

Application for TESDA/CHED foreign training invitations

Schedule of Availability of Service:

Monday to Friday
8:00 AM – 5:00 pm

Who may avail of the Service:

PNOC and Subsidiary Employees

What are the Requirements:

Nomination letter addressed to the PNOC President;
Complete documentation as required by TESDA/CHED and the sponsor country

Duration: 3 - 5 days

Steps	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person In Charge	Fees	Forms
1	PNOC Subsidiary submit to Admin-PSD the nomination letter/ application for foreign training	Receives and records in the logbook the documents received from the subsidiary	5 mins.	Admin-PSD/Receiving Personnel		
2		Review completeness of documents;	½ day	PSD-Training Section/HRM Officer		PDC Evaluation Form
		Prepares evaluation of training application;				
		Endorse nomination to PDC for evaluation				
3		Evaluates/deliberates on the training application;	2 days	Personnel Development Committee (PDC)		
		Recommend approval of application to the PNOC President				
4		Approves training application	1 day	PNOC President		
5		Prepares nomination letter to TESDA/CHED;	1 hour	PSD-Training Section/HRM Officer		
6		Signs nomination letter	1 day	PNOC President		

Steps	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person In Charge	Fees	Forms
7	Receives PNOC memo on the status of application	Submit nomination letter and all documentary requirements to TESDA/CHED on or before deadline;	2 hours	PSD-Training Section/HRM Officer		
		Inform/email subsidiary on the status of application;				
		Remind applicant of the schedule of interview with TESDA/CHED				
8		Receives/evaluate completeness of documents;	Within the reglementary processing period as set by TESDA/CHED & the sponsor country	TESDA/CHED		
		Conducts interview;				
		Send letter to PNOC on the result of training application				
9	Receives copy of TESDA/CHED letter and PNOC transmittal letter	Send copy of TESDA/CHED letter to PNOC subsidiary applicant	1 hour	PSD-Training Section/HRM Officer		

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