

**ANNEX B: STREAMLINING/DIGITIZATION REPORT**

- 1.) NAME OF DEPARTMENT/AGENCY: **DEPARTMENT OF EDUCATION/DIVISION OF CATANDUANES**
- 2.) NAME OF SERVICE: **DOCUMENT TRACKING SYSTEM (DoTS)**
- 3.) RESPONSIBLE DELIVERY UNITS/PROCESSING UNITS: **RECORDS SECTION**
- 4.) IDENTIFIED CLIENT/CUSTOMERS: **ALL PAPER TRANSACTIONS FOR RECIEVED**
- 5.) NUMBER OF CLIENTS SERVED IN 2021:
- 6.) VOLUME OF TRANSACTIONS IN 2021: N/A

<b>CRITERIA</b>	<b>STATUS OF FY 2020</b>	<b>FY 2021 STATUS OF TREAMLINING EFFORTS</b>	<b>REMARKS</b>
1. NUMBER OF STEPS	4 STEPS	4 STEPS	Please refer to 2021 Citizens Charter
2. TURNAROUND TIME(TAT)	1 DAY	30 MINUTES	Document Tracking System (DoTS) offers the easy recording and tracking of the received documents from the clients that lessen the face to face follow up on the release of the same and cost of fare in the clients.  DoTS and DAS are efficiently applied for all incoming documents.  Increase in step is due to the complete instructions at the system thru online recording of all incoming documents.
3. ) NUMBER OF SIGNATURES	1 SIGNATURE	3 SIGNATURE	
4.) NUMBER OF REQUIRED DOCUMENTS			
5. TRANSACTION COSTS	NONE	NONE	
6. CLIENT SATISFACTION RESULT	3(NEUTRAL)	4(SATISFIED)	-Easily track the documents routed at different sections/unit.



Republic of the Philippines  
**Department of Education**  
Region V - Bicol  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

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**TRANSACTION FLOW OF THE DOCUMENT TRACKING SYSTEM(DOTS)**

Start

**Receiving Clerk (Records Section)**

- Receives the document/s by the receiving in-charge
- Encodes the type of document received
- Clicks on the receive button
- Identifies the next office where the document is to forward
- Forwards the document to the next concerned office
- Attaches the Tracking Code Slip in the document (generated in the system)

**Office A:**

- Receives by the receiving clerk
- Identifies and decided if the document is intended to his/her office
- If it **IS OK**, then, sign at the attached Tracking Code Slip of the document
- If it is **NOT**, then, return it back to the carrier of the document
- Clicks on the **RECEIVE** button
- Acts on the document received
- If the document is **OK**, then, click **RELEASE** Button and make it ready to **forward** to the next concerned office.
- If the document had deficiency, call the attention of the client or return it back to the **RELEASING Officer** with a note of the exact deficiency in the document
- Take a note in the system that the document has been returned to the client/releasing officer.

**Office B, C, D,** etc.. up to the last office where document is required to pass and to be signed by the last signatory will have the same process or cycle in the tracking system.

END



San Roque, Virac, Catanduanes  
052 - 8114063  
catanduanes@deped.gov.ph  
www.deped.gov.ph/catanduanes.com  
DepEd Tayo - Region V - Catanduanes





OFFICE OF ASOS OFFICE New update every 20 sec.

Tracking#	Client	Origin	Doc Type
22-48-47	MIRLY T. GONZALES	RECEIVING RECORDS	REPORTS
22-48-55	JAYSON G. BASHING	RECEIVING RECORDS	ACTING SUPERVISOR

Search Client:  Tracking #:


**Received Documents**

Tracking#	Date/Time	Client	Duration	Doc Type
22-48-69	1/13/2022 1:51:03 PM	RONALD R. REFRE		FORM 6
22-48-78	1/13/2022 2:57:08 PM	JETHRO M. TORRENTE		FORM 6
22-48-77	1/13/2022 3:24:50 PM	MARY ANN T. AGUILAR		LETTER
22-48-64	1/13/2022 3:49:04 PM	ROBERT V. VARGAS		REQUEST FOR DE ICT DE SIGNATION
22-48-81	1/13/2022 4:35:23 PM	MICHELLE ADELANTE	3 days	APPLICATION FOR LETTER OF INTEN
22-48-83	1/13/2022 4:35:29 PM	FELIZA D. SALOMON		APPLICATION FOR INTERVENTION PI
22-48-91	1/14/2022 9:31:49 AM	LEVY B. IGNACIO		INNOVATIONS
22-48-90	1/14/2022 9:31:52 AM	CLEMENTE T. OLARTE		

Search Client:  Tracking #:

**PROCESSED Documents:**

Tracking#	Date/Time	Forwarded To	Client	Doc Type
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**Document Details** Document Checklist 

Reg. Date: January 13, 2022

Tracking No.: 22-48-68

Client Name: RONALD R. REFRE

Cellphone No.: 09801896112

School/Others: Pandan SAT

Duration of Activity:

Doc. Type: FORM 6

Subject/Details: FORM 6 - MR. RONALD REFRE

Action Taken: Entering from registration

Office Origin: RECEIVING (RECORDS)

**Forward DOCUMENT Details:**

Option:  Approved  Disapproved  Archive

Remarks:

OFFICE Destination:

OFFICE OF ASOS OFFICE New update every 20 sec.

Tracking#	Client	Origin	Doc Type
22-48-47	MIRLY T. GONZALES	RECEIVING RECORDS	REPORTS
22-48-55	JAYSON G. BASHING	RECEIVING RECORDS	ACTING SUPERVISOR

Search Client:  Tracking #:


**Forwarded Documents**

Tracking#	Date/Time	Client	Duration	Doc Type
22-48-68	1/13/2022 1:51:03 PM	RONALD R. REFRE		FORM 6
22-48-66	1/13/2022 1:51:05 PM	RONALD R. REFRE		FORM 6
22-48-78	1/13/2022 2:57:08 PM	JETHRO M. TORRENTE		LETTER
22-48-77	1/13/2022 3:24:50 PM	MARY ANN T. AGUILAR		REQUEST FOR DE ICT DE SIGNATION
22-48-64	1/13/2022 3:49:04 PM	ROBERT V. VARGAS		APPLICATION FOR LETTER OF INTEN
22-48-81	1/13/2022 4:35:23 PM	MICHELLE ADELANTE	3 days	APPLICATION FOR INTERVENTION PI
22-48-83	1/13/2022 4:35:29 PM	FELIZA D. SALOMON		INNOVATIONS
22-48-91	1/14/2022 9:31:49 AM	LEVY B. IGNACIO		
22-48-90	1/14/2022 9:31:52 AM	CLEMENTE T. OLARTE		

Search Client:  Tracking #:

**PROCESSED Documents:**

Tracking#	Date/Time	Forwarded To	Client	Doc Type
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**Document Details** Document Checklist 

Reg. Date: January 13, 2022

Tracking No.: 22-48-50

Client Name: JOHN PAUL C. VARGAS

Cellphone No.: 09127350468

School/Others: Tambongon NHS

Duration of Activity:

Doc. Type: APPLICATION FOR LEAVE

Subject/Details: APPLICATION FOR LEAVE OF MR. KENNETH D. USERO DATED JANUARY 7, 2022-SR. APPLICATION FOR LEAVE OF MR. DAVE SELORATA DATED JANUARY 3,4,5, 7, 2022

Action Taken: Approved - Processed; for ASOS signature

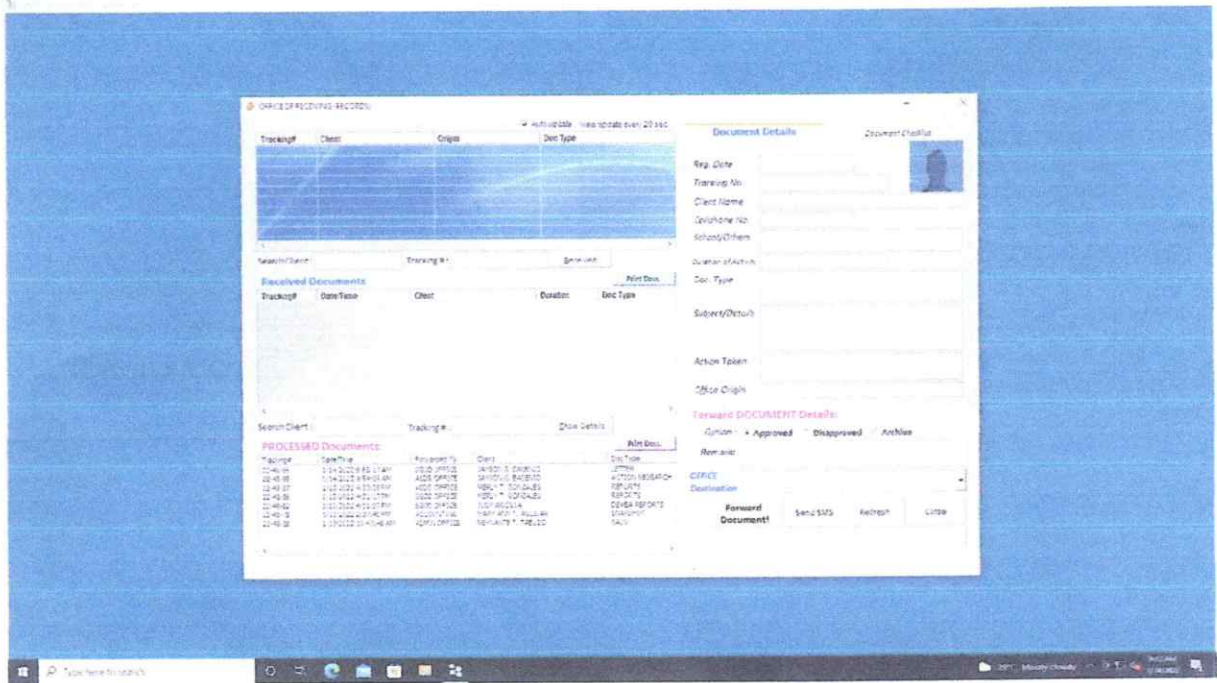
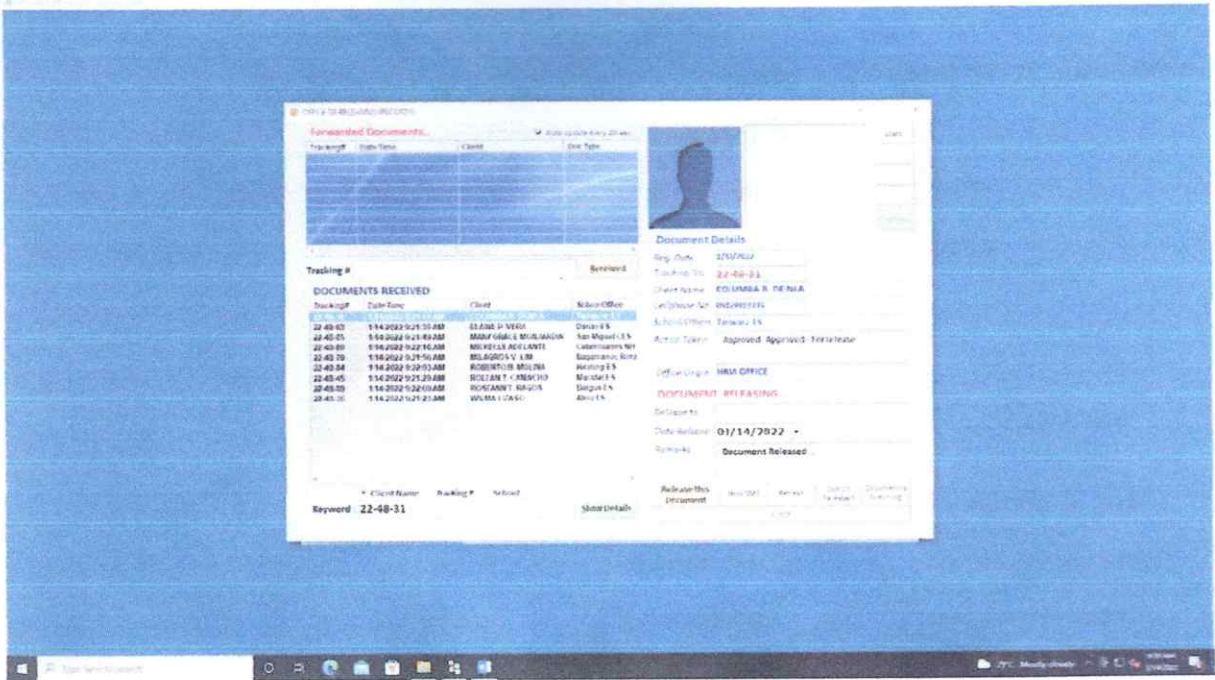
Office Origin: HRM OFFICE

**Forward DOCUMENT Details:**

Option:  Approved  Disapproved  Archive

Remarks:

OFFICE Destination:



**ANNEX B: STREAMLINING/DIGITIZATION REPORT**

1.) NAME OF DEPARTMENT/AGENCY: **DEPARTMENT OF EDUCATION/DIVISION OF CATANDUANES**

2.) NAME OF SERVICE: **ONLINE REQUEST OF CERTIFICATE OF REMITTANCES (PHILHEALTH/PAGIBIG)**

3.) RESPONSIBLE DELIVERY UNITS/PROCESSING UNITS: **PERSONNEL SECTION**

4.) IDENTIFIED CLIENT/CUSTOMERS: **ALL DEPED CATANDUANES PERMANET EMPLOYEES**

5.) NUMBER OF CLIENTS SERVED IN 2021:

6.) VOLUME OF TRANSACTIONS IN 2021: **N/A**

<b>CRITERIA</b>	<b>STATUS OF FY 2020</b>	<b>FY 2021 STATUS OF TREAMLINING EFFORTS</b>	<b>REMARKS</b>
1. NUMBER OF STEPS	4 STEPS	3 STEPS	Please refer to 2021 Citizens Charter
2. TURNAROUND TIME(TAT)	30 MINUTES	15 MINUTES	The Personnel Section will use the Google Drive thru links which will be disseminated to SDO Offices, Schools and Districts for the online access of a specific Google form in line with their request document. They will be uploading the required documents for reference purpose.
3. ) NUMBER OF SIGNATURES	1 SIGNATURE	1 SIGNATURE	
4.) NUMBER OF REQUIRED DOCUMENTS	1	1	
5. TRANSACTION COSTS	NONE	NONE	
6. CLIENT SATISFACTION RESULT	3(NEUTRAL)	4(SATISFIED)	-provide convenient access to the requesting employee -It can save time and money especially to those teaching and non-teaching employees who came from the far-flung schools; -Paperless transaction



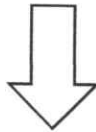
## PROJECT METHODOLOGY AND IMPLEMENTATION FLOW

### PROCESS FLOW

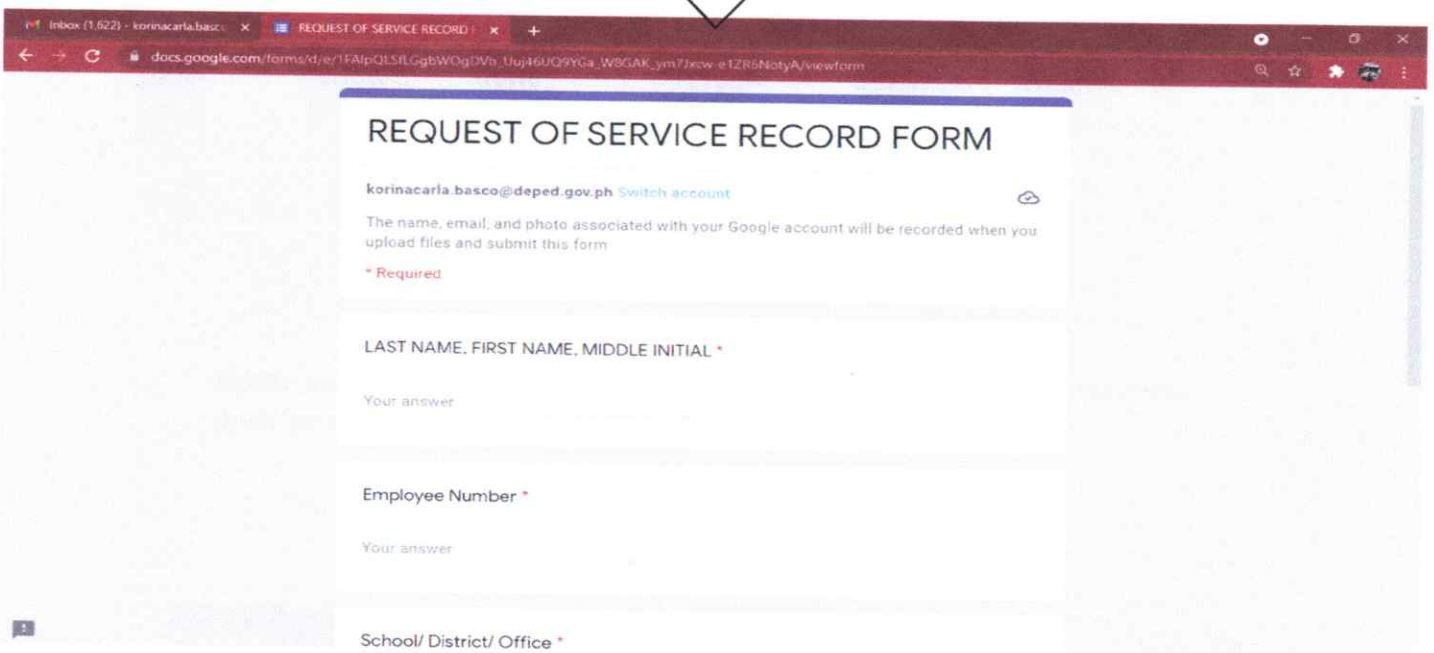
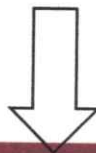
#### ACCESSION OF THE END-USER TO THE GOOGLE FORM

##### Step 1

Online access of the given link (e.g. Request for the Release of Service Record)

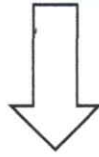


Then, this interface will appear

A screenshot of a Google Forms interface titled "REQUEST OF SERVICE RECORD FORM". The form is displayed in a browser window with the URL "docs.google.com/forms/d/e/1FAIpQLSILGgbWOgDVb\_Uuj46UQ9YGa\_WBGAK\_ym7Jxcw\_e1ZR5NotyA/viewform". The user is logged in as "korinacarla.basco@deped.gov.ph". The form contains several required fields: "LAST NAME, FIRST NAME, MIDDLE INITIAL", "Employee Number", and "School/ District/ Office". Each field has a "Your answer" input area below it. A "Switch account" link is visible next to the user's email address.

## Step 2

Fill-out the required information



korinacarla.basco@deped.gov.ph [Switch account](#) Draft saved

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

\* Required

LAST NAME, FIRST NAME, MIDDLE INITIAL \*

ARCILLA, JOHN BRYAN M.

Employee Number \*

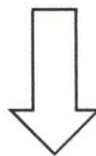
6324628

School/ District/ Office \*

Pandan East

## Step 3

Upload the needed document/s for the release of request then click **Submit**



Please attach the latest original/ photocopy of Payslip (for Regular Employees and Copy of Appointment (for Substitute employees) \*

[Add file](#)

**Submit** [Clear form](#)





New

Priority

My Drive

Shared drives

Shared with me

Recent

Starred

Trash

Storage

10.28 GB used

Search in Drive

My Drive > 02 REQUESTED CERT OF REMITTANCES

Files

**TATAD,ZEN MAE.jpg**

**TITO, JOHN GREGORY C..jpg**

Last modified by me ↓

Type here to search



New

- Priority
- My Drive
- Shared drives

Shared with me

- Recent
- Starred
- Trash

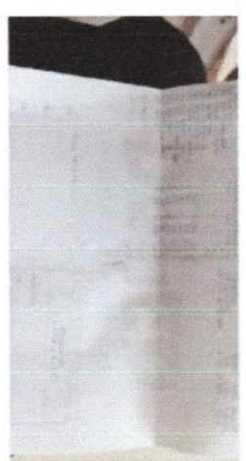
Storage 10.28 GB used

Search in Drive

My Drive > CERTIFICAT... > Please attach payslip for the month of the requested Certificat...



IMG\_20211110\_100831\_511 - J...



IMG\_20211110\_100939\_496 - J...



ONG JEAN-09-2021-payslip - Je...



From: Screenshot\_2021-11-09-11-17-2...



IMG\_20211110\_100957\_267 - J...

New

- Priority
- My Drive
- Shared drives

- Shared with me
- Recent
- Starred
- Trash

Storage 10.28 GB used

Please attach payslip for the mo...

Folders

Last modified by me ↓



**ANNEX B: STREAMLINING/DIGITIZATION REPORT**

- 1.) NAME OF DEPARTMENT/AGENCY: **DEPARTMENT OF EDUCATION/DIVISION OF CATANDUANES**
- 2.) NAME OF SERVICE: **ONLINE ACCESS OF ACCRUED LEAVE AND COMPENSATORY OVERTIME CREDITS (COC) BALANCE OF SDO PROPER-PERSONNEL**
- 3.) RESPONSIBLE DELIVERY UNITS/PROCESSING UNITS: **SDO-HUMAN RESOURCE MANAGEMENT SECTION**
- 4.) IDENTIFIED CLIENT/CUSTOMERS: **SDO-PROPER PERSONNEL EMPLOYEES**
- 5.) NUMBER OF CLIENTS SERVED IN 2021: **118**
- 6.) VOLUME OF TRANSACTIONS IN 2021: **N/A**

<b>CRITERIA</b>	<b>STATUS OF FY 2020</b>	<b>FY 2021 STATUS OF TREAMLINING EFFORTS</b>	<b>REMARKS</b>
1. NUMBER OF STEPS	5 STEPS	3 STEPS	Please refer to 2021 Citizens Charter
2. TURNAROUND TIME(TAT)	7 DAY	2 DAYS	Schools Division Office of Catanduanes thru HRMO shares an access via google drive to every SDO Personnel for them to digitally access the number of their Accrued Leave and COC. The Personnel In-charge will then request from the ICT the DepEd Email Account of all SDO Personnel. The same process for the updating of the physical Leave Card will be applied to the digitized Leave Credit Form.
3.) NUMBER OF SIGNATURES	2 SIGNATURES	2 SIGNATURES	
4.) NUMBER OF REQUIRED DOCUMENTS	2 DOCUMENTS	2 DOCUMENTS	
5. TRANSACTION COSTS	NONE	NONE	
6. CLIENT SATISFACTION RESULT	3(NEUTRAL)	4(SATISFIED)	Easy access to applicants' soft copy of leave credits

**PROJECT METHODOLOGY AND IMPLEMENTATION FLOW**

**PROCESS FLOW**

**STEP I**



- I. The personnel in-charge of the process will collate the official DepEd Email Account of all SDO Personnel from the ICT Section;

**STEP II**



- II. The personnel-in-charge will check the updated Leave Card and input the data on the Google Sheet

**STEP III**



- III. Lastly, the individual google sheet will be shared to each employee via google drive

Submitted by:

**JONAH ANN M. VALENZUELA**  
Administrative Aide VI

Noted:

**MARICHELLE B. LLAVE**  
Administrative Officer IV

Recommending Approval:

**MA. LUISA T. DELA ROSA**  
Assistant Schools Division Superintendent

Approved:

**SUSAN S. COLLANO**  
Assistant Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent

Republic of the Philippines  
**Department of Education**  
 REGION V  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**



### LEAVE CREDIT CARD

ABUNDO ALEXA MAY  
 SURNAME GIVEN NAME

BARO  
 MIDDLE NAME

EMPLOYEE NO.

ADMINISTRATIVE AIDE V-ASDS OFFICE  
 Section/District

1st Day of Service

PERIOD	PARTICULARS	VACATION LEAVE		SICK LEAVE		DATE AND ACTION ON APPLICATION FOR LEAVE
		EARNED	ABS. UND. W/P	EARNED	ABS. WCP	
BALANCE FORWARD as of November 30, 2021						
		12.75		12.75		

ACCRUED LEAVE COC





Search in Drive

My Drive > SDO ACCRUED LEAVE > OSDSLEAVE CARD

New

Priority

My Drive

Shared drives

Shared with me

Recent

Starred

Trash

Storage

10.28 GB used


Files

Last modified by me

ABUNDO ALEXA MAY.XLSX

TABLO, JAKE.XLSX

ZAFE, MAE.XLSX




Department of Education  
Division Office of CAGAYAN

### CERTIFICATION

This is to certify that **MS. ZIN MAE TAJAN** (born: ) is a former student of the National Teachers Education School and is qualified to receive a **DEGREE IN EDUCATION** for her graduation from the said institution, considering the following:

NOVEMBER	NAME	PERSONAL NUMBER	GR. NUMBER	REQUIREMENTS GRADES
2018	ZIN MAE TAJAN	20180000000000000000	1	100%
2019	ZIN MAE TAJAN	20190000000000000000	2	100%
2020	ZIN MAE TAJAN	20200000000000000000	3	100%
2021	ZIN MAE TAJAN	20210000000000000000	4	100%
2022	ZIN MAE TAJAN	20220000000000000000	5	100%

  
**Division Office Director**  
 Department of Education - Cagayan

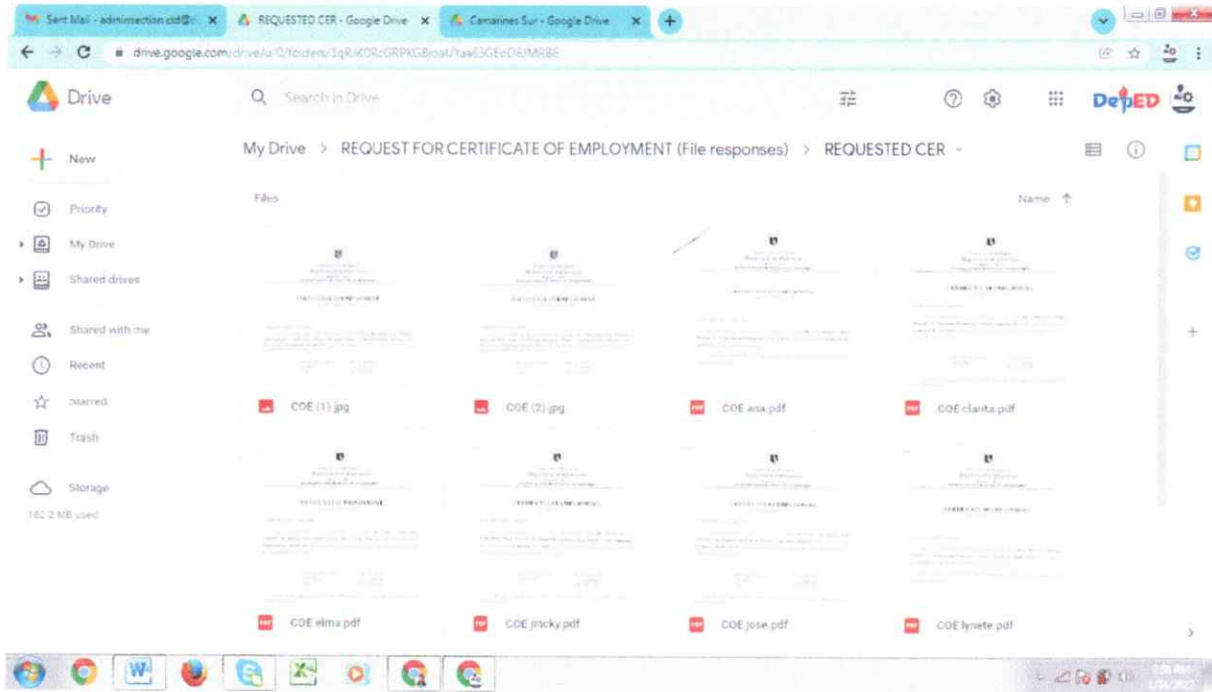
**ANNEX B: STREAMLINING/DIGITIZATION REPORT**

- 1.) NAME OF DEPARTMENT/AGENCY: **DEPARTMENT OF EDUCATION/DIVISION OF CATANDUANES**
- 2.) NAME OF SERVICE: **ONLINE REQUEST AND RELEASE OF CERTIFICATE OF EMPLOYMENT (COE)**
- 3.) RESPONSIBLE DELIVERY UNITS/PROCESSING UNITS: **ADMINISTRATIVE SECTION**
- 4.) IDENTIFIED CLIENT/CUSTOMERS: **ALL DEPED CATANDUANES EMPLOYEES (Permanent/JO's/COS)**
- 5.) NUMBER OF CLIENTS SERVED IN 2021:
- 6.) VOLUME OF TRANSACTIONS IN 2021: **N/A**

<b>CRITERIA</b>	<b>STATUS OF FY 2020</b>	<b>FY 2021 STATUS OF TREAMLINING EFFORTS</b>	<b>REMARKS</b>
1. NUMBER OF STEPS	2 STEPS	3 STEPS	Please refer to 2021 Citizens Charter
2. TURNAROUND TIME(TAT)	1 DAY	30 MINS	Online Request and Release of Certificate of employment contribute towards building efficient and effective Government Service to all our clients. Using Google Drive thru the link which will be disseminated to all Schools/District and SDO Office, Online Access of specific Google form in line with the request certification will be upload and required documents will required for reference purpose.
3.) NUMBER OF SIGNATURES	1 SIGNATURE	1 SIGNATURE	
4.) NUMBER OF REQUIRED DOCUMENTS	1	1	
5. TRANSACTION COSTS	NONE	NONE	
6. CLIENT SATISFACTION RESULT	3(NEUTRAL)	4(SATISFIED)	-Offer flexible time that makes it possible for all clients to access this transaction. -Lessen time and effort especially to those teaching and non-teaching employees from the far-flung schools



# ONLINE REQUEST AND RELEASE OF CERTIFICATE

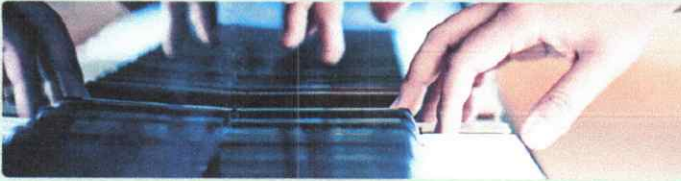


Sant Mail - adminsection.ctd@... x REQUESTED CER - Google Drive x REQUEST FOR CERTIFICATE OF... x Camarines Sur - Google Drive x

docs.google.com/forms/d/1sN1YUjn-FD1PhK6PGRnm3KX6mn\_tq1BRGwE7uFOxNY/edit

REQUEST FOR CERTIFICATE OF EMPLOYMENT

Questions Responses 11 Settings



## REQUEST FOR CERTIFICATE OF EMPLOYMENT

Note: May Add requirements depending on what kind and purpose of Certificate will be given.

This form is automatically collecting emails for Department of Education users. [Change settings](#)

LAST NAME, FIRST NAME, MIDDLE INITIAL

Short answer text

Windows taskbar: 11:54 PM 1/14/2022

Sant Mail - adminsection.ctd@... x REQUESTED CER - Google Drive x REQUEST FOR CERTIFICATE OF... x Camarines Sur - Google Drive x

docs.google.com/forms/d/1sN1YUjn-FD1PhK6PGRnm3KX6mn\_tq1BRGwE7uFOxNY/edit#responses

REQUEST FOR CERTIFICATE OF EMPLOYMENT

Questions Responses 11 Settings

Accepting responses: ●

Summary Question Individual

### Who has responded?

- konnacarla basco@deped.gov.ph
- lynette.abundo@deped.gov.ph
- ginalyn.bondoy001@deped.gov.ph
- jnickymay.fernandez@deped.gov.ph
- anamarie.villamor@deped.gov.ph
- 113332@deped.gov.ph
- elma.tarnate@deped.gov.ph
- michelle.vargas001@deped.gov.ph

Windows taskbar: 11:54 PM 1/14/2022



Republic of the Philippines  
**Department of Education**  
Region V – Bicol  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

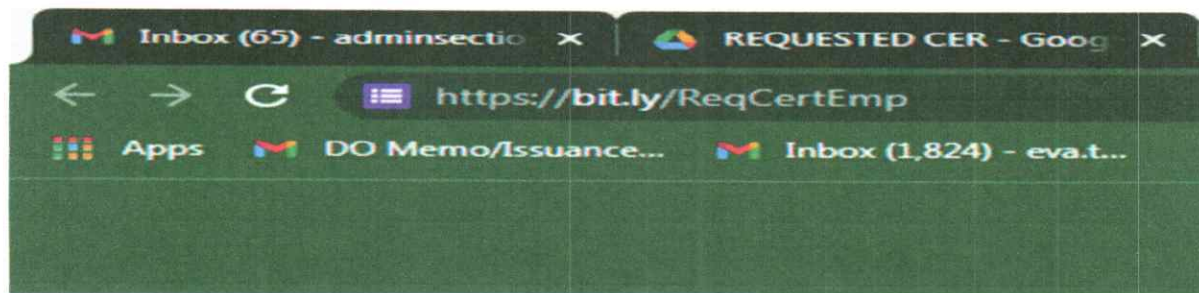
**VI. PROJECT METHODOLOGY AND IMPLEMENTATION FLOW**

**VI.1.1. END USER ACCESS TO GOOGLE FORM**

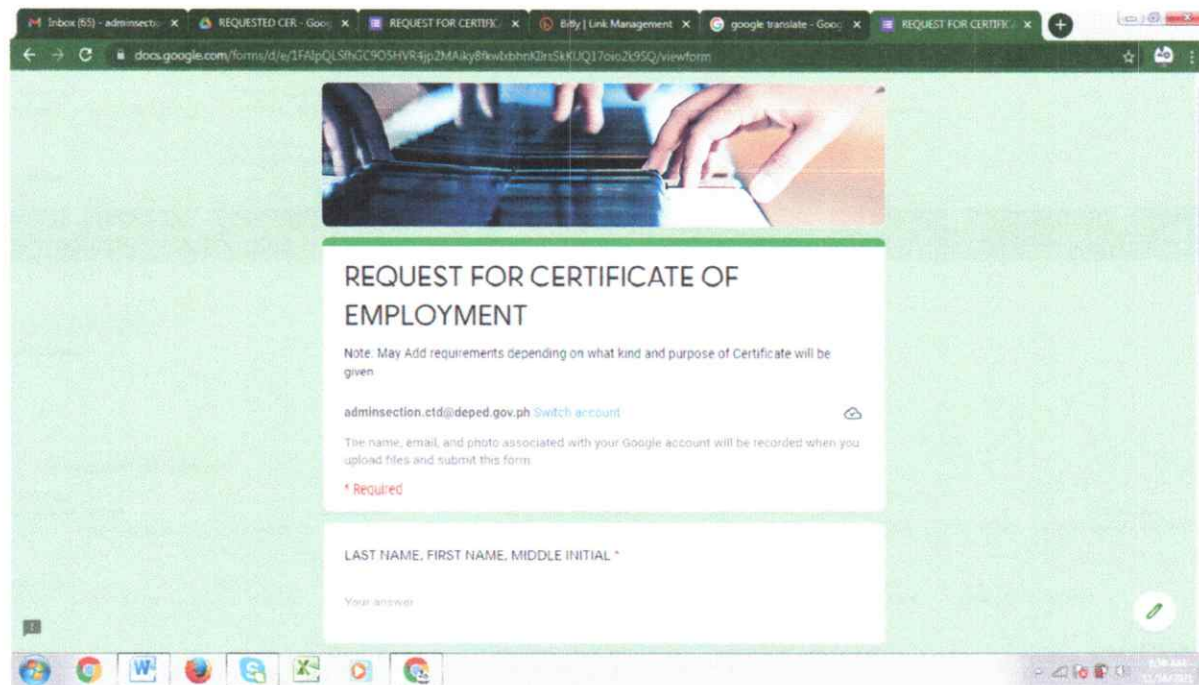


Type the Link at the URL

<https://bit.ly/ReqCertEmp>



This interface will appear







Republic of the Philippines  
Department of Education  
Region V – Bicol  
SCHOOLS DIVISION OFFICE OF CATANDUANES



2

**Filling out the required information**

REQUEST FOR CERTIFICATE OF EMPLOYMENT

Note: May Add requirements depending on what kind and purpose of Certificate will be given.

adminsection.ctd@deped.gov.ph [Switch account](#) Draft saved

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

\* Required

LAST NAME, FIRST NAME, MIDDLE INITIAL \*

TALION, JESSICA D.

EMPLOYEE NUMBER \*

0430511

POSITION/DESIGNATION \*

ADMINISTRATIVE AIDE VI

SCHOOL/DISTRICT/OFFICE \*

SDO/ ADMINISTRATIVE SECTION

EMAIL ADDRESS/CONTACT NUMBER \*

jessica.talion@deped.gov.ph





Republic of the Philippines  
**Department of Education**  
Region V – Bicol  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

**STEP 3**

**Upload the needed document/s for the release of request COE then click SUBMIT**

3

**This interface will appear if the request is successfully submitted**



Prepared by:



**JESSICA D. TALION**  
Administrative Aide VI  
01-14-2022

Certified by:



**EVA S. TOLENTINO**  
Administrative Officer V  
01-14-2022

Approved by:



**SUSAN S. COLLANO**  
Assistant Schools Division Superintendent  
OIC- Schools Division Superintendent  
01-14-2022