2022 PROOF OF IMPLEMENTATION OF DIGITALIZATION/STREAMLINING

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

- Visitor's e-Log Book (Ve-LB)
- Records Management System

ASSISTANT SCHOOLS DIVISION SUPERINTENDENT

- Online Queries and Requests for Summary of Rating for Teacher-I Applicants

SCHOOLS GOVERNANCE AND OPERATIONS DIVISION (SGOD)

- Document Tracking System – (SGOD Use Only)

2021 IMPLEMENTATION OF DIGITALIZATION/STREAMLINING

(Already sent last year)

PERSONNEL UNIT

- Online Access of Forms for Appointment
- Online Submission of Applicant for Teaching, Related-Teaching and Non-Teaching Positions
- Online Access of Accrued Leave and Compensatory Overtime Credits (COC) Balance
- Online Request and Release of Service Records and Certificate of Remittances
- Digitization of Leave Credit Cards of Secondary and Senior High School Teachers (e-leave Credit Cards)

ADMINISTRATIVE OFFICE

- Online Request and Release of Certificate of Employment

ICT UNIT/RECORDS SECTION

- Implementation of the Document Tracking Sysem)DoTS)
- E-Digitization of Documents

ICT UNIT

- Implementation of the Document Tracking System (DoTS) and Digitized Attendance Scheme (DAS)

ANNEX B: STREAMLINING/DIGITALIZATION REPORT

1. **NAME OF DEPARTMENT/ AGENCY:** DEPARTMENT OF EDUCATION/DIVISION OF CATANDUANES
2. **NAME OF SERVICE:** ONLINE QUERIES AND REQUESTS FOR SUMMARY OF RATING FOR TEACHER I APLLICANTS
3. **RESPONSIBLE DELIVERY UNITS/PROCESSING UNITS:** OFFICE OF THE ASSISTANT SCHOOLS DIVISION OFFICE
4. **IDENTIFIED CLIENT/ CUSTOMERS:** TEACHER-I APPLICANTS
5. **NUMBER OF CLIENTS SERVED IN 2022:**
6. **VOLUME OF TRANSACTIONS IN 2022: N/**A

CRITERIA	STATUS OF FY 2021	FY 2022 STATUS OF STREAMLINING EFFORTS	REMARKS
1. NUMBER OF STEPS	2STEPS	3STEPS	Please refer to 2022 Citizens Charter
2. TURN AROUND TIME (TAT)	1 DAY	15 Minutes	Request of Summary of Rating/Queries for Teacher I Applicants is done thru online access. The clients will click the link, The link was provided on memorandum released by the ASDS Office and they will access the provided link and fill-out the data needed for them to get their rating/points and queries. This innovation helped in lessening the use of papers since this is a paperless transaction it will be able to save lots of resources such as coupon and ink, their request will be sent thru email.
3. NUMBER OF SIGNATURES	1 SIGNATURE 1 INITIAL	1 SIGNATURE 1 INITIAL	
4. NUMBER OF REQUIRED DOCUMENTS	2 DOCUMENTS	2 DOCUMENTS	
5. TRANSACTION COSTS	NONE	NONE	
6. SATISFACTION RESULT	4(NEUTRAL)	4(SATISFIED)	Provide convenient access to the requesting Teacher-I Applicant and

			Save time and money especially to those teacher applicants who came from far-flung areas.
			Offer flexible time that makes it convenient for all clients to access this transaction.

ANNEX B: STREAMLINING/DIGITALIZATION REPORT

1. **NAME OF DEPARTMENT/ AGENCY:** DEPARTMENT OF EDUCATION/DIVISION OF CATANDUANES
2. **NAME OF SERVICE:** RECORDS MANAGEMENT SYSTEM
3. **RESPONSIBLE DELIVERY UNITS/PROCESSING UNITS:** OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
4. **IDENTIFIED CLIENT/ CUSTOMERS:** ALL OSDS CLIENTS(SCHOOL,SDO PERSONNEL & OTHER AGENCIES)
5. **NUMBER OF CLIENTS SERVED IN 2022:**
6. **VOLUME OF TRANSACTIONS IN 2022: N/A**

CRITERIA	STATUS OF FY 2020	FY 2021 STATUS OF STREAMLINING EFFORTS	REMARKS
1. NUMBER OF STEPS	2STEPS	3STEPS	Please refer to 2022 Citizens Charter
2. TURN AROUND TIME (TAT)	2DAYS	30 MINS	The Office of the Schools Division Superintendent (OSDS) is using Records Management System. This system is a Non-online access by the OSDS staff to ensure that the documents received by each office were organized, addressed properly, forwarded and released to the concerned personnel and department. This System was implemented on the year 2020 and still effective and efficient this year 2022.
3. NUMBER OF SIGNATURES	2SIGNATURE	1SIGNATURE	
4. NUMBER OF REQUIRED DOCUMENTS	2DOCUMENTS	2DOCUMENTS	
5. TRANSACTION COSTS	NONE	NONE	
6. SATISFACTION RESULT	3-NEUTRAL	4-SATISFIED	Easily Track/Locate the Documents received, released/routed by the OSDS Office

ANNEX B: STREAMLINING/DIGITALIZATION REPORT

1. **NAME OF DEPARTMENT/ AGENCY:** DEPARTMENT OF EDUCATION/DIVISION OF CATANDUANES
2. **NAME OF SERVICE:** VISITOR'S E-LOGBOOK SYSTEM (Ve-LB)
3. **RESPONSIBLE DELIVERY UNITS/PROCESSING UNITS:** SDO CATANDUANES
4. **IDENTIFIED CLIENT/ CUSTOMERS:** All Teachers/School Heads/PSDS/SDO Personnel/Clients
5. **NUMBER OF CLIENTS SERVED IN 2022:**
6. **VOLUME OF TRANSACTIONS IN 2022: N/A**

CRITERIA	STATUS OF FY 2020	FY 2021 STATUS OF STREAMLINING EFFORTS	REMARKS
1. NUMBER OF STEPS	2STEPS	4STEPS	Please refer to 2022 Citizens Charter
2. TURN AROUND TIME (TAT)	30MINUTES	15MINUTES	Officer of the Day will take charge the Visitor's E-Logbook and will give corresponding number to visitors who will transact business in the different section of the SDO Catanduanes. Utilization of Visitor's E-Log book helps us to easily track the issuance of certificate of appearance by monitoring the data gathered in Visitor's E-Logbook.
3. NUMBER OF SIGNATURES	1SIGNATURE	1 SIGNATURE	
4. NUMBER OF REQUIRED DOCUMENTS			
5. TRANSACTION COSTS	NONE	NONE	
6. SATISFACTION RESULT	3-NEUTRAL	4-SATISFIED	Effective and Efficient tracking tool in analysing data services offered to client.

ANNEX B: STREAMLINING/DIGITIZATION REPORT

1. **NAME OF DEPARTMENT/ AGENCY:** DEPARTMENT OF EDUCATION/DIVISION OF CATANDUANES
2. **NAME OF SERVICE**: DOCUMENT TRACKING SYTEM SCHOOLS GOVERNANCE AND OPERATIONS DIVISIONS, (SGOD Use Only)
3. **RESPONSIBLE DELIVERY UNITS/PROCESSING UNITS;** SCHOOLS GOVERNANCE AND OPERATIONS DIVISIONS (SGOD)
7. **IDENTIFIED CLIENT/ CUSTOMERS:** ALL SGOD CLIENTS(SCHOOL,SDO PERSONNEL & OTHER AGENCIES)
4. **NUMBER OF CLIENTS SERVED IN 2022**
5. **VOLUME OF TRANSACTIONS IN 2022: N/A**

CRITERIA	STATUS OF FY 2020	FY 2021 STATUS OF STREAMLINING EFFORTS	REMARKS
1. NUMBER OF STEPS	2STEPS	3STPES	Please refer to 2022 Citizens Charter
2. TURN AROUND TIME (TAT)	30MINUTES	15MINUTES	It is designed as single user application in one work station specifically for tracking actions on documents received and routed by the office of the Chief Education Supervisor of the SGOD, making it possible to get updated quickly on the status of any of those documents.
3. NUMBER OF SIGNATURES	1SIGNATURE	1 SIGNATURE	
4. NUMBER OF REQUIRED DOCUMENTS			
5. TRANSACTION COSTS	NONE	NONE	
6. SATISFACTION RESULT	3-NEUTRAL	4-SATISFIED	Easily Track/Locate the Documents received, released/routed by the SGOD Office