

PROCESSING OF APPLICATION

NR	PROCEDURES/STEPS		PERSON IN CHARGE	DURATION	REMARKS
	APPLICANT	PAFPMC ACTION			
1	Fill-up application form and proceed to station 1 and submit the same with initial requirements	Check authenticity of documents submitted by the applicant.	Recruitment Branch, Procurement & Testing Department (PTD) personnel	2 mins	Initial Requirements: 1) Authenticated NSO Birth Certificate (21 to 29 y/o) 2) Authenticated Transcript of Records (Baccalaureate Degree Holder)
2	Proceed to station 2 for height measurement and limited physical checkup	Measure the height and check for any physical disqualification	Recruitment Branch, PTD personnel	1 min	Height Requirement: 5 ft Physical Disqualifications: 1) Cross-eyedness 2) Bow-leggedness 3) Excess/Lacking Finger 4) Pierced ear/s for male 5) Extra ear piercing for female 6) Tattoo, etc..
3	Log in to the attendance sheet and wait to be called at	Review/Check the application form for any wrong entry. Process the	Recruitment Branch, PTD personnel	5 mins	

	station 3 for the examination permit	examination permit			
4	Get exam permit and final instruction at station 4	Explain to applicant the schedule of exam and what to bring during the exam	Recruitment Branch, PTD personnel	2 mins	-Attire during examination White T-shirt, Pants and Closed Shoes -Bring 2 pcs Nr. 2 Mongol Pencils