



Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION

---



DEPARTMENT OF EDUCATION  
**MIMAROPA REGIONAL OFFICE**

**CITIZEN'S CHARTER**

2022 (1<sup>st</sup> Edition)



---

Meralco Avenue corner St. Paul Road, Pasig City  
Telephone Nos.: (02) 8631-4070 | (02) 8637-2895 | (02) 8637-1799

DepEd MIMAROPA Region [depedmimaroparegion.ph](http://depedmimaroparegion.ph)

[mimaropa.region@deped.gov.ph](mailto:mimaropa.region@deped.gov.ph)

## Department of Education – MIMAROPA Regional Office

<b>External Services</b> .....	4
<b>A. OFFICE OF THE REGIONAL DIRECTOR – Proper</b> .....	5
1. Issuance of Foreign Travel Authority .....	5
1.1 Issuance of Foreign Official Travel Authority .....	8
1.2 Issuance of Foreign Personal Travel Authority .....	
<b>B. ADMINISTRATIVE SERVICES DIVISION – Cash Section</b> .....	11
1. Payment of External and Internal Claims .....	11
2. Payment of Obligation .....	12
<b>C. CURRICULUM LEARNING AND MANAGEMENT DIVISION</b> .....	13
1. Access to LRMDs Portal .....	13
2. Procedure for the use of LRMDs Computers .....	14
<b>D. OFFICE OF THE REGIONAL DIRECTOR – Legal Unit</b> .....	16
1. Legal Assistance to Walk-in Clients .....	16
2. Request for correction of Entries in School Record .....	17
<b>E. NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES – Regional Office</b> .....	19
1. Recognition of Professional Development Programs/Courses .....	19
<b>F. ADMINISTRATIVE SERVICES DIVISION – Personnel Section</b> .....	22
1. Acceptance of Employment Application (Walk-in) .....	22
2. Acceptance of Employment Application (Online) .....	23
3. Issuance of Certificate of Last Payment (LCP) .....	23
<b>G. POLICY PLANNING AND RESEARCH DIVISION</b> .....	25
1. Generation of School IDs for New Schools and/or Adding or Updating of SHS Program Offering (Public, Private & SUC/LUC) .....	25
2. Request for Reversion .....	27
<b>H. OFFICE OF THE REGIONAL DIRECTOR – Public Affairs Unit</b> .....	28
1. Public Assistance (Email) .....	28
2. Public Assistance (Hotline & walk-in) .....	29
3. Standard freedom of information request through walk-in facility and mail .....	30
<b>I. QUALITY ASSURANCE DIVISION</b> .....	32
1. Application for the Opening/Additional Offering of SHS Program for Private Schools .....	32
2. Application for Tuition and Other School Fees (TOSF), No Increase and Proposed New Fees of Private Schools .....	34
3. Issuance of Special Orders for Graduation of Private School Learners .....	37
<b>J. ADMINISTRATIVE SERVICES DIVISION – Records Section</b> .....	39
1. Certification, Authentication, Verification (CAV) .....	39
2. Issuance of Requested Documents (CTC and Non – CTC Documents) .....	42
3. Receiving of Communications and Complaints .....	43

## Department of Education – MIMAROPA Regional Office

<b>Internal Services</b> .....	44
<b>A. FINANCE DIVISION – Accounting &amp; Budget Section</b> .....	45
1. Certification as to Availability of Funds .....	45
2. Pre-Audit of Procurement Document And Approval Of Status (ORS) .....	47
<b>B. FINANCE DIVISION – Accounting Section</b> .....	50
1. Processing of Payment to External Creditors .....	50
<b>C. FINANCE DIVISION – Budget Section</b> .....	53
1. Disbursements Updating .....	53
2. Downloading/ Fund Transfers of Comprehensively Direct Releases to Regional Office and Sub-AROs received from Central Office to Schools Division Office and Implementing Units .....	52
3. Letter of Acceptance for Downloaded Funds .....	56
4. Obligation of Expenditure (Incurrence of Obligation Charged to Approved Budget Allocation per General Appropriations Act as an Allotment Order (GAAAO) and Other Budget Laws/Authority) .....	57
5. Processing of Budget Utilization Request & Status (BURS) .....	59
<b>D. ADMINISTRATIVE SERVICES DIVISION – Cash Section</b> .....	62
1. Handling of Cash Advances .....	62
<b>E. HUMAN RESOURCE DEVELOPMENT DIVISION</b> .....	64
1. Rewards and Recognition .....	64
<b>F. OFFICE OF THE REGIONAL DIRECTOR – Legal Unit</b> .....	65
1. Processing of communication received through the Public Assistance Action Center (PAAC).....	65
2. Request for Certification as to the Pendency or Non-Pendency of an Administrative Case .....	66
<b>G. ADMINISTRATIVE SERVICES DIVISION – Personnel Section</b> .....	67
1. Application for Leave .....	67
2. Application for Retirement/Survivorship/Disability Benefit .....	68
3. Issuance of Certificate for Remittances .....	71
4. Issuance of Certificate of Employment and/or Service Record .....	72
5. Issuance of Foreign Travel Authority .....	72
5.1 Issuance of Foreign Official Travel Authority .....	73
5.2 Issuance of Foreign Personal Travel Authority .....	76
6. Processing of Equivalent Record Form (ERF) .....	78
7. Processing of Study Leave .....	80
8. Processing of Terminal Leave Benefits .....	82
9. Request for Transfer from Another Region .....	83
10. Stoppage/Deletion of Deductions in the Payroll (Loans and Insurances) .....	84
<b>H. QUALITY ASSURANCE DIVISION</b> .....	86
1. Application for Establishment, Merging, Conversion, and Naming/ Renaming of Public Schools and Separation of Public Schools .....	86

# **EXTERNAL SERVICES**

## OFFICE OF THE REGIONAL DIRECTOR

### 1. 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:

- a. Highly relevant to basic education; for foreign official travel, must be in compliance with an international commitment/contractual obligation.
- b. Essential to the effective performance of official/employee mandate of functions.
- c. Projected expenses involve minimum expenditure or are not excessive.
- d. Presence is critical to the outcome of the activity to be undertaken.
- e. Absence from the permanent official station will not hamper the operational efficiency of the office.
- f. 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 foreign official travels:

- a. 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;
- b. Scholarships, fellowships, trainings, and studies abroad which are grant-funded or undertaken at minimal cost; and
- c. 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 Regional Director (ORD)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to Government (G2G)
<b>Who may avail:</b>	<p>DepEd officials and employees meeting the conditions for foreign personal travel as stated on DOs 043 and 046, s. 2022, specifically:</p> <ul style="list-style-type: none"> <li>• Schools Division Superintendents (SDS), Assistant Schools Division Superintendents (ASDS), Assistant Regional Directors (ARD)</li> <li>• Division Chiefs and below in Regional Offices (RO)</li> </ul>
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. One (1) original copy of filled out Travel Authority for Official Travel Form with supporting documents (see below)	Annex A, DO 043, s. 2022 <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>
2. One (1) original copy of the signed invitation addressed to the requesting party	Inviting foreign government/institution or international agency/organization
3. One (1) original copy of Itinerary of Travel	
4. One (1) original copy of Written justification, addressed to the Approving Authority, to be noted by the Recommending Authority, 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
5. One (1) original Certificate of No Pending Case	Legal unit with jurisdiction over the client
6. One (1) copy of approved Completed Staff Work (CSW)	International Cooperation Office / Client
7. One (1) copy of Estimated Travel Cost	
8. One (1) copy of Work and Financial Plan	Client's office

Optional requirements: - 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: a. TA signed by the Secretary b. Clearance Certificate c. Copy of the Registration Sticker		Office of the Secretary Regional Office 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		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to the Regional Office	1.1 Check the documents received, process for release to the Personnel Section	None	10 minutes	Admin Aide, Records Section
	1.2 Receive documents and prepare TA for signature	None	5 minutes	Admin Assistant, Personnel
	1.3 Check documents for completeness and accuracy	None	3 hours	Admin Officer, Personnel Section
	1.4 Countersign Form and TA and forward documents	None	15 minutes	CAO, Personnel Section
	1.5 Review and sign the Form and TA	None	4 hours	RD
	1.6 Return the documents to the Records Section	None	10 minutes	ORD
	1.7 Receive signed TA and other documents, forward to the Central Office	None	1 day	Admin Officer V, Records Section
	1.8 Receive and process request; return documents to ORD	None	5 days	Central Office

2. 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	Administrative Assistant / Officer, Records Division
3. Submit post-travel report addressed to the Office of the Secretary	3.1 Receive the post-travel report.	None	(One calendar month after returning to the permanent official station)	Administrative Assistant / Officer, Records Division
<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 the period of their leave.

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)

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.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to the Regional Office a. SDS, ASDS, ARD b. OSDS – for Teaching and Non-Teaching Personnel in Schools, School Heads, and Division Chiefs and below and Public Schools District Supervisors in Schools Division Offices	1.1 Receive the documents and log on the database	None	10 minutes	Admin Aide, Records Section



c. ARD – for RO Division Chief and below				
	<p>1.2 Check documents for completeness and accuracy.</p> <p>If there is no discrepancy in the documents submitted, forward to the Legal Unit. Otherwise, inform the client of discrepancies and wait for reply.</p>	None	2 hours	Admin Assistant, Personnel Section
	1.3 Check if client has pending case, sign clearance as applicable, and return to Personnel	None	2 hours	Attorney IV, Legal Unit
	1.4 Receive documents and prepare TA for signature	None	1 hour	Admin Assistant, Personnel Section
	1.5 Review documents for signature	None	2 hours	Admin Officer V / SAO, Personnel
	1.6 Countersign Form and TA and forward documents	None	15 minutes	CAO, Personnel Section
	1.7 Review and sign the Form and TA	None	1 day	RD
	1.8 Return the documents to the	None	10 minutes	ORD

	Records Section			
	*For requests from the SDS, ASDS, and ARD: Check documents and forward to Central Office	None	*3 days	Admin Officer V, Records Section
	*Receive and process request; return documents to OSDS	None	*5 days	Central Office
2. Receive requested document from the Records Section	2.1 Check documents received and process for release; release TA to intended recipient.	None	25 minutes	Admin Officer V, Records Section
<b>TOTAL</b>		<b>None</b>	<b>2 days / *10 days for SDS, ASDS, ARD</b>	

## ADMINISTRATIVE SERVICES DIVISION - Cash Section

### 1. Payment of External and Internal Claims

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

<b>Office or Division</b>	Cash Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G)			
<b>Who may avail</b>	Client that DepEd has financial obligations to			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Official Receipts for suppliers or service providers			Client	
2. Two (2) Valid IDs				
3. Authorization letter, if representative				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	Notify the payees/claimants that the check is ready for release or the payment has been credited to their bank account	None	10 minutes	Cash Personnel
1. Proceed to Cashier and present requirements	1.1. Check the authenticity of provided documents	None	5 minutes	Cash Personnel
2. Sign the DV/logbook and receive the official receipt (OR)	2.1 Give the DV/logbook for signature of payee/claimant and receive OR	None	5 minutes	Cash Personnel
	2.2 Release check/Copy of validated ADA, issue official receipt if applicable	None	10 minutes	Cash Personnel
<b>TOTAL</b>		<b>None</b>	<b>30 minutes</b>	

## 2. Payment of Obligation

Process of payment for pending account balances to DepEd clients.

<b>Office or Division</b>	Cash Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Business (G2B) Government to Citizen (G2C)			
<b>Who may avail</b>	Client that DepEd has financial obligations to			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1.Order of Payment (1 Original Copy)			DepEd Accounting Office	
2.Official Receipts for suppliers or service providers			Client	
3.Two (2) Valid IDs				
4.Authorization letter, if representative				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure order of payment	1.1 Issue order of payment	None	15 minutes	Accountant III/ RBAC Secretariat/ Dormitory Manager/ QAD Chief
2. Proceed to Cashier and present requirements	2.1. Check the authenticity of provided documents	None	10 minutes	Cash Personnel
	2.2 Prepare and issue Official Receipts	None	5 minutes	Cash Personnel
<b>TOTAL:</b>		<b>None</b>	<b>30 minutes</b>	

## CURRICULUM LEARNING AND MANAGEMENT DIVISION

### 1. Access to LRMSD Portal

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

<b>Office or Division:</b>	Curriculum and Learning Management Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen (G2C)			
<b>Who may avail</b>	Learners and their parents/guardians, DepEd employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1.Computer/Laptop and Internet Connection		Client		
2. Registered LR account a. DepEd email address for employees b. Any active email address for learners or their parents/guardians, other stakeholders		LR Portal (lrmds.deped.gov.ph)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Open any browser engine and go to <a href="http://www.lrmds.deped.gov.ph">www.lrmds.deped.gov.ph</a>	1.1. If client is in the CLMD office, assist in browsing the LR Portal	None	1 hour	CLMD Staff
Log-in to the LR portal				
On the upper left side menu bar, click Resources Tab and select K to 12 Resources				
Select grade level				
Select desired topic / category				
Select title from the list. The list could still be refined based on DepEd Special				

Programs such as IPEd, ALS, etc.				
Click view or download. (Those without DepEd account can only browse and search for LRs in the Portal. Only registered users are given downloading privileges.)				
2. Open and accomplish Online Feedback Form	2.1 Generate client report			

## 2. Procedure for the Use of LRMS Computers

The LRMS provides access to quality resources from the Regions, Divisions, Cluster/School level: including,

- information on quantity and quality and location of textbooks and supplementary materials, and cultural expertise,
- access to learning, teaching and professional development resources in digital format and locates resources in print format and hard copy,
- standards, specifications, and guidelines for assessing & evaluating, acquiring & harvesting, modification, development and production of resources

<b>Office or Division:</b>	Curriculum and Learning Management Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government (G2G) Government to Citizen (G2C)			
<b>Who may avail</b>	Everyone (Learners, Parents, Teachers, Stakeholders)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1.Registered LR Account or email address		www.lrms.deped.gov.ph		
2.Valid ID/Borrower's card		Learning Resource Management and Development Center, Regional Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Log-in the LRMS computer logbook	1.1. Assist client	None	1 minute	Administrative Assistant II / Teaching Aid Specialist

2. Follow step by step instructions	2.1. Provide assistance to client, including searching for LRs that cannot be found	None	25 minutes	Librarian/TAS
3. Log-out and shut down computer once done		None	1 minute	Librarian/TAS
4. Sign and submit the CLMD feedback form	4.1. Generate Client Report	None	2 minutes	Librarian/TAS
5. Sign-out from the logbook		None	1 minute	Administrative Assistant II
<b>TOTAL:</b>		<b>None</b>	<b>30 minutes</b>	

## OFFICE OF THE REGIONAL DIRECTOR - Legal Unit

### 1. Legal Assistance to Walk-in Clients

This process intends to establish the conduct, management, and treatment of legal queries and/or concerns of internal or external clients.

<b>Office or Division:</b>	Legal Unit			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Regional Office Personnel, SDO or School Personnel, General Public			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. A copy of written query/concern (if applicable)			Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to Legal Unit	1.1 If external client, refer to the visitors' logbook. If internal client, refer to the Legal Officer	None	5 minutes	Legal Unit Staff
	1.2 Ask necessary information on query; determine whether information is sufficient, or documents are needed before a legal advice is given	None	1 hour	Atty IV/SI
2. Receive info from Legal Officer	2.1 If sufficient information or documents is acquired by the Legal Unit, the information is evaluated, and legal advice is given based on the gathered data; or  If the information provided by the client is incomplete, advise client to acquire the needed information/ documents first and then return for further final evaluation and legal advice	None	30 minutes	Attorney IV
	<b>TOTAL:</b>		<b>1 hour and 35 minutes</b>	



## 1. Request for Correction of Entries in School Record

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

<b>Office or Division:</b>	Legal Unit	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	Students with records in DepEd	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Request Letter (1 Original Copy)	Client	
2. School Records to be corrected – Diploma and Form 137 (1 Original Copy)	School	
3. Certification or Indorsement from the School Head (1 Photocopy)	School	
4. Certified true copy of the Certificate of Live Birth (1 Original Copy)	PSA	
5. Affidavit of Discrepancy (1 Original Copy)	Applicant (if minor, with assistance of parent/guardian)	
6. Affidavit of two disinterested persons (1 Original Copy)	Affiants	
7. Special Order of Graduation ( <i>only required for graduates of private schools</i> ) (1 Original Copy)	School	
8. Proof of identity of requesting party (Valid ID with photo and signature)	Client	
9. If representative, proof of identity with authorization letter from requesting party		
10. Letter Request or Affidavit of Discrepancy (1 original and 2 photocopies)	Client	
11. Proof of identity of requesting party (Government-issued ID with photo and signature) (2 photocopies-original to be presented for verification) If no available government-issued ID, any two (2) of the following: - NBI Clearance - Police clearance - Barangay certificate - Other IDs	Client	
12. Indorsement from the school (1 original and 2 photocopies)	School	
13. Certificate of Graduation with school seal (1 original and 2 photocopies) - If undergraduate (Certification as to last school year attended)	School	

- If currently enrolled (Certification as to present admission status)				
14. Uncorrected Form 137 with school seal (1 original/Certified True Copy and 2 photocopies)	School			
15. PSA Authenticated Birth Certificate with original receipt attached (1 original and 2 photocopies) If unreadable or lacking essential details, Birth Registry	PSA Local Civil Registrar			
16. Notarized Joint Affidavit of two (2) Disinterested Persons with their respective valid IDs (1 original and 2 photocopies)	Client (Notary Public)			
17. Diploma (1 original and 2 photocopies) If lost, Affidavit of Loss	Client/School			
18. List of graduates (1 original and 2 photocopies)	School			
*ADDITIONAL REQUIREMENTS 19. If through representative a. Special Power of Attorney (1 original and 2 photocopies) b. Government-issued ID with photo and signature of authorized representative (1 original and 2 photocopies)	Client (Notary Public) Authorized representative			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete set of requirements	1.1 Receive the documents and route to the Legal Unit	None	10 minutes	Records Section
	1.2 Receive and evaluate the completeness of the requirements	None	10 minutes	Any Legal Unit Staff
	1.3 Prepare the Resolution and countersign	None	30 minutes	Legal Unit Staff
	1.4 Sign and approve the Resolution	None	15 minutes	Regional Director
2. Receive Resolution	2. Release signed Resolution	None	5 minutes	Records Section
	<b>TOTAL</b>	None	<b>1 hour and 10 minutes</b>	

**NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES – REGIONAL OFFICE**

**1. Recognition of Professional Development Programs/Courses**

All DepEd Central Office Bureaus, Services and Units, Regional Offices, Schools Division Offices, and Authorized Learning Service Providers (LSPs) may submit proposals for professional development programs or courses for Recognition during the period of call for submission as announced by NEAP.

Proposals of DepEd Central Office Bureaus, Services, and Units, Regional Offices, Schools Division Offices, and Authorized Learning Service Providers (LSPs) shall be submitted to the NEAP-CO. Proposals by Schools Division Offices shall be submitted to their respective NEAP-RO. Note: Pursuant to DepEd Order no.1, s. 2020 dated January 23, 2020

<b>Office or Division:</b>	National Educators Academy of the Philippines – Regional Office	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	Government to Citizen (G2C) Government to Business (G2B) Government to Government (G2G)	
<b>Who may avail</b>	Learning Service Providers (LSP)	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. Scanned Form R.1 PD Course Recognition Application	NEAP-RO Drive
	2. Soft copy of Learning Resources (Modules, Worksheets, Slide Deck)	Client (LSP)
	3. Soft copy of Evaluation tools to measure the learning of the participants (Kirk Patrick’s Model - Level 2)	Client (LSP)
	4. Soft copy of Feedback Form or end of the day evaluation (Kirk Patrick’s Model - Level 1)	Client (LSP)
	5. Scanned copy of CV/Resume of Resource Speakers or Learning Facilitator	Client (LSP)
	6. Soft copy of Budget Estimate	Client (LSP)

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Form R.1 with the complete required attachments	1.1 Provide acknowledgement Letter to LSP that Form R.1 and requirements are being checked for completeness. EPS II for NEAP RO Helpdesk will email within 2 days if the application has deficiencies. LSP repeats step 1. If complete, the application is forwarded to Recognition Evaluation Committee (REC)	None	10 minutes	EPS II for NEAP RO Helpdesk
	1.2 Check if Form R.1 and attachments have deficiencies	None	3 days	EPS II for Recognition
2. Wait for the evaluation of the application	2.1 Evaluate Form R.1 with the complete attachments using Form R.2 Evaluation Form for Recognition	None	5 days	REC
	2.2 Deliberate Form R.2	None	2 days	REC
	2.3 Consolidate Form R.2 using Consolidation Form for Recognition	None		REC Head
	2.4 Forward Form R.4 to EPS II for Recognition	None		REC Head
	2.5 Prepare Memo with Form R.4 as an attachment	None	2 hours	EPS II for Recognition
	2.6 Check and validate the Memo with Form A.3	None	6 hours	SEPS for Program Recognition

	2.7 Validate and endorse Memo with Form R.4 as an attachment to Recognition Approval Committee (RAC)	None	5 hours	NEAP/ HRDD Chief
3. Wait for the approval of the evaluation results for the Application for Recognition.	3.1 Decide the evaluation results for the Application for Recognition. If unsuccessful on the first submission, repeat <i>Step Note: Only 2 resubmissions of an application shall be entertained.</i>	None	4 days	ARD RD
	3.2 Prepare Certificate of Recognition (for successful applicants) or Notice (for unsuccessful applicants).	None	1 hour	EPS II for Recognition
	3.3 Sign Certificate of Recognition/Notice.	None	4 hours	ARD, RD NEAP/ HRDD Chief
4. Receive the Certificate of Recognition / Notice. If Notice received, wait for next Call for Recognition.	4.1 Send signed Certificate of Recognition/Notice.	None	10 minutes	EPS II for NEAP RO Helpdesk
<b>Total:</b>		<b>None</b>	<b>18 days, 2 hours, 20 minutes</b>	

## ADMINISTRATIVE SERVICES DIVISION - Personnel Section

### 1. Acceptance of Employment Application (walk-in)

Individuals interested in applying for a position in DepEd may submit their requirements for evaluation.

<b>Office or Division</b>	Records Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen (G2C) Government to Government (G2G)			
<b>Who may avail</b>	Interested applicants to DepEd vacant positions			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1.Application Letter addressed to the Office of the Regional Director (1 Copy)			Applicant	
2.Duly notarized Personal Data Sheet (1 Original Copy)			CSC Website	
3.Government Issued ID (1 Photocopy)			Applicant	
4.Authenticated Copy/Certified True Copy of Eligibility (1 Original Copy)			PRC	
5.Transcript of Records (1 Photocopy of the latest)			School/s attended	
6.Performance Ratings for the last 3 semesters (1 Photocopy) *1 Performance Rating is equivalent to 6 months			Previous/Current employer	
7.Certificate of Trainings and Seminars attended (1 Photocopy each)			Training provider/s	
8.Documentation of Outstanding Accomplishments (1 Copy)			Applicant	
9.Electronic-copy of requirements in flash drive			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 complete requirements	1.1. Stamp receive application documents and release receiving copy; advise that client will be contacted for further info	None	10 minutes	Records Section
<b>TOTAL:</b>		<b>None</b>	<b>10 minutes</b>	

## 2. Acceptance of Employment Application (Online)

Individuals interested in applying for a position in DepEd may submit their requirements for evaluation.

<b>Office or Division</b>	Personnel Section / Records Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen (G2C) Government to Government (G2G)			
<b>Who may avail</b>	Interested applicants to DepEd vacant positions			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Application Letter addressed to the Office of the Regional Director (1 Copy)			Applicant	
2. Duly notarized Personal Data Sheet (1 Original Copy)			CSC Website	
3. Government Issued ID (1 Photocopy)			Applicant	
4. Authenticated Copy/Certified True Copy of Eligibility (1 Original Copy)			PRC	
5. Transcript of Records (1 Photocopy of the latest)			School/s attended	
6. Performance Ratings for the last 3 semesters (1 Photocopy) *1 Performance Rating is equivalent to 6 months			Previous/Current employer	
7. Certificate of Trainings and Seminars attended (1 Photocopy each)			Training provider/s	
8. Documentation of Outstanding Accomplishments (1 Copy)			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 complete requirements to the email address indicated on the CSC publication	1.1 Acknowledge receipt of email	None	10 minutes	AO V – Personnel Section or AO V - Records Section
<b>TOTAL:</b>		<b>None</b>	<b>10 minutes</b>	

## 3. Issuance of Certificate of Last Payment (CLP)

This process is the issuance of clearance from money accountability and/or overpayment of salary to employees who separate from the service through retirement, resignation, transfer, or death to ensure that the subject employee is cleared of money accountability or with overpayment of salary. This may also be

requested by active teaching/ non-teaching personnel under Regional Payroll Service (RPS) payroll for Transfer of Assignment/Station; in this case, the CLP indicates that personnel who availed this shall be deleted in the RPS.

<b>Office or Division</b>	Personnel Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen (G2C)			
<b>Who may avail</b>	Retirees, Transferees, Resigned Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Indorsement of the Schools Division Superintendent (1 Original Copy)			DepEd Schools Division Office	
2. Copy of the Latest Payslip (1 Original Copy)				
3. Clearance template from the SDO/School (2 Original Copies)				
4. Updated Service Record (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 to the Records Section	1.1 Receive complete documents and forward to the Personnel Section	None	10 minutes	ADAS/ Records Section Staff
	1.2 Evaluate the submitted documents: a. with salary overpayment – issue Payment Order Form b. without overpayment – process to step 3.1	None	20 minutes	Payroll Receiving
2. Proceed to the Cashier Section for payment	2.1 Receive payment and issue an official receipt (OR)	None	10 minutes	Cashier Personnel
3. Submit OR to the Personnel Section	3.1 Prepare CLP	None	10 minutes	Payroll Personnel
	3.2 Review and initial the CLP	None	10 minutes	AO V/SAO
	3.3 Approve/sign the CLP	None	20 minutes	AOV/SAO/ CAO
4. Receive the signed clearance	4.1 Release the signed CLP	None	10 minutes	ADAS/ Records Unit
<b>TOTAL:</b>		<b>None</b>	<b>1 hour, 30 minutes</b>	



## POLICY PLANNING AND RESEARCH DIVISION

### 1. Generation of School IDs for New Schools and/or Adding or Updating of SHS Program Offering (Public, Private & SUC/LUC)

The School Identification (ID) Number is a unique and permanent six-digit number assigned to any educational institution offering basic education in the Philippines. To acquire a School ID, the institution must offer Kindergarten, Elementary, Junior High School, Senior High School and/or a combination of these education levels. The school must also secure approval from the DepEd Regional Office.

<b>Office or Division:</b>	Policy, Planning and Research Division (PPRD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Business (G2B) Government to Government (G2G)			
<b>Who may avail</b>	Public Schools, Private Schools, SUC/LUC			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
A. For New Schools: 1. Approved copy of permit/recognition of private schools or approved endorsement on the establishment of public school 2. Duly accomplished School Profile Form			Quality Assurance Division (QAD)  PPRD	
B. For Adding or Updating of SHS Program Offering 1. Letter of Approved Additional Senior High School Program Offering			QAD	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.QAD to forward approved copy of permit/recognition of private school of approved endorsement on establishment of public school/copy of the approved letter for additional SHS Program Offering	1.1. Receive and check completeness of submitted documents and forward to the person in-charge	None	5 minutes	ADAS/PPRD Staff
	1.2. Encode duly accomplished school profile form	None	10 minutes	PPRD personnel In-Charge of EBEIS

	1.3. Generate the School the School ID by EBEIS system	None	5 minutes	Planning Officer Statistician
	1.4. Inform the SDO thru the Planning Officer of newly created ID via email	None	5 minutes	
	1.5. Print hard copy for reference and filing  Screenshot copy of the generated ID is sent to SDO through the Planning Officer, for reference	None	5 minutes	
	1.6. Collate all the generated school ID and endorse to CO for confirmation	None	5 minutes	
	1.7. Confirmed School IDs are sent to SDOs for information and reference	None	5 minutes	
<b>TOTAL</b>		<b>None</b>	<b>30 minutes</b>	

## 2. Request for Reversion

Even after end of school year that enrollment status of learners in a class/section has been finalized, updates can still be made for as long as the school level finalization has not been done. To revert the finalized status of a class, the School Head or School Representative Admin user shall click on the locked key and then click on “reopen updating.” This action will enable updating of learner status that belongs to a certain class.

<b>Office or Division:</b>	Policy, Planning and Research Division (PPRD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Business (G2B) Government to Government (G2G)			
<b>Who may avail</b>	SDO and Private Schools			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1.Reversion Request from SDO (through EBEIS System)		Enhanced Basic Education Information System (EBEIS)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.SDO to forward an online request for reversion to the PPRD	1.1. Review request and determine if reason is valid: a. if valid, approve for reversion b. if not, disapprove request	None	25 minutes	ADAS/PPRD Staff In-Charge of EBEIS  Planning Officer Statistician
	1.2. Process valid request for reversion through EBEIS	None	10 minutes	PPRD personnel In-Charge of EBEIS  Planning Officer Statistician
	1.3. Inform the SDO through the Planning Officer of the approval/disapproval of the request via email via messenger as agreed by POs	None	5 minutes	
	1.4. Print hard copy for reference and filing	None	5 minutes	
	1.5. Print hard copy for reference and filing	None	5 minutes	
<b>TOTAL</b>		<b>None</b>	<b>45 minutes</b>	

## OFFICE OF THE REGIONAL DIRECTOR - Public Affairs Unit

### 1. Public Assistance (email)

The Department recognizes concerns and complaints of its clientele for the improvement of its services, submitted through the official email address of the Regional Office and/or the Public Affairs Unit, and through referrals from the Central Office and other government agencies such as the 8888 Citizen's Complaint Center and Civil Service Commission Contact Center ng Bayan.

<b>Office or Division:</b>	Public Affairs Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G)			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Complete details of the concern, e.g. name and position of the person's involved, school's exact name and location, any documentary evidence, or specific DepEd programs, projects and/or activities needing further clarification.			Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send concern thru the official email address of the Regional Office and/or the Public Affairs Unit	1.1. Receive concern and forward to the ORD/AO V for referral to the concerned office	None	5 minutes	Records Officer/ADAS I
	1.2 Review and forward the email to the concerned office	None	10 minutes	AO V
	1.3 Acknowledge email	None	10 minutes	Concerned Office

	1.4 Act on the concern; Notify the client of the action taken or the status of the complaint OR endorse to the SDOs or concerned office/s, copy furnish the complainant and RO-PAU/Legal Unit	None	30 minutes	Concerned Office
2. Receive/ Update resolution	2.1 Release copy of resolution via email	None	10 minutes	Records Officer
<b>TOTAL:</b>		<b>None</b>	<b>65 minutes</b>	

## 2. Public Assistance (hotline and walk-in)

The Department recognizes concerns and complaints of its clientele for the improvement of its services. These can be submitted through the official hotline of the Regional Office and/or through personal submission at the walk-in facilities of the Department.

<b>Office or Division:</b>	Public Affairs Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G)			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Customer Satisfaction Measurement (CSM) Form for walk-in clients (original copy) Accomplished CSM Form Complete details of the concern, e.g. name and position of the person's involved, school's exact name and location, any documentary evidence, or specific DepEd programs, projects and/or activities needing further clarification.			RO Guard on Duty  Client Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Discuss the concern/s	1.1. Clarify details of the concern/s	None	10 minutes	Any of the PAU Staff
	1.2 Assist or endorse the client to the concerned RO division, unit or section	None	10 minutes	Any of the PAU Staff

2. Receive feedback on the concern and fill out the Customer Satisfaction Measurement (CSM) Form	1.3 Notify the client of the action taken or the status of the complaint	None	10 minutes	Any of the PAU Staff
<b>TOTAL</b>		<b>None</b>	<b>30 minutes</b>	

### 3. Standard Freedom of Information Request through Walk-in Facility and Mail

Freedom of Information (FOI) is a government mechanism which allows Filipino citizens to request any information about government transactions and operations, provided that it shall not put into jeopardy privacy and matters of national security. Any of the documents evidencing the level of academic completion or accomplishment of a learner which encompasses kindergarten, elementary and secondary education as well as alternative learning systems for out of school learners and those with special needs may also be requested.

<b>Office or Division:</b>	Public Affairs Unit			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G)			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Formal request letter addressed to the Regional Director (1 original copy)			Client	
2. Filled-out Request for Action (RFA) Form			Records Section/PAU	
3. Proof of identification (preferably Government-issued ID) or Authorization			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 the complete requirements	1.1. Check documents and stamp "Received"	None	30 minutes	Records Section/PAU
	1.2 Issue receiving copy to the requesting party	None	10 minutes	Records Section/PAU
	1.3 Make initial evaluation of requested information for appropriate action. If publicly	None	20 minutes	Records Section/PAU

	accessible, advise requesting party to access thereto. Otherwise, forward RFA to the Office of the Regional Director.			
	1.4 Decide on the request	None	2 days	RD
	1.5 Prepare requested information or letter of denial	None	30 minutes	Concerned Office
	1.6 Submit documents for signature	None	30 minutes	Concerned Office
	1.7 Sign documents	None	30 minutes	Concerned Office
2. Receive letter signed by the RD	2.1 Release requested information/little of denial	None	10 minutes	Records Section/PAU
<b>TOTAL</b>		<b>None</b>	<b>5 days, 2 hours, 10 minutes</b>	

## QUALITY ASSURANCE DIVISION

### 1. Application for the Opening/Additional Offering of SHS Program for Private Schools

This service based on DM 4, s. 2014 requires private high schools that wish to offer senior high school (SHS) under the K to 12 Basic Education Program to apply for Government Permit by presenting their plans for the SHS which includes curriculum, instruction, personnel, and facilities. The application must be submitted with the endorsement from the Schools Division Superintendent to the Regional Director for approval.

<b>Office of Division:</b>	Quality Assurance Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	Government to Business (G2B)	
<b>Who may avail:</b>	Private Schools within the Region	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. Endorsement	SDO
	2. Processing Sheet	
	3. Letter of Intent	Private School
	4. Certificate of Government Recognition (Category A)	
	5. Certificate of Level II Accreditation (Category A and accredited under the Federation of Accrediting Agencies of the Philippines)	
	6. Certificate of Permit to Operate or Government Recognition (Category B)	
	7. Certificate of Level II Accreditation (Category B and accredited under the Federation of Accrediting Agencies of the Philippines)	
	8. Certificate of at least Bronze Accreditation Status (category B under the Asia Pacific Accreditation and Certification Commission)	
	9. Articles of Incorporation and By-Laws	
	10. Certificates of Registration/ Permit (BIR, SSS, PhilHealth, Pag-Ibig, Mayor's Permit)	
	11. Board Resolution	
	12. Proposed Tuition and Other School Fees	
	13. Curriculum	
	14. Schedule of Subjects per Semester	
	15. Schedule of Subjects per Week	
	16. School Calendar	
	16. List of Academic and Non-Academic Personnel	
	17. List of School Facilities	
	18. Inventory of Tools, Equipment and Materials	
	19. Memorandum of Agreement for Partnership Arrangement	



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Access the Online Portal and submit the complete school application documents for evaluation and indorsement by the SDO	1.1 Receive the endorsement from the SDO	None	10 minutes	Education Program Supervisor (EPS)
	1.2 Evaluate the documentary requirements	None	5 days	EPS
	1.3 Conduct online site/ on-site inspection/ validation of facilities	None	5 days	RIT
	1.4 Prepare inspection/ validation report and recommendatio n based on the finding of the online site/ on-site validation If 100% compliant – Proceed to preparation of Government Permit If not compliant – Notify SDO of deficiencies	None	4 days	RIT
	1.5 Submit the findings to the Chief Education Supervisor (CES)	None	5 minutes	EPS
	1.6 Review and check the findings, affix signature on the validation/inspe ction report	None	4 hours	CES

	1.7 Prepare the Government Permit and endorsement	None	2 days	EPS
	1.8 Review and countersign the Government Permit and endorsement	None	1 hour	CES
	1.9 Enter the Government Permit Number and its description in the logbook of outgoing documents	None	30 minutes	ADAS
	1.9 Sign the Government Permit and endorsement to signify approval of the application	None	30 minutes	Regional Director (RD)
	1.10 Record and release the Government Permit signed by the RD	None	30 minutes	Records Section
	1.11 Scan Government Permits and upload copies to the online portal	None	2 days	ADAS
<b>TOTAL</b>		<b>None</b>	<b>18 days 6 hours 45 minutes`</b>	

## 2. Application for Tuition and Other School Fees (TOSF), No Increase and Proposed New Fees of Private Schools

This service requires Private Schools applying or not for increase tuition fee and other miscellaneous fees to submit application or updates to the regional office not later than May 15 of every year. The application must be submitted with complete documentary requirements and updates endorsed by the Schools Division Superintendent to the Regional Director for approval.

<b>Office of Division:</b>	Quality Assurance Division
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	Government to Business (G2B)
<b>Who may avail:</b>	Private Schools within the Region

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Endorsement signed by the SDS or his/her representative		SDO		
2. Processing Sheet				
3. Letter of Intent addressed to the Regional Director signed by the School Administrator and noted by the School Owner		Private School		
4. PTA Resolution				
5. Notarized Certification on Consultation for Increase signed by the PTA President				
6. Minutes of the PTA General Assembly Meeting				
7. Enrollment by Course/Grade Level				
8. Breakdown of Tuition and Other School Fees for the Last Three (3) Years		Private School		
9. Proposed Tuition and Other School Fees (At most, 10%)				
10. Financial Statements Audited by Licensed Auditor (Income Statement, Balance Sheet and Income Statement of the Previous Year				
11. Official Receipts of Payment of Contributions of Members from SSS, Phil Health & Pag-Ibig				
12. Copy of Payroll of Employees Indicating the Increase to be Received				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Access the Online Portal and submit the complete school application documents for evaluation and endorsement by the SDO	1.1 Receive the endorsement from the SDO	None	10 minutes	Education Program Supervisor (EPS)
	1.2 Evaluate the documentary requirements  If 100% compliant – Proceed to preparation of Approval Form	None	10 days	EPS

	and Endorsement If not compliant – Notify SDO of deficiencies			
	1.3 Prepare Approval Form and Endorsement	None	3 days	RIT
	1.4 Submit the Approval Form and Endorsement to the Chief Education Supervisor (CES)	None	10 minutes	EPS
	1.5 Review and countersign the Approval Form and Endorsement	None	1 day	CES
	1.6 Enter the Approval Form Number and its description in the logbook of outgoing documents	None	30 minutes	ADAS
	1.7 Sign the Approval Form and endorsement to signify approval of the application	None	30 minutes	Regional Director (RD)
	1.8 Record and release the Approval Form signed by the RD	None	30 minutes	Records Section
	1.9 Scan Approval Forms and upload copies to the online portal	None	2 days	ADAS
<b>TOTAL</b>		<b>None</b>	<b>16 days 1 hour 50 minutes</b>	

### 3. Issuance of Special Orders for Graduation of Private School Learners

This service requires Private Schools/Colleges and Technical-Vocational Institutions (TVIs) to submit applications for Special Orders (SO) of qualified Grade 12 learners through the Schools Division Office (SDO). This application will be processed by DepEd Regional Office and returned to the school through the SDO.

<b>Office of Division:</b>	Quality Assurance Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Business (G2B)			
<b>Who may avail:</b>	Private schools within the Region with Government Recognition and graduating Grade 12 students			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Endorsement letter signed by the SDS or his/her representative		SDO		
2. Processing Sheet				
3. Letter of Intent addressed to the Regional Director signed by the School Administrator		Private School		
4. List of Graduates				
5. Graduation Forms/ SF 10 (Permanent Record)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Access the Online Portal and submit the complete school application documents for evaluation and endorsement by the SDO	1.1 Receive the endorsement from the SDO	None	10 minutes	Education Program Supervisor (EPS)
	1.2 Evaluate the documentary requirements If 100% compliant – Proceed to preparation of Approval Form and Endorsement If not compliant – Notify SDO of deficiencies	None	10 days	EPS
	1.3 Prepare Special Order	None	3 days	EPS

	and Endorsement			
	1.4 Submit the Special Order and Endorsement to the Chief Education Supervisor (CES)	None	10 minutes	EPS
	1.5 Review and countersign the Special Order and Endorsement	None	1 day	CES
	1.6 Enter the Special Order Number and its description in the logbook of outgoing documents	None	30 minutes	ADAS
	1.7 Sign the Special Order and endorsement to signify approval of the application	None	30 minutes	Regional Director (RD)
	1.8 Record and release the Special Order signed by the RD	None	30 minutes	Records Section
	1.9 Scan Special Order and upload copies to the online portal	None	2 days	ADAS
<b>TOTAL</b>		<b>None</b>	<b>16 days 1 hour 50 minutes</b>	

## ADMINISTRATIVE SERVICES DIVISION - Records Section

### 1. Certification, Authentication, Verification (CAV)

This service refers to the certification, authentication, and verification of school records of learners going abroad.

<b>Office or Division:</b>	Records	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	Government to Citizen (G2C) Government to Government (G2G)	
<b>Who may avail:</b>	Current and past learners	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
<b>High School/ Elementary Graduates</b>		
1. Student Permanent Record – Form 137 (1 original and 2 photocopies)	School attended	
2. Certificate of Enrollment/Completion/ Graduation - CAV Form 4 (1 original and 2 photocopies)	School attended	
3. Diploma (1 Original and 2 certified true copies certified by the School Head)	School attended	
4. Transmittal from School (1 original and 2 photocopies)	School attended	
5. Special Order, <i>if graduate from Private Schools</i> (1 Original and 2 photocopies certified by the School Head)	School attended	
6. Latest passport size ID Pictures (2 copies)	Client	
7. PSA Birth Certificate		
<b>For Undergraduates:</b>		
1. Indorsement from the School (1 original and 2 photocopies)	School attended	
2. Student Permanent Record – Form 137 (1 original and 2 photocopies)	School attended	
3. Certification of Enrollment/ Completion/ Graduation - CAV Form 4 (1 original and 2 photocopies)	School attended	
4. Latest Passport sized ID picture (2 copies)	Client	
<b>For ALS/PEPT:</b>		
1. Certification from Bureau of Education Assessment (BEA) (1 original and 2 photocopies)	Central Office - BEA	
2. Report of Rating in the Accreditation and Equivalency (A&E) Test of	BEA/ SDO	

<p>Alternative Learning System (ALS) or Philippine Placement Test (PEPT) (1 original and 2 photocopies)</p> <p>3. Certification from Schools Division Office (1 original and 2 photocopies)</p> <p>4. Latest Passport sized ID picture (2 copies)</p> <p>5. PSA Birth Certificate</p> <p><b>Additional requirements for representative:</b></p> <p>1. Authorization Letter (If the requesting party is not the record owner) (1 original copy)</p> <p>2. Valid Special Power of Attorney (SPA) for the authorized representative (1 original copy)</p> <p>3. <i>For applicants residing outside the country</i> - Valid Special Power of Attorney (SPA) for the authorized representative issued by the Philippine Embassy (1 original Copy) Valid ID</p>	<p>SDO</p> <p>Client</p> <p>Client</p> <p>Client / Authorized Representative</p>
---	---

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for and completely fill-out the CAV Application Form from the Records	1.1. Receive and check the filled out CAV application form and all supporting documents of the client. Review the completeness and verify authenticity of documents	None	10 minutes	Records Section Staff/ ADAS
	1.2. Assign specific CAV number and print 2 copies of CAV certificates	None	5 minutes	Records Section Staff/ ADAS
2. Verify the accuracy of the data encoded to CAV certificate then return to the processor	2.1 Present to client for verification.	None (Documentary stamp is available at BIR offices)	15 minutes	Records Section Staff/ ADAS
	2.2 Forward printed CAV to AOV for initial,	None	15 minutes	Records Section Staff/ ADAS



	RD/ARD/CAO for signature and dry seal the CAV Form 16			
3. Receive completed CAV documents	3.1 Scan CAV certificate and the attached Academic School Records, then seal CAV certificate and its attachments in a brown envelope with signatures on the opening and paste the DFA Authentication Section addresses at the back. Inform applicant to bring the sealed envelope to DFA for Apostille	None	10 minutes	Records Section Staff/ ADAS
	3.2 Send the scanned approved CAV through DFA official email with the following details: Name of approved CAV applicant, CAV Control Number and Date Release	None	15 minutes	Records Section Staff/ ADAS
	<b>TOTAL</b>	<b>None</b>	<b>1 Hr 10 minutes</b>	

## 2. Issuance of Requested Documents (CTC and Non – CTC Documents)

CTC document copy is issued if the document secured in the Records Section is originated/created by the Department. Issuance of Requested Documents is provided to teaching, non-teaching personnel and retirees whose documents were misplaced, lost, burned, or beyond recovery to be used for various purposes such as appointment, promotion, resignation, retirement, salary upgrading, leave abroad, employment abroad, loan, transfer, etc.

<b>Office or Division</b>	Records Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen (G2C) Government to Government (G2G)			
<b>Who may avail</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Letter request addressed to the Schools Division Superintendent signifying the purpose of the request (1 original copy)			Requesting Person	
2. Valid ID (Original ID and 1 Photocopy)			Requesting person and/or Authorized Person	
3. Authorization Letter (1 Copy)			Requesting person	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill up the File Requisition Slip (FRS)	1.1. Receive the RFS and search the requested document	None	30 minutes	Records Section Staff
	1.2 Print or photocopy the requested document	None	10 minutes	Records Section Staff
	1.3 Once the document is obtained, Records Officer will review and verify the document and certify true copy	None	15 minutes	Records Officer or Chief Administrative Officer
2. Receive the requested document	2.1 Release the document to the client	None	10 minutes	Records Section Staff
<b>TOTAL</b>		<b>None</b>	<b>55 minutes (1 hour and 25 minutes)</b>	

### 3. Receiving of Communications and Complaints

<b>Office or Division:</b>	Records Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Business (G2B) Government to Government (G2G) Government to Citizen (G2C)			
<b>Who may avail</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Communications addressed to the Regional Director			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 communications (letters, mail, endorsement, legal cases etc.) addressed to the Regional Director. If communication is hand carried, client receives the receiving	1.1 Hard copy - Stamp received communications submitted	None	20 minutes	Records Section staff
	1.2 Input in the tracking system	None	10 minutes	Records Section staff
	1.3 Forward communications to the ORD	None	15 minutes	Records Section staff
	1.4 Route the communications	None	30 minutes	ORD
	1.5 Acknowledge communications	None	2 days, 6 hours, 45 minutes	Concerned Office/Division/ Section/ Unit
	<b>TOTAL</b>	<b>None</b>	<b>2 days</b>	

# **INTERNAL SERVICES**

## FINANCE DIVISION – Accounting & Budget Section

### 1. Certification as to Availability of Funds

Certificate as to Availability of Funds (CAF) refers to the certification made by the proper accounting official of the agency concerned that funds have been duly appropriated/allotted for the purpose of entering into a contract involving expenditure of public funds and that the amount necessary to cover the proposed contract for the current fiscal year is available for expenditure on account thereof, as verified by the Auditor concerned, pursuant to Section 86 of PD 1445.

<b>Office or Division:</b>	Finance Division - Accounting Section, Budget Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government and G2B - Government to Business			
<b>Who may avail:</b>	Internal and External Client			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. E-FRS generated Check/LDDAP Disbursements Journal			1. Procurement Unit (PU)- Contract 2. Human Resource Development Division (HRDD) - RELC Contract 3. Asset Management Section (AMS) - Purchase Order (PO)	
2. Accomplished Checklist of Requirement for Funds Availability				
3. Supporting Documents per applicable Checklist- See FD Registered Templates: 1. RO-FIN-F-043 CL - Certification for Funds Availability				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit Documents	1. Review Checklist of Requirements for Payment if properly accomplished. a. If properly accomplished, receive and log the documents then send to Administrative Officer II (AO-II) - Budget Section. b. if not properly accomplished, return the documents to PU/ HRDD/ AMS.	None	5 mins	Receiving Clerk/ADAS

	<p>2. Validates funds availability for the project/activity, assign Request for Budget Approval (RBA) number on the face of the Contract/ PO then forward to Chief Accountant.</p> <p>a. If Chief Accountant is on official travel, convert files to e-document and email to signatory or save to cloud storage for signature.</p> <p>b. If the Chief Accountant is on leave, forward the documents to OIC Accountant.</p>	None	10 -15 mins	Administrative Officer II (AO-II) - Budget Section
	<p>3. Compare contract price in the Contract/PO vs RBA.</p> <p>a. If there is discrepancy, return to requesting office.</p> <p>b. b. If none, proceed to next step.</p>	None	10 -15 mins	Chief Accountant/ OIC Accountant
	<p>4. Sign "Funds Availability" section on the contract or PO and forward signed Contract/PO &amp; supporting documents to Clerk/ADAS.</p>	None	5 mins	Chief Accountant/ OIC Accountant
	<p>5. Record to outgoing document logbook and release the documents to the appropriate office.</p>	None	10 mins.	Clerk/ADAS
	<b>TOTAL:</b>	<b>None</b>	<b>35 - 45 minutes</b>	

## 2. Pre-Audit Of Procurement Document And Approval Of Status (ORS)

Signed Contracts/ Purchase Orders along with its attached documents must be submitted to the Office of Auditor within five days and shall be forwarded to the Finance Division for pre-audit of applicable / required procurement documents before the approval of Obligation Request (ORS).

<b>Office or Division:</b>	Finance Division - Accounting Section, Budget Section			
<b>Classification:</b>	Medium/ Technical			
<b>Type of Transaction:</b>	G2G – Government to Government and G2B - Government to Business			
<b>Who may avail:</b>	Internal and External Client			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Signed Box A of Obligation Request Status (3 copies)			1. Functional Division, Unit (Concerned Division Chief/ Official who will sign Box A of ORS)	
2. Accomplished Checklist of Requirement for Obligation				
3. Contract/ Purchase Order with stamped "RECEIVED" by the Office of Auditor (COA.				
4. Supporting Documents per applicable Checklist- See FD Registered Templates: 1. RO-FIN-F-031 CL - Alternative Mode of Procurement - Obligation 2. RO-FIN-F-033 CL - Lease of Real Property and Venue - Obligation				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit Documents	1. Review Checklist of Requirements for Payment if properly accomplished. a. If properly accomplished, receive and log the documents then send to staff in-charge in Accounting Section. b. if not properly accomplished, return the documents to End User/ Program Owner.	None	5 - 10 mins	Receiving Clerk/ADAS
	2. Check, review and examine the accuracy and completeness of	None	15 - 30 mins	Accountant II

	<p>the documents.</p> <p>a. If accurate and complete, forward to Budget Section.</p> <p>b. If not, return to End User/ Program Owner.</p>			
	<p>3. Review documents, encode in the eBMS, assign Obligation Request Status (ORS) number then forward to Budget Officer/ Administrative Officer V (AO-V).</p> <p>a. If AO - V is on official travel, convert files into e-document and email to signatories or save to cloud storage for signature.</p> <p>b. If AO-V is on leave, forward the documents to Administrative Officer IV (AO-IV).</p>	None	10 - 20 mins.	Administrative Officer (AO) II-Budget Section
	<p>4. Budget Officer (AO-V) / AO-IV review and recommend approval of Obligation Request then forward to Chief Accountant.</p> <p>a. If Chief Accountant is on official travel, convert files to e-document and email to signatories or save to cloud storage for signature.</p> <p>b. If Chief Accountant is on leave, forward the documents to OIC Accountant.</p>	None	2-5 mins.	Budget Officer (AO-V)/ Administrative Officer - IV
	<p>5. Chief Accountant / OIC Accountant review and recommend for</p>	None	5 - 10 mins.	Chief Accountant / OIC Accountant



	approval of ORS to Chief Administrative Officer (CAO).			
	6. CAO review the documents, approve the ORS and forward signed ORS & supporting documents to Budget Section.	None	5 - 10 mins.	Chief Administrative Officer (CAO)
	7. Secure two (2) copies of ORS then forward the documents to Clerk/ADAS.	None	1 - 3 mins.	Administrative Officer (AO) II - Budget Section
	8. Record to outgoing document logbook and release the documents to the End User/ Project Owner.	None	10 - 20 mins.	Clerk/ ADAS
	<b>TOTAL</b>	<b>None</b>	<b>53 - 108 minutes</b>	

## FINANCE DIVISION – Accounting Section

### 1. Processing of Payment to External Creditors

Payment requests from suppliers should be submitted by the End User/Project Owner upon completion of required disbursement documents.

<b>Office or Division:</b>	Finance Division - Accounting Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government and G2B - Government to Business			
<b>Who may avail:</b>	Internal and External Client			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Signed Box A of Disbursement Vouchers (DV) (3 copies)			1.. Functional Division, Unit (Concerned Division Chief Official who will sign Box A of DV)	
2. Accomplished Checklist of Requirements for Payment of External Creditor				
3. Supporting Documents per applicable Checklist- See FD Registered Templates: 1. RO-FIN-F- 032 CL - Alternative mode of procurement -payment 2. RO-FIN-F- 034 CL - Lease of real property & venue - payment 3. RO-FIN-F-006 CL - Infrastructure Project for the applicable requirements based on the nature of request				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Documents	1. Review Checklist of Requirements for Payment if properly accomplished. a. If properly accomplished, record documents to the receiving log and forward to Accountant I/II in Accounting Section. b. if not properly accomplished, return the documents to concerned office.	None	5 - 8 mins	Receiving Clerk/ADAS

	<p>4. Evaluate/Examine if the documents are in order and complete.</p> <p>a. If complete and in order, proceed to step 3</p> <p>b. if not, indicate issue/s noted in the submitted document and return to ADAS for recording in the logbook of outgoing documents and hand back to concerned office.</p>	None	<p><b>Transaction</b> P1.M and above &gt; 1-4 hrs.</p> <p>Less than P1.M &gt;15 mins - 1 hr.</p>	<p>Accountant I/II</p> <hr/> <p>ADAS</p>
	<p>5. Prepare necessary financial documents.</p> <p>a. LDDAP-ADA - 1 copy/ 2 copies if creditor is not yet included in eMDS</p> <p>b. BIR form 2307 - 4 copies</p> <p>c. Update Obligation Request Status (ORS)</p>			
	<p>6. If the Chief Accountant is on official travel:</p> <p>a.1 Transactions worth P1.M and above - convert files to e-document and email to signatories or save to cloud storage for signature.</p> <p>a. 2 Transactions less than P1.M - forward to OIC Accountant.</p> <p>b. If the Chief Accountant is on leave, forward the documents to OIC Accountant (alternative signatory).</p>	None	5 - 15 mins.	Accountant I/II
	<p>7. Review supporting documents and sign/eSign box C of</p>	None	15-20 mins.	Chief Accountant/ OIC Accountant

	<p>DV, BIR form 2307 &amp; LDDAP-ADA and forward to Clerk/ADAS.</p> <p>d. If complete and in order, proceed to step 5</p> <p>e. if not, indicate issue/s noted in the submitted document and return to ADAS for recording in the logbook of outgoing documents and hand back to concerned office.</p>			
	8. Record to outgoing document logbook and release the documents to the Cashier Section.	None	5 - 10 mins.	Clerk/ ADAS
<b>TOTAL</b>		<b>None</b>	<b>P1.M &amp; above &gt; 90 - 293 mins. Less than P1.M &gt; 45 - 113 mins.</b>	

## FINANCE DIVISION – Budget Section

### 1. Disbursements Updating

Process of Updating the Status of Disbursements

<b>Office or Division:</b>	Finance Division - Budget Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government and G2B - Government to Business			
<b>Who may avail:</b>	Internal and External Client			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1.E-FRS generated Check/LDDAP Disbursements Journal		DepEd Accounting Section		
<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 Check/LDDAP Disbursements Journal to Budget Section	1.1. Receive Check/LDDAP Disbursements Journal from Accounting Section	None	3 minutes	Budget Officer I
	1.2. Post/Update payment on the disbursement details in the BMS (monthly)	None	4 hours	Budget Officer II
<b>TOTAL:</b>		<b>None</b>	<b>4hrs, 3 minutes</b>	

### 2. Downloading/ Fund Transfers of Comprehensively Direct Releases to Regional Office and Sub-AROs received from Central Office to Schools Division Office and Implementing Units

This refers to issuance of Sub-Allotment Release Order to Schools Division Offices (SDO) and Implementing Units (IU) for program support funds or for the implementation of Programs/Projects/Activities that were comprehensive release to the Regional Office; Central Office (CO) have downloaded to the Regional Office (RO) for the SDOs and IUs.

<b>Office or Division:</b>	Finance Division - Budget Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G - Government to Government
<b>Who may avail:</b>	Schools Division Offices and Schools

CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<b>Cash Allowance</b> 1. Signed request/indorsement letter from SDS (1 original and 1 photocopy) 2. Computation as to the amount requested (1 original and 1 photocopy)			Requesting SDOs and Records Section	
<b>Master Teacher, Reclassification of Positions, Step-Increments, ERF</b> 1) Signed request/indorsement letters from the SDS (1 original and 1 photocopy) 2) Certified true copy of Appointments (1 photocopy) 3) Appointment details (1 photocopy) 4) Computation as to the amount requested (1 original and 1 photocopy) 5) NOSCA (From & To 1 photocopy)			Requesting SDOs/IUs and Records Section	
<b>Other Sub-AROs issued by DepED CO for downloading to SDOs</b> 1. Approved Request for downloading (RFD) RO-FIN-F-011 (1 original and 1 photocopy) 2. Breakdown/Distribution List (1 original and 1 photocopy)			Requesting Office/Program Focal Person	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit approved Request for Downloading (RFD) with complete attachments to Finance Division	1.1. Received and record documents	None	3 minutes	Receiving Clerk/ ADAS
	1.2. Review completeness of documents and verify availability of funds	None	15 minutes	AO IV/ Budget Officer II
	1.3. Prepare Sub-ARO	None	10 minutes per SubARO	AO IV/Budget Officer II In-charge

	1.4 Review amount vs Approved RFD, Assign QR code, fund source, fund code, and object code, and print Sub-ARO	None	15 minutes	AO II/Budget Officer I In-charge
	1.5. Encode in the RAO thru BMS and initial "Certified correct"	None	10 minutes	AO IV/Budget Officer II In-charge
	8.2. Review and sign allotment available/certified correct of Sub-ARO issued If signatory is on official business: Convert file to e-document and save to cloud storage for signature	None	5 minutes	AO V/Budget Officer III
	1.7 Review and sign recommending approval portion of the Sub-ARO  <i>If signatory is on official business: Convert file to e-document and save to cloud storage for signature</i>		5 minutes  10 minutes	Chief Administrative Officer of Finance Division  AO II/Budget Officer
	1.8 Release to the Office of the Regional Director for approval of Sub-ARO	None	5 minutes	Releasing Clerk
	1.9 Sign approval portion of Sub-ARO	None	5 minutes	Director IV/ Director III

	1.10 Signed Sub-ARO for release to SDO/IUs by uploading/sending thru the ffg: a. Via email b. Via google drive c. To be picked up by the courier	None	5 minutes	AO II/Budget Officer I
<b>TOTAL:</b>		<b>None</b>	<b>1 hour, 18 minutes</b>	

### 3. Letter of Acceptance for Downloaded Funds

Letter of Acceptance is issued as a proof that the concerned office is willing to accept Sub-Allotment Release Order from DepED-Central Office.

<b>Office or Division:</b>	Finance Division - Budget Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	DepEd Schools Division Offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Approved Memorandum		Requesting Office/Unit		
2. Letter Request of acceptance of the Functional Divisions				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits Letter request for acceptance with the Memorandum	1.1 Receive the request and its supporting documents	None	5 minutes	Receiving Clerk/ ADAS
	1.2 Review Letter of Acceptance	None	10 minutes	AO II/Budget Officer In-charge
	1.3 Forward to AO IV for earmarking	None	10 minutes	Budget Officer In-charge/AO II
	1.4 Review and earmark then forward to CAO	None	5 minutes	AOIV/Budget Officer II



	1.5 Review and sign noted portion of the request and forward to AO II	None	5 minutes	Chief AO
	1.6 Secure copy of the signed letter for filing and return to the requesting office	None	5 minutes	Receiving Clerk/ ADAS
<b>TOTAL:</b>		<b>None</b>	<b>40 minutes</b>	

**4. Obligation of Expenditure (Incurrence of Obligation Charged to Approved Budget Allocation per General Appropriations Act as an Allotment Order (GAAAO) and Other Budget Laws/Authority)**

It is the fundamental law of budgeting and accounting that no disbursement shall be made without proper authorization. All claims chargeable against government funds need to be obligated first before payment and/or Purchase Order/contract can be done or entered into. This is to make sure that an amount is allotted for the payment of such expense and/or contract.

<b>Office or Division:</b>	Finance Division - Budget Section	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G - Government to Government and G2B - Government to Business	
<b>Who may avail:</b>	Internal and External Client	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>Pre-Audited Purchase Order (PO)</b> 1. Accomplished Purchase Order 2. Approved PR 3. Approved Supplemental PPMP/PPMP 4. Other supporting documents validated by the accounting section 5. AR/ATC or AC 6. Approved Memo		Accounting Section
<b>Notice of Award (Bidding)</b> 1. Signed Contract		Accounting Section

<b>Various Claims (Travelling Expenses (TEV), other claims with ORS and DV)</b> 1. ORS and Accomplished DV/Payroll 2. Supporting documents such as: Billing, Statement of Account, etc. 3. AR/ATC or AC 4. Approved Memo 5. Other supporting documents Pre-audited/validated by the accounting section		Accounting Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requesting party will submit properly filled up Obligation Request Status (ORS) complete attachments to Finance Division	1.1. Receive and record the documents	None	5 minutes per ORS	Receiving Clerk/ ADAS
	1.2. Ensure completeness of documents and identify fund source and allotment availability of PPA If incomplete: Return to requesting party	None	15 minutes per ORS	Budget Officer In-charge
	1.3. Assign ORS number, indicate fund source, and Object of Expense Code	None	15 minutes per ORS	Budget Officer In-charge
	1.4. Encode in the Registry of Allotment (RAO) thru BMS, Assign QR Code	None	15 minutes per ORS	Budget Officer In-charge

	1.5. Initial on the processed ORS box B	None	1 minute per ORS	Budget Officer In-charge
	1.6 Review and sign box B of ORS If signatory is on official business: Convert file to e document and save to cloud storage for signature		10 minutes per ORS	AO V – Head of Budget Unit/ Chief Administrative Officer for Finance Division AO II/Budget Officer I
	1.7. Forward to Accounting Section	None	2 minutes	Releasing Clerk/ ADAS
<b>TOTAL:</b>		<b>None</b>	<b>1 hour and 3 minutes</b>	

### 5. Processing of Budget Utilization Request & Status (BURS)

The incurrence of budget utilization shall be made through the issuance of Budget Utilization Request and Status (BURS) that pertains to the off-budget expenditures. The BURS shall be prepared by the Requesting/Originating Office supported by valid claim documents like DV, payroll, purchase/job order, itinerary of travel, etc.

<b>Office or Division:</b>	Finance Division - Budget Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G - Government to Government and G2B - Government to Business
<b>Who may avail:</b>	Internal and External Client
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>Purchase Order (PO)</b> 1. BURS 2. Accomplished Purchase Order 3. Approved WFP 4. Approved PR 5. Approved Supplemental PPMP/PPMP 6. Other supporting documents validated by the accounting section 7. AR/ATC or AC 8. Approved Memo	Requesting Office/Unit and External Client

<b>Notice of Award/Contracts (Bidding)</b> 1. Signed Contract 2. ORS 3. Approved WFP 4. AR/ATC or AC		BAC Secretariat, Requesting Office/Unit and External Client		
<b>Various Claims (TEV, other claims, with ORS and DV)</b> 1. BURS and Accomplished DV/Payroll 2. Approved WFP 3. Supporting documents such as: Billing, Statement of Account, etc. 4. AR/ATC or AC 5. Approved Memo Other supporting documents validated by the accounting section		Requesting Office/Unit and External Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Disbursement Vouchers with complete supporting documents	1.1 Receive the pre-audited documents from the Accounting Section	None	5 minutes per BURS	Receiving Clerk/ ADAS
	1.2 Check as to availability of budget	None	10 minutes per BURS	Budget Officer In-charge
	1.3 Prepare Budget Utilization Requests and Status (BURS)	None	5 minutes per BURS	Budget Officer In-charge
	1.4 Record and assign serial number to BURS	None	5 minutes per BURS	Budget Officer In-charge
	1.5 Forward to the Accountant II, review for payment and certify charges to appropriation/allotment are necessary/lawful under his direct supervision and supporting documents valid, proper and legal.	None	5 minute per BURS	Accountant II Finance Division

	1.6 Receives BURS from Accountant II and certifies as to allotment available and obligate for the purpose/ adjustment necessary as indicated	None	5 minutes per BURS	Budget Officer In-charge
	1.7 Retains Original copies of BURS for recording to RBUD	None	5 minutes per BURS	Budget Officer In-charge
	1.8 Encode signed BURS to RBUD	None	10 minutes per BURS	Budget Officer In-charge
	1.9 Forward to Accounting Section	None	5 minutes	Releasing Clerk/ ADAS
<b>TOTAL:</b>		<b>None</b>	<b>55 minutes</b>	

## ADMINISTRATIVE SERVICES DIVISION - Cash Section

### 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 Section			
<b>Classification:</b>	Simple Transaction			
<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. Authority to Cash Advance (1 Original Copy)			Accounting Office	
2. Certification of No Unliquidated CAs from Accountant (1 Original Copy)			respective office/bureau/service	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1. Request Authority to Cash Advance	None	10 minutes	Cashier
	1.1. Forward the request to Head of Office for approval	None	5 minutes	Cash Personnel
	1.2. Receive the approved request and complete the documentary requirements needed for Cash Advances	None	10 minutes	Cash Personnel
	1.3. Prepare ORS/DV	None	10 minutes	Cash Personnel
	1.4. Forward the ORS/DV to signatories	None	10 minutes	Cash Personnel
	1.5. Receive complete, accurate and approved DV, ORS, ADA and supporting documents from	None	10 minutes	Cash Personnel

	Head of Office and Certificate of No Unliquidated CAs			
	1.6. Prepare check/ACIC	None	10 minutes	Cash Personnel
	1.7. Review and Sign the check/ADA and ACIC	None	10 minutes	Cashier
	1.8. Forward check and ACIC to the Head of Office for signature	None	10 minutes	Cash Personnel
	1.9. Sign the check/ADA and ACIC	None	2 days	Head of Office
	1.10. Cash Section receive the signed check and ACIC	None	10 minutes	Cash Personnel
	1.11. Submit the ACIC to the bank/encode details to EMDS (on-line banking facility)	None	1 hour	Cash Personnel
	1.12. Encash for disbursement	None	1 hour	Cashier
2. Receive and sign the payroll/ disbursement voucher and Official Receipts/ RER if applicable	2.1. Disburse the cash to the payees from the approved activity design	None	10 minutes	Cashier
	2.2. Segregate and prepare the cash for each payee (payroll account)	None	1 hour	Cashier
<b>TOTAL:</b>		<b>None</b>	<b>2 days, 4 hours, 45 minutes</b>	

## HUMAN RESOURCE DEVELOPMENT DIVISION

### 1. Rewards and Recognition

Granting of Rewards and Recognition to Qualified Teaching and Non-Teaching Personnel of DepEd.

<b>Office or Division:</b>	Human Resource and Development Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Government (G2G)			
<b>Who may avail</b>	Teaching and Non-Teaching Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Guidelines and Criteria			PRAISE Committee	
2. Nomination Form			PRAISE/HRDD	
3. Profile of the Applicant			Applicant	
4. Indorsement of the Regional Director / SDS/School Principal			Principal/SDS/RD	
5. Other Required Documents			Applicant	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	Conduct meeting	None	4 hours	PRAISE Committee
	Prepare and Issue memo for the activity	None	1 hour	PRAISE Secretariat
1. Submit application	1.1 Accept and check the completeness of all the documents submitted for the different categories and transmit to PRAISE Secretariat	None	2 hours	Records
	1.2 Validate and evaluate applications	None	1 day	PRAISE Committee
2. Receive notice and undergo the interview	2.1 Conduct field validation	None	2 days	PRAISE Committee
	2.2 Convene and deliberate the results	None	1 day	PRAISE Committee
3. Receive memo on the results of the Search and notice for the awarding ceremony	3.1 Prepare and issue memorandum for the awarding	None	1 hour	HRDD
	3.2 Prepare logistics for the awarding	None	2 days	HRDD
4. Receive the award	4.1 Conduct the awarding	None	4 hours	HRDD
<b>TOTAL:</b>		<b>None</b>	<b>7 days</b>	



## OFFICE OF THE REGIONAL DIRECTOR - Legal Unit

### 1. Processing of communication received through the Public Assistance Action Center (PAAC)

This process intends to establish the conduct, management, and treatment of legal queries and/or concerns of internal or external clients.

<b>Office or Division:</b>	Legal Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Anyone			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
3. Email address		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Email concern to the Office of the Regional Director	1.1 Receive and records incoming communication and forward to the RPAC	None	10 minutes	ADAS (Office of the Regional Director/Records)
	1.2 Receive and records incoming communication and forward to the Legal Unit and/or DPAC for appropriate action	None	10 minutes	RPAC Focal Person
	1.3 Review the documents/assign to LU staff to prepare/draft the necessary correspondence or document needed	None	5 hours	Atty IV, SI, LA, ADAS
	1.4 Review and affix initial on the draft correspondence/document	None	1 hour	Attorney IV
	1.5 Forward to the Office of the Assistant Regional Director for review and initial	None	10 minutes	ADAS/LU Staff
	1.6 Forward to the Office of the Regional Director for review and signature	None	10 minutes	ADAS/LU Staff

	1.7 Approve/Sign the correspondence/ document	None	30 minutes	RD/ARD
	1.8 Release the signed document through the Records Section	None	10 minutes	ADAS/Records Unit Staff
	<b>TOTAL:</b>		<b>7 hours and 20 minutes</b>	

## 2. Request for Certification as to the Pendency or Non-Pendency of an Administrative Case

This process intends to establish an issuance of a Certificate as to the pendency or non-pendency of an administrative case of teaching, teaching-related employees including the employees in the Regional Office

<b>Office or Division:</b>	Legal Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Teaching and Teaching-Related Personnel, Regional Office Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
One (1) copy of Request Letter for the issuance of Certificate of no Pending Administrative Case specifically stating the purpose of the request			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 a copy of letter request via email or google link	1.1 Receive the request and forward for appropriate action	None	5 minutes	Receiving Clerk at Records Section
	1.2 Verify the name of the requestor from the database of pending cases	None	10 minutes	Legal Unit Staff
	1.3 Prepare Certificate and countersign and forward to the Head of Legal Unit	None	15 minutes	Legal Unit Staff
	1.4 Sign the Certificate	None	5 minutes	Attorney IV
2. Receive the Certificate	2.1 Certificate to be officially released from the Records Section	None	5 minutes	Records Section Staff
	<b>TOTAL:</b>		<b>40 minutes</b>	

## ADMINISTRATIVE SERVICES DIVISION - Personnel Section

### 1. Application for Leave

Leave of absence, for any reason other than serious illness of an employee or any member of their 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>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G - Government to Government and G2B	
<b>Who may avail</b>	DepEd Personnel (for 3rd level officials and RO)	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>Vacation Leave</b> 1. Form 6 (3 original copies) 2. Clearance Form (3 original copies) 3. Letter request, if needed (1 original copy)		Personnel Unit Personnel Unit Client
<b>Sick Leave</b> 1. Form 6 (3 original copies) 2. Medical Certificate (1 Copy) 3. Letter request, if needed (1 original copy)		Personnel Unit Client Client
<b>Paternity Leave</b> 1. Form 6 (3 original copies) 2. Letter request, if needed (1 original copy)  <i>Additional Requirements:</i> <ul style="list-style-type: none"> <li>● Marriage Contract (1 photocopy)</li> <li>● Birth Certificate of Child or Medical Certificate of Wife if Miscarriage (1 photocopy)</li> </ul>		Personnel Unit Client  Client
<b>Maternity Leave</b> 1. Form 6 (3 original copies) 2. Letter request, if needed (1 original copy)  <i>Additional Requirements:</i> <ul style="list-style-type: none"> <li>● Special Order Form (3 original copies)</li> <li>● Medical Certificate (1 Copy)</li> <li>● Clearance (3 original copies)</li> </ul>		Personnel Unit Client  Front/ Information desk

<b>Solo Parent Leave</b> 1. CSC Form No. 6 (Revised 1995) Application for Leave (3 original copies) 2. Letter request, if needed (1 original copy)  <i>Additional Requirements:</i> <ul style="list-style-type: none"> <li>• Birth Certificate of Child (1 photocopy)</li> <li>• Photocopy of Solo Parent ID (1 photocopy)</li> </ul>		CSC website/ Front/ Information desk  DepEd employee  DepEd employee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documents to the Personnel Section	1.1. Receive and forward the acted CSC Form 6 for initial of the AO V	None	30 minutes	Adm. Aide IV/ Authorized Employee
	1.2. Forward the CSC Form 6 to the CAO for Administrative Division for signature under 7.a	None	10 minutes	AO V
	1.3. Approve and sign the CSC form 6	None	15 minutes	CAO
2. Receive a copy of approved form 6	2.1. Release documents through the Records Section	None	30 minutes	AO V (Records Officer) / Authorized Employee
<b>TOTAL:</b>		<b>None</b>	<b>1 hour and 25 minutes</b>	

## 2. Application for Retirement/Survivorship/Disability Benefit

Processing of Retirement/Survivorship/Disability Benefit for DepEd Personnel Reaching the Age of 65 and Above. This is also the process which covers the steps on the preparation of indorsement to Government Service Insurance System (GSIS) for DepEd employees who intend to apply for optional or mandatory retirement. It may also include the application for Resignation/Separation, Disability and Survivorship Benefits Claim.

<b>Office or Division</b>	Personnel Section	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	Government to Citizen (G2C)	
<b>Who may avail</b>	Retirees	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
1.1st Indorsement from SDO (1 Copy) DepEd Schools Division Office	DepEd Schools Division Office	
2. .Duly-Accomplished GSIS Application Form for Retirement/ Separation (1 Copy)		
3. .Letter of Intent to retire approved by the SDS/RO/Division Clearance (1 Copy)		
4.Updated Service Record (1 Original Copy)		
5.CSC prescribed clearance template from School/District/Division/Region (2 Original Copies)		
6.Certificate of Last Payment (2 Original Copies)		
7.Clearance from Money Accountability or Overpayment of Salary (1 Original Copy)		
8.Certificate of no pending administrative case (SDO) (1 Original Copy)		
9.Ombudsman Clearance – date of issuance must not later than 6 mos. (1Original & 1Photocopy) Office of the Ombudsman	Office of the Ombudsman	
10. SALN (1 Original Copy) Client	Client	
11. In case of deceased retiree, the legal heir/beneficiaries must submit the following (Authenticated Copy): <ul style="list-style-type: none"> <li>● PSA Death Certificate</li> <li>● PSA Marriage Certificate</li> <li>● PSA Birth Certificate of children</li> <li>● Judicial or Extra Judicial Settlement of Estate (duly notarized):</li> </ul>		
12. In case of Disability Benefit: <ul style="list-style-type: none"> <li>● Doctors Certificate</li> </ul>		

13. Endorsement from the Regional Office (1 Original Copy)	DepEd Regional Office			
14. 2nd Endorsement with enclosed complete required documents for GSIS Application for Retirement (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 required complete documents	1.1. Receive complete documents	None	15 minutes	ASD/ Personnel
	1.2. Review and check the requirements needed for retirement/ separation from the Government Service	None		
	1.3. Prepare 2nd endorsement intended to the GSIS	None	5 minutes	ASD/ Personnel
	1.4. Approve/Sign prepared indorsement by the authorized representative of the Regional Director	None	15 minutes	ASD Chief and/or the authorized signatory of the GSIS
	1.5. Release the duly signed 2nd Endorsement intended for GSIS	None	15 minutes	ASD- Personnel/ Records
<b>TOTAL:</b>		<b>None</b>	<b>30 minutes</b>	

### 3. Issuance of Certificate for Remittances

This document is needed as requirement for the loans of teaching and non-teaching personnel particularly the updated remittances of the agency.

<b>Office or Division</b>	Records Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Government			
<b>Who may avail</b>	Active DepEd Teaching and Non-Teaching personnel			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Letter-request on the Certificate of Remittances (1 original copy)			Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEE TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter- request to the Records Section	1.1 Stamp/Receive the documents and forward to the Personnel Section	None	5 minutes	Records Section
	1.2 Assess and Evaluate the submitted document and prepare 3 copies of Certificate of Remittances, affix initial	None	10 minutes	ADAS/AO V/SAO
	1.3 Forward to the Cashier Section for signature	None	10 minutes	Head of Cashier Section
2. Receive 2 copies of Certificate of Remittances	2.1 Release the signed document	None	5 minutes	ADAS/ Records Section Staff
<b>TOTAL:</b>		<b>None</b>	<b>30 minutes</b>	

#### 4. Issuance of Certificate of Employment and/or Service Record

Certificate of employment is used to verify employment history of a former or current employee, while service record is a collection of material which provide a document history of a personnel's activities and accomplishments while serving as an employee of the Department.

<b>Office or Division</b>	Records Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Government			
<b>Who may avail</b>	DepEd RO Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Request Form (1 Original Copy)			Personnel	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Letter Request/ Fill up request form	1.1. Prepare the requested Service Record/ Certification of Employment	None	1 hour	Adm. Aide IV/ Authorized Employee
	1.2. Approval of the RD / Authorized Representative	None	1 hour	RD/Authorized Representative
<b>TOTAL:</b>		<b>None</b>	<b>1 hour</b>	

#### 5. 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:

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

## **5.1 Issuance of Foreign Official Travel Authority**

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

- a. 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;
- b. Scholarships, fellowships, trainings, and studies abroad which are grant-funded or undertaken at minimal cost; and
- c. 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 Regional Director (ORD)	
<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>• Schools Division Superintendents (SDS), Assistant Schools Division Superintendents (ASDS), Assistant Regional Directors (ARD)</li> <li>• Division Chiefs and below in Regional Offices (RO)</li> </ul>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. One (1) original copy of filled out Travel Authority for Official Travel Form with supporting documents (see below)	Annex A, DO 043, s. 2022 <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>	
2. One (1) original copy of the signed invitation addressed to the requesting party	Inviting foreign government/institution or international agency/organization	
3. One (1) original copy of Itinerary of Travel		
4. One (1) original copy of Written justification, addressed to the Approving Authority, to be noted by the Recommending Authority <sup>8</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	
5. One (1) original Certificate of No Pending Case	Legal unit with jurisdiction over the client	
6. One (1) copy of approved Completed Staff Work (CSW)	International Cooperation Office / Client	
7. One (1) copy of Estimated Travel Cost		
8. One (1) copy of Work and Financial Plan	Client's office	
Optional requirements: - 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: a. TA signed by the Secretary b. Clearance Certificate c. Copy of the Registration Sticker	Office of the Secretary Regional Office 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		
<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 to the Regional Office	1.1 Check the documents received, process for release to the Personnel Section	None	10 minutes	Admin Aide, Records Section
	1.2 Receive documents and prepare TA for signature	None	5 minutes	Admin Assistant, Personnel
	1.3 Check documents for completeness and accuracy	None	3 hours	Admin Officer, Personnel Section
	1.4 Countersign Form and TA and forward documents	None	15 minutes	CAO, Personnel Section
	1.5 Review and sign the Form and TA	None	4 hours	RD
	1.5 Return the documents to the Records Section	None	10 minutes	ORD
	1.5 Receive signed TA and other documents, forward to the Central Office	None	1 day	Admin Officer V, Records Section
	1.6 Receive and process request; return documents to ORD	None	5 days	Central Office
2. 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	Administrative Assistant / Officer, Records Division
3. Submit post-travel report addressed to the Office of	3.1 Receive the post-travel report.	None	(One calendar month after returning to	Administrative Assistant / Officer,

the Secretary			the permanent official station)	Records Division
<b>TOTAL</b>		<b>None</b>	<b>7 days</b>	

## 5.2 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 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 Regional Director (ORD)	
<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>• Regional Directors</li> <li>• Requests recommended by the Office of the Regional Director (ORD)</li> <li>• Requests from the DepEd Central Office</li> </ul>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. One (1) original copy of filled out Travel Authority for Personal Travel Form with supporting documents (see below)	Annex D, DO 043, s. 2022 <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>	
2. 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	
3. Certificate of No Pending Case	Legal unit with jurisdiction over the client	
4. CSC Form No. 6, s. 2020 (Leave Form)	Civil Service Commission (CSC) / Personnel unit with jurisdiction over the client	
Optional requirements: - For CO Division Chiefs and higher, a 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	

<ul style="list-style-type: none"> <li>- For Study Leave (up to 6 months): Contract between the agency head or authorized representative and the employee concerned</li> </ul>	Personnel unit with jurisdiction over the client			
<ul style="list-style-type: none"> <li>- For leaves that exceed one month: CSC Form No. 7, s. 2017 (Clearance Form)</li> </ul>	Personnel unit with jurisdiction over the client			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ol style="list-style-type: none"> <li>1. Submit complete requirements to the Regional Office               <ol style="list-style-type: none"> <li>a. SDS, ASDS, ARD</li> <li>b. OSDS – for Teaching and Non-Teaching Personnel in Schools, School Heads, and Division Chiefs and below and Public Schools District Supervisors in Schools Division Offices</li> <li>c. ARD – for RO Division Chief and below</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1.1 Receive the documents and log on the database</li> </ol>	None	10 minutes	Admin Aide, Records Section
	<ol style="list-style-type: none"> <li>1.2 Check documents for completeness and accuracy.  If there is no discrepancy in the documents submitted, forward to the Legal Unit. Otherwise, inform the client of discrepancies and wait for reply.</li> </ol>	None	2 hours	Admin Assistant, Personnel Section
	<ol style="list-style-type: none"> <li>1.3 Check if client has pending case, sign clearance as</li> </ol>	None	2 hours	Attorney IV, Legal Unit

	applicable, and return to Personnel			
	1.4 Receive documents and prepare TA for signature	None	1 hour	Admin Assistant, Personnel Section
	1.5 Review documents for signature	None	2 hours	Admin Officer V / SAO, Personnel
	1.6 Countersign Form and TA and forward documents	None	15 minutes	CAO, Personnel Section
	1.7 Review and sign the Form and TA	None	1 day	RD
	1.8 Return the documents to the Records Section	None	10 minutes	ORD
	*For requests from the SDS, ASDS, and ARD: Check documents and forward to Central Office	None	*3 days	Admin Officer V, Records Section
	*Receive and process request; return documents to OSDS	None	*5 days	Central Office
2. Receive requested document from the Records Section	2.1 Check documents received and process for release; release TA to intended recipient.	None	25 minutes	Admin Officer V, Records Section
<b>TOTAL</b>		<b>None</b>	<b>2 days / *10 days for SDS, ASDS, ARD</b>	

## 6. Processing of Equivalent Record Form (ERF)

Equivalent Record Form is a document indicating educational preparation, training, teaching experience and extra-curricular activities for professional growth undertaken by teacher. It is one of the ways for the upgrading of positions of Teachers and for Head Teachers when there is no available position due to retirement or natural vacancy.

<b>Office or Division</b>	Personnel Section / Records Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government (G2G)			
<b>Who may avail</b>	DepEd Teaching Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Indorsement from the SDS (1 Original Copy)		SDO		
2. Performance rating for one (1) rating period (1 original copy)				
3. Updated Service Record (1 Original Copy)		Client		
4. Letter of the requesting personnel (1 Original Copy)				
5. Transcript of Records – TOR (1 Original Copy and 2 certified true copies)				
6. Certificate of training from seminars attended (1 Original copy each)				
7. Sworn statement of the teacher in accordance with the provision of DepEd Order No. 2, s. 1962 (1 Original Copy)				
8. Latest Appointment (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 the complete documents through courier or by SDO liaison officers to the Records Section	1.1 Stamp/Receive the documents and forward to the Personnel Section	None	5 minutes	ADAS/ Record Section Staff
	1.2 Assess and Evaluate as to completeness correctness of requirements and take appropriate action	None	20 minutes	ADAS/ Personnel Section Staff

	1.3 Forward to SAO, Admin Division for approval of ERF and initial on the transmittal letter	None	10 minutes	ADAS/SAO
	1.4 Forward the transmittal letter of the ERF to be signed by CAO	None	10 minutes	CAO
	1.5 Forward the signed documents to Records Section for release	None	5 minutes	ADAS/ Records Section Staff
<b>TOTAL:</b>		<b>None</b>	<b>50 minutes</b>	

## 7. Processing of Study Leave

Study Leave is a privilege enjoyed by teachers in the public schools who rendered at least seven (7) years in service. If opt to avail this leave, they are entitled to the following:

- Study leave not exceeding one (1) school year
- At least sixty percent (60%) of their monthly salary

### Non- Teaching Personnel

Study Leave is a privilege enjoyed by Officials and employees with a permanent position and rendered at least two (2) years of service with at least satisfactory performance for the last two (2) rating periods immediately preceding the application. If opt to avail this leave, they are entitled to the following:

- Study leave of six (6) months for taking their bar or board examinations or complete their master's degree; four (4) months for completion of master's degree (with pay)



<b>Office or Division:</b>	Office of the Regional Director (ORD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government (G2G)			
<b>Who may avail:</b>	DepEd Teaching and Non-Teaching Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Indorsement from the SDS (1 Original Copy)			SDO	
2. Duly filled-up and signed CSC form 6 (1 Original Copy)			Client	
3. Schedule of study leave (1 Original Copy)			Client	
4. Study Leave Agreement/MOA (1 Original Copy)			Client	
5. For teachers - Certification without substitution (1 Original Copy)			SDO	
6. Certificate of bonafide employee (1 Original copy)			SDO	
7. Permit to Study (1 Original copy)			SDO	
8. Performance Ratings (1 Original copy)			SDO	
9. Medical Certificate – Physically Fit (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 complete documents to the Records Section	1.1 Stamp/ Receive the documents and forward to the Personnel Section	None	5 minutes	ADAS/ Record Section Staff
	1.2 Assess and Evaluate as to completeness correctness of requirements and take appropriate action	None	20 minutes	ADAS/ Personnel Section Staff/AOV
	1.3 Forward to Chief Administrative Officer, Admin. Division for initial	None	10 minutes	CAO
	1.4 Forward the documents to RD/ARD for approval or disapproval	None	10 minutes	RD/ARD

	1.5 Forward the signed documents to Records Section for release	None	5 minutes	ADAS/ Records Section Staff
<b>TOTAL:</b>		<b>None</b>	<b>50 minutes</b>	

## 8. Processing of Terminal Leave Benefits

This process covers the steps on the preparation of indorsement to be transmitted to the Department of Budget and Management (DBM) for request of funding (SARO and NCA) to DepEd Non-teaching and Teaching-related personnel who apply for monetization of leave credits and terminal leave benefits claim from the Schools Division Offices (SDOs).

<b>Office or Division:</b>	Office of the Regional Director (ORD)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	Government to Government (G2G)	
<b>Who may avail:</b>	DepEd Personnel (Teaching, Non-Teaching, Related-Teaching) Permanent & Coterminous Appointments	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Endorsement of the Schools Division Superintendent (1 Copy)	DepEd Schools Division Office/ DepEd Regional Office	
2. GSIS Application for Retirement (1 Copy)		
3. Letter of Intent to retire approved by the SDS/RO/Division Clearance (1 Copy)		
4. Updated Service Record (1 Original Copy)		
5. Certification of Sick and Vacation Leave Credits (1 Original Copy)		
6. GSIS Clearance (1 Original Copy)		
7. NOSI/NOSA (1 Copy)		
8. Employees leave card (1 Original and CTC)		
9. Terminal Leave computation (1 Copy)		
9. Latest Appointment (1 Original and CTC)		
10. CSC prescribed clearance template from School/District/Division/Region		
11. (2 Original Copies)		
12. Certificate of Last Payment (2 Original Copies)		
14. Certificate of no pending administrative case (SDO) (2 Original Copies)		
15. In case of deceased retiree, the legal heir/beneficiaries must submit the following (1 Authenticated Copy): <ul style="list-style-type: none"> <li>● PSA Death Certificate</li> <li>● PSA Marriage Certificate</li> <li>● PSA Birth Certificate of children</li> <li>● Judicial or Extra Judicial Settlement</li> </ul>		

16. Certificate of Last day of Service				
17. Endorsement from the Regional Office (1 Copy)			DepEd Regional Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required complete documents	1.1. Receive the complete documents	None	1 hour	ASD/Personnel
	1.2. Review the submitted documents	None		
	1.3. Compute/ Assess the requirements needed for terminal leave benefits	None		
	1.4. Prepare Memo, certification of highest salary received and terminal leave computation to Finance Division for payment	None	15 minutes	ASD/Personnel
	1.5. Forward to Finance Division the necessary documents	None	2 minutes	ASD/Personnel
<b>TOTAL:</b>		<b>None</b>	<b>1 hour, 17 minutes</b>	

### 9. Request for Transfer from Another Region

This process covers the steps on the preparation of indorsement specifically on the request for transfer of workstation indorsed to Regional Office by the Division or Regional Offices and other agencies.

<b>Office or Division:</b>	Personnel Section	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	Government to Government (G2G)	
<b>Who may avail:</b>	Active DepEd Teaching and Non-Teaching personnel	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter Request for transfer (1 Original Copy)	From the concern employee	
2. Indorsement of the School Principal (1 Original Copy)	School	
3. Indorsement from the SDS (1 Original Copy)	SDO	
4. Indorsement from the RD (1 Original Copy)	RO	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit the complete documents	1.1. Receive and forward to the Personnel Section for appropriate	None	5 minutes	Records Unit Staff
	1.2. Check completeness of documents and prepare indorsement addressed to the concerned Region	None	5 minutes	Personnel Section - Admin Assistant/ Authorized employee
	1.3. Forward prepared indorsement to the CAO, Administrative Service for signature	None	5 minutes	AO V/SAO
	1.4. Approve and sign indorsement	None	5 minutes	ARD/RD
2.Receive requested document/s	2.1. Release document to client	None	10 minutes	ADAS
<b>TOTAL:</b>		<b>None</b>	<b>30 minutes</b>	

## 10. Stoppage/Deletion of Deductions in the Payroll (Loans and Insurances)

Stoppage/Deletion of Deductions in the Payroll (Loans and Insurances) is requested by teaching/ non- teaching personnel who was fully paid or approved for GFAL. The Personnel-in-Charge for PLI will prepare a communication addressed to respective banks.

<b>Office or Division:</b>	Personnel Section	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	Government to Government (G2G)	
<b>Who may avail:</b>	DepEd Teaching and Non-Teaching Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter-request for stoppage deletion of loans with valid/ justifiable reason/s (1 original copy)	Client	
2. Photocopy of DepEd ID (3 copies)	Client	
3. Latest Pay slip (1 Original and 2 photocopies)	Client	
4. Filled out deletion form with original stamp from PLIs (1 Original and 2 photocopies)	Personnel Section	

5. Certificate of No Obligations from PLIs or Original Copy of Official Receipt (1 Original and 2 photocopies)		Client		
<i>Note: All Documents should be submitted on or before the 22nd of every month to be reflected in the next month payroll</i>				
<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 documents to Records	1.1 Stamp/Receive the documents and forward to the Personnel Section	None	5 minutes	ADAS/ Record Section Staff
	1.2 Assess and evaluate the documents and take appropriate action	None	10 minutes	ADAS/ Personnel Section Staff
	1.3 Forward for initial/ signature <i>Note: Signatory varies depending on the gravity of request.</i>	None	10 minutes	ADAS/ CAO/ RD
	1.4 Release the signed document through the Records Section	None	5 minutes	ADAS/ Record Section Staff
<b>TOTAL</b>		<b>NONE</b>	<b>30 Minutes</b>	

## QUALITY ASSURANCE DIVISION

### 1. Application for Establishment, Merging, Conversion, and Naming/ Renaming of Public Schools and Separation of Public Schools

Official Recognition for Establishment, Merging, Conversion, and Naming/Renaming of Public Schools and Separation of Public Schools. This is open to Public Schools applying for Establishment, Merging, Conversion, and Naming/Renaming of Public Schools and Separation of Public-School Annexes in Basic Education.

<b>Office of Division:</b>	Quality Assurance Division
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	Government to Business (G2B)
<b>Who may avail:</b>	Private Schools within the Region
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>A. Establishment of Public Elementary/Secondary Schools</b>	
1. Endorsement letter signed by the SDS or his/her representative	SDO
2. Processing Sheet	
3. Division Inspection Report	
4. Letter of Request	SDO / PTA or Barangay Council (Client)
5. Feasibility Study	
6. Sangguniang Bayan/Panglungsod Resolution	Office of the Municipal / City Mayor
7. List of Prospective Enrollees	Client
8. Map, preferably drawn to scale, showing the distances of the existing schools within the catchment area of the proposed school, duly certified by the Municipal/City Engineer	Client
9. Certification that the proposed school is not within 2-km radius (for rural areas), 1 km radius (for urban areas) or 3-km radius (remote areas) from any existing public and private SHS	Office of the Municipal / City Engineer
10. Justification by the SDS for the waiver on the radial distance requirement, if necessary	SDO
11. Any document such as, but not limited to, Deed of Donation, Deed of Sale or Contract of Usufruct for 50 years executed in favor of DepEd; Original Certificate of Title (OCT) or Transfer Certificate of Title (TCT) in the name of DepEd, reflecting the size and boundaries of the school site	Client

12. Justification from SDS in case the required school site cannot be met	SDO
13. Clearance/permit stating that the proposed site is not a high-risk area	Provincial Mines and Geosciences Bureau (MGB) and Department of Environment and Natural Resources (DENR) - Regional Office
14. School site development plan	Client
15. School building plan indicating the number and technical specifications of the classroom to be built (Should be included in the Division Inspection Report in case classrooms are already constructed)	Client
16. School building design duly approved by DepEdEFD- AS	Client
17. School Building permit	Office of the Municipal / City Engineer
18. Bureau of Fire Protection Certificate	Bureau of Fire Protection
19. Duly Notarized MOA by and between DepEd represented by SDS, and LGU, represented by the Municipal/City Mayor or Provincial Governor, as the case may be, where the LGU shall provide funds among others, the following: (i) construction of the new school building; (ii) procurement of educational facilities, furniture, textbooks and instructional materials; (iii) operation and maintenance for at least five (5) years or until such time when funds for the purpose are incorporated in the national budget; and (iv) salaries of teaching and non-teaching personnel, preferably at par with national salary rates	Client
20. Sangguniang Bayan/ Panlalawigan / Panglungsod Resolution for the purpose	Office of the Sangguniang Bayan/ Panlalawigan/ Panglungsod
21. List of teaching and non- teaching personnel to be borrowed from the existing nearby school(s), duly identified by the respective Item Number per PSIPOP and name of school, if any	Client

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Access the Online Portal and submit the complete school application documents for evaluation and endorsement by the SDO	1.1 Receive the endorsement from the SDO	None	10 minutes	Education Program Supervisor (EPS)
	1.2 Evaluate the documentary requirements	None	5 days	EPS
	1.3 Conduct online site/ on-site inspection/ validation of facilities	None	5 days	RIT
	1.4 Prepare inspection/ validation report and recommendation based on the finding of the online site/ on-site validation If 100% compliant – Proceed to preparation of Approval Form If not compliant – Notify SDO of deficiencies	None	4 days	RIT
	1.5 Submit the findings to the Chief Education Supervisor (CES)	None	5 minutes	EPS
	1.6 Review and check the findings, affix signature on the validation/inspection report	None	4 hours	CES



	1.7 Prepare the Approval Form and endorsement	None	2 days	EPS
	1.8 Review and countersign the Approval Form and endorsement	None	1 hour	CES
	1.9 Enter the Approval Form Number and its description in the logbook of outgoing documents	None	30 minutes	ADAS
	1.10 Sign the Approval form and endorsement to signify approval of the application	None	30 minutes	Regional Director (RD)
	1.10 Record and release the Approval Form signed by the RD	None	30 minutes	Records Section
	1.11 Scan Government Permits and upload copies to the online portal	None	2 days	ADAS
<b>TOTAL</b>		<b>None</b>	<b>18 days 6 hours 45 minutes</b>	

<b>Office of Division:</b>	Quality Assurance Division
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	Government to Business (G2B)
<b>Who may avail:</b>	Private Schools within the Region
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<b>B. Establishment of a Stand-Alone Senior High School (SHS)</b>	
1. Endorsement letter signed by the SDS or his/her representative	SDO
2. Processing Sheet	
3. Division Inspection Report	
4. Letter of Request	SDO / PTA or Barangay Council (Client)
5. Feasibility Study	
6. Sangguniang Bayan/Panglungsod Resolution	Office of the Municipal / City Mayor
7. List of Prospective Enrollees	Client
8. Certification from the SDS that no private SHS within the Municipality/ City is participating in the GASTPE Program or that GASTPE participating high school has reached its allocation or number of available slots or Justification by the SDS on the need	SDO

to establish a public school to cater to the elementary school graduates/students who cannot afford to enroll in a private high school	
9. Certification that the proposed school is not within 2-km radius (for rural areas), 1 km radius (for urban areas) or 3-km radius (remote areas) from any existing public and private SHS	Office of the Municipal / City Engineer
10. Justification by the SDS for the waiver on the radial distance requirement, if necessary	SDO
11. Any document such as, but not limited to, Deed of Donation, Deed of Sale or Contract of Usufruct for 50 years executed in favor of DepEd; Original Certificate of Title (OCT) or Transfer Certificate of Title (TCT) in the name of DepEd, reflecting the size and boundaries of the school site	Client
12. Justification from SDS in case the required school site cannot be met	SDO
13. Clearance/permit stating that the proposed site is not a high-risk area	Provincial Mines and Geosciences Bureau (MGB) and Department of Environment and Natural Resources (DENR) - Regional Office
14. School site development plan	Client
15. School building plan indicating the number and technical specifications of the classroom to be built (Should be included in the Division Inspection Report in case classrooms are already constructed)	Client
16. School building design duly approved by DepEdEFD- AS	Client
17. School Building permit	Office of the Municipal / City Engineer
18. Bureau of Fire Protection Certificate	Bureau of Fire Protection
19. Duly Notarized MOA by and between DepEd represented by SDS, and LGU, represented by the Municipal/City Mayor or Provincial Governor, as the case may be, where the LGU shall provide funds among others, the following: (i) construction of the new school building; (ii) procurement of educational facilities, furniture, textbooks and instructional materials; (iii) operation and maintenance for at least five (5) years or until such time when funds for the purpose are incorporated in the national budget; and (iv) salaries of teaching and non-teaching personnel, preferably at par with national salary rates	Client

20. Sangguniang Bayan/ Panlalawigan / Panglungsod Resolution for the purpose	Office of the Sangguniang Bayan/ Panlalawigan/ Panglungsod			
21. List of teaching and non- teaching personnel	Client			
22. Proposed Budget/Budgetary Requirements (to cover the proposed SHS's crucial resources)				
23. List and types of establishments and industries in the community	Department of Trade and Industry (DTI), Department of Labor and Employment (DOLE) or the City/Municipal Planning Officer			
24. Certification from the SDS that the track(s) and strand(s) to be offered are aligned with the Local Development Plan	SDO			
25. Results of internal assessments or surveys done with the prospective enrollees	Client			
26. MOA executed between the SDS and the partner entity enumerating the respective roles of both parties	SDO			
27. Immersion deployment plan	Client			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Access the Online Portal and submit the complete school application documents for evaluation and indorsement by the SDO	1.1 Receive the endorsement from the SDO	None	10 minutes	Education Program Supervisor (EPS)
	1.2 Evaluate the documentary requirements	None	5 days	EPS
	1.3 Conduct online site/ on-site inspection/ validation of facilities	None	5 days	RIT
	1.4 Prepare inspection/ validation report and recommendation based on the finding of the online site/ on-site validation If 100% compliant – Proceed to	None	4 days	RIT

	preparation of Approval Form If not compliant – Notify SDO of deficiencies			
	1.5 Submit the findings to the Chief Education Supervisor (CES)	None	5 minutes	EPS
	1.6 Review and check the findings, affix signature on the validation/inspection report	None	4 hours	CES
	1.7 Prepare the Approval Form and endorsement	None	2 days	EPS
	1.8 Review and countersign the Approval Form and endorsement	None	1 hour	CES
	1.9 Enter the Approval Form Number and its description in the logbook of outgoing documents	None	30 minutes	ADAS
	1.9 Sign the Approval form and endorsement to signify approval of the application	None	30 minutes	Regional Director (RD)
	1.10 Record and release the Approval Form signed by the RD	None	30 minutes	Records Section
	1.11 Scan Government Permits and upload copies to the online portal	None	2 days	ADAS
<b>TOTAL</b>		<b>None</b>	<b>18 days 6 hours 45 minutes</b>	

**C. Separation of School Annexes**

<p>1. Application Documents (1 original copy each document)</p> <ul style="list-style-type: none"> <li>a. Indorsement Letter</li> <li>b. Certification of DepEd School ID</li> <li>c. Approval on the establishment of school annex</li> <li>d. Duly approved Sangguniang Bayan/ Panlungsod Resolution supporting the separation of the school annex, indicating the proposed name of the school</li> <li>e. Duly recommended/ endorsed request for separation of the school annex concerned</li> <li>f. Feasibility study, indicating the following: (i) Justification on the need to separate a school annex; (ii) Proposed Organizational Structure; (iii) School Environment (environmental scanning/situational analysis); (iv) Proposed School Development Plan; and (v) Proposed Budget/Budgetary Requirements</li> <li>g. Duly signed Inventory of crucial resources to be transferred to the proposed school to be separated</li> <li>h. Duly notarized MOA regarding the separation of school annexes, drawn by and between the School Head of the mother school and OIC/TIC of the school annex, indicating among others, the transfer of crucial resources to the proposed regular school, as follows: (i) Teaching and non-teaching items, pursuant to the existing DepEd-DBM staffing standards for school; (ii) Funds for Personnel Services based on the actual salaries of the school personnel (both teaching and non- teaching) to be transferred; (iii) Funds for Maintenance and Other Operating Expenses (MOOE); (iv) Facilities, furniture, equipment, and textbooks in all subject areas; and (v) Other funding requirements until such time that the school's funding requirement is integrated in the General Appropriations Act (GAA)</li> <li>i. Justification in case the required MOA (item "h") cannot be met</li> <li>j. Latest and updated PSIPOP including proposal for the items for Principal I and additional teachers and support personnel</li> <li>k. List of enrollees by grade level, duly signed by the School Head/OIC and attested by the SDS</li> <li>l. Justification in case list of enrollees (item "k") by grade level cannot be met</li> <li>m. Any document such as but not limited to Deed of Donation, Deed of Sale or Contract of Usufruct for 50 years executed in favor of DepEd; Original Certificate of Title (OCT) or Transfer Certificate of Title (TCT) in the name of DepEd, reflecting the size and boundaries of the school site</li> <li>n. Justification in case item "m" cannot be met</li> </ul>	<p>DepEd SDO SGOD – Planning Unit DepEd CO/RO Office of the Municipal/City Mayor</p> <p>Client/ Office of the SDS and/or stakeholders Client</p> <p>Client &amp; Mother School's Property Custodian Client</p> <p>School Head/OSDS</p> <p>Client</p> <p>School Head/ OIC and OSDS</p> <p>Office of the SDS</p> <p>Client</p> <p>Office of the SDS</p>
<p>2. Processing Sheet</p>	<p>DepEd SDO</p>

### D. Merging of Elementary/ Secondary Schools

<p>1. Application documents (1 original copy each)</p> <ul style="list-style-type: none"> <li>a. Indorsement Letter</li> <li>b. DepEd School IDs of the schools to be merged</li> <li>c. Map, preferably drawn to scale, showing the distances of the existing schools within the catchment area of the proposed new school, duly certified by the Municipal/City Engineer and validated by the SDO</li> <li>d. Letter request addressed to the SDS on the proposed merging of schools</li> <li>e. Feasibility Study on the proposed merging of schools, duly endorsed by the SDS</li> <li>f. Proposed Schools' Implementation Plan, as merged, covering five (5) years to include among others, the following: (i) Current and projected enrollment for 5 school years, by grade level; (ii) Proposed budgetary requirements for its Personnel Services, MOOE, and Capital Outlay; (iii) Strategic Plan regarding the curriculum and instructional supervision of the proposed school; (iv) School Site Development Plan of the schools to be merged, including proposed school building, as needed</li> <li>g. Updated Status Report of the schools to be merged with regard to their existing crucial resources</li> <li>h. Inventory of learning resources of both schools to be merged</li> <li>i. Inventory of PSIPOP of both schools to be merged</li> <li>j. Duly notarized MOA on merging schools, drawn up by and between the SDS and School Heads concerned indicating among others, the crucial resources for the proposed merged school</li> <li>k. Duly signed Designation of Order for the OIC/TIC of the merged schools</li> <li>l. Duly approved Sangguniang Bayan/ Panlungsod Resolution supporting the merging of schools</li> <li>m. Certification from the LGU signed by the Municipal/City Mayor, as the case maybe, where the LGU shall continue to provide funds for the operation and maintenance of the merged school</li> <li>n. Any document such as but not limited to Deed of Donation, Deed of Sale or Contract of Usufruct for 50 years executed in favor of DepEd; Original Certificate of Title (OCT) or Transfer Certificate of Title (TCT) in the name of DepEd, reflecting the size and boundaries of the school site</li> </ul>	<p>DepEd SDO SGOD – Planning Unit Client/Office of the Municipal/City Engineer/SDO</p> <p>Client</p> <p>Client &amp; Office of the SDS</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Property Custodians of both schools to be merged</p> <p>Client</p> <p>Client</p> <p>Office of the SDS</p> <p>Office of the Municipal/City Mayor Office of the Municipal/City Mayor</p> <p>Client</p>
<p>2. Processing Sheet</p>	<p>DepEd SDO</p>

<b>E. Conversion of School</b>	
1.Action slip (1 original and 1photocopy) 2.Evaluation slip (1 original and 1photocopy)	DepEd SDO
<b>3.a Application Documents for Non-Implementing Unit High School to Implementing Unit conversion</b> (1 original copy each document) <ul style="list-style-type: none"> <li>a. DREC Evaluation Report</li> <li>b. School's latest and updated PSIPOP</li> <li>c. Approval of school's agency code by DBM</li> <li>d. Designation documents duly signed by the School Head</li> <li>e. Certificates of Training attended by the designated/appointed financial staff related to financial management</li> <li>f. Certification as to the capability of the school to comply with the submission of financial oversight agencies such as COA, DBM, NEDA, House of Representatives, etc.</li> <li>g. Copy of the current GAA where the appropriation for the school is reflected</li> <li>h. Enhanced Basic Education Information System (EBEIS) data on enrollment per grade level for the current school year</li> <li>i. Letter request addressed to the SDO</li> <li>j. Endorsement letter from SDO to the Regional Office</li> <li>k. Endorsement letter from the RO to Central Office</li> </ul>	DepEd SD Client DBM School Head  Client  School Head  Client  Client  School Head DepEd SDO – Office of the SDS DepEd RO – Office of the RD
<b>3.b. Application Documents for Elementary/Secondary School(s) into an Integrated School</b> (1 original copy each document) <ul style="list-style-type: none"> <li>a. Indorsement Letter</li> <li>b. Evaluation Report for DREC</li> <li>c. DepEd School ID(s)</li> <li>d. Letter request for the conversion of school(s) into an IS addressed to SDS</li> </ul> <p>In case of expansion of existing school:</p> <ul style="list-style-type: none"> <li>• Feasibility study on the proposed expansion of school, duly recommended/endorsed by the SDS</li> <li>• IS Implementation Plan covering five (5) years to include among others, the following: (i) Current and projected enrollment for 5 school years, by grade level; (ii) Proposed budgetary requirements for Personnel Services, MOOE, and Capital Outlay; (iii) Operational Plan regarding curriculum and instructional</li> </ul>	DepEd SDO – OSDS DepEd SDO Client Client  Client  Client

<p>Development Plan to include proposed schools' buildings, as needed</p> <ul style="list-style-type: none"> <li>• Certification signed by the School Head, duly attested by the SDS on the excess classrooms, tables, chairs and other resources to be used for the expansion of elementary or secondary school</li> <li>• Inventory of learning resources prepared by the School's Property Custodian, as validated by the SDO</li> <li>• Updated PSIPOP of other concerned school(s)</li> <li>• Updated Status Report with regard to school's existing crucial resources</li> </ul> <p>In case of merging or combination of existing elementary and secondary schools:</p> <ul style="list-style-type: none"> <li>• Feasibility study on the proposed expansion of school, duly recommended/endorsed by SDS</li> <li>• IS Implementation Plan covering five (5) years to include among others, the following: (i) Current and projected enrollment for 5 school years, by grade level; (ii) Proposed budgetary requirements for Personnel Services, MOOE, and Capital Outlay; (iii) Operational Plan regarding curriculum and instructional supervision of the proposed IS; and (iv) School Site Development Plan to include proposed schools' buildings, as needed</li> <li>• Inventory of learning resources prepared by the School's Property Custodian, as validated by the SDO</li> <li>• Updated PSIPOP of both schools to be integrated</li> <li>• Map, preferably drawn to scale, showing the distances of the existing schools within the catchment area, duly certified by the Municipal/City Engineer and validated by the SDO</li> <li>• Duly notarized MOA on merging or combination of schools, drawn up by and between School Heads of both schools indicating among others, the integration of crucial resources for proposed IS</li> </ul>	<p>School Head</p> <p>School Property Custodian</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>School Property Custodian</p> <p>Client</p> <p>Client</p> <p>Client</p>
--	--



<p>f. In case of merging or combination of existing elementary and secondary schools:</p>	<p>Client</p>
<ul style="list-style-type: none"> <li>● Feasibility study on the proposed expansion of school, duly recommended/endorsed by the SDS</li> </ul>	<p>Client</p>
<ul style="list-style-type: none"> <li>● IS Implementation Plan covering five (5) years to include among others, the following: (i) Current and projected enrollment for 5 school years, by grade level; (ii) Proposed budgetary requirements for Personnel Services, MOOE, and Capital Outlay; (iii) Operational Plan regarding curriculum and instructional supervision of the proposed IS; and (iv) School Site Development Plan to include proposed schools' buildings, as needed</li> </ul>	<p>Client</p>
<ul style="list-style-type: none"> <li>● Inventory of learning resources prepared by the School's Property Custodian, as validated by the SDO</li> </ul>	<p>School Property Custodian</p>
<ul style="list-style-type: none"> <li>● Updated PSIPOP of both schools to be integrated</li> </ul>	<p>Client</p>
<ul style="list-style-type: none"> <li>● Map, preferably drawn to scale, showing the distances of the existing schools within the catchment area, duly certified by the Municipal/City Engineer and validated by the SDO</li> </ul>	<p>Client</p>
<ul style="list-style-type: none"> <li>● Duly notarized MOA on merging or combination of schools, drawn up by and between the School Heads of both schools indicating among others, the integration of crucial resources for proposed IS</li> </ul>	<p>Client</p>
<p>g. Duly approved Sangguniang Bayan/Panlungsod Resolution supporting the conversion of school(s) into an IS, indicating therein the proposed name of the school</p>	<p>Office of the Municipal/City Mayor</p>
<p>h. Certification from the LGU, where the LGU shall continue to provide funds for the operation and maintenance for at least 5 years or until such time that such funds are incorporated in the national budget</p>	<p>Office of the Municipal/City Mayor</p>
<p>i. Designation Order for the proposed School Head</p>	<p>Client</p>
<p>j. Transcript of Records, Certificates of Relevant Training, Service Record and</p>	<p>Client</p>

<p>Civil Service eligibility of the proposed School Head, duly certified by the Division Office's Records Unit</p> <p>k. Justification by the SDS, in case the proposed School Head does not meet the Qualification Standards for the School Head item for secondary school</p> <p>l. Certification from the SDS as to the school assignment of the other School Head who will not be selected, in case both schools to be merged or combined are with existing School Heads</p>	<p>SDO – Records Unit</p> <p>Office of the SDS</p> <p>Office of the SDS</p>
<p>3.c. Application Documents for <b>High School to a Science School conversion</b>: (1 original copy each document)</p> <p>a. Indorsement Letter</p> <p>b. Evaluation Report of DREC</p> <p>c. Certification of National Achievement Test (NAT) Results for the past 3 years</p> <p>d. Certification from the Organizers of International/National/Regional Mathematics and Science Competitions</p> <p>e. Current School Program, signed by the School Head and approved by the SDS</p> <p>f. Copy of curriculum guide and special science curriculum</p> <p>g. Certified true copies of the Transcript of Records of School Head</p> <p>h. Certified true copies of Certificate of Training in Science/Mathematics subject attended by the School Head</p> <p>i. Certified true copy of the Transcript Records of Science and Mathematics teachers</p> <p>j. Copy of the PRC-LET Ratings of teachers indicating their field of specialization/concentration (I.e. mathematics, physical science, biological science, chemistry, general science, etc.</p> <p>k. Certified true copies of Certificate of Relevant Training attended by the Teachers (e.g. Certification Program or other related trainings for non-major math &amp; science teachers)</p> <p>l. Updated School Profile</p> <p>m. Attested Certificate on the availability of learning resources</p> <p>n. Validated Inventory of learning resources</p>	<p>DepEd SDO</p> <p>DepEd SDO</p> <p>DepEd CO – BEA</p> <p>Client</p> <p>School Head/ Office of the SDS</p> <p>Client</p> <p>School Head</p> <p>School head</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>School Head/Office of the SDS</p> <p>School Property Custodian</p>

<p>o. Duly approved Sangguniang Bayan/Panlungsod Resolution supporting the conversion of school(s) into an IS, indicating therein the proposed name of the school</p>	<p>Office of the Municipal/City Mayor</p>
<p>3.d Application Documents for <b>High School to Technical- Vocational School conversion:</b> (1 original copy each document)</p> <p>a. Indorsement Letter</p> <p>b. Evaluation Report from DREC</p> <p>c. Letter of Intent of SH addressed to RD through SDS</p> <p>d. Current School Program signed by the School Head and approved by the SDS</p> <p>e. Copy of the Technical- Vocational Curriculum Guide (Competency-Based Curriculum) and special technical-vocational curriculum</p> <p>f. Approved from the Office of the Undersecretary for Programs and Projects on the technical-vocational course to be offered by the school, aligned with TESDA Training Regulations</p> <p>g. Certification of the technical-vocational course being offered: (I) is relevant to the needs of the community/local industry; (ii) has available localized curriculum in partnership with local industry/ies; and (iii) is based on specialization aligned with TESDA Training Regulation, for assessment and employment purposes</p> <p>h. Notarized Feasibility Study, duly recommended by the SDS, indicating the following: (i) need to convert into a Technical-Vocational School; (ii) Current and projected enrollment for a period of five years; (iii) Demand to open a Technical- Vocational course; (iv) Organizational Structure; (v) School Development Plan; and (vi) Proposed Budget/Budgetary Requirements</p> <p>i. Certified true copy of Transcript of Records of School Head</p>	<p>Office of the SDS DepEd SDO</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Office of the Undersecretary for Programs and projects</p> <p>School Head</p> <p>Client</p> <p>School Head</p>

<p>j. Certified true copy of National Certificate (NC) or higher certificate for the technical-vocational course attained by the School Head as issued by TESDA</p>	<p>School Head</p>
<p>k. Certified true copies of the Transcript of Records of Technical-Vocational Teacher</p>	<p>Client</p>
<p>l. Certified true copies of NCII or higher certificate issued by TESDA of Technical Vocational Teachers on special technical-vocational skills</p>	<p>Client</p>
<p>m. Copies of PRC-LET Rating of teachers indicating their field of specialization/concentration</p>	<p>Client</p>
<p>n. Updated Teacher's Profile</p>	<p>Client</p>
<p>o. Inventory of learning resources per specialization validated by the SDO</p>	<p>School Property Custodian</p>
<p>p. Certification that the relevant resources of the school are adequate, duly validated by the SDO</p>	<p>School Head</p>
<p>q. Duly approved Sangguniang Bayan/Panlungsod Resolution supporting the conversion of school, indicating therein the proposed name of the school</p>	<p>Office of the Municipal/City Mayor</p>
<p>r. Certification from the LGU, where the LGU shall continue to provide funds for the operation and maintenance for at least 5 years or until such time that such funds are incorporated in the national budget</p>	<p>Office of the Municipal/City Mayor</p>
<p>s. Any document such as but not limited to Deed of Donation, Deed of Sale or Contract of Usufruct for 50 years executed in favor of DepEd; Original Certificate of Title (OCT) or Transfer Certificate of Title (TCT) in the name of DepEd, reflecting the size and boundaries of the school site</p>	<p>Client</p>
<p>t. Justification in case the required size of technical- vocational school site cannot be met</p>	<p>Office of the SDS</p>

<p>3.e. Application Documents for <b>Existing Elementary and Junior High School into a Stand-Alone Senior High School</b>: (1 original copy each document)</p> <ul style="list-style-type: none"> <li>a. Indorsement Letter</li> <li>b. Certification of DepEd School ID prepared by the Planning Unit</li> <li>c. Letter request for Implementation of SHS program addressed to the SDS</li> <li>d. Certification signed by the SDS stating that no public SHS is offering the same track within the catchment are or Justification signed by the SDS, in case will offer the same SHS track</li> <li>e. Implementation Plan for SHS program covering five (5) years to including among others: (i) Current and projected enrollment for 5 years by grade level; (ii) Proposed budgetary requirements for Personnel Services, Maintenance and other Operating Expenses, and Capital Outlay; (iii) Operational Plan regarding curriculum and instructional supervision of the proposed SHS; and (iv) School Site Development Plan to include proposed building, as needed</li> <li>f. Certification signed by the School Head, duly attested by the SDS on the excess of classrooms, tables, chairs and other resources to be used in the implementation of SHS program</li> <li>g. Inventory of learning resources prepared by the Property Custodian as validated by the SDO</li> <li>h. Updated PSIPOP of the concerned school</li> <li>i. Map preferably drawn to scale, showing the vacant lot where the proposed SHS classrooms/school building are/will be constructed, duly certified by the Municipal City Engineer</li> <li>j. List of prospective enrollees in SHS per track and strand, indicating their names, Learner Reference Number (LRN), where applicable, age, addresses, school names, DepEd School ID Numbers where they are currently or previously enrolled or Justification signed by the SDS, in case the required minimum enrollment and/or number of tracks are not satisfied</li> </ul>	<p>DepEd SDO – Office of the SDS SGOD – Planning Unit</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>School Head</p> <p>School Property Custodian</p> <p>Client</p> <p>Client</p> <p>Client</p>
--	---

<p>k. List and types of establishment and industries in the community, as attested by the Department of Trade and Industry, Department of Labor and Employment or the Municipal Planning Officer</p>	<p>Client/ Office of the Municipal Planning Officer</p>
<p>l. Certification from the SDS that the track (s) and strand (s) to be offered are aligned with the Local Development Plans, as evident in the list provided by the Municipal/City Mayor, and are decided upon by the Regional Director, SDS, Division Planning Officer, and School Head concerned</p>	<p>Office of the SDS</p>
<p>m. Result of the internal assessment or survey done with the prospective enrollees</p>	<p>Client</p>
<p>n. List of tracks and strands to be offered, duly signed by the RD or SDS, Planning Officer, and School Head</p>	<p>Client</p>
<p>o. MOA executed between the SDS and the partner entity enumerating the respective roles of both parties</p>	<p>Client</p>
<p>p. Immersion Deployment Plan</p>	<p>Client</p>
<p>q. Certification duly signed by the SDS on the compliance to the following conditions: (i) Learners are not denied access to elementary and JHS education as the result of the conversion; (ii) Prior consultation with both internal and external stakeholders are conducted for the purpose by the SDS and School Head of the concerned elementary or JHS; (iii) Health and safety of any learner is not compromised as a result of the conversion and subsequent transfer of elementary and/or JHS learners, taking into consideration the distance to be travelled to and from the new school site; and (iv) Affected school personnel shall not be displaced and demoted, and shall be transferred to the nearest school were the services are needed</p>	<p>Client</p>
<p>r. Duly approved Sangguniang Bayan/Panlungsod Resolution supporting the conversion of school, indicating therein the proposed name of the school</p>	<p>Office of the Municipal/City Mayor</p>

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Access the Online Portal and submit the complete school application documents for evaluation and indorsement by the SDO	1.1 Receive the endorsement from the SDO	None	10 minutes	Education Program Supervisor (EPS)
	1.2 Evaluate the documentary requirements	None	5 days	EPS
	1.3 Conduct online site/ on-site inspection/ validation of facilities	None	5 days	RIT
	1.4 Prepare inspection/ validation report and recommendatio n based on the finding of the online site/ on-site validation  If 100% compliant – Proceed to preparation of Approval Form If not compliant – Notify SDO of deficiencies	None	4 days	RIT
	1.5 Submit the findings to the Chief Education Supervisor (CES)	None	5 minutes	EPS

	1.6 Review and check the findings, affix signature on the validation/inspection report	None	4 hours	CES
	1.7 Prepare the Approval Form and endorsement	None	2 days	EPS
	1.8 Review and countersign the Approval Form and endorsement	None	1 hour	CES
	1.9 Enter the Approval Form Number and its description in the logbook of outgoing documents	None	30 minutes	ADAS
	a. 1.10. Sign the Approval form and endorsement to signify approval of the application	None	30 minutes	Regional Director (RD)
	b. 1.10. Record and release the Approval Form signed by the RD	None	30 minutes	Records Section
	c. 1.11. Scan Government Permits and upload copies to the online portal	None	2 days	ADAS
	<b>TOTAL</b>	<b>None</b>	<b>18 days 6 hours 45 minutes</b>	