

ANNEX B: SAMPLE STREAMLINING/DIGITIZATION REPORT

(1) NAME OF DEPARTMENT/AGENCY: DEPARTMENT OF EDUCATION

**(2) NAME OF SERVICE: APPLICATION FOR NATIONAL CAREER ASSESSMENT EXAMINATION (NCAE)
FOR WALK-IN EXAMINEE THROUGH ONLINE REGISTRATION**

(3) RESPONSIBLE DELIVERY UNITS / PROCESSING UNITS: EDUCATION ASSESSMENT DIVISION, BUREAU OF EDUCATION ASSESSMENT

(4) Identified Client/Customer(s)	(5) Number of clients served in 2020	(6) Volume of Transactions in 2020
Takers must be Grade 9 or Grade 10 who were not able to take the test during the national administration	N/A	N/A

CRITERIA	STATUS AS OF FY 2019 (7)	FY 2020 STATUS OF STREAMLINING EFFORTS (9)	REMARKS (10)
1. Number of Steps	5 steps	11 steps	Please refer to 2020 Citizen's Charter
2. Turnaround Time (TAT)	6 days and 15 minutes	7 days, 2hours 15 minutes	Compliant with the provisions of RA11032 of ARTA.
3. Number of Signatures	1 signature	1 signature	NCAE is done thru online registration. All docs are sent via google forms. Increase in steps and payments are due to end-to-end mapping of the service including payment thru courier/Landbank. Increase in fee is due to the shipping cost as BEA lessen the F2F transaction in light of the COVID-19 Pandemic.
4. Number of Required Documents	3 documents	3 documents	BEA-EAD maximized social media platform and Google forms to efficiently apply for the services https://www.facebook.com/educationassessmentdivision and http://bit.ly/CORRequestForm , https://tinyurl.com/BEACORVerify Increase in steps is due to the complete instructions to client thru an online registration and application of service.
5. Transaction Costs			

CRITERIA	STATUS AS OF FY 2019 (7)	FY 2020 STATUS OF STREAMLINING EFFORTS (9)	REMARKS (10)
5.1 Primary transaction cost/fees	Php 200 – Graduated beyond 2006 Php 100 – Graduated before 2006	Php 200 – Graduated beyond 2006 Php 100 – Graduated before 2006 Php 150 – Shipping fee	
5.2 Other Transaction cost	N/A	N/A	
6. Substantive Compliance Cost	N/A	N/A	
7. Client/Citizen Satisfaction Result	3.68 - Satisfied	N/A	The were no application for NCAE for walk-in examinee in 2020



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Here's the website where online application is published:

<https://www.facebook.com/educationassessmentdivision>

APAT NA HAKBANG SA PAG-REGISTER ONLINE SA PEPT O PHILIPPINE EDUCATIONAL PLACEMENT TEST

- 1** I-click at i-download ang PEPT Registration Form mula sa link na ito: <http://bit.ly/PEPTForm>
Ilagay ang kompleto at angkop na mga impormasyon.
- 2** Mag-email sa pept.bea@deped.gov.ph at itanong ang proseso ng pagbabayad ng Php 200.00 registration fee.
- 3** Kapag nakapagbayad na, i-upload sa <http://bit.ly/PEPTOnlineReg> ang sinagutang form, scanned copy ng proof of payment at iba pang kinakailangang dokumento.
- 4** Maghintay ng email mula sa pept.bea@deped.gov.ph tungkol sa isinagawang registration. Itinatayang nasa 7- 10 working days ang pagproseso nito.

YOU HAVE MAIL

APAT NA HAKBANG SA PAGKUHA NG RESULTA SA PAGSUSULIT

Sa mga nais kumuha ng Test Certification / Certificate of Ratings (COR) ng Philippine Educational Placement Test (PEPT), Accreditation and Equivalency (A&E) Test, National Career Assessment Examination (NCAE), Qualifying Examination in Arabic Language and Islamic Studies (QEALIS), at Educational Management Test (EMT) sundin ang mga sumusunod:

- 1** I-click at i-download ang COR request form sa link na ito: <http://bit.ly/CORRequestForm>
- 2** Sagutan ang form. Ilagay ang kompleto at angkop na mga impormasyon
- 3** I-upload ang sinagutang form at iba pang kinakailangang dokumento sa link na ito: <https://tinyurl.com/BEACORVerify>
- 4** Maghintay ng email mula sa DepEd-BEA tungkol sa ni-request na dokumento. Kung dalawang linggo na ay wala pang natatanggap na email, mag-follow up sa verification.bea@deped.gov.ph

KUNG MAY TANONG O PAGLILINAW, MAAARI KAYONG TUMAWAG SA 8631.25.89 O 8631.25.71

BEA - Education Assessment Division
June 11 · 🌟

APAT (4) NA HAKBANG SA PAGKUHA NG RESULTA SA PAGSUSULIT.

Sa mga nais kumuha ng Test Certification / Certificate of Ratings (COR) ng Philippine Educational Placement Test (PEPT), Accreditation and Equivalency (A&E) Test, National Career Assessment Examination (NCAE), Qualifying Examination in Arabic Language and Islamic Studies (QEALIS), at Educational Management Test (EMT) sundin ang mga sumusunod:

1. I-click at i-download ang COR request form sa link na ito: <http://bit.ly/CORRequestForm>.
2. Sagutan ang form at ilagay ang kompleto at angkop na mga impormasyon.
3. I-upload ang sinagutang form at iba pang kinakailangang dokumento sa link na ito: <https://tinyurl.com/BEACORVerify>
Tandaan na bukas lamang ito tuwing Lunes hanggang Biyernes maliban na lamang kung holiday.
4. Maghintay ng email mula sa DepEd-BEA tungkol sa ni-request na dokumento. Kung dalawang linggo na ay wala pang natatanggap na email, mag-follow up sa verification.bea@deped.gov.ph.

APAT NA HAKBANG SA PAGKUHA NG

(1) NAME OF DEPARTMENT/AGENCY: DEPARTMENT OF EDUCATION

(2) NAME OF SERVICE: APPLICATION FOR PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT)
FOR WALK-IN EXAMINEE THROUGH ONLINE REGISTRATION

(3) RESPONSIBLE DELIVERY UNITS / PROCESSING UNITS: EDUCATION ASSESSMENT DIVISION, BUREAU OF EDUCATION ASSESSMENT

(4) Identified Client/Customer(s)	(5) Number of clients served in 2020	(6) Volume of Transactions in 2020
Learners from schools without a government permit; Learners from nonformal and informal education programs; Learners who have incomplete or no record of formal schooling; Learners with back subjects; Learners who need grade level standards assessment; Learners who are overage for their grade levels;	2483	34804

CRITERIA	STATUS AS OF FY 2019 (7)	FY 2020 STATUS OF STREAMLINING EFFORTS (9)	REMARKS (10)
1. Number of Steps	6 steps	10 steps	Refer to 2020 Citizen's Charter
2. Turnaround Time (TAT)	6 days, 25 minutes	6 days, 3 hours and 10 minutes	Compliant with the provisions of RA11032 of ARTA.
3. Number of Signatures	1 signature	1 signature	PEPT is done thru online registration. All docs are sent via google forms. Increase in steps and payments are due to end-to-end mapping of the service including payment thru courier/Landbank. Increase in fee is due to the shipping cost as BEA lessen the F2F transaction in light of the COVID-19 Pandemic.
4. Number of Required Documents	4 documents; Registration Form can secured in EAD, BEA	4 documents; Registration Form can be secured in EAD, BEA	BEA-EAD maximized social media platform and Google forms to efficiently apply for the services https://www.facebook.com/educationassessmentdivision and http://bit.ly/PEPTOnlineReg Detailed instruction for the client to registration and application of service.
5. Transaction Costs			
5.1 Primary transaction cost/fees	Php 200.00	Php 200 registration fee Php 150.00 shipping fee	

CRITERIA	STATUS AS OF FY 2019 (7)	FY 2020 STATUS OF STREAMLINING EFFORTS (9)	REMARKS (10)
5.2 Other Transaction cost	N/A	N/A	
6. Substantive Compliance Cost	N/A	N/A	
7. Client/Citizen Satisfaction Result	4.32 – Very Satisfied	4 - Satisfied	For 2020, used the equivalent adjectival scale with description in MC 2020-1 from the AO25.


Here's the website where online application is published:

<https://www.facebook.com/educationassessmentdivision>
<http://bit.ly/PEPTOnlineReg>

PEPT Form is downloadable online

Disclosure: By accomplishing this Registration Form, the applicant hereby consents to the collection, processing and storing of personal data by Bureau of Education Assessment for the exclusive purpose of facilitating his/her application for the Philippine Educational Placement Test (PEPT).

1. Download this form.
2. Fill it out.
3. Upload the accomplished form.


 Republic of the Philippines
 Department of Education
BUREAU OF EDUCATION ASSESSMENT

PHILIPPINE EDUCATIONAL PLACEMENT TEST REGISTRATION FORM

Name of the Learner	Surname	First Name	MI
Mailing Address	Contact No.	Age	Sex
Date of Birth (dd/mm/year ex. 04/11/2007)	LRN (if any)	Date of Registration	
Email Address	Last Grade Level Passed		
Name of School Last Attended			
Address of School Last Attended			
Examination Center/ Division	DEPED CENTRAL OFFICE - BEA		Division Code BEA-EAD

I hereby declare under oath that I have personally accomplished this Registration Form and that by affixing my name below, I am certifying that all documents attached to this application is a faithful reproduction of the original, and that all statements and information provided therein are complete, true and correct to the best of my knowledge. I am

Registration Form ▾



PEPT REGISTRATION

By accomplishing this Registration Form, the applicant hereby consents to the collection, processing, use, storage, and management of personal data by the Bureau of Education Assessment for the exclusive purpose of facilitating his/her application for the Philippine Educational Placement Test (PEPT).

Please ensure that you have a scanned copy of the following requirements before filing out this form:

1. School Record (SF9/F138 for elementary or SF10/Form 137 for high school)
2. Birth Certificate issued by PSA/NSO
3. Proof of Payment
4. Certificate of Ratings (for re-takers only)
5. 1x1 picture
6. Copy of School Permit/DepEd Recognition (for applicants from private schools)

Only registration for learners 15 years old and above shall be accommodated in compliance with IATF guidelines.

The name and photo associated with your Google account will be recorded when you upload files and submit this form

(1) NAME OF DEPARTMENT/AGENCY: DEPARTMENT OF EDUCATION

(2) NAME OF SERVICE: ONLINE PROCESSING FOR VERIFICATION OF TEST RESULTS AND SECOND COPY OF CERTIFICATE OF RATING (COR)

(3) RESPONSIBLE DELIVERY UNITS / PROCESSING UNITS: EDUCATION ASSESSMENT DIVISION, BUREAU OF EDUCATION ASSESSMENT

(4) Identified Client/Customer(s)	(5) Number of clients served in 2020	(6) Volume of Transactions in 2020
Individuals/ pupils who were takers of any of the National Tests who wishes to secure a second copy of their certificates of ratings (COR) or those who wish to verify test results.	N/A	N/A

CRITERIA	STATUS AS OF FY 2019 (7)	FY 2020 STATUS OF STREAMLINING EFFORTS (9)	REMARKS (10)
1. Number of Steps	N/A	8 steps	Refer to 2020 Citizen’s Charter. It was only declared in the 2020 charter.
2. Turnaround Time (TAT)	N/A	6 days, 3 hours 10 minutes	
3. Number of Signatures	N/A	1 signature	
4. Number of Required Documents	N/A	1 document	Compliant with the provision of RA11032 of ARTA. Prescribed processing time for Complex transaction is no more than 7days and maximum of 3 signatures Service can be processed online thru https://tinyurl.com/BEACORVerify
5. Transaction Costs			
5.1 Primary transaction cost/fees	N/A	Pph50 – registration Php150 – shipping fee	
5.2 Other Transaction cost	N/A	N/A	
6. Substantive Compliance Cost	N/A	N/A	
7. Client/Citizen Satisfaction Result	N/A	N/A	CCSS not yet conducted for new services declared under CC 2020.

This COR Request Form is open only every Monday-Friday except holidays. Please be guided accordingly.

REQUEST FOR VERIFICATION OF TEST RESULTS AND SECOND COPY OF CERTIFICATE OF RATINGS

Data Privacy Clause: By accomplishing this Verification/COR Request Form, the applicant hereby consents to the collection, processing and storing of personal data by the Bureau of Education Assessment for the exclusive purpose of facilitating the transaction that he/she requested.

This form is intended for utilization of learners requesting for second copy of Certificate of Rating and entities requesting for verification of test results administered by the Department of Education-Bureau of Education Assessment.

The name and photo associated with your Google account will be recorded when you upload files and submit this form

Here's the website for the request for verification of Test Results and Second Copy of Certificate of Ratings:
<https://tinyurl.com/BEACORVerify>

- (1) Name of Department/Agency: DEPARTMENT OF EDUCATION
 (2) Name of Service: PROVISION OF DEPED TV EPISODES TO LEARNERS
 (3) Responsible Delivery Units / Processing Units: ICTS – EDUCATION TECHNOLOGY UNIT

(4) Identified Client/Customer(s)	(5) Number of clients served in 2020	(6) Volume of Transactions in 2020
G2C – Government to Client G2G – Government to Government	27.7Million Learners Nationwide; around 871,462 Teachers Nationwide	N/A

CRITERIA	STATUS AS OF FY 2019 (7)	FY 2020 STATUS OF STREAMLINING EFFORTS (9)	REMARKS (10)
1. Number of Steps	N/A	24 steps	The production requirement in the development of instructional videos requires numerous numbers of days to create a world-class television episode that has complete special effects, animation, original musicality, cut to cut of videos, scripting and quality assurance.
2. Turnaround Time (TAT)	N/A	30 days	
3. Number of Signatures	N/A	Maximum of 3 signatures per DepEd governance level	
4. Number of Required Documents	N/A	None	
5. Transaction Costs			Process is written in DepEd Citizen's Charter. It is one of the major innovation and transition of DepEd from face-to-face classes to distance learning brought about by COVID-19 Pandemic. Pls refer to The Basic Education Learning Continuity Plan in Time of COVID-19 as supporting documents.
5.1 Primary transaction cost/fees	N/A	None	
5.2 Other Transaction cost	N/A	None	
6. Substantive Compliance Cost	N/A	None	
7. Client/Citizen Satisfaction Result	N/A	None * CCSS not yet conducted	As part of BE-LCP, Development & Production of TV Episodes cover all

CRITERIA	STATUS AS OF FY 2019 (7)	FY 2020 STATUS OF STREAMLINING EFFORTS (9)	REMARKS (10)
		for new services declared. BE-LCP was implemented upon the opening of School Year 2020-2021 on August 24, 2020	governance level from CO down to Regions, Divisions Offices and School to be able to produce quality instructional videos.

*Provision of TV Episodes to Learners as instructional videos was the DepEd response to the challenges posed by COVID-19 pandemic. The agency committed to continue the education whatever changes and even dangers confront now and in the future. DepEd embarked on the development of the BE-LCP to enable learners of basic education to continue learning and for teachers to be able to deliver instruction in a safe work and learning environment amid the threat of COVID-19.

Objectives of BE-LCP:

1. Protect the health, safety and well-being of learners, teachers and personnel, and prevent the further transmission of COVID-19;
2. Ensure learning continuity through K-12 curriculum adjustments, alignment of learning materials, deployment of multiple learning delivery modalities, provision of corresponding training for teachers and school leaders, and proper orientation of parents or guardians of learners;
3. Facilitate the safe return of teaching and non-teaching personnel and learners to workplaces and schools, taking into consideration the scenarios projected by the Department of Health (DOH) and the Inter-Agency Task Force for the Management of Emerging Infectious Diseases in the Philippines (IATF), complemented by other credible sources, and balanced with DepEd's own risk assessments.
4. Be sensitive to equity considerations and concerns, and endeavor to address them the best we can; and
5. Link and bridge the BE-LCP to DepEd's pivot to quality and into the future of education, under the framework of Sulong EduKalidad and Futures Thinking in Education.

Here is the link for DepEd TV Episodes for the Public – Learners, Teachers and General Public:

<https://www.youtube.com/c/DepEdTV>

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- Grade 7 SCIENCE Q2 Ep18: Introduction to Asexual... 14:27
- Grade 7 SCIENCE Q2 Ep19: Asexual and Sexual Reproduction... 12:57
- Grade 7 SCIENCE Q2 Ep11:Part 2 - Levels of... 12:17
- Grade 7 SCIENCE Q2 Ep1: History of the Microscope 22:28
- Grade 7 SCIENCE Q2 Ep10:Part 1 - Levels of... 13:26
- Grade 7 ENGLISH Q2 Ep24: Part 6 - Linear and... 12:09

Prepared by:

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Officer-in-Charge, Organization Effectiveness

August 24, 2021

Certified by:

WILFREDO E. CABRAL
Regional Director, DepEd NCR and
Officer-in-Charge, Office of the Undersecretary
Human Resource and Organizational Development

August 24, 2021
Date

Approved by:

LEONOR MAGTOLIS BRIONES
Department Secretary

August 24, 2021
Date