**Online Submission of Application for Vacant Position**

**I.** **Schedule of Availability of Service**

Online Submission of Application – 24/7 online via DSWD Website

**II. Who May Avail of the Service**

All interested applicants.

**III. What are the Requirements**

1. Application Letter addressed to OIC Director Cesar A. Aquino of Human Resource Development Service;
2. Duly accomplished Personnel Data Sheet (PDS) with Work Experience Sheet
3. Transcript of Record/Diploma;
4. Copy of certificate of relevant trainings and seminars attended (if applicable);
5. Copy of Certified duly signed Individual Performance Contract Rating (IPCR) or its equivalent for external applicants with a Very Satisfactory rating during the last period (if applicable);
6. Copy of Civil Service Eligibility and/or PRC License ID /Board Rating (if applicable).

**IV. Processing Fee**

Free

**V. Processing Time**

Based on system response time

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

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| **Step** | | **Person in Charge** | **Processing Time** | **Location** |
| 1 | Accesses the DSWD website to view the job postings through Prevue (dswd.prevueaps.com/jobs) | Applicant | Based on system response time | Online |
| 2 | Creates an account through the sign up button  Opens confirmation email and activates the prevue account through the corresponding link | Applicant | Based on system response time | Online |
| 3 | Accesses the DSWD website and log in to the system | Applicant | Based on system response time | Online |
| 4 | Views job vacancies | Applicant | Based on system response time | Online |
| 5 | Selects desired position among the list of vacancies, clicks "Apply for this position" | Applicant | Based on system response time | Online |
| 6 | Accomplish the application form and clicks "Proceed to next steps" | Applicant | Based on system response time | Online |
| 7 | Read the instructions and information in submitting application | Applicant | Based on system response time | Online |
| 8 | Answers the Job questions | Applicant | Based on system response time | Online |
| 9 | Proceeds in uploading of required documents for application   1. Application Letter 2. Comprehensive Resume 3. Personal Data Sheet 4. Transcript/Diploma 5. Certificate of Relevant Trainings 6. Performance Rating 7.Authenticated copy of Eligibility | Applicant | Based on system response time | Online |
| 10 | Answers the additional questions and voluntary disclosure | Applicant | Based on system response time | Online |
| 11 | Accomplish the Applicant Statement | Applicant | Based on system response time | Online |
| 12 | Clicks submit application | Applicant | Based on system response time | Online |
| 13 | System generated email will be sent to the applicant’s email for the notification of successful submission of application | Dswd Prevueaps System | Based on system response time | Online |
| End of transaction | | | |  |

**Walk-in Submission of Application for Vacant Position**

1. **Schedule of Availability of Service**

Monday – Friday

8:00 am – 5:00 pm (No noon break)

1. **Who may avail the service**

All interested applicants.

1. **What are the requirements**
2. Application Letter addressed to OIC Director Cesar A. Aquino of Human Resource Development Service;
3. Duly accomplished Personnel Data Sheet (PDS) with Work Experience Sheet
4. Transcript of Record/Diploma;
5. Copy of certificate of relevant trainings and seminars attended (if applicable);
6. Copy of Certified duly signed Individual Performance Contract Rating (IPCR) or its equivalent for external applicants with a Very Satisfactory rating during the last period (if applicable);
7. Copy of Civil Service Eligibility and/or PRC License ID /Board Rating (if applicable).
8. **Processing Fee**

Free

1. **Processing Time**

10 minutes

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

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| --- | --- | --- | --- | --- |
| **Step** | | **Person in Charge** | **Processing Time** | **Location** |
| 1 | Applicant to proceed to Human Resource Development Service | Applicant |  | DSWD Central Office, G/F, Matapat Building, Human Resource Development Service (HRDS) |
| 2 | Submit the application/ Set of documents to HRDS | HRDS-HRPPMD Receiving Staff |  |  |
| 3 | Receives the application of the applicant | HRDS-HRPPMD Receiving Staff | 2 mins |  |
| 4 | Checks the documents if complete    \*If incomplete, application  will be returned to the applicant and will be advised to apply online through dswd.gov.ph  \*If complete, proceed to next step. | HRDS-HRPPMD Receiving Staff | 3 mins |  |
| 5 | Receiving staff will forward the application to the evaluator | HRDS-HRPPMD Receiving Staff and Evaluator Officer | 1 min |  |
| 6 | Evaluator will review and validate the submitted documents if the applicant met the minimum qualification of the position applied for | HRDS-HRPPMD Receiving Staff | 3 mins |  |
| 7 | Applicant will be advised to follow-up the status of their application after three (3) working days through the contact information to be given by the receiving staff |  | 1 min |  |
| End of transaction | | | | |