

PROVINCIAL GOVERNMENT OF ORIENTAL MINDORO



AVAILING THE PROVINCIAL EDUCATIONAL ASSISTANCE

(Bachelor's Degree Scholarship, Scholarship for Indigenous People, Technical/Vocational/Literacy Assistance Scholarship, Special Financial Educational Assistance)

Availability of the service: Monday to Friday (except holidays), 8:00 in the morning – 5:00 in the afternoon.

Follow these steps	Requirements	Forms Used	Response Time	Service Provider
I. Bachelor's Degree Scholarship; II. Scholarship for Indigenous People; III. Technical / Vocational / Literacy Assistance Scholarship - Midwifery; IV. Special Financial Educational Assistance - Pang-alalay sa Edukasyon				
1. <i>Check with your LGU or visit/call the provincial government and secure application form.</i> The Governor's Office-Education and Employment Services Division disseminates information and application forms for the Provincial Educational Assistance Program through visitation/coordination with the Municipal Mayors/MPDCs/PESO Managers. Notices/streamers are posted in strategic areas.		Application Form	1 week	
2. <i>Submit / screen accomplished application form and requirements.</i> Applicants would be subjected to screening and would be notified on the schedule of examination and interview.	<ul style="list-style-type: none"> • Application form • 1x1 ID picture • Report Card (Form 137) • Birth Certificate (photocopy) • Certification of No Property from Municipal Assessor's Office • Certification of No Business from Municipal Treasurer's Office • Certificate of Indigency from the Barangay, Municipal and PSWDO • Income Tax Return of parents 		10 minutes	Ma. Pia Monette M. De Guzman - Administrative Aide V Maycel R. Mendoza - Contractual Employee
3. <i>Take the qualifying examination.</i> <i>Applicants who passed the screening process will be provided with admission slips for the qualifying exam. Venue of the exam will be announced.</i>	Admission Slip		1 day	Ma. Pia Monette M. De Guzman - Administrative Aide V Maycel R. Mendoza - Contractual Employee
4. <i>Interview</i> The Top 5 qualifiers per municipality/city for Non-IPs, Top 5 qualifiers per tribe for IPs and qualifiers for Technical / Vocational / Literacy Assistance Scholarship and Special Financial Educational Assistance are subjected to a panel interview.			1 day	Ma. Pia Monette M. De Guzman - Administrative Aide V Maycel R. Mendoza - Contractual Employee
5. <i>Information dissemination</i> Letters / communications informing the results/top three qualified PEAP beneficiaries for Bachelor's Degree Scholarship, top three of the 7 tribes for Scholarship for Indigenous People, top 70 for			2 days	Ma. Pia Monette M. De Guzman - Administrative Aide V Maycel R. Mendoza - Contractual Employee

Midwifery and top beneficiaries for Pang-alalay sa Edukasyon shall be disseminated. Mayors / MPDCs will be furnished with the copy of the same				
6. <i>Orientation and SP confirmation for Bachelor's Degree Scholarship, Scholarship for Indigenous People, Technical/Vocational/Literacy Assistance Scholarship-Midwifery and Special Financial Educational Assistance-Pang-alalay (Tertiary level) scholars</i> The new batch will be given an orientation and presented to for confirmation by the Sangguniang Panlalawigan.			1 day	Hon. Humerlito A. Dolor - Vice-Governor; SP Members
7. <i>MOA Signing</i> The signing of Memorandum of Agreement (MOA) between the PGOOrM and the PEAP beneficiaries, parents / guardians is facilitated		MOA	1 day	Hon. Alfonso V. Umali, Jr. , Provincial Governor Ma. Pia Monette M. De Guzman -Administrative Aide V Maycel R. Mendoza -Contractual Employee
V. Technical / Vocational / Literacy Assistance Scholarship - PROJECT ACCESS				
1. <i>Apply for Project ACCESS</i> Submits letter of intent addressed to the Governor along with the application form and other requirements. After the screening and approval of application, applicants will be advised of the schedule of orientation.	<ul style="list-style-type: none"> • Letter of intent • High School Diploma or a certified Transcript of Records or certified copy of Form 137 • Birth Certificate • Medical Certificate • Residence Certificate or any proof of residency • Certificate of Good Moral Character or Honorable dismissal • 2 pcs 2x2 ID picture (recent photo) and 2 pcs 1x1 ID picture 	Project ACCESS Application form	15 minutes	Maureen R. Anselmo -Contractual Employee
2. <i>Attend orientation</i> Check postings at EESD for the list of qualified applicants and schedule of orientation. Permit to enroll shall be issued.			4 hours	Antonio M. Magnaye, Jr. - Supervising Labor and Employment Officer
VI. Technical / Vocational / Literacy Assistance Scholarship PANDAYAN BEST				
1. <i>Apply for PANDAYAN BEST</i> Request for copy and accomplish application form	<ul style="list-style-type: none"> • High School Diploma or a certified Transcript of Records or certified copy of Form 137 • Birth Certificate (photocopy) • Clearances – Barangay, Police or NBI • Marriage Contract if married • 2 pcs 2x2 ID picture (recent photo) and 2 pcs 1x1 ID picture 	PANDAYAN BEST Application Form	15 minutes	Jesusa M. Cruz -Contractual Employee
2. <i>Assist in administering of qualifying test, conducts final interviews and recommends qualified applicants to the EESD</i>			1 day	Antonio M. Magnaye, Jr. - SLEO Jesusa M. Cruz -Contractual Employee
3. <i>MOA Signing</i> The signing of Memorandum of Agreement (MOA) between the PGOOrM, MALAMPAYA Foundation, Inc. and the PEAP beneficiaries, parents / guardians is facilitated		MOA	1 day	Jesusa M. Cruz -Contractual Employee
VII. SPECIAL FINANCIAL EDUCATIONAL ASSISTANCE – PANG-ALALAY SA EDUKASYON (Elementary Level)				
1. <i>Submit letter of request addressed</i>	Letter of intent		3 minutes	Cereza C. Macalinao

<i>to the Governor</i>				Administrative Aide IV
VIII. SPECIAL FINANCIAL EDUCATIONAL ASSISTANCE – PANG-ALALAY SA EDUKASYON (Secondary Level)				
1. <i>Submit letter of request addressed to the Governor</i>	Letter of intent		3 minutes	Cereza C. Macalinao- Administrative Aide IV
IX. SPECIAL FINANCIAL EDUCATIONAL ASSISTANCE – Those who will take board Examination				
1. <i>Submit letter of request addressed to the Governor along with other requirements</i>	<ul style="list-style-type: none"> • Letter of intent • Statement of Account 		3 minutes	Susan M. Alvarado- Labor and Employment Officer
X. SPECIAL FINANCIAL EDUCATIONAL ASSISTANCE – Those who will participate and compete in the regional / national scholastic and sports competitions				
1. <i>Submit letter of request addressed to the Governor</i>	Letter of intent notified by District Supervisor (Scholastic Competition)		3 minutes	Althea P. Garcia- Administrative Assistant II

PROGRAMANG PANG EDUKASYON SA KALIBLIBAN (PPsKa)

Follow these steps	Requirements	Forms Used	Response Time	Service Provider
1. Facilitates preparation and signing of contract	Medical Certificate including the result of Urinalysis, Blood Test, Chest Xray and Drug test; Performance Appraisal System for Teachers(PAST) / Individual Performance Commitment and Review (IPCR)	Contract of Services	2 minutes	Susan M. Alvarado- <i>Labor and Employment Officer I</i> Althea P. Garcia- <i>Administrative Assistant II</i>
2. Prepares payrolls/vouchers of PPsKa Teachers	Accomplishment reports/DTR	Payrolls / Vouchers / Obligation Request	15 minutes	Susan M. Alvarado- <i>Labor and Employment Officer I</i> Althea P. Garcia- <i>Administrative Assistant II</i>
3. Prepares debit payroll and debit memo for Land Bank			10 minutes	Althea P. Garcia- <i>Administrative Assistant II</i>
4. Refers documents to Land Bank of the Philippines for uploading of salary of PPsKa teachers	Debit memo		5 minutes	Susan M. Alvarado- <i>Labor and Employment Officer I</i> Althea P. Garcia- <i>Administrative Assistant II</i>

AVAILING THE SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS (SPES)

Follow these steps	Requirements	Forms Used	Response Time	Service Provider
1. <i>Submit requirements</i>	<ul style="list-style-type: none"> • Biodata • Birth Certificate (photocopy) • Report Card (Form 137) • Certificate of Indigency from Barangay 		5 minutes	EESD Staff
2. <i>Accomplish application forms</i> Ask copies of the SPES forms and fill it with complete and correct information		<ul style="list-style-type: none"> • SPES Form1 • FM-DOLE RO4B-EPDO-01 • SPES Form3 	5 minutes	Jesusa M. Cruz Maireen R. Anselmo- Contractual Employees
3. <i>Wait for advise / notice</i> EESD Staff assess and comes up with the line-up of SPES participants. Those who qualify are contacted thru text. A list of qualifies participants is posted at the EESD.				Jesusa M. Cruz Maireen R. Anselmo- Contractual Employees
4. <i>Office Assignment</i>		Deployment	10	Rhenejim Jhun A. Dela

Deployment letters are issued by EESD. Bring document and proceed to assigned office		Letter	minutes	Cruz -Labor and Employment Assistant
--	--	--------	---------	---

JOB FAIR

Follow these steps	Requirements	Forms Used	Response Time	Service Provider
1. Approves and submits letter request to DOLE for the conduct of Job Fair	Letter of intent			Antonio M. Magnaye, Jr. -Supervising Labor and Employment Officer
2. Prepares project design				Rhenejim Jhun A. Dela Cruz -Labor and Employment Assistant
3. Prepares a master list of participating accredited recruitment agencies	Registration from phil Jobnet			Jesusa M. Cruz – Contractual Employee
4. Consolidates Job openings		Job Fair Clearance	15 days before Job Fair.	Labor & Employment Assistant
5. Conducts information dissemination		Flyers		Labor & Employment Assistant
6. Prepares work assignment				Antonio M. Magnaye, Jr. -Supervising Labor and Employment Officer
7. Conducts actual Job Fair	Notice to proceed from DOLE IV-B	Job Fair monitoring report	After Job Fair.	Antonio M. Magnaye, Jr. -Supervising Labor and Employment Officer Don Stepherson V. Calda -Labor and Employment Officer III Susan M. Alvarado -Labor and Employment Officer I
8. Consolidates terminal reports submitted by participating accredited agencies		Job Placement Summary report	30 days after Job Fair	Rhenejim Jhun A. Dela Cruz -Labor and Employment Assistant
9. Prepares & submit Job Fair Summary Report to DOLE field office		Post Job Fair summary report	3 days after the Job Fair	Rhenejim Jhun A. Dela Cruz -Labor and Employment Assistant
10. Follow-up the status of Job Fair applicants with the concerned employers and requires the submission of Job Placement Reports from local employers and deployment reports from LRAs within the prescribed reporting period		Job Fair Consolidated Report	Quarterly	Jesusa M. Cruz – Contractual Employee
11. Encodes all applicant registration in the Phil-Job Net System			1 month after the Job Fair	Labor & Employment Assistant
12. Submits to DOLE monthly progress reports on Job Fair conducted		SPRS monthly report form	1 month	Labor & Employment Assistant

EMPLOYMENT FACILITATION / ENHANCEMENT SERVICES

Follow these steps	Requirements	Forms Used	Response Time	Service Provider
1. Processes requests for assistance				Labor & Employment Assistant
2. Verifies documents				Labor & Employment Assistant
3. Disseminates information regarding recruitment activity		flyers		Labor & Employment Assistant
4. Processes application from	resume	Placement		Labor & Employment

Jobseekers		summary report		Assistant Recruitment Agency
5. Records data on manpower registry system		SRS form from DOLE	10 mins.	Labor & Employment Assistant
6. Initial interview of applicants	resume			Recruitment Agency
7. Submits terminal/deployment reports		Placement report summary report	30 days after jobfair.	Labor & Employment Assistant Recruitment Agency

AVAILING THE LOGISTICAL SUPPORT ASSISTANCE

A. K-12 Supplies and Materials, IT Equipment and Software and School Chairs

Follow these steps	Requirements	Forms Used	Response Time	Service Provider
1. Submit letter of request addressed to the Provincial Governor	Letter of Intent should be noted by Department of Education		3 minutes	GO - Extension
2. Request letter will be forwarded from GO Extension to EESD			20 minutes	Cereza C. Macalinao – Administrative Aide IV
3. Encode request letter to the masterlist			3 minutes	Mark Janneo A. Maras – Contractual Employee
4. Validate request			1 week	GO- Extension / EESD
5. Prioritization of requests			Decision shall be made during PSB monthly meeting	Provincial School Board
6. Prepare documents		Purchase Request / Obligation Request	5 minutes	Maycel R. Mendoza – Contractual Employee
7. Release assistance		Requisition and Issue Slip (RIS) and Property Custodian Slip	4 days after the delivery of goods and supplies	Antonio M. Magnaye, Jr. -Supervising Labor and Employment Officer Ma. Pia Monette M. De Guzman – Administrative Aide V

B. Titling Assistance

Follow these steps	Requirements	Forms Used	Response Time	Service Provider
1. Submit letter of request addressed to the Provincial Governor	Letter of Intent		3 minutes	GO - Extension
2. Request letter will be forwarded from GO Extension to EESD			20 minutes	Cereza C. Macalinao – Administrative Aide IV
3. Encode request letter to the masterlist			3 minutes	Mark Janneo A. Maras – Contractual Employee
4. Request letter will be forwarded to Department of Education – Division of Oriental Mindoro for facilitation of releasing of titling assistance				Department of Education – Division of Oriental Mindoro

AVAILING THE LOGISTICAL SUPPORT ASSISTANCE

Follow these steps	Requirements	Forms Used	Response Time	Service Provider
1. Submit letter of request addressed to the Provincial Governor	Letter of Intent should be noted by the Department of Education		3 minutes	GO - Extension

	Program of Work Photos of request			
2. Request letter will be forwarded from GO Extension to EESD			20 minutes	Cereza C. Macalinao – <i>Administrative Aide IV</i>
3. Encode request letter to the masterlist			3 minutes	Mark Janneo A. Maras – <i>Contractual Employee</i>
4. Validate request			1 week	GO- Extension / EESD
5. Prioritization of requests			Decision shall be made during PSB monthly meeting	Provincial School Board
6. Prepare documents		Project Procurement Management Plan (PPMT) Purchase Request / Obligation Request	10 minutes	Maycel R. Mendoza – <i>Contractual Employee</i>
7. Prepare Program of Work, Floor Plan, etc.			1 week	Provincial Engineering's Office
8. Monitor implemented projects			1 day	Provincial Planning and Development Office

EDUCATION AND EMPLOYMENT SERVICES DIVISION

Mr. ANTONIO M. MAGNAYE, JR.
Supervising Labor and Employment Officer
Tel. Nos: (043) 288-2253, (043) 288-2338

**Citizen's
Charter**