



Department of Education  
**Region V - Bicol**  
**Schools Division Office of Catanduanes**

CITIZEN'S CHARTER

2022



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**I. Mandate:**

The Department of Education was established through the Education Degree of 1863 as the Superior Commission of Primary Education under a Chairman. The Education agency underwent many reorganization efforts in the 20<sup>th</sup> century in order to better define its purpose vis a vis the changing administrations and charters. The present day Department of Education was eventually mandated through Republic Act 9155, otherwise known as the Governance of Basic Education Act of 2001 which establishes the mandate of this agency.

The Department of Education (DepED) formulates, implements, and coordinates policies, plans, programs, and projects, in the areas of formal and non-formal basic education. It supervises all elementary and secondary education institution, including alternative learning systems, both public and private; and provides for the establishments and maintenance of a complete, adequate, and integrated system of basic education relevant to the goals of national development.

**II. Vision:**

We dream of Filipinos  
who passionately love their country  
and whose values and competencies  
enable them to realize their full potential  
and contribute meaningfully to building the nation.  
As a learner - centered public institution,  
the Department of Education  
continuously improves itself  
to better serve its stakeholders.



### **III. Mission:**

To protect and promote the right of every Filipino to quality, equitable, culture-based, and complete basic education where:

- Students learn in a child-friendly, gender-sensitive, safe and motivating environment.
- Teachers facilitate learning and constantly nurture every learner.
- Administrators and staff, as stewards of the institution, ensure an enabling and supportive environment for effective learning to happen.
- Family, community and other stakeholders are actively engaged and share responsibility for developing life-long learners.

### **IV. Core Values**

- Maka-Dyos
- Makatao
- Makakalikasan
- Makabansa

### **V. Service Pledge:**

The DepED SDO-Catanduanes is a learner-centered public institution education that consistently provides quality basic education and relevant services to all schools and learning centers compliant with applicable requirements for continuous improvement through enhanced effective leadership and management.



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## **School Governance and Operations Division**

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Office of the Schools Division Superintendent

**A. CASH UNIT**

**1. COLLECTIONS AND DEPOSITS**

This procedure defines the action and responsibilities of the Cashier Section in terms of collections and deposits.

<b>Office or Division:</b>	<b>Cashier Section</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2C – Government to Client G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>SDO Employees, External Creditors</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of intent from bidders who will pay for purchase of Bidding Documents		To be prepared by the applicant		
2. Order of payment from SDO employees who will make the payment for refund of salaries and cash return of cash advance		Accounting Unit		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of Letter of Intent/ Order of payment together with the payment in Cash or Check	1.1 Issuance of Official Receipt (Accountable Form 51-C)	None	5 minutes	<i>Administrative Officer IV</i>
	1.2 Preparation of deposit slips with List of Deposited Collections		10 minutes	<i>Administrative Aide VI</i>
	1.3 Depositing Collections to AGDB-GSB		1 hour	<i>Administrative Aide VI</i>
Total Processing Time			<b>1 hour and 15 minutes</b>	



## 2. PAYMENT OF OBLIGATION THROUGH CHECKS OR LDDAP-ADA

Payment of obligations of the Division Office is paid either through checks or List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAPADA). The Advice of Checks Issued and Cancelled (ACIC) are forwarded to the bank to confirm the validity of the checks and to credit the payment to the payee's account in the case of LDDAP-ADA.

<b>Office or Division:</b>	<b>Cashier Section</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2C – Government to Client G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>All Internal and External Clients</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Processed Disbursement Vouchers / LDDAP-ADA</li> <li>• Supporting Documentary Requirements</li> </ul>		<ul style="list-style-type: none"> <li>• Accounting Section</li> <li>• Concerned office/service</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1.1. Receives and records processed DV and LDDAPADA duly signed by Accountant	None	3 minutes	<i>Administrative Aide VI</i> Cashier Section
<b>IN CASE OF CHECK PAYMENT</b>				
	1.2. Determines type of fund and issues the corresponding check	None	3 minutes	<i>Administrative Officer IV</i> Cashier Section
	1.3. Controls check and advice number, prepares and encodes in the database system and prints check and ACIC	None	5 minutes	<i>Administrative Officer IV</i> Cashier Section
	1.4. Reviews accuracy of data	None	5 minutes	<i>Administrative Officer IV</i>



	on check and ACIC based on the processed DV and signs/initials			Cashier Section
<b>IN CASE OF LDDAP-ADA</b>				
	1.5. Imports from the database system to generate the hash totals in the FINDES (online LBP system); controls and assigns check number and prepares WINACIC	None	10 minutes	<i>Administrative Aide VI</i> Cashier Section
	1.6. Reviews hash totals, WINACIC, based on the processed LDDAP-ADA and signs initials	None	5 minutes	<i>Administrative Officer IV</i> Cashier Section
<b>FOR BOTH CHECK AND LDDAP-ADA</b>				
	1.7. Records and transmits check and ACIC or LDDAP-ADA with the necessary documents to authorized signatories	None	5 minutes	<i>Administrative Aide VI</i> Cashier Section
	1.8. Authorized signatories sign check and ACIC or LDDAP-ADA with necessary supporting documents	None	1- 2 days (depending on availability of signatories )	<i>Authorized signatories</i>
	1.9. Returns signed check and ACIC or LDDAP-ADA with the necessary documents to the	None	10 minutes	<i>Staff of authorized signatories</i>



	CD			
	<p>1.10. Receives and checks if all documents were duly signed and records accordingly</p> <p>In case of LDDAP-ADA, photocopies, segregates and prepares for submission to AGDB;</p> <p>In case of check, creates and approves for clearing check payments thru eMDS</p>	None	15 minutes	<p><i>Administrative Aide VI</i> Cashier Section</p> <p><i>Administrative Aide VI</i> Cashier Section</p> <p><i>Administrative Officer IV</i> Cashier Section</p>
	1.11. Informs payee of availability of check for release	None	5 minutes	<i>Administrative Aide VI</i> Cashier Section
2. Proceeds to CD and presents necessary documents to claim the check (ID, authority to claim, OR in case of external creditors)	2.1. Checks ID of claimant and receives the documents submitted to claim check	None	5 minutes	<i>Administrative Aide VI</i> Cashier Section
3. Signs the check releasing logbook and DV	3.1. Checks signature against the ID presented	None	3 minutes	<i>Administrative Aide VI</i> Cashier Section
4. Receives check and validates correctness of data (name of payee and amount)	4.1. Releases check	None	3 minutes	<i>Administrative Aide VI</i> Cashier Section
Total Processing Time			<b>2 days, 1 hour and 17 minutes</b>	



<b>Receipt of Official Receipt (or) for payment thru LDDAP-ADA-EXTERNAL</b>				
5. Proceeds to CD and informs the CD staff of details of payment credited to their account (date and amount)	5.1. Searches database for LDDAP-ADA number and locates among the files submitted to the bank the LDDAP-ADA involved in the transaction	None	10 minutes	Cash Personnel Cashier Section
6. Issues OR for the payment received thru LDDAPADA	6.1. Attaches the OR to the DV and advises the client to proceed to Accounting Division for issuance of tax certificate, when applicable	None	5 minutes	Cash Personnel Cashier Section
<b>Inquiry on status of Payment of Obligation-Internal and External</b>				
7. Client inquires on status of payment thru check or LDDAPADA, thru personal follow up, text message, landline call, Viber, Messenger, email, Workplace/ Workchat	7.1. Searches the Cash Receipts and Disbursement Database System and informs the client of search result and/or furnishes copy of LDDAPADA, DV, when requested	None	5 minutes	Cash Personnel Cashier Section
	<b>TOTAL</b>		<b>20 minutes</b>	



### 3. PAYMENT OF EXTERNAL AND INTERNAL CLAIMS

Covers payment to claims of external and internal clients. Preparing check and Advice of Checks Issued and Cancelled (ACIC) for payments of accounts payable. ACIC and LDDAP-ADA are delivered to the servicing bank to credit the payment.

<b>Office or Division:</b>	<b>Cashier Section</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2B – Government to Business G2C – Government to Client G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>Client that DepEd has financial Obligations to</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Official Receipts for suppliers or service providers 2. Two (2) Valid IDs 3. Authorization letter, if representative		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	0. Notify the payees/claimants that the check is ready for release or the payment has been credited to their bank account	None	5 minutes	Cash Personnel
1. Proceed to Cashier and present requirements	1.1. Check the authenticity of provided documents	None	5 minutes	Cash Personnel
2. Sign the DV/logbook and receive the official receipt (OR)	2.1 Give the DV/logbook for signature of payee/claimant and receive OR	None	5 minutes	Cash Personnel
	2.2 Release check/Copy of validated ADA, issue official receipt if applicable	None	5 minutes	Cash Personnel
	<b>TOTAL</b>	<b>None</b>	<b>20 minutes</b>	



#### 4. PAYMENT OF OBLIGATION

Process of payment for pending account balances to DepEd clients.

<b>Office or Division:</b>	<b>Cashier Section</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2B – Government to Business G2C – Government to Client</b>			
<b>Who may avail:</b>	<b>Client that DepEd has financial Obligations to</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1.Order of Payment (1 Original Copy) DepEd 2.Official Receipts for suppliers or service providers 3.Two (2) Valid IDs 4.Authorization letter, if representative		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure order of payment	1.1 Issue order of payment	None	10 minutes	Cash Personnel
2. Proceed to Cashier and present requirements	2.1. Check the authenticity of provided documents	None	10 minutes	Cash Personnel
	<b>TOTAL</b>	<b>None</b>	<b>20 minutes</b>	



## B. LEGAL UNIT

### 1. FILING OF ADMINISTRATIVE COMPLAINTS

<b>Office or Division:</b>	<b>Legal Unit</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2C – Government to Client</b>			
<b>Who may avail:</b>	<b>Any person may file an Administrative Complaint against any officer or employee of the Department of Education</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Full Name and Address of the Complainant		Client		
Full Name and address of the person complained of, as well as his position and office in the DepEd		Client		
A narration of the relevant and material facts which shows the acts or immisions as allegedly committed by the person complained of				
Certified true copies of documentary evidence and affidavits of his witnesses, if any		Client		
Certificate of Non - Forum Shopping				
Complaint shall be under oath				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Documents	1. Receive Complaint and other documents	None	10 mins	<i>Attorney III</i> Legal Unit
2. Receive copy of client	2. Issue Receiving of the client	None	5 mins	<i>Attorney III</i> Legal Unit
Total Processing Time			<b>15 minutes</b>	





## C. PERSONNEL UNIT

### 1. SUBMISSION OF EMPLOYMENT APPLICATION (TEACHING RELATED)

Any individual with interest in applying for a position in DepEd, and that is qualified for the position may submit his/her following credentials and other requirements.

<b>Office or Division:</b>	<b>Personnel Section</b>	
<b>Classification:</b>	<b>Simple</b>	
<b>Type of Transaction:</b>	<b>G2C – Government to Citizen</b>	
<b>Who may avail:</b>	<b>Licensed Professional Teacher for Permanent Positions (Elem, JHS, and SHS; Not Eligible Teachers for Provisional Positions (SHS only)</b>	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. Letter of Intent Addressed to the Head of Office	Applicant
	2. Duly accomplished CSC Form 212 (Revised 2017)-Personal Data Sheet (3 original copies) with work experience sheet	CSC
	3. Photocopy of Certificate of Eligibility/Rating/License/ID;	Applicant/PRC or CSC
	4. Photocopy of Scholastic/Academic Records, such as but not limited to Transcript of Records (TOR) and Diploma;	Applicant
	5. Photocopy of Service Records/Certificate of Employment, if applicable	Applicant
	6. Photocopy of Certificate of Training if Applicable;	Applicant
	7. Photocopy of the Performance Rating for the last three (3) months rating period, if applicable	Applicant
	8. NBI Clearance (1 Original Copy)	Applicant
	9. Certified true copy of the Voter's ID and/or any proof of residency as deemed acceptable by the School Screening	Applicant



Committee (1 original)	
10. Omnibus Certification of authenticity and veracity of documents of all documents submitted, signed by the applicant (2 original copies)	Applicant
11. Application thru Division Website (if applicable) SDO	Applicant

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the complete pertinent documents to the school where vacancy regular and/or natural) exists	1.1 Receive and stamp and check completeness of the submitted documents	None	5 minutes	School Sub-Committee (SSC)
	2.1 Evaluate the documents submitted by the applicant/s for authenticity and veracity	None	15 minutes	School Sub-Committee (SSC)
2. Received certification of SSC that documents were received	2.2 Encodes the basic information of the applicant in the Certification and provides the applicant a copy of the said Certification	None	5 minutes	School Sub-Committee (SSC)
	2.3 Submits certification and pertinent documents to SDO Records Section	None	1 day	School Sub-Committee (SSC)



	2.4 Prepares transmittal with Tracking Number/Tracker for every folder of the applicants	None	5 minutes	Records Officer/Records Section Staff
	2.5 Submits the application paper to the Office of the ASDS	None	10 minutes	Records Officer/Records Section Staff
	<b>TOTAL:</b>	None	<b>1 day, 40 minutes</b>	

## 2. SUBMISSION OF EMPLOYMENT APPLICATION (NON-TEACHING RELATED)

Any individual with interest in applying for a position in DepEd, and that is qualified for the position may submit his/her following credentials and other requirements.

<b>Office or Division:</b>	<b>Personnel Section</b>		
<b>Classification:</b>	<b>Simple</b>		
<b>Type of Transaction:</b>	<b>G2C – Government to Citizen</b>		
<b>Who may avail:</b>	<b>Any person who is eligible for the position</b>		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
1. Letter of Intent Addressed to the Head of Office		Applicant	
2. Duly accomplished CSC Form 212 with the latest 2x2 ID picture (3 original copies)		Website	
3. Photocopy of Certificate of Eligibility/Rating/License/ID;		Applicant/ PRC/ CSC	
4. Photocopy of Scholastic/Academic Records, such as but not limited to Transcript of Records (TOR) and Diploma;		Applicant	



5. Photocopy of Service Records/Certificate of Employment, if applicable,	Applicant
6. Performance Ratings for the last 3 semesters(1 Photocopy of the 3 Performance Ratings for the last 3 rating periods), if applicable	Previous/Current employer
7. Photocopy of Certificate of Training, if applicable	Applicant
8. Documentation of Outstanding Accomplishments (1 copy)	Applicant
9. Electronic-copy of requirements/documents (if available)	Applicant

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Submit the complete pertinent documents to the Records Unit	1.1 Stamp Receive, issue a receiving copy, and forward the pertinent documents to the HR Unit	None	10 minutes	Records Officer/ AA VI
	1.2 Check completeness of documents submitted	None	10 minutes	HR Unit staff
2.Receive application receipt	2.1 Encode application details	None	10 minutes	HR Unit Staff/ HRMO
	<b>TOTAL:</b>	<b>None</b>	<b>30 min/trans</b>	



## D. PROPERTY AND SUPPLY

### 1. ACCEPTANCE AND DISTRIBUTION OF TEXTBOOKS, SUPPLIES AND EQUIPMENT

This service is the issuance and receiving of the textbooks and equipment that are needed for Elementary & Non-Autonomous Secondary Schools

<b>Office or Division:</b>	<b>Property and Supply Unit</b>			
<b>Classification:</b>	<b>Complex</b>			
<b>Type of Transaction:</b>	<b>G2G – Government To Government</b>			
<b>Who may avail:</b>	<b>DepEd Employees</b>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Delivery receipts			Supplier	
2. Inspection and Acceptance report/ Property Transfer Report			Employee/ Property and Supply Unit	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Gives the textbook and/or equipment together with the receipts	1.1 Receive textbooks and/or equipment from suppliers	None	1 day	Property and Supply personnel
	1.2 Check the quantity of the items received through comparing the DR of delivered textbooks and/or equipment to the PO and/or Property Transfer Report of	None	4 hours	Property and Supply personnel



	originating office			
	1.3 Inspect, verify, and approve the receipt of textbooks and/or equipment	None	3 hours	Property and Supply personnel
	1.4 Prepare ICS for recipient schools	None	1 day	Property and Supply personnel
	1.5 Review and Approve the ICS	None	1 hour	Property and Supply personnel
	1.6 Inform the Recipient Schools for the distribution of textbooks and/or equipment	None	2 hours	Property and Supply personnel
2. Receive the textbooks and/or equipment	2.1 Forward the textbook and/or equipment together with the copy of signed Inventory Custodian Slip	None	2 hours	Property and Supply personnel
	<b>TOTAL:</b>	None	<b>3 days</b>	



## E. RECORDS UNIT

### 1. AUTHENTICATION OF DOCUMENTS

Authentication of Document is for the individuals who are applying for a loan, applicant for a vacant position or scholarship. Such documents are pay slip, certificates of trainings or seminars, or any official documents that are applicable to be certified as true copy. Original copy of the documents to be authenticated should be presented.

<b>Office or Division:</b>	Records Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Client G2G – Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Visitor's ID		Officer of the Day, Reception Area		
Original Copy of Documents		Client		
Photocopy of Documents		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Visitor's Logbook at the Reception Area • Surrender your ID Card in exchange for a Visitor's ID	1.1 Give Visitor's Logbook to the Client 1.2 Issue Visitor's ID	None	2 Minutes	<i>Officer of the Day</i> Reception Area
2. Give original copy of document for authentication together with the photocopied documents to the Records Officer for Authentication	2.1 Check Visitor's ID • No Visitor's ID, No Transaction 2.2 Receive and check the authenticity of photocopied	None	10 Minutes	<i>Records Officer-Records Section/ Administrative Officer-Administrative Section</i>



	documents against the original copies 2.3 Stamp the photocopied documents with "CERTIFIED TRUE COPY" 2.4 Sign on the stamped documents 2.5 Return the documents to the client			
3. Sign in the Authentications Logbook	3. Check completeness of full name, signature, and date	None	1 Minute	<i>Records Officer-Records Section/ Administrative Officer-Administrative Section</i>
4. Surrender Visitor's ID to the Officer of the Day at the reception area	4.1 Give back the Identification Card to the Client	None	2 Minutes	<i>Officer of the Day Reception Area</i>
Total Processing Time			<b>15 mins</b>	

## 2. CORRECTION OF ENTRIES IN SCHOOL RECORDS

This process covers the rectification of personal information in scholastic records. It is a remedy for any student whose school records contain error/s which is/are purely typographical in nature, and which can be corrected by the issuance of a Resolution directing the correction of such error/s.

<b>Office or Division:</b>	Records Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Client
<b>Who may avail:</b>	Students with records in DepEd stated under No.4 DepEd Regional Memorandum No. 34 s 2021 (DepEd Bicol Policy on Correction of





CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
		School Record Entries)		
1.Request Letter (1 Original Copy)		Client		
2.School records to be corrected Diploma and Form 137 (1 Original Copy)		School		
3. Indorsement from the School Head (1 Photocopy)		School		
4.Original Certificate of Live Birth (1 Original)		PSA		
5.Affidavit of Discrepancy (1 Original Copy)		Applicant, If minor, with assistance of parent/guardian		
6.Affidavit of two disinterested persons (1 Original Copy)		Affiants		
7, Special power of attorney, if filed by representative		Requesting party		
8.Copy of the Class Yearbook and Affidavit of former classmate or teacher when entirely different names involved		Requesting party		
9. One (1) Documentary Stamp				
10.Indorsement from the Schools Division Office (Original)		OSDS		
8.Special Order of Graduation (only required for clients who graduated in a private school) (1 Original)		School		
9.Proof of identity of requesting party (Valid ID: with photo and signature) If representative, proof of identity with authorization letter from requesting party		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete requirements with transmittal	1.1 Receive the transmittal, Request Letter and requirements.	None	1 Minute	Records Unit Staff
	1.2 Stamp "Receive", Date, Time and Initial of the receiving clerk.		2 Minutes	
	1.3 Register to DoTS (Document Tracking System)		2 Minutes	



	1.4 Forward/Route the documents to Legal Unit		3 Minutes	
	1.5 Evaluate the completeness of the requirements		10 Minutes	<i>Legal Unit Staff</i>
	1.6. Prepare the Endorsement to the Regional Director for issuance of Resolution	None	5 minutes	Attorney III Legal Unit
	1.7. Submit the Endorsement to the SDS for signature	None	5 minutes	Legal Unit Staff
	1.8 Signing of Endorsement		20 minutes	SDS
2. Submission of the request with complete requirements to the Regional Director DepEd ROV	2. Mail via registered mail the Endorsement of the request with complete requirements	None	30 minutes	Messenger
	<b>TOTAL:</b>	None	<b>1 hour 18 mins</b>	

### 3. ISSUANCE OF CAV

Certification, Authentication and Verification (CAV) are issued to individuals in relation to valid purposes such as, but not limited to, employment abroad, migration to foreign land, travel to overseas, and other personal reasons. The Agency is certifying that the individual is really a graduate of the school under the Schools Division of Catanduanes. Only the following cases shall be handled in the Division Office:

- a. Referral from the school of non-availability of Academic School Record.
- b. Results of rating on Alternative Learning System A&E Test and Philippine Educational Placement Test (PEPT)
- c. Schools that ceased operation for whatever causes wherein the learners' records are required to be surrendered to the Department of Education pursuant to existing regulations under Department Order 88, s. 2010 dated June 24, 2010.

<b>Office or Division:</b>	<b>Records Section</b>
<b>Classification:</b>	<b>Simple</b>



<b>Type of Transaction:</b>		<b>G2C – Government to Client</b>		
<b>Who may avail:</b>		<b>All</b>		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Visitor's ID		Officer of the Day, Reception Area		
a. School Referral Form ( <b>CAV Form 2</b> ) b. Request Form (RF) / CAV Form 10 -Original Copy of PEPT/ALS A&E Rating (if available) c. CAV Form 1 (Request Form/RF) -Copy of Academic School Records (if available)		School where the client graduated  Records Unit Client / ALS  Records Unit Client/School where the client graduated		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>a. Referral from the school of the non-availability of Academic School Record</b>				
1. Sign in the Visitor's Logbook at the Reception Area • Surrender your ID Card in exchange for a Visitor's ID	1.1 Give Visitor's Logbook to the Client 1.2 Issue Visitor's ID	None	Two (2) Minutes	<i>Officer of the Day</i> Reception Area
2. Give the School Referral Form (SRF)/ CAV Form 2 to the Records Officer for Verification and Evaluation of Records	2.1. Check Visitor's ID • No Visitor's ID, No Transaction 2.2. Receive <b>SRF/CAV Form2</b> with duly accomplished Transmittal Form 2.3. Search for the appropriate <b>Academic School Records</b> as	None	One (1) Minute  Two (2) minutes  Thirty (30) minutes	<i>Records Officer</i>



	<p>requested by the School</p> <p>-If available proceed to No. 2.4</p> <p>-If not available, inform the requesting School that it has no record thru a Certification of Non-availability of ASR/ <b>CAV Form 7</b></p> <p><b>2.4</b> Evaluation of Records. The Records Officer checks and validates the correctness and completeness of the information in the RF.</p> <p>-If matched, proceed to next step.</p> <p>-If unmatched, indicate the discrepancy/ies noted during the evaluation of records.</p>		<p>Fifteen (15) minutes</p> <p>Ten (10) minutes</p>	
<p>3. Receives the ASR (<b>CAV Form 8/ Return Indorsement of SDO to the School</b>)</p>	<p>- If matched, release the ASR to the requesting school with proper Indorsement. (<b>CAV Form 8/Return Indorsement of SDO to the</b></p>		<p>Fifteen (15) minutes</p>	



	School)			
	-If unmatched, issue the Certification stating the noted discrepancy/ies. <b>(CAV Form 9/ Certification of Discrepancy/ies)</b>		Fifteen (15) minutes	
4. Sign in the Logbook for acknowledgment of the received documents.	<p>4.1 Check completeness of full name, signature, and date</p> <p>4.2 The Records Officer immediately inform the Regional Office about the CAV requests duly approved in the Division <b>(CAV Form 6/List of Approved CAV Request)</b> thru any of the following means:</p> <ul style="list-style-type: none"> <li>-email</li> <li>-text message</li> <li>-fax</li> </ul>	None	<p>1 Minute</p> <p>Five (5) Minutes</p>	<i>Records Officer Records Section</i>
5. Surrender Visitor's ID to the Officer of the Day at the reception area	1. Give back the Identification Card to the Client	None	One (1) Minute	<i>Officer of the Day Reception Area</i>
<b>Total Processing Time</b>			<b>Sixty one (61) mins</b>	
<b><i>b. Results of Rating on Alternative Learning Systems A&amp;E Test and Philippine</i></b>				



<b>Educational Placement Test (PEPT)</b>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-out <b>CAV Form 10 – Request Form (RF) for ALS A&amp;E and PEPT Ratings</b>	1.1 Receives RF with transmittal  1.2 Review RF. Check for completeness of information and requirement required in RF.  Note: If incomplete, return to the applicant with proper advice; if complete, proceed to No. 2	None	Five (5) minutes	<i>Records Officer</i>
	2. Verification of Records.  2.1 Search for the Result of Rating as requested by the Applicant.  -If available, proceed to No. 3.		Fifteen (15) minutes	<i>Records Officer / ALS Coordinator</i>
	-If A&E is not available in the Division Office, inform the Applicant that the			<i>Records Officer / ALS Coordinator</i>



	<p>Division has no record; and coordination will be made by the Records Officer with the Division ALS Coordinator who, in turn will make the necessary verification with the Bureau of Education Assessment (BEA), DepEd Central Office.</p>			
	<p>-If PEPT Rating is not available inform the Applicant that the Division Office has no record; and coordination will be made with the Bureau of Education Assessment (BEA), DepEd Central Office.</p> <p>-If with positive verification, proceed to No. 3</p>			<i>Records Officer</i>
	<p>-If with negative verification, inform the Applicant accordingly and issue a Certification of Non-availability of Rating.</p> <p><b>CAV Form 11/ Certification of</b></p>		<p>Upon receipt of the information from BEA</p>	



	<b>Non-availability of Rating (A&amp;E/PEPT)</b>			
	<b>3. Approval of RF</b>  3.1 Prepare the Academic School Records and Certification and affix his/her initials.		Thirty (30) minutes	<i>Records Officer</i>
	3.2 Check the accuracy and veracity of the ASR and RF			<i>SDS</i>
	3.3 If in order, SDS sign and approve the ASR and Certification and prepares indorsement for transmittal to the Regional Office.  <b>-CAV Form 12 / Certification of Rating A&amp;E/PEPT</b>  <b>-CAV Form 13 Division Office Transmittal to the Regional Office</b>		Five (5) minutes	<i>SDS</i>
	-If not in order, return to Records Officer for appropriate action until the noted discrepancy/ies is clarified and rectified		Ten (10) minutes	
2. Receive	Release the		Fifteen (15)	<i>Records</i>





Certification	approved ASR and Certification in two (2) copies and in sealed envelope to the applicant for transmittal to the Regional Office.		minutes	Officer
	The Records Officer immediately informs the Regional Office about the CAV requests duly approved in the Division.  <b>-CAV Form 6 / List of Approved CAV Request</b>			
3. Sign and acknowledge the received document	Record the release and maintain files of ASR and Indorsement duly acknowledged by the applicant.		Five (5) minutes	
<b>c. School that ceased operation</b>				
1. Fill-out <b>CAV Form 1 / Request Form (RF)</b>	1.1 Receive RF with transmittal	None	Two (2) minutes	<i>Records Officer</i>
	1.2 Review RF. Check for completeness of information and requirement required in RF.  Note: If incomplete, return to the applicant with			



	proper advice; if complete, proceed to No. 1.3			
	1.3 Search for the appropriate Academic School Records			
	2 Verification of Records.  2.1 Search for the Result of Rating as requested by the Applicant.			
	If available, proceed to No.3			
	-If not available, inform the applicant accordingly and issue Certification.  <b>(CAV Form 7/Certification of Non-availability of Academic School Records in the Division Office</b>	None	Fifteen (15) minutes	<i>Records Officer</i>
	3 Evaluation of Records. Check and validate the correctness and completeness of the information in the RF.		Ten (10) minutes	<i>Records Office</i>
	-If matched, proceed to No.4			
	-If unmatched, indicate the			



	discrepancy/ies noted during the evaluation of records.			
2 Receive the Certification	<p>4 Release of Results of Verification.</p> <p>-If matched, release the ASR to the Regional Office with proper indorsement.</p> <p><b>(CAV Form 13/Division Office transmittal to the Regional Office)</b></p>		Fifteen (15) minutes	<i>Records Officer</i>
	<p>-If unmatched, issue the Certification stating the noted discrepancy/ies</p> <p><b>(CAV Form 9/ Certification of Discrepancy/ies)</b></p>			
	<p>The Records Officer immediately informs the Regional Office about the CAV requests duly approved in the Division.</p> <p><b>-CAV Form 6 / List of Approved CAV Request</b></p>			
3. Sign and acknowledge the	Record the release and maintain files of Results of		Five (5) minutes	



received document	Verification duly acknowledged by the applicant.			
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#### 4. ISSUANCE OF REQUESTED DOCUMENTS (NON-CTC)

Issuance of Requested Documents is provided to teaching, non-teaching personnel and retirees who have misplaced or lost their documents. The non-CTC document copy is issued to authorized requesting person if document secured in the Records Section is not originated/created by the Agency. The said document can be issued if requested by the owner himself and or authorized person.

<b>Office or Division:</b>	<b>Record Section</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2C – Government to Citizen</b>			
<b>Who may avail:</b>	<b>General Public</b>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Requisition slip (1 Copy)			Records Unit	
2. Valid ID (Original ID and 1 Photocopy)			Requesting person and/or Authorized Person	
3. Authorization Letter (1 Copy)			Requesting person	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Fill up the requisition slip form	1.1.Provide client the requisition slip form	None	5 minutes	Records Section Staff/ADA
	1.2. Receive the form and submit to the Records Officer for approval of the request 1.2.Search for the document requested	None	2 minutes  15 minutes	Records Section Staff/ADA
2.Receive the requested document	2.1.Print and give the document to the client	None	10 minutes	Records Section Staff/ADA



	<b>TOTAL:</b>	<b>None</b>	<b>32 minutes</b>	

## 5. ISSUANCE OF REQUESTED DOCUMENTS (CTC AND PHOTOCOPY OF DOCUMENTS)

Issuance of Requested Documents is provided to teaching, non-teaching personnel and retirees whose documents were misplaced, lost, burned, eaten by termites or beyond recovery due to wear and tear to be used for appointment, promotion, resignation, retirement, salary upgrading, leave abroad, employment abroad, loan, transfer and for other legal purposes.

<b>Office or Division:</b>	<b>Records Section</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2C – Government to Citizen</b>			
<b>Who may avail:</b>	<b>General Public</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Requisition Slip (1 Copy)		Records Unit		
2. Letter request addressed to the Schools Division Superintendent signifying the purpose of the request (1 original copy)		Requesting Person		
3. Valid ID (Original ID and 1 Photocopy)		Requesting person and/or Authorized Person		
4. Authorization Letter (1 Copy)		Requesting person		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the letter request	1.1. Receive and stamp the letter request and provide the client with requisition slip form	None	5 minutes	Records Section Staff/ADAS
2. Fill up the	2.1. Receive the form and search	None	15 minutes	Records Section



requisition slip form	the requested document			Staff/ADAS
	2.2. Print or photocopy the requested document	None	10 minutes	Records Section Staff/ADAS
3. Receive the requested document	3.1. Release the document to the client	None	5 minutes	Records Section Staff/ADAS
	<b>TOTAL:</b>	<b>None</b>	<b>35 mins.</b>	

## 6. RECEIVING AND RELEASING OF INCOMING AND OUTGOING COMMUNICATION

The procedure for proper receiving and releasing of communications

<b>Office or Division:</b>	Records Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Client G2B – Government to Business G2G – Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Visitor's ID		Officer of the Day, Reception Area		
Communication letter in 3 copies		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Visitor's Logbook at the reception area • Surrender your ID Card in exchange for a Visitor's ID	1.1 Give Visitor's Logbook to the Client 1.2 Issue Visitor's ID	None	2 Minutes	<i>Officer of the Day</i> Reception Area
2. Give the 3 copies of Transmittal	2.1 Check Visitor's ID	None	15 Minutes	<i>Receiving Clerk</i>



<p>Letters together with the documents for submission to the Receiving Clerk at Records Section</p>	<ul style="list-style-type: none"> <li>• No Visitor's ID, No Transaction</li> </ul> <p>2.2 Receive and read the document</p> <p>2.3 Record details in the Logbook</p> <p>2.4 Encode the document's details to the DoTS(Document Tracking System) and attach the printed Document Routing Slip to the document</p> <p>2.5 Stamp the Transmittal Letters and 1<sup>st</sup> page of the documents with "RECEIVED", date, time, initials of the Receiving Clerk</p> <p>2.6 Get one copy of the Transmittal/ document for filing</p> <p>2.7 Ensure that Client has received the Tracking Number thru a text message from the DOTS or give him a Client Document Copy Slip</p>			<p>Records Section</p>
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3. Countersign with full name and signature on the Logbook	3. Check completeness of full name and signature	None	1 Minute	Receiving Clerk Records Section
4. The client may opt to deliver the document personally to the concerned office/personnel	4.1 Return two copies to the client if the client opt to deliver the document to the concerned office  4.2 If the client opted not to deliver the document, the Records Personnel will deliver it to the concerned office.	None	10 Minutes	Receiving Clerk Records Section  Administrative Assistant Concerned Office
5. Surrender Visitor's ID to the Officer of the Day at the reception area	5. Give back the Identification Card to the Client	None	2 Minutes	Officer of the Day Reception Area
	Total Processing Time	None	<b>30 Minutes</b>	

## 7. RECEIVE INCOMING APPLICATION REQUIREMENTS FOR A VACANT POSITION OR PROMOTION

Incoming application requirements for a vacant position are for individuals seeking employment in the Schools Division Office of Catanduanes. Incoming application requirements for promotion are for SDO and schools teaching or non-teaching personnel seeking for promotion in the agency.

<b>Office or Division:</b>	<b>Records Section</b>
<b>Classification:</b>	<b>Simple</b>
<b>Type of Transaction:</b>	<b>G2C – Government to Client G2G – Government to Government</b>
<b>Who may avail:</b>	<b>All</b>
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>





Visitor's ID		Officer of the Day, Reception Area		
Letter of Intent		Client		
Application Requirements in a white long folder and brown long envelope with label		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Visitor's Logbook in the reception area -Surrender your ID Card in exchange for a Visitor's ID	1.1 Give Visitor's Logbook to the Client 1.2 Issue Visitor's ID	None	2 Minutes	<i>Officer of the Day</i> Reception Area
2. Give the 3 copies letter of intent and the application requirements to the Receiving Clerk at Records Section	2.1 Check the Visitor's ID <ul style="list-style-type: none"> <li>No Visitor's ID, No Transaction</li> </ul> 2.2 Receive the document 2.3 Record details in the Logbook 2.4 Record details in the DoTS (Document Tracking System) and attach the Document Tracking Slip to the document 2.5 Stamp the letter of intent, folder, and brown envelope with "RECEIVED", date, time, initials of the Receiving Clerk 2.6 Return documents to	None	10 Minutes	<i>Receiving Clerk</i> Records Section



	the client to seal the envelope with signature			
3. Countersign with full name and signature in the Logbook and seal the envelope with signature	3. Check completeness of full name and signature	None	1 Minute	<i>Receiving Clerk</i> Records Section
4. Submit application requirements to the Office of the Assistant Schools Division Superintendent (for Teacher 1 position)	4. Accept the document  <ul style="list-style-type: none"> <li>Forward the application to the Personnel Section (For vacant non-teaching positions and for promotion application)</li> </ul>	None	5 Minutes	<i>Administrative Assistant</i> Office of the Assistant Schools Division Superintendent  Records Personnel
5. Surrender Visitor's ID to the Officer of the Day at the reception area	5. Give back the Identification Card to the Client	None	2 Minutes	<i>Officer of the Day</i> Reception Area
Total Processing Time			<b>20mins</b>	



## 8. RECEIVE INCOMING DEPED ISSUANCES FROM CENTRAL OFFICE AND DEPED REGIONAL ISSUANCES FROM THE REGIONAL OFFICE

Incoming DepEd Issuances are communications from the DepEd Central Office in a form of DepEd Order, DepEd Memorandum, DepEd Advisory, DepEd Unnumbered Memorandum. Consequently, DepEd Regional Issuances are communications from the DepEd Regional Office No. V in a form of Regional Memorandum, Regional Advisory, Regional Unnumbered Memorandum, Regional Bulletin.

<b>Office or Division:</b>	<b>Records Section</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>SDO Catanduanes Personnel</b>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
DepEd Issuances in 3 copies			Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Give Issuances to the Receiving Clerk	1.1 Receive and read the Issuances 1.2 Record details in the Logbook 1.3 Stamped the document with “RECEIVED”, date, time, and initials of the Receiving Clerk 1.4 Get one copy of the document 1.5 Return document to the SDO Personnel	None	10 Minutes	<i>Receiving Clerk</i> Records Section
2. Countersign with full name and signature in the Logbook	2. Check completeness of full name and signature	None	1 Minute	<i>Receiving Clerk</i> Records Section
Processing Time			<b>11mins</b>	



## 9. RECEIVE INCOMING DOCUMENTS/LETTERS FROM PUBLIC SCHOOLS AND OTHER STAKEHOLDERS

Incoming communication letters from public schools and other stakeholders are letters stating a specific interest, activity, event or request from public schools, private institutions, local government unit, other government agencies, contractors and others. These may include but not limited to request letters for approval, letters of complaint, invitation letters, notice of meetings, letters for information, project proposals, research proposals etc.

<b>Office or Division:</b>	<b>Records Section</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2C – Government to Client G2B – Government to Business G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Visitor's ID		Officer of the Day, Reception Area		
Communication letter in 3 copies		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Visitor's Logbook in the reception area  *Surrender your ID Card in exchange for a Visitor's ID	1.1. Give Visitor's Logbook to the Client  1.2. Issue Visitor's ID	None	2 Minutes	<i>Officer of the Day</i> Reception Area
2. Give the 3 copies of transmittal letter and documents to the Receiving Clerk at Records Section	2.1 Check Visitor's ID • No Visitor's ID, No Transaction 2.2 Receive and read the document/transmittal 2.3 Record details in	None	15 Minutes	<i>Receiving Clerk</i> Records Section



	<p>the Logbook</p> <p>2.4 Record details in the DoTS (Document Tracking System) and attach the Document Tracking Slip to the document</p> <p>2.5 Stamp the transmittal and 1<sup>st</sup> page of the documents with "RECEIVED", date, time, initials of the Receiving Clerk</p> <p>2.6 Get one copy of the document/transmittal for filing</p>			
3. Countersign with full name and signature on the Logbook	3. Check completeness of full name and signature	None	1 Minute	<i>Receiving Clerk</i> Records Section
4. Client may deliver personally the document to the concerned office/personnel.	4.1 If the client opted not to deliver the document, the Receiving Clerk will deliver it to the	None	10 Minutes	<i>Receiving Clerk</i> Records Section



	concerned office 4.2 Accept the document 4.3 Stamp with "RECEIVED" on the receiving copy			<i>Administrative Assistant</i> Concerned Office
5. Surrender Visitor's ID to the Officer of the Day at the reception area	6. Give back the Identification Card to the Client	None	2 Minutes	<i>Officer of the Day</i> Reception Area
Total Processing Time			<b>30mins</b>	

## 10. RECEIVE INCOMING REPORTS FROM PUBLIC SCHOOLS

Incoming reports from public schools are the monthly or annual reports that are routinely submitted to the Schools Division Office of Catanduanes by the public elementary and secondary schools for financial and supervisory monitoring purposes or data collection. This includes but not limited to school forms, monthly payroll worksheet, liquidation report, cash advances, DTR, etc.

<b>Office or Division:</b>	<b>Records Section</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>School or District Personnel</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Visitor's ID		Officer of the Day, Reception Area		
Transmittal Letter in 2 copies		Records Section		
Reports to be submitted		Public School		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Visitor's Logbook at the reception	1.1 Give Visitor's Logbook to the Client	None	2 Minutes	<i>Officer of the Day</i> Reception Area



<p>area 5 Surrender your ID Card in exchange for a Visitor's ID</p>	<p>1.2 Issue Visitor's ID</p>			
<p>2. Fill out a transmittal form in the Records Section in 2 copies 6 Transmittal forms pre-prepared by the school will also be accepted. Should be in 2 copies 7 List down all reports/documents to be submitted including the month/year of report, school (if the submission is district level)</p>	<p>2.1 Check Visitor's ID 2.2 Receive the transmittal letter and reports to be submitted 2.3 Verify that the listed reports on transmittal form are correct 2.4 Record details in the Logbook 2.5 Record details in the DoTS (Document Tracking System) and attach the Document Tracking Slip to the document 2.6 Stamp the transmittal and 1<sup>st</sup> page of the document with "RECEIVED", date, time, and initials of the Receiving</p>	<p>None</p>	<p>15 Minutes</p>	<p><i>Receiving Clerk</i> Records Section</p>



	<p>Clerk</p> <p>2.7 Get one copy of the transmittal letter</p> <p>2.8 Return one copy of transmittal form and documents to the client</p>			
3. Countersign with full name and signature in the Logbook	3. Check completeness of full name and signature	None	1 Minute	<i>Receiving Clerk</i> Records Section
4. Client may opt to submit transmittal form and reports to the concerned office in SDO Catanduanes	<p>4.1 Accept the Reports</p> <p>4.2 Stamp "RECEIVED" in the transmittal form</p> <ul style="list-style-type: none"> <li>Records personnel deliver/forward the document to the concern office if client did not opt to personally submit the documents to the concern office.</li> </ul>	None	5 Minutes	<i>Administrative Assistant</i> Concerned Office
5. Surrender Visitor's ID to the Officer of the Day at the Reception Area	5.1 Give back the Identification Card to the Client	None	2 Minutes	<i>Officer of the Day</i> Reception Area
Total Processing Time			<b>25mins</b>	





## 11. RELEASE OUTGOING COMMUNICATIONS FROM THE ELEMENTARY AND SECONDARY MAILBOX

Release of outgoing communications from the respective mailbox of the elementary and secondary schools where in school and district representative shall go to the Records Section to personally pick up the previously released communications that may be a Division Memorandum, Advisory, letters etc. Each school and district have its own mailbox and folder to record all documents that were received by the school or district.

<b>Office or Division:</b>	<b>Records Section</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>Secondary School and District Personnel</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Visitor's ID		Officer of the Day, Reception Area		
Name of School or District		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Visitor's Logbook at the Reception Area 1.1 Surrender your ID Card in exchange for a Visitor's ID	1.1. Give Visitor's Logbook to the Client 1.2. Issue Visitor's ID	None	2 Minutes	<i>Officer of the Day</i> Reception Area
2. Approach Releasing Clerk for the release of documents to your concern school/district	2.1 Check Visitor's ID • No Visitor's ID, No transaction 2.2 Get documents from the corresponding mailbox of the	None	10 Minutes	<i>Messenger</i> <i>Receiving Clerk</i> <i>Releasing Clerk</i> <i>Records Officer</i> Records Section



	school/district 2.3 Get the appropriate folder of the school/ district 2.4 Record the title or reference number of the documents one by one on Released Communications Form 2.5 Give the documents to the client			
3. Countersign with full name, signature and date on the Released Communications Form and Document Tracking Slip	3. Check completeness of full name, signature, and date	None	1 Minute	<i>Messenger</i> <i>Receiving Clerk</i> <i>Releasing Clerk</i> <i>Records Officer</i> <i>Records Section</i>
4. Surrender Visitor's ID to the Officer of the Day at the reception area	4. Give back the Identification Card to the Client	None	2 Minutes	<i>Officer of the Day</i> <i>Reception Area</i>
Total Processing Time			<b>15 mins</b>	

## 12. RELEASE OUTGOING DIVISION ISSUANCES, SPECIAL ORDERS, INDORSEMENTS AND LETTERS

Outgoing Division Issuances are documents from the Schools Division Office of Catanduanes that serves as guidelines and information for all such as Division Memorandum, Division Unnumbered Memorandum, Division Advisory, Division Bulletin, Division Addendum-Corrigendum, and Office Memorandum.

<b>Office or Division:</b>	<b>Records Section</b>
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<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>SDO Catanduanes Personnel</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly Sign document by the SDS, ASDS or authorized SDO Personnel in 4 copies <ol style="list-style-type: none"> <li>a. Original copy signed by the head of the agency ( for the addressee)</li> <li>b. Copy 2 signed and with initials – for Records File</li> <li>c. Copy 3 signed and with initials – for action office file</li> <li>d. Copy 4 signed – for ICT file</li> </ol>		Office of the SDS, ASDS or the authorized SDO Personnel		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Give 3 copies of document to the Releasing Clerk	1.1 Receive and read the documents. The Releasing Clerk shall check the completeness of the communication for release, must have the correct file copies, has been signed, and contains the proper enclosure, etc. <ul style="list-style-type: none"> <li>• The action unit shall reproduce the necessary enclosures of the mail or communication before these are forwarded</li> </ul>	None	15 Minutes	<i>Releasing Clerk</i> Records Section



	<p>to the Records Office for release.</p> <ul style="list-style-type: none"> <li>• All unnecessary attachments should be detached to the main communication before it is released.</li> <li>• The Records Officer or duly designated representative approves release of communication by affixing his or her initial.</li> </ul> <p>1.2 Record details in the Logbook</p> <p>1.3 Stamped the document with "RELEASED", date, time, release number, and initials of the Releasing Clerk</p> <p>1.4 Get one copy of the document for filing</p> <p>1.5 Return document to client</p>			
2. Countersign with full name, signature and date in the Logbook	2. Check completeness of full name, signature and date	None	1 Minute	<i>Releasing Clerk</i>
3. Receive hard copy	3. Distribute	None	30 minutes	Records



of the released document and soft copy thru messenger/ email	copies to concern offices thru scan mail and social media group chats			Personnel
Total Processing Time			<b>46 minutes</b>	

### 13. RELEASE OUTGOING DIVISION SPECIAL ORDERS, DIVISION INDORSEMENTS AND DIVISION LETTERS

Outgoing Division Special Orders, Indorsement, Division Letters, Call-up are documents from the Schools Division of Catanduanes and are addressed to a specific person or group of people.

<b>Office or Division:</b>	<b>Records Section</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>SDO Catanduanes Personnel School and District Personnel</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly Sign document by the SDS, ASDS or authorized SDO Personnel in 3 copies <ul style="list-style-type: none"> <li>Copy 1 for the Addressee, Copy 2 as the receiving copy of the requesting office, Copy 3 for Records Section file copy)</li> </ul>		Office of the SDS, ASDS or the authorized SDO Personnel		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Give 3 copies of document to the Releasing Clerk	1.1 Receive and read the documents. The Releasing Clerk shall check the completeness of the communication for release, must	None	10 Minutes	<i>Releasing Clerk</i> Records Section



	<p>have the correct file copies, has been signed, and contains the proper enclosure, etc.</p> <ul style="list-style-type: none"><li>• The action unit shall reproduce the necessary enclosures of the mail or communication before these are forwarded to the Records Office for release.</li><li>• All unnecessary attachments should be detached to the main communication before it is released.</li><li>• The Records Officer or duly designated representative approves release of communication by affixing his or her initial.</li></ul> <p>1.2 Record details in the Logbook</p> <p>1.3 Stamped the document with "RELEASED", date, time, and initials of the</p>			
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	Releasing Clerk 1.4 Get one copy of the document for filing 1.5 Return document to client			
2. Countersign with full name and signature in the Logbook	2 Check completeness of full name and signature	None	1 Minute	<i>Releasing Clerk</i> Records Section
3. If applicable, give to the messenger at Records Section for mailing or hand delivery 5. If the client is the owner of the document no further steps is needed	3 Mail / deliver document to the addressee	None	1 Day	<i>Messenger</i> Records Section
Total Processing Time			<b>1 day 11 mins</b>	

#### 14. REQUESTING A COPY OF THE RECEIVED COMMUNICATIONS AND RELEASED DIVISION ISSUANCES



A copy of Division Issuances can be requested from the Records Section by any school and SDO Personnel as the need arises.

<b>Office or Division:</b>	<b>Records Section</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>SDO Personnel School Personnel</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Visitor's ID for School Personnel		Officer of the Day, Reception Area		
Letter Request		Client		
Subject or Reference number of the Document		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Visitor's Logbook at the Reception Area  1.1 Surrender your ID Card in exchange for a Visitor's ID	1.1 Give Visitor's Logbook to the Client 1.2 Issue Visitor's ID	None	2 Minutes	<i>Officer of the Day Reception Area</i>
2. Give your Letter Request and inform them of the subject or reference number of the document being requested	2.1 Check Visitor's ID • No Visitor's ID, No Transaction 2.2 Ask permission to the Records Officer 2.3 Search the database by subject or by reference number 2.4 If found, pull out the file copy of document by	None	10 Minutes	<i>Receiving Clerk Releasing Clerk Records Section</i>





	the Document Reference Number corresponding to the document being requested			
3. Surrender a Government Identification Card to the Receiving Clerk/Releasing Clerk in exchange for the original copy of the document for reproduction	3.1 Give the original file copy of document for reproduction	None	1 Minute	<i>Receiving Clerk Releasing Clerk Records Section</i>
4. Reproduce a copy of the document at the Photocopying Clerk in the Supply Section	4.1 Reproduce a copy of the document  4.2 Record in the Logbook the details of the client and document requested	None	5 Minutes	<i>Photocopying Clerk Supply Section  Receiving Clerk Releasing Clerk Records Section</i>
5. Return the original file copy of the document to the Records Section	5.1 Return the file copy to the original location  5.2 Give back the Identification Card to the client	None	1 Minute	<i>Receiving Clerk Releasing Clerk Records Section</i>
6. Countersign with full name, signature and date in the Logbook	6.1 Check completeness of full name, signature and date	None	1 Minute	<i>Receiving Clerk Releasing Clerk Records Section</i>



## Curriculum Implementation Division

### F. CURRICULUM IMPLEMENTATION DIVISION

#### 1. ACCESS TO LRMS PORTAL

The LR Portal is a web-based catalogue and repository of learning, teaching and professional development resources. It functions as a clearing house; that is, it provides information about the location of resources and allows users of the system to access directly digitized versions of resources that are published and stored within the LR Portal repository. It is also a quality assurance system providing support to DepEd Regions, Divisions and schools in the selection and acquisition of quality digital and non-digital resources.

<b>Office or Division:</b>	<b>Curriculum and Learning Management Division</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2C - Government to Citizen</b>			
<b>Who may avail:</b>	<b>Everyone (Learners, Parents, Teachers, Stakeholders)</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1.Computer/Laptop and Internet Connection		Client		
2.Registered LR account a. DepEd Email for DepEd Employees b.Any active Email Address for Learners, Parents and Stake Holders		LR Portal (lrmds.deped.gov.ph)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Open any browser engine and go to www.lrmds.deped.gov. ph	1.1.If client is in CLMD, assist in browsing the LR Portal	None	1 minute	CLMD Staff
2. Log-in to the LR portal		None	1 Hour	CLMD Staff
3. On the upper left side menu bar, click the Resources Tab and select K to 12 Resources		None	1 Hour	CLMD Staff



4. Select Grade Level		None	1 Hour	CLMD Staff
5. Select your desired topic/category		None	1 Hour	CLMD Staff
6. Select a title from the list. The list could still be refined based on DepEd Special Programs such as IPEd, ALS, etc.		None	1 Hour	CLMD Staff
7. Click view or download. (Those without DepEd account can only browse and search for LR in the Portal. Only registered users are given downloading privileges)		None	1 Hour	CLMD Staff
8. Open and accomplish the Online Feedback Form	8.1 Generate Client Report	None	1 minute	CLMD Staff
	<b>TOTAL:</b>	<b>None</b>	<b>1 hour, 2 minutes</b>	

## 2. ALTERNATIVE LEARNING SYSTEM (ALS) ENROLLMENT

It provides all opportunities for out-of-school youth and adult (OSYA) to develop basic and functional literacy skills and to access equivalent pathways to complete basic education.

<b>Office or Division:</b>	<b>Curriculum Implementation Division</b>		
<b>Classification:</b>	<b>Simple</b>		
<b>Type of Transaction:</b>	<b>G2C - GOVERNMENT TO CITIZEN</b>		
<b>Who may avail:</b>	<b>All</b>		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
1. Latest 1x1 ID picture (2pcs.) with name tag		Client	
2. Photocopy of Birth Certificate or Baptismal Certificate		Client	
3. Valid ID ( Driver's License, Postal ID, Voters		Client	



ID)				
4. Functional Literacy Test (FLT)		CID		
5. Assessment for Basic Literacy (ABL)		CID		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit duly accomplished enrolment form with required documents	1.1 Receive enrolment form and documents and record name of applicant	None	5 minutes	Curriculum Implementation personnel
	1.2 Conduct assessment/screening in basic literacy (ABL) and functional literacy test (FLT) And identify the entry level attained and group clientele/learners according to literacy level	None	1 hour	
2. Receive details and information regarding learning session	2.1 Inform schedule of learning session	None	10 minutes	
	<b>TOTAL</b>	<b>None</b>	<b>1 hour and 15 minutes</b>	



### 3. BORROWING PROCEDURES FOR BOOKS AND OTHER MATERIALS OVERNIGHT

DepEd recognizes the rights of every teacher and learner to access available learning resources, thus the Library Circulation Services. All schools/districts/ SDOs with established libraries offer the library services.

<b>Office or Division:</b>	<b>Curriculum Implementation Division</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2C – Government to Citizen</b>			
<b>Who may avail:</b>	<b>Students and Teaching Related Personnel</b>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1.Request Letter (1 Original Copy, 1 Photocopy)			Client	
2.Valid ID (1 Original, 1 Photocopy)			Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Submit request letter to Record Section	1.1 Receive request letter	None	5 minutes	Record's Personnel
	1.2. Forward the request letter to the library Hub	None	5 minutes	Record's Personnel
	1.3.Receive the request letter	None	1 minute	Librarian/Librarian staff
2.Present the Received request letter valid ID	2.1 Receive request letter and valid ID	None	5 minute	Librarian/Librarian staff
3.Check and browse available reading materials in the display shelves	3.1 Assist Client	None	3 minutes	Client & Librarian/Librarian Staff
4.Select titles of reading materials to borrow		None	20 minutes (Depending on the	Client



			number of books to borrow)	
5. Accomplish two (2) copies of borrowing and Returning Transaction Form	5. 1 Prepare and record reading materials for lending	None	3 minutes	Librarian/Librarian staff
6. Receive reading materials	6.1 Return ID presented and Release reading materials to borrow	None	2 minutes	Librarian/Librarian staff
	<b>TOTAL:</b>	<b>None</b>	<b>45 minutes</b>	



## Schools Governance and Operations Division

### G. PLANNING AND RESEARCH SECTION

#### 1. REQUEST FOR BASIC EDUCATION DATA (EXTERNAL STAKEHOLDER)

Includes official certifications on enrolment, district data on Master list of schools, school heads and contact numbers, inventory of teachers and performance indicators. Data requests from school districts, public and private schools must be officially communicated through proper channels indicating the purpose of such requests.

<b>Office or Division:</b>	<b>Planning and Research</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2C - GOVERNMENT TO CITIZEN</b>			
<b>Who may avail:</b>	<b>External</b>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Letter request address to SDS (1 Original Copy, 1 Photocopy)			Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter request	1.1. Receive the letter request from the client and forward it to the SDS	None	10 minutes	Records Unit
	1.2. Refer letter request to Chief, SGOD	None	4 hours	SDS
	1.3. Refer the Letter request to Planning Officer	None	5 minutes	Chief, SGOD
	1.4. Make the necessary action undertaken to the said letter request	None	2 day	Clerk/PRS Personnel
	1.5. Prepare the transmittal letter and attachments to	None	15 minutes	PRS Personnel



	be signed by SDS			
	1.6 Receive signed report and forward to Records Section	None	10 minutes	PRS Personnel
2.Receive the necessary documents	2.1 Release the documents to the End User	None	2 minutes	Records Officer
	<b>TOTAL:</b>	<b>None</b>	<b>2 days, 4 hours, 42 minutes</b>	





## SCHOOLS DIVISION OFFICE – INTERNAL SERVICES

### OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

#### A. BUDGET UNIT

##### 1. OBLIGATION FOR FUNDING

This section is the one in-charge of finding the allocation of funds per PPA.

<b>Office or Division:</b>	<b>Budget Office</b>			
<b>Classification:</b>	<b>Complex</b>			
<b>Type of Transaction:</b>	<b>G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>DepEd Employees</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Activity Code and Activity Request/Authority to Conduct		CID – In-charge of PMIS SGOD – In-charge of PMIS OSDS– In-charge of PMIS		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Forward the vouchers by Accounting Section.	1. Receive /record Vouchers from	None	5 mins	ADAS I/ADAS III <i>Budget Office</i>
2. Forward the AR/AC/ATC by the encoder.	2.1 Check AR/AC/ATC & encode in the Program Mgt. Info System (PMIS)	None	10 mins	ADAS I/ADAS III <i>Budget Office</i>
	2.2 Re-check if Allotment/Fund is available/ Classify/ Consolidate		5 mins	ADAS I/ADAS III Administrative Officer V <i>Budget Office</i>



	2.3 Encode in the Budget Monitoring System (BMS)		5 mins	Administrative Officer V <i>Budget Office</i>
	2.4 Encode as "Approved" in the PMIS		5 mins	ADAS I/ADAS III <i>Budget Office</i>
	2.5 Print Obligation Request Status / Obligate/Sign		5 mins	ADAS I/ADAS III Administrative Officer V <i>Budget Office</i>
	2.6 Forward to Accounting Section			ADAS I/ADAS III <i>Budget Office</i>
Total Processing Time			<b>35 minutes</b>	

## 2. POSTING/UPDATING OF DISBURSEMENT

Updating of status of disbursement requests

<b>Office or Division:</b>	<b>Budget Unit</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2C – Government to Citizen G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>Learners</b>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Reports of Check Issued (RCI)			Cashier's Office	
2. Report of Advice to Debit Account Issued (RADAI)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required reports	1.1. Receive the reports	None	3 minutes	Receiving personnel



(RCI and RADAI)				
	1.2.Encode/post the data on the BMS	None	5 minutes	Budget officer/ADAS
	<b>TOTAL:</b>	<b>None</b>	<b>8 minutes</b>	

### 3. PROCESSING OF ORS

Obligation Request and Status (ORS) is a required document by commission on Audit for certification of allotment and obligation and for future adjustments of expense accounts. The Budget Office provides certification of availability of appropriation/allotment that has been made legally for the purpose. Program Implementers are being served in this process as they implement their Programs, Activities and Projects.

<b>Office or Division:</b>	<b>BUDGET SECTION</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G- Government to Government</b>			
<b>Who may avail:</b>	<b>DepEd Personnel who are Omitted in Payroll</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request for Payment from RPSU (Supplementary) (2 Photocopy -1 for accounting, 1 file copy)		Regional Payroll Services Unit		
Certification of No Salary Received (2 Original Copy)		Personnel Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Informs the personnel in-charge and requests for payment of salary	1.1. Informs the personnel in-charge of processing Form 7 and informs RPSU of request for payment	None	5 min	<i>Administrative Assistant III</i> Budget Section  <i>Administrative Assistant</i>



				III/AAO Personnel Section
	1.2. Receives request for payment (supplementary) as forwarded thru email by RPSU to AAO to ADAS III and prepares Certification of No Salary Received	None	5 mins	<i>Administrative Assistant III</i> Budget Section  <i>Administrative Assistant III/AAO</i> Budget Section
	1.3 Prepares payroll and disbursement voucher same as the amount specified in the request form from RPSU	None	30 mins	<i>Administrative Assistant III</i> Budget Section  <i>Administrative Officer V</i> Budget Section  <i>Schools Division Superintendent</i> SDS Office
	1.4 Submits signed payroll and disbursement voucher to Accounting Section for payment	None	10 mins	<i>Administrative Assistant III</i> Budget Section  <i>Administrative Assistant III</i> Accounting Section
		Total	<b>50 mins</b>	



## B. CASH UNIT

### 1. DISBURSEMENTS

This procedure defines the action and responsibilities of the Cashier Section in terms of processing disbursements of various claims

<b>Office or Division:</b>	<b>Cashier Section</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2C – Government to Client G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>SDO Employees, External Creditors</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Approved Disbursement Vouchers with LDDAP		Accounting Section		
Approved Disbursements Vouchers for issuance of Check		Accounting Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	<b>1. Payment thru LDDAP-ADA</b> 1.1 Encoding of payee's account and amount to FINDES 1.2 Reconciling the amount generated from FINDES versus the amount on LDDAP 1.3 Assigning Batch Number for each DV encoded 1.4 Preparing Advice for LDDAP issued		30 min	<i>Administrative Officer IV</i> Cashier Section
			5 min	Admin. Aide VI
			15 min	Admin. Aide VI
			10 min	Admin. Aide IV
			20 min	Admin. Aide IV
	<b>2. Payment thru MDS Check</b> 1.1 Issuance of MDS Check 1.2 Prepare ACIC online, generate and sign		30 min	Admin. Officer IV
	<b>3. Payment thru EMDS</b>			Admin.



	<p>1.1 Reconciling the total amount of approved DV versus the total amount of LDDAP</p> <p>1.2 Encoding of Payee's Name, account number and LDDAP amount to EMDS</p> <p>1.3 Generate ACIC and sign</p> <p>4. <b>Payment thru Provident Checks</b></p> <p>4.1 Encoding payee's name and amount on check</p> <p>4.2 Reconciling the total amount of approved DV's versus total amount of check</p> <p>5. Forwarding ACIC, LDDAP, FINDES, MDS and Provident Checks to SDS office for Approval</p> <p>6. Submitting hard and soft copy of signed ACIC, LDDAP and FINDES to AGSB-GSB for crediting to respective accounts</p>		<p>15 min</p> <p>30 min</p> <p>25 min</p>	<p>Officer IV</p> <p>Admin. Officer IV</p> <p>SDS</p> <p>Admin. Aide VI</p>
Total Processing Time			<b>3 hrs</b>	



## 2. HANDLING OF CASH ADVANCES

Issuance of Cash Advance to Requesting DepEd Office. The Cashier is allowed for advances especially on cases where payment of cash is necessary. However, the grant of cash advances to Cashier is still based on the general accounting rules and regulations.

<b>Office or Division:</b>	<b>Cash Section</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2C – Government to Citizen G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>DepEd Employee</b>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Authority to Cash Advance (1 Original Copy)			Accounting Office	
2. Certification of No Un liquidated CAs from Accountant (1 Original Copy)			respective office/bureau/service	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	0. Request Authority to Cash Advance	None	10 minutes	Cashier
	0.1. Forward the request to Head of Office for approval	None	5 minutes	Cash Personnel
	0.2. Receive the approved request and complete the documentary requirements needed for Cash Advances	None	10 minutes	Cash Personnel
	0.3. Prepare ORS/DV	None	10 minutes	Cash Personnel
	0.4. Forward the ORS/DV to signatories	None	10 minutes	Cash Personnel
	0.5. Receive complete, accurate and approved DV, ORS, ADA and supporting documents from Head of	None	10 minutes	Cash Personnel



	Office and Certificate of No Un liquidated CAs			
	0.6.Prepare check/ACIC	None	10 minutes	Cash Personnel
	0.7.Review and Sign the check/ADA and ACIC	None	10 minutes	Cashier
	0.8.Forward check and ACIC to the Head of Office for signature	None	10 minutes	Cash Personnel
	0.9. Sign the check/ADA and ACIC	None	2 days	Head of Office
	0.10. Cash Section receive the signed check and ACIC	None	10 minutes	Cash Personnel
	0.11. Submit the ACIC to the bank/encode details to EMDS (on-line banking facility)	None	1 hour	Cash Personnel
	0.12. Encash for disbursement	None	1 hour	Cashier
1. Receive and sign the payroll/ disbursement voucher and Official Receipts/ RER if applicable	1.1. Disburse the cash to the payees from the approved activity design	None	10 minutes	Cashier
	1.2.Segregate and prepare the cash for each payee (payroll account)	None	1 hour	Cashier
	<b>TOTAL</b>	<b>None</b>	<b>2 days, 4 hours, 45 minutes</b>	





### 3. PAYMENT OF OBLIGATION THROUGH CASH ADVANCE (Including Petty cash)

Cash advances are drawn where payment of obligations through cash is necessary for the programs, projects and activities of the different offices/services/bureaus. This includes the petty cash which is used for the day to day operations of the concerned office. The grant of cash advances is based on the general accounting rules and regulations.

<b>Office or Division:</b>	<b>Cash Section</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2C – Government to Citizen G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>DepEd Employee</b>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Approved Authority to Cash Advance – Original copy</li> <li>• Approved Activity Request (AR) / Authority To Conduct Activity (ATC) with supporting documents (i.e. budget estimates, program of activities, list of participants, activity proposal)</li> <li>• Statement of Unliquidated Cash Advance (SUCA) – Original copy</li> </ul>			<ul style="list-style-type: none"> <li>• Concerned office/bureau/service</li> <li>• Accounting Division.</li> </ul>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for the cash advance to be drawn	1.1 recommends approval of request	N/A	10 minutes	Cashier Section
2. Prepares ORS and DV with supporting documents – approved authority to cash advance; authority to conduct activity; budget estimates, for processing of	2.1. Receives and records processed ORS and DV	N/A	5 minutes	Cashier Section



Budget and Accounting Divisions				
	2.2. Determines type of fund and issues the corresponding check	N/A	5 minutes	Cashier Section
	2.3. Controls check number, prepares and encodes in the database system and prints check and ACIC	N/A	5 minutes	Cash Personnel
	2.4. Reviews accuracy of data on check and ACIC based on the processed DV and signs/ initials	N/A	5 minutes	Cashier Section
	2.5. Records and transmits check and ACIC to authorized signatories	N/A	5 minutes	Cash Personnel
	2.6. Authorized signatories sign check and ACIC	N/A	1 – 2 days (depending on availability of authorized signatories)	Authorized signatories
	2.7. Returns signed check and ACIC to the CD	N/A	10 minutes	Staff of authorized signatories
	2.8. Receives and checks if all documents were duly signed and records accordingly  Creates and approves for clearing check payment thru eMDS	N/A	10 minutes	Cash Personnel  Cash Personnel/Cash Section
	2.9. Encash check and reviews budget estimate	N/A	30 minutes	Cash Unit/Administrative officer IV-Cash



3. Receives payment in cash and signs disbursement voucher, payroll, RER, whichever is applicable and issues OR when necessary	3.1 Reviews and checks completeness and sufficiency of supporting documents and disburses payment accordingly  Prepares and segregates cash for each payee in case of payroll account	N/A	15 minutes  30 minutes	Cash Personnel
	<b>TOTAL</b>		<b>2 days, 2 hours and 10 minutes</b>	

## C. INFORMATION AND COMMUNICATIONS TECHNOLOGY UNIT

### 1. BORROWING AND RETURNING OF IT EQUIPMENT

The procedure intends to establish a standardized process on borrowing and returning of available IT equipment at SDO.

<b>Office or Division:</b>	<b>ICT UNIT</b>			
<b>Classification:</b>	<b>Complex</b>			
<b>Type of Transaction:</b>	<b>G2G-Government to Government</b>			
<b>Who may avail:</b>	<b>SDO Employees</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Approved ITSRF-ICT Form 01		ICTU Office		
Borrowers Slip/Form		ICTU Office		
Logbook		ICTU Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secures & Fill out IT Support/Request Form-ICT Form 01 with attachment of	1.1 Guides the client and check if ITSRF-ICT Form 01 is fully filled up 1.2 Checks the availability	None	2 mins	<i>End User IT Staff</i>



Borrowers Slip/Form	of IT equipment based on the accomplished Borrowers Slip/Form			
2. Seeks for the approval of SDS/ASDS	2.1 Instructs the end user to seek for the approval of the SDS using the Borrowers Slip/Form	None	5 mins	<i>End User IT Staff</i>
3. Presents the approved ITSRF-ICT Form 01 and Borrowers Slip/Form	3.1 Receives the accomplished ITSRF-ICT Form 01 from the end user 3.2 Pull out and check the IT equipment to be borrowed 3.2 Releases IT equipment to the end user	None	5 mins	<i>END User ITO IT Staff</i>
4. Returning of borrowed IT equipment	4.1 Checks if the returned IT equipment is in good condition (if found broken or damaged-subject for investigation) End of transaction.	None (if found broken or damaged , end user will replace the borrowed item with the same brand)	5 mins  3 mins	<i>END user ITO ITStaff</i>
Total Processing Time			<b>20 minutes</b>	



## 2. DELIVERY OF TECHNICAL ASSISTANCE ON ICT-RELATED CONCERNS

This procedure intends to establish a standardized process of delivering Technical Assistance to schools and other clients on ICT related concerns (Creating/Resetting DepEd Email Account, Uploading/downloading of files/documents, Inquiry/Follow-up, Submission of IT related reports and other IT related queries).

<b>Office or Division:</b>	ICT UNIT			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G-Government to Government			
<b>Who may avail:</b>	SDO Employees, School Teaching and Non Teaching Personnel and Learning Centers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished ITSRF-ICT Form 01		ICTU Office		
Logbook		ICTU Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secures & Fill out IT Support/Request Form-ICT Form 01	1.Guides the client and check if ITSRF-ICT Form 01 is fully filled up	None	2 mins	<i>End User IT Staff ICTU Office</i>
2. Submits the ITSRF-ICT Form 01	2.1 Receives the accomplished ITSRF-ICT Form 01 from the end user	None	1 min	<i>End User IT Staff ICTU Office</i>
	2.2 Evaluates the services needed to the reported problem	None	5 mins	<i>ITO IT Staff ICTU Office</i>
3. Wait for the Action to be taken by the ICTU to his/her concern	3. If TA can be solved by the ITO/IT Staff, the transaction already ended and the form will be noted by the SDS/ASDS but if not it will be recommended to other person/office	None	5 mins	<i>ITO IT Staff SDO Sections/Units</i>



	who can solve the reported problem			
Total Processing Time			<b>13 minutes</b>	

### 3. REPAIR AND MAINTENANCE OF IT EQUIPMENT IN SDO SECTIONS/UNITS

These procedures intend to establish a standardized process in troubleshooting, repair and maintenance of IT equipment in DepEd SDO Sections/Units.

<b>Office or Division:</b>	<b>ICT UNIT</b>			
<b>Classification:</b>	<b>Highly Technical</b>			
<b>Type of Transaction:</b>	<b>G2G-Government to Government</b>			
<b>Who may avail:</b>	<b>SDO Employees, Schools and Learning Centers</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished ITSRF-ICT Form 01		ICTU Office		
Job Order Form – ICT Form 02		ICTU Office		
Logbook		ICTU Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secures & Fill out IT Support/Request Form-ICT Form 01	1. Guides the client and check if ITSRF-ICT Form 01 is fully filled up	None	5mins	<i>End User IT Staff ICTU Office</i>
2. Seeks for the approval of Section/Unit head	2. Instructs the end user to seek for the approval of his/her section/unit head	None	30mins	<i>End User IT Staff Section/Unit Head</i>
3. Submits the ITSRF-	3.1 Receives the accomplished	None	5mins	<i>End User ITO</i>



ICT Form 01	ITSRF-ICT Form 01 from the end user 3.2 Prepares Job Order Form and schedule the troubleshooting /repairing of unit 3.3 Diagnose/ troubleshoot the unit 3.4 Calls/Updates the end user regarding the status of troubleshooting/ repair of the unit		10mins  4hrs  15mins	<i>IT Staff</i>
4. Pick-up the unit (if the end user is from the school)	4.1 Releases the unit to the concern SDO employee	None	10mins	<i>End User ITO IT Staff</i>
Total Processing Time			<b>5hrs 15mins</b>	

#### 4. RESPONDING TO THE PROBLEM OF LOSS OF INTERNET CONNECTION

The procedure intends to establish a standardized process on responding to the problem of loss on internet connection at SDO Section/Unit.

<b>Office or Division:</b>	<b>ICT UNIT</b>			
<b>Classification:</b>	<b>Highly Technical</b>			
<b>Type of Transaction:</b>	<b>G2G-Government to Government</b>			
<b>Who may avail:</b>	<b>SDO Employees</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Approved ITSRF-ICT Form 01		ICTU Office		
Logbook				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



1. Secures & Fill out IT Support/Request Form-ICT Form 01	1.1 Guides the client and check if ITSRF-ICT Form 01 is fully filled up	None	5mins	<i>End User IT Staff</i>
2. Seeks for the approval of Section/Unit head	2.1 Instructs the end user to seek for the approval of his/her section/unit head	None	5mins	<i>End User IT Staff</i>
3. Submits the ITSRF-ICT Form 01	3.1 Receives the accomplished ITSRF-ICT Form 01 from the end user 3.2 Reviews and Evaluates the problem encountered by the end user 3.3 Conducts the drop test by pinging the website, eg: <a href="http://www.google.com">www.google.com</a> 3.4 Assess whether there is an internet downtime of connection 3.5 Reports to the Internet Service Provider(ISP) the network problem encountered  End of transaction	None	5mins  10mins  20mins  10mins  5mins	<i>End User ITO IT Staff</i>
Total Processing Time		Total	<b>1hr</b>	





## 5. SENDING OF MEMORANDUM/ADVISORY OF SDO TO SCHOOL DEPED EMAIL ACCOUNT

The procedure intends to establish a standard process of sending of memorandum/advisory of SDO to School DepEd Email Account

<b>Office or Division:</b>	<b>ICT UNIT</b>			
<b>Classification:</b>	<b>Highly Technical</b>			
<b>Type of Transaction:</b>	<b>G2G-Government to Government</b>			
<b>Who may avail:</b>	<b>SDO Employees, Schools and Learning Centers</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Approved ITSRF-ICT Form 01		ICTU Office		
Logbook		ICTU Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secures & Fill out IT Support/Request Form-ICT Form 01	1.1 Guides the client and check if ITSRF-ICT Form 01 is fully filled up	None	5mins	<i>End User IT Staff</i>
2. Seeks the approval of SDS as indicated in the ITSRF-ICT Form 01	2.1 Instructs the end user to seek for the approval of the SDS to post the said memorandum/issuances using the said form	None	5mins	<i>SDS End User IT Staff</i>
3. Submits the approved ITSRF-ICT Form 01 to ICTU	2.2 ITO will upload the memorandum to the SDO website ( <a href="http://www.depedrovcatanduanes.com">www.depedrovcatanduanes.com</a> )	None	10mins	<i>ITO</i>
Total Processing			<b>20 minutes</b>	



Time				
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## 6. TROUBLESHOOTING OF ICT EQUIPMENT

Evaluation, Assessment and Troubleshooting of government-procured ICT Equipment of SDO

<b>Office or Division:</b>	ICT Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	SDO Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
• ICT Technical Assistance Form			• ICT Unit	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of accomplished ICT technical assistance form	1.1.Stamping “Received” on the document	None	1 minute	Records Section
	1.2.Transmitting the stamped document to the ICT Unit	None	3 minutes	
	1.3.Receive stamped document	None	1 minute	Client
	1.4.Evaluate the document and interview the client	None	10 minutes	ICT Unit
	1.5.Evaluate and analyze the ICT equipment	None	30 minutes	ICT Unit
	1.6.Troubleshoot the equipment If troubleshooting is possible to finish within the day, troubleshoot the equipment If troubleshooting is not possible to finish within the	None	1 hour	Client and ICT Unit



	day, give recommendation to the client for next step			
	1.7. Give recommendation to the client on what to do	None	15 minutes	ICT Unit
	1.8. Return the equipment to the client	None	5 minutes	ICT Unit
	<b>TOTAL</b>	<b>NON E</b>	<b>2 hours and 5 minutes</b>	

## 7. UPLOADING OF PUBLICATIONS

This describes the procedures in the uploading of publications on the official website and Workplace group account.

<b>Office or Division:</b>	<b>Information and Communications Technology (ICT) Unit</b>		
<b>Classification:</b>	<b>Simple</b>		
<b>Type of Transaction:</b>	<b>G2G – Government to Government</b>		
<b>Who may avail:</b>	<b>DepEd Personnel</b>		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
1. Uploading of Publications Request Sheet		ICT Unit	
2. Request Sheet – Certification of Published Article/s			
3. Request Sheet		Records Unit	
4. Announcements			
5. Articles			



6. Issuances 7. Bidding Documents 8. Invitation to Bid 9. Request for Quotation 10. Notice of Award 11. Notice to Proceed		Bids and Awards Committee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish the Request Sheet	1.1 Give the Request Sheet and receive the document/s	None	2 minutes	Administrative Assistant III / ICTU
	1.2 Receive the document/s	None	1 minute	Administrative Assistant III / ICTU
	1.3 Verify the document/s to be uploaded	None	2 minutes	Administrative Assistant III / ICTU
	1.4 Scan the document/s to PDF format	None	5 minutes	Administrative Assistant III / ICTU
	1.5 Upload the document/s on the website or Workplace	None	5 minutes	Administrative Assistant III / ICTU
	<b>TOTAL</b>	None	<b>15 minutes</b>	



## 8. USER ACCOUNT MANAGEMENT FOR CENTRALLY MANAGED SYSTEMS

Creation, deletion and renaming of user accounts, and resetting of passwords for the regular SDO proper and field personnel. This includes, but not limited to unless specified in different service, the DepEd Google for Education Accounts, DepEd Partnerships Database System, etc.

<b>Office or Division:</b>	ICT Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	SDO Personnel, School-based Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
• ICT Technical Assistance Form			• ICT Unit	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of accomplished ICT technical assistance form	1.1.Stamping “Received” on the document	None	1 minute	Records Section
	1.2.Transmitting the stamped document to the ICT Unit	None	5 minutes	
	1.3.Receive stamped document	None	1 minute	Client
	1.4.Evaluate the document and interview the client	None	10 minutes	ICT Unit
	1.5.Create/ delete/ rename account or reset password of client account	None	10 minutes	ICT Unit
	1.6.Give the credentials to the client	None	3 minutes	Client and ICT Unit
	<b>Total:</b>	<b>None</b>	<b>30 minutes</b>	



2. Checking of email sent	2.1. None	None	2 minutes	ICT Unit
	2.2. Evaluate the document sent. If blurry or has erroneous entry, return to sender. If client has no signature, return to sender.	None	10 minutes	ICT Unit
	2.3. Create/ delete/ rename account or reset password of client account	None	15 minutes	ICT Unit
	2.4. Give the credentials to the sender	None	3 minutes	ICT Unit
	<b>Total</b>	<b>None</b>	<b>30 minutes</b>	

## 9. WEB POSTING

This procedure intends to establish a standardized process of posting of memorandum to DepEd SDO Catanduanes website ([www.depedrovcatanduanes.com](http://www.depedrovcatanduanes.com)).

<b>Office or Division:</b>	<b>ICT UNIT</b>			
<b>Classification:</b>	<b>Highly Technical</b>			
<b>Type of Transaction:</b>	<b>G2G-Government to Government</b>			
<b>Who may avail:</b>	<b>SDO Unit/Section Heads, School Heads and Learning Centers</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Approved ITSRF-ICT Form 01		ICTU Office		
Logbook		ICTU Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secures & Fill out IT Support/Request	1. Guides the client and check if ITSRF-ICT Form	None	2 minutes	<i>End User IT Staff</i>



Form-ICT Form 01	01 is fully filled up			
2. Seeks the approval of SDS as indicated in the ITSRF-ICT Form 01	2. Instructs the end user to seek for the approval of the SDS to post the said memorandum/issuances using the said form	None	3 minutes	SDS End User IT Staff
3. Submits the approved ITSRF-ICT Form 01 to ICTU	3. ITO will upload the memorandum to the SDO website ( <a href="http://www.depedrovcatanduanes.com">www.depedrovcatanduanes.com</a> )	None	5 minutes to 20 minutes (depending on the internet speed)	ITO
Total Processing Time			<b>30 minutes</b>	

## D. LEGAL UNIT

### 1. ISSUANCE OF CERTIFICATION OF NO PENDING CASE

<b>Office or Division:</b>	Legal Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Officers/ Employees of Schools Division Office of Catanduanes			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
School /District Clearance		School/District		
ID of requesting party (Original Identification Card)		Client		
Deped Employee Number		Client		
Authorization letter and ID of the requesting part (if not able to come personally)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



1. Submit request for Certification of No pending case/Copy of School Clearance	1. Receive request for Certification of No pending case/ Copy of School Clearance	None	1 min	Office Staff Legal Unit
2. Wait while the Certification is being processed	2.1 Evaluate the Employee request	None	1 min	Office Staff Legal Unit
	2.2 Check the record of the requesting party/		8 mins	Attorney III Legal Unit
	2.3 prepare the certification for signature		2 mins	Office Staff Legal Unit
	2.4 Actual Signing		1 min	
3. Claim the certification	3. Release of the signed certification	None	2 mins	Office Staff Legal Unit
Total Processing Time			<b>15 mins</b>	

## 2. PROVISION OF LEGAL SERVICES

<b>Office or Division:</b>	Legal Unit			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Government			
<b>Who may avail:</b>	Officers/Employees of Schools Division Office of Catanduanes			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Written Request /Accomplished request slip				
Valid Identification Card				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>





1. Submit request for Legal advice/ documents	1.1 Receive request for Legal advice / documents	None	2 mins	Office staff Legal unit
	1.2 Evaluate Inquiry/ documents		5 mins	Attorney III Legal Unit
2. Receive legal advice/recommendation	2. Provide Legal advice / recommendation	None	12 mins	Attorney III Legal Unit
3. Sign Action Slip	3. Received signed Action slip		1min	Office Staff Legal Unit
Total Processing Time			<b>20 mins</b>	

## E. PERSONNEL UNIT

### 1. AAO CONFIRMATION OF GSIS LOANS

This procedure defines the actions and responsibilities of the DepEd Verifier and AAO along with the confirmation of GSIS Loans.

<b>Office or Division:</b>	<b>Personnel Section</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G- Government to Government</b>			
<b>Who may avail:</b>	<b>All Eligible Teaching and Non-Teaching DepEd Personnel</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Latest Available Payslip (1 original copy, 1 photocopy)		Schools District Office/Cashier's Office at SDO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEE TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits the latest available payslip to the receiving clerk	1.1 Receives and records the submitted payslip	None	3 mins	Administrative Aide I (COS) Personnel Section
	1.2 Forwards payslip to the NTHP Verifier	None	1 min	Administrative Aide I (COS) Personnel Section



	1.3 NTHP Verifier receives and checks all ledgers if Borrower has incoming deductions and obligations	None	10 mins	<i>Administrative Assistant III/NTHP Verifier</i> Personnel Section
	1.4 Forwards the verified payslip to AAO for confirmation	None	2 mins	<i>Administrative Assistant III/NTHP Verifier</i> Personnel Section
	1.5 The AAO computes the amount to be deducted for consolidated loan	None	10 mins	<i>Administrative Assistant III/AAO</i> Personnel Section
	1.6 The AAO confirms the loan if NTHP warrants. If not, the loan will not be confirmed	None	5 mins	<i>Administrative Assistant III/AAO</i> Personnel Section
	1.7 The AAO returns the acted payslip to the receiving clerk	None	1 min	<i>Administrative Assistant III/AAO</i> Personnel Section
	1.8 The receiving clerk informs the employee thru text message as to the remarks on the applied loan	None	10 mins	<i>Administrative Aide I (COS)</i> Personnel Section
2. Retrieves the payslip to the receiving clerk	2. The receiving clerk returns the payslip to the owner or authorized representative	None	10 mins	<i>Administrative Aide I (COS)</i> Personnel Section



Total Processing Time			<b>52 mins</b>	
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## 2. APPLICATION FOR EQUIVALENT RECORDS FORM (ERF)

This service is to validate the classification level of teachers covered by the Teachers' Pay Preparation Schedule (TPPS). The Personnel Section will assess and validate the documents submitted to be endorsed to the Regional Office for approval. The processing of ERF is classified as highly technical since it requires the use of technical knowledge, specialized skills and/or training in the processing and/or evaluation thereof.

<b>Office or Division:</b>	<b>Personnel Section</b>			
<b>Classification:</b>	<b>Complex</b>			
<b>Type of Transaction:</b>	<b>G2G- Government to Government</b>			
<b>Who may avail:</b>	<b>All Eligible DepEd Teaching Employees</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly Accomplished ERF Forms (3 original copy)		Personnel Section		
Transcript of Records (1 original copy)		Schools Where Graduated From		
Certification of Complete Academic Requirements Master of Arts (CARMA) for Teacher III		Schools Attended To		
Latest Service Record (1 original copy)		Personnel Section		
Sworn Statement (1 original copy)		Personnel Section		
Certificate of Trainings and Seminars (1 original copy)		Applicants		
Individual Performance Commitment and Review Form (IPCRF) (1 original copy)		Applicants		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits application and documents for ERF	1.1. Receives application and documents for ERF	None	5mins	<i>Administrative Assistant III</i> Personnel Section
	1.2. Evaluates as to the qualification of the applicant based on the submitted pertinent documents	None	15mins	<i>Administrative Assistant III</i> Personnel Section
	1.3. Prepares and	None	10mins	<i>Administrative</i>



	forwards the endorsement letter			<i>Assistant III</i> Personnel Section
	1.4. Releases evaluated documents to Record Section for submission and approval of Regional Office	None	5mins	<i>Administrative Assistant III</i> Personnel Section  <i>Administrative Officer IV</i> Records Section
	1.5. Receives approved ERF from Regional Office	None	5mins	<i>Administrative Assistant III</i> Personnel Section
	1.6 Notifies the applicants of approved ERF	None	10mins	<i>Administrative Assistant III</i> Personnel Section
Total Processing Time			<b>50mins</b>	

### 3. APPLICATION FOR RETIREMENT

Retirement refers to the time of life when one chooses to permanently leave the workforce behind. The compulsory retirement age is 65 while optional is 60 years of age. It can be applied three months before retirement to ensure that retirement benefits will be enjoyed by the retiree after his/her retirement. This procedure defines the actions and responsibilities of the ADAS III in the processing of retirement from receiving Letter of Intent from retirees and processing of documents.

<b>Office or Division:</b>	<b>PERSONNEL SECTION</b>	
<b>Classification:</b>	<b>Complex</b>	
<b>Type of Transaction:</b>	<b>G2G- Government to Government</b>	
<b>Who may avail:</b>	<b>DepEd employees that reached the retiring age requirement</b>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Letter of Intent (2 original copy)		Retirees



Application of Retirement (3 original copy)	Personnel Section
School Clearance (3 original copy)	Schools (Not applicable to SDO Employees)
Division Clearance (3 original copy)	Personnel Section
Latest Service Record (4 original copy)	Personnel Section
Certification of No Pending Administrative Case (4 original copy)	Legal Section Administrative Office
Certificate of Last Day of Service (4 original copy)	Schools
Leave of Absence Without Pay (4 original copy)	Personnel Section
Notice of Step Increment (NOSI) (4 original copy)	Personnel Section
Notice of Salary Adjustment (NOSA) (4 original copy)	Personnel Section
BIR 2305 (3 original copy)	Personnel Section
Landbank Certification (1 original, 3 photocopy)	LandBank of the Philippines
Sworn Statement of Assets, Liabilities and Net Worth (SALN) (3 original copy)	Administrative Office
Daily Time Record (DTR) (2 original copy)	Schools, Personnel Section

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits Letter of Intent to Retire three (3) months prior to retirement	1. Receives Letter of Intent to Retire from retirees	None	3mins	<i>Administrative Assistant III</i> Personnel Section
2. Submits required documents for retirement	2.1 Receives and validates the documents submitted	None	5mins	<i>Administrative Assistant III</i> Personnel Section
	2.2. Prepares and forwards the endorsement	None		<i>Administrative Assistant III</i> Personnel Section



	letter		5mins	
	2.3 Releases to Record section	None	5mins	<i>Administrative Officer IV</i> Records Section
	2.4 Submits documents to GSIS for verification and payment	None	5mins	<i>Administrative Assistant III</i> Personnel Section  <i>Administrative Officer IV</i> Records Section
	2.5 Submits documents for Regional Payroll Services Unit (RPSU) for the Certification of Last Payment	None	5mins	<i>Administrative Assistant III</i> Personnel Section  <i>Administrative Officer IV</i> Records Section
	2.6. Receives Certification of Last Payment and forwards to Accounting Section for payment, copy furnished the retirees	None	10mins	<i>Administrative Assistant III</i> Personnel Section  <i>Administrative Assistant III</i> Accounting Section
Total Processing Time			38mins	



#### 4. APPOINTMENT PROCESSING

This procedure defines the actions and responsibilities of Administrative Assistant III (In-charge of Junior and Senior High school appointments) and Administrative Aide VI (In-charge of Elementary appointments). This covers activities from receiving, checking and issuance of appointment and forwarding the said documents to Civil Service Commission for attestation.

<b>Office or Division:</b>	<b>Schools Division of Catanduanes – Personnel Section</b>	
<b>Classification:</b>	<b>Simple</b>	
<b>Type of Transaction:</b>	<b>Government to Government Government to Client</b>	
<b>Who may avail:</b>	<b>Teaching and Non-Teaching Personnel Newly hired teachers and non-teaching personnel</b>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>For Original Appointments</b>		
Personal Data Sheet-revised 2017 (computerized) (2 original copies) Work Experience Sheet (3 original copies)	Civil Service Commission Website ( <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> ) SDO – Personnel Section	
Authenticated PRC Licensed ID (duly authenticated by PRC) (2 original copies)	Professional Regulation Commission	
Position Description Form ( 3 original copies)	SDO – Personnel Section	
Oath of Office-revised 2017 (3 original copies)	SDO – Personnel Section	
PSA Birth Certificate (1 original copy)	Philippine Statistics Authority / Appointee’s copy	
GSIS MIS form (1 original copy)	SDO – Personnel Section	
Transcript of Records (1 authenticated photocopy)	School graduated/Appointee’s Personal copy	
CS Form 211 No. Medical Certificate-revised 2017 (duly certified by the government physician) (1 original copy)	Civil Service Commission Website ( <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> ) SDO – Personnel Section	
a. Drug Test result (1 authenticated photocopy) b. Blood Test result (1 authenticated photocopy) c. Urinalysis result (1 authenticated photocopy) d. X-ray result (1 authenticated photocopy) e. Neuro Psychiatric Exam/Psychological Exam	Accredited Testing Center	



(1 authenticated photocopy)	
NBI Clearance (1 authenticated photocopy)	National Bureau of Investigation
<b>For Promotion and Reclassification</b>	
Personal Data Sheet-revised 2017 (computerized) (3 original copies) Work Experience Sheet (3 original copies)	Civil Service Commission Website ( <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> ) SDO – Personnel Section
Authenticated PRC Licensed ID (duly authenticated by PRC) (2 original copies)	Professional Regulation Commission
Position Description Form (3 original copies)	SDO – Personnel Section
Oath of Office-revised 2017 (3 original copies)	Civil Service Commission Website ( <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> ) SDO – Personnel Section
Transcript of Records (1 authenticated photocopy)	School graduated
Updated Service Record (1 original copy)	SDO – Personnel Section
IPCRF for the last rating period (1 authenticated copy)	Appointee's Personal copy
Last approved appointment (1 authenticated photocopy)	Appointee's Personal copy
Neuro Psychiatric Exam/Psychological Exam (for Transfer/Head Teacher/School Principal Positions only) (1 authenticated photocopy)	Accredited Testing Center
PSA Birth Certificate (1 authenticated photocopy)	Philippine Statistics Authority / Appointee's Personal copy
<b>For Transfer</b>	
3 original copies of Personal Data Sheet-revised 2017 (computerized) 3 original copies of Work Experience Sheet	Civil Service Commission Website ( <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> ) SDO – Personnel Section
2 original copy of authenticated PRC Licensed ID (duly authenticated by PRC)	Professional Regulation Commission
Position Description Form (3 original copies)	SDO – Personnel Section
Oath of Office-revised 2017 (3 original copies)	Civil Service Commission Website ( <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> ) SDO – Personnel Section





Transcript of Records (1 authenticated photocopy)		School graduated/Appointee's Personal copy		
Updated Service Record (1 original copy)		SDO – Personnel Section		
IPCRF for the last rating period (1 authenticated photocopy)		Appointee's Personal copy		
Last approved appointment (1 authenticated photocopy)		Appointee's Personal copy		
Neuro Psychiatric Exam/Psychological Exam (for Transfer/Head Teacher/School Principal Positions only) (1 authenticated photocopy)		Accredited Testing Center		
PSA Birth Certificate (1 authenticated photocopy)		Philippine Statistics Authority / Appointee's Personal copy		
School/Division Clearance (2 original copies)		School/District		
Certification of Last day of Service (2 original copies)		School		
Certification of Last Payment Received (2 original copies)		School		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Receives the Notice of Submission /Letter of Advice and Prepare the required documents	1. Prepare and release the notice of submission of required documents/ Letter of Advise	None	5 mins	ADAS III, ADA VI Personnel Section  Administrative Officer IV Records Section
2. Submit the required documents	2. Receive the submitted required documents	None	5 mins	ADAS III, ADA VI Personnel Section  Administrative Officer IV Records



				Section
3. Validate the authenticity of documents	3. Check the completeness of documents for the issuance of appointment	None	1 hr	ADAS III, ADA VI Personnel Section
4. Sign the Appointment and Assignment Order	4. Prepare the Appointment, Assignment Order, Certification of Assumption to duty	None	25 mins	ADAS III, ADA VI Personnel Section
5. Validate the information	5. Record the information of the Appointee	None	5 mins	ADAS III, ADA VI Personnel Section
6. Oath taking to SDS	6. Sign the Appointment and Assignment Order	None	15 mins	Administrative Officer IV Personnel Section  ASDS  SDS
7. Receive the copy of released assignment order	7. Release the Assignment Order	None	5 mins	Administrative Officer IV Records Section
8. Receive the signed first copy of Appointment	8.1 Release the First copy of Appointment	None	5 mins	ADAS III, ADA VI Personnel Section
	8.2 Sort and Forward		20 mins	ADAS III, ADA VI Personnel Section



	<p>the signed appointment</p> <p>to Assigned Personnel Staff</p> <p>8.3 Prepare CS Form No. 1 (Appointment Transmittal and Action Form)</p> <p>8.4 Submit Appointment to Civil Service Commission</p>		<p>15 mins</p> <p>7 days</p>	<p><i>ADAS III, ADA VI</i> Personnel Section</p> <p><i>ADAS III, ADA VI</i> Personnel Section</p>
Total Processing Time			<b>7days 2 hrs 40 mins</b>	



## 5. CORRECTION OF NAME AND CHANGE OF STATUS

Application for change of status is a process in which a female employee is subject to adopt her husband's surname.

<b>Office or Division:</b>	<b>Personnel Section</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G- Government to Government</b>			
<b>Who may avail:</b>	<b>DepEd SDO employees</b>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Certificate of Marriage (4 Authenticated Copy)			Philippines Statistics Authority/Civil Registrar Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits four (4) authenticated copies of Marriage Certificate	1.1 Receives the documents and check its completeness	None	30 mins	<i>Administrative Assistant III</i> Personnel Section
	1.2 Prepares Division Special Order	None	1 hr	<i>Administrative Assistant III</i> Personnel Section
	1.3 Forwards the Division Special Order to SDS for signature	None	30 mins	<i>Schools Division Superintendent</i> SDS Office
	1.4 Forwards to Records Section for releasing and submission to RPSU	None	1 hr	<i>Administrative Officer IV</i> Records Section
		Total	<b>3 hrs</b>	



## 6. FOREIGN TRAVEL AUTHORITY REQUEST ON OFFICIAL TIME OR OFFICIAL BUSINESS

Processing of required documents for DepEd personnel who are going to travel outside country for personal and official purposes. This covers activities from providing the documentary requirements for Travel Abroad on Personal Business, receiving, checking and issuance of Endorsement and Certifications to requesting employees.

<b>Office or Division:</b>	<b>Personnel Section</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>DepEd SDO Employees (Permanent Employees)</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Intent (indicating the specific purpose of travel, destination, and the expected date of departure and return) (3 original copies)		Client		
Indorsement (3 original copies)		SDO – Personnel Section		
Approved Leave Form (Form 6) (4 original copies)		SDO – Personnel Section		
Administrative Clearance (Certification of No pending case) (2 original copies)		SDO – Legal Unit		
Clearance from money and property accountability <ul style="list-style-type: none"> <li>• School/District Clearance (3 original copies)</li> <li>• Division Clearance (4 original copies)</li> </ul>		School/District  SDO – Personnel Section		
Certification that his/her absence shall not hamper the Operational efficiency of the agency and indicating there in the name of the personnel who will take over his/her place or assume his/her duties while on travel abroad (3 original copies)		SDO – Personnel Section		
Medical Certificate (if nature of travel is sick leave) (2 original copies)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES</b>	<b>PROCESSING</b>	<b>PERSON</b>



		<b>TO BE PAID</b>	<b>TIME</b>	<b>RESPONSIBLE</b>
1. Receive letter of Intent approved by the School Head, PSDS, SDS	1. Receive the letter of intent indicating the specific purpose of travel, destination, and the expected date of departure and return	None	2 min	<i>Administrative Officer IV</i> Records Section  <i>ADA VI/ADAS III</i> Personnel Section
2. Secure and prepare the documentary requirements	2. Provide List of Documentary Requirement		5 min	<i>ADA VI/ADAS III</i> Personnel Section
3. Submit all documentary requirements (at least 60 days before the departure)	3.1 Receive the submitted documentary requirements		5 min	<i>Administrative Officer IV</i> Records Section <i>ADA VI/ADA III</i> Personnel Section
	3.2 Check the completeness and authenticity of required documents  3.3 Prepare and print Indorsement and Certification, then instruct the employee on the process of signing.		5 min	<i>ADA VI/ADAS III</i> Personnel Section
4. Forward the Documentary requirement including Certification and Indorsement for signing	4. Sign the Indorsement and Certification	None	3 min	School Head AO IV Personnel Section ASDS SDS
5. Forward the Documentary requirement to	5.1 Release the Indorsement and secure a copy for	None	2mins	<i>Administrative Officer IV</i> Records Section



Records Section for Releasing	<p>records purposes</p> <p>5.2 Secure an Original copy of Indorsement and photocopy of other required documents for records purposes</p>			<p><i>ADA VI/ADAS III</i>          Personnel Section</p>
6. Submit the documentary requirements to Regional Office	<p>6.1 Submit the documentary requirements to Regional Office</p> <p>6.2 Receive by the Regional Office at least 30 days before departure and Release at least 25 days before departure and Forward to Central Office</p> <p>6.3 Receive by the Central Office at least 20 days before departure and Release by the Office of the Secretary upon approval at least 15 days before departure and Forward to Regional Office</p> <p>6.4 Receive by the Regional Office at least 15 days before departure and Release by the Regional Office</p>	None	7days	<p><i>Employee SDO Personnel</i></p> <p><i>DepEd Regional Office</i></p> <p><i>DepEd Central Office</i></p> <p><i>DepEd Regional Office</i></p>



	<p>indicating the Indorsement at least 10 days before departure and Forward to Schools Division Office.</p> <p>6.5 Receive by the Division Office atleast 5 days before departure.</p>			<p><i>SDS</i> <i>Administrative Officer IV</i> Records Section</p>
7. Receive the returned and approved documentary requirement for Travel Abroad	7. Prepare the Indorsement to sign/approve by SDS and release the documentary requirements indicating the approved and returned Indorsement at least 5 days before departure.	None	1day	<p><i>Administrative Officer IV</i> <i>ADA VI/ADAS III</i> Personnel Section</p> <p><i>Administrative Officer IV</i> Records Section</p>
Total Processing Time			<b>8 days 22mins</b>	





## 7. ISSUANCE OF CERTIFICATE OF EMPLOYMENT

Certificate of employment is issued upon request of the employee which will be used to verify employment history of a certain employee of a former or current employer.

<b>Office or Division:</b>	<b>PERSONNEL SECTION</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G- Government to Government</b>			
<b>Who may avail:</b>	<b>DepEd Employee/ Former Employee</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Data sheet request form (1 Copy)		Front Desk/Information		
2. Letter request (for those personnel no longer connected in the Division)		Client		
3. Identification Card (1 Original copy)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Data Sheet Request form with other required documents with attached pay slip	1.1.Receive and forward submitted complete documents	None	1min	Front Desk/ Information
	1.2.Verify the complete documents submitted	None	1min	Human Resource Unit Concern
	1.3.Prepare and sign Certificate of Employment	None	2mins	Admin Officer (Admin Service)
2. Receive Certificate of Employment	2.1 Release Certificate of Employment to Client	None	1min	Front Desk/ Information
	<b>TOTAL:</b>	<b>None</b>	<b>5 minutes</b>	



## 8. ISSUANCE OF SERVICE RECORD

Service record is a collection of either electronic or printed material which provides a documentary history of a person's employment including their filed leave with and without pay as well as their annual salary while serving as an employee of an organization. This procedure defines the actions and responsibilities of the Administrative Assistant III in the issuance of Service Record.

<b>Office or Division:</b>	<b>PERSONNEL SECTION</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G- Government to Government G2C- Government to Client</b>			
<b>Who may avail:</b>	<b>DepEd Employees</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Latest Available Payslip (2 photocopy)		Schools District Office / Cashier's Office at SDO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits photocopy of the latest available payslip	1.1 Receives photocopy of the latest available payslip	None	2 min.	<i>Administrative Assistant III</i> Personnel Section
	1.2 Prepares the service record	None	5 min	<i>Administrative Assistant III</i> Personnel Section
2. Receives updated service record for signature of Administrative Officer V	2. Releases printed copy of service record	None	5 min	<i>Administrative Assistant III</i> Personnel Section  <i>Administrative Officer V</i> Administrative Office
Total Processing Time			<b>12 min.</b>	



## 9. PROCESSING OF APPLICATION AND APPROVED TRAVEL ABROAD (PERSONAL BUSINESS)

This procedure defines the actions and responsibilities of Administrative Assistant III (In-charge of Junior and Senior High school) and Administrative Aide VI (In-charge of Elementary). This covers activities from providing the documentary requirements for Travel Abroad on Personal Business, receiving, checking and issuance of Endorsement and Certifications to requesting employees.

<b>Office or Division:</b>	<b>Personnel Section</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>Teaching and Non-teaching Personnel (Permanent Employees)</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Intent addressed to SDS(indicating the specific purpose of travel, destination, and the expected date of departure and return) (1 original copy)		Client		
Indorsement (3 original copies)		SDO – Personnel Section		
Approved Leave Form (Form 6) (5 original copies)		SDO – Personnel Section		
Administrative Clearance (Certification of No pending case) (2 original copies)		SDO – Legal Unit		
Clearance from money and property accountability <ul style="list-style-type: none"> <li>• School/District Clearance (3 original copies)</li> <li>• Division Clearance (4 original copies)</li> </ul>		School/District  SDO – Personnel Section		
Certification that his/her absence shall not hamper the Operational efficiency of the agency and indicating there in the name of the personnel who will take over his/her place or assume his/her duties while on travel abroad (3 original copies)		SDO – Personnel Section		
Medical Certificate (if nature of travel is sick leave) (2 original copies)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES</b>	<b>PROCESSING</b>	<b>PERSON</b>



		<b>TO BE PAID</b>	<b>TIME</b>	<b>RESPONSIBLE</b>
1. Receive letter of Intent approved by the School Head, PSDS, SDS	1. Receive the letter of intent indicating the specific purpose of travel, destination, and the expected date of departure and return	None	1 min	<i>Administrative Officer IV</i> Records Section  <i>ADA VI/ADAS III</i> Personnel Section
2. Secure and prepare the documentary requirements	2. Provide List of Documentary Requirement		1 min	<i>ADA VI/ADAS III</i> Personnel Section
3. Submit all documentary requirements (at least 60 days before the departure)	3.1 Receive the submitted documentary requirements		1 min	<i>Administrative Officer IV</i> Records Section <i>ADA VI/ADA III</i> Personnel Section
	3.2 Check the completeness and authenticity of required documents		10mins	<i>ADA VI/ADAS III</i> Personnel Section
	3.3 Prepare and print Indorsement and Certification, then instruct the employee on the process of signing.		10mins	
4. Forward the Documentary requirement including Certification and Indorsement for signing	4. Sign the Indorsement and Certification	None	5mins	School Head AO IV Personnel Section ASDS SDS
5. Forward the Documentary requirement to	5.1 Release the Indorsement and secure a copy for	None	5mins	<i>Administrative Officer IV</i> Records Section



Records Section for Releasing	<p>records purposes</p> <p>5.2 Secure an Original copy of Indorsement and photocopy of other required documents for records purposes</p>		5mins	ADA VI/ADAS III Personnel Section
6. Submit the documentary requirements to Regional Office	<p>6.1 Submit the documentary requirements to Regional Office</p> <p>6.2 Receive by the Regional Office at least 30 days before departure and Release at least 25 days before departure and Forward to Central Office</p> <p>6.3 Receive by the Central Office at least 20 days before departure and Release by the Office of the Secretary upon approval at least 15 days before departure and Forward to Regional Office</p> <p>6.4 Receive by the Regional Office at least 15 days before departure and Release by the Regional Office</p>	None	1 day	<p><i>Employee SDO Personnel</i></p> <p><i>DepEd Regional Office</i></p> <p><i>DepEd Central Office</i></p> <p><i>DepEd Regional Office</i></p>



	<p>indicating the Indorsement at least 10 days before departure and Forward to Schools Division Office.</p> <p>6.5 Receive by the Division Office atleast 5 days before departure.</p>			<p>SDS Administrative Officer IV Records Section</p>
7. Receive the returned and approved documentary requirement for Travel Abroad	7. Prepare the Indorsement to sign/approve by SDS and release the documentary requirements indicating the approved and returned Indorsement at least 5 days before departure.	None	5mins	<p>Administrative Officer IV ADA VI/ADAS III Personnel Section</p> <p>Administrative Officer IV Records Section</p>
Total Processing Time			<b>1 day 43mins</b>	

## 10. PROCESSING OF APPLICATION FOR LOAN STOPPAGE/ ADJUSTMENT/ DEDUCTION

Application for loan stoppage/adjustment/deduction is necessary to monitor or update the net pay of employees.

<b>Office or Division:</b>	<b>PERSONNEL SECTION</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G- Government to Government</b>			
<b>Who may avail:</b>	<b>DepEd SDO employees</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Latest pay slip (1 Photocopy)		Schools District Office/Cashier's Office at SDO		
Loan Stoppage/Adjustment/Deduction Form (1 Original Copy)		Personnel Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES</b>	<b>PROCESSIN</b>	<b>PERSON</b>



		<b>TO BE PAID</b>	<b>G TIME</b>	<b>RESPONSIBLE</b>
1. Submits application for loan stoppage/ deduction/ adjustment (Elementary, JHS and SHS and Non-Teaching)	1.1 Receives the application form with attached photocopy of latest payslip	None	2 mins	<i>Administrative Assistant III</i> Personnel Section
	1.2 Prepares endorsement/transmittal letter	None	5 mins	<i>Administrative Assistant III</i> Personnel Section
	1.3 Forwards endorsement letter to SDS for signature	None	4 hrs	<i>Schools Division Superintendent</i> SDS Office
	1.4 Forwards to Records Section for releasing and submission to RPSU	None	2 mins	<i>Administrative Officer IV</i> Records Section
		Total	<b>4 hrs 9 mins</b>	

## 11. PROCESSING OF APPLICATION FOR MONETIZATION

Monetization is the conversion of leave credits to monetary value availing in advance or upon retirement.

<b>Office or Division:</b>	<b>PERSONNEL SECTION</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G- Government to Government</b>			
<b>Who may avail:</b>	<b>Non-Teaching and ALS Personnel</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Intent (3 Original Copy)		Applicant		
Form 6 (Leave Form) ( 3 Original Copy)		Personnel Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits Letter of Intent and Form 6	1.1 Receives application for monetization and check its	None	2 mins	<i>Administrative Assistant III</i> Personnel Section



	completeness			
	1.2 Checks the total number of Vacation Leave Credits if it conforms with Section 22 of the Omnibus Rules on Leave	None	5 mins	<i>Administrative Assistant III</i> Personnel Section
	1.3 Forwards to HRMO for signature/certify leave credits	None	2 mins	<i>Administrative Officer IV</i> Personnel Section
	1.4 Forwards to SDS for approval	None	4 hrs	<i>Schools Division Superintendent</i> SDS Office
	1.5 Forwards the approved documents to DBM for request of funds	None	5 mins	<i>Administrative Officer V</i> Budget Section
		Total	<b>4hrs 14mins</b>	

## 12. PROCESSING OF APPLICATION FOR RETURN TO DUTY

Application for Return to duty is the reinstatement to work of employees who incurred 30 Days or more Leave of Absence. It should be submitted at least one (1) week before the actual return to duty especially when leave is without pay.

<b>Office or Division:</b>	<b>PERSONNEL SECTION</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G- Government to Government</b>			
<b>Who may avail:</b>	<b>Teaching and Non-Teaching Personnel</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Application for Return to Duty Form (2 Original Copy)		Personnel Section		
Medical Certificate indicating that the employee is fit to work (2 Original Copy)		Government Medical service facility agency		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>





		<b>BE PAID</b>		
1. Submits application for return to duty	1.1 Receives the application for return to duty	None	2mins	<i>Administrative Assistant III</i> Personnel Section
	1.2 Checks the completeness of the submitted documents	None	2mins	<i>Administrative Assistant III</i> Personnel Section
	1.3 Prepares Division Special Order for those who incurred leave without pay and incurred maternity leave with double pay	None	5mins	<i>Administrative Assistant III</i> Personnel Section
	1.4 Forwards documents to SDS for signature	None	4hrs	<i>Schools Division Superintendent</i> SDS Office
	1.5 Forwards to Record Section for releasing and submission to RPSU (if leave is without pay)	None	3mins	<i>Administrative Officer IV</i> Records Section
	1.6 Forwards to in-charge of double pay for maternity leave	None	2mins	<i>Administrative Assistant III</i> Personnel Section
		Total	<b>4hrs 14mins</b>	



### 13. PROCESSING OF APPOINTMENT (Original, Reemployment, Reappointment, Promotion and Transfer)

This service involves the preparation of appointment papers of newly-hired, promoted, reemployed, reappointed or transferred employee. This procedure defines the actions and responsibilities of Administrative Assistant III (In-charge of Junior and Senior High school appointments) and Administrative Aide VI (In-charge of Elementary appointments). This covers activities from receiving, checking and issuance of appointment and forwarding the said documents to Civil Service Commission for attestation.

<b>Office or Division:</b>	<b>Schools Division of Catanduanes – Personnel Section</b>		
<b>Classification:</b>	<b>Simple</b>		
<b>Type of Transaction:</b>	<b>Government to Government Government to Client</b>		
<b>Who may avail:</b>	<b>New entrants SDO employees</b>		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<b>For Original Appointments</b>			
Personal Data Sheet-revised 2017 (computerized) (2 original copies)	Work Experience Sheet (3 original copies)	Civil Service Commission Website ( <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> ) SDO – Personnel Section	
Authenticated PRC Licensed ID (duly authenticated by PRC) (2 original copies)		Professional Regulation Commission	
Position Description Form ( 3 original copies)		SDO – Personnel Section	
Oath of Office-revised 2017 (3 original copies)		SDO – Personnel Section	
PSA Birth Certificate (1 original copy)		Philippine Statistics Authority / Appointee's copy	
GSIS MIS form (1 original copy)		SDO – Personnel Section	
Transcript of Records (1 authenticated photocopy)		School graduated/Appointee's Personal copy	
CS Form 211 No. Medical Certificate-revised 2017 (duly certified by the government physician) (1 original copy)		Civil Service Commission Website ( <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> ) SDO – Personnel Section	
a. Drug Test result (1 authenticated photocopy)		Accredited Testing Center	
b. Blood Test result (1 authenticated photocopy)			



c. Urinalysis result (1 authenticated photocopy) d. X-ray result (1 authenticated photocopy) e. Neuro Psychiatric Exam/Psychological Exam (1 authenticated photocopy)	
NBI Clearance (1 authenticated photocopy)	National Bureau of Investigation
<b>For Promotion and Reclassification</b>	
Personal Data Sheet-revised 2017 (computerized) (3 original copies) Work Experience Sheet (3 original copies)	Civil Service Commission Website ( <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> ) SDO – Personnel Section
Authenticated PRC Licensed ID (duly authenticated by PRC) (2 original copies)	Professional Regulation Commission
Position Description Form (3 original copies)	SDO – Personnel Section
Oath of Office-revised 2017 (3 original copies)	Civil Service Commission Website ( <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> ) SDO – Personnel Section
Transcript of Records (1 authenticated photocopy)	School graduated
Updated Service Record (1 original copy)	SDO – Personnel Section
IPCRF for the last rating period (1 authenticated copy)	Appointee's Personal copy
Last approved appointment (1 authenticated photocopy)	Appointee's Personal copy
Neuro Psychiatric Exam/Psychological Exam (for Transfer/Head Teacher/School Principal Positions only) (1 authenticated photocopy)	Accredited Testing Center
PSA Birth Certificate (1 authenticated photocopy)	Philippine Statistics Authority / Appointee's Personal copy
<b>For Transfer</b>	
3 original copies of Personal Data Sheet-revised 2017 (computerized) 3 original copies of Work Experience Sheet	Civil Service Commission Website ( <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> ) SDO – Personnel Section
2 original copy of authenticated PRC Licensed	Professional Regulation Commission



ID (duly authenticated by PRC)				
Position Description Form (3 original copies)		SDO – Personnel Section		
Oath of Office-revised 2017 (3 original copies)		Civil Service Commission Website ( <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> ) SDO – Personnel Section		
Transcript of Records (1 authenticated photocopy)		School graduated/Appointee's Personal copy		
Updated Service Record (1 original copy)		SDO – Personnel Section		
IPCRF for the last rating period (1 authenticated photocopy)		Appointee's Personal copy		
Last approved appointment (1 authenticated photocopy)		Appointee's Personal copy		
Neuro Psychiatric Exam/Psychological Exam (for Transfer/Head Teacher/School Principal Positions only) (1 authenticated photocopy)		Accredited Testing Center		
PSA Birth Certificate (1 authenticated photocopy)		Philippine Statistics Authority / Appointee's Personal copy		
School/Division Clearance (2 original copies)		School/District		
Certification of Last day of Service (2 original copies)		School		
Certification of Last Payment Received (2 original copies)		School		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
9. Receive the Notice of Submission /Letter of Advice and Prepare the required documents	8. Prepare and release the notice of submission of required documents/ Letter of Advise	None	30mins	ADAS III, ADA VI Personnel Section  Administrative Officer IV Records Section
10. Submit the required documents	9. Receive the submitted required documents	None	15mins	ADAS III, ADA VI Personnel Section  Administrative Officer IV



				Records Section
11. Validate the authenticity of documents	10. Check the completeness of documents for the issuance of appointment	None	30mins	ADAS III, ADA VI Personnel Section
12. Sign the Appointment and Assignment Order	11. Prepare the Appointment, Assignment Order, Certification of Assumption to duty	None	15mins	ADAS III, ADA VI Personnel Section
13. Validate the information	12. Record the information of the Appointee	None	5mins	ADAS III, ADA VI Personnel Section
14. Oath taking to SDS	13. Sign the Appointment and Assignment Order	None	4hrs	Administrative Officer IV Personnel Section  ASDS  SDS
15. Receive the copy of released assignment order	14. Release the Assignment Order	None	1day	Administrative Officer IV Records Section
16. Receive the signed first copy of Appointment	8.1 Release the First copy of Appointment  8.2 Sort and Forward the signed	None	7days	ADAS III, ADA VI Personnel Section  ADAS III, ADA VI Personnel Section



	<p>appointment</p> <p>to Assigned Personnel Staff</p> <p>8.3 Prepare CS Form No. 1 (Appointment Transmittal and Action Form)</p> <p>8.4 Submit Appointment to Civil Service Commission</p>			<p><i>ADAS III, ADA VI</i> Personnel Section</p> <p><i>ADAS III, ADA VI</i> Personnel Section</p>
Total Processing Time			<b>7 days 5hrs 35mins</b>	



#### 14. PROCESSING OF FORM 48 (DAILY TIME RECORD)

Time-in and time out of the employees are indicated or registered in the Daily Time Record which is the basis for wages.

<b>Office or Division:</b>	<b>Personnel Section</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G- Government to Government</b>			
<b>Who may avail:</b>	<b>All Teaching and Non-Teaching Personnel</b>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
FORM 48 (DAILY TIME RECORD) (2 Original Copy)			Personnel Section/ Schools	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits Form 48 of all teaching and non-teaching personnel	1.1 Receives the biometric-generated Form 48 from twenty (20) Districts (Elementary) and JHS and SHS (Secondary)	None	2mins	<i>Administrative Assistant III</i> Personnel Section
	1.2 Tallies the submitted DTRs to the payroll worksheet and Form 6	None	5mins	<i>Administrative Assistant III</i> Personnel Section
	1.3 Checks the following Two (2) copies intended for:  a. Schools Division Office  b. Commission on Audit (COA)	None	3mins	<i>Administrative Assistant III</i> Personnel Section
	1.4 Checks the completion of the Certificate of Appearance attached when personnel	None	5mins	<i>Administrative Assistant III</i> Personnel Section



	attended seminars or trainings			
	1.5 Verifies if the signatory signed all copies  In case the document is incomplete, return the DTR to the district and to the secondary schools	None	5mins	<i>Administrative Assistant III</i> Personnel Section
	1.6 File the submitted DTRs with corresponding labels	None	5mins	<i>Administrative Assistant III</i> Personnel Section
		Total	<b>25mins</b>	

## 15. PROCESSING OF FORM 7 (PAYROLL WORKSHEET)

The Payroll worksheet is where you can keep track of the summary of hours worked, payment dates, tax withholdings and other deductions. Depending on how you are keeping your records, you may want to add information to the **payroll** register, or remove it.

<b>Office or Division:</b>	<b>Personnel Section</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G- Government to Government</b>			
<b>Who may avail:</b>	<b>All Teaching and Non-Teaching Personnel</b>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
FORM 7 (WORKSHEET PAYROLL) (4 Original Copy)			Regional Payroll Services Unit	
FORM 6 (LEAVE FORM) (3 Original Copy)			Personnel Section/ Schools	
TRANSMITTAL (3 Original Copy)			Personnel Section	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits Form 7 (payroll worksheet) per district for	1.1. Receives and checks the completeness of	None	5mins	<i>Administrative Assistant III</i> Personnel Section





Elementary, HS and SHS secondary personnel	signatures and remarks as to the dates of Absences incurred based on form 6			
	1.2 Forwards the duly accomplished Form 7 with attached transmittal to SDS for signature	None	4hrs	<i>Schools Division Superintendent SDS Office</i>
	1.3 Forwards signed documents to Records Section for releasing and submission to Regional Payroll Services Unit	None	2mins	<i>Administrative Officer IV Records Section</i>
		Total	<b>4hrs 7mins</b>	

## 16. PROCESING OF INITIAL PAYMENT

This procedure defines the actions and responsibilities of the Administrative Assistant III to process the salary per submitted documentation.

<b>Office or Division:</b>	<b>PERSONNEL SECTION</b>	
<b>Classification:</b>	<b>Simple</b>	
<b>Type of Transaction:</b>	<b>G2G- Government to Government G2C- Government to Client</b>	
<b>Who may avail:</b>	<b>Substitutes, Newly Hired, Transferred &amp; Omitted in Payroll</b>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Assignment order (1 Photocopy)		Personnel Section
Form 48 (DTR) (2 Original Copy)		Schools
Appointment (1 Photocopy)		Personnel Section
Certification of 1 <sup>st</sup> day and <b>last</b> day of service ( <i>only for substitute</i> ) (1 Photocopy)		Assigned Schools Administrative Office
BIR 2305 ( <i>only for permanent personnel</i> ) (1		Personnel Section



Original Copy)				
Statement of Assets, Liabilities and Net worth (SALN) (1 Original Copy)		Administrative Office		
ATM account (1 Photocopy): <b>(Current for permanent Savings for Substitute)</b>		Landbank of the Philippines		
Pag-Ibig MID # ( <i>only for permanent personnel</i> ) (1 Photocopy)		Pag-Ibig Office		
Signed Oath of office ( <i>only for permanent personnel</i> ) (1 Photocopy)		Personnel Section		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the required documents for initial payment	1.1 Receives and checks the completeness of documents submitted	None	5 mins	<i>Administrative Assistant III</i> Personnel Section
	1.2 Forwards to AAO for posting	None	3 mins	<i>Administrative Assistant III/AAO</i> Personnel Section
	1.3 Verifies leave applied is with or without pay from personnel in-charge of recording of leave	None	5 mins	<i>Administrative Assistant III</i> Personnel Section
	1.4 Prepares payroll and disbursement voucher	None	5 mins	<i>Administrative Assistant III</i> Personnel Section  <i>Administrative Officer IV</i> Personnel



				Section <i>Schools Division Superintendent</i> SDS Office
	1.5 Submits signed payroll and disbursement voucher to Accounting Section for payment	None	5 mins	<i>Administrative Assistant III</i> Personnel Section  <i>Administrative Assistant III</i> Accounting Section
		Total	<b>23 mins</b>	

## 17. PROCESSING OF LEAVE OF ABSENCE

The application for leave if it is With Pay or Without Pay post in leave credit card for record purpose and reference.

<b>Office or Division:</b>	<b>Personnel Section</b>
<b>Classification:</b>	<b>Simple</b>
<b>Type of Transaction:</b>	<b>G2G- Government to Government</b>
<b>Who may avail:</b>	<b>Teaching and Non-Teaching Personnel</b>
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Form 6 (Leave Form) for Sick Leave and Vacation Leave for not more than 30 days (3 Original Copy)	Personnel Section/ Schools
Medical Certificate/Abstract for more than 5 days Leave of Absence (1 Original Copy, 1 Photocopy)	Government Medical Service Facility Agency
Other Types of Leave:  1. For Sick Leave for 30 Days or more a. Form 6 (3 Original Copy) b. Medical Abstract (1 Original Copy, 1	Personnel Section/Schools Government Medical Service Facility Agency



<p>Photocopy)</p> <p>2. For Vacation Leave for 30 Days or more</p> <ol style="list-style-type: none"> <li>a. Form 6 (3 Original Copy)</li> <li>b. School Clearance (1 Original Copy, 1 Photocopy)</li> <li>c. Division Clearance (1 Original Copy, 1 Photocopy)</li> </ol> <p>3. For Rehabilitation Leave</p> <ol style="list-style-type: none"> <li>a. Form 6 (3 Original Copy)</li> <li>b. Letter of Intent addressed to SDS (1 Original Copy)</li> <li>c. Incident Report (Police Blotter or Barangay Blotter) (2 Photocopy)</li> <li>d. Medical Abstract on Doctor's recommendation for period of recuperation (1 Original Copy, 1 Photocopy)</li> </ol> <p>4. For Maternity Leave</p> <ol style="list-style-type: none"> <li>a. Form 6 (3 Original Copy)</li> <li>b. Medical Abstract (Pre-Natal) (1 Original Copy, 1 Photocopy)</li> <li>c. School Clearance (1 Original Copy, 1 Photocopy)</li> <li>d. Division Clearance (1 Original Copy, 1 Photocopy)</li> </ol> <p>5. For Study Leave</p> <ol style="list-style-type: none"> <li>a. Form 6 (3 Original Copy)</li> <li>b. Letter to Intent addressed to SDS (1 Original Copy)</li> <li>c. Contract Agreement (2 Photocopy)</li> <li>d. Proof of Enrollment ( 2 Photocopy)</li> </ol> <p>6. For Sick Leave (Magna Carta- RA 9710)</p> <ol style="list-style-type: none"> <li>a. Form 6 (3 Original Copy)</li> <li>b. Medical Abstract (1 Original Copy, 1</li> </ol>	<p>Personnel Section/Schools Schools</p> <p>Personnel Section</p> <p>Personnel Section/Schools Applicant</p> <p>Municipal Police Station/Barangay Hall</p> <p>Government Medical Service Facility Agency</p> <p>Personnel Section/Schools Government Medical Service Facility Agency</p> <p>Schools</p> <p>Personnel Section</p> <p>Personnel Section/Schools Applicant</p> <p>Legal Section Schools Attended to</p> <p>Personnel Section/Schools Government Medical Service Facility Agency</p>
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Photocopy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Leave of Absence Form (Form 6) and attached supporting documents per specification of leave	1.1 Receives the application for leave	None	2mins	<i>Administrative Assistant III</i> Personnel Section
	1.2 Checks the completeness of the documents attached and returns incomplete attachment by providing them checklist on what to accomplish based on the types of leave applied	None	5mins	<i>Administrative Assistant III</i> Personnel Section
	1.3 Records the applied leave on the leave card and determines whether it is with or without pay	None	3mins	<i>Administrative Assistant III</i> Personnel Section
	1.4 Forward to HRMO for signature/certify leave credits	None		<i>Administrative Officer IV</i> Personnel Section
	1.5 Forwards to SDS for approval	None		<i>Schools Division Superintendent</i> SDS Office
	1.6 Receives the approved/ disapproved leave from SDS	None	2mins	<i>Administrative Assistant III</i> Personnel Section
	1.7 Notifies the applicant immediately if the applied leave is approved or disapproved	None		<i>Administrative Assistant III</i> Personnel Section
		Total	<b>12mins</b>	



## 18. PROCESSING OF LOYALTY PAY

This procedure defines the actions and responsibilities of the Administrative Assistant III to process the loyalty of the eligible personnel (1<sup>st</sup> ten years and five years thereafter).

<b>Office or Division:</b>	<b>Personnel Section</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G- Government to Government</b>			
<b>Who may avail:</b>	<b>All Eligible DepEd Personnel</b>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Updated Service Record (2 Original Copy- 1 for Accounting and 1 for File Copy)			Personnel Section	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquires about loyalty pay	1.1 Receives inquiry about loyalty pay benefit	None	3mins	<i>Administrative Assistant III</i> Personnel Section
	1.2. Checks Masterfile of DepEd if personnel is eligible or not	None	3mins	<i>Administrative Assistant III</i> Personnel Section
	1.3 If personnel is eligible, prepares updated Service Record	None	3mins	<i>Administrative Assistant III</i> Personnel Section
	1.4 Prepares payroll and disbursement voucher	None	5mins	<i>Administrative Assistant III</i> Personnel Section  <i>Administrative Officer IV</i>



				Personnel Section  Schools Division Superintendent SDS Office
	1.5 Submits signed payroll and disbursement voucher to Accounting Section for payment	None	5mins	Administrative Assistant III Personnel Section  Administrative Assistant III Accounting Section
Total Processing Time			<b>19mins</b>	

## 19. PROCESSING OF MATERNITY LEAVE WITH PAY

This procedure defines the actions and responsibilities of the Administrative Assistant III to process the double payment for Maternity Leave of Teaching personnel per received documentation.

<b>Office or Division:</b>	<b>PERSONNEL SECTION</b>
<b>Classification:</b>	<b>Simple</b>
<b>Type of Transaction:</b>	<b>G2G- Government to Government</b>
<b>Who may avail:</b>	<b>Teaching DepEd Personnel who went on Maternity Leave</b>
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Return to duty (1 original copy)	Personnel Section
Medical Certificate (1 original copy)	Government Physician
Childs certificate of live birth (1 photocopy)	Municipal Registrar Office
Approved Form 6 (Leave form) (1 original copy)	Personnel Section



Division Special Order signed by SDS (1 original copy)		Personnel Section		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the required documents for maternity pay	1.1 Receives and checks the completeness of documents submitted	None	3mins	<i>Administrative Assistant III</i> Personnel Section
	1.2 Prepares payroll and disbursement voucher in pursuant to Republic Act (RA) No. 12210 or the 105-Day Expanded Maternity Leave Law	None	5mins	<i>Administrative Assistant III</i> Personnel Section  <i>Administrative Officer IV</i> Personnel Section  <i>Schools Division Superintendent</i> SDS Office
	1.3 Submits signed payroll and disbursement voucher to Accounting Section for payment	None	2mins	<i>Administrative Assistant III</i> Personnel Section  <i>Administrative Assistant III</i> Accounting Section
		Total	<b>10mins</b>	





## 20. PROCESSING OF OMITTED IN PAYROLL

This procedure defines the actions and responsibilities of the Administrative Assistant III to process the request for payment of those who are omitted in payroll.

<b>Office or Division:</b>	<b>PERSONNEL SECTION</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G- Government to Government</b>			
<b>Who may avail:</b>	<b>DepEd Personnel who are Omitted in Payroll</b>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Request for Payment from RPSU (Supplementary) (2 Photocopy -1 for accounting, 1 file copy)			Regional Payroll Services Unit	
Certification of No Salary Received (2 Original Copy)			Personnel Section	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Informs the personnel in-charge and requests for payment of salary	1.1. Informs the personnel in-charge of processing Form 7 and informs RPSU of request for payment	None	5mins	<i>Administrative Assistant III</i> Personnel Section  <i>Administrative Assistant III/AAO</i> Personnel Section
	1.2. Receives request for payment (supplementary) as forwarded thru email by RPSU to AAO to ADAS III and prepares Certification of No Salary Received	None	2mins	<i>Administrative Assistant III</i> Personnel Section  <i>Administrative Assistant III/AAO</i> Personnel Section



	1.3 Prepares payroll and disbursement voucher same as the amount specified in the request form from RPSU	None	2mins	<i>Administrative Assistant III</i> Personnel Section  <i>Administrative Officer IV</i> Personnel Section  <i>Schools Division Superintendent</i> SDS Office
	1.4 Submits signed payroll and disbursement voucher to Accounting Section for payment	None	2mins	<i>Administrative Assistant III</i> Personnel Section  <i>Administrative Assistant III</i> Accounting Section
		Total	<b>11 mins</b>	



## 21. PROCESSING OF PROVIDENT FUND LOAN

This defines the actions and responsibilities of the Provident Loan Secretariat under the Provident Fund Loan transaction.

<b>Office or Division:</b>	<b>Personnel Section</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>Teaching and Non-teaching Personnel (Permanent Employees)</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly accomplished Provident Loan Application Form		Administrative Office		
Borrower's Original and 1 Authenticated Photocopy of Latest Pay slip		Cashier		
1 Authenticated Photocopy of Co-maker's Latest Pay slip		Cashier		
1 Supporting Document for the purpose of loan (e.g. Statement of House Arrears, Statement or Official Receipt of Tuition Fee, Official Receipt/Doctor's Prescription, Others)		Borrower		
1 Photocopy of Borrower's and Co-maker's valid ID		Borrower		
Letter of Intent addressed to ARD with recommending approval of SDS for Special Loan Applications		Borrower		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Files provident loan application (Regular/Special Provident Loan)	1.1. Receiving and checking the completeness and qualification of documents of Provident Loan Applications and informing disqualified applicants.	None	5mins	<i>Administrative Assistant III</i> Personnel Section
2. Submits lacking				



documents/retrieves Provident Loan Application and wait till NTHP can accommodate loan applied for.	2.1 Receiving of lacking documents.	None	1min	<i>Administrative Assistant III</i> Personnel Section
	2.2 Computing of Principal Outstanding Balance for renewal applications.		10mins	
	2.3 Preparing of transmittal for Special Provident Loans.		2mins	
	2.4 Forwarding to Provident Loan Secretariat and SDS.		10mins	PROVIDENT LOAN SECRETARIAT, SDS
	2.5 Releasing to Records Section for submission and approval to Regional Office.		5mins	RECORDS SECTION, REGIONAL OFFICE, REGIONAL DIRECTOR
	2.6 Receiving and recording of Special Provident Loan from Regional Office.		2mins	
	2.7 Preparing of Disbursement Voucher and Payroll for provident loan applications.		20mins	<i>Administrative Assistant III</i> Personnel Section
	2.8 Forwarding of Disbursement Voucher and		2mins	<i>Administrative Assistant III</i>



	Payroll to AOV and Accounting Section for signing.			Personnel Section
	2.9 Retrieving of Authorization for Salary Deduction from Accounting Section.		3mins	<i>Administrative Officer V</i> Administrative Officer V Office
	2.10 Preparing of transmittal for Billing, Stoppage, and Adjustment of approved Provident Loan Applications.		10mins	Accounting Section
	2.11 Forwarding of transmittal and Billing, Stoppage and Adjustment to SDS for signing.		5mins	<i>Administrative Assistant III</i> Personnel Section ACCOUNTING SECTION
	2.12 Releasing of Transmittal with attached Billing, Stoppage and Adjustment of Provident Applications to Records Section for submission to RPSU.		5mins	<i>Administrative Assistant III</i> Personnel Section
	2.13 Sending e-			SDS
				RECORDS SECTION, RPSU



	mail of soft copy of Billing, Stoppage and Adjustment of Provident Loan Applications to RPSU.			<i>Administrative Assistant III</i> Personnel Section RPSU
Total Processing Time			<b>1hr 25mins</b>	

## 22. PROCESSING OF SPECIAL HARDSHIP ALLOWANCE

This covers classroom teachers assigned to a hardship post, performing multi-grade teaching, carrying out mobile teaching functions, performing functions of non-formal education or ALS coordinators.

<b>Office or Division:</b>	Personnel Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Classroom teacher, multi-grade teacher and ALS teacher			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Special Hardship Form 3 (1 original copy)		School		
Daily Time Record (1 original copy)		School		
School Form 4 for multi-grade (1 original/photocopy)		School		
AF-3 Form for mobile teacher (1 original/photocopy)		School		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit SHA documents to SHA-in-charge by district	1.1 Receiving SHA documents from districts and identify the completeness  1.2 Sorting and validating of submitted	None	1day	<i>Admin. Asst. III/ Administrative Aide VI (Personnel Section)</i>



	documents 1.3 Informing the concerned personnel of the incomplete documents			
2. Submitting of lacking documents	2.1 Submitting of lacking documents 2.2 Receive the complete documents 2.3 Computing the SHA in the SHA Master File 2.4 Preparing the payroll and voucher for submission to accounting section	None	1 day	<i>Admin. Asst. III/ Administrative Aide VI (Personnel Section)</i>
Total Processing Time			<b>2 days</b>	



## 23. PROCESSING OF TEACHER'S SERVICE CREDIT AND COMPENSATORY OVERTIME CREDIT FOR NON-TEACHING

Service Credit and Compensatory Overtime Credit are earned when services are rendered after regular office hours, Saturdays, Sundays and Holidays. It is earned or granted in lieu of monetary value.

<b>Office or Division:</b>	<b>PERSONNEL SECTION</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G- Government to Government</b>			
<b>Who may avail:</b>	<b>Teaching and Non-Teaching Personnel</b>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Division Special Order (2 Original Copy)			Applicant	
Form 48 (Daily Time Record) (1 Original Copy)			Applicant	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits request thru Division Special Order	1.1 Receives and checks the request whether it conforms with the guidelines on granting service credits per DepEd Order No. 53 series of 2003	None	5mins	<i>Administrative Assistant III</i> Personnel Section
	1.2 Puts Control Number	None	2mins	<i>Administrative Assistant III</i> Personnel Section
	1.3 Forwards to SDS for approval	None	4hrs	<i>Schools Division Superintendent</i> SDS Office
	1.4 Post to Leave Card	None	2mins	<i>Administrative Assistant III</i> Personnel Section
	1.5 File approved copies	None	2mins	<i>Administrative Assistant III</i> Personnel Section
		Total	<b>4hrs 11mins</b>	





## 24. PROCESSING OF TERMINAL LEAVE BENEFITS

Processing of Terminal Leave Benefits based on the accumulated leave credits of DepEd personnel during his/her service in the agency. This is for those employees who have availed retirement/ resigned/ separated and should have payment for their remaining leave balances.

<b>Office or Division:</b>	<b>PERSONNEL SECTION</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G- Government to Government</b>			
<b>Who may avail:</b>	<b>DepEd SDO employees</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter request (1 original copy)		Concerned Retiree		
2. Service Record (1 original copy)		Personnel Unit		
3. GSIS Retirement Voucher (1 original copy)		Concerned Retiree		
4. GSIS Retirement Clearance (1 original copy)		Concerned Retiree		
5. Certificate of Last Payment (1 original copy)		Accounting Unit		
6. Clearances (Money & Property accountabilities (3 original copy)		School and SDO		
7. Latest Notice of Salary Adjustment (NOSA)- (1 original copy)		Personnel Unit		
8. Certification of Accumulated Leave Credits by the Division Personnel Officer- (1 original copy)		Personnel Unit		
9. Certified Copies of Leave Cards- (1 original copy)		Personnel Unit		
10. Certification of Leave Credits Earned- (1 original copy)		Personnel Unit		
11. Fiscal Clearance (1 Original Copy)		Personnel Unit		
<b>For deceased employee:</b>				
1. Death certificate (1 photocopy)		Municipal registrar		
2. Marriage Certificate (1 photocopy)		NSO		
3. Survivorship (If applicable) (1 photocopy)		Spouse		
4. Special Power of Attorney (1 original copy, 2 photocopies)		Attorney		
5. Birth Certificate of Children (if employee has no living spouse) (1 photocopy)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESsing TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all documentary	1.1. Receive the complete documents	None	10 minutes	Records Section - Person in charge



requirements within the prescribed timeline from the concerned office				
	1.2. Check the document as to completeness			
	1.3. Forward the complete document to the Personnel for appropriate Action	None	2 hours	Records Section - Person in charge
	1.4. Review the submitted complete document and provide appropriate action	None	30 minutes	Personnel Section - Person in charge
	1.5. Forward to the Office of the SDS for Approval	None	20 minutes	Personnel Section - Person in charge
	1.6. Approve Form 6 and forward to the Personnel Section None 30 minutes SDS/ SDS Office Person In-Charge	None	30 minutes	SDS/ SDS Office Person In-Charge
	1.7. Forward the approved Form 6 to the Records Section for release	None	15 minutes	Personnel Section - Person in charge
2. Receive the approved Form 6	2.1 Release the approved Form 6	None	10 minutes	Records Section - Person in charge
	<b>TOTAL:</b>	<b>None</b>	<b>3 hours, 55 minutes</b>	



## 25. PROPORTIONAL VACATION PAY

Proportional Vacation Pay (PVP) is the salary of teachers during summer vacation.

<b>Office or Division:</b>	<b>PERSONNEL SECTION</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G- Government to Government</b>			
<b>Who may avail:</b>	<b>Teaching Personnel</b>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Proportional Vacation Pay (PVP) Form (4 Original copy)			Regional Payroll Services Unit	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits duly accomplished PVP forms	1.1 Receives and checks submitted PVP forms	None	30mins	<i>Administrative Assistant III</i> Personnel Section
	1.2 Determines the PVP computation (DepEd Memorandum)	None	20mins	<i>Administrative Assistant III</i> Personnel Section
	1.3 Checks leave card to determine leave without pay during the school year	None	10mins	<i>Administrative Assistant III</i> Personnel Section
	1.4 Computes PVP based from the constant factor issued thru DepEd Memorandum	None	5mins	<i>Administrative Assistant III</i> Personnel Section
	1.5 Submits to SDS for signature/ approval	None	4hrs	<i>Schools Division Superintendent</i> SDS Office
	1.6 Forwards to Records Section for releasing and submission to RPSU	None	2mins	<i>Administrative Officer IV</i> Records Section
		Total	5hrs 7mins	



## 26. RECRUITMENT, SELECTION AND PLACEMENT

This service is in support of the human resource management in the SDO. It ensures that actions related to recruitment, selection and placement adheres to the standards, rules and regulation of the Department of Education along with the Civil Service Commission.

<b>Office or Division:</b>	<b>Personnel Section</b>	
<b>Classification:</b>	<b>Simple</b>	
<b>Type of Transaction:</b>	<b>G2C – Government to Client G2G – Government to Government</b>	
<b>Who may avail:</b>	<b>Teaching and Non-Teaching Personnel Teacher applicants Applicants for Promotion Job Seekers</b>	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	3. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office (2 original copies)	To be prepared by the applicant
	4. Ominibus Certification of Authenticity and Veracity of Documents (Notarized) (1 original copy)	Office of the Assistant Schools Division Superintendent
	5. Duly accomplished PDS (CS Form No. 212, Revised 2017) (1 original copy)	Civil Service Commission Website ( <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> ) SDO - Personnel Section
	6. Photocopy of Certificate of Eligibility/Rating/License/ID (2 authenticated copies)	To be prepared by the applicant
	7. Photocopy of scholastic/academic record, such as but not limited Transcript of Records (TOR) (2 authenticated copies)	To be prepared by the applicant
	8. Photocopy of Service of Record or Certificate of Employment, if applicable (2 authenticated copies)	Previous Employer (to be secured by the applicant)
	9. 6. Photocopy of Certificates of Training, if applicable (2 authenticated copies)	To be prepared by the applicant



10. Photocopy of the latest Performance Rating covering one (1) year performance, if applicable (2 authenticated copies)	Previous employer (to be secured by the applicant)
11. Checklist of Requirements	SDO – Personnel Section
12. Other documents as may be required	SDO – Personnel Section

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit bulletin boards at the following places: SDO lobby LGU-Virac SDO Official web site ( <a href="#">link</a> )	1.1 Identify Vacant Positions	None	10mins	<i>Administrative Officer IV</i> Personnel Section
	1.2 Prepare CS Form 9 (Publication Form) revised 2009 in accordance with the RA 7041 (Publication Law)		30mins	
	1.3 Prepare Memorandum announcing the vacancy duly signed by the Head of Office		30mins	
	1.4 Submit hard copy of email electronic copy of signed CS Form 9 to the CSC Field Office		1hr	
	1.5 Release signed Memorandum		3mins	
	1.6 Post vacancy for at least ten		5mins	



	<p>(10) calendar days in three (3) conspicuous places</p> <p>1.7 Publish/post signed memorandum through other modes (website, social media)</p>		5mins	
1. Submission of Application Documents with complete required documents to the Receiving section of the SDO	<p>2.1 Receiving section transmits the application to the HRMO/ Sub-committee for checking of completeness, veracity and authenticity of the documents submitted</p> <p>2.2 Encode the basic information and qualifications of the applicant/s in the Initial Evaluation Form  a.) Transmit to HRMO, if done by sun-committee  b.) Proceed to Step 8 if done by the HRMO</p> <p>2.3 Assess applicant's qualification vis-à-vis qualification standards of the position to be filled</p>	None	<p>3mins</p> <p>15mins</p> <p>10mins</p>	<p><i>Administrative Officer IV</i>  Personnel Section</p>



<p>3. Wait for the notification whether qualified or disqualified. Qualified applicants will be given notification of evaluation of documents and interview schedule.</p>	<p>a.) Prepare and signed Initial Evaluation Result which shall be two (2) lists of applicants (qualified and disqualified)</p> <p>3.1 Notify qualified and disqualified applicants of the results of the initial evaluation through official formal written communications, electronic mail using the official email account of the office, official social media accounts and other means of communication that can be verified, recorded and preserved</p> <p>3.2 Submit Initial Evaluation Result to HRMPSB for deliberation</p>	<p>None</p>	<p>5mins</p> <p>3mins</p>	
<p>4. Report for evaluation of documents and interview on the appointed schedule.</p>	<p>4. HRMPSB Deliberation An Open Ranking System shall be adopted in the conduct of comparative assessment wherein applicants must be present to</p>	<p>None</p>	<p>1hr</p>	<p>HRMPSB</p>



	witness the actual evaluation for which the scores of all applicants present there shall be publicly disclosed. The applicants shall confirm their individual results			
5. Wait for the comparative Assessment Result-Registry of Qualified Applicants / Summary of Assessment to be posted at the bulletin boards at the SDO and municipal	<p>5.1 Prepare Summary/Result of Assessment of all candidates which contain a complete list of all candidates for appointment whose total scores obtained from the evaluative assessments are ranked from highest to lowest</p> <p>5.2 For teacher hiring, prepare one Summary/Result of Assessment that contains only those who have met the cut-off score as specified in the hiring guidelines</p> <p>5.3 Submit Summary/Result of Assessment to the Schools Division Superintendent</p>	None	<p>1hr</p> <p>1hr</p> <p>3mins</p> <p>3mins</p>	HRMPSB





	5.4 A copy of Summary/Result of Assessment which candidates are listed in alphabetical order shall be posted in at least three (3) conspicuous places in the DepEd offices/schools concerned for the ten (10) calendar days, indicating the date of posting			
6. Applicants for possible hiring will be notified through a letter from the SDS.	6. The Appointing Authority shall be guided by the Summary/Result of Assessment, and the exercise of sound discretion, select, in so far as practicable, the candidate deemed the most qualified for appointment from among the top five (5) or less per vacant position, unless otherwise provided by law	None	1hr	SDS
Total Processing Time			<b>7hrs 5mins</b>	



## 27. SALARY ADJUSTMENT AND DIFFERENTIAL

This procedure defines the actions and responsibilities of the Administrative Assistant III to process the adjustment of salary and the differential as to promotion.

<b>Office or Division:</b>	<b>PERSONNEL SECTION</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G- Government to Government</b>			
<b>Who may avail:</b>	<b>Promoted Teaching and Non Teaching DepEd Personnel</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Transmittal (5 Original Copy: 3 for Region, 1 for GSIS ARA, 1 for File Copy)		Personnel Section		
Monthly payroll worksheet and report of service (2 Original Copy- for Region Copy Only)		Personnel Section		
Certification (2 Original Copy- for Region Copy Only)		Personnel Section		
Appointment (4 Photocopy: 2 for Region, 1 for GSIS ARA and 1 for File Copy)		Personnel Section		
Service record (4 Original Copy: 2 for Region, 1 for GSIS ARA and 1 for File Copy)		Personnel Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits copy of appointment for promoted teaching and non-teaching personnel	1.1 Receives copy of appointment of the promoted Teaching and Non-Teaching Personnel	None	3mins	<i>Administrative Assistant III</i> Personnel Section
	1.2 Prepares updated Service Record reflecting the latest promotion	None	5mins	<i>Administrative Assistant III</i> Personnel Section
	1.3 Prepares the required documents for salary adjustment and for signature of HRMO and SDS	None	4hrs	<i>Administrative Assistant III</i> Personnel Section  <i>Administrative Officer IV</i>



				Personnel Section  <i>Schools Division Superintendent SDS Office</i>
	1.4 Forwards to Record Section for submission to RPSU	None	5mins	<i>Administrative Officer IV Record Section</i>
	1.5 Prepares payroll and disbursement voucher. Computes differential from date of promotion to date it was adjusted	None	15mins	<i>Administrative Assistant III Personnel Section  Administrative Officer IV Personnel Section  Schools Division Superintendent SDS Office</i>
	1.6 Submits signed payroll and disbursement voucher to Accounting Section for payment	None	5mins	<i>Administrative Assistant III Personnel Section  Administrative Assistant III Accounting Section</i>
		Total	<b>4hrs 33mins</b>	



## 28. VERIFICATION OF THE NTHP UNDER THE APDS

This procedure defines the actions and responsibilities of the DepEd Verifier under the APDS transactions.

<b>Office or Division:</b>	<b>PERSONNEL SECTION</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G-Government to Government G2B- Government to Business Entity</b>			
<b>Who may avail:</b>	<b>All Eligible Teaching and Non-Teaching Personnel</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Latest Available Payslip (1 photocopy)		Schools District Office/Cashier's Office at SDO		
GSIS Loan Index (1 photocopy)		GSIS Office, GSIS Gwaps Kiosk, GSIS website		
Certificate of Full Payment if loan has been paid in full and still reflecting in the payslip (1 photocopy)		Private Lender Institution		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>4.</b> Forwards the Lender's email to the DepEd verifier for confirmation	1.1. Receives, prints and records scanned copy of payslip from DepEd borrower	None	3mins	<i>Administrative Assistant III/NTHP Verifier</i> Personnel Section
	1.2 Determine the Borrower's eligibility under the APDS and by checking other loan records and ledgers	None	2mins	<i>Administrative Assistant III/NTHP Verifier</i> Personnel Section
	1.3 Prepares and sends email of loan assessment to the Lender, copy furnished the Borrower	None	5mins	<i>Administrative Assistant III/NTHP Verifier</i> Personnel Section
		Total:	<b>10mins</b>	



## F. PROPERTY AND SUPPLY UNIT

### 1. DELIVERY, INSPECTION AND ACCEPTANCE

This procedure covers delivery, Inspection & Acceptance of training supplies, food & venue included in the APP.

<b>Office or Division:</b>	<b>Supply Section</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>SDO – Functional Divisions/Employees</b>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	Receives Budget proposal from end-user/proponent		5 mins	<i>Administrative Officer IV Administrative Assistant III Supply Section</i>
	Prepares Request for Quotation for distribution/retrieval to/from at least 3 eligible suppliers		30 mins	<i>Administrative Assistant III Supply Section</i>
	Prepares Abstract of Canvass		10 mins	<i>Administrative Assistant III Supply Section</i>
	Prepares Purchase Order		10 mins	<i>Administrative Assistant III Supply Section</i>
	Request AR from the end -user / proponent		15 mins	<i>Administrative Assistant III Supply Section</i>
	Prepares acceptance		20 mins	<i>Administrative Assistant III</i>



	for services			Supply Section
	Prepares inspection report for services delivered		30 mins	<i>Administrative Assistant III</i> Supply Section
	Prepares notice for post inspection		20 mins	<i>Administrative Assistant III</i> Supply Section
	Prepares Disbursement Voucher		10 mins	<i>Administrative Assistant III</i> Supply Section
Total Processing Time			<b>2 hrs. 30 mins.</b>	



## 2. DISPOSAL OF SDO PROPERTIES

This procedure covers disposal of waste materials and unserviceable equipment of the SDO.

<b>Office or Division:</b>	Supply Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	SDO – Functional Divisions/Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	Receives recommendation for disposal of materials from FDs		10 mins	<i>Administrative Officer IV Administrative Assistant III Supply Section</i>
	Prepares request for quotation distribution/retrieval to/from at least 3 eligible suppliers		1 day	<i>Administrative Assistant III Supply Section</i>
	Prepares Abstract of Canvass		10 mins	<i>Administrative Assistant III Supply Section</i>
	Informs the highest bidder for the sale of unserviceable materials		20 mins	<i>Administrative Officer IV Administrative Assistant III Section</i>
	Receives report from SDO DC		10 min	<i>Administrative Officer IV Administrative</i>



				<i>Assistant III Supply Section</i>
	Submits SDO DC approved report		10 mins	<i>Administrative Officer IV Administrative Assistant III Supply Section</i>
Total Processing Time			<b>2 days</b>	

### 3. DISTRIBUTION OF INSTRUCTIONAL MATERIALS TO SCHOOLS

This process covers the step by step process of distributing instruction materials to schools.

<b>Office or Division:</b>	<b>Supply Section</b>			
<b>Classification:</b>	<b>Complex</b>			
<b>Type of Transaction:</b>	<b>G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>All Recipient Schools</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
IMs Delivery Receipt		Eligible Printing Company for CO & RP procured IMs		
IMs Allocation List		SDO LRMDC		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>





	<p>1.1 Receives Instructional Materials from CO/RO Request allocation of recipient schools &amp; provides copy of DRs to SDO LRMDC</p> <p>1.2 Prepares Inventory of IMs as basis for the Inventory Custodian Slip of each recipient school</p>	None	1 day	<p><i>Administrative Officer IV</i> Supply Section</p> <p><i>Administrative Assistant III</i> Supply Section</p> <p><i>Administrative Officer IV</i> Supply Section</p> <p><i>Administrative Assistant III</i> Supply Section</p>
2. Receives information for IMs allocated to recipient schools	2. Notifies all IMs recipient schools for claim at SDO Supply	None	1 day	<i>Administrative Officer IV</i> Supply Section
3. Claim of each recipient schools' IMs at SDO Supply	3.1 Release of IMs to each recipient schools	None	4 days	<i>Administrative Officer IV</i> Supply Section
	3.2 Prepares payroll for IMs claimed and submit to Accounting Section payment purposes	None	1 day	<i>Administrative Assistant III</i> Supply Section  Accounting Section
Total Processing Time			<b>7 days</b>	



#### 4. REQUISITION AND ISSUANCE OF SUPPLIES

Requisition and Issue Slip (RIS) is a document required to use for an Employee/ Personnel to request for monthly supplies.

<b>Office or Division:</b>	<b>Property and Supply Unit</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G- Government to Government</b>			
<b>Who may avail:</b>	<b>DepEd Employees</b>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Filled Out Requisition and Issue Slip (RIS) (3 Copies – 1 Original)			Employee	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all the requirements to Supply Office	1.1 Receive and check all the documents	None	5 minutes	Property and Supply Unit Personnel
	1.2 Check the availability of stocks	None	10 minutes	Property and Supply Unit Personnel
	1.3 Forwards the RIS Form to the Division Supply Officer for Approval	None	2 minutes	Property and Supply Unit Personnel
2. Receive the supplies and the copy of approved RIS Form	2.1 Release of supplies	None	3 minutes	Property and Supply Unit Personnel
	<b>TOTAL</b>	<b>None</b>	<b>20 minutes</b>	



## 5. PROPERTY AND EQUIPMENT CLEARANCE SIGNING

This process is signing of PECF form retirement, resignation, transfer of division, leave or travel abroad.

<b>Office or Division:</b>	<b>Property and Supply Unit</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G- Government to Government</b>			
<b>Who may avail:</b>	<b>DepEd Employees</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Property and Equipment Clearance Form (PECF) – 3 original copies and 1 photocopy		Supply Unit		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Supply Unit 1. Submit the accomplished form and turn over all the properties and equipment's (if any)	<p>1.1 Receive the accomplished form and checks if the concerned employee has an accountability for property and equipment</p> <p>a. If employee has no accountability, supply officer signs clearance part on property and equipment.</p> <p>b. If concerned employee has accountability, supply officer will request employee to settle all accountability.</p>	None	15 minutes	Property and Supply Unit Personnel
	<b>TOTAL</b>	<b>None</b>	<b>15 minutes</b>	



## Curriculum Implementation Division

### 1. ALS-LITERACY MAPPING/ADVOCACY AND SOCIAL MOBILIZATION

This process presents the set of actions and input needed by ALS implementers for an effective Literacy Mapping activities in the different localities for improved participation of Out of School Youth and Adult Learners.

<b>Office or Division:</b>	<b>Curriculum Implementation Division</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>Public Schools District Supervisors, School Heads</b>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits the following: List of core of Trainers and expected participants Proposal on the conduct of training, orientation and workshops on literacy mapping/ advocacy and social mobilization activities/ development & reproduction of advocacy materials SLEs / slide decks	1. Conducting orientation and workshops on literacy mapping and advocacy and social mobilization	None	1 week	EPSA II EPS-Division ALS Focal Person SGOD-Soc-Mob
2. Letter to Barangay officials FGD Template Data on Literacy	2. Assisting the conduct of community literacy mapping	None	1 week	EPSA II EPS-Division ALS Focal Person



Mapping				
3. Tracer on the submission of district consolidated AF1 District AF 1 through MIS (hard and soft copies)	3. Consolidating AF1 data	None	1 week	EPSA II EPS-Division ALS Focal Person
4.1 Analyzed and Interpreted AF 1 data  4.2 Literacy map  List of barangay that needs ALS Implementers	4.1 Illustrating/ drawing  4.2 Interpreting Literacy map	None	1 week	EPSA II EPS-Division ALS Focal Person
5.1 List of Stakeholders  5.2 Letter to stakeholders  5.3 Advocacy and Social Mobilization Activities or Approved Intervention Program	5. Assisting in the coordination and establishment of links with stakeholders for advocacy and social mobilization	None	1 week	EPSA II EPS-Division ALS Focal Person
6. Monitoring and Evaluation Results	6. Recommending policy on the impact of literacy mapping/advocacy and social mobilization	None	1 week	EPSA II EPS-Division ALS Focal Person
Total Processing Time			<b>1 Month and 2 weeks</b>	



## 2. ASSESSMENT OF LEARNING OUTCOMES

This process defines the processes in identifying skills and analyzing the least learners by learning area the non-readers and non-numerals in the attending schools to be able to craft viable intervention programs.

<b>Office or Division:</b>	<b>Curriculum Implementation Division</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>Public Schools District Supervisors, School Heads</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits the following:  Least learned competency/ies per quarter by learning area/no. of non-readers/no. of non-numerates per semester by school/district	1. Gathering data on least learned competencies by learning area/non-readers/non-numerates from schools/districts.	None	2 weeks	SDO-CID Chief  PSDS, EPS, SCHOOL HEAD, TEACHERS  SGOD-M&E & Planning & Research
2. Summarized data gathered on least learned competency/ies/by learning area non-readers/non-numerates by school/district. attached with:  Quarterly Test Questions with TOS  Item Analysis Results	2. Consolidating gathered data on least learned skills/non-readers/non-numerates	None	1 week	SDO-CID Chief  EPS  SGOD-M&E & Planning & Research



3. Analyzed Data with Interpretation	Analyzing the data consolidated on the least learned skills/non-readers/non-numerates	None	1 week	SDO-CID Chief EPS SGOD-M&E & Planning & Research
4. Compilation of list of priority schools for improvement of learner's academic performance in general	4. Determining the priority schools based on the number of least learned skills/non-readers/non-numerates	None	1 week	SDO-CID Chief EPS, PSDS, SH  SGOD-M&E & Planning & Research
5. Proposal for intervention program for mastery of the least learned skills/ improvement of reading level /numeracy skills to be approved by the SDS.	5. Designing an intervention plan for mastery of the least learned skills/ improve reading level /numeracy	None	1 week	SDO-CID Chief EPS, PSDS, SH SGOD-M&E & Planning & Research, Medical Section, Social Mobilization
6. Approved Intervention Program	6. Coordinating with the PSDS/School Head on the implementation of intervention and provide technical assistance.	None	1 week	SDO-CID Chief, EPS  SGOD-M&E & Planning & Research
Total Processing Time			<b>1 month and 3 weeks</b>	



### 3. ISSUANCE OF ALS ACCREDITATION & EQUIVALENCY (A&E) TEST PASSER CERTIFICATION AND CERTIFICATE OF RATING (COR)

This procedure defines the actions and responsibilities of the EPS/ Division ALS Focal Person & EPSA II in the issuance of ALS A & E Test Passer Certification and Certificate of Rating (COR)

<b>Office or Division:</b>	<b>CURRICULUM IMPLEMENTATION DIVISION (CID – Alternative Learning System {ALS})</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>All ALS Accreditation &amp; Equivalency Test Passers</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
ID/Proof of identification Authorization Letter (for Representative)		(to be presented by the ALS Passer or authorized Representative)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit ID/proof of identification	1. Receive ID/proof of identification/Authorization Letter from ALS Passer/authorized Representative	None	5mins	EPSA II
2. Wait for the release of Certification & COR	3. Prepare the Certification & COR	None	5mins	EPS/Division ALS Focal Person & EPSA II / CID (ALS)
3. Receive the signed Certification /COR & Log-in to Logbook	4. Release to the ALS passer/authorized Representative the Certification and COR	None	5mins	EPS/Division ALS Focal Person/EP SA II CID (ALS)
Total Processing Time			<b>15mins</b>	





#### 4. ISSUANCE OF CERTIFICATE OF SERVICES RENDERED AS ALS BARANGAY LITERACY VOLUNTEER

This procedure defines the actions and responsibilities of the EPS/ Division ALS Focal Person & EPSA II in the issuance of Certificate of Services Rendered as ALS Barangay Literacy Volunteer

<b>Office or Division:</b>	<b>Curriculum Implementation Division (CID) – Alternative Learning System (ALS)</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>All ALS Barangay Literacy Volunteers</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>- Narrative Accomplishment Report signed by the Public Schools District Supervisor</li> <li>- Certification on the Reports submitted signed by DALC &amp; PSDS</li> <li>- Notarized Contract of Service</li> </ul>		(to be presented by the ALS Barangay Literacy Volunteer)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit required documents	1. Receive required documents	None	3 min.	EPSA II
2. Wait for the results of validation	2. Validate documents submitted	None	10 min.	EPSA II/ALS In-charge
3. Wait for the release of Certificate	3. Prepare the Certificate of Services Rendered	None	10 min.	EPS/Division ALS Focal Person & EPSA II CID (ALS)
4. Receive the signed Certificate & Log-in to the Logbook	4. Release to the BLV the Certificate	None	3 min.	EPS/Division ALS Focal Person/ EPSA II CID (ALS)



Total Processing Time			<b>26mins</b>	
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## 5. MANAGEMENT OF CURRICULUM IMPLEMENTATION AND LEARNING

This procedure enables the CID Chief, Education Program Supervisors, and Public Schools District Supervisors to identify priority schools to be provided with technical assistance, gather feedback and propose or prepare policy recommendations to the management on issues/feedback gathered.

<b>Office or Division:</b>	<b>Curriculum Implementation Division</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>Public Schools District Supervisors, School Heads</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits the following: Instructional Supervisory Accomplishment Report School Report Card School- Based Management Data	1. Consolidating data from submitted reports	None	3days	CID Chief, EPS, PSDS, School Heads and Teachers
2. Consolidated data of Instructional Supervisory Accomplishment Reports and other reports submitted	2. Analyzing data consolidated	None	2days	CID Chief, EPS, PSDS, SEPS (M&E/ Planning/ Research)
3. Analyzed and	3. Validating of submitted data on	None		CID Chief, EPS, PSDS, SEPS



validated data	the status of curriculum implementation		2days	(M&E/ Planning/Research)
4. Identified priority schools that need technical support/ assistance	4. Determining the list of priority schools that need technical support and assistance	None	1day	CID Chief, EPS, PSDS, School Heads, Teachers SEPS (M&E/ Planning/Research)
5. Proposal for technical support and assistance	5. Crafting a technical support and assistance scheme	None	4days	CID Chief
6. Implemented technical support and assistance scheme to priority school	6. Monitoring and Evaluation	None	5days	CID Chief, EPS, PSDS, SHs
7. Findings, feedback gathered in the field visits	7. Conducting of Weekly "Kumustahan"	None	5days	CID Chief, EPS, PSDS,
8. Policy Recommendation	8. Preparing policy recommendation to resolve issues and concerns from feedback, comments and suggestions during "Kumustahan"	None	3days	CID Chief
<b>Total Processing Time</b>			<b>25days</b>	



## 6. PROGRAM WORK FLOW OF SUBMISSION OF CONTEXTUALIZED LEARNING RESOURCES

Submission of Teaching and Non-Teaching DepEd Personnel, LGUs and Stakeholders of Contextualized LRS. The CID-LRMS implements the Quality Assurance Process mandated by the Department of Education - Bureau of Education and Learning Resources (BLR) in the Design and Development, Production and Distribution of Contextualized Learning Resources (LRs).

<b>Office or Division:</b>	<b>Curriculum Implementation Division</b>			
<b>Classification:</b>	<b>Highly Technical</b>			
<b>Type of Transaction:</b>	<b>G2G- Government to Government</b>			
<b>Who may avail:</b>	<b>Teaching and Non-Teaching Personnel, LGUs, Stakeholders</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Curriculum Guide (1 Original Copy and 1 Photocopy)		LR Portal		
2. Contextualized Material Submitted (1 Original Copy and Soft Copy)		Author/ Owner		
3. School/District Pre-Evaluation		Online Link		
4. Endorsement from the Public Schools District Supervisor or District QAD (or School Heads in the absence of PSDS) (1 Original Copy and 1 Photocopy)		Office of the PSDS/Office of the CID		
5. Accomplished Quality Assurance Tool		LR Office		
6. Accomplished Metadata Template for Cataloguing		LR Office		
7. Signed Sworn Certification/Anti Plagiarism Declaration				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEE S TO BE PAID</b>	<b>PROCESSI NG TIME</b>	<b>PERSON RESPONSIBLE</b>



1. Prepare and submit School's Needs Analysis (Least Mastered Competency) and LR Situational Reports	1.1. Review School's Needs Analysis and LR Situational	None	2 days	School Head, School LR Coordinator, Subject Area Coordinator, Division LR Supervisor
	1.2. Prepare documents for capability building	None	1 day	School Head, Division LR Supervisor, Writer, Illustrator, Layout Artist
2. Attend capacity building, write shop	2.1 Manage and facilitate the write shop	None	5 days	School Head, Division LR Supervisor, Writer, Illustrator, Layout Artist
3. Submit contextualized LR to School Learning Resource Quality Assurance Team (SLRQAT)	3.1 Conduct level 1 quality assurance of submitted LR	None	5 days	SLRQAT
4. Finalize LR ready for endorsement to District/Division		None	1 day	Writer, School Head
5. Prepare endorsement communication to District/Division Quality Assurance Team	5.1 Accept endorsement communication	None	3 days	DLRQAT
	5.2 SDO does final review if final, recommend for pilot testing if not, recommend for revision	None	15 days	DLRQAT



6. Integrate recommendation based on pilot testing result or resubmit revised LRs to SDO (both hard and soft copy)	6.1 SDO finalizes the Learning Resource and submits LRs in hard and softcopy to the Regional Office	None	5 days Division	LR Supervisor
	6.2 RO finalizes the Quality Assurance of Learning Resource	None	5 days	Regional LREs
7. Prepare endorsement for uploading to LR portal	7.1 Upload LR to portal for online QA	None	1 day	Writer, School Head, Division LR Supervisor
	7.2 Approve, produce and utilize to target users	None	1 day	Regional/ Division LR Supervisor
	7.3 RO informs SDO while SDO informs the writer through written communication of the approved and uploaded LRs	None	1 day	Regional/ Division LR Supervisor
	<b>TOTAL:</b>	None	<b>45 days</b>	



## 7. PROVISION OF SPECIAL PROGRAMS AND SUPPORT ACTIVITIES (SPED, ALS, ALIVE, MG, SPA, SPJ, SSES, STOC)

This procedure defines the set of actions in determining the status of implementation of the different Special Programs and Support Activities to address students with special needs and come up with the appropriate intervention plan.

<b>Office or Division:</b>	<b>Curriculum Implementation Division</b>			
<b>Classification:</b>	<b>Highly Technical</b>			
<b>Type of Transaction:</b>	<b>G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>Public Schools District Supervisors, School Heads</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits the following: Accomplishment Reports	2. Consolidating data from submitted reports	None	2 weeks	SDO-CID Chief  PSDS, EPS, SCHOOL HEAD, TEACHERS
2. Consolidated data of Accomplishment Reports	2. Analyzing data consolidated	None	1 week	SDO-CID Chief  EPS  SGOD-M&E, Planning & Research
3. Validated data	3. Validating of submitted data on the status of implementation	None	1 week	SDO-CID Chief  EPS, SGOD-M&E, Planning & Research
4. Summarized list of areas in special programs that need improvement/enhancement/modific	4. Determining areas in special programs that need improvement/	None	1 week	SDO-CID Chief  EPS, PSDS, SH  SGOD-M&E,



ation	enhancement /modification			Planning & Research
5. Proposal for intervention	5. Designing an intervention plan for T.A. on the improvement of implementation	None	1 week	SDO-CID Chief EPS, PSDS, SH SGOD-M&E, Planning & Research, Medical and Soc. Mob.
6. Approved Intervention Plan	6. Coordinating with the PSDS on the implementation of intervention and provide technical assistance.	None	1 week	SDO-CID Chief, EPS, PSDS, SH SGOD-M&E, Planning & Research
Total Processing Time			<b>1 month and 3 weeks</b>	





## 8. QUALITY ASSURANCE OF SUPPLEMENTARY LEARNING RESOURCE

The Learning Resources Management Section (LRMS) is in-charge of the quality assurance of teacher-made or locally-developed supplementary learning materials to ensure the correctness and appropriateness as to content, language and layout.

<b>Office or Division:</b>	<b>Curriculum Implementation Division</b>			
<b>Classification:</b>	<b>Complex</b>			
<b>Type of Transaction:</b>	<b>G2G- Government to Government</b>			
<b>Who may avail:</b>	<b>DepEd employee</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Detailed Lesson Plan		Employee		
2. School Quality Assurance Team (SQAT) Certification		Employee		
3. Supplementary Learning Resources (Soft and hard copy)		Employee		
4. Teacher User's Guide (For Manipulative Materials Only)		Employee		
5. Video of Demonstration Teaching		Employee		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit duly Accomplished requirements and the teacher-made Supplementary Learning Resources (SLR)	1.1 Check and log-in submitted teacher made Supplementary Learning Resources (SLR) together with other requirements	None	15 minutes	CID personnel
2. Evaluate the process to ensure the quality standards of the Supplementary Learning	2.1 Assess/evaluate The Supplementary Learning Resources	None	1 day	CID personnel



Resources				
3. Receive the Endorsement Letter from the Division Office	3.1 Prepare the summary of comments and recommendation as regards the SLR Evaluation	None	2 days	CID personnel
4. Submit the corrected SLR	4.1 Draft the Schedule of the Final Presentation and inform the teacher through a division letter	None	2 days	CID personnel
5. Present the Final Presentation of SLR	5.1 Review and evaluate the Final Presentation with evaluation tool	None	1 day	CID personnel
6. Receive the certificate	6.1 Release the certificate	None	1 day	CID personnel
	<b>TOTAL</b>	None	<b>7 days and 15 minutes</b>	



## School Governance and Operations Division

### 1. ACCEPTANCE OF DONATIONS FROM ADOPTING PRIVATE ENTITY

This service aims to recognize the important role of the private sector in the promotion of quality and accessible education. It illustrates the step by step activities on how to properly accept the donations together with the necessary documents needed.

<b>Office or Division:</b>	<b>SGOD – Social Mobilization and Networking Unit</b>			
<b>Classification:</b>	<b>Complex</b>			
<b>Type of Transaction:</b>	<b>G2C – Government to Client</b>			
<b>Who may avail:</b>	<b>Any Adopting Private Entity</b>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Letter Request			Client	
Partnership Proposal/Action Plan			Client	
Notarized MOA/Partnership Agreement			Service Provider	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits letter request with supporting documents (proposal, action plan).	1.1 Receives/accepts letter for verification  1.2 Evaluates documents submitted	None	2mins	OSDS Secretary  SocMob SEPS/EPS II



2. Presents to SDS the purpose of their donation and the time frame for the project to be accomplished.	2.1 On-site evaluation and conference with target recipients.	None	1day	SocMob SEPS/EPS II, Adopting Private Entity, School Beneficiaries
	2.2 Call-up conference with SDS for the forging of MOA.		1day	SocMob SEPS/EPS II
	2.3 Submits draft of MOA to DepEd Legal Officer for Review.		1hr	SocMob SEPS/EPS II
3. Notarize MOA and provide a copy to the Schools Division Superintendent	3. A copy shall be given to the following: a. School Head b. SocMob Unit c. Division Supply Officer d. Accounting Unit	None	2days	
4. Invites the SDS and School Head for the turn-over of the project before it will be used by the beneficiaries.			2mins	
5. Deed of Donation must be executed by the Donor.	5. Deed of Acceptance shall be made and signed by the SDS.		1day	SocMob SEPS/EPS II
<b>Total Processing Time</b>			<b>5days 1hr 4mins</b>	



## 2. AVAILMENT OF TAX INCENTIVES BY THE ADOPTING PRIVATE ENTITY

This service aims to recognize the contribution of the private sector towards the realization of the goals of the K to 12 program. It illustrates the step-by-step activities of private donors in availing tax incentives/tax exemptions arising from their expenses incurred in the program.

<b>Office or Division:</b>	<b>SGOD – Social Mobilization and Networking Unit</b>			
<b>Classification:</b>	<b>Complex</b>			
<b>Type of Transaction:</b>	<b>G2C – Government to Client</b>			
<b>Who may avail:</b>	<b>Any Adopting Private Entity/Authorized Representative</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request		Client		
Notarized MOA/Partnership Agreement		Client		
Notarized Deed of Donation and Deed of Acceptance		Client		
Special Power of Attorney for the Authorized Representative		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits letter of intent to the SDS	1.1 Letter is indorsed to the Soc Mob	None	2mins	SDS Office
	1.2 Soc Mob evaluates the proposal			Soc Mob
2. Receives the notification from the Soc Mob for meeting	2.1 Discuss the partnership parameters	None	2days	Soc Mob
	2.2 Preparation of MOA.			SocMob SEPS/EPS II, Adopting Private Entity, School Beneficiaries
3. Receives notice for MOA	3. Facilitates MOA Signing Activity	None	1day	Soc Mob



signing				
4. Implementation of the Program and delivery of the support to schools.	4.	None	1 day	Adopting Private Entity
5. Filing of requirements for the tax incentive application upon completion of the work immersion program.	5.1 Receiving and checking of the completeness of the documents.  5.2 Submits through email the complete documents to the Adopt-A-School Program (ASP) Secretariat of the of the External Partnership Service (EPS) for review, approval and endorsement to the concerned Revenue District Office (RDO) of the BIR for tax deduction claim.	None	5 days	SocMob SEPS/EPS II, Adopting Private Entity  SocMob SEPS/EPS II
<b>Total Processing Time</b>			<b>9days 2mins</b>	



### 3. CONDUCTING LEARNING AND DEVELOPMENT IN THE SDO

This service defines the activities/actions and responsibilities of the SGOD-HRD in providing support in the implementation of a strategic HRD plan. It ensures to operationalize the HRD systems, develop its components to local situation, and provide technical assistance to schools and Division Office through the TA teams. This is to ascertain a quality and sustainable HRD services towards acquisition and development of competent personnel in the division.

<b>Office or Division:</b>	<b>SGOD-HRD</b>			
<b>Classification:</b>	<b>Complex</b>			
<b>Type of Transaction:</b>	<b>G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>EPS-I, PSDS, SEPS, Unit Heads, School Heads or any interested party to conduct L&amp;D activity</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. L & D Needs Assessment Plan		Template can be secured from the HRD		
2. L & D NA Development Plan		Template can be secured from the HRD		
3. Individual Gap Analysis		Template can be secured from the HRD		
4. Summary of Performance and Competency Gaps		Template can be secured from the HRD		
5. Gap Analysis Report		Template can be secured from the HRD		
6. Activity Proposal		Template can be secured from the HRD		
7. Training Activity Plan		Template can be secured from the HRD		
8. Budget Proposal		Template can be secured from the HRD		
9. List of participants		Template can be secured from the HRD		
10. Activity Code				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Prepares and submits the L & D Documents (items 1 to 9)	1. Concerned unit heads/Division Chief reviews the documents as	None	1day	Program Owner



	required by the HRD			
2. Seek approval from concerned Chief/ASDS/SDS	2. Seeks and Checks the completeness of the required attachments	None	1day	Chief, of the Functional Unit Budget Officer Supply Officer ASDS SDS
3. Approved proposal shall be submitted to the HRD	3. HRD records the activity in the Calendar of Activities	None	15mins	Program Owner and HRD
4. Conduct DSOW/ Pre-planning activities	4. Monitor the conduct of the activity	None	2days	Chief, Functional Division, Concerned EPS, Resource Speakers/content experts  SMME  Program Management Team
5. Implement the Proposed Activity as scheduled	5. Monitors the program delivery  Distributes monitoring and evaluation tool. Provides feed back to the Program Owner	None	Days as scheduled	Program Owner
6. Act on the result of the evaluation	6. Monitors the progress of the activity and the accomplishment of deliverables	None	2days	Program Owner SGOD-SMM&E QATAME
7. Submit completion Report	7. Checks completeness of documents	None	2d ays	Program Owner
<b>Total Processing Time</b>			<b>8 days 15mins</b>	





#### 4. MEDICAL AND DENTAL CERTIFICATION

This service aims to recognize the importance health in the delivery of public service. It illustrates the step-by-step activities to be conducted to be able to avail health services from the Health and Nutrition section.

<b>Office or Division:</b>	<b>SGOD – School Health and Nutrition</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2C – Government to Client</b>			
<b>Who may avail:</b>	<b>Students and DepED Personnel</b>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Medical and Dental Clearance Forms			School Health and Nutrition Office	
Medical Clearance for Employment			Personnel Section	
Certified True copies of Latest Required Laboratory Results (Complete Blood Count, Urinalysis, Chest Xray, Drug Testing; and Neurological and Psychological Examination)			Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Medical and Dental Certification				
1. Register in the visitor's log book	1.1 Nurse-on-Duty will get client's vital signs.  2.2 Medical Officer checks client's documents and do physical examination; Dentist will examine the client (if needed)	None	10mins  1hr 45mins	Health and Nutrition Section  Medical Officer



2. Sign the Medical the Medial Certificate logbook upon receiving his/her medical certificate (for Printing)	Sign, record and release medical certificate	None	5mins	Health and Nutrition Section
<b>Total Processing Time</b>			<b>2 hours</b>	

## 5. PRIVATE SCHOOL APPLICATION FOR NEW OR RENEWAL OF GOVERNMENT PERMIT

This service assists private individuals/corporation who intend to open private schools. This is to ensure that all schools in the Division meet the standard in opening and managing school.

<b>Office or Division:</b>	<b>SGOD-SMME</b>		
<b>Classification:</b>	<b>Highly Technical</b>		
<b>Type of Transaction:</b>	<b>G2C – Government to Client G2B – Government to Business</b>		
<b>Who may avail:</b>	<b>Private individual/corporation</b>		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<b>For Renewal of Government Permit</b>			
1. Letter of intent	Applicant School		
2. Transmittal addressed to the Regional Director	SDO		
3. Documents of Ownership	Applicant School		
4. Certificate of occupancy of school building/certification from proper authority that the building is out of danger	Municipal Engineer		
5. Updated Fire Inspection Report	Bureau of Fire		
6. Proposed budget for the succeeding school year approved by the Board of trustees/Director or School	Applicant School		



Administrator	
7. Copy of the latest financial statement of the school certified by an independent accountant	Applicant School
8. Approved Curriculum in accordance with the standards and requirements of DepED	Approval at the SDO
9. Proposed tuition and other school fees	Applicant School
10. List of School Administrators, their educational qualification ( TOR) and expected salaries	Applicant School
11. List of non-teaching/non-academic staff	Applicant School
12. List of teaching/academic staff including their educational qualifications, TOR, subject assignments, salaries, other benefits, valid contract/appointment , proof of eligibility /PRD License	Applicant School
13. Tentative calendar of activities	Applicant School
14. Class Program per grade level	Applicant School
15. Copy of school's latest BEIS stamped received by the Division Planning Office	Applicant School
16. Narrative accomplishment report (previous school year)	Applicant School
17. Report on participation on contests and other achievements	Applicant School
18. NAT performance result (Elementary)	Applicant School
19. Copy of latest government permit to operate	Applicant School
20. Report on improvement of school facilities	Applicant School
21. Board resolution to open new school/course/grade level certified by the secretary (corporation)	Applicant School
22. Certificate of good standing or corporate filing (for SEC registered schools)	SEC
<b>Application for Government Permit</b>	
1. Letter of Intent /Transmittal (indicating specific school year of opening) addressed to the Regional Director through the Schools Division	



<p>Superintendent;</p>	
<p>2. Board Resolution to open a new school/course/grade/year level certified by the Board Secretary (for SEC registered schools);</p>	
<p>3. Feasibility study covering comprehensively but not limited to the following factors, supported with sufficient evidence:</p> <ul style="list-style-type: none"> <li>a. Purpose and objectives of proposed school or course;</li> <li>b. Availability and adequacy of school site &amp; building, including ownership thereof, location plan, development plan or architectural plan if the same is yet to be constructed (pictures to be attached);</li> <li>c. Itemized costs of the project covering the entire course in terms of site, site development, school buildings, quarters, classrooms;</li> <li>d. Financial capacity of applicant including its resources to provide the requirements for the entire course and to support operations from year-to-year without depending solely on students' fee;</li> <li>e. Proposed faculty line-up, administrative and supervisory staff together with their individual Transcript of Records and evidence of willingness to join the school (application letter);</li> <li>f. Need or demand for establishment of the school in the locality. If the courses offered are the same with other schools within the town or city, there must be an evidence of the following factors: <ul style="list-style-type: none"> <li>i. Distance of the applicant school to the existing schools in the locality;</li> </ul> </li> </ul>	



<ul style="list-style-type: none"> <li>ii. Number of students enrolled in the existing schools in the locality</li> <li>g. Number of prospective students of applicant school;</li> <li>h. Facilities, standards and supportive provisions for effective instructions and quality education;</li> </ul>	
4. Articles of Incorporation and By-Laws (for SEC registered school);	
5. SEC registration Certificate;	
6. Certificate of Good Standing from the SEC;	
7. Certificate of Registration with the DTI (for sole/single proprietorship);	
8. Copy of Transfer of Certificate of Title of the school site or copy of the lease contract if not owned;	
9. Document/certification from proper authorities on the actual lot area/floor area of buildings and classrooms;	
10. Certification on the location of the school in relation to its environment (barangay environmental clearance), duly signed by the barangay captain;	
11. Campus development and landscaping plan duly signed by proper authority;	
12. Ownership document on lot/school buildings;	
13. Certificate of occupancy of school buildings signed by proper authority;	
14. Fire inspection certificate;	
15. Proposed budget for the succeeding school year approved by the Board of Trustees/Directors;	
16. Copy of the latest financial statement of the school certified by an independent accountant;	
17. Proposed curriculum in accordance with standards and requirements;	
18. Proposed tuition and other school fees (subject to approval of DepEd Regional	



Director);	
19. List of school administrators, their educational qualifications, school credential (TOR) and expected salaries;	
20. List of non-teaching/non-academic staff;	
21. List of teaching/academic staff/personnel, their educational qualifications, school credentials (TOR), subject assignments, salaries, other benefits, valid contracts/appointments and proof of eligibility/PRC license;	
22. Retirement plan. Registered with the SEC (if school is registered with SEC);	
23. List of library holdings complying with prescribed standards and requirements by classifications;	
24. List of laboratory facilities, equipment, furniture, supplies and materials;	
25. List of athletic facilities;	
26. Pictures of school buildings, classrooms, laboratories, medical and dental facilities, canteen and other facilities;	
27. School anti-bullying/child protection policy;	
28. School anti-bullying/child protection committee;	
29. Student handbook;	
30. Tentative calendar of activities for the school year;	
31. Class program per grade/year level;	
32. Copy of the schools' latest BEIS stamped "received" by the Division Planning Office;	
<b>Ocular Inspection Checklist</b>	
1. The school is situated far from traffic, neighbors and fire hazards so that necessary instructions can be carried out without undue interference	Applicant School
2. School buildings are planned and so constructed that in case of fire, typhoon or earthquake, all students can	Applicant School



evacuate the building promptly				
3. Buildings and classrooms are provided with fire extinguishers and other safety devices		Applicant School		
4. School is provided with satisfactory toilet facilities, separate for pupils and faculty and by gender		Applicant School		
5. Classrooms are properly lighted and ventilated		Applicant School		
6. Schools has sufficient space, furniture and fixtures for general needs of the administrative staff, faculty and pupils		Applicant School		
7. School is not used in any manner for private residence or for other purposes that might interfere directly or indirectly in its proper functioning		Applicant School		
8. School has accessible and suitable administrative office, faculty room, computer room and library		Applicant School		
9. School has adequate space for student /personnel services		Applicant School		
10. Doors of the classrooms lead or open towards the corridors		Applicant School		
11. In case of a two or more storey building, at least 2 stairs with a minimum width of 2 meters are provided		Applicant School		
12. Ramps are provided for use by students with special needs		Applicant School		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. School submits application new permit/renewal of permit	1. Records and stamps received the application documents		10mins	Records Section
2. School waits for the evaluation of the SMME	2. SMME reviews documents.		3months	SMME



3. Facilitate the ocular inspection of the school	3. SMME conducts ocular inspection		3months	SMME
1. Receives ocular inspection report and complies with the recommendations given	4. Notify the school of the result of the ocular inspection		30mins	SMME
2. Wait for the action of the Region	5. Application is indorsed to the Regional office if all the requirements are complete		(Depends on the action of the region)	SDS
3. Receives the Government Permit to Operate	6. Keeps copy and record of the Government Permit of the school		10mins	SMME
<b>Total Processing Time</b>			<b>6months 50mins</b>	





## 6. QUALITY ASSURANCE, TECHNICAL ASSISTANCE, MONITORING AND EVALUATION (QATAME) PROCESS

This service is covers the effective delivery of quality assurance, technical assistance and monitoring and evaluation services to ensure effective delivery of Programs, Projects and Activities and Learning and Development initiatives all throughout the Division.

<b>Office or Division:</b>	<b>SGOD-SMME</b>			
<b>Classification:</b>	<b>Complex</b>			
<b>Type of Transaction:</b>	<b>G2C – Government to Client</b>			
<b>Who may avail:</b>	<b>Program Owners</b>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Letter request to for QATAME			Program Owner	
Evaluation Tools			SMME/Program Owner	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Program Owner requests for QATAME for the activity to be conducted	1. Program manager or the in-charge of the activity informs the SGOD Chief or furnish a copy of memo to the SGOD in-charge of records for posting and dissemination.	None	1day	Program Owner
2. Receives approval of the request	2. The SEPS and EPS 2 of SMME will be informed by the Chief or the memo will be handed for information and preparation of the evaluation tool to be used.	None	2days	SDS
3. Conducts the Activity	3. Ocular inspection of the venue, inspect the	None	3days	Program manager, TWG, manager of



	<p>supplies and materials and check the planned menu</p> <p>If the training is more than 2 days- daily evaluation is conducted and after the last session a focus group discussion (FGD) and debriefing is provided to the program management team.</p>			<p>the venue, in-charge of supply</p> <p>Program management team,</p>
4. Implements the recommendations of the QATAME Team	4. Monitor and evaluate the ongoing activity. Result of the evaluation is provided to the Program owner for possible implementation of the recommendation of the Team.	None	2days	QATAME Team
<b>Total Processing Time</b>			<b>8days</b>	



## 7. REQUEST FOR BASIC EDUCATION DATA (INTERNAL STAKEHOLDER)

Information generated from the Basic Education Information System Modules including education statistics, sector performance indicators and profile of public and private schools, learning centers and other education service providers.

<b>Office or Division:</b>	<b>Planning Unit</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G- Government to Government</b>			
<b>Who may avail:</b>	<b>Internal Stakeholder</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter request addressed to SDS (1 original copy)		Client		
2. Request Form (1 original copy)		Front Desk		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Request and Filled-up form to the Records Unit	1.1. Receive letter request from the client and forward to the OSDS	None	10 minutes	Records Unit Staff/ ADA
	1.2. Refer letter request to Chief, SGOD	None	5 minutes	SDS
	1.3. Refer letter request to Planning and research section	None	5 minutes	Chief, SGOD
	1.4. Make the necessary action undertaken to the said letter request	None	2 days	PRS Personnel
	1.5. Prepare the transmittal letter to be	None	15 minutes	PRS Personnel



	signed by SDS			
2. Receive the necessary documents	2.1 Release of the documents to the end user	None	2 minutes	Records Unit Staff/ ADA
	TOTAL:	None	<b>2 days, 4 hours, 32 minutes</b>	

## 8. REQUEST FOR DATA FOR EBEIS/LIS/NAT AND PERFORMANCE INDICATORS

This service is intended for the processing of requests of data for EBEIS, LIS, NAT, and Performance Indicators.

<b>Office or Division:</b>	<b>SGOD – Planning Unit</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G- Government to Government</b>			
<b>Who may avail:</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Letter request (original)			Station assignment (to be secured by the concerned employee)	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the necessary document	1.1 Receives letter request & to be forwarded to the SDS for referral of proper service provider	None	5 minutes	PRS Personnel
	1.2 Approval of letter request & referred to the Planning and research section	None	15 minutes	PRS Personnel



	1.3 For Action & Provide Data Information needed by Clients	None	30 minutes	PRS Personnel
	TOTAL	None	<b>50 minutes</b>	

## 9. RESEARCH MANAGEMENT SYSTEM

This service is to develop a culture of research in schools in the Division. It covers protocols from submitting research proposal until its completion.

<b>Office or Division:</b>	<b>SGOD-PLANNING AND RESEARCH</b>			
<b>Classification:</b>	<b>Complex</b>			
<b>Type of Transaction:</b>	<b>G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>Any SDO-Catanduanes employee</b>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Research Proposal	1. Secretariat review the research proposal as to: (1) conformity with the BERA theme and (2) completeness of the parts of the paper	None	1hr	SEPS, Planning and Research/SDRC
2. Wait for the official notice of the secretariat regarding the status of the	2.1 Endorse the Research proposal to SDRC for Evaluation	None	1day	SDRC



research proposal	2.2 The SDRC conducts the evaluation based from the appropriate rubrics for appraising research proposals. Proponent will be informed/Notified of the result.			
3. Revise the proposal according to the recommendation of the SDRC (should be accomplished within 1 week)	3. <b>No/Not</b> approved by the SDRC, the proposal will be returned for revision. The proponent will be given 1 week for revision and re-submission. If <b>Yes/Approved</b> by the SDRC, the proponent will be notified to implement the research.	None	4hrs	Research Proponent
4. Receive the notice to implement the research	4. SDRC tracks and monitor the implementation of the research.  <b>Action research- 6 months</b>  <b>Basic Research- 1 year</b>	None	4hrs	SDS



<p>5. Submit completed Research (2 hard copies (hard/soft bound) in A4 bond paper and 1 soft copy)</p>	<p>5.1 SDRC Secretariat accepts the completed research</p> <p>5.2 SDRC Secretariat submits accomplishment report to the RRC.</p> <p>5.3 SDRC Secretariat archives completed research for reference purposes.</p> <p>5.4 SDRC coordinates with public and private academic and research institutions, research enthusiasts on educational research initiatives.</p>	<p>None</p>	<p>4hrs</p>	<p>SEPS Planning and Research</p>
<p><b>Total Processing Time</b></p>			<p><b>2 days</b></p>	



## 10. SCHOLARSHIP MANAGEMENT PROCESS

This service aims to disseminate to schools and Schools Division Office personnel opportunities for scholarships and accept applications. It illustrates the step by step activities on the continuing professional development of teaching and non-teaching personnel while on study leave/ scholarship program.

<b>Office or Division:</b>	<b>SGOD-HRD</b>			
<b>Classification:</b>	<b>Complex</b>			
<b>Type of Transaction:</b>	<b>G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>All SDO- Catanduanes interested employees</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of intent		Applicant		
Transcript of Records		School last attended		
Trainings Attended		Applicant		
IPCRF for 3 years		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Wait for advisory announcing scholarship opportunities	1.1 Receives invitations, nomination forms, memo from the OSDS, local institutions, or external scholarship sponsors  1.2 Prepares Division Memorandum/ Advisory and send it to the field.	None	2days	HRD
2. Submission of intent and required documents	2. Pre-screens the documents of the applicants based on the standards set by the sponsoring agency	None	5days	HRD





3. Wait for the notice from the HRD for the status of the scholarship application	3.1 Organizes interviews, Issues notices of meeting to all members of the committee per DO no 13 & 31 s.2007  3.2 Informs the applicant/s about the status of the applications	None	2days	Division Scholarship screening Committee
4. Wait for approval of concerned office.	4. Endorses the applicants, Prepares and facilitates approval of pertinent papers relative to the scholarship or study grant such as endorsement letter (DO 13 & 31 s. 2007).	None	2days	HRD
5. Receives approval of scholarship application	5. Scholarship application approved by the SDS (based on standards set by the sponsoring agency)	None	1day	SDS
6. Preparation of Clearance, indorsement of the school head and other requirements for scholarship	6. Coordinates the School Head /Unit head to prepare arrangements for the scholarship	None	5days	HRD
7. On scholarship	7. Monitors the status of the scholars while on the grant/study	None	1day	HRD
8. Preparation of the Re-entry plan after the scholarship	8. Monitors the implementation of the Re-entry plan of the scholar	None	1day	HRD
<b>Total Processing Time</b>			<b>19 days</b>	



## 11. VALIDATING SCHOOL BASIC INFORMATION SYSTEM PROFILE

This service is to have schools with updated and validated data and information available to the SDO as well as the Central office. It ensures that School Heads have the technical know-how in using the system so that the data generated is valid and reliable.

<b>Office or Division:</b>	<b>SGOD-PLANNING AND RESEARCH</b>			
<b>Classification:</b>	<b>Highly Technical</b>			
<b>Type of Transaction:</b>	<b>G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>School Heads/ School ICT Coordinators</b>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplish templates for school profile enclosed in the memorandum per DepEd Order Nos. 3, 2018 and 027, s. 2019	1.1 Division Validation Team organized, received copy of designation, convened and oriented as needed  1.2 Issuance of Memorandum informing the schools of the timelines for reporting, and ensure that schools accomplished the template ahead of time and the on time reporting of data in the system	None	4days  1day	PRS Personnel



2. Attend the Orientation/Workshop	2. Orientation/Workshop two weeks after the issuance of the division memo such as pre-work of accomplished template and attendees per DepEd Order Nos. 3, 2018 and 027, s. 2019	None	5days	PRS Personnel
3. Submit hard copy of the school profile to the Planning Officer for validation	3.1 Ensure the submission of hardcopy and uploaded softcopy of final accomplished template for division validation a week after the orientation to PRS  3.2. The Division Validation Team shall adhere to the following Division Validation processes: a.) 100% of table validation of submitted templates by the program coordinators, b.) Use of tracking form to monitor progress of division validation, c.) Actual field validation may be considered if needed (for extreme values or errors in encoding)	None	25days  25days	PRS Personnel  PRS Personnel with In charge or focal person
4. Upload validated school profile to the system	4. Online system validation of uploaded school profile		30mins	PRS Personnel



5. Furnish the PRS hard copy of the validated school profile	5. Validated school profile online (uploaded) and hardcopy will be kept at PRS		30mins	PRS Personnel
<b>Total Processing Time</b>			<b>2 months 1hr</b>	