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|  | PHILIPPINE STATISTICS AUTHORITY PROCESS FLOW FOR THE APPROVAL OF TRAINING PROGRAM APPLICATION FORM RSSO IV-A - CRASD | Doc. Ref. No.: | 23PFATP-04-54 |
| | | Effective Date: | 31 AUGUST 2023 |
| | | Revision No.: | 0 |
| | | Page No.: | 1 of 3 |

I. Purpose

To ensure that the submitted Training Program Application Forms for the trainings offered by the Learning and Development (L&D) Section of the Human Resources Division (HRD) are endorsed to the Regional Director for approval or disapproval.


II. Scope

This procedure shows the flow of activities from the receipt of the Training Program Application Form to the approval or disapproval of the Regional Director.

III. Definition of Terms

Training – is one of the interventions provided to employees to facilitate their learning of job-related competencies.

Training Program Application Form – is designed for individuals interested in joining a training program. It allows applicants to provide their relevant details, including contact information, desired training program, and availability.

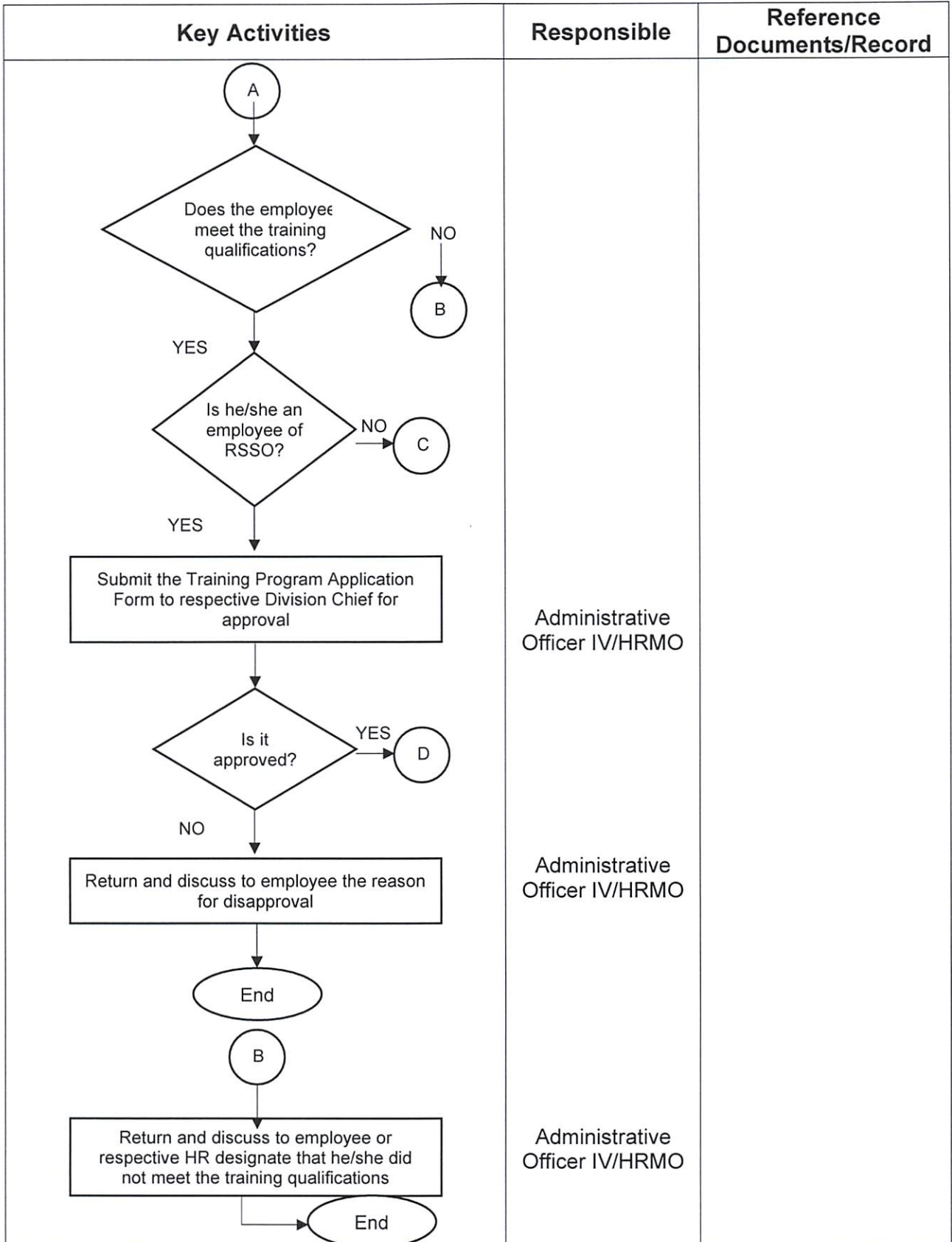
| Key Activities | Responsible | Reference Documents/Record |
|---|--|--|
|  | L&D of HRD Employee Administrative Officer IV/HRMO | Training Advisory from HRD Training Advisory from HRD |

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PHILIPPINE STATISTICS AUTHORITY
**PROCESS FLOW FOR THE APPROVAL
OF TRAINING PROGRAM APPLICATION
FORM**
RSSO IV-A - CRASD

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| Key Activities | Responsible | Reference Documents/Record |
|--|--|----------------------------|
| <pre> graph TD C((C)) --> A[Submit the Training Program Application Form to RD for signature] A --> B[Scan and send to respective province for their appropriate action] B --> C1((End)) </pre> | Administrative Officer IV/HRMO Administrative Officer IV/HRMO | |
| <pre> graph TD D((D)) --> A[Submit the Training Program Application Form to RD for signature] A --> B[Scan and return to employee for their appropriate action] B --> C1((End)) </pre> | Administrative Officer IV/HRMO Administrative Officer IV/HRMO | |

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