



CITIZEN'S CHARTER HANDBOOK

2021 (1st Edition)



SAMA-SAMA SA PAG **SULONG** NG
EduKALIDAD



DEPARTMENT OF EDUCATION

CITIZEN'S CHARTER 2021 (1st Edition)

I. Brief History of the Philippine Education System

Education in the Philippines has undergone several stages of development from the pre-Spanish times to the present. In meeting the needs of the society, education serves as a focus of emphases/priorities of the leadership at certain periods/epochs in our national journey as a race.

Table 1. Evolution of the Official Name of Department of Education and Its Titular Head

Year	Official Name of Department	Office Titular Head	Legal Bases
1898	Department Secretaryship of Police and Internal Peace and Order, Justice, Education and Hygiene	Department Secretary	Decree of June 23 1898 of President Emilio Aguinaldo
1901 – 1916	Department of Public Instruction	General Superintendent	Act. No. 74 of the Philippine Commission, Jan. 21, 1901
1916 – 1942	Department of Public Instruction	Secretary	Organic Act Law of 1916 (Jones Law)
1942 – 1944	Department of Education, Health and Public Welfare	Commissioner	Renamed by the Japanese Executive Commission, June 11, 1942
1944	Department of Education, Health and Public Welfare	Minister	Renamed by Japanese Sponsored Philippine Republic
1944	Department of Public Instruction	Secretary	Renamed by Japanese Sponsored Philippine Republic
1945 – 1946	Department of Public Instruction and Information	Secretary	Renamed by the Commonwealth Government
1946 – 1947	Department of Instruction	Secretary	Renamed by the Commonwealth Government
1947 – 1975	Department of Education	Secretary	E.O. No. 94 October 1947 (Reorganization Act of 1947)
1975 – 1978	Department of Education and Culture	Secretary	Proc. No. 1081, September 24, 1972
1978 – 1984	Ministry of Education and Culture	Minister	P.D. No. 1397, June 2, 1978

1984 – 1986	Ministry of Education, Culture and Sports	Minister	Education Act of 1982
1987 – 1994	Department of Education, Culture and Sports	Secretary	E.O. No. 117. January 30, 1987
1994 – 2001	Department of Education, Culture and Sports	Secretary	RA 7722 and RA 7796, 1994 Trifocalization of Education Management
2001 - present	Department of Education	Secretary	RA 9155, August 2001 (Governance of Basic Education Act)

In 1947, by virtue of Executive Order No. 94, the Department of Instruction was changed to the Department of Education. During this period, the regulation and supervision of public and private schools belonged to the Bureau of Public and Private Schools.

In 1972, it became the Department of Education and Culture by virtue of Proclamation 1081 and the Ministry of Education and Culture in 1978 by virtue of P.D. No. 1397. Thirteen regional offices were created and major organizational changes were implemented in the educational system.

The Education Act of 1982 created the Ministry of Education, Culture and Sports which later became the Department of Education, Culture and Sports in 1987 by virtue of Executive Order No. 117. The structure of DECS as embodied in EO No. 117 has practically remained unchanged until 1994 when the Commission on Higher Education (CHED), and 1995 when the Technical Education and Skills Development Authority (TESDA) were established to supervise tertiary degree programs and non-degree technical-vocational programs, respectively.

The Congressional Commission on Education (EDCOM) report provided the impetus for Congress to pass RA 7722 and RA 7796 in 1994 creating the Commission on Higher Education (CHED) and the Technical Education and Skills Development Authority (TESDA), respectively.

The trifocal education system refocused DECS' mandate to basic education which covers elementary, secondary and non-formal education, including culture and sports. TESDA now administers the post-secondary, middle-level manpower training and development while CHED is responsible for higher education.

In August 2001, Republic Act 9155, otherwise called the Governance of Basic Education Act, was passed transforming the name of the Department of Education, Culture and Sports (DECS) to the Department of Education (DepEd) and redefining the role of field offices (regional offices, division offices, district offices and schools). RA 9155 provides the overall framework for (i) school head empowerment by strengthening their leadership roles and (ii) school-based management within the context of transparency and local accountability. The goal of basic education is to provide the school age population and young

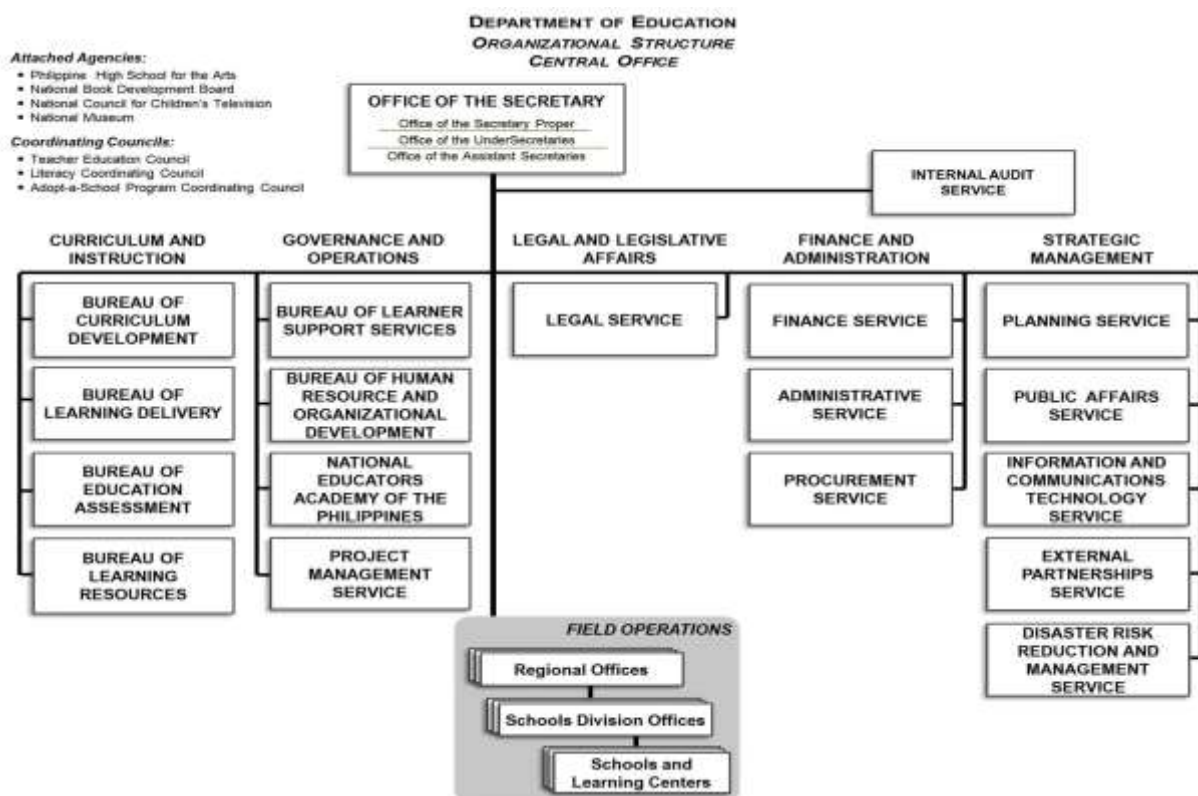
adults with skills, knowledge, and values to become caring, self-reliant, productive and patriotic citizens.

II. DepEd Management Structure

To carry out its mandates and objectives, the Department is organized into two major structural components. The Central Office maintains the overall administration of basic education at the national level. The Field Offices are responsible for the regional and local coordination and administration of the Department's mandate.

In 2015, the Department underwent a restructuring of its office functions and staffing. The result of which was the Rationalization Plan for the new organizational structure. Details of the new structure are further explained in DepEd Order No. 52, series 2015 also known as the New Organizational Structures of the Central, Regional, and Schools Division Offices of the Department of Education.

Figure 1. DepEd Organizational Structure per DO. 52 s, 2015



Following the Rationalization Plan structure, the Office of the Secretary (OSEC) at the Central Office oversee and manages five (5) different strands and supported by bureaus, services, and divisions. DepEd operates with nine (9) Undersecretaries and five (5) Assistant Secretaries in the following areas:

- Curriculum and Instruction
- Finance and Administration
- Governance and Operations
- Legal and Legislative Affairs
- Strategic Management
- Field Operations

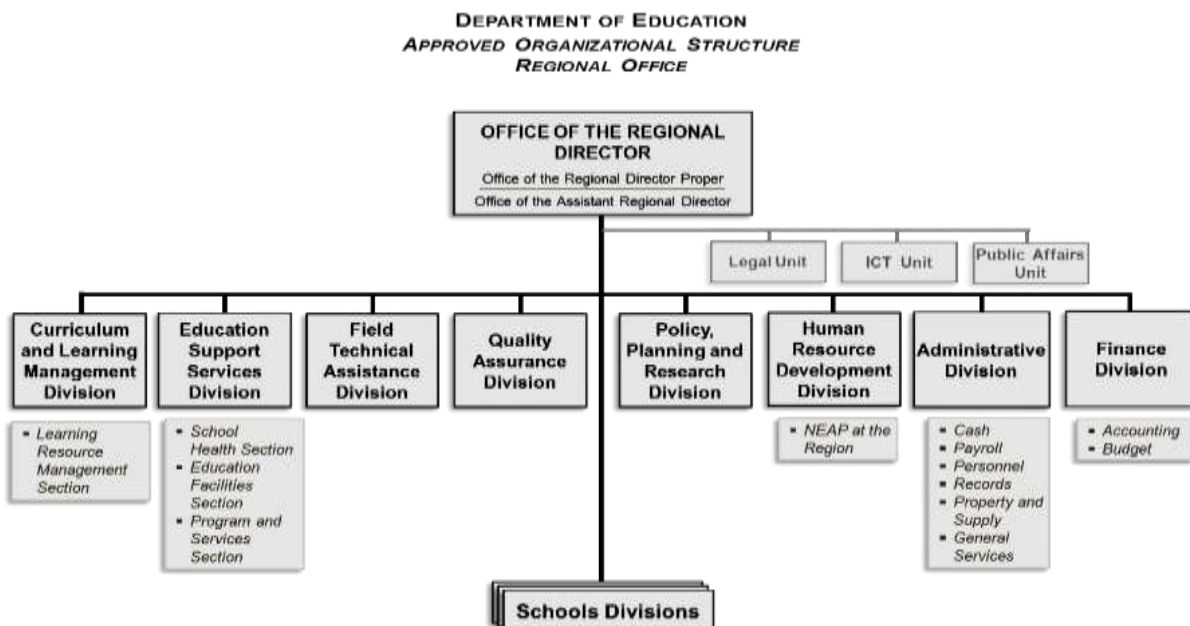
Five (5) attached agencies:

- Early Childhood Care and Development (ECCD) Council
- National Book Development Board (NBDB)
- National Council for Children’s Television (NCCT)
- National Museum
- Philippine High School for the Arts

Three (3) coordinating councils:

- Adopt-a-School Program (ASP) Coordinating Council
- Literacy Coordinating Council (LCC)
- Teacher Education Council (TEC)

**Figure 2. DepEd Organizational Structure per DO. 52 s, 2015
REGIONAL OFFICE**

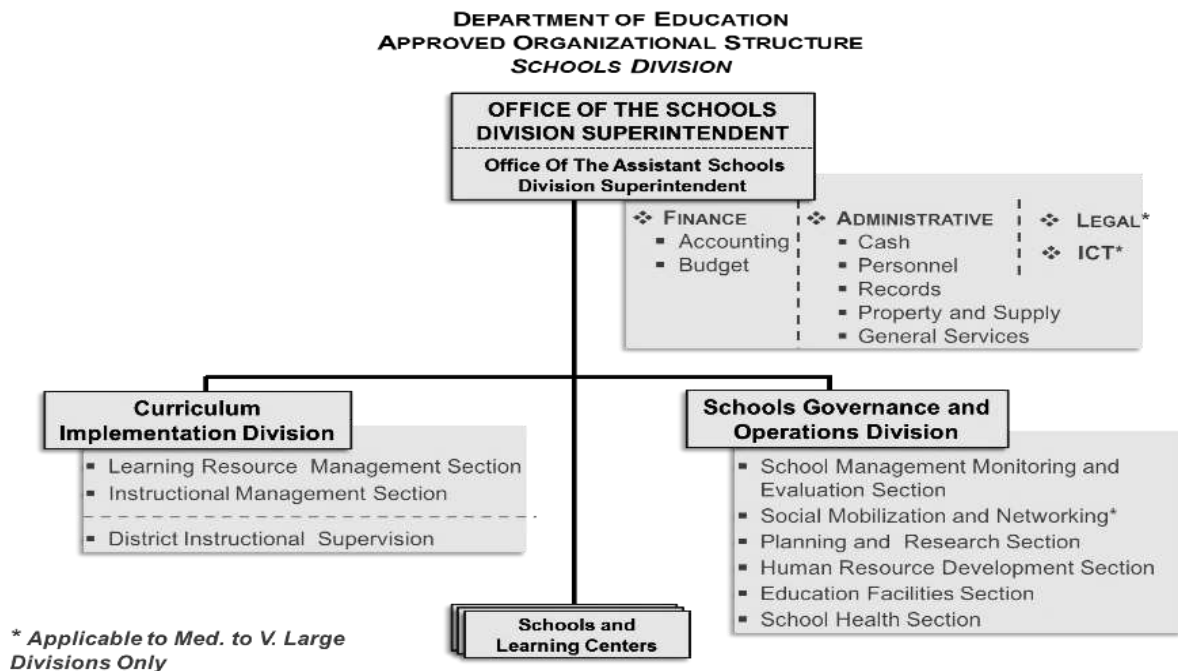


At the sub-national level, the Field Offices consist of the following:

- Seventeen (17) Regional Offices including the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM*), each headed by a Regional Director (a Regional Secretary in the case of BARMM).

- Two hundred twenty-six (226) Schools Divisions Offices headed by a Schools Division Superintendent, and two thousand six hundred forty-five (2,645) schools districts.

**Figure 3. DepEd Organizational Structure per DO. 52 s, 2015
SCHOOLS DIVISION OFFICE**



Under the supervision of the Schools Division Offices are 47,421 public schools, broken down into Curricular Offering below. Note that data provided is as of November 15, 2021.

- 37,496 Elementary Schools
- 1,506 Junior High Schools (JHS)
- 231 Senior High Schools (SHS)
- 6,491 Schools with both JHS and SHS
- 1,159 Integrated Schools (Kinder to Grade 10)
- 538 Integrated Schools (Kinder to Grade 12)

III. Mandate:

The Department of Education was established through the Education Decree of 1863 as the Superior Commission of Primary Instruction under a Chairman. The Education agency underwent many reorganization efforts in the 20th century in order to better define its purpose vis a vis the changing administrations and charters. The present-day Department of Education's mandate was established through Republic Act 9155, otherwise known as the Governance of Basic Education Act of 2001.

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

IV. Vision:

We dream of Filipinos who passionately love their country and whose values and competencies enable them to realize their full potential and contribute meaningfully to nation building.

As a learner-centered public institution, the Department of Education continuously improves itself to better serve its stakeholders.

V. Mission:

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

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

VI. Service Pledge:

The Department of Education is committed to providing learners with quality basic education that is accessible, inclusive, and liberating through:

- Proactive leadership
- Shared governance
- Evidence-based policies, standards, and programs
- A responsive and relevant curriculum
- Highly competent and committed officials, and teaching and non-teaching personnel
- An enabling learning environment

VII. Definition of Acronyms

Acronym	Definition
AA	Administrative Aide
ABC	Approved Budget for Contract
ACIC	Advice of Check Issued and Cancelled
ADA	Authority to Debit Advice
ADAS	Administrative Assistant
ALS	Alternative Learning System
APDS	Automatic Payroll Deduction System
AO	Administrative Officer
AR	Activity Request
ARTA	Anti-Red Tape Act
ATC	Authority to Conduct
ATP	Authority to Procure
BAC	Bids and Awards Committee
BEA	Bureau of Education Assessment
BMS	Budget Management System
CAO	Chief Administrative Officer
CAV	Certification, Authentication, Verification
CES	Chief Education Supervisor
CHED	Commission on Higher Education
CID	Curriculum Implementation Division
CLMD	Curriculum and Learning Management Division
CNA	Collective Negotiation Agreement
CO	Central Office
COA	Commission on Audit
COR	Certificate of Registration
COS	Contract of Service
CSC	Civil Service Commission
CSW	Completed Staff Work
CTC	Certified True Copy
DBM	Department of Budget and Management

DFA	Department of Foreign Affairs
DTC	Division Testing Coordinator
DV	Disbursement Voucher
EAMD	Employee Accounts Management Division
FOI	Freedom of Information
GAA	General Appropriation Act
GAM	Government Accounting Manual
G2B	Government to Business
G2C	Government to Civilian
G2G	Government to Government
GAARD	General Appropriations Act as a Release Document
HOPE	Head of Procuring Entity
HRDD	Human Resource and Development Division
IPEd	Indigenous People's Education
LDDAP	List of Due and Demandable Accounts Payable
LGU	Local Government Unit
LR	Learning Resource
LRDMC	Learning Resource Management Division
MOA	Memorandum of Agreement
MOOE	Maintenance and Other Operating Expenses
MOU	Memorandum of Understanding
NEAP	National Educators Academy of the Philippines
NCAE	National Career Assessment Examination
NGO	Non-Government Organization
NOSA	Notice of Salary Adjustment
NOSI	Notice of Step Increment
NSO	National Statistics Office
NTHP	Net Take Home Pay
ORD	Office of the Regional Director
ORS	Obligation Requests Status
OSDS	Office of the Schools Division Superintendent
OUCI	Office of the Undersecretary for Curriculum & Instruction
PAAC	Public Assistance Action Center

PCC	Philippine Competition Commission
PEPT	Philippine Educational Placement Test
PDD	Professional Development Division
PhilGEPS	Philippine Government Electronic Procurement System
PO	Purchase Order
PPRD	Policy, Planning and Research Division
PRAISE	Program on Awards and Incentives for Service Excellence
PRC	Professional Regulation Commission
PSA	Philippine Statistics Authority
PSIPOP	Personal Services Itemization and Plantilla of Personnel
QAD	Quality Assurance Division
RADAI	Report of Advice to Debit Account Issued
RAO	Registry of Allotment and Obligations
RCI	Reports of Checks Issued
RIT	Regional Inspectorate Team
RO	Regional Office
RSPI	Recruitment Selection Placement and Induction
SAO	Supervising Administrative Office
SDO	Schools Division Office
SGOD	School Governance and Operation Division
STC	School Testing Coordinator
Sub-ARO	Sub-Allotment Release Order
TEV	Travel Expense Voucher
TOSF	Tuition and Other School Fees
WFP	Work and Financial Plan

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Central Office
External Services

CENTRAL OFFICE – EXTERNAL SERVICES

A. Bureau of Education Assessment – Education Assessment Division

1. Application for National Career Assessment Examination (NCAE) for Walk-In Examinee via Onsite Registration

NCAE is an aptitude test geared toward providing information through test results for self-assessment, career awareness and career guidance of junior high school students of the K to 12 Basic Education Program (BEP).

Office or Division:	Bureau of Education Assessment – Education Assessment Division			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Test takers Grade 9 or 10			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Takers must be in Grade 9 or 10		N/A		
If in School				
2. Recommendation letter from the principal (1 Original Copy)		Examinee/Principal of Examinee's School		
3. Letter of intent from the parent/s of the examinee (1 Copy)		Examinee/Principal of Examinee's School		
If Out-of-School-Youth				
4. Letter of Intent from the examinee (1 Copy)		Examinee/Principal of Examinee's School		
5. Examination Fee: Graduated 2006 and beyond – PHP 200.00; Before 2006 – PHP 100.00		Examinee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the documents to BEA – Education Assessment Division (EAD) Room 2018, Bonifacio Bldg. for the approval of the request	1.1 Receive request and the complete requirements	None	5 minutes	Receiving Personnel

2. Proceed to verification room for the scheduling of exam	2.1 Schedule the date of examination	None	5 minutes	Evaluator
3. Pay a testing fee at the Cashier's Office, G/F Alonzo Building	3.1 Issues Official receipt (OR) upon payment	Graduated beyond 2006 – PHP 200.00; before 2006 – PHP 100.00	5 minutes	Cashier
4. Take the onsite examination on scheduled date	4.1 Administer the test	None	1 day	BEA-EAD
5. Claim the COR by presenting the examinee stub and the OR in the Verification and Releasing Room of EAD	5.1 Process and Release COR	None	1 day	BEA-EAD
TOTAL:		Graduated beyond 2006 – PHP 200.00; before 2006 – PHP 100.00	2 days, 15 minutes	

2. National Career Assessment Examination (NCAE) Online Registration for Walk-in Examinee

NCAE is an aptitude test geared toward providing information through test results for self-assessment, career awareness and career guidance of junior high school students of the K to 12 Basic Education Program (BEP). **Platform of online registration is available for this service.**

Office or Division:	Bureau of Education Assessment – Education Assessment Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Takers must be Grade 9 or Grade 10 who were not able to take the test during the national administration			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<p>Applicants who intends to submit their application online must prepare a scanned copy of the following documentary requirements:</p> <ol style="list-style-type: none"> 1. Recommendation letter from the principal (1 Original Copy) 2. Letter of intent from the parent/s of the examinee (1 Copy) 3. Letter of Intent from the examinee (1 Copy) 4. Testing Fee: Graduated 2006 and beyond– PHP200.00; before 2006 – PHP 100.00 			<p>Principal from the School last attended</p> <p>Parent of Examinee</p> <p>Examinee Door-to-door money remittance provider</p>	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
<p>1. Settle a non-refundable payment through a door-to-door money remittance system (e.g. LBC Peso Pak, LBC Prepaid Pouch, JRS Prepaid Pouch, or any preferred courier services).</p> <p>The payment shall be addressed to: Danilyn Joy Pangilinan DepEd-BEA, EAD Room 208, 2F Bonifacio Bldg. DepEd Complex, Meralco Ave., Pasig City 1600 8631-2589 or 09690384637</p>	1.1 Receive the payment through a door-to-door money remittance system	<p>Php 200.00 or Php 100.00 (examination fee)</p> <p>Php 150.00 (shipping fee)</p>	2 hours	Registration Officer

<p>2. Completely fill out the Registration Form at the link: https://bit.ly/NCAEonlineeregistration</p>	<p>2.1 Assess eligibility of the client and send acknowledgment email containing unique Examination ID No. and details of test schedule</p>	<p>None</p>	<p>1 day</p>	<p>Client/ EAD Registration Officer</p>
<p>3. S/he should print a copy of the approved schedule and the official receipt of payment or deposit slip, 1 original and 1 photocopy</p> <p>Then, examinee should present it, together with the email from BEA re: approved schedule, to the examiner assigned in the testing room.</p>		<p>None</p>	<p>5 minutes</p>	<p>Client</p>
<p>4. Proceed to BEA testing room on the scheduled examination day at Room 212, Bonifacio Bldg.</p>	<p>4.1 Administer the examination</p>		<p>1 day</p>	<p>Client/ EAD Examiner</p>
<p>5. Follow up the result through this email: verification.bea@deped.gov.ph or call at 8631.25.89</p>	<p>5.1 Processing and Signing of COR</p>		<p>5 days</p>	<p>Processing Unit Staff</p>
<p>6. Claim the COR by presenting the examinee stub and the OR in the Verification and Releasing Room of EAD</p>	<p>5.1 Process and Release COR</p>		<p>10 minutes</p>	<p>BEA-EAD Verification Room Staff</p>
<p>Total:</p>		<p>P200/ P350</p>	<p>7 days, 2 hours and 15 minutes</p>	

3. Application for Philippine Educational Test (PEPT) for Walk-In Examinee

PEPT is under the Accreditation and Equivalency Program (Executive Order No. 733, s. 1981) for retrieving out-of-school youth (OSY) and placing them in the formal school system if they so desire, and for validating and accrediting knowledge and skills in academic areas gained through informal and non-formal means for re-entry into formal school, job promotion, entry to job training, for employment and self-fulfillment.

Office or Division:	Bureau of Education Assessment – Education Assessment Division (EAD)			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Over-age learner or learners from not recognized schools			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 2pcs. ID picture 1x1		Examinee		
2. School records: <ul style="list-style-type: none"> • Elementary Level – Original F137*/F138** with 2 photocopies • Secondary Level – Original F137 with 2 photocopies *Form 137 – Transcript of Records with School seal & signature/s of Principal/Registrar **Form 138 – Report Card with School seal and signature/s of Principal/Registrar		Last enrolled school of the examinee		
3. Birth certificate (1 Original and 2 photocopies)		Philippine Statistics Authority (NSO)		
4. School Permit (For applicants from Private Schools only) Certified true copy of School Permit to operate/Government recognition ***For Private Schools operating without permit, endorsement from DepEd Regional Office is required		Examinee		
5. Accomplished PEPT Registration Form (1 Copy)		BEA/DTC		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the complete requirements to Education Assessment	1.1 Evaluate the validity/ authenticity of the supporting	None	10 minutes	Evaluator

Division (EAD) Registration Room	papers then issue the order of payment for registration fee			
2. Pay testing fee at the Cashier's Office, G/F Alonzo Bldg.	2.1 Issue Official receipt (OR) upon payment	Walk-in Registration Fee – PHP 200.00	5 minutes	Authorized Cashier
3. Present Official Receipt to the Evaluator	3.1 Issue the Registration Form to the applicant	None	5 minutes	Evaluator
4. Submit accomplished Registration Form to the evaluator	4.1 Check the entries and write the last level completed and schedule of examination	None	5 minutes	Evaluator
5. Take the examination on scheduled date	5.1 Administer the test	None	1 day	Examiner
6. Claim/ Receive the Certificate of Rating (COR) by presenting the examinee stub and the OR in the Verification and Releasing Room of EAD	6.1 Process Answer Sheet then release COR	None	1 day	Process Unit Staff, Verification Room Staff
TOTAL:		PHP 200.00	2 days, 25 minutes	

4. Philippine Educational Placement Test (PEPT) Online Registration for Walk-in Examinee

PEPT is under the Accreditation and Equivalency Program (Executive Order No. 733, s. 1981) for retrieving out-of-school youth (OSY) and placing them in the formal school system if they so desire, and for validating and accrediting knowledge and skills in academic areas gained through informal and non-formal means for re-entry into formal school, job promotion, entry to job training, for employment and self-fulfillment. Platform of online registration is available for this service.

Office or Division:	Bureau of Education Assessment – Education Assessment Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	<p>The following learners may register for the PEPT online:</p> <ul style="list-style-type: none"> a. Learners from schools without a government permit b. Learners from nonformal and informal education programs c. Learners who have incomplete or no record of formal schooling d. Learners with back subjects e. Learners who need grade level standards assessment f. Learners who are overage for their grade levels 			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<p>PEPT applicants who intends to submit their application online must prepare a scanned copy of the following documentary requirements:</p> <ul style="list-style-type: none"> a. Certified True Copy of School Record (SF9/F138 for elementary or SF10/Form 137 for high school) signed by the Principal, b. Birth Certificate c. 1x1 inch ID picture, and d. Copy of COR (for re-takers only). e. Receipt of Payment 			<ul style="list-style-type: none"> - School last attended - PSA (formerly NSO) - Provider - BEA - Landbank 	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Settle a non-refundable payment through a door-to-door money remittance system (e.g. LBC Peso Pak, LBC Prepaid Pouch, JRS Prepaid Pouch, or any preferred courier services). The payment shall be addressed to:	1.1 Receive the payment through a door-to-door money remittance system	<p>Php 200.00 (registration fee)</p> <p>Php 150.00 (shipping fee)</p>	2 hours	Registration Officer

<p>Danilyn Joy Pangilinan DepEd-BEA, EAD Room 208, 2F Bonifacio Bldg. DepEd Complex, Meralco Ave., Pasig City 1600 8631-2589 or 09690384637</p>				
<p>2. Completely fill out the PEPT Registration Form at the link below: https://docs.google.com/forms/d/1mD3xXBwHZkLaHbQkB5MTFnoGF3FWUR1Aij58HKlorlo/edit</p>	<p>2.1 Assess eligibility of the client and send an acknowledgment email containing the unique Examination ID No. and details of test schedule.</p>	<p>None</p>	<p>1 hour</p>	<p>Client/ EAD Registration Officer</p>
<p>3. Proceed to BEA Examination Room on scheduled date at Rm. 212, Bonifacio Bldg. together with the Original Documents.</p>	<p>3.1 Administer the PEPT examination</p>	<p>None</p>	<p>1 day</p>	<p>Client/ EAD Examiner</p>
<p>4. Follow up the result through the email at verification.bea@deped.gov.ph or call 8631.25.89</p>	<p>4.1 Processing and Signing of COR</p>	<p>None</p>	<p>5 days</p>	<p>Processing Unit Staff</p>
<p>5. Claim/ Receive the Certificate of Rating (COR) by presenting the examinee stub and the OR in the Verification and Releasing Room at Rm. 211, Bonifacio Bldg.</p>	<p>5.1 Releasing of COR</p>	<p>None</p>	<p>10 minutes</p>	<p>Verification Room Staff</p>
<p>Total:</p>		<p>P200 and P150 for shipping fee</p>	<p>6 days, 3 hours and 10 minutes</p>	

5. Verification of Test Result and Re-issuance of Certificate of Rating (COR) through Online

This is an online platform to verify test result of an individual or students after taking an examination in the division and who wishes to have a second copy of their COR.

Office or Division:	Bureau of Education Assessment – Education Assessment Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Individuals/ pupils who were takers of any of the National Tests who wishes to secure a second copy of their certificates of ratings (COR) or those who wish to verify test results.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Personal information 2. Date and venue where the test was taken. 3. Payment: Php 50 (reissuance of COR) or Php 200 (with shipping fee*) 		Individual/ Learner Door-to-door money remittance provider		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ol style="list-style-type: none"> 1. Settle a non-refundable payment through a door-to-door money remittance system (e.g. LBC Peso Pak, LBC Prepaid Pouch, JRS Prepaid Pouch, or any preferred courier services). The payment shall be addressed to: Danilyn Joy Pangilinan DepEd-BEA, EAD Room 208, 2F Bonifacio Bldg. DepEd Complex, Meralco Ave., Pasig City 1600 8631-2589 or 09690384637 	<ol style="list-style-type: none"> 1.1. Receive the payment through a door-to-door money remittance system 	Php 50 (for registration/ verification) and Php 150 (for shipping fee)	2 hours	Registration Officer
<ol style="list-style-type: none"> 2. Completely fill-out the request form online using the following link: 	<ol style="list-style-type: none"> 2.1 Send an acknowledgment email that contains the unique Application ID Number and details of 	None	1 hour	Verification Staff

https://docs.google.com/forms/d/1juTnyWreLKADgT5u9azY0fi4eHWGI121wkLThdA84WI/edit	<p>the scheduled release of requested document. Send an acknowledgment email that contains the unique Application ID Number and details of the scheduled release of requested document.</p>			
<p>3. Follow up the request in this email: verification.bea@deped.gov.ph or call at 8631.25.89</p>	<p>Process/ Generate the Second Copy of the COR or verified test scores</p>	<p>None</p>	<p>3 days</p>	<p>Processing Unit Staff</p>
<p>4. Pick-up CORs or document/s at BEA, DepEd-CO (Clients who opted for pick-up of the document/s should print and bring a copy of the acknowledgement email from BEA) Or CORs or document/s is sent to the mailing address of the examinee.</p>	<p>4.1. Releasing or shipping of COR Send the COR/Document to mailing address through the courier</p>	<p>None</p>	<p>3 days 3 days (Additional for Courier)</p>	<p>Client/ EAD Releasing Officer</p>
<p>Total:</p>		<p>PHP 200.00</p>	<p>6 days, 3 hours 10 minutes</p>	

B. Bureau of Education Assessment – Education Research Division

1. Request for Research Related Data (Online)

Guidelines and requirements on the use of national assessment data for research related purposes.

Office or Division:	Bureau of Education Assessment - Education Research Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Student-researchers and other external stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request		Client		
2. One (1) copy of Student ID/Government issued ID				
<i>For student-researchers only:</i>				
3. Endorsement letter from the Dean 4. Approved thesis/dissertation proposal 5. Abstract of the study				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For online data request: 1. Submit complete requirements to the Public Assistance Action Center (PAAC) email: action@deped.gov.ph	1.1 Receive documents from the client and forward it to BEA -Office of the Director (OD) and BEA-ERD email for the next step.	None	5 minutes	Administrative Staff of BEA-ERD
	1.2 BEA-ERD staff shall review the documentation requirements and will send a link to the client to access the BEA-Online Data Request Form (BEA-ODRF)	None	5 minutes	Administrative Staff of BEA-ERD

<p>2. Client shall accomplish the ODRF and wait for the confirmation from BEA-ERD.</p>	<p>2.1 BEA-ERD staff shall coordinate with the client through email for data availability and other concerns.</p>	None	10 minutes	Administrative Staff of BEA-ERD
	<p>2.2 Assigned staff shall process the requested data</p>	None	2 days	Administrative Staff of BEA-ERD
	<p>2.3 Assigned staff shall prepare the Certification of Agreement and Statement of Account and transmittal letter for e-signature</p>	None	20 minutes	Administrative Staff of BEA-ERD
	<p>2.4 Bureau Director will sign the documents</p>	None	10 minutes	Bureau Director, BEA
<p>3. Send e-copy of the signed Certification of Agreement and pay the necessary fees through any Cash Delivery System. Payment should be addressed to the BEA-ERD Chief, 2nd Flr Mabini Bldg. DepEd Complex Meralco Ave., Pasig City.</p> <p>A scanned copy of the receipt shall be forwarded to bea.erd@deped.gov.ph</p>	<p>3.1 Assigned staff shall acknowledge the receipt of payment and will already send the transmittal letter and the requested data to the client.</p>	650.00 (basic processing fee)	10 minutes	Administrative Staff of BEA-ERD
TOTAL		PHP 650.00	2 days, 1 hour	

2. Request for Research Related Data (Walk-in)

Guidelines and requirements on the use of national assessment data for research related purposes.

Office or Division:	Bureau of Education Assessment - Education Research Division			
Classification :	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Student-researchers and other external stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request		Proponent		
2. One (1) copy of Student ID/ Government issued ID				
<i>For student-researchers only:</i> 3. Endorsement letter from the Dean 4. Approved thesis/dissertation proposal 5. Abstract of the study				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For walk-in clients: 1. Submit all documents to Public Assistance Action Center (PAAC)	1.1. PAAC shall forward the documents to BEA-Office of the Director (OD)	None	20 minutes	Designated Staff
	1.2. BEA-OD shall forward the documents to BEA-ERD for assessment	None	10 minutes	Designated Staff
	1.3. BEA-ERD assigned staff shall	None	20 minutes	Designated Staff

	<p>assess the required documents and interview the client for availability of data and other concerns.</p> <p>1.4. Assigned Staff shall prepare the Certificate of Agreement and Statement of Account</p> <p>1.5. Assigned staff shall forward the Statement of Account to BEA-OD for signature</p> <p>1.6. Assigned staff shall process the data requested</p>	<p>None</p> <p>None</p> <p>None</p>	<p>10 minutes</p> <p>30 minutes.</p> <p>2 days</p>	<p>Designated Staff</p> <p>Designated Staff</p> <p>Designated Staff</p>
<p>2. Client shall forward the signed Statement of Account and proceed to the Accounting Office to request for the Order of Payment Form</p>	<p>2.1 Accounting Division</p>	<p>None</p>	<p>20 minutes.</p>	<p>Designated Staff</p>

3. Client shall +forward the Order of Payment to the Cash Division and pay the necessary fees		650.00 (basic processing fee)	10 minutes.	Designated staff
4. Client shall present the OR to BEA-ERD as proof of payment.	4.1 Assigned staff shall photocopy the OR for documentation	None	5 minutes.	Designated staff
	4.2 After 2 days, assigned staff shall proofread the data and prepare the transmittal letter for signature of BEA-OD	None	1 hour	Designated staff
	4.3 The transmittal letter and data shall be forwarded to the Bureau Director for approval of release.	None	30 minutes	Designated Staff
	4.4 Release of data to the client, (pick-up/email)	None	5 minutes.	Designated Staff
TOTAL:		PHP 650.00	2 days, 3 hours, 40 minutes	

C. Bureau of Curriculum Development

1. Application for Special Program in Foreign Language

The Special Program in Foreign Language (SPFL) is designed to provide learners with varied significant experiences in secondary education that allow them to explore and harness their potential. The program will equip learners with skills and competencies in a foreign language by providing them with greater opportunities through an enhanced research-based curriculum, competent roster of teachers, supportive administrators, and strong collaboration with program partners

Office or Division:	Bureau of Curriculum Development			
Classification:	Complex			
Type of Transaction:	G2G – Government to Citizens			
Who may avail:	Junior High School (JHS) Grade 7-10			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. 2 Original Copies of Letter of Intent 2. 2 Original Copies List of qualified SPFL students 3. 2 Original Copies List of qualified SPFL teachers 4. 2 Original Copies Pictures of Customized SPFL Classroom with Speech Technology			School	
5. 2 Original Copies of Endorsement Letter signed by the Regional Director			Regional Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBL E
1. Submits letter of intent supported with the complete set of documentary requirements in the SPFL Manual of Operation	1.1 Receives and records submitted requests and forward the same to In-Charge, for evaluation	None	1 day	BCD
	1.2 Receives, checks the completeness and evaluates submitted requirements.	None	1 day	BCD
	1.3 An initial evaluation of the application	None	2 days	BCD

	documents shall be conducted by the DepEd			
	1.4 BCD and program partners shall be conducted an online interview for SPFL Teacher applicants	None	1 day	BCD/ Program Partners
2. Acknowledgement of School Recognition by the Central Office	2.1 Curriculum and Instruction through BCD will be released a memorandum on the list of approved schools to offer the SPFL	None	2 days	BCD
	Total		7 days	

D. Cash Division

1. Payment of Obligation through Cash Advance (including Petty Cash)

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

Office or Division:	Cash Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client G2G – Government to Government			
Who may avail:	All DepEd employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Approved Authority to Cash Advance – Original copy • Approved Activity Request (AR) / Authority To Conduct Activity (ATC) with supporting documents (i.e. budget estimates, program of activities, list of participants, activity proposal) • Statement of Unliquidated Cash Advance (SUCA) – Original copy 		<ul style="list-style-type: none"> • Concerned office/bureau/service • Accounting Division. 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request RDO for the cash advance to be drawn	1.1 Assigns RDO, recommends approval of request	N/A	15 minutes	Proponent Office
2. Prepares ORS and DV with supporting documents – approved authority to cash advance; authority to conduct	2.1. Receives and records processed ORS and DV	N/A	5 minutes	Proponent office

activity; budget estimates, for processing of Budget and Accounting Divisions				
	2.2. Determines type of fund and issues the corresponding check	N/A	5 minutes	Division Chief
	2.3. Controls check number, prepares and encodes in the database system and prints check and ACIC	N/A	10 minutes	Cash personnel
	2.4. Reviews accuracy of data on check and ACIC based on the processed DV and signs/ initials	N/A	10 minutes	Division Chief
	2.5. Records and transmits check and ACIC to authorized signatories	N /A	10 minutes	Cash personnel
	2.6. Authorized signatories sign check and ACIC	N/A	1 – 2 days (depending on availability of authorized signatories)	Authorized signatories
	2.7. Returns signed check and ACIC to the CD	N/A	10 minutes	Staff of authorized signatories
	2.8. Receives and checks if all documents were duly signed and	N/A	20 minutes	Cash personnel

	<p>records accordingly</p> <p>Creates and approves for clearing check payment thru eMDS</p>			Cash personnel / Division Chief
	2.9. Encash check and reviews budget estimate	N/A	30 minutes	Cash personnel assigned as disbursing officer
3. Receives payment in cash and signs disbursement voucher, payroll, RER, whichever is applicable and issues OR when necessary	<p>3.1 Reviews and checks completeness and sufficiency of supporting documents and disburses payment accordingly</p> <p>Prepares and segregates cash for each payee in case of payroll account</p>	N/A	<p>30 minutes</p> <p>1 hour</p>	Cash personnel assigned as disbursing officer
Total			2 days, 2 hours and 55 minutes	

2. Payment of Obligation through Checks or LDDAP-ADA

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

Office or Division:	Cash Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client G2G – Government to Government			
Who may avail:	All internal and external clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Processed Disbursement Vouchers / LDDAP-ADA • Supporting Documentary Requirements 		<ul style="list-style-type: none"> • Accounting Division • Concerned office/bureau/service 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1. Receives and records processed DV and LDDAP-ADA duly signed by Chief Accountant	None	5 minutes	Cash personnel
IN CASE OF CHECK PAYMENT				
	1.2. Determines type of fund and issues the corresponding check	None	5 minutes	Division Chief
	1.3. Controls check and advice number, prepares and encodes in the database system and prints check and ACIC	None	10 minutes	Cash Personnel
	1.4. Reviews accuracy of data on check and ACIC	None	10 minutes	Division Chief

	based on the processed DV and signs/initials			
IN CASE OF LDDAP-ADA				
	1.5. Imports from the database system to generate the hash totals in the FINDES (online LBP system); controls and assigns check number and prepares WINACIC	None	15 minutes	Cash Personnel
	1.6. Reviews hash totals, WINACIC, based on the processed LDDAP-ADA and signs initials	None	10 minutes	Division Chief
FOR BOTH CHECK AND LDDAP-ADA				
	1.7. Records and transmits check and ACIC or LDDAP-ADA with the necessary documents to authorized signatories	None	10 minutes	Cash personnel
	1.8. Authorized signatories sign check and ACIC or LDDAP-ADA with necessary supporting documents	None	1- 2 days (depending on availability of signatories)	Authorized signatories
	1.9. Returns signed check and ACIC or LDDAP-ADA with the	None	10 minutes	Staff of authorized signatories

	necessary documents to the CD			
	<p>1.10. Receives and checks if all documents were duly signed and records accordingly</p> <p>In case of LDDAP-ADA, photocopies, segregates and prepares for submission to AGDB;</p> <p>In case of check, creates and approves for clearing check payments thru eMDS</p>	None	20 minutes	<p>Cash personnel</p> <p>Cash personnel</p> <p>Cash personnel / Division Chief</p>
	1.11. Informs payee of availability of check for release	None	5 minutes	Cash personnel
2. Proceeds to CD and presents necessary documents to claim the check (ID, authority to claim, OR in case of external creditors)	2.1. Checks ID of claimant and receives the documents submitted to claim check	None	10 minutes	Cash personnel
3. Signs the check releasing logbook and DV	3.1. Checks signature against the ID presented	None	5 minutes	Cash personnel
4. Receives check and	4.1. Releases check	None	5 minutes	Cash Personnel

validates correctness of data (name of payee and amount)				
TOTAL		2 days, 1 hour and 35 minutes		
<i>Receipt of official receipt (or) for payments thru LDDAP-ADA - external</i>				
5. Proceeds to CD and informs the CD staff of details of payment credited to their account (date and amount)	5.1. Searches database for LDDAP-ADA number and locates among the files submitted to the bank the LDDAP-ADA involved in the transaction	None	15 minutes	Cash personnel
6. Issues OR for the payment received thru LDDAP-ADA	6.1. Attaches the OR to the DV and advises the client to proceed to Accounting Division for issuance of tax certificate, when applicable	None	10 minutes	Cash personnel
<i>Inquiry on status of payment of obligation – internal and external</i>				
7. Client inquires on status of payment thru check or LDDAP-ADA, thru personal follow up, text message, landline call, Viber, Messenger, email, Workplace/ Workchat	7.1. Searches the Cash Receipts and Disbursement Database System and informs the client of search result and/or furnishes copy of LDDAP-ADA, DV, when requested	None	10 minutes	Cash personnel

E. Employee Accounts Management Division

1. Evaluation of Application for APDS Accreditation/ Re-accreditation Process

The process of assessing the application of accreditation or re-accreditation for inclusion of private entities in DepEd Automatic Payroll Deduction System. The Accreditation provides standards that private entities must comply with to be included in the APDS, it further facilitates the orderly implementation of the limitation on authorized deductions, including observance of minimum monthly net take home pay (NTHP) as well as the order of preference of deductions.

Office or Division:	Employee Accounts Management Division (EAMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Private Lending Institutions/ Private Entities / Cooperatives	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. Letter of Intent	Private Entities	
2. Amended Articles of Incorporation/Cooperation		
3. By-Laws		
4. General Information Sheet/Cooperative Annual Progress Report		
5. Updated Certification from SEC that the entity has not been dissolved nor has the Commission received any information derogatory to said entity that would prevent it from exercising its primary franchise/BSP Certificate of Authority/IC Certificate of Authority/CDA Certificate of Registration		
6. PDIC Certificate of Good Standing/CDA Certificate of Compliance		
7. Organizational Profile		
8. Ownership Structure/percentage of share ownership of the stockholders/members		
9. Curriculum Vitae/Bio-Data of Officers		
10. List of all products/services offered to DepEd personnel		
11. Certification from Chairman/President that the		

organization is duly operating under existing laws which are managed by and/or for the benefit of government employees				
12. Audited Financial Statements for (2) immediately preceding years stamped received by BIR				
13. Income Tax Returns for (2) immediately preceding years with proof of payments				
14. BIR certificate of Registration				
15. List of main and all field offices/branches, including the names of its managers, with complete address, landline telephone numbers and official email addresses, with a corresponding certification that the said offices/branches can sufficiently render all the services mentioned in par. 21 of Enclosure 1 of DO No. 18, s. 2018				
16. Sample amortization schedules for each type and term of loan showing the rates of interest, non-interest and other charges				
17. Subscribed statement attesting to the Truth in Lending Act with attached expanded Disclosure Statement on loan/credit transaction				
18. Business permits of all offices/branches				
19. Contracts of Lease or proof of ownership of offices/branches				
20. For affiliate banks, certification executed by both the private entity and the affiliate bank stating that the latter can sufficiently render all the services mentioned in par. 21 in the province				
21. Universal listing of all borrowers				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

<p>1. Submits request duly supported with the complete set of documentary requirements under Item 29.1 of DepEd Order (DO) No. 18, s. 2018</p> <p>Submission can also be done thru email at fs.eamd@deped.gov.ph</p>	<p>1.1. Receives, acknowledge email submission and record requests and forward the same to In-Charge, for evaluation</p>	<p>None</p>	<p>5 minutes</p>	<p>EAMD Administrative Assistant II (AA II)</p>
	<p>1.2. Receives, checks the completeness and evaluates submitted requirements (Refer to Item 29.1 of DO No. 18, s. 2018), and prepares Evaluation Report</p>	<p>None</p>	<p>2 days</p>	<p>EAMD Administrative Officer (AO) II/IV/V</p>
	<p>1.3. Reviews and notes findings on Evaluation Report prepared by the in-charge</p>	<p>None</p>	<p>4 hours</p>	<p>EAMD SAO and CAO</p>
	<p>1.4. Prepares action document/s depending on the result of evaluation, whether to return to</p>	<p>None</p>	<p>4 hours</p>	<p>EAMD AO II/IV/V</p>

	<p>requesting entity due to lack of requirements or to approve the application, and e-mails the same to EAMD Supervising AO (SAO) and Chief AO (CAO);</p> <p>In case of new applicants for accreditation, prepares Memorandum to the Regional APDS Task Force, requesting validation of the reported offices of the entity</p>		Depends on the availability of the Validation Report from the Regional Office concerned	
	1.5. Reviews/edits draft action document/s and e-mail corrected file to in-charge	None	3 hours	EAMD SAO and CAO
	1.6. Fill-out necessary information, as required by SAO and/or CAO, if any, and re-send updated file through e-mail to SAO and CAO	None	1 hour	EAMD AO II/ AO IV/AO V
	1.7. Revisit/edit draft action document/s, incorporates corrections, if any, and advise through e-mail the in-charge to	None	30 minutes	EAMD SAO and CAO

	finalize if no more edits			
	1.8. Print in final form and affix initials	None	15 minutes	EAMD AO II/ AO IV/AO V
	1.9. Reviews and affix initials	None	10 minutes	EAMD SAO and CAO
	1.10. Records and releases action document/s to Office of Director IV for Finance Service/Assistant Secretary for Finance, for initial/signature	None	20 minutes	EAMD AA II
	1.11. Receives and records action documents and handed over to the Office of Director IV for Finance Service/Assistant Secretary for Finance, for initials/signature	None	10 minutes	AA of the Office of the Director IV, Finance Service/Assistant Secretary for Finance
	1.12. Reviews and affixes initials/signature	None	1 hour	AA of the Office of the Director IV, Finance Service/Assistant Secretary for Finance
	1.13. Records and releases signed action document/s to EAMD	None	15 minutes	AA of the Office of the Director IV, Finance Service/Assistant Secretary for Finance
	1.14. Receives, photocopies/maintains files, record and release to	None	1 hour	EAMD AA II

	Records Division			
	1.15. Sends advance copies to concerned office/s via telefax/e-mail	None	30 minutes	EAMD AA II/AO II/IV/V
	1.16. Prepares Terms and Conditions of the APDS Accreditation (TCAA) and coordinate with the Applicant Entity on the completion of the annexes of the said TCAA	None	2 days	EAMD AA II/AO II/IV/V
	1.17. Reviews TCAA prepared, note corrections, if any, and return to in-charge for finalization	None	2 hours	EAMD CAO/SAO
	1.18. Finalizes TCAA and coordinate with the representative of Applicant Entity for signature of the authorized representative and notarization	None	1 day	EAMD AA II/AO II/IV/V
	1.19. Records, maintain file, and release TCAA to Undersecretary for Finance	None	2 hours	AA, Records Division
	1.20. Receives, records and refers the	None	2 hours	Office of Undersecretary for Finance- AA

	same to EAMD, for appropriate action			and Undersecretary
	1.21. Receive and record TCAA and forwards the same to in-charge	None	10 minutes	OUFDA AA
	1.22. Maintains file, prepares acknowledgment letter as well as the list of authorized Verifiers per province in accordance with the letter of approval signed by the Undersecretary for Finance and forwards the same to EAMD SAO and CAO for initials	None	1 day	AO II/ AO IV/AO V
	1.23. Review and affix initials	None	10 minutes	EAMD SAO and CAO
	1.24. Record and release acknowledgment letter to Office of Director IV for Finance Service/Assistant Secretary for Finance, for initials	None	20 minutes	EAMD AA II
	1.25. Receives and records acknowledgment letter and handed over to the Director IV, Finance Service/Assist	None	10 minutes	AA of the Office of the Director IV, Finance Service/Assistant Secretary for Finance

	ant Secretary, for initials/ signature			
	1.26. Review and affix initials	None	15 minutes	Finance Service, Director IV/Assistant Secretary for Finance
	1.27. Record and release acknowledge ment letter to EAMD	None	15 minutes	AA of the Office of the Director IV, Finance Service/Assista nt Secretary for Finance
	1.28. Receive, photocopy/mai ntain files, record and release to Records Division	None	30 minutes	EAMD AA II
	1.29. Send advance copies to concerned office/s via telefax/e-mail	None	30 minutes	EAMD AA II/AO II/IV/V
	TOTAL	None	9 days, 1 hour, 45 minutes¹	

¹ The evaluation/processing of applications for APDS accreditation is highly technical. Coordination with the regional offices, evaluation, decision making and communication writing are necessary. It should be completed within 20 days prescribed processing time of RA11032

F. Education Facilities Division

1. Evaluation of New Technology/Construction Materials for School Buildings

The Education Facilities Division receives unsolicited proposals from contractors/manufacturers/fabricators introducing the use of new technology or construction materials in the design and construction of school buildings. The proposals are evaluated by EFD technical personnel to determine its viability in the design and construction of school buildings prior to the approval of the Undersecretary for Administration.

Office or Division:	Administrative Service - Education Facilities Division			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Contractors/Manufacturers/Fabricators offering new technology in the construction of school buildings			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Letter request for evaluation of new technology/construction material Complete technical description of product offered Sample of product being offered Advantages of product being offered Certificate of Registration with the Bureau of Research and Standard (BRS) of the Department of Public works and Highways (DPWH) 			Contractor	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Letter request for evaluation with supporting documents	1.1. Receive and check the completeness of documents	None	5 minutes	Receiving personnel of EFD
2. Request evaluation of technical specifications of new technology/construction materials	2.1. Conduct evaluation of technical specifications (with product demonstration)	None	4 days	Engineer/Architect and Chief of EFD
3. Request evaluation of mock-up (if presented)	3.1. Evaluation of mock-up	None	1 day	Chief and Engineer/Architect
Total:			5 days	

2. Project Design of DepEd School Building Programs and Projects ²

The actual design of the school building projects in conformity with the National Building Code, Bureau of Fire and Protection, Mining and Geosciences Bureau, and the DepEd School Building Projects standards. The EFD-Project Design Unit (PDU) reviews and evaluates the Program of Works (POWs) submitted by field engineers/architects, and the joint validation of DepEd engineers with the DPWH engineers.

Office or Division:	Education Facilities Division – Project Design Unit			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Division Engineers/Architects DPWH Engineers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Program of Works (POWs) 2. Soil Exploration Certificates 3. Building Permits 4. Bureau of Fire Permits 5. Land Titles (TCT), Usufruct Agreement 6. Materials Price data 7. Architectural plans 8. Site Development plans 		<ul style="list-style-type: none"> • Office of the Undersecretary for Administration • Education Facilities Division • DepEd Regional Offices • Schools Division Offices • Local Government Units (LGUs) • Bureau of Fire and Protection 		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request to check, review and evaluate Program of Works (POW) of school buildings damaged by recent typhoons, regular school buildings, Electrification Programs, Gabaldon Restoration Program, repair of Schools Division Offices, Group Handwashing Facilities, School Clinics and other related DepEd infrastructure projects.	1.1.Evaluation	None	10 minutes (per Program of Works)	Technical Staff of EFD-PDU

² EFD follows other laws prescribed by other implementing agencies for design and building of constructions, thus the office exceeds to the prescribe processing time of ARTA

2. Request to review, update and manage cost of construction material price/data on a quarterly basis	2.1. Consolidation	None	15 minutes (per Division)	Technical Staff of EFD-PDU
3. Request standardization on the preparation of Program of Works (POW)	3.1. Preparation of standard template for POW	None	3 days	Technical Staff of EFD-PDU
4. Request for the preparation of complete working drawings consisting of architectural, structural, electrical, sanitary and plumbing, mechanical and electronics(if needed) designs for the construction of Schools Division Office Buildings, School Buildings, Group Handwashing Facilities, Gabaldon School Buildings, Last Mile School Building Facilities and other related DepEd infrastructure projects.	4.1. Drafting	None	30 days	Technical Staff of EFD-PDU
5. Request for the preparation of Terms of Reference, budgetary estimates, conduct market survey, coordination to DepEd and PS-DBM Bids and Awards Committees and to attend procurement conferences and meetings for EFD projects under procurement.	5.1. Preparation of procurement documents (including conduct of market survey)	None	5 days	Technical Staff of EFD-PDU

6. Request to provide technical assistance to Service Providers/Suppliers for EFD projects under implementation.	6.1. Coordination and evaluation	None	1 day	Technical Staff of EFD-PDU
7. Request to review and evaluation of the submitted final deliverables of Service Providers/Suppliers for the Preparation of School Site Development Plan	7.1. Evaluation	None	15 minutes (per school)	Technical Staff of EFD-PDU
8. Request for the assessment and recommendation on the damaged school buildings, Schools Division Offices and other facilities especially on its structural stability	8.1. Evaluation and validation (including on-site inspection)	None	3 days	Technical Staff of EFD-PDU
9. Request for management of Special Projects - CO improvement projects	9.1. Assessment and evaluation (including on-site inspection)	None	2 days	Technical Staff of EFD-PDU
10. Request for procurement, supply and delivery of School Furniture	10.1. Validation (including preparation of documents, detailed drawings and Program of Works)	None	5 days	Technical Staff of EFD-PDU
Total:			49 days, 40 minutes	

*EFD follows other laws prescribed by other implementing agencies for design and building of constructions, thus the office exceeds to the prescribe processing time of ARTA.

3. Payment of Obligation to Contractors with Existing Infrastructure Contract with DepEd Central Office

The Education Facilities Division processes the request for billing of Contractors that have existing infrastructure contracts with DepEd Central Office. The Contractor submitted Statement of Work Accomplishment and request for its payment subject to the evaluation of the Education Facilities Division technical personnel before submission to the Office of the Undersecretary for Administration and to the Accounting Division.

Office or Division:	Administrative Service - Education Facilities Division			
Classification:	Simple			
Type of Transaction:	G2B- Government to Business			
Who may avail:	Contractors with existing infrastructure contracts with DepEd			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter request for payment 2. Original copy (for 1 st billing) or Photocopy (for succeeding billings) of Contract Documents			Supplier	
3. ORS and Disbursement Voucher 4. Certificate of Payment (COP) 5. Certificate of 100% Completion (COC) -for final billing 6. Certificate of Final Acceptance (for the release of retention money)			EFD	
7. Warranty Security (for the release of retention money) 8. Duly signed Statement of Work Accomplishment (SWA)			Contractor	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Letter request for payment with required documents	1.1. Receiving	None	5 minutes	Receiving personnel of EFD
2. Request evaluation and preparation of Statement of Work Accomplishment	2.1. Evaluation and preparation of SWA	None	3 days (with on-site inspection)	Engineer and Chief of EFD conformed by contractor

3. Request preparation of COP	3.1. Preparation of documents	None	2 hours	EFD Engineer and Chief
4. Request preparation of Disbursement Voucher	4.1. Preparation of documents	None	1 hour	EFD Engineer and Chief
Total:			4 days	

4. Payment of Obligation to Supplier with Existing Contract with DepEd Central Office for the Supply and Delivery of School Furniture

The Education Facilities Division processes the request for billing of suppliers that have existing contracts with DepEd CO for the Supply and Delivery of School Furniture. Upon delivery of the school furniture by the Supplier and acceptance by the recipient, a request for payment shall be submitted by the Supplier. The request for payment submitted by the supplier will be evaluated for completeness of documents before submission to the Office of the Undersecretary for Administration and to the Accounting Division.

Office or Division:	Education Facilities Division			
Classification:	Simple			
Type of Transaction:	G2B- Government to Business			
Who may avail:	Suppliers of School Furniture with existing contracts with DepEd			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter request for payment 2. Original copy (for 1 st billing) or Photocopy (for succeeding billings) of Contract Documents			Supplier	
3. 4 copies of duly signed Inspection and Acceptance Report (IAR) 4. 2 copies of duly signed Property Transfer Report (PTR)			Submitted by Supplier after signing of authorized inspectors and receiving officer	
5. ORS and Disbursement Voucher 6. Summary of Deliveries 7. Copy of the Pre-Delivery Inspection Report 8. Certificate of Completion and Acceptance 9. Copy of Post-Delivery Inspection Report (for the release of retention money) 10. Certificate of Contract Compliance			EFD	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Letter request for payment with required documents	1.1. Receive and check the completeness of submitted documents	None	5 minutes	Receiving personnel of EFD
2. Request evaluation of submitted documents	2.1. Evaluate submitted documents	None	2 days per region	EFD Engineer

3. Request preparation of Certificate of Completion	3.1. Preparation of documents	None	2 hours	EFD Engineer, Chief of EFD
4. Request preparation of Summary of Deliveries	4.1. Preparation of Documents	None	1 day	EFD Engineer, Asst Chief and Chief of EFD
5. Request preparation of Disbursement Voucher	5.1. Preparation and signing of documents	None	1 hour	EFD Engineer and Chief of EFD
Total:			3 days, 3 hours, 5 minutes	

G. Information and Communications Technology Service – EdTech Unit

1. Provision of DepEd TV Episodes to Learners

In support of the blended learning modalities of DepEd and to provide quality and accessible instructional learning materials, the Office of the Undersecretary for Administration through the Information and Communications Technology Service developed and produced educational shows encompassing all grade levels and subjects covering the Most Essential Learning Competencies. DepEd TV, aired through both free and cable signals, is a product of partnership among the Department, government agencies such as DICT and PCOO, and private telecommunication networks. DepEd TV also paved the way for the development of teacher-broadcasters with classroom expertise and channeling the instruction through world-class TV lessons under the mentorship of professional media practitioners.

Office or Division:	Information and Communications Technology Service - Educational Technology Unit (ICTS-EdTech)			
Classification:	Highly Technical Transaction			
Type of Transaction:	G2B – Government to Business G2C – Government to Client G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Clients must have a television with power source (electricity/solar) and free TV/cable channels.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1 Coordinate and collaborate with partners to train DepEd TV personnel in video production and media broadcast requirements to fit the needed compliance of television networks.	None	1 day	ICTS-EdTech Unit
	1.2 Design the standard template for Opening Billboard (OBB) and Closing Billboard (CBB).	None	1 day	Ei2Tech (Production Team)
	1.3 Design the criteria to qualify as members of the	None	1 day	Ei2Tech (Production Team)

	DepEd TV project (Teacher-broadcasters, quality assurance team and production team)			
	1.4 Selection of qualified teacher-broadcasters by submission of audition pieces	None	2 days	ICTS-EdTech Unit Ei2Tech (Production Team)
	1.5 Final screening of teacher-broadcasters	None	1 day	Ei2Tech (Production Team) Ei2Tech (Production Team)
	1.6 Training of selected teacher-broadcasters in scriptwriting	None	2 days	
	1.7 Training on personal development and camera angle	None	1 day	
	1.8 Identification of qualified Post-production Team based on submitted portfolio	None	2 days	
	1.9 Submission of video scripts for quality assurance	None	3 days	Ei2Tech (QA Team)
	1.10 Once the script is approved, schedule taping	None	1 day	ICTS-EdTech Unit
	1.11 Taping of episode/s	None	1 day	Ei2Tech and ICTS-EdTech Unit
	1.12 Post-production phase of video episode	None	3 days	Ei2Tech (Production Team)
	1.13 Quality assurance of video episodes	None	1 day	Ei2Tech (QA Team)
	1.14 Editing of corrections and recommendations of QA Team	None	1 day	Ei2Tech (Production and QA Team)

				Teacher-Broadcaster of the subject
	1.15 Final review of the video episode for quality assurance	None	1 day	Ei2Tech (QA Team) Teacher-Broadcaster of the subject
	1.16 Upon approval and completion of requirements of a video episode, it is included in the creation of a program grid	None	1 day	ICTS-EdTech Unit OUA
	1.17 The final cut is forwarded to partner TV station for airing	None	1 day	Ei2Tech ICTS
	1.18 Airing of video lessons based in the program grid	None	1 day	GMA Network Solar Learning Signal IBC-13
2. Watch DepEd TV episodes in DepEd Commons, DepEd Learning Management System, or YouTube.	2.1 The final cut video is converted to a file compatible for web access	None	2 days	Ei2Tech (Technical Team)
	2.2 Submission to the system administrator for uploading	None	1 day	Ei2Tech (Technical Team)
	2.3 Uploading of video episodes	None	1 day	ICTS-EdTech Unit
	2.4 Viewing ready/ review of complete upload	None	1 day	ICTS-EdTech Unit
TOTAL:			30 days	

Note: The production requirement in the development of instructional videos requires numerous numbers of days to create a world-class television episode that has complete special effects, animation, original musicality, cut to cut of videos, scripting and quality assurance.

H. Legal Service

1. Filing of Appeal

Decisions of the Department imposing a penalty exceeding 30 days' suspension or fine in an amount exceeding 30 days' salary, may be appealed to the Secretary of Education within a period of 15 days from receipt thereof.

Office or Division:	Legal Service			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government			
Who may avail:	All parties adversely affected; in case where the DepEd employee is meted with penalty exceeding thirty days suspension or a fine in an equivalent to 30 days salary			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notice of Appeal which shall specifically state the date of the decision appealed from and the date if receipt thereof (1 Original Copy)		Client		
2. Appeal Memorandum containing the grounds relied upon the appeal and Certified True Copies of Documentary Evidence and Affidavit of witnesses, if any (3 Copies)		Client		
3. Proof of Service a Copy of the Appeal Memorandum to the Disciplining Office (1 Original Copy)		Client		
4. Proofing Payment of the Appeal fee (1 Original Copy)		Cash Division		
5. A statement or Certification of non-forum (1 Original Copy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBL E
1. Pay the Filing of Appeal at Cash Division	1.1 Accept payment and provide OR / Payment via Landbank	PhP 310	10 minutes	Cash Division Cashier/ Landbank
2. Submit complete requirements at the Legal Affairs Helpdesk through physical submission or email	2.1 Receipt of required documents and proof of payment	None	2 hours	Legal Affairs Helpdesk
	A. Physical Filing for walk-in client			
	B. Filing of Appeal through LeAHD email leahd@deped.gov.ph	None		

	C. Filing of Appeal through Records Division			
4. Accept Receiving Copy of the Appeal	3.1 Return client's receiving copy of the Appeal (email/physical copy)	None	5 minutes	Legal Affairs Helpdesk
TOTAL:		PHP 310.00 to Cash Division	2 hours, 5 minutes	

2. Filing of Complaint

Administrative complaint may be filed for any of the following grounds for disciplinary action. This refers to the process of receiving formal administrative complaints against DepEd personnel filed before the appropriate Disciplining Authority. A party who is adversely affected by any offenses punishable under DO 47 may file a complaint with the disciplining authority.

Office or Division:	Legal Service			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Sworn written administrative Complaint containing the following (1 Original Copy): <ul style="list-style-type: none"> • Full name and Address of Complainant • Full name, address, position and office of the person complained of • A narration of the acts or commissions as allegedly committed by the person 		Client		
2. Documentary Evidence and Affidavits of witnesses, if any, Certification of non-forum shopping (1 CTC)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements at the Legal Affairs Helpdesk through physical filing or email	1.1 Receive documents a. Physical filing for walk-in clients b. Filing of complaint through email at leahd@deped.gov.ph	None	2 hours	Legal Affairs Helpdesk
2. Accept Receiving Copy of the Complaint	2.1 Return client's receiving copy of the Complaint (email/physical copy)	None	5 minutes	Legal Affairs Helpdesk
TOTAL:		None	2 hours, 5 minutes	

3. Filing of Motion for Reconsideration

A party adversely affected by a final order, resolution, or decision of the Department rendered in an adjudicative proceeding may file a motion for reconsideration with the disciplining authority who rendered the same within 15 days from the receipt thereof.

Office or Division:	Legal Service			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Motion for Reconsideration (1 Original Copy)		Client		
2. Previous Decision, Resolution, or Order Appealed (1 CTC)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements at the Legal Affairs Helpdesk through physical filing or email	1.1 Receive documents a. Physical Filing b. Filing of MR through email	None	2 hours	Legal Affairs Helpdesk
	1.2 Acknowledge receipt of the email for verification with LeAHD			
2. Accept Receiving Copy of the MR	2.1 Return client's receiving copy of the MR (email/physical copy)	None	5 minutes	Legal Affairs Helpdesk
TOTAL:		None	2 hours, 5 minutes	

4. Endorsement of Recommendation for Duty-Free Tax Exemptions of Private Schools

A private school may request for endorsement of recommendation for duty-free tax exception to the Department of Finance with insurmountable pleasure. Charitable institutions actually, directly, and exclusively used for educational purposes shall be exempt from taxation.

Office or Division:	Legal Service
Classification:	Complex
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen
Who may avail:	Duly authorized representatives of Private School
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Special Power of Attorney of the authorized Representative (1 Photocopy)	Client
2. Secretary's Certificate of the Board Resolution (1 Photocopy)	Client
3. Letter-application by a duly authorized representative of the institution indicating that the requesting school is a non-stock corporation (1 Photocopy)	Client
4. List of items to be imported (1 Copy)	Client
5. Bill of Lading/Air Waybill, invoice or importation documents such as placement orders (1 Copy)	Client
6. Deed of undertaking duly notarized which must state categorically that the imported articles shall be used actually, directly exclusively for educational purposes and shall not be resold or transferred for material consideration (1 Photocopy)	Client
7. Certificate of DepEd and CHED recognition of schools (1 Photocopy)	DepEd Regional Office
8. Articles of Incorporation (1 CTC)	Client
9. CHED Certification/Endorsement regarding the importation/requesting school (1 Photocopy)	CHED
10. Deed of Donation and the corresponding Deed of Acceptance (1 Photocopy)	Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to the Legal Affairs Helpdesk	1.1 Receive documents	None	30 minutes	Legal Affairs Helpdesk
	1.2 Refer to the Legal Division for processing for request	None	1 day	Legal Affairs Helpdesk
	1.3 Endorse for approval by the Assistant Secretary/ Undersecretary for Legal Affairs	None	2 days	Legal Division
	1.4 Sign endorsement and release to Legal Affairs Helpdesk	None	2 days	Assistant Secretary/ Undersecretary for Legal Affairs
	1.5 Release to Records Division	None	4 hours	Legal Affairs Helpdesk
	TOTAL:	None	5 days, 4 hours, 30 minutes	

I. Office of the Secretary

1. External Document Service

This service covers the processing of documents addressed to the Office of the Secretary.

Office or Division:	Office of the Secretary			
Classification:	Complex			
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request (1 Copy)		Client		
2. Invitation (1 Copy)				
3. Memorandum of Agreement (MOA, MOU) (1 Copy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documentary requirements to the Records Division	1.1. Receive documents addressed to the Secretary and transmit to OSEC	None	1 day	Records Division
	1.2. Receive and encode request to Document tracking System and scan attached documents forwarded to Policy Operation Unit			OSEC-Records Keeping Management Unit
	1.3. Review request details	None	1 day	OSEC - Policy Operation unit
	1.4. Receive Invitation - for calendar of Secretary	None	1 day	OSEC - Direct Support Staff Unit
	1.5. Route field request to concerned offices	None	1 day	ExeCom Office, SDO/RO/CO
TOTAL:		None	4 days	

J. Office of the Assistant Secretary for Alternative Learning System Task Force

1. Provision of Alternative Learning System Video Lessons in DepEd ALS TV

Through a Memorandum of Agreement, Solar Learning – a Philippine educational TV channel – produces, maintains, and airs video lessons for ALS. The video lessons are quality-assured by a dedicated ALS TV Technical Working Group (TWG) to ensure that all video lessons are aligned with the ALS K to 12 Basic Education Curriculum (BEC) and based on the learning resource standards of the Department. The set of video lessons is combination of academic lessons, socio-emotional learning, entrepreneurship, and life skills to foster holistic learning, and are being aired daily. The DepEd ALS TV was launched in October 2020 in select areas nationwide and is also available in digital box TV.

Office of Division:	Office of the Assistant Secretary for Alternative Learning System Program and Task Force			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Clients must have a television with power source (electricity/solar) and free TV/cable channels.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Provide PDF file of ALS JHS Modules to Solar Learning	None	5 minutes	OASALS ALS TF
	Selection of module/lesson	None	1 day	Solar Learning
	Production of episodes – script writing and revision, shooting of episode, offline and online editing	None	14 days	Solar Learning
	View, check, and approve episode	None	1 days	Solar Learning ALS TF
1. Access video lessons in DepEd ALS TV/Learning Management System/YouTube	1.1 Air video lessons in DepEd ALS TV	None	15 minutes	Solar Learning
TOTAL:		None	16 days, 20 minutes	

2. Provision of ALS Learning Resources in DepEd Commons

DepEd Commons is the Department's Open Education Resources (OER) platform built on the concept of Grado Network where teaching and learning resources and materials are made available for public schools, ALS, Special Education (SpEd), and even private schools. DepEd Commons was launched in March 2020 in support of the implementation of the Basic Education Learning Continuity Plan (BE-LCP) of the Department.

Office of Division:		Office of the Assistant Secretary for ALS		
Classification:		Simple		
Type of Transaction:		G2B – Government to Business G2C – Government to Citizen G2G – Government to Government		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Clients must have a computer/laptop/smart phone with power source and internet connection.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Provide PDF file of ALS Modules to ICT EdTech Unit	None	5 minutes	OASALS ALS TF
	Upload learning materials on DepEd Commons	None	15 minutes/material	ICTS EdTech Unit
	Update the platform with additional learning resources and supplementary materials	None	2 days	ICTS Ed Tech Unit
1. Log-on to https://commons.deped.gov.ph/ and access learning materials	1.1 Provide technical assistance to clients accessing the website, as needed	None	5 minutes	OASALS ALS TF
TOTAL:		None	2 days, 30 minutes	

3. Provision of Learning Resources in ICT4ALS Website

ICT4ALS website offers a compilation of available online resources and applications that ALS implementers and learners can explore and use. It was co-developed with the UNICEF Philippines Education team and various ALS partners and volunteers primarily to provide continued learning opportunities during the COVID-19 pandemic. This is parallel with populating the DepEd Commons and serves to complement the ALS pool of teaching and learning resources. The modules are meant for self-directed learning but may also be used in conjunction with facilitated sessions. It also includes links to online webinars, courses, and tutorials that teachers can partake to learn more about online teaching and learning. The website was launched in April 2020 and is still a work-in-progress, with relevant resources continuously added.

Office of Division:	Office of the Assistant Secretary for ALS			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Clients must have a computer/laptop/smart phone with power source and internet connection.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Collect ALS learning materials, supplementary and other related references from different reliable sources, official and credible sites	None	1 day	UNICEF
	Upload the learning resources/materials in the website	None	15 minutes/ material	UNICEF OASALS ALS TF
	Update the platform with additional learning resources and supplementary materials	None	1 day	UNICEF OASALS ALS TF
1. Access ALS learning resources through http://bit.ly/ICT4ALS	1.1 Provide technical assistance to clients accessing the website, as needed	None	5 minutes	OASALS ALS TF
TOTAL:		None	2 days, 20 minutes	

K. Personnel Division

1. Hiring of Non-Teaching Personnel – online

Due to the COVID-19 pandemic, individuals interested in applying for a position in DepEd may now submit their requirements for evaluation via email. This service is compliant with CSC MC. 14, 2017 Omnibus Rules on Appointments and Other Human Resource Actions (Revised July 2018) and DO 29, s. 2002 The Merit Selection Plan of the Department of Education.

Office or Division:	Personnel Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen			
Who may avail:	Interested applicants to DepEd vacant positions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of intent addressed to the Chief of the Personnel Division		Applicant		
2. Resume/Curriculum Vitae (1 copy)		Applicant		
3. Personal Data Sheet (1 copy)		CSC Website		
4. Government Issued ID (1 Photocopy)		Applicant		
5. Authenticated Copy/ Certified true Copy of Eligibility		PRC		
6. Transcript of records (1 photocopy of latest Transcript of records)		School/s attended		
7. Performance Ratings for the last 3 semesters (1 photocopy) *One Performance Rating is equivalent to 6 months		Previous/Current employer		
8. Certificate of Trainings and Seminars attended (1 Photocopy of each)		Training provider		
9. Documentation of Outstanding Accomplishments		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements via email	1.1 Receive and check completeness of the submitted requirements for application	None	10 minutes	Personnel Division - RSPI Unit (PD-RSPI)
	1.2 Check database of applicants with complete	None	3 days	PD-RSPI

	documents and sort it by positions			
	1.3 Schedule paper evaluation as to QS. If qualified, will go through the interview If not qualified: applicant will be notified of thru email and SMS	None	3 days	PD-RSPI and OSC panel
2. Attend interview and examination	2.1 Conduct interview and examination for qualified applicants	None	2 days	PD- RSPI Unit and OSC members
1. Review selection lineup and inform RSPI of discrepancy	3.1 Send Final Selection Line-Up to applicants and/or Post in 3 conspicuous places	None	15 calendar days	PD-RSPI
	3.2 Assessment and final deliberation of the recommended appointee by the Appointing Authority	None	2 hours	PD-RSPI and Personnel Selection Board
	3.3 Preparation of appointment documents for successful applicant	None	1 day	PD-RSPI
4. Acknowledge email and SMS from PD-RSPI	4.1 Communicate final results of selection process to applicants thru email and SMS	None	10 minutes	PD-RSPI
TOTAL:		None	24 days, 2 hours, 20 minutes	

L. Public Assistance Action Center (PAAC)

1. DepEd Action through Email (action@deped.gov.ph, Hotline 8888 and referrals from CSC, PCC, ARTA)

The Department recognizes concerns and complaints of its clients for the improvement of its services. These can be submitted through the official email address (action@deped.gov.ph), hotline 8888, and through referrals from other government agencies such as CSC, PCC, and ARTA.

Office or Division:	Public Assistance Action Center			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Complete details of the concern: <ul style="list-style-type: none"> • school's exact name and location • name and position of the person/s involved • any documents or evidence, • specific DepEd programs, projects, and/or activities (PPAs) needing further clarifications (case-to-case) 		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send concern/ complaint through action@deped.gov.ph	1.1. Read and review client's concern/s (queries, complaints, requests for assistance, suggestions) through email	None	5 minutes	Permanent and/or COS personnel
2. Send reply to action@deped.gov.ph	2.1. Clarify the concern/s in terms of information completeness (location, person being complained of, client's details)	None	2 days	Permanent and/or COS personnel

	2.2. Prepare appropriate Request for Action (RFA) form/s and forward to concerned offices	None	10 minutes	Permanent and/or COS personnel
	2.3. Monitor the response/ action taken through email and/or phone call	None	1 day	Permanent and/or COS personnel
3. Receive feedback or update regarding the concern/complaint	3.1. Receive the response/ action taken from the concerned DepEd Offices and update the database	None	5 minutes	Permanent and/or COS personnel
TOTAL:		None	3 days, 20 minutes	

2. Hotline and Walk-in Facilities

The Department recognizes the concerns and complaints of its clients for the improvement of its services. These can be submitted through the official hotline 8888, and through personal submission at the walk-in facilities of the Department.

Office or Division:	Public Assistance Action Center			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. PAAC Form 1 (1 copy)		PAAC Office		
2. Complete details of the concern, e.g. <ul style="list-style-type: none"> • school's exact name and location • name and position of the person/s involved • any document or evidence • specific program, project, and/or activity needing further clarification 		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Call/visit PAAC, fill, out PAAC Form 1	1.1 Provide PACC Form 1/ note down client concern	None	3 minutes	Permanent and/or COS personnel
2. Discuss concern/s	2.1. Ask for further details of concern/s	None	10 minutes	Permanent and/or COS personnel
3. Receive feedback on the concern	3.1 Facilitate the concern through DepEd Issuances/ Policies as bases and/or endorse to concerned DepEd Offices (CO/RO/SDO)	None	15 minutes	Permanent and/or COS personnel
4. End the conversation, fill out Customer Feedback Form	4.1. End the transaction, encode the concern on database	None	2 minutes	Permanent and/or COS personnel
TOTAL:		None	30 minutes	

3. Standard FOI Request through Walk-in Facility, action@deped.gov.ph, and Online

Government's response to the call for transparency and full public disclosure 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, divided into two:

- Standard through walk-in facility and action@deped.gov.ph
- Online through the electronic Freedom of Information (eFOI)

Office or Division:	Public Assistance Action Center			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Formal request letter (1 copy)		Client		
2. Filled-out FOI request form (1 copy)		PAAC		
3. Abstract of the study		Client		
4. Government-Issues/Valid ID (1 Photocopy)		Concerned government agency/ies, school, organization		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete FOI requirements through email, walk-in, or online	1.1. Receive and check the submitted FOI requirements	None	5 minutes	Permanent and/or COS personnel
2. Fill-out the FOI request form and submit to personnel in-charge	2.1. Provide generic reply by referring the request to the respective DepEd Office/s (and encode the concern on the database	None	10 minutes	Permanent and/or COS personnel
3. Accept receiving copy of submitted acknowledge email	3.1. Prepare appropriate Request for Action (RFA) forms and forward to	None	5 minutes	Permanent and/or COS personnel

	concerned office			
	3.2. Monitor the response/ action taken through email and/or phone call	None	3 days	Permanent and/or COS personnel
	3.3. Receive the response/ action taken from the concerned DepEd Office and update the database	None	5 minutes	Permanent and/or COS personnel
4. Receive the requested document	4.1. Send or inform the client to collect information requested	None	20 minutes	Permanent and/or COS personnel
TOTAL:		None	3 days, 50 minutes	

M. Public Affairs Service – Publications Division

1. Issuance of DepEd Memorandum and DepEd Order signed by the Secretary

DepEd-wide or nationwide official issuances are released by the DepEd Central Office to help make the DepEd community and its clients make informed decisions and take appropriate action on education-related matters. A DepEd Memorandum (DM) disseminates instructions, information or related matters including creation of committees, announcement of celebrations, conferences/seminars, and reiteration of regulations or laws issued by DepEd. On the other hand, a DepEd Order contains policies promulgated by the Central Office and is usually long term in nature unless rescinded or amended by another DO. Due to the COVID-19 pandemic, majority of the steps for this service are now completed online.

Office or Division:	Public Affairs Service-Publications Division			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Government agencies, partner institutions, DepEd CO			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request (external clients) or Routing Slip for DM/DO (CO clients only)		Client Requesting office		
2. Draft DM/DO and Enclosure (if applicable)		Requesting office		
3. DepEd Memorandum Evaluation Form (DMEF)/Policy Proposal Request Form (PPRF) (CO clients only)		Planning Service-Policy Research Development Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Email complete requirements	1.1 Acknowledge request via email	None	15 minutes	TA / AO / AA
	1.2 Log request on tracker, assign tracking number and task	None	20 minutes	TA / AO
	1.3 Draft/reformat, proofread issuance	None	1 day	TA / AO / AA
	1.4 Edit issuance	None	1 day	AO V SAO
	1.5 Review issuance	None	2 days	CAO
	1.6 Recommend approval	None	3 hours	Director IV

	1.7 Return issuance for further checking	None	1 day	Requesting office (Director/Usec/ ASec)
	1.8 Forward endorsed issuance to OSEC	None	1 hour	CAO
	1.9 Review and approve issuance	None	14 days	OSEC
	1.10 Document authentication and quality check	None	1 hour	OSEC AO
	1.11 Upload approved issuance on the DepEd website	None	1 hour	AO
	1.12 Update Perpetual Index	None	10 minutes	AA
	1.13 File, release, and archive hard copy	None	10 minutes	TA / AO / AA
2. Receive update on request and answer Feedback Form	2.1 Inform client that request has been completed, send Client Feedback Form	None	10 minutes	Assigned staff
	3.1 File hard copy of issuance with the UP-ONAR	None	At least once per quarter	CAO Assigned staff
TOTAL:		None	19 days, 7 hours, 35 minutes	

2. Issuance of Advisory

An Advisory announces the conduct of programs, projects, and activities requested by individuals and organizations external to DepEd. However, in compliance with DO 28, s. 2001 and DO 8, s. 2013, an Advisory is issued not for endorsement but only for the information of DepEd officials and personnel, as well as the general public. Note that the Publications Division only receives and screen the documents submitted and forwards these to the appropriate DepEd CO unit for final evaluation. Due to the COVID-19 pandemic, majority of the steps for this service are now completed online.

Office or Division:	Public Affairs Service-Publications Division			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Government agencies, private organizations, general public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request		Client		
2. General Information of the Company/Association		Client		
3. SEC Registration/CSC Accreditation/BIR Registration/ Certification from the Dean's Office		SEC/CSC/BIR Dean's Office for school organizations		
4. Program, Project, Activity (PPA) Profile		Client		
5. Three-Year Development Plan		Client		
6. End of Activity and Summary of Evaluation Report – if similar activity has been conducted before		Client		
7. For Movie/Stage Play: -MTRCB Approval Rating (for Movie) -E-copy of the movie -Synopsis of the story -Rationale of the play that links to the curriculum -Cast of Characters		MTRCB Client		
8. Other Documents as may be required by the reviewing DepEd CO unit, e.g., activity matrix, detailed description of the activity if registration fee will be charged		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Email requirements	1.1 Acknowledge request via email and check attachments	None	2 hours	TA / AO / AA

	1.2 Log request on tracker, assign tracking number and task, check documents using Screening Form	None	3 hours	TA / AO
	1.3 Draft letter of compliance/regret depending on submitted requirements, route to Office of the Undersecretary for Field Operations for signature	None	2 days	TA / AO / AA
	1.4 Forward letter to client		2 hours upon receipt of signed letter	TA / AO / AA
2. Receive letter, submit additional requirements as applicable. Note that the time waiting for the client to submit document/s is not included in the processing time.	2.1 Review submitted documents using Form 1A, route to reviewing DepEd CO unit	None	2 hours	TA / AO / AA
	2.2 If reviewing unit requests additional requirements, inform client via email. Upon receipt of documents, fill out Form 1B and return to reviewing unit	None	2 hours	TA / AO / AA
	2.3 Evaluate request based on submitted documents	None	10 days	Reviewing DepEd CO unit
	2.4 Draft Advisory upon receipt of evaluation results	None	1 day	TA / AO / AA
	2.5 Edit Advisory	None	4 hours	AO V SAO
	2.6 Recommend/endorse draft for approval	None	1 day	CAO Director IV
	2.7 Approve Advisory	None	3 days	Office of the Undersecretary for Field Operations
	2.8 Assign number to approved Advisory	None	1 hour	TA / AO / AA

	2.9 Quality check and upload Advisory on the DepEd website	None	2 hours	AO
	2.10 File and archive	None	1 hour	TA / AO / AA
3. Receive update on request and answer Feedback Form	3.1 Inform client that request has been completed, send Client Feedback Form	None	10 minutes	TA / AO / AA
TOTAL:		None	19 days, 3 hours, 10 minutes	

3. Provision of Copies of DepEd Issuances

This service covers the processing of requests for copies of issuances not available on the DepEd website.

Office or Division:	Public Affairs Service-Publications Division			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen G2G – Government to Government			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request/email		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for copy of issuance	1.1 Acknowledge request via email/stamp receiving copy of letter	None	1 hour	TA / AO / AA
	1.2 Locate copy of requested issuance and download/print	None	2 days	TA / AO / AA
2. Receive requested issuance and answer Feedback Form	2.1 Provide requested issuance (email/hard copy) and Feedback Form to client	None	10 minutes	TA / AO / AA
TOTAL:		None	2 days, 1 hour, 10 minutes	

N. Quality Assurance Division - National Educators Academy of the Philippines

1. Authorization and Recognition Online Orientation for Learning Service Providers

All interested non-DepEd Learning Service Providers (LSPs) shall attend an Online Orientation Briefing, which shall be provided by, or requested from NEAP Central Office (NEAP-CO).

Office or Division:	Quality Assurance Division – National Educators Academy of the Philippines (QAD – NEAP)			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen G2G – Government to Government			
Who may avail:	All interested non-DepEd Learning Service Providers (LSPs)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter of Interest addressed to John Arnold Siena, Director IV, National Educators Academy of the Philippines			Learning Service Providers	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Submit Letter of Interest to NEAP Helpdesk through askneap@deped.gov.ph	1. Schedule Online Orientation Briefing for Learning Service Providers	None	20 minutes	EPS II for NEAP Helpdesk through askneap@deped.gov.ph
2. Attend Online Orientation Briefing for LSPs where Form A.1 and other documents will be accessible.	2.1 Facilitate Online Orientation Briefing for Learning Service Providers	None	1 day, 4 hours	EPS II for NEAP Helpdesk
	2.2 Sign Certificate of Participation	None	1 day	Director IV
	2.3 Release Certificate of Online Orientation Briefing for Learning Service Provider	None	10 minutes	EPS II for NEAP Helpdesk through askneap@deped.gov.ph
TOTAL:		None	2 days, 4 hours, 30 minutes	

2. Authorization of Learning Service Providers

With the release of DepEd Order No. 001 s. 2020, non-DepEd entities seeking to offer professional development programs and courses for teachers and school leaders, as part of technical assistance, partnership, or individual paid enrollment basis, are required first to secure Authorization from NEAP as a Learning Service Provider before they may submit proposals for evaluation and Recognition.

Office or Division	Quality Assurance Division – National Educators Academy of the Philippines (QAD – NEAP)	
Classification:	Highly Technical	
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen G2G – Government to Government	
Who may avail:	All non-DepEd Learning Service Providers (LSPs) who have attended the Authorization and Recognition Online Orientation for Learning Service Providers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Omnibus Certification of Authenticity and Veracity of Documents		A template can be accessed during Online Orientation of LSPs
2. Copy of the Certificate of Participation from the Online Orientation		The certificate will be given after attending the Online Orientation for LSPs
3. Form A.1 LSP Authorization Application Form		The Form A.1 can be accessed during the Online Orientation of Learning Service Providers
4. Scanned Copy of Original Legal Documents <ul style="list-style-type: none"> a. for Individual/Sole Proprietorship, <ul style="list-style-type: none"> - BIR 2303 OCN - Business Permit valid within calendar year - DTI Registration - NBI Clearance valid within calendar year b. for Firm/Partnership/Corporation, <ul style="list-style-type: none"> - SEC Registration and with its date of incorporation - BIR 2303 OCN - Business Permit valid within calendar year c. for Government Institution <ul style="list-style-type: none"> - Charter or Republic Act and the date of establishment d. Foreign Entity/Firm/Association <ul style="list-style-type: none"> - A duly registered entity, firm, or association in the country/state of the applicant who intends to provide professional development - Articles of Incorporation/Partnership/Creation or its equivalent, which includes as one of its purposes, the training, and development of professionals - Accredited CPD Provider of the country of origin 		Learning Service Providers

- Duly authenticated by the Philippine Embassy/Consulate/Legation in the country/state of the applicant and accompanied by an official English translation	
5. Scanned Copy of Curriculum Vitae of Executive Director or its equivalent	Learning Service Providers
6. Scanned Copy of Curriculum Vitae of Officers and Resource Speakers	Learning Service Providers
7. Scanned Copy of Curriculum Vitae of the key person involved in the financial process.	Learning Service Providers
8. Scanned Copy of List of Employees (with their roles and responsibilities signed by the executive director or its equivalent)	Learning Service Providers
9. Scanned Copy of 5 Completion Reports of the PD programs/courses implemented	Learning Service Providers
10. Scanned Copy of notarized Proof of ownership/rental of LSP's Office and training facilities, or notarized Contract with training facilities partner with Pictures	Learning Service Providers
11. Scanned Copy of 3 notarized MOA, Contracts, or any binding documents with partner organizations	Learning Service Providers

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits duly accomplished Form A.1 with the complete required attachments. All requirements shall be submitted in a pdf file.	1.1 Receives and acknowledges receipt of application through NEAP Helpdesk email (askneap) to LSP that Form A.1 with the Complete required attachments is being checked for completeness. EPS II for NEAP Helpdesk will email within 2 days about the completeness of the application for Authorization.	None	10 minutes	EPS II for Authorization
	1.2 Checks if Form A.1 with the complete required attachments has deficiencies. If deficiencies have been found in the application, LSP repeats Step 1.* If complete, Authorization Secretariat forwards	None	2 days	SEPS and EPS II for Authorization

	Form A.1 with the complete required attachments to the Authorization Evaluation Committee.			
	1.3 Selects and assigns members of the Authorization Evaluation Committee	None	1 day	SEPS and EPS II for Authorization
2. Waits for the evaluation of the application for Authorization	2.1 Evaluates Form A.1 with the complete required attachments using Form A.2 Evaluation Form for Authorization	None	2 days	Authorization Evaluation Committee (AEC)
	2.2 Deliberates Form A.2 Evaluation Form for Authorization	None	2 days	Authorization Evaluation Committee (AEC)
	2.3 Consolidates Form A.2 Evaluation Form for Authorization using Form A.3 Consolidation Form for Authorization if evaluation result is for approval while Form A.4 Recommendation Form if the evaluation declares failure of the application.	None		
	2.4 Prepares Memo with Form A.3/A.4 as an attachment to SEPS for Program Recognition Team	None	2 hours	SEPS and EPS II for Authorization
	2.5 Validates and endorses the Form A.5 with Form A.3 if application is for approval, and Form A.6 with A.4 if application is for disapproval.	None	1 day	PDO V PDO IV
3. Waits for the approval of the evaluation results for the Application for Authorization	3.1 Recommends approval of the evaluation results for the Application for Authorization.	None	2 days	Director IV
	3.2 Approves the evaluation/ results for the Application for Authorization.	None	3 days	Use for NEAP

4. Submits notarized Certificate of Undertaking	4.1 Informs LSP that the Application for Authorization is approved and is required to accomplish Affidavit of Undertaking. <i>Note: The processing time shall continue after the submission of the Notarized Certificate of Undertaking.</i>	None	10 minutes	SEPS and EPS II for Authorization
5. Waits for the release of Certificate of Authorization if successful. Notice if unsuccessful.	5.1 Prepares Certificate of Authorization if successful. Notice if unsuccessful.	None	1 hour	SEPS and EPS II for Authorization
	5.2 Signs Certificate of Authorization if successful. Notice if unsuccessful.	None	1 day	Director IV
6.1 Receives the Certificate of Authorization if successful. OR Receives Notice from NEAP, if unsuccessful. <i>If received Notice, comply with the deficiencies. (wait for the next Call for Authorization)</i>	6.1 Sends signed Certificate of Authorization if successful. Signed notice if unsuccessful. OR 6.2 Informs unsuccessful application for Authorization of Learning Service Provider	None	10 minutes	SEPS and EPS II for Authorization
TOTAL:		None	14 days, 3 hours, 30 minutes	

Note: If the Learning Service Provider (LSP) repeats Step 1 due to deficiencies in their application, the processing time of the application for Authorization shall also cease. The Authorization Secretariat shall inform the LSP thru email (NEAP Helpdesk - askneap@deped.gov.ph) regarding the deficiencies. The new processing time shall begin once the LSP resubmits the revised Form A.1 and its complete required attachments for Authorization through NEAP Helpdesk at askneap@deped.gov.ph, compliant with the deficiencies.

3. Recognition of Professional Development at the NEAP Central Office

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.

Office or Division:	Quality Assurance Division – National Educators Academy of the Philippines (QAD – NEAP)
Classification:	Highly Technical
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen G2G – Government to Government
Who may avail:	NEAP - Authorized Learning Service Providers (LSPs) DepEd Service Providers (DSPs)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Scanned Form R.1 PD Course Recognition Application	NEAP-QAD Drive
2. Soft copy of Learning Resources (Modules, Worksheets, Slide Deck)	Learning Service Providers
3. Soft copy of Evaluation tools to measure the learning of the participants (Kirk Patrick's Model - Level 2)	Learning Service Providers
4. Soft copy of Feedback Form or end of the day evaluation (Kirk Patrick's Model - Level 1)	Learning Service Providers
5. Scanned copy of CV/Resume of Resource Speakers or Learning Facilitator	Learning Service Providers
6. Soft copy of Budget Estimate	Learning Service Providers

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits duly accomplished Form R.1 with the complete required attachments. All requirements shall be submitted in a pdf file.	1.1 Receives and acknowledges receipt of application through NEAP Helpdesk email (askneap) to LSP that Form R.1 (Recognition Application Form) with the required attachments is being checked for completeness. EPS II for NEAP Helpdesk will email within 3 days	None	10 minutes	EPS II for Recognition

	about the completeness of the application for Recognition.			
	1.2 Checks if Form R.1 with the complete required attachments has deficiencies. If deficiencies have been found in the application, LSP repeats Step 1.*	None	3 days	SEPS and EPS II for Recognition
	1.3 Selects and assigns specific content experts as a member of the Recognition Evaluation Committee	None	2 days	SEPS and EPS II for Recognition
2. Waits for the evaluation of the application for Recognition	2.1 Evaluates Form R.1 with the complete required attachments using Form R.2 Evaluation Form for Recognition. <i>Note: ++++Evaluation is based on the criteria stated on page 7 in DepEd Order No. 001 s. 2020</i>	None	5 days	Recognition Evaluation Committee (REC)
	2.2 Deliberates Form R.2 Evaluation Form for Recognition	None	2 days	REC
	2.3 Consolidates Form R.2 Evaluation Form for Recognition using Form R.3 Consolidation Form for Recognition if evaluation result is for approval while R.4 if application is disapproved on the first submission and first resubmission, and R.4.1 if application is disapproved on the 2nd resubmission. * <i>Note: Only 2 resubmissions of an application shall be entertained.</i>	None		REC Head
	2.4 Prepares Form R.5 if application is for approval, and	None	2 hours	SEPS and EPS II for Recognition

	Form R.6 if application is for disapproval.			
	2.5 Validates and endorses the Form R.5 with Form R.3 if application is for approval, Form R.6 with R.4.1 if application is for disapproval. Compute appropriate PD credit units for successful programs and courses.	None	1 day	PDO V PDO IV
	2.6 Validates and returns Form R.4 for communication to the concerned LSP/s	None		
3. Waits for the approval of the evaluation results for the Application for Recognition	3.1 Recommends approval of the evaluation results for the Application for Recognition	None	2 days	Director IV
	3.2 Approves the evaluation results for the Application for Recognition.	None	3 days	Usec for NEAP
4. Waits for the release of Certificate of Recognition if successful. Notice if unsuccessful.	4.1 Drafts Recognition Certificate with Recognition Number (if successful) or Recognition Letter of Notice to the LSP (if unsuccessful)	None	1 hour	SEPS and EPS II for Recognition
	4.2 Signs Recognition Certificate with Recognition Number or Recognition Letter of Notice to the LSP.	None	1 day	Director IV PDO V PDO IV
5. Receives the Certificate of Recognition if successful. Notice from NEAP if unsuccessful. . <i>If received Notice, wait for the next Call for Recognition</i>	5. Sends the e-copies and hard copies of the signed Recognition Certificate with Recognition Number to the DSPs / LSPs or Recognition Letter of Notice to the LSP	None	10 minutes	SEPS and EPS II for Recognition

<i>next Call for Authorization).</i>				
TOTAL:		None	19 days, 3 hours, 20 minutes ³	

Note: If the Authorized Learning Service Provider (LSP) and DepEd Service Provider repeats Step 1 due to deficiencies on their application or failed evaluation result, the processing time of the application for Recognition shall also cease. The Recognition Secretariat shall inform the LSP thru email (NEAP Helpdesk - askneap@deped.gov.ph) regarding the result, which contains evaluation findings and the notice on the extension of the evaluation cycle. The new processing time shall begin once the LSP resubmits the revised application for Recognition through NEAP Helpdesk at askneap@deped.gov.ph, compliant with the findings of the initial evaluation results.

³ The National Educators Academy of the Philippines (NEAP) is committed to the professional growth and lifelong learning of its teachers and school leaders. The quality of professional development programs and courses shall be assured through a Recognition System that requires alignment to professional standards for teachers and school leaders, responsiveness to identified professional development priorities, promotion of dynamism, innovation and application at the classroom level, and transparency and consistency.

Hence, the evaluation is not a ministerial function. It does not simply look at the presence or absence of a document but requires a closer examination of the details of the documents. It necessitates appropriate knowledge and skills across different contents as well as leadership and managerial concepts to undertake Authorization and Recognition processes. Evaluation of programs in particular requires domain knowledge as well as knowledge and understanding of PD program/course design and development.

O. Records Division

1. Issuance of Requested Documents

Original copies of DepEd-approved documents that originated from Central Office that are in the custody of the Records Division may be issued to requesting clients.

Office or Division:	Records Division			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Requested Slip (1 Copy)		Records Unit		
2. Valid ID (Original ID and 1 Photocopy)		Client		
3. For Authorization Representative <ul style="list-style-type: none"> Accomplished Request Slip Authorization Letter (1 copy) ID of Authorizing person ID of Authorized person 		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish and submit the duly filled-up request slip together with Identification Card	1.1. Receive the duly accomplished request slip and Identification Card	None	10 minutes	Administrative Staff
	1.2. Search the requested document	None	15 minutes	
2. Receive the requested document	2.1. Photocopy the Identification Card and release the requested document	None	10 minutes	
TOTAL:		None	35 minutes	

2. Issuance of Requested Documents in Certified True Copy (CTC) and Photocopy of Documents – walk-in

Original Copy, Certified True Copy, and Photocopy of DepEd-approved documents that originated from Central Office and are in the custody of the Records Division may be issued to requesting clients.

Office or Division:	Records Division			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Slip (1 Copy)		Records Unit		
2. Valid ID (Original ID and 1 Photocopy)		Client		
3. For Authorization Representative <ul style="list-style-type: none"> Accomplished Request Slip Authorization Letter (1 copy) ID of Authorizing person ID of Authorized person 		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish and submit the duly filled-up request slip and other requirements	1.1 Receive and check the request slip and submitted documents	None	4 minutes	Administrative Staff
	1.2 Search and verify requested document and fill-out the request slip	None	2 days, 6 hours, 40 minutes	Administrative Staff
	1.3 Review and recommend approval of requested document and request slip	None	5 minutes	Administrative Officer
	1.4 Approve requested document and request slip	None	5 minutes	Head of functional unit
	1.5 Print/ photocopy requested document	None	3 hours	Administrative Staff
	1.6 Verify and certify if request is CTC	None	1 hour	Administrative Officer
2. Receive requested document	2.1 Release document to the client	None	6 minutes	
TOTAL:		None	2 days, 11 hours	

3. Issuance of Requested Documents in Certified True Copy (CTC) and Photocopy of Documents – online

Due to COVID-19 pandemic, email requests from clients are now accommodated by the Records Division for Original Copy, Certified True Copy, and Photocopy of DepEd-approved documents that originated from Central Office and are in the custody of the Records Division.

Office or Division:	Records Division			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Google Form link and Records Division Action Form		Records Unit		
2. DepEd email address		Client		
3. For Authorization Representative <ul style="list-style-type: none"> Records Division Action Form Authorization Letter (1 copy) ID of Authorizing person ID of Authorized person 		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the Google Form through these links: Request for Legal and Personnel Documents - https://bit.ly/ORF-LegalandPersonnelFiles Request for documents except Legal and Personnel - https://bit.ly/ORFGeneralFiles	1.1 Check the Google Form for completeness of information	None	4 minutes	Administrative Staff
	1.2 Search and verify requested document and fill-out the Records Division Action Form	None	2 days, 6 hours, 40 minutes	Administrative Staff
	1.3 Review and recommend approval of requested	None	5 minutes	Administrative Officer

	document and request slip			
	1.4 Approve requested document and request slip	None	5 minutes	Head of functional unit
	1.5 Print/ photocopy requested document	None	3 hours	Administrative Staff
	1.6 Verify and certify if request is CTC	None	1 hour	Administrative Officer
2. Receive Records Division Action Form	2.1 Email Records Division Action Form to client	None	4 minutes	Administrative Staff
3. Pick-up and receive requested document	3.1 Release document to the client	None	2 minutes	Administrative Staff
TOTAL:		None	2 days, 11 hours	

P. User Support Division

1. Issuance of Remittance List and Certification (GSIS / Pag-IBIG Personal Contributions and Loans) – walk-in

To update their records, active and retired DepEd teaching and non-teaching personnel in the Regional Offices, SDOs, and Schools request GSIS and Pag-IBIG remittance list and certification from 2000 until the scheduled rolled out to Regional Payroll Services Unit (RPSU).

Office or Division:	User Support Division, ICT Service			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Current and former DepEd RO/SDO/School employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Remittance Request Form		USD Front Desk		
2. Optional Requirements		RO, SDO, or School		
<ul style="list-style-type: none"> • Photocopy of Authenticated Payroll • Authorization Letter for Representative 		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	11. Check submitted requirements.	None	20 minutes	Computer Programmer II
	1.2. Process client request.	None	1 hour	Computer Programmer II
	1.3. Print the List and Certification, affix signature.	None	20 minutes	Computer Programmer II
2. Receive requested document and sign logbook.	2.1. Release signed List and Certification document to the Client/s.	None	5 Minutes	Computer Programmer II
3. Proceed to Accounting and present documents from USD.	3.1. Check List and Certification issue Remittance List with Acknowledgement Receipt.	None		Accounting
TOTAL:		None	1 hour, 45 Minutes	

2. Issuance of Remittance List and Certification (GSIS / Pag-IBIG Personal Contributions and Loans) - online

Due to the COVID-19 pandemic, clients requesting GSIS and Pag-IBIG remittance list and certification from 2000 until the scheduled rolled out to RSPI may now make such requests via email.

Office or Division:	User Support Division, ICT Service			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Current and former DepEd RO/SDO/School employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Email request		Client		
2. Scanned copy of Authenticated Payroll		RO, SDO, or School		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Email complete requirements.	1.1 Check submitted requirements and acknowledge client request via email.	None	20 minutes	Computer Programmer II
	1.2. Process client request.	None	1 hour	Computer Programmer II
	1.3. Print the List and Certification, affix signature.	None	20 minutes	Computer Programmer II
	1.4 Forward the List and Certification documents to the Accounting Division.	None	30 minutes	ITO I
	2.1 Review and issue Remittance List and Acknowledgement Receipt.	None	6 Days	Accounting
2. Receive requested document and answer Feedback Form.	2.1. Upon receipt of document from Accounting, scan and email document to client.	None	30 Minutes	Computer Programmer II
TOTAL:		None	6 days, 2 hours, 10 minutes	

Central Office
Internal Services

CENTRAL OFFICE – INTERNAL SERVICES

A. Accounting Division⁴

1. Processing of Disbursement Vouchers – Big-Ticket Goods (Supplies, Materials, Equipment and Motor Vehicles)

All big-ticket items, supplies, materials, equipment, and motor vehicles which may be needed in the pursuit of any project or activity of the agency.

Office or Division:	Accounting
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd Offices
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. General Requirements	
1.1. Certificate of Availability of Funds	Proponent
1.2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials	Proponent
1.3. Legality of transaction and conformity with laws, rules, and regulations	Proponent
1.4. Approval of expenditure by Head of Office	Proponent
1.5. Sufficient and relevant documents to establish validity of claim	Proponent
1.6. Checklist of Requirements	Accounting Division
1.7. Approved Obligations of Request and Status – box A & box B – Approved (Appendix No. 11 GAM) (3 Copies)	Proponent & Budget Division
1.8. Disbursement Voucher – box A – Approved (Appendix No. 32 GAM) (3 Copies)	Proponent
2. Basic Requirements for All Types of Procurement Through Public Bidding	
2.1. Authenticated photocopy of the approved APP and any amendment thereto	Proponent
2.2. Approved contract supported by the following documents: <ul style="list-style-type: none"> • Invitation to Apply for Eligibility to Bid • Letter of Intent • Results of Eligibility Check/Screening • Bidding Documents enumerated under Section 17.1 of Revised IRR of RA 	Proponent

⁴ Accounting Services are applicable to Central, Region and Schools Division Offices.

<p>9184 which includes a complete technical description of the equipment and accessories, scope of works, if applicable</p> <ul style="list-style-type: none"> • Minutes of Pre-Bid Conference, for Approved Budget for Contract (ABC) PHP1million and above • Agenda and/or Supplemental Bulletins, if any • Bidders Technical and Financial Proposals • Minutes of Bid Opening • Abstract of Bids • Post-Qualification Report of Technical Working Group • BAC Resolution declaring winning bidder • Notice of post qualification • BAC Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of the BAC recommending award of contract • Notice of Award • Performance Security • Program of Work and Detailed Estimates • Notice to Proceed, indicating the date of receipt by the contractor • Detailed Breakdown of the ABC • Copy of the Approved PERT/CPM Network Diagram and detailed computations of contract time • Detailed Breakdown of the Contract Cost 	
<p>2.3. Copy of Advertisement of Invitation to Bid/Request for expression of interest</p> <ul style="list-style-type: none"> • Newspaper clipping of advertisement (ABC 2 million and above) • Printout copy of advertisement posted in PhilGEPS • Certification from the Head of BAC Secretariat on the posting of advertisement at conspicuous places • Printout copies of advertisement posted in agency website, if any 	
<p>2.4. Documentary requirements under Sections 23.1 and 25.2a of the Revised IRR of RA No. 9184</p>	<p>Proponent</p>

2.5. Minutes of pre-procurement conference for project costing 2 million and above	Proponent
2.6. Bid Evaluation Report	Proponent
2.7. Post Qualification Evaluation Report	Proponent
2.8. Printout copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PhilGEPS	Proponent
2.9. Evidence of Invitation of three observers in all stages of the procurement process pursuant to Section 13.1 of the Revised IRR of RA 9184	Proponent
2.10. Approved request for purchase or requisition of supplies, materials and equipment	Proponent
2.11. Additional documents required to be submitted 5 days upon execution of contract: <ul style="list-style-type: none"> • Certificate of Exclusive Distributorship, if applicable • Samples and brochures/photographs, if applicable • For imported items: <ul style="list-style-type: none"> - Consular Invoice/Pro-forma invoice of the foreign supplier with the corresponding details - Home Consumption Value of the items - Breakdown of the expenses incurred in the Importation 	Proponent
2.12. Original copy of Dealers/Suppliers' Invoices showing the quantity, description of the articles, unit, and total value, duly signed by the dealer, and indicating receipt by the proper agency official of items delivered	Proponent
2.13. Results of Test Analysis, if applicable	Proponent
2.14. Tax receipts from the Bureau of Customs or the BIR	Proponent
2.15. Duly approved Inspection and Acceptance Report prepared by the Department property inspector	Proponent
2.16. For equipment, Property Acknowledgement Report	Proponent
2.17. Warranty Security for a minimum period of three months, in the case of expendable supplies, or a minimum period of one year in the case of non-expendable supplies, after acceptance	Proponent

by the procuring entity of the delivered supplies	
2.18. Request for purchase of supplies, materials, and equipment	Proponent
2.19. In case of motor vehicles, authority to purchase from Agency head and Secretary of DBM, or OP depending on the type of vehicle being provided	Proponent
2.20. Other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof	Proponent
3. Basic Requirements for All Types of Procurement Through Alternative Modes	
<p>3.1. Documents to be submitted within five working days from the execution of the contract as required under CAO Circular 2009-001:</p> <ul style="list-style-type: none"> • Purchase order/Letter order/Contract, duly approved by the official concerned and accepted by the supplier (date of acceptance must be clearly indicated) • Proof of posting of invitation or request for submission of price quotation in the PhilGEPS website, website of the procuring entity and at any conspicuous place reserved for this purpose in the premises of the the procuring agency for a period of seven calendar days in case shopping under section 52.1b and Negotiated Procurement under 53.1 (two failed bidding) and 53.9 small value procurement of the Revised IRR of RA 9184 • Performance and warranty securities, except for Shopping and Negotiated Procurement under emergency cases and Small Value Procurement • BAC Resolution recommending and justifying to the Head of Procuring Entity (HOPE) the use of alternative mode of procurement and approval by the HOPE of the BAC Resolution recommending award of contract • Proof of posting of Notice of Award in the PhilGEPS website, the website of the procuring entity, if available, and at any conspicuous place reserved for this 	Proponent

purpose in the premises of the procuring entity	
3.2. Approved Procurement Plan	Proponent
3.3. Request for purchase or requisition of supplies, materials, and equipment, duly approved by proper authorities	Proponent
3.4. Original copy of the delivery invoice showing the quantity, description of the articles, unit, and total value, duly signed by the dealer or his representative and indicating receipt by the proper agency official of items delivered	Proponent
3.5. Duly approved Inspection and acceptance report	Proponent
3.6. Approval by the HOPE or his duly authorized representative on the use of the alternative methods of procurement, as recommended by the BAC	Proponent
3.7. Statement of the prospective bidder that it is not blacklisted or barred from bidding by the Government or any of its agencies, offices, corporations or LGUs	Proponent
3.8. Sworn affidavit of the bidder that it is not related to the HOPE by consanguinity or affinity up to the third civil degree	Proponent
3.9. Additional Requirements for Limited Source Bidding	
a. Specific requirements to be submitted within 5 days from the execution of the contract: <ul style="list-style-type: none"> • Copy of direct invitation to bid served by the concerned agency to all suppliers or consultants appearing in the pre-selected list of manufacturers/suppliers/ distributors with known experience and proven capability on the requirements of the particular contract • Winning bidder's offer or proposal • Abstract of bids showing the most responsive and complying bidder from among the other bidders who participated in the bidding • Notice of Award 	Proponent
b. Documentary requirements under Section 23.1 and 25.2(a), of the Revised IRR of RA No. 9184	Proponent
c. Other documents peculiar to the contract and/or to the mode of	Proponent

procurement and considered necessary in the auditorial review and in the technical evaluation thereof	
d. Bid security (required under Section 5.4 IRR-A RA No. 9184)	Proponent
3.10. Additional Requirements for <i>Direct Contracting</i>	
<p>a. Specific requirements to be submitted w/in 5 days from the execution of the contract:</p> <ul style="list-style-type: none"> • Copy of letter to selected manufacturer/supplier/ distributor to submit a price quotation and conditions of sale • Certificate of Exclusive Distributorship • Certification from the agency authorized official that there are no sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the government • Certification of the BAC in case of procurement of critical plant components and/or to maintain certain standards 	Proponent
b. Study/survey done to determine that there are no sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the government	Proponent
c. Other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof	Proponent
3.11. Additional Requirements for <i>Repeat Order</i>	
<p>a. Specific requirements to be submitted w/in 5 days from the execution of the contract:</p> <ul style="list-style-type: none"> • Copy of original contract used as basis for repeat order indicating that the original contract was awarded through public bidding • Certification from the purchasing office that the supplier has compiled 	Proponent

with all the requirements under the original contract	
3.12. Additional Requirements for <i>Shopping</i>	
<p>a. Specific requirements to be submitted w/in 5 days from the execution of the contract:</p> <ul style="list-style-type: none"> • Price quotations from at least three bonafide and reputable manufacturers/suppliers/ distributors • Abstract of canvass 	Proponent
3.13. Additional Requirements for <i>Negotiated Procurement</i>	
<p>a. Specific requirements to be submitted w/in 5 days from the execution of the contract (in case of two failed biddings, emergency cases, take-over of contract and small value procurement):</p> <ul style="list-style-type: none"> • Abstract of submitted Price Quotation • BAC Resolution recommending award of contract to Lowest Calculated Responsive Bid (LCRB) 	Proponent
<p>b. Additional requirements in case of two failed biddings:</p> <ul style="list-style-type: none"> • Agency's offer for negotiations with selected suppliers, contractors, or consultants • Certificate of failure of competitive bidding for the second time • Evidence of invitation of observers in all stages of the negotiation • Eligibility documents in case of infrastructure projects 	Proponent
<p>c. Additional requirements in emergency cases:</p> <ul style="list-style-type: none"> • Justification as to the necessity of purchase 	Proponent
<p>d. Additional requirements in case of take-over of contracts:</p> <ul style="list-style-type: none"> • Copy of terminated contract • Reasons for the termination • Negotiation documents with the second lowest calculated bidder or the third lowest calculated bidder in case of failure of negotiation with the second lowest bidder. If negotiation 	Proponent

<p>still fails, invitation to at least three eligible contractors</p> <ul style="list-style-type: none"> • Approval to negotiate contract for projects under exceptional cases 	
<p>e. Additional requirements in case of small value procurement:</p> <ul style="list-style-type: none"> • Letter/invitation to submit proposals 	Proponent
<p>f. Additional requirements for adjacent or contiguous projects:</p> <ul style="list-style-type: none"> • Original contract and any document indicating that the same resulted from competitive bidding • Scope of work which should be related or similar to the scope of work of the original contract • Latest Accomplishment Report of the original contract showing that there was no negative slippage/delay 	Proponent
<p>3.14. Additional Requirements for <i>Advance Payment</i></p>	
<p>a. Irrevocable standby letter of credit of equivalent value /surety bond callable upon demand/bank guarantee</p>	Supplier
<p>b. Request for Payment</p>	Supplier
<p>c. Bank details</p>	Supplier
<p>d. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof</p>	Proponent
<p>e. Copy of transmittal letter of BAC to COA (9.1 page 32 COA Circular No. 2012-01 dtd. 06-14-2012)</p>	BAC
<p style="text-align: center;">4. Release of Retention Fee</p>	
<p>4.1. SBLC/Bank Guaranty - for retention fee substitution</p>	Supplier
<p>4.2. Request for Payment</p>	Supplier
<p>4.3. Bank details</p>	Supplier
<p>4.4. Certification from the End User that the project in completed and inspected</p>	Proponent
<p>4.5. Previous Copy of Disbursement Vouchers paid (Retention Fee)</p>	Proponent
<p><i>Such other pertinent supporting documents as required by the nature of expense such as but not limited to:</i></p>	
<ul style="list-style-type: none"> • Billing Statements/Statement of Account 	Supplier

• Plans and Specifications (bidding documents, SCC, GCC)	Proponent			
• Inspection & Acceptance Reports	Proponent			
• Letter Request for Payment (progress billing, Retention, etc)	Supplier			
• Bank Certificate - Valid Account no. Bank details for LDDAP-ADA	Supplier			
• Sales Invoices/Delivery Receipts	Supplier			
• Photographs / Picture of Accomplishment	Supplier			
• Summary of DRs/IARs	Supplier/Proponent			
• Delivery/Acceptance Receipts	Proponent			
• Computation of Applicable Liquidated Damages	Proponent			
• Bid Allocation List	Proponent			
• Training Checklist	Proponent			
• Approved Request for Re-Allocation, if any	Proponent			
• Approved Extension, if any	Proponent			
• Approved Variation/Change Order, if any	Proponent			
• Performance Bond / Copy of Transmittal Letter to Cash Division	Proponent			
• Certificate of Acceptance	Proponent			
• Certificate of Completion of Deliveries (from CO)	Proponent			
• Certificate of Final Acceptance (From CO)	Proponent			
• Certificate of Acceptance (Division Office/RO)	Proponent			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents for Claim of Payments to Budget Section	1. Receive documents from the Budget Section, and log in the tracking system, and forward Disbursement Vouchers (DV) for the next step	None	4 hours	Designated Staff & Receiving Staff
	1.1. Review of documentation requirements	None	56 days	Designated Pre-Audit Staff
	1.2. Forward received DVs to Head of Accounting Unit for final review	None	4 hours	Designated Releasing & Receiving Staff

	<p>1.3. Final Review of DV and Supporting Documents</p> <p>If complete, sign DVs and proceed to payment (Proceed to Step 1.5)</p> <p>If incomplete, prepare findings and forward to designated staff for tracking (Proceed to Step 1.6)</p>	None	2 days and 4 hours	Head of Accounting Unit/Designated Accountant
	1.4. Forward documents for processing of payment thru ADA or check	None	4 hours	Designated Releasing & Receiving Staff
	1.5. Forward to End-User for compliance	None		
TOTAL:		None	60 days	

*Note: For transactions on CO, the entire turnaround time for big ticket items will be 60 days as agreed on the QMS. These are the centrally procured projects directly delivered to Schools, DO, RO (Textbooks, DepEd Computerization Program, Technical Vocational Livelihood, Science and Mathematics Equipment).

2. Processing of Disbursement Vouchers – Consultancy

Services of consultants may be engaged by any procuring entity for agency projects or related activities of such magnitude as would require a level of expertise beyond the optimum in-house capacity of the agency.

Office or Division:	Accounting
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd offices
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. General Requirements	
1.1. Certificate of Availability of Funds	Proponent
1.2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials	Proponent
1.3. Legality of transaction and conformity with laws, rules, and regulations	Proponent
1.4. Approval of expenditure by Head of Office	Proponent
1.5. Sufficient and relevant documents to establish validity of claim	Proponent
1.6. Checklist of Requirements	Accounting Division
1.7. Approved Obligations of Request and Status – box A & box B – Approved (Appendix No. 11 GAM) (3 Copies)	Proponent & Budget Division
1.8. Disbursement Voucher – box A – Approved (Appendix No. 32 GAM) (3 Copies)	Proponent
2. Basic Requirements for All Types of Procurement Through Public Bidding	
2.1. Authenticated photocopy of the approved APP and any amendment thereto	Proponent
2.2. Approved contract supported by the following documents: <ul style="list-style-type: none"> • Invitation to Apply for Eligibility to Bid • Letter of Intent • Results of Eligibility Check/Screening 	Proponent

<ul style="list-style-type: none"> • Bidding Documents enumerated under Section 17.1 of Revised IRR of RA 9184 which includes a complete technical description of the equipment and accessories, scope of works, if applicable • Minutes of Pre-Bid Conference, for Approved Budget for Contract (ABC) PHP1million and above • Agenda and/or Supplemental Bulletins, if any • Bidders Technical and Financial Proposals • Minutes of Bid Opening • Abstract of Bids • Post-Qualification Report of Technical Working Group • BAC Resolution declaring winning bidder • Notice of post qualification • BAC Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of the BAC recommending award of contract • Notice of Award • Performance Security • Program of Work and Detailed Estimates • Notice to Proceed, indicating the date of receipt by the contractor • Detailed Breakdown of the ABC • Copy of the Approved PERT/CPM Network Diagram and detailed computations of contract • Detailed Breakdown of the Contract Cost including detailed breakdown of estimates and/or 	
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<ul style="list-style-type: none"> - schedule of basic rates certified by the consultant with a sworn statement; - derivation of the billing factor/multiplier certified by the consultant with a sworn statement; - detailed breakdown of reimbursable costs based on agreed fixed rates and actual costs 	
<p>2.3. Copy of Advertisement of Invitation to Bid/Request for expression of interest</p> <ul style="list-style-type: none"> • Newspaper clipping of advertisement (ABC 1 million or 4 months and above) • Printout copy of advertisement posted in PhilGEPS • Certification from the Head of BAC Secretariat on the posting of advertisement at conspicuous places • Printout copies of advertisement posted in agency website, if any 	Proponent
<p>2.4. Documentary requirements under Section 25.2c of the Revised IRR of RA No. 9184</p>	Proponent
<p>2.5. Minutes of pre-procurement conference for project costing 1 million and above</p>	Proponent
<p>2.6. Bid Evaluation Report</p>	Proponent
<p>2.7. Ranking of short-listed bidders</p>	Proponent
<p>2.8. Post Qualification Evaluation Report</p>	Proponent
<p>2.9. Printout copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PhilGEPS</p>	Proponent
<p>2.10. Evidence of Invitation of three observers in all stages of the procurement process pursuant to Section 13.1 of</p>	Proponent

the Revised IRR of RA 9184	
<p>2.11. Additional documents required to be submitted 5 days upon execution of contract:</p> <ul style="list-style-type: none"> • If not in the Terms of Reference, appropriate approved documents indicating the expected outputs/deliverables • Copy of the approved manning schedule indicating the named and positions of the consultants and staff and the extent of their participation in the project • Copy of the curriculum Vitae of the consultant and staff 	Proponent
2.12. Letter request for payment from the consultant	Proponent
2.13. Approved consultancy progress/final reports, and/or output required under the contract	Proponent
2.14. Progress/Final Billing	Proponent
2.15. Contract of infrastructure projects subject of Project Management Consultancy Services	Proponent
3. Basic Requirements for All Types of Procurement Through Alternative Mode	
<p>3.1. Documents to be submitted within five working days from the execution of the contract as required under CAO Circular 2009-001:</p> <ul style="list-style-type: none"> • Purchase order/Letter order/Contract, duly approved by the official concerned and accepted by the supplier (date of acceptance must be clearly indicated) • Proof of posting of invitation or request for submission of price quotation in the 	Proponent

<p>PhilGEPS website, website of the procuring entity and at any conspicuous place reserved for this purpose in the premises of the procuring agency for a period of seven days for Negotiated Procurement (two failed bidding) and small value procurement</p> <ul style="list-style-type: none"> • Performance and warranty securities, except for Shopping and Negotiated Procurement under emergency cases and Small Value Procurement • BAC Resolution recommending and justifying to the Head of Procuring Entity (HOPE) the use of alternative mode of procurement and approval by the HOPE of the BAC Resolution recommending award of contract • Proof of posting of Notice of Award in the PhilGEPS website, the website of the procuring entity, if available, and at any conspicuous place reserved for this purpose in the premises of the procuring entity 	
3.2. Approved Procurement Plan	Proponent
3.3. Approval by the HOPE or his duly authorized representative on the use of the alternative methods of procurement, as recommended by the BAC	Proponent
3.4. Statement of the prospective bidder that it is not blacklisted or barred from bidding by the Government or any of its agencies, offices, corporations or LGUs	Proponent
3.5. Sworn affidavit of the bidder that it is not related to the HOPE by consanguinity or	Proponent

affinity up to the third civil degree	
3.6. Additional Requirements for Limited Source Bidding	
<p>a. Specific requirements to be submitted within 5 days from the execution of the contract:</p> <ul style="list-style-type: none"> • Copy of direct invitation to bid served by the concerned agency to all suppliers or consultants appearing in the pre-selected list of manufacturers/suppliers/distributors with known experience and proven capability on the requirements of the particular contract • Winning bidder's offer or proposal • Abstract of bids showing the most responsive and complying bidder from among the other bidders who participated in the bidding • Notice of Award 	Proponent
b. Documentary requirements under Section 23.1 and 25.2(a), of the Revised IRR of RA No. 9184	Proponent
c. Other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof	Proponent
d. Bid security (required under Section 5.4 IRR-A RA No. 9184)	Proponent
3.7. Additional Requirements for Negotiated Procurement	
a. Specific requirements to be submitted w/in 5 days from the execution of the contract (in case of two failed biddings, emergency cases, take-over of contract	Proponent

<p>and small value procurement):</p> <ul style="list-style-type: none"> • Price quotation/bids/final offers from at least be three invited suppliers • Abstract of submitted Price Quotation • BAC Resolution recommending award of contract to Lowest Calculated Responsive Bid (LCRB) 	
<p>b. Additional requirements in case of two failed biddings:</p> <ul style="list-style-type: none"> • Agency's offer for negotiations with selected suppliers, contractors, or consultants • Certificate of failure of competitive bidding for the second time • Evidence of invitation of observers in all stages of the negotiation • Eligibility documents in case of infrastructure projects 	Proponent
<p>c. Additional requirements in emergency cases:</p> <ul style="list-style-type: none"> • Justification as to the necessity of purchase 	Proponent
<p>d. Additional requirements in case of take-over of contracts:</p> <ul style="list-style-type: none"> • Copy of terminated contract • Reasons for the termination • Negotiation documents with the second lowest calculated bidder or the third lowest calculated bidder in case of failure of negotiation with the second lowest bidder. If negotiation still fails, invitation to at least three eligible contractors 	Proponent

<ul style="list-style-type: none"> Approval to negotiate contract for projects under exceptional cases 				
e. Additional requirements in case of small value procurement: <ul style="list-style-type: none"> Letter/invitation to submit proposals 		Proponent		
f. Additional requirements for adjacent or contiguous projects: <ul style="list-style-type: none"> Original contract and any document indicating that the same resulted from competitive bidding Scope of work which should be related or similar to the scope of work of the original contract Latest Accomplishment Report of the original contract showing that there was no negative slippage/delay 		Proponent		
<i>Such other pertinent supporting documents as required by the nature of expense such as but not limited to:</i>				
<ul style="list-style-type: none"> Approved authority to hire 		Proponent		
<ul style="list-style-type: none"> Duly approved accomplishment for the scope of payment 		Supplier/Proponent		
<ul style="list-style-type: none"> PhilGEPS registration for first payment 		Supplier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents for Claim of Payments to Budget Section	1. Receive documents from the Budget Section, and log in the tracking system, and forward	None	4 hours	Designated Staff & Receiving Staff

	Disbursement Vouchers (DV) for the next step			
	1.1. Review of documentation requirements	None	3 days and 4 hours	Designated Pre-Audit Staff
	1.2. Forward received DVs to Head of Accounting Unit for final review	None	4 hours	Designated Releasing & Receiving Staff
	1.3. Final Review of DV and Supporting Documents If complete, sign DVs and proceed to payment (Proceed to Step 1.5) If incomplete, prepare findings and forward to designated staff for tracking (Proceed to Step 1.6)	None	2 days	Head of Accounting Unit/Designated Accountant
	1.4. Forward documents for processing of payment thru ADA or check	None	4 hours	Designated Releasing & Receiving Staff
	1.5. Forward to End-User for compliance	None		
TOTAL:		None	7 days	

3. Processing of Disbursement Vouchers - Infrastructure

Appropriations authorized under the GAA for the construction of buildings shall be implemented only in accordance with the appropriate standards and specification as prescribed by the DPWH or other appropriate government agencies, as the case may be.

Office or Division:	Accounting
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd offices
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. General Requirements	
1.1. Certificate of Availability of Funds	Proponent
1.2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials	Proponent
1.3. Legality of transaction and conformity with laws, rules, and regulations	Proponent
1.4. Approval of expenditure by Head of Office	Proponent
1.5. Sufficient and relevant documents to establish validity of claim	Proponent
1.6. Checklist of Requirements	Accounting Division
1.7. Approved Obligations of Request and Status – box A & box B – Approved (Appendix No. 11 GAM) (3 Copies)	Proponent & Budget Division
1.8. Disbursement Voucher – box A – Approved (Appendix No. 32 GAM) (3 Copies)	Proponent
2. Basic Requirements for All Types of Procurement Through Public Bidding	
2.1. Authenticated photocopy of the approved APP and any amendment thereto	Proponent
2.2. Approved contract supported by the following documents: <ul style="list-style-type: none"> • Invitation to Apply for Eligibility to Bid • Letter of Intent • Results of Eligibility Check/Screening 	Proponent

<ul style="list-style-type: none"> • Bidding Documents enumerated under Section 17.1 of the Revised IRR of RA 9184 which includes a complete set of approved plans/drawings and technical specifications • Agenda and/or Supplemental Bulletins, if any • Bidders Technical and Financial Proposals • Minutes of Bid Opening • Abstract of Bids • Post-Qualification Report of Technical Working Group • BAC Resolution declaring winning bidder • Notice of post qualification • BAC Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of the BAC recommending award of contract • Notice of Award • Performance Security • Program of Work and Detailed Estimates • Notice to Proceed, indicating the date of receipt by the contractor • Detailed Breakdown of the ABC • Copy of the Approved PERT/CPM Network Diagram and detailed computations of contract time • Detailed Breakdown of the Contract Cost including detailed breakdown of estimates and/or unit cost analysis/derivation for each work item expressed in volume/area/lump/sum/lot 	
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<p>2.3. Copy of Advertisement of Invitation to Bid/Request for expression of interest</p> <ul style="list-style-type: none"> • Newspaper clipping of advertisement (ABC 5 million and above) • Printout copy of advertisement posted in PhilGEPS • Certification from the Head of BAC Secretariat on the posting of advertisement at conspicuous places • Printout copies of advertisement posted in agency website, if any 	Proponent
<p>2.4. Documentary requirements under Sections 23.1 and 25.2b of the Revised IRR of RA No. 9184</p>	Proponent
<p>2.5. Minutes of pre-procurement conference for project costing 5 million and above</p>	Proponent
<p>2.6. Bid Evaluation Report</p>	Proponent
<p>2.7. Post Qualification Evaluation Report</p>	Proponent
<p>2.8. Printout copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PhilGEPS</p>	Proponent
<p>2.9. Evidence of Invitation of three observers in all stages of the procurement process pursuant to Section 13.1 of the Revised IRR of RA 9184</p>	Proponent
<p>2.10. Approved request for purchase or requisition of supplies, materials, and equipment</p>	Proponent
<p>2.11. Additional documentary requirements common to all infrastructure transactions:</p> <ul style="list-style-type: none"> • Letter request from contractors for advance/progress/final payment or for substitution in case of release of retention money 	Proponent

<ul style="list-style-type: none"> • <i>Common to progress/final payment</i> <ul style="list-style-type: none"> - Statement of work accomplished/progress billing - Inspection report by the agency's authorized Engineer - Result of test analysis, if applicable - Statement of time elapsed - Monthly certificate of payment - Contractor's affidavit on payment of laborers and materials - Pictures, before, during and after construction of items of work especially the embedded items - Photocopy of vouchers of all previous payments - Certificate of completion 	
<p>2.12. Additional Requirements for <i>Advance Payment</i></p>	
<p>a. Irrevocable standby letter of credit of equivalent value /surety bond callable upon demand/bank guarantee</p>	<p>Supplier</p>
<p>b. Request for Payment</p>	<p>Supplier</p>
<p>c. Bank details</p>	<p>Supplier</p>
<p>d. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof</p>	<p>Proponent</p>
<p>e. Copy of transmittal letter of BAC to COA (9.1 page 32 COA Circular No. 2012-01 dtd. 06-14-2012</p>	<p>BAC</p>
<p>2.13. Additional Requirements for <i>Variation Order / Change Order / Extra Work Order</i></p>	

a. Copy of approved change order/extra work order	Supplier
b. Copy of approved original plans indicating the affected portion/s of the project and duly revised plans and specifications, if applicable, indicating the changes made which shall be color coded	Supplier
<p>c. Copy of the agency's report establishing the necessity/justification/s for the need of such CO and or EWO which shall include:</p> <ul style="list-style-type: none"> • the computation as to the quantities of the additional works involved per item indicating the specific stations where such works are needed • the date of inspection conducted and the results of such inspection • a detailed estimate of the unit cost of such items of work for new unit costs including those expressed in volume/area/limp-sum/lot 	Supplier
d. Copy of the approved/revised PERT/CPM network diagram which shall be color coded, reflecting the effect of additional/deductive time on the contract period and the corresponding detailed computations for the additional/deductive time for the subject change order/extra work order	Supplier
e. Copy of the approved detailed breakdown of contract cost for the variation order	Supplier

f. Copy of the COA technical evaluation report for the original contract	Supplier
g. If the variation order to be reviewed is not the 1st variation order, all of the above requirements for all previously approved variation orders, it not yet reviewed, otherwise, copy of the COA technical evaluation report for the previously approved variation orders	Supplier
h. Additional performance security in the prescribed form and amount if variation order exceeds 10 percent of the original contract cost	Supplier
i. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof	Proponent
2.14. Additional Documentary Requirements for <i>Progress Payment</i>	
a. Contractor may submit a statement of work accomplished (SWA) or progress billing (note: the SWA should show the amounts which the contractor considers itself to be entitled to, up to the end of the month, to cover the cumulative value of the works executed to date based on the items in the Bill of Qualities and adjustments made for approved variation orders executed	Supplier
b. Request for progress payment for work accomplished	Supplier

2.15. Additional Documentary Requirements for <i>Final Payment</i>	
a. As-built plans	Supplier
b. Clearance from the provincial treasurer that the corresponding sand and gravel fees have been paid	Supplier
c. Copy of turn over documents/transfer of project and facilities to concerned government agency	Supplier
2.16. Additional Documentary Requirements for <i>Release of Retention Fee</i>	
a. Any security in the form of cash, bank guarantee, irrevocable standby letter of credit from commercial bank, GSIS or surety nond callable on demand	Supplier
b. Request for Payment	Supplier
c. Certification from the End User that the project is completed and inspected	Proponent
d. Previous Copy of Disbursement Vouchers paid (Retention Fee)	Proponent
3. Basic Requirements for All Purchases Under Procurement Through Alternative Modes	
3.1. Documents to be submitted within five working days from the execution of the contract as required under CAO Circular 2009-001 dated February 12, 2009: <ul style="list-style-type: none"> • Purchase order/Letter order/Contract, duly approved by the official concerned and accepted by the supplier (date of acceptance must be clearly indicated) • Proof of posting of invitation or request for submission of price quotation in the 	Proponent

<p>PhilGEPS website, website of the procuring entity and at any conspicuous place reserved for this purpose in the premises of the procuring agency for a period of seven days for Negotiated Procurement (two failed bidding) and small value procurement</p> <ul style="list-style-type: none"> • Performance and warranty securities, except for Shopping and Negotiated Procurement under emergency cases and Small Value Procurement • BAC Resolution recommending and justifying to the Head of Procuring Entity (HOPE) the use of alternative mode of procurement and approval by the HOPE of the BAC Resolution recommending award of contract • Proof of posting of Notice of Award in the PhilGEPS website, the website of the procuring entity, if available, and at any conspicuous place reserved for this purpose in the premises of the procuring entity 	
3.2. Approved Procurement Plan	Proponent
3.3. Request for purchase or requisition of supplies, materials, and equipment, duly approved by proper authorities	Proponent
3.4. Original copy of the delivery invoice showing the quantity, description of the articles, unit, and total value, duly signed by the dealer or his representative and indicating receipt by the proper agency official of items delivered	Proponent
3.5. Duly signed Inspection and acceptance report	Proponent

3.6. Approval by the HOPE or his duly authorized representative on the use of the alternative methods of procurement, as recommended by the BAC	Proponent
3.7. Statement of the prospective bidder that it is not blacklisted or barred from bidding by the Government or any of its agencies, offices, corporations or LGUs	Proponent
3.8. Sworn affidavit of the bidder that it is not related to the HOPE by consanguinity or affinity up to the third civil degree	Proponent
3.9. Additional Requirements for <i>Negotiated Procurement</i>	
<p>a. Specific requirements to be submitted w/in 5 days from the execution of the contract (<i>in case of two failed biddings, emergency cases, take-over of contract and small value procurement</i>):</p> <ul style="list-style-type: none"> • Price quotation/bids/final offers from at least be three invited suppliers • Abstract of submitted Price Quotation • BAC Resolution recommending award of contract to Lowest Calculated Responsive Bid (LCRB) 	Proponent
<p>b. In case of two failed biddings:</p> <ul style="list-style-type: none"> • Agency's offer for negotiations with selected suppliers, contractors, or consultants • Certificate of failure of competitive bidding for the second time • Evidence of invitation of observers in all stages of the negotiation 	Proponent

<ul style="list-style-type: none"> • Eligibility documents in case of infrastructure projects 	
<p>c. In emergency cases:</p> <ul style="list-style-type: none"> • Justification as to the necessity of purchase 	Proponent
<p>d. In case of take-over of contracts:</p> <ul style="list-style-type: none"> • Copy of terminated contract • Reasons for the termination • Negotiation documents with the second lowest calculated bidder or the third lowest calculated bidder in case of failure of negotiation with the second lowest bidder. If negotiation still fails, invitation to at least three eligible contractors • Approval to negotiate contract for projects under exceptional cases 	Proponent
<p>e. In case of small value procurement:</p> <ul style="list-style-type: none"> • Letter/invitation to submit proposals 	Proponent
<p>f. For adjacent or contiguous projects:</p> <ul style="list-style-type: none"> • Original contract and any document indicating that the same resulted from competitive bidding • Scope of work which should be related or similar to the scope of work of the original contract • Latest Accomplishment Report of the original contract showing that there was no negative slippage/delay 	Proponent
<p><i>Such other pertinent supporting documents as required by the nature of expense</i></p>	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents for Claim of Payments to Budget Section	1. Receive documents from the Budget Section, and log in the tracking system, and forward Disbursement Vouchers (DV) for the next step	None	4 hours	Designated Staff & Receiving Staff
	1.1. Review of documentation requirements	None	3 days and 4 hours	Designated Pre-Audit Staff
	1.2. Forward received DVs to Head of Accounting Unit for final review	None	4 hours	Designated Releasing & Receiving Staff
	1.3. Final Review of DV and Supporting Documents If complete, sign DVs and proceed to payment (Proceed to Step 1.5) If incomplete, prepare findings and forward to designated staff for tracking (Proceed to Step 1.6)	None	2 days	Head of Accounting Unit/Designated Accountant
	1.4. Forward documents for	None	4 hours	Designated Releasing & Receiving Staff

	processing of payment thru ADA or check			
	1.5. Forward to End-User for compliance	None		
TOTAL:		None	7 days	

4. Processing of Disbursement Vouchers – General Support Services (Janitorial, Security, Maintenance, Garbage Collection and Disposal, and similar services)

All general support services, except consulting services and infrastructure projects, which may be needed in the pursuit of any project or activity of the agency.

Office or Division:	Accounting
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd Offices
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. General Requirements	
1.1. Certificate of Availability of Funds	Proponent
1.2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials	Proponent
1.3. Legality of transaction and conformity with laws, rules or regulations	Proponent
1.4. Approval of expenditure by Head of Office	Proponent
1.5. Sufficient and relevant documents to establish validity of claim	Proponent
1.6. Checklist of Requirements	Accounting Division
1.7. Approved Obligation request and Status – box A & box B – approved (Appendix No. 11 GAM) (3 Copies)	Proponent & Budget Division
1.8. Disbursement Voucher – box A – approved (Appendix No. 32 GAM) (3 Copies)	Proponent
2. Basic Requirements for All Types of Procurement Through Public Bidding	
2.1. Authenticated photocopy of the approved APP and any amendment thereto	Proponent
2.2. Approved contract supported by the following documents: <ul style="list-style-type: none"> • Invitation to Apply for Eligibility to Bid • Letter of Intent • Results of Eligibility Check/Screening 	Proponent

<ul style="list-style-type: none"> • Bidding Documents enumerated under Section 17.1nof Revised IRR of RA 9184 • Minutes of Pre-Bid Conference, for Approved Budget for Contract (ABC) PHP1million and above • Agenda and/or Supplemental Bulletins, if any • Bidders Technical and Financial Proposals • Minutes of Bid Opening • Abstract of Bids • Post-Qualification Report of Technical Working Group • BAC Resolution declaring winning bidder • Notice of post qualification • BAC Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of the BAC recommending award of contract • Notice of Award • Performance Security • Program of Work and Detailed Estimates • Notice to Proceed, indicating the date of receipt by the contractor • Detailed Breakdown of the ABC • Copy of the Approved PERT/CPM Network Diagram and detailed computations of contract time • Detailed Breakdown of the Contract Cost indicating cost and dates of acquisition of the equipment, quantities and cost of materials, spare parts and supplies furnished by the contractor for 	
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janitorial/security/maintenance services	
<p>2.3. Copy of Advertisement of Invitation to Bid/Request for expression of interest</p> <ul style="list-style-type: none"> • Newspaper clipping of advertisement (ABC 2 million and above) • Printout copy of advertisement posted in PhilGEPS • Certification from the Head of BAC Secretariat on the posting of advertisement at conspicuous places • Printout copies of advertisement posted in agency website, if any 	Proponent
2.4. Documentary requirements under Sections 23.1 and 25.2a of the Revised IRR of RA No. 9184	Proponent
2.5. Bid Evaluation report	Proponent
2.6. Post Qualification Evaluation Report	Proponent
2.7. Printout copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PhilGEPS	Proponent
2.8. Evidence of Invitation of three observers in all stages of the procurement process	Proponent
2.9. Request for purchase or requisition of supplies, materials and equipment, duly approved by proper authorities	Proponent
2.10. Accomplishment Report	Proponent
2.11. Request for payment	Proponent
2.12. Contractor's Bill	Proponent
2.13. Certificate of Acceptance	Proponent
2.14. Record of Attendance/Service	Proponent
2.15. Proof of remittance to concerned government	Proponent

agency and/or GOCCs (BIR, SSS, Pag-IBIG)	
2.16. Other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review in the technical evaluation thereof	Proponent
2.17. Additional documents required to be submitted 5 days upon execution of contract: For Janitorial/security/maintenance services: <ul style="list-style-type: none"> • Appropriate approved documents indicating the following: <ul style="list-style-type: none"> - Number of personnel involved and their corresponding rates/salary - Schedule of work and places of assignment or station/visits indicating among others, the number of hours per visit - Type and number of equipment to be served (in case of visitorial maintenance service) • Group classification of personnel to determine the Equivalent Equipment Monthly Statutory Minimum Wage Rate • <i>For janitorial services only:</i> <ul style="list-style-type: none"> - Scaled floor plans of the building and other area/s covered by the service contract (for janitorial services) • <i>For security service contract only:</i> <ul style="list-style-type: none"> - Approved documents indicating the minimum requirements of the Agency on the number of security personnel to be involved in the project 	Proponent

<ul style="list-style-type: none"> - Population of the agency where the services are rendered • <i>For maintenance service contracts:</i> <ul style="list-style-type: none"> - Detailed description of the maintenance services to be rendered or activities to be performed <p>For Garbage Collection and Disposal:</p> <ul style="list-style-type: none"> • Complete description/ specification and number of units of dump trucks to be used • Complete descriptions/ specifications and number of units of all other equipment to be rented/used • Appropriate approved documents containing the terms and conditions, whether operated or bare rental for heavy equipment, whether per trip or package deal; and other relevant condition • Designated dumpsite/location of dumpsite (if provided in a separate document) • Measurement in kilometers of the total distance covered by one complete route for all the required routes to be traveled • Estimated volume in cubic meters of garbage to be hauled from area of operation, including the basis for such estimates • In cases where the type of contract differs from the usual per trip contract basis, sufficient justification and comparative analysis between the type of contract adopted against the basic trip type of contract 	
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<p>For forwarding/shipping/hauling contract:</p> <ul style="list-style-type: none"> • Type/kind and technical description of the mode of transportation used • Point of origin and destination including the estimated distance/s if transported by land • Estimated weight and volume of cargoes involved 	
<p>3. Basic Requirements for All Types of Procurement Through Alternative Modes</p>	
<p>3.1. Documents to be submitted within five working days from the execution of the contract as required under CAO Circular 2009-001:</p> <ul style="list-style-type: none"> • Purchase order/Letter order/Contract, duly approved by the official concerned and accepted by the supplier (date of acceptance must be clearly indicated) • Proof of posting of invitation or request for submission of price quotation in the PhilGEPS website, website of the procuring entity and at any conspicuous place reserved for this purpose in the premises of the procuring agency for a period of seven calendar days in case shopping under section 52.1b and Negotiated Procurement under 53.1 (two failed bidding) and 53.9 small value procurement of the Revised IRR of RA 9184 • Performance and warranty securities, except for Shopping and Negotiated Procurement under emergency cases and Small Value Procurement 	<p>Proponent</p>

<ul style="list-style-type: none"> • BAC Resolution recommending and justifying to the Head of Procuring Entity (HOPE) the use of alternative mode of procurement and approval by the HOPE of the BAC Resolution recommending award of contract • Proof of posting of Notice of Award in the PhilGEPS website, the website of the procuring entity, if available, and at any conspicuous place reserved for this purpose in the premises of the procuring entity 	
3.2. Approved Procurement Plan	Proponent
3.3. Request for purchase or requisition of supplies, materials, and equipment, duly approved by proper authorities	Proponent
3.4. Duly approved Inspection and acceptance report	Proponent
3.5. Approval by the HOPE or his duly authorized representative on the use of the alternative methods of procurement, as recommended by the BAC	Proponent
3.6. Statement of the prospective bidder that it is not blacklisted or barred from bidding by the Government or any of its agencies, offices, corporations or LGUs	Proponent
3.7. Sworn affidavit of the bidder that it is not related to the HOPE by consanguinity or affinity up to the third civil degree	Proponent
3.8. Additional Requirements for Repeat Order	
a. Specific requirements to be submitted w/in 5 days from the execution of the contract:	Proponent

<ul style="list-style-type: none"> • Copy of original contract used as basis for repeat order indicating that the original contract was awarded through public bidding • Certification from the purchasing office that the supplier has complied with all the requirements under the original contract 	
<p>3.9. Additional Requirements for <i>Negotiated Procurement</i></p>	
<p>a. Specific requirements to be submitted w/in 5 days from the execution of the contract (<i>in case of two failed biddings, emergency cases, take-over of contract and small value procurement</i>):</p> <ul style="list-style-type: none"> • Price quotation/bids/final offers from at least be three invited suppliers • Abstract of submitted Price Quotation • BAC Resolution recommending award of contract to Lowest Calculated Responsive Bid (LCRB) 	Proponent
<p>b. Additional requirements in case of two failed biddings:</p> <ul style="list-style-type: none"> • Agency's offer for negotiations with selected suppliers, contractors or consultants • Certificate of failure of competitive bidding for the second time • Evidence of invitation of observers in all stages of the negotiation • Eligibility documents in case of infrastructure projects 	Proponent
<p>c. Additional requirements in emergency cases:</p> <ul style="list-style-type: none"> • Justification as to the necessity of purchase 	Proponent

<p>d. Additional requirements in case of take-over of contracts:</p> <ul style="list-style-type: none"> • Copy of terminated contract • Reasons for the termination • Negotiation documents with the second lowest calculated bidder or the third lowest calculated bidder in case of failure of negotiation with the second lowest bidder. If negotiation still fails, invitation to at least three eligible contractors • Approval to negotiate contract for projects under exceptional cases 	<p>Proponent</p>
<p>e. Additional requirements in case of small value procurement:</p> <ul style="list-style-type: none"> • Letter/invitation to submit proposals 	<p>Proponent</p>
<p>f. Additional requirements for adjacent or contiguous projects:</p> <ul style="list-style-type: none"> • Original contract and any document indicating that the same resulted from competitive bidding • Scope of work which should be related or similar to the scope of work of the original contract • Latest Accomplishment Report of the original contract showing that there was no negative slippage/delay 	<p>Proponent</p>
<p>3.10. Additional Requirements for Advance Payment</p>	
<p>a. Irrevocable standby letter of credit of equivalent value /surety bond callable upon demand/bank guarantee</p>	<p>Supplier</p>
<p>b. Request for Payment</p>	<p>Supplier</p>

c. Bank details	Supplier			
d. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof	Proponent			
e. Copy of transmittal letter of BAC to COA (9.1 page 32 COA Circular No. 2012-01 dtd. 06-14-2012)	BAC			
4. Release of Retention Fee				
4.1. SBLC/Bank Guaranty - for retention fee substitution	Supplier			
4.2. Request for Payment	Supplier			
4.3. Bank details	Supplier			
4.4. Certification from the End User that the project is completed and inspected	Proponent			
4.5. Previous Copy of Disbursement Vouchers paid (Retention Fee)	Proponent			
<i>Such other pertinent supporting documents as required by the nature of expense such as but not limited to:</i>				
<ul style="list-style-type: none"> • DTR and Summary of DTR 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents for Claim of Payments to Budget Section	1. Receive documents from the Budget Section, and log in the tracking system, and forward Disbursement Vouchers (DV) for the next step	None	4 hours	Designated Releasing & Receiving Staff
	1.1. Review of documentation requirements	None	3 days and 4 hours	Designated Pre-Audit Staff

	1.2. Forward received DVs to Head of Accounting Unit for final review	None	4 hours	Designated Releasing & Receiving Staff
	1.3. Final Review of DV and Supporting Documents If complete, sign DVs and proceed to payment (Proceed to Step 1.5) If incomplete, prepare findings and forward to designated staff for tracking (Proceed to Step 1.6)	None	2 days	Head of Accounting Unit/Designated Accountant
	1.4. Forward documents for processing of payment thru ADA or check	None	4 hours	Designated Releasing & Receiving Staff
	1.5. Forward to End-User for compliance	None		
TOTAL:		None	7 days	

5. Processing of Disbursement Vouchers – Rental Contract

Rental services for buildings, offices, equipment or other related property that are paid in rent which may be needed in the pursuit of any project or activity of the agency.

Office or Division:	Accounting
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd Offices
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. General Requirements	
1.1. Certificate of Availability of Funds	Proponent
1.2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials	Proponent
1.3. Legality of transaction and conformity with laws, rules or regulations	Proponent
1.4. Approval of expenditure by Head of Office	Proponent
1.5. Sufficient and relevant documents to establish validity of claim	Proponent
1.6. Checklist of Requirements	Accounting Division
1.7. Approved Obligation request and Status – box A & box B – approved (Appendix No. 11 GAM) (3 Copies)	Proponent & Budget Division
1.8. Disbursement Voucher – box A – approved (Appendix No. 32 GAM) (3 Copies)	Proponent
2. Basic Requirements for All Types of Procurement Through Public Bidding	
2.1. Authenticated photocopy of the approved APP and any amendment thereto	Proponent
2.2. Approved contract supported by the following documents: <ul style="list-style-type: none"> • Invitation to Apply for Eligibility to Bid • Letter of Intent • Results of Eligibility Check/Screening • Bidding Documents enumerated under Section 	Proponent

<p>17.1 of Revised IRR of RA 9184</p> <ul style="list-style-type: none"> • Minutes of Pre-Bid Conference, for Approved Budget for Contract (ABC) PHP1million and above • Agenda and/or Supplemental Bulletins, if any • Bidders Technical and Financial Proposals • Minutes of Bid Opening • Abstract of Bids • Post-Qualification Report of Technical Working Group • BAC Resolution declaring winning bidder • Notice of post qualification • BAC Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of the BAC recommending award of contract • Notice of Award • Performance Security • Program of Work and Detailed Estimates • Notice to Proceed, indicating the date of receipt by the contractor • Detailed Breakdown of the ABC • Copy of the Approved PERT/CPM Network Diagram and detailed computations of contract time • Detailed Breakdown of the Contract Cost 	
<p>2.3. Copy of Advertisement of Invitation to Bid/Request for expression of interest</p> <ul style="list-style-type: none"> • Newspaper clipping of advertisement (ABC 2 million and above) 	<p>Proponent</p>

<ul style="list-style-type: none"> • Printout copy of advertisement posted in PhilGEPS • Certification from the Head of BAC Secretariat on the posting of advertisement at conspicuous places • Printout copies of advertisement posted in agency website, if any 	
2.4. Documentary requirements under Sections 23.1 and 25.2a of the Revised IRR of RA No. 9184	Proponent
2.5. Bid Evaluation report	Proponent
2.6. Post Qualification Evaluation Report	Proponent
2.7. Printout copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PhilGEPS	Proponent
2.8. Evidence of Invitation of three observers in all stages of the procurement process	Proponent
2.9. Request for purchase or requisition of supplies, materials and equipment, duly approved by proper authorities	Proponent
2.10. List of prevailing comparable property within the vicinity	Proponent
2.11. Vicinity map	Proponent
2.12. Request for payment	Proponent
2.13. Bill/Invoices	Proponent
2.14. Certificate of occupancy (space/Building)	Proponent
2.15. Other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof	Proponent
2.16. Additional documents required to be submitted 5 days upon execution of contract:	Proponent

<p>For privately-owned office/building:</p> <ul style="list-style-type: none"> • Complete copy of the building floor plans indicating in shaded colors the rentable space • Copy of the certificate of occupancy of the building or appropriate approved documents showing the date the building was constructed or age of the building • Complete description of the building as to type, kind and class including its component parts and equipment facilities such as but not limited to areas, elevators, air-conditioning systems, firefighting equipment etc. • Copy of master deed of declaration and restrictions in case of lease/rental of office condominiums <p>For equipment rental/lease/purchase contract:</p> <ul style="list-style-type: none"> • Agency evaluation of equipment utilization • Pertinent data of area of operation 	
<p>3. Basic Requirements for All Types of Procurement Through Alternative Modes</p>	
<p>3.1. Documents to be submitted within five working days from the execution of the contract as required under CAO Circular 2009-001:</p> <ul style="list-style-type: none"> • Purchase order/Letter order/Contract, duly approved by the official concerned and accepted by the supplier (date of acceptance must be clearly indicated) • Proof of posting of invitation or request for submission of 	<p>Proponent</p>

<p>price quotation in the PhilGEPS website, website of the procuring entity and at any conspicuous place reserved for this purpose in the premises of the the procuring agency for a period of seven days for Negotiated Procurement (two failed bidding) and small value procurement</p> <ul style="list-style-type: none"> • Performance and warranty securities, except for Shopping and Negotiated Procurement under emergency cases and Small Value Procurement • BAC Resolution recommending and justifying to the Head of Procuring Entity (HOPE) the use of alternative mode of procurement and approval by the HOPE of the BAC Resolution recommending award of contract • Proof of posting of Notice of Award in the PhilGEPS website, the website of the procuring entity, if available, and at any conspicuous place reserved for this purpose in the premises of the procuring entity 	
<p>3.2. Approved Procurement Plan</p>	<p>Proponent</p>
<p>3.3. Request for purchase or requisition of supplies, materials, and equipment, duly approved by proper authorities</p>	<p>Proponent</p>
<p>3.4. Original copy of the delivery invoice showing the quantity, description of the articles, unit and total value, duly signed by the dealer or his representative and indicating receipt by the proper agency official of items delivered</p>	<p>Proponent</p>

3.5. Duly approved Inspection and acceptance report	Proponent
3.6. Approval by the HOPE on the use of the alternative methods of procurement	Proponent
3.7. Statement of the prospective bidder that it is not blacklisted or barred from bidding by the Government or any of its agencies, offices, corporations or LGUs	Proponent
3.8. Sworn affidavit of the bidder that it is not related to the HOPE by consanguinity or affinity up to the third civil degree	Proponent
3.9. Additional Requirements for Limited Source Bidding	
<p>a. Specific requirements to be submitted w/in 5 days from the execution of the contract:</p> <ul style="list-style-type: none"> • Copy of direct invitation to bid served by the concerned agency to all suppliers appearing in the pre-selected list of suppliers with known experience and proven capability on the requirements of the particular contract • Winning bidder's offer or proposal • Abstract of bids showing the most responsive and complying bidder from among the other bidders who participated in the bidding • Notice of Award 	Proponent
b. Documentary requirements under Section 25.2b of the Revised IRR of RA No. 9184	Proponent
c. Bid Security	Proponent
d. Other documents peculiar to the contract and/or to the mode of procurement and	Proponent

considered necessary in the auditorial review and in the technical evaluation thereof	
3.10. Additional Requirements for <i>Direct Contracting</i>	
<p>a. Specific requirements to be submitted w/in 5 days from the execution of the contract:</p> <ul style="list-style-type: none"> • Copy of letter to selected supplier to submit price quotation and conditions of sale • Certificate that the supplier has complied with all the requirements under the original contract 	Proponent
<p>b. Other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof</p>	Proponent
3.11. Additional Requirements for <i>Negotiated Procurement</i>	
<p>a. Specific requirements to be submitted w/in 5 days from the execution of the contract (in case of two failed biddings, emergency cases, take-over of contract and small value procurement):</p> <ul style="list-style-type: none"> • Price quotation/bids/final offers from at least be three invited suppliers • Abstract of submitted Price Quotation • BAC Resolution recommending award of contract to Lowest Calculated Responsive Bid (LCRB) 	Proponent
<p>b. Additional requirements in case of two failed biddings:</p>	Proponent

<ul style="list-style-type: none"> • Agency’s offer for negotiations with selected suppliers, contractors, or consultants • Certificate of failure of competitive bidding for the second time • Evidence of invitation of observers in all stages of the negotiation • Eligibility documents in case of infrastructure projects 	
<p>c. Additional requirements in emergency cases:</p> <ul style="list-style-type: none"> • Justification as to the necessity of purchase 	Proponent
<p>d. Additional requirements in case of take-over of contracts:</p> <ul style="list-style-type: none"> • Copy of terminated contract • Reasons for the termination • Negotiation documents with the second lowest calculated bidder or the third lowest calculated bidder in case of failure of negotiation with the second lowest bidder. If negotiation still fails, invitation to at least three eligible contractors • Approval to negotiate contract for projects under exceptional cases 	Proponent
<p>e. Additional requirements in case of small value procurement:</p> <ul style="list-style-type: none"> • Letter/invitation to submit proposals 	Proponent
<p>f. Additional requirements for adjacent or contiguous projects:</p> <ul style="list-style-type: none"> • Original contract and any document indicating that 	Proponent

<p>the same resulted from competitive bidding</p> <ul style="list-style-type: none"> • Scope of work which should be related or similar to the scope of work of the original contract • Latest Accomplishment Report of the original contract showing that there was no negative slippage/delay 	
3.12. Additional Requirements for Advance Payment	
a. Irrevocable standby letter of credit of equivalent value /surety bond callable upon demand/bank guarantee	Supplier
b. Request for Payment	Supplier
c. Bank details	Supplier
d. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof	Proponent
e. Copy of transmittal letter of BAC to COA (9.1 page 32 COA Circular No. 2012-01 dtd. 06-14-2012	BAC
4. Release of Retention Fee	
4.1. SBLC/Bank Guaranty - for retention fee substitution	Supplier
4.2. Request for Payment	Supplier
4.3. Bank details	Supplier
4.4. Certification from the End User that the project is completed and inspected	Proponent
4.5. Previous Copy of Disbursement Vouchers paid (Retention Fee)	Proponent

<i>Such other pertinent supporting documents as required by the nature of expense</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents for Claim of Payments to Budget Section	1. Receive documents from the Budget Section, and log in the tracking system, and forward Disbursement Vouchers (DV) for the next step	None	4 hours	Designated Releasing & Receiving Staff
	1.1. Review of documentation requirements	None	3 days and 4 hours	Designated Pre-Audit Staff
	1.2. Forward received DVs to Head of Accounting Unit for final review	None	4 hours	Designated Releasing & Receiving Staff
	1.3. Final Review of DV and Supporting Documents If complete, sign DVs and proceed to payment (Proceed to Step 1.5) If incomplete, prepare findings and forward to designated staff for tracking	None	2 days	Head of Accounting Unit/Designated Accountant

	(Proceed to Step 1.6)			
	1.4. Forward documents for processing of payment thru ADA or check	None	4 hours	Designated Releasing & Receiving Staff
	1.5. Forward to End-User for compliance	None		
TOTAL:		None	7 days	

6. Processing of Disbursement Vouchers – Repairs and Maintenance of Equipment and Motor Vehicles

Repair and maintenance services of equipment and motor vehicles which may be needed in the pursuit of any project or activity of the agency.

Office or Division:	Accounting
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd Offices
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. General Requirements	
1.1. Certificate of Availability of Funds	Proponent
1.2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials	Proponent
1.3. Legality of transaction and conformity with laws, rules or regulations	Proponent
1.4. Approval of expenditure by Head of Office	Proponent
1.5. Sufficient and relevant documents to establish validity of claim	Proponent
1.6. Checklist of Requirements	Accounting Division
1.7. Approved Obligation request and Status – box A & box B – approved (Appendix No. 11 GAM) (3 Copies)	Proponent & Budget Division
1.8. Disbursement Voucher – box A – approved (Appendix No. 32 GAM) (3 Copies)	Proponent
2. Basic Requirements for All Types of Procurement Through Public Bidding	
2.1. Authenticated photocopy of the approved APP and any amendment thereto	Proponent
2.2. Approved contract supported by the following documents: <ul style="list-style-type: none"> • Invitation to Apply for Eligibility to Bid • Letter of Intent • Results of Eligibility Check/Screening 	Proponent

<ul style="list-style-type: none"> • Bidding Documents enumerated under Section 17.1 of Revised IRR of RA 9184 • Minutes of Pre-Bid Conference, for Approved Budget for Contract (ABC) PHP1million and above • Agenda and/or Supplemental Bulletins, if any • Bidders Technical and Financial Proposals • Minutes of Bid Opening • Abstract of Bids • Post-Qualification Report of Technical Working Group • BAC Resolution declaring winning bidder • Notice of post qualification • BAC Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of the BAC recommending award of contract • Notice of Award • Performance Security • Program of Work and Detailed Estimates • Notice to Proceed, indicating the date of receipt by the contractor • Detailed Breakdown of the ABC • Copy of the Approved PERT/CPM Network Diagram and detailed computations of contract time • Detailed Breakdown of the Contract Cost 	
<p>2.3. Copy of Advertisement of Invitation to Bid/Request for expression of interest</p> <ul style="list-style-type: none"> • Newspaper clipping of advertisement 	<p>Proponent</p>

<ul style="list-style-type: none"> • Printout copy of advertisement posted in PhilGEPS • Certification from the Head of BAC Secretariat on the posting of advertisement at conspicuous places • Printout copies of advertisement posted in agency website, if any 	
2.4. Documentary requirements under Sections 23.1 and 25.2a of the Revised IRR of RA No. 9184	Proponent
2.5. Bid Evaluation report	Proponent
2.6. Post Qualification Evaluation Report	Proponent
2.7. Printout copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PhilGEPS	Proponent
2.8. Evidence of Invitation of three observers in all stages of the procurement process	Proponent
2.9. Request for purchase or requisition of supplies, materials and equipment, duly approved by proper authorities	Proponent
2.10. Additional documents required to be submitted 5 days upon execution of contract: <ul style="list-style-type: none"> • Copy of pre-repair evaluation report and approved detailed plans by the agency showing in sufficient detail the scope of work/extent or repair to be done • Report of waste materials • copy of documents indicating the history of repair 	Proponent
2.11. Post-inspection reports	Proponent
2.12. Warranty certificate	Proponent
2.13. Request for payment	Proponent

2.14. Bill/Invoices	Proponent
2.15. Certificate of acceptance	Proponent
2.16. Pre-repair inspection reports	Proponent
2.17. Other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof	Proponent
3. Basic Requirements for All Types of Procurement Through Alternative Modes	
<p>3.1. Documents to be submitted within five working days from the execution of the contract as required under CAO Circular 2009-001:</p> <ul style="list-style-type: none"> • Purchase order/Letter order/Contract, duly approved by the official concerned and accepted by the supplier (date of acceptance must be clearly indicated) • Proof of posting of invitation or request for submission of price quotation in the PhilGEPS website, website of the procuring entity and at any conspicuous place reserved for this purpose in the premises of the procuring agency for a period of seven calendar days in case shopping under section 52.1b and Negotiated Procurement under 53.1 (two failed bidding) and 53.9 small value procurement of the Revised IRR of RA 9184 • Performance and warranty securities, except for Shopping and Negotiated Procurement under emergency cases and Small Value Procurement 	Proponent

<ul style="list-style-type: none"> • BAC Resolution recommending and justifying to the Head of Procuring Entity (HOPE) the use of alternative mode of procurement and approval by the HOPE of the BAC Resolution recommending award of contract • Proof of posting of Notice of Award in the PhilGEPS website, the website of the procuring entity, if available, and at any conspicuous place reserved for this purpose in the premises of the procuring entity 	
3.2. Approved Procurement Plan	Proponent
3.3. Request for purchase or requisition of supplies, materials, and equipment, duly approved by proper authorities	Proponent
3.4. Original copy of the delivery invoice showing the quantity, description of the articles, unit and total value, duly signed by the dealer or his representative and indicating receipt by the proper agency official of items delivered	Proponent
3.5. Duly approved Inspection and acceptance report	Proponent
3.6. Approval by the HOPE or his duly authorized representative on the use of the alternative methods of procurement, as recommended by the BAC	Proponent
3.7. Statement of the prospective bidder that it is not blacklisted or barred from bidding by the Government or any of its agencies, offices, corporations or LGUs	Proponent
3.8. Sworn affidavit of the bidder that it is not related to the HOPE by consanguinity or	Proponent

affinity up to the third civil degree	
3.9. Additional Requirements for Limited Source Bidding	
<p>a. Specific requirements to be submitted w/in 5 days from the execution of the contract:</p> <ul style="list-style-type: none"> • Copy of direct invitation to bid served by the concerned agency to all suppliers appearing in the pre-selected list of suppliers with known experience and proven capability on the requirements of the particular contract • Winning bidder's offer or proposal • Abstract of bids showing the most responsive and complying bidder from among the other bidders who participated in the bidding • Notice of Award 	Proponent
b. Documentary requirements under Section 23.1 and 25.2(a), of the Revised IRR of RA No. 9184	Proponent
c. Other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof	Proponent
d. Bid security (required under Section 5.4 IRR-A RA No. 9184)	Proponent
3.10. Additional Requirements for Direct Contracting	
<p>a. Specific requirements to be submitted w/in 5 days from the execution of the contract:</p> <ul style="list-style-type: none"> • Copy of letter to selected supplier to submit price 	Proponent

<p>quotation and conditions of sale</p> <ul style="list-style-type: none"> • Certificate of Exclusive Distributorship • Certification from the agency authorized official that there are no sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the government • Certification of the BAC in case of procurement of critical plant components and/or to maintain certain standards 	
<p>b. Study/survey done to determine that there are no sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the government</p>	<p>Proponent</p>
<p>c. Other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof</p>	<p>Proponent</p>
<p>3.11. Additional Requirements for <i>Repeat Order</i></p>	
<p>a. Specific requirements to be submitted w/in 5 days from the execution of the contract:</p> <ul style="list-style-type: none"> • Copy of original contract used as basis for repeat order indicating that the original contract was awarded through public bidding • Certification from the purchasing office that the supplier has complied with all the requirements under the original contract 	<p>Proponent</p>

3.12. Additional Requirements for <i>Shopping</i>	
<p>a. Specific requirements to be submitted w/in 5 days from the execution of the contract:</p> <ul style="list-style-type: none"> • Price quotations from at least three bonafide and reputable manufacturers/suppliers/distributors • Abstract of canvass 	Proponent
3.13. Additional Requirements for <i>Negotiated Procurement</i>	
<p>a. Specific requirements to be submitted w/in 5 days from the execution of the contract (in case of two failed biddings, emergency cases, take-over of contract and small value procurement):</p> <ul style="list-style-type: none"> • Price quotation/bids/final offers from at least be three invited suppliers • Abstract of submitted Price Quotation • BAC Resolution recommending award of contract to Lowest Calculated Responsive Bid (LCRB) 	Proponent
<p>b. Additional requirements in case of two failed biddings:</p> <ul style="list-style-type: none"> • Agency's offer for negotiations with selected suppliers, contractors, or consultants • Certificate of failure of competitive bidding for the second time • Evidence of invitation of observers in all stages of the negotiation • Eligibility documents in case of infrastructure projects 	Proponent
c. Additional requirements in emergency cases:	Proponent

<ul style="list-style-type: none"> • Justification as to the necessity of purchase 	
<p>d. Additional requirements in case of take-over of contracts:</p> <ul style="list-style-type: none"> • Copy of terminated contract • Reasons for the termination • Negotiation documents with the second lowest calculated bidder or the third lowest calculated bidder in case of failure of negotiation with the second lowest bidder. If negotiation still fails, invitation to at least three eligible contractors • Approval to negotiate contract for projects under exceptional cases 	Proponent
<p>e. Additional requirements in case of small value procurement:</p> <ul style="list-style-type: none"> • Letter/invitation to submit proposals 	Proponent
<p>f. Additional requirements for adjacent or contiguous projects:</p> <ul style="list-style-type: none"> • Original contract and any document indicating that the same resulted from competitive bidding • Scope of work which should be related or similar to the scope of work of the original contract • Latest Accomplishment Report of the original contract showing that there was no negative slippage/delay 	Proponent
<p>3.14. Additional Requirements for Advance Payment</p>	
<p>a. Irrevocable standby letter of credit of equivalent value</p>	Supplier

/surety bond callable upon demand/bank guarantee				
b. Request for Payment		Supplier		
c. Bank details		Supplier		
d. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof		Proponent		
e. Copy of transmittal letter of BAC to COA (9.1 page 32 COA Circular No. 2012-01 dtd. 06-14-2012		BAC		
4. Release of Retention Fee				
4.1. SBLC/Bank Guaranty - for retention fee substitution		Supplier		
4.2. Request for Payment		Supplier		
4.3. Bank details		Supplier		
4.4. Certification from the End User that the project is completed and inspected		Proponent		
4.5. Previous Copy of Disbursement Vouchers paid (Retention Fee)		Proponent		
<i>Such other pertinent supporting documents as required by the nature of expense</i>				
• Approved Job Order		Proponent		
• Approved RIS (consumable) or ICS (non-consumable)		Proponent		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents for Claim of Payments to Budget Section	1. Receive documents from the Budget Section, and log in the tracking system, and forward	None	4 hours	Designated Releasing & Receiving Staff

	Disbursement Vouchers (DV) for the next step			
	1.1. Review of documentation requirements	None	3 days and 4 hours	Designated Pre-Audit Staff
	1.2. Forward received DVs to Head of Accounting Unit for final review	None	4 hours	Designated Releasing & Receiving Staff
	1.3. Final Review of DV and Supporting Documents If complete, sign DVs and proceed to payment (Proceed to Step 1.5) If incomplete, prepare findings and forward to designated staff for tracking (Proceed to Step 1.6)	None	2 days	Head of Accounting Unit/Designated Accountant
	1.4. Forward documents for processing of payment thru ADA or check	None	4 hours	Designated Releasing & Receiving Staff
	1.5. Forward to End-User for compliance	None		
TOTAL:		None	7 days	

7. Processing of Disbursement Vouchers – Board and Lodging

Board and lodging services which may be needed in the pursuit of any project or activity of the agency.

Office or Division:	Accounting
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd Offices
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. General Requirements	
1.1. Certificate of Availability of Funds	Proponent
1.2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials	Proponent
1.3. Legality of transaction and conformity with laws, rules or regulations	Proponent
1.4. Approval of expenditure by Head of Office	Proponent
1.5. Sufficient and relevant documents to establish validity of claim	Proponent
1.6. Checklist of Requirements	Accounting Division
1.7. Approved Obligation request and Status – box A & box B – approved (Appendix No. 11 GAM) (3 Copies)	Proponent & Budget Division
1.8. Disbursement Voucher – box A – approved (Appendix No. 32 GAM) (3 Copies)	Proponent
2. Basic Requirements for All Types of Procurement Through Public Bidding	
2.1. Authenticated photocopy of the approved APP and any amendment thereto	Proponent
2.2. Approved contract supported by the following documents: <ul style="list-style-type: none"> • Invitation to Apply for Eligibility to Bid • Letter of Intent • Results of Eligibility Check/Screening • Bidding Documents enumerated under Section 17.1 of Revised IRR of RA 9184 • Minutes of Pre-Bid Conference, for Approved Budget for Contract (ABC) PHP1million and above 	Proponent

<ul style="list-style-type: none"> • Agenda and/or Supplemental Bulletins, if any • Bidders Technical and Financial Proposals • Minutes of Bid Opening • Abstract of Bids • Post-Qualification Report of Technical Working Group • BAC Resolution declaring winning bidder • Notice of post qualification • BAC Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of the BAC recommending award of contract • Notice of Award • Performance Security • Program of Work and Detailed Estimates • Notice to Proceed, indicating the date of receipt by the contractor • Detailed Breakdown of the ABC • Copy of the Approved PERT/CPM Network Diagram and detailed computations of contract time • Detailed Breakdown of the Contract Cost 	
<p>2.3. Copy of Advertisement of Invitation to Bid/Request for expression of interest</p> <ul style="list-style-type: none"> • Newspaper clipping of advertisement • Printout copy of advertisement posted in PhilGEPS • Certification from the Head of BAC Secretariat on the posting of advertisement at conspicuous places • Printout copies of advertisement posted in agency website, if any 	Proponent
<p>2.4. Documentary requirements under Sections 23.1 and 25.2a of the Revised IRR of RA No. 9184</p>	Proponent
<p>2.5. Bid Evaluation report</p>	Proponent
<p>2.6. Post Qualification Evaluation Report</p>	Proponent

2.7. Printout copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PhilGEPS	Proponent
2.8. Evidence of Invitation of three observers in all stages of the procurement process	Proponent
2.9. Additional documents required to be submitted 5 days upon execution of contract: <ul style="list-style-type: none"> • Samples and brochures/ photographs, if applicable 	Proponent
2.10. Tax receipts from the Bureau of Customs or the BIR	Proponent
2.11. Request for purchase or requisition of supplies, materials and equipment duly approved by proper authorities	Proponent
2.12. Other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof	Proponent
3. Basic Requirements for All Types of Procurement Through Alternative Modes	
3.1. Documents to be submitted within five working days from the execution of the contract as required under CAO Circular 2009-001: <ul style="list-style-type: none"> • Purchase order/Letter order/Contract, duly approved by the official concerned and accepted by the supplier (date of acceptance must be clearly indicated) • Proof of posting of invitation or request for submission of price quotation in the PhilGEPS website, website of the procuring entity and at any conspicuous place reserved for this purpose in the premises of the the procuring agency for a period of seven days for Negotiated Procurement (two failed bidding) and small value procurement • Performance and warranty securities, except for Shopping 	Proponent

<p>and Negotiated Procurement under emergency cases and Small Value Procurement</p> <ul style="list-style-type: none"> • BAC Resolution recommending and justifying to the Head of Procuring Entity (HOPE) the use of alternative mode of procurement and approval by the HOPE of the BAC Resolution recommending award of contract • Proof of posting of Notice of Award in the PhilGEPS website, the website of the procuring entity, if available, and at any conspicuous place reserved for this purpose in the premises of the procuring entity 	
3.2. Approved Procurement Plan	Proponent
3.3. Request for purchase or requisition of supplies, materials, and equipment, duly approved by proper authorities	Proponent
3.4. Approval by the HOPE or his duly authorized representative on the use of the alternative methods of procurement, as recommended by the BAC	Proponent
3.5. Statement of the prospective bidder that it is not blacklisted or barred from bidding by the Government or any of its agencies, offices, corporations or LGUs	Proponent
3.6. Sworn affidavit of the bidder that it is not related to the HOPE by consanguinity or affinity up to the third civil degree	Proponent
3.7. Additional Requirements for Limited Source Bidding	
<p>a. Specific requirements to be submitted w/in 5 days from the execution of the contract:</p> <ul style="list-style-type: none"> • Copy of direct invitation to bid served by the concerned agency to all suppliers appearing in the pre-selected list of suppliers with known experience and proven capability on the requirements of the particular contract • Winning bidder's offer or proposal 	Proponent

<ul style="list-style-type: none"> • Abstract of bids showing the most responsive and complying bidder from among the other bidders who participated in the bidding • Notice of Award 	
b. Documentary requirements under Section 23.1 and 25.2(a), of the Revised IRR of RA No. 9184	Proponent
c. Other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof	Proponent
d. Bid security	Proponent
3.8. Additional Requirements for <i>Direct Contracting</i>	
a. Specific requirements to be submitted w/in 5 days from the execution of the contract: <ul style="list-style-type: none"> • Certificate of no sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the government • Certification of the BAC in case of procurement of critical plant components and/or to maintain certain standards 	Proponent
b. Study/survey done to determine that there are no sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the government	Proponent
c. Other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof	Proponent
3.9. Additional Requirements for <i>Repeat Order</i>	
a. Specific requirements to be submitted w/in 5 days from the execution of the contract:	Proponent

<ul style="list-style-type: none"> • Copy of original contract used as basis for repeat order indicating that the original contract was awarded through public bidding • Certification from the purchasing office that the supplier has complied with all the requirements under the original contract 	
<p>3.10. Additional Requirements for <i>Negotiated Procurement</i></p>	
<p>a. Specific requirements to be submitted w/in 5 days from the execution of the contract (in case of two failed biddings, emergency cases, take-over of contract and small value procurement):</p> <ul style="list-style-type: none"> • Price quotation/bids/final offers from at least be three invited suppliers • Abstract of submitted Price Quotation • BAC Resolution recommending award of contract to Lowest Calculated Responsive Bid (LCRB) 	Proponent
<p>b. Additional requirements in case of two failed biddings:</p> <ul style="list-style-type: none"> • Agency's offer for negotiations with selected suppliers or contractors • Certificate of failure of competitive bidding for the second time • Evidence of invitation of observers in all stages of the negotiation 	Proponent
<p>c. Additional requirements in emergency cases:</p> <ul style="list-style-type: none"> • Justification as to the necessity of purchase 	Proponent
<p>d. Additional requirements in case of take-over of contracts:</p> <ul style="list-style-type: none"> • Copy of terminated contract • Reasons for the termination • Negotiation documents with the second lowest calculated bidder or the third lowest calculated bidder in case of failure of 	Proponent

negotiation with the second lowest bidder. If negotiation still fails, invitation to at least three eligible contractors <ul style="list-style-type: none"> • Approval to negotiate contract for projects under exceptional cases 				
e. Additional requirements in case of small value procurement: <ul style="list-style-type: none"> • Letter/invitation to submit proposals 		Proponent		
f. Additional requirements for adjacent or contiguous projects: <ul style="list-style-type: none"> • Original contract and any document indicating that the same resulted from competitive bidding • Scope of work which should be related or similar to the scope of work of the original contract • Latest Accomplishment Report of the original contract showing that there was no negative slippage/delay 		Proponent		
<i>Such other pertinent supporting documents as are required by the nature of expense but not limited to:</i>				
<ul style="list-style-type: none"> • Approved Activity Request/Authority to Conduct with details of budget estimate 		Proponent		
<ul style="list-style-type: none"> • Billing Statement / Statement of Account duly received by the proponent 		Supplier		
<ul style="list-style-type: none"> • List of attendance certified by the Head of Office 		Proponent		
<ul style="list-style-type: none"> • Approved Authority to pay 		Proponent		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents for Claim of Payments to Budget Section	1. Receive documents from the Budget Section, and log in the tracking system, and forward Disbursement Vouchers (DV) for the next step	None	4 hours	Designated Releasing & Receiving Staff
	1.1. Review of documentation requirements	None	3 days and 4 hours	Designated Pre-Audit Staff

	1.2. Forward received DVs to Head of Accounting Unit for final review	None	4 hours	Designated Releasing & Receiving Staff
	1.3. Final Review of DV and Supporting Documents If complete, sign DVs and proceed to payment (Proceed to Step 1.5) If incomplete, prepare findings and forward to designated staff for tracking (Proceed to Step 1.6)	None	2 days	Head of Accounting Unit/Designated Accountant
	1.4. Forward documents for processing of payment thru ADA or check	None	4 hours	Designated Releasing & Receiving Staff
	1.5. Forward to End-User for compliance	None		
TOTAL:		None	7 days	

8. Processing of Disbursement Vouchers – Supplies, Materials & Equipment (Non-Big-Tickets)

All non-big-ticket items, supplies, materials, equipment, and motor vehicles which may be needed in the pursuit of any project or activity of the agency.

Office or Division:	Accounting
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd offices
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. General Requirements	
1.1. Certificate of Availability of Funds	Proponent
1.2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials	Proponent
1.3. Legality of transaction and conformity with laws, rules, and regulations	Proponent
1.4. Approval of expenditure by Head of Office	Proponent
1.5. Sufficient and relevant documents to establish validity of claim	Proponent
1.6. Checklist of Requirements	Accounting Division
1.7. Approved Obligations of Request and Status – box A & box B – Approved (Appendix No. 11 GAM) (3 Copies)	Proponent & Budget Division
1.8. Disbursement Voucher – box A – Approved (Appendix No. 32 GAM) (3 Copies)	Proponent
2. Basic Requirements for All Types of Procurement Through Public Bidding	
2.1. Authenticated photocopy of the approved APP and any amendment thereto	Proponent
2.2. Approved contract supported by the following documents: <ul style="list-style-type: none"> • Invitation to Apply for Eligibility to Bid • Letter of Intent • Results of Eligibility Check/Screening • Bidding Documents enumerated under Section 17.1 of Revised IRR of RA 9184 which includes a complete technical description of 	Proponent

<p>the equipment and accessories, scope of works, if applicable</p> <ul style="list-style-type: none"> • Minutes of Pre-Bid Conference, for Approved Budget for Contract (ABC) PHP1million and above • Agenda and/or Supplemental Bulletins, if any • Bidders Technical and Financial Proposals • Minutes of Bid Opening • Abstract of Bids • Post-Qualification Report of Technical Working Group • BAC Resolution declaring winning bidder • Notice of post qualification • BAC Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of the BAC recommending award of contract • Notice of Award • Performance Security • Program of Work and Detailed Estimates • Notice to Proceed, indicating the date of receipt by the contractor • Detailed Breakdown of the ABC • Copy of the Approved PERT/CPM Network Diagram and detailed computations of contract time • Detailed Breakdown of the Contract Cost 	
<p>2.3. Copy of Advertisement of Invitation to Bid/Request for expression of interest</p> <ul style="list-style-type: none"> • Newspaper clipping of advertisement (ABC 2 million and above) • Printout copy of advertisement posted in PhilGEPS • Certification from the Head of BAC Secretariat on the posting of advertisement at conspicuous places • Printout copies of advertisement posted in agency website, if any 	<p>Proponent</p>

2.4. Documentary requirements under Sections 23.1 and 25.2a of the Revised IRR of RA No. 9184	Proponent
2.5. Minutes of pre-procurement conference for project costing 2 million and above	Proponent
2.6. Bid Evaluation Report	Proponent
2.7. Post Qualification Evaluation Report	Proponent
2.8. Printout copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PhilGEPS	Proponent
2.9. Evidence of Invitation of three observers in all stages of the procurement process pursuant to Section 13.1 of the Revised IRR of RA 9184	Proponent
2.10. Approved request for purchase or requisition of supplies, materials and equipment	Proponent
2.11. Additional documents required to be submitted 5 days upon execution of contract: <ul style="list-style-type: none"> • Certificate of Exclusive Distributorship, if applicable • Samples and brochures/photographs, if applicable • <i>For imported items:</i> <ul style="list-style-type: none"> - Consular Invoice/Pro-forma invoice of the foreign supplier with the corresponding details - Home Consumption Value of the items - Breakdown of the expenses incurred in the Importation 	Proponent
2.12. Original copy of Dealers/Suppliers' Invoices showing the quantity, description of the articles, unit, and total value, duly signed by the dealer, and indicating receipt by the proper agency official of items delivered	Proponent
2.13. Results of Test Analysis, if applicable	Proponent
2.14. Tax receipts from the Bureau of Customs or the BIR	Proponent

2.15. Duly approved Inspection and Acceptance Report prepared by the Department property inspector	Proponent
2.16. For equipment, Property Acknowledgement Report	Proponent
2.17. Warranty Security for a minimum period of three months, in the case of expendable supplies, or a minimum period of one year in the case of non-expendable supplies, after acceptance by the procuring entity of the delivered supplies	Proponent
2.18. Duly approved Request for purchase of supplies, materials and equipment	Proponent
2.19. In case of motor vehicles, authority to purchase from Agency head and Secretary of DBM, or OP depending on the type of vehicle being provided	Proponent
2.20. Other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof	Proponent
3. Basic Requirements for All Types of Procurement Through Alternative Modes	
<p>3.1. Documents to be submitted within five working days from the execution of the contract as required under CAO Circular 2009-001:</p> <ul style="list-style-type: none"> • Purchase order/Letter order/Contract, duly approved by the official concerned and accepted by the supplier (date of acceptance must be clearly indicated) • Proof of posting of invitation or request for submission of price quotation in the PhilGEPS website, website of the procuring entity and at any conspicuous place reserved for this purpose in the premises of the the procuring agency for a period of seven calendar days in case shopping 	Proponent

<p>under section 52.1b and Negotiated Procurement under 53.1 (two failed bidding) and 53.9 small value procurement of the Revised IRR of RA 9184</p> <ul style="list-style-type: none"> • Performance and warranty securities, except for Shopping and Negotiated Procurement under emergency cases and Small Value Procurement • BAC Resolution recommending and justifying to the Head of Procuring Entity (HOPE) the use of alternative mode of procurement and approval by the HOPE of the BAC Resolution recommending award of contract • Proof of posting of Notice of Award in the PhilGEPS website, the website of the procuring entity, if available, and at any conspicuous place reserved for this purpose in the premises of the procuring entity 	
<p>3.2. Approved Procurement Plan</p>	<p>Proponent</p>
<p>3.3. Request for purchase or requisition of supplies, materials, and equipment, duly approved by proper authorities</p>	<p>Proponent</p>
<p>3.4. Original copy of the delivery invoice showing the quantity, description of the articles, unit, and total value, duly signed by the dealer or his representative and indicating receipt by the proper agency official of items delivered</p>	<p>Proponent</p>
<p>3.5. Duly approved Inspection and acceptance report</p>	<p>Proponent</p>
<p>3.6. Approval by the HOPE or his duly authorized representative on the use of the alternative methods of procurement, as recommended by the BAC</p>	<p>Proponent</p>
<p>3.7. Statement of the prospective bidder that it is not blacklisted or barred from bidding by the Government or any of its agencies, offices, corporations or LGUs</p>	<p>Proponent</p>

3.8. Sworn affidavit of the bidder that it is not related to the HOPE by consanguinity or affinity up to the third civil degree	Proponent
3.9. Additional Requirements for Limited Source Bidding	
<p>a. Specific requirements to be submitted within 5 days from the execution of the contract:</p> <ul style="list-style-type: none"> • Copy of direct invitation to bid served by the concerned agency to all suppliers or consultants appearing in the pre-selected list of manufacturers/suppliers/ distributors with known experience and proven capability on the requirements of the particular contract • Winning bidder's offer or proposal • Abstract of bids showing the most responsive and complying bidder from among the other bidders who participated in the bidding • Notice of Award 	Proponent
b. Documentary requirements under Section 23.1 and 25.2(a), of the Revised IRR of RA No. 9184	Proponent
c. Other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof	Proponent
d. Bid security (required under Section 5.4 IRR-A RA No. 9184)	Proponent
3.10. Additional Requirements for Direct Contracting	
<p>a. Specific requirements to be submitted w/in 5 days from the execution of the contract:</p> <ul style="list-style-type: none"> • Copy of letter to selected manufacturer/supplier/ distributor to submit a price quotation and conditions of sale 	Proponent

<ul style="list-style-type: none"> • Certificate of Exclusive Distributorship • Certification from the agency authorized official that there are no sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the government • Certification of the BAC in case of procurement of critical plant components and/or to maintain certain standards 	
<p>b. Study/survey done to determine that there are no sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the government</p>	Proponent
<p>c. Other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof</p>	Proponent
<p>3.11. Additional Requirements for Repeat Order</p>	
<p>a. Specific requirements to be submitted w/in 5 days from the execution of the contract:</p> <ul style="list-style-type: none"> • Copy of original contract used as basis for repeat order indicating that the original contract was awarded through public bidding • Certification from the purchasing office that the supplier has complied with all the requirements under the original contract 	Proponent
<p>3.12. Additional Requirements for Shopping</p>	
<p>a. Specific requirements to be submitted w/in 5 days from the execution of the contract:</p> <ul style="list-style-type: none"> • Price quotations from at least three bonafide and reputable 	Proponent

<p>manufacturers/suppliers/distributors</p> <ul style="list-style-type: none"> • Abstract of canvass 	
<p>3.13. Additional Requirements for <i>Negotiated Procurement</i></p>	
<p>a. Specific requirements to be submitted w/in 5 days from the execution of the contract (in case of two failed biddings, emergency cases, take-over of contract and small value procurement):</p> <ul style="list-style-type: none"> • Price quotation/bids/final offers from at least be three invited suppliers • Abstract of submitted Price Quotation • BAC Resolution recommending award of contract to Lowest Calculated Responsive Bid (LCRB) 	Proponent
<p>b. Additional requirements in case of two failed biddings:</p> <ul style="list-style-type: none"> • Agency's offer for negotiations with selected suppliers, contractors, or consultants • Certificate of failure of competitive bidding for the second time • Evidence of invitation of observers in all stages of the negotiation • Eligibility documents in case of infrastructure projects 	Proponent
<p>c. Additional requirements in emergency cases:</p> <ul style="list-style-type: none"> • Justification as to the necessity of purchase 	Proponent
<p>d. Additional requirements in case of take-over of contracts:</p> <ul style="list-style-type: none"> • Copy of terminated contract • Reasons for the termination • Negotiation documents with the second lowest calculated bidder or the third lowest calculated bidder in case of failure of negotiation with the second lowest bidder. If negotiation still fails, invitation 	Proponent

<p>to at least three eligible contractors</p> <ul style="list-style-type: none"> • Approval to negotiate contract for projects under exceptional cases 	
<p>e. Additional requirements in case of small value procurement:</p> <ul style="list-style-type: none"> • Letter/invitation to submit proposals 	Proponent
<p>f. Additional requirements for adjacent or contiguous projects:</p> <ul style="list-style-type: none"> • Original contract and any document indicating that the same resulted from competitive bidding • Scope of work which should be related or similar to the scope of work of the original contract • Latest Accomplishment Report of the original contract showing that there was no negative slippage/delay 	Proponent
<p>3.14. Additional Requirements for Advance Payment</p>	
<p>a. Irrevocable standby letter of credit of equivalent value /surety bond callable upon demand/bank guarantee</p>	Supplier
<p>b. Request for Payment</p>	Supplier
<p>c. Bank details</p>	Supplier
<p>d. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof</p>	Proponent
<p>e. Copy of transmittal letter of BAC to COA (9.1 page 32 COA Circular No. 2012-01 dtd. 06-14-2012</p>	BAC
<p align="center">4. Release of Retention Fee</p>	
<p>4.1. SBLC/Bank Guaranty - for retention fee substitution</p>	Supplier
<p>4.2. Request for Payment</p>	Supplier
<p>4.3. Bank details</p>	Supplier

4.4. Certification from the End User that the project is completed and inspected	Proponent
4.5. Previous Copy of Disbursement Vouchers paid (Retention Fee)	Proponent
<i>Such other pertinent supporting documents as required by the nature of expense such as but not limited to:</i>	
• Billing Statements/Statement of Account	Supplier
• Plans and Specifications (bidding documents, SCC, GCC)	Proponent
• Inspection & Acceptance Reports	Proponent
• Letter Request for Payment (progress billing, Retention, etc)	Supplier
• Bank Certificate - Valid Account no. Bank details for LDDAP-ADA	Supplier
• Sales Invoices/Delivery Receipts	Supplier
• Summary of DRs/IARs	Supplier/Proponent
• Delivery/Acceptance Receipts	Proponent
• Computation of Applicable Liquidated Damages	Proponent
• Performance Bond / Copy of Transmittal Letter to Cash Division	Proponent
• Certificate of Acceptance	Proponent
• Certificate of Completion of Deliveries (from CO)	Proponent
• Certificate of Final Acceptance (From CO)	Proponent
Direct Payment	
• Official Receipts/Invoices (inspected)	Suppliers of goods/services
• Approved Authority to Pay	Proponent & Director Finance
• Certification from AMD	AMD
• Certification that NO Cash Advance was drawn to purchase the supplies	Proponent
• Approved RIS (consumable) or ICS (non-consumable)	Proponent/AMD
• Approved PR with certificate of emergency purchase (if necessary)	Proponent
• Certificate of inspection and acceptance	AMD

<ul style="list-style-type: none"> • 3 quotations (if applicable)/canvass from at least three suppliers for purchases involving 1,000 and above 	Suppliers of goods/services
<ul style="list-style-type: none"> • Summary/Abstract of canvass 	Proponent/AMD
Reimbursement	
<ul style="list-style-type: none"> • Summary of expenses/Disbursement Report (certification signed) 	Proponent
<ul style="list-style-type: none"> • Official Receipts/Invoices (inspected) 	Suppliers of goods/services
<ul style="list-style-type: none"> • Price quotations from at least three bonafide and reputable manufacturer/suppliers/distributors (if applicable) for purchases involving 1,000 and above 	Suppliers of goods/services
<ul style="list-style-type: none"> • Abstract of canvass 	Proponent/AMD
<ul style="list-style-type: none"> • Approved Authority to reimburse 	Proponent & Director Finance
<ul style="list-style-type: none"> • Certification from AMD 	AMD
<ul style="list-style-type: none"> • Certification that NO Cash Advance was drawn to purchase the supplies 	Proponent
<ul style="list-style-type: none"> • Approved RIS (consumable) or ICS (non-consumable) 	Proponent/AMD

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents for Claim of Payments to Budget Section	1. Receive documents from the Budget Section, and log in the tracking system, and forward Disbursement Vouchers (DV) for the next step	None	4 hours	Designated Staff & Receiving Staff
	1.1. Review of documentation requirements	None	3 days and 4 hours	Designated Pre-Audit Staff
	1.2. Forward received DVs to Head of Accounting Unit for final review	None	4 hours	Designated Releasing & Receiving Staff
	1.3. Final Review of DV and Supporting Documents	None	2 days	Head of Accounting Unit/Designated Accountant

	<p>If complete, sign DVs and proceed to payment (Proceed to Step 1.5)</p> <p>If incomplete, prepare findings and forward to designated staff for tracking (Proceed to Step 1.6)</p>			
	1.4. Forward documents for processing of payment thru ADA or check	None	4 hours	Designated Releasing & Receiving Staff
	1.5. Forward to End-User for compliance	None		
TOTAL:		None	7 days	

9. Processing of Disbursement Vouchers – Meals

Any type or kind of meals to be provided, which may be needed in the pursuit of any project or activity of the agency.

Office or Division:	Accounting
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd Offices
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. General Requirements	
1.1. Certificate of Availability of Funds	Proponent
1.2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials	Proponent
1.3. Legality of transaction and conformity with laws, rules or regulations	Proponent
1.4. Approval of expenditure by Head of Office	Proponent
1.5. Sufficient and relevant documents to establish validity of claim	Proponent
1.6. Checklist of Requirements	Accounting Division
1.7. Approved Obligation request and Status – box A & box B – approved (Appendix No. 11 GAM) (3 Copies)	Proponent & Budget Division
1.8. Disbursement Voucher – box A – approved (Appendix No. 32 GAM) (3 Copies)	Proponent
2. Basic Requirements for All Types of Procurement Through Public Bidding	
2.1. Authenticated photocopy of the approved APP and any amendment thereto	Proponent
2.2. Approved contract supported by the following documents: <ul style="list-style-type: none"> • Invitation to Apply for Eligibility to Bid • Letter of Intent • Results of Eligibility Check/Screening 	Proponent

<ul style="list-style-type: none"> • Bidding Documents enumerated under Section 17.1 of Revised IRR of RA 9184 • Minutes of Pre-Bid Conference, for Approved Budget for Contract (ABC) PHP1million and above • Agenda and/or Supplemental Bulletins, if any • Bidders Technical and Financial Proposals • Minutes of Bid Opening • Abstract of Bids • Post-Qualification Report of Technical Working Group • BAC Resolution declaring winning bidder • Notice of post qualification • BAC Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of the BAC recommending award of contract • Notice of Award • Performance Security • Program of Work and Detailed Estimates • Notice to Proceed, indicating the date of receipt by the contractor • Detailed Breakdown of the ABC • Copy of the Approved PERT/CPM Network Diagram and detailed computations of contract time • Detailed Breakdown of the Contract Cost 	
<p>2.3. Copy of Advertisement of Invitation to Bid/Request for expression of interest</p> <ul style="list-style-type: none"> • Newspaper clipping of advertisement 	<p>Proponent</p>

<ul style="list-style-type: none"> • Printout copy of advertisement posted in PhilGEPS • Certification from the Head of BAC Secretariat on the posting of advertisement at conspicuous places • Printout copies of advertisement posted in agency website, if any 	
2.4. Documentary requirements under Sections 23.1 and 25.2a of the Revised IRR of RA No. 9184	Proponent
2.5. Bid Evaluation report	Proponent
2.6. Post Qualification Evaluation Report	Proponent
2.7. Printout copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PhilGEPS	Proponent
2.8. Evidence of Invitation of three observers in all stages of the procurement process	Proponent
2.9. Additional documents required to be submitted 5 days upon execution of contract: - Samples and brochures/photographs, if applicable	Proponent
2.10. Tax receipts from the Bureau of Customs or the BIR	Proponent
2.11. Request for purchase or requisition of supplies, materials and equipment duly approved by proper authorities	Proponent
2.12. Other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof	Proponent
3. Basic Requirements for All Types of Procurement Through Alternative Modes	
3.1. Documents to be submitted within five working days from	Proponent

<p>the execution of the contract as required under CAO Circular 2009-001:</p> <ul style="list-style-type: none"> - Purchase order/Letter order/Contract, duly approved by the official concerned and accepted by the supplier (date of acceptance must be clearly indicated) - Proof of posting of invitation or request for submission of price quotation in the PhilGEPS website, website of the procuring entity and at any conspicuous place reserved for this purpose in the premises of the the procuring agency for a period of seven days for Negotiated Procurement (two failed bidding) and small value procurement - Performance and warranty securities, except for Shopping and Negotiated Procurement under emergency cases and Small Value Procurement - BAC Resolution recommending and justifying to the Head of Procuring Entity (HOPE) the use of alternative mode of procurement and approval by the HOPE of the BAC Resolution recommending award of contract - Proof of posting of Notice of Award in the PhilGEPS website, the website of the procuring entity, if available, and at any conspicuous place reserved for this purpose in the premises of the procuring entity 	
<p>3.2. Approved Procurement Plan</p>	<p>Proponent</p>
<p>3.3. Request for purchase or requisition of supplies,</p>	<p>Proponent</p>

materials, and equipment, duly approved by proper authorities	
3.4. Approval by the HOPE or his duly authorized representative on the use of the alternative methods of procurement, as recommended by the BAC	Proponent
3.5. Statement of the prospective bidder that it is not blacklisted or barred from bidding by the Government or any of its agencies, offices, corporations or LGUs	Proponent
3.6. Sworn affidavit of the bidder that it is not related to the HOPE by consanguinity or affinity up to the third civil degree	Proponent
3.7. Additional Requirements for Limited Source Bidding	
<p>a. Specific requirements to be submitted w/in 5 days from the execution of the contract:</p> <ul style="list-style-type: none"> • Copy of direct invitation to bid served by the concerned agency to all suppliers or consultants appearing in the pre-selected list of manufacturers/suppliers/distributors with known experience and proven capability on the requirements of the particular contract • Winning bidder's offer or proposal • Abstract of bids showing the most responsive and complying bidder from among the other bidders who participated in the bidding • Notice of Award 	Proponent
b. Documentary requirements under Section 23.1 and	Proponent

25.2(a), of the Revised IRR of RA No. 9184	
c. Other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof	Proponent
d. Bid security	Proponent
3.8. Additional Requirements for Direct Contracting	
a. Specific requirements to be submitted w/in 5 days from the execution of the contract: <ul style="list-style-type: none"> • Certificate of no sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the government • Certification of the BAC in case of procurement of critical plant components and/or to maintain certain standards 	Proponent
b. Study/survey done to determine that there are no sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the government	Proponent
c. Other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof	Proponent
3.9. Additional Requirements for Repeat Order	
a. Specific requirements to be submitted w/in 5 days from the execution of the contract: <ul style="list-style-type: none"> • Copy of original contract used as basis for repeat 	Proponent

<p>order indicating that the original contract was awarded through public bidding</p> <ul style="list-style-type: none"> • Certification from the purchasing office that the supplier has complied with all the requirements under the original contract 	
<p>3.10. Additional Requirements for <i>Negotiated Procurement</i></p>	
<p>a. Specific requirements to be submitted w/in 5 days from the execution of the contract (in case of two failed biddings, emergency cases, take-over of contract and small value procurement):</p> <ul style="list-style-type: none"> • Price quotation/bids/final offers from at least be three invited suppliers • Abstract of submitted Price Quotation • BAC Resolution recommending award of contract to Lowest Calculated Responsive Bid (LCRB) 	Proponent
<p>b. Additional requirements in case of two failed biddings:</p> <ul style="list-style-type: none"> • Agency's offer for negotiations with selected suppliers or contractors • Certificate of failure of competitive bidding for the second time • Evidence of invitation of observers in all stages of the negotiation 	Proponent
<p>c. Additional requirements in emergency cases:</p> <ul style="list-style-type: none"> • Justification as to the necessity of purchase 	Proponent
<p>d. Additional requirements in case of take-over of contracts:</p>	Proponent

<ul style="list-style-type: none"> • Copy of terminated contract • Reasons for the termination • Negotiation documents with the second lowest calculated bidder or the third lowest calculated bidder in case of failure of negotiation with the second lowest bidder. If negotiation still fails, invitation to at least three eligible contractors • Approval to negotiate contract for projects under exceptional cases 	
<p>e. Additional requirements in case of small value procurement:</p> <ul style="list-style-type: none"> • Letter/invitation to submit proposals 	Proponent
<p>f. Additional requirements for adjacent or contiguous projects:</p> <ul style="list-style-type: none"> • Original contract and any document indicating that the same resulted from competitive bidding • Scope of work which should be related or similar to the scope of work of the original contract • Latest Accomplishment Report of the original contract showing that there was no negative slippage/delay 	Proponent
<p><i>Such other pertinent supporting documents as are required by the nature of expense but not limited to:</i></p>	
<ul style="list-style-type: none"> • Duly approved Authority to Pay 	Proponent
<ul style="list-style-type: none"> • Duly approved contract (notarized) 	Proponent

<ul style="list-style-type: none"> • Statement of Account/Billing (duly certified/received by proponent) 		Business Enterprise		
<ul style="list-style-type: none"> • Original attendance sheet (duly certified by the head of office) 		Proponent		
<ul style="list-style-type: none"> • Duly approved Notice of meeting 		Proponent		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents for Claim of Payments to Budget Section	1. Receive documents from the Budget Section, and log in the tracking system, and forward Disbursement Vouchers (DV) for the next step	None	4 hours	Designated Releasing & Receiving Staff
	1.1. Review of documentation requirements	None	3 days and 4 hours	Designated Pre-Audit Staff
	1.2. Forward received DVs to Head of Accounting Unit for final review	None	4 hours	Designated Releasing & Receiving Staff
	1.3. Final Review of DV and Supporting Documents If complete, sign DVs and proceed to payment (Proceed to Step 1.5) If incomplete, prepare	None	2 days	Head of Accounting Unit/Designated Accountant

	findings and forward to designated staff for tracking (Proceed to Step 1.6)			
	1.4. Forward documents for processing of payment thru ADA or check	None	4 hours	Designated Releasing & Receiving Staff
	1.5. Forward to End-User for compliance	None		
TOTAL:		None	7 days	

10. Processing of Disbursement Vouchers – Training

Training programs are held to assure that the personnel of the agency are responsive to the organizational needs and its manpower requirements, and also to promote morals, efficiency, integrity, responsiveness, courtesy as well as nationalism and patriotism in the civil service.

Office or Division:	Accounting
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd Offices
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. General Requirements	
1.1. Certificate of Availability of Funds	Proponent
1.2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials	Proponent
1.3. Legality of transaction and conformity with laws, rules or regulations	Proponent
1.4. Approval of expenditure by Head of Office	Proponent
1.5. Sufficient and relevant documents to establish validity of claim	Proponent
1.6. Checklist of Requirements	Accounting Division
1.7. Approved Obligation request and Status – box A & box B – approved (Appendix No. 11 GAM) (3 Copies)	Proponent & Budget Division
1.8. Disbursement Voucher – box A – approved (Appendix No. 32 GAM) (3 Copies)	Proponent
1.9. Budget Estimates approved by the Head of the Agency	Proponent
1.10. Schedules of Training approved by the head of the agency	Proponent
2. Basic Requirements for All Types of Procurement Through Public Bidding	
2.1. Authenticated photocopy of the approved APP and any amendment thereto	Proponent
2.2. Approved contract supported by the following documents:	Proponent

<ol style="list-style-type: none"> 1. Invitation to Apply for Eligibility to Bid 2. Letter of Intent 3. Results of Eligibility Check/Screening 4. Bidding documents enumerated under the revised IRR of RA 9184 5. Minutes of Pre-Bid Conference, for Approved Budget for Contract (ABC) PHP1million and above 6. Agenda and/or Supplemental Bulletins, if any 7. Bidders Technical and Financial Proposals 8. Minutes of Bid Opening 9. Abstract of Bids 10. Post-Qualification Report of Technical Working Group 11. BAC Resolution declaring winning bidder 12. Notice of post qualification 13. BAC Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of the BAC recommending award of contract 14. Notice of Award 15. Performance Security 16. Program of Work and Detailed Estimates 17. Notice to Proceed, indicating the date of receipt by the contractor 18. Detailed Breakdown of the ABC 19. Copy of the Approved PERT/CPM Network Diagram and detailed computations of contract time 20. Detailed Breakdown of the Contract Cost: <ul style="list-style-type: none"> - schedule of basic rates certified by the consultant with a sworn statement 	
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<ul style="list-style-type: none"> - derivation of the billing factor/multiplier certified by the consultant with a sworn statement - detailed breakdown of reimbursable costs based on agreed fixed rates and actual costs 	
<p>2.3. Copy of Advertisement of Invitation to Bid/Request for expression of interest</p> <ul style="list-style-type: none"> • Newspaper clipping of advertisement (1 million or 4 months above) • Printout copy of advertisement posted in PhilGEPS • Certification from the Head of BAC Secretariat on the posting of advertisement at conspicuous places • Printout copies of advertisement posted in agency website, if any 	Proponent
<p>2.4. Documentary requirements under Section 25.2c under revised IRR of RA 9184</p>	Proponent
<p>2.5. Bid Evaluation report</p>	Proponent
<p>2.6. Ranking of short-listed bidders</p>	Proponent
<p>2.7. Post Qualification Evaluation Report</p>	Proponent
<p>2.8. Printout copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PhilGEPS</p>	Proponent
<p>2.9. Evidence of invitation of three observers in all stages of the procurement process pursuant to Section 13.1 of the Revised IRR of RA 9184</p>	Proponent
<p>2.10. Additional documents required to be submitted 5 days upon execution of contract:</p> <ul style="list-style-type: none"> - If not in the Terms of Reference, appropriate approved documents 	Proponent

<p>indicating the expected outputs/deliverables</p> <ul style="list-style-type: none"> - Copy of the approved manning schedule indicating the named and positions of the consultants and staff and the extent of their participation in the project - Copy of the curriculum Vitae of the Trainers and staff 	
<p>2.11. Letter request for payment from the Training Company</p>	<p>Proponent</p>
<p>2.12. Approved consultancy progress/final reports, and/or output required under the contract</p>	<p>Proponent</p>
<p>2.13. Progress/Final Billing</p>	<p>Proponent</p>
<p>3. Basic Requirements for All Types of Procurement Through Alternative Modes</p>	
<p>3.1. Documents to be submitted within five working days from the execution of the contract as required under CAO Circular 2009-001:</p> <ul style="list-style-type: none"> - Purchase order/Letter order/Contract, duly approved by the official concerned and accepted by the supplier (date of acceptance must be clearly indicated) - Proof of posting of invitation or request for submission of price quotation in the PhilGEPS website, website of the procuring entity and at any conspicuous place reserved for this purpose in the premises of the the procuring agency for a period of seven days for Negotiated Procurement (two failed bidding) and small value procurement - Performance and warranty securities, except for Shopping and Negotiated Procurement under 	<p>Proponent</p>

<p>emergency cases and Small Value Procurement</p> <ul style="list-style-type: none"> - BAC Resolution recommending and justifying to the Head of Procuring Entity (HOPE) the use of alternative mode of procurement and approval by the HOPE of the BAC Resolution recommending award of contract - Proof of posting of Notice of Award in the PhilGEPS website, the website of the procuring entity, if available, and at any conspicuous place reserved for this purpose in the premises of the procuring entity 	
<p>3.2. Approved Procurement Plan</p>	<p>Proponent</p>
<p>3.3. Approval by the HOPE on the use of the alternative methods of procurement</p>	<p>Proponent</p>
<p>3.4. Statement of the prospective bidder that it is not blacklisted or barred from bidding by the Government or any of its agencies, offices, corporations or LGUs</p>	<p>Proponent</p>
<p>3.5. Sworn affidavit of the bidder that it is not related to the HOPE by consanguinity or affinity up to the third civil degree</p>	<p>Proponent</p>
<p>3.6. Additional Requirements for Limited Source Bidding</p>	
<p>a. Specific requirements to be submitted w/in 5 days from the execution of the contract:</p> <ul style="list-style-type: none"> • Copy of direct invitation to bid served by the concerned agency to all suppliers or consultants appearing in the pre-selected list of manufacturers/suppliers/distributors with known experience and proven capability on the 	<p>Proponent</p>

<p>requirements of the particular contract</p> <ul style="list-style-type: none"> • Winning bidder's offer or proposal • Abstract of bids showing the most responsive and complying bidder from among the other bidders who participated in the bidding • Notice of Award 	
<p>b. Documentary requirements under Section 23.1 and 25.2(a) for consultancy services, of the Revised IRR of RA No. 9184</p>	Proponent
<p>c. Other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof</p>	Proponent
<p>d. Bid security</p>	Proponent
<p>3.7. Additional Requirements for <i>Direct Contracting</i></p>	
<p>a. Specific requirements to be submitted w/in 5 days from the execution of the contract:</p> <ul style="list-style-type: none"> • Certificate of no sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the government • Certification of the BAC in case of procurement of critical plant components and/or to maintain certain standards 	Proponent
<p>b. Study/survey done to determine that there are no sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the government</p>	Proponent

<p>c. Other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof</p>	<p>Proponent</p>
<p>3.8. Additional Requirements for <i>Repeat Order</i></p>	
<p>a. Specific requirements to be submitted w/in 5 days from the execution of the contract:</p> <ul style="list-style-type: none"> • Copy of original contract used as basis for repeat order indicating that the original contract was awarded through public bidding • Certificate that the supplier has complied with all the requirements under the original contract 	<p>Proponent</p>
<p>3.9. Additional Requirements for <i>Negotiated Procurement</i></p>	
<p>a. Specific requirements to be submitted w/in 5 days from the execution of the contract (in case of two failed biddings, emergency cases, take-over of contract and small value procurement):</p> <ul style="list-style-type: none"> • Price quotation/bids/final offers from at least be three invited suppliers • Abstract of submitted Price Quotation • BAC Resolution recommending award of contract to Lowest Calculated Responsive Bid (LCRB) 	<p>Proponent</p>
<p>b. Additional requirements in case of two failed biddings:</p> <ul style="list-style-type: none"> • Agency's offer for negotiations with selected suppliers or contractors • Certificate of failure of competitive bidding for the second time 	<p>Proponent</p>

<ul style="list-style-type: none"> • Evidence of invitation of observers in all stages of the negotiation • Eligibility documents in case of infrastructure projects 	
<p>c. Additional requirements in emergency cases:</p> <ul style="list-style-type: none"> • Justification as to the necessity of purchase 	Proponent
<p>d. Additional requirements in case of take-over of contracts:</p> <ul style="list-style-type: none"> • Copy of terminated contract • Reasons for the termination • Negotiation documents with the second lowest calculated bidder or the third lowest calculated bidder in case of failure of negotiation with the second lowest bidder. If negotiation still fails, invitation to at least three eligible contractors • Approval to negotiate contract for projects under exceptional cases 	Proponent
<p>e. Additional requirements in case of small value procurement:</p> <ul style="list-style-type: none"> • Letter/invitation to submit proposals 	Proponent
<p>f. Additional requirements for adjacent or contiguous projects:</p> <ul style="list-style-type: none"> • Original contract and any document indicating that the same resulted from competitive bidding • Scope of work which should be related or similar to the scope of work of the original contract • Latest Accomplishment Report of the original 	Proponent

contract showing that there was no negative slippage/delay				
<i>Such other pertinent supporting documents as are required by the nature of expense but not limited to:</i>				
• Authority to Undertake Project/ to Procure		Proponent		
• Copy of transmittal letter of BAC to COA (9.1 page 32 COA Circular No. 2012-01 dtd. 06-14-2012		BAC		
• Letter Request for Payment (progress billing, Retention, etc.)		Supplier		
• Accomplishment Reports / Progress Report of Accomplishment		Proponent		
• Bank Certificate - Valid Account no. Bank details for LDDAP-ADA		Proponent		
• Warranty Certificates		Proponent		
• Training Checklist		Proponent		
• Approved Extension, if any		Proponent		
• Performance Bond / Copy of Transmittal Letter to Cash Division		Proponent		
• Certificate of Acceptance		Proponent		
• Certificate of Final Acceptance (From CO)		Proponent		
• Certificate of Acceptance (Division Office/RO)		Proponent		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents for Claim of Payments to Budget Section	1. Receive documents from the Budget Section, and log in the tracking system, and forward Disbursement Vouchers	None	4 hours	Designated Releasing & Receiving Staff

	(DV) for the next step			
	1.1. Review of documentation requirements	None	3 days and 4 hours	Designated Pre-Audit Staff
	1.2. Forward received DVs to Head of Accounting Unit for final review	None	4 hours	Designated Releasing & Receiving Staff
	1.3. Final Review of DV and Supporting Documents If complete, sign DVs and proceed to payment (Proceed to Step 1.5) If incomplete, prepare findings and forward to designated staff for tracking (Proceed to Step 1.6)	None	2 days	Head of Accounting Unit/Designated Accountant
	1.4. Forward documents for processing of payment thru ADA or check	None	4 hours	Designated Releasing & Receiving Staff
	1.5. Forward to End-User for compliance	None		
	TOTAL:	None		

11. Processing of Disbursement Vouchers – Honorarium

DepEd personnel performing activities or discharging duties in addition to or over and above their regular functions may be granted honoraria.

Office or Division:	Accounting
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd employee
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. General Requirements	
1.1. Certificate of Availability of Funds	Proponent
1.2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials	Proponent
1.3. Legality of transaction and conformity with laws, rules or regulations	Proponent
1.4. Approval of expenditure by Head of Office	Proponent
1.5. Sufficient and relevant documents to establish validity of claim	Proponent
1.6. Checklist of Requirements	Accounting Division
1.7. Approved Obligation Request and Status - box A & box B - approved (Appendix No. 11 GAM) (3 Copies)	Proponent & Budget Division
1.8. Disbursement Voucher/Payroll - box A - approved (Appendix No. 32 /33 GAM) (3 Copies)	Proponent
2. Government Personel Involved in Government Procurement (for successfully completed procurement project only)	
2.1. Office Order creating and designating the BAC composition and authorizing the members to collect honoraria	OSEC/Authorized Office
2.2. Minutes of BAC Meeting	Procurement Service
2.3. Notice of award to the winning bidder of procurement activity being claimed	Procurement Service

2.4. Certification that the procurement involves competitive bidding	Procurement Service
2.5. Attendance Sheet listing names of attendees to the BAC meeting	Procurement Service
3. Government (except DepEd) Personnel as Lecturer/Resource Person/Coordinators and Facilitators	
3.1. Office Order	Concerned Office
3.2. Coordinators report on lecturer's schedule	Coordinator/Lecturer
3.3. Course syllabus or Program of Lectures	Lecturer
3.4. Duly approved DTR in case claims by the coordinator and facilitators	Coordinator/Lecturer
4. Government (except DepEd) Personnel Assigned to Special Projects	
4.1. Performance evaluation plan formulated by the project management used as a basis for rating the performance of the members	Project owner
4.2. Office order designating the members of special projects	Concerned Office
4.3. Terms of Reference	Proponent
4.4. Certificate of completion of project deliverables	Proponent
4.5. Special Project Plan	Project owner
4.6. Authority to collect honoraria	Concerned Office
4.7. Certificate of acceptance by the agency head of the deliverables per project component	Concerned Office
<i>Such other pertinent supporting documents as are required by the nature of expense such as but not limited to:</i>	
• Approved Authority to travel/ Invitation letter with conforme	Payee/Proponent
• Terms of reference (if not indicated in the Invitation Letter)	Proponent

<ul style="list-style-type: none"> • Certification of Services Rendered approved by the Head of Office 		Proponent		
<ul style="list-style-type: none"> • Duly signed Curriculum Vitae/Bio Data 		Payee/Proponent		
<ul style="list-style-type: none"> • Copy of Approved ATR/AR with detailed budget estimate 		Proponent		
<ul style="list-style-type: none"> • Approved Authority/Memo on the basis/computation of honoraria (if not using DBM Circular No. 2007-001 and 2007-002 		Office of Undersecretary for Finance/Authorized Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents for Claim of Payments to Budget Section	1.1. Receive documents from the Budget Section, and log in the tracking system, and forward Disbursement Vouchers (DV) for the next step	None	4 hours	Designated Releasing & Receiving Staff
	1.2. Review of documentation requirements	None	3 days and 4 hours	Designated Pre-Audit Staff
	1.3. Forward received DVs to Head of Accounting Unit for final review	None	4 hours	Designated Releasing & Receiving Staff
	1.4. Final Review of DV and Supporting Documents If complete, sign DVs and proceed to payment (Proceed to Step 4.3)	None	2 days	Head of Accounting Unit/Designated Accountant

	If incomplete, prepare findings and forward to designated staff for tracking (Proceed to Step 4.4)			
	1.5. Forward documents for processing of payment thru ADA or check	None	4 hours	Designated Releasing & Receiving Staff
	1.6. Forward to End-User for compliance	None		
TOTAL:		None	7 days	

12. Processing of Disbursement Vouchers – Cash Advance for Activities

The amount of the cash advance shall be limited to the requirements for two months. Additional cash advances shall be granted on the basis of the activity budget or the requirements for two months, whichever is lower.

Office or Division:	Accounting
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Who may avail:	DepEd Offices
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. General Requirements	
1.1. Certificate of Availability of Funds	Proponent
1.2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials	Proponent
1.3. Legality of transaction and conformity with laws, rules or regulations	Proponent
1.4. Approval of expenditure by Head of Office	Proponent
1.5. Sufficient and relevant documents to establish validity of claim	Proponent
1.6. Checklist of Requirements	Accounting Division
1.7. Approved Obligation Request and Status - box A & box B - approved (Appendix No. 11 GAM) (3 Copies)	Proponent & Budget Division
1.8. Disbursement Voucher - box A - approved (Appendix No. 32 GAM) (3 Copies)	Proponent
2. Cash Advance for Activities	
2.1. Authority of the accountable officer approved by concerned Undersecretary indicating the maximum accountability and purpose of cash advance (for initial cash advance)	Proponent
2.2. Copy of Approved application of bond and/or Fidelity Bond for the year	Bureau of Treasury
2.3. Certification from the Accountant that previous	Accounting Division

cash advance has been liquidated and accounted for in the books (Statement of Unliquidated cash Advance of Disbursing Officers)				
2.4. Copy of approved Activity Request or Authority to Conduct- (note NAME of RDO / SDO should be indicated if NOT - provide approved authority to draw cash advance in favor of the RDO/SDO)		Proponent		
2.5. Copy of detailed budget estimate		Proponent		
2.6. Copy of list of supplies and materials (with amount)		Proponent		
2.7. Certification as to availability of requested supplies/materials from Asset Management Division		AMD		
2.8. Confirmed list of Speakers/Documenters/ Resource Persons - if applicable		Proponent		
<i>Such other pertinent supporting documents as are required by the nature of expense</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents for Claim of Payments to Budget Section	1. Receive documents from the Budget Section, and log in the tracking system, and forward Disbursement Vouchers (DV) for the next step	None	4 hours	Designated Releasing & Receiving Staff
	1.1. Review of documentation requirements	None	3 days and 4 hours	Designated Pre-Audit Staff

	1.2. Forward received DVs to Head of Accounting Unit for final review	None	4 hours	Designated Releasing & Receiving Staff
	1.3. Final Review of DV and Supporting Documents If complete, sign DVs and proceed to payment (Proceed to Step 1.5) If incomplete, prepare findings and forward to designated staff for tracking (Proceed to Step 1.6)	None	2 days	Head of Accounting Unit/Designated Accountant
	1.4. Forward documents for processing of payment thru ADA or check	None	4 hours	Designated Releasing & Receiving Staff
	1.5. Forward to End-User for compliance	None		
TOTAL:		None	7 days	

13. Processing of Disbursement Vouchers – Cash Advance for Salaries, Wages, Allowance, and Other Similar Expenses

Cash advance for payroll fund shall be equal to the net amount of the payroll for the pay period.

Office or Division:	Accounting
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd Offices
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. General Requirements	
1.1. Certificate of Availability of Funds	Proponent
1.2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials	Proponent
1.3. Legality of transaction and conformity with laws, rules or regulations	Proponent
1.4. Approval of expenditure by Head of Office	Proponent
1.5. Sufficient and relevant documents to establish validity of claim	Proponent
1.6. Checklist of Requirements	Accounting Division
1.7. Approved Obligation Request and Status - box A & box B - approved (Appendix No. 11 GAM) (3 Copies)	Proponent & Budget Division
1.8. Disbursement Voucher - box A - approved (Appendix No. 32 GAM) (3 Copies)	Proponent
2. Additional Documentary Requirements	
2.1. Authority of the accountable officer approved by concerned Undersecretary indicating the maximum accountability and purpose of cash advance (for initial cash advance)	DO/SDO
2.2. Copy of Approved application of bond and/or Fidelity Bond for the year	Bureau of Treasury
2.3. Certification from the Accountant that previous	Accounting Division

cash advance has been liquidated and accounted for in the books (Statement of Unliquidated cash Advance of Disbursing Officers)	
2.4. Copy of approved Authority to draw cash advance in favor of the RDO/SDO)	Personnel Division
2.5. Copy of detailed budget estimate	Personnel Division
2.6. Approved contracts (for initial payment)	Personnel Division
2.7. Approved Payroll or list of payees indicating their net payments	Personnel Division
2.8. Daily Time Record (DTR) approved by the supervisor	Personnel Division
2.9. Approval/Authority (presidential directive or legislative enactment) or legal basis to pay any allowance/salaries/wages/ fringe benefits	Personnel Division
<i>Such other pertinent supporting documents as are required by the nature of expense</i>	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents for Claim of Payments to Budget Section	1. Receive documents from the Budget Section, and log in the tracking system, and forward Disbursement Vouchers (DV) for the next step	None	4 hours	Designated Releasing & Receiving Staff
	1.1. Review of documentation requirements	None	3 days and 4 hours	Designated Pre-Audit Staff
	1.2. Forward received DVs to Head of Accounting	None	4 hours	Designated Releasing & Receiving Staff

	Unit for final review			
	<p>1.3. Final Review of DV and Supporting Documents</p> <p>If complete, sign DVs and proceed to payment (Proceed to Step 1.5)</p> <p>If incomplete, prepare findings and forward to designated staff for tracking (Proceed to Step 1.6)</p>	None	2 days	Head of Accounting Unit/Designated Accountant
	1.4. Forward documents for processing of payment thru ADA or check	None	4 hours	Designated Releasing & Receiving Staff
	1.5. Forward to End-User for compliance	None		
TOTAL:		None	7 days	

14. Processing of Disbursement Vouchers – Foreign Travel

No government fund shall be utilized to defray foreign travel expenses of any government employee, except in the case of training, seminar or conference abroad when the personnel of the foreign mission cannot effectively represent the country therein, and travels necessitated by international commitments.

Office or Division:	Accounting
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Who may avail:	DepEd employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. General Requirements	
1.1. Certificate of Availability of Funds	Proponent
1.2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials	Proponent
1.3. Legality of transaction and conformity with laws, rules or regulations	Proponent
1.4. Approval of expenditure by Head of Office	Proponent
1.5. Sufficient and relevant documents to establish validity of claim	Proponent
1.6. Checklist of Requirements	Accounting Division
1.7. Approved Obligation Request and Status - box A & box B - approved (Appendix No. 11 GAM) (3 Copies)	Proponent & Budget Division
1.8. Disbursement Voucher - box A - approved (Appendix No. 32 GAM) (3 Copies)	Proponent
2. For Cash Advance	
2.1. Approved Travel Authority (per DO No. 22 s. 2019)	Office of the President/Office of the Secretary
2.2. DFA Letter	DFA
2.3. Approved Itinerary of Travel (Appendix No. 45 GAM)	Employee/Officer
2.4. Letter of Invitation of host/sponsoring country/agency/organization (indicating administrative	Program Provider

matter such as lodging, meals, transportation, etc.)	
2.5. For plane fare, quotations of the 3 travel agencies or its equivalent	Administrative Service/Airline/Travel Agency
2.6. Copy of Plane Ticket/Flight itinerary issued by the airline/ticketing office/travel agency	Administrative Service/Airline/Travel Agency
2.7. Copy of UNDP DSA Rates for the country of destination (month of CA date)	Google Search
2.8. Daily Dollar Rates Peso Rates (latest date from BSP)	BSP
2.9. Where applicable, authority from the OP to claim representation expenses	Office of the President
2.10. In case of seminars/trainings: <ul style="list-style-type: none"> • Invitation addressed to the agency inviting participants • Acceptance of the nominees as participants • Programme Agenda and Logistics Information (such as lodging, meals, transportation, etc.) 	Program Provider
2.11. Certification from the Accountant that previous cash advance has been liquidated and accounted for in the books (Statement of Unliquidated cash Advance of Disbursing Officers)	Accounting Division
3. Reimbursement	
3.1. Approved Travel Authority (per DO No. 22 s. 2019)	Proponent
3.2. DFA Letter	DFA
3.3. Approved Itinerary of Travel (Appendix No. 45 GAM)	Employee/Officer
3.4. Letter of Invitation of host/sponsoring country/agency/organization (indicating administrative matter such as lodging, meals, transportation, etc.)	Program Provider

3.5. For plane fare, quotations of the 3 travel agencies or its equivalent	Administrative Service/Airline/Travel Agency
3.6. Copy of Plane Ticket/Flight itinerary issued by the airline/ticketing office/travel agency	Administrative Service/Airline/Travel Agency
3.7. Copy of UNDP DSA Rates for the country of destination	Google Search
3.8. Daily Dollar Rates Peso Rates (from BSP - date of departure)	BSP
3.9. Where applicable, authority from the OP to claim representation expenses	Office of the President
3.10. In case of seminars/trainings: <ul style="list-style-type: none"> • Invitation addressed to the agency inviting participants • Acceptance of the nominees as participants • Programme Agenda and Logistics Information (such as lodging, meals, transportation, etc.) 	Program Provider
3.11. Certification from the Accountant that previous cash advance has been liquidated and accounted for in the books/Statement of Unliquidated Cash Advances of Disbursing Officers	Accounting Division
3.12. Daily Dollar Rates Peso Rates (date of departure)	BSP
3.13. UNDP DSA Rates for the country of destination (for the month of travel date)	Google Search
3.14. Copy of Plane Ticket	Administrative Service/Airline/Travel Agency
3.15. Copy of Boarding pass, boat or bus ticket, if applicable	Transportation Company
3.16. Original Boarding pass & Billing Statement/Official Receipt (for reimbursement of Plane fare)	Airlines for Boarding Passes/Travel Agency for Billing Statement and ORs
3.17. Approved Certification of Unavailability of flights (for	Administrative Service

reimbursement of plane fare)	
3.18. Approved Certificate of Travel Completed (Appendix No. 47 GAM)	Proponent
3.19. Certificate of appearance/attendance for training/seminar/participation	Program Provider/Philippine Consulate
3.20. For reimbursement of actual travel expenses in excess of the prescribed rate (EO No. 77): <ul style="list-style-type: none"> • Approval by the President for the Department Secretary (approval of authorized official per DO No. 22 s. 2019 for USec and below) • Certification from the Head of Agency that it is absolutely necessary • Hotel room bills with official receipts (certification of affidavit of loss shall not be considered) 	OP, OSEC & Business establishment
3.21. Completely filled- up and approved Reimbursement Expenses Receipt (Appendix No. 46 GAM), Certification of expenses Not requiring Receipts (COA Circular 2017-001), if Applicable	Proponent
3.22. Narrative report on trip undertaken/Report on Participation	Employee/Officer
3.23. Receipts for other expenses authorized to claim	Business Establishments
3.24. Certification from the Accountant that previous cash advance has been liquidated and accounted for in the books (Statement of Unliquidated cash Advance of Disbursing Officers)	Accounting Division

<i>Such other pertinent supporting documents as are required by the nature of expense</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents for Claim of Payments to Budget Section	1. Receive documents from the Budget Section, and log in the tracking system, and forward Disbursement Vouchers (DV) for the next step	None	4 hours	Designated Releasing & Receiving Staff
	1.1. Review of documentation requirements	None	3 days and 4 hours	Designated Pre-Audit Staff
	1.2. Forward received DVs to Head of Accounting Unit for final review	None	4 hours	Designated Releasing & Receiving Staff
	1.3. Final Review of DV and Supporting Documents If complete, sign DVs and proceed to payment (Proceed to Step 1.5) If incomplete, prepare findings and forward to designated staff for tracking (Proceed to Step 1.6)	None	2 days	Head of Accounting Unit/Designated Accountant

	1.4. Forward documents for processing of payment thru ADA or check	None	4 hours	Designated Releasing & Receiving Staff
	1.5. Forward to End-User for compliance	None		
TOTAL:		None	7 days	

15. Processing of Disbursement Vouchers – Local Travel

Travels shall cover only those that are urgent and extremely necessary, will involve the minimum expenditure and are beneficial to the agency.

Office or Division:	Accounting
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. General Requirements	
1.1. Certificate of Availability of Funds	Proponent
1.2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials	Proponent
1.3. Legality of transaction and conformity with laws, rules or regulations	Proponent
1.4. Approval of expenditure by Head of Office	Proponent
1.5. Sufficient and relevant documents to establish validity of claim	Proponent
1.6. Checklist of Requirements	Accounting Division
1.7. Approved Obligation Request and Status - box A & box B - approved (Appendix No. 11 GAM) (3 Copies)	Proponent & Budget Division
1.8. Disbursement Voucher - box A - approved (Appendix No. 32 GAM) (3 Copies)	Proponent
2. For Cash Advance	
2.1. Approved Travel Authority (per DO No. 22 s. 2019)	Employee/Officer
2.2. Approved Itinerary of Travel (Appendix No. 45 GAM)	Employee/Officer
2.3. Copy of Plane Ticket/Flight itinerary issued by the airline/ticketing office/travel agency (if with plane fare)	Administrative Service/Airline/Travel Agency
2.4. Approved Certification of Unavailability of flights (for plane fare)	Administrative Service

2.5. Copy of approved AR/ATC with detailed budget estimate (If claiming for B&L/full DTE)	Program Provider
2.6. Certification from the Accountant that previous cash advance has been liquidated and accounted for in the books (Statement of Unliquidated cash Advance of Disbursing Officers)	Accounting Division
3. Reimbursement	
3.1. Approved Travel Authority (per DO No. 22 s. 2019)	Employee/Officer
3.2. Approved Itinerary of Travel (Appendix No. 45 GAM)	Employee/Officer
3.3. Approved Certificate of Travel Completed (Appendix No. 47 GAM)	Employee/Officer
3.4. Original Certificate of Appearance/participation	Program Provider
3.5. Original copies of tickets (bus, ship, boat, taxi, terminal fee, etc.)	Transportation Companies
3.6. Completely filled- up and approved Reimbursement Expenses Receipt (Appendix No. 46 GAM), Certification of expenses Not requiring Receipts (COA Circular 2017-001), if Applicable	Proponent
3.7. Copy of Boarding pass received by Administrative Service	Administrative Service
3.8. Original Boarding pass & plane ticket/Billing Statement/Official Receipt (for reimbursement of Plane fare)	Airlines for Boarding Passes/Travel Agency for Billing Statement and ORs
3.9. Approved Certification of Unavailability of flights (for reimbursement of plane fare)	Administrative Service
3.10. Approved Justification from USEC Concerned (if there is deviation from Authorized Travel)	
3.11. Memo regarding the first meal and last meal of the activity	Program Provider

3.12. Copy of approved AR/ATC with detailed budget estimate (If claiming for B&L/full DTE)		Program Provider		
3.13. Certification from the Head of Agency as to the absolute necessity of the expenses together with the corresponding receipts, if the expenses incurred exceeded DTE rate (certification or affidavit of loss shall not be considered)		Office of the Secretary		
3.14. Hotel room/lodging bills with ORs in the case of official travel on places w/in 50km radius from the last city or municipality covered by the MM area, or their city or municipality where their permanent official station is located in the case of those outside MM area if the travel allowances being claimed include the hotel room/lodging rate		Business Establishments		
3.15. Certification from the Accountant that previous cash advance has been liquidated and accounted for in the books (Statement of Unliquidated cash Advance of Disbursing Officers)		Accounting Division		
<i>Such other pertinent supporting documents as are required by the nature of expense</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents for Claim of Payments to Budget Section	1. Receive documents from the Budget Section, and log in the tracking system, and forward DV for the next step	None	4 hours	Designated Releasing & Receiving Staff

	1.1. Review of documentation requirements	None	3 days and 4 hours	Designated Pre-Audit Staff
	1.2. Forward received DVs to Head of Accounting Unit for final review	None	4 hours	Designated Releasing & Receiving Staff
	1.3. Final Review of DV and Supporting Documents If complete, sign DVs and proceed to payment (Proceed to Step 1.5) If incomplete, prepare findings and forward to designated staff for tracking (Proceed to Step 1.6)	None	2 days	Head of Accounting Unit/Designated Accountant
	1.4. Forward documents for processing of payment thru ADA or check	None	4 hours	Designated Releasing & Receiving Staff
	1.5. Forward to End-User for compliance	None		
TOTAL:		None	7 days	

16. Processing of Disbursement Vouchers – Salaries for Regular Employees

The personnel benefit costs of government officials and employees shall be charged against the funds from which their salaries are paid. All authorized supplemental or additional compensation, fringe benefits and other personal services costs of officials and employees whose salaries are drawn from special accounts or special funds shall similarly be charged against the corresponding fund from which their basic salaries are drawn.

Office or Division:	Accounting
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. General Requirements	
1.1. Certificate of Availability of Funds	Proponent
1.2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials	Proponent
1.3. Legality of transaction and conformity with laws, rules or regulations	Proponent
1.4. Approval of expenditure by Head of Office	Proponent
1.5. Sufficient and relevant documents to establish validity of claim	Proponent
1.6. Checklist of Requirements	Accounting Division
1.7. Approved Obligation Request and Status - box A & box B - approved (Appendix No. 11 GAM) (3 Copies)	Personnel & Budget Division
1.8. Disbursement Voucher/Payroll - box A - approved (Appendix No. 32 /33 GAM) (3 Copies)	Personnel Division
2. Salaries for Regular Employees and PERA	
2.1. Regular Payroll Register (duly signed hard and soft copy)	Personnel Division
2.2. Summary of Deductions	Personnel Division
2.3. Abstract of deduction per office	Personnel Division

2.4. Summary of payment from budget	Personnel Division
2.5. Letter to the Bank to credit employees account of their salaries - Hash Total	Personnel Division
3. First Salary Under Original Appointment and PERA	
3.1. CTC of duly approved Appointment	Personnel Division
3.2. Assignment Order, if applicable	Personnel Division
3.3. CTC of Oath of Office	Personnel Division
3.4. Certificate of Assumption	Personnel Division
3.5. SALN	Personnel Division
3.6. Approved DTR	Personnel Division
3.7. BIR Forms 1902 and 2305	Personnel Division
3.8. If claimed by person other than the payee: <ul style="list-style-type: none"> • Authority from the claimant and identification documents 	Personnel Division
3.9. Additional requirements for transferees: <ul style="list-style-type: none"> • Approval of Authority to transfer • Clearance from money, property and legal accountabilities from the previous office • Certificate of last payment of salaries from previous office • BIR Form 2316 (Certificate of Compensation Payment/ Tax Withheld) from previous employer • Certificate of Available Leave Credits • Latest service records • Certificate of last of Service from pervious office 	Personnel Division
4. Salary If Deleted from Payroll	
4.1. Approved DTR	Personnel Division
4.2. Notice of Assumption	Personnel Division

4.3. Approved application for leave	Personnel Division
4.4. Clearance/Medical Certificate if on sick leave for five days or more	Personnel Division
4.5. Certification - employee is deleted in the payroll	Personnel Division
5. Salary Differentials Due to Promotion and/or Step Increment	
5.1. Certified true copy of the approved promotion - in case of promotion	Personnel Division
5.2. NOSI/NOSA in case of step increment/salary increase	Personnel Division
5.3. Certificate of Assumption	Personnel Division
5.4. Approved DTR or certification that the employee has not incurred leave without pay	Personnel Division
6. Last Salary Upon Termination of Service	
6.1. Letter of resignation and acceptance of resignation	Proponent
6.2. Clearance from money, property and legal accountabilities	Personnel Division
6.3. Certificate of clearance from GSIS	GSIS
6.4. Approved DTR	Personnel Division
6.5. Last Day of service/service record	Personnel Division
7. Salary Due to Heirs of Deceased Employee	
7.1. Letter of resignation and acceptance of resignation	Proponent
7.2. Clearance from money, property and legal accountabilities	Personnel Division
7.3. Certificate of clearance from GSIS	GSIS
7.4. Approved DTR	Personnel Division
7.5. Last Day of service/service record	Personnel Division
7.6. Additional Requirements:	
<ul style="list-style-type: none"> • Death Certificate of affidavit of attending Physician 	PSA
<ul style="list-style-type: none"> • Marriage Contract authenticated by NSO, if applicable 	PSA

• Birth Certificated of surviving legal heirs authenticated by NSO	PSA			
• Designation of next-of-kin	Notary Public			
• Clearance of the deceased from money and property accountability	Personnel Division			
• Waiver of right of children 18 years old and above	Family members			
8. Maternity Leave				
8.1. CTC of approved application for leave	Personnel Division			
8.2. CTC of Maternity leave clearance	Personnel Division			
8.3. Medical Certificate for maternity leave	Attending Physician			
8.4. Additional requirements for Unused Maternity Leave: <ul style="list-style-type: none"> • Medical certificate that the employee is physically fit to work • Certificate of assumption • Approved DTR 	Attending Physician Personnel Division Personnel Division			
<i>Such other pertinent supporting documents as are required by the nature of expense</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents for Claim of Payments to Budget Section	1. Receive documents from the Budget Section, and log in the tracking system, and forward Disbursement Vouchers (DV) for the next step	None	4 hours	Designated Releasing & Receiving Staff
	1.1. Review of documentation requirements	None	3 days and 4 hours	Designated Pre-Audit Staff

	1.2. Forward received DVs to Head of Accounting Unit for final review	None	4 hours	Designated Releasing & Receiving Staff
	1.3. Final Review of DV and Supporting Documents If complete, sign DVs and proceed to payment (Proceed to Step 1.5) If incomplete, prepare findings and forward to designated staff for tracking (Proceed to Step 1.6)	None	2 days	Head of Accounting Unit/Designated Accountant
	1.4. Forward documents for processing of payment thru ADA or check	None	4 hours	Designated Releasing & Receiving Staff
	1.5. Forward to End-User for compliance	None		
TOTAL:		None	7 days	

17. Processing of Disbursement Vouchers - Salaries for Contract of Service

Contractual personnel are hired to undertake a specific work or job for a limited period not to exceed one year.

Office or Division:	Accounting
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. General Requirements	
1.1. Certificate of Availability of Funds	Proponent
1.2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials	Proponent
1.3. Legality of transaction and conformity with laws, rules or regulations	Proponent
1.4. Approval of expenditure by Head of Office	Proponent
1.5. Sufficient and relevant documents to establish validity of claim	Proponent
1.6. Checklist of Requirements	Accounting Division
1.7. Approved Obligation Request and Status - box A & box B - approved (Appendix No. 11 GAM) (3 Copies)	Personnel & Budget Division
1.8. Disbursement Voucher/Payroll - box A - approved (Appendix No. 32 /33 GAM) (3 Copies)	Personnel Division
2. Additional Documentary Requirements	
2.1. Approved DTR	Proponent
2.2. Approved Time and Deficiency Form	Proponent
2.3. Approved Accomplishment Report	Proponent
2.4. Copy of Approved and notarized Contract (Certified True copy of Records Division for initial payment)	Proponent

2.5. Copy of Approved Authority to hire (for first salary payment for the year)	Personnel Division			
2.6. Copy of Approved Log Book (for deficiencies in DTR) if necessary	Proponent			
2.7. Copy of Approved Travel Authority (Official Business) if necessary	Proponent			
2.8. Copy of approved Locator Slip (Attend meeting, Errands) if necessary	Proponent			
2.9. Sworn Declaration of mode of Income Tax, if available	COS personnel			
2.10. Copy of Certificate of registration COR or copy BIR form 605 and payment, if available	COS personnel			
2.11. For EFD Field Engineers Only: Columns 1 - 4 (COA requirement) a. Region b. Division c. School Name d. School ID	Proponent			
3. For Premium Salaries				
3.1. Masterlist certified by Personnel Chief, if not available provide the following: • Copy of Approved and notarized Contract • Copy of Approved Authority to hire	Personnel Division			
3.2. Satisfactory Service Certification	Personnel Division			
<i>Such other pertinent supporting documents as are required by the nature of expense</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents for Claim of Payments	1. Receive documents from the Budget	None	4 hours	Designated Releasing & Receiving Staff

to Budget Section	Section, and log in the tracking system, and forward Disbursement Vouchers (DV) for the next step			
	1.1. Review of documentation requirements	None	3 days and 4 hours	Designated Pre-Audit Staff
	1.2. Forward received DVs to Head of Accounting Unit for final review	None	4 hours	Designated Releasing & Receiving Staff
	1.3. Final Review of DV and Supporting Documents If complete, sign DVs and proceed to payment (Proceed to Step 1.5) If incomplete, prepare findings and forward to designated staff for tracking (Proceed to Step 1.6)	None	2 days	Head of Accounting Unit/Designated Accountant
	1.4. Forward documents for processing of payment thru ADA or check	None	4 hours	Designated Releasing & Receiving Staff
	1.5. Forward to End-User for compliance	None		
TOTAL:		None	7 days	

18. Processing of Disbursement Vouchers – Petty Cash Fund

Petty Cash is a small amount of cash on hand used for paying expenses in the office. This is to defray operational expenses of the office such as fuel, toll fees, communication expenses, supplies and materials, water, meals/snacks for meetings and/or visitors, as well as for its miscellaneous and other incidental expenses.

Office or Division:	Accounting
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd Offices
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. General Requirements	
1.1. Certificate of Availability of Funds	Proponent
1.2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials	Proponent
1.3. Legality of transaction and conformity with laws, rules or regulations	Proponent
1.4. Approval of expenditure by Head of Office	Proponent
1.5. Sufficient and relevant documents to establish validity of claim	Proponent
1.6. Checklist of Requirements	Accounting Division
1.7. Approved Obligation Request and Status - box A & box B - approved (Appendix No. 11 GAM) (3 Copies)	Proponent & Budget Division
1.8. Disbursement Voucher - box A - approved (Appendix No. 32 GAM) (3 Copies)	Proponent
2. Initial Cash Advance	
2.1. Authority of the accountable officer indicating the maximum accountability and purpose of cash advance (Approved authority to draw PCF)	Proponent
2.2. Certification that previous cash advances have been liquidated and accounted for	Accounting Division – Pre-Audit Section B

in the books (Statement of Unliquidated Cash Advance)	
2.3. Approved application for bond and/or Fidelity Bond for the year for cash accountability of PHP 2,000 or more	DO/SDO
2.4. Approved estimates of petty expenses for one month	Proponent
3. Replenishment	
3.1. Summary of Petty Cash Vouchers	DO/SDO
3.2. Report of Disbursement (certification signed)	DO/SDO
3.3. Petty Cash Replenishment Report	DO/SDO
3.4. Petty Cash Vouchers fully accomplished and signed (Appendix 48 GAM)	DO/SDO
3.5. Approved purchase request with certificate of Emergency Purchase, if necessary	Proponent
3.6. Original bills, receipts, sales invoices for all purchases (with inspection, if w/o inspection provide approved waiver of inspection)	Suppliers of goods/services
3.7. Canvass from at least three suppliers for purchases involving 1,000 and above except for purchases made while on official travel	Suppliers of goods/services
3.8. Summary/Abstract of Canvass	Proponent
4. For supplies	
4.1. Certificate of inspection and acceptance	Proponent/AMD
4.2. Request and Issue Slip (consumable) or Inventory Custodian Slip (non-consumable)	Proponent/AMD
5. For meals	
5.1. Duly received Billing Statement	Suppliers of goods/services
5.2. Notice of meeting	Proponent
5.3. Duly approved and signed attendance sheet	Proponent

6. For repairs				
6.1. Duly approved Job Order		GSD		
6.2. Pre & Post Inspection Report		GSD		
6.3. Report of Waste Material in case of replacements/repairs		AMD		
7. For toll fees and gasoline				
7.1. Trip Ticket duly accomplished and approved (with summary if applicable)		Proponent		
7.2. Travel Authority (for toll fee only)		Proponent		
8. For fare				
8.1. Completely filled-up and approved Reimbursement Expenses Receipt (Appendix No. 46 GAM), Certification of expenses Not requiring Receipts (COA Circular 2017-001), if Applicable		Proponent		
8.2. Duly signed and approved locator slip		per DO 22 s. 2019		
<i>Such other supporting documents that maybe required and/or required under the company policy depending on the nature of expenses</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents for Claim of Payments to Budget Section	1. Receive documents from the Budget Section, and log in the tracking system, and forward Disbursement Vouchers (DV) for the next step	None	4 hours	Designated Releasing & Receiving Staff
	1.1. Review of documentatio	None	3 days and 4 hours	Designated Pre-Audit Staff

	n requirements			
	1.2. Forward received DVs to Head of Accounting Unit for final review	None	4 hours	Designated Releasing & Receiving Staff
	1.3. Final Review of DV and Supporting Documents If complete, sign DVs and proceed to payment (Proceed to Step 1.5) If incomplete, prepare findings and forward to designated staff for tracking (Proceed to Step 1.6)	None	2 days	Head of Accounting Unit/Designated Accountant
	1.4. Forward documents for processing of payment thru ADA or check	None	4 hours	Designated Releasing & Receiving Staff
	1.5. Forward to End-User for compliance	None		
TOTAL:		None	7 days	

19. Processing of Disbursement Vouchers – Gasoline Expenses

Included in the utility expenses, gasoline expenses are expenses used in fueling vehicles used for necessary travels that is needed for projects or activities of the agency.

Office or Division:	Accounting
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd Offices
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. General Requirements	
1.1. Certificate of Availability of Funds	Proponent
1.2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials	Proponent
1.3. Legality of transaction and conformity with laws, rules or regulations	Proponent
1.4. Approval of expenditure by Head of Office	Proponent
1.5. Sufficient and relevant documents to establish validity of claim	Proponent
1.6. Checklist of Requirements	Accounting Division
1.7. Approved Obligation Request and Status - box A & box B - approved (Appendix No. 11 GAM) (3 Copies)	Proponent & Budget Division
1.8. Disbursement Voucher - box A - approved (Appendix No. 32 GAM) (3 Copies)	Proponent
2. Additional Documentary Requirements	
2.1. Summary of expenses/Disbursement Report (certification signed)	Proponent
2.2. Trip Ticket duly accomplished and Approved	Proponent
2.3. Invoices/Official Receipts	Supplier of goods/services
2.4. Travel Authority for toll fees, if applicable	Proponent

2.5. Approved Detailed Summary of Trip (for Director up to Secretary)		Driver		
<i>Such other pertinent supporting documents as are required by the nature of expense</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents for Claim of Payments to Budget Section	1. Receive documents from the Budget Section, and log in the tracking system, and forward Disbursement Vouchers (DV) for the next step	None	4 hours	Designated Releasing & Receiving Staff
	1.1. Review of documentation requirements	None	3 days and 4 hours	Designated Pre-Audit Staff
	1.2. Forward received DVs to Head of Accounting Unit for final review	None	4 hours	Designated Releasing & Receiving Staff
	1.3. Final Review of DV and Supporting Documents If complete, sign DVs and proceed to payment (Proceed to Step 1.5) If incomplete, prepare findings and forward to designated staff for	None	2 days	Head of Accounting Unit/Designated Accountant

	tracking (Proceed to Step 1.6)			
	1.4. Forward documents for processing of payment thru ADA or check	None	4 hours	Designated Releasing & Receiving Staff
	1.5. Forward to End-User for compliance	None		
TOTAL:		None	7 days	

20. Processing of Disbursement Vouchers – Allowances and Other Forms of Compensation

Allowances other forms of compensation which are authorized by law are granted to regular employees of the agency.

Office or Division:	Accounting
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd Offices
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. General Requirements	
1.1. Certificate of Availability of Funds	Proponent
1.2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials	Proponent
1.3. Legality of transaction and conformity with laws, rules or regulations	Proponent
1.4. Approval of expenditure by Head of Office	Proponent
1.5. Sufficient and relevant documents to establish validity of claim	Proponent
1.6. Checklist of Requirements	Accounting Division
1.7. Approved Obligation Request and Status - box A & box B - approved (Appendix No. 11 GAM) (3 Copies)	Proponent & Budget Division
1.8. Disbursement Voucher - box A - approved (Appendix No. 32 GAM) (3 Copies)	Personnel Division
2. RATA	
2.1. Copy of office order/Appointment (1st payment)	Personnel Division
2.2. Certificate of Assumption (1st payment)	Personnel Division
2.3. Certificate that the official/employee did not use government vehicle and is not assigned any government vehicle	GSD

2.4. Approved Daily Time Record (if applicable)	Proponent
2.5. Approved Time and Deficiency Form (if applicable)	Proponent
3. Clothing/Uniform Allowance	
3.1. Certified true copy of approved appointment of new employees	Personnel Division
3.2. Certificate of assumptions of new employees	Personnel Division
3.3. Certificate of non-payment from previous agencies, for transferees	Personnel Division
4. Subsistence, Laundry and Quarters Allowance	
4.1. Payroll indicating therein number of actual services	Personnel Division
4.2. Approved Daily Time Record (if applicable)	Proponent
4.3. Approved Time and Deficiency Form (if applicable)	Proponent
4.4. Authority to collect/Certification by the Secretary of DOH/ Authority as to who are considered Public Health Workers (for initial claim)	DOH
5. Hazard Duty Pay	
5.1. Payroll indicating therein number of actual services and Salary Grade of Payees	Personnel Division
5.2. Authority to collect/Certification by the Secretary of DOH/ Authority as to who are considered Public Health Workers (for initial claim)	DOH
5.3. Copy of Approved Daily Time Record	Proponent
5.4. Copy of Approved Time and Deficiency Form	Proponent
5.5. Copy of special order from the agency head covering the assignment to hazardous/difficult areas	Office of the Secretary/authorized signatories
6. Productivity Incentive Allowance	

6.1. For Individual Claim:	
a. Certification that the performance rating for two semesters given to employee/personnel is atleast satisfactory	Proponent
b. Certification from the Legal Office that the employee has no administrative case	Proponent
6.2. For General Claim:	
a. PIB Payroll	Proponent
b. List of personnel who were suspended either preventively or as a penalty as a result of an administrative charge within a year for which PIB is paid, regardless of the duration (except if the penalty meted out is only reprimand)	Proponent
c. List of personnel dismissed within a year	Personnel Division
d. List of personnel on AWOL	Personnel Division
e. Certification that the performance rating for two semesters given to employee/personnel is atleast satisfactory	Personnel Division
f. Payroll Register (hard and soft copy)	Personnel Division
g. Letter to the Bank to credit employees' account their PIB claims (Hash Total)	
7. Longevity Pay	
7.1. Service Record	Personnel Division
7.2. Certification issued by the Personnel Division that the claimant has not incurred more than 15 days of vacation leave without pay	Personnel Division
8. Year-End Bonus and Cash Gift	
8.1. For Individual Claim:	
a. Clearance from money, property and legal accountabilities	Personnel Division

b. Certification from the Head of office that the personnel are qualified to receive YEB & CG	Personnel Division
8.2. For General Claim:	
a. YEB and CG Payroll	Proponent
b. Payroll Register (hard and soft copy)	Personnel Division
c. Letter to the Bank to credit employees' account their PIB claims (Hash Total)	
9. Loyalty Cash Award/Incentive	
9.1. For Individual Claim:	
a. Service Record	Personnel Division
b. Certificate of non-payment from previous employer (for transferee)	Personnel Division
c. Certification that the claimant has not incurred more than 50 days authorized vacation leave without pay within the 10 year or aggregated of more than 25 days authorized vacation leave without pay within the 5-year period, as the case maybe	Personnel Division
9.2. For General Claim:	
a. Loyalty cash and Incentive Payroll	Proponent
b. Payroll Register (hard and soft copy)	Personnel Division
c. Letter to the Bank to credit employees' account their PIB claims (Hash Total)	
10. Monetization	
10.1. Approved leave application (10 days) with leave credit balance certified by Personnel Division	Personnel Division
10.2. For monetization of 50% or more:	
a. Clinical abstract/medical procedures to be undertaken in case of	Hospitals

health, medical and hospital needs				
b. Barangay Certification is case of need for financial assistance brought about by calamities, typhoon, fire, etc.		Barangay Office		
10.3. Approved NCA from DBM, if applicable		DBM		
<i>Such other pertinent supporting documents as are required by the nature of expense</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents for Claim of Payments to Budget Section	1. Receive documents from the Budget Section, and log in the tracking system, and forward Disbursement Vouchers (DV) for the next step	None	4 hours	Designated Releasing & Receiving Staff
	1.1. Review of documentation requirements	None	3 days and 4 hours	Designated Pre-Audit Staff
	1.2. Forward received DVs to Head of Accounting Unit for final review	None	4 hours	Designated Releasing & Receiving Staff
	1.3. Final Review of DV and Supporting Documents If complete, sign DVs and proceed to payment (Proceed to Step 1.5)	None	2 days	Head of Accounting Unit/Designated Accountant

	If incomplete, prepare findings and forward to designated staff for tracking (Proceed to Step 1.6)			
	1.4. Forward documents for processing of payment thru ADA or check	None	4 hours	Designated Releasing & Receiving Staff
	1.5. Forward to End-User for compliance	None		
TOTAL:		None	7 days	

21. Processing of Disbursement Vouchers – Terminal Leave

Terminal leave is applied for by any employee who intends to sever his/her connection with the agency. The filing of application for terminal leave requires as a condition precedent, the employee's resignation, retirement or separation from the service. It must be shown first that the public employment ceased by any of the said modes of severances.

Office or Division:	Accounting
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd Offices
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. General Requirements	
1.1. Certificate of Availability of Funds	Proponent
1.2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials	Proponent
1.3. Legality of transaction and conformity with laws, rules or regulations	Proponent
1.4. Approval of expenditure by Head of Office	Proponent
1.5. Sufficient and relevant documents to establish validity of claim	Proponent
1.6. Checklist of Requirements	Accounting Division
1.7. Approved Obligation Request and Status - box A & box B - approved (Appendix No. 11 GAM) (3 Copies)	Proponent & Budget Division
1.8. Disbursement Voucher - box A - approved (Appendix No. 32 GAM) (3 Copies)	Personnel Division
2. Other Documentary Requirements	
2.1. Clearance from money, property and legal accountability from the Central Office and from Regional Office of last assignment	From the Central office and from Regional Office of last assignment
2.2. Certified copy of employees leave card as at last date of service duly audited and	Proponent

certified by Personnel Division/ Certificate of leave credits issued by the Personnel Division	
2.3. Approved application of Terminal Leave	Proponent
2.4. Complete service record	Personnel Division
2.5. Statement of Assets, Liabilities and Net Worth (SALN)	Personnel Division
2.6. Certified copy of last appointment/Notice of Salary Adjustment (NOSA) showing the highest salary received, if the salary under last appointment is not the highest /Certificate of last salary received or equivalent documents	Personnel Division
2.7. Computation of Terminal Leave benefits duly signed/certified by the Accountant	Accounting Division
2.8. Applicants authorization (in affidavit form) to deduct all financial obligations with the agency	Claimant
2.9. Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her - Clearance from the Ombudsman	Ombudsman
2.10. In case of resignation, employees' letter of resignation duly accepted by the head of agency	
2.11. Approved Sub-ARO from DBM	Budget Division
2.12. Additional Requirements in case of death of claimant:	
a. Death Certificate authenticated by PSA or certified by the attending Physician	PSA
b. Marriage contact authenticated by PSA (if applicable)	PSA

c. Birth Certificates of surviving legal heirs authenticated by PSA		PSA		
d. Designation of next-to kin - notarized		Notary Public		
e. Waiver of rights for children 18 years and above		Family members		
<i>Such other pertinent supporting documents as are required by the nature of expense</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents for Claim of Payments to Budget Section	1. Receive documents from the Budget Section, and log in the tracking system, and forward Disbursement Vouchers (DV) for the next step	None	4 hours	Designated Releasing & Receiving Staff
	1.1. Review of documentation requirements	None	3 days and 4 hours	Designated Pre-Audit Staff
	1.2. Forward received DVs to Head of Accounting Unit for final review	None	4 hours	Designated Releasing & Receiving Staff
	1.3. Final Review of DV and Supporting Documents If complete, sign DVs and proceed to payment (Proceed to Step 1.5)	None	2 days	Head of Accounting Unit/Designated Accountant

	If incomplete, prepare findings and forward to designated staff for tracking (Proceed to Step 1.6)			
	1.4. Forward documents for processing of payment thru ADA or check	None	4 hours	Designated Releasing & Receiving Staff
	1.5. Forward to End-User for compliance	None		
TOTAL:		None	7 days	

22. Processing of Disbursement Vouchers – Collective Negotiation Agreement (CNA) Incentives

The guidelines on the grant of CAN incentives including the allocation of savings generated from cost-cutting measures as a result of the joint efforts of labor and management and the conditions for payment thereof are prescribed under DBM Budget Circular No. 2006-1.

Office or Division:	Accounting
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd Offices
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. General Requirements	
1.1. Certificate of Availability of Funds	Proponent
1.2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials	Proponent
1.3. Legality of transaction and conformity with laws, rules or regulations	Proponent
1.4. Approval of expenditure by Head of Office	Proponent
1.5. Sufficient and relevant documents to establish validity of claim	Proponent
1.6. Checklist of Requirements	Accounting Division
1.7. Approved Obligation Request and Status - box A & box B - approved (Appendix No. 11 GAM) (3 Copies)	Proponent & Budget Division
1.8. Disbursement Voucher - box A - approved (Appendix No. 32/33 GAM) (3 Copies)	DepEd Union
2. Other Documentary Requirements	
2.1. Resolution signed by both parties incorporating the guidelines/criteria for granting CNA incentives	DepEd Union
2.2. Comparative statement of DBM approved level of operating expenses and actual operating expenses	DepEd Union

2.3. Copy of CNA		DepEd Union		
2.4. Certificate issued by the head of agency of the total amount of unencumbered savings generated from cost cutting measures identified in the CNA which resulted from the joint effort of labor and management and system improvements		DepEd Union		
2.5. Proof that the planned programs/activities/project are implemented and completed in accordance with targets for the year		DepEd Union		
<i>Such other pertinent supporting documents as are required by the nature of expense</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents for Claim of Payments to Budget Section	1. Receive documents from the Budget Section, and log in the tracking system, and forward Disbursement Vouchers (DV) for the next step	None	4 hours	Designated Releasing & Receiving Staff
	1.1. Review of documentation requirements	None	3 days and 4 hours	Designated Pre-Audit Staff
	1.2. Forward received DVs to Head of Accounting Unit for final review	None	4 hours	Designated Releasing & Receiving Staff
	1.3. Final Review of DV and Supporting Documents	None	2 days	Head of Accounting Unit/Designated Accountant

	<p>If complete, sign DVs and proceed to payment (Proceed to Step 1.5)</p> <p>If incomplete, prepare findings and forward to designated staff for tracking (Proceed to Step 1.6)</p>			
	1.4. Forward documents for processing of payment thru ADA or check	None	4 hours	Designated Releasing & Receiving Staff
	1.5. Forward to End-User for compliance	None		
TOTAL:		None	7 days	

23. Processing of Disbursement Vouchers – Special Counsel Allowance

Lawyer personnel, including those designated to assure the duties of a legal officer/staff deputized by the Office of the Solicitor General (OSG) to appear in court as special counsel in collaboration with the Solicitor General or prosecutors concerned are authorized to receive allowance.

Office or Division:	Accounting
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd Offices
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. General Requirements	
1.1. Certificate of Availability of Funds	Proponent
1.2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials	Proponent
1.3. Legality of transaction and conformity with laws, rules or regulations	Proponent
1.4. Approval of expenditure by Head of Office	Proponent
1.5. Sufficient and relevant documents to establish validity of claim	Proponent
1.6. Checklist of Requirements	Accounting Division
1.7. Approved Obligation Request and Status - box A & box B - approved (Appendix No. 11 GAM) (3 Copies)	Proponent & Budget Division
1.8. Disbursement Voucher - box A - approved (Appendix No. 32/33 GAM) (3 Copies)	Proponent
2. Other Documentary Requirements	
2.1. Office Order/Designation/ Letter of the OSG deputizing the claimant to appear in court as special counsel	Service Provider
2.2. Certificate of Appearance issued by the Office of the Clerk of Court	DepEd Website/Personnel Division
2.3. Certification that the cases to be attended by the lawyer personnel are directly related	Service Provider

to the nature/functions of the particular office represented				
2.4. Certification issued by the concerned lawyer and the Agency Accountant that the amount being claimed is still within the limitation under the GAA of P4,000.00 per month		Cash Division		
<i>Such other pertinent supporting documents as are required by the nature of expense</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents for Claim of Payments to Budget Section	1. Receive documents from the Budget Section, and log in the tracking system, and forward Disbursement Vouchers (DV) for the next step	None	4 hours	Designated Releasing & Receiving Staff
	1.1. Review of documentation requirements	None	3 days and 4 hours	Designated Pre-Audit Staff
	1.2. Forward received DVs to Head of Accounting Unit for final review	None	4 hours	Designated Releasing & Receiving Staff
	1.3. Final Review of DV and Supporting Documents If complete, sign DVs and proceed to payment (Proceed to Step 1.5)	None	2 days	Head of Accounting Unit/Designated Accountant

	If incomplete, prepare findings and forward to designated staff for tracking (Proceed to Step 1.6)			
	1.4. Forward documents for processing of payment thru ADA or check	None	4 hours	Designated Releasing & Receiving Staff
	1.5. Forward to End-User for compliance	None		
TOTAL:		None	7 days	

24. Processing of Disbursement Vouchers – Financial Assistance

Financial assistance is given to DepEd employees/offices that would qualify as a recipient of additional monetary aide.

Office or Division:	Accounting
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd Offices
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. General Requirements	
1.1. Certificate of Availability of Funds	Proponent
1.2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials	Proponent
1.3. Legality of transaction and conformity with laws, rules or regulations	Proponent
1.4. Approval of expenditure by Head of Office	Proponent
1.5. Sufficient and relevant documents to establish validity of claim	Proponent
1.6. Checklist of Requirements	Accounting Division
1.7. Approved Obligation Request and Status - box A & box B - approved (Appendix No. 11 GAM) (3 Copies)	Proponent & Budget Division
1.8. Disbursement Voucher - box A - approved (Appendix No. 32 GAM) (3 Copies)	Proponent
2. Financial Assistance to Private MADARIS	
2.1. Letter Notice of Award	Proponent
2.2. Matrix of Approved Assistance per School	Proponent
2.3. Copy of STI	Proponent
2.4. Copy of Approved WFP	Proponent
2.5. Copy of Approved A/R with details of Budget Estimate	Proponent
3. Financial Assistance to BARMM	

3.1. Copy of Approved A/R with details of Budget Estimate (indicating amount for BARMM)		Proponent		
4. Other Financial Assistance				
4.1. Duly signed and approved MOA		Proponent		
<i>Such other pertinent supporting documents as are required by the nature of expense</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents for Claim of Payments to Budget Section	1. Receive documents from the Budget Section, and log in the tracking system, and forward Disbursement Vouchers (DV) for the next step	None	4 hours	Designated Releasing & Receiving Staff
	1.1. Review of documentation requirements	None	3 days and 4 hours	Designated Pre-Audit Staff
	1.2. Forward received DVs to Head of Accounting Unit for final review	None	4 hours	Designated Releasing & Receiving Staff
	1.3. Final Review of DV and Supporting Documents If complete, sign DVs and proceed to payment (Proceed to Step 1.5)	None	2 days	Head of Accounting Unit/Designated Accountant

	If incomplete, prepare findings and forward to designated staff for tracking (Proceed to Step 1.6)			
	1.4. Forward documents for processing of payment thru ADA or check	None	4 hours	Designated Releasing & Receiving Staff
	1.5. Forward to End-User for compliance	None		
TOTAL:		None	7 days	

25. Processing of Disbursement Vouchers – Fund Transfers

Fund transfers should be properly taken up in the books of both agencies, used only for the purpose intended, and properly accounted and reported.

Office or Division:	Accounting
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd Offices
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. General Requirements	
1.1. Certificate of Availability of Funds	Proponent
1.2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials	Proponent
1.3. Legality of transaction and conformity with laws, rules or regulations	Proponent
1.4. Approval of expenditure by Head of Office	Proponent
1.5. Sufficient and relevant documents to establish validity of claim	Proponent
1.6. Checklist of Requirements	Accounting Division
1.7. Approved Obligation Request and Status - box A & box B - approved (Appendix No. 11 GAM) (3 Copies)	Proponent & Budget Division
1.8. Disbursement Voucher - box A - approved (Appendix No. 32 GAM) (3 Copies)	Proponent
2. Fund Transfer to Implementing Agency	
2.1. Duly signed and approved MOA/Trust Agreement	Proponent
2.2. Copy of approved Program of Work (for infrastructure project)	Proponent
2.3. Approved project expenditures or estimated expenses indicating the project objective and expected output (for other projects)	Proponent

2.4. Certification by the Accountant that funds previously transferred to the Implementing Agency (IA) has been liquidated, post audited and accounted for in the books, if applicable	Accounting Division (Bookkeeping B Section)				
2.5. Copy of the OR issued by the IA acknowledging receipt of funds transferred (for post-audit activities), if applicable	Implementing Agency				
3. Fund Transfer from Trust Fund to General Fund for Unspent Balance/Excess Amount					
3.1. Report of Receipt, Disbursement and Fund Balance certified by Accountant	Proponent				
3.2. Contract, MOA, Trust Agreement or MOU governing the utilization of funds and disposition of any balance thereof after completion of the purpose of the fund transferred	Proponent				
3.3. Letter of IA to transfer the unexpended balance to the General Fund duly approved by the Source Agency, if the disposition thereof has not been provided in the MOA, Trust agreement or Memorandum of Understanding	Implementing Agency				
<i>Such other pertinent supporting documents as are required by the nature of expense</i>					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit Documents for Claim of Payments to Budget Section	1. Receive documents from the Budget Section, and log in the tracking system, and	None	4 hours	Designated Releasing & Receiving Staff	

	forward Disbursement Vouchers (DV) for the next step			
	1.1. Review of documentation requirements	None	3 days and 4 hours	Designated Pre-Audit Staff
	1.2. Forward received DVs to Head of Accounting Unit for final review	None	4 hours	Designated Releasing & Receiving Staff
	1.3. Final Review of DV and Supporting Documents If complete, sign DVs and proceed to payment (Proceed to Step 1.5) If incomplete, prepare findings and forward to designated staff for tracking (Proceed to Step 1.6)	None	2 days	Head of Accounting Unit/Designated Accountant
	1.4. Forward documents for processing of payment thru ADA or check	None	4 hours	Designated Releasing & Receiving Staff
	1.5. Forward to End-User for compliance	None		
TOTAL:		None	7 days	

26. Processing of Disbursement Vouchers – Utilities

The amounts programmed, particularly for, but not limited to, petroleum, oil and lubricants as well as for water, illumination and power services, and rent requirements shall be disbursed solely for such items of expenditures.

Office or Division:	Accounting
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd Offices
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. General Requirements	
1.1. Certificate of Availability of Funds	Proponent
1.2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials	Proponent
1.3. Legality of transaction and conformity with laws, rules or regulations	Proponent
1.4. Approval of expenditure by Head of Office	Proponent
1.5. Sufficient and relevant documents to establish validity of claim	Proponent
1.6. Checklist of Requirements	Accounting Division
1.7. Approved Obligation Request and Status - box A & box B - approved (Appendix No. 11 GAM) (3 Copies)	Proponent & Budget Division
1.8. Disbursement Voucher - box A - approved (Appendix No. 32 GAM) (3 Copies)	General Service Division
2. PLDT	
2.1. Billing Statement/Bills/Invoices	Service Provider
2.2. Summary of Billing of various claims	Service Provider
2.3. Official Receipts of payments, if for reimbursement	Proponent
2.4. Certification from Head of Office that all calls are official in nature (if not copy of OR	Proponent

from employee who made personal calls)				
3. MERALCO				
3.1. Billing Statement		Service Provider		
4. MAYNILAD				
4.1. Billing Statement		Service Provider		
<i>Such other pertinent supporting documents as are required by the nature of expense</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents for Claim of Payments to Budget Section	1. Receive documents from the Budget Section, and log in the tracking system, and forward Disbursement Vouchers (DV) for the next step	None	4 hours	Designated Releasing & Receiving Staff
	1.1. Review of documentation requirements	None	3 days and 4 hours	Designated Pre-Audit Staff
	1.2. Forward received DVs to Head of Accounting Unit for final review	None	4 hours	Designated Releasing & Receiving Staff
	1.3. Final Review of DV and Supporting Documents If complete, sign DVs and proceed to payment (Proceed to Step 1.5)	None	2 days	Head of Accounting Unit/Designated Accountant

	If incomplete, prepare findings and forward to designated staff for tracking (Proceed to Step 1.6)			
	1.4. Forward documents for processing of payment thru ADA or check	None	4 hours	Designated Releasing & Receiving Staff
	1.5. Forward to End-User for compliance	None		
TOTAL:		None	7 days	

27. Processing of Disbursement Vouchers – Communication Mobile

The amounts programmed, particularly for communication services shall be disbursed solely for such items of expenditures.

Office or Division:	Accounting
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd Offices
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. General Requirements	
1.1. Certificate of Availability of Funds	Proponent
1.2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials	Proponent
1.3. Legality of transaction and conformity with laws, rules or regulations	Proponent
1.4. Approval of expenditure by Head of Office	Proponent
1.5. Sufficient and relevant documents to establish validity of claim	Proponent
1.6. Checklist of Requirements	Accounting Division
1.7. Approved Obligation Request and Status - box A & box B - approved (Appendix No. 11 GAM) (3 Copies)	Proponent & Budget Division
1.8. Disbursement Voucher - box A - approved (Appendix No. 32 GAM) (3 Copies)	Proponent
2. For Post Paid	
2.1. Statement of Accounts/Billing Statement/Invoice	Service Provider
2.2. Approved Authority, if applicable (for initial payment) Annex A per DO 17 s. 2019	DepEd Website/Personnel Division
2.3. Official Receipts of payments - for reimbursement	Service Provider
2.4. Copy of official receipts for the excess payment - if usage exceeded the authorized amount per DO	Cash Division

3. For Prepaid				
3.1. Official Receipts of payments		Business Establishment		
3.2. Cell Card reimbursement - Official Receipts of payments		Business Establishment		
3.3. Approved Authority, if applicable (for initial payment) Annex A per DO 17 s. 2019		DepEd Website/Personnel Division		
<i>Such other pertinent supporting documents as are required by the nature of expense</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents for Claim of Payments to Budget Section	1. Receive documents from the Budget Section, and log in the tracking system, and forward Disbursement Vouchers (DV) for the next step	None	4 hours	Designated Releasing & Receiving Staff
	1.1. Review of documentation requirements	None	3 days and 4 hours	Designated Pre-Audit Staff
	1.2. Forward received DVs to Head of Accounting Unit for final review	None	4 hours	Designated Releasing & Receiving Staff
	1.3. Final Review of DV and Supporting Documents If complete, sign DVs and proceed to payment (Proceed to Step 1.5)	None	2 days	Head of Accounting Unit/Designated Accountant

	If incomplete, prepare findings and forward to designated staff for tracking (Proceed to Step 1.6)			
	1.4. Forward documents for processing of payment thru ADA or check	None	4 hours	Designated Releasing & Receiving Staff
	1.5. Forward to End-User for compliance	None		
TOTAL:		None	7 days	

28. Processing of Disbursement Vouchers – Overtime

The total overtime pays of the employee for a given calendar year shall not exceed 50% of his/her annual basic salary.

Office or Division:	Accounting
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd Offices
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. General Requirements	
1.1. Certificate of Availability of Funds	Proponent
1.2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials	Proponent
1.3. Legality of transaction and conformity with laws, rules or regulations	Proponent
1.4. Approval of expenditure by Head of Office	Proponent
1.5. Sufficient and relevant documents to establish validity of claim	Proponent
1.6. Checklist of Requirements	Accounting Division
1.7. Approved Obligation Request and Status - box A & box B - approved (Appendix No. 11 GAM) (3 Copies)	Proponent & Budget Division
1.8. Disbursement Voucher - box A - approved (Appendix No. 32 GAM) (3 Copies)	Proponent
2. Regular Employees	
2.1. Approved overtime computation	Proponent
2.2. Biometric DTR with Time & Deficiency Form	Personnel Division
2.3. Daily Accomplishment Report	Proponent
2.4. Copy of Authority to render overtime & work program	Proponent
2.5. Copy of Daily Time Record Log Book	Proponent
2.6. Copy of Locator Slips	Proponent

2.7. Copy of latest Approved Leave Credits	Personnel Division			
2.8. Pay slip copy (for salary adjustment)	Personnel Division			
2.9. Copy of Approved Travel Order	Proponent			
2.10. Strong justification signed by concerned Undersecretary, if required to render overtime during Sundays	Proponent			
2.11. Statement of Unliquidated Cash Advance (SUCA)	Accounting Division Pre-Audit B Section			
3. Contract of Service Employees				
3.1. Approved overtime computation	Proponent			
3.2. Biometric DTR with Time & Deficiency Form	Personnel Division			
3.3. Daily Accomplishment Report	Proponent			
3.4. Copy of Authority to render overtime & work program	Proponent			
3.5. Copy of Daily Time Record Log Book	Proponent			
3.6. Copy of Locator Slips	Proponent			
3.7. Pay slip copy (for salary adjustment)	Personnel Division			
3.8. Copy of Approved Travel Order	Proponent			
3.9. Strong justification signed by Undersecretary concerned, if required to render overtime during Sundays	Proponent			
3.10. Statement of Unliquidated Cash Advance (SUCA)	Accounting Division Pre-Audit B Section			
<i>Such other pertinent supporting documents as are required by the nature of expense</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents for Claim of Payments to Budget Section	1. Receive documents from the Budget Section, and log in the tracking	None	4 hours	Designated Releasing & Receiving Staff

	system, and forward Disbursement Vouchers (DV) for the next step			
	1.1. Review of documentation requirements	None	3 days and 4 hours	Designated Pre-Audit Staff
	1.2. Forward received DVs to Head of Accounting Unit for final review	None	4 hours	Designated Releasing & Receiving Staff
	1.3. Final Review of DV and Supporting Documents If complete, sign DVs and proceed to payment (Proceed to Step 1.5) If incomplete, prepare findings and forward to designated staff for tracking (Proceed to Step 1.6)	None	2 days	Head of Accounting Unit/Designated Accountant
	1.4. Forward documents for processing of payment thru ADA or check	None	4 hours	Designated Releasing & Receiving Staff
	1.5. Forward to End-User for compliance	None		
TOTAL:		None	7 days	

29. Processing of Disbursement Vouchers – Extraordinary and Miscellaneous Expenses

Appropriations for extraordinary and miscellaneous expenses may be used for the following purposes, among others: (a) Meetings, seminars and conferences, (b) Official entertainment, (c) Public relations, (c) Educational, athletic and cultural activities, (d) Contributions to civic and charitable institutions, (e) Membership in government associations, (f) Membership in national professional organizations duly accredited by the Professional Regulatory Commission, (g) Membership in the Integrated Bar of the Philippines, (h) Subscription to professional technical journals and informative magazines and materials (include library books and materials), (i) Office equipment and supplies, (j) Other similar expenses not supported by the regular budget allocation.

Office or Division:	Accounting
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd Offices
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. General Requirements	
1.1. Certificate of Availability of Funds	Proponent
1.2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials	Proponent
1.3. Legality of transaction and conformity with laws, rules or regulations	Proponent
1.4. Approval of expenditure by Head of Office	Proponent
1.5. Sufficient and relevant documents to establish validity of claim	Proponent
1.6. Checklist of Requirements	Accounting Division
1.7. Approved Obligation Request and Status - box A & box B - approved (Appendix No. 11 GAM) (3 Copies)	Proponent & Budget Division
1.8. Disbursement Voucher - box A - approved (Appendix No. 32 GAM) (3 Copies)	Proponent
2. Other Documentary Requirements	
2.1. Official Receipts/invoice	Suppliers of goods/services

2.2. Other documents evidencing disbursements of these are available or in lieu thereof, Certification executed by the official concerned that the expense sought to be reimbursed have been incurred for any of the purposes contemplated under the provisions of the GAA in relation to or by reasons of his positions and indicate the month/period covered signed by the claimant		Claimant		
2.3. Certification from the concerned Official that amount used in accordance to what is authorized by law		Claimant		
<i>Such other pertinent supporting documents as are required by the nature of expense</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents for Claim of Payments to Budget Section	1. Receive documents from the Budget Section, and log in the tracking system, and forward Disbursement Vouchers (DV) for the next step	None	4 hours	Designated Releasing & Receiving Staff
	1.1. Review of documentation requirements	None	3 days and 4 hours	Designated Pre-Audit Staff
	1.2. Forward received DVs to Head of Accounting Unit for final review	None	4 hours	Designated Releasing & Receiving Staff
	1.3. Final Review of DV and	None	2 days	Head of Accounting

	<p>Supporting Documents</p> <p>If complete, sign DVs and proceed to payment (Proceed to Step 1.5)</p> <p>If incomplete, prepare findings and forward to designated staff for tracking (Proceed to Step 1.6)</p>			Unit/Designated Accountant
	1.4. Forward documents for processing of payment thru ADA or check	None	4 hours	Designated Releasing & Receiving Staff
	1.5. Forward to End-User for compliance	None		
TOTAL:		None	7 days	

30. Processing of Disbursement Vouchers – Registration Fees

Registration fees for trainings, workshops or other necessary projects and activities that would benefit the agency.

Office or Division:	Accounting
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd Offices
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. General Requirements	
1.1. Certificate of Availability of Funds	Proponent
1.2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials	Proponent
1.3. Legality of transaction and conformity with laws, rules or regulations	Proponent
1.4. Approval of expenditure by Head of Office	Proponent
1.5. Sufficient and relevant documents to establish validity of claim	Proponent
1.6. Checklist of Requirements	Accounting Division
1.7. Approved Obligation Request and Status - box A & box B - approved (Appendix No. 11 GAM) (3 Copies)	Proponent & Budget Division
1.8. Disbursement Voucher - box A - approved (Appendix No. 32 GAM) (3 Copies)	Proponent
2. Other Documentary Requirements	
2.1. Budget Estimates approved by the Head of the Agency	Proponent
2.2. Schedules of Training approved by the head of the agency	Proponent
2.3. Approved Authority to Travel/Attend (indicating registration fee is authorized)	Proponent
2.4. Invitation letter (indicating amount of registration fee/s and other logistics)	Program Provider

2.5. Copy of approved Activity Request with detailed budget estimates		Proponent		
2.6. Indicate position of REGULAR employees		Proponent		
<i>Such other pertinent supporting documents as are required by the nature of expense</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents for Claim of Payments to Budget Section	1. Receive documents from the Budget Section, and log in the tracking system, and forward Disbursement Vouchers (DV) for the next step	None	4 hours	Designated Releasing & Receiving Staff
	1.1. Review of documentation requirements	None	3 days and 4 hours	Designated Pre-Audit Staff
	1.2. Forward received DVs to Head of Accounting Unit for final review	None	4 hours	Designated Releasing & Receiving Staff
	1.3. Final Review of DV and Supporting Documents If complete, sign DVs and proceed to payment (Proceed to Step 1.5) If incomplete, prepare findings and forward to	None	2 days	Head of Accounting Unit/Designated Accountant

	designated staff for tracking (Proceed to Step 1.6)			
	1.4. Forward documents for processing of payment thru ADA or check	None	4 hours	Designated Releasing & Receiving Staff
	1.5. Forward to End-User for compliance	None		
TOTAL:		None	7 days	

31. Processing of Disbursement Vouchers – Remittances

Remittances are funds transferred to businesses or any other concerned party as payment for invoices or obligations of an office.

Office or Division:	Accounting
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd Offices
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. General Requirements	
1.1. Certificate of Availability of Funds	Proponent
1.2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials	Proponent
1.3. Legality of transaction and conformity with laws, rules or regulations	Proponent
1.4. Approval of expenditure by Head of Office	Proponent
1.5. Sufficient and relevant documents to establish validity of claim	Proponent
1.6. Checklist of Requirements	Accounting Division
1.7. Approved Obligation Request and Status - box A & box B - approved (Appendix No. 11 GAM) (3 Copies)	Personnel Division & Budget Division
1.8. Disbursement Voucher - box A - approved (Appendix No. 32 GAM) (3 Copies)	Personnel Division
2. Other Documentary Requirements	
2.1. Approved Summary of Deductions prepared by Personnel Dept.	Personnel Division
2.2. Approved List of deductions attached on each voucher	Personnel Division
2.3. Separate disbursement voucher for Service Fee to be remitted to Bureau of Treasury	Personnel Division

<i>Such other pertinent supporting documents as are required by the nature of expense</i>				
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents for Claim of Payments to Budget Section	1. Receive documents from the Budget Section, and log in the tracking system, and forward Disbursement Vouchers (DV) for the next step	None	4 hours	Designated Releasing & Receiving Staff
	1.1. Review of documentation requirements	None	3 days and 4 hours	Designated Pre-Audit Staff
	1.2. Forward received DVs to Head of Accounting Unit for final review	None	4 hours	Designated Releasing & Receiving Staff
	1.3. Final Review of DV and Supporting Documents If complete, sign DVs and proceed to payment (Proceed to Step 1.5) If incomplete, prepare findings and forward to designated staff for tracking (Proceed to Step 1.6)	None	2 days	Head of Accounting Unit/Designated Accountant

	1.4. Forward documents for processing of payment thru ADA or check	None	4 hours	Designated Releasing & Receiving Staff
	1.5. Forward to End-User for compliance	None		
TOTAL:		None	7 days	

32. Processing of Disbursement Vouchers – Plane Fare (DBM Procurement)

Airplane ticket to and from the venue for necessary travels which would be beneficial to the projects or activities of the agency.

Office or Division:	Accounting
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd Offices
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. General Requirements	
1.1. Certificate of Availability of Funds	Proponent
1.2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials	Proponent
1.3. Legality of transaction and conformity with laws, rules or regulations	Proponent
1.4. Approval of expenditure by Head of Office	Proponent
1.5. Sufficient and relevant documents to establish validity of claim	Proponent
1.6. Checklist of Requirements	Accounting Division
1.7. Approved Obligation Request and Status - box A & box B - approved (Appendix No. 11 GAM) (3 Copies)	Administrative Service & Budget Division
1.8. Disbursement Voucher - box A - approved (Appendix No. 32 GAM) (3 Copies)	Administrative Service
2. Other Documentary Requirements	
2.1. Approved Summary Account	Administrative Service
2.2. GFA - Fund Replenishment Form	Administrative Service
2.3. Sales Invoice	DBM PS
2.4. Copy of Approved Travel Authority	Proponent
2.5. Original Boarding Pass	Proponent/Airlines
2.6. Plane Ticket	Administrative Service

2.7. Request for Airline Booking and Issuance of Plane tickets	Administrative Service			
2.8. Copy of Approved MOA Agreement -CEBU/PAL	Administrative Service			
2.9. Government Fare Agreement (GFA)	Administrative Service			
2.10. Billing Statement Date (Undertaken)	DBM PS			
2.11. Invitation with conforme (for Resource Persons)	Proponent			
2.12. Certificate of Undertaking approved by Office Concerned for outside DepEd Claimant	Administrative Service			
2.13. Approved Request for Rebooking of Flight (for rebooked flights)	Administrative Service			
2.14. Approved Request for Cancellation of Flight (for cancelled flight)	Administrative Service			
2.15. Approved Request of Additional Baggage Allowance (for additional baggage allowance)	Administrative Service			
2.16. Approved Original Justification (for travel that deviates from the approved Travel Authority incase not indicated in the above form)	Proponent			
<i>Such other pertinent supporting documents as are required by the nature of expense</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents for Claim of Payments to Budget Section	1. Receive documents from the Budget Section, and log in the tracking system, and forward Disbursement Vouchers (DV) for the next step	None	4 hours	Designated Releasing & Receiving Staff

	1.1. Review of documentation requirements	None	3 days and 4 hours	Designated Pre-Audit Staff
	1.2. Forward received DVs to Head of Accounting Unit for final review	None	4 hours	Designated Releasing & Receiving Staff
	1.3. Final Review of DV and Supporting Documents If complete, sign DVs and proceed to payment (Proceed to Step 1.5) If incomplete, prepare findings and forward to designated staff for tracking (Proceed to Step 1.6)	None	2 days	Head of Accounting Unit/Designated Accountant
	1.4. Forward documents for processing of payment thru ADA or check	None	4 hours	Designated Releasing & Receiving Staff
	1.5. Forward to End-User for compliance	None		
TOTAL:		None	7 days	

33. Processing of Disbursement Vouchers – Advertising

Paid media advertisements are suspended except those required in the issuance of agency guidelines, rules and regulations, the conduct of public bidding and the dissemination of important public announcements.

Office or Division:	Accounting			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DepEd Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. General Requirements				
1.1. Certificate of Availability of Funds	Proponent			
1.2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials	Proponent			
1.3. Legality of transaction and conformity with laws, rules or regulations	Proponent			
1.4. Approval of expenditure by Head of Office	Proponent			
1.5. Sufficient and relevant documents to establish validity of claim	Proponent			
1.6. Checklist of Requirements	Accounting Division			
1.7. Approved Obligation Request and Status - box A & box B - approved (Appendix No. 11 GAM) (3 Copies)	Proponent & Budget Division			
1.8. Disbursement Voucher - box A - approved (Appendix No. 32 GAM) (3 Copies)	Proponent			
2. Other Documentary Requirements				
2.1. Duly signed/received Bill/Statement of account	Supplier/Proponent			
2.2. Copy of newspaper clippings evidencing publication and/or CD in case of TV/Radio commercial	Proponent			
<i>Such other pertinent supporting documents as are required by the nature of expense</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit Documents for Claim of Payments to Budget Section	1. Receive documents from the Budget Section, and log in the tracking system, and forward Disbursement Vouchers (DV) for the next step	None	4 hours	Designated Releasing & Receiving Staff
	1.1. Review of documentation requirements	None	3 days and 4 hours	Designated Pre-Audit Staff
	1.2. Forward received DVs to Head of Accounting Unit for final review	None	4 hours	Designated Releasing & Receiving Staff
	<p>1.3. Final Review of DV and Supporting Documents</p> <p>If complete, sign DVs and proceed to payment (Proceed to Step 1.5)</p> <p>If incomplete, prepare findings and forward to designated staff for tracking (Proceed to Step 1.6)</p>	None	2 days	Head of Accounting Unit/Designated Accountant
	1.4. Forward documents for processing of payment thru ADA or check	None	4 hours	Designated Releasing & Receiving Staff

	1.5. Forward to End-User for compliance	None		
TOTAL:		None	7 days	

34. Processing of Disbursement Vouchers – Subscription Newspaper

Payment to concerned publishing company/newspaper provider for subscription to regularly delivered newspaper.

Office or Division:	Accounting			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DepEd Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. General Requirements				
1.1. Certificate of Availability of Funds				
1.2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials				
1.3. Legality of transaction and conformity with laws, rules or regulations				
1.4. Approval of expenditure by Head of Office				
1.5. Sufficient and relevant documents to establish validity of claim				
1.6. Checklist of Requirements	Accounting Division			
1.7. Approved Obligation Request and Status - box A & box B - approved (Appendix No. 11 GAM) (3 Copies)	Proponent & Budget Division			
1.8. Disbursement Voucher - box A - approved (Appendix No. 32 GAM) (3 Copies)	Proponent			
2. Other Documentary Requirements				
2.1. Duly signed/received Bill/Statement of account	Supplier/Proponent			
2.2. Approved Authority to subscribe	Proponent			
<i>Such other pertinent supporting documents as are required by the nature of expense</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit Documents for Claim of Payments to Budget Section	1. Receive documents from the Budget Section, and log in the tracking system, and forward Disbursement Vouchers (DV) for the next step	None	4 hours	Designated Releasing & Receiving Staff
	1.1. Review of documentation requirements	None	3 days and 4 hours	Designated Pre-Audit Staff
	1.2. Forward received DVs to Head of Accounting Unit for final review	None	4 hours	Designated Releasing & Receiving Staff
	<p>1.3. Final Review of DV and Supporting Documents</p> <p>If complete, sign DVs and proceed to payment (Proceed to Step 1.5)</p> <p>If incomplete, prepare findings and forward to designated staff for tracking (Proceed to Step 1.6)</p>	None	2 days	Head of Accounting Unit/Designated Accountant
	1.4. Forward documents for processing of payment thru ADA or check	None	4 hours	Designated Releasing & Receiving Staff

	1.5. Forward to End-User for compliance	None		
TOTAL:		None	7 days	

35. Application for Provident Fund Loan

Provident Fund Loan defined as a savings scheme consisting of contributions from both the employees and the employer (in monetary form from members-employees, in monetary or non-monetary form from the employers) which serve as a loan facility and provider of supplementary welfare to employees.

Office or Division:	Accounting
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd Offices
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. General Requirements	
1.1. Checklist of Requirements (1 Copy)	EAMD
1.2. Disbursement Voucher/Payroll - box A - approved (Appendix No. 32 /33 GAM) (3 Copies)	EAMD
2. For All Types of Loan	
2.1. Loan application Form (LAF) (Completely filled up), endorsed by Personnel Division and Legal Service	EAMD
2.2. Authority to Deduct	Personnel Division
2.3. Copy of latest available pay slip	Personnel Division
2.4. Photocopy of DepEd Identification Card	Employee borrower
2.5. Approved Appointment (for First Time borrowers and Co-Terminus employees only)	Employee borrower
2.6. First page of notarized Contract of Service for the last five (5) years (for Co-Terminus employees who also served as COS)	Employee borrower
3. Additional Requirements for Additional Loans	
3.1. Letter-request addressed to the Undersecretary of OUF	Employee borrower
3.2. Hospitalization/Medical Expenses/Medical Abstract/Certificate/Prescription/Diagnosis	Employee borrower

3.3. Death Certificate of the deceased family member of the loan applicant within the third civil degree of consanguinity/affinity, as applicable		Employee borrower		
4. Additional Requirement for Calamity Loans				
4.1. Barangay/LGU Certificate/Resolution declaring the borrower's place under State of Calamity		Barangay where the borrower is a resident		
<i>Such other pertinent supporting documents as are required by the nature of expense</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents for Claim of Payments to EAMD	1. Receives and records payroll and supporting documents from EAMD	None	5 minutes	Designated Releasing & Receiving Staff
	1.1. Checks the completeness of the supporting documents (requirements)	None	5 minutes	Designated ITRS Staff
	1.2. Verifies the balances of previous loans from the Subsidiary Ledger of the borrower	None	10 minutes	Designated ITRS Staff
	1.3. Final Review For new loan borrowers: Prepares new subsidiary ledger and encodes data based on the payroll	None	10 minutes	Designated ITRS Staff
	1.4. Pre-audits/certifie	None	5 minutes	Designated ITRS Staff

	s funds availability/pr ocesses payroll			
	1.5. Section Chief and Assistant Chief affix initial and Chief Accountant signs on the payroll depending on the amount	None	5 minutes	Section Chief, Assistant Chief, Chief Accountant
	1.6. Releases the payroll to the Officer-in-Charge, Office of the Director IV (Finance Service - DA for approval	None	5 minutes	Designated Releasing & Receiving Staff
TOTAL:		None	50 minutes	

36. Processing of Liquidation Report - Petty Cash Fund (PCF)

Liquidation of PCF should be done as soon as the disbursements reaches 75% or as needed, the PCF shall be replenished which shall be equal to the total amount of expenditures made therefrom.

Office or Division:	Accounting
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. General Requirements	
1.1. Certificate of Availability of Funds	Proponent
1.2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials	Proponent
1.3. Legality of transactions and conformity with laws, rules or regulations	Proponent
1.4. Approval of expenditure by Head of Office	Proponent
1.5. Sufficient and relevant documents to establish validity of claim	Proponent
1.6. Checklist of Requirements	Accounting Division
1.7. Approved Obligation Request and Status (box A & box B - approved) (3 Copies)	Proponent & Budget Division
1.8. Disbursement Voucher (box A - approved) (3 Copies)	Proponent
2. Initial Cash Advance	
1.1. Authority of the accountable officer indicating the maximum accountability and purpose of cash advance (Approved authority to draw PCF)	Proponent
1.2. Certification that previous cash advances have been liquidated and accounted for in the books (Statement of Unliquidated Cash Advance)	Accounting Division - Pre-Audit Section B
1.3. Approved application for bond and/or Fidelity Bond for	DO/SDO

the year for cash accountability of PHP 2,000 or more	
1.4. Approved estimates of petty expenses for one month	Proponent
2. Replenishment	
2.1. Summary of Petty Cash Vouchers	DO/SDO
2.2. Report of Disbursements (certification signed)	DO/SDO
2.3. Petty Cash Replenishment Report	DO/SDO
2.4. Petty Cash Vouchers duly accomplished and signed	DO/SDO
2.5. Approved purchase request with certificate of Emergency Purchase, if necessary	Proponent
2.6. Original bills, receipts, sales invoices for all purchases (with inspection, if w/o inspection provide approved waiver of inspection)	Suppliers of goods/services
2.7. Canvass from at least three suppliers for purchases involving 1,000 and above except for purchases made while on official travel	Suppliers of goods/services
2.8. Summary/Abstract of Canvass	Proponent
3. For Supplies	
3.1. Certificate of inspection and acceptance	Proponent/AMD
3.2. Request and Issue Slip (consumable) or Inventory Custodian Slip (non-consumable)	Proponent/AMD
4. For Meals	
4.1. Duly approved Job Order	Suppliers of goods/services
4.2. Notice of meeting	Proponent
4.3. Duly approved and signed attendance sheet	Proponent
5. For Repairs	
5.1. Duly approved Job Order	GSD
5.2. Pre & Post Inspection Report	GSD

5.3. Report of Waste Materials in case of replacement/repair	AMD			
6. For toll fees and gasoline				
6.1. Trip Ticket duly accomplished and approved (with summary if applicable)	Proponent			
6.2. Travel Authority (for toll fee only)	Proponent			
7. For Fare				
7.1. Completely filled- up and approved Reimbursement Expenses Receipt (Appendix No. 46 GAM), Certification of expenses Not requiring Receipts (COA Circular 2017-001), if Applicable	Proponent			
7.2. Duly signed and approved locator slip	per DO 22 s. 2019			
<i>Such other supporting documents that maybe required and/or required under the company policy depending on the nature of expenses</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents to Accounting Division - Pre-audit B Section	1. Receive documents from employee/officer and encodes the liquidation report and forward to the next step	None	5 minutes	Designated PASB Releasing & Receiving Staff
	1.1. Review of documentation requirements , encodes and forward to Section Chief	None	3 days	Designated PASB Pre-Audit Staff
	1.2. Review and initial or Final Review and approval of	None	3 days, 7 hours and 40 minutes	Head of Accounting Unit/Designated Accountant

	LRs and Supporting Documents (once completed, to be forwarded to the designated signatory depending on the amount of the Liquidation Report) Forward received LR to Head of Accounting Unit for final review			
	1.3. Once signed, document will be forwarded to Book A for JEV Preparation	None	15 minutes	Designated Staff
TOTAL:		None	7 days	

37. Processing of Liquidation Report – Training and Activities

Liquidation of training and activities expenses should be done within 20 calendar days after the end of the year subject to replenishment as frequently as necessary during the year.

Office or Division:	Accounting
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Liquidation Report Form	DO/SDO
2. Report of Disbursements signed by Disbursing Officer with supporting documents (Receipts/Sales Invoices approved by the Head of Office)	DO/SDO
3. Copy of Previously approved vouchers (Cash Advance with copy of Check)	DO/SDO
4. Copy of Approved Memo of the Activity (Activity Request / Authority to Conduct) with approved budget estimate, Asset Management Division Certificate and List of Supplies and Materials, Purchase Order	Proponent
5. Request and Issue Slip (consumable) or Inventory Custodian Slip (non-consumable)	Proponent/AMD
6. Certificate of Acceptance / Waiver of Inspection	Proponent
7. Certification of emergency purchase / Justification (if needed)	Proponent
8. Trip ticket (if for fuel/toll fees/parking fees)	Proponent
9. Approved payrolls/vouchers duly acknowledged/signed by the payee/s	Proponent
10. Approved Itinerary of Travel (Appendix No. 45 GAM)	Proponent
11. Approved Travel Authority (per DO No. 22 s. 2019)	Proponent

12. Approved Certificate of Travel Completed (Appendix No. 47 GAM)	Proponent			
13. Original Certificate of Appearance/participation	Program Provider			
14. Original copies of tickets (bus, ship, boat, taxi, terminal fee, etc.)	Transportation Companies			
15. Completely filled- up and approved Reimbursement Expenses Receipt (Appendix No. 46 GAM), Certification of expenses Not requiring Receipts (COA Circular 2017-001), if Applicable	Proponent			
16. Original Boarding pass & plane ticket/Billing Statement/Official Receipt (for reimbursement of Plane fare)	Airlines for Boarding Passes/Travel Agency for Billing Statement and ORs			
17. OR in case of refund of excess of cash advance	DO/SDO			
<i>Such other pertinent supporting documents as are required by the nature of expense</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents to Accounting Division - Pre-audit B Section	1. Receive documents from employee/officer and encodes the liquidation report and forward to the next step	None	5 minutes	Designated PASB Releasing & Receiving Staff
	1.1. Review of documentation requirements, encodes and forward to Section Chief	None	3 days	Designated PASB Pre-Audit Staff
	1.2. Review and initial or Final Review and	None	3 days, 7 hours and 40 minutes	Head of Accounting

	approval of LRs and Supporting Documents (once completed, to be forwarded to the designated signatory depending on the amount of the Liquidation Report) Forward received LRs to Head of Accounting Unit for final review			Unit/Designated Accountant
	1.3. Once signed, document will be forwarded to Book A for JEV Preparation	None	15 minutes	Designated Staff
TOTAL:		None	7 days	

38. Processing of Liquidation Report – Foreign Travel

Liquidation of Foreign travel expenses should be done within 60 days after the return of the employee concerned to the Philippines.

Office or Division:	Accounting
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Liquidation Report Form	Employee/Officer
2. Approved Travel Authority (per DO No. 22 s. 2019)	Employee/Officer
3. DFA Letter	DFA
4. Approved Itinerary of Travel (Appendix No. 45 GAM)	Employee/Officer
5. Approved Certificate of Travel Completed (Appendix No. 47 GAM)	Employee/Officer
6. Letter of Invitation of host/sponsoring country/agency/organization (indicating administrative matter such as lodging, meals, transportation, etc.)	Program Provider
7. For plane fare, quotations of the 3 travel agencies or its equivalent	Administrative Service/Airline/Travel Agency
8. Copy of Plane Ticket/Flight itinerary issued by the airline/ticketing office/travel agency	Administrative Service/Airline/Travel Agency
9. Copy of UNDP DSA Rates for the country of destination	Google Search
10. Daily Dollar Rates Peso Rates (from BSP - date of cash advance)	BSP
11. Where applicable, authority from the OP to claim representation expenses	Office of the President
12. <i>In case of seminars/trainings:</i> <ul style="list-style-type: none"> • Invitation addressed to the agency inviting participants • Acceptance of the nominees as participants 	Program Provider

<ul style="list-style-type: none"> • Programme Agenda and Logistics Information (such as lodging, meals, transportation, etc.) 	
13. Certification from the Accountant that previous cash advance has been liquidated and accounted for in the books/STATEMENT OF UNLIQUIDATED CASH ADVANCES OF DISBURSING OFFICERS	Accounting Division
14. Daily Dollar Rates Peso Rates (date of departure)	BSP
15. UNDP DSA Rates for the country of destination (for the month of travel date)	Google Search
16. Copy of Plane Ticket	Administrative Service/Airline/Travel Agency
17. Copy of Boarding pass, boat or bus ticket	Transportation Company
18. Original Boarding pass & plane ticket/Billing Statement/Official Receipt (for reimbursement of Plane fare)	Airlines for Boarding Passes/Travel Agency for Billing Statement and ORs
19. Approved Certification of Unavailability of flights (for reimbursement of plane fare)	Administrative Service
20. Certificate of appearance/attendance for training/seminar/ participation	Program Provider/Philippine Consulate
<p>21. <i>For reimbursement of actual travel expenses in excess of the prescribed rate (EO No. 77):</i></p> <ul style="list-style-type: none"> • Approval by the President for the Department Secretary (approval of authorized official per DO No. 22 s. 2019 for Usec and below) • Certification from the Head of Agency that it is absolutely necessary • Hotel room bills with official receipts (certification of affidavit of loss shall not be considered) 	OP, OSEC & Business establishment
22. Completely filled- up and approved Reimbursement	Proponent

Expenses Receipt (Appendix No. 46 GAM), Certification of expenses Not requiring Receipts (COA Circular 2017-001), if Applicable				
23. Narrative report on trip undertaken/Report on Participation		Employee/Officer		
24. Receipts for other expenses authorized to claim		Business Establishments		
25. OR in case of refund of excess of cash advance		Employee/Officer/Cash Division		
26. Copy of pre-audited/approved cash advance voucher and itinerary of travel		Employee/Officer/Cash Division		
<i>Such other pertinent supporting documents as are required by the nature of expense</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents to Accounting Division - Pre-audit B Section	1. Receive documents from employee/officer and encodes the liquidation report and forward to the next step	None	5 minutes	Designated PASB Releasing & Receiving Staff
	1.1. Review of documentation requirements , encodes and forward to Section Chief	None	3 days	Designated PASB Pre-Audit Staff
	1.2. Review and initial or Final Review and approval of LRs and Supporting Documents (once completed, to	None	3 days, 7 hours and 40 minutes	Head of Accounting Unit/Designated Accountant

	be forwarded to the designated signatory depending on the amount of the Liquidation Report) Forward received LRs to Head of Accounting Unit for final review			
	1.3. Once signed, document will be forwarded to Book A for JEV Preparation	None	15 minutes	Designated Staff
TOTAL:		None	7 days	

39. Processing of Liquidation Report – Local Travel

Liquidation of local travel expenses should be done within 30 days after the return of the employee concerned to his/her official station.

Office or Division:	Accounting
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Liquidation Report Form	Proponent
2. Approved Itinerary of Travel (Appendix No. 45 GAM)	Proponent
3. Approved Certificate of Travel Completed (Appendix No. 47 GAM)	Proponent
4. Original Certificate of Appearance/participation	Program Provider
5. Original copies of tickets (bus, ship, boat, taxi, terminal fee, etc.)	Transportation Companies
6. Completely filled- up and approved Reimbursement Expenses Receipt (Appendix No. 46 GAM), Certification of expenses Not requiring Receipts (COA Circular 2017-001), if Applicable	Proponent
7. Copy of Boarding pass received by Administrative Service	Administrative Service
8. Original Boarding pass & plane ticket/Billing Statement/Official Receipt (for reimbursement of Plane fare)	Airlines for Boarding Passes/Travel Agency for Billing Statement and ORs
9. Approved Certification of Unavailability of flights (for reimbursement of plane fare)	Administrative Service
10. Approved Justification from USEC Concerned (if there is deviation from Authorized Travel)	
11. Memo regarding the first meal and last meal of the activity	Program Provider
12. Copy of approved AR/ATC with detailed budget estimate (If claiming for B&L/full DTE)	Program Provider

13. Certification from the Head of Agency as to the absolute necessity of the expenses together with the corresponding receipts, if the expenses incurred exceeded DTE rate (certification or affidavit of loss shall not be considered)	Office of the Secretary			
14. Hotel room/lodging bills with ORs in the case of official travel on places w/in 50km radius from the last city or municipality covered by the MM area, or their city or municipality where their permanent official station is located in the case of those outside MM area if the travel allowances being claimed include the hotel room/lodging rate	Business Establishments			
15. OR in case of refund of excess of cash advance	Employee/Cash Division			
<i>Such other pertinent supporting documents as are required by the nature of expense</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents to Accounting Division - Pre-audit B Section	1. Receive documents from employee/officer and encodes the liquidation report and forward to the next step	None	5 minutes	Designated PASB Releasing & Receiving Staff
	1.1. Review of documentation requirements, encodes and forward to Section Chief	None	3 days	Designated PASB Pre-Audit Staff

	<p>1.2. Review and initial or Final Review and approval of LRs and Supporting Documents (once completed, to be forwarded to the designated signatory depending on the amount of the Liquidation Report) Forward received LRs to Head of Accounting Unit for final review</p>	None	3 days, 7 hours and 40 minutes	Head of Accounting Unit/Designated Accountant
	<p>1.3. Once signed, document will be forwarded to Book A for JEV Preparation</p>	None	15 minutes	Designated Staff
TOTAL:		None	7 days	

40. Processing of Liquidation Report – Payroll Fund for Salaries, Wages, Allowances and Other Similar Expenses

Liquidation Payroll fund for salaries, wages, allowances and other similar expenses should be done within 5 calendar days after the end of the pay period.

Office or Division:	Accounting			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DepEd employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Liquidation Report Form		DO/SDO		
2. Report of Disbursements signed by Disbursing Officer with supporting documents		DO/SDO		
3. Copy of Previously approved vouchers (Cash Advance with copy of Check)		DO/SDO		
4. Copy of Approved Memo/Authority with approved budget estimate		DO/SDO		
5. Approved DTRs or certificate of service		Employee/Personnel		
6. Approved application for leave		Employee/Personnel Division		
7. In case of payment of personnel under the job order status, duly verified/accepted accomplishment report		Employee/Concerned office		
8. Authority from the claimant and identification documents if claimed by person other than the payee		Employee/Personnel		
9. OR in case of refund for unclaimed salaries		DO/SDO		
<i>Such other pertinent supporting documents as are required by the nature of expense</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents to Accounting Division -	1. Receive documents from employee/office and encodes the	None	5 minutes	Designated PASB Releasing & Receiving Staff

Pre-audit B Section	liquidation report and forward to the next step			
	1.1. Review of documentation requirements, encodes and forward to Section Chief	None	3 days	Designated PASB Pre-Audit Staff
	1.2. Review and initial or Final Review and approval of LRs and Supporting Documents (once completed, to be forwarded to the designated signatory depending on the amount of the Liquidation Report) Forward received LRs to Head of Accounting Unit for final review	None	3 days, 7 hours and 40 minutes	Head of Accounting Unit/Designated Accountant
	1.3. Once signed, document will be forwarded to Book A for JEV Preparation	None	15 minutes	Designated Staff
TOTAL:		None	7 days	

41. Pre-Audit of Budget Estimates

Review amounts included in the budget of DepEd activities, what are allowed and not and what are the maximum standard set.

Office or Division:	Accounting			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DepEd Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Signed Authority from Proponents		Concerned Office / Proponent		
2. Allotment from Budget Division		Budget Division		
3. Program Work and Financial Plan Clearance / Approval from Planning Division		Planning Division		
4. Actual or Tentative (if still not available) Place of Venue and Number of Participants per Region		Concerned Office / Proponent		
5. Detailed TEVs of the Resource Person(s) indicating origin / official station		Concerned Office / Proponent		
6. List of supplies and materials with costing and Certification from Asset Management Division		Asset Management Division		
7. All budget computation (detailed attachments) should be approved by the head of Office		Concerned Office / Proponent		
8. Indicate the amount for downloading, for direct payment and for cash advance with name of the Disbursing Officer Requested		Concerned Office / Proponent		
9. Letter request from Regions/Divisions (if authority is request for downloading of support funds)		Requesting Region/Division		
<i>Such other pertinent supporting documents as required by the nature of claim</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit the complete required documents and Request for Pre-Audit	1. Receive and encode the document by the assigned personnel	None	30 minutes	Designated PASB Releasing & Receiving Staff
	1.1. Encode and Pre-Audit, then forward it to Section Chief	None	1 day	Designated PASB Pre-Audit Staff
	1.2. Review and initial/sign the authority	None	1 day and 7 hours	Section Chief PAS B, Assistant Chief and Chief Accountant
	1.3. Release the authority to the proponent/ concerned office	None	30 minutes	Designated Staff
TOTAL:		None	3 days	

42. Pre-Audit of Various Authorities

Review of authorities such as authority to reimburse, authority to conduct and authority to pay as to completeness of the attached documents for approval of the proper signatory with the amount involved for evaluation.

Office or Division:	Accounting			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DepEd Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Signed Authority from Proponents		Concerned Office / Proponent		
2. Allotment from Budget Division		Budget Division		
3. Checklist applicable based on expense and/or transaction as required by Pre-Audit Section A		Accounting Division - Pre-Audit Section A		
4. Portion of Work and Financial Plan where the expense will be charged		Concerned Office / Proponent		
5. Justification (if applicable)		Concerned Office / Proponent		
<i>Such other pertinent supporting documents as required</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete required documents and Request for Pre-Audit	1. Receive and encode the document by the assigned personnel	None	15 minutes	Designated PASB Releasing & Receiving Staff
	1.1. Encode and Pre-Audit, then forward it to Section Chief	None	7 hours and 30 minutes	Designated PASB Pre-Audit Staff
	1.2. Review and initial/sign the authority	None	1 day	Section Chief PAS B, Assistant Chief and Chief Accountant
	1.3. Release the authority to proponent/concerned office	None	15 minutes	Designated Staff
TOTAL:		None	2 days	

43. Request for Application, Renewal and Cancellation of Bond

Review of documents / requirements submitted by the special disbursing officer / disbursing officer in accordance with Treasury Circular 02-2009.

Office or Division:	Accounting			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DepEd employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Signed Authority from Proponents (Authority to Appoint or Designate)		Concerned Office / Proponent		
2. Allotment from Budget Division		Budget Division		
3. Two (2) General Form No. 57A (Request Form) - refer to Treasury Circular No 02-2009		Bureau of Treasury Website - Fidelity Bonding Forms (https://www.treasury.gov.ph/?page_id=14814)		
4. Two (2) General Form No. 58A (Application Form) - refer to Treasury Circular No 02-2009 (subscribed and sworn to before any officer authorized to administer oath, attached with two (2) passport size ID pictures taken within the last three (3) months prior to the date of application)		Bureau of Treasury Website - Fidelity Bonding Forms (https://www.treasury.gov.ph/?page_id=14814)		
5. Latest Sworn Statement of Assets, Liabilities and Net Worth (SALN)		Appointed/Designated DO/SDO		
6. Certification of No Pending Administrative and Criminal Case		Legal Service		
<i>Such other pertinent supporting documents as required</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete required documents and Request for Pre-Audit	1. Receive and encode the document by the assigned personnel	None	15 minutes	Designated PASB Releasing & Receiving Staff

	1.1. Encode and Pre-Audit, then forward it to Section Chief	None	7 hours and 30 minutes	Designated PASB Pre-Audit Staff
	1.2. Review and initial/sign the authority	None	1 day	Section Chief PAS B, Assistant Chief and Chief Accountant
	1.3. Release the authority to the proponent/ concerned office	None	15 minutes	Designated Staff
TOTAL:		None	2 days	

44. Request for Approval of the Contracts of Various Projects/ Transactions

Responsible as to the availability of funds for that purpose.

Office or Division:	Accounting			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DepEd Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Signed Authority from Proponents (Authority to Appoint or Designate)		Concerned Office / Proponent		
2. Documents as required by the Contract Management Division		Contract Management Division		
3. Contract per Supplier signed by the concerned personnel and/or officials (3 Copies)		Concerned Office / Proponent		
<i>Such other pertinent supporting documents as required</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the completeness of documents and request for Signature of the Chief Accountant certifying the Funds Available per attached Authority to Procure	1. Receive and encode the document by the assigned personnel	None	15 minutes	Designated PASB Releasing & Receiving Staff
	1.1. Encode and check the completeness of the attached documents and the amount indicated therein	None	7 hours and 30 minutes	Designated PASB Pre-Audit Staff

	1.2. Review and initial/sign approval of "Funds available"	None	1 day	Section Chief PAS B, Assistant Chief and Chief Accountant
	1.3. Release the contract to the proponent/concerned office	None	15 minutes	Designated Staff
TOTAL:		None	2 days	

45. Issuance of GSIS and Pag-IBIG Certificate of Remittances

Process of release of GSIS and Pag-IBIG Certificate of Remittances as proof of the transaction.

Office or Division:	Accounting			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Retirees/Retired Teachers, Active DepEd Teachers/Members			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. For Government Service Insurance System (GSIS) Personal Share and Government Share				
1.1. Request from the GSIS member report issued by the GSIS which indicates the Period with Paid Premiums (PPP) and Total Length of Service (TLS) variances	Government Service Insurance System (GSIS)			
1.2. Member's Service Record	Division Offices/ Implementing Units			
1.3. Member's payslip or payroll	Division Offices/ Implementing Units			
2. For GSIS Policy Loans, GSIS educational Loans or GSIS other loans				
2.1. Request from the member his latest statement of account (SOA) on due and demandable loans	Government Service Insurance System (GSIS)			
2.2. Member's payslip or payroll	Division Offices/ Implementing Units			
3. For Pag-IBIG Fund				
3.1. Request from the GSIS member report issued by the PAGIBIG which indicates the period with variances as against her total length of service	Pag-IBIG Fund			
3.2. Member's Service Record	Division Offices/ Implementing Units			
3.3. Member's payslip or payroll	Division Offices/ Implementing Units			
<i>Such other pertinent supporting documents as required</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit the documents to DepEd Central Office - Accounting Division CROC Section	1. Receive documents and prepare Certificate of Remittances for GSIS or PAGIBIG	None	20 minutes	Leticia Mallannao
	1.1. Review and Approval	None	5 minutes	Neliza Advincula
	1.2. Issue/Release the Certification to Teacher/s	None	5 minutes	Leticia Mallannao
TOTAL:		None	30 minutes	

46. Application for Certification of Remittances

GSIS and Pag-IBIG Certification of Remittances can be issued to Retirees/Retired DepEd Employees, as well as active DepEd personnel.

Office or Division:	Accounting			
Classification:	simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Retirees/Retired Employees, Active DepEd Members			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. For Government Service Insurance System (GSIS) Personal Share and Govt. Share				
1.1. Request from the GSIS member a letter or report issued by the GSIS which indicates his period with paid premiums (PPP) and total length of service (TLS) variances	Government Service Insurance System (GSIS)			
1.2. Member's Service Record	Member/Employee			
1.3. Member's payslip or payroll	Member/Employee			
2. For GSIS Policy Loans, GSIS educational Loans or GSIS other loans				
2.1. Request from the member his latest statement of account (SOA) on due and demandable loans	Government Service Insurance System (GSIS)			
2.2. Member's payslip or payroll	Member/Employee			
<i>Such other pertinent supporting documents as required</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for certification and other documents to Accounting Division – ITR Section	1. Receive request and documents from Member/employee	None	15 minutes	Cecille Villanueva and Loreto Virgo, Jr

	1.1. Upon receipt of the SOA, etc., review or analyze it to determine the variances or unposted payments	None	1 day	Cecille Villanueva and Loreto Virgo, Jr
	1.2. Print and issue copy of scanned remittance list and official receipt of the variance/unposted remittances	None	1 day	Cecille Villanueva and Loreto Virgo, Jr
	1.3. Record the transaction and release the documents to Member/Employee		15 minutes	Cecille Villanueva and Loreto Virgo, Jr
TOTAL:		None	2 days, 30 minutes	

47. Request for BIR Form 2306 and 2307

BIR Form 2306 (Certificate of Final Tax Withheld at Source) is a certificate issued by the agency to recipient of income subjected to final tax. BIR Form 2307 (Certificate of Creditable Tax Withheld at Source) is a certificate issued to recipient of income subject to expanded withholding tax paid by the agency.

Office or Division:	Accounting			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Payees with taxes withheld on their claims			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Filled up request form		Accounting Division - Bookkeeping A Section		
2. Photocopy of processed Disbursement Voucher with LDDAP-ADA payments		Cash Division		
Such other pertinent supporting documents as required				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up request form and submit request form to issuing staff	1. Receive request form and attachment	None	20 minutes	Admin Assistant III
	1.1. Verify if included in the list	None	3 hours	Admin Assistant III
	1.2. Prepare tax certificates in 3 copies	None	3 hours	Admin Assistant III
	1.3. Endorse to signatory	None	20 minutes	Admin Assistant III
	1.4. Signatory Sign/initial the BIR Form 2306 & 2307	None	1 hour	Chief Accountant/ Section Chief
	1.5. Release 2 copies of BIR Forms to the requesting party	None	20 minutes	Admin Assistant III
TOTAL:		None	1 day, 8 hours	

48. Request for Photocopy of Supporting Documents from Paid and Filed Transactions

Photocopy of supporting documents from paid and filed transaction can be requested from the accounting division.

Office or Division:	Accounting			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Payees in need of supporting documents from paid transaction/s to support in claims of current/another transaction/ liquidation of cash advance			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished Request Form		Accounting Division - Receiving/Releasing Window		
<i>Such other pertinent supporting documents as required</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up request form, then submit to issuing staff/officer	1. Receive request form and attachment	None	15 minutes	Admin Assistant
	1.1. Manual search the transaction through binder number and LDDAP-ADA number as reference. <i>If transaction is already forwarded to COA for audit review, the requesting party will go directly to COA for his request</i>	None	5 hours	Admin Assistant

	1.2. Photocopy requested documents and its attachment	None	2 hours and 30 minutes	Admin Assistant
	1.3. Release the copy of requested supporting document	None	15 minutes	Admin Assistant
TOTAL:		None	1 day, 8 hours	

49. Application for Agency Code/Activation of Organization Code

This service is an application of any government unit including offices, instrumentality for a code specifically intended only for the requesting office/unit.

Office or Division:	Accounting
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	Non-implementing Units/Division Offices
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Copy of the current GAA where the appropriation of the school is reflected	Division Office
2. Duly signed latest and updated Personnel Services Itemization and Plantilla of Positions (PSIPOP) and with Principal position. Financial staff (ADAS II and III) and with at least twenty (20) teachers	Division Office (HRMO)
3. Copy of attested appointment paper of the current School Principal and Reassignment Order, if any	Division Office (HRMO)
4. Copy of attested appointment paper of School Bookkeeper (ADAS III) and School Disbursing Officer (ADAS II)	Division Office (HRMO)
5. Copy of Certificate of trainings/seminars attended by financial staff related to Financial Management	Concerned Staff
6. Certification of the School Head as to the capacity of the School to comply with submission of financial reports to COA, DBM, NEDA, House of Representatives, etc. duly noted by Schools Division Superintendent	School Principal
7. Duly signed EBEIS data on enrolment per grade level for the current school year including School Profile.	Division Office - Planning Officer
8. Letter Request for the Issuance of Agency Code by the "current" School Head addressed to the Schools Division Office	School Principal

9. Indorsement letter from Schools Division Office to Regional Office		Division Office		
10. Indorsement letter from the Regional Office concerned		Regional Office		
<i>Such other pertinent supporting documents as required</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Endorse request for Agency Code/activation of Organization Code with required supporting documents to DepEd Central Office - Accounting Division	1. Receive request for Issuance of Agency Code/activation of Organization Code	None	2 minutes	Philip Cauba/ Flordeliza Baga/ Arlene Thomas
	1.1. Prepare Checklist for the requesting Division/School as guide for review	None	5 minutes	Philip Cauba/ Flordeliza Baga/ Arlene Thomas
	1.2. Review/Evaluate request as to completeness of submitted documents and sort/arrange documents according to the checklist)	None	30 minutes	Philip Cauba/ Flordeliza Baga/ Arlene Thomas
	1.3. Review Checklist if all required supporting	None	5 minutes	Philip Cauba/ Flordeliza Baga/ Arlene Thomas

	documents are complied			
	1.4. Prepares Indorsement Letter to DBM all evaluated requests on a quarterly basis	None	30 minutes	
TOTAL:		None	42 minutes	

B. Budget Division

1. Processing of Request for Obligation of Allotment

Obligation Request and Status/Contracts is a required document by Commission on Audit for certification of allotment and obligation and for future adjustments of expense accounts.

Office or Division:	Budget			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government and G2B - Government to Business			
Who may avail:	DepEd offices and private companies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. ORS (3 Original Copies)		Requesting Unit		
2. Signed Activity Request (AR) / Authority to Conduct (ATC) (1 Photocopy)		Requesting Unit		
3. Budget Estimate (1 Original Copy)		Requesting Unit		
4. If no Activity Request: Authority to Pay (ATP) / Reimburse with fund source (1 Original Copy)		Requesting Unit		
5. PMIS/WFP (1 Origin Copy)		Requesting Unit		
6. Authority to Travel (1 Original Copy)		Requesting Unit		
7. If for salary/overtime: Copy of Contract (1 Original Copy)		Requesting Unit		
8. Approved Authority to Procure (1 Photocopy)		Requesting Unit		
9. Approved Purchase Order (1 Photocopy)		Requesting Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requesting unit will submit the Obligation Request and Status/Contracts to Budget Division	1.1. Receive and record the document	None	5 minutes	Receiving Personnel

	1.2. Distribute to Personnel in charge	None	3 minutes	Receiving Personnel
	1.3. Review, verify, and indicate the availability of allotment	None	2 hours	Person-in-Charge
	1.4. Encode in the Registry of RAO	None	1 hour	Person-in-Charge
	1.5. Review and initial	None	2 hours	Section Chief/s
	1.6. Review and sign	None	1 day	Head of Office
	1.7. Release to the Accounting Division (Outgoing Documents)	None	1 hour	Receiving Personnel
TOTAL:		None	1 day, 6 hours, 8 minutes	

2. Preparation/Issuance of Sub-Allotment Release Order (Sub-ARO)

Sub-Allotment Release Order or Sub-ARO refers to an internal document issued by CO transferring a portion of available funds to Field Offices. It serves as the authority granted to DepEd OUs to enter into commitment, and consequently incur obligations.

Office or Division:	Budget			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DepEd Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for Downloading of Funds (1 Original Copy)		Bureaus/Services/Offices		
2. Approved AR/ATC (1 Original Copy)		Bureaus/Services/Offices		
3. Letter of Acceptance (1 Original Copy)		Bureaus/Services/Offices		
4. Breakdown of Allocation for Downloading (1 Original Copy)		Bureaus/Services/Offices		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request to Budget Division	1.1. Receive and record the document	None	5 minutes	Receiving Personnel
	1.2. Distribute to Personnel in-charge in processing of Sub-ARO	None	3 minutes	Receiving Personnel
	1.3. Review the completeness and accuracy of documents	None	5 minutes	Personnel-in-Charge
	1.4. Process Sub-ARO	None	1 hour	Personnel-in-Charge
	1.5. Review and initial	None	1 day	Section Chief/s
	1.6. Certify the correctness of the Sub-ARO	None	1 day	Head of Office
	1.7. Release to the Office of Assistant Secretary for Finance Service (Outgoing Documents)	None	1 hour	Releasing Personnel
TOTAL:		None	2 days, 2 hours, 13 minutes	

3. Certification of Availability of Allotment

The Budget Division certifies the availability of resources to fund the implementation of various DepEd programs, activities and projects in accordance with the following documents as submitted to the Budget Division by the proponent offices:

- a. Activity Request (AR) / Authority to Conduct (ATC)
- b. Authority to Procure
- c. Contracts / Purchase Order (PO)

Office or Division:	Budget			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government and G2B - Government to Business			
Who may avail:	DepEd offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved WFP (1 Photocopy)		Bureaus/Services/Offices		
2. AR/ATC (2 Original Copies)		Bureaus/Services/Offices		
3. Authority to Procure (1 Original Copy)		Bureaus/Services/Offices		
4. Contracts/PO (2 Original Copies)		Bureaus/Services/Offices		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request to Budget Division	1.1. Receive and record the document	None	5 minutes	Receiving Personnel
	1.2. Distribute to Personnel-in-charge	None	3 minutes	Receiving Personnel
	1.3. Review the completeness and accuracy of the documents	None	30 minutes	Person-in-Charge
	1.4. Stamp allotment availability	None	10 minutes	Person-in-Charge
	1.5. Review and initial	None	2 hours	Section Chief/s
	1.6. Review and sign	None	1 day	Head of Office

	<p>1.7. If ATC – Release to the Accounting Division (Outgoing Documents)</p> <p>1.6a. If ATP – Release to the Signing Authorities (Outgoing Documents)</p> <p>1.6b. If AR (with Downloading) – Release to Office of the Asec. For Finance (Outgoing Documents)</p> <p>1.6c. If Contract of ‘Newly Hired’ COS – Release to Office of the Asec. for Finance (Outgoing Documents)</p> <p>1.6d. If Contract of ‘Renewal’ COS – Release to Office of the Usec. For FOHRODEA CO (Outgoing Documents)</p>	None	1 hour	Receiving Personnel
TOTAL:		None	1 day, 3 hours, 48 minutes	

C. Employee Accounts Management Division

1. Provident Fund Loan Application

The process of applying for loan to provide DepEd officials & employees with funds for emergency needs, for their education and that of their children, for their hospitalization and that of their immediate dependents; for minor but immediately needed repair of their house and for other similar purposes.

Office or Division:	Employee Accounts Management Division (EAMD)			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All permanent official and employees of DepEd			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Loan Application Form (LAF) (2 Photocopies)		EAMD		
2. Authorization to Deduct (ATD) (2 Photocopies)		EAMD		
3. 1 original copy Certificate of no Pending Case		Legal Division		
4. Statement of Account and Amortization Schedule		EAMD		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Obtains and accomplishes PF Loan Application Form (LAF)	1.1. Provides two (2) copies of the LAF and Authorization to Deduct (ATD).	None	Two (2) minutes	Administrative Assistant II (EAMD)
2. Secures signatures of the Personnel Division and Legal Service for the Certificate of Employment and Credibility portion of the LAF.	2.1. Certifies status of employment, net pay, and correctness of information in the LAF.	None		(Personnel Division)
	2.2. Certifies that the loan applicant has no pending administrative charge filed against him/her.	None		(Legal Service)

<p>3. Submits accomplished LAF, together with other applicable requirements, to EAMD.</p> <p>Note: For Baguio Teachers Camp (BTC) personnel, the accomplished LAFs and other requirements are submitted by the loan applicant to the BTC liaison officer, who submits the same to EAMD.</p>	<p>3.1. Receives and records submitted requirements.</p> <p>3.2. Checks completeness and veracity of submitted requirements and signs on the Secretariat's Assessment/Evaluation in part A and B of the LAF.</p> <p>3.3. If incomplete, returns to loan applicant for rectification/ completion.</p> <p>3.4. If any requirement is not authentic, informs loan applicant that loan application will be forwarded to the NBT for instruction.</p> <p>3.5. If submitted requirements are complete and in order, forwards to Loan Processor.</p>	<p>None</p>	<p>Ten (10) minutes</p>	<p>Administrative Assistant II (EAMD)</p> <p>Administrative Officer II (EAMD)</p>
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	<p>3.6. Checks eligibility of loan applicant and co-maker If eligible, proceeds with Computation of Loan.</p> <p>3.7. If ineligible, returns LAF to staff in charge of initial screening for applicant's compliance/ information.</p> <p>3.8. Prints and signs the Amortization Schedule (Amort Sched) and Statement of Account (SOA), if loan applicant has existing loan.</p> <p>3.9. Fills out the Computation of Loan in the LAF, signs on the Secretariat's Assessment/Evaluation in part C of the LAF, and stamps and indicates pertinent details on the pay slip.</p> <p>3.10. E-mails a scan of the stamped pay slip to the DepEd Central Office (CO)/BTC Verifier, copy furnished the loan applicant, to check if the loan amortization can be accommodated in the payroll.</p>	None	Forty (40) minutes	Administrative Officer II or IV (EAMD)
	<p>3.11. Determines if the stamped monthly amortization can be accommodated in the loan applicant's salary based on latest payroll files and replies assessment to the Loan Processor, copy furnished the loan applicant.</p>	None		Administrative Officer IV or V (Personnel Division or BTC)

	<p>3.12. Checks and prints assessment of the Verifier and signs on the Secretariat's Assessment/Evaluation in part D (Processed by) of the LAF.</p> <ul style="list-style-type: none"> ▪ If can be accommodated in the payroll, forwards application to Reviewer. ▪ If not, informs the applicant and files the application. 	None	Five (5) minutes	Administrative Officer II or IV (EAMD)
	<p>3.13. Reviews the application.</p> <ul style="list-style-type: none"> ▪ If in order, signs on the Secretariat's Assessment/Evaluation in part D (Reviewed by) of the LAF, Amortization Schedule, and SOA, if any. ▪ If not, returns to the loan processor or staff in charge of initial screening for appropriate action. 		Fifteen (15) minutes	Administrative Officer V in the absence of Supervising Administrative Officer (EAMD)
	<p>3.14. Reviews the application.</p> <ul style="list-style-type: none"> ▪ If in order, signs on the Action Taken – Recommending Approval portion of the LAF, Amortization Schedule, and SOA, if any. ▪ If not, notes deficiencies/ discrepancies and returns to the Reviewer for appropriate action 		Ten (10) minutes	Chief Administrative Officer (EAMD)

	3.15. Releases to the Office of the Undersecretary for Finance Service		Ten (10) minutes	Administrative Assistant II (EAMD)
	3.16. Checks either Approve or Disapprove and signs on the Action Taken portion of the LAF and returns the approved/ disapproved LAF to EAMD.	None		Chairperson of the NBT, or, in her absence, the Vice Chairperson
	3.17. Receives and records signed LAF. <ul style="list-style-type: none"> ▪ If approved, forwards to staff in charge of payroll preparation. ▪ If disapproved, files LAF and informs the loan applicant. 	None	Five (5) minutes	Administrative Assistant II (EAMD)
		None		
	3.18. Prepares payroll and signs initials.		One (1) hour	Administrative Officer II or IV (EAMD)
	3.19. Reviews payroll and initials under “Certified: Disbursements necessary, lawful and incurred under my direct supervision.” of the payroll.		Fifteen (15) minutes	Administrative Officer V in the absence of Supervising Administrative Officer (EAMD)
	3.20. Reviews and signs on “Certified: Disbursements necessary, lawful and incurred under my direct supervision.” of the payroll.		Ten (10) minutes	Chief Administrative Officer (EAMD)
3.21. Records and releases payroll to Accounting Division.			Ten (10) minutes	Administrative Assistant II (EAMD)

	3.22. Pre-audits and certifies funds availability on the payroll.	None		(Accounting Division)
	3.23. Approves payroll.	None		Officer-in-Charge, Office of the Director IV, Finance Service
	3.24. Prepares and signs check.	None		(Cash Division)
	3.25. Counter-signs check.	None		Officer-in-Charge, Office of the Director IV (Finance Service – DA)
	3.26. Releases check.	None		(Cash Division)
4. Receives check.		None		
	Total	None	3 hours and 12 minutes	

2. Provident Fund Online Loan Application

The process of applying for loan through online to provide DepEd officials & employees with funds for emergency needs, for their education and that of their children, for their hospitalization and that of their immediate dependents; for minor but immediately needed repair of their house and for other similar purposes during ECQ and MECQ.

Office or Division:	Employee Accounts Management Division (EAMD)			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All permanent official and employees of DepEd			
CHECKLIST OF REQUIREMENTS		Where to Secure		
1.	Online Loan Application Form (LAF)	EAMD		
2.	Authority to Deduct (ATD)	EAMD		
3.	Photocopies of DepEd Identification Card (borrower and co-maker)	EAMD		
4.	Photocopy of Latest payslip	Personnel/ copy from Borrower		
5.	Statement of Account and Amortization Schedule	EAMD		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Accomplish online PF Loan Application Form (LAF)	1.1. Link for the online LAF with Authorization to Deduct (ATD)/	None	2 minutes	Borrower

<p>2. Email the accomplished online LAF, together with other applicable requirements, to co.provident@deped.gov.ph</p>	<p>2.1. Acknowledge the online loan application sent through email Check completeness and veracity of submitted requirements and sign on the Secretariat's Assessment/Evaluation in part A, B, C of the online LAF.</p> <p>If incomplete, send email to the Borrower for rectification/ completion.</p> <p>Verify the identity of the borrower and evaluate the loan applications. Check if the Borrower certifies her/his status of employment, net pay and has no pending administrative charge filed against him/her and correctness of information in the online LAF</p> <p>Should there be submitted documents online found not authentic, inform the Borrower that his/her application will be forwarded to the NBT for instruction.</p>	<p>None</p>	<p>10 minutes</p>	<p>Loan processor (EAMD)</p>
	<p>2.2. If emailed requirements are complete and in order, continue the processing of the application by the Loan Processor.</p>	<p>None</p>		<p>Loan processor (EAMD)</p>

	<p>2.3. Check eligibility of Borrower If emailed requirements are complete and in order, continue the processing of the application by the Loan Processor and co-maker.</p> <p>2.4. If eligible, proceed with Computation of Loan. If ineligible, inform the applicant through email for compliance/ information.</p> <p>2.5. Generate and e-sign the Amortization Schedule (Amort Sched) and Statement of Account (SOA), if the Borrower has existing loan.</p> <p>2.6. Fill out the Computation of Loan in the online LAF, e-sign on the Secretariat's Assessment/Evaluation in part D of the online LAF, and stamp and indicate pertinent details on the pay slip.</p> <p>2.7. E-mail copy of the stamped pay slip to the DepEd Central Office (CO)/BTC Verifier, copy furnished the Borrower, to check if the loan amortization can be accommodated in the payroll.</p>	None	40 minutes	Loan processor (EAMD)
	<p>2.8. Determine if the stamped monthly amortization can be accommodated in the Borrower's salary based on latest payroll files and forward through email the assessment to the Loan Processor, copy furnished the Borrower.</p>	None		Administrative Officer IV or V (Personnel Division or BTC)

	<p>email back/inform the Reviewer for appropriate action</p> <p>2.12. Send the accomplished e-signed LAF through PF Loan Applications viber group for signature of the Undersecretary for Finance Service</p>			
	<p>2.13. Sign/e-sign on the Action Taken portion of the online LAF, and return the approved/disapproved online LAF to EAMD through email.</p>	None	1 day	Chairperson of the NBT, or, in her absence, the Vice Chairperson
	<p>2.14. If approved, forward to staff in charge of disbursement voucher preparation. If disapproved, inform the Borrower</p> <p>2.15. Prepare payroll and e-sign initials.</p> <p>2.16. Review payroll and e-initials under “Certified: Disbursements necessary, lawful and incurred under my direct supervision.” of the payroll.</p> <p>2.17. Review and sign on “Certified: Disbursements necessary, lawful and incurred under my direct supervision.” of the disbursement voucher.</p> <p>2.18. Record, print and release disbursement voucher to Accounting Division.</p>	<p>None</p> <p>None</p>	<p>2 minutes</p> <p>1 hour</p> <p>10 minutes</p> <p>5 minutes</p> <p>2 minutes</p>	<p>Loan processor (EAMD)</p> <p>Administrative Officer II or IV (EAMD)</p> <p>Supervising Administrative Officer (EAMD)</p> <p>Chief Administrative Officer (EAMD)</p> <p>Administrative Assistant II (EAMD)</p>

	2.19. Pre-audit and certify funds availability on the disbursement voucher.	None	1 day	(Accounting Division)
	2.20. Approve disbursement voucher.	None	1 day	Officer-in-Charge, Office of the Director IV, Finance Service
	2.21. Prepares and sign check.	None	1 day	(Cash Division)
	2.22. Counter-sign check.	None	1 day	Office of the Director IV (Finance Service)
	2.23. Releases check.	None	10minutes	(Cash Division)
3. Receive check.		None	5 minutes	
Total		None	5 days, 3 hours and 6 minutes	

D. Information and Communications Technology Service – Solutions Development Division

1. Google Workspace and Microsoft 365 User Account Issuance and Management (in Office Application)

The Google Workspace and Microsoft 365 User account issuance and management provides clients, specifically personnel in the DepEd Central Office with their respective user accounts to access both Google and Microsoft. This service includes but are not limited to user account creation, user account recovery (password reset), account suspension and deletion.

Office or Division:	Information and Communications Technology Service - Solutions Development Division			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	DepEd Central Office Personnel			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> • Completed DepEd Google Workspace / Microsoft 365 User Account Form • Any of the following: <ul style="list-style-type: none"> • Endorsement of head of office • DepEd ID • Appointment letter (for regular personnel) 			ICTS-SDD office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client fills out DepEd Google Workspace / Microsoft 365 User Account Form	1.1. ICTS-SDD approves user account request	None	2 hours	ICTS-SDD
	1.2. ICTS-SDD creates account/ resets account	None	1 hour	ICTS-SDD
	1.3. ICTS-SDD sends user credentials to client	None	1 hour	ICTS-SDD
2. Client checks personal email for user credentials		None		
Total:		None	4 hours	

2. Google Workspace and Microsoft 365 User Account Issuance and Management (via Email)

The Google Workspace and Microsoft 365 User account issuance and management provides clients, specifically personnel in the DepEd Central Office with their respective user accounts to access both Google and Microsoft. This service includes but are not limited to user account creation, user account recovery (password reset), account suspension and deletion.

Office or Division:	Information and Communications Technology Service - Solutions Development Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DepEd Central Office Personnel			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Email request containing any of the following: <ol style="list-style-type: none"> Endorsement of head of office Appointment letter for regular personnel – photocopy 			ICTS-SDD email	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Head of office of client sends request to ICTS-SDD email	1.1. ICTS-SDD approves user account request	None	4 hours	ICTS-SDD
	1.2. ICTS-SDD creates account/resets account	None	1 hour	ICTS-SDD
	1.3. ICTS-SDD sends user credentials to client	None	1 hour	ICTS-SDD
2. Client checks personal email for user credentials		None		
Total:		None	6 hours	

3. Official DepEd Website Modification or Addition of Section

This pertains to requests by offices for changes in the existing content of the website, or the creation of a new section for new content types.

Office or Division:	Information and Communications Technology Service - Solutions Development Division			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Department of Education offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter of request to the ICTS Director			Requesting office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request to the ICTS Director.	1.1. ICTS Director approves the request.	None	1 day	ICTS Director
	1.2. SDD applies the requested modifications	None	1 day	SDD
2. Review modifications made	2.1. SDD corrects if errors are reported.	None	1 day	SDD
Total		None	3 days	

4. Migration of an Existing Website to the Official DepEd Domain

This pertains to requests by offices to transfer content from an existing stand-alone website managed by the office itself, to the official DepEd website.

Office or Division:	Information and Communications Technology Service – Solutions Development Division			
Classification:	Highly technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Department of Education Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter of request to the ICTS Director			Requesting office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request to the ICTS Director.	1.1. ICTS Director approves the request.	None	1 day	Requesting office/ICTS Director
	1.2. SDD reviews the request, creates an action plan, and determines resource requirement.	None	2 days	SDD
	1.3. SDD requests for cloud resources.	None	1 day	SDD
	1.4. TID allocates the resources requested.	None	2 days	TID
	1.5. SDD configures the newly allocated resources and installs needed software for the migration.	None	5 days	SDD
	1.6. SDD migrates critical parts of the source website to the website under the DepEd domain	None	5 days	SDD
2. Attend knowledge transfer activities to be able to manage the migrated website.	2.1. Conduct knowledge transfer activities to capacitate client in managing the migrated website.	None	2 days	SDD
Total:		None	18 days	

E. Information and Communications Technology Service – User Support Division

1. Processing of Enterprise Human Resource Information System (EHRIS) requests – walk-in

The Enterprise Human Resource Information System (eHRIS) allows active personnel in the DepEd Central Office to view and download their Daily Time Record (DTR) and payslips and raise Time and Attendance Deficiency (TAD) Service Requests for the approval of the head of office to accurately represent their daily attendance on the DTR. The USD provided support in eHRIS-related concerns such as the creation of account, updating of information, resetting of password, reflection of not reflected raised requests, and No Time logs.

Office or Division:	User Support Division, ICT Service			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	DepEd CO active personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. eHRIS Request Form		USD Front Desk		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out Request Form	1.1. Review client request and advice of next steps.	None	15 minutes	Information Technology Officer II
	1.2. Process client request.	None	2 days	Information Technology Officer II
2. Acknowledge email and answer feedback form	2.1 Inform client of resolution and send feedback form via email.	None	15 minutes	Information Technology Officer II
TOTAL:		None	2 days, 30 minutes	

2. Processing of Enterprise Human Resource Information System (EHRIS) requests – email

Due to the COVID-19 pandemic, majority of the eHRIS-related requests are now submitted by clients via email. These includes resetting of password, and resolution of service requests, among others.

Office or Division:	User Support Division			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	DepEd Central Office Personnel			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Email request			Client	
2. Optional requirement - screenshot			Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Email request/ concern	1.1. Review client request and acknowledge email.	None	15 minutes	Information Technology Officer II
	1.2. Process client request.	None	2 days	Information Technology Officer II
2. Acknowledge email and answer feedback form	2.1 Inform client of resolution and send feedback form via email.	None	15 minutes	Information Technology Officer II
TOTAL:		None	2 days, 30 minutes	

3. Processing of Learner Information System requests from end-users

This service covers various requests from end-users of the Learner Information System such as:

- Level 1 - Resetting of Password, Correction of Date of First Attendance, Age out of Range, and LRN Reactivation.
- Level 2 (escalated issues) - Unmerged LRN, Un-enrollment of Learner, Reopening of Enrollment, Transfer and Enrollment Disputes, Confirmed Transfer from Closed School, Merging of School IDs, and Request to Closed Schools.

A. Level 1 Requests

Office or Division:	User Support Division, ICT Service			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	School LIS/ICT Coordinator, Division Planning Officers, Regional Planning Officers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form		http://bit.ly/HelpdeskTicket2		
2. Optional Requirements depending on type of request <ul style="list-style-type: none"> • Photocopy of Birth Certificate • Form 137/138 • Request Letter • Screenshots 		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled out Request Form and requirements.	1.1. Validate submitted requirements.	None	30 minutes	Information Technology Officer II
	1.2. Encode issue in Resolution Log.	None	20 minutes	
	1.3. Process request. <i>(If ticket needs to be escalated to level 2, refer to the service standards for Level 2 instead of proceeding to Step 2.1)</i>	None	1 hour	
2. Acknowledge email and answer feedback form	2.1 Inform client of resolution via email function of	None	20 minutes	Information Technology Officer II

	ticketing system and close ticket.			
TOTAL:		None	2 hours, 10 Minutes	

B. Level 2 Requests – continuation of Level 1 request but for escalated issues

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Acknowledge email.	1.1 Inform client via email function of ticketing system that issue is escalated to Level 2 /ICTS-SDD/ Process Owner.	None	15 minutes	Information Technology Officer II
	1.2 Process request (SDD) or assess and approve (Process Owner).	None	15 days	Computer Programmer II (ICTS – SDD) / PDO V (Planning Service)
	1.3 Validate if issue is resolved.	None	1 hour	Information Technology Officer II
2. Acknowledge email and answer feedback form.	1.4 Inform client of resolution via email function of ticketing system and close ticket.	None	20 minutes	Information Technology Officer II
TOTAL:		None	15 days, 3 hours, 25 minutes	

4. Virtual Events Assistance Service

This service pertains to the technical assistance provided in organizing, facilitating, moderating, and conducting virtual events such as webinars, workshops, etc.

Office or Division:	User Support Division, ICT Service			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Event Focal Person of DepEd CO units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter (email)		Client		
2. Filled-out Online Virtual Events Assistance Form		https://bit.ly/DepEdVirtualEventsSupport		
3. Optional Requirements <ul style="list-style-type: none"> • Program of Activity • Memo of Event 		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Email request letter.	1.1 Review letter and provide client with Online Virtual Assistance Form.	None	1 hour	Information Technology Officer I
2. Submit filled-out Online Virtual Assistance Form	2.1. Review Form and schedule a meeting with the client.	None	4 hours	Information Technology Officer I
3. Participate in meeting	3.1. Meet with the client to discuss specifics of the event and schedule event dry-run/s and event proper.	None	3 hours	Information Technology Officer I
	3.2. Assist in the conduct of event Dry-run(s) and event proper.	None		Information Technology Officer I
4. Fill out Online Virtual Events Survey Form	4.1 Provide the link for the Online Virtual Events Survey Form.	None	1 day after the Event proper	Information Technology Officer I
TOTAL:		None	2 days	

F. Legal Service

1. Certificate of No Pending Administrative Case

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

Office or Division:	Legal Service			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Regional Director and Assistant Regional Directors of the Regional Office, Schools Division Superintendent and Assistant Schools Division Superintendent of the Schools Division Offices, and Central Office Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter for the issuance of Certificate of No Pending Administrative Case specifically stating the purpose of the request (1 Original Copy)		Client		
2. Documentary proof of the purpose stated in the letter (1 Original Copy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to the Legal Affairs Helpdesk	1.1. Receive and evaluate the completeness of documents, Scan and record in the system	None	30 minutes	ADAS III/Legal Affairs Helpdesk
	1.2. Process Request for Certificate of No Pending Administrative Case	None	5 days	Chief Legal Division
	1.3. Endorsement to the Office of the Assistant Secretary for	None	1 day	Assistant Secretary for Legal Affairs

	Legal Affairs for approval			
	1.4. Release to Appropriate Person/Office	None	2 hours	ADAS III/Legal Affairs Helpdesk
TOTAL:		None	6 days, 2 hours, 30 minutes	

2. Request for an Update on the Status of a Case in the Central Office

Updates on administrative cases filed in the Department can be requested by concerned individual/parties.

Office or Division:	Legal Service			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Any part, or their duly authorized representative, case for Decision in the Central Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Client's Copy of the Document (1 Original Copy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Client's copy of the document to the Legal Affairs Helpdesk	1.1. Search the document in the database and give the status of the case	None	30 minutes	Legal Affairs Helpdesk/ADAS III
TOTAL:		None	30 minutes	

3. Request for Legal Opinion

Legal opinion about policies involving/surrounding DepEd are given to any requesting individual.

Office or Division:	Legal Service			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government, G2C - Government to Citizen, and G2B - Government to Business			
Who may avail:	Any Person requesting for Legal Opinion relative to policies involving the Department of Education			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter or Memorandum requesting for Legal Opinion (1 Original Copy)		Client		
2. Complete Staff Work/Pertinent Copy of Law (1 Original Copy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents at the Legal Affairs Helpdesk	1.1. Receive required documents	None	30 minutes	Client
	1.2. Endorsement to the Office of the Director for Assignment to appropriate Action Officer in the Legal Division	None	1 day	Client
	1.3. Research and Drafting of the opinion	None	15 days	Chief Legal Division
	1.4. Endorsement to the Office of the Director for review	None	2 days	Director of Legal Service
	1.5. Endorsement to the Office of the	None	1 day	Undersecretary for Legal Affairs

	Undersecretary for Legal Affairs for approval			
	1.6. Releasing to appropriate Office/ Person	None	2 hours	Legal Affairs Helpdesk
TOTAL:		None	19 days, 4 hours, 30 minutes	

4. Review of Memorandum of Agreement/Understanding, Procurement Contracts, and Ordinary Contracts

Legal documents that contains a cooperative relationship between parties aiming to meet an agreed upon objective may be reviewed by the Legal Service for its contents and legalities.

Office or Division:	Legal Service			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Any Divisions, Bureau, or Office of the DepEd			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter or Memorandum issued by Head of Office requesting for Review of Memorandum of Agreement/Understanding, Procurement Contracts, or Ordinary Contract, as the case may be (1 Original Copy)		Client		
2. Draft Memorandum of Agreement/Understanding, Procurement Contract, or Ordinary Contract involved (1 Original Copy)		Client		
3. Complete Staff Work of the Documents (1 Original Copy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents at the Legal Affairs Helpdesk	1.1. Receive and evaluate the completeness of documents; Scan and record in the system	None	30 minutes	ADAS III/Legal Affairs Helpdesk
	1.2. Endorsement to the Office of the Director for Assignment to appropriate Action Officer in the Legal Division	None	1 day	Director of Legal Service
	1.3. Drafting and Research of Review	None	15 days	Chief Legal Division

	1.4. Endorsement to the Office of the Director for Review	None	2 days	Director of Legal Service
	1.5. Endorsement to the Office of the Undersecretary for Legal Affairs for Approval	None	1 day	Undersecretary for Legal Affairs
	1.6. Releasing to appropriate Office	None	2 hours	Legal Affairs Helpdesk
TOTAL:		None	19 days, 2 hours, 30 minutes	

G. Organization Effectiveness Division

1. Evaluation and Assessment of Hiring Contract of Service Personnel

This service covers the assessment and evaluation of the need for manpower supplement of Contract of Service personnel to ensure that the Department is hiring an appropriate workforce with corresponding justified work category.

Office or Division:	Organization Effectiveness Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government and G2C - Government to Civilian			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Authority to Hire Request Template (New Hire/ Change of Work Category/ Transfer)		Requestor		
2. Updated Office/Unit Charter and Organizational/Functional Chart		Requestor		
3. List of existing personnel, including vacant positions, incumbents of CTI positions, reassigned personnel from other offices, existing and proposed COS for hiring;		Requestor		
4. Terms of Reference (TOR)/description of the work to be done by the COS, including expected outputs and success indicators. Include explanation why the work cannot be done by the existing personnel;		Requestor		
5. Approved Work and Financial Plan (WFP)		Requestor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the authority to hire request addressed to Undersecretary-in-charge of the Personnel Division with attached required and	1.1. Receive and check the completeness of the submitted documents	None	5 minutes	Designated Staff

supporting documents				
	<p>1.2. Review, assess and evaluate the submitted documents</p> <p>If approved, sign the authority to hire request under the endorsement of BHROD-OED (Proceed to Step 1.3)</p> <p>If incomplete, prepare initial evaluation result and finding with recommendation and forward to requesting office (Proceed to Step 1.4)</p> <p>If disapproved, prepare initial evaluation result and findings and forward to the requesting office/ (Proceed to Step 1.5)</p>	None	1-2 days	Designated Staff
	1.3. Forward the documents to Personnel Division for evaluation of the qualification standards and completeness of the required documents.	None	5 minutes	Designated Staff
	1.4. Forward the documents with recommendation to the requesting office for compliance.	None	5 minutes	Designated Staff
	1.5. Forward the documents to the requesting office.	None	5 minutes	Designated Staff
TOTAL:		None	2 days, 20 minutes	

H. Office of the Secretary

1. Internal Document Service

Request for Release of Internal Documents

Office or Division:	Office of the Secretary			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DepEd Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Indorsement				
2. CSW, MOU, MOA				
3. LDDAP				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Central Offices submit request	1.1. Receive document for review and signature of Secretary and transmit it to the Office of the Secretary	None	60 minutes	Central Offices
2. Central Office - Submit all request and documentary requirements	2.1. Receive and encode request to Document tracking System (DTS) forwarded to Policy Operation Unit for revision and classification	None	60 minutes	Office of the Secretary-Records Keeping Management Unit
	2.2. Review of the details of attachment for CSW, Legal Matters, DepEd Memo/Order	None	2-3 days	Office of the Secretary-Policy Operation unit

	s, MOA, MOU			
	2.3. Forward to Direct Support Staff Unit for Secretary Signature	None	1 day	Office of the Secretary-Direct Support Staff Unit
3. ExeCom Offices, Concerned Office in charge – Receive approved documents	3.1. If signed and approved, release to Concerned Office and Records Division	None	1 days	ExeCom Office, Division Office-Central Office
TOTAL:		None	5 days and 2 hours	

I. Personnel Division

1. Foreign Travel Authority Request on Official Time or Official Business

All DepEd Personnel are required to process authority to travel before being allowed to travel on a foreign country. The application for travel authority on official time or official business shall reflect the following:

- The purpose of the trip is strictly within the mandate of the requesting official/personnel
- The projected expenses for the trip
- The trip is expected to bring substantial benefit to the country

Office or Division:	Personnel Division			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DepEd Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Travel Form B (1 Original Copy)		DepEd Order No. 43, s. 2014		
2. Letter of Indorsement from the RO and/or SDO (1 Original Copy)		Regional Office/ Schools Division Office		
3. Approved Complete Staff Work (1 Copy)		International Cooperation Office/ requestor		
4. Invitation (1 Copy)		Event Organizer		
5. Estimated Travel Cost (1 Copy)		International Cooperation Office/ Requestor		
6. Work and Financial Plan (1 Copy)		Requestor's Office		
7. Certification of Substitute (1 Copy)		Requestor		
8. Certificate of No Pending Case (for CO Personnel) (1 Original Copy)		Legal Division		
9. Budget Estimate & Endorsement		Office of Usec. for Finance		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Submit complete requirement stated in the checklist A. Field Personnel - Submit all documentary requirements within the prescribe timeline to the	1.1. A. From Field Personnel – Receive complete documentary requirements by Records Division.	None	1 day	Records Division
	1.2. Check, encode, classify records, approve, and stamp for release	None		

<p>Records Division</p> <p>B. Central Office Personnel & 3rd Level Officials - Submit all documentary requirements within the prescribe timeline to Personnel Division</p>	<p>1.3. For close letter, determine envelop if with “Travel Authority”, open the letter. Check completeness, encode, stamp and forward to PD</p> <p>1.4. If requesting office/ personnel needs the copy of Formal Charge, Complaint, Resolution or Decision involving the person, the office will provide the copy. If non, certificate of No Records Exist will be given then forward to PD</p>			
	<p>1. B. From CO Personnel & 3rd Level Officials</p> <p>Receive complete documentary requirements by Employee Relations Unit, Personnel Division</p> <p>1.1. Record request into the database system</p> <p>1.2. Check for the completeness of documents as to the accuracy of the travel details, within prescribe timeline and the attached Certification of No Pending Case</p> <p>a. If non, request to Legal Division proceed to 1.4</p>	<p>None</p>	<p>1 day</p>	<p>Personnel Division (PD)</p>

	<p>content of travel documents</p> <p>1.9. Comply with all complete documentary requirements from PD including draft Travel Authority & Letter of Endorsement, submit to Supervising Execom</p>			
2. All documents are completely submitted	2.1. Receive complete and accurate requirements, countersign and approve the draft Travel Authority & letter of endorsement to DFA	None	1 day	Office of the Supervising ExeCom Member
	<p>2.2. Receive drafted Travel Authority & letter of endorsement to DFA, review the veracity of documents</p> <p>2.3. Prepare Budget Estimate and endorsement to Osec, then sign the documents</p>	None	1 day	Office of the Undersecretary for Finance
	<p>2.4. Validate and check the legitimacy of invitation/activity and records all requests for submission to the Office of the President</p> <p>2.5. Review drafted Travel Authority & letter of endorsement to</p>	None	2 days	Office of the Secretary

	<p>DFA coincides with the submitted documents and check the relevance of the trip to the office mandate and its substantial benefit to the country</p> <p>2.6. Check the fund source & projected expenses is in accordance with the prescribed UNDP DSA standards</p> <p>2.7. Final review. If approve, sign the Travel Authority and DFA endorsement letter. Otherwise, sign the disapproval letter</p>			
3. Receive approved/disapproved travel authority	3.1. Release the signed disapproved/approved Travel Authority & DFA endorsement letter back to the concerned office/personnel	None	15 minutes	Records Division
TOTAL:		None	7 days, 3 hours and 15 minutes	

2. Foreign Travel Authority Request on Personal Travel

All DepEd Personnel are required to process authority to travel before being allowed to travel on a foreign country. The application for travel authority on personal reason shall observe the following policy:

- Appropriate travel authorization has been obtained from the agency
- The requisite leave forms have been duly accomplished
- The absence shall not hamper the operational efficiency of the agency

Office or Division:	Personnel Division			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DepEd Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Indorsement from the RO and SDO (1 Original Copy)		Office of the Regional Director and/or Office of the Schools Division Superintendent		
2. CSC Form No. 6 – Leave Form (1 Original Copy)		Personnel Division or http://deped.in/PDtemplates		
3. CSC Form No. 7 - Clearance Form (1 Original Copy)		Personnel Division or http://deped.in/PDtemplates		
4. Certification of Substitute (1 Copy)		Head of Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Field Personnel - Submit all documentary requirements within the prescribe timeline to the Records Division	1.1. Receive all documentary requirements and transmit it to the Office of the Secretary	None	1 day	Records Division
2. Central Office Personnel - Submit all documentary requirements within the prescribe timeline to Personnel Division	2.1. Receive submitted documentary requirements then transmit to the Employee Relations Unit	None		Personnel Division
	2.2. Review request details and record request in the database system	None	1 day	Office of the Secretary

	then transmit documents to the Personnel Division			
	2.3. Check for the completeness of submitted documentary requirements and accuracy of the travel details	None	1 day	Personnel Division- Employee Relations Unit
3. Submit lacking documents and confirm details of travel authority request	3.1. If incomplete submission, coordinate with concerned office/personnel to request lacking documents and/or confirm any inconsistencies	None		
	3.2. If complete and accurate, draft the approved Travel Authority	None		
	3.3. Release drafted Travel Authority and transmit to the Office of the Secretary	None		Personnel Division- Office Management Unit
	3.4. Final review and if approved, sign the Travel Authority. If otherwise, sign the disapproval letter	None	3 days	Office of the Secretary
	3.5. Release the signed approved/disapproved travel authority with submitted documentary requirements	None	1 day	Records Division
4. Receive approved/disapproved travel authority		None		
TOTAL:		None	7 days	

3. Issuance of Certificate of Employment and 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.

Office or Division:	Personnel Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DepEd Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly signed Request Form (1 Original Copy)		Personnel Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up and submit the duly signed Request Form	1.1. Receive the duly signed Request Form	None	10 minutes	Personnel Division- Personnel Records Unit
2. Wait while the requested Certification is being processed	2.1. Check the records of the requestor and prepare the Certification	None	30 minutes	
	2.2. Approve and sign Certification	None	5 minutes	Personnel Division- CAO
3. Receive signed Certification	3.1. Release signed Certification	None	5 minutes	Personnel Division- Office Management Unit
TOTAL:		None	50 minutes	

4. Order of Transfer and Reassignment

Order of Transfer is an issuance by the department or agency to transfer its employees to another office while keeping the original employment relationship intact. On the other hand, Reassignment is the movement of an employee across the organizational structure within the same department or agency, which does not involve a reduction in rank, status or salary.

Office or Division:	Personnel Division			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DepEd Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request of Employee or Requesting Office for Transfer or Reassignment of Personnel (1 Copy)		Requesting Person		
2. Indorsement from SDO and RO or Office Concerned where Employee is currently reporting (1 Original Copy)		RO/SDO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIB LE
1. Submit requirements at the Personnel Division	1.1. Receive letter request of transfer and/or reassignment	None	1 day	Personnel Division- Office Management Unit
	1.2. Draft memorandum of transfer and reassignment	None		Personnel Division- RSP Unit
	1.3. Release the drafted memorandum for approval of Supervising ExeCom	None		Personnel Division- Office Management Unit
	1.4. Receive and sign the memorandum	None	1 day	Office of USec for FO, HR-EWD &PD &DEACO
	1.5. Release signed memorandum	None		
2. Receive signed and approved memorandum	2.1. Records Division releases signed memorandum to the requesting employee and concerned offices	None	1 day	Records Division
TOTAL:		None	3 days	

5. Application for Leave

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

Office or Division:	Personnel Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DepEd Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. CSC Form 6 (Leave Form) (2 Copies)		Personnel Division		
2. Medical Certificate (If applying for Sick Leave for more than 5 days) (2 Copies)		Attending Physician		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly signed CSC Form No.6 (Leave Form)- attached medical certificate if applicable	1.1. Receive the duly signed CSC Form no. 6 then forward it to the assigned personnel for processing	None	2 days	Personnel Division- Office Management unit
	1.2. Process leave request and update number of leave credits in the Service Card	None		Personnel Division- Personnel Records Unit
	1.3. Approve leave request and certificate the accuracy of no. of leave credits	None		Personnel Division- Division Chief/ Supervising Administrative Officer
	1.4. Release actioned CSC Form No. 6 to the Records Division	None		Personnel Division- Office Management Unit
2. Receive approved and actioned Leave Form	2.1 Records Division releases action CSC Form no, 6 to the requesting employee	None	1 day	Records Division
TOTAL:		None	3 days	

6. Application for Retirement

Any DepEd personnel can optionally retire is at the age of 60. Officials or employees who have reached the compulsory retirement age of 65 years shall not be retained in the service, except for extremely meritorious reasons in which case the retention shall not exceed six months.

Office or Division:	Personnel Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DepEd employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Service Records (1 Original Copy)		Personnel Division		
2. Letter of Intent (for Optional Retirees)		Retiree		
3. CSC Form No. 7 - Clearance Form (4 Original Copies)		Personnel Division		
4. CSC Form No. 6 - Leave Form (2 Original Copies) *Applicable for Terminal Leave		Personnel Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required documents for retirement at the Personnel Division	1.1. Receive the applicant's requirements	None	2 days	Personnel Division- Office Management Unit
	1.2. Process and evaluate all requirements	None		Personnel Division- Personnel Records Unit and CompenBen Unit
	1.3. Sign documents/ forms needed by the retiree	None		Personnel Division- CAO
2. Receive signed and approved documents relevant to GSIS claim of retiree	2.1. Release documents signed and processes by PD	None	1 day	Personnel Division- Office Management Unit
TOTAL:		None	3 days	

7. Processing of Terminal Leave Benefits

Terminal leave pay refers to the payment in cash value of an employee. It includes resignation, retirement, and separation from the service. Based on Budget Circular No. 2016-2, dated March 29, 2016. Pursuant to Section 40 of CSC MC No. 14, Terminal Leave Benefits (TLB) payment is based on accumulated leave credits during the service and the computation depends on the highest salary received.

Office or Division:		Personnel Division		
Classification:		Simple		
Type of Transaction:		G2G - Government to Government		
Who may avail:		DepEd employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. CSC Form No. 6 (Leave Form) (2 Original Copies)		Personnel Division		
2. Medical Certificate (if applying for more than 5 days) (2 Copies)		Attending Physician		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly signed CSC Form No. 6 (Leave Form) attach medical certificate if applicable	1.1. Receive the duly signed CSC Form no. 6 then forward it to the assigned personnel for processing	None	2 days	Personnel Division- Office Management Unit
	1.2. Process leave request and update number of leave credits in the Service Card	None		Personnel Division- Personnel Records Unit
	1.3. Approve leave request and certify the accuracy of no. of leave credits	None		Personnel Division- Division chief/ Supervising Administrative Officer
	1.4. Release actioned CSC Form No. 6 to the Records Division	None		Personnel Division- Office Management Unit
2. Receive approved	2.1. Records Division release	None		Records Division

and actioned Leave Form	action CSC Form no. 6 to PD			
	2.2. Provide needed requirements for budget allocation	None		Personnel Division- Personnel Records Unit
	2.3. Prepare DV and ORS	None		Personnel Division- Personnel CompenBen Unit
3. Receive all requirements for payment	3.1 Release all requirements for payment	None	1 day	Records Division
TOTAL:		None	3 days	

J. Procurement Management Service

1. Conduct of Procurement Trainings or Capacity Development Activities

Pursuant to the 2016 revised IRR of RA 9184, procurement trainings or capacity development activities is established to develop the capability of the BACs, BAC Secretariats, TWGs, and the Procurement units of Procuring Entities, and professionalize the same. The capacity training and activities for the government of procurement laws and its updates will enable us to explain and enforce the procurement rules efficiently and effectively for the success of a government procurement project.

Office or Division:	Procurement Management Service			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	1) Officers/Employees of Central Office; 2) Officers/Employees of Regional Offices (ROs) and; 3) Officers/Employees of School Division Offices (SDOs)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ol style="list-style-type: none"> 1. Invitation for the trainings/seminars 2. Issued Memorandum for the training 3. Necessary logistics and admin documents to conduct the trainings/seminar <ul style="list-style-type: none"> - AR/ATC - Approved WFP - List of Participants - List of Supplies & Materials - Registration Forms, Certificates for Participants 			Procurement Mngt Service divisions	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Confirm attendance to the event	1.1. Prepare the necessary things and equipment for the training and register the participants' attendance	None	1 day	Designated staff/s

	1.2. Facilitate the training	None	6 days	Designated staff/s
	1.3. Assists participants during the training, seminar and/or workshop	None		Designated staff/s
	1.4. Conduct of training, seminar and/or workshop	None		Recognized trainer/s
	1.5. Release of certificates	None		Designated staff
Total			7 days	

2. Coordinate and Monitor All Procurement Activities of the Agency in Central and Field Offices

All procurement activities of the agency intended to provide proper reporting to relevant agencies and uphold honesty and transparency in the use of public funds by DepEd. This service enhance procurement and provide for an efficient and effective bidding system in the Department.

Office or Division:	Procurement Management Service			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Officers/Employees of Central Office; Officers/Employees of Regional Offices (ROs) and; Officers/Employees of School Division Offices (SDOs)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Procurement Activities including queries and concerns		Concerned Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the report on all the procurement activities including query/ies and/or concern/s, if any	1.1. Record the submitted data, including query/ies and concerns, if any	None	1 day	Designated receiving staff
	1.2. Consolidate the collected data	None		Designated staff
	1.3. Report and update the monitoring system based on the collected data	None		Designated staff
	1.4. Response to query/ies from the central and field offices, if any	None		Designated staff
Total		None	1 day	

3. Issuance of all Approved Documents

This service was established to ensure the proper disposition of assigned documents sign by the appropriate authority based on the importance and urgency of the programs, projects, and activity of the agency.

Office or Division:	Procurement Management Service			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Officers/Employees of Central Office - Bureaus and Divisions			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Documents to be released			ProcMS - OD	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents	1.1. Find files on the document management system	None	10 minutes	Designated receiving staff
	1.2. Record the documents number	None		Designated receiving staff
	1.3. Sign documents	None		ProcMS-OD
	1.4. Stamp release each of the documents	None		Designated releasing staff
	1.5. Release of documents 1.6. Conduct of training, seminar and/or workshop	None		Designated releasing staff
Total			10 Minutes	

4. Monitor Compliance in the Performance Based-Bonus Requirements of Central and Field Offices related to Procurement (i.e. PhilGEPS Posting, Justification, Individual & Consolidated Reports of APP/EPA/APCPI)

The PBB requirements must be complied with to qualify for PBB such that the above-mentioned service is considered to monitor the agency's compliance status with the PBB requirements and to improve the performance indicators of the DepEd.

Office or Division:	Procurement Management Service			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	DepEd Offices in Central, Regions, Schools Division Office and Schools			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Procurement Compliance Monitoring Form (PMCF) 2. Reports and necessary justifications		ProcMS - OD		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the Procurement Compliance Monitoring Form –PCMF	1.1. Provide Link (shared drive) will be their access and reference	None	1 day	Designated receiving staff
2. Submit the filled-out Procurement Compliance Monitoring Form –PCMF and its Justification Report	2.1. Record the submitted data in shared drive of ProcMs monitoring email	None		Designated receiving staff
	2.2. Consolidate the collected data	None		Designated staff
	2.3. Report and update the monitoring system based on the collected data	None		Designated staff
	2.4. Response to query/ies from the central and field offices, if any	None		Designated staff
	Total		1 day	

5. Signing Authority of All Delegated Financial and Administrative Transactions

This service is based on the existing policies and on the delegation of signing authorities covering financial and administrative transactions cautiously assigned to establish an effective and efficient turnaround of the delivery of services. The documents are as follows:

- a. Individual Daily Log and Accomplishment Reports
- b. Documents for Cash Advance and Reimbursement of Travel Expenses
- c. Leave of Absence (except for the Director, CAO, and SAO)
- d. Authority to render Overtime
- e. Workweek Plan
- f. Obligation Request Status

Office or Division:	Procurement Management Service	
Classification:	Simple	
Type of Transaction:	G2G – Government to Government	
Who may avail:	All division offices and personnel under Procurement Management Service	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	A. Individual Daily Log and Accomplishment Reports 1) Set of documents submitted (original copy, preferably 1 set) 2) Copy/ies of the transmittal and its attachments for the Individual Daily Log and Accomplishment Reports from the concerned office/division	Procurement Management Service (ProcMS)- Division Offices Personnel
	B. Documents for Cash Advance 1) Set of documents submitted (preferably 1 set) 2) Copy/ies of transmittal and its attachments for cash advance, to wit: - Certificate of Availability of Funds - Existence of lawful and sufficient allotment duly obligated as certified by authorized officials - Legality of transaction and conformity with laws, rules or regulations - Approval of expenditure by Head of Office - Sufficient and relevant documents to establish validity of claim - Checklist of Requirements - Approved Obligation Request and Status - box A & box B -approved (Appendix No. 11 GAM) (3 Copies)	Procurement Management Service (ProcMS)- Division Offices Personnel
	C. Documents for Reimbursement of Travel Expense 1) Set of documents submitted (preferably 1 set) 2) Copy/ies of attachments for reimbursement of travel expense, to wit: - Checklist of Requirements (photo copy)	Procurement Management Service (ProcMS)- Division Offices Personnel

<ul style="list-style-type: none"> - Obligation Request and Status (original copy) - Disbursement Voucher (original copy) - Certificate of Appearance (original copy) - Reimbursement Expense Receipt (original copy) - Itinerary of Travel (original copy) - Certification of Travel Completed (original copy) 				
<p>D. Leave of Absence (except for the Director, CAO, and SAO)</p> <p>1) Transmittal from the concerned office/division relative to the submitted documents</p> <p>2) Copy/ies of attachments for leave of absence, to wit:</p> <ul style="list-style-type: none"> - Application CSC Form 6 (Leave Form) (2 Copies) - Medical Certificate (If applying for Sick Leave for more than 5 days) (2 Copies) 		Procurement Management Service (ProcMS)- Division Offices Personnel		
<p>E. Authority to Render Overtime</p> <p>1) Set of documents submitted (preferably 1 set)</p> <p>2) Copy/ies of attachments for Authority to Render Overtime, to wit:</p> <ul style="list-style-type: none"> - Checklist of Requirements (photo copy) - Obligation Request and Status (original copy) - Disbursement Voucher (original copy) - Accomplishment Report (original copy) - Daily Time Record (original copy) - Contract (photo copy) - BIR (photo copy) - Memorandum of Authority to Render Overtime (photo copy) 		Procurement Management Service (ProcMS)- Division Offices Personnel		
<p>F. Obligation Request Status</p> <p>1) Set of documents submitted (preferably 1 set)</p> <p>2) Copy/ies of Obligation Request Status (original copy) and its attachments</p>		Procurement Management Service (ProcMS)- Division Offices Personnel		
<p>G. Workweek Plan</p> <p>1) Set of documents submitted (preferably 1 set, original copy)</p> <p>2) Transmittal of Workweek Plan and attached copy/ies of the Workweek Plan from the concerned office/division</p>		Procurement Management Service (ProcMS)- Division Offices Personnel		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the necessary documents subject for signature	1.1. Record submitted documents	None	1 day	Designated receiving staff
	1.2. Review the submitted documents and its attachments	None		Designated staff

	1.3. Sign documents: A. Individual Daily Log and Accomplishment Reports B. Cash Advance C. Reimbursement of Travel Expense D. Leave of Absence (except for the Director, CAO, and SAO) E. Authority to Render Overtime F. Obligation Request Status	None		ProcMS-OD
	1.4. Stamp release to each signed documents	None		Designated releasing staff
	1.5. Release the requested documents	None		Designated releasing staff
Total		None	1 day	

K. Professional Development Division

1. Scholarship Application

Provision of professional development opportunities for DepEd teachers and school leaders to enhance competencies to enable them to effectively deliver education services to their communities and clients.

Office or Division:	Professional Development Division – National Educators Academy of the Philippines (PDD – NEAP)			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Current DepEd teachers and school leaders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
2. Letter request sent via courier or email (Call for nomination)		Sponsoring Agency		
3. Invitation sent via courier or email (Call for nomination)		Sponsoring Agency		
4. Photocopy of Memorandum of Agreement (MOA, MOU), as applicable		External Partnership Service		
5. Certification (Photocopy of Authorization and Recognition Certificate)		NEAP-QAD (Recognition Secretariat)		
6. One (1) e-copy of updated Personal Data Sheet		Scholarship applicant		
7. One e-copy of each endorsement from the head of office: <ul style="list-style-type: none"> • Endorsement from school principal/division chief • Endorsement from the SDO through the OSDS • Nomination Letter from the Regional/Bureau Director or duly authorized representative (thru the Regional HRDD Chiefs) 		ORD and OSDS		
7. Filled-out application in pdf form as required by sponsoring agency		NEAP- PDD (Scholarship Secretariat)		
8. Filled-out screening form thru paper or Google Form from Scholarship Secretariat		NEAP- PDD (Scholarship Secretariat)		
9. Acceptance Letter		Sponsoring Agency/ NEAP-PDD		
10. Scholarship Contract		NEAP- PDD (Scholarship Secretariat)		
11. Protocols for Travel Authority		NEAP- PDD (Scholarship Secretariat)		
12. Re-entry Action Plan		Scholarship applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. External Learning Service Providers, Government Agency, Stakeholders, Partners submit all invitation and all documentary requirements via courier or email	1.1. Receive and encode invitation and scan all attached document forwarded to Scholarship Secretariat, if thru email consolidate all documents attached in a Google Drive folder	None	30 minutes	NEAP-PDD Admin
	1.2 Review request details	None	30 minutes	NEAP-PDD Scholarship Secretariat
	1.3 Prepare and route email advisory for signature of Division Chief and Director IV, for routing to Scholarship Committee Chair	None	1 hour	NEAP-PDD-Scholarship Secretariat
	1.4 Sign advisory and send to OUCI for signature	None	3 hours	PDD Chief NEAP Director
	1.5 Sign advisory and return to PDD	None	2 days	Undersecretary for Curriculum and Instruction OUCI
	1.6 Acknowledge receipt of email, encode signed advisory and attached scanned documents forwarded to Scholarship Secretariat	None	30 minutes	NEAP-PDD Admin
	1.7 Email signed advisory to all ROs and SDOs	None	30 minutes	NEAP-PDD Scholarship Secretariat
2. Submit nomination indorsed by Regional Director and other requirements, stamped received	2.1 Receive complete documents through email	None	10 minutes	NEAP-PDD Scholarship Secretariat

by Records Section				
	2.2 Evaluate submitted documents	None	10 minutes	NEAP-PDD Scholarship Secretariat
	2.3 Online screening of nominations	None	1 day	Scholarship Screening Committee
	2.4 Prepare and route nomination letter through email, for signature of Division Chief and Director IV	None	1 hour	NEAP-PDD Scholarship Secretariat
	2.5 Sign nomination and send to OUCI for signature of Scholarship Committee Chairman	None	3 hours	PDD Chief NEAP Director
	2.6. Sign nomination and email to the Sponsoring Agency	None	2 days	Undersecretary for Curriculum and Instruction OUCI
3. External service provider, government agency, stakeholders, partners send acceptance letter and other pertinent documents	3.1 Encode and review acceptance letter and attached documents received through email forwarded to Scholarship Secretariat	None	1 hour	NEAP-PDD Scholarship Secretariat
4. Acknowledge email from PDD	4.1 Inform scholarship applicant/SDO/RO of the status of application/nomination via email	None	1 hour	NEAP-PDD Scholarship Secretariat
TOTAL:		None	5 days, 7 hours, 10 minutes	

L. Public Affairs Service – Publications Division

1. Issuance of Office Memorandum, Office Order, Memorandum with Limited Application

This refers to the release of official issuances targeted at the DepEd Central Office (CO) or specific regions or offices: (a) Office Memorandum (OM) - instructions/information on CO officials and personnel, usually short term/temporary; (b) Office Order (OO) - operational guidelines, rules, and procedures on internal administration for units within DepEd CO and applies only to limited officials and staff; and (c) Memorandum with Limited Application (MLA) - similar to a DepEd Memorandum but limited only to regions or offices. Due to the COVID-19 pandemic, majority of the steps for this service are now completed online.

Office or Division:	Public Affairs Service-Publications Division			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Government agencies, partner institutions, DepEd CO			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request (external clients) or Routing Slip for OO/OM/MLA (CO clients only)		Client Requesting office		
2. Draft OO/OM/MLA and Enclosure (if applicable)		Requesting office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Email complete requirements	1.1 Acknowledge email and screen request	None	15 minutes	TA / AO / AA
	1.2 Coordinate with requesting office (if applicable)	None	1 hour	TA / AO / AA
	1.3 Log request on tracker, assign tracking number and task	None	20 minutes	TA / AO
	1.4 Draft/reformat/proofread and route issuance	None	1 day	TA / AO / AA
	1.5 Approve/ recommend/ endorse issuance	None	2 days	CAO Director IV Requesting office
	1.6 Approve issuance	None	3 days	OSEC
	1.7 Receive signed issuance and assign number	None	20 minutes	TA / AO / AA

	1.8 Quality check and disseminate issuance via email	None	20 minutes	TA / AO / AA
	1.9 File, release, archive	None	10 minutes	TA / AO / AA
2. Receive update on request, answer Feedback Form	2.1 Inform client that request has been completed, send Client Feedback Form	None	5 minutes	TA / AO / AA
TOTAL:		None	6 days, 2 hours, 30 minutes	

2. Material Production/Binding/Cutting

Units in the DepEd Central Office request for a variety of services from the Printing Unit as it is the only office with equipment and supplies capable of materials reproduction and binding/cutting. The common requests include mass reproduction of DepEd issuances, learning materials, training handouts, brochures, Budget Reports, and official forms.

Office or Division:	Public Affairs Service-Publications Division (Printing Unit)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	DepEd CO			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request/email specifying the following details, depending on the request: - number of copies (printing/reproduction) - required size/s (binding/cutting)		Client		
2. Original/hard copy of materials to be reproduced		Client		
3. Bond paper and/or other supplies– volume depends on the request		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1.1 Acknowledge request via email/stamp receiving copy of letter, check requirements submitted	None	15 minutes	Printing Unit staff
	1.2 Log request and assign tracking number	None	10 minutes	Printing Unit staff
	1.3 Assign task	None	5 minutes	Printing Unit staff
	1.4 Complete request (materials production/bind/cut) and quality check	None	2 days, 7 hours	Printing Unit staff
2. Receive requested output, sign tracker, and answer Feedback Form	2.1 Release output to client, ask them to sign the tracker and answer the Feedback Form	None	30 minutes	Printing Unit staff
TOTAL:		None	3 days	

Regional Office
External Services

REGIONAL OFFICE – EXTERNAL SERVICES

A. 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.

Office or Division:	Cash Section			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Client that DepEd has financial obligations to			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official Receipts for suppliers or service providers		Client		
2. Two (2) Valid IDs				
3. Authorization letter, if representative				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	0. 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
TOTAL:		None	30 minutes	

2. Payment of Obligation

Process of payment for pending account balances to DepEd clients.

Office or Division:	Cash Section			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen			
Who may avail:	Client that DepEd has financial obligations to			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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
TOTAL:		None	25 minutes	

B. Curriculum and Learning 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.

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

4. Select Grade Level		None		CLMD Staff
5. Select desired topic /category		None		CLMD Staff
6. Select a title from the list. The list could still be refined based on DepEd Special Programs such as IPEd, ALS, etc.		None		CLMD Staff
7. 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)		None		CLMD Staff
8. Open and accomplish the Online Feedback Form	8.1 Generate Client Report	None	1 minute	CLMD Staff
TOTAL:		None	1 hour, 2 minutes	

2. Procedure for the Use of LRMDs Computers

The LRMDs 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

Office or Division:	Curriculum and Learning Management Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government and G2C - Government to Citizen			
Who may avail:	Everyone (Learners, Parents, Teachers, Stakeholders)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Registered LR Account or email address			www.lrmids.deped.gov.ph	
2. Valid ID/Borrower's card			Learning Resource Management and Development Center, Regional Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log-in the LRMD 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
TOTAL:		None	30 minutes	

C. 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.

Office or Division:	Legal Unit			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Regional Office personnel, SDO or School personnel, General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. A copy of written query/concern, if necessary		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Legal Unit	1.1. If external client, refer to the visitor's logbook. If internal client, refer to Legal Officer.	None	5 minutes	Legal Unit Staff
	1.2. Ask necessary information on query. The Legal Officer determines whether information is sufficient, or documents are needed before a legal advice is given.	None	1 hour	Attorney IV/Special Investigator III

<p>2. Receive info from Legal Officer</p>	<p>2.1 If sufficient information or documents is acquired by the Legal Unit, the information is then evaluated and legal advice is given based on the gathered data; or</p> <p>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</p>	<p>None</p>	<p>30 minutes</p>	<p>Attorney IV/ Special Investigator III/ Legal Unit Staff</p>
<p>TOTAL:</p>		<p>None</p>	<p>1 hour, 30 minutes</p>	

2. 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.

Office or Division:	Legal Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Students with records in DepEd			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (1 Original Copy)		Client		
2. School records to be corrected- <i>Diploma and Form 137</i> (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)		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 clients who graduated in a private school</i>) (1 Original)		School		
8. Proof of identity of requesting party (Valid ID: with photo and signature) If representative, proof of identity with authorization letter from requesting party		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete requirements	1.1 Stamp receive documents	None	10 minutes	Records Section
2. Hand carry documents to Legal	2.1 Receive and evaluate the completeness of the requirements	None	10 minutes	Legal Unit Staff and the Regional Director

	2.2 Prepare resolution and countersign	None	30 minutes	Legal Unit Staff
	2.3 Signature and approval of the resolution	None	15 minutes	RD
3. Receive Resolution	3.1 Resolution to be officially released from the Records Section	None	5 minutes	Records Staff
TOTAL:		None	1 hour, 10 minutes	

D. 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

Office or Division:	National Educators Academy of the Philippines – Regional Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
Who may avail:	Learning Service Providers (LSP)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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	None	10 minutes	EPS II for NEAP RO Helpdesk

	email within 2 days if the application has deficiencies. LSP repeats step 1. If complete, the application for Recognition is forwarded to Recognition Evaluation Committee			
	1.2 Check if Form R.1 with the complete required attachments have deficiencies.	None	3 days	EPS II for Recognition
	1.3 Select and assign specific content/program design expert as members of the Recognition Evaluation Committee	None	1 day	EPS II for Recognition
2. Wait for the evaluation of the application	2.1 Evaluate Form R.1 with the complete required attachments using Form R.2 Evaluation Form for Recognition	None	5 days	Recognition Evaluation Committee (REC)
	2.2 Deliberate Form R.2 Evaluation Form for Recognition	None	2 days	Recognition Evaluation Committee (REC)
	2.3 Consolidates Form R.2 Evaluation Form for Recognition using Form R.3 Consolidation Form for Recognition	None		Recognition Evaluation Committee (REC) Head
	2.4 Forward Form R.4 to EPS II for Recognition	None		Recognition Evaluation Committee (REC) Head
	2.5 Prepare Memo with Form R.4 as an attachment to NEAP/HRDD Chief	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 Team
	2.7 Validate and endorse Memo with Form R.4 as an attachment to	None	5 hours	NEAP/HRDD Chief

	Recognition Approval Committee (RAC)			
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 Step <i>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 from NEAP. If Notice received, wait for the next Call for Recognition.	4.1 Send signed Certificate of Recognition/Notice.	None	10 minutes	EPS II for NEAP RO Helpdesk
Total:		None	17 days, 2 hours, 20 minutes	

E. Personnel Section

1. Acceptance of Employment Application (walk-in)

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

Office or Division:	Records Section			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Interested applicants to DepEd vacant positions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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
TOTAL:		None	10 minutes	

2. Acceptance of Employment Application (Online)

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

Office or Division:	Personnel Section / Records Section			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Interested applicants to vacant DepEd positions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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
TOTAL:		None	10 minutes	

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.

Office or Division:	Personnel Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Retirees, Transferees, Resigned Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Indorsement of the Schools Division Superintendent (1 Original Copy)		DepEd Schools Division Office		
2. Copy of the Latest Pay Slip (1 Original Copy)				
3. Clearance template from the SDO/School (2 Original Copies)				
4. Updated Service Record (1 Original Copy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to the Records Section	3.1. Receive complete documents and forward to Personnel Section	None	10 minutes	ADAS/ Records Section Staff
	3.2. Evaluate the submitted documents and: a. For those with salary overpayment, Issue Payment Order Form b. For those w/o overpayment, proceed 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 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 through the Records Section	None	10 minutes	ADAS/Records Unit Staff
TOTAL:		None	1 hour, 30 minutes	

F. 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.

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

copy of the approved letter for additional SHS Program Offering				
	1.2 Encode in the duly accomplished school profile form	None	10 minutes	PPRD Personnel In-charge of EBEIS
	1.3 Generate the School ID by the EBEIS system	None	5 minutes	PPRD Personnel In-charge of the EBEIS
	1.4 Inform the SDO through the Planning Officer of the newly created ID via email	None	5 minutes	PPRD Personnel In-charge of the EBEIS
	1.5 Print hard copy for reference and filing	None	5 minutes	PPRD Personnel In-charge of the EBEIS
TOTAL:		None	30 minutes	

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.

Office or Division:	Policy, Planning and Research Division			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business G2G – Government to Government			
Who may avail:	DepEd Employees and Private Schools			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Reversion Request from SDO (through EBEIS System)		EBEIS System		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. SDO will forward an online request for reversion to the PPRD	1. Review request and determine if the reason is valid. a. If valid, it will be approved for reversion b. If not valid, disapprove reversion	None	25 minutes	ADAS/PPRD Staff in-charge of the EBEIS
	1.2 Process valid request for reversion using the EBEIS system	None	5 minutes	PPRD Personnel In-charge of the Enhanced Basic Education Information System (EBEIS)
	1.4 Inform the SDO through the Planning Officer of the approved/ disapproved reversion request via email	None	10 minutes	PPRD Personnel In-charge of the EBEIS
	1.5 Print hard copy for reference and filing	None	5 minutes	PPRD Personnel In-charge of the EBEIS
TOTAL:		None	45 minutes	

G. Public Affairs Unit

1. Public assistance (email)

The Department recognizes concerns and complaints of its clients for the improvement of its services. These can be submitted through the official email address of the Regional Office and through referrals from the Central Office and other government agencies such as CSC, PCC, and ARTA.

Office or Division:	Public Affairs Unit			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen G2G – Government to Government			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Complete details of the concern, e.g. school's exact name and location, name and position of the person/s involved, any documentary evidence, specific DepEd programs, projects, and/or activities needing further clarifications		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send concern/ complaint thru the Official RO email address	1.1. Receive concern/ complaint	None	5 minutes	AO V – Records Section
	1.2. Forward to the Office of the Regional Director for referral to the concerned Office	None	10 minutes	Regional Director

2. Receive email	2.1 Acknowledge the email	None	10 minutes	Concerned Office
	2.2 Act on the concern/complaint Notify the client on the action taken or the status of the complaint or Endorse to the SDOs/ other offices, copy furnish the complainant, RO-PAU/Legal	None	30 minutes	RD
3. Receive copy of the action taken through email	3.1 Release communication	None	10 minutes	Records Officer
TOTAL:		None	1 hour, 5 minutes	

2. Public assistance (Hotline and Walk-in)

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

Office or Division:	Public Affairs Unit			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen G2G – Government to Government			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Visitor's slip for walk-in clients (1 copy)			RO	
2. Customer Feedback Form for walk-in clients (1 copy)			RO	
3. Complete details of the concern, e.g. school's exact name and location, name and position of the person/s involved, any documentary evidence, specific DepEd programs, projects, and/or activities needing further clarifications			Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Discuss the concern/s	1.1. Clarify details of the concern/s	None	10 minutes	Designated Officer of the Day/Week
2. Receive feedback on the concern	1.2 Assist or endorse the client to the concerned RO Division/Section	None	10 minutes	Designated Officer of the Day/Week
3. Fill out Customer Feedback Form	3.1 Encode the concern on the database	None	10 minutes	Designated Officer of the Day/Week
TOTAL:		None	30 minutes	

3. Standard Freedom of Information (FOI) Request through Walk-In Facility and Mail

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.

Office or Division:	Records Section / Public Affairs Unit			
Classification:	Complex			
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen G2G – Government to Government			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Formal request letter addressed to the Regional Director (1 original copy)		Client		
2. Filled-out Request For Action (RFA) form		RO Records Section / PAU		
3. Proof of identification (preferably Government-issued ID) or Authorization		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete requirements	1.1. Check Documents and Stamp Received	None	30 minutes	Records Section / PAU staff
	1.2. Issue copy of the received request to requesting party	None	10 minutes	Records Section / PAU staff
	1.3. Make initial evaluation of requested information for appropriate action. If publicly accessible, advise requesting party to access thereto.	None	10 minutes	Records Section / PAU staff

	1.4. Forward RFA form to RD	None	10 minutes	Records Section / PAU staff
	1.5 Decide on the request	None	2 days	RD
	1.6 Prepare requested information or letter of denial	None	3 days	Concerned Office
	1.7. Submit requested information for signature	None	30 minutes	Concerned Office
	1.8. Sign requested information or letter of denial	None	30 minutes	RD
2. Receive the requested document	2.1. Inform client to collect the information requested	None	10 minutes	Records Section / PAU staff
TOTAL:		None	5 days, 2 hours, 10 minutes	

H. 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.

Office or Division:	Quality Assurance Division
Classification:	Highly Technical
Type of Transaction:	G2B – Government to Business
Who may avail:	Private Schools within the Region
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of application	Private School
2. Endorsement	
3. Curriculum Proposal, Justification of the need to offer new curriculum	
4. Drafted Curriculum with list of writers with CV and references	
5. Certification of Authenticity	
6. Division Validation Report signed by the Division Curriculum Inspection Team	
7. DepEd School ID	
8. Letter Request for Implementation of the SHS Program	
9. Certification Signed by the SDS	
10. Implementation Plan for SHS Program covering five (5) years that includes the following: <ul style="list-style-type: none"> a. Current and projected enrollment for five (5) years by grade level requirements for its personal service, maintenance and others b. Proposed budgetary operating expenses and capital outlay c. Operational Plan regarding curriculum and instructional supervision of proposed SHS d. School Site Development Plan to include proposed school buildings, as needed 	

11. Certification Signed by the School Head					
12. Inventory of Learning Resources					
13. Updated Personal Service Itemization and Plantilla of Personnel					
14. Updated Status Report					
15. Map of Proposed SHS Classrooms					
16. List of Prospective Enrollees in SHS					
17. List of Types of Establishments and Industries in the Community					
18. Results of Interval Assessments and Surveys					
19. List of Tracks and Strands to be Offered					
20. MOA executed between the SDS and the partner entity					
21. Immersion Deployment Plan					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit the complete school application documents from SDO (hard copy or online)	1.1. Receive the application documents	None	10 minutes	ADAS	
	1.2 Evaluate the documentary requirements If 100% compliant - Recommend to RIT for ocular inspection; No-Return the documentary requirements to SDO	None	5 days	EPS	
	1.4 Conduct online on-site Inspection/ Validation of facilities to	None	5 days	RIT	

	those areas with internet connectivity			
	<p>1.5 Prepare inspection/ validation report and recommendation based on the findings of the on-site validation</p> <p>If 100% compliant - Proceed to preparation of government permit</p> <p>No - Notify SDO of found deficiencies</p>	None	4 days	RIT
	1.6 Submit the findings to the CES	None	5 minutes	EPS
	1.7 Review and check the findings; affix signature on the validation/ inspection report	None	4 hours	Chief Education Supervisor
	1.8 Prepare the government permit	None	2 days	EPS
	1.9 Review and countersign	None	1 hour	Chief Education Supervisor
	1.10 Approve the government permit	None	1 day	RD
2. Receive approved proposed curriculum for SHS Offering	2.1. Record release the approved Government Permit	None	30 minutes	Records Section
TOTAL:		None	17 days, 5 hours, 45 minutes	

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.

Office or Division:	Quality Assurance Division
Classification:	Highly Technical
Type of Transaction:	G2B – Government to Business
Who may avail:	Any private school within the region
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Application Documents (1 original copy each document)</p> <ol style="list-style-type: none"> 1. Indorsement Letter from SDO indicating among others, the School's Securities and Exchange Commission (SEC/DTI/CHED/TESDA) registered name and address. (Mayor's Permit for LUC/SUC) 2. Letter of Intent addressed to the Regional Director signed by the School Head/Administrator, indicating among others the school's intention not to increase the Tuition and Other School Fees (TOSF) 3. Comparative Schedule of TOSF for current School Year (SY) with that of the previous SY indicating in both Peso (Php) and Percentage (%) the forms of increase. This should be done both by the school <i>With increase and No increase</i>. (Other school fees must be itemized & should be attached to the comparative schedule of TOSF). This shall be reviewed by the SEPS or EPS II of SM&ME. 	<p>DepEd SDO</p> <p>Client</p> <p>Client/DepEd SDO</p>

<p>The reviewed Schedule of TOSF shall be forwarded to RO – QAD</p> <p>4. Photocopy of the Government Permit/ Government Recognition</p> <p>5. Latest Certificate of Corporate Filing and Information from SEC or DTI/CHED/SUC/LUC/TESD</p> <p>6. Photocopy of the approved TOSF of previous school year or latest noted/approved TOSF (with breakdown of fees attached)</p>		Client		
7. Action slip (1 original copy)		DepEd SDO		
8. Evaluation sheets (1 original copy)		DepEd SDO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete school application documents from the SDO through the online link/email	1.1. Receive the application documents from SDOs through the online link/email	None	30 minutes	ADAS/Record Officer
	1.2. Evaluate the documentary requirements 100% compliant Yes-Proceed to the preparation of TOSF and endorsement. No-Return the application documents to concerned SDO	None	10 days	EPS
	1.3. Prepare TOSF and Endorsement	None	3 days	EPS
	1.4. Submit the TOSF and Endorsement	None	10 minutes	EPS

	to the Chief Education Supervisor			
	1.5. Review and countersign the details and computations	None	1 day	CES
	1.6. Give the documents to ADAS	None	5 minutes	CES
	1.7. Encode in the Data Tracking System, register in the office log book and forward the document to the ARD/RD's office for approval	None	30 minutes	ADAS
	1.8. Approve the TOSF and endorsement	None	1 day	ARD RD
	1.9. Forward the approved documents to the Record Section	None	15 minutes	ORD
2. Receive approved TOSF	1.1. Release of the approved documents	None	25 minutes	Records Officer/ADAS
TOTAL:		None	10 days, 6 hours, 55 minutes	

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.

Office or Division:	Quality Assurance Division			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Any private school within the Region with graduating students (Grade 12)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Documents (1 original each document) <ul style="list-style-type: none"> • Indorsement Letter from the SDS • Letter of intent addressed to the Regional Director through Channel • Attestation of Documents per school signed by the SGOD Chief and Schools Division Superintendent • Master list of Grade 12 learners qualified to graduate per section: track, strand, specialization 		DepEd SDO		
<ul style="list-style-type: none"> • SF 10 (Permanent Record) • Birth Certificate (NSO/PSA) • Approved Provisional Permit relative to specific school year of SO application 		Client		
<ul style="list-style-type: none"> • Generated SO Form from the SO creator software in four (4) copies with correct pagination 		DepEd SDO		
2. Action slip (1 original copy)		DepEd SDO		
3. Evaluation sheets (1 original copy)		DepEd SDO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete school application documents from the SDO through the online link/email	1.1. Receive the application documents from SDOs through the online link/email	None	10 minutes	ADAS/ Records Officer

	1.2. Evaluate the documentary requirements 100% compliant - Proceed to the preparation of Special Order No - Return the application documents to concerned SDO	None	10 days	EPS
	1.3. Prepare the Special Order	None	3 days	EPS
	1.4. Submit the Special Order to the Chief Education Supervisor	None	10 minutes	EPS
	1.5. Review the details and affix initial	None	30 minutes	CES
	1.6. Return the documents to ADAS	None	5 minutes	CES
	1.7. Encode in the Data Tracking System, register in the office log book and forward the document to the ARD/RD's office for approval	None	30 minutes	ADAS
	1.8. Approve the Special Order	None	1 day	ARD RD
	1.9. Forward the approved documents to the record section	None	15 minutes	ORD's staff
2. Receive the approved Special Order	2.1. Release of the approved documents	None	25 minutes	Records Officer/ADAS
TOTAL:		None	13 days, 2 hours, 5 minutes	

I. Records Section

1. Certification, Authentication, Verification (CAV)

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

Office or Division:	Records
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government
Who may avail:	Current and past learners
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
High School/ Elementary Graduates 1. Student Permanent Record – Form 137 (1 original and 2 photocopies) 2. Certificate of Enrollment/Completion/ Graduation - CAV Form 4 (1 original and 2 photocopies) 3. Diploma (1 Original and 2 certified true copies certified by the School Head) 4. Transmittal from School (1 original and 2 photocopies) 5. Special Order, <i>if graduate from Private Schools</i> (1 Original and 2 photocopies certified by the School Head) 6. Latest passport size ID Pictures (2 copies) 7. Documentary Stamp (2 copies)	School Attended School attended School attended School attended School attended Client Client
For Undergraduates: 1. Indorsement from the School (1 original and 2 photocopies) 2. Student Permanent Record – Form 137 (1 original and 2 photocopies) 3. Certification of Enrollment/Completion/ Graduation - CAV Form 4 (1 original and 2 photocopies) 4. Latest Passport sized ID picture (2 copies)	School Attended School Attended School Attended Client

<p>5. Documentary Stamp (2 copies)</p> <p>For ALS/PEPT:</p> <ol style="list-style-type: none"> 1. Certification from Bureau of Education Assessment (BEA) (1 original and 2 photocopies) 2. Report of Rating in the Accreditation and Equivalency (A&E) Test of Alternative Learning System (ALS) or Philippine Placement Test (PEPT) (1 original and 2 photocopies) 3. Certification from Schools Division Office (1 original and 2 photocopies) 4. Latest Passport sized ID picture (2 copies) 5. Documentary Stamp (2 copies) <p>Additional requirements for representative:</p> <ol style="list-style-type: none"> 1. Authorization Letter (If the requesting party is not the record owner) (1 original copy) 2. Valid Special Power of Attorney (SPA) for the authorized representative (1 original copy) 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) 4. Valid ID 		Client	Central Office - BEA	BEA/ SDO	SDO	Client	Client	Client	Client	Client	Client/Authorized Representative
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 completely filled out CAV application form and all supporting documents of	None	10 minutes	Records Section Staff/ ADAS							

	the client. Review the completeness and verify authenticity of documents			
	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 the CAV certificate then return to the processor	2.1 Attach picture, documentary stamp and dry seal then present it to the client for final verification	None (Documentary stamp is available at BIR offices)	5minutes	Records Section Staff/ ADAS
	2.2 Forward printed CAV to Records Officer/AOV for initial, CAO of Administrative Services for signature	None	15 minutes	Records Section Staff/ ADAS
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	None	10 minutes	Records Section Staff/ ADAS

	envelope to DFA for Apostille.			
	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	5 minutes	Records Section Staff/ ADAS
TOTAL:		None	50 minutes	

2. Issuance of Requested Documents (CTC and Photocopy of Documents)

Issuance of Requested Documents is provided to teaching, non-teaching personnel and retirees whose documents were misplaced, lost, burned, or beyond recovery to be used for various purposes such as appointment, promotion, resignation, retirement, salary upgrading, leave abroad, employment abroad, loan, transfer, etc.

Office or Division:	Records			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Requisition Slip (1 Copy)		Records Unit		
2. Letter request addressed to the Schools Division Superintendent signifying the purpose of the request (1 original copy)		Requesting Person		
3. Valid ID (Original ID and 1 Photocopy)		Requesting person and/or Authorized Person		
4. Authorization Letter (1 Copy)		Requesting person		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the letter request	1.1. Receive and stamp the letter request and provide the client with requisition slip form	None	10 minutes	Records Section Staff/ADAS
2. Fill up the requisition slip form	2.1. Receive the form and search the requested document	None	10 minutes	
	2.2. Print or photocopy the requested document	None	10 minutes	
	2.3. Once the document is obtained, Records Officer will review and verify the document and certify true copy	None	15 minutes	Records Officer and/or Admin Officer
3. Receive the requested document	3.1. Release the document to the client	None	10 minutes	Records Section Staff/ADAS
TOTAL:		None	55 minutes	

3. Issuance of Requested Documents (Non-CTC)

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

Office or Division:	Records Section			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Requisition slip (1 Copy)		Records Unit		
2. Valid ID (Original ID and 1 Photocopy)		Requesting person and/or Authorized Person		
3. Authorization Letter (1 Copy)		Requesting person		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill up the requisition slip form	1.1. Provide client the requisition slip form	None	8 minutes	Records Section Staff/ADAS
	1.2. Receive the form and search the requested document	None	15 minutes	Records Section Staff/ADAS
2.Receive the requested document	2.1. Print and give the document to the client	None	10 minutes	Records Section Staff/ADAS
TOTAL:		None	33 minutes	

4. Receiving of Communications

This refers to the receiving of documents in general.

Office or Division:	Records Section			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business G2G – Government to Government G2C – Government to Citizen			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Communications addressed to the Regional Director		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit communications (letters, mail, endorsement, legal cases etc.) addressed to the Regional Director. If communication is hand carried, client receives the receiving copy	1.1 Hard copy - Stamp receive 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
TOTAL:		None	2 days	

5. Receiving of Complaint

Any person who has a cause of action may file an administrative complaint against teaching/ teaching related personnel and non-teaching personnel of the DepEd, compliant with the requirements under Sections 4 and 5 of DepEd Order No. 49 s. 2006 or Revised Rules of Procedures of the Department of Education in Administrative Cases

Office or Division:		Records Section		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Copy of the Formal Complaint under oath containing a certification/statement on non-forum shopping (3 Copies and 1 additional copy per additional person complained of)		Complainant		
2. Certified True Copies of documentary evidence and affidavits of witness, if any (3 Copies + 1 copy per additional person complained of)		Complainant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the formal complaint with supporting evidence, if necessary	1. Receive and evaluate the formal requirements of a complaint pursuant to D.O. 49, s. 2006 a. <i>Non-Compliant:</i> Issue a checklist of requirements , give appropriate advice, and request the client to sign the Walk-In Client Intake	None	20 minutes	Records Section staff

	and Action Form b. <i>Compliant:</i> Request the client to proceed to the Records Section for processing			
2. Receive copy of the complaint	2. Stamp receipt in the complaint and release it to the client	None	5 minutes	Records Section staff
TOTAL:		None	25 minutes	

Regional Office
Internal Services

REGIONAL OFFICE – INTERNAL SERVICES

A. Accounting 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.

Office or Division:	Finance Division - Accounting Section			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government and G2B - Government to Business			
Who may avail:	Internal and External Client			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Purchase Order (PO) 1. Accomplished Purchase Order 2. Approved WFP 3. Approved PR 4. Approved Supplemental PPMP/PPMP 5. Other supporting documents validated by the accounting section 6. AR/ATC or AC 7. Approved Memo		Requesting Office/Unit and External Client		
Notice of Award/Contracts (Bidding) 1. Signed Contract 2. ORS 3. Approved WFP 4. AR/ATC or AC		BAC Secretariat, Requesting Office/Unit and External Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documents	1.1 Receive the submitted documents	None	5 minutes	Receiving Clerk/ ADAS
	1.2 Review and evaluate requirements	None	3 hours	Accounting Officer In-charge

	1.3 Forward to Budget Section for the preparation of Obligation Request and Status (ORS)/ Budget Utilization Request and Status (BURS)	None	30 minutes	Budget Officer In-charge
	1.4 Receive submitted request with certified ORS/BURS	None	10 minutes	Accounting Officer In-charge
	1.5 Certify request as to availability of funds	None	10 minutes	Accounting Officer In-charge
	1.6 Forward processed request, ORS/BURS and supporting documents to BAC	None	10 minutes	Receiving Clerk/ ADAS
TOTAL:		None	4 hours, 5 minutes	

2. Endorsement of Request for Cash Allocation from SDOs

Notice of Cash Allocation (NCA) is a cash authority issued by the DBM to central, regional, and other offices and operating units through the authorized government servicing banks of the MDS, to cover the cash requirements of the SDO.

Office or Division:	Finance Division – Accounting Section			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Schools Division Offices and Implementing Secondary Schools			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Endorsement Letter from the Division Office – for Implementing Secondary Schools		SDO		
2. Letter Request for Cash Allocation		Client		
3. Monthly Disbursement Program (BED no. 3)				
4. Sub-ARO for current year accounts payable (certified true copy)				
5. Financial Accountability Report No. 3 for Prior Years Accounts Payable				
6. Financial Accountability Report No. 1 for continuing appropriations - unobligated allotment				
7. Journal Entry Voucher for Stale checks				
8. Schedule of TRA Issued for difference between issued TRA and taxes withheld by DBM				
9. Computation for Cash Deficiency				
10. Bank Certification for lapsed NCA		Servicing Bank		
11. Other requirements as determined by the DBM				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit the complete documents	1.1 Receive and review completeness of submitted documents	None	35 minutes	Receiving Clerk/ ADAS
	1.2 Prepare endorsement letter	None	10 minutes	Budget Officer In-charge
	1.3 Review the endorsement letter request and supporting documents	None	10 minutes	AO V/ SAO
	1.4 Forward documents to Office of the Chief of Finance Division for initial on the endorsement letter	None	10 minutes	ADAS CAO
	1.5 Forward documents to the Office of ARD for initial	None	10 minutes	ADAS ARD
	1.6 Forward documents to the ORD for approval and signature	None	10 minutes	ADAS RD
	2.1 Release the endorsement letter through the Records Section	None	5 minutes	ADAS/ Records Section Staff
TOTAL:		None	1 hour, 30 minutes	

B. Budget Section

1. Disbursement Updating

Process of Updating the Status of Disbursement

Office or Division:	Finance Division - Budget Section			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government and G2B - Government to Business			
Who may avail:	Internal and External Client			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Report of Checks Issued (RCI)		DepEd Cashiers Section		
2. Report of Advice to Debit Account Issued (RADAI)		DepEd Cashier Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare and Submit RCI and RADAI to Finance Division	1.1. Receive RCI and RADAI from Cashier Section	None	3 minutes	Budget Officer I
	1.2. Post/Update payment on the disbursement details in the BMS	None	5 minutes	Budget Officer I
TOTAL:		None	8 minutes	

2. Downloading/ Fund Transfers of SAROs 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 Central Office (CO) have downloaded to the Regional Office (RO) for the SDOs and IUs.

Office or Division:	Finance Division - Budget Section
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	Schools Division Offices and Schools
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Cash Allowance 1. Signed 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
Master Teacher, Reclassification of Positions, Step-Increments, ERF 1) Signed indorsement letters from the SDS (1 original and 1 photocopy) 2) Certified true copy of Appointments (1 original and 1 photocopy) 3) Appointment details (1 original and 1 photocopy) 4) Computation as to the amount requested (1 original and 1 photocopy)	Requesting SDOs and Records Section
Other Sub-AROs issued by DepEd-CO for Downloading to SDOs 1. Memorandum (1 original and 1 photocopy) 2. Approved Request to download (1 original and 1 photocopy) 3. Breakdown/ Distribution List (1 original and 1 photocopy) 4. Work and Financial Plan (WFP) (2 photocopies)	Requesting Office/Program Focal Person/DepEd Regional Website

5. Sub – ARO from Central Office (1 original and 1 photocopy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit approved request to download funds 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	None	30 minutes	AO V/ Budget Officer III
	1.3. Prepare Sub-ARO	None	1 hour per SARO	Budget Officer I In-charge
	1.4. Prepare ORS, assign number, indicate fund source, fund code, and object code	None	20 minutes	Budget Officer II In-charge
	1.5. Post to RAO thru BMS and initial in the Box B of ORS	None	10 minutes	Budget Officer II In-charge
	1.6. Sign allotment available in ORS and recommending of SARO issued	None	5 minutes	AO V/Budget Officer III/ Chief Administrative Officer of Finance Division
	1.7. Release to the Office of the Regional Director for approval of SARO	None	5 minutes	Releasing Clerk

	1.8 Sign and approval of SARO	None	5 minutes	Director IV/ Director III
	1.9 Signed SARO for release to SDO/IUs a. Via email b. To be picked up by the Liaison Officers	None	5 minutes	Budget Officer II In-charge
TOTAL:		None	2 hours, 23 minutes	

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 Central/Region/Schools Division Offices.

Office or Division:	Finance Division - Budget Section			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DepEd Schools Division Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Memorandum		Requesting Office/Unit		
2. Letter Request of acceptance of the Functional Divisions				
3. List of Participants				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Letter request for acceptance with the Memorandum and list of participants	1.1 Receive and review the request and its supporting documents	None	10 minutes	Receiving Clerk/ ADAS
	1.2 Prepare Letter of Acceptance	None	30 minutes	Budget Officer In-charge
	1.3 Forward to SAO and CAO for initial and signature	None	10 minutes	Budget Officer In-charge/ SAO and CAO
	1.4 Return to the requesting office	None	5 minutes	Receiving Clerk/ ADAS
TOTAL:		None	55 inutes	

4. Obligation of Expenditure (Incurrence of Obligation Charged to Approved Budget Allocation per GAARD 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.

Office or Division:	Finance Division - Budget Section			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government and G2B - Government to Business			
Who may avail:	Internal and External Client			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Purchase Order (PO) 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		DepEd Asset Management Section, Requesting Office/Unit and External Client		
Notice of Award (Bidding) 1. Signed Contract		BAC Secretariat		
Various Claims (TEV, Supplies, Trainings with ORS and DV) 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 validated by the accounting section		DepEd Asset Management Section, Requesting Office/Unit, End User or External Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requesting unit will submit the Obligation Request Status (ORS) with the	1.1. Receive and record the documents	None	5 minutes per ORS	Receiving Clerk/ ADAS

complete attachments to Finance Division				
	1.2. Review and verify documents and identify fund source and allotment availability of PPA	None	30 minutes per ORS	Budget Officer In-charge
	1.3. Assign ORS number, indicate fund source, and Object of Expense Code	None	30 minutes per ORS	Budget Officer In-charge
	1.4. Encode in the Registry of Allotment (RAO) thru BMS	None	20 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	None	10 minutes per ORS	AO V – Head of Budget Unit/ Chief Administrative Officer for Finance Division
	1.7. Forward to Accounting Section	None	2 minutes	Releasing Clerk/ ADAS
TOTAL:		None	1 hour and 38 minutes	

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). 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.

Office or Division:	Finance Division - Budget Section			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government and G2B - Government to Business			
Who may avail:	Internal and External Client			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Purchase Order (PO) 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		
Notice of Award/Contracts (Bidding) 1. Signed Contract 2. ORS 3. Approved WFP 4. AR/ATC or AC		BAC Secretariat, Requesting Office/Unit and External Client		
Various Claims (TEV, Supplies, Trainings with ORS and DV) 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	10 minutes per BURS	Budget Officer In-charge
	1.4 Record and assign serial number to BURS	None	10 minutes per BURS	Budget Officer In-charge
	1.5 Forward to the CAO 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	Chief Administrative Officer for Finance Division
	1.6 Receives BURS from CAO 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	None	10 minutes per BURS	Budget Officer In-charge

	BURS for recording to RBUD			
	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
TOTAL:		None	1 hour and 5 minutes	

C. 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.

Office or Division:		Cash Section		
Classification:		Simple Transaction		
Type of Transaction:		G2G – Government to Government		
Who may avail:		DepEd Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	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 Head of Office and Certificate of	None	10 minutes	Cash Personnel

	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
	TOTAL:	None	2 days, 4 hours, 45 minutes	

D. Human Resource and Development Division

1. Rewards and Recognition

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

Office or Division:	Human Resource and Development Division			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Teaching and Non-Teaching Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Conduct meeting (Headed by PRAISE Committee)	None	4 hours	PRAISE Committee
	1.1.Prepare and Issue memo for the activity	None	1 hour	PRAISE Secretariat
2. Submit application	1. Accept and check the completeness of all the documents submitted for the different categories and transmit to PRAISE Secretariat	None	2 hours	Records
	2.1.Validate and evaluate document applications	None	1 day	PRAISE Committee
3. Receive notice for interview and undergoes the	3.1. Conduct field validation	None	2 days	PRAISE Committee

interview process				
	3.2. PRAISE Committee convenes and deliberates the results	None	4 hours	PRAISE Committee
4. Receive memorandum on the results of the Search and notice for the awarding ceremony	2. Prepare and issue memorandum for the awarding	None	1 hour	HRDD
	4.1. Prepare logistics for the awarding	None	2 days	HRDD
5. Receive the award	4.1 Conduct awarding	None	4 hours	HRDD
TOTAL:		None	7 days	

E. Legal Unit

1. Processing of communication received through 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.

Office or Division:	Legal Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Anyone			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 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 Received and records incoming communication and forward to the Legal Unit	None	10 minutes	ADAS/ Office of the Regional Director
	1.2 Review the document/assign to LU staff to prepare/draft the necessary correspondence or document needed	None	5 hours	Atty. IV, SI, LA, ADAS
	1.3 Review and affix initial on the draft correspondence/document	None	1 hour	Attorney IV
	1.4 Forward to the Office of the Regional Director for review and signature	None	10 minutes	ADAS/LU Staff
	1.5 Approve/sign the correspondence/document	None	30 minutes	RD/ARD
	1.6 Release the signed document through the Records Section	None	10 minutes	ADAS/Records Unit Staff
TOTAL:		None	7 hours	

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.

Office or Division:	Legal Unit			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Teaching and Teaching-Related Personnel, Regional Office Personnel			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
One (1) Copy of Request Letter for the issuance of Certificate of No Pending Administrative Case specifically stating the purpose of the request			Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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
1. Receive the certificate	2.1 Certificate to be officially released from the Records Section	None	5 minutes	Records Staff
TOTAL:		None		

F. 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.

Office or Division:	Personnel Section
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	DepEd Personnel (for 3rd level officials and RO Employees)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Vacation Leave 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
Sick Leave 1. Form 6 (3 original copies) 2. Medical Certificate (1 Copy) 3. Letter request, if needed (1 original copy)	Personnel Unit Client Client
Paternity Leave 1. Form 6 (3 original copies) 2. Letter request, if needed (1 original copy) <i>Additional Requirements:</i> <ul style="list-style-type: none"> ● Marriage Contract (1 photocopy) ● Birth Certificate of Child or Medical Certificate of Wife if Miscarriage (1 photocopy) 	Personnel Unit Client Client
Maternity Leave 1. Form 6 (3 original copies) 2. Letter request, if needed (1 original copy) <i>Additional Requirements:</i> <ul style="list-style-type: none"> ● Special Order Form (3 original copies) ● Medical Certificate (1 Copy) ● Clearance (3 original copies) 	Personnel Unit Client Front/ Information desk
Solo Parent Leave	CSC website/ Front/ Information desk

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"> • Birth Certificate of Child (1 photocopy) • Photocopy of Solo Parent ID (1 photocopy) 		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
TOTAL:		None	1 hour and 25 minutes	

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.

Office or Division:	Personnel Section	
Classification:	Simple	
Type of Transaction:	G2G – Government to Government	
Who may avail:	Retirees	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. 1st Indorsement from SDO (1 Copy)	DepEd Schools Division Office	
1. Duly-Accomplished GSIS Application Form for Retirement/ Separation (1 Copy)		
2. Letter of Intent to retire approved by the SDS/RO/Division Clearance (1 Copy)		
3. Updated Service Record (1 Original Copy)		
4. CSC prescribed clearance template from School/District/Division/Region (2 Original Copies)		
5. Certificate of Last Payment (2 Original Copies)		
6. Clearance from Money Accountability or Overpayment of Salary (1 Original Copy)		
7. Certificate of no pending administrative case (SDO) (1 Original Copy)	Office of the Ombudsman	
8. Ombudsman Clearance – <i>date of issuance must not later than 6 mos.</i> (1 Original & 1 Photocopy)		
9. SALN (1 Original Copy)	Client	
10. In case of deceased retiree, the legal heir/beneficiaries must submit the following (Authenticated Copy): <ul style="list-style-type: none"> ● PSA Death Certificate ● PSA Marriage Certificate ● PSA Birth Certificate of children ● Judicial or Extra Judicial Settlement of Estate (duly notarized): 		
11. In case of Disability Benefit: <ul style="list-style-type: none"> ● Doctor's Certificate 		

12. Endorsement from the Regional Office (1 Original Copy)		DepEd Regional Office		
13. 2nd Endorsement with enclosed complete required documents for GSIS Application for Retirement (1 Original Copy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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	5 minutes	ASD Chief and/or the authorized signatory of the GSIS
	1.5. Release the duly signed 2nd Endorsement intended for GSIS	None	5 minutes	ASD- Personnel/ Records
TOTAL:		None	30 minutes	

3. Foreign Travel Authority Request (For Personal Reason)

All DepEd Personnel are required to process authority to travel before being allowed to travel on a foreign country. The application for travel authority on personal reason shall observe the following policy:

- Appropriate travel authorization has been obtained from the agency
- The requisite leave forms have been duly accomplished
- The absence shall not hamper the operational efficiency of the agency

Office or Division:	Personnel Section			
Classification:	Simple			
Type of Transaction:	G2C – Government to Government			
Who may avail:	DepEd Personnel (Teaching, Non-Teaching, Related Teaching)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request to travel specifying the destination, purpose of travel, and period of travel (1 original copy)		Employee		
2. CSC prescribed clearance template from School and SDO for leave of absence for 30 days or more (3 Original Copies)		RO/ SDO/ School		
3. Certificate of No pending Case (1 Original Copy)		School		
4. Duly approved CSC Form 6 (1 Original Copy)		SDO		
5. Endorsement of the School Principal/SDS (1 Original Copy)		SDO/ School		
6. Leave form (3 original copy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application indorsed by SDS/Chief of RO Personnel via email to the Records Section	1.1. Received and forward email to the Personnel Section for appropriate action	None	5 minutes	Records Section Staff
	1.2. Evaluate completeness of required supporting documents	None	10 minutes	Adm. Aide IV/ Authorized Employee

	1.3. Prepare the endorsement to the Central Office	None	5 minutes	Adm. Aide IV/ Authorized Employee
	1.4. Review and initial of the Administrative Officer V (HRMO III) / SAO	None	5 minutes	AO V/SAO
	1.5. Approval / Signature of the RD / Authorized Representative	None	5 minutes	CAO / RD
	1.6. Release documents through the Records Section	None	5 minutes	AO V (Records Officer) / Authorized Employee
TOTAL:		None	45 minutes	

4. Foreign Travel Authority Request on Official Time or Official Business

All DepEd Personnel are required to process authority to travel before being allowed to travel on a foreign country. The application for travel authority on official time or official business shall reflect the following:

- The purpose of the trip is strictly within the mandate of the requesting official/personnel
- The projected expenses for the trip
- The trip is expected to bring substantial benefit to the country

Office or Division:	Personnel Section			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	DepEd Personnel (Teaching, Non-Teaching, Related Teaching)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Travel Authority Request Form A (DO No. 43 s. 2014) (3 original copies)		Division Office		
2. DepEd Memo from CO/RO/SDO (1 original)		CO/RO/SDO		
3. Letter of invitation from the sponsoring party (1 original 2 photocopies)		Sponsoring Party		
4. Endorsement of the School Principal/SDS (1 original copy)		School		
5. CSC prescribed clearance template from the Region/ Division/ District/ School (3 Original Copies)		RO/SDO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application indorsed by SDS/Chief of RO Personnel via email to the Records Section	1.1. Receive and forward email to the Personnel Section for appropriate action	None	5 minutes	Records Section Staff
	1.2. Evaluate completeness of required supporting documents	None	2 hours	Adm. Aide IV/ Authorized Employee
	1.3. Transmit documents to Legal Unit for	None	30 minutes	Admin Assistant 1

	signing of clearance (Form A)			
	1.4. Legal Unit checks if the applicant has pending case and signs clearance; if there is none	None	3 hours	Attorney IV or the authorized representative
	1.5. Receive documents from Legal Unit and prepare the endorsement to the Central Office	None	30 minutes	Adm. Aide IV/ Authorized Employee
	1.6. Review the indorsement and Form A then forward to the Chief Administrative Officer for initial	None	30 minutes	AO V/SAO
	1.7. Signs the Form A and countersigns indorsement	None	30 minutes	CAO
	1.8. Approval / Signature of the RD / Authorized Representative	None	1 day	RD/Authorized Representative
	1.9. Release documents through the Records Section	None	30 minutes	AO V (Records Officer) / Authorized Employee
	TOTAL:	None	1 day, 7 hours and 35 minutes	

5. 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.

Office or Division:	Personnel Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Government			
Who may avail:	Active DepEd Teaching and Non-Teaching personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter-request on the Certificate of Remittances (1 original copy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter-request 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 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
TOTAL:		None	30 minutes	

6. 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.

Office or Division:		Personnel Section		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		DepEd RO Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form (1 Original Copy)		Personnel		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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
TOTAL:		None	1 hours	

7. 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

Office or Division:	Personnel Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Government			
Who may avail:	DepEd Teaching Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Indorsement from the SDS (1 Original Copy)		SDO		
1. Performance rating for one (1) rating period (1 original copy)				
2. Updated Service Record (1 Original Copy)		Client		
3. Letter of the requesting personnel (1 Original Copy)				
4. Transcript of Records – TOR (1 Original Copy and 2 certified true copies)				
5. Certificate of training from seminars attended (1 Original copy each)				
6. Sworn statement of the teacher in accordance with the provision of DepEd Order No. 2, s. 1962 (1 Original Copy)				
7. Latest Appointment (1 Original Copy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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
TOTAL:		None	50 minutes	

8. Processing of Study Leave

Teaching Personnel

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)

Office or Division:	Personnel Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Government			
Who may avail:	DepEd Teaching and Non-Teaching Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

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
TOTAL:		None	50 minutes	

9. 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).

Office or Division:	Personnel Section
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd Personnel (Teaching, Non-Teaching, Related-Teaching) Permanent & Coterminous Appointments
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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)	
10. Latest Appointment (1 Original and CTC)	
11. CSC prescribed clearance template from School/District/Division/Region (2 Original Copies)	
12. Certificate of Last Payment (2 Original Copies)	
13. Certificate of no pending administrative case (SDO) (2 Original Copies)	
14. In case of deceased retiree, the legal heir/beneficiaries must submit the following (1 Authenticated Copy):	

<ul style="list-style-type: none"> • PSA Death Certificate • PSA Marriage Certificate • PSA Birth Certificate of children • Judicial or Extra Judicial Settlement of Estate (duly notarized) 				
15. Certificate of Last day of Service				
16. 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
TOTAL:		None	1 hour, 17 minutes	

10. 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.

Office or Division:	Personnel Section			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	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 action	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
TOTAL:		None	30 minutes	

11. 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.

Office or Division:	Personnel Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Government			
Who may avail:	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>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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/ Records Section Staff
TOTAL:		None	30 minutes	

<p>Municipal/City Mayor, indicating therein the proposed name of the school</p> <p>f. List of prospective enrollees per grade level, indicating their names, ages, addresses and/or school where they are currently enrolled</p> <p>g. Justification on the need for establishment of an MG school, if necessary</p> <p>h. Certification from the SDS that no private high school within the Municipality/ City is participating in the GASTPE Program of DepEd, or that GASTPE participating high school has reached its allocation or number of available slots or Justification by the SDS on the need to establish a public school to cater to the elementary school graduates/students who cannot afford to enroll in a private high school</p> <p>i. 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</p> <p>j. Certification that the proposed school is not within 2-km radius (for rural areas) and 1 km radius (for urban areas) from any existing public elementary/high school</p> <p>k. Justification by the SDS for the waiver on the 2 or 1 km radius requirement, if necessary</p>	<p>Client</p> <p>Client</p> <p>DepEd SDO- Office of the SDS</p> <p>Client</p> <p>Office of the Municipal/City Engineer</p> <p>DepEd SDO – Office of the SDS</p>
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<p>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</p> <p>v. Sangguniang Bayan/ Panlalawigan/ Panglungsod Resolution for the purpose</p> <p>w. Certification that the Division Office has sufficient fund to cover resulting expenses, if any</p> <p>x. 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</p>	<p>Office of the Sangguniang Bayan/ Panlalawigan/ Panglungsod</p> <p>DepEd SDO – Office of the SDS</p> <p>Client</p>
<p>B. Establishment of a Stand-Alone Senior High School (SHS)</p>	
<p>1. Action slip (1 original copy)</p>	<p>DepEd SDO</p>
<p>2. Evaluation slip (1 original copy)</p>	<p>DepEd SDO</p>
<p>3. Application Documents (1 original copy each document)</p> <p>a. Indorsement Letter</p> <p>b. Letter request from interested parties addressed to the SDS or recommendation from the SDS to open a stand-alone SHS/ Justification on the need to establishment of stand-alone SHS</p> <p>c. Track(s), Strand(s) to be offered as well as their respective number of prospective enrollees</p> <p>d. School Environment (environmental scanning/situational analysis)</p> <p>e. List and types of establishment and industries in the community, as attested by</p>	<p>DepEd SDO PTA/Barangay Council/ DepEd SDO</p> <p>Client</p> <p>Client</p> <p>Client/ Office of the Municipal/City Engineer</p>

<p>the Department of Trade and Industry, Department of Labor and Employment or the Municipal Planning Officer</p> <p>f. 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>g. Result of the internal assessment or survey done with the prospective enrollees</p> <p>h. List of tracks and strands to be offered, duly signed by the RD or SDS, Planning Officer, and School Head</p> <p>i. Accomplished SHS Site Appraisal Form (refer to Annex E)</p> <p>j. SHS building plan indicating the number and technical specification of the classroom to be built</p> <p>k. SHS building permit</p> <p>l. Inspection Report, in case classrooms are already constructed</p> <p>m. MOA executed between the SDS and the partner entity enumerating the respective roles of both parties</p> <p>n. Immersion Deployment Plan</p>	<p>Office of the SDS</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Office of the Municipal/City Engineer SGOD – Facilities Section</p> <p>Client</p> <p>Client</p>
C. Separation of School Annexes	
<p>1. Application Documents (1 original copy each document)</p> <p>a. Indorsement Letter</p> <p>b. Certification of DepEd School ID</p>	<p>DepEd SDO SGOD – Planning Unit</p>

<p>c. Approval on the establishment of school annex</p> <p>d. Duly approved Sangguniang Bayan/ Panlungsod Resolution supporting the separation of the school annex, indicating the proposed name of the school</p> <p>e. Duly recommended/ endorsed request for separation of the school annex concerned</p> <p>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 (e) Proposed Budget/Budgetary Requirements</p> <p>g. Duly signed Inventory of crucial resources to be transferred to the proposed school to be separated</p> <p>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</p>	<p>DepEd Central/ Regional Office</p> <p>Office of the Municipal/City Mayor</p> <p>Client/ Office of the SDS and/or stakeholders</p> <p>Client</p> <p>Client & Mother School's Property Custodian</p> <p>Client</p>
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<p>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)</p> <p>i. Justification in case the required MOA (item "h") cannot be met</p> <p>j. Latest and updated PSIPOP including proposal for the items for Principal I and additional teachers and support personnel</p> <p>k. List of enrollees by grade level, duly signed by the School Head/OIC and attested by the SDS</p> <p>l. Justification in case list of enrollees (item "k") by grade level cannot be met</p> <p>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</p> <p>n. Justification in case item "m" cannot be met</p>	<p>School Head/ Office of the SDS</p> <p>Client</p> <p>School Head/ OIC and Office of the SDS</p> <p>Office of the SDS</p> <p>Client</p> <p>Office of the SDS</p>
<p>2.Action slip (1 original copy)</p>	<p>DepEd SDO</p>
<p>3.Evaluation slip (1 original copy)</p>	<p>DepEd SDO</p>

D. Merging of Elementary/ Secondary Schools	
<p>1. Application documents (1 original copy each document)</p> <ul style="list-style-type: none"> a. Indorsement Letter b. DepEd School IDs of the schools to be merged 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 d. Letter request addressed to the SDS on the proposed merging of schools e. Feasibility Study on the proposed merging of schools, duly endorsed by the SDS 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 g. Updated Status Report of the schools to be merged with regard to their existing crucial resources 	<p>DepEd SDO SGOD – Planning Unit</p> <p>Client/Office of the Municipal/City Engineer/ SDO</p> <p>Client</p> <p>Client & Office of the SDS</p> <p>Client</p> <p>Client</p>

<p>h. Inventory of learning resources of both schools to be merged</p> <p>i. Inventory of PSIPOP of both schools to be merged</p> <p>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</p> <p>k. Duly signed Designation of Order for the OIC/TIC of the merged schools</p> <p>l. Duly approved Sangguniang Bayan/ Panlungsod Resolution supporting the merging of schools</p> <p>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</p> <p>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</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</p> <p>Office of the Municipal/City Mayor</p> <p>Client</p>
<p>2.Action slip (1 original copy)</p>	<p>DepEd SDO</p>
<p>3.Evaluation slip (1 original copy)</p>	<p>DepEd SDO</p>
<p>E. Conversion of School</p>	
<p>1.Action slip (1 original and 1 photocopy)</p>	<p>DepEd SDO</p>

2. Evaluation slip (1 original and 1 photocopy)	DepEd SDO
<p>3.a. Application Documents for Non-Implementing Unit High School to Implementing Unit conversion (1 original copy each document)</p> <ul style="list-style-type: none"> a. DREC Evaluation Report b. School's latest and updated PSIPOP c. Approval of school's agency code by DBM d. Designation documents duly signed by the School Head e. Certificates of Training attended by the designated/appointed financial staff related to financial management 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. g. Copy of the current GAA where the appropriation for the school is reflected h. Enhanced Basic Education Information System (EBEIS) data on enrollment per grade level for the current school year i. Letter request addressed to the SDO j. Endorsement letter from SDO to the Regional Office k. Endorsement letter from the RO to Central Office 	<p>DepEd SDO Client</p> <p>DBM</p> <p>School Head</p> <p>Client</p> <p>School Head</p> <p>Client</p> <p>Client</p> <p>School Head</p> <p>DepEd SDO – Office of the SDS</p> <p>DepEd RO – Office of the RD</p>
<p>3.b. Application Documents for Elementary/Secondary School(s) into an Integrated School (1 original copy each document)</p> <ul style="list-style-type: none"> a. Indorsement Letter b. Evaluation Report for DREC c. DepEd School ID(s) 	<p>DepEd SDO – Office of the SDS</p> <p>DepEd SDO</p> <p>Client</p>

<p>d. Letter request for the conversion of school(s) into an IS addressed to SDS</p>	<p>Client</p>
<p>e. In case of expansion of existing school:</p>	<p>Client</p>
<ul style="list-style-type: none"> ● Feasibility study on the proposed expansion of school, duly recommended/endorsed by the SDS 	<p>Client</p>
<ul style="list-style-type: none"> ● 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 	<p>Client</p>
<ul style="list-style-type: none"> ● 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 	<p>School Head</p>
<ul style="list-style-type: none"> ● Inventory of learning resources prepared by the School's Property Custodian, as validated by the SDO 	<p>School Property Custodian</p>
<ul style="list-style-type: none"> ● Updated PSIPOP of other concerned school(s) 	<p>Client</p>
<ul style="list-style-type: none"> ● Updated Status Report with regard to school's existing crucial resources 	<p>Client</p>

<p>f. In case of merging or combination of existing elementary and secondary schools:</p> <ul style="list-style-type: none"> ● Feasibility study on the proposed expansion of school, duly recommended/endorsed by the SDS ● 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 ● Inventory of learning resources prepared by the School's Property Custodian, as validated by the SDO ● Updated PSIPOP of both schools to be integrated ● 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 ● Duly notarized MOA on merging or combination of schools, drawn up by and between the School Heads 	<p>Client</p> <p>Client</p> <p>School Property Custodian</p> <p>Client</p> <p>Client</p> <p>Client</p>
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<p>of both schools indicating among others, the integration of crucial resources for proposed IS</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>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>i. Designation Order for the proposed School Head</p> <p>j. Transcript of Records, Certificates of Relevant Training, Service Record and 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>Office of the Municipal/City Mayor</p> <p>Office of the Municipal/City Mayor</p> <p>Client</p> <p>SDO – Records Unit</p> <p>Office of the SDS</p> <p>Office of the SDS</p>
<p>3.c. Application Documents for High School to a Science School conversion: (1 original copy each document)</p>	

a. Indorsement Letter	DepEd SDO
b. Evaluation Report of DREC	DepEd SDO
c. Certification of National Achievement Test (NAT) Results for the past 3 years	DepEd CO – BEA
d. Certification from the Organizers of International/National/Regional Mathematics and Science Competitions	Client
e. Current School Program, signed by the School Head and approved by the SDS	School Head/ Office of the SDS
f. Copy of curriculum guide and special science curriculum	Client
g. Certified true copies of the Transcript of Records of School Head	School Head
h. Certified true copies of Certificate of Training in Science/Mathematics subject attended by the School Head	School head
i. Certified true copy of the Transcript Records of Science and Mathematics teachers	Client
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.	Client
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 & science teachers)	Client
l. Updated School Profile	Client
m. Attested Certificate on the availability of learning resources	School Head/Office of the SDS
n. Validated Inventory of learning resources	School Property Custodian

<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 High School to Technical-Vocational School conversion: (1 original copy each document)</p> <ul style="list-style-type: none"> a. Indorsement Letter b. Evaluation Report from DREC c. Letter of Intent of SH addressed to RD through SDS d. Current School Program signed by the School Head and approved by the SDS e. Copy of the Technical-Vocational Curriculum Guide (Competency-Based Curriculum) and special technical-vocational curriculum 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 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>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>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>Client</p>
<p>i. Certified true copy of Transcript of Records of School Head</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 NC II 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</p>	<p>School Head</p>

<p>school are adequate, duly validated by the SDO</p> <p>q. Duly approved Sangguniang Bayan/Panlungsod Resolution supporting the conversion of school, indicating therein the proposed name of the school</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>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>t. Justification in case the required size of technical-vocational school site cannot be met</p>	<p>Office of the Municipal/City Mayor</p> <p>Office of the Municipal/City Mayor</p> <p>Client</p> <p>Office of the SDS</p>
<p>3.e. Application Documents for Existing Elementary and Junior High School into a Stand-Alone Senior High School: (1 original copy each document)</p> <p>a. Indorsement Letter</p> <p>b. Certification of DepEd School ID prepared by the Planning Unit</p> <p>c. Letter request for Implementation of SHS program addressed to the SDS</p>	<p>DepEd SDO – Office of the SDS SGOD – Planning Unit</p> <p>Client</p>

<p>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</p>	<p>Client</p>
<p>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</p>	<p>Client</p>
<p>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</p>	<p>School Head</p>
<p>g. Inventory of learning resources prepared by the Property Custodian as validated by the SDO</p>	<p>School Property Custodian</p>
<p>h. Updated PSIPOP of the concerned school</p>	<p>Client</p>
<p>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</p>	<p>Client</p>
<p>j. List of prospective enrollees in SHS per track and strand, indicating their names, Learner Reference</p>	<p>Client</p>

<p>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</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>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>m. Result of the internal assessment or survey done with the prospective enrollees</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>o. MOA executed between the SDS and the partner entity enumerating the respective roles of both parties</p> <p>p. Immersion Deployment Plan</p> <p>q. Certification duly signed by the SDS on the compliance to the following conditions: (i) Learners are not denied</p>	<p>Client/ Office of the Municipal Planning Officer</p> <p>Office of the SDS</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Client</p>
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<p>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>r. Duly approved Sangguniang Bayan/Panlungsod Resolution supporting the conversion of school, indicating therein the proposed name of the school</p>		Office of the Municipal/City Mayor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. SDO submit the pre-evaluated application documents of public schools	1.1 Stamp receive and input in the Data Tracking System the application endorsed by the SDO	None	1 hour	Records Officer/ADAS
	1.2 Assign to EPS In-charge	None		CES
	1.3 Evaluate documentary requirement If 100% compliant - Recommend to	None	5 days	EPS

	RIT for ocular inspection No-Return documentary requirements to SDO			
	1.4 For 100% compliant applications - Conduct online (with internet connectivity) or on-site Inspection/ Validation of facilities	None	5 days	RIT
	1.5 Prepare inspection/ validation report and recommendation based on the findings of the on-site validation If 100% compliant - Proceed to preparation of endorsement/ permit No - Notify SDO of deficiencies	None	4 days	RIT
	1.6 Submit the findings to the CES	None	5 minutes	EPS
	1.7 Review and check the findings; Affix the signature on the validation/ inspection report	None	4 hours	CES
	1.8 Prepare the approval document	None	1 day	ADAS
	1.9 Review and countersign	None	4 hours	CES

	prepared document			
	1.10 Approve endorsement/ permit for Establishment, Merging, Conversion, and Naming/ Renaming and Separation of Public Schools	None	1 day	ARD RD

Schools Division Offices

External Services

SCHOOLS DIVISION OFFICE – EXTERNAL SERVICES

Office of the Schools Division Superintendent

A. Legal Unit

1. Request for Correction of Entries in School Records

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

Office or Division:	Legal Unit			
Classification:	Simple			
Type of Transaction:	G2G - Government To Government; G2C- Government to Citizen			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application indicating the entry/entries to be corrected (1 original copy)		Requesting party		
2. Certificate of Live Birth issued by Philippine Statistics Authority (1 original, 1 photocopy)		PSA		
3. Certified true copy of Form 137 or FS 9 or Diploma whichever is applicable (1 original, 1 photocopy)		School		
4. Affidavit of Two Disinterested Persons applicable (1 original, 1 photocopy)		Affiants		
5. Other documents that may be required by the Attorney III of the Division Office in order to prove the application		Requesting party		
6. Authorization Letter or Special Power of Attorney (if the application is filed by the person other than the owner of the record		Requesting party		
7. Data Privacy Consent Form		Legal Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Submit all the required documents and fill out the application form for Correction of Entries in the	1.1 Receives and records to DTS and/or logbook then forward to SDS for	None	10 minutes	Admin Officer IV/ Admin Staff (Records)

School Records with consideration to Data Privacy Act	appropriate action.			
	1.2 Refers the documents to Legal Unit	None	10minutes	SDS
	1.3 Check the completeness of all the requirements then prepare the Resolution for correction	None	1 day	Legal Unit personnel/ Legal Officer
	1.4 Forward to SDS for signature	None	5 minutes	Legal Officer
	1.5 A signed Resolution will be issued by the SDS to the public or private school to change the entries in the school records of the applicant. Then forward to Records Section for releasing of document.,	None	1 day	SDS/ SDS Staff
1. Receive a copy of the Order	1.1. Release a copy of the Order to the applicant and to the concerned school	None	10 minutes	Records/ Releasing In-Charge/ Admin Staff
TOTAL		None	2 days and 35 minutes	

B. Personnel Unit

1. Acceptance of Employment Application for Initial Evaluation (Teaching Position)

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

Office or Division:	Personnel Unit
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Licensed Professional Teacher for Permanent Positions (Elem, JHS, and SHS; Not Eligible Teachers for Provisional Positions (SHS only)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Applicant Number (application.deped.gov.ph) – indicated in the DO but applicant can't easily access the website	Applicant
2. Letter of Intent for teaching position (1 original)	
3. Duly accomplished CSC Form 212 (Revised 2017)-Personal Data Sheet (3 original copies)	Form from CSC Website/ SDO
4. Certified true copy of Professional Regulation Commission (PRC) Identification Card (1 original)	Certification from PRC
5. Certified true copy of ratings obtained in the LET/PBET (1 original)	PRC
6. Service Record/Certificate of Employment, performance rating, and school's clearance for those with teaching experience (1 original)	SDO
7. Certified true copy of Transcript of Record (1 Original Copy)	Applicant
8. Certificate of specialized trainings (1 Photocopy of each)	Applicant
9. NBI Clearance (1 Original Copy)	NBI
10. Certified true copy of the Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee (1 original)	Applicant
11. Omnibus Certification of authenticity and veracity of documents of all documents submitted, signed by the applicant (2 original copies)	Applicant
12. Application thru Division Website (if applicable)	SDO

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register to the Department's online system at application.deped.gov.ph		None	10 minutes	Client

2. Submit the complete pertinent documents to the school where vacancy regular and/or natural) exists, and receive the receiving copy.	2.1. Receive and stamp and check completeness of the submitted documents	None	5 minutes	School Head/
	2.2. Evaluate the documents submitted by the applicant/s for authenticity and veracity	None	15 minutes	District Screening Committee
	2.3. Submit a Soft and Hard copy of the result of pre-assessment at the HR Office through the Records Section	None	1 day	District Screening Committee
	2.4. Receive and stamp the hard copy of the result of Pre-assessment as received and forward to HR Office	None	5 minutes	Records Section Staff, SDO
	2.5. Receive the result of the pre-assessment and verify if the applicant registers online	None	10 minutes	HRMO, Personnel Section, SDO
3. Receive the notification from HRMO	3.1. Notify applicant on the initial evaluation through posting/ email	None	10 minutes	HRMO, Personnel Section, SDO
TOTAL:		None	1 day, 55 minutes	

2. Acceptance of Employment Application for Initial Evaluation (Non-Teaching and Teaching-Related Positions both promotion and entry)

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

Office or Division:	Personnel Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Any person who has interest to the position			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Application Letter (1 original)			Applicant	
2. Duly accomplished CSC Form 212 with the latest 2x2 ID picture (3 original copies)			CSC Website Form from CSC or SDO Website	
3. Government Issued ID (1 photocopy)			Applicant	
4. Certified true copy of CSC eligibility or PRC professional ID, whichever is applicable (1 original copy)			CSC/PRC	
5. Certified true copy of Transcript of Records or Certification, Authentication and Verification of TOR (1 original copy)			School/s attended	
6. Performance Ratings for the last 3 semesters (1 Photocopy of the 3 Performance Ratings for the last 3 rating periods), if any			Previous/Current employer	
7. Certificate of relevant Trainings and Seminars attended (1 Photocopy each), if any			Applicant	
8. Documentation of Outstanding Accomplishments (1 copy), if any, pursuant to DepEd Order 66, s. 2007			Applicant	
9. File of Electronic-copy of requirements/documents			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit/email the complete pertinent documents to the Records Unit/SDO email add	1.1. Stamp Receive, issue a receiving copy, and forward the pertinent documents to the HR Unit	None	5 minutes	Records Officer/ AA VI
	1.2. Check completeness of documents submitted	None	5 minutes	HR Unit staff

2. Receive application receipt/email acknowledging receipt of application	2.1. Encode application details	None	5 minutes	HR Unit Staff/ HRMO
	2.2. Pre-evaluate the qualifications of the Applicant vis-à-vis the qualification standards of the position	None	5 minutes	HRMO
3. Applicant received the Result of Initial Evaluation	3.1. Inform the applicant of the result of initial evaluation through email	None	5 minutes	HRMO
TOTAL:		None		

C. Property and Supply

1. Inspection, Acceptance and Distribution of Textbooks, Supplies and Equipment

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

Office or Division:	Property and Supply Unit			
Classification:	Complex			
Type of Transaction:	G2G - Government To Government			
Who may avail:	DepEd employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Delivery receipts		Supplier		
2. Inspection and Acceptance report/ Property Transfer Report		Employee/ Property and Supply Unit		
3. Requisition and Issuance Slip				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Delivers the textbook and/or equipment together with the receipts	1.1. Receives textbooks and/or equipment from suppliers	None	1 day	Property and Supply Personnel
	1.2. Checks the quantity of the items received through comparing the DR of delivered textbooks and/or equipment to the PO and/or Property Transfer Report of originating office	None	1 day	
	1.3. Inspects, verifies, and approves the receipt of textbooks and/or equipment	None	3 hours	
	1.4. Prepare Inventory Custodian Slip(ICS) and Requisition and Issuance Slip(RIS) for recipient schools	None	1 day	

	1.5. Reviews and approves the ICS/RIS	None	1 day	
	1.6. Informs the Recipient Schools for the distribution of textbooks and/or equipment	None	1 day	
	1.7. Preparation of distribution list and in coordination with district/schools	None	3 hours	
2. Receive the textbooks and/or equipment by the recipient schools	2.1. Distributes the textbook and/or equipment together with the copy of signed Inventory Custodian Slip	None	1 day	
TOTAL		None	6 days and 6 hours	

Note: Additional steps or increase in TAT is due to the geographical challenge in districts/schools

D. Records Unit

1. Issuance of Requested Documents (Non-CTC)

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

Office or Division:		Records Unit		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Requisition slip (1 Copy)		Records Unit		
2. Valid ID (Original ID and 1 Photocopy)		Requesting person and/or Authorized Person		
3. Authorization Letter (1 Copy)		Requesting person		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the requisition slip form	1.1 Provide client the requisition slip form	None	5 minutes	Administrative Staff (Records)
2. Submit the accomplished requisition slip with valid ID or authorization letter of the requesting party and the original ID of the authorized person	2.1 Receive the form, forward to the records custodian. (Custodian search the requested documents)	None	5 minutes	Administrative Staff (Records)
3. Receive the requested document	3.1 Prepare, print and give the document to the client	None	20 minutes	Administrative Staff (Records)
TOTAL:		None	30 minutes	

2. Issuance of Requested Documents (CTC and Photocopy of 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.

Office or Division:	Records Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Requisition Slip (1 Copy)			Records Unit	
2. Valid ID (Original ID and 1 Photocopy)			Requesting person and/or Authorized Person	
3. Authorization Letter (1 Copy)			Requesting person	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out requisition slip form	1.1 Provide client the requisition slip form	None	5 minutes	Administrative Staff (Records)
2. Submit accomplished requisition slip with valid ID or authorization letter with ID of Requesting Party (photo copy) and original ID of the authorized person	2.1 Receive the form, forward to the records custodian; custodian locates the requested document.	None	5 minutes	Administrative Staff (Records)
	2.2 Prepare, print or photocopy the requested document	None	20 minutes	Administrative Staff (Records)
	2.3 Records Officer review and verify the document and certify true copy	None	10 minutes	Records Officer and/or Admin Officer
3. Receive the requested document	3.1. Release the document to the client	None	5 minutes	Administrative Staff (Records)
TOTAL:		None	45 minutes	

3. Certification, Authentication, Verification (CAV)

Official and formal processes and acts of checking, reviewing, and certifying to the genuineness and veracity of available academic school records of a learner duly performed by the DepEd and the DFA pursuant to existing arrangements by the said Departments; and shall be issued to the applicant only for the following applicable purposes required by DFA: (a)Employment abroad; (b)Seaman’s Book /Seafarer’s Registration Certificate; (c)Migration abroad; (d)Student visa; (e)Tourist visa; (f)Fiancé visa; (g)Descendant’s visa; (h)Reimbursement of education allowance / tuition feed of children of Overseas Filipino Workers (OFW); (i)Such other purposes as maybe required inwriting by the DFA. Service is in accordance with DO no 48, s. 2017

Office or Division:	Records Unit	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Graduates/learners from defunct private schools and ALS/PEPT passers in the Division Level	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
High School/Elementary Graduates:		
1.CAV Form 2 – School Referral Form (SRF)	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.PSA Birth Certificate Copy (1 Original and 2 photocopies)	Client	
5.List of Graduates certified correct by authorized official (1 original and 2 photocopies)	School attended	
6.Latest passport size ID Pictures (2 copies)	Client	
7.Valid ID		
8.Authorization Letter (If the requesting party is not the record owner) (1 original copy)	Requesting Person and/or Authorized Person	
9. Valid Special Power of Attorney (SPA) for the authorized representative (1 original copy)	Requesting Person	
<i>Additional Requirement for Undergraduates:</i>		
10.Student Permanent Record (Form 137) (1 Original and 2 photocopies certified by the School Head/ Records Custodian/ Registrar)	School Attended	
11.Transmittal (1 Original and 2 photocopies certified by the School Head)	School Attended	
<i>Additional Requirements for Graduates from private schools:</i>		

12. Special Order (1 Original and 2 photocopies certified by the School Head)		School Attended		
Graduate and undergraduate from public schools:				
1. List of Approved CAV Request – CAV Form 6, CAV Form 14, CAV 14 (1 original and 2 photocopy)		School Attended (for CAV form 6) Division Office (for CAV form 14)		
2. Request Form for ALS & PEPT Result Rating – CAV Form 10 (1 original and 2 photocopies)		School Attended/ BEA		
3. Indorsement from School Division – CAV Form 13 (1 original and 2 photocopies)		Division Office		
4. Diploma (1 Original and 2 certified true copies certified by the School Head)		School Attended		
5. ALS Accreditation & Equivalency Test Result (for ALS) (1 original and 2 certified true copies)		Division Office		
6. PEPT Test Result Rating (1 original and 2 certified true copies)		Division Office/BEA		
7. PSA Birth Certificate Copy (1 Original and 2 photocopies)		Client		
8. Latest Passport size ID picture (2 copies)		Client		
9. Documentary Stamp 2 pcs		BIR		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request and completely fill-out the CAV Application Form from the Records	1. Receives and checks the completely filled out CAV application form and all supporting documents of the client. Verify if authenticated by school principal	None	10 minutes	Administrative Staff (Records)
	1.2 Assigns specific CAV number and print 2 copies of CAV certificates; 1 original to be send off to the applicant and one for filing	None	10 minutes	Administrative Staff (Records)
2. Verify the accuracy of the data encoded to the CAV certificate then return to the processor	2.1 Attach picture, documentary stamp and dry seal then present it to the client for final verification	None (Documentary stamp is available at BIR offices)	10 minutes	Administrative Staff (Records)

	2.2 Forward printed CAV to Records Section then to be signed by the Chief Admin Officer	None	15 minutes	Administrative Staff (Records)
	2.3 Scan and send the CAV certificate and the attached Academic School Records address. While sending, seal the CAV certificate in a brown envelope and paste the DFA Authentication section addresses at the back.	None	10 minutes	Administrative Staff (Records)
3. Receive the completed CAV documents	3.1 Inform client of steps to avoid tampering or forging any of the documents subject for the CAV. The DFA shall honor documents hand-carried by the applicant only when the scanned copy of the same have been properly received in advance by the DFA then release it to the client	None	10 minutes	Administrative Staff (Records)
TOTAL:		None	1 hour, 5 minutes	

Note: The CAV Service is changed to a complex transaction as the document to be CAVed requires thorough checking, reviewing and assuring that there is a faithful reproduction of the document to be CAVed as to the genuineness of the same.

4. Receiving and Releasing of Communication and other Documents

The procedure for proper receiving and releasing of communications

Office or Division:		Records Unit		
Classification:		Simple		
Type of Transaction:		G2C – Government to Public G2B – Government to Private G2G - Government to Government		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official Communication		Records Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Submit official communication/ to the Records Receiving Area	1.1. Receive and check the completeness of communication	None	5 minutes	Receiving personnel Records Officer IV
	1.2. Forward communication and other documents to SDS	None	5 minutes	Records Staff
	1.3. Read and review communication	None	4 hours	SDS
	1.4. Route communications to the concerned office/personnel	None	5 minutes	SDS Staff
	1.5. Act on the communication for ministerial transaction*	None	2 days	Concerned office/person
	1.6. Forward the acted communication to Records Section	None	5 minutes	SDS Staff
2. Client receives communication	2.1. Release the communication	None	5 minutes	Releasing personnel/ Records Officer IV
TOTAL			2 days 4 hours, 25 minutes	

***Note:** For ministerial transaction - within 3days, complex transaction - within 7 days, and for Highly Technical transaction - within 20 days

5. Receiving of Complaints against Non-Teaching Personnel

Administrative complaints may be filed for any of the grounds specified under DepEd Order No. 49, series of 2006, “*Revised Rules of Procedure of the Department of Education in Administrative Cases*” or Revised Rules on Administrative Cases in the Civil Service (RRACCS). This refers to the process of receiving formal complaints against any DepEd Non-Teaching Personnel.

Office or Division:	Records Unit
Classification:	Simple
Type of Transaction:	G2G - Government to Government G2C - Government to Client G2B - Government to Business
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Affidavit/Sworn Statement or Notarized Complaint in accordance with Section 4 and 5 of D.O. 49, s. 2006. 2. Certificate of Non-Forum Shopping duly notarized. <i>Note: Pro-forma or template with regard to Complaint/Affidavit and Certificate of Non-Forum Shopping</i> 3. Supporting/Evidentiary Document/s, if any. *All requirements must be accomplished in two (2) original copies, one (1) photocopy and one (1) additional copy per additional person-complained-of.	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the formal complaint, with pertinent documents, if any, or sealed document/s to Records Unit (Receiving Window)	1.1. Evaluate the complaint and attached evidentiary document/s, as to its completeness.	None	10 minutes	Administrative Aide VI or Administrative Officer IV (Records)
	1.2. Stamp received the documents and receiving copy with transaction number		3 minutes	
	1.3. Log the received document/s to the Incoming Logbook.		5 minutes	

2. Receive the receiving copy for reference	2.1. Return client's receiving copy	None	3 minutes	Administrative Aide VI or Administrative Officer IV (Records)
TOTAL		None	21 minutes	

6. Receiving of Complaints against Teaching Personnel (Multi-stage Processing)

Administrative complaints may be filed for any of the grounds specified under DepEd Order No. 49, series of 2006, “*Revised Rules of Procedure of the Department of Education in Administrative Cases*” or Revised Rules on Administrative Cases in the Civil Service (RRACCS). This refers to the process of receiving formal complaints against any DepEd Teaching or Teaching-Related Personnel.

Office or Division:	Records Unit Legal Unit Office of the Assistant Schools Division Superintendent Office of the Schools Division Superintendent
Classification:	Complex
Type of Transaction:	G2G - Government to Government G2C - Government to Client G2B - Government to Business Entity
Who may avail:	All


Checklist of Requirements	Where to Secure
<ol style="list-style-type: none"> Affidavit/Sworn Statement or Notarized Complaint in accordance with Section 4 and 5 of D.O. 49, s. 2006. Certificate of Non-Forum Shopping duly notarized. <i>Note: Pro-forma or template with regard to Complaint/Affidavit and Certificate of Non-Forum Shopping</i> Supporting/Evidentiary Document/s, if any. <p>*All requirements must be accomplished in two (2) original copies, one (1) photocopy and one (1) additional copy per additional person-complained-of.</p>	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the formal complaint, with pertinent documents, if any, or sealed document/s to Records Unit (Receiving Window)	<ol style="list-style-type: none"> Evaluate the complaint and attached evidentiary document/s, as to its completeness. Stamp received the documents and receiving copy with transaction number. 	None	10 minutes 3 minutes	Administrative Aide VI or Administrative Officer IV (Records Unit)

	1.3. Log the received document/s to the Incoming Logbook.		5 minutes	
2. Receive the receiving copy for reference	2.1. Return client's receiving copy	None	3 minutes	Administrative Aide VI or Administrative Officer IV (Records Unit)
	2.2. Forward the complaint to OSDS for routing.	None	10 minutes	Administrative Aide VI or Administrative Officer IV (Records Unit)
	2.3. Log the document, with attached referral slip, to the appropriate logbook	None	10 minutes	Administrative Aide VI or Administrative Assistant III (OSDS)
	2.4. Evaluate and make necessary notation and sign the routing slip.		1 day	Schools Division Superintendent (OSDS)
	2.5. Forward to Legal Unit, for appropriate action.		5 minutes	Administrative Aide VI or Administrative Assistant III (OSDS)
	2.6. Evaluate the complaint if the same is grievable/mediatable or not and prepare necessary Communication, copy furnished the client	None	1 day	Attorney III/ Designated Legal Officer
	2.7. Forward to OSDS the initialed communication	None	1 day	Administrative Assistant III (Legal) or Attorney III/Division Legal Officer ASDS Administrative Aide VI (ASDS)


	<p>2.8. Log the document, with attachment/s to the appropriate logbook</p> <p>2.9. Return signed communication to Legal Unit, for organization of documents</p>	None	<p>10 minutes</p> <p>5 minutes</p>	Administrative Aide VI or Administrative Assistant III (OSDS)
	<p>2.10. Arrange the documents to be forwarded to Records Unit.</p> <p>2.11. Forward to Records Unit, for releasing</p>	None	<p>20 minutes</p> <p>5 minutes</p>	Administrative Assistant III (Legal) or Attorney III/Division Legal Officer
	<p>2.12. Stamp Release the documents and arrange for servicing/ sending to addressee</p> <p>2.13. Coordinate with the Office/Agency and contact the client.</p>	None	<p>10 minutes</p> <p>30 minutes</p>	Administrative Aide VI or Administrative Officer IV (Records Unit)
3. Receive and sign the Communication, if with proof of service, sign the proof of service.	<p>3.1. Release the Communication</p> <p>3.2. If there is a proof of service, serve and secure a signed Proof of Service.</p>	None	<p>5 minutes</p> <p>10 minutes</p>	Administrative Aide VI or Administrative Officer IV or designated Liaison Officer (Records Unit)
TOTAL		None	3 days, 2 hours, 11 minutes	

SAMPLE TEMPLATE FOR COMPLAINT

	Republic of the Philippines Department of Education Region III SCHOOLS DIVISION OFFICE OF OLONGAPO CITY	Document Code: _____ Revision: _____ Effectivity date: _____
	COMPLAINT FORM	Name of Office: Legal Services Unit


Date of Filing (*Petsa kailan itinile*): _____

COMPLAINANT (<i>Nagrereklamo</i>)			
NAME (Pangalan): M.I. (Inisyal ng Panggitnang Apelyido); SURNAME (Apelyido)			
SEX / GENDER (Kasarian)	CIVIL STATUS (Kasal/Single)	AGE (Edad)	INTERNET CONTACT (E-mail; o Facebook Account name; o Viber) / CELPHONE NO. / o LANDLINE
ADDRESS (Bahay; Kalye)	SUBD. / BRGY.	TOWN/CITY (Bayan/Lungsod)	PROVINCE (Lalawigan)
VICTIM'S INFORMATION (<i>Biktima</i>) [Kung may biktima, maliban sa nagrereklamo]			
NAME (Pangalan): M.I. (Inisyal ng Panggitnang Apelyido); SURNAME (Apelyido)			
NAME OF SCHOOL (Ngalan ng Paaralan)	ADDRESS OF SCHOOL (Lokasyon ng Paaralan)	GRADE/YEAR (Antas)	AGE (Gulang)
RELATIONSHIP TO COMPLAINANT (<i>Relasyon sa Nagrereklamo</i>) (Pakilagyan ng Check (✓) ang angkop na sagot)	<input type="checkbox"/> 1) Father (Ama) <input type="checkbox"/> 2) Mother (Ina)	<input type="checkbox"/> 3) Others (Iba pang relasyon) _____	
RESPONDENT'S INFORMATION (<i>Inirereklamo</i>)			
NAME (Pangalan); Middle Initial (Inisyal ng Panggitnang Apelyido); SURNAME (Apelyido)			
In case there are more than one respondent, please indicate details in the table (Kung higit sa isa ang ini-rereklamo, isulat sa ibaba ang kailangang detalye)			
Position (Katungkulan)	SCHOOL OR OFFICE CONNECTED (Paaralan o Opisina konektado)	School or Office Address (Lokasyon ng Paaralan o Opisina)	
1.	1.	1.	
2.	2.	2.	
3.	3.	3.	
4.	4.	4.	
5.	5.	5.	
ACCOUNT OF INCIDENT / MATTER COMPLAINED (<i>Kwento tungkol sa Ini-rereklamang Insidente</i>)			
1. Basic details of Complaint (<i>Pangunahing detalye</i>):			
Date/s of Incident (<i>Petsa/Mga petsa Kailan nangyari ang ini-rereklamo</i>)	Specific Time or Span of Time of Incident (<i>ORAS/Mga ORAS naganap ang insidenteng inirereklamo</i>)	Place of Incident (<i>Saan nangyari ang inirereklamo</i>)	
2. Evidence for Complaint (<i>Ebidensya</i>):			
Do you have Witness/es to the matter complained of? (<i>Meron bang Naka-saksi/nakakita sa bagay na inirereklamo?</i>)		Do you have supporting documents? (<i>Meron ka bang pansuportang dokumento?</i>)	
Pakilagyan ng Check (✓) ang angkop na sagot ___ Yes. ___ None.		___ Yes. ___ None.	
Witness Name (<i>Pangalan ng Witness</i>)	Witness Address/Office (<i>Address o Opisina ng Witness</i>)	Celphone Number / Landline	LIST OF DOCUMENTS REGARDING THE COMPLAINT (Listahan ng dokumento tungkol sa reklamo)
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
5.	5.	5.	5.

	Republic of the Philippines Department of Education Region III SCHOOLS DIVISION OFFICE OF OLONGAPO CITY	Document Code: _____ Revision: _____ Effectivity date: _____
	COMPLAINT FORM	Name of Office: Legal Services Unit

<p>NARRATIVE OF COMPLAINT/INCIDENT (Kwento tungkol sa Reklamo / Pangyayari) (Please use/ask for another paper if the space provided is not enough) / (Gumamit/humingi ng isa pang papel kung hindi kasya sa pahinang ito)</p>
Empty space for narrative

PRINTED NAME/s OF COMPLAINANT/s AND SIGNATURE/s
 [ISULAT ANG PANGALAN AT PIRMAHAN SA IBABAW NG PANGALAN]

	Republic of the Philippines Department of Education Region III SCHOOLS DIVISION OFFICE OF OLONGAPO CITY	Document Code: _____ Revision: _____ Effectivity date: _____
	COMPLAINT FORM	Name of Office: Legal Services Unit

VERIFICATION AND CERTIFICATION OF NON-FORUM SHOPPING

(PAGPAPATOTOO SA REKLAMO AT SA WALA NG IBANG INIHAIN NA REKLAMO)

I/We (Ako/Kami), _____,
 Filipino, of legal age (may hustong edad) and with address (at may address na) _____, after having been

duly sworn in accordance with law, hereby depose and state (matapos manumpa ayon sa batas, ay nagpapatotoo at nagsasaad na), THAT:

1. I / we am / are the complainant/s in the above-complaint;
(Ako / Kami ay ang / mga nagreklamo sa reklamong ito)
2. I / we have caused the preparation of the foregoing complaint;
(Ako / Kami ay ang / mga gumawa ng mga salaysay patungkol sa reklamong ito)
3. I / we have read the contents thereof;
(Ako / Kami ay nabasa ang mga nilalaman ng aking / aming reklamo)
4. All the allegations therein are true and correct of my own / our personal knowledge and/or based on authentic documents;
(Lahat ng mga nakasaad dito ay totoo at tama mula sa aking / aming personal na kaalaman at/o base sa mga awtentikong dokumento)
5. I / we hereby certify that I have not commenced a complaint/action involving similar issues before the Supreme Court or any of its Divisions; before the Court of Appeals or any Division thereof, before the Regional Trial Courts, Municipal Trial Courts or any other agency of the Government. Should learn about the pendency of similar action, I shall inform the Honorable Office within five days from knowledge thereof. (Ako / Kami ay nagpapatotoo na hindi ako nagreklamo/kaso tungkol sa parehong issue sa Supreme Court o anumang division nito; o sa Court of Appeals o anumang division nito; sa Regional Trial Courts, Municipal Trial Courts o anumang ahensya ng gobyerno. Kung may malaman man akong tungkol sa nakahain na parehong reklamo/kaso, ipagbibigay alam ko ito sa Kagalang-galang na Opisina ng ito sa loob ng limang araw mula sa pagka-alam ko nito)

IN WITNESS WHEREOF, I/We have signed this ____ day of _____, 20____, at _____
 (Bilang patunay, ako/kami ay lumalagda nitong ika ____ ng _____, 20____, dito sa _____)

 Signature over Printed Name
 (Pirma sa ibabaw ng Pangalan)

 Signature over Printed Name
 (Pirma sa ibabaw ng Pangalan)

SUBSCRIBED AND SWORN to before me this ____ day of _____, 20____, by affiant/s who personally appeared before me, exhibiting his/her/their _____ as competent evidence of her identity. (NILAGDAAN AT SINUMPAAN sa harap ko ngayong _____ araw ng 20____, matapos na ipakita ng nagsasalaysay ang kanyang "ID" na ebidensya ng kanyang identidad)

Doc. No. (Dok. Blg.) _____;
 Page No. (Pahina Blg.) _____;
 Book No. Doc. No. (Libro Blg.) _____;
 Series of 20____ (Serye ng 20____).

E. Curriculum Implementation Division

1. Accessing Available Learning Resources from LRMSD Portal

The LRMSD Portal is a repository of digitized quality learning/teaching resources from the Central Office, Regional, Division, or Cluster/School level and providing its clientele access to the following:

- Books - (textbooks, story books, etc.) information on quantity and quality and location of and supplementary materials, and cultural expertise,
- Learning, Teaching, and Professional Development Resources in digitized format and locates resources in print format and hardcopy,
- Media Gallery – copyright-free illustrations and graphics for teachers and learners use
- Standards, Specifications and Guidelines for assessing & evaluating, acquiring & harvesting, modification, development and production of resources

Office or Division:	Curriculum Implementation Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Computer/Laptop and Internet Connection		Client		
2. Active LRMSD Portal Account using a. DepEd Email Address for DepEd Employees b. Any active Email Address for Learners, Parents and Non-DepEd Stakeholders		LRMSD Portal (lrmsd.deped.gov.ph) <i>(for activation of inactive accounts, seek assistance from CID LR Section of your Schools Division)</i>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register to LRMSD Portal (New Account)	1.1 Access https://lrmsd.deped.gov.ph	None	1 minute	Client
	1.2 Assist creation of LR Account 1.3 Log-in to the LR Portal/ assist in technical issue	None	5 minutes	EPS-LR/PDO
2. Request for Resetting of Password (Old Account)	2.1. Accomplish online form for Resetting of Password	None	1 minute	Client

	2.2. Receive request for resetting of password	None	1 minute	EPS-LR/PDO
	2.3. Reset password in LRMSD Portal Dashboard	None	3 minutes	
	2.4. Send email notification for new password	None	2 minutes	
3. Access LR thru https://lrmsd.dep.ed.gov.ph	3.1. Provide further assistance, as needed	None	1 minute	PDO-LR
4. Click the Begin Quick Tour		None	3 minutes	Client
5. Sign-in using username and password		None	1 minute	Client
6. Search for LRs on the Navigation Bar a. Resources Menu b. Filter Menu		None	1 minute	Client
7. Select from the List of the specific LRs needed	7.1 Provide LR number code of the desired resources (upon request)	None	5 minutes	PDO/ Librarian
8. Click the View button to check the details of the select LRs		None	1 minute	Client
9. Click Download button to save digital copy of the select LRs		None	2 minutes	Client
10. Provide feedback on LRs searched /downloaded by giving comments on the Add New Comment box (Optional)		None	1 minute	Client
11. Sign-out of the LR Portal		None	1 minute	Client
TOTAL:		None	29 minutes	

2. Borrowing of Learning Materials from Libraries

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

Office or Division:	Curriculum Implementation Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Students and Teaching Related Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form / Slip (1 Original Copy)		Client		
2. Valid ID (1 Scanned/ Photocopy)		Client		
3. Borrower's Form		Librarian		
4. Returning Transaction Form		Librarian		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish Request Form / Slip (online or face to face)	1.1. Check accomplished request form / slip and ID	None	2 minutes	Librarian/ Library Staff
2. Check and browse available LMs	2.1. Prepare and check the availability of LM requested	None	5 minutes	Librarian/ Library Staff
	2.2. Send the (1) list of available LMs, (2) Borrower's Form, and (3) Returning Transaction Form	None	1 minute	Librarian/ Library Staff
3. Accomplish Borrower's and Returning Transaction Forms	3.1. Receive accomplished Borrower's and Returning Transaction Forms	None	1 minute	Librarian/ Library staff
	3.2. Check the completeness of the Forms	None	3 minutes	Librarian/ Library staff
	3.3. Inform the borrower on the schedule of pick-up (online) or release of resources (walk-in)	None	3 minutes	Librarian/ Library staff

4. Receive LM	4.1. Prepare and release the LM	None	5 minutes	Librarian/ Library staff
	4.2. Sign the Borrower's and Returning Transaction Forms	None	1 minute	Librarian/ Library staff
TOTAL:		None	21	

3. Alternative Learning System (ALS) Enrollment

ALS provides opportunities for Out-of-School Youth and Adult (OSYA) to develop basic and functional literacy skills and to access equivalent pathways to complete basic education.

Office or Division:		Curriculum Implementation Division		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizen		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Latest 1x1 ID picture (2pcs.) with name tag		Client		
2. Photocopy of Birth Certificate or Baptismal Certificate - 1 copy				
3. Valid ID (Driver's License, Postal ID, Voters ID) - 1 photocopy				
4. Functional Literacy Test (FLT)		CID		
5. Assessment for Basic Literacy(ABL)		CID		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished enrollment form with required documents (walk-in or Google link)	1.1. Receive accomplished enrollment form and all required documents (face to face or online)	None	5 minutes	Curriculum Implementation personnel
	1.2. Conduct assessment /screening : ABL and FLT	None	3 hours	Instructional Managers /ALS Mobile Teacher/ District ALS Coordinator/ EPS-II for ALS
	1.3. Identify the entry level attained	None	30 minutes	
	1.4. Group the learners according to literacy level	None	30 minutes	
2. Receive details and information regarding learning session	1.5. Inform schedule of learning session	None	10 minutes	
	TOTAL	None	4 hours, 15 minutes	

F. School Governance and Operation Division - Planning and Research Section

1. Request for Basic Education Data (External Stakeholders)

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

Office or Division:		Planning and Research		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		External Stakeholder		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request address to SDS (1 Original Copy, 1 Photocopy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter request address to SDS, attention to Planning Officer through division official email	1.1. Receive and acknowledge the letter request from the client thru walk-in/email	None	10 minutes	Records Unit Personnel/TO
	1.2. Forward letter of request to the SDS	None	5 minutes	Records Unit/ITO
	1.3. Read and review request letter in consideration of the DPA/FOI	None	4 hours	SDS
	1.4. Receive the endorsed letter request from SDS and refer it to Planning Officer	None	5 minutes	Chief, SGOD
	1.5. Make the necessary	None	2 days	Clerk/Planning Officer

	action undertaken to the said letter request			
	1.6. Prepare the transmittal letter and attachments to be signed by SDS then forward to Records Section	None	15 minutes	Planning Officer
2. Receive the necessary documents	2.1. Release the documents to the client	None	2 minutes	Records Officer
TOTAL:		None	2 days, 4 hours, 37 minutes	

G. School Governance and Operation Division - School Management, Monitoring and Evaluation Section

1. Issuance of Government Permit, Renewal, Recognition of Private Schools

This service is to process requests for government permit, renewal and recognition of operations of private schools.

Office or Division:	School Management, Monitoring & Evaluation (SMM&E) Section
Classification:	Highly Technical Transaction
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business
Who may avail:	Private Schools
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Board Resolution: Must be certified by the Corporate Secretary (for new/recognition)	School applicant
1 copy of notarized comprehensive Feasibility Study(for new/recognition)	School applicant
1 copy of application letter stating the nature of Government Permit being applied for(being renewed), or stating intent for recognition	School applicant
1 copy of Articles of Incorporation and By-Laws duly registered with the Security and Exchange Commission (SEC). (for new/recognition)	SEC
1 copy of Copy/ies of Transfer Certificate of Title of school sites (for New/Government Recognition)	School applicant
Documents of ownership of school building(s) (for new/recognition)	School applicant
1 copy of Certificate of Occupancy signed by proper authorities (for new/recognition)	School applicant
1 copy of Class program of the classes offered (for new/recognition)	School applicant
1 copy of Qualitative Evaluation Processing Sheet (for SHS application)	Provided by the EPS/In-charge of Private Schools
School Bond (for new/recognition)	To be provided by the RO to the client
Latest Enrolment Data (for renewal)	Client/from the Division planning Officer
Copy of the Updated Government PTO (for renewal)	School applicant
Ocular Inspection Report (for new/recognition/renewal)	Provided by the SMM&E (In charge of Private Schools

Endorsement from the Schools Division Superintendent (for new/recognition/renewal)		Provided by the SMM&E (In charge of Private Schools)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the documentary requirements (printed or electronic) for pre-validation purposes thru Records Section	1.1. Receive and record the documents thru DTS/ Logbook with assign tracking number, then forward to SGOD Chiefs	None	10 minutes	Admin Officer IV/Admin Staff (Records)
	1.2. Receive documents by SGOD Chief and route to designated/in-charge for Private School	None	10 minutes	SGOD Chief/SGOD Staff
	1.3. Process and evaluate the documentary requirements received	None	5 days	SMM&E (In charge of Private School)/ Alternate focal
	1.4. Conduct onsite validation to school applicant.	None	3 days	Senior Education Program Specialist(SMM&E) Education Program Supervisor (CID& SGOD) PSDS (CID) Division Engineer (if available)
	1.5. Conduct post-conference regarding the results of the inspection and prepare reports.	None	2 hours	Senior Education Program Specialist(SMM&E) Education Program Supervisor (CID& SGOD)/ PSDS (CID)/

				Division Engineer (if available)
2. School applicant acknowledge the results of validation and inspection	2.1. Inform the school applicant of the result of validation and inspection	None	1 hour	Senior Education Program Specialist(SMM&E) Education Program Supervisor (CID& SGOD) PSDS (CID) Division Engineer (if available)
3. Submit the lacking documents if any or comply with the monitoring tool/checklist of requirements	3.1. Receive the lacking documents/ prepare the endorsement to Regional Office	None	1 day	Education Program Specialist II (SMM&E) Senior Education Program Specialist (SMM&E)
	3.2. Secure the signature of the SDS for indorsement.	None	1 day	SDS
	3.3. Release and forward documents to Regional Office for their appropriate action	None	1 hour	Admin Officer IV/Admin Staff (Records)
4. Receive the information thru email/SMS that status of application has been forwarded to RO	4.1. Inform the school applicant that the application has been forwarded to RO	None	15 minutes	Education Program Specialist II (SMM&E) Senior Education Program Specialist (SMM&E)
TOTAL			10 days, 4 hours, 35 minutes	

2. Issuance of Special Orders for Graduation of Private School Learners

The Division Office is authorized to evaluate and process the complete documentary requirements for Special Order (SO) application of private schools with Provisional Permits to Operate in School Year or prior to the School Year (SY) for the graduation of qualified Grade 12 learners.

Office or Division:	SGOD - School Management, Monitoring and Evaluation
Classification:	Highly Technical
Type of Transaction:	G2B - Government to Business
Who may avail:	Any private school with graduating students (Grade 12)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application documents (1 original and each document) <ul style="list-style-type: none"> • Letter of intent addressed to the Regional Director thru the Schools Division Superintendent • List of Qualified Graduates (per track/strand/specialization) • Accomplished Special Order Form • Original Form 137-A (SHS Student Permanent Record) • Form IX (SHS Graduation Form) • Original Form 137-A (JHS Student Permanent Record) • Birth Certificate (PSA) 	School Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements to the SDO	1.1. Receive, stamp, and input in the Data Tracking System the application from the school and forward to SGOD-SMM&E Section	None	10 minutes	Admin Officer IV/ Admin Staff (Records)
	1.2. Forward documents to SGOD Chief and routes to designated/in-	None	10 minutes	Admin Officer IV/ Admin Staff (Records)

	charge for Private School			SGOD Chief/ SGOD Staff
	1.3. Process, evaluate the documentary requirements and prepares Indorsement	None	5 days	SMM&E (In charge of Private School)/ Alternate focal
	1.4. Secure the signature of the SDS for the indorsement.	None	1 day	SDS
	1.5. Refer to the Records Unit and release to Regional Office for their appropriate action	None	10 minutes	Admin Officer IV/ Admin Staff (Records)
	TOTAL:	None	6 days and 30 minutes	

Note: Complete substantial and official documents should be submitted in order to process the requests. Otherwise, request will be denied due to lack of document, and it cannot be processed.

3. Application for Senior High School (SHS) Additional Track/Strand

The Schools Division Office is authorized to evaluate, process, and validate the complete documentary requirements of private schools applying for additional SHS track/strand.

Office or Division:	SGOD - School Management, Monitoring and Evaluation
Classification:	Highly Technical
Type of Transaction:	G2B - Government To Business
Who may avail:	Any private schools

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Application for DepEd Permit to Operate/Recognition	
1. Application documents (1 original and each document) <ul style="list-style-type: none"> • Letter of intent addressed to the Regional Director thru the Superintendent • Board Resolution • Feasibility Study <ul style="list-style-type: none"> Philosophy and Goals of the course <ul style="list-style-type: none"> - Demand for the graduates - Prospective learners <ul style="list-style-type: none"> - Existing schools offering one same course within the community • Articles of Incorporation and By- Laws • Copy(ies) of Transfer Certificate(s) of Title of the school site • Location of school in relation to its environment • Campus development and landscaping plans • Document(s) of Ownership of school building(s) • Certificate of Occupancy of school building(s) • Pictures of school building(s), classrooms, laboratories, libraries, medical and dental facilities, canteens, etc. • Proposed budget for the succeeding school year approved by the Board of Trustees/Directors • List of school administrators (president, vice-president, deans, department heads) • List of academic-non teaching personnel (registrar, librarian, guidance counselor, researcher) • List of athletic facilities, equipment, supplies and materials (to be certified by the school head) 	School Applicant

<ul style="list-style-type: none"> • School bond • Copy of retirement Plan registered with the Securities and Exchange Commission • Copy of Latest Financial Statement of the school certified by an independent CPA • Proposed Curriculum • Proposed tuition and other school fees • List of New Teaching/Academic Staff for the Course(s) program(s) applied for • List of laboratory facilities, equipment, furniture, supplies and materials classified by subject area, (to be certified by the school head) • List of library holdings (to be certified by the school head) • Inspection and Application Fees 	
<p>B. SHS New Application or Additional Track/Strand</p>	
<p>1. Application documents (1 original of each documents)</p> <ul style="list-style-type: none"> • Letter of intent addressed to the Regional Director thru the Superintendent • Board Resolution certified by the secretary and approved by the Board of Directors/ Board of Trustees (Purpose, School year of intended operation, SHS Curriculum for the track/s and strand/s to be offered) • Certificate of Recognition of any of the following: (a) Secondary Education Program – DepEd; (b) Training Program –TESDA; (c) Highest Education Program –CHED; (d) Others: FAAP recognize accrediting agencies, Asia Pacific Accreditation and Certification Commission (APACC) • Proposed Tuition and other fees • Proposed School Calendar • Proposed list of academic and non-academic personnel: (a) Qualifications; (b) Job Descriptions; (c) Teaching Load; (d) Number of Working Hours Per Week; (e) Certificate from Recognized National/ International Agencies (TESDA, ABA, and Others) • Curriculum Offering: Academic, Tech-Voc, Arts and Design, Sports • Minimum program requirements for the SHS tracks/strands: (a) Instructional Rooms; (b) Laboratories: (Computer, Science (for STEM, 	<p>School Applicant</p>

<p>minimum of 3 laboratories), Workshop Room/ Studios); (c) Athletic Facilities; (d) Learners' Resource Center or Library; (e) Internet Facilities; (f) Ancillary Services</p> <ul style="list-style-type: none"> • A copy of Memorandum / Memoranda of Agreement/ Memorandum of Understanding for partnership arrangements relative to the SHS Program Implementation. These arrangements may include: (a) Engagement of stakeholders in the localization of the curriculum; (b) Work Immersion; (c) Apprenticeship; (d) Research; (e) Provision of equipment and laboratories, workshops, and other facilities; (f) Organization of career guidance and youth formation activities; (g) others • Additional requirements for Category D: (a) Articles of Incorporation and By-Laws for Private Schools only; (b) Documents of ownership of school sites under the name of the school, or Deed of Usufruct; (c) Proposed Annual Budget and Annual Expenditures 	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements to the SDO	1.1. Receive, stamp, and input in the Data Tracking System the application from the school and forwards to SGOD-SMM&E Section	None	10 minutes	Admin Officer IV/ Admin Staff (Records)
	1.2. Forward documents to SGOD Chief and route to designated/in-charge for Private School	None	10 minutes	Admin Officer IV/ Admin Staff (Records) SGOD Chief/ SGOD Staff
	1.3. Process, evaluate the documentary requirements and prepares Indorsement	None	5 days	SMM&E (In charge of Private School)/ Alternate focal

	1.4. Secure the signature of the SDS for the indorsement.	None	1 day	SDS
	1.5. Refers to the Records Unit and release to Regional Office for their appropriate action	None	10 minutes	Admin Officer IV/ Admin Staff (Records)
	TOTAL:	None	6 days and 30 minutes	

4. Application of Summer Permit for Private Schools

The Schools Division Office is authorized to evaluate, process, and issue summer permit to private school with summer enrollees to address the learning gaps or failed subjects of learners.

Office or Division:	School Management, Monitoring and Evaluation
Classification:	Complex
Type of Transaction:	G2B – Government to Business
Who may Avail:	Any private school with summer enrollees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application documents (1 original and each document) <ul style="list-style-type: none"> • Letter of intent addressed to the Schools Division Superintendent • School Calendar for Summer – 35 days • List of teachers who intent to teach during summer classes • General class program for summer • Tuition and other school fees • Tentative list of summer enrollees with learning areas to be taken written opposite each name • A copy of the approved PTA/PTCA Resolution requesting the conduct of summer classes and stating the amount of fees the PTA/PTCA will contribute for each student. • Written consent of parents whose children will attend student summer classes • Post summer activities 	School Applicant School Applicant School Applicant Teachers/School Applicant School Applicant PTA/PTCA Parents School Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the complete documentary requirements to the SDO	1.1.Receive, stamp, and input in the Data Tracking System the application from the school and forwards to SGOD-SMM&E Section	None	10 minutes	Admin Officer IV/ Admin Staff (Records)
	1.2.Forward documents to SGOD Chief and route to	None	10 minutes	Admin Officer IV/ Admin Staff (Records)

	designated/in-charge for Private School			SGOD Chief/ SGOD Staff
	1.3.Process, evaluate the documentary requirements and prepares Indorsement	None	5 days	SMM&E (In charge of Private School)/ Alternate focal
	1.4.Secure the signature of the SDS for the indorsement.	None	1 day	SDS
	1.5.Refer to the Records Unit and release to Regional Office for their appropriate action	None	10 minutes	Admin Officer IV/ Admin Staff (Records)
	TOTAL:	None	6 days and 30 minutes	

5. Application for No Increase in Tuition Fee

The Schools Division Office is authorized to evaluate, process, and approve notification of no increase to private schools operating with permit/recognition.

Office or Division:	School Management, Monitoring and Evaluation
Classification:	Complex
Type of Transaction:	G2B – Government to Business
Who may Avail:	Any private school with permit to operate/recognition

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application documents (1 original and each document) <ul style="list-style-type: none"> Letter of intent addressed to the Schools Division Superintendent stating the intention to comply with the provision of R.A. 6728 for the forthcoming school year Xerox copy of the latest approved tuition, miscellaneous & other school fees Comparative schedule of tuition, miscellaneous & other school fees for current school year with that of the previous year indicating in both peso and percentage the forms of no increase. Note: The miscellaneous and other fees should be itemized. Copy of Government Permit to Operate/Recognition Certificate 	School Applicant School Applicant School Applicant School Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements to the SDO	1.1. Receive, stamp, and input in the Data Tracking System the application from the school and forwards to SGOD-SMM&E Section	None	10 minutes	Admin Officer IV/ Admin Staff (Records)
	1.2. Forward documents to SGOD Chief and routes to designated/in-charge for Private School	None	10 minutes	Admin Officer IV/ Admin Staff (Records) SGOD Chief/ SGOD Staff

	1.3. Process, evaluate the documentary requirements and prepares Indorsement	None	5 days	SMM&E (In charge of Private School)/ Alternate focal
	1.4. Secure the signature of the SDS for the indorsement.	None	1 day	SDS
	1.5. Refer to the Records Unit and release to Regional Office for their appropriate action	None	10 minutes	Admin Officer IV/ Admin Staff (Records)
	TOTAL:	None	6 days and 30 minutes	

6. Application for Increase in Tuition Fee

The Division Office is authorized to evaluate, process, and endorse the complete documentary requirements of private schools applying for increase in tuition and miscellaneous fees. Only private schools with recognition are allowed to apply for increase in tuition and miscellaneous fees.

Office or Division:	School Management, Monitoring and Evaluation
Classification:	Highly Technical
Type of Transaction:	G2B – Government to Business
Who may Avail:	Any private school with recognition

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application documents (1 original and each document) <ul style="list-style-type: none"> • Letter of intent addressed to the Regional Director thru the Schools Division Superintendent stating the intention to comply with the provision of R.A. 6728 for the forthcoming school year; • Xerox copy of the latest approved tuition, miscellaneous & other school fees; • Comparative schedule of tuition, miscellaneous & other school fees for current school year with that of the previous year indicating in both peso and percentage the forms for increase. Note: The miscellaneous and other fees should be itemized; • Percentage of Increase of Tuition/Miscellaneous & other fees; • Copy of Government Recognition Certificate; and • Certificate under Oath (notarized by a duly licensed notary public) signed by the School Head that the following requirements of R.A. 6728 have been complied with namely; (a), (b) and (c): <ul style="list-style-type: none"> a. Appropriate consultation has been conducted with duly organized PTA/PTCA and Faculty Association. b. Seventy percent (70%) of the amount of tuition Increase (incremental proceeds) of the previous school year c. At least twenty percent (20 %) went to the improvement or modernization of buildings equipment, libraries and similar facilities. Itemized copy of improvements with the amount written opposite each item with supporting documents and photocopies of sample receipts of purchases and others. 	School Applicant School Applicant School Applicant School Applicant School Applicant School Applicant/PTA School Applicant School Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the complete documentary requirements to the SDO	1.1. Receives, stamps, and inputs in the Data Tracking System the application from the school and forwards to SGOD-SMM&E Section	None	10 minutes	Admin Officer IV/ Admin Staff (Records)
	1.2. Forwards documents to SGOD Chief and routes to designated/in-charge for Private School	None	10 minutes	Admin Officer IV/ Admin Staff (Records) SGOD Chief/ SGOD Staff
	1.3. Process, evaluates the documentary requirements and prepares Indorsement, and breakdown and schedule of fees for approval	None	5 days	SMM&E (In charge of Private School)/ Alternate focal
	1.4. Secures the signature of the SDS for the indorsement.	None	1 day	SDS
	1.5. Refers to the Records Unit and release to Regional Office for their appropriate action	None	10 minutes	Admin Officer IV/ Admin Staff (Records)
	TOTAL:	None	6 days and 30 minutes	

Schools Division Office
Internal Services

SCHOOLS DIVISION OFFICE – INTERNAL SERVICES

Office of the Schools Division Superintendent

A. Budget Unit

1. Processing of ORS

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

Office or Division:	Budget Unit
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	DepEd Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. ORS (1 Original Copies, 2 Photocopy)	Accounting Unit
2. Disbursement Voucher (1 Original Copies, 2 Photocopy)	Accounting Unit
Purchase Orders (pre-audited)	
1. AR/ATC (1 Original Copies, 2 Photocopy)	Requesting Unit
2. Other supporting documents (1 Original Copies, 2 Photocopy)	Requesting Unit
Biddings	
1. Notice of Award (1 Original Copies, 2 Photocopy)	BAC Secretariat
2. Signed Contract (1 Original Copies, 2 Photocopy)	Requesting Unit
3. Sub-AROs (1 Original Copies, 2 Photocopy)	Requesting Unit/Budget
4. AR/ATC (1 Original Copies, 2 Photocopy)	Requesting Unit
Cash Advances for Travels	
1. Approved Travel Order (1 Original Copies, 2 Photocopy)	Requesting Unit
2. Memorandum (1 Original Copies, 2 Photocopy)	Requesting Unit
3. Itinerary of Travel (1 Original Copies, 2 Photocopy)	Requesting Unit

4. AR/ATC (1 Original Copies, 2 Photocopy)				
Reimbursement of Travels				
1. Approved Travel Order (1 Original Copies, 2 Photocopy)		Requesting Unit		
2. Memorandum (1 Original Copies, 2 Photocopy)		Requesting Unit		
3. Itinerary of Travel (1 Original Copies, 2 Photocopy)		Requesting Unit		
4. Certificate of Appearance/Participation/Attendance (1 Original Copies, 2 Photocopy)		Requesting Unit		
5. Certification of Travel Completed (1 Original Copies, 2 Photocopy)		Requesting Unit		
6. AR/ATC (1 Original Copies, 2 Photocopy)		Requesting Unit		
Cash Advances for school MOOE				
1. Purpose of cash advance (1 Original Copies, 2 Photocopy)		Requesting Unit		
2. Letter request (1 Original Copies, 2 Photocopy)		Requesting Unit		
3. WFP (1 Original Copies, 2 Photocopy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward to budget	1.1. Receive the documents from the requesting party	None	2 minutes	ADAS
	1.2. Review, analyze and verify the documents	None	5 minutes	ADAS/Budget Officer III
	1.3. Verify the availability of allotments	None	3 minutes	Budget Officer III
	1.4. Record and posting of entries in BMS	None	5 minutes	ADAS
	1.5. Generate print-out of ORS	None	2 minutes	ADAS
	1.6. Certification by the Head of the Budget Unit or his authorized representative on the existence of	None	5 minutes	Budget Officer III

	available appropriation (Box B)			
	1.7. Certification by the Head of the Requesting Office or his authorized representative on the necessity and legality of charges to the appropriation/allowment under his/her direct supervision (Box A)	None	5 minutes	Requesting Party
	1.8. Forward to Accounting Division	None	3 minutes	ADAS I
TOTAL:		None	30 minutes	

2. Posting/Updating of Disbursement

Updating of status of disbursement requests

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

B. Cash Unit

1. Handling of Cash Advances

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

Office or Division:	Cash unit			
Classification:	Simple			
Type of Transaction:	G2G - Government To Government			
Who may avail:	DepEd Employee			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Authority to Cash Advance (1 Original Copy)			Accounting Unit	
2. Certification of No Liquidated CA's			Respective office/bureau/service	
3. Documentary requirements				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Authority to Cash Advance and Certification of No Liquidated CA's	1.1 Issue the Authority to Cash Advance and Certification of No Liquidated CA's	None	20 minutes	Accounting Staff
2. Forward to Head of Office for Approve, then prepare DV and ORS and attached documentary requirements needed for Cash Advances	2.1 Sign the documentary requirements needed for Cash Advance	None	15 minutes	Head of Office
3. Prepare DV and ORS and attached documentary requirements needed for Cash Advances	3.1 Forward the ORS/DV to signatories	None	1 day	Records

	3.2 Receive complete, accurate and approved DV, ORS, ADA and supporting documents form the Head of Office	None	10 minutes	Cash Personnel
	3.3 Prepare Payroll Credit System Validation (PACSVAL)	None	2 hours	Cash Personnel
	3.4 Forward the PACSVAL to Accountant for review and signature	None	20 minutes	Accountant
	3.5 Prepare Advice of Check Issued and Cancelled (ACIC)	None	30 minutes	Cash Personnel
	3.6 Review the ADA details against ACIC	None	20 minutes	Cashier
	3.7 Sign the ADA, PACSVAL and ACIC	None	10 minutes	Cashier
	3.8 Forward ADA, PACSVAL and ACIC to the Head of Office for signature	None	5 minutes	Cash Personnel
	3.9 Sign the ADA, PACSVAL and ACIC	None	30 minutes	Head of Office
	3.10 Receive the signed ADA, PACSVAL and ACIC	None	10 minutes	Cash Personnel
	3.11 Submit the ADA, PACSVAL and ACIC to the bank	None	1 hour	Cash Personnel
	3.12 Notify the clients that the Cash Advances are already credited to ATM	None	15 minutes	Cash Personnel
	TOTAL	None	1 day, 6 hours	

C. Information and Communications Technology Unit

1. User Account Management for Centrally Managed Systems

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

Office or Division:	ICT Unit			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	SDO Personnel, School-based Personnel			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
<ul style="list-style-type: none"> ICT Technical Assistance Form 				<ul style="list-style-type: none"> ICT Unit
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of accomplished ICT technical assistance form	1.1. Stamping “Received” on the document	None	1 minute	Records Section
	1.2. Transmitting the stamped document to the ICT Unit	None	5 minutes	
	1.3. Receive stamped document	None	1 minute	Client
	1.4. Evaluate the document and interview the client	None	10 minutes	ICT Unit
	1.5. Create/delete/rename account or reset password of client account	None	15 minutes	ICT Unit
	1.6. Give the credentials to the client	None	5 minutes	Client and ICT Unit
Total:		None	38 minutes	

2. Checking of email sent	2.1. None	None	2 minutes	ICT Unit
	2.2. Evaluate the document sent. If blurry or has erroneous entry, return to sender. If client has no signature, return to sender.	None	10 minutes	ICT Unit
	2.3. Create/delete/rename account or reset password of client account	None	15 minutes	ICT Unit
	2.4. Give the credentials to the sender	None	5 minutes	ICT Unit
Total		None	32 minutes	

2. Troubleshooting of ICT Equipment

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

Office or Division:		ICT Unit		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		SDO Personnel		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
<ul style="list-style-type: none"> ICT Technical Assistance Form 				ICT Unit
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of accomplished ICT technical assistance form	1.1. Stamping “Received” on the document	None	1 minute	Records Section
	1.2. Transmitting the stamped document to the ICT Unit	None	5 minutes	
	1.3. Receive stamped document	None	1 minute	Client
	1.4. Evaluate the document and interview the client	None	10 minutes	ICT Unit
	1.5. Evaluate and analyze the ICT equipment	None	30 minutes to an hour	ICT Unit
	1.6. Troubleshoot the equipment If troubleshooting is possible to finish within the day, troubleshoot the equipment If troubleshooting is not possible to finish within the day, give recommendation to the client for next step	None	1 hour	Client and ICT Unit
	1.7. Give recommendation	None	15 minutes	ICT Unit

	to the client on what to do			
	1.8. Return the equipment to the client	None	5 minutes	ICT Unit
TOTAL		NONE	2 hours and 7 minutes	

3. Uploading of Publications

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

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

D. Legal Unit

1. Issuance of Certificate of No Pending Case

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

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

E. Personnel Unit

1. Application for ERF (Equivalent Record Form)

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

Office or Division:	Personnel Unit			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Deped Licensed Public School Teachers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Endorsement Letter signed by Principal/ Immediate Supervisor (3 Original copies)		School/ Office of requestor		
2. Endorsement Letter signed by SDS (2 Original Copies)		Admin Section		
3. Equivalent Record Form (4 Original)		Personnel Unit		
4. Latest Approved Appointment (5 Photocopy)		Applicant		
5. Original Transcript of Records – Graduate Studies (1 Original 4 Photocopy)		Emanating Graduate School		
6. PRC License –(5 Photocopy)		PRC/ Applicant		
7. PRC Board Rating/ Certification –(1 Original 4 Photocopy)		Emanating Graduate School		
8. Certification of Units Earned –(1 Original 4 Photocopy)		Concerned agency		
9. Service Record/s Private and Public (1 Original 4 Photocopy)		Applicant		
10. Certificate of Training/s and Seminar/s attended (minimum of 3 days in the last 5 yeras (1 Original 4 Photocopy)		Applicant		
11. Latest Performance Rating (1 Original 4 Photocopy)		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documentary requirements	1.1 Receive and check for the completeness of the submitted ERF requirements	None	15 minutes	Personnel Unit HRMO

	1.2 Process ERF application and attached necessary documents	None	30 minutes	
	1.3 Forward to authorized signatories for signature on ERF Form	None	1 hour	AOV and SDS
2.Furnish teacher with the Endorsement of the ERF to Regional Office	2. 2 Indorse the ERF application to Regional Office	None	5 minutes	Personnel Unit
TOTAL		None	1 hour, 50 minutes	

2. Application for Leave

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

Office or Division:	Personnel Unit
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	DepEd Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Vacation Leave 1. CSC Form 6 (3 original copies) 2. Clearance Form, only if traveling abroad, or if traveling local for more than 15 days (4 original copies) 3. Letter request, if necessary (1 original copy)	Personnel Unit Client
Sick Leave 1. CSC Form 6 (3 original copies) 2. Medical Certificate, if more than 5 days sick leave (1 Copy) 3. Letter request, if necessary (1 original copy)	Personnel Unit Client Client
Paternity Leave 1. CSC Form 6 (3 original copies) 2. Letter request, if necessary (1 original copy) <i>Additional Requirements:</i> <ul style="list-style-type: none"> • Marriage Contract (1 photocopy) • Birth Certificate of Child or Medical Certificate of Wife if Miscarriage (1 photocopy) 	Personnel Unit Client Client
Maternity Leave 1. CSC Form 6 (3 original copies) 2. Letter request, if necessary (1 original copy) <i>Additional Requirements:</i> <ul style="list-style-type: none"> • Special Order Form (3 original copies) • Medical Certificate (1 Copy) • Clearance (4 original copies) 	Personnel Unit Client Front/ Information desk
Solo Parent Leave	CSC website/ Front/ Information desk

1. CSC Form No. 6 (Revised 1995) Application for Leave (3 original copies) 2. Letter request, if necessary (1 original copy) <i>Additional Requirements:</i> <ul style="list-style-type: none"> • Birth Certificate of Child (1 photocopy) • Photocopy of Solo Parent ID (1 photocopy) 		Client		
Special Privilege Leave <ul style="list-style-type: none"> • CS Form 6 (3 original copies) 		Personnel Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements within the prescribed timeline from the concerned office	1.1. Receive the complete documents	None	10 minutes	Records Section - Person in charge
	1.2. Check the received document as to completeness	None		
	1.3. Forward the complete document to the Personnel for appropriate Action	None	2 hours	Records Section - Person in charge
	1.4. Review the submitted complete document and provide appropriate action	None	30 minutes	Personnel Unit
	1.5. Forward to the Office of the SDS for Approval	None	20 minutes	Personnel Unit
	1.6. Approve Form 6 and forward to the Personnel Section	None	30 minutes	Records Section - Person in charge
	1.7. Forward the approved Form 6 to	None	15 minutes	Records Section -

	the Records Section for release			Person in charge
2. Receive the approved Form 6	2.1 Release the approved Form 6	None	10 minutes	Records Section - Person in charge
TOTAL:		None	3 hours, 55 minutes	

3. Application for Retirement

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

Office or Division:	Personnel Unit			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	DepEd employees that reached the retiring age requirement			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application for Retirement (1 Copy)		DepEd Schools Division Office		
2. Service Record (1 Original Copy)				
3. Clearance for money & property Accountabilities District & Division (4 Original Copies)				
4. Statement of Assets & Liabilities (1 Original Copy)				
5. Certificate of No Pending Administrative Case (1 Original Copy)				
6. Certificate of Last Day of Service (1 Original Copy)				
7. Certificate of Last Salary Received (1 Original Copy)				
8. Certification of Leave with or without pay (1 Original Copy)				
9. Ombudsman Clearance (1 original copy)		Concerned retiree		
10. GSIS Application for retirement benefits form (1 original copy)				
11. Provident Clearance (1 original copy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements for Retirement to Records Unit	1.1. Receive complete documents from Records Unit checked by District Human Resource	None	30 minutes	Human Resource Unit - Person in charge

	Management Officer			
	1.2. Check and verify the completeness of the documents	None	30 minutes	Human Resource Unit - Person in charge
	1.3. Inform the concerned person if the requirements are incomplete	None	1 day	Human Resource Unit - Person in charge
	1.4. Authenticate complete documents for retirement. Prepare 1st endorsement	None	1 hour	Human Resource Unit - Person in charge
	1.5. Forward complete documents to SDS office for signature and ODC for release in the Regional Office	None	2 days	Human Resource Unit - Person in charge
	1.6. Indorse the application for retirement to the Regional Office	None	2 days	Human Resource Unit - Person in charge
	TOTAL:	None	5 days, 1 hour	

4. Foreign Travel Authority Request on Official Time or Official Business

Processing of required documents for DepEd personnel who are going to travel outside country for personal and official purposes.

Office or Division:	Personnel Unit			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	DepEd SDO Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent (1 original copy)		Requesting Party		
2. Clearance from School property custodian/school head of requesting party (3 original copies)		Requesting party		
3. Designation of relieving teacher/ employee in their absence (1 original copy)		Requesting party		
4. Indorsement letter from school head/ agency head (1 original copy)		SDO/ DO		
5. Certificate of No pending case (1 original copy)		SDO/ DO		
6. Travel Authority. Request Form A (DO No. 43 s. 2014) (1 Original Copy)		SDO		
7. Invitation (1 Original /photocopy)		Event Organizer		
8. Estimated Travel Cost, travel is go (1 Copy)		Requesting party		
9. Complete Staff Work (1 Copy)		Requesting party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documentary requirements within the prescribe timeline to Personnel Unit	1.1. Receive and check for the completeness of submitted documentary requirements and accuracy of the travel details	None	15 minutes	Records Section
	If incomplete submission, coordinate with concerned office/ personnel to request lacking	None		Personnel Unit - Person in charge

	documents and/or confirm any inconsistencies If complete and accurate, prepare the necessary additional requirements			
	1.2. Route the travel documents for signature of authorized officials	None	1 day	Personnel Unit - Person in charge
2. Receives travel documents	2.1 Release the signed endorsement and documents to the Records unit/ concerned employee for submission to DepEd NCR	None		Records Section
TOTAL:		None	1 day, 15 minutes	

5. Issuance of Certificate of Employment

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

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

6. Issuance of Service Record

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

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

7. Loan Approval and Verification

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

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

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

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

Office or Division:	Personnel Unit	
Classification:	Simple	
Type of Transaction:	G2G – Government to Government	
Who may avail:	New entrants SDO employees	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Acknowledgement of published Items (1 photocopy)	Personnel Unit
	2. Publication –CSC Form No. 9 (Revised 2018) received by CSCFO (1 photocopy)	Personnel Unit
	3. Checklist of Common Requirements (1 original)	Personnel Unit
	4. Appointments Processing Checklist (1 original)	Personnel Unit
	5. Appointment Form CS Form No. 33-A (Revised 2018) (3 original, 1 photocopy)	Personnel Unit
	6. Certificate of Availability of funds (3 original, 1 photocopy)	Personnel Unit
	7. 4. Oath of Office –CS Form No. 32 (Revised 2018) (3 original, 1 photocopy)	Personnel Unit
	8. 5. Certificate of Assumption to Duty –CS Form No. 4 (Series of 2018) (3 original, 1 photocopy)	Personnel Unit
	9. Clearance-CS Form 7 (3 original, 1 photocopy) except for original and reemployment	Personnel Unit
	10. Position Description Form-DBM-CSC Form No. 1 (Revised version No. 1 s. 2017) (3 original, 1 photocopy))	Personnel Unit
	11. Approved Rank list (3 photocopy) - except for Reappointment as Provisional, Permanent and transfer	Personnel Unit
	12. Summary Profile and Evaluation Report of Candidate (3 photocopy) - except for Reappointment as Provisional, Permanent and transfer	Personnel Unit
	13. Duly accomplished CSC Form 212 (Revised 2017) –Personal Data Sheet (3 original)	Appointee
	14. Work Experience Sheet (3 original)	Appointee
	15. Certified true copy of Original Transcript of records (3 photocopy)	Emanating School

16. Authenticated copy of PRC Board rating/ CSC Eligibility (1 original, 2 photocopy) – except for Reappointment as Provisional		PRC or CSC		
17. Certified true copy of Professional Regulation Commission (PRC) Identification card –if applicable (3 photocopy) –except for Reappointment as Provisional		PRC		
18. Latest Approved Appointment (3 photocopy) –except for Original and reemployment		Appointee		
19. Performance Rating (3 photocopy) – except for Original and reemployment		Appointee		
20. Medical Certificate –CS Form No. 211 (Revised 2017) (1 original, 2 photocopy)		Accredited Health Care Facility		
21. Results of Medical Exam and Laboratory test (3 photocopy) -except for promotion, reappointment and transfer		Accredited Health Care Facility		
22. NBI Clearance (3 photocopy) –except for promotion, reappointment and transfer		NBI		
23. PSA Birth Certificate (3 photocopy)- except for promotion, reappointment and transfer		PSA		
24. Marriage Certificate –if applicable (3 photocopy) - except for promotion, reappointment and transfer		PSA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documentary requirements	1.1. Receives and check for the completeness of the submitted requirements for appointment	None	15 minutes	Personnel Unit
	1.2. Prepare Appointment paper (CS Form No. 33-A), Position Description Form (CS Form No. 1), Oath of Office (CS Form No. 32), Assumption to Duty (CS Form No. 4), Certificate of Availability of funds, Appointments Processing checklist, Checklist of common requirements, Publication and	None	30 minutes	

	Acknowledgement of published items			
	1.3. Forward to Immediate Superior the Position Description Form (PDF) for signature	None	5 minutes	
	1.4. Forward to Accountant the Certification of availability of funds for signature	None	5 minutes	
	1.5. Forward to authorized signatories to sign on the certifications at the back of the appointment (CS Form No. 33-A)	None	10 minutes	
	1.6. Approve Appointment- CS Form No. 33-A, Certification of Availability of funds, Oath of Office CS Forms No. 32, and attest at the back of the Personal Data Sheet- CS Form 2121 and SALN	None	5 minutes	
2. Appointee receives a copy of the signed appointment (CS Form No. 33-A)	2.1 Furnish appointee with a copy of his/her appointment for submission to CSCFO, ensure that appointee acknowledges receipt of a photocopy of said appointment	None	5 minutes	
TOTAL		None	1 hour and 15 minutes	

9. Processing of Terminal Leave Benefits

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

Office or Division:	Personnel Unit			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	DepEd employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request (1 original copy)		Concerned Retiree		
2. Service Record (1 original copy)		Personnel Unit		
3. GSIS Retirement Voucher (1 original copy)		Concerned Retiree		
4. GSIS Retirement Clearance (1 original copy)		Concerned Retiree		
5. Certificate of Last Payment (1 original copy)		Accounting Unit		
6. Clearances (Money & Property accountabilities (3 original copy)		School and SDO		
7. Latest Notice of Salary Adjustment (NOSA)- (1 original copy)		Personnel Unit		
8. Certification of Accumulated Leave Credits by the Division Personnel Officer- (1 original copy)				
9. Certified Copies of Leave Cards- (1 original copy)				
10. Certification of Leave Credits Earned- (1 original copy)				
11. Fiscal Clearance (1 Original Copy)				
For deceased employee:				
1. Death certificate (1 photocopy)		Municipal registrar		
2. Marriage Certificate (1 photocopy)		NSO		
3. Survivorship (If applicable) (1 photocopy)		Spouse		
4. Special Power of Attorney (1 original copy, 2 photocopies)		Attorney		
5. Birth Certificate of Children (if employee has no living spouse) (1 photocopy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit all documentary requirements within the prescribed timeline from the concerned office	1.1. Receive the complete documents	None	10 minutes	Records Section - Person in charge
	1.2. Check the document as to completeness			
	1.3. Forward the complete document to the Personnel for appropriate Action	None	2 hours	Records Section - Person in charge
	1.4. Review the submitted complete document and provide appropriate action	None	30 minutes	Personnel Section - Person in charge
	1.5. Forward to the Office of the SDS for Approval	None	20 minutes	Personnel Section - Person in charge
	1.6. Approve Form 6 and forward to the Personnel Section	None	30 minutes	SDS/ SDS Office Person-In-Charge
	1.7. Forward the approved Form 6 to the Records Section for release	None	15 minutes	Personnel Section - Person in charge
2. Receive the approved Form 6	2.1 Release the approved Form 6	None	10 minutes	Records Section - Person in charge
TOTAL:		None	3 hours, 55 minutes	

10. Request for Correction of Name and Change of Status

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

Office or Division:	Personnel Unit			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	DepEd SDO employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. BIR Form 1905 (duly received by BIR) and PSA Marriage Certificate (for Change of Status). (1 original and 1 photocopy)		Employee/ BIR		
2. PSA Birth Certificate (for Correction of Name) (1 original and 1 photocopy)		Employee/ PSA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documents	1.1 Receive and check the complete document	None	3 minutes	Personnel Unit
	1.2 Preparation of updates and submission of attachments to Deped Region Office	None	1 day	
TOTAL		None	1 day and 3 minutes	

F. Property and Supply Unit

1. Requisition and Issuance of Supplies

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

Office or Division:	Property and Supply Unit			
Classification:	Simple			
Type of Transaction:	G2G - Government To Government			
Who may avail:	DepEd employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Filled Out Requisition and Issue Slip (RIS) (3 Copies – 1 Original)		Employee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the requirements to Supply Office	1.1 Receive and check all the documents	None	5 minutes	Property and Supply Unit Personnel
	1.2 Check the availability of stocks	None	10 minutes	
	1.3 Forwards the RIS Form to the Division Supply Officer for Approval	None	3 minutes	
3. Receive the supplies and the copy of approved RIS Form	3.1 Release of supplies	None	3 minutes	
TOTAL		None	21 minutes	

2. Property and Equipment Clearance Signing

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

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

G. Curriculum Implementation Division

1. Program Work Flow of Submission of Contextualized Learning Resources

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

Office or Division:	Curriculum Implementation Division			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Teaching and Non-Teaching Personnel, LGUs, Stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Curriculum Guide (1 Original Copy and 1 Photocopy)		LR Portal		
2. Contextualized Material Submitted (1 Original Copy and Soft Copy)		Author/ Owner		
3. School/District Pre-Evaluation		Online Link		
4. Indorsement from the Public Schools District Supervisor or District QAD (or School Heads in the absence of PSDS) (1 Original Copy and 1 Photocopy)		Office of the PSDS/Office of the CID		
5. Accomplished Quality Assurance Tool		LR Office		
6. Accomplished Metadata Template for Cataloguing		LR Office		
7. Signed Sworn Certification/Anti-Plagiarism Declaration				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare and submit School's Needs Analysis (Least Mastered Competency) and LR Situational Reports	1.1. Review School's Needs Analysis and LR Situational	None	2 days	School Head, School LR Coordinator, Subject Area Coordinator, Division LR Supervisor
	1.2. Prepare documents	None	1 day	School Head, Division LR

	for capability building			Supervisor, Writer, Illustrator, Layout Artist
2. Attend capacity building, write shop	2.1 Manage and facilitate the write shop	None	5 days	School Head, Division LR Supervisor, Writer, Illustrator, Layout Artist
3. Submit contextualized LR to School Learning Resource Quality Assurance Team (SLRQAT)	3.1 Conduct level 1 quality assurance of submitted LR	None	5 days	SLRQAT
4. Finalize LR ready for endorsement to District/Division		None	1 day	Writer, School Head
5. Prepare endorsement communication to District/Division Quality Assurance Team	5.1 Accept endorsement communication	None	3 days	DLRQAT
	5.2 SDO does final review if final, recommend for pilot testing if not, recommend for revision	None	15 days	DLRQAT
6. Integrate recommendation based on pilot testing result or resubmit	6.1 SDO finalizes the Learning Resource and submits LRs in hard and softcopy to the	None	5 days	Division LR Supervisor

revised LRs to SDO (both hard and soft copy)	Regional Office			
	6.2 RO finalizes the Quality Assurance of Learning Resource	None	5 days	Regional LREs
7. Prepare endorsement for uploading to LR portal	7.1 Upload LR to portal for online QA	None	1 day	Writer, School Head, Division LR Supervisor
	7.2 Approve, produce and utilize to target users	None	1 day	Regional/ Division LR Supervisor
	7.3 RO informs SDO while SDO informs the writer through written communication of the approved and uploaded LRs	None	1 day	Regional/ Division LR Supervisor
TOTAL:		None	45 days⁵	

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

2. Quality Assurance of Supplementary Learning Resource

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

Office or Division:	Curriculum Implementation Division			
Classification:	Complex			
Type of Transaction:	G2G - Government To Government			
Who may avail:	DepEd employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Detailed Lesson Plan		Employee		
2. School Quality Assurance Team (SQAT) Certification				
3. Supplementary Learning Resources (Soft and hard copy)				
4. Teacher User's Guide (For Manipulative Materials Only)				
5. Video of Demonstration Teaching				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly Accomplished requirements and the teacher-made Supplementary Learning Resources (SLR)	1.1 Check and log-in submitted teacher made Supplementary Learning Resources (SLR) together with other requirements	None	15 minutes	CID personnel
2. Evaluate the process to ensure the quality standards of the Supplementary Learning Resources	2.1 Assess/evaluate The Supplementary Learning Resources	None	1 day	
3. Receive the Endorsement Letter from the Division Office	3.1 Prepare the summary of comments and recommendation as regards the SLR Evaluation	None	2 days	

4. Submit the corrected SLR	4.1 Draft the Schedule of the Final Presentation and inform the teacher through a division letter	None	2 days	
5. Present the Final Presentation of SLR	5.1 Review and evaluate the Final Presentation with evaluation tool	None	1 day	
6. Receive the certificate	6.1 Release the certificate	None	1 day	
TOTAL		None	7 days and 15 minutes	

C. Schools Governance and Operations Division - Planning and Research Section

1. Request for Basic Education Data (Internal Stakeholder)

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

Office or Division:	Planning Unit			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Internal Stakeholder			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request addressed to SDS (1 original copy)		Client		
2. Request Form (1 original copy)		Front Desk		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request and Filled-up form to the Records Unit	1.1. Receive letter request from the client and forward to the OSDS	None	10 minutes	Records Unit Staff/ ADA
	1.2. Refer letter request to Chief, SGOD	None	5 minutes	SDS
	1.3. Refer letter request to Planning Officer	None	5 minutes	Chief, SGOD
	1.4. Make the necessary action undertaken to the said letter request	None	2 days	Planning Officer
	1.5. Prepare the transmittal letter to be signed by SDS	None	15 minutes	Planning Officer
2. Receive the necessary documents	2.1 Release of the documents to the end user	None	2 minutes	Records Unit Staff/ ADA
TOTAL:		None	2 days, 4 hours, 32 minutes	

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

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

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

Schools

External Services

SCHOOLS – EXTERNAL SERVICES

1. Acceptance of Employment Application for Teacher I Position (walk-in)

Teacher-Applicants may submit their complete application requirements to the school, for onward submission to the Schools Division Office for evaluation and assessment.

Office or Division:	Schools			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Teachers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Teacher-applicants are requested to bring both original/CTC and photocopies of each requirement.				
1. Letter of intent addressed to the SDS			Teacher-applicant	
2. Duly accomplished Personal Data Sheet (CS Form No. 212 Revised 2017)			Form from school or CSC website	
3. Certified True Copy of Certificate of Rating (2 copies)			PRC	
4. PBET/LET rating and valid and updated PRC License/ID			PRC	
5. Transcript of Records (Undergraduate and Graduate, if any) with General Weighted Average			School where applicant graduated	
6. Certificate of Employment, Contract of Service, or Duly signed Service Record with Inclusive Dates and School Clearance, whichever are applicable			Previous employer	
7. Performance Ratings covering one (1) year performance in the last rating period/s prior to the assessment, if applicable			Previous employer	
8. Certificates of related training/ seminar/workshop/ forum/specialized training, if applicable			Training provider/s	
9. NBI Clearance			NBI	
10. Voter's ID and/or any proof of residence acceptable by the School Screening Committee			COMELEC/Barangay	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Submit the complete requirements	1.1 Check documents for completeness, accuracy, veracity and authenticity of and fill out checklist	None	40 minutes	School Screening Committee
	1.2 Prepare certification	None	5 minutes	School Screening Committee

	1.3 Sign the certification	None	2 minutes	School Head
2. Receive copy of checklist and signed certification	2.1 Issue a duly verified and attested checklist and certification of requirement to the applicants	None	7 minutes	School Screening Committee
	2.2 Inform applicant of next steps, i.e. school will submit documents to SDO and SDO will contact applicant for updates	None	6 minutes	School Screening Committee
Total		None	1 hour	

2. Acceptance of Employment Application for Teacher I Position (online)

Due to the COVID-19 pandemic, schools have provided teacher-applicants an online option where complete application requirements may be submitted, for onward submission to the Schools Division Office for evaluation and assessment.

Office or Division:	Schools			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Teachers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Teacher-applicants are requested to bring both original/CTC and photocopies of each requirement.				
1. Letter of intent addressed to the SDS			Teacher-applicant	
2. Duly accomplished Personal Data Sheet (CS Form No. 212 Revised 2017)			Form from school or CSC website	
3. Certified True Copy of Certificate of Rating (2 copies)			PRC	
4. PBET/LET rating and valid and updated PRC License/ID			PRC	
5. Transcript of Records (Undergraduate and Graduate, if any) with General Weighted Average			School where applicant graduated	
6. Certificate of Employment, Contract of Service, or Duly signed Service Record with Inclusive Dates and School Clearance, whichever are applicable			Previous employer	
7. Performance Ratings covering one (1) year performance in the last rating period/s prior to the assessment, if applicable			Previous employer	
8. Certificates of related training/ seminar/workshop/ forum/specialized training, if applicable			Training provider/s	
9. NBI Clearance			NBI	
10. Voter's ID and/or any proof of residence			COMELEC/Barangay	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete requirements	1.1 Download submitted documents	None	15 minutes	School Screening Committee
	1.2 Check documents for completeness, accuracy, veracity and authenticity of and fill out checklist	None	40 minutes	School Screening Committee

	1.3 Prepare certification	None	5 minutes	School Screening Committee
	1.4 Sign the certification	None	5 minutes	School Head
2. Acknowledge email	2.1 Inform applicant of next steps via email, i.e. school will submit documents to SDO and SDO will contact applicant for updates; attach copy of e-signed checklist and certification	None	5 min	School Screening Committee
Total		None	1 hour, 10 minutes	

3. Borrowing of Learning Materials from the School Library/Learning Resource Center

Learners, teaching and non-teaching personnel are given free access to learning materials (LMs) such books, journals, magazines from Libraries or Learning Resource Centers. However, accountability and accountability should be properly observed especially since borrowers are allowed to bring the LMs home. Thus, it is necessary to monitor the proper use and accounting of LMs.

Office or Division:	Schools			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Learners, Teaching and Non-teaching Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Library Card/QR Code – 1 original copy		School Library		
2. School Identification Card – 1 original copy		Client		
3. Borrower's Card –1 original copy		School Library		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log-in to the logbook		None	2 minutes	Librarian/ Designated School Librarian
2. Fill-out library card and present to librarian	2.1 Receive and check library/ SLRC card	None	3 minutes	
3. Request for the LM	3.1 Check card catalogue for LM requested	None	6 minutes	
4. Fill-out borrower's card	4.1 Receive and check borrower's card and clip it with the library card; issue the LM	None	3 minutes	
5. Receive the book	5.1 Remind the borrower of the rules on the use /return of LM	None	3 minutes	
6. Return the LM and present the borrower's card	6.1 Check the borrowed LM, sign borrower's card and return the library card to the borrower	None	2 minutes	
TOTAL:		None	20 minutes	

4. Distribution of Printed Self-Learning Modules in Distance Learning Modality

The Basic Education-Learning Continuity Plan (BE-LCP) introduced different distance learning modalities that suit the learners' present situation due to the COVID-19 pandemic. One of the most appropriate modalities is the printed self-learning modules (SLMs) distributed to learners. Parents, guardians, and learners are oriented on how learning at home will be facilitated through the SLMs. The schedule and drop-off points for distribution are announced by the school through different channels.

Office or Division:	Schools			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Learners, Parents/Guardians			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Orientation of BE-LCP and Process of Distribution of Modules		School		
2. Schedule of Distribution and Retrieval of Learning Modules		School Information Officer/Class Adviser/School Facebook Page/FB Group Chat/Tarpaulin/School Bulletin Board		
3. Distribution and Retrieval Form of Learning Modules		Class Adviser		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Parent/guardian report to the drop-off station	1.1. Ask the learner's name, log the attendance and release the module. Remind parents/guardians about schedule of distribution and submission of SLMs.	None	7 minutes	Class Adviser/Teacher-in-charge
2. Return the completed SLMs on the scheduled date.	2.1. Receive the completed SLMs. Check for completeness using module monitoring checklist.	None	10 minutes	Class Adviser/Teacher-in-charge
3. Segregate the submitted SLMs and answer sheets.	3.1 Assist in placing received SLMs and answer sheets in designated boxes.	None	3 minutes	Class Adviser/Teacher-in-charge

4. Receive new SLMs.	4.1 Release new set of SLMs.	None	5 minutes	Class Adviser/ Teacher-in-charge
	4.2 Affix signature in Distribution Form.	None	2 minutes	Class Adviser/ Teacher-in-charge
	4.3 Disinfect received SLMS and answer sheets (via disinfecting room/device).	None	14 minutes	Class Adviser/ Teacher-in-charge
	4.4 Forward disinfected submitted SLMs and answer sheets to assigned teacher.	None	5 minutes	Class Adviser/ Teacher-in-charge
TOTAL:		None	46 minutes	

5. Enrollment (walk-in)

This is the process of registering learners into the Learner Information System (LIS) upon submission of complete requirements.

Office or Division:	Schools
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Learners
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Basic Education Enrollment Form/Modified Learner's Enrollment Survey Form (MLESF) -1 original, 1 photocopy	Records/Guidance Office
2. Affidavit of Undertaking - 1 original copy	
3. Pledge of Transferee – 1 original copy	
4. Learner's Credentials (SF9/Form 138 and SF10/Form 137)	
5. PSA Birth Certificate (formerly NSO) - 1 original, 2 photocopies	Philippine Statistics Authority / Local Civil Registrar
6. Barangay Certification	Barangay Hall
<i>Eligibility Standards from DepEd Order 03, s. 2018</i>	
Kinder Children aged five years old by October 31st of the School Year they enroll	
Grade 1 a. Children who completed Kindergarten programs in DepEd Accredited schools & centers b. Certificate of Completion and Progress Report Card c. Children who are six (6) years old and above by October 31 st of the school year they will enroll in and who have not completed Kindergarten d. Result of Early Childhood Care and Development (ECCD) Assessment Checklist e. Children who are completed any form of Kindergarten program in non-DepEd accredited learning and day-care centers, or home-schooled learners (DO 47, s 2016) f. Result of Philippine Educational Placement Test (PEPT) or Philippine Validating Test (PVT)	School Bureau of Education Assessment (BEA), DepEd Central Office

Grade 7 a. Grade 6 Graduate b. School Form 9 Grade 6 (formerly Form 138) c. PEPT Passer or A&E Test Passer d. Result of PEPT or A&E Test		School		
		BEA, DepEd Central Office		
Grade 11 a. Grade 10 Completer b. School Form 9 Grade 10 (formerly Form 138) c. PEPT Passer or A&E Test Passer d. Result of PEPT or A&E Test		School		
		BEA, DepEd Central Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Legibly fill-out the Basic Education Enrollment Form, Affidavit of Undertaking, Pledge of Transferees (For Transferees)	1.1 Check the completeness of information in the Basic Education Enrollment Form and other relevant requirements. Accomplish needed information in the forms.	None	15 minutes	School Enrollment Focal Person
2. Submit complete requirements for enrollment per grade level	2.1. Receive and log complete requirements per grade level If incomplete, tag as Temporary enrolled & required to submit Affidavit of Undertaking	None	15 minutes	School Enrollment Focal Person
	2.2. Approval of transfer	None	10 minutes	School Head
	2.3 Endorse list of enrollees to Records/ Registrar	None	1 day	School Enrollment Focal Person
	2.4 Complete the List of	None	1 hour	Teacher/Adviser

	Enrollees for sectioning: a. old learners b. Incoming Kinder/ Grade 1 / Grade 7 / Grade 11 / Balik-Aral / Transferees			
	2.5 Post List of Learner's Section.	None	2 days	Teacher/Adviser
3. Access list of learner's section.	3.1 Post List of Learner's Sections	None	1 hour	Teacher/Adviser
TOTAL:		None	Old learners: 1 day, 1 hour, 40 minutes New Learners: 3 days, 40 minutes	

6. Enrollment (Online)

Due to the COVID-19 pandemic, schools began to accommodate the enrollment of learners through different web-based platforms such as Facebook (school's official account and FB Messenger), school's official email address, and Google form links. Learners are considered officially enrolled when all requirements are submitted online using the stated platforms.

Office or Division:	Schools	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Learners or their parents/guardians with access to the internet.	
	CHECKLIST OF REQUIREMENT	WHERE TO SECURE
	1. Basic Education Enrollment Form/Modified Learner's Enrollment Survey Form (MLESF) -1 original, 1 photocopy	Records/Guidance Office
	2. Affidavit of Undertaking - 1 original copy	
	3. Pledge of Transferee – 1 original copy	
	4. Learner's Credentials (SF9/Form 138 and SF10/Form 137)	
	5. PSA Birth Certificate (formerly NSO) - 1 original, 2 photocopies	Philippine Statistics Authority / Local Civil Registrar
	6. Barangay Certification	Barangay Hall
	Eligibility Standards from DepEd Order 32, s. 2021	
Kinder	Children aged five years old by October 31st of the School Year they enroll	
Grade 1	<ul style="list-style-type: none"> a. Children who are completed Kindergarten programs in DepEd Accredited schools & centers b. Certificate of Completion and Progress Report Card c. Children who are six years old and above by August 31st of the school year they will enroll in and who have not completed Kindergarten d. Result of Early Childhood Care and Development (ECCD) Assessment Checklist e. Children who are completed any form of Kindergarten program in non-DepEd accredited learning and day-care centers, or home-schooled learners (DO 47, s 2016) 	
	f. Result of Philippine Educational Placement Test (PEPT) or Philippine Validating Test (PVT)	Bureau of Education Assessment (BEA), DepEd Central Office

Grade 7 e. Grade 6 Graduate f. School Form 6 Grade 6 (formerly Form 138) g. PEPT Passer or A&E Test Passer h. Result of PEPT or A&E Test		School BEA, DepEd Central Office		
Grade 11 a. Grade 10 Completer b. School Form 9 Grade 10 (formerly Form 138) c. PEPT Passer or A&E Test Passer d. Result of PEPT or A&E Test		School BEA, DepEd Central Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request digital Basic Education Enrollment Form and/or Affidavit of Undertaking (for Transferees)	1.1 Send digitized form and list of other relevant requirements to preferred online platform of the enrollee	None	5 minutes	Teacher-in-Charge/ Adviser/ ICT Coordinator
2. Fill out the online enrollment form and submit complete requirements online	2.1 Download and print received documents. If requirements are incomplete, tag as temporary enrolled.	None	10 minutes	Teacher-in-Charge/ Adviser/ ICT Coordinator
3. Receive status of enrollment and submit missing requirements if any.	2.6 Provide status of enrollment.	None	5 minutes	Teacher-in-Charge/ Adviser/ ICT Coordinator
	2.7 Endorse list of enrollees to Records/ Registrar	None	30 minutes	Teacher-in-Charge/ Adviser/ ICT Coordinator
	2.8 Complete the List of Enrollees for sectioning: a. old learners	None	1 hour	Teacher-in-Charge/ Adviser/ ICT Coordinator

	b. Incoming Kinder/ Grade 1 / Grade 7 / Grade 11 / Balik-Aral / Transferees	None	2 days	
4. Access list of learner's section.	2.9 Post List of Learner's Section.	None	1 hour	Teacher-in-Charge/ Adviser/ ICT Coordinator
TOTAL:		None	Old learners: 2 hours, 50 minutes New learners: 2 days, 1 hour, 50 minutes	

7. Issuance of Requested Documents in Certified True Copy (CTC) and Photocopy (walk-in)

Certified True Copy and Photocopy of DepEd official documents that are in the custody of the school may be released to the requesting client.

Office or Division:	School Registrar/Guidance or LIS			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen G2G – Government to Government			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
1. Request Slip or Letter (1 Copy)			School/Client	
2. Valid ID - (original and 1 Photocopy)			Client	
3. Authorization Letter - 1 copy (if applicable)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up the requisition slip	1.1 Provide client requisition slip	None	5 minutes	Teacher-in-Charge
	1.2 Check the completeness of the information, search for the requested document	None	8 minutes	Teacher-in-Charge
	1.3 Print or photocopy the requested document	None	8 minutes	Teacher-in-Charge
	1.4 Review, verify, and certify true copy of the document and affix school dry seal	None	10 minutes	Records Officer /Admin Officer
	1.5 Sign the CTC	None	5 minutes	Principal/ Records Officer
2. Receive the requested document and sign the logbook	2.1 Release the document and ensure client signed the logbook upon receipt	None	8 minutes	Records Officer and/ or Admin Officer
TOTAL			44 minutes	

8. Issuance of Requested Documents in Certified True Copy (CTC) and Photocopy (Online)

Due to the COVID-19 pandemic, schools have provided the general public the option to request for documents via email.

Office or Division:	School Registrar/Guidance or LIS			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen G2G – Government to Government			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
1. Request Slip or Letter – soft copy			School/Client	
2. One (1) Valid ID – soft copy			Client	
3. Authorization Letter - soft copy (if applicable)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requisition slip/Letter via school email address	1.1 Acknowledge request via email, search for the requested document	None	5 minutes	Teacher-in-Charge
	1.2 Print or photocopy/scan document	None	10 minutes	Teacher-in-Charge
	1.3 Review, verify, and certify true copy of the document and affix school dry seal	None	10 minutes	Records Officer /Admin Officer
	1.4 Sign the CTC		5 minutes	Principal/ Records Officer
2. Acknowledge email received	2.1 Email the document to the client	None for active learners. For others – client pays fee directly to courier, as applicable	8 minutes	Records Officer and/ or Admin Officer
TOTAL			38 minutes	

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9. Issuance of School Clearance for different purposes

Clearances may be requested by clients for a number of purposes: for clearance from money or property accountability, leaves (maternity, terminal, vacation/sick leave), retirement, travel, or transfer to another school, etc. Schools use CSC Form 7 as the template for the issuance of clearances, and the number of signatories would depend on the purpose of leave applicable to the client. Note that not all kinds of leave requests require clearances.

Office or Division:	School			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Active, Retired/Resigned DepEd Employees			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
1. Letter addressed to School Head (except for emergency leave) – 2 copies			Client	
2. CSC Form 7 – 3 copies			School	
3. Other requirements, depending on the purpose of the clearance			Client	
4. Authorization Letter and ID - 1 copy (if applicable)			Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1.1 Review and decide on the request.	None	10 minutes	School Head/ Department Head
	If approved, refer to the office issuing CSC Form 7. Otherwise, provide further details.			
	1.2 Issue CSC Form 7.	None	5 minutes	Admin Officer/ HR-designate/ Personnel in-charge
2. Fill out form and process clearance by visiting offices of	2.1 Check applicant records and sign clearance	None	15 minutes per signatory	Authorized signatory

applicable signatories				
3. Upon completion of required signatures, submit form to office that issued form	3.1 Check form for completeness	None	10 minutes	Admin Officer/ HR-designate/ Personnel in-charge
	3.2. Provide receiving copy of CSC Form 7 and next steps, i.e. documents will be forwarded by the school to the SDO, SDO will provide feedback to the school	None	5 minutes	Admin Officer/ HR-designate/ Personnel in-charge
4. Acknowledge message from school	4.1 Provide feedback to applicant upon receipt of SDO decision	None	2 days upon receipt of SDO decision	Admin Officer/ HR-designate/ Personnel in-charge
TOTAL			2 days, 30 minutes	

10. Issuance of School Forms, Certifications, and other School Permanent Records

This service pertains to issuance of pertinent school records, certifications and other credentials related to the learner that are in the custody of school that may be requested to for any legal purpose it may serve the requestor.

Office or Division:	Schools			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Requisition slip – 1 copy		Records Section/Registrar's Office		
2. Valid Identification Card – 1 original copy and 1 photocopy		Client		
3. Authorization Letter–1 original copy for Authorized Personnel				
4. Request letter addressed to the School stating the reason for the Request				
5. Requisition slip given by School where the child is presently enrolled – For Certificate of Good Moral, Form 137 and/ or Form 138		School where child is presently enrolled (Follow the DO 54 s, 2016 -Guidelines on the Request and Transfer of 2.Learner's School Records)		
6. Request slip given by DSWD – For Certificate of Enrollment needed in 4Ps		DSWD/Request from Parent/guardian		
7. Affidavit of Loss – For duplicate copy of documents		Client		
8. List of requirements from Local Civil Registrar – For Late Registration of Birth		Local Civil Registrar		
9. List of requirements from DFA – For Passport Application		Department of Foreign Affairs		
10. Proof of migration from the embassy – For Migration Purpose		Embassy of the country of destination		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill out requisition slip	1.1. Provide client requisition slip	None	5 minutes	Teacher- in Charge/ Registrar's Office Personnel
	1.2. Check the form for completeness	None	10 minutes	Teacher- in Charge/ Registrar's

	and search for the requested document.			Office Personnel
	1.3. Print or photocopy/scan document	None	5 minutes	Teacher- in Charge/ Registrar's Office Personnel
	1.4. Review and verify the document and certify true copy	None	5 minutes	Teacher- in Charge/ Registrar's Office Personnel /Records Officer/ Admin Officer
2. Receive the requested document and sign the logbook	2.1 Release the document and ensure client signed the logbook upon receipt	None	5 minutes	Teacher- in Charge/ Registrar's Office Personnel/Reco rds Officer/ Admin Office
TOTAL:		None	40 minutes	

11. Public Assistance (walk-in/phone call)

Schools need to work with different individuals and organizations to strengthen partnerships that would benefit the learners and the DepEd community. Consequently, schools also have to address the concerns of its clients.

Office or Division:	Schools			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen G2G – Government to Government			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Complete information			Client	
2. Intake sheet – 1 original copy			School Information Coordinator/Guidance Counselor/ Advocate	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1, Communicate details of concern (verbally or via intake sheet)	1.1 Note the client concern/ ask client to fill out intake sheet	None	15 minutes	School Information Coordinator (SIC)/Guidance Counselor/ Advocate
	1.2 For simple concerns – provide immediate reply. For complex concerns – advise client of next steps.	None	30 minutes	SIC/Guidance Counselor/ Advocate
2. Take note of information received	2.1 Provide copy of intake form to client (for walk-in clients) and route another copy to the concerned office (internal resolution owner).	None	15 minutes	SIC/Guidance Counselor/ Advocate
TOTAL			1 hour	

* If the resolution owner is internal, processing time would depend on type of concern as guided by the 3-7-20 rule of RA 11032 and/or applicable laws.

12. Public Assistance (email/social media)

Due to the COVID-19 pandemic, schools started to accommodate queries and complaints through their official email address and social media account/s.

Office or Division:	Schools			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen G2G – Government to Government			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Complete information			Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Communicate details of concern via school's official email address or social media account	1.1 Record the communication via online tracker/logbook, download attachment (if any).	None	15 minutes	AO/ICT Coordinator/ Teacher in-charge
2. Take note of information received	2.1 For simple concerns – provide immediate reply.	None	20 minutes	AO/ICT Coordinator/ Teacher in-charge
	For complex concerns – advise client of next steps. CC the concerned office/ agency (if applicable) and request them to acknowledge email to the client directly, CC the school.	None	40 minutes	AO/ICT Coordinator/ Teacher in-charge
TOTAL			1 hour, 15 minutes	

*If the resolution owner is internal, processing time would depend on type of concern as guided by the 3-7-20 rule of RA 11032 and/or applicable laws.

13. Receiving and Releasing of Communications and other documents

The procedure for proper receiving and releasing of communications

Office or Division:	Schools			
Classification:	Simple			
Type of Transaction:	G2C – Government to Public G2B – Government to Private G2G - Government to Government			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter/official communication addressed to the School Head		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit copy of letter/official communication	1.1 Check communication received and forward to the principal/school head	None	10 minutes	AO/ICT Coordinator / Teacher in-charge
	1.2 Review and provide instructions for further processing	None	1.5 hours	School Head
	1.3 Route to the concerned office/personnel	None	10 minutes	AO/ICT Coordinator / Teacher in-charge
	1.4 Act on the concern/request and forward to the school head for checking	None	2 days*	Concerned office/ personnel
	1.5 Check the action provided	None	20 minutes	School Head
2. Receive resolution to request (document/verbal advice)	2.1 Release document/ communicate resolution from concerned office	None	15 minutes	AO/ICT Coordinator / Teacher in-charge
TOTAL			2 days, 2 hours, 25 minutes	

*If the resolution owner is internal, processing time would depend on type of concern as guided by the 3-7-20 rule of RA 11032 and/or applicable laws.

14. Reservation Process for the use of school facilities

Schools regularly receive requests from other government agencies and private organizations to use classrooms or other school facilities for different purposes such as the conduct of CSC examinations, board exam review, or coop membership meetings. Note that this specific process only applies to requests received directly from clients and not the SDO/RO.

Office or Division:	Schools			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business G2C – Government to Citizen G2G - Government to Government			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter of request addressed to the School Head stating the activity details			Client	
2. Valid ID			Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Submit requirements	1.1 Check activity details - date and time, purpose vs. the schedule of school activities	None	7 minutes	Receiving Clerk/AO
	1.2 If venue is available on the requested date, forward to School Head	None	5 minutes	School Head
	1.3 Inform client of next steps, i.e. request will be forwarded to SDO for approval and provide feedback to school	None	5 minutes	Receiving Clerk/AO
	1.4 Provide feedback to applicant upon receipt of SDO decision	None	2 days upon receipt of SDO decision	
2. Applicant settles other requirements with school	2.1 Issue official receipt for payment made, as applicable	None	10 minutes	AO/ Cashier
Total			2 days, 27 minutes	

15. Request for Personnel Records for Teaching/Non-Teaching Personnel

Teaching and non-teaching personnel or their authorized representatives may request the following documents for different purposes:

- Certificate of Compensation
- Certificate of Employment
- Certificate of Last Payment Received/Certificate of Oneness
- Certificate of No Benefits Received
- Service Record
- Certificate of Leave Credit Balance
- Certificate of Service Credit Balance

The steps in processing this service depend on whether the school has the authority to process the said request or would need to forward the request to the SDO.

For schools with authority to process the request directly:

Office or Division:	School			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government G2C – Government to Citizen			
Who may avail:	Active and retired/resigned DepEd teaching and non-teaching personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Requisition slip - 1 copy		Admin Section		
2. Valid ID of the requesting person and Authorized Person – original and photocopy		Client		
3. Authorization Letter – 1 copy		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBL E
1. Fill out requisition slip	1.1. Check the request and retrieve the client data	None	25 minutes	AO/Admin Assistant
	1.2 Prepare the requested document for signature	None	20 minutes	AO/Admin Assistant
	1.3 Sign the document	None	5 minutes	AO/School Head
	1.4 Affix dry seal, if applicable	None	5 minutes	AO/Admin Assistant
2. Sign the logbook upon receipt of document	2.1 Release document	None	5 minutes	AO/Admin Assistant
TOTAL:		None	1 hour	

	letter to be signed by school head			
	1.4 Check and sign transmittal letter	None	5 minutes	School head
	1.5 Forward the collated requests to SDO	None	once a week	AO/Admin Assistant/Aide
	1.6 Follow-up status of request with SDO	None	2 days after submission	AO/Admin Assistant
	1.7 Upon advice of SDO, pick-up requested documents	None	once a week	AO/Admin Assistant/Aide
2. Sign the logbook upon receipt of requested document	2.1 Release document 2 working days upon receipt of from SDO	None	5 minutes	AO/Admin Assistant
TOTAL:		None	3 days, 30 minutes	

Schools

Internal Services

SCHOOLS – INTERNAL SERVICES

1. Issuance of Special Order for Service Credits and Certification of Compensatory Time Credits

Vacation service credits are given for work beyond regular functions or beyond regular work hours/days where payment of honorarium or overtime pay is not possible. In addition, there are situations where extraordinary work is demanded from teachers including those which expose their lives to certain risks and for which monetary compensation is not enough. Thus, extra non-monetary compensation is justified.

Office or Division:	Schools - Personnel Unit			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Active DepEd Teaching/Non-teaching Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplishment report duly signed by the grantee and concurred by the immediate supervisor - 1 original		Teaching Personnel - SO for Service Credits Non-teaching - CTO Credits		
2. Duly signed DTR/Biometric Report of Attendance (CS Form 48) - 1 original		School Head		
3. Memorandum re: activity conducted		DepEd SDO/School Official Website/Principal's Office		
4. Certificate of Appearance		School Head/Program Facilitator		
As applicable: 5. Certificate of Attendance (<i>for Brigada Eskwela</i>)		School Head		
6. COMELEC Appointment (<i>for National, Local and Barangay Election</i>)		COMELEC		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1.1. Check submitted requirements	None	15 minutes	AO/Admin Assistant
	1.2. Acknowledge client request and advise of next steps, i.e. request will be forwarded to the SDO and SDO will provide document to school. School will inform the client when the document is available for release.	None	15 minutes	AO/Admin Assistant
	1.3 Log and collate requests for SDO, prepare transmittal	None	1 day	AO/Admin Assistant

	letter to be signed by school head			
	1.4 Sign the transmittal letter	None	5 minutes	School head
	1.5 Forward the collated requests to SDO	None	once a week	AO/Admin Assistant/Aide
	1.6 Follow-up status of request with SDO	None	2 days after submission	AO/Admin Assistant
	1.7 Upon advice of SDO, pick-up requested documents	None	once a week	AO/Admin Assistant/Aide
2. Sign the logbook upon receipt of requested document	2.1 Release document 2 working days upon receipt of documents from SDO	None	5 minutes	AO/Admin Assistant
TOTAL:		None	1 day, 40 minutes	

2. Laboratory and School Inventory

Schools are required to properly account its school buildings and facilities such as offices, classrooms, laboratories, materials, and equipment. Personnel who perform the task are trained on the set of standards being followed on the classification of school buildings.

Office or Division:	Schools			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	LGU, School Head, SDO, RO, CO			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. School Inventory Form		School Property Custodian/ Supply Officer/Teacher-In-Charge		
2. National School Building Inventory Form (NSBIF)		School Property Custodian/ Supply Officer/Teacher-In-Charge		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request the conduct of inventory	1.1 Gather data on inventory from class advisers, laboratory custodian, etc. at the end of each school year or as needed	None	2 days	Class Advisers/ Property custodian/ Physical Facility Coordinator
	1.2 Consolidate school inventory and submit to school head for signature	None	1 day	Supply Officer/ Property Custodian / Physical Facility Coordinator/ School EBEIS Coordinator
	1.3 Review and sign the report	None	10 minutes	School Head
	1.4 Submit School Inventory Report to SDO via hard copy/email	None	30 minutes	Property Custodian / School EBEIS Coordinator
TOTAL		None	3 days, 40 minutes	

3. School Learning and Development

It is a school strategic initiative based from the result of electronic-Self Assessment Tool (e-SAT) and other similar needs assessments to address any competency gap/s that affect or contribute to the school's performance. This could be done through School Learning Action Cell (SLAC), Coaching and Mentoring, In-Service Training (INSET), Work Immersion, or Team Development.

Office or Division:	Schools			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Teachers or Teaching Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. School Action Plan Form -1 copy		LAC Coordinator		
2. Accomplished Individual Performance Commitment and Review Form (IPCRF) – 1 photocopy		HR/Teacher/School Head/Department Head		
3. Accomplished e-SAT		ICT Coordinator		
4. Accomplished Development Plan		Head Teacher , School Planning Team		
5. Project/Training/SLAC Proposal – for INSET		PMT, SLAC Coordinator/Master Teacher		
6. Monitoring & Evaluation Form		LAC Coordinator/Master Teacher		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1.1 Check submitted requirements	None	5 minutes	School Training Coordinator/ PMT/ SLAC Coordinator/ Master Teacher/ Head Teacher/ ICT Coordinator / School Head
	1.2 Identify needs of teachers based on documents	None	1 day	
	1.3 Craft an action/SLAC plan/proposal	None	1 day	
2. Attend learning and development activity and provide feedback	2.1 Implement SLAC	None	1 hour	
	2.2 Conduct Monitoring and Evaluation	None	30 minutes	
TOTAL:		None	2 days, 3 hours, 35 minutes	

IX. Feedback and Complaints

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	Accomplish the client feedback form that would be given by the stationed guard at the entrance of the premises or email the respective DepEd RO Official Email Address
How feedbacks are processed	Public Affairs Offices (CO: PAAC, RO: PAU, SDO: Office of the SDS, Schools: School Head) will collect the feedback forms every week for recording, and endorsement to concerned offices. Issues and requests shall be addressed by the concerned office/s, and monitored and recorded by the respective public affairs office
How to file a complaint	Walk-in: Go to the respective Public Affairs Office of the respective governance level. Discuss the concerns with the designated complaints officer. Submit necessary evidence, if applicable. Email/Hotline: Send/Discuss complaint thru the official PAAC email address (action@deped.gov.ph) or the official email address of the respective office or call Hotline 8888
How complaints are processed	The complaints officer will record the complaint on their respective database. If the necessary information is provided and complete, the officer will prepare appropriate Request for Action (RFA). The complaints officer will then monitor the response/action taken through email and/or phone call. The complaints officer will send updates to the concerned party.
Contact Information of CCB, PCC, ARTA	ARTA: complaints@arta.gov.ph : 1-ARTA (2782) PCC: 8888 CCB: 0908-881-6565 (SMS)

X. List of Offices

A. Central Office

Office	Address	Contact Information
Office of the Secretary	2 nd floor Rizal Building, DepEd Complex Meralco Avenue, Pasig City	Direct line: 633-7208; 633-7228; 687-2922 Fax: 636-4876; 637-6209 Email: leonor.briones@deped.gov.ph; osec@deped.gov.ph
Office of the Chief of Staff		Direct line: 638-8642; 637-6208 Fax: 636-4876 Email: nepo.malaluan@deped.gov.ph; osec@deped.gov.ph
Office of the Undersecretary for Curriculum and Instruction	1 st floor Rizal Building, DepEd Complex Meralco Avenue, Pasig City	Direct line: 687-4146; 633-7202; 631-5057 Fax: 636-4879 Email: ouci@deped.gov.ph
Office of the Assistant for Curriculum and Instruction		Direct line: 633-7258; 633-5429 Email: alma.torio@deped.gov.ph
Office of Planning Service, Field Operation, HROD		Direct line: 633-7206; 636-6549 Fax: 631-8494 Email: jesus.mateo@deped.gov.ph
Office of Undersecretary for Finance Service	2 nd floor Rizal Building, DepEd Complex Meralco Avenue, Pasig City	Direct line: 633-9342; 638-3703 Fax: 637-4211; 470-6628 Email: annalyn.sevilla@deped.gov.ph
Office of Assistant Secretary for Finance Service	1 st floor Alonzo Building, DepEd Complex Meralco Avenue, Pasig City	Direct line: 633-8925; 637-4611 Email: ramon.abcede@deped.gov.ph
Office of the Undersecretary for Administration	4 th Floor, Mabini Building, DepEd Complex Meralco Avenue, Pasig City	Direct line: 637-6207; 633-7203 Email: alain.pascua@deped.gov.ph
Office of the Assistant Secretary for Administrative Service and Procurement		Direct line: 634-1169 Email: salvador.malana@deped.gov.ph

Management Service		
Office of the Undersecretary for Legal Service	3 rd Floor Mabini Building, DepEd Complex Meralco Avenue, Pasig City	Direct line :633-7205; Fax: 633-7259 Email: josephine.maribojoc@deped.gov.ph
Office of the Assistant Secretary or Legal Service	3 rd Floor Mabini Building, DepEd Complex Meralco Avenue, Pasig City	Direct line: 706-5332; 633-5439 Email: alberto.escobarte@deped.gov.ph
Office of the Undersecretary for Legal Liaison Office and External Partnership Service	1 st floor Rizal Building, DepEd Complex Meralco Avenue, Pasig City	Direct line: 633-7224; 631-9641; Fax: 633-1940 Email: tonisito.umali@deped.gov.ph
Office of the Undersecretary for Field Operation, BHROD-EWD and PD and DEACO	4 th Floor Mabini Building, DepEd Complex Meralco Avenue, Pasig City	Direct line: 633-5313; 631-8492 Email: revsee.escobedo@deped.gov.ph
Office of the Assistant Secretary for Alternative Learning System (ALS) and Task Force	5 th Floor Bonifacio Building, DepEd Complex Meralco Avenue, Pasig City	Direct line: 636-6547; 631-8495 Email: gh.ambat@deped.gov.ph
OFFICE OF THE SECRETARY		
Teacher Education Council Secretariat (TECS)	2 nd floor Mabini Building, DepEd Complex Meralco Avenue, Pasig City	Direct line: 638-6170; 638-6172 Email: tecdeped@gmail.com
International Cooperation Office (ICO)	1 st floor Alonzo Building, DepEd Complex Meralco Avenue, Pasig City	Direct line: 637-6463; 637-6462 Email: ico@deped.gov.ph
Literacy Coordinating	2 nd floor Bonifacio Building, DepEd	Direct line: 631-0567; 635-9996 631-0590; 631-0579

Council Secretariat (LCCS)	Complex Meralco Avenue, Pasig City	Email: lcc@deped.gov.ph
Internal audit service (IAS)	1 st floor Mabini Building, DepEd Complex Meralco Avenue, Pasig City	Direct line: 706-5663 Email: ias.od@deped.gov.ph
<ul style="list-style-type: none"> Office of the Director Management Audit division (MAD) 		Direct line: 706-5961 Email: ias.mad@deped.gov.ph
<ul style="list-style-type: none"> Operations Audit Division (OAD) 		Direct line: 706-5664 Email: ias.oad@deped.gov.ph
Palarong Pambansa Secretariat		Direct line: 632-0260
<i>CURRICULUM AND INSPECTION</i>		
Bureau of Curriculum Development (BCD)	3rd Floor Bonifacio Building, DepEd Complex Meralco Avenue, Pasig City	Direct line: 636-5096; 633-7267 Email: bcd.od@deped.gov.ph
<ul style="list-style-type: none"> Office of the Director Curriculum Standards Development Division (CSDD) 		Direct line: 632-7746; 635-9822 Email: bcd.csdd@deped.gov.ph
<ul style="list-style-type: none"> Special Curricular Programs Division (SCPD) 		Direct line: 632-7586; 636-5173 Email: bcd.scpd@deped.gov.ph
Bureau of Education Assessment (BEA)	2nd Floor Bonifacio Building, DepEd Complex Meralco Avenue, Pasig City	Direct line: 655-2145; 631-2588; 631-6921 Email: bea.od@deped.gov.ph
<ul style="list-style-type: none"> Office of the Director Education Assessment Division (EAD) 		Direct line: 631-2589; 631-2571 Email: bea.ead@deped.gov.ph

<ul style="list-style-type: none"> • Education Research Division (ERD) 		Direct line: 631-2591 Email: bea.erd@deped.gov.ph
Bureau of Learning Delivery (BLD) <ul style="list-style-type: none"> • Office of the Director 	4 th Floor Bonifacio Building, DepEd Complex Meralco Avenue, Pasig City	Direct line: 637-4346; Fax: 637-4347 Email: bld.od@deped.gov.ph
<ul style="list-style-type: none"> • Teaching and Learning Division (TLD) 		Direct line: 638-4799 Email: bld.tld@deped.gov.ph
<ul style="list-style-type: none"> • Student Inclusion Division (SID) 		Direct line: 687-2948; 631-9993; 631-9398 Email: bld.sid@deped.gov.ph
Bureau of Learning Resources (BLR) <ul style="list-style-type: none"> • Office of the Director 	1 st floor Bonifacio, DepEd Complex Meralco Avenue, Pasig City	Direct line: 634-1072; 631-6922 Email: blr.od@deped.gov.ph
Office of the Director (Cebu)	Ecotech Compound, Sudlon, Lahug, Cebu City	Direct line: (032)255-3633 to 35 Email: blr.cebu@deped.gov.ph
<ul style="list-style-type: none"> • Learning Resources Production Division (LRPD) 	1 st floor Bonifacio Building, DepEd Complex Meralco Avenue, Pasig City	Direct line: 634-0901; 631-4985; 631-3690
<ul style="list-style-type: none"> • Learning Resources Quality Assurance Division (LRQAD) 		Direct line: 634-1054; 631-9294 Email: blr.lrqad@deped.gov.ph
GOVERNANCE AND OPERATION		
Bureau of Human Resource and Organizational Development (BHROD) <ul style="list-style-type: none"> • Office of the Director 	4 th floor Mabini Building, DepEd Complex Meralco Avenue, Pasig City	Direct line: 633-7237 Email: bhrod.od@ deped.gov.ph
<ul style="list-style-type: none"> • Employee Welfare 		Direct line: 633-7229; 635-3760 Email: bhrod.ewd@deped.gov.ph

Division (EWD)		
<ul style="list-style-type: none"> Human Resource Development Division (HRDD) 		Direct line: 470-6630 Email: bhrod.hrdd@deped.gov.ph
<ul style="list-style-type: none"> Personnel Division (PD) 	1 st floor Alonzo Building, DepEd Complex Meralco Avenue, Pasig City	Direct line: 633-9345; 636-6546 Fax: 633-6682 Email: bhrod.pd@deped.gov.ph
<ul style="list-style-type: none"> Organization Effectiveness Division (OED) 	4 th floor Mabini Building, DepEd Complex Meralco Avenue, Pasig City	Direct line: 633-5375 Email: bhrod.oed@deped.gov.ph
<ul style="list-style-type: none"> School Effectiveness Division (SED) 		Direct line: 633-5397 Email: bhrod.sed@deped.gov.ph
Bureau of Learner Support Services (BLSS) <ul style="list-style-type: none"> Office of the Director 	3 rd floor Mabini Building, DepEd Complex Meralco Avenue, Pasig City	Direct line: 632-9935; 635-3763; 636-3602 Email: blss.od@deped.gov.ph
<ul style="list-style-type: none"> School Health Division (SHD) 		Direct line: 632-9935 Email: blss.shd@deped.gov.ph
<ul style="list-style-type: none"> School Sports Division (SSD) 		Direct line: 632-0260 Email: blss.ssd@deped.gov.ph
<ul style="list-style-type: none"> Youth Formation Division (YFD) 		Direct line: 637-9814 Email: blss.yfd@deped.gov.ph
National Educator's Academy of the Philippines (NEAP) <ul style="list-style-type: none"> Office of the Director 	2 nd floor Mabini Building, DepEd Complex Meralco Avenue, Pasig City	Direct line: 638-8638 Email: neap.od@deped.gov.ph
<ul style="list-style-type: none"> Professional Development Division (PDD) 		Direct line: 633-9455 Email: neap.pdd@deped.gov.ph
<ul style="list-style-type: none"> Quality Assurance Division (QAD) 		Direct line: 633-7207; 635-4796 Email: neap.qad@deped.gov.p

Project Management Service (PMS) • Office of the Director	2 nd floor Mabini Building, DepEd Complex Meralco Avenue, Pasig City	Direct line: 631-6926 Email: pms.od@deped.gov.ph
• Project Development Division (PDD)		Direct line: 635-3983; 633-7256 Email: pms.pdd@deped.gov.ph
• Project Management Division (PMD)		Direct line: 631-2579; 631-0595; 637-5584 Email: pms.pdd@deped.gov.ph
LEGAL AND LEGISLATIVE AFFAIRS		
Legal service (LS) • Office of the Director	3rd floor Mabini Building, DepEd Complex Meralco Avenue, Pasig City	Direct line: 636-6550 Email: ls.od@deped.gov.ph
• Investigation Division (ID)		Direct line: 631-5773; 631-7242 Email: ls.id@deped.gov.ph
• Legal Division (LD)		Direct line: 637-6206 Email: ls.ld@deped.gov.ph
• Legal Helpdesk Center		Direct line: 633-7247; 633-5444
FINANCE AND ADMINISTRATION		
Administrative service (AS) • Office of Director	1 st floor Alonzo, DepEd Complex Meralco Avenue, Pasig City	Direct line: 633-7223; 635-0552; 637-4213 Email: as.od@deped.gov.ph
• Asset Management Division (AMD)		Direct line: 635-0551 Fax: 633-7217 Email: as.amd@deped.gov.ph
• Cash Division (AMD)		Direct line: 637-2408; 633-7220 Email: as.cd@deped.gov.ph
• Education Facilities Division (EFD)	5 th floor Mabini, DepEd Complex Meralco Avenue, Pasig City	Direct line: 633-7263; 638-7110; 636-4877 Email: as.efd@deped.gov.ph
• General Services Division (GSD)	1 st floor Alonzo, DepEd Complex	Direct line: 636-4880; 633-6680 Email: as.gsd@deped.gov.ph

<ul style="list-style-type: none"> Records Division (RD) 	Meralco Avenue, Pasig City	Direct line: 633-7218; 687-1449 Email: as.rd@deped.gov.ph
Baguio Teachers Camp (BTC)	Leonard Wood Road, Teacher Camp, 2600 Baguio City	Direct line: 074-4423517; 4422659; 4226887 Email: as.btc@deped.gov.ph
Finance service (FS) <ul style="list-style-type: none"> Office the Director 	2 nd floor Alonzo, DepEd Complex Meralco Avenue, Pasig City	Direct line: 633-7231 Email: fs.od@deped.gov.ph
<ul style="list-style-type: none"> Finance Service (Legal Support) 		Email: legal.support@deped.gov.ph
<ul style="list-style-type: none"> Accounting Division (AD) 		Direct line: 633-7961; 633-7233; 633-7201 Email: fs.ad@deped.gov.ph
<ul style="list-style-type: none"> Budget Division (BD) 		Direct line: 637-4214; 637-6203 Email: fs.bd@deped.gov.ph
<ul style="list-style-type: none"> Employee Account Management Division (EAMD) 		Direct line: 633-7248 Email: fs.eamd@deped.gov.ph
Procurement Service (PROCS) <ul style="list-style-type: none"> Office of the Director 	5 th floor Mabini, DepEd Complex Meralco Avenue, Pasig City	Direct line: 636-6542; 633-7232 Email: procms.od@deped.gov.ph
<ul style="list-style-type: none"> BAC Secretariat Division 		Direct line: 633-9343 Email: depedcentral.bacsecretariat@gmail.com
<ul style="list-style-type: none"> Contract Management Division (CMD) 		Direct line: 635-3762 Email: procms.cmd@deped.gov.ph
<ul style="list-style-type: none"> Procurement Planning and Management Division (PPMD) 		Direct line: 638-4392; 636-6543 Email: procms.ppmmd@deped.gov.ph
STRATEGIC MANAGEMENT		
Disaster Risk Reduction and Management	3 rd floor Mabini, DepEd Complex Meralco Avenue, Pasig City	Direct line: 635-3764; 637-4933 Email: drrmo@deped.gov.ph

Service (DRRMS)		
<ul style="list-style-type: none"> Office of the Director 		
Information and Communications Technology Service (ICTS)	4 th floor Bonifacio, DepEd Complex Meralco Avenue, Pasig City	Direct line: 633-6548; 631-9636 Email: icts.od@deped.gov.ph
<ul style="list-style-type: none"> Office of the Director 		
<ul style="list-style-type: none"> Solutions Development Division (SDD) 	3 rd floor Bonifacio, DepEd Complex Meralco Avenue, Pasig City	Direct line: 635-7369; 633-2092 Email: icts.sdd@deped.gov.ph
<ul style="list-style-type: none"> Technology Infrastructure Division (TID) 	1 st floor Bonifacio, DepEd Complex Meralco Avenue, Pasig City	Direct line: 633-2363 Email: icts.tid@deped.gov.ph
<ul style="list-style-type: none"> User Support Division (USD) 	3 rd floor Bonifacio, DepEd Complex Meralco Avenue, Pasig City	Direct line: 633-7264; 6364878 Email: icts.usd@deped.gov.ph
Planning Service (PS)		Direct line: 687-2744 Email: ps.od@deped.gov.ph
<ul style="list-style-type: none"> Office of the Director 		
<ul style="list-style-type: none"> Educational Management Information System Division (EMISD) 	2 nd floor Alonzo Building, DepEd Complex Meralco Avenue, Pasig City	Direct line: 638-2251; 635-3958; Fax: 635-3986 Email: ps.emisd@deped.gov.ph
<ul style="list-style-type: none"> Planning and Programming Division (PPD) 		Direct line: 633-7216; 638-8634 Email: ps.pdd@deped.gov.ph
<ul style="list-style-type: none"> Policy Research and Development Division (PRDD) 		Direct line: 633-7257; 635-3976 Email: ps.prdd@deped.gov.ph
Public Affairs Service (PAS)	Aguinaldo Building, DepEd Complex	Direct line: 633-2120 Email: pas.od@deped.gov.ph

<ul style="list-style-type: none"> • Office of the Director 	Meralco Avenue, Pasig City	
<ul style="list-style-type: none"> • Public Assistance Action Center (PAAC) 		Direct line: 636-1663; 633-1942 Email: action@deped.gov.ph
<ul style="list-style-type: none"> • Communications Division (CD) 		Direct line: 633-7254; 633-2120 Email: pas.cd@deped.gov.ph
<ul style="list-style-type: none"> • Publications Division (PD) 		Direct line: 633-9341 Email: pas.pd@deped.gov.ph

B. Regional Office

Office	Address	Contact Information
Region I	Flores St., Catbangan, San Fernando City, La Union	Direct Line: (072) 682-2324; 682-0122; 682-0121; 682-0125; 2424464; 2423570 Fax: 6078124 Email: region1@deped.gov.ph
Region II	Carig, Tuguegarao City (Caga)	Direct Line: (078) 304 3855-3855 loc. 122 Email: region2@deped.gov.ph
Region III	Maimpis, City of San Fernando, Pampanga	Direct Line: (045) 961-7825; 860-5211 Email: region3@deped.gov.ph
Region IV-A	Karangalan ES, Karangalan Village Cainta, Rizal	Direct Line: (02) 682-2114; 682-1223 Fax: 647-6204 Email: region4a@deped.gov.ph
Region IV-B	Meralco Ave. corner St. Paul Road Pasig City	Direct Line: (02) 631-4070; 637-3093 Fax: 637-3139; 637-2897*; 637-3446 Email: ro4-b@deped.gov.ph mimaropa.region@deped.gov.ph
Region V	Rawis, Legazpi City	Direct Line: (052) 482-0046 Fax: 820-8404; 482-0373; 820-2663; 820-4045; 482-0523 Email: ro5@deped.gov.ph region5@deped.gov.ph
Region VI	Duran St., Iloilo City	Direct Line: (033) 336-2816; 335-0207 Fax: 509-5971; 509-7653; 337-3892 Email: ro6@deped.gov.ph; region6@deped.gov.ph
Region VII	Sudlon, Lahug, Cebu City	Direct Line: (032) 231-13-09; 414-73-99 255-45-42; 255-13-13*; 414-73-26 Email: ro7@deped.gov.ph; region7@deped.gov.ph
Region VIII	Gov't Center, Candahug, Palo, Leyte	Direct Line: (072)2424464; 2423570 Fax: 6078124

		Email: region8@deped.gov.ph
Region IX	Tiguma, Airport Road, Pagadian City	Direct Line: (062) 2141991 Email: region9@deped.gov.ph
Region X	Masterson Avenue, Zone 1, Upper Bulalang Cagayan De Oro City	Direct Line : (088) 856 3932 Email: region10@deped.gov.ph
Region XI	F. Torres St., Davao City	Direct Line: (082) 227 9342 Email: region11@deped.gov.ph
Region XII	Carpenter Hill, Koronadal City	Direct Line: (083) 228 8825 Email: region12@deped.gov.ph
Region XIII (CARAGA Administrative Region)	Km.3, Libertad St. Butuan City	Direct Line : (085) 342 6267 Email: caraga@deped.gov.ph
Cordillera Administrative Region (CAR)	Wangal, La Trinidad, Benguet	Direct Line: (074) 422-1318; 309-3013 Email: car@deped.gov.ph
National Capital Region (NCR)	Misamis St., Bago Bantay, Quezon City	Direct line: 9262213; 9294330; 9201490; 9294348 Email: depedncrph@gmail.com
Autonomous Region in Muslim Mindanao (ARMM)	Cotabato City	Direct Line: (064) 390-1465 Fax: 421-3838 (fax)

C. School Division Office

Office	Address	Contact Information
REGION 1		
SDO Ilocos Norte	Bgy. 7B, Giron St., Laoag City	Direct Line: (077) 7715253; 7710960 Fax: 7721993 Email: ilocos.norte@deped.gov.ph
SDO Ilocos Sur	Qurino Blvd., Zone V, Bantay Ilocos Sur	Direct Line: (077) 7222055 Fax: 7224394; 7223290 Email: ilocos.sur@deped.gov.ph
SDO La Union	Flores St., Catbangan, San Fernando City, La Union	Direct Line: (072)2424464; 2423570 Fax: 6078124 Email: la.union@deped.gov.ph
SDO Pangasinan I	Alviar St., East, Capitol Grounds, Lingayen, Pangasinan	Direct Line: (075) 5425965; 5426132; 5425812; 5425969*; 5422374 Email: pangasinan1@deped.gov.ph
SDO Pangasinan II	Canarvacanan, Binalonan, Pangasinan	Direct Line: (075) 5134281; 5133411 Email: pangasinan2@deped.gov.ph
SDO Alaminos City	San Jose Drive, Alaminos City	Direct Line: (075) 6540212 Email: alaminos.city@deped.gov.ph
SDO Batac City	Batac City, Ilocos Norte	Direct Line: (077)7923554 Email: batac.city@deped.gov.phg
SDO Candon City	Candon II Central School, San Isidro, Candon City	Direct Line: (077) 7426065 Email: candon.city@deped.gov.ph
SDO Dagupan City	Burgos St., Dagupan City	Direct Line: (075) 5156009; 5234742 Fax: 5220875 Email: dagupan.city@deped.gov.ph
SDO Laoag City	Brgy. 14, Nolasco St., Laoag City	Direct Line: (077) 7711526; 7732514 Fax: 7713678 Email: laoag.city@deped.gov.ph
SDO San Carlos City	Rizal St., San Carlos City	Direct Line: (075) 5325343; 5322328 Fax: 5312062 Email: sancarlos.city1@deped.gov.ph
SDO San Fernando City	San Fernando City	Direct Line: (072) 8886925; 8684161 Email: depedcsfp@gmail.com
SDO Urdaneta City	San Vicente Drive, Urdaneta City	Direct Line: (075) 5683056; Fax: 5683055 Email: urdaneta.city@deped.gov.ph

SDO Vigan City	Mena Crisologo St. cor. Rivero St. Barangay 9, Vigan City	Direct Line: (077) 6320523; 6320533 Email: vigan.city@deped.gov.ph
REGION 2		
SDO Batanes	Basco, Batanes	Email: batanes@deped.gov.ph
SDO Cagayan	Lingu, Solana, Cagayan	Direct Line: (078) 3040474; 5010336 Email: sdo.cagayan@deped.gov.ph
SDO Isabela	Ilagan, Isabela	Direct Line: (078) 6222563; 6242015 Email: isabela@deped.gov.ph
SDO Nueva Vizcaya	Bayombong, Nueva Vizcaya	Direct Line: (078) 3212169; 8051047; 8051049 Email: nuevavizcaya.depedro2@gmail.com
SDO Quirino	Cabarroguis, Quirino	Direct Line: (078) 6925019 Email: quirino.depedro2@gmail.com
SDO Cauayan City	Cauayan City	Direct Line: (078) 6521614 Email: cauayan.depedro2@gmail.com
SDO Ilagan City	Ilagan City	Email: ilagan.depedro2@gmail.com
SDO Santiago City	Santiago City	Direct Line: (078) 3052016 Email: santiago.city@deped.gov.ph
SDO Tuguegarao City	Tuguegarao City, Cagayan	Direct Line: (078) 3047767 Email: tuguegarao@deped.gov.ph
REGION 3		
SDO Aurora	Baler, Aurora	Direct Line: (042) 2094254; 2099212; Fax: 2094408 (Email: aurora@deped.gov.ph
SDO Bataan	Balanga, Bataan	Direct Line: (047) 2373303; 2372102; 7917004 Email: bataan@deped.gov.ph
SDO Bulacan	Malolos, Bulacan	Direct Line: (044) 7961361; 6624314; 7910256; 7906586 Email: bulacan@deped.gov.ph
SDO Nueva Ecija	Cabanatuan City	Direct Line: (044) 4631586; 4631707; 6000582 Email: nueva.ecija@deped.gov.ph
SDO Pampanga	San Fernando, Pampanga	Direct Line: (045) 9612148; 9613010; 9613219 Email: pampanga@deped.gov.ph
SDO Tarlac	Tarlac, Tarlac	Direct Line: (045) 9820374; 9824286; 9822463 Email: tarlac@deped.gov.ph

SDO Zambales	Iba, Zambales	Direct Line: (047) 8111421; 8113578; 8113031 Email: zambales@deped.gov.ph
SDO Angeles City	Angeles City	Direct Line: (045) 3225722; 3224702; 8876099; 8880582 Email: angeles.city@deped.gov.ph
SDO Balanga City	Balanga City	Direct Line: (047) 7911077; 6627562 Email: balanga.city@deped.gov.ph
SDO Cabanatuan City	Cabanatuan City	Direct Line: (044) 4637334; 4631627; 6003595 Email: cabanatuan.city@deped.gov.ph
SDO Gapan City	Gapan City	Direct Line: (044) 4866524; 4867910; 4867252 Email: gapan.city@deped.gov.ph
SDO Mabalacat City	Mabalacat City, Pampanga	Direct Line: (045) 4027534 Email: mabalacat.city@deped.gov.ph
SDO Malolos City	Malolos City	Direct Line: (044) 7916429; 6623034 Email: malolos.city@deped.gov.ph
SDO Meycauayan City	Meycauayan City, Bulacan	Direct Line: (044) 234-0121 Email: meycayuayan.city@deped.gov.ph
SDO Olongapo City	Olongapo City	Direct Line: (047) 2226569; 2222568 (f) Email: olongapo.city@deped.gov.ph
SDO San Fernando City	San Fernando City, Pampanga	Direct Line: (045) 6364233; 6364209; 6364459 Email: depedcsfp@gmail.com
SDO San Jose City	San Jose City, Nueva Ecija	Direct Line: (045) 9824439 Email: sanjose.city@deped.gov.ph
SDO San Jose Del Monte	San Jose del Monte City	Direct Line: (044) 6915830; 6916863 Email: sanjosedelmonte.city@deped.gov.ph
SDO Science City of Muñoz	Brgy. Rizal, Science City of Muñoz	Direct Line: (044) 4565534; 4565895 Email: munozscience.city@deped.gov.ph
SDO Tarlac City	Tarlac City	Direct Line: (045) 9824439; 9824514 Email: tarlac.city@deped.gov.ph
REGION 4A		
SDO Batangas	Bolboc, Batangas City	Direct Line: (043) 7232816 (tf); 7230962 Email: deped.batangas@deped.gov.ph

SDO Cavite	Trece Martirez City	Direct Line: (046) 8640189; 8640188; 4190482; 4191506; 4191286; 4191739 Email: deped.cavite@deped.gov.ph
SDO Laguna	Sta. Cruz, Laguna	Direct Line: (049) 8084163 (tf); 8084218; 8084218 Email: laguna@deped.gov.ph
SDO Quezon	Talipan, Pagbilao, Quezon	Direct Line: (042) 7311915 (tf); 7103915 Email: quezon@deped.gov.ph
SDO Rizal	Cabrera Rd., Hilltop, Taytay, Rizal	Direct Line: (02) 2842082; 2842070; 2842083 Email: rizal@deped.gov.ph
SDO Antipolo City	Antipolo City	Direct Line: (02) 6303110 (tf); 6306854 Email: antipolo.city@deped.gov.ph
SDO Bacoor City	Bacoor City	Direct Line: (046) 434-5055; 235-0021; 6831350 Email: bacoor.city@deped.gov.ph
SDO Batangas City	Batangas City	Direct Line: (043) 7233586 (tf); 3001138; 7238507 Email: division.batangascity@deped.gov.ph
SDO Biñan City	Biñan City, Laguna	Direct Line: (049) 5114143 Email: deped.binancity@deped.gov.ph
SDO Cabuyao City	Cabuyao City	Direct Line: (049) 5450792 Email: division.cabuyao@deped.gov.ph
SDO Calamba City	Calamba City	Direct Line: (049) 5457331; 5451121(f); 4208265 Email: calamba.city@deped.gov.ph
SDO Cavite City	Cavite City	Direct Line: (046) 4311282; 5042928 (f); 4310842 Email: cavite.city@deped.gov.ph
SDO Dasmariñas City	Dasmariñas City	Direct Line: (046) 9732534 Email: dasmarinas.city@deped.gov.ph
SDO Imus City	General Satorre St., Imus City, Cavite	Direct Line: (046) 4711134 Email: imus.city@deped.gov.ph
SDO Lipa City	Lipa City	Direct Line: (043) 7561233 (tf); 7561910 Email: deped.lipacity@deped.gov.ph

SDO Lucena City	Lucena City	Direct Line: (042) 6604471 (tf); 6602157 Email: lucena.city@deped.gov.ph
SDO San Pablo City	San Pablo City	Direct Line: (049) 5627509 (tf); 5620685 Email: sanpablo.city@deped.gov.ph
SDO Sta. Rosa City	Sta. Rosa City	Direct Line: (049) 5345283 Email: santarosa.city@deped.gov.ph
SDO Tanauan City	Tanauan City	Direct Line: (043) 7785652 (tf); 7785861 Email: tanauan.city@deped.gov.ph
SDO Tayabas City	Brgy. Ipilan, Tayabas City	Direct Line: (042) 7970773 Email: tayabas.city@deped.gov.ph
SDO General Trias City	Brgy. Sampalucan, General Trias City	Direct Line: (046) 5091167; 4314275 Email: division.gentri@deped.gov.ph
REGION 4B		
SDO Marinduque	Boac, Marinduque	Direct Line: (042) 3321009; 3321611 Email: records.sdomarinduque@deped.gov.ph
SDO Occidental Mindoro	Mamburao, Occidental Mindoro	Direct Line: (043) 7111126 (tf); 7115290 Email: occidental.mindoro@deped.gov.ph
SDO Oriental Mindoro	Calapan, Or. Mindoro	Direct Line: (043) 4410160 (tf); 2882270 Email: oriental.mindoro@deped.gov.ph
SDO Palawan	Puerto Princesa City	Direct Line: (048) 4336391; 433- 9941; 4336394 Email: deped.palawan2@gmail.com
SDO Romblon	Romblon, Romblon	Direct Line: (054) 4728218 loc. 2055
SDO Calapan City	Calapan City	Direct Line: (043) 2881581 (tf); 2881542 Email: calapan.city@deped.gov.ph
SDO Puerto Princesa City	Puerto Princesa City	Direct Line: (048) 4338458; 4349438 Email: puertoprincesa@deped.gov.ph
REGION 5		
SDO Albay	Legazpi City	Direct Line: (052) 4815939; 8202981; 8248300; 2112108 Fax: 4806151; 8211288 Email: albay@deped.gov.ph

SDO Camarines Norte	Daet, Camarines Norte	Direct Line: (054) 7213042; 4401834; 2992500 Email: camarines.norte@deped.gov.ph
SDO Camarines Sur	Freedom Sports Complex San Jose, Pili, Cam. Sur	Direct Line: (054) 4773354; 3612715; 3612697; 4773097; 7411028; Fax: 8118068 Email: camarines.sur@deped.gov.ph
SDO Catanduanes	Virac, Catanduanes	Direct Line: (052) 8112193 Email: catanduanes@deped.gov.ph
SDO Masbate	Masbate, Masbate	Direct Line: (056) 3334372; 3332118 Email: masbate@deped.gov.ph
SDO Sorsogon	Sorsogon, Sorsogon	Direct Line: (056) 2111929; 2113385; 2112774; 2112087 Email: sorsogon@deped.gov.ph
SDO Iriga City	Iriga City	Direct Line: (054) 2992506 Email: iriga.city@deped.gov.ph
SDO Legazpi City	Legaspi City	Direct Line: (052) 8217921; 8205949; 8205003 Email: legazpi.city@deped.gov.ph
SDO Ligao City	Ligao City	Direct Line: (052) 4852496 Fax: 4851336; 8380526 Email: ligao.city@deped.gov.ph
SDO Masbate City	Masbate City	Direct Line: (056) 3336815 Email: masbate.city@deped.gov.ph
SDO Naga City	Naga City	Direct Line: (054) 4738211; 4736079 Email: naga.city@deped.gov.ph
SDO Sorsogon City	Sorsogon City	Direct Line: (056) 4215516; Fax: 4531798 Email: sorsogon.city@deped.gov.ph
SDO Tabaco City	Tabaco City	Direct Line: (052) 8302664 Fax: 8387273 Email: tabaco.city@deped.gov.ph
REGION 6		
SDO Aklan	Kalibo, Aklan	Direct Line: (036) 2683097; 2684235; Fax: 2684234 Email: aklan@deped.gov.ph
SDO Antique	San Jose, Antique	Direct Line: (036) 5409837; 5408987 Email: antique@deped.gov.ph
SDO Capiz	Roxas City	Direct Line: (036) 6210974; 6210059 Email: capiz@deped.gov.ph
SDO Guimaras	Jordan, Guimaras	Direct Line: (033) 2371612; 5813055; 2371032

		Email: guimaras@deped.gov.ph
SDO Iloilo	Iloilo City	Direct Line: (033) 3201402; 3200728; 3200719 Email: iloilo@deped.gov.ph
SDO Negros Occidental	Bacolod City, Negros Occidental	Direct Line: (034) 4353960; 4334479; 4344479 to 80 Email: negros.occidental@deped.gov.ph
SDO Bacolod City	Bacolod City, Negros Occidental	Direct Line: (034) 4338841; 4347603; 4338842 Email: bacolod.city@deped.gov.ph
SDO Bago City	Bago City, Negros Occidental	Direct Line: (034) 4611246; 4610744 Email: deped.bagocity@deped.gov.ph
SDO Cadiz City	Cadiz City, Negros Occidental	Direct Line: (034) 4931174; 4930678; 4930352 Email: deped.cadizcitydivision@deped.gov.ph
SDO Escalante City	Escalante City, Negros Occidental	Direct Line: (034) 455-0738; 454-0746 Email: escalante.city001@deped.gov.ph
SDo Iloilo City	Gen. Luna St., Iloilo City	Direct Line: (033) 3369273; 3364745; 5086089 Email: iloilocitydivision@gmail.com
SDO Kabankalan City	Kabankalan City, Negros Occidental	Direct Line: (034) 4712454; 4712003 Email: kabankalan.city@deped.gov.ph
SDO La Carlota City	La Carlota City, Negros Occidental	Direct Line: (034) 4602571; 4602253 Email: lacarlota.city@deped.gov.ph
SDO Passi City	Iloilo	Direct Line: (033) 3115843; 3116088 Email: passi.city@deped.gov.ph
SDO Roxas City	Arnaldo Blvd., Roxas City	Direct Line: (036) 6210360; 6212246 Email: deped.roxascity@deped.gov.ph
SDO Sagay City	Sagay City, Negros Occidental	Direct Line: (034) 4880216; 7229141 Email: sagay.city@deped.gov.ph
SDO San Carlos City	San Carlos City, Negros Occidental	Direct Line: (034) 3125953 Email: sancarlos.city6@deped.gov.ph
SDO Silay City	Silay City, Negros Occidental	Direct Line: (034) 4952763; 4950161 Fax: 4952071
SDO Himamaylan City	Vallega St. Himamaylan, Negros Occidental	Direct Line: (034) 744-7157; 744-6276

SDO Sipalay	Barangay 5, Sipalay City, Negros Occidental	Email: deped.sipalaycity@deped.gov.ph
REGION 7		
SDO Bohol	Tagbilaran City, Bohol	Direct Line: (038) 4112720; 5017537; 4114938 Email: deped.bohol@deped.gov.ph
SDO Cebu	BAEX Bldg., Capitol, Cebu City	Direct Line: (032) 2538533 (f); 2556405; 2555208 Email: cebu@deped.gov.ph
SDO Negros Oriental	Dumaguete City, Negros Oriental	Direct Line: (035) 2250667; 2252838; 4220267 Email: negros.oriental@deped.gov.ph
SDO Siquijor	Larena, Siquijor	Direct Line: (035) 3772034; 3772038 (f); 4841175 Email: siquijor@deped.gov.ph
SDO Bais City	Bais City, Negros Oriental	Direct Line: (035) 4029468; 4023732 Email: bais.city@deped.gov.ph
SDO Bayawan City	Bayawan City, Negros Oriental	Direct Line: (035) 2283089 Email: bayawan.city@deped.gov.ph
SDO Bogu City	Bogu City	Direct Line: (032) 4349133 (tf) Email: bogu.city@deped.gov.ph
SDO Carcar City	Carcar City	Direct Line: (032) 4878495 Email: carcarcitydivision@yahoo.com.ph
SDO Cebu City	Cebu City, City	Direct Line: (032) 2551516 Email: cebu.city@deped.gov.ph
SDO Danao City	Danao City	Direct Line: (032) 2004459; 2004021 (tf) Email: danao.city@deped.gov.ph
SDO Dumaguete City	Dumaguete City, Negros Oriental	Direct Line: (035) 2252838; 2250667 Fax: 4220267 Email: dumaguete.city@deped.gov.ph
SDO Guihulngan City	Guihulngan City, Negros Oriental	Direct Line: (035) 2313297 Email: guiuhulngan.city@deped.gov.ph
SDO Lapu-Lapu City	Lapu-Lapu City	Direct Line; (032) 3407887; 3407354 Fax: 3401141 Email: deped.lapulapu@deped.gov.ph
SDO Mandaue City	Mandaue City	Direct Line: (032) 3451553 (tf); 3450545 Email: mandaue.city001@deped.gov.ph

SDO City of Naga	West Poblacion, City of Naga, Cebu	Direct Line: (032) 4894150; 3452081 Email: city.naga@deped.gov.ph
SDO Tagbilaran City	Tagbilaran City, Bohol	Direct Line: (038) 2356239; 5019449 Fax: 2356239 Email: tagbilarancity.division@deped.gov.ph
SDO Talisay City	Talisay City	Direct Line: (032) 2724635; 4913398; 4915929 Email: talisaycity.division@deped.gov.ph
SDO Tanjay City	Tanjay City, Negros Oriental	Direct Line: (035) 4159360; 4158991
SDO Toledo City	Toledo City	Direct Line: (032) 4678284; 3226038 Fax: 4678448 Email: toledo.city@deped.gov.ph
REGION 8		
SDO Biliran	Naval, Biliran	Direct Line: (053) 5009279 Fax: 5009280; Email: depedbiliran@gmail.com
SDO Eastern Samar	Borongan, Samar	Direct Line: (055) 5609193 Fax: 2612027; Email: eastern.samar@deped.gov.ph
SDO Leyte	Tacloban City	Direct Line: (053) 3411708; Fax: 3233553; 3237645 Email: leyte@deped.gov.ph
SDO Northern Samar	Catarman, Northern Samar	Direct Line: (055) 5009038 Fax: 5009037 Email: northern.samar@deped.gov.ph
SDO Samar (Western)	Catbalogan, Samar	Direct Line: (055) 2512595 Fax: 2516089 Email: western.samar@deped.gov.ph
SDO Southern Leyte	Maasin, Southern Leyte	Direct Line: (053) 3813855; 5708930 Fax: 5708933 Email: southern.samar@deped.gov.ph
SDO Baybay City	Baybay City	Direct Line: (053) 3362093; 5638100 Email: baybay.city@deped.gov.ph
SDO Borongan City	Borongan City	Direct Line: (055) 5609198
SDO Calbayog City	Calbayog City	Direct Line: (055) 2091639 Fax: 2093368
SDO Catbalogan City	Catbalogan City	Direct Line: (055) 2513196

		Email: depedcatbalogancitydivision15@gmail.com
SDO Maasin City	Maasin City	Direct Line: (053) 5708066 Email: maasin.city@deped.gov.ph
SDO Ormoc City	Ormoc City	Direct Line: (053) 5619399 Fax: 2555919 Email: ormoc.city@deped.gov.ph
SDO Tacloban City	Tacloban City	Direct Line: (053) 3259201; 3252002; Fax: 3213207 Email: tacloban.city@deped.gov.ph
REGION 9		
SDO Zamboanga del Norte	Dipolog City	Direct Line: (065) 2125843 Fax: 2122607; 2129644; 2122603 Email: depedzanortedivision@yahoo.com
SDO Zamboanga del Sur	Pagadian City	Direct Line: (062) 2141991 Fax: 2143575; 2142579; 2141991; 2153873 Email: depedzambosur@gmail.com
SDO Zamboanga Sibugay	Zamboanga Sibugay	Direct Line: (062) 3335492; 3335534 Email: zamboanga.sibugay@deped.gov.ph
SDO Dapitan City	Dapitan City	Direct Line: (065) 2136947; 2136227 Fax: 2136216 Email: dapitan.city@deped.gov.ph
SDO Dipolog City	Dipolog City	Direct Line: (065) 2123824; 2126986 Fax: 2122777 Email: dipolog.city@deped.gov.ph
SDO Isabela City	Ulbert Ulama St., Isabela City, Basilan	Direct Line: (062) 2003871; 2003775 Fax: 2003967 Email: isabela.city@deped.gov.ph
SDO Pagadian City	Pagadian City	Direct Line: (062) 2144143 (tf); 2153060 Email: pagadian.city@deped.gov.ph
SDO Zamboanga City	Zamboanga City	Direct Line: (062) 9924267; 9931514 Fax: 9922470 Email: zamboanga.city@deped.gov.ph
REGION 10		
SDO Bukidnon	Malaybalay, Bukidnon	Direct Line: (088) 2212452; 8133634 Email: bukidnon@deped.gov.ph
SDO Camiguin	Mambajao, Camiguin	Direct Line: (088) 3870094

		Email: depedcamiguin@gmail.com
SDO Lanao del Norte	Tobod, Lanao del Norte	Direct Line: (063) 3415655; 3415244 Email: lanao.norte@deped.gov.ph
SDO Misamis Occidental	Oroquieta City	Direct Line: (088) 5311145; 5311872; 5312144 Email: misamis.occidental@deped.gov.ph
SDO Misamis Oriental	Cagayan De Oro City	Direct Line: (08822) 724615; (088) 8564524; 8564454 Email: misamis.oriental@deped.gov.ph
SDO Cagayan de Oro City	Cagayan de Oro City	Direct Line: (08822) 722633; 711762 Email: cagayandeoro.city@deped.gov.ph
SDO El Salvador City	El Salvador City	Direct Line: (088) 5310831 Email: elsalvador.city@deped.gov.ph
SDO Gingoog City	Gingoog City	Direct Line: (088) 8611446 Email: gingoog.city@deped.gov.ph
SDO Iligan City	Iligan City	Direct Line: (063) 2213815; 2216069; 2232255 Email: iligan.city@deped.gov.ph
SDO Malaybalay City	Malaybalay City	Direct Line: (088) 8133634 Email: malaybalay.city@deped.gov.ph
SDO Oroquieta City	Oroquieta City	Direct Line: (085) 5310035 Email: depedoroqueita@gmail.com
SDO Ozamis City	Ozamis City	Direct Line: (088) 5213317; 5211105; 5212878 Email: deped1miz@gmail.com
SDO Tangub City	Tangub City	Direct Line: (088) 3953372 Email: Tangub.city@deped.gov.ph
SDO Valencia City	Valencia City	Direct Line: (0916) 2641608 Email: depedvalencia21@gmail.com
REGION 11		
SDO Compostela Valley	Nabunturan, Compostela Valley	Direct Line: (084) 3760140 Fax: 3760123 Email: compostela.valley@deped.gov.ph
SDO Davao del Norte	Tagum City, Davao	Direct Line: (084) 2173197; Fax: 4001595 Email: tagum.city@deped.gov.ph
SDO Davao del Sur	Digos, Davao del Sur	Direct Line: (082) 5534288; 5532496; 5337243 Email: deped.davsur@gmail.com

SDO Davao Oriental	Mati, Davao Oriental	Direct Line: (082) 3883370; Fax: 8114346
SDO Davao City	Palma Gil St., Davao City	Direct Line: (082) 2243274; 2240100; Fax: 2210059 Email: davao.city@deped.gov.ph
SDO Digos City	Digos City	Direct Line: (082) 5538376; 5538375; 5538396 Email: digos.city@deped.gov.ph
SDO Mati City	Mati City	Direct Line: (087) 3883372; 3883370 Email: mati.city@deped.gov.ph
SDO Panabo City	Panabo City	Direct Line: (084) 6284161 (tf) Email: panabo.city@deped.gov.ph
SDO Samal City	Island Garden City of Samal	Direct Line: (084) 3014121
SDO Tagum City	Tagum City	Direct Line: (084) 2172326; 2173370 (f) Email: tagum.city@deped.gov.ph
REGION 12		
SDO Cotabato	Kidapawan City, Cotabato	Direct Line: (064) 2881799; 2787017; 2787016 Email: cotabato.division@deped.gov.ph
SDO Saranggani	Alabel, Saranggani	Direct Line: (083) 5082029 Email: saranggani@deped.gov.ph
SDO South Cotabato	Alunan Ave., Koronadal City	Direct Line: (083) 2283801 Email: south.cotabato@deped.gov.ph
Sultan Kudarat	Tacurong City, Sultan Kudarat	Direct Line: (064) 2003672; 2007632 Fax: 2006255 Email: sultan.kudarat@deped.gov.ph
SDO Cotabato City	Cotabato City	Direct Line: (064) 4214854
SDO General Santos City	General Santos City	Direct Line: (083) 5528909; 5528907 Email: generalsantos.city@deped.gov.ph
SDO Kidapawan City	Kidapawan City	Direct Line: (064) 2784144 Email: kidapawan.city@deped.gov.ph
SDO Koronadal City	Koronadal City	Direct Line: (083) 2289705; 2282437 Email: koronadal.city@deped.gov.ph
SDO Tacurong City	Tacurong City	Direct Line: (064) 2006093
REGION 13		
SDO Agusan del Norte	Butuan City	Direct Line: (085) 3418207; 3426822; 3429587

		Email: agusan.delnorte@deped.gov.ph
SDO Agusan del Sur	Prosperidad, Agusan del Sur	Direct Line: (085) 3437115; 2423786 Fax: 2323820; 2423827
SDO Dinagat Islands	Dinagat Islands	Direct Line: (086) 3651667
Region XIII. SDO Surigao del Norte	Rizal St., Surigao City	Direct Line: (086) 8268216 (tf); 2317517 Email: surigao.delnorte@deped.gov.ph
SDO Surigao del Sur	Tandag, Surigao del Sur	Direct Line: (086) 2113225; 2113970 Email: surigao.delsur@deped.gov.ph
SDO Bayugan City	Bayugan City	Direct Line: (085) 3030766 Email: deped.bayugan@gmail.com
SDO Bislig City	Bislig City	Direct Line: (086) 6282068; 8532004 Fax: 8534454 Email: bislig.city@deped.gov.ph
SDO Butuan City	Butuan City	Direct Line: (085) 3416830; 3429777 Email: butuan.city@deped.gov.ph
SDO Cabadbaran City	Cabadbaran City	Direct Line: (085) 818 5355 Email: cabadbaran.city@deped.gov.ph
SDO Siargao	Dapa, Siargao, Surigao del Norte	Direct Line: (086) 3651635
SDO Surigao City	Surigao City	Direct Line: (086) 8263075; 2425249 Fax: 8261268 Email: surigao.city@deped.gov.ph
SDO Tandag City	Tandag City	Direct Line: (086) 2115730 Email: tandag.city@deped.gov.ph
CORDILLERA ADMINISTRATIVE REGION (CAR)		
SDO Abra	Bangued, Abra	Direct Line: (074) 7528039; 7528675; 7525358 Email: abra@deped.gov.ph
SDO Apayao	Kabugao, Apayao	Direct Line: (0920) 4050108 Email: apayao@deped.gov.ph
SDO Benguet	La Trinidad, Benguet	Direct Line: (074) 3092047; 4222001; 4226570; 4227501 Email: benguet@deped.gov.ph
SDO Ifugao	Lagawe, Ifugao	Direct Line: (074) 3822102; 3822140 Email: ifugao@deped.gov.ph
SDO Kalinga	Tabuk, Kalinga	Direct Line: (0918) 3711176; (0917) 8013587
SDO Mt. Province	Bontoc, Mt. Province	Direct Line: (074) 4624135 Email: mt.province@deped.gov.ph

SDO Baguio City	Baguio City	Direct Line: (074) 4427819; 4460275 Email: baguio.city@deped.gov.ph
SDO Tabuk City	Tabuk City, Kalinga	Email: tabuk.city@deped.gov.ph
NATIONAL CAPITAL REGION (NCR)		
SDO Caloocan City	10th Ave., Kalookan HS, Caloocan City	Direct Line: (02) 3611463; 3231713; 3231968 Email: caloocan.city@deped.gov.ph
SDO Las Pinas City	Las Pinas City	Direct Line: (02) 8223840; 8750778; Fax: 8298891 Email: laspinas.city@deped.gov.ph
SDO Makati City	Makati ES, Gen. Luna St., Makati City	Direct Line: (02) 8825862; 8950235 (tf); 8903137 Email: makati.city@deped.gov.ph
SDO Malabon City	N. Aquino ES, Mayamaya St. Dagat-dagatan, Malabon City	Direct Line: (02) 2851605; 2857525; 2871373 Email: malabon.city@deped.gov.ph
SDO Mandaluyong City	H-way Hills ES, Calbayog St. Mandaluyong City	Direct Line: (02) 5334931 – 35; Fax: 5327117 Email: sdo.mandaluyong@deped.gov.ph
SDO Manila	City Hall, Manila	Direct Line: (02) 5275180 – 84; 5274969 Fax: 3026890; 3026735; 5272315 – ASDSs; 5272339 Email: manila@deped.gov.ph
SDO Marikina City	Shoe Ave., Sta. Elena, Marikina City	Direct Line: (02) 6468642; 6822472 Fax: 9334214 Email: sdo.marikina@deped.gov.ph
SDO Muntinlupa City	Muntinlupa ES, Poblacion, Muntinlupa City	Direct Line: (02) 8610567; 8614953 Fax: 5532782 Email: sdo.muntinlupa@gmail.com
SDO Navotas City	Bagumbayan, Navotas City	Direct Line: (02) 3515797 Email: Navotas.city@deped.gov.ph
SDO Paranaque City	Paranaque Central School, Kabihasanan, Metro Manila	Direct Line: (02) 8267937 (tf); 8268648; 8265886 Email: paranaque.city@deped.gov.ph
SDO Pasay City	P. Burgos ES, Pasay City	Direct Line: (02) 8310331; 8316660 Fax: 8341179 Email: depedpasaycity@yahoo.com
SDO Pasig City	Pasig ES, Caruncho Ave., Pasig City	Direct Line: (02) 6418885 Fax: 6411883; 6403193 Email: pasig.city@deped.gov.ph

SDO Quezon City	San Francisco Compound, Misamis St., Bago Bantay, Quezon City	Direct Line: (02) 3526809; 9203229; 4560343; 3526746; 9203586 – ASDs; 9270850; 4560521 Email: quezon.city@deped.gov.ph
SDO San Juan City	San Juan City	Direct Line: (02) 7243765; 7246612 Email: depedsanjuan@gmail.com
SDO Taguig City-Pateros	Capinga ES, Taguig City	Direct Line: (02) 8384251; 8392103 (f); 8375554 Email: taguig.pateros@deped.gov.ph
SDO Valenzuela City	P. Valenzuela St., Marulas, Valenzuela City	Direct Line: (02) 2923247 (tf); 2934507 Email: valenzuela.city@deped.gov.ph
AUTONOMOUS REGION IN MUSLIM MINDANAO		
SDO Lanao del Sur I	Marawi City	Direct Line: (063) 3520117 Email: sdsmlanor@gmail.com
SDO Lanao del Sur II	Malabang, Lanao del Sur II	Direct Line: (0917) 6242882 Email: zpampatua@gmail.com
SDO Maguindanao I	Hagonoy, Maguindano	Direct Line: (064) 4217858; (0917) 7084512 Email: deped_maguindano@yahoo.com
SDO Maguindanao II	Maguindanao	Direct Line: (064) 3903990; (0917) 7017185 Email: division2maguindanao@yahoo.com
SDO Sulu	Jolo, Sulu	Direct Line: (062) 9924151 Email: depedsulu1@yahoo.com
SDO Tawi-Tawi	Bongao, Tawi-Tawi	Direct Line: (062) 9924151 Email: mudzismael1972@yahoo.com
SDO Basilan	Isabela, Basilan	Direct Line: (062) 9924151; (0917) 7995246 Email: nor_abdurahim@yahoo.com
SDO Marawi City	Marawi City	Direct Line: (063) 3520210; (0917) 7161083 Email: pharingls@yahoo.com
SDO Lamitan City	Lamitan City	Direct Line: (0915) 8624619 Email: deped.lamitan@gmail.com