**APPLICATION FOR THE AUTHORITY TO PRACTICE PROFESSION OUTSIDE OF DSWD**

*Aplikasyon para sa Awtoridad na Makapagtrabaho o Makapagpatuloy ng Propesyon sa Labas ng DSWD*

1. **Schedule of Availability of Service**

Mondays to Fridays, except Holidays

*Lunes hanggang Biyernes maliban kung Holiday o Walang Pasok sa Opisina*

8:00 a.m. – 5:00 p.m.

*8:00 ng umaga hanggang 5:00 ng hapon*

1. **Who may Avail of the Service**

DSWD employees who would like to practice their respective professions outside of the agency’s core working hours

*Mga empleyado ng DSWD na nagnanais makapag-trabaho o makapagpatuloy ng kanilang propesyon sa labas ng Departamento*

1. **What are the Requirements**
2. Approved request to practice profession outside of DSWD by the Head of Office/Bureau/Service (OBS) stating the profession and brief description of duties and responsibilities, duration of practice and schedule, and the justification/reason for the practice of profession

*Aprobadong kahilingan/request to practice profession sa labas ng DSWD na mula sa Head of Office/Bureau/Service (OBS) na naglalaman ng maiksing paglalarawan ng tungkulin at responsibilidad, tagal/duration at iskedyul, at mga dahilan para sa practice of profession*

1. Other supporting documents such as letter from the university/employer, copy of schedule, etc.

*Iba pang dokumento katulad ng iskedyul ng trabaho sa labas ng DSWD*

1. Copy of Individual Performance Contract Rating (IPCR) for the two rating period for the year prior to the filing of the request for authority

*Kopya ng Individual Performance Contract Rating (IPCR) ng dalawang performance rating period ng taon bago mag-request for Authority*

1. **Processing Fee (if any)**

None

*Wala*

1. **Processing Time**

Three (3) Working Days

*Sa loob ng tatlong araw*

1. **How to Avail of the Service**

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| **Steps** | **Person-in-charge** | **Timeline** | **Location** |
| 1. Submit requirements to Human Resource Development Service (HRDS) Focal Person on the Practice of Profession   *(Pagsusumite ng mga dokumento sa Human Resource Development Service (HRDS)* | HRDS Focal Person - Jacqueline Rejas | 10-15 minutes  *(10-15 minuto)* | HRDS Office, 1st Floor DSWD Central Office (CO), Quezon City |
| 1. Evaluates the submitted documents and prepare recommendation through a memorandum to the Approving Authority | HRDS Focal Person - Jacqueline Rejas  HRDS Outgoing Personnel – Gilbert Alvarado | 1 day to include the timeline for HRDS Head to sign the document and endorse to OBS  *(isang araw kasama na ang kaukulang oras para mapirmahan ng HRDS Head ang memo at maipadala sa Cluster Head Office* | HRDS Office, 1st Floor DSWD-CO, Quezon City |
| 1. Review and/or approve the recommendation of HRDS by the Secretary through Cluster Undersecretary/ Assistant Secretary   *(Pagsusuri ng mga dokumento ng DSWD Kalihim sa pamamagitan ng Cluster Undersecretary/Assistant Secretary kung saan kabilang ang empleyado)* | Cluster Undersecretary/ Assistant Secretary concerned  DSWD Secretary  *(DSWD Kalihim)* | Within two days for the signing of DSWD Officials  *(Sa loob ng 2 araw para sa pagpapapirma sa mga DSWD opisyal)* | Office of the Secretary and Respective Cluster Head/s,  DSWD-CO, Quezon City |
| 1. Notify the employee on the result of the request from the DSWD Secretary through a memorandum   *(Pagbibigay impormasyon hingil sa resulta ng request mula sa DSWD Kalihim sa pamamagitan ng memorandum* | HRDS Focal Person - Jacqueline Rejas | Within the day upon receipt of the document from DSWD OBS  *(sa araw na matanggap ang confirmation slip mula sa DSWD OBS)* | HRDS Office, 1st Floor DSWD-CO, Quezon City |