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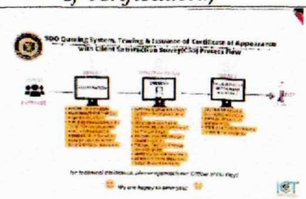
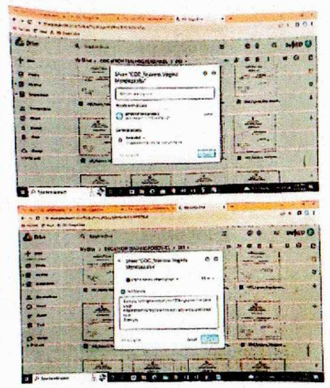
FY 2023 Report on Digitalization Initiatives or Digital Transformation of Field Offices
Schools Division Office of Catanduanes

Name / Title of Digitization Initiative or Digital Transformation	**Type of Digitization Initiative or Digital Transformation** *(Refer to list below)*	**Description / Background** *(Reason for implementation / Issue or need to be addressed / Alignment with MATATAG Agenda)*	**Coverage** *(RO only / SDO only / School only / RO and SDO / RO to schools)*	**Start Date** *(Month and Year)*	**Completion Date / Target Completion Date** *(Month and Year)*	**Status** *(Started, Ongoing, Completed)*	**Milestones / Accomplishment** *(Actual Outcomes and Outputs, e.g. lower processing time from 7 to 3 days, savings of XXX amount, no. of LRs digitized and uploaded. Please include links, screenshots, and other means of verification.)*	**Bottlenecks / Ways Forward, if any**
1. Implementation of the SDO Information Systems-Queuing System, Tracing and Issuances of Certificate of Appearance with Client Satisfaction Survey (CSS)	Utilization of disruptive and emerging technologies in system development and integration (e.g. blockchain, application programming interface, robotic process automation, cloud services, etc.)	Modern technology approach to provide good/quality services to our clients and visitors The actual number of clients will be determined in real-time when getting or printing the Certificate of Appearance.	SDO to Schools /All SDO Client	August 14, 2023	Year-round	On-going	 Please see attached file/Memo	None
2. Implementation of the Client Satisfaction Measurement (CSM) Link Prescribed by the Anti-Red Tape Authority (ARTA)	Utilization of disruptive and emerging technologies in system development and integration (e.g. blockchain, application programming interface, robotic process automation, cloud services, etc.)	Modern technology approach to provide good/quality services to our clients and visitors. It provides a convenient transaction because of the link provided, and the clients can give accurate feedback to the concerned office.	SDO to Schools /All SDO Client	Septem ber 21, 2023	Year-round	On-going	 Please see attached file/Memo	None

3. Automation of Compensatory Overtime Credits (COC)	Development of electronic or online and/or paperless application systems, payment systems, new service delivery channels, and contactless transactions	This innovation is intended for school-based teaching-related personnel to provide them with access to their COC balances and Certificate of COC for their proper monitoring and usage.	SDO to Schools /All SDO Employee	December 12, 2022	Year-round	On-going	 Please see attached file/Memo	None
4. Online Submission of CS Form No. 212 Revised 2017 of the Personal Data Sheet	Development of electronic or online and/or paperless application systems, payment systems, new service delivery channels, and contactless transactions	Provide convenient access to the requesting employee. It can save time and money, especially for those teaching and non-teaching employees who come from far-flung schools.	SDO to Schools /All SDO Employee	May, 2022	Year-round	On-going	Please see attached file	None

5. HRD Tracking Document Platform	Development of electronic or online and/or paperless application systems, payment systems, new service delivery channels, and contactless transactions	STREAMLINING Document MANAGEMENT Processes along Efficiency Processes for managing documents manually can be time-consuming and prone to mistakes. Implementing a document tracking platform helps streamline processes to improve efficiency in maintaining HRD-related documents. This is consistent with the organization's objective of optimizing resources and achieving operational efficiency.	SDO Only	August, 2023	August, 2024	On-going		Improve/include other options as to the type of documents to be included in the tracking document
6. Digitization of QAME forms including wide use of Google Form and RDBMS to analyze data.	Modernization of existing systems and applications	For faster data gathering and analysis and to be more responsive to the needs from the field to disseminate QAME forms.	SDO	2020	Continuing	Ongoing	Digital copies of NEAP forms and customized QAME forms; Google QAME forms	Continue; migrate to MS Azure when necessary.
7. Digitization of private schools' records	Modernization of existing systems and applications	For quick search and output of records and in compliance with online application for permits/recognition, tuition and other school fees and other private	SDO	2019	Continuing	Ongoing	All permits/recognition, TOSF and other private schools' records are digitized; searching of records have been reduced to mere seconds instead of minutes or hours.	Lack of equipment (high-end document scanner)

		schools' compliance to DepEd regulations						
8. Utilization of Relational Database Management System to optimize data management	Creating capacities for data management and analytics	For faster and more efficient data management and analysis in conjunction with the more common flat file database, i.e., MS Excel.	SDO	2016	Continuing	Ongoing	QAME database; Trainings attended prototype database; Bayanihan Basic Education System database; Brigada Monitoring database; SHS Tracer database; SGOD Document tracking for Chief; Opening of Classes database; Property Inventory System prototype; Schools' Readiness Monitoring database; ManCom issues database; Etc	Continue

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Type of Digitization Initiative or Digital Transformation

a. Development of electronic or online and/or paperless application systems, payment systems, new service delivery channels, and contactless transactions
b. Utilization of disruptive and emerging technologies in system development and integration (e.g. blockchain, application programming interface, robotic process automation, cloud services, etc.)
c. Enabling data linkages and interoperability capacities among information systems
d. Creating capacities for data management and analytics
e. Modernization of existing systems and applications
f. Other process improvements using information technology