

## **Schools Division Office**

### **Internal Services**

## A. Office of the Schools Division Superintendent

### Issuance of Foreign Travel Authority

Travel Authority (TA) refers to an Order in writing issued by the approving authority allowing an official or employee to proceed to a specific place or location (the regular place of work and where the official/employee is expected to stay most of the time as required by the nature, duties and responsibilities of the position) outside of their permanent official station for a specific period of time to perform a given assignment or accomplish a personal purpose.

Based on the *Omnibus Travel Guidelines for All Personnel of the Department of Education* (DepEd Orders No. 043 and 046, s. 2022) DepEd officials or employees may request TA for either of the following:

- Official Travel – trips pursuant to a legitimate function or interest. These may either be official business (where transportation, miscellaneous, and daily travel expenses aside from salaries and benefits, are incurred and funded by the Department) or official time (where no government expenses are incurred/spent aside from the payment of salaries/benefits).
- Personal Travel – private trips for personal purpose and undertaken without cost to the government.

Official or Personal Travel may be further categorized into **foreign** (trips outside the Philippines) or local (trips outside the permanent official station).

The minimum conditions for a trip to be considered official travel are the following:

- g. Highly relevant to basic education; for foreign official travel, must be in compliance with an international commitment/contractual obligation.
- h. Essential to the effective performance of official/employee mandate of functions.
- i. Projected expenses involve minimum expenditure or are not excessive.
- j. Presence is critical to the outcome of the activity to be undertaken.
- k. Absence from the permanent official station will not hamper the operational efficiency of the office.
- l. Expenses to be incurred is included on the approved Work and Financial Plan of the office/unit concerned.

### 1.1 Issuance of Foreign Official Travel Authority

DepEd officials and employees may apply for travel authority for the these foreign official travels:

- d. International conferences/meetings to which the Philippine government has commitments or to undertake official missions/assignments which cannot be assigned to government officials posted abroad;
- e. Scholarships, fellowships, trainings, and studies abroad which are grant-funded or undertaken at minimal cost; and
- f. Invitations for speaking engagements or receiving of awards from foreign governments/ institutions or international agencies/organizations as defined under international law, whether fully or partially funded by the government, upon endorsement to the Department of Foreign Affairs.

Note that travel authority shall not be issued for the following officials and employees:

- a. With pending administrative case;
- b. Will retire within one year from the date of the foreign official travel;

- c. Whose previous travel has not been liquidated and cleared;
- d. Who has not yet complied with reporting requirement/s for any previous travel.

| <b>Office or Division</b>  | Office of the Schools Division Superintendent (OSDS)  |   |
|--|---|---|
| <b>Classification:</b>   | Simple  |   |
| <b>Type of Transaction:</b>  | Government to Government (G2G)  |   |
| <b>Who may avail:</b>  | DepEd officials and employees meeting the conditions for foreign personal travel as stated on DOs 043 and 046, s. 2022, specifically <ul style="list-style-type: none"><li>• Requests from schools as recommended by the School Head</li><li>• School Heads</li><li>• Requests from Division Chiefs and below, including Public Schools District Supervisors (PSDS), in Schools Division Offices (SDOs)</li></ul> |   |
| CHECKLIST OF REQUIREMENTS  |   | WHERE TO SECURE   |
| One (1) original copy of filled out Travel Authority for Official Travel Form with supporting documents (see below)  |   | Annex A, DO 043, s. 2022<br><a href="https://www.deped.gov.ph/wp-content/uploads/2022/10/DO_s2022_043-corrected-copy.pdf">https://www.deped.gov.ph/wp-content/uploads/2022/10/DO_s2022_043-corrected-copy.pdf</a> |
| One (1) original copy of the signed invitation addressed to the requesting party   |   | Inviting foreign government/institution or international agency/organization  |
| One (1) original copy of Itinerary of Travel   |   |   |
| One (1) original copy of Written justification, addressed to the Approving Authority, to be noted by the Recommending Authority <sup>10</sup> , explaining the minimum conditions for authorized official travel stated above and why alternatives to travel such as all forms of communication, (e.g. teleconferencing/ videoconferencing, submission of briefs/ position papers) are insufficient for the purpose. |   | Client  |
| One (1) original Certificate of No Pending Case  |   | Legal unit with jurisdiction over the client  |
| One (1) copy of approved Completed Staff Work (CSW)  |   | International Cooperation Office / Client   |
| One (1) copy of Estimated Travel Cost  |   |   |
| One (1) copy of Work and Financial Plan  |   | Client's office   |
| Optional requirements:<br>If applying for Cash Advance (CA): Original certification that previous CA has been liquidated   |   | Accounting unit with jurisdiction over the client   |
| For Teachers in the Exchange Visitor Program of the US Government: <ul style="list-style-type: none"><li>a. TA signed by the Secretary</li><li>b. Clearance Certificate</li><li>c. Copy of the Registration Sticker</li></ul>  |   | Office of the Secretary<br>Regional Office<br>Commission on Filipino Overseas   |
| For Division Chiefs and higher, a draft Office Order (SO) designating an OIC, if applicable, so as not to hamper the day-to-day operations of the office   |   | Signing authority for OO designated by the Secretary  |

<sup>10</sup> Refer to the Table of Recommending and Approving Authorities for Foreign Travel based on DO 046, s. 2022.

| CLIENT STEPS   | AGENCY ACTION   | FEES TO BE PAID | PROCESSING TIME  | PERSON RESPONSIBLE       |
|--|---|-----------------|--|--------------------------|
| 1. Submit complete requirements to the SDO                                       | 1.1 Check the documents received, process for release to the Personnel Unit                     | None            | 10 minutes   | JOECIL P. PURGANAN AO-IV |
|  | 1.2 Receive documents and prepare TA for signature  | None            | 5 minutes  | Personnel Unit           |
|  | 1.3 Check documents for completeness and accuracy   | None            | 3 hours  | Personnel Unit           |
|  | 1.4 Countersign Form and TA and forward documents   | None            | 15 minutes   | Personnel Unit           |
|  | 1.5 Review and sign the Form and TA   | None            | 4 hours  | MA. TERESA M. REAL SDS   |
|  | 1.5 Return the documents to the Records Unit  | None            | 10 minutes   | OSDS                     |
|  | 1.5 Receive signed TA and other documents, forward to the Central Office                        | None            | 1 day  | JOECIL P. PURGANAN AO-IV |
|  | 1.6 Receive and process request; return documents to OSDS                                       | None            | 5 days   | Central Office           |
| Receive requested document/s from the Records Section                            | 2.1 Check documents received and process for release; release document/s to intended recipient. | None            | 20 minutes   | JOECIL P. PURGANAN AO-IV |
| Submit post-travel report addressed to the Office of the Secretary <sup>11</sup> | 3.1 Receive the post-travel report.   | None            | (One calendar month after returning to the permanent official station) | JOECIL P. PURGANAN AO-IV |
| <b>Total</b>   |   | <b>None</b>     | <b>7 days</b>  |                          |

## 1.2 Issuance of Foreign Personal Travel Authority

DepEd officials and employees may apply for travel authority (TA) for private trips purely for personal purpose and undertaken without cost to the government. However, foreign scholarships/trainings sourced and pursued in their personal capacity need to be brought to the attention of the immediate supervisor or head of office before applying for TA. Likewise, those who intend to study abroad may be required to comply with the required service obligation after

<sup>11</sup> For the format and specifics of the required post-travel report, refer to DO 043, s. 2022 at [https://www.deped.gov.ph/wp-content/uploads/2022/10/DO\\_s2022\\_043-corrected-copy.pdf](https://www.deped.gov.ph/wp-content/uploads/2022/10/DO_s2022_043-corrected-copy.pdf).

the period of their leave.

Note that those who have pending administrative case/s, unliquidated / no clearance / non-compliance to reportorial requirement for any previous travel shall not be granted foreign personal TA.

|  |   |                        |   |                             |
|--|---|------------------------|---|-----------------------------|
| <b>Office or Division</b>  | Office of the Schools Division Superintendent (OSDS)  |                        |   |                             |
| <b>Classification:</b>   | Simple  |                        |   |                             |
| <b>Type of Transaction:</b>  | Government to Government (G2G)  |                        |   |                             |
| <b>Who may avail:</b>  | DepEd officials and employees meeting the conditions for foreign personal travel as stated on DOs 043 and 046, s. 2022, specifically <ul style="list-style-type: none"> <li>• Requests from schools as recommended by the School Head</li> <li>• School Heads</li> <li>• Requests from Division Chiefs and below, including Public Schools District Supervisors (PSDS), in Schools Division Offices (SDOs)</li> </ul> |                        |   |                             |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   |                        | <b>WHERE TO SECURE</b>  |                             |
| One (1) original copy of filled out Travel Authority for Personal Travel Form with supporting documents (see below)                                |   |                        | Annex D, DO 043, s. 2022<br><a href="https://www.deped.gov.ph/wp-content/uploads/2022/10/DO_s2022_043-corrected-copy.pdf">https://www.deped.gov.ph/wp-content/uploads/2022/10/DO_s2022_043-corrected-copy.pdf</a> |                             |
| One (1) original copy of written manifestation, noted by the Head of Office, that absence will not hamper the operational efficiency of the office |   |                        | Client  |                             |
| Certificate of No Pending Case   |   |                        | Legal unit with jurisdiction over the client  |                             |
| CSC Form No. 6, s. 2020 (Leave Form)   |   |                        | Civil Service Commission (CSC) / Personnel unit with jurisdiction over the client   |                             |
| Optional requirements:<br>Draft Office Order (OO) designating an OIC, if applicable, so as not to hamper the day-to-day operations of the office   |   |                        | Signing authority for OO designated by the Secretary  |                             |
| Study Leave of NTP (up to 6 months): Contract between the agency head or authorized representative and the employee concerned                      |   |                        | Personnel unit with jurisdiction over the client  |                             |
| For leaves that exceed one month: CSC Form No. 7, s. 2017 (Clearance Form)   |   |                        | Civil Service Commission (CSC) / Personnel unit with jurisdiction over the client   |                             |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTION</b>  | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b>  | <b>PERSON RESPONSIBLE</b>   |
| 1. 1 Submit complete requirements to the SDO<br><br>a. School Head<br><br>b. Office of the School Head – for Teaching                              | 1.1 Receive the documents and log on the database, route to Personnel Unit  | None                   | 10 minutes  | JOECIL P. PURGANAN<br>AO-IV |

|  |   |             |               |                          |
|--|---|-------------|---------------|--------------------------|
| and Non-Teaching Personnel in Schools                |   |             |               |                          |
| c. Division Chiefs and below, including PSDS in SDOs |   |             |               |                          |
|  | 1.2 Check documents for completeness and accuracy.<br><br>If there is no discrepancy in the documents submitted, forward to the Legal Unit. Otherwise, inform the client of discrepancies and wait for reply. | None        | 2 hours       | Personnel Unit           |
|  | 1.3 Check if client has pending case, sign clearance as applicable, and return to Personnel Unit  | None        | 2 hours       | LUCILLE H. MADELO AO-V   |
|  | 1.4 Receive documents and prepare TA for signature  | None        | 1 hour        | Personnel Unit           |
|  | 1.5 Review documents for signature  | None        | 2 hours       | Personnel Unit           |
|  | 1.6 Countersign Form and TA and forward documents to OSDS   | None        | 15 minutes    | Personnel Unit           |
|  | 1.7 Review and sign the Form and TA   | None        | 8 hours       | MA. TERESA M. REAL SDS   |
|  | 1.8 Return the documents to the Records unit  | None        | 10 minutes    | OSDS                     |
|  | 1.9 Check the documents and forward to the Office of the Regional Director (ORD)  | None        | 1 day         | JOECIL P. PURGANAN AO-IV |
|  | 1.10 Receive and process request; return documents to OSDS  | None        | 16 hours      | ORD                      |
| 2. Receive requested document from the Records Unit  | 2.1 Check documents received and process for release; release TA to intended recipient.   | None        | 25 minutes    | JOECIL P. PURGANAN AO-IV |
| <b>Total</b>   |   | <b>None</b> | <b>5 days</b> |                          |

## B. Budget Unit

### 1. Processing of ORS

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

|  |  |                        |                        |                           |
|--|--|------------------------|------------------------|---------------------------|
| <b>Office or Division</b>  | Budget Unit  |                        |                        |                           |
| <b>Classification:</b>   | Simple   |                        |                        |                           |
| <b>Type of Transaction:</b>  | Government to Government (G2G)                       |                        |                        |                           |
| <b>Who may avail:</b>  | DepEd Employees                                      |                        |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>   |  |                        | <b>WHERE TO SECURE</b> |                           |
| 1. ORS (1 Original Copies, 2 Photocopy)  |  |                        | Accounting Unit        |                           |
| 2. Disbursement Voucher (1 Original Copies, 2 Photocopy)                               |  |                        | Accounting Unit        |                           |
| <b>Purchase Orders (pre-audited)</b>   |  |                        |                        |                           |
| 1. AR/ATC (1 Original Copies, 2Photocopy)  |  |                        | Requesting Unit        |                           |
| 2. Other supporting documents (1 Original Copies, 2 Photocopy)                         |  |                        | Requesting Unit        |                           |
| <b>Biddings</b>  |  |                        |                        |                           |
| 1. Notice of Award (1 Original Copies, 2 Photocopy)                                    |  |                        | BAC Secretariat        |                           |
| 2. Signed Contract (1 Original Copies, 2 Photocopy)                                    |  |                        | Requesting Unit        |                           |
| 3. Sub-AROs (1 Original Copies, 2 Photocopy)   |  |                        | Requesting Unit/Budget |                           |
| 4. AR/ATC (1 Original Copies, 2 Photocopy)   |  |                        | Requesting Unit        |                           |
| <b>Cash Advances for Travels</b>   |  |                        |                        |                           |
| 1. Approved Travel Order (1 Original Copies, 2 Photocopy)                              |  |                        | Requesting Unit        |                           |
| 2. Memorandum (1 Original Copies, 2 Photocopy)   |  |                        | Requesting Unit        |                           |
| 3. Itinerary of Travel (1 Original Copies, 2 Photocopy)                                |  |                        | Requesting Unit        |                           |
| 4. AR/ATC (1 Original Copies, 2Photocopy)  |  |                        |                        |                           |
| <b>Reimbursement of Travels</b>  |  |                        |                        |                           |
| 1. Approved Travel Order (1 Original Copies, 2 Photocopy)                              |  |                        | Requesting Unit        |                           |
| 2. Memorandum (1 Original Copies,2 Photocopy)  |  |                        | Requesting Unit        |                           |
| 3. Itinerary of Travel (1 Original Copies, 2 Photocopy)                                |  |                        | Requesting Unit        |                           |
| 4. Certificate of Appearance/Participation/Attendance (1 Original Copies, 2 Photocopy) |  |                        | Requesting Unit        |                           |
| 5. Certification of Travel Completed(1 Original Copies, 2 Photocopy)                   |  |                        | Requesting Unit        |                           |
| 6. AR/ATC (1 Original Copies, 2 Photocopy)   |  |                        | Requesting Unit        |                           |
| <b>Cash Advances for school MOOE</b>   |  |                        |                        |                           |
| 1. Purpose of cash advance (1 Original Copies, 2 Photocopy)                            |  |                        | Requesting Unit        |                           |
| 2. Letter request (1 Original Copies, 2 Photocopy)                                     |  |                        | Requesting Unit        |                           |
| 3. WFP (1 Original Copies, 2Photocopy)   |  |                        |                        |                           |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTION</b>                                 | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |
| 1.Forward to budget  | 1.1. Receive the documents from the requesting party | None                   | 2 minutes              | ADAS                      |
|  | 1.2. Review, analyze                                 | None                   | 5 minutes              | ADAS/Budget               |

|              |   |             |                   |  |
|--------------|---|-------------|-------------------|--|
|              | and verify the documents  |             |                   | Officer III                            |
|              | 1.3. Verify the availability of allotments  | None        | 3 minutes         | JULIET L. RANOCO<br>Budget Officer III |
|              | 1.4. Record and posting of entries in BMS   | None        | 5 minutes         | ADAS                                   |
|              | 1.5. Generate print-out of ORS  | None        | 2 minutes         | ADAS                                   |
|              | 1.6. Certification by the Head of the Budget Unit or his authorized representative on the existence of available appropriation (Box B)  | None        | 5 minutes         | JULIET L. RANOCO<br>Budget Officer III |
|              | 1.7. Certification by the Head of the Requesting Office or his authorized representative on the necessity and legality of charges to the appropriation/allotment under his/her direct supervision (Box A) | None        | 5 minutes         | Requesting Party                       |
|              | 1.8. Forward to Accounting Division   | None        | 3 minutes         | ADAS I                                 |
| <b>Total</b> |   | <b>None</b> | <b>30 minutes</b> |  |

## 2. Posting/Updating of Disbursement

Updating of status of disbursement requests

|   |   |                        |                        |                           |
|---|---|------------------------|------------------------|---------------------------|
| <b>Office or Division</b>                           | Budget Unit   |                        |                        |                           |
| <b>Classification:</b>                              | Simple  |                        |                        |                           |
| <b>Type of Transaction:</b>                         | Government to Citizen (G2C)<br>Government to Government (G2G) |                        |                        |                           |
| <b>Who may avail:</b>                               | Learners  |                        |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>                    |   |                        | <b>WHERE TO SECURE</b> |                           |
| 1. Reports of Check Issued (RCI)                    |   |                        | Cashier's Office       |                           |
| 2. Report of Advice to Debit Account Issued (RADAI) |   |                        |                        |                           |
| <b>CLIENT STEPS</b>                                 | <b>AGENCY ACTION</b>  | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |
| 1. Submit the required reports (RCI and RADAI)      | 1.1. Receive the reports                                      | None                   | 3 minutes              | Receiving personnel       |
|   | 1.2. Encode/post the data on the BMS                          | None                   | 5 minutes              | Budget officer/ADAS       |
| <b>Total</b>  |   | <b>None</b>            | <b>8 minutes</b>       |                           |



## C. Cash Unit

### 1. Handling of Cash Advances

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

|  |   |                        |                                  |  |
|--|---|------------------------|----------------------------------|--|
| <b>Office or Division</b>  | Cash unit   |                        |                                  |  |
| <b>Classification:</b>   | Simple  |                        |                                  |  |
| <b>Type of Transaction:</b>  | Government to Government (G2G)  |                        |                                  |  |
| <b>Who may avail:</b>  | DepEd Employee  |                        |                                  |  |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   |                        | <b>WHERE TO SECURE</b>           |  |
| 1. Authority to Cash Advance ( 1 Original Copy)  |   |                        | Accounting Unit                  |  |
| 2. Certification of No Liquidated CA's   |   |                        | Respective office/bureau/service |  |
| 3. Documentary requirements  |   |                        |                                  |  |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTION</b>  | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b>           | <b>PERSON RESPONSIBLE</b>              |
| 1. Request for Authority to Cash Advance and Certification of No Liquidated CA's   | 1.1 Issue the Authority to Cash Advance and Certification of No Liquidated CA's                           | None                   | 20 minutes                       | Accounting Staff                       |
| 2. Forward to Head of Office for Approve, then prepare DV and ORS and attached documentary requirements needed for Cash Advances | 2.1 Sign the documentary requirements needed for Cash Advance   | None                   | 15 minutes                       | MA. TERESA M. REAL<br>SDS              |
| 3. Prepare DV and ORS and attached documentary requirements needed for Cash Advances   | 3.1 Forward the ORS/DV to signatories   | None                   | 8 hours                          | JULIET L. RANOCO<br>Budget Officer III |
|  | 3.2 Receive complete, accurate and approved DV, ORS, ADA and supporting documents from the Head of Office | None                   | 10 minutes                       | Cash Personnel                         |
|  | 3.3 Prepare Payroll Credit System Validation (PACSVL)   | None                   | 2 hours                          | Cash Personnel                         |
|  | 3.4 Forward the PACSVL to Accountant for review and signature   | None                   | 20 minutes                       | MARILYN A. BALILI<br>Accountant        |
|  | 3.5 Prepare Advice of   | None                   | 30 minutes                       | Cash Personnel                         |

|              |  |             |                          |                        |
|--------------|--|-------------|--------------------------|------------------------|
|              | Check Issued and Cancelled (ACIC)  |             |                          |                        |
|              | 3.6 Review the ADA details against ACIC                                    | None        | 20 minutes               | PHEBE M. VILLAFLORES   |
|              | 3.7 Sign the ADA, PACSVAL and ACIC   | None        | 10 minutes               | PHEBE M. VILLAFLORES   |
|              | 3.8 Forward ADA, PACSVAL and ACIC to the Head of Office for signature      | None        | 5 minutes                | Cash Personnel         |
|              | 3.9 Sign the ADA, PACSVAL and ACIC   | None        | 30 minutes               | MA. TERESA M. REAL SDS |
|              | 3.10 Receive the signed ADA, PACSVAL and ACIC                              | None        | 10 minutes               | Cash Personnel         |
|              | 3.11 Submit the ADA, PACSVAL and ACIC to the bank                          | None        | 1 hour                   | Cash Personnel         |
|              | 3.12 Notify the clients that the Cash Advances are already credited to ATM | None        | 15 minutes               | Cash Personnel         |
| <b>Total</b> |  | <b>None</b> | <b>1 day and 6 hours</b> |                        |

## C. Information and Communications Technology Unit

### 1. User Account Management for Centrally Managed Systems

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

|   |  |                                       |                        |   |
|---|--|---------------------------------------|------------------------|---|
| <b>Office or Division</b>                                   |  | ICT Unit                              |                        |   |
| <b>Classification:</b>                                      |  | Simple                                |                        |   |
| <b>Type of Transaction:</b>                                 |  | Government to Government (G2G)        |                        |   |
| <b>Who may avail:</b>                                       |  | SDO Personnel, School-based Personnel |                        |   |
| <b>CHECKLIST OF REQUIREMENTS</b>                            |  |                                       | <b>WHERE TO SECURE</b> |   |
| ICT Technical Assistance Form                               |  |                                       | ICT Unit               |   |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTION</b>   | <b>FEES TO BE PAID</b>                | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>               |
| 1. Submission of accomplished ICT technical assistance form | 1.1. Stamping "Received" on the document   | None                                  | 1 minute               | JOECIL P. PURGANAN<br>AO-IV             |
|   | 1.2. Transmitting the stamped document to the ICT Unit   | None                                  | 5 minutes              |   |
|   | 1.3. Receive stamped document  | None                                  | 1 minute               | Client                                  |
|   | 1.4. Evaluate the document and interview the client  | None                                  | 10 minutes             | MARIAN P. TONJOC<br>ITO-I               |
|   | 1.5. Create/ delete/ rename account or reset password of client account  | None                                  | 15 minutes             | MARIAN P. TONJOC<br>ITO-I               |
|   | 1.6. Give the credentials to the client  | None                                  | 5 minutes              | Client and<br>MARIAN P. TONJOC<br>ITO-I |
| 2. Checking of email sent                                   | 2.1. None  | None                                  | 2 minutes              | MARIAN P. TONJOC<br>ITO-I               |
|   | 2.2. Evaluate the document sent. If blurry or has erroneous entry, return to sender. If client has no signature, return to sender. | None                                  | 10 minutes             | MARIAN P. TONJOC<br>ITO-I               |
|   | 2.3. Create/ delete/ rename account or reset password of client account  | None                                  | 15 minutes             | MARIAN P. TONJOC<br>ITO-I               |

|              |   |             |                   |                              |
|--------------|---|-------------|-------------------|------------------------------|
|              | 2.4. Give the credentials to the sender | None        | 5 minutes         | MARIAN P.<br>TONJOC<br>ITO-I |
| <b>Total</b> |   | <b>None</b> | <b>32 minutes</b> |                              |

## 2. Troubleshooting of ICT Equipment

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

|   |  |                                |                              |                                   |
|---|--|--------------------------------|------------------------------|-----------------------------------|
| <b>Office or Division</b>                                   |  | ICT Unit                       |                              |                                   |
| <b>Classification:</b>                                      |  | Simple                         |                              |                                   |
| <b>Type of Transaction:</b>                                 |  | Government to Government (G2G) |                              |                                   |
| <b>Who may avail:</b>                                       |  | SDO Personnel                  |                              |                                   |
| <b>CHECKLIST OF REQUIREMENTS</b>                            |  |                                | <b>WHERE TO SECURE</b>       |                                   |
| ICT Technical Assistance Form                               |  |                                | ICT Unit                     |                                   |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTION</b>   | <b>FEES TO BE PAID</b>         | <b>PROCESSING TIME</b>       | <b>PERSON RESPONSIBLE</b>         |
| 1. Submission of accomplished ICT technical assistance form | 1.1. Stamping "Received" on the document   | None                           | 1 minute                     | JOECIL P. PURGANAN AO-IV          |
|   | 1.2. Transmitting the stamped document to ICT  | None                           | 5 minutes                    |                                   |
|   | 1.3. Receive stamped document  | None                           | 1 minute                     | Client                            |
|   | 1.4. Evaluate the document and Interview client  | None                           | 10 minutes                   | MARIAN P. TONJOC ITO-I            |
|   | 1.5. Evaluate and analyze the ICT equipment  | None                           | 30 minutes to an hour        | MARIAN P. TONJOC ITO-I            |
|   | 1.6. Troubleshoot the equipment If troubleshooting is possible to finish within the day, troubleshoot the equipment If troubleshooting is not possible to finish within the day, give recommendation to the client for next step | None                           | 1 hour                       | Client and MARIAN P. TONJOC ITO-I |
|   | 1.7. Give recommendation to the client on what to do   | None                           | 15 minutes                   | MARIAN P. TONJOC ITO-I            |
|   | 1.8. Return the equipment to client  | None                           | 5 minutes                    | MARIAN P. TONJOC ITO-I            |
| <b>Total</b>  |  | <b>None</b>                    | <b>2 hours and 7 minutes</b> |                                   |

### 3. Uploading of Publications

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

|   |   |                 |                           |                        |
|---|---|-----------------|---------------------------|------------------------|
| Office or Division                                      | Information and Communications Technology (ICT) Unit  |                 |                           |                        |
| Classification:   | Simple  |                 |                           |                        |
| Type of Transaction:                                    | Government to Government (G2G)                        |                 |                           |                        |
| Who may avail:  | DepEd Personnel                                       |                 |                           |                        |
| CHECKLIST OF REQUIREMENTS                               |   |                 | WHERE TO SECURE           |                        |
| 1. Uploading of Publications Request Sheet              |   |                 | ICT Unit                  |                        |
| 2. Request Sheet – Certification of Published Article/s |   |                 |                           |                        |
| 3. Request Sheet  |   |                 | Records Unit              |                        |
| 4. Announcements  |   |                 |                           |                        |
| 5. Articles   |   |                 |                           |                        |
| 6. Issuances  |   |                 | Bids and Awards Committee |                        |
| 7. Bidding Documents                                    |   |                 |                           |                        |
| 8. Invitation to Bid                                    |   |                 |                           |                        |
| 9. Request for Quotation                                |   |                 |                           |                        |
| 10. Notice of Award                                     |   |                 |                           |                        |
| 11. Notice to Proceed                                   |   |                 |                           |                        |
| CLIENT STEPS  | AGENCY ACTION   | FEES TO BE PAID | PROCESSING TIME           | PERSON RESPONSIBLE     |
| 1. Accomplish the Request Sheet                         | 1.1 Give the Request Sheet and receive the document/s | None            | 2 minutes                 | MARIAN P. TONJOC ITO-I |
|   | 1.2 Receive the document/s                            | None            | 2 minutes                 |                        |
|   | 1.3 Verify the document/s to be uploaded              | None            | 2minutes                  |                        |
|   | 1.4 Scan the document/s to PDF format                 | None            | 5 minutes                 |                        |
|   | 1.5 Upload the document/s on the website or Workplace | None            | 5 minutes                 |                        |
| Total   |   | None            | 16 minutes                |                        |

## D. Legal Unit

### 1. Issuance of Certificate of No Pending Case

Certificate of No Pending Administrative Case is one of the requirements when applying for clearance. This is to ensure that the requesting DepEd personnel has no pending administrative case filed before any office of the Department before allowing him/her to travel to foreign countries or to permanently leave his/her office through resignation or retirement.

|  |  |                 |                   |                           |  |
|--|--|-----------------|-------------------|---------------------------|--|
| Office or Division   | Legal Services Unit  |                 |                   |                           |  |
| Classification:  | Simple   |                 |                   |                           |  |
| Type of Transaction:                                       | Government to Government (G2G)   |                 |                   |                           |  |
| Who may avail:   | Internal Clients   |                 |                   |                           |  |
| CHECKLIST OF REQUIREMENTS                                  |  |                 | WHERE TO SECURE   |                           |  |
| 1. Government issued ID                                    |  |                 | Requesting Entity |                           |  |
| 2. Division Clearance                                      |  |                 |                   |                           |  |
| 3. Authorization letter                                    |  |                 |                   |                           |  |
| CLIENT STEPS   | AGENCY ACTION  | FEES TO BE PAID | PROCESSING TIME   | PERSON RESPONSIBLE        |  |
| 1. Submit all documentary requirements                     | 1.1 Review and check requirement/s & verify from the list of formally charged employees  | None            | 5 minutes         | LUCILLE H. MADELO<br>AO-V |  |
| 2. Log at the log sheet provided if issued a certification | 2.1 If employee does not have a pending case, issue certification / sign clearance<br><br>If employee has a pending administrative case, inform employee that he/she will be cleared after case has been resolved or sanction has been completed | None            | 5 minutes         |                           |  |
| 3. Receive action document/s.                              | 3.1 Release action document / Sign Division Clearance  | None            | 5 minutes         |                           |  |
| Total  |  | None            | 15 minutes        |                           |  |

## E. Personnel Unit

### 1. Application for ERF (Equivalent Record Form)

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

|  |  |                        |                              |   |
|--|--|------------------------|------------------------------|---|
| <b>Office or Division</b>  | Personnel Unit   |                        |                              |   |
| <b>Classification:</b>   | Complex  |                        |                              |   |
| <b>Type of Transaction:</b>  | Government to Government (G2G)   |                        |                              |   |
| <b>Who may avail:</b>  | Deped Licensed Public School Teachers  |                        |                              |   |
| <b>CHECKLIST OF REQUIREMENTS</b>   |  |                        | <b>WHERE TO SECURE</b>       |   |
| 1. Endorsement Letter signed by Principal/ Immediate Supervisor (3Original copies)                                   |  |                        | School/ Office of requestor  |   |
| 2. Endorsement Letter signed by SDS (2 Original Copies)  |  |                        | Admin Section                |   |
| 3. Equivalent Record Form (4 Original)   |  |                        | Personnel Unit               |   |
| 4. Latest Approved Appointment (5 Photocopy)   |  |                        | Applicant                    |   |
| 5. Original Transcript of Records –Graduate Studies (1 Original 4 Photocopy)   |  |                        | Emanating Graduate School    |   |
| 6. PRC License –( 5 Photocopy)   |  |                        | PRC/ Applicant               |   |
| 7. PRC Board Rating/ Certification –( 1Original 4 Photocopy)   |  |                        | Emanating Graduate School    |   |
| 8. Certification of Units Earned – (1 Original 4 Photocopy)  |  |                        | Concerned agency             |   |
| 9. Service Record/s Private and Public (1 Original 4 Photocopy)  |  |                        | Applicant                    |   |
| 10. Certificate of Training/s and Seminar/s attended (minimum of 3 days in the last 5 years (1 Original 4 Photocopy) |  |                        | Applicant                    |   |
| 11. Latest Performance Rating (1 Original 4 Photocopy)   |  |                        | 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 all documentary requirements   | 1.1 Receive and check for the completeness of the submitted ERF requirements | None                   | 15 minutes                   | JASMINE B. NEPA HRMO                          |
|  | 1.2 Process ERF application and attached necessary documents                 | None                   | 30 minutes                   |   |
|  | 1.3 Forward to authorized signatories for signature on ERF Form              | None                   | 1 hour                       | LUCILLE H. MADELO AO-V and MA TERESA REAL SDS |
| 2. Furnish teacher with the Endorsement of the ERF to Regional Office  | 2.1 Indorse the ERF application to Regional Office                           | None                   | 5 minutes                    | Personnel Unit                                |
| <b>Total</b>   |  | <b>None</b>            | <b>1 hour and 50 minutes</b> |   |



## 2. Application for Leave

Leave of absence, for any person other than serious illness of an officer or employee or any member of his family, must be contingent upon the needs of the service. The grant vacation leave is discretionary on the part of the agency head or authority concerned; thus, mere filing of such leave application does not entitle an officer or employee to go on leave outright.

| <b>Office or Division</b>  | Personnel Unit                 |                                      |                 |                    |
|--|--------------------------------|--------------------------------------|-----------------|--------------------|
| <b>Classification:</b>   | Simple                         |                                      |                 |                    |
| <b>Type of Transaction:</b>  | Government to Government (G2G) |                                      |                 |                    |
| <b>Who may avail:</b>  | DepEd Employees                |                                      |                 |                    |
| CHECKLIST OF REQUIREMENTS  |                                | WHERE TO SECURE                      |                 |                    |
| <b>Vacation Leave</b>  |                                |                                      |                 |                    |
| 1. CSC Form 6 (3 original copies)  |                                | Personnel Unit                       |                 |                    |
| 2. Clearance Form, only if traveling abroad, or if traveling local for more than 15 days (4 original copies) |                                |                                      |                 |                    |
| 3. Letter request, if necessary (1original copy)   |                                | Client                               |                 |                    |
| <b>Sick Leave</b>  |                                |                                      |                 |                    |
| 1. CSC Form 6 (3 original copies)  |                                | Personnel Unit Client                |                 |                    |
| 2. Medical Certificate, if more than 5days sick leave (1 Copy)   |                                |                                      |                 |                    |
| 3. Letter request, if necessary (1original copy)   |                                | Client                               |                 |                    |
| <b>Paternity Leave</b>   |                                |                                      |                 |                    |
| 1. CSC Form 6 (3 original copies)  |                                | Personnel Unit                       |                 |                    |
| 2. Letter request, if necessary (1original copy)   |                                | Client                               |                 |                    |
| <i>Additional Requirements:</i>  |                                |                                      |                 |                    |
| • Marriage Contract (1 photocopy)  |                                | Client                               |                 |                    |
| • Birth Certificate of Child or Medical Certificate of Wife if Miscarriage (1 photocopy)                     |                                |                                      |                 |                    |
| <b>Maternity Leave</b>   |                                |                                      |                 |                    |
| 1. CSC Form 6 (3 original copies)  |                                | Personnel Unit                       |                 |                    |
| 2. Letter request, if necessary (1original copy)   |                                | Client                               |                 |                    |
| <i>Additional Requirements:</i>  |                                |                                      |                 |                    |
| • Special Order Form (3 original copies)   |                                | Front/ Information desk              |                 |                    |
| • Medical Certificate (1 Copy)   |                                |                                      |                 |                    |
| • Clearance (4 original copies)  |                                |                                      |                 |                    |
| <b>Solo Parent Leave</b>   |                                |                                      |                 |                    |
| 1. CSC Form No. 6 (Revised 1995)Application for Leave (3 original copies)                                    |                                | CSC website/ Front/ Information desk |                 |                    |
| 2. Letter request, if necessary (1original copy)   |                                | Client                               |                 |                    |
| <i>Additional Requirements:</i>  |                                |                                      |                 |                    |
| • Birth Certificate of Child (1photocopy)  |                                | Client                               |                 |                    |
| • Photocopy of Solo Parent ID (1photocopy)   |                                |                                      |                 |                    |
| <b>Special Privilege Leave</b>   |                                |                                      |                 |                    |
| CS Form 6 (3 original copies)  |                                | Personnel Unit                       |                 |                    |
| CLIENT STEPS   | AGENCY ACTION                  | FEES TO BE PAID                      | PROCESSING TIME | PERSON RESPONSIBLE |
| 1.Submit complete  | 1.1.Receive the complete       | None                                 | 10 minutes      | Records Section -  |

|   |  |      |                        |                          |
|---|--|------|------------------------|--------------------------|
| documentary requirements within the prescribed timeline from the concerned office | documents  |      |                        | Person in charge         |
|   | 1.2. Check the received document as to completeness                        | None |                        |                          |
|   | 1.3. Forward the complete document to the Personnel for appropriate Action | None |                        |                          |
|   | 1.4. Review the submitted complete document and provide appropriate action | None | 30 minutes             | Personnel Unit           |
|   | 1.5. Forward to the Office of the SDS for Approval                         | None | 0 minutes              | Personnel Unit           |
|   | 1.6. Approve Form 6 and forward to the Personnel Section                   | None | 30 minutes             | JOECIL P. PURGANAN AO-IV |
|   | 1.7. Forward the approved Form 6 to the Records Section for release        | None | 15 minutes             |                          |
| 2. Receive the approved Form 6  | 2.1 Release the approved Form 6  | None | 10 minutes             |                          |
| Total   |  | None | 3 hours and 55 minutes |                          |

### 3. Application for Retirement

Retirement refers to the time of life when one chooses to permanently leave the workforce behind. The compulsory retirement age is 65 while optional is 60 years of age. It can be applied three months before retirement to ensure that retirement benefits will be enjoyed by the retiree after his/her retirement.

|  |   |                        |                               |                                       |
|--|---|------------------------|-------------------------------|---------------------------------------|
| <b>Office or Division</b>  | Personnel Unit  |                        |                               |                                       |
| <b>Classification:</b>   | Complex   |                        |                               |                                       |
| <b>Type of Transaction:</b>  | Government to Government (G2G)  |                        |                               |                                       |
| <b>Who may avail:</b>  | DepEd employees that reached the retiring age requirement   |                        |                               |                                       |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   |                        | <b>WHERE TO SECURE</b>        |                                       |
| 1. Application for Retirement (1Copy)  |   |                        | DepEd Schools Division Office |                                       |
| 2. Service Record (1 Original Copy)  |   |                        |                               |                                       |
| 3. Clearance for money & property Accountabilities District & Division (4 Original Copies) |   |                        |                               |                                       |
| 4. Statement of Assets & Liabilities (1 Original Copy)                                     |   |                        |                               |                                       |
| 5. Certificate of No Pending Administrative Case (1 Original Copy)                         |   |                        |                               |                                       |
| 6. Certificate of Last Day of Service (1 Original Copy)                                    |   |                        |                               |                                       |
| 7. Certificate of Last Salary Received (1 Original Copy)                                   |   |                        |                               |                                       |
| 8. Certification of Leave with or without pay (1 Original Copy)                            |   |                        |                               |                                       |
| 9. Ombudsman Clearance (1 original copy)   |   |                        | Concerned retiree             |                                       |
| 10. GSIS Application for retirement benefits form (1 original copy)                        |   |                        |                               |                                       |
| 11. Provident Clearance (1 original copy)  |   |                        |                               |                                       |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTION</b>  | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b>        | <b>PERSON RESPONSIBLE</b>             |
| 1. Submit complete requirements for Retirement to Records Unit                             | 1.1. Receive complete documents from Records Unit checked by District Human Resource Management Officer | None                   | 30 minutes                    | Human Resource Unit -Person in charge |
|  | 1.2. Check and verify the completeness of the documents   | None                   | 30 minutes                    | Human Resource Unit -Person in charge |
|  | 1.3. Inform the concerned person if the requirements are incomplete                                     | None                   | 8 hours                       | Human Resource Unit -Person in charge |
|  | 1.4. Authenticate complete documents for retirement. Prepare 1st endorsement                            | None                   | 1 hour                        | Human Resource Unit -Person in charge |
|  | 1.5. Forward complete documents to SDS office for signature and ODC for release in the Regional Office  | None                   | 16 hours                      | Human Resource Unit -Person in charge |
|  | 1.6. Indorse the application for retirement to the Regional Office                                      | None                   | 16 hours                      | Human Resource Unit -Person in charge |
| <b>Total</b>   |   | <b>None</b>            | <b>5 days and 1 hour</b>      |                                       |

## 4. Issuance of Certificate of Employment

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

|  |   |                        |                        |                               |
|--|---|------------------------|------------------------|-------------------------------|
| <b>Office or Division</b>  | Personnel Unit  |                        |                        |                               |
| <b>Classification:</b>   | Simple  |                        |                        |                               |
| <b>Type of Transaction:</b>  | Government to Government (G2G)                        |                        |                        |                               |
| <b>Who may avail:</b>  | DepEd Employee/ Former Employee                       |                        |                        |                               |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   |                        |                        | <b>WHERE TO SECURE</b>        |
| 1. Data sheet request form (1Copy)   |   |                        |                        | Front Desk/Information        |
| 2. Letter request (for those personnel no longer connected in the Division)            |   |                        |                        | Client                        |
| 3. Identification Card (1 Original copy)   |   |                        |                        | Client                        |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTION</b>                                  | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>     |
| 1. Submit Data Sheet Request form with other required documents with attached pay slip | 1.1. Receive and forward submitted complete documents | None                   | 2 minutes              | Front Desk/ Information       |
|  | 1.2. Verify the complete documents submitted          | None                   | 5 minutes              | Human Resource Unit Concern   |
|  | 1.3. Prepare and sign Certificate of Employment       | None                   | 5 minutes              | Admin Officer (Admin Service) |
| 2. Receive Certificate of Employment   | 2.1 Release Certificate of Employment to Client       | None                   | 2 minutes              | Front Desk/ Information       |
| <b>Total</b>   |   | <b>None</b>            | <b>14 minutes</b>      |                               |

## 5. Issuance of Service Record

Service record is a collection of either electronic or printed material which provides a documentary history of a person's employment including their filed leave with and without pay as well as their annual salary while serving as an employee of an organization.

|   |  |                        |   |                                     |
|---|--|------------------------|---|-------------------------------------|
| <b>Office or Division</b>   | Personnel Unit                                 |                        |   |                                     |
| <b>Classification:</b>  | Simple   |                        |   |                                     |
| <b>Type of Transaction:</b>   | Government to Government (G2G)                 |                        |   |                                     |
| <b>Who may avail:</b>   | DepEd Employees                                |                        |   |                                     |
| <b>CHECKLIST OF REQUIREMENTS</b>                                      |  |                        | <b>WHERE TO SECURE</b>                                    |                                     |
| 1.Accomplished Transaction/Request Form (2copies)                     |  |                        | Personnel/ Records  |                                     |
| 2.Previous copy of Service Record from previous employment (2 copies) |  |                        | Client  |                                     |
| 3.Latest payroll slip (1 photocopy)                                   |  |                        | RPSU thru Cashiering Unit                                 |                                     |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTION</b>                           | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b>                                    | <b>PERSON RESPONSIBLE</b>           |
| 1. Accomplish Transaction/ Request Form                               | 1.1. Receive and review of request from client | None                   | 30 minutes – 2 days depending on the size of the division | Personnel Unit<br>Person-in- charge |
|   | 1.2. Retrieve of documents from file           | None                   |   |                                     |
|   | 1.3. Process request                           | None                   |   |                                     |
| 2. Receive the signed service record                                  | 2.1. Release record                            | None                   |   |                                     |
| <b>Total</b>  |  | <b>None</b>            | <b>30 minutes – 2 days</b>                                |                                     |

## 6. Loan Approval and Verification

This service pertains to the approval and verification of Loans from GSIS and Private Lending Institutions of teaching and non-teaching employees in DepEd non- implementing units.

|  |   |                        |                        |   |  |
|--|---|------------------------|------------------------|---|--|
| <b>Office or Division</b>  | Personnel Unit  |                        |                        |   |  |
| <b>Classification:</b>   | Simple  |                        |                        |   |  |
| <b>Type of Transaction:</b>  | Government to Government (G2G)  |                        |                        |   |  |
| <b>Who may avail:</b>  | DepEd SDO employees   |                        |                        |   |  |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   |                        |                        | <b>WHERE TO SECURE</b>                      |  |
| <b>For GSIS Loans</b><br>1. Recent Pay slip (one (1) photocopy)<br>2. Certificate of No Pending Case (one (1) original copy)<br>3. Certificate of No Leave of absence without pay for the next six (6) months (1 original 1 photocopy)<br><br><b>For online transaction:</b><br>4. Submit request at email address of the SDO Subject:<br><b>Approval of GSIS Loan</b> |   |                        |                        | Requesting Entity Legal Unit<br>School Head |  |
| <b>For Private Lending Institutions:</b><br>5. Last three (3) months' pay slip (one (1) original copy)<br>6. Latest Appointment (one (1) photocopy) DepEd Email address  |   |                        |                        |   |  |
| <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 necessary documents for loan application(walk-in/online)  | 1.1 Receive the complete documents (walk-in/online)                           | None                   | 5 minutes              | Personnel Section-Authorized employee       |  |
|  | 1.2 Check and Evaluate loan application if eligible                           | None                   | 20 minutes             |   |  |
|  | 1.3 Approve / Disapprove loan application through-confirmation of GSIS/ email | None                   | 15 minutes             |   |  |
|  | 1.4 Notify the client on the action taken by the Office through e-mail.       | None                   | 15 minutes             |   |  |
| <b>Total</b>   |   | <b>None</b>            | <b>55 minutes</b>      |   |  |

## 7. Processing of Appointment (Original, Reemployment, Reappointment, Promotion and Transfer)

This service involves the preparation of appointment papers of newly-hired, promoted, reemployed, reappointed or transferred employees.

| <b>Office or Division</b>  | Personnel Unit                 |                                 |
|--|--------------------------------|---------------------------------|
| <b>Classification:</b>   | Simple                         |                                 |
| <b>Type of Transaction:</b>  | Government to Government (G2G) |                                 |
| <b>Who may avail:</b>  | New entrants<br>SDO employees  |                                 |
| <b>CHECKLIST OF REQUIREMENTS</b>   |                                | <b>WHERE TO SECURE</b>          |
| 1. Acknowledgement of published Items (1photocopy)   |                                | Personnel Unit                  |
| 2. Publication –CSC Form No. 9 (Revised 2018) received by CSCFO (1 photocopy)  |                                | Personnel Unit                  |
| 3. Checklist of Common Requirements (1original)  |                                | Personnel Unit                  |
| 4. Appointments Processing Checklist (1 original)  |                                | Personnel Unit                  |
| 5. Appointment Form CS Form No. 33-A (Revised 2018) (3 original, 1 photocopy)  |                                | Personnel Unit                  |
| 6. Certificate of Availability of funds (3 original, 1 photocopy)  |                                | Personnel Unit                  |
| 7. Oath of Office –CS Form No. 32 (Revised 2018) (3 original, 1 photocopy)   |                                | Personnel Unit                  |
| 8. Certificate of Assumption to Duty –CSForm No. 4 (Series of 2018) (3 original, 1 photocopy)  |                                | Personnel Unit                  |
| 9. Clearance-CS Form 7 (3 original, 1photocopy) except for original and reemployment   |                                | Personnel Unit                  |
| 10. Position Description Form-DBM-CSCForm No. 1 (Revised version No. 1 s. 2017) (3 original, 1 photocopy))   |                                | Personnel Unit                  |
| 11. Approved Rank list (3 photocopy) -except for Reappointment as Provisional, Permanent and transfer  |                                | Personnel Unit                  |
| 12. Summary Profile and Evaluation Reportof Candidate (3 photocopy) - except forReappointment as Provisional, Permanent and transfer                           |                                | Personnel Unit                  |
| 13. Duly accomplished CSC Form 212 (Revised 2017) – Personal Data Sheet (3 original)   |                                | Appointee                       |
| 14. Work Experience Sheet (3 original)   |                                | Appointee                       |
| 15. Certified true copy of Original Transcript of records (3 photocopy)  |                                | Emanating School                |
| 16. Authenticated copy of PRC Board rating/CSC Eligibility (1 original, 2 photocopy) –except for Reappointment as Provisional                                  |                                | PRC or CSC                      |
| 17. Certified true copy of Professional Regulation Commission (PRC) Identification card –if applicable (3 photocopy) – except for Reappointment as Provisional |                                | PRC                             |
| 18. Latest Approved Appointment (3 photocopy) –except for Original and reemployment  |                                | Appointee                       |
| 19. Performance Rating (3 photocopy) – except for Original and reemployment  |                                | Appointee                       |
| 20. Medical Certificate –CS Form No. 211 (Revised 2017) (1 original, 2 photocopy)  |                                | Accredited Health Care Facility |
| 21. Results of Medical Exam and Laboratory test (3   |                                | Accredited Health Care          |

| photocopy) -except for promotion, reappointment and transfer  |  |                 | Facility              |                    |
|---|--|-----------------|-----------------------|--------------------|
| 22. NBI Clearance (3 photocopy) – except for promotion, reappointment and transfer                      |  |                 | NBI                   |                    |
| 23. PSA Birth Certificate (3 photocopy)- except for promotion, reappointment and transfer               |  |                 | PSA                   |                    |
| 24. Marriage Certificate –if applicable (3photocopy) - except for promotion, reappointment and transfer |  |                 | PSA                   |                    |
| CLIENT STEPS  | AGENCY ACTION  | FEES TO BE PAID | PROCESSING TIME       | PERSON RESPONSIBLE |
| 1. Submit all documentary requirements  | 1.1. Receives and check for the completeness of the submitted requirements for appointment   | None            | 15 minutes            | Personnel Unit     |
|   | 1.2. Prepare Appointment paper (CS Form No. 33-A), Position Description Form (CS Form No. 1), Oath of Office (CS Form No. 32), Assumption to Duty (CS Form No. 4), Certificate of Availability of funds, Appointments Processing checklist, Checklist of common requirements, Publication and Acknowledgement of published items | None            | 30 minutes            |                    |
|   | 1.3. Forward to Immediate Superior the Position Description Form (PDF) for signature   | None            | 5 minutes             |                    |
|   | 1.4. Forward to Accountant the Certification of availability of funds for signature  | None            | 5 minutes             |                    |
|   | 1.5. Forward to authorized signatories to sign on the certifications at the back of the appointment (CS Form No. 33-A)   | None            | 10 minutes            |                    |
|   | 1.6. Approve Appointment- CS Form No. 33-A, Certification of Availability of funds, Oath of Office CS Forms No. 32, and attest at the back of the Personal Data Sheet- CS Form 2121 and SALN   | None            | 5 minutes             |                    |
| 2. Appointee receives a copy of the signed appointment (CS Form No. 33-A                                | 2.1 Furnish appointee with a copy of his/her appointment for submission to CSCFO, ensure that appointee acknowledges receipt of a photocopy of said appointment  | None            | 5 minutes             |                    |
| Total   |  | None            | 1 hour and 15 minutes |                    |



## 8. Processing of Terminal Leave Benefits

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

|  |  |                        |                        |                                      |
|--|--|------------------------|------------------------|--------------------------------------|
| <b>Office or Division</b>  | Personnel Unit   |                        |                        |                                      |
| <b>Classification:</b>   | Simple   |                        |                        |                                      |
| <b>Type of Transaction:</b>  | Government to Government (G2G)   |                        |                        |                                      |
| <b>Who may avail:</b>  | DepEd employees  |                        |                        |                                      |
| <b>CHECKLIST OF REQUIREMENTS</b>   |  |                        | <b>WHERE TO SECURE</b> |                                      |
| 1. Letter request (1 original copy)  |  |                        | Concerned Retiree      |                                      |
| 2. Service Record (1 original copy)  |  |                        | Personnel Unit         |                                      |
| 3. GSIS Retirement Voucher (1original copy)  |  |                        | Concerned Retiree      |                                      |
| 4. GSIS Retirement Clearance (1 original copy)   |  |                        | Concerned Retiree      |                                      |
| 5. Certificate of Last Payment (1 original copy)   |  |                        | Accounting Unit        |                                      |
| 6. Clearances (Money & Property accountabilities (3 original copy)                                 |  |                        | School and SDO         |                                      |
| 7. Latest Notice of Salary Adjustment (NOSA)- (1 original copy)                                    |  |                        | Personnel Unit         |                                      |
| 8. Certification of Accumulated Leave Credits by the Division Personnel Officer- (1 original copy) |  |                        | Personnel Unit         |                                      |
| 9. Certified Copies of Leave Cards-(1 original copy)   |  |                        | Personnel Unit         |                                      |
| 10. Certification of Leave Credits Earned- (1 original copy)                                       |  |                        | Personnel Unit         |                                      |
| 11. Fiscal Clearance (1 Original Copy)   |  |                        |                        |                                      |
| <b>For deceased employee:</b>  |  |                        |                        |                                      |
| 1. Death certificate (1 photocopy)   |  |                        | Municipal registrar    |                                      |
| 2. Marriage Certificate (1 photocopy)  |  |                        | NSO                    |                                      |
| 3. Survivorship (If applicable) (1 photocopy)  |  |                        | Spouse                 |                                      |
| 4. Special Power of Attorney (1 original copy, 2 photocopies)                                      |  |                        | Attorney               |                                      |
| 5. Birth Certificate of Children (if employee has no living spouse) (1photocopy)                   |  |                        |                        |                                      |
| <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 documentary requirements within the prescribed timeline from the concerned office     | 1.1.Receive the complete documents   | None                   | 10 minutes             | JOECIL P. PURGANAN AO-IV             |
|  | 1.2. Check the document as to completeness                                 |                        |                        |                                      |
|  | 1.3. Forward the complete document to the Personnel for appropriate action | None                   | 2 hours                | JOECIL P. PURGANAN AO-IV             |
|  | 1.4. Review the submitted complete document and provide appropriate action | None                   | 30 minutes             | Personnel Section - Person in charge |
|  | 1.5. Forward to the Office of the SDS for Approval                         | None                   | 20 minutes             | Personnel Section -                  |

|                                |   |             |                               |                                      |
|--------------------------------|---|-------------|-------------------------------|--------------------------------------|
|                                |   |             |                               | Person in charge                     |
|                                | 1.6. Approve Form 6 and forward to the Personnel Section            | None        | 30 minutes                    | MA. TERESA M. REAL SDS               |
|                                | 1.7. Forward the approved Form 6 to the Records Section for release | None        | 15 minutes                    | Personnel Section - Person in charge |
| 2. Receive the approved Form 6 | 2.1 Release the approved Form 6                                     | None        | 10 minutes                    | JOECIL P. PURGANAN AO-IV             |
| <b>Total</b>                   |   | <b>None</b> | <b>3 hours and 15 minutes</b> |                                      |

## 9. Request for Correction of Name and Change of Status

This process of correcting clerical or typographical errors in the Certificate of Live Birth is governed by the provisions of Republic Act (R.A.) No. 10172 and updating or changing the marital status.

|   |   |                        |                            |                           |
|---|---|------------------------|----------------------------|---------------------------|
| <b>Office or Division</b>   | Personnel Unit  |                        |                            |                           |
| <b>Classification:</b>  | Simple  |                        |                            |                           |
| <b>Type of Transaction:</b>   | Government to Government (G2G)  |                        |                            |                           |
| <b>Who may avail:</b>   | DepEd SDO employees   |                        |                            |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   |                        | <b>WHERE TO SECURE</b>     |                           |
| 1. BIR Form 1905 (duly received by BIR) and PSA Marriage Certificate (for Change of Status). (1 original and 1 photocopy) |   |                        | Employee/ BIR              |                           |
| 2. PSA Birth Certificate (for Correction of Name) (1 original and 1 photocopy)  |   |                        | Employee/ PSA              |                           |
| <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 documents  | 1.1 Receive and check the complete document                                     | None                   | 3 minutes                  | Personnel Unit            |
|   | 1.2 Preparation of updates and submission of attachments to DepEd Region Office | None                   | 8 hours                    |                           |
| <b>Total</b>  |   | <b>None</b>            | <b>1 day and 3 minutes</b> |                           |

## F. Property and Supply Unit

### 1. Requisition and Issuance of Supplies

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

|  |   |                                |                        |                           |
|--|---|--------------------------------|------------------------|---------------------------|
| <b>Office or Division</b>  |   | Property and Supply Unit       |                        |                           |
| <b>Classification:</b>   |   | Simple                         |                        |                           |
| <b>Type of Transaction:</b>  |   | Government to Government (G2G) |                        |                           |
| <b>Who may avail:</b>  |   | DepEd employees                |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>                                       |   |                                |                        | <b>WHERE TO SECURE</b>    |
| 1. Filled Out Requisition and Issue Slip (RIS) (3 Copies – 1 Original) |   |                                |                        | Employee                  |
| <b>CLIENT STEPS</b>  | <b>AGENCY 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              | NINO R. IYANA<br>AO-IV    |
|  | 1.2 Check the availability of stocks                                  | None                           | 10 minutes             |                           |
|  | 1.3 Forwards the RIS Form to the Division Supply Officer for Approval | None                           | 3 minutes              |                           |
| 2. Receive the supplies and the copy of approved RIS Form              | 2.1 Release of supplies   | None                           | 3 minutes              |                           |
| <b>Total</b>   |   | <b>None</b>                    | <b>21 minutes</b>      |                           |

## 2. Property and Equipment Clearance Signing

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

|   |  |                        |                        |                           |
|---|--|------------------------|------------------------|---------------------------|
| <b>Office or Division</b>   | Property and Supply Unit   |                        |                        |                           |
| <b>Classification:</b>  | Simple   |                        |                        |                           |
| <b>Type of Transaction:</b>   | Government to Government (G2G)   |                        |                        |                           |
| <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<br><br>a. If employee has no accountability, supply officer signs clearance part on property and equipment.<br><br>b. If concerned employee has accountability, supply officer will request employee to settle all accountability. | None                   | 15 minutes             | NINO R. IYANA<br>AO-IV    |
| <b>Total</b>  |  |                        | <b>15 minutes</b>      |                           |

## G. Curriculum Implementation Division

### 1. Program Work Flow of Submission of Contextualized Learning Resources

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

|   |   |                        |                                      |  |
|---|---|------------------------|--------------------------------------|--|
| <b>Office or Division</b>   | Curriculum Implementation Division                      |                        |                                      |  |
| <b>Classification:</b>  | Highly Technical  |                        |                                      |  |
| <b>Type of Transaction:</b>   | Government to Government (G2G)                          |                        |                                      |  |
| <b>Who may avail:</b>   | Teaching and Non-Teaching Personnel, LGUs, Stakeholders |                        |                                      |  |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   |                        | <b>WHERE TO SECURE</b>               |  |
| 1. Curriculum Guide (1 Original Copy and 1 Photocopy)   |   |                        | LR Portal                            |  |
| 2. Contextualized Material Submitted (1 Original Copy and Soft Copy)  |   |                        | Author/ Owner                        |  |
| 3. School/District Pre-Evaluation   |   |                        | Online Link                          |  |
| 4. Indorsement from the Public Schools District Supervisor or District QAD (or School Heads in the absence of PSDS) (1 Original Copy and 1 Photocopy) |   |                        | Office of the PSDS/Office of the CID |  |
| 5. Accomplished Quality Assurance Tool  |   |                        | LR Office                            |  |
| 6. Accomplished Metadata Template for Cataloguing   |   |                        | LR Office                            |  |
| 7. Signed Sworn Certification/Anti-Plagiarism Declaration   |   |                        |                                      |  |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTION</b>                                    | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b>               | <b>PERSON RESPONSIBLE</b>  |
| 1.Prepare and submit School's Needs Analysis (Least Mastered Competency)and LR Situational Reports  | 1.1. Review School's Needs Analysis and LR Situational  | None                   | 16 hours                             | School Head, School LR Coordinator, Subject Area Coordinator, Division LR Supervisor |
|   | 1.2. Prepare Documents for capability building          | None                   | 8 hours                              | School Head, Division LR Supervisor, Writer, Illustrator, Layout Artist              |
| 2.Attend capacity building, write shop  | 2.1 Manage and facilitate the write shop                | None                   | 40 hours                             | School Head, Division LR Supervisor, Writer, Illustrator, Layout Artist              |
| 3.Submit contextualized LR to School Learning Resource Quality Assurance Team (SLRQAT)  | 3.1 Conduct level1 quality assurance of submitted LR    | None                   | 40 hours                             | SLRQAT   |

|  |  |             |                            |   |
|--|--|-------------|----------------------------|---|
| 4. Finalize LR ready for endorsement to District/Division  |  | None        | 8 hours                    | Writer, School Head                         |
| 5. Prepare endorsement communication to District/Division Quality Assurance Team                                   | 5.1 Accept endorsement communication   | None        | 24 hours                   | DLRQAT                                      |
|  | 5.2 SDO does final review<br><br>If final, recommend for pilot testing<br><br>If not, recommend for revision   | None        | 120 hours                  | DLRQAT                                      |
| 6. Integrate recommendation based on pilot testing result or resubmit revised LRs to SDO (both hard and soft copy) | 6.1 SDO finalizes the Learning Resource and submits LRs in hard and softcopy to the Regional Office            | None        | 40 hours                   | GENEVIEVE S. VERCELES                       |
|  | 6.2 RO finalizes the Quality Assurance of Learning Resource  | None        | 40 hours                   | Regional LREs                               |
| 7. Prepare endorsement for uploading to LR portal  | 7.1 Upload LR to portal for online QA  | None        | 8 hours                    | Writer, School Head, Division LR Supervisor |
|  | 7.2 Approve, produce and utilize to target users   | None        | 8 hours                    | Regional/ Division LR Supervisor            |
|  | 7.3 RO informs SDO while SDO informs the writer through written communication of the approved and uploaded LRs | None        | 8 hours                    | GENEVIEVE S. VERCELES                       |
| <b>Total</b>   |  | <b>None</b> | <b>45 days<sup>5</sup></b> |   |

<sup>5</sup> Contextualization of Learning Resources requires thorough review, analysis, quality assurance and pilot testing prior to uploading to be used by the Learners.

## 2. Quality Assurance of Supplementary Learning Resource

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

|   |   |                 |                       |                    |
|---|---|-----------------|-----------------------|--------------------|
| Office or Division  | Curriculum Implementation Division  |                 |                       |                    |
| Classification:   | Highly Technical  |                 |                       |                    |
| Type of Transaction:  | Government to Government (G2G)  |                 |                       |                    |
| Who may avail:  | DepEd employees   |                 |                       |                    |
| CHECKLIST OF REQUIREMENTS   |   |                 | WHERE TO SECURE       |                    |
| 1. Detailed Lesson Plan   |   |                 | Employee              |                    |
| 2. School Quality Assurance Team(SQAT) Certification  |   |                 |                       |                    |
| 3. Supplementary Learning Resources(Soft and hard copy)   |   |                 |                       |                    |
| 4. Teacher User’s Guide (For Manipulative Materials Only)   |   |                 |                       |                    |
| 5. Video of Demonstration Teaching  |   |                 |                       |                    |
| CLIENT STEPS  | AGENCY ACTION   | FEES TO BE PAID | PROCESSING TIME       | PERSON RESPONSIBLE |
| 1. Submit duly Accomplished requirements and the teacher-made Supplementary Learning Resources(SLR) | 1.1 Check and log-in submitted teacher made Supplementary Learning Resources (SLR) together with other requirements | None            | 15 minutes            | CID                |
| 2. Evaluate the process to ensure the quality standards of the Supplementary Learning Resources     | 2.1 Assess/evaluate Supplementary Learning Resources  | None            | 8 hours               |                    |
| 3. Receive the Endorsement Letter from the Division Office  | 3.1 Prepare the summary of comments and recommendation as regards the SLR Evaluation                                | None            | 16 hours              |                    |
| 4. Submit the corrected SLR   | 4.1 Draft the Schedule of the Final Presentation and inform the teacher through a division letter                   | None            | 16 hours              |                    |
| 5. Present the Final Presentation of SLR  | 5.1 Review and evaluate the Final Presentation with evaluation tool   | None            | 8 hours               |                    |
| 6. Receive the certificate  | 6.1 Release the certificate   | None            | 8 hours               |                    |
| Total   |   | None            | 7 days and 15 minutes |                    |



## H. Schools Governance and Operations Division - Planning and Research Section

### 1. Request for Basic Education Data (Internal Stakeholder)

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

|   |  |                        |                              |                           |
|---|--|------------------------|------------------------------|---------------------------|
| <b>Office or Division</b>                                       | Planning Unit  |                        |                              |                           |
| <b>Classification:</b>  | Simple   |                        |                              |                           |
| <b>Type of Transaction:</b>                                     | Government to Government (G2G)                                       |                        |                              |                           |
| <b>Who may avail:</b>   | Internal Stakeholder   |                        |                              |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>                                |  |                        | <b>WHERE TO SECURE</b>       |                           |
| 1. Letter request addressed to SDS (1 original copy)            |  |                        | Client                       |                           |
| 2. Request Form (1 original copy)                               |  |                        | Front Desk                   |                           |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTION</b>   | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b>       | <b>PERSON RESPONSIBLE</b> |
| 1. Submit Letter Request and Filled-up form to the Records Unit | 1.1. Receive letter request from the client and forward to the OSDS  | None                   | 10 minutes                   | JOECIL P. PURGANAN AO-IV  |
|   | 1.2. Refer letter request to Chief, SGOD                             | None                   | 5 minutes                    | MA. TERESA M. REAL        |
|   | 1.3. Refer letter request to Planning Officer                        | None                   | 5 minutes                    | WILSON C. CALVO           |
|   | 1.4. Make the necessary action undertaken to the said letter request | None                   | 16 hours                     | ELMER T. NEPA             |
|   | 1.5. Prepare the transmittal letter to be signed by SDS              | None                   | 15 minutes                   | ELMER T. NEPA             |
| 2. Receive the necessary documents                              | 2.1 Release of the documents to the end user                         | None                   | 2 minutes                    | JOECIL P. PURGANAN AO-IV  |
| <b>Total</b>  |  | <b>None</b>            | <b>2 days and 37 minutes</b> |                           |

## 2. Request for Data for EBEIS/LIS/NAT and Performance Indicators

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

|                                  |  |  |                 |                    |
|----------------------------------|--|--|-----------------|--------------------|
| Office or Division               | SGOD – Planning Unit   |  |                 |                    |
| Classification:                  | Simple   |  |                 |                    |
| Type of Transaction:             | Government to Government (G2G)   |  |                 |                    |
| Who may avail:                   | All  |  |                 |                    |
| CHECKLIST OF REQUIREMENTS        |  | WHERE TO SECURE  |                 |                    |
| Letter request (original)        |  | Station assignment (to be secured by the concerned employee) |                 |                    |
| CLIENT STEPS                     | AGENCY ACTION  | FEES TO BE PAID  | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the necessary document | 1.1 Receives letter request & to be forwarded to the SDS for referral of proper service provider | None   | 5 minutes       | ELMER T. NEPA      |
|                                  | 1.2 Approval of letter request & referred to the Planning Unit                                   | None   | 15 minutes      |                    |
|                                  | 1.3 For Action & Provide Data Information needed by Clients                                      | None   | 30 minutes      |                    |
| Total                            |  | None   | 50 minutes      |                    |