**PROCESS FLOW CHART FOR THE RECOGNITION OF A TRAINING INSTITUTION**

Submission of Required Documents to DOE

Re-submit

2 days

Yes

Assessment for the Completeness of the Submitted Documents

No

Complete?

*Notify Applicant*

One-time re-application after denial

Payment of PHP 10,000.00 for Application Fee for Recognition

 1 day

Evaluation of the Documents Submitted and Site Inspection

No

Yes

Passed?

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Issuance of Certificate for Recognized Training Institution

 16 days

*Notify Applicant*

1 day

\* Legend:

**20 days**

* Applicant

*Note: Unless specified, days here*

 *pertains to working days.*

* DOE

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* Decision