

# SCHOOLS DIVISION OFFICE OF TARLAC PROVINCE



## CITIZEN'S CHARTER

3<sup>rd</sup> REVISION MAY 2023

# 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; and
- Family, community, and other stakeholders are actively engaged and share responsibility for developing life-long learners.



# *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.





# Core Values

*Maka – Diyos*

*Maka – Tao*

*Maka-kalikasan*

*Maka-bansa*





# MATATAG

Bansang Makabata



Batang Makabansa

DepED  
TARLAC  
PROVINCE  
QUALITY CERTIFIED



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# OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT



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# I. OFFICE OF THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENT

## a. Route, Receive, and Release of incoming and outgoing documents for Approval/Disapproval and/or for endorsement.

Any individual, either teaching or non-teaching personnel and other stakeholders who needs to submit request letters, proposals, applications and other pertinent communications subject for approval or any corresponding action.

<b>Office or Division:</b>	Assistant Schools Division Superintendent – CID			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All stakeholders			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Received pertinent documents subject for corresponding action by Records		All stakeholders Division Office Functional Units		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1. Sorting, checking, and recording of received documents.	None	5 minutes <i>(Depends on the load and type of document)</i>	ASDS Secretary
	2. Vetting and signing/endorsing of documents.	None	15 minutes <i>(Depends on the load and type of document)</i>	Assistant Schools Division Superintendent
	3. Recording and releasing vetted and signed/endorsed outgoing documents.	None	5 minutes	ASDS Secretary
	<b>TOTAL</b>	<b>None</b>	<b>25 minutes</b>	

## II. ADMINISTRATIVE SERVICES

### a. Request for Certificate of Employment

Certificate of Employment/Certificate of Employment and Compensation is issued to current and former personnel of the Division who are needing this document for correction of their data in other government entities and as supporting document in their loan application in Private Lending Institutions of the requesting party.

<b>Office or Division:</b>	Administrative Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All current and former employee of the Division			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1.Original copy of the latest payslip/ Updated service records/ Appointment		Records section / School		
<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 certification and present the original copy of appointment/ updated service record/ latest payslip for reference	1. Checks the supporting document of the requesting personnel.	None	2 minutes	Administrative Office – Non-Teaching Staff
	2. Encodes and prints the certification.	None	10 minutes	Administrative Office – Non-Teaching Staff
	3. Signs the certification	None	3 minutes	Administrative Officer V
	<b>TOTAL</b>	<b>None</b>	<b>15 minutes</b>	



## b. Issuance of Trip Ticket

The office vehicles are for activities related to or in the performance of duty. To reserve the use of the vehicle, the Trip Ticket form must be accomplished and approved by Administrative Officer V. The specific departure and arrival time must be provided.

<b>Office or Division:</b>	Administrative Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All Division Office Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Approved Authority to Travel			• Requesting Personnel	
<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 availability of the service vehicle and present the authority to travel.	1. Checks the approved Authority to Travel.	None	2 minutes	Administrative Office – Non-Teaching Staff
	2. Encodes, and prints trip ticket	None	5 minutes	Administrative Office – Non-Teaching Staff
	3. Signs the trip ticket.	None	1 minute	Administrative Officer V
	4. Releases trip ticket to the requesting personnel	None	1 minute	Administrative Office – Non-Teaching Staff
	<b>TOTAL</b>	<b>None</b>	<b>9 minutes</b>	

**c. Confirmation of GSIS Loan**

To verify the loan applications of the members of GSIS in the Division if the net take home pay is sufficient to cover the regular monthly amortization of the loan applied for and if the loan borrower is in active service.

<b>Office or Division:</b>	Administrative Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All members of GSIS in the Division			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
2. Original copy of the latest payslip		Records section / School		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the original copy of the latest to the staff	1. Verifies the payslip through the website of GSIS wireless automated processing system.	None	5 minutes	Administrative Office – Non-Teaching Staff
	2. Approves / disapproves loan.	None	1 minutes	Administrative Office – Non-Teaching Staff
	3. Informs the borrower on the approval / disapproval of loan.	None	1 minutes	Administrative Office – Non-Teaching Staff
	<b>TOTAL</b>	<b>None</b>	<b>7 minutes</b>	

### III. ACCOUNTING UNIT

#### a. Issuance of Certification of Remittance for GSIS, Pag-ibig and Philhealth.

All teaching and non-teaching personnel receiving salary from this division except those who are receiving salaries from implementing Secondary Schools may request for a Certification of Deductions and Remittances.

<b>Office or Division:</b>	Accounting Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All Teaching and Non-teaching Personnel of this Division			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
3. Duly Filled up Request Form		Scan the QR Code and Google link provided at SDO Accounting Unit Facebook Group.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Secure a copy of Request Form from the Accounting Staff-in-charge of processing the deductions and remittances of personal and government share premiums.	4. Acknowledge/ receive and check the completeness of the submitted documents.	None	1 minute	Accounting Non-Teaching Staff
	5. Check from the records the details of remittances and print the corresponding certification.	None	5 minutes	Accounting Non-Teaching Staff
	6. Record the Certification printed in the logbook and forward to	None	1 minute	Accounting Non-Teaching Staff
		None	1 minute	Accounting Non-Teaching Staff

	Accountant for signature. 7. Sign the Certification. 8. Retrieved the signed Certification and issue to the client.	None	2 minutes	Accountant  Accounting Non-Teaching Staff
	<b>TOTAL</b>	<b>None</b>	<b>10 minutes</b>	





**b. Processing Payment of Other Benefits and Bonuses.**

Processing payment of Other Benefits and Bonuses of all entitled Teaching and Non-teaching personnel based on the documentary requirements attached as required by government rules and regulations from Department of Budget and Management; Commission on Audit; and Civil Service Commissions.

<b>Office or Division:</b>	Accounting Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All Entitled Teaching and Non-teaching Personnel of this Division			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Obligation Request Status (ORS), Disbursement Voucher (DV), Journal Entry Voucher (JEV)		Web/Internet		
2. Documentary Requirements		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1. Receives and logs approved ORS and DV from Budget Office to online E-FMS for processing.	None	5 minutes	Accounting Non-Teaching Staff
	2. Reviews if the computation is correct. Checks the Index of Payment if it is already claimed or not.	None	15 minutes	Accounting Non-Teaching Staff
		None	30 minutes	Accounting Non-Teaching Staff

	3. Records the claim in the Index of Payment. Logs in the E-FMS and monitoring for Accountant III signature.	None	15 minutes	Accountant III
	4. Reviews, certifies and signs the correctness of computation and completeness of requirements for payment.	None	4 minutes	Accounting Non-Teaching Staff
		None	4 minutes	Accounting Non-Teaching Staff
	5. Assigns number in DV and logs in the E-FMS.			
	6. Releases voucher for SDS signature.			
	<b>TOTAL</b>	<b>None</b>	<b>73 minutes</b>	

### c. Processing Payment of Regular Salaries and Wages

Processing payment of Regular Salaries and Wages of all Teaching and Non-teaching personnel based on the documentary requirements attached as required by government rules and regulations from Department of Budget and Management; Commission on Audit; and Civil Service Commissions.

<b>Office or Division:</b>	Accounting Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All Teaching and Non-teaching Personnel of this Division			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Obligation Request Status (ORS), Disbursement Voucher (DV), Journal Entry Voucher (JEV) 3. Payroll Summary			Web/Internet  RPSU	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1. Receives and logs approved ORS and DV from Budget Office to online E-FMS for processing.	None	20 minutes	Accounting Non-Teaching Staff
	4. Analyze the attached paysum and check the correctness of the computation.	None	10 minutes	Accounting Non-Teaching Staff
	5. Prepares JEV and Logs in the E-FMS and	None	10 minutes	Accounting Non-Teaching Staff
		None		Accountant III

	<p>monitoring for Accountant III signature.</p> <p>6. Reviews, certifies and signs the correctness of computation and completeness of requirements for payment.</p> <p>7. Assigns number in DV and logs in the E-FMS.</p> <p>8. Releases voucher for SDS signature.</p>	<p>None</p> <p>None</p>	<p>15 minutes</p> <p>4 minutes</p> <p>4 minutes</p>	<p>Accounting Non-Teaching Staff</p> <p>Accounting Non-Teaching Staff</p>
	<b>TOTAL</b>	<b>None</b>	<b>63 minutes</b>	



**d. Downloading of Cash Advances Such as MOOE, SBFP, and Other Special Programs to Schools.**

Downloading of Cash Advances such as Maintenance and Other Operating Expenses, School Based Feeding Program and Other Special Programs to Schools are based to the planned schedule.

<b>Office or Division:</b>	Accounting Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All Schools in this Division ( Elementary, Non-Implementing Units of Secondary School)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>1. Obligation Request Status (ORS), Disbursement Voucher (DV), Journal Entry Voucher (JEV)</li> <li>2. Documentary Requirements such as Approved Work and Financial Plan (WFP), Proof of Submission of Liquidation Reports, Re-alignment Advice Form</li> </ol>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1. Receives and logs approved ORS and DV from Budget Office to online E-FMS for processing.	None	5 minutes	Accounting Non-Teaching Staff
	2. Verifies ORS and DV amount, Checks journal entry voucher (JEV) and	None	20 minutes	Accounting Non-Teaching Staff

	<p>accounting entries in the DV, Reviews the attached Approved Work Financial Plan.</p>	None	15 minutes	Accountant III
	<p>3. Reviews, certifies and signs the correctness of computation and completeness of requirements for payment.</p>	None	4 minutes	Accounting Non-Teaching Staff
	<p>4. Assigns number in DV and logs in the E-FMS.</p>	None	4 minutes	Accounting Non-Teaching Staff
	<p>5. Releases voucher for SDS signature.</p>			
	<b>TOTAL</b>	<b>None</b>	<b>48 minutes</b>	

**e. Processing Payment of First Salary of Newly-hired Teaching and Non-Teaching Personnel.**

Processing payment of First Salary of Newly-hired Teaching and Non-teaching personnel based on the documentary requirements attached as required by government rules and regulations from Department of Budget and Management; Commission on Audit; and Civil Service Commissions.

<b>Office or Division:</b>	Accounting Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All Newly-hired Teaching and Non-teaching Personnel of this Division			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Obligation Request Status (ORS), Disbursement Voucher (DV), Journal Entry Voucher (JEV)		Web/Internet		
2. Documentary Requirements		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	4. Receives and logs approved ORS and DV from Budget Office to online E-FMS for processing.	None	5 minutes	Accounting Non-Teaching Staff
	5. Reviews contribution to GSIS, PhilHealth, and HDMF remittances and checks computation of tax to be withheld if there's any.	None	10 minutes	Accounting Non-Teaching Staff
		None	15 minutes	Accounting Non-Teaching Staff
		None	15 minutes	Accounting Non-Teaching Staff

	6. Prepares journal entry voucher.		15 minutes	Accounting Non-Teaching Staff
	7. Creates index card of payment and records the salary of newly hired employees.	None		
		None	15 minutes	Accountant III
	8. Logs in the E-FMS and monitoring for Accountant III signature.			
	9. Reviews, certifies and signs the correctness of computation and completeness of requirements for payment.	None	4 minutes	Accounting Non-Teaching Staff
		None	4 minutes	Accounting Non-Teaching Staff
	10. Assigns number in DV and logs in the E-FMS.			
	11. Releases voucher for SDS signature.			
	<b>TOTAL</b>	<b>None</b>	<b>68 minutes</b>	



#### IV. BUDGET UNIT

##### a. Obligation Request Process for Maintenance and Other Operating Expenses (MOOE) Reimbursements.

The procedure covers the roles and responsibilities of Budget Unit from the receipts of documents to the process of payment.

<b>Office or Division:</b>	Budget Unit (Finance Services)				
<b>Classification:</b>	Simple				
<b>Type of Transaction:</b>	MOOE Reimbursements				
<b>Who may avail:</b>	All				
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>			
1. Obligation Request and Status	AO Office				
2. Obligation Authority	Department of Budget and Management (DBM) / Department of Education (DepEd)				
3. Receipts	Claimant				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>	
9. The document submitted must be complete and certified by the AO Office.	9. Receives and records the document in the E-FMS from the AO Office.	None	1 minute	Admin. Assistant	
	10. Checks claim if included in the WFP with corresponding AR/ATC if applicable.	None	1 minute	Admin. Aide	
	11. Issues obligation number to obligate for funds		None	2 minutes	Admin. Assistant
			None	5 minutes	Budget Officer

	<p>availability and for payment process.</p> <p>12. Evaluates and approves/ disapproves the obligation request for funds availability.</p> <p>-In case the Budget Officer disapproves the document, the administrative assistant of the budget office will inform the concerned office of the claimant to inform the concerned individual /school about the deficiency in their request.</p> <p>13. Encodes, checks and reviews the Obligation Request Slip with corresponding obligation numbers in RAOD MOOE.</p> <p>14. Records in E-FMS and releases the approved obligation request to Accounting Unit for process of payment.</p>	<p>None</p> <p>None</p>	<p>2 minutes</p> <p>1 minute</p>	<p>Admin. Assistant</p> <p>Admin. Assistant</p>
	<b>TOTAL</b>	<b>None</b>	12 minutes	

**b. Obligation Request Process for Maintenance and Other Operating Expenses (MOOE) Cash Advances.**

The procedure covers the roles and responsibilities of Budget Unit from the receipts of documents to the process of payment.

<b>Office or Division:</b>	Budget Unit (Finance Services)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	MOOE Cash Advances			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Obligation Request and Status	AO Office			
2. Obligation Authority	Department of Budget and Management (DBM) / Department of Education (DepEd)			
3. General List of School for Cash Advance	Accounting Office			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. The document submitted must be complete and certified by the AO Office.	1. Receives and records the document in the E-FMS from the AO Office.	None	1 minute	Admin. Assistant
	2. Issues obligation number to obligate for funds availability and for payment process	None	2 minutes	Admin. Assistant
	3. Evaluates and approves/disapproves the obligation request for funds availability.	None	5 minutes	Budget Officer

	-In case the Budget Officer disapproves the document, the administrative assistant of the budget office will inform the accounting office to inform the concerned school about the deficiency in their request.	None	15 minutes	Admin. Assistant
		None	1 minute	Admin. Assistant
	4. Encodes, checks and reviews the Obligation Request Slip with corresponding obligation numbers in RAOD MOOE and MOOE Monitoring.			
	5. Records in E-FMS and releases the approved obligation request to ASDS Office.			
	<b>TOTAL</b>	<b>None</b>	24 minutes	

**c. Obligation Request Process for Maintenance and Other Operating Expenses (MOOE) Payment of Supplies.**

The procedure covers the roles and responsibilities of Budget Unit from the receipts of documents to the process of payment.

<b>Office or Division:</b>	Budget Unit (Finance Services)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	MOOE Payment of Supplies			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Obligation Request and Status	AO Office			
2. Obligation Authority	Department of Budget and Management (DBM) / Department of Education (DepEd)			
3. Purchase Order	Supply Unit			
4. Contract	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. The document submitted must be complete and certified by the AO Office.	1. Receives and records the document in the E-FMS from the AO Office.	None	1 minute	Admin. Assistant
	2. Checks claim if included in the WFP with corresponding AR/ATC if applicable.	None	1 minute	Admin. Aide
	3. Issues obligation number to obligate for funds availability and for payment process	None	2 minutes	Admin. Assistant
		None	5 minutes	Budget Officer

	<p>4. Evaluates and approves/ disapproves the obligation request for funds availability.</p> <p>-In case the Budget Officer disapproves the document, the administrative assistant of the budget office will inform the Supply Unit about the deficiency in their request.</p>	None	2 minutes	Admin. Assistant
	<p>5. Encodes, checks and reviews the Obligation Request Slip with corresponding obligation numbers in RAOD MOOE.</p>	None	1 minute	Admin. Assistant
	<p>6. Records in E-FMS and releases the approved obligation request to Accounting Unit for process of payment.</p>			
	<p><b>TOTAL</b></p>	None	12 minutes	





**d. Obligation Request Process for Maintenance and Other Operating Expenses (MOOE) Payment of Services**

The procedure covers the roles and responsibilities of Budget Unit from the receipts of documents to the process of payment.

<b>Office or Division:</b>	Budget Unit (Finance Services)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	MOOE Payment of Services			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Obligation Request and Status	AO Office			
2. Obligation Authority	Department of Budget and Management (DBM) / Department of Education (DepEd)			
3. Purchase Order	Supply Unit			
4. Contract of Service	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. The document submitted must be complete and certified by the AO Office.	1. Receives and records the document in the E-FMS from the AO Office.	None	1 minute	Admin. Assistant
	2. Checks claim if included in the WFP with corresponding AR/ATC if applicable.	None	1 minute	Admin. Aide
	3. Issues obligation number to obligate for funds	None	2 minutes	Admin. Assistant
		None	5 minutes	Budget Officer

	<p>availability and for payment process</p> <p>3. Evaluates and approves/ disapproves the obligation request for funds availability. -In case the Budget Officer disapproves the document, the administrative assistant of the budget office will inform the personnel unit to inform the concerned individual/ school about the deficiency in their request.</p> <p>4. Encodes, checks and reviews the Obligation Request Slip with corresponding obligation numbers in RAOD MOOE.</p> <p>5. Records in E-FMS and releases the approved obligation request to Accounting Unit for process of payment.</p>	<p>None</p> <p>None</p>	<p>2 minutes</p> <p>1 minute</p>	<p>Admin. Assistant</p> <p>Admin. Assistant</p>
	<b>TOTAL</b>	<b>None</b>	12 minutes	



**e. Obligation Request Process for PERSONNEL SERVICES (PS)**

The procedure covers the roles and responsibilities of Budget Unit from the receipts of documents to the process of payment.

<b>Office or Division:</b>	Budget Unit (Finance Services)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Personnel Services (PS)			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Obligation Request and Status	AO Office			
2. Obligation Authority	Department of Budget and Management (DBM) / Department of Education (DepEd)			
3. Various Documentary Requirements	Personnel Unit			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. The document submitted must be complete and certified by the AO Office.	1. Receives and records the document in the E-FMS from the AO Office.	None	1 minute	Admin. Assistant
	2. Issues obligation number to obligate for funds availability and for payment process	None	2 minutes	Admin. Assistant
	3. Evaluates and approves/ disapproves the obligation request for funds availability.	None	5 minutes	Budget Officer

	-In case the Budget Officer disapproves the document, the administrative assistant of the budget office will inform the accounting office/personnel unit to inform the concerned individual/ school about the deficiency in their request.	None	5 minutes	Admin. Assistant
	4. Encodes, checks and reviews the Obligation Request Slip with corresponding obligation numbers in RAOD PS.	None	1 minute	Admin. Assistant
	5. Records in E-FMS and releases the approved obligation request to Accounting Unit for process of payment.			
	<b>TOTAL</b>	<b>None</b>	<b>14 minutes</b>	



**f. Obligation Request Process for CAPITAL OUTLAY (CO)**

The procedure covers the roles and responsibilities of Budget Unit from the receipts of documents to the process of payment.

<b>Office or Division:</b>	Budget Unit (Finance Services)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Capital Outlay			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Obligation Request and Status	AO Office			
2. Obligation Authority	Department of Budget and Management (DBM) / Department of Education (DepEd)			
3. Notice to Proceed	Supply Unit			
4. Contract	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. The document submitted must be complete and certified by the AO Office.	1. Receives and records the document in the E-FMS from the AO Office.	None	1 minute	Admin. Assistant
	2. Checks claim if included in the WFP with corresponding AR/ATC if applicable.	None	1 minute	Admin. Aide
	3. Issues obligation number to obligate for funds availability and for payment process.	None	2 minutes	Admin. Assistant
		None	5 minutes	Budget Officer

	<p>4. Evaluates and approves/ disapproves the obligation request for funds availability.</p> <p>-In case the Budget Officer disapproves the document, the administrative assistant of the budget office will inform the concerned office of the claimant /supply unit to inform the concerned individual/ school about the deficiency in their request.</p> <p>5. Encodes, checks and reviews the Obligation Request Slip with corresponding obligation numbers in RAOD CO.</p> <p>6. Records in E-FMS and releases the approved obligation request to Accounting Unit for process of payment.</p>	None	2 minutes	Admin. Assistant
		None	1 minute	Admin. Assistant
	<b>TOTAL</b>	<b>None</b>	12 minutes	



**g. Obligation Request Process for MODIFICATION OF SCHOOL FUNDS**

The procedure covers the roles and responsibilities of Budget Unit from the receipts of documents to the process of School Modification.

<b>Office or Division:</b>	Budget Unit (Finance Services)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Modification of School Funds			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Obligation Request and Status	AO Office			
2. Obligation Authority	Department of Budget and Management (DBM) / Department of Education (DepEd)			
3. Modification Advice Form	Requesting School			
4. Work and Financial Plan	Requesting School			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. The document submitted must be complete and received by the Records unit.	1. Receives and records the document in the E-FMS from the Records Unit.	None	1 minutes	Admin. Assistant
	2. Evaluates and approves/ disapproves the document.  -In case the Budget Officer disapproves the document, the administrative assistant of the budget office will	None	2 minutes	Budget Officer



	<p>return the Modification in Records unit for compliance.</p> <p>3. Records in E-FMS and releases the approved document to ASDS office for approval of ASDS.</p>	None	1 minutes	Admin. Assistant
	<b>TOTAL</b>	<b>None</b>	4 minutes	



## V. CASH UNIT

### a. Certificate of Last Payment Preparation

This procedure covers the roles and responsibilities of cash unit for the preparation of payments for vouchers through LDDAP-ADA, Checks and ACIC.

<b>Office or Division:</b>	Cash Unit-Finance Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
4. Special Order(S.O) of Separation			DepEd Tarlac Province Website	
5. Latest Payslip			Records Unit	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
10. Present the original copies of documents needed  -Original Payslip  -Duly signed and approved Special Order.	15. Checks and evaluates the authenticity of the document presented.	None	5 minutes	Cash Unit-Cashier and Staff
	16. Scans & prints a copy of the original documents presented for filing and attachments	None	5 minutes	
	17. Encodes data based on the presented documents	None	10 minutes	
	18. Prints and signs certificate of last payment	None	2 minutes	
	<b>TOTAL</b>	<b>None</b>	<b>22 minutes</b>	

## b. Issuance Of Official Receipt

This process involves issuance of official receipts for collections, whether cash or check in exchange for a service rendered, goods offered, or for other purposes.

<b>Office or Division:</b>	Cash Unit- Finance Department			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2G; G2B			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Payment Order form (Bidding)			Supply Unit	
2. Payment Order Form (excess, returns, etc.)			Accounting Unit	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION S</b>	<b>FEE S TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBL E</b>
11. Secure payment order forms - Contractors/Suppliers may secure payment order forms to Supply Unit -Teaching/Non-teaching personnel may secure payment order form to Accounting Unit	Receives cash as payment and issue receipt	None	10 minutes	Cash Unit-Cashier
	<b>TOTAL</b>		<b>10 minute s</b>	

## VI. RECORDS UNIT

### a. Issuance Of Requested Documents (CTC & Photocopy)

Teaching or non-teaching personnel who needs Certified True Copy of their documents as part of their requirements to other applications must proceed to Records Unit and provide proof of identity upon request of certification of needed documents.

<b>Office or Division:</b>	Records Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All teaching and non-teaching employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
6. Photocopy of documents		Teaching / Non-Teaching Personnel requesting the document		
7. Original copy of needed documents (if applicable), in case of lost – present affidavit of loss or letter pertaining to loss of documents		Teaching / Non-Teaching Personnel requesting the document		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
12. Proceed to Records Unit and submit the photocopy of documents and request letter	19. Acknowledge/ receive the request form and documents	None	1 minutes	Records Staff
	20. Check the information indicated on the letter and the submitted original and photocopy of the document.	None	3 minutes	Records Staff

		None	10 minutes	Records Staff
	21. Check and validate the correctness and completeness of the document for certification (CTC)	None	3 minutes	Records Officer
	22. Stamp Certified True Copy on the photocopied document to be signed by the officer	None	2 minutes	Records Staff
	*in case of loss document, search for the requested document and provide photocopy	None	2 minutes	Records Staff
	23. Ask for the ID of the applicant for proof of identity	None	2 minutes	Records Staff
	24. Release the photocopied document to the applicant.			
	25. Applicant must log the received requested document for documentation			
	<b>TOTAL</b>	<b>None</b>	<b>23 minutes</b>	

## b. Certification, Authentication and Verification (CAV)

Any individual with an interest of studying or working abroad may request for Certification Authentication and Verification of his/her documents.

<b>Office or Division:</b>	Records Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All students with interest in studying or working abroad			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
8. Request Form		School/s attended		
9. Form 137		School/s attended / Applicant		
10. Diploma		School/s attended / Applicant		
11. 2pcs Passport-sized picture		Applicant		
12. Report of Rating in the Accreditation and Equivalency (A & E) Test of the Alternative Learning System (ALS) or Philippine Educational Placement Test (PEPT) ; applicable only if ALS/PEPT passer		Division Office c/o ALS supervisor in-charged		
6. CAV Forms 1, 4, 5, 15 and 17		School/s attended		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
13. Proceed to schools attended and fill up request form; for ALS & PEPT passers, proceed to SDO and present	26. Acknowledge/ receive the request form.	None	5 minutes	School Head / ALS Supervisor
	27. Check the completeness of information and requirements required.	None	3 minutes	School Head / Registrar / ALS Supervisor
	28. Search for the appropriate			

required documents	Academic School Record as requested by the Applicant.	None	10 minutes	Records Custodian / Registrar / ALS Supervisor
	29. Check and validate the correctness and completeness of the information in the SRF against available school records.	None	3 minutes	Records Custodian / Registrar / ALS Supervisor
	30. Once validated, prepare the CAV Forms 1, 4, 5, 15 and 17.	None	5 minutes	School Head / ALS Supervisor
	31. Release the approved ASR and CAV Forms in sealed envelope to the applicant together with the endorsement for transmittal to RO.	None	3 minutes	School Head / ALS Supervisor
	*to be hand-carried by the applicant / representative to the RO.			
	<b>TOTAL</b>	<b>None</b>	<b>29 minutes</b>	



**c. Issuance Of Requested Documents (NON-CTC)**

Teaching or non-teaching personnel who needs copy of their documents as part of their requirements to other applications must proceed to Records Unit and provide proof of identity upon request of the needed documents.

<b>Office or Division:</b>	Records Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All teaching and non-teaching employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
13. Request Letter indicating the document needed		Teaching / Non-Teaching Personnel		
14. Proof of Identity such as DepEd ID or any other government IDs		Teaching / Non-Teaching Personnel		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
14. Proceed to Records Unit and submit the request letter	32. Acknowledge/ receive the request form.	None	1 minutes	Records Staff
	33. Check the information indicated on the letter and the request document.	None	3 minutes	Records Staff
	34. Search for the requested documents if available.	None	10 minutes	Records Staff
	35. Check and validate the	None	3 minutes	Records Staff

	correctness and completeness of the requested document.	None	5 minutes	Records Staff
	36. Photocopy the requested document	None	2 minutes	Records Staff
	37. Ask for the ID of the applicant for proof of identity	None	2 minutes	Records Staff
	38. Release the photocopied document to the applicant.	None	2 minutes	Records Staff
	39. Applicant must log the received requested document for documentation			
	<b>TOTAL</b>	<b>None</b>	<b>28 minutes</b>	

#### d. Receiving of Incoming Communications

Any individual either teaching, non-teaching and other stakeholders who needs to submit request letters, proposals, applications and other pertinent communications subject for approval may proceed to Records Unit for submission.

<b>Office or Division:</b>	Records Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All stakeholders			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
15. Pertinent Communications, proposals or request letters subject for approval to different signatories		All stakeholders		
16. Personal Copy of School File of communication for submission		All stakeholders		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
15. Proceed to Records Unit and submit all communications or documents subject for approval	40. Acknowledge/ receive the submitted communications.	None	1 minute	Records Staff
	41. Check the completeness of the submitted communications and requirements needed	None	3 minutes	Records Staff
	42. Stamp Records Received with date and time stamp for documents to be received without QR code	None	2 minutes	Records Staff

	43. Encode data of documents to be received thru RAP (Records Automation Process) and provide QR code.	None	8 minutes	Records Staff
	44. Delivers the encoded communications to their respective units assigned.	None	10 minutes	Records Staff
	<b>TOTAL</b>	<b>None</b>	<b>24 minutes</b>	

### e. Releasing of Outgoing Communications

Any individual either teaching, non-teaching and other stakeholders who needs to submit request letters, proposals, applications, and other pertinent communications approved may proceed to Records Unit for releasing.

<b>Office or Division:</b>	Records Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All stakeholders

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Approved and returned for compliance communications from different units at SDO	Non-Teaching Personnel of SDO

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Records Unit to claim outgoing communications	1. Receive approved communications and returned for compliance documents from different units of SDO	None	3 minutes	Records Staff
	2. Check the returned documents if approved, disapproved or	None	3 minutes	Records Staff

	returned for compliance	None	2 minutes	Records Staff
	3. Receive the returned communications at RAP by scanning the qr code of the document	None	2 minutes	Records Staff
	4. Return the communications or documents to their respective pigeon holes	None	5 minutes	Records Staff
	5. Release the document at RAP by scanning the QR code and customer must log all released communications on their respective logsheets			
	<b>TOTAL</b>	<b>None</b>	<b>15 minutes</b>	

## VII. PROPERTY AND SUPPLY

### a. 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 and Non-Autonomous Secondary Schools.

<b>Office or Division:</b>	Property and Supply Unit
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2G- Government to Government
<b>Who may avail:</b>	DepEd-employees

<b>CHECKLIST OF REQUIREMENTS:</b>	<b>WHERE TO SECURE</b>
1. Delivery Receipts	Supplier
2. Inspection and Acceptance Report (IAR)/ Property Transfer Report(PTR)	Property and Supply Unit

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Gives the textbooks and/or equipment together with the receipts	1.1 Receive textbooks and/or equipment from suppliers	None	1 day	Property and Supply Unit
	1.2 Check the quantity of the items received through comparing the DR of delivered textbooks and/or equipment to the Purchase Order (PO) and/or Property Transfer Report (PTR) of origination office	None	1 day	Property and Supply Unit



	1.3 Inspect, verify and approve the receipt of textbooks and/or equipment.	None	3 hours	Property and Supply Unit
	1.4 Prepare Inventory Custodian Slip (ICS) for recipient schools	None	1 day	Property and Supply Unit
	1.5 Review and Approve the Inventory Custodian Slip (ICS)	None	1 day	Property and Supply Unit
	1.6 Inform the Recipient Schools for the distribution of textbooks and /or equipment	None	1 hour	Property and Supply Unit
2. Receive the textbooks and/or equipment	2.1 Forward the textbook and /or equipment together with the copy of signed Inventory Custodian Slip (ICS).	None	1 hour	Property and Supply Unit
	<b>TOTAL</b>	<b>None</b>	4 days and 5 hours	

## b. Requisition and Issuance of Supplies

Requisition and Issuance Slip (RIS) is a document required to use for an employee/personnel to request monthly supplies.

<b>Office or Division:</b>	Property and Supply Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G- Government to Government
<b>Who may avail:</b>	DepEd-employees

<b>CHECKLIST OF REQUIREMENTS:</b>	<b>WHERE TO SECURE</b>
1. Filled Our Requisition and Issue Slip (RIS) 3 copies- 1 original	Employee

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</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
	1.2 Check the availability of stocks	None	10 minutes	Property and Supply Unit
	1.3 Forwards the Requisition and Issue Slip (ICS) to the Supply Officer for Approval	None	5 minutes	Property and Supply Unit
3. Receive the supplies and copy of approved RIS Form	3.1 Release of supplies	None	10 minutes	Property and Supply Unit
	<b>TOTAL</b>	<b>None</b>	<b>30 inutes</b>	

### c. Property and Equipment Clearance Signing

This process is signing of Property and Equipment Clearance Form (PERCF) for retirement, resignation, transfer of division, leave or travel abroad.

<b>Office or Division:</b>	Property and Supply Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G- Government to Government
<b>Who may avail:</b>	DepEd-employees

<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 ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the accomplished form and turn over all the properties and equipment's (if any)	1.1 Receive the accomplished form and checks if the concerned employee has an accountability for property and equipment  a. If employee has no accountability, supply officer signs clearance part on property and equipment.  b. If concerned employees has accountability, supply officer will request employee to settle all accountability.	None	15 minutes	Property and Supply Unit
	<b>TOTAL</b>	<b>None</b>	<b>15 minutes</b>	

## VII. PERSONNEL UNIT

### a. Processing Request for Transfer

This procedure defines the roles and responsibilities of Personnel Unit in the processing of all request for transfer. To provide the users of this procedure a guide on the processing of transfer.

<b>Office or Division:</b>	Personnel Unit – Human Resource Management Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Teaching, Non-Teaching & Related Teaching Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter for Transfer		Applicant		
2. 1 <sup>st</sup> Endorsement with PSDS sign for Elem & School Head for Secondary		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
16. Submit letter of intent together with the 1 <sup>st</sup> Endorsement addressed to the Schools Division Superintendent, thru Administrative Officer V along with the supporting documents.	45. Checks the requirements of request for transfer	None	5 minutes	ADAS II
	46. Prepares the endorsement and forwards to AO	None	5 minutes	ADAS II
	47. Recommends approval of transfer	None	5 minutes	AO V
	48. Forwards the endorsement to SDS Office	None	5 minutes	ADAS II
	49. Signs the endorsement	None	3 minutes	SDS
	50. Receives the returned			

	endorsement from the requested school/office and prepare necessary indorsement	None	5 minutes	ADAS II
	51. Reviews the documents and endorsement	None	5 minutes	AO V
	52. Signs the endorsement letter and special Order	None	3 minutes	SDS
	<b>TOTAL</b>	<b>None</b>	<b>36 minutes</b>	

## b. Processing of Terminal Leave Benefit

Teaching, Non-Teaching & Related Teaching Personnel who retired/resigned from the service and has unused leave credits.

<b>Office or Division:</b>	Personnel Unit – Human Resource Management Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Teaching, Non-Teaching & Related Teaching Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Certificate of Last Payment (3 Copies)		Regional Payroll Services Unit (RPSU)		
2. Retirement Benefit Voucher (3 Copies)		GSIS/Applicant		
3. GSIS Clearance (3 Copies)		GSIS		
4. Marriage Contract (3 Copies)		PSA		
5. Landbank Savings Account Number (3 Copies)		Landbank		
6. All documents used in Retirement (3 Copies)		Applicant		
7. Special Order of Unused Service Credits (3 Copies)		School Attended		
8. Summary of Unused Service Credits earned (3 Copies)		School Attended		
9. Form 6 (3 Copies)		Division Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEE TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Submit folder for Terminal Leave Benefit at the Records Unit.	12. Receives request for terminal leave of unused leave credits.	None	2 minutes	ADA VI
	13. Checks and reviews the	None	5 minutes	ADA VI

	documents submitted.			
	14. Evaluates and computes unused service credits, prepares certification and forwards to AO V	None	30 minutes	ADA VI
	15. Reviews and recommends approval of Terminal Leave	None	5 minutes	AO V
	16. Forward to SDS office for Approval	None	5 minutes	ADA VI
	<b>TOTAL</b>	<b>None</b>	<b>47 minutes</b>	

**c. Online Updating of PSIPOP – GMIS**

All Teaching, Non-Teaching & Related Teaching Personnel who are hired were encoded at the DBM GMIS Online Personal Services Itemization and Plantilla of Personnel (PSIPOP)

<b>Office or Division:</b>	Personnel Unit – Human Resource Management Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Department of Budget & Management (DBM)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Personal Data Sheet		CSC Website		
Appointment		Appointee / Appointment Section		
Step Increment		Appointee / Step Increment & Inclusion Section		
Request for Change of Name		Appointee		
<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 plantilla updating	1. Encodes/updates of data in PSIPOP using the PDS, Appointment, Step Increment, Request for Change of Name and other documents as basis of changes	None	10 minutes	HRMS – Non-Teaching Staff
		None	20 minutes	HRMS – Non-Teaching Staff
		None	20 minutes	HRMS – Non-Teaching Staff
		None	15 minutes	
	2. Uploads the updated data in the PSIPOP (First Level Approver)			



	3. Uploads the updated data in the PSIPPOP (Second Level Approver)	None	5 minutes	HRMS – Non-Teaching Staff / AO IV
	4. Downloads PDF of the updated PSIPPOP (while waiting for the approval of DBM)	None	15 minutes	HRMS – Non-Teaching Staff / AO IV SDS
	5. Prints copy of the downloaded PSIPPOP	None	5 minutes	
	6. Signs the downloaded PSIPPOP			HRMS – Non-Teaching Staff / AO IV
	7. Files the approved hard copy of the PSIPPOP as record			
	<b>TOTAL</b>	<b>None</b>	<b>1 hour &amp; 30 minutes</b>	

**d. Processing of Special Order for Service Credits**

All Teaching Personnel who are qualified for Service Credits.

<b>Office or Division:</b>	Personnel Unit – Human Resource Management Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Teaching Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter Addressed to SDS (Duly Signed by School Head)		Applicant		
2. Memorandum of Trainings/Seminars & Workshop (3 Copies)		Division/Regional Website		
3. List of Teachers/Claimants		Applicant		
4. Certificate of Training/Participation (3 Copies)		Applicant		
5. Accomplishment Report		Applicant		
6. DTR Form 48 (3 Copies)		School Attended		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
17. Submit documents for Application of Service Credit	1. Receives the documents of Special Order for Service Credits from Records Unit with number	None	5 minutes	ADA VI/ADAS III
	2. Checks and reviews the supporting documents with the Special Order	None	15 minutes	ADA VI/ADAS III
	3. Forwards the S.O of Service Credits	None	5 minutes	ADA VI/ADAS III
		None		

	with complete document to AO for recommendation	None	5 minutes	AO V
	4. Recommends approval of the S.O. for Service Credits	None	5 minutes	ADA VI/ADAS III
	5. Forwards the S.O of Service Credits to SDS for approval		3 minutes	
	6. Approves the S.O of Service Credits			SDS
	<b>TOTAL</b>	<b>None</b>	<b>38 minutes</b>	

**e. Processing of Special Order of Separation**

Teaching, Non-Teaching & Related Teaching Personnel who are applying for Separation from service.

<b>Office or Division:</b>	Personnel Unit – Human Resource Management Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Teaching, Non-Teaching & Related Teaching Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Request Letter Addressed to SDS			Applicant	
2. Duly Accomplished Special Order of Separation ISO Form (Signed by School Head / Unit Head)			School Attended / Unit	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit documents for Application for Separation from service	1. Receives S.O. of separation, letter of resignation, retirement, approved transfers and checks for the completeness of the documents	None	5 minutes	ADAS III
	2. Process Special Order and forward to AO for recommendation	None	10 minutes	ADAS III

	3. Reviews and recommends approval of the Special Order	None	5 minutes	AO V
	4. Forwards the Special Order to SDS	None	5 minutes	ADAS II
	5. Signs the Special Order	None	5 minutes	SDS
	<b>TOTAL</b>	<b>None</b>	<b>31 inutes</b>	

## f. Processing of Leave Monetization

Qualified Non-Teaching & Related Teaching Personnel who are requesting for Monetization of Leave Credits.

<b>Office or Division:</b>	Personnel Unit – Human Resource Management Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Teaching, Non-Teaching & Related Teaching Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter for Monetization (3 copies)		Applicant		
2. Form 6: Leave Form (3 copies)		Applicant		
3. Updated Service Record (3 copies)		Project Simple		
4. Copy of Latest Appointment (3 copies)		Applicant		
5. NOSI (if not yet Integrated in RPSU) (3 copies)		Applicant		
6. Photocopy of Latest Payslip (3 copies)		Applicant		
7. Photocopy of Medical Certificate/Findings: For Medical Purposes (3 copies)		Physician		
7. Program of Work: for house repair purposes only (3 copies)		Applicant		
8. OR of Tuition fee: for Educational Purposes Only (3 copies)		School Attended		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit documents for	1. Receives and checks the	None	30 minutes	ADAS III

Application of Monetization of Leave Credits	requirements for monetization	None	30 minutes	ADAS III
	2. Checks the availability of Leave Credits and Post/deduct the monetization leave from the leave credit balance of the employee	None	5 minutes	ADAS III
	3. Forwards to AO the Leave Credits of employees availing monetization for recommendation	None	15 minutes	AO V
	4. Verifies and certifies the availability of Leave Credits of employees availing monetization on 7.a of Form 6	None	3 minutes	AO V
	5. Reviews and affixes initial under the name of the SDS	None	3 minutes	AO V
	<b>TOTAL</b>	<b>None</b>	<b>1 hour &amp; 23 minutes</b>	

## g. ERF and RECLASSIFICATION

To provide teachers the awareness on procedures of ERF/ Reclass application. This procedure defines the roles and responsibilities of the Personnel Unit in processing of application of ERF/Reclass.

<b>Office or Division:</b>	Personnel Unit – Human Resource Management Services			
<b>Classification:</b>	Complex Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Teacher I-III, Master Teachers, Head Teachers, Principals			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. ERF Checklist/ Reclassification Checklist			<ul style="list-style-type: none"> <li>Human Resource Management Services –ADAS III</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. Submit and comply the necessary documents indicated in the ERF/ Reclassification Checklist	1. Receives and checks completeness of documentary requirements for ERF/Reclass application	None	10 minutes	Personnel Unit – ADAS III
	2. Reviews and evaluates the qualification of applicants based on documents submitted	None	20 minutes	Personnel Unit – ADAS III
	3. Prepares PAL, Endorsement Service Record, Fill up Division Action portion and	None	20 minutes	Personnel Unit – ADAS III



	transmittal to RO			
	4. Prints Plantilla from PSIPOP	None	5 minutes	Personnel Unit- AO II
	5. Check details of PSIPOP vs PAL	None	5 minutes	Personnel Unit- ADAS III
	6. Signs evaluated ERF/Reclass as Division Evaluator	None	10 minutes	HRMS – AO IV
	7. Certifies the documents and affix initial under the name of the SDS	None	5 minutes	HRMS – AO V
	8. Signs the evaluated ERF/Reclass, Endorsement and transmittal	None	10 minutes	SDS
	9. Submit to RO for approval	None	1 working day	Records Unit – Non-Teaching Staff
	<b>TOTAL</b>	<b>None</b>	<b>1 day 1 hour &amp; 25 minutes</b>	

## h. Processing of Application for Retirement

Teaching, Non-Teaching & Related Teaching Personnel who are retiring from the government service may submit their folder with complete supporting documents to be submitted to the Regional Office.

<b>Office or Division:</b>	Personnel Unit – Human Resource Management Services	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	Teaching, Non-Teaching & Related Teaching Personnel	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. Letter of Intent to Retire (3 Copies)	Applicant
	2. Application form for Retirement (5 Copies)	GSIS
	3. NOSA (1 Salary Grade Higher) (5 Copies)	School / Division Office
	4. Certification of last day of actual service and leave without pay (5 Copies)	School / Division Office
	5. Ombudsman Clearance (5 Copies)	Office of the Ombudsman
	6. Prosecutor’s Clearance (5 Copies)	Regional Trial Court
	7. School Clearance (5 Copies)	School Attended
	8. Provident Loan Clearance (5 Copies)	Division Office
	9. Division Clearance (5 Copies)	Tarlac Province Website / Division Office
	10. Service Record (5 Copies)	School or Division Office
	11. Latest Appointment (5 Copies)	Applicant
	12. SALN (5 Copies)	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit folder for Retirement at the Record Unit	1. Receives documents from Records Unit.	None	5 minutes	ADA VI
	2. Checks and verifies the list of requirements.	None	30 minutes	ADA VI
	3. Prepares Certification and forwards to AO V for recommendation.	None	30 minutes	ADA VI
	4. Reviews and signs forms.	None	10 minutes	AO V
	5. Reviews and signs of Endorsement and Certification.	None	15 minutes	SDS
	<b>TOTAL</b>	<b>None</b>	<b>1 hour and 30 minutes</b>	



## i. Issuance and Processing of Appointment

Teaching, Non-Teaching & Related Teaching Personnel who are hired and qualified for a particular vacancy may submit their folder with credentials and other pertinent documents for the issuance and processing of appointment for attestation in the Civil Service Commission.

<b>Office or Division:</b>	Personnel Unit – Human Resource Management Services	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	Teaching, Non-Teaching & Related Teaching Personnel	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. Assumption to Duty	CSC Website
	2. Oath of Office	CSC Website
	3. Position Description Form	CSC Website
	4. PSA Birth Certificate and Marriage Certificate (for married women only)	Appointee
	5. Personal Data Sheet with Work Experience Sheet	CSC Website
	6. Transcript of Records	School/s attended
	7. Board Rating	PRC
	8. Authenticated/Certified copy of License/Eligibility	PRC/CSC
	9. NBI Clearance	NBI
	10. IPCRF	Appointee
	11. Medical Certificate & Results	Appointee
	12. Teaching Methodology & National Certificate	Appointee
	13. Service Record	School or Division Office
	14. Latest Payslip	School/Employee

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit folder for preparation of appointment	1. Checks the supporting documents, verifies publication date and RQA	None	10 minutes	HRMS – Non-Teaching Staff
	2. Verifies the vacancies and NOSCA/SARO, if there's any	None	10 minutes	HRMS – Non-Teaching Staff
	3. Prepares the appointment paper	None	5 minutes	HRMS – Non-Teaching Staff
	4. Acknowledges the appointment by affixing his/her signature	None	3 minutes	Appointee
	5. Reviews and certifies the completeness of the documents	None	5 minutes	AO V
	6. Reviews and certifies that the employee has been screened and found qualified	None	10 minutes	HRMPSB Chairman
	7. Signs the appointment and other supporting documents	None	3 minutes	SDS
	8. Retrieves advance copy intended for salary (appointment,	None	3 minutes	HRMS – Non-Teaching Staff

	assumption, oath of office, PDS, service record and payslip)			
	9. Prepares the transmittal to CSCFO	None	15 minutes	HRMS – Non-Teaching Staff
	10. Transmits/Submits to CSC for attestation/approval	None	15 minutes	HRMS – Non-Teaching Staff
	<b>TOTAL</b>	<b>None</b>	<b>1 hour &amp; 19 minutes</b>	

**j. Preparation of Salary (Field and Division Proper)**

To all qualified teaching and non-teaching personnel are able to submit all required documents for the processing of salary and other related claims.

<b>Office or Division:</b>	Personnel Unit – Human Resource Management Services	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	DepEd Employees	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Request Letter	School/Employee	
2. Appointment	Division Office/Employee	
3. Daily Time Record (CS Form 48)	CSC Website	
4. Personal Data Sheet	CSC Website	
5. Certificate of First Day of Service	School/Employee	
6. Approved Oath of Office	CSC Website/Division Office	
7. Statement of Assets Liabilities and Net Worth (SALN)	CSC Website	
8. BIR 1905/1902	BIR Website	
9. Copy of ATM	Employee	
10. Pag-ibig HDMF	Employee	
11. PhilHealth MDR	Employee	
12. GSIS/BP No.	Employee	
13. Add'l requirements:	School/Employee	
<ul style="list-style-type: none"> <li>- Latest Payslip</li> <li>- Latest Appointment</li> <li>- Service Record</li> <li>- PSI</li> <li>- NOSI</li> <li>- NOSA</li> <li>- Certificate of Last Payment</li> <li>- CS Form 41</li> <li>- S.O Return to Duty</li> <li>- PVP Report</li> </ul>		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to the Personnel Unit – Payroll services.	1. Receives and checks requirements for salary.	None	10 minutes	Personnel Unit – Payroll Staff
	2. Prepares Obligation Request and Status, Disbursement Voucher, Certification and Payroll.	None	30 minutes	Personnel Unit – Payroll Staff
	3. Encodes and Transmits to Records Unit.	None	10 minutes	Records Unit Staff
	<b>TOTAL</b>	<b>None</b>	<b>50 minutes</b>	



**k. Preparation Payroll of all Benefits (Field and Division Proper)**

All qualified teaching and non-teaching personnel are included in the preparation of payroll of all benefits.

<b>Office or Division:</b>	Personnel Unit – Human Resource Management Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	DepEd Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Data downloaded from ICT-SIMPLE		Personnel Unit – Payroll Staff		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1. Prepares Obligation Request and Status, Disbursement Voucher, Certification and Payroll of all benefits of Field and Division Office Personnel. ( MYB, Clothing allowance, Cash Allowance, PEI,PBB, YEB and Cash Gift, Loyalty Pay and others)	None	30 minutes	Personnel Unit – Payroll Staff
	2. Encodes and Transmit to Records Unit	None	15 minutes	Records Unit Staff
	<b>TOTAL</b>	<b>None</b>	<b>45 minutes</b>	

### I. Processing of Proportional Vacation Pay

Proportional Vacation Pay (PVP) refers to compensation of teaching personnel during Christmas and summer vacation computed in proportion to the number of days they have served during the school year.

<b>Office or Division:</b>	Personnel Unit – Human Resource Management Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	DepEd Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
PVP Form		Regional Office/Division Office/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 the filled-up PVP Form to the Records Unit.	1. Receives copy of PVP form from Records Unit	None	10 minutes	Records Unit Staff
	2. Checks and verifies the data on the PVP Form	None	10 minutes	Personnel Unit – Payroll Staff
	3. Prepares Transmittal	None	5 minutes	Personnel Unit – Payroll Staff
	4. Forwards the Transmittal to Records Unit for Submission to the Regional Office/	None	5 minutes	Records Unit Staff
	<b>TOTAL</b>	<b>None</b>	<b>30 minutes</b>	

### m. Processing of Leave Monetization

Monetization of leave credits may be allowed for valid and justifiable reasons subject to the discretion of the agency head and the availability of funds.

<b>Office or Division:</b>	Personnel Unit – Human Resource Management Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	DepEd Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request for Monetization		Requesting Employee		
2. Approved Form 6		Requesting Employee/CSC Website		
3. Latest Payslip		Requesting Employee		
4. Appointment		Requesting Employee		
5. NOSA/NOSI		Requesting Employee/Division Office		
6. Medical Certificate & other documents		Requesting 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 complete requirements to the Records Unit.	1. Receives and checks the requirements for monetization.	None	30 minutes	Records Unit/ Personnel Unit Staff
	2. Checks the Availability of Leave Credits and Post/Deduct the monetization leave from the leave credit balance of the employee	None	30 minutes	Personnel Unit – In-charge of Leave Staff
	3. Forwards to AO the Leave Credits of	None	5 minutes	Personnel Unit – AO V

	employees availing monetization for recommendation	None	15 minutes	AO V
	4. Verifies and certifies the availability of Leave Credits of employees availing monetization on 7.a of Form 6	None	15 minutes	AO V
	5. Reviews and affixes initial under the name of the SDS	None	10 minutes	SDS
	6. Approves request for Leave Monetization	None	10 minutes	Budget Office Staff
	7. Forwards Leave Monetization to Budget Office for Obligation.	None		
	<b>TOTAL</b>	<b>None</b>	<b>1 hour &amp; 55 minutes</b>	

## n. Processing of Special Order for Service Credits

All Teaching Personnel who are qualified for Service Credits.

<b>Office or Division:</b>	Personnel Unit – Human Resource Management Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Teaching Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter Addressed to SDS (Duly Signed by School Head)		Applicant		
2. Memorandum of Trainings/Seminars & Workshop (3 Copies)		Division/Regional Website		
3. List of Teachers/Claimants		Applicant		
4. Certificate of Training/Participation (3 Copies)		Applicant		
5. Accomplishment Report		Applicant		
6. DTR Form 48 (3 Copies)		School Attended		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit documents for Application of Service Credit	1. Receives the documents of Special Order for Service Credits from Records Unit with number	None	5 minutes	ADA VI/ADAS III
	2. Checks and reviews the supporting documents with the Special Order	None	15 minutes	ADA VI/ADAS III
	3. Forwards the S.O of Service Credits with complete document to	None	5 minutes	ADA VI/ADAS III

	AO for recommendation			
	4. Recommends approval of the S.O. for Service Credits	None	5 minutes	AO V
	5. Forwards the S.O of Service Credits to SDS for approval	None	5 minutes	ADA VI/ADAS III
	6. Approves the S.O of Service Credits	None	3 minutes	SDS
	<b>TOTAL</b>	<b>None</b>	<b>38 minutes</b>	



**o. Submission of Employment Application (Non-Teaching and Teaching Related)**

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

<b>Office or Division:</b>	Personnel Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Applicants for vacant non-teaching, related teaching and school administrator positions			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Letter of intent addressed to the Head of Office or highest human resource officer			Applicant	
Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			Applicant	
Photocopy of valid and updated PRC License/ID, if applicable			Applicant	
Photocopy of Certificate of Eligibility/Report of Rating, if applicable			Applicant	
Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			Applicant	
Photocopy of Certificate/s of Training, if applicable			Applicant	
Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable				
h. Photocopy of latest appointment, if applicable			Applicant	
Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			Applicant	
Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			Applicant	
Other documents as may be required for comparative assessment, such as but not limited to:			Applicant	
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			Applicant	
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			Applicant	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present documentary requirements for	1.1 Receive and stamp date of receipt.	None	2 minutes	Records Unit Staff

application to be stamped for the date of receipt.				
2. Submit the complete set of documents to the Personnel Unit for application and provision of Application code.	2.1 Receive and check completeness of the submitted documents and provide Application code.	None	5 minutes	Personnel Unit Staff
	<b>TOTAL:</b>	<b>None</b>	<b>7 minutes</b>	



**p. Submission of Employment Application (Teaching)**

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>	Personnel Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Applicants for vacant non-teaching, related teaching and school administrator positions			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Letter of intent addressed to the Head of Office or highest human resource officer			Applicant	
Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			Applicant	
Photocopy of valid and updated PRC License/ID, if applicable			Applicant	
Photocopy of Certificate of Eligibility/Report of Rating, if applicable			Applicant	
Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			Applicant	
Photocopy of Certificate/s of Training, if applicable			Applicant	
Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			Applicant	
h. Photocopy of latest appointment, if applicable			Applicant	
Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			Applicant	
Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			Applicant	
Other documents as may be required for comparative assessment, such as but not limited to:			Applicant	
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			Applicant	
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			Applicant	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the complete set of documents to the Personnel Unit for	1.1 Receive and check completeness of the submitted documents.	None	10 minutes	School sub-committee

application and provision of Application code.				
	1.2 Provide applicant his/her assigned application code.	None	5 minutes	School sub-committee
	<b>TOTAL:</b>	<b>None</b>	<b>15 minutes</b>	

## IX. INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICES UNIT

### a. Request for DEPED EMAIL Address

The DepEd Email Address is the official email address for the employees of the Department of Education. For new employees, a DepEd email address is created and provided based on the first and last names of that employee.

<b>Office or Division:</b>		ICT SERVICES UNIT		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C – Government to Citizen		
<b>Who may avail:</b>		All permanent Employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Access ICT Portal and select New DEPED Email		None	2 minutes	Client
2. Client will receive his/her DEPED Email details on his/her Registered Personal Email Address		None	1 minute	ICT Personnel
	<b>TOTAL</b>	<b>None</b>	<b>3 minutes</b>	

**b. Request for Password Reset of DepEd Email Address**

The DepEd Email Address is the official email address for the employees of the Department of Education. For existing accounts who forgot their passwords may request for password reset.

<b>Office or Division:</b>	ICT SERVICES UNIT			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All permanent Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Access ICT Portal and select DEPED Email Password Reset		None	2 minutes	Client
2.Client will receive his/her DEPED Email temporary password on his/her Registered Personal Email Address		None	1 minute	ICT Personnel
	<b>TOTAL</b>	<b>None</b>	<b>3 minutes</b>	

**c. Request for DEPED MS O365 Accounts**

All permanent employees of DEPED may use the license Microsoft O365 Applications for administration and teaching. The creation of MS O365 is process in Central and Regional Office. The Division created a ICT Portal for request or MS0365 Accounts

<b>Office or Division:</b>	ICT SERVICES UNIT			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All permanent Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
None			None	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Access ICT Portal and select MS O365 Request New Account		None	2 minutes	Client
2.Client will receive his/her MS O365 Account details on his/her Registered DEPED Email Address		None	1 minute	ICT Personnel
	<b>TOTAL</b>	<b>None</b>	<b>3 minutes</b>	

**d. Request for DEPED MSO365 Password Reset**

All permanent employees of DEPED may use the license Microsoft O365 Applications for administration and teaching. The creation of MS O365 is process in Central and Regional Office. The Division created a ICT Portal for MS O365 password reset request.

<b>Office or Division:</b>	ICT SERVICES UNIT			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All permanent Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Access ICT Portal and select MS O365 Password Reset		None	2 minutes	Client
2.Client will receive his/her MS O365 Temporary Password details on his/her Registered DEPED Email Address		None	1 minute	ICT Personnel
	<b>TOTAL</b>	<b>None</b>	<b>3 minutes</b>	

**e. Request for Service Record (Project SIMPLE)**

Employees may request for Service Record online thru DepED Tarlac ICT Portal

<b>Office or Division:</b>	ICT SERVICES UNIT			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All permanent Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Access ICT Portal and select Request for Service Record		None	2 minutes	Client
2. Client will receive a notification that his/her Service Record is Ready for Pick-up and signature in Division Office		None	1 minute	ICT Personnel
3. Client to pick-up his/her service record in ICTS officer		None	2 Minutes	Client/ICT Personnel
	<b>TOTAL</b>	<b>None</b>	<b>3 minutes</b>	

## X. LEGAL SERVICES UNIT

### a. Process of Legal Opinion, Contract Review and Correspondences

This provides for the system of the Legal Services Unit regarding the core processes of legal opinion, contract review, and correspondences on legal matters affecting the Division Office.

The timeliness of the response of this unit, with regard to the review of Contracts and other Correspondences were based on the applicable and relevant laws pertaining to the subject concern.

<b>Office or Division:</b>	Legal Services Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen and G2B – Government to Business			
<b>Who may avail:</b>	Any Persons / Parties / Unit seeking legal assistance regarding engagement on contracts, agreements, and communications on legal matters affecting the Division Office.			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Written Request for Assistance from concerned party/parties regarding engagement on contracts, agreements and communications on legal matters.			Client	
2. Original Documents coming from concerned party/parties, or other government agencies regarding engagement on contracts, agreements and communications on legal matters as a matter of opinion.			Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEE TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the Written Request for Assistance from concerned party/parties regarding engagement on	1.1 Receive and check the completeness and authenticity of the documents (Contracts/Memorandum of Agreement/Understanding,	None	5 minutes	Any Legal Unit Staff



<p>contracts, agreements and communications on legal matters.</p>	<p>Request for Legal Opinion).</p> <p>1.2 Evaluate the request based on the applicable and relevant laws pertaining to the subject concern.</p> <p>1.2.a. If Non – Compliant: Issue a checklist of requirements, give appropriate advice, and request the client to sign the Walk-In Client Intake and Action Form</p> <p>1.2.b. Compliant: Request the Client to proceed to the Receiving Section for processing. Log on the Record Book.</p>	<p>None</p>	<p>30minutes</p>	<p>Any Legal Unit Staff</p>
<p>2. Receive copy of the written request regarding engagement on contracts, agreements and communications on legal matters.</p>	<p>2.1 Return Client’s receiving copy of the Written Request.</p>	<p>None</p>	<p>5 minutes</p>	<p>Any Legal Unit Staff</p>
	<p><b>TOTAL</b></p>	<p><b>None</b></p>	<p><b>40 inutes</b></p>	



**b. Land Acquisition for Public School / School Site Survey / Titling**

To safeguard the Division’s rights and interests on school sites and render appropriate legal assistance relative to the survey and titling of donated school sites.

<b>Office or Division:</b>	Legal Services Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen and G2B – Government to Business			
<b>Who may avail:</b>	Any Persons / Parties seeking assistance for school site survey and titling, eventually, acquisition by means of Donation.			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
3. Written Request for Assistance from concerned party/parties regarding land acquisition and/or site titling.			Client	
4. Original Documents coming from other concern government agencies regarding land acquisition and/or site titling.			Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
3. Submit the Written Request for Assistance from concerned party/parties regarding land acquisition	a. Receive and check the completeness and authenticity of the documents. Following D.M. 39 s. 2018.	None	5 minutes	Any Legal Unit Staff

<p>and/or site titling.</p> <p>4. Receive copy of the written request for land acquisition, survey and / or school site titling</p>	<p>b. Evaluate the request using the formal requirements under D.M. 39, s. 2018.</p> <p>1.2.a. If Non – Compliant: Issue a checklist of requirements, give appropriate advice, and request the client to sign the Walk-In Client Intake and Action Form</p> <p>1.2.b. Compliant: Request the Client to proceed to the Receiving Section for processing. Log on the Record Book.</p> <p>2.1 Return Client’s receiving copy of the Written Request.</p>	<p>None</p> <p>None</p>	<p>30minutes</p> <p>5 minutes</p>	<p>Any Legal Unit Staff</p> <p>Any Legal Unit Staff</p>
	<p><b>TOTAL</b></p>	<p><b>None</b></p>	<p><b>40 inutes</b></p>	



### c. Processing on Filing of Complaint

Administrative Complaint may be filed for any of the following grounds for disciplinary action. This refers to the process of receiving formal administrative complaints against DepEd Personnel filed before the appropriate Disciplining Authority. A party who is adversely affected by any offenses punishable under DepEd Order No. 49, series of 2006 otherwise known as the DepEd Rules on Administrative Cases, and other relevant laws, administrative in nature, may file a complaint with the disciplining authority.

<b>Office or Division:</b>	Legal Services Unit	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen and G2B – Government to Business	
<b>Who may avail:</b>	Any Person Complaining	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	5. Copy of Formal Complaint under oath containing certification / statement on non-forum shopping (3 copies and 1 additional copy per additional person complained of.	Client
	2. Sworn Complaint in three (3) copies containing the following: <ul style="list-style-type: none"> <li>a. Full Name and Address of the complainant</li> <li>b. Full Name and Address of the person complained of, as well as his or her position, and office in the DepEd.</li> <li>c. A narration of the relevant and material facts, which should show the acts or omissions as allegedly</li> </ul>	

<p>committed by the person complained of.</p> <p>d. Certified True Copies of the documentary evidence and affidavits of his or her witness/witnesses ; if any</p>		Client		
3. Certification / Statement of Non-Forum Shopping				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Submit the formal complaint with supporting evidence, if necessary.	a. Receive and check the formal complaint and other documents.	None	3 minutes	Any Legal Unit Staff
	b. Evaluate the complaint using the formal requirements under D.O. 49, s. 2006.	None	3 minutes	
	1.2.a. If Non – Compliant: Issue a checklist of requirements, give appropriate advice, and request the client to sign the Walk-In Client Intake and Action Form	None	3 minutes	
6. Receive copy of the complaint filed	1.2.b. Compliant: Request the Client to proceed to the Receiving Section for processing.		Less than 1 minute	

	2.1 Return Client's receiving copy of the Complaint	None	5 minutes	Any Legal Unit Staff
	<b>TOTAL</b>	<b>None</b>	<b>15 minutes</b>	



# SCHOOL GOVERNANCE AND OPERATIONS DIVISION

DepED  
TARLAC  
PROVINCE

ACCREDITED  
AND  
QUALITY CERTIFIED



**I. SCHOOL AND GOVERNANCE OFFICE DIVISION (OFFICE OF THE CHIEF EDUCATION SUPERVISOR)**

**a. Policy Implementation**

This procedure is applicable to all incoming documents received in DepEd Tarlac under SGOD Chief Office.

<b>Office or Division:</b>	School and Governance Office Division Office (Office of the Chief Education Supervisor)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G			
<b>Who may avail:</b>	SGOD Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Memorandum/Office Order			DepEd Website (CO/RO/DO)	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEE TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Receive Memorandum/Office Order from CO/RO/Outside Agency	1. Forward Memorandum/Office Order to concerned Unit	None	3 days	ADAS-SGOD
	<b>TOTAL</b>	<b>None</b>	<b>2 days</b>	



**b. Policy Review**

This procedure is applicable to all incoming documents received in DepEd Tarlac under SGOD Chief Office.

<b>Office or Division:</b>	School and Governance Office Division Office (Office of the Chief Education Supervisor)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G			
<b>Who may avail:</b>	SGOD Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Division Memorandum/Division Letter/Division Advisory		OSDS/ASDS Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEE TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Receive endorsement from SDS & ASDS Office	1. Forward to concerned unit or Program Holder	None	3 days	ADAS-SGOD Chief
	<b>TOTAL</b>	<b>None</b>	<b>3 days</b>	

**c. Performance Monitoring and Evaluation - Management Meetings**

This procedure is applicable for handling outgoing documents.

<b>Office or Division:</b>	School and Governance Office Division Office (Office of the Chief Education Supervisor)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G			
<b>Who may avail:</b>	SGOD Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. DepEd Orders/RPMS Monitoring Report/Minutes of Meeting		Documents coming CO/RO		
<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 documents	1. To conduct Performance Planning and build commitment	None	1 days	ADAS-SGOD Chief
	<b>TOTAL</b>	<b>None</b>		

**d. Route, Receive, and Release of incoming and outgoing documents for Approval/Disapproval and/or for endorsement.**

Any individual, either teaching or non-teaching personnel and other stakeholders who needs to submit request letters, proposals, applications and other pertinent communications subject for approval or any corresponding action.

<b>Office or Division:</b>	School and Governance Office Division Office (Office of the Chief Education Supervisor)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	All stakeholders			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Received pertinent documents subject for corresponding action by Records			All stakeholders Division Office Functional unit	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1. Sorting, checking, and recording of received documents.	None	5 minutes <i>(Depends on the load and type of document)</i>	SGOD CHIEF SECRETARY
	2. Vetting and signing/endorsing of documents.	None	15 minutes <i>(Depends on the load and type of document)</i>	SGOD CHIEF
	3. Recording and releasing vetted and signed/ endorsed outgoing documents.	None	5 minutes	SGOD CHIEF SECRETARY
	TOTAL	None	25 Minutes	

## II. EDUCATION FACILITIES UNIT

### a. Request for Demolition of School Buildings

To validate the request for demolition of school buildings by school heads.

<b>Office or Division:</b>	Education Facilities Unit - SGOD	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	School Heads and Property Custodians	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Letter Request to Municipal Engineer for Ocular Inspection	Citizen	
2. Inspection Report and Recommendation of the Municipal Engineer	Citizen	
3. Photographs of the building to be demolished	Citizen	
4. Certification that classes are not disrupted during the demolition	Citizen	
5. Letter Request for inspection address to COA to be a witness	Citizen	
6. Site Development Plan	Citizen	
7. Inventory and Inspection Report (COA-Appendix 74)	Citizen	
8. Letter Request for Demolition address to SDS	Citizen	
9. Demolition Permit	Citizen	
10. Relief of Accountability (COA-Appendix 75)	Citizen	
11. Certification where the building to be demolished was booked-up. <ul style="list-style-type: none"> <li>● DepEd Accounting Office</li> <li>● LGU Accounting Office</li> <li>● DWPH Accounting Office</li> </ul>	Citizen	

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements to the Education Facilities Unit	1. Receives and reviews the required documents of request for demolition of school buildings	None	30 minutes	Division Engineer/ Engineer I / AO II
	2. Verify the building to be demolished has Historical Value	None	3 working days	Division Engineer/ Engineer I / AO II
	3. Prepares Indorsement/ Transmittal Letter together with supporting documents to Office of the SDS for approval	None	30 minutes	Division Engineer/ Engineer I / AO II
	<b>TOTAL</b>	<b>None</b>	<b>3 Days and 1 Hour</b>	

**b. Request for New Construction and Repair of Classroom**

To validate the request of the school heads for additional classrooms.

<b>Office or Division:</b>	Education Facilities Unit - SGOD			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	School Heads and Property Custodians			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Letter		Citizen		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1. Receives Request Letter from the Office of the SGOD Chief and Office of the SDS	None	10 minutes	Division Engineer/ Engineer I / AO II
	2. Conducts School Site Appraisal / Validation	None	5 Working Days	Division Engineer/ Engineer I
	3. Evaluates Request	None	3 Working Days	Division Engineer/ Engineer I
	4. Prepares Indorsement Letter together with supporting documents to Office of the SDS for review and approval.	None	30 minutes	Division Engineer/ Engineer I / AO II
	<b>TOTAL</b>	<b>None</b>	<b>8 Days and 40 minutes</b>	

### III. HUMAN RESOURCE DEVELOPMENT UNIT

#### a. Design and Development of Learning/ PD Standards and Program Courses

To consolidate and approval of Learning and Development Needs Assessment Report needed for the Human Resource Development Plan.

<b>Office or Division:</b>	Human Resource Development Unit			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Teaching, Non-Teaching, and Teaching Related Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
17. Survey forms for Learning and Development Needs Assessment		Elementary and Secondary Schools Division Office		
<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 Answered Survey forms for Teaching, Non-Teaching and Teaching Related Personnel	1. Prepare division memorandum on the dissemination of LDNA Survey Forms for teaching, non-teaching and teaching related personnel	None	1 day	EPS II
	2. Consolidates Answered Survey Forms	None	3 day	SEPS
	3. Prepare and submit for review the LDNA Report to CES – SGOD	None	1 day	SEPS
	4. Review and Recommend the approval of LDNA	None	1 hour	CES - SGOD

	5. Approves the LDNA Report and recommends the preparation of HRMD Plan to the HRD Unit	None	1 hour	SDS
	6. Prepares the HRMD Plan	None	1 day	SEPS
	7. Review and recommend the approval of HRMD Plan	None	1 day	CES-SGOD
	6. Approve the HRMD Plan	None	1 hour	SDS
	<b>TOTAL</b>	<b>None</b>	<b>7 days and 3 hours</b>	



## b. Management Of Learning/ Professional Development (PD) Program

Implementation of Approved PD Program Proposal

<b>Office or Division:</b>	Human Resource Development Unit			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Approved PD Program Proposal			HRD	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Received Approved PD Program Proposal	1. Planning meeting with the Proponent and Program Management Team	None	1 day	SEPS-HRD and Program Management Team
	2. Prepare Learning Resource Package (Slide Decks, Workbooks, Activity Sheets, session guides etc., M&E Forms)	None	1 day	Program Management Team
	3. Prepare Division Memorandum for the L&D Activity	None	1 hours	SEPS-HRD
	4. Review and countersign of Division Memorandum	None	1 hour	ASDS-SGOD
		None	15 minutes	SDS

	5. Sign and approve the Division Memorandum	None	1 hour	ITO
	6. Post the Division Memorandum	None	1 hour	EPS II
	7. Submit approved PD Program/ Course Proposal and Prepare the list of materials to be use in the conduct of Learning and Development to the Supply Office	None	1 hour	Supply Officer
	8. Issue available materials requested.	None	15 minutes	ADAS
	9. Receive materials needed in the conduct of the Learning and Development Program	None	3 days/5days	Program Management Team
	10. Conduct the approved PD Program/Course	None	3 days/5days	Program Management Team
	<b>TOTAL</b>	<b>None</b>	<b>5 days, 5 hours and 30 minutes</b>	





	5. Review and check Professional Development Program/ Course (Form R.1) and Budgetary MatrixR.1b) for the budget allotment available	None	3 days	Division Evaluation Committee
	6. Prepare endorsement on the Recognition of PD Program/Courses to NEAP RO III	None	15 minutes	SEPS-HRD
	7. Countersign the endorsement on the recognition of PD Program/Courses to NEAP RO III	None	15 minutes	ASDS-SGOD
	8. Approve and Sign the endorsement on the recognition of PD Program/Courses to NEAP RO III	None	15 minutes	SDS
	<b>TOTAL</b>	<b>None</b>	<b>5 days and 40 minutes</b>	



**d. M&E Of Learning/PD Programs**

Implementation of Approved PD Proposal

<b>Office or Division:</b>	Human Resource Development Unit			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Approved PD Proposal		HRD		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Approved PD Proposal	1. Receives and logs the Approved PD Proposal	None	10 minutes	HRD– Non-Teaching Staff
	2. Prepare Division Memorandum and inform the SMME unit on the implementation of the PD Program/Course	None	1 hour	EPS II - HRD
	3. Issue Monitoring and Evaluation Form for the Implementation of the PD Program/ Course	None	1 day	SEPS - SMME
	4. Distribute Monitoring and Evaluation Form after the implementation of	None	hour <sup>1</sup>	EPS II

	the PD Program/ Course			
	5. Fill up of the Monitoring and Evaluation Form	None	1 hour	Teaching, Teaching-Related and Non-Teaching Personnel/ Participants
	6. Collect answered Monitoring and Evaluation Form	None	1 day	EPS II/ SEPS
	6. Conduct Data Analysis and Program Evaluation	None	1 day	SEPS-SMME
	7. Coordinate with the SEPS-SMME and Prepare the Program Completion Report	None	1 day	SEPS-HRD
	8. Review and recommend the approval of the Program Completion Report	None	1 day	CES/ASDS – SGOD
	8. Approved Completion Report	None	1 hour	SDS
	<b>TOTAL</b>	<b>None</b>	<b>5 days, 4 hours and 10 minutes</b>	



### e. Personnel Performance Management

To collect, review and compile approved IPCRF and OPCRf.

<b>Office or Division:</b>	Human Resources Development Unit			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Approved IPCRF and OPCRf		Program Manager/ Proponent		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Approved IPCRF and OPCRf	1. Receive and consolidate of Approved IPCRF and OPCRf	None	1 day	HRD– Non-Teaching Staff
	2. Prepare list of submitted Approved IPCRF and OPCRf (per unit/school	None	1 day	EPS II - HRD
	3. Verify the list of submitted Approved IPCRF and OPCRf and submit to CES - SGOD	None	1 day	SEPS - HRD
	4. Recommend the approval of the List of Approved IPCRF and OPCRf to SDS	None	1 day	CES – SGOD
	5. Approve the List of Summary of	None	1 day	SDS

	Approved IPCRF and OPCRF  6. Retrieve and file the Approved IPCRF and OPCRF	None	1 day	EPS II – HRD
	<b>TOTAL</b>	<b>None</b>	<b>6 days</b>	







<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
A. School Level (LAC, In-Service Training and GAD) 1. Submit Learning and Development Proposal	1. Receive of Learning and Development Proposal	None	10 minutes	ADAS
	2. Check and countersign the Learning and Development proposal	None	2 days	EPS II
	3. Review and sign the Learning and Development proposal	None	2 days	SEPS
	4. Approve the Learning and Development proposal	None	2 days	CES – SGOD
	<b>TOTAL</b>	<b>None</b>	<b>6 days and 10 minutes</b>	

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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<p>B. Division Level</p> <p>1. Submit Learning and Development Proposal</p>	1. Receive Learning and Development Proposal	None	10 minutes	ADAS
	2. Check and countersign the Learning and Development	None	1 day	EPS II
	3. Review and sign Learning and Development proposal.	None	1 day	SEPS
	4. Check and sign the Budget Allotment Available for the Learning and Development Proposal	None	1 day	Budget Officer
	5. Recommend the approval of the Learning and Development proposal	None	2 days	CES – SGOD
	6. Approve the Learning and Development Proposal	None	2 days	SDS
	<b>TOTAL</b>	<b>None</b>	<b>7 days and 10 minutes</b>	



### g. Rewards And Recognition

To review, evaluate and awarding of outstanding accomplishments.

<b>Office or Division:</b>	Human Resource Development Unit			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Nomination Form 2. Outstanding Accomplishments		Teaching, Teaching-Related and Non-Teaching Personnel		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Nomination Form	1.Prepare Nomination Slip to be disseminated	None	1 day	EPS II
2. Submit Nomination Form	2.1. Collect and consolidate nomination forms and prepare evaluation sheet	None	1 day	EPS II
A. Division Personnel (Project BEST)	2.2. Review and evaluate Nominees.	None	5 days	Division PRAISE Committee
B. Elementary/ Secondary School Heads (Project STAR)	2.3. Collect of Evaluation Sheet	None	2 days	EPS II/SEPS CES - SGOD
	2.4. Review List of Awardees	None	3 days	CES – SGOD
	2.5. Approve List of Awardees	None	2 days	SDS

	2.6. Draft Division Memorandum	None	1 day	SEPS CES – SGOD
	2.7. Review and countersign Division Memorandum	None	1 day	CES – SGOD
	2.8. Review and Sign Division Memorandum	None	1 day	SDS
	2.9. Post and disseminate the Division Memorandum	None	1 day	ITO
	2.10. Prepare for the schedule of the awarding.	None	1 day	HRD SGOD      CES-
	2.11. Conduct the awarding ceremony	None	1 day	HRD PRAISE Committee
	<b>TOTAL</b>	<b>None</b>	<b>20 days</b>	



#### IV. PLANNING AND RESEARCH UNIT

##### a. Consolidation of Enrolment Database

To accurately and completely consolidate enrollment data that will be used as inputs in planning, implementation, and evaluation of PPAs.

<b>Office or Division:</b>	Planning and Research Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Enrolment Form/SF 4		School LIS Coordinators		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Encoding of Enrollment in the School Form 4	1. Receives SF 4 of school.	None	15 minutes	Planning Officer
	2. Validates SF 4 submitted.	None	15 minutes	Planning Officer
	3. Encode and consolidate Enrollment data of school.	None	10 minutes	Planning Officer
	<b>TOTAL</b>	<b>None</b>	<b>40 minutes</b>	

## b. Correction Of LIS Data

To correct learners' data in the LIS

<b>Office or Division:</b>	Planning and Research Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Letter Request from the School Head			School	
2. Form137/Report Card / Birth Certificate/Baptismal Record/Certification from Chieftain (IP learners)			School	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Receive Letter Request to approve/disapprove LIS Data Correction (Change Request and LRN Approval)	1.Receives Letter Request to approve/disapprove LIS Data Correction (Change Request and LRN Approval)	None	10 minutes	PRS Planning Officer
	2. Examines and verifies the authenticity and reliability of the attached documents	None	10 minutes	Planning Officer
	3. Approves/ Disapproves the request	None	15 minutes	Planning Officer
	4. Endorses request to PPRD-RO III for action if the request is disapproved.	None	10 minutes	SDS
	<b>TOTAL</b>	<b>None</b>	<b>45 minutes</b>	

### c. Evaluation Of Research Proposal

To review and accept research proposals.

<b>Office or Division:</b>	Planning and Research Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Research Proposal			Proponent	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Research Proposal	1. Receives and logs the proposals	None	1 hour	PRS– Non-Teaching Staff
	2. Conducts initial review of the research proposal	None	5 Working days	SEPS PRS
	3. Forward the reviewed proposal to the Schools Division Research Committee member concerned for content review	None	5 Working days	SEPS PRS
	4. Return the content reviewed research proposal to the SEPS of Planning and Research	None	1 working day	S DRC
	5. Provides TA to proponent	None	1 working day	SEPS PRS
	6. Returns the reviewed research proposal to the proponents to the Records Section	None	2 hours	PRS-Non teaching staff



	7. Recommends Acceptance of research proposal to the members of SDRC	None	5 working days	SEPS PRS
	8. Returns accepted proposal to proponent for implementation through the Records Section	None	1 day	OSDS-Non teaching staff
	<b>TOTAL</b>	<b>None</b>	<b>18 days and 3 hours</b>	



#### d. Evaluation Of Research Final Report

To review and approve research final report

<b>Office or Division:</b>	Planning and Research Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Research Final Report			Proponent	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Research Final Report	1. Receives and logs the proposal	None	1 hour	PRS– Non-Teaching Staff
	2. Conducts technical, method and statistical review of the final report	None	3 Working day	SEPS PRS
	3. Evaluates content of final Report	None	5 Working day	SDRC
	4. Returns final report to proponent for revision	None	1 working day	SEPS-PRS
	6. Recommends Approval to the SDRC	None	5 working day	SEPS-PRS
	7. Returns approved final to proponent through the records	None	1 day	OSDS-Non teaching staff ASDS
		<b>TOTAL</b>	<b>None</b>	<b>15 days and 1 hour</b>

### e. Issuance Of Certificate Of Completion

To file significant findings of researches and bound final report

<b>Office or Division:</b>	Planning and Research Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Bound copy of Approved Final Report of Research		Proponent		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit completed report of results utilization	1. Receives completed report of results utilization	None	1 hour	PRS– Non-Teaching Staff
	2. Prints Certificate of Completion	None	10 minutes	PRS– Non-Teaching Staff
	3. Recommends Certificate for Signing	None	10 minutes	SEPS-PRS
	4. Approves Certificate	None	2 working days	SDS
	4. Releases approved Certificate through the records section	None	1 working day	PRS– Non-Teaching Staff
	<b>TOTAL</b>	<b>None</b>	<b>3 days and 1 hour 20 minutes</b>	

**f. Requisition Of Permit To Conduct Research (Degree Requirement)**

To review request to conduct research and collect data from schools/DO.

<b>Office or Division:</b>	Planning and Research Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter		Proponent		
<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 from researcher	1. Receives Letter Request from Researcher	None	10 minutes	PRS– Non-Teaching Staff
	2. Logs letter request and check attachments	None	10 minutes	SEPS PRS– Non-Teaching Staff
	3. Reviews of request for appropriate action/prepare endorsement	None	10 minutes	SEPS-PRS
	4. Recommends approval	None	10 minutes	SEPS-PRS
	5. Approves/Disapproves request	None	3 working days	SDS
	6. Returns request to proponent through the records section	None	1 working day	OSDS-Non teaching staff
	<b>TOTAL</b>	<b>None</b>	<b>4 days and 30 minutes</b>	

**g. Management Of Basic Education Research Fund**

To submit research proposals and completed researches for Policy Research Program Fund ( PRPF)

<b>Office or Division:</b>	Planning and Research Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Research Proposal / Final Research Output		Proponent		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Submit PRP research proposals	1. Prepare Division Memo for call for Policy and Research Program research proposals	None	1 working day	SEPS-PRS
	2. Receives and logs the proposals	None	1 hour	PRS– Non-Teaching Staff
	3. Evaluation of research proposals for PRP	None	5 working days	SDRC
	4. Recommends Acceptance of research proposal to	None	3 working days	SEPS-PRS
				SEPS-PRS

	the members of SDRC	None	3 working days	
	5. Submission of research proposals for PRPF to the Regional Office	None	3 working days	SDRC
	6. Evaluation of completed PRP research	None	3 days	SEPS-PRS
	7.Recommends approval of completed research to the members of SDRC	None	3 days	SEPS-PRS
	8. Submission of final research to the Regional Office			
	<b>TOTAL</b>	<b>None</b>	<b>21 days and 1 hour</b>	



## V. SCHOOL HEALTH AND NUTRITION

### a. Issuance of Medical Clearance to Learners and Personnel for any related DepEd activities

This is to conduct health examinations and assessment to those learners and personnel who needs medical clearance for any related DepEd activities

<b>Office or Division:</b>	School Health Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Learners, Teaching and Non-Teaching Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Medical Form		Learners, Teaching and Non-Teaching Personnel		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the medical form to Nurse and or to Medical Officer	1. Taking blood pressure, height and weight of learners and personnel.	None	5 minutes	School Health Office – Nurse
	2. Assess and diagnose the health condition of learners and personnel.	None	10 minutes	School Health Office – Medical Officer
	3. Issue medical clearance.	None	3 minutes	School Health Office – Medical Officer
	<b>TOTAL</b>	<b>None</b>	<b>18 minutes</b>	

**b. Issuance of CSC Form 41 - Medical Certificate to Teaching/Non-Teaching Personnel**

This is to issue Medical clearance for teaching and non-teaching personnel who will return to duty after maternity leave and sick leave.

<b>Office or Division:</b>	School Health Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Teaching ang Non-Teaching Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Medical Certificate from Private Doctor		Clinic/Hospital		
2. Medical certificate (CS Form No. 41)		Civil Service Commission Website		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the medical certificate from private doctor to Medical Officer.	1. Verifies the documents presented.	None	2 minutes	School Health Office – Non-Teaching Staff
	2. Assess the personnel.	None	3 minutes	School Health Office – Medical Officer
	3. Sign the medical certificate (CS Form No. 41) for clearance of fit-to-work.	None	2 minutes	School Health Office – Medical Officer
	<b>TOTAL</b>	<b>None</b>	<b>7 minutes</b>	



### c. Medical and Dental Assessment of Teaching and Non – Teaching Personnel

This is to conduct health examinations and assessment to those personnel who needs medical attention.

<b>Office or Division:</b>	School Health Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All Teaching and Non-Teaching Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
2. Laboratory results		Clinic/Hospital		
2. Other documents such as: a. Prescriptions of Private Doctor b. Medical Certificate from Private Doctor		Teaching or Non-Teaching Personnel		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Present the laboratory results to Medical Officer	4. Verifies the documents presented.	None	3 minutes	School Health Office – Non-Teaching Staff
	5. Assess and diagnose the health condition of personnel.	None	15 minutes	School Health Office – Medical Officer, Dentist on duty or Nurse on duty
	6. Provides treatment on health condition.	None	10 minutes	School Health Office – Medical Officer, Dentist on duty or Nurse on duty
	7. Refer cases to other agencies as needed	None	5 minutes	School Health Office – Medical Officer, Dentist on duty or Nurse on duty

				School Health Office – Medical Officer, Dentist on duty or Nurse on duty
	8. Issues Medical Certificate if needed	None	5 minutes	School Health Office – Medical Officer or Dentist on duty
	<b>TOTAL</b>	<b>None</b>	<b>38 inutes</b>	



**d. Medical Assessment to Newly-hired Teaching or Non-Teaching Personnel**

Teaching and non-teaching applicants who qualified for the position must be assessed by Medical Officer to ensure that they are fit-to-work.

<b>Office or Division:</b>	School Health Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All Newly-hired Teaching and Non-Teaching Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
3. Laboratory results (Blood Tests, Urinalysis, Chest X-ray, Drug Test and Psychological Test)		Clinic/Hospital		
4. Medical certificate (CS Form No. 211 Revised 2018)		Civil Service Commission Website		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>8</b> Present the laboratory results to Medical Officer	<b>a.</b> Verifies the documents presented.	None	2 minutes	School Health Office – Non-Teaching Staff
	<b>9</b> Assess the newly-hired personnel.	None	5 minutes	School Health Office – Medical Officer
	<b>10</b> Sign the medical certificate for clearance of fit-to-work.	None	2 minutes	School Health Office – Medical Officer
	<b>TOTAL</b>	<b>None</b>	<b>9 minutes</b>	

## VI. SCHOOL MANAGEMENT, MONITORING AND EVALUATION UNIT

### a. Delivery and Retrieval of Test Materials from BEA (Central Office)

To receive and return the test materials for the National Assessment accurately and completely from/to BEA through BEA's logistics partner.

<b>Office or Division:</b>	School Management, Monitoring, and Evaluation Unit			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Division Testing Coordinator (DTC)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Delivery Receipt		Forwarder		
2. Purchase Order		Forwarder		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
4. Deliver the testing materials to SDO	<b>15</b> Receives the test materials from the forwarder	None	2 hours	Division Testing Coordinator (DTC)
	<b>16</b> Check the number of boxes received by comparing the delivery receipt (DR) for test materials to the purchase order (PO).	None	30 minutes	Division Testing Coordinator (DTC)
	<b>TOTAL</b>	<b>None</b>	<b>2.5 hours</b>	
5. Retrieve the testing	<b>15</b> Dispatch the test materials to the forwarder	None	2 hours	Division Testing Coordinator (DTC)

materials from the DTC	<b>16</b> Verify the quantity of boxes returned with the delivery receipt.	None	1 hour	Division Testing Coordinator (DTC)
	<b>TOTAL</b>	<b>None</b>	<b>3 hours</b>	



**b. Releasing and Retrieval of Test materials to the identified schools.**

To release and retrieve the test materials for the National Assessment accurately and completely to the identified schools.

<b>Office or Division:</b>	School Management, Monitoring, and Evaluation Unit			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All identified schools			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Releasing and retrieval forms		Division Testing Coordinator (DTC)		
2. Division Clearance form				
3. Oath of Confidentiality form				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Receive the test materials from the DTC	1. Check the number of boxes to be released to the School Head/STC against the delivery receipt (DR)	None	5 minutes	Division Testing Coordinator (DTC) / SEPS / EPS
	2. Release the test materials to the School Head/School Testing Coordinator (STC)	None	15 minutes	Division Testing Coordinator (DTC) / SEPS / EPS
	<b>TOTAL</b>	<b>None</b>	16 minutes	
2. Retrieve the test materials to the DTC	1. Get the Division Clearance Form, Oath of	None	2 minutes	Division Testing Coordinator

	Confidentiality from the School Head / STC			(DTC) / SEPS / EPS
	2. Receives test materials from the School Head / School Testing Coordinator (STC)	None	10 minutes	Division Testing Coordinator (DTC) / SEPS / EPS
	3. Verify the number of boxes received from the School Head/STC	None	1 minute	Division Testing Coordinator (DTC) / SEPS / EPS
	4. Accounts all the testing materials received before the final packing	None	5 minutes	Division Testing Coordinator (DTC) / SEPS / EPS / Support Staff
	<b>TOTAL</b>	<b>None</b>	<b>18 minutes</b>	

## VII. SOCIAL MOBILIZATION AND NETWORKING UNIT

### a. Processing Of General Plan Of Actions (GPOA) Of Learner Government Program

To provide technical assistance to the requesting party in processing their General Plan of Actions (GPOA) of Learner Government Program

<b>Office or Division:</b>	Social Mobilization and Networking Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Teaching Personnel (i.e., Teacher-Adviser)			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
3. General Plan of Actions (GPOA)			Applicant	
<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 General Plan of Actions (GPOA)	1. Receiving of the GPOA	None	5 minutes	EPS II
	2. Review and evaluation of the document for vetting of the Division Youth Formation in-Charge	None	15 minutes	PDO I
	3. Forwarding of the vetted document	None	5 minutes	PDO I
	5. Review and evaluation of the document for vetting (Recommending Approval) (OCES-SGOD)	None	1 day	CES – SGOD/ ASDS – SGOD
	6. Forwarding of the vetted document (OSDS)	None	5 minutes	ADAS II
			None	1 day



	7. Vetting for Approval			
	<b>TOTAL</b>	<b>None</b>	<b>2 days and 30 minutes</b>	



**b. Processing Of Youth Formation Related Proposals And/Or Accomplishment Report**

To provide technical assistance to the requesting party in processing their Youth Formation related Proposals and/or Accomplishment Report

<b>Office or Division:</b>	Social Mobilization and Networking Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Teaching Personnel (i.e., Teacher-Adviser)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
4. General Plan of Actions (GPOA)		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEE TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of Youth Formation related Proposals and/or Accomplishment Report	1. Receiving of the Youth Formation related Proposals and/or Accomplishment Report	None	5 minutes	EPS II
	2. Review and evaluation of the document for vetting of the Division Youth Formation in-Charge	None	15 minutes	PDO I
	3. Forwarding of the vetted document	None	5 minutes	PDO I
	5. Review and evaluation of the document for vetting (Recommending	None	1 day	CES – SGOD/ ASDS – SGOD

	Approval) (OCES-SGOD)			
	6. Forwarding of the vetted document (OSDS)	None	5 minutes	ADAS II
	7. Vetting for Approval	None	1 day	SDS
	<b>TOTAL</b>	<b>None</b>	<b>2 days and 30 minutes</b>	



### c. Processing On The Application For Renaming Of School

To provide technical assistance to the requesting party for their application for renaming of school

<b>Office or Division:</b>	Social Mobilization and Networking Unit			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G – Government to Citizen			
<b>Who may avail:</b>	Non-Teaching Personnel (i.e., School Head)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
5. Copy of DepEd Order No. 29, s. 2011 “Revised Guidelines on the Naming and Renaming of Public Schools”		Applicant Social Mobilization and Networking Unit		
6. Letter of Request for the renaming of school name send to the National Historical Institute		National Historical Institute		
7. Recommendation by the local school board of the concerned municipality/city thru Sangguniang Bayan/ Panglungsod Resolution supporting the renaming of the school.		LGU-Municipal/City local school board		
<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 Application of Renaming	1. Receive the request letter	None	5 minutes	EPS II
	2. Provide checklist and Evaluation sheet for Conversion	None	60 minutes	EPS II
	3. Upon completion of the requirements, receiving of the 2 sets of hardcopy documents	None	5 minutes	EPS II

	4. Initial assessment for the completeness of documents	None	1 day	SEPS and EPS II
	5. Scheduling of the on-site validation	None	30 minutes	SEPS and EPS II
	6. On-site validation	None	1 day	SEPS and EPS II
	7. Preparation of Endorsement to Regional Director countersigned by SEPS	None	60 minutes	EPS II, SEPS SocMob, EFU, BOIII, Accountant III, AO V, EPSvR-SGOD, CES-SGOD, ASDS-SGOD, and SDS
	8. Review and vetting of Endorsement	None	1 day	EPS II
				SDS
	<b>TOTAL</b>	<b>None</b>	<b>3 days, 1 hour, and 40 minutes</b>	

#### d. Establishment Of Partnerships

To provide technical assistance to the requesting stakeholder to have partnership with the agency.

<b>Office or Division:</b>	Social Mobilization and Networking Unit			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business Entity G2G – Government to Government			
<b>Who may avail:</b>	External Stakeholders and/or Teaching, Non-Teaching, or Teaching-related Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
8. Letter of Request signifying the intention to have partnership.	Applicant Schools Division Superintendent Social Mobilization and Networking Unit			
9. Memorandum of Agreement/ Understanding (MOA/MOU)	Applicant Schools Division Superintendent Social Mobilization and Networking Unit			
10. Deed of Understanding/ Donation (DOU/DOD)	Applicant Schools Division Superintendent Social Mobilization and Networking 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 Request for establishing partnership	1. Receiving of the Letter of Request	None	5 minutes	Applicant EPS II/ SEPS
	2. Draft of Acknowledgement letter	None	1 day	Applicant EPS II/ SEPS
	3. Review and vetting of initial signature of Acknowledgement letter	None	1 day	CES-SGOD/ ASDS-SGOD
	3. Vetting of Acknowledgement letter	None	1 day	SDS
2. Attending with the Initial Meeting	1. Discussion of the partnership's terms and conditions	None	1 day	Applicant/ EPS II/ SEPS CES-SGOD/ ASDS-SGOD/ SDS

	2. Draft of Memorandum of Understanding/ Agreement and Deed of Understanding/ Donations	None	3 days	Applicant/ EPS II/ SEPS CES-SGOD/ ASDS-SGOD/ SDS
	3. Review of the MOU/MOA and DOU/DOD	None	1 day	Legal Officer III
3. Finalizing and signing the MOU/MOA and DOU/DOA	1. Discussion of the reviewed MOU/MOA and DOU/DOD	None	120 minutes	Applicant/ EPS II/ SEPS CES-SGOD/ ASDS-SGOD/ SDS
	2. If revision is needed, amendment will be done	None	1 day	Applicant/ EPS II/ SEPS CES-SGOD/ ASDS-SGOD/ SDS
	4. Review of the amended MOU/MOA and DOU/DOD	None	1 day	Legal Officer III
	3. Signing of the final draft of MOU/MOA and DOU/DOA	None	30 minutes	Applicant/ EPS II/ SEPS CES-SGOD/ ASDS-SGOD/ SDS
	<b>TOTAL</b>	<b>None</b>	<b>10 days, 2 hours and 35 minutes</b>	

**e. Processing On The Application For Conversion Of Schools Into Integrated School (Thru Expansion Of An Existing Elementary Or Secondary School)**

To provide technical assistance to the requesting party for their application for conversion of schools into integrated school (thru expansion of an existing elementary or secondary school)

<b>Office or Division:</b>	Social Mobilization and Networking Unit	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	Non-Teaching Personnel (i.e., School Head)	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
11. Checklist of Documents and Evaluation Sheet for the Application for Conversion of Schools into Integrated School (thru Expansion of an Existing Elementary or Secondary School (thru Expansion of an existing Elementary or Secondary School) (Version 1)	Applicant Social Mobilization and Networking Unit	
12. DepEd School ID	Applicant	
13. Letter of Request for the Conversion of School(s) into an Integrated School (IS)	Applicant	
14. In case of expansion of existing school: a. Feasibility study on the proposed expansion of school, duly recommended/ endorsed by the SDS; b. IS implementation Plan covering five (5) school years to include among others, the following: b.1. Current and Projected enrolment for five (5) school years, by grade level; b.2. Proposed Budgetary Requirements for its Personal Services, MOOE, and Capital Outlay; b.3. Operational Plan regarding Curriculum and Instructional Supervision of the proposed IS; and b.4. School Site Development Plan to include proposed	Applicant	



<p>school buildings, as needed;</p> <p>c. Certification (i.e., signed by the School Head, duly attested by the SDS on the excess classrooms, tables, chairs and other resources to be used for the expansion of elementary or secondary school);</p> <p>d. Inventory of Learning Resources prepared by the School's Property Custodian, as validated by the Schools Division Office;</p> <p>e. Updated Personal Services Itemization and Plantilla of Personnel (PSIPOP) of the concerned school(s); and</p> <p>f. Updated Status Report with regard to the school's existing crucial resources.</p> <p>15. Sangguniang Bayan/ Panglungsod Resolution supporting the conversion of school(s) into an IS, duly approved by the Municipal/City Mayor, indicating therein the proposed name of the school.</p> <p>16. Certification from the LGU signed by the Municipal/City Mayor, as the case may be, where the LGU shall continue to provide funds for the operation and maintenance for at least five (5) years or until such time that such funds are incorporated in the National budget.</p> <p>17. Designation Order for the proposed School Head.</p> <p>18. Transcript of Records, Certificates of relevant training, Service records and Civil Service Legibility of the proposed School Head, duly certified as true copies by the Division Office's Record Units.</p> <p>19. Justification by the SDS, in case the proposed School Head does not meet the Qualification Standards for the School Head item for secondary school.</p>	<p>Local Government Unit</p> <p>Local Government Unit</p> <p>School Division Superintendent</p> <p>Applicant</p> <p>Schools Division Superintendent</p> <p>Schools Division Superintendent</p>
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20. Certificate from the SDS as to the school assignment of the other school head who will not be selected, in case both schools to be merged or combined are with existing school head.				
<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 Application for Conversion	1. Receiving of the application letter	None	5 minutes	EPS II
	2. Providing of checklist and Evaluation sheet for Conversion	None	10 minutes	EPS II
	3. Upon completion of the requirements, receiving of the 2 sets of hardcopy documents	None	5 minutes	EPS II
	4. Initial assessment for the completeness of documents	None	1 day	SEPS and EPS II
	5. Scheduling of the on-site validation	None	30 minutes	SEPS and EPS II
	6. On-site validation	None	1 day	EPS II, SEPS SocMob, EFU, BOIII, Accountant III, AO V, EPSvR-SGOD, CES-SGOD, ASDS-SGOD, and SDS
	7. Review and vetting of the documents	None	5 days	EFU, BOIII, Accountant III, SEPS SocMob, AO V, EPSvR-SGOD, CES-SGOD, ASDS-SGOD, and SDS
	8. Preparation of Endorsement to Regional Director countersigned by SEPS	None	60 minutes	EPS II

	9. Review and vetting of Endorsement	None	1 day	SDS
	<b>TOTAL</b>	<b>None</b>	<b>8 days, 1 hour, and 50 minutes</b>	



## f. Processing On The Application For Establishment Of Public Elementary/Secondary School

To provide technical assistance to the requesting party for their application for establishment of public elementary/ secondary school

<b>Office or Division:</b>	Social Mobilization and Networking Unit		
<b>Classification:</b>	Highly Technical		
<b>Type of Transaction:</b>	G2C – Government to Citizen		
<b>Who may avail:</b>	Teaching Personnel (i.e., School Head)		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
21. Application Form for the Establishment of Public/Secondary School (Annex C-1, DO 40, s. 2014) and Regional Evaluation Sheet (Version 1)	Applicant Social Mobilization and Networking Unit		
22. Letter of Request	Parent-Teachers Association/ Barangay Council		
23. Feasibility study 3.1. Justification on the need to establish a school; 3.2. Proposed Organizational Structure; 3.3. School Environment (environmental scanning/ situational analysis); 3.4. Proposed School Development Plan; and 3.5. Proposed Budget/ Budgetary Requirements	Applicant		
24. Division Inspection Report	Education Facilities Unit		
25. Sangguniang Bayan/ Panglungsod Resolution supporting the establishment of a school.	Municipal/ City Mayor/ LGU		
26. List of prospective enrollees per grade level	Applicant		
27. Justification on the need for the establishment of an MG school, if necessary a. Certification (i.e., no private high school within the Municipality/City is participating in the GASTPE Program of DepEd, or that GASTPE participating high	Schools Division Superintendent		

<p>school has reached its allocation or number of available slots; or</p> <p>b. Justification by the SDS of the need to establish a public school to cater to the elementary school graduates/ students who cannot afford to enroll in a private high school.</p>	Municipal/City Engineer
28. Map (i.e., drawn to scale, showing the distances of the existing schools within the catchment area	Municipal/City Engineer
29. Certification (i.e., proposed school is not within the 2-km radius (for rural areas) and 1 km radius (for urban areas from any existing public elementary high school.	Schools Division Superintendent
30. Justification (i.e., waiver on the 2 or 1 km radius requirement, if necessary)	Donor
31. Any document which reflects the size and boundaries of the school site such as but not limited to Deed of Donation, Deed of Sale or Contract of Usufruct for 50 years executed in favor of DepEd; Original Certificate of Title (OCT) or Transfer Certificate of Title (TCT) in the name of DepEd.	Schools Division Superintendent
32. Justification (i.e., in case the required size of school site cannot be met)	Provincial Mines and Geosciences Bureau (MGB) and the Regional Office of the Department of Environment and Natural Resources (DENR)
33. Clearance/permit stating that the proposed school site is not a high-risk area.	Applicant
34. School site development plan	Applicant
35. School building plan (i.e., indicating the number and technical specifications of the classrooms to be built.	Education Facilities Division/Unit and Administrative Officer V
36. Duly approved School building design	Municipal/ City Engineer
37. School building permit	Municipal/ City Bureau of Fire Protection
38. Bureau of Fire Protection Certificate	

<p>39. Inspection Report (i.e., in case classrooms are already constructed)</p> <p>40. Duly notarized MOA* by and between DepEd, represented by SDS, and LGU, represented by the Municipal/City Mayor or Provincial Governor, as the case may be, where the LGU shall provide funds for, among others, the following:</p> <p>a. Construction of the new school building(s);</p> <p>b. Procurement of educational facilities, furniture, textbooks, and instructional materials</p> <p>c. Operation and maintenance for at least five (5) years or until such time when funds for the purpose are incorporated in the national budget; and</p> <p>c. Salaries of teaching and non-teaching personnel, preferably with national salary rates.</p> <p>41. Sangguniang Bayan/ Panglalawigan/ Panglungsod for the purpose.</p> <p>42. Certification (i.e., Division Office has sufficient fund to cover resulting expenses</p> <p>43. List of teaching and non-teaching personnel to be borrowed from the existing nearby school(s), duly identified by the respective Item Number per Personal Services Itemization and Plantilla of Personnel (PSIOP) and name of school</p>		<p>Education Facilities Unit</p> <p>Local Government Unit and School Division Superintendent</p> <p>Local Government Unit</p> <p>Schools Division Superintendent</p> <p>Applicant</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Application of Establishment	1. Receiving of the application letter	None	5 minutes	EPS II
	2. Providing of checklist and Evaluation sheet for Establishment	None	10 minutes	EPS II
	3. Upon completion of the	None	5 minutes	EPS II

	requirements, receiving of the 2 sets of hardcopy documents			
	4. Initial assessment for the completeness of documents	None	1 day	SEPS and EPS II
	5. Scheduling of the on-site validation	None	30 minutes	SEPS and EPS II
	6. On-site validation	None	1 day	EPS II, SEPS SocMob, EFU, BOIII, Accountant III, SEPS SocMob, AO V, EPSvR- SGOD, CES- SGOD, ASDS- SGOD, and SDS
	7. Review and vetting of the documents	None	5 days	EFU, BOIII, Accountant III, SEPS SocMob, AO V, EPSvR- SGOD, CES- SGOD, ASDS- SGOD, and SDS
	8. Preparation of Endorsement to Regional Director countersigned by SEPS	None	60 minutes	EPS II
	9. Review and vetting of Endorsement	None	1 day	SDS
	<b>TOTAL</b>	<b>None</b>	<b>8 days, 1 hour, and 50 minutes</b>	

# CURRICULUM IMPLEMENTATION DIVISION

DepED  
TARLAC  
PROVINCE  
ISO 9001:2015 CERTIFIED





**I. CURRICULUM IMPLEMENTATION DIVISION (OFFICE OF THE CHIEF EDUCATION SUPERVISOR)**

**a. Request Authority to Travel of CID Office Personnel**

This procedure is applicable to all requests for travel order of all employees in DepEd Tarlac under CID Office.

<b>Office or Division:</b>	Curriculum Implementation Division (Office of the Chief Education Supervisor)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	CID Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Memorandum/Office Order for the requesting event/activity to attend to			DepEd Website (CO/RO/DO)/Other Coordinating offices/clients	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits memorandum/office order for the requesting event/activity to attend to	1. Receives Request for Travel Order	None	3 minutes	ADAS-CID
	2. Checks the attachments and creates the travel order	None	10 minutes	ADAS-CID
	3. Reviews Travel Order	None	10 minutes	Chief-CID
	4. Logs the reviewed Travel Order to logbook	None	10 minutes	ADAS-CID
	5. Forwards Travel Order to Administrative Office for the Control number and submits to the office of ASDS for recommendation of approval	None	10 minutes	ADAS-CID
	<b>TOTAL</b>	<b>None</b>	<b>43 minutes</b>	

**b. Handling of Incoming Documents**

This procedure is applicable for handling incoming documents intended for CID office.

<b>Office or Division:</b>	Curriculum Implementation Division (Office of the Chief Education Supervisor)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	Teachers, School Heads, PSDSs, EPSVRs, EPSAs and other CID Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Travel Documents/Accomplishment Reports/Supervisory Visits/T.A Plans/School Reports		Documents coming from clients.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits Travel Documents/Accomplishment Reports/Supervisory Visits/ T.A Plans/School Reports	1. Receives document(s).	None	5 minutes	ADAS-CID
	2. Logs document(s) in the log sheet with date and time.	None	15 minutes	ADAS-CID
	3. Reviews the document content concerning CID	None	10 minutes	Chief-CID
	4. Encodes Document to Records System (RSS)	None	15 minutes	ADAS-CID
	5. (If approve/correct content) Forwards document to the concerned personnel	None	10 minutes	ADAS-CID
	6. (If disapprove/wrong content)			

	Returns to Record Section			
	<b>TOTAL</b>	<b>None</b>	<b>55 inu tes</b>	



### c. Handling of Outgoing Documents

This procedure is applicable for handling outgoing documents.

<b>Office or Division:</b>	Curriculum Implementation Division (Office of the Chief Education Supervisor)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	Teachers, School Heads, PSDS, EPSVRs, EPSAs			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Approved/ Disapproved Travel Documents/Accomplishment Reports/Supervisory Visits/ T.A Plans/School Reports			CID Chief Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Requests for release of documents  2. Receives the document and affixes his/her signature to logbook	1. Makes appropriate action based on the documents	None	10 minutes	ADAS-CID
	2. Logs outgoing document(s) in the logbook with date and time.	None	10 minutes	ADAS-CID
	3. Identifies document's recipient(s).	None	5 minutes	ADAS-CID
	1. Releases documents	None	5 minutes	ADAS-CID
	<b>TOTAL</b>	<b>None</b>	<b>30 minutes</b>	

#### d. Receiving and Releasing Official Documents and Communications

This procedure is applicable for receiving and releasing documents official documents and communications.

<b>Office or Division:</b>	Curriculum Implementation Division (Office of the Chief Education Supervisor)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	DepEd Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official Documents/Communications		Documents coming from clients/CO,RO,DO.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits documents/communications	1. Logs-in the received document/communication	None	5 minutes	ADAS - CID
	2. Reviews/Verifies document for information dissemination, guidance & compliance of the document communication	None	10 minutes	CID Chief
	3. Routes the document/communication to concerned office/personnel	None	10 minutes	ADAS - CID
	<b>TOTAL</b>	<b>None</b>	<b>25 minutes</b>	

## II. LEARNING RESOURCE MANAGEMENT SYSTEM

### a. Library Process of Learning Resources

This procedure is applicable in providing library process of learning resources.

<b>Office or Division:</b>		Curriculum and Learning Management Division		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Citizen		
<b>Who may avail:</b>		Learners, Parents, Teachers, Stakeholders		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid id		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform ahead the librarian for the preparation of the learning material.	Preparation of travel and learning materials to be lent.	None	30 minutes	Librarian
2. Check and browse available reading materials display in the shelves	Assist client	None	1 hour	Librarian
3. Select titles of reading materials to borrow	Assist client	None	1 hour	Librarian
4. Record the learning materials borrowed in the logbook	Keep the logbook	None	1 hour	Librarian
5. Receive learning materials	Release learning materials to the borrower	None	10 minutes	Librarian
6. Return learning materials	Check the learning materials	None	1 hour	Librarian
	Total	None	4 hours and 40 minutes	

## b. Quality Assurance of Learning Resources

This procedure is applicable to all requests for quality assurance of learning resources of all employees in DepEd Tarlac

<b>Office or Division:</b>	Learning Resource Management System			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Teaching, Non-Teaching & Related Teaching Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Letter Request for Review and Quality Assurance of Submitted Learning Materials</li> <li>• Soft copy of the submitted learning resources.</li> <li>• 2 hard copies of the learning resources to be reviewed.</li> <li>• Certification from the District QA Team</li> </ul>			Teacher/Proponent  Teacher/Proponent Teacher/Proponent District QA Team	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit created/developed Learning Resources for Quality Assurance	1. Receives created/ developed learning resources for quality assurance	None	3 minutes	ADAS II
	2. Checks the attachments and logs the material	None	5 minutes	ADAS II
	3. Forwards created/developed learning resources for quality assurance to EPSVR	None	3 minutes	ADAS II
	4. Reviews /quality assures submitted Learning Resources (technical aspect)	None	10 days	EPSVR and Division LR QA Team
	5. Forwards approved quality assured learning resources to the Office of CID Chief for recommending approval.	None	5 minutes	ADAS II ADAS-CID
		None	5 minutes	ADAS II

	6. Returns to Records the learning resources that has compliance for incorporation of comments & suggestions			
	TOTAL	None	10 days and 16 minutes	





### c. Borrowing Procedures for Books and Other Materials Over-Night

<b>Office or Division:</b>		Curriculum and Learning Management Division		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Citizen		
<b>Who may avail:</b>		Learners, Parents, Teachers, Stakeholders)		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Valid ID		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Log-in to the Logbook	Present list of available Learning Resources	None	3 minutes	Librarian
check and browse available reading materials display in the shelves	assist client	None	3 minutes	Librarian
select titles of reading materials to borrow	assist client	None	3 minutes	Librarian
Fill-out the book card	prep the book card/ record the borrowed learning materials in the log book	None	2 minutes	Librarian
Received learning materials	Release learning materials to the borrower		2 minutes	Librarian
Returned learning materials	Check the learning materials and return ID presented	none	2 minutes	Librarian

**d. Distribution of Learning Resources**

This procedure is applicable in distributing learning resources.

<b>Office or Division:</b>		Curriculum and Learning Management Division		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Citizen		
<b>Who may avail:</b>		Learners, Teachers		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
2. DepEd ID		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEE S TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
7. Submit inventory list of learning materials needs	Prepare distribution list and division memo for the schedule of releasing of learning materials.	None	2 days	
8. Receive learning materials	Release to the school/district custodian	None	5 minutes	
9. Sign the Inventory Custodian Slip	Receive the Inventory Custodian Slip	None	3 minutes	
	Total	None	2 days and 8 minutes	

### e. Access to LRMS Portal

<b>Office or Division:</b>		Curriculum and Learning Management Division		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Citizen		
<b>e. Who may avail:</b>		Learners, Parents, Stakeholder, All DepEd Employees		
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>• Computer/Laptop and Internet Connection</li> <li>• Active email address/DepEd email address</li> <li>• Registered LR Account</li> </ul>				<ul style="list-style-type: none"> <li>• Division LRMS Unit</li> <li>• Division ICT Unit</li> <li>• LR Portal (lrms.deped.gov.ph)</li> </ul>
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Open any browser (eg. Chrome, Firefox, etc.) and go to <a href="http://www.lrms.deped.gov.ph">www.lrms.deped.gov.ph</a>	1.1 Assist Client (if necessary)	None	1 minute	<ul style="list-style-type: none"> <li>• Client</li> <li>• LRMS Staff</li> </ul>
2. Click the Begin Quick Tour for new users (Optional)	2.1 Assist Client (if necessary)	None	2 minutes	<ul style="list-style-type: none"> <li>• Client</li> <li>• LRMS Staff</li> </ul>
3.1. If the client has not yet register: <ul style="list-style-type: none"> <li>• Register to LR Portal using DepEd Email address or any active email address.</li> <li>• Open email address and check for email regarding LRMS Registration to activate LRMS account.</li> </ul> 3.2. If the client has been registered: <ul style="list-style-type: none"> <li>• Log-in to the LR Portal</li> </ul>	3.1. Assist clients when problems occurred during the registration, For example: Activation of inactive accounts)  3.2. Technical assistance to clients in retrieving username and password. (For example: reset user password and change email address or username.	None  None	5 minutes  3 minutes	<ul style="list-style-type: none"> <li>• Client</li> <li>• LRMS Staff</li> </ul> <ul style="list-style-type: none"> <li>• Client</li> <li>• LRMS Staff</li> </ul>
4. On the upper left side menu bar, click the Resources Tab and select either K to 12 Resources, Alternative Learning System or	4.1 Assist Client (if necessary)	None	1 minute	<ul style="list-style-type: none"> <li>• Client</li> <li>• LRMS Staff</li> </ul>

Professional Development				
5. Select Grade Level	5.1 Assist Client (if necessary)	None	1 minute	<ul style="list-style-type: none"> <li>• Client</li> <li>• LRMDS Staff</li> </ul>
6. Select the desired Learning Area	6.1 Assist Client (if necessary)	None	1 minute	<ul style="list-style-type: none"> <li>• Client</li> <li>• LRMDS Staff</li> </ul>
7. Select the category from the given list	7.1 Assist Client (if necessary)	None	1 minute	<ul style="list-style-type: none"> <li>• Client</li> <li>• LRMDS Staff</li> </ul>
8.1. Select a title from the list. List could be refined based on the DepEd Specialized Programs (e.g. Kto12, IPEd, ALS)	8.1 Assist Client (if necessary)	None	2 minutes	<ul style="list-style-type: none"> <li>• Client</li> <li>• LRMDS Staff</li> </ul>
9. Click view or download. (Guest can only browse and search for LRs in the Portal. Only registered users are given downloading privileges)	9.1 Assist Client (if necessary)	None	3 minutes	<ul style="list-style-type: none"> <li>• Client</li> <li>• LRMDS Staff</li> </ul>
10. Print the downloaded Learning Material	10.1 Assist Client (if necessary)	None	3 minutes	<ul style="list-style-type: none"> <li>• Client</li> <li>• LRMDS Staff</li> </ul>
<b>TOTAL</b>		<b>None</b>	<b>23 inutes</b>	

## f. Providing Technical Assistance And Access In Utilizing Deped Learning Resource Portal

This procedure is applicable in providing technical assistance in utilizing DepEd Learning Resource Portal.

<b>Office or Division:</b>	Learning Resource Management System			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Learners, Parents, Stakeholder, All DepEd Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Computer/Laptop and Internet Connection</li> <li>• Active email address/DepEd email address</li> <li>• Registered LR Account</li> </ul>			<ul style="list-style-type: none"> <li>• Division LRMDs Unit</li> <li>• Division ICT Unit</li> <li>• LR Portal (lrmds.deped.gov.ph)</li> </ul>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON/S RESPONSIBLE</b>
1. Open any browser (e.g., Chrome, Firefox, etc.) and go to <a href="http://www.lrmds.deped.gov.ph">www.lrmds.deped.gov.ph</a>	1.1 Assist Client (if necessary)	None	1 minute	<ul style="list-style-type: none"> <li>• Client</li> <li>• LRMD S Staff</li> </ul>
2. Click the Begin Quick Tour for new users (Optional)	2.1 Assist Client (if necessary)	None	2 minutes	<ul style="list-style-type: none"> <li>• Client</li> <li>• LRMD S Staff</li> </ul>
3.1. If the client has not yet registered: <ul style="list-style-type: none"> <li>• Register to LR Portal using DepEd Email address or any active email address.</li> <li>• Open email address and check for email regarding LRMDs Registration to activate LRMDs account.</li> </ul>	3.1. Assist clients when problems occurred during the registration, For example: Activation of inactive accounts)	None	5 minutes	<ul style="list-style-type: none"> <li>• Client</li> <li>• LRMD S Staff</li> </ul>
3.2. If the client has been registered: <ul style="list-style-type: none"> <li>• Log-in to the LR Portal</li> </ul>	3.2. Technical assistance to clients in retrieving username and password. (For example: reset	None	3 minutes	<ul style="list-style-type: none"> <li>• Client</li> <li>• LRMD S Staff</li> </ul>

	user password and change email address or username.			
4. On the upper left side menu bar, click the Resources Tab and select either K to 12 Resources, Alternative Learning System or Professional Development	4.1 Assist Client (if necessary)	None	1 minute	<ul style="list-style-type: none"> <li>• Client</li> <li>• LRMD</li> <li>• S</li> <li>• Staff</li> </ul>
5. Select Grade Level	5.1 Assist Client (if necessary)	None	1 minute	<ul style="list-style-type: none"> <li>• Client</li> <li>• LRMD</li> <li>• S</li> <li>• Staff</li> </ul>
6. Select the desired Learning Area	6.1 Assist Client (if necessary)	None	1 minute	<ul style="list-style-type: none"> <li>• Client</li> <li>• LRMD</li> <li>• S</li> <li>• Staff</li> </ul>
7. Select the category from the given list	7.1 Assist Client (if necessary)	None	1 minute	<ul style="list-style-type: none"> <li>• Client</li> <li>• LRMD</li> <li>• S</li> <li>• Staff</li> </ul>
8.1. Select a title from the list. List could be refined based on the DepEd Specialized Programs (e.g., Kto12, IPEd, ALS)	8.1 Assist Client (if necessary)	None	2 minutes	<ul style="list-style-type: none"> <li>• Client</li> <li>• LRMD</li> <li>• S</li> <li>• Staff</li> </ul>
9. Click view or download. (Guest can only browse and search for LRs in the Portal. Only registered users are given downloading privileges)	9.1 Assist Client (if necessary)	None	3 minutes	<ul style="list-style-type: none"> <li>• Client</li> <li>• LRMD</li> <li>• S</li> <li>• Staff</li> </ul>
10. Print the downloaded Learning Material	10.1 Assist Client (if necessary)	None	3 minutes	<ul style="list-style-type: none"> <li>• Client</li> <li>• LRMD</li> <li>• S</li> <li>• Staff</li> </ul>
<b>TOTAL</b>		<b>None</b>	<b>23 minutes</b>	