

APPLYING FOR ON THE JOB TRAINING PROGRAM IN THE PHILIPPINE AIR FORCE

QUALIFICATIONS:

- Graduating Students and Graduates of any course
- With good moral character

INITIAL REQUIREMENTS: (Must be submitted during application)

- Request from School/Applicant (for graduates)
- Bio-Data/Curriculum Vitae with 2X2 Picture
- Two (2) pcs 2x2 Picture with White Background

SUPPLEMENTAL REQUIREMENTS: (Must be submitted once accommodated for processing)

- Barangay Clearance
- Local Police Clearance
- Mayor/Municipal Clearance
- Regional Trial Court Clearance
- PNP (Crime) Clearance
- NBI Clearance
- Duly Signed Waiver by School Authorities/Applicant
- Approved Accommodation Slip from PAF Unit

GRADUATING STUDENTS OF FOLLOWING COURSES ARE HIGHLY ENCOURAGED:

- Aviation Related Courses
- Engineering Courses
- Management Courses
- Computer Related Courses
- Legal & Law Enforcement Courses
- Medical/Dental Courses
- Information Technical Related Courses
- Human Resources Related Courses
- Technical Skills Related Courses

NOTE:

- Applicants will be entertained on a first-come-first-serve basis
- Above listed requirements must be submitted in 2 copies, 1 original and 1 photocopy.
- All photocopies should be authenticated by PAF JAGO. (Present the original copy)

ON THE JOB TRAINING (OJT) APPLICATION PROCESS:

- 1. Submission of Initial Requirements**
- 2. Initial Interview and Briefing on supplemental Requirements**
- 3. Processing for Supplemental Requirements**
- 4. Processing of application for OJT**

1. Submission of Initial Requirements

NR	Procedure/Steps		INCHARGE	DURATION	REMARKS
	Applicant	Unit Action			
1	Submit initial requirement to OA7	Receive requirement and check the completeness	Directorate for Civil Affairs, OA7	3-6 min	Initial Requirements: a. Bio-data b. School/Applicant Request for Accommodation

2. Initial Interview and Briefing on supplemental Requirements

NR	Procedure/Steps		INCHARGE	DURATION	REMARKS
	Applicant	Unit Action			
1	Prepare for initial interview	Conduct the initial interview for school curriculum requirement determination	Directorate for Civil Affairs, OA7	5-10 min	
2	Listen for the required follow-on requirements	a. Advise the students on the possible PAF Units catering the OJT required b. Inform the students on local requirements/clearances to process the command clearance	Directorate for Civil Affairs, OA7	5-10 min	

3. Processing for Supplemental Requirements (Dependent on the students ability to secure necessary clearances)

NR	Procedure/Steps		INCHARGE	DURATION	REMARKS
	Applicant	Unit Action			
1	Secure Supplemental Clearances	NA	Applicant	Dependent to applicant	Gathering of local and national clearances is the responsibility of the applicant
2	Receive the Waiver Form	Provide Waiver Form and Inform the applicant how to fill it up	Directorate for Civil Affairs, OA7	2-3 min	
3	Receive the Accommodation Slip (Optional)	Provide accommodation Slip and Inform the applicant the procedures	Directorate for Civil Affairs, OA7	2-3 min	Applicant to submit slip to chosen unit

4. Processing of application for OJT (Bring along all Supplemental Requirements)

NR	Procedure/Steps		INCHARGE	DURATION	REMARKS
	Applicant	Unit Action			
1	Submit all supplemental requirements	<p>a. Receive all supplemental requirements</p> <p>b. Check the completeness of clearances</p> <p>c. Provide follow-on instructions</p>	Directorate for Civil Affairs, OA7	3-5 min	<p>Supplemental Requirements:</p> <ul style="list-style-type: none"> • Barangay Clearance • Local Police Clearance • Mayor/Municipal Clearance • Regional Trial Court Clearance • PNP (Crame) Clearance • NBI Clearance • Duly Signed Waiver by School Authorities/Applicant • Approved Accommodation Slip from PAF Unit

2	Listen for instruction on the requirement for Command Clearance	Instruct the applicant how to proceed to 300 th AISG	Directorate for Civil Affairs, OA7	3-5 min	
3	Proceed to 300 th AISG and Fill-up the PHS	Instruct the applicant how to fill-up the PHS Form	300 th AISG	10 min	PHS should be duly accomplished
4	Wait for OA7 Final Instruction (Through Telephone Call)	<p>a. Prepare and send DF to OA2 for the Command Clearance of the applicant</p> <p>b. Process OA2 Clearance</p> <p>c. Receive Command Clearance Result from OA2 and Request for Issuance of Letter Directive to Undergo Training from AFA</p> <p>d. Process Command Clearance</p>	<p>a. Directorate for Civil Affairs, OA7</p> <p>b. OA2</p> <p>c. Directorate for Civil Affairs, OA7</p> <p>d. AFA</p>	<p>a. 5 min</p> <p>b. 7 working Days</p> <p>c. 5 min</p> <p>d. 7 working Days</p>	Applicant to wait at least for 14 working Days
5	Receive the Call and Proceed to OA7 for Final Instruction	Provide Final Instruction and Inform the Required papers for processing the Certificate of Completion upon Completion of the PAF OJT Program	Directorate for Civil Affairs, OA7	5 min	