

**Department of Justice
Personnel Division
TRAINING SECTION**

**Frontline Service: Filing of Application for On-The-Job Trainee (OJT)/Internship
(Submission of On-The-Job Trainee requirements)**

Procedure	Employee	Time	Fee
1. Submit necessary requirements for applying as OJT/Intern.	Receiving Staff (Window # 11)	2 minutes	None
2. Secure duly receiving copy of submitted documents.	Receiving Staff (Window # 11)	2 minutes	None
END OF TRANSACTION			
Feedback Procedure: Accomplish the Feedback Form and drop into the designated box before leaving the premises.			

Processing time: **15 working days** (subject to the submission of OJT Requisition slip from Requesting Office)

Follow up: **After 10 working days** from submission of complete requirements at telephone numbers (02)521-3256 (direct line) or (02)521-8481 local 319 (trunk line)

Procedure for Complaints:

1. Go to the DOJ Action Center, and directly report any complaint relative to the service/transaction; or
2. Contact the Personnel Staff office at:
 - a. Telephone number: 521-3256 or 5218481 loc 319;
 - b. Email Address: dojtraining.gov@gmail.com; or
3. Contact government complaint hotline "8888."

General Requirements:

1. Cover Letter or Letter of Intent
2. Resume/Curriculum Vitae with 2x2 picture.
3. Endorsement Letter from School/University indicating the On-The-Job training required hours to render.

Note:

All letters must be addressed to:

- **MS. HEDELIZA Q. ENCABO**
Acting Chief, Personnel Division
Department of Justice
Padre Faura St., Ermita, Manila