedback Drop Box. | 1 Request client to accomplish Client Satisfaction Survey Form and drop into the Feedback Drop Box | None | 15 minutes | <i>Process Server</i> Human Resource Management Office |

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| | TOTAL: | None | 5 days, 8 hours, 20 minutes | |
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