



CITIZEN'S CHARTER HANDBOOK

2023 (1st Edition)



DEPARTMENT OF EDUCATION

CITIZEN'S CHARTER 2023 (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 |



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|----------------|---|-----------|--|
| 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



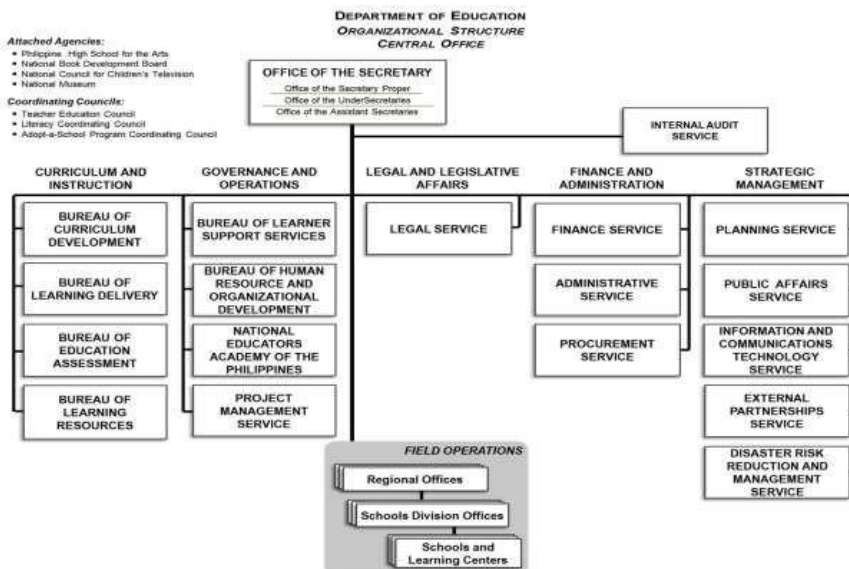
offices and schools). RA 9155 provides the overall framework for (i) school head empowerment by strengthening their leadership roles and (ii) school- based management within the context of transparency and local accountability. The goal of basic education is to provide the school age population and young adults with skills, knowledge, and values to become caring, self-reliant, productive and patriotic citizens.

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



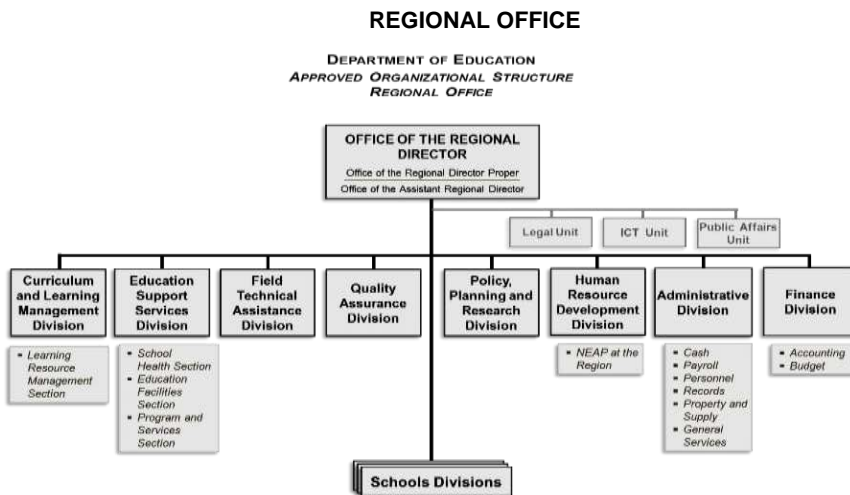
Following the Rationalization Plan structure, the Office of the Secretary (OSEC) at the Central Office oversee and manages five (5) different strands and supported by bureaus, services, and divisions. DepEd operates with nine (9) Undersecretaries and five (5) Assistant Secretaries in the following areas:

- 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

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



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

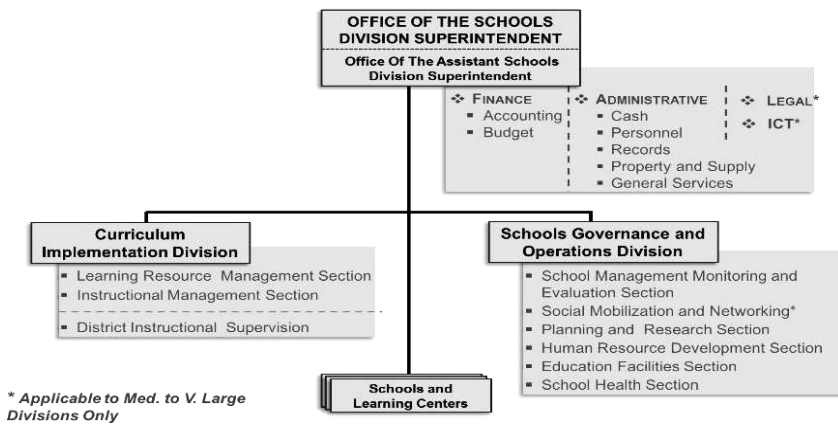
- Seventeen (17) Regional Offices including the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM*), each headed by a Regional Director (a Regional Secretary in the case of BARMM).

- 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

DEPARTMENT OF EDUCATION
APPROVED ORGANIZATIONAL STRUCTURE
SCHOOLS DIVISION



Under the supervision of the Schools Division Offices are 47,533 public schools, Note that data provided is as of July 12, 2022.

II. 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 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 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.



III. 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.

IV. 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.

V. 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



VI. 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 |
| CAN | 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 |



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|-------|---|
| 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 |



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| 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 |



VII. List of Services

| | |
|---|----|
| Central Office External Services | 22 |
| A. Bureau of Education Assessment – Education Assessment Division (BEA-EAD) | 23 |
| 1. Philippine Educational Placement Test (PEPT) | 23 |
| 1.1 PEPT Onsite Registration | 23 |
| 1.2 PEPT Online Registration | 26 |
| 1.3 Computer-Based Test | 29 |
| 2. Verification and Re-issuance of Certificate of Rating (COR) via Online Platform | 31 |
| B. Cash Division | 33 |
| 1. Payment of Obligation through Cash Advance (including Petty Cash) | 33 |
| 2. Payment of Obligation through Checks or LDDAP-ADA | 35 |
| C. Education Facilities Division | 40 |
| 1. Evaluation of New Technology/Construction Materials for School Buildings | 40 |
| 2. Project Design of DepEd School Building Programs and Projects | 41 |
| 3. Payment of Obligation to Contractors with Existing Infrastructure Contract with DepEd Central Office | 44 |
| 4. Payment of Obligation to Supplier with Existing Contract with DepEd Central Office for the Supply and Delivery of School Furniture | 45 |
| D. Employee Accounts Management Division (EAMD) | 47 |
| 1. Evaluation of Application for APDS Accreditation/ Re-accreditation Process | 47 |
| E. Information and Communications Technology – User Support Division | 52 |
| 1. Issuance of Remittance List and Certification (GSIS / Pag-IBIG Personal Contributions and Loans) – walk-in | 52 |
| 2. Issuance of Remittance List and Certification (GSIS / Pag-IBIG Personal Contributions and Loans) - online | 53 |
| F. Legal Service – Investigation Division | 54 |
| 1. Filing of Administrative Complaint | 54 |
| G. Legal Service – Legal Division | 55 |
| 1. Endorsement for Duty and Tax Exemptions of Private Basic Education Schools | 55 |
| 2. Filing of Appeal | 57 |
| 3. Filing for Motion for Reconsideration | 59 |
| H. National Educators Academy of the Philippines – Quality Assurance Division | 60 |
| 1. Online Orientation for Learning Service Providers* | 60 |
| 2. Authorization of Learning Service Providers* | 61 |
| 3. Recognition of Professional Development at the NEAP Central Office | 65 |
| I. Office of the Secretary | 69 |



| | |
|---|-----|
| 1. External Document Service | 69 |
| J. Public Affairs Service – Public Assistance Action Center | 70 |
| 1. DepEd Action through Email (action@deped.gov.ph, Hotline 8888 and referrals from CSC, PCC, ARTA)..... | 70 |
| 2. Hotline and Walk-in Facilities..... | 72 |
| 3. Standard FOI Request through Walk-in Facility, action@deped.gov.ph, and Online | 73 |
| K. Public Affairs Service – Publications Division..... | 74 |
| 1. Issuance of Advisory..... | 74 |
| 2. Issuance of DepEd Memorandum and DepEd Order signed by the Secretary..... | 77 |
| 3. Provision of Copies of DepEd Issuances..... | 79 |
| L. Records Division..... | 80 |
| 1. Issuance of Requested Documents..... | 80 |
| 3. Issuance of Requested Documents – walk-in | 83 |
| 4. Issuance of Requested Documents – online..... | 84 |
| Central Office Internal Services..... | 86 |
| A. Accounting Division..... | 87 |
| 1. Processing of Disbursement Vouchers – Big-Ticket Goods (Supplies, Materials, Equipment and Motor Vehicles)..... | 87 |
| 2. Processing of Disbursement Vouchers – Consultancy..... | 97 |
| 3. Processing of Disbursement Vouchers - Infrastructure | 106 |
| 4. Processing of Disbursement Vouchers – General Support Services (Janitorial, Security, Maintenance, Garbage Collection and Disposal, and similar services)..... | 116 |
| 5. Processing of Disbursement Vouchers – Rental Contract | 128 |
| 6. Processing of Disbursement Vouchers – Repairs and Maintenance of Equipment and Motor Vehicles | 139 |
| 7. Processing of Disbursement Vouchers – Board and Lodging | 150 |
| 8. Processing of Disbursement Vouchers – Supplies, Materials & Equipment (Non-Big-Tickets) | 158 |
| 9. Processing of Disbursement Vouchers – Meals..... | 170 |
| 10. Processing of Disbursement Vouchers – Training | 180 |
| 11. Processing of Disbursement Vouchers – Honorarium..... | 191 |
| 12. Processing of Disbursement Vouchers – Cash Advance for Activities..... | 195 |
| 13. Processing of Disbursement Vouchers – Cash Advance for Salaries, Wages, Allowance, and Other Similar Expenses | 198 |
| 14. Processing of Disbursement Vouchers – Foreign Travel | 201 |
| 15. Processing of Disbursement Vouchers – Local Travel | 207 |
| 16. Processing of Disbursement Vouchers – Salaries for Regular Employees..... | 211 |
| 17. Processing of Disbursement Vouchers - Salaries for Contract of Service | 216 |



| | | |
|-----|---|-----|
| 18. | Processing of Disbursement Vouchers – Petty Cash Fund | 219 |
| 19. | Processing of Disbursement Vouchers – Gasoline Expenses | 223 |
| 20. | Processing of Disbursement Vouchers – Allowances and Other Forms of Compensation..... | 226 |
| 21. | Processing of Disbursement Vouchers – Terminal Leave..... | 232 |
| 22. | Processing of Disbursement Vouchers – Collective Negotiation Agreement(CNA) Incentives | 236 |
| 23. | Processing of Disbursement Vouchers – Special Counsel Allowance | 239 |
| 24. | Processing of Disbursement Vouchers – Financial Assistance | 242 |
| 25. | Processing of Disbursement Vouchers – Fund Transfers | 245 |
| 26. | Processing of Disbursement Vouchers – Utilities..... | 248 |
| 27. | Processing of Disbursement Vouchers – Communication Mobile | 251 |
| 28. | Processing of Disbursement Vouchers – Overtime | 254 |
| 29. | Processing of Disbursement Vouchers – Extraordinary and Miscellaneous Expenses..... | 257 |
| 30. | Processing of Disbursement Vouchers – Registration Fees | 260 |
| 31. | Processing of Disbursement Vouchers – Remittances | 263 |
| 32. | Processing of Disbursement Vouchers – Plane Fare (DBM Procurement)..... | 266 |
| 33. | Processing of Disbursement Vouchers – Advertising | 269 |
| 34. | Processing of Disbursement Vouchers – Subscription Newspaper..... | 273 |
| 35. | Application for Provident Fund Loan..... | 276 |
| 36. | Processing of Liquidation Report - Petty Cash Fund (PCF) | 279 |
| 37. | Processing of Liquidation Report – Training and Activities | 283 |
| 38. | Processing of Liquidation Report – Foreign Travel..... | 286 |
| 39. | Processing of Liquidation Report – Local Travel..... | 290 |
| 40. | Processing of Liquidation Report – Payroll Fund for Salaries, Wages, Allowances and Other Similar Expenses..... | 293 |
| 41. | Pre-Audit of Budget Estimates..... | 295 |
| 42. | Pre-Audit of Various Authorities..... | 297 |
| 43. | Request for Application, Renewal and Cancellation of Bond..... | 298 |
| 44. | Request for Approval of the Contracts of Various Projects/ Transactions..... | 300 |
| 45. | Issuance of GSIS and Pag-IBIG Certificate of Remittances | 302 |
| 46. | Application for Certification of Remittances | 304 |
| 47. | Request for BIR Form 2306 and 2307 | 306 |
| 48. | Request for Photocopy of Supporting Documents from Paid and Filed Transactions | 307 |
| 49. | Application for Agency Code/Activation of Organization Code | 309 |
| B. | Budget Division | 312 |
| 1. | Processing of Request for Obligation of Allotment | 312 |
| 2. | Preparation/Issuance of Sub-Allotment Release Order (Sub-ARO) | 314 |



| | |
|---|-----|
| 3. Certification of Availability of Allotment..... | 315 |
| C. Bureau of Curriculum Development - Special Curricular Programs Division..... | 317 |
| 1. Application for Special Program in Foreign Language..... | 317 |
| D. Bureau of Human Resource and Organizational Development – Personnel Division..... | 318 |
| 1.1 Issuance of Foreign Official Travel Authority..... | 318 |
| 1.2 Issuance of Foreign Personal Travel Authority..... | 322 |
| 2. Issuance of Certificate of Employment and Service Record..... | 325 |
| 3. Order of Transfer and Reassignment..... | 326 |
| 4. Application for Leave..... | 327 |
| 5. Application for Retirement..... | 328 |
| 6. Processing of Terminal Leave Benefits..... | 329 |
| E. Employee Accounts Management Division (EAMD)..... | 330 |
| 1. Provident Fund Loan Application..... | 330 |
| 2. Provident Fund Online Loan Application..... | 335 |
| F. Information and Communications Technology Service – Solutions Development Division..... | 341 |
| 1. Google Workspace and Microsoft 365 User Account Issuance and Management (in Office Application)..... | 341 |
| 2. Google Workspace and Microsoft 365 User Account Issuance and Management (via Email)..... | 342 |
| 3. Official DepEd Website Modification or Addition of Section..... | 343 |
| 4. Migration of an Existing Website to the Official DepEd Domain..... | 344 |
| G. Information and Communications Technology Service – User Support Division..... | 345 |
| 1. Processing of Enterprise Human Resource Information System (EHRIS) requests – walk-in..... | 345 |
| 2. Processing of Enterprise Human Resource Information System (EHRIS) requests – email..... | 346 |
| 3. Processing of Learner Information System requests from end-users..... | 347 |
| 4. Virtual Events Assistance Service..... | 349 |
| H. Legal Service..... | 350 |
| 2. Request for an Update on the Status of a Case in the Central Office..... | 352 |
| 3. Request for Legal Opinion..... | 353 |
| 4. Review of Memorandum of Agreement/Understanding, Procurement Contracts, and Ordinary Contracts..... | 354 |
| I. Office of the Secretary..... | 355 |
| 1. Internal Document Service..... | 355 |
| J. National Educators Academy of the Philippines - Professional Development Division..... | 356 |
| 1. Scholarship Application..... | 356 |
| K. Public Affairs Service – Publications Division..... | 359 |
| 1. Issuance of Office Memorandum, Office Order, Memorandum with Limited Application..... | 359 |



| | |
|---|-----|
| 2. Material Production/Binding/Cutting | 361 |
| Regional Office External Services..... | 362 |
| A. Office of the Regional Director | 363 |
| 1. Issuance of Foreign Travel Authority | 363 |
| 1.1 Issuance of Foreign Official Travel Authority..... | 363 |
| 1.2 Issuance of Foreign Personal Travel Authority | 365 |
| B. Cash Section | 368 |
| 1. Payment of External and Internal Claims..... | 368 |
| 2. Payment of Obligation | 369 |
| C. Curriculum and Learning Management Division | 370 |
| 1. Access to LRMDS Portal | 370 |
| 2. Procedure for the Use of LRMDS Computers | 371 |
| D. Legal Unit | 372 |
| 1. Legal Assistance to Walk-in Clients..... | 372 |
| 2. Request for Correction of Entries in School Record | 373 |
| E. National Educators Academy of the Philippines – Regional Office | 374 |
| 1. Recognition of Professional Development Programs/Courses..... | 374 |
| F. Personnel Section..... | 376 |
| 1. Acceptance of Employment Application (walk-in)..... | 376 |
| 2. Acceptance of Employment Application (Online)..... | 377 |
| 3. Issuance of Certificate of Last Payment (CLP)..... | 378 |
| G. Policy, Planning and Research Division | 379 |
| 1. Generation of School IDs for New Schools and/or Adding or Updating of SHS Program Offering (Public, Private & SUC/LUC) | 379 |
| 2. Request for Reversion | 380 |
| H. Public Affairs Unit..... | 381 |
| 1. Public assistance (email) | 381 |
| 2. Public assistance (Hotline and Walk-in)..... | 382 |
| 3. Standard Freedom of Information Request through Walk-In Facility and Mail | 383 |
| I. Quality Assurance Division | 384 |
| 1. Application for the Opening/Additional Offering of SHS Program for Private Schools..... | 384 |
| 2. Application for Tuition and Other School Fees (TOSF), No Increase and Proposed New Fees of Private Schools | 387 |
| 3. Issuance of special orders for graduation of private school learners..... | 389 |
| J. Records Section..... | 391 |
| 1. Certification, Authentication, Verification (CAV)..... | 391 |



| | |
|--|-----|
| 2. Issuance of Requested Documents (CTC and Photocopy of Documents) | 394 |
| 3. Issuance of Requested Documents (Non-CTC) | 395 |
| 4. Receiving of Communications..... | 396 |
| 5. Receiving of Complaint | 397 |
| 6. Document Routing and Tracking using the Document Management System | 398 |
| Regional Office Internal Services | 400 |
| A. Accounting Section..... | 401 |
| 1. Certification as to Availability of Funds..... | 401 |
| 2. Endorsement of Request for Cash Allocation from SDOs..... | 402 |
| B. Budget Section | 403 |
| 1. Disbursement Updating | 403 |
| 2. Downloading/ Fund Transfers of SAROs received from Central Office to Schools Division Office and Implementing Units | 404 |
| 3. Letter of Acceptance for Downloaded Funds | 406 |
| 4. Obligation of Expenditure (Incurrence of Obligation Charged to Approved Budget Allocation per GAARD and Other Budget Laws/Authority)..... | 407 |
| 5. Processing of Budget Utilization Request & Status (BURS) | 409 |
| C. Cash Section | 411 |
| 1. Handling of Cash Advances | 411 |
| D. Human Resource and Development Division | 413 |
| 1. Rewards and Recognition | 413 |
| E. Legal Unit | 414 |
| 1. Processing of communication received through the Public Assistance Action Center (PAAC) | 414 |
| 2. Request for Certification as to the Pendency or Non-Pendency of an Administrative Case | 415 |
| F. Personnel Section..... | 416 |
| 1. Application for Leave | 416 |
| 2. Application for Retirement/Survivorship/Disability Benefit | 418 |
| 3. Issuance of Certificate for Remittances | 420 |
| 4. Issuance of Certificate of Employment and/or Service Record | 421 |
| 5. Issuance of Foreign Travel Authority | 422 |
| 5.1 Issuance of Foreign Official Travel Authority..... | 422 |
| 5.2.2 Issuance of Foreign Personal Travel Authority | 425 |
| 6. Processing of Equivalent Record Form (ERF) | 427 |
| 7. Processing of Study Leave..... | 429 |
| 8. Processing of Terminal Leave Benefits..... | 431 |
| 9. Request for Transfer from Another Region | 433 |



| | |
|---|-----|
| 10. Stoppage/Deletion of Deductions in the Payroll (Loans and Insurances) | 434 |
| G. Quality Assurance Division | 435 |
| 1. Application for Establishment, Merging, Conversion, and Naming/ Renaming of Public Schools and Separation of Public Schools | 435 |
| Schools Division Offices External Services | 454 |
| SCHOOLS DIVISION OFFICE – EXTERNAL SERVICES | 455 |
| Office of the Schools Division Superintendent | 455 |
| A. Legal Unit | 455 |
| 1. Request for Correction of Entries in School Records | 455 |
| B. Personnel Unit | 457 |
| 1. Acceptance of Employment Application for Initial Evaluation (Teaching Position) | 457 |
| 2. Acceptance of Employment Application for Initial Evaluation (Non-Teaching and Teaching-Related Positions both promotion and entry) | 459 |
| C. Property and Supply | 460 |
| 1. Inspection, Acceptance and Distribution of Textbooks, Supplies and Equipment | 460 |
| D. Records Unit | 462 |
| 1. Issuance of Requested Documents (Non-CTC) | 462 |
| 2. Issuance of Requested Documents (CTC and Photocopy of Documents) | 463 |
| 3. Certification, Authentication, Verification (CAV) | 464 |
| 4. Receiving and Releasing of Communication and other Documents | 467 |
| 5. Receiving of Complaints against Non-Teaching Personnel | 468 |
| 6. Receiving of Complaints against Teaching Personnel (Multi-stage Processing) | 470 |
| SAMPLE TEMPLATE FOR COMPLAINT | 473 |
| E. Curriculum Implementation Division | 476 |
| 1. Accessing Available Learning Resources from LRMS Portal | 476 |
| 2. Borrowing of Learning Materials from Libraries | 478 |
| 3. Alternative Learning System (ALS) Enrollment | 480 |
| F. School Governance and Operation Division - Planning and Research Section | 481 |
| 1. Request for Basic Education Data (External Stakeholders) | 481 |
| G. School Governance and Operation Division - School Management, Monitoring and Evaluation Section | 483 |
| 1. Issuance of Government Permit, Renewal, Recognition of Private Schools | 483 |
| 2. Issuance of Special Orders for Graduation of Private School Learners | 486 |
| 3. Application for Senior High School (SHS) Additional Track/Strand | 488 |
| 4. Application of Summer Permit for Private Schools | 492 |
| 5. Application for No Increase in Tuition Fee | 494 |
| 6. Application for Increase in Tuition Fee | 496 |



| | |
|---|-----|
| Schools Division Office Internal Services | 498 |
| Office of the Schools Division Superintendent | 499 |
| 1.1 Issuance of Foreign Official Travel Authority | 499 |
| 1.2 Issuance of Foreign Personal Travel Authority | 502 |
| A. Budget Unit | 503 |
| 1. Processing of ORS..... | 504 |
| 2. Posting/Updating of Disbursement | 507 |
| B. Cash Unit | 508 |
| 1. Handling of Cash Advances | 508 |
| C. Information and Communications Technology Unit..... | 510 |
| 1. User Account Management for Centrally Managed Systems..... | 510 |
| 2. Troubleshooting of ICT Equipment | 512 |
| 3. Uploading of Publications | 513 |
| D. Legal Unit | 514 |
| 1. Issuance of Certificate of No Pending Case | 514 |
| E. Personnel Unit..... | 515 |
| 1. Application for ERF (Equivalent Record Form)..... | 515 |
| 2. Application for Leave | 517 |
| 3. Application for Retirement | 519 |
| 4. Issuance of Certificate of Employment | 521 |
| 5. Issuance of Service Record..... | 522 |
| 6. Loan Approval and Verification..... | 523 |
| 7. Processing of Appointment (Original, Reemployment, Reappointment, Promotion and Transfer) 524 | |
| 8. Processing of Terminal Leave Benefits..... | 527 |
| 9. Request for Correction of Name and Change of Status..... | 529 |
| F. Property and Supply Unit..... | 530 |
| 1. Requisition and Issuance of Supplies | 530 |
| 2. Property and Equipment Clearance Signing | 531 |
| G. Curriculum Implementation Division | 532 |
| 1. Program Work Flow of Submission of Contextualized Learning Resources | 532 |
| 2. Quality Assurance of Supplementary Learning Resource | 535 |
| C. Schools Governance and Operations Division - Planning and Research Section | 537 |
| 1. Request for Basic Education Data (Internal Stakeholder)..... | 537 |
| 2. Request for Data for EBEIS/LIS/NAT and Performance Indicators..... | 538 |
| Schools External Services | 539 |



| | |
|--|-----|
| 1. Acceptance of Employment Application for Teacher I Position (walk-in) | 540 |
| 2. Acceptance of Employment Application for Teacher I Position (online) | 542 |
| 3. Borrowing of Learning Materials from the School Library/Learning ResourceCenter | 544 |
| 4. Distribution of Printed Self-Learning Modules in Distance Learning Modality | 545 |
| 5. Enrollment (walk-in)..... | 547 |
| 6. Enrollment (Online)..... | 550 |
| 7. Issuance of Requested Documents in Certified True Copy (CTC) and Photocopy (walk-in)..... | 553 |
| 8. Issuance of Requested Documents in Certified True Copy (CTC) and Photocopy (Online)..... | 554 |
| 9. Issuance of School Clearance for different purposes | 555 |
| 10. Issuance of School Forms, Certifications, and other School PermanentRecords..... | 557 |
| 11. Public Assistance (walk-in/phone call) | 559 |
| 12. Public Assistance (email/social media)..... | 560 |
| 13. Receiving and Releasing of Communications and other documents | 561 |
| 14. Reservation Process for the use of school facilities | 562 |
| 15. Request for Personnel Records for Teaching/Non-Teaching Personnel | 563 |
| Schools Internal Services..... | 566 |
| 1. Issuance of Special Order for Service Credits and Certification ofCompensatory Time Credits ... | 567 |
| 2. Laboratory and School Inventory..... | 569 |
| 3. School Learning and Development | 570 |
| VIII. Feedback and Complaints..... | 571 |
| IX. List of Offices..... | 573 |
| A. Central Office | 573 |
| B. Regional Offices | 580 |
| C. Schools Division Offices | 581 |



Central Office
External Services



A. Bureau of Education Assessment – Education Assessment Division (BEA-EAD)

1. Philippine Educational Placement Test (PEPT)

DepEd Order No. 55, s. 2016 entitled Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program, stated that DepEd, through the Bureau of Education Assessment (BEA), shall conduct the Philippine Education Placement Test (PEPT). The test is a nationally administered assessment for learners in special circumstances. The result of this assessment will allow these learners to: a) access or resume schooling and/or b) obtain certification of completion by grade level in the DepEd formal system. Specifically, it aims to fulfill the following purposes:

- To establish that students have met learning standards for specific grade levels
- To determine the appropriate grade level of learners in special circumstances in the formal school system
- To assess competencies in academic areas gained through informal and nonformal means for entry or reentry into formal school
- To assess competencies in academic areas for entry or reentry to formal schools

The test must not be used for grade-level acceleration but for the purposes only.

To avail of the PEPT, learners may register either (1.1) Onsite via a physical visit to the BEA at the DepEd Central Office (CO) or (1.2) Online via a Google link. The PEPT is administered either Onsite at the DepEd CO or (1.3) through a Computer-Based (CB) Test – (examinee shall take the test online via Live Remote Proctoring).

1.1 PEPT Onsite Registration

This process shows the end-to-end process for the PEPT from registration to taking the exam and claiming the Certificate of Rating at the DepEd Central Office. A separate process for the Computer-Based PEPT can be found on item 1.3.

| | |
|----------------------------------|--|
| Office or Division: | Bureau of Education Assessment–Education Assessment Division (BEA-EAD) |
| Classification: | Complex |
| Type of Transaction: | G2C - Government to Citizen |
| Who may avail: | <ul style="list-style-type: none"> a. Learners from schools without a government permit b. Learners from non-formal 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 |

| For new applicants: a. Original and one (1) photocopy of the permanent school record (e.g., SF10/Form 137) signed by the School Principal/Registrar/School Administrator; certificate of attendance in intervention programs, or any proof of schooling (if applicable) b. Original and one (1) photocopy of the birth certificate duly authenticated and issued by the PSA or by Local Civil Registrar c. Two (2) pieces Identical and recently taken 1x1 colored ID pictures with name tags d. One (1) copy Accomplished PEPT Registration Form e. Registration fee | | - School last attended - Philippine Statistics Authority (formerly National Statistics Office) or Local Civil Registrar - Examinee - BEA Registration Room (Rm 210, Bonifacio Bldg.) - Examinee | | |
|---|---|---|-----------------|---------------------------------------|
| For retakers and PEPT passers only: a. Copy of Certificate of Rating b. Two (2) pieces Identical and recently taken 1x1 colored ID pictures with name tags c. One (1) copy Accomplished PEPT Registration Form d. Registration Fee | | - Examinee, claimed from BEA prior to registration for PEPT - Examinee - BEA Registration Room (Rm 210, Bonifacio Bldg.) - Examinee | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the complete requirements to BEA-EAD Registration Room at the Bonifacio Bldg, Rm 210, DepEd Complex, Pasig City | 1.1 Evaluate the validity and authenticity of the documents | None | 15 minutes | Education Program Specialist (EPS) II |
| 2. Fill out the registration form | 2.1 Issue the Registration Form and order of payment for registration fee | None | 5 minutes | EPS II |
| 3. Pay the registration fee at the Cash | 3.1 Cash Division to Issue Official | Php200 Registration Fee <i>(DepEd Order</i> | 5 minutes | Cashier |

| | | | | |
|---|---|-------------------|--|--------|
| Division, Ground Floor, Alonzo Bldg. | receipt (OR) upon payment | No. 56, s. 2022) | | |
| 4. Submit the accomplished Registration Form and present OR to Registration Room | 4.1 Check the entries and write the last level completed and schedule of examination | None | 5 minutes | EPS II |
| 5. Examination Proper Onsite Examination at the BEA Testing Room, DepEd Central Office: Take the Exam, Submit the Answer Sheet and Test Booklet, and get the examination stub (stub to be presented in claiming test result) Or Computer- Based (refer to 1.3 for the process) | 5.1 Orient the examinee 5.2 Distribute, retrieve and inspect the Answer Sheet and Test Booklet 5.3 Detach the examinee stub and give to the examinee 5.4 Submit the Answer Sheet to the Processing Unit | None | Maximum of 8 hours per day: Time allotment depends on the age and grade level/s to take. Below is the link for reference: https://bit.ly/DepEdPEPT <i>*The duration of the test is the same for onsite and computer- based</i> | EPS II |
| | 5.5. Process the results | None | 5 days | EPS II |
| 6. Present the exam stub and claim the Certificate of Rating (COR) | 6.1 Verify and release the COR | None | 15 mins | EPS |
| Total | | PHP 200.00 | 6 days, 45 minutes | |



1.2 PEPT Online Registration

This process shows the end-to-end process for the PEPT from online registration to taking the exam onsite and claiming the Certificate of Rating at the DepEd Central Office. A separate process for the Computer-Based PEPT can be found on item 1.3.

| Office or Division: | Bureau of Education Assessment–Education Assessment Division (BEA-EAD) |
|--|--|
| Classification: | Complex |
| Type of Transaction: | Government to Citizen |
| Who may avail: | <ul style="list-style-type: none"> a. Learners from schools without a government permit b. Learners from non-formal 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> <p>For new applicants:</p> <ul style="list-style-type: none"> a. Original copy of the permanent school record (e.g., SF10/Form 137) signed by the School Principal/Registrar/School Administrator; certificate of attendance in intervention programs, or any proof of schooling (if applicable) b. Original copy of the birth certificate duly authenticated and issued by the PSA or by Local Civil Registrar c. Identical and recently taken 1x1 colored ID pictures with name tags d. Proof of Payment of registration fee e. Accomplished PEPT Registration Form <p><i>Note: PEPT applicants should bring the original hard copy of the documents on the day of exam.</i></p> | <ul style="list-style-type: none"> - School last attended - PSA (formerly NSO) or Local Civil Registrar - Examinee - Examinee - BEA Registration Room (Rm 210, Bonifacio Bldg.) |
| <p>For retakers and PEPT passers only:</p> <ul style="list-style-type: none"> a. Copy of Certificate of Ratings b. Identical and recently taken 1x1 colored ID pictures with name tags (two pieces for walk-in registrants) | <ul style="list-style-type: none"> - Examinee, claimed from BEA prior to registration for PEPT - Examinee |

| c. Accomplished online PEPT Registration For | | - Google link (Downloadable) | | |
|---|---|---|-----------------|---------------------------------------|
| d. Proof of Payment of registration fee | | - Examinee | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| <p>1. Download and completely fill out PEPT Registration Form at http://bit.ly/PEPTForm;</p> <p>upload the complete scanned documentary requirements by filling out the online form through http://bit.ly/PEPTOnlineReg and</p> <p>wait for an email from BEA about the payment details and eligibility to take the exam</p> | <p>1.1 Receive the registration form.</p> <p>1.2 Check and print the entries on the registration form received online</p> <p>1.3 Evaluate the documents</p> <p>1.4 Email the payment details for the eligible applicant and disapproval notice for the ineligible applicant</p> | None | 1 hour | Education Program Specialist (EPS) II |
| <p>2. 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) and email the proof of payment to BEA</p> | <p>2.1 Receive the payment through a door-to-door money remittance system</p> | <p>Php200 Registration Fee (<i>DepEd Order No. 56, s. 2022</i>)</p> | 5 mins | EPS II |
| <p>3. Wait for an email regarding the schedule of exam</p> | <p>3.1 Email the schedule of examination</p> | None | 10 mins | EPS II |

| | | | | |
|---|---|---------------|---|--------|
| <p>4. Examination Proper</p> <p>Onsite Examination at the BEA Testing Room, DepEd Central Office: Take the Exam, Submit the Answer Sheet and Test Booklet, and get the examination stub (to be presented in claiming test result)</p> <p>Or</p> <p>Computer-Based (refer to item 1.3 for the process)</p> | <p>4.1 Orient the Examinee</p> <p>4.2 Distribute, retrieve and inspect the Answer Sheet and Test Booklet</p> <p>4.3 Detach the examinee stub and give to the examinee</p> <p>4.4 Submit the Answer Sheet to the Processing Unit</p> | None | <p>Maximum of 8 hours per day: Time allotment depends on the age and grade level/s to take.</p> <p>Below is the link for reference: https://bit.ly/DepEdPEPT</p> <p><i>*The duration of the test is the same for onsite and computer-based</i></p> | EPS II |
| | 4.5 Process the results | None | 5 days | EPS II |
| 5. Present the exam stub and claim the Certificate of Rating (COR) | 5.1 Verify and release the COR | None | 15 mins | EPS II |
| Total | | Php200 | 6 days, 1hr., 30 minutes | |



1.3 Computer-Based Test

The CB-PEPT is an online or internet-dependent platform. It shall be administered by BEA via live remote proctoring. The test is taken by the client in their location provided that all requirements are met (refer to the checklist below).

| | | | | |
|--|---|---|------------------------|---------------------------------------|
| Office or Division: | Bureau of Education Assessment–Education Assessment Division (BEA-EAD) | | | |
| Classification: | Complex | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | <p>The CB–PEPT is only offered by BEA–EAD to the following clients:</p> <ol style="list-style-type: none"> Clients aged 6 to 9 years old who reside outside Metro Manila, Bulacan, Cavite, Laguna, and Rizal; Clients with a current medical condition (supported by a medical certificate) who are not capable to take the exam onsite; and Clients with exceptional cases. | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <p>Aside from the documents required during onsite/online registration, PEPT applicants who are qualified to take the CB–PEPT must have the following requirements:</p> <ol style="list-style-type: none"> Laptop/Desktop Computer with working camera & microphone Stable Internet Connection Safe Exam Browser http://bit.ly/SEBPEPT Notice of Examination (provided by BEA–EAD via email) <p>System Requirements:</p> <ul style="list-style-type: none"> Windows 8/10 At least 2 GB Ram At least 30 GB Hard Disk <p><i>Note: BEA will send a reminder and guidelines prior to the schedule of exam via email.</i></p> | | <ul style="list-style-type: none"> - Examinee - BEA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Download and install the Safe Exam Browser (SEB) Installer and SebClientSettings from http://bit.ly/SEBPEPT prior to examination day | 1.1. Send the Notice of Examination with meeting link and guidelines on the CB-PEPT | None | 10 mins | Education Program Specialist (EPS) II |

| | | | | |
|--|--|-------------|---|--------|
| 2. On the day of exam, click the meeting link, attend the orientation, and take the test | 2.1. Conduct an orientation to the examinee | None | Maximum of 8 hours per day: Time allotment depends on the age and grade level/s to take. Below is the link for reference: <u>https://bit.ly/DepEdPEPT</u> <i>*The duration of the test is the same for onsite and computer-based</i> | EPS II |
| | 2.2. Administer the test via live remote proctoring 2.3. Generate the test results from online platform and submit to processing unit | | | |
| | 2.4. Process the result | None | 5 days | EPS II |
| 3. Present the exam stub and claim the Certificate of Rating (COR) | 3.1 Verify and release the COR | None | 15 mins | EPS II |
| Total | | None | 6 days, 30 minutes | |



2. Verification and Re-issuance of Certificate of Rating (COR) via Online Platform

This is an online platform for verifying test results of an individual or learner after taking an examination at the DepEd-Division Testing Center or DepEd-BEA Office and wishes to be re-issued with the following Certificate of Rating (COR) and/or Certification of Authentication & Verification (CAV):

- Philippine Educational Placement Test (PEPT)
- Accreditation and Equivalency (A&E) Test
- National Career Assessment Examination (NCAE)
- Qualifying Examination in Arabic Language and Islamic Studies (QEALIS)
- Educational Management Test (EMT)

| | | | | |
|---|--|---|------------------------|---------------------------------|
| Office or Division: | Bureau of Education Assessment – Education Assessment Division | | | |
| Classification: | Complex | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | Individuals / learners who were takers of any of the national assessments and requests to secure another 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"> Personal information Date and venue where the test was taken. Payment: Php50 for the issuance of COR: Php50 for CAV, Php150 for the shipping fee (price may vary depending on the location of the receiver) | | 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"> Fill out the online request form completely using the following link: https://bit.ly/DepEdVerification | <ol style="list-style-type: none"> Verify the records of the client Send acknowledgment email that contains request reference number and payment details | None | 15 minutes | Education Program Specialist II |
| <ol style="list-style-type: none"> Settle a non-refundable payment thru door-to-door money remittance system (e.g. LBC Peso Pak/ Prepaid Pouch, JRS Prepaid Pouch, or any preferred courier services). | <ol style="list-style-type: none"> Receive the payment through a door-to-door money remittance system Acknowledge the payment via email | Php50 for Copy of COR and/or CAV and Php150 for the shipping fee | 5 minutes | Cash Officer/s |



| | | | | |
|---|--|--------------------------------------|--|---|
| <p>3. Wait for an email about the availability of the COR and/or CAV</p> | <p>3.1 Process / generate the COR and/or CAV. 3.2 Print the COR and/or CAV and wait for the initials and signatories</p> | <p>None</p> | <p>5 days</p> | <p>Education Program Specialist II Signatories: - Chief - Director IV</p> |
| <p>4. Clients who opt to pick up the document must visit the BEA Verification Office. They should bring a valid ID (or an authorization letter from the examinee), exam stub or a printed copy of their acknowledgement email from BEA. Clients who opt to receive the documents via delivery must wait for their COR/ and/or CAV. They may track the delivery thru the link provided by BEA.</p> | <p>4.1 Releasing of COR and/or CAV 4.2 Send the COR and/or CAV to mailing address through the courier 4.3 Send the shipping details or proof of delivery to the client via email</p> | <p>None</p> | <p>10 minutes *Shipping time is not included in the processing time: Within NCR – 3 days Luzon area – 5 days Visayas & Mindanao area – 7 days</p> | <p>Education Program Specialist II</p> |
| | <p>Total:</p> | <p>PHP50 and PHP150 shipping fee</p> | <p>5 days, 30 minutes</p> | |



B. 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"> • Proponent office/bureau/service • Accounting Division. | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Request RDO for cash advance to be drawn | 1.1 Assign RDO, recommend approval of request | None | 15 minutes | Proponent Office |
| 2. Prepare ORS and DV with supporting documents – approved authority to cash advance; authority to conduct activity; budget estimates, for processing of Budget and Accounting | 2.1. Receive and record processed ORS and DV | None | 5 minutes | Proponent office |
| | 2.2. Determine type of fund and issue corresponding check | None | 5 minutes | Division Chief |
| | 2.3. Control check number, prepare and encode in the database system and print check and ACIC | None | 10 minutes | Cash personnel |

| | | | | |
|---|--|-------------|---------------------------------------|---|
| Divisions | 2.4 Review accuracy of data on check and ACIC based on processed DV and sign/initial | None | 10 minutes | Division Chief |
| | 2.5 Record and transmit check and ACIC to authorized signatories | None | 10 minutes | Cash personne; |
| | 2.6 Sign check and ACIC | None | 2 days | Authorized signatories |
| | 2.7 Return signed check and ACIC | None | 10 minutes | Staff of authorized signatories |
| | 2.8 Receive and check if all documents were duly signed and record accordingly Create and approve for clearing check payment thru eMDS | None | 20 minutes | Cash personnel Cash / Division Chief |
| | 2.9. Encash check and review budget estimate | None | 30 minutes | Cash personnel assigned as disbursing officer |
| 3. Receive payment in cash and sign disbursement voucher, payroll, RER, whichever is applicable, and issues OR when necessary | 3.1 Review and check completeness and sufficiency of supporting documents and disburse payment accordingly Prepare and segregate cash for each payee in case of payroll account | None | 30 minutes 1 hour | Cash personnel assigned as disbursing officer |
| | Total | None | 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 | Authorized signatories |

| | | | | |
|--|---|------|------------|--|
| | 1.9. Returns signed check and ACIC or LDDAP-ADA with the necessary documents to the CD | None | 10 minutes | Staff of authorized signatories |
| | 1.10. Receives and checks if all documents were duly signed and records accordingly In case of LDDAP-ADA, photocopies, segregates and prepares for submission to AGDB; In case of check, creates and approves for clearing check payments thru eMDS | None | 20 minutes | Cash personnel Cash personnel Cash personnel /Division Chief |
| | 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 validates correctness of data (name of payee and amount) | 4.1. Releases check | None | 5 minutes | Cash Personnel |
| | | TOTAL | 2 days, 1 hour and 35 minutes | |
| Receipt of official receipt (or) for payments thru LDDAP-ADA - external | | | | |
| 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 |



C. 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, 5 minutes | |



2. Project Design of DepEd School Building Programs and Projects

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 • 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: | | None | 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 EFD 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: | Education Facilities Division | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2B- Government to Business | | | |
| Who may avail: | Contractors w/ existing infrastructure contracts w/ 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 onsite 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: | | None | 3 days, 3 hours, 5 minutes | |

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

The EFD 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 therecipient, 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 w/ existing contracts w/ 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 inspectorsand 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 | None | 2 days, 3 hours, 5 minutes | |



D. Employee Accounts Management Division (EAMD)

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 nettake 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 | | | | |
|--|--|-----------------|-----------------|-------------------------------------|
| 15. Sample amortization schedules for each type and term of loan showing the rates of interest, non-interest and other charges | | | | |
| 16. Subscribed statement attesting to the Truth in Lending Act with attached expanded Disclosure Statement on loan/credit transaction | | | | |
| 17. Business permits of all offices/branches | | | | |
| 18. Contracts of Lease or proof of ownership of offices/branches | | | | |
| 19. 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 | | | | |
| 20. Universal listing of all borrowers | | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submits request duly supported with the complete set of documentary requirements under Item 29.1 of DepEd Order (DO) No. 18, s. 2018 Submission can also be sent via email at fs.eamd@dped.gov.ph | 1.1. Receives, acknowledge email submission and record requests and forward the same to In-Charge, for evaluation | None | 5 minutes | Administrative Assistant II (AA II) |
| | 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 | None | 2 days | AO II/IV/V |
| | 1.3. Reviews and notes findings on Evaluation Report prepared by in-charge | None | 4 hours | SAO and CAO |
| | 1.4. Prepares action document/s depending on the result of evaluation, whether to return to requesting entity due to lack of requirements or to approve the application, and emails the same to EAMD Supervising AO (SAO) and Chief AO (CAO); In case of new applicants for accreditation, prepares Memorandum to the Regional APDS Task Force, requesting validation of the reported offices of the entity | None | 3 hours | AO II/IV/V Depends on the |

| | | | | |
|--|---|------|--|---|
| | | | availability of the Validation Report from the Regional Office concerned | |
| | 1.5. Reviews/edits draft action document/s and mail corrected file to in-charge | None | 3 hours | 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 | 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 finalize if no more edits | None | 30 minutes | SAO and CAO |
| | 1.8. Print in final form and affix initials | None | 15 minutes | AO II/AO IV/AO V |
| | 1.9. Reviews and affix initials | None | 10 minutes | 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 | AA II |
| | 1.11. Receives and records action documents and handed over to the Office of Director IV Service/ASec for initials/signature | None | 10 minutes | AA of the Office of the Director IV, Finance Service/ASec for Finance |
| | 1.12. Reviews and affixes initials/signature | None | 1 hour | |
| | 1.13. Records and releases signed action document/s to EAMD | None | 15 minutes | |

| | | | | |
|--|--|------|------------|----------------------------|
| | 1.14. Receives, photocopies, maintains, files, records, and releases to Records Division | None | 1 hour | AA II |
| | 1.15. Sends advance copies to concerned office/s via telefax/e-mail | None | 30 minutes | AA II/AOII/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 | AA II/AOII/IV/V |
| | 1.17. Reviews TCAA prepared, note corrections, if any, and return to in-charge for finalization | None | 2 hours | 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 | AA II/AOII/IV/V |
| | 1.19. Records, maintains file, and releases TCAA to Undersecretary for Finance | None | 2 hours | AA, Records Division |
| | 1.20. Receives, records and refers the same to EAMD for appropriate action | None | 2 hours | OUF- AA and Undersecretary |
| | 1.21. Receive and record TCAA and forward 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 initial | None | 1 day | AO II/ AO IV/AO V |
| | 1.23. Review and affix initial | None | 10 minutes | EAMD SAO and CAO |



| | | | | |
|--|--|-------------|-----------------------------------|--|
| | 1.24. Record and release acknowledgement letter to Office of Director IV for Finance Service/ Assistant Secretary for Finance, for initial | None | 20 minutes | EAMD AA II |
| | 1.25. Receives and records acknowledgement letter and hands over to the Director IV, Finance Service/ ASec for Finance for initial/signature | None | 10 minutes | AA of the Office of the Director IV, Finance Service/ ASec for Finance |
| | 1.26. Review and affix initials | None | 15 minutes | Finance Service, Director IV/ ASec for Finance |
| | 1.27. Record and release acknowledgement letter to EAMD | None | 15 minutes | AA of the Office of the Director IV, Finance Service/ ASec for Finance |
| | 1.28. Receive, photocopy/maintain files, record and release to Records Division | None | 30 minutes | EAMD AA II |
| | 1.29. Send advance copies to concerned office/s via telefax/email | None | 30 minutes | EAMD AA II/AO II/IV/V |
| | TOTAL | None | 9 days, 1 hour, 45 minutes | |

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



E. Information and Communications Technology – 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 ICTS-USD | | |
| 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. One (1) copy Remittance Request Form | | USD Front Desk | | |
| Optional Requirements (if not in the Database) | | RO, SDO, or School | | |
| <ul style="list-style-type: none"> One (1) Photocopy of Authenticated Payroll One (1) Original Authorization Letter with copy of ID of original requestor and representative (if authorized representative) | | Client | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit complete requirements. | 1.1. Review submitted requirements. | None | 20 minutes | Computer Programmer II |
| | 1.2. Process client request. (Extract the data from the database to prepare and print the remittance list, and affix signature.) | None | 1 hour | Computer Programmer II |
| 2. Receive requested document and proceed to Accounting Division for further processing | 2.1. Release signed Remittance List and Certification document to the Client. | None | 5 Minutes | Computer Programmer II |
| TOTAL: | | None | 1 hour, 25 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 rollout to RPSU may now make such requests by filling out the online remittance request form.

| | | | | |
|--|---|---|----------------------------|---------------------------|
| 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. Online Remittance Request Form | | https://bit.ly/DepEdRemittanceRequest | | |
| 2. Scanned copy of the following <ul style="list-style-type: none"> • One (1) Photocopy of Authenticated Payroll • One (1) Original Authorization Letter with copy of ID of original requestor and representative (if authorized representative) | | RO, SDO, or School | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Accomplish the online form with complete information. | 1.1 Check submitted requirements and acknowledge client request. | None | 20 minutes | Computer Programmer II |
| | 1.2. Process client request. | None | 1 hour | Computer Programmer II |
| | 1.3. Extract the data from the database to prepare and print the remittance list, then affix signature. | None | 20 minutes | Computer Programmer II |
| 2. Inform client through email of the status of request from USD. | 2.1 Forward the signed Remittance List and Certification documents to the Accounting Division. | None | 30 minutes | Computer Programmer II |
| TOTAL: | | None | 2 hours, 10 minutes | |



F. Legal Service – Investigation Division

1. Filing of Administrative Complaint

An administrative complaint may be filed by any person against a DepEd third-level official or DepEd Central employee, for alleged administrative offenses, in accordance with the requirements under Sections 4 and 5 of DepEd Order (DO) No. 49, s. 2006 or the “Revised Rules of Procedures of the Department of Education in Administrative Cases.”

| | | | | |
|--|--|------------------------|---|---------------------------|
| Office or Division: | Legal Service - Investigation Division | | | |
| Classification: | Simple | | | |
| Type of Transaction: | Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G) | | | |
| Who may avail: | All, especially those whose complaints are against the DepEd third-level Officials or DepEd Central Office employees | | | |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE | | | |
| 1. Three (3) original copies + one (1) additional copy per additional person complained of, of the Formal Complaint under oath containing a certification/ statement on non-forum shopping | Complainant | | | |
| 2. Three (3) original copies + one (1) copy per additional person complained of, of Certified True Copies of documentary evidence and affidavits of witness, if any | Complainant | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Submit the formal complaint with supporting evidence, if available | 1.a Receive the complaint if requirements are complete, based on DO 49, s. 2006, otherwise, return the documents for compliance | None | 20 minutes | ADAS III/ LeAHD Staff |
| a. Walk-in Client | | | | |
| b. Via email through ls.invesdiv@deped.gov.ph or leahd@deped.gov.ph | 1.b Receive and acknowledge receipt of the complaint if requirements are complete based on DO 49 s. 2006, otherwise, return the documents for compliance | None | 2 days | Admin Staff |
| c. Via Post Office/ Private Courier | 1.c.i Receive the complaint | None | 20 minutes | ADAS III/ LeAHD |
| | 1.c.ii Forward to the Office of the Director of Legal Service for referral/ instruction to the Investigation Division | None | 2 days | ODir-Legal Service |
| TOTAL | | None | Walk-in: 20 minutes Email: 2 days Post office/ courier: 2 days | |



G. Legal Service – Legal Division

1. Endorsement for Duty and Tax Exemptions of Private Basic Education Schools

A private basic education school may request the endorsement or favorable recommendation of the Department of Education to the Department of Finance, relative to its application for duty and tax exemptions on importation of goods which shall be used actually, directly and exclusively for educational purposes.

| Office or Division: | Legal Division, Legal Service |
|---|--|
| Classification: | Complex |
| Type of Transaction: | Government to Citizen (G2C) |
| Who may avail: | Duly Authorized Representative of private basic education schools. |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| 1. Letter-application by a duly authorized representative of the institution indicating that the requesting school is a non-stock corporation, and specifying therein the items being imported (Notarized) | Client |
| 2. Supporting documents: <ul style="list-style-type: none"> a. Bill of Lading/Air Waybill, Invoice or Importation documents such as placement orders b. Deed of Understanding duly notarized, which must state categorically that the imported articles shall be used actually, directly and exclusively for educational purposes and shall not be resold, or transferred for a material consideration c. Certified True Copy of the School's DepEd Permit/Recognition; d. Certified true copy of the Articles of Incorporation e. If a University or College, Commission on Higher Education (CHED), Certification/Indorsement regarding the importation/requesting school f. In case of Donations - Deed of Donation and the corresponding Deed of Acceptance | Client |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|--------------------------------------|--|
| 1. Submit the required documents at the Legal Affairs Help Desk (LeAHD) or via official email leahd@deped.gov.ph | 1.1 Evaluate the completeness of the submitted documents. If the submitted documents are complete, they are received. Otherwise, they are returned. | None | 1 Hour | Legal Affairs Helpdesk ADAS III or Technical Assistants |
| | 1.2 After recording and scanning the documents, the LeAHD/Admin Staff forwards the request for indorsement to the Office of the Undersecretary for Legal Affairs (OULA) and/or to the Office of the Assistant Secretary for Legal Affairs (OASLA), as the case may be, which will refer the same to the Legal Division for appropriate action. | None | 20 Minutes | OULA or OASLA |
| | 1.3 The Chief of the LD will assign to an Action Officer. | None | 20 Minutes | Chief, Legal Division |
| | 1.4 The Action Officer assigned will evaluate and prepare the draft indorsement for duty free tax exception. The Action Officer will submit the draft to the Chief of the LD via electronic mail or in printed form for initial review. | None | 3 days | Action Officer assigned |
| | 1.5 The Chief of the LD will submit the draft indorsement to the OULA or the OASLA, as the case may be, for review and approval. | None | 1 day | Chief of the Legal Division |
| | 1.6 The signed and approved indorsement of recommendation for duty-free tax exception will be forwarded to LeAHD for release to the requesting party. | None | 1 day | Undersecretary for Legal Affairs/Assistant Secretary for Legal Affairs/LeAHD |
| TOTAL: | | None | 5 days, 1 hour and 40 Minutes | |



2. Filing of Appeal

Decisions of the Regional Directors imposing a penalty exceeding thirty (30) days suspension or fine in an amount exceeding thirty (30) days salary, may be appealed to the Secretary of Education within a period of fifteen (15) days from receipt thereof, pursuant to DepEd Order 49, s. 2006 or the "Revised Rules of Procedures of the Department of Education in Administrative Cases."

| | | | | |
|--|---|---|------------------------|--|
| Office or Division: | Legal Division, Legal Service | | | |
| Classification: | Simple | | | |
| Type of Transaction: | Government to Government (G2G) Government to Citizen (G2C) Government to Business (G2B) | | | |
| Who may avail: | Parties adversely affected in cases where the penalty imposed is suspension exceeding thirty days or a fine in an amount exceeding thirty (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 of receipt thereof | | | Client | |
| 2. Appeal Memorandum containing the grounds relied upon for the appeal, together with the certified true copy of the decision, resolution or order appealed from, and certified copies of the documents or evidence, if any (3 copies) | | | Client | |
| 3. Proof of Service a Copy of the Appeal Memorandum to the Disciplining Office | | | Client | |
| 4. Proof of payment of the appeal fee | | | Cash Division | |
| 5. A statement or certificate of non-forum shopping | | | Client | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the required documents at the Legal Affairs Help Desk (LeAHD). | 1.1 Evaluate the completeness of the documents submitted. If the submitted documents are complete, the same shall be received. Otherwise, the submitted documents are returned to the client with the advice to | Php 300.00 (Filing Fee) plus Php 10.00 (Legal Research Fee) | 1 hour | Client/Legal Affairs Help Desk/ ADAS III or Technical Assistants |



| | | | | |
|---|---|---|------------------|--|
| | submit the complete documents. 1.2 Refer the complete documents to the Office of the Assistant Secretary for Legal Affairs for instruction to or action of Legal Division. | | | |
| 2. Receive client's copy of the Appeal. | 2.1 Return the Client's receiving copy of the Appeal. | None | 5 Minutes | Client/Legal Affairs Help Desk/ ADAS III or Technical Assistants |
| TOTAL | | PHP 300.00 (Filing Fee) plus PHP 10.00 (Legal Research Fee)¹ to Cash Division | 1 hour 5 Minutes | |

¹ Collection of the Legal Research Fee Pursuant to Presidential Decree No. 1856, OCA Circular No. 189-2020, November 26, 2020.



3. Filing for Motion for Reconsideration

A party adversely affected by or assailing a decision, resolution or order of the disciplining authority may file a Motion for Reconsideration within fifteen (15) days from receipt thereof, pursuant to DepEd Order 49, s. 2006 or the “Revised Rules of Procedures of the Department of Education in Administrative Cases.”

| | | | | |
|--|--|------------------------|------------------------|--|
| Office or Division: | Legal Division, Legal Service | | | |
| Classification: | Simple | | | |
| Type of Transaction: | Government to Government (G2G) Government to Citizen (G2C) | | | |
| Who may avail: | Party adversely affected by the decision rendered by the Central Office. | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Motion for Reconsideration (1 Original Copy and 1 Certified True Copy) | | Client | | |
| 2. Copy of Decision, Resolution, or Order Assailed (1 CTC) | | Client | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the required documents at the Legal Affairs Help Desk (LeAHD) or via official email or through a designated email address. | 1.1 Evaluate the completeness of the submitted documents. 1.2 If the submitted documents are complete, the same will be received. Otherwise, the submitted documents are returned to the client with the advice to submit the complete documents. | None | 20 Minutes | Legal Affairs Helpdesk/ ADAS III or Technical Assistants |
| 2. Receive a Client's Copy of the Motion for Reconsideration. | 2.1 Received the complete documents, and return the client's receiving copy of the Motion for Reconsideration. | None | 3 Minutes | Legal Affairs Helpdesk/ ADAS III or Technical Assistants |
| TOTAL: | | None | 23 Minutes | |



H. National Educators Academy of the Philippines – Quality Assurance Division

1. 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 | |

*DepEd Order No. 001, s. 202, Item 28 states that All DepEd Central Office Bureaus, Services, and Units, Regional Offices, Schools Division Offices, and Authorized Learning Providers may submit proposals for professional development programs or courses for Recognition during the period of call for submission as announced by NEAP. No call for submissions was made in 2022.



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 a. for Individual/Sole Proprietorship, - BIR 2303 OCN - Business Permit valid within calendar year - DTI Registration - NBI Clearance valid within calendar year b. for Firm/Partnership/Corporation, - SEC Registration and with its date of incorporation - BIR 2303 OCN - Business Permit valid within calendar year c. for Government Institution - Charter or Republic Act and the date of establishment d. Foreign Entity/Firm/Association - 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 |

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| | 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 |



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|---|--|------|------------------------------|-----------------------------------|
| | 3.2 Approves the evaluation/ results for the Application for Authorization. | None | 3 days | Usec 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 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.

*DepEd Order No. 001, s. 202, Item 28 states that *All DepEd Central Office Bureaus, Services, and Units, Regional Offices, Schools Division Offices, and Authorized Learning Providers may submit proposals for professional development programs or courses for Recognition during the period of call for submission as announced by NEAP. No call for submissions was made in 2022.*



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.

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|--|---|----------------------------|------------------------|---------------------------|
| 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 |

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| | 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 |

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|---|---|------|------------|---------------------------------|
| | 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.

^{*}DepEd Order No. 001, s. 202, Item 28 states that *All DepEd Central Office Bureaus, Services, and Units, Regional Offices, Schools Division Offices, and Authorized Learning Providers may submit proposals for professional development programs or courses for Recognition during the period of call for submission as announced by NEAP. No call for submissions was made in 2022.*

³The 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.



I. Office of the Secretary

1. External Document Service

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

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|--|--|------------------------|------------------------|--------------------------------------|
| 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 | 2 days | |



J. Public Affairs Service – Public Assistance Action Center

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 | AdAs / AO / Technical Staff |
| 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 | |

| | | | | |
|--|--|-------------|---------------------------|---------------------------|
| | 2.2. Prepare appropriate Request for Action (RFA) form/s and forward to concerned offices | None | 10 minutes | AdAs / AO Technical Staff |
| | 2.3. Monitor the response/ action taken through email and/or phone call | None | 1 day | |
| 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 | |
| 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 | AdAs / AO / Technical Staff |
| 2. Discuss concern/s | 2.1. Ask for further details of concern/s | None | 10 minutes | |
| 3. Receive feedback on the concern | 3.1 Facilitate the concern through DepEd Issuances/ Policies as bases and/or endorse to concerned DepEd Office | None | 15 minutes | |
| | 3.2 End the transaction, encode the concern on database | None | 2 minutes | |
| 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:

- 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 | 1.1 Receive and check the submitted FOI requirements | None | 5 minutes | AdAs / AO / Technical Staff |
| 2. Fill-out the FOI request form and submit to personnel in-charge | 2.1. Provide generic reply / refer to the concerned DepEd Office/s and encode the concern on the database | None | 10 minutes | |
| 3. Accept receiving copy / acknowledge email | 3.1 Prepare Request for Action (RFA) forms and forward to concerned office | None | 5 minutes | |
| | 3.2. Monitor the status of the request | None | 3 days | |
| | 3.3 Receive response/ action taken and update the database | None | 5 minutes | |
| 4. Receive requested document | 4.1. Release requested document to the client | None | 20 minutes | |
| TOTAL | | None | 3 days, 50 minutes | |



K. Public Affairs Service – Publications Division

1. 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 | None | 2 hours upon receipt of signed letter | TA / AO / AA |
| 2. Receive letter, submit additional requirements as applicable. <small>Note that the time waiting for the client to submit document/s is not included in the processing time.</small> | 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 | |



2. 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.

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|--|---|---|------------------------|-----------------------------------|
| 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 | | | Requesting office (Director/Usec/ |

| | | | | |
|---|--|-------------|-------------------------------------|-----------------------|
| | further checking | None | 1 day | A Sec) |
| | 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/CAO |
| | 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 hardcopy | 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 |
| | 2.2 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 | |



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, 10minutes | |



L. Records Division

1. Issuance of Requested Documents

Clients may request the issuance of the following documents that originated from the DepEd Central Office (CO) and that are in the custody of the Records Division by visiting the CO:

- **Original Documents**
- **Certified True Copy (CTC)**
- **Photocopy**

| | | | | |
|---|--|------------------------|---------------------------|------------------------------------|
| Office or Division: | Records Division | | | |
| Classification: | Simple | | | |
| Type of Transaction: | Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G) | | | |
| Who may avail: | All | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| 1. One (1 Copy) Request Slip | | | Records Division | |
| 2. One (1) original and one (1) photocopy of valid ID | | | Client/s | |
| <ul style="list-style-type: none"> • Additional for authorized representative <ol style="list-style-type: none"> 1. One (1) original copy of authorization letter 2. One (1) original ID of authorizing person 3. One (1) original ID of authorized person | | | Authorized Representative | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit all requirements | 1.1. Receive and check the submitted requirements | None | 2 minutes | Administrative Assistant / Officer |
| | 1.2. Search from Records file and verify the requested document; advise client of next steps | None | 1 day | |
| | 1.3. Review, verify, indicate action to be taken in the request slip and recommend for approval. | None | 26 minutes | Administrative Officer |
| | 1.4. Approve and release the requested documents and Request Slip | None | 3 minutes | CAO |
| | 1.5. Prepared the requested documents. <ul style="list-style-type: none"> • Original copy - stamp released with control numbers • Photocopy the request documents • Certified true copy-photocopy and stamp certified true copy. | None | 30 minutes | Administrative Assistant / Officer |



| | | | | |
|-------------------------------|--------------------------------------|------|-------------------------|------------------------------------|
| 2. Receive requested document | 2.1 Release the requested document/s | None | 2 minutes | Administrative Assistant / Officer |
| TOTAL: | | None | 1 day and 1 hour | |

2. Issuance of Requested Document (ONLINE)

In consideration of clients unable to make walk-in requests, issuance of scan copy documents that originated from the Central Office and are in custody of the Records Division may be requested via the following channels:

- Google Form
- Email

| | |
|-----------------------------|--|
| Office or Division: | Records Division |
| Classification: | Simple |
| Type of Transaction: | Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G) |
| Who may avail: | <ul style="list-style-type: none"> • Via email - All • Via Google Form - Current DepEd employees in (Schools, Schools Division Offices (SDOs), Regional Offices (ROs) and the Central Office (CO) with DepEd email address |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| For requests via email: <ol style="list-style-type: none"> Email containing complete details of the specific document requested, e.g. <ul style="list-style-type: none"> • Subject matter of document • Types of document • date of issuance • date of document • full name of requesting person • reason for request Request for Legal and Personnel Documents as.rd.legal@deped.gov.ph as.rd@deped.gov.ph Request for other documents as.rd.mics@deped.gov.ph 2. Copy of ID of requesting person <p>Additional for authorized representative:</p> | Requesting Person/Authorized Representative |



| 1. Copy of Authorization letter 2. Copy of ID of authorize representative | | | | |
|--|--|---|---------------------------------------|------------------------------------|
| For requests via Google Form: 1. Completely filled out Google Form using an active DepEd email address <ul style="list-style-type: none"> • Request for Legal and Personnel Documents https://bit.ly/ORF-LegalandPersonnelFiles • Request for other documents - https://bit.ly/ORFGeneralFiles 2. Copy of ID of requesting person Additional for authorized representative: 1. Copy of Authorization letter 2. Copy of ID of authorized representative | | Requesting Person/Authorized Representative | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Send request via email or Google Form: | 1.1. Check the submitted requirements and acknowledge receipt of request; request for additional information or requirements as applicable | None | 4 minutes | Administrative Assistant / Officer |
| | 1.2. Process request: <ul style="list-style-type: none"> • search from Records file • verify requested document. • fill-out and print the Records Division Action Form (RDAF) | None | 2 days, 6 hours, 40 minutes | Administrative Assistant / Officer |
| | 1.3. Review and recommend approval of requested document/s and RDAF | None | 5 minutes | Administrative Officer |
| | 1.4. Approve the requested document/s and RDAF | None | 5 minutes | Chief Administrative Officer |
| | 1.5. Scan the requested documents and the RDAF | None | 10 minutes | Administrative Assistant / Officer |
| 2. Receive the requested document | 2.1. Email the requested scanned copy of documents and RDAF | None | 4 minutes | Administrative Assistant / Officer |
| TOTAL: | | None | 2 days, 8 hours and 44 minutes | |



3. Issuance of Requested Documents – walk-in

Clients may request the issuance of the following documents that originated from the DepEd Central Office (CO) and that are in the custody of the Records Division by visiting the CO.

- Original Documents
- Certified True Copy (CTC)
- Photocopy

| | |
|---|---|
| Office or Division: | Records Division |
| Classification: | Simple |
| Type of Transaction: | Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G) |
| Who may avail: | All |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| 1. One (1 Copy) Request Slip | Records Division |
| 2. One (1) original and one (1) photocopy of valid ID | Client/s |
| <ul style="list-style-type: none"> • Additional requirement for authorized representative 1. One (1) original copy of authorization letter 2. One (1) original ID of authorizing person 3. One (1) original ID of authorized person | Authorized Representative |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|-----------------------------------|--|-----------------|-------------------------|---|
| 1. Submit all requirements | 1.1. Receive and check the submitted requirements | None | 2 minutes | Administrative Assistant / Administrative Officer (AdAs / AO) |
| | 1.2. Search from Records file and verify the requested document; advise client of next steps | None | 1 day | AO |
| | 1.3. Review, verify, indicate action to be taken in the request slip and recommend for approval | None | 26 minutes | AO |
| | 1.4. Approve and release the requested documents and Request Slip | None | 3 minutes | Chief Administrative Officer |
| | 1.5. Prepare the requested documents. Original copy - stamp released with control numbers Photocopy requested documents CTC - photocopy and stamp CTC | None | 30 minutes | AdAs/AO |
| 2. Receive the requested document | 2.1 Release the requested document/s | None | 2 minutes | AdAs/AO |
| TOTAL | | None | 1 day and 1 hour | |



4. Issuance of Requested Documents – online

In consideration of clients unable to make walk-in requests, issuance of scan copy documents that originated from the Central Office and are in custody of the Records Division may be requested via the following channels:

- Google Form
- Email

| | |
|--|--|
| Office or Division: | Records Division |
| Classification: | Simple |
| Type of Transaction: | Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G) |
| Who may avail: | <ul style="list-style-type: none"> • Via email - All • Via Google Form - Current DepEd employees in (Schools, Schools Division Offices (SDOs), Regional Offices (ROs) and the Central Office (CO) with DepEd email address |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| <p>For requests via email:</p> <ol style="list-style-type: none"> 1. Email containing complete details of the specific document requested, e.g. <ul style="list-style-type: none"> • Subject matter of document • Types of document • date of issuance • date of document • full name of requesting person • reason for request • Request for Legal and Personnel Documents as.rd.legal@deped.gov.ph as.rd@deped.gov.ph • Request for other documents as.rd.mics@deped.gov.ph <ol style="list-style-type: none"> 2. Copy of ID of requesting person <p>Additional for authorized representative:</p> <ol style="list-style-type: none"> 3. Copy of Authorization letter 4. Copy of ID of authorized representative | Requesting Person/Authorized Representative |
| For requests via Google Form: | Requesting Person/Authorized Representative |



| 1. Completely filled out Google Form using an active DepEd email address <ul style="list-style-type: none"> Request for Legal and Personnel Documents https://bit.ly/ORF-LegalandPersonnelFiles Request for other documents - https://bit.ly/ORFGeneralFiles 2. Copy of ID of requesting person Additional for authorized representative: 3. Copy of Authorization letter 4. Copy of ID of authorized representative | | | | |
|---|---|-----------------|--|---|
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Send request via email or Google Form | 1.1 Check the submitted requirements and acknowledge receipt of request; request for additional information or requirements as applicable | None | 4 minutes | Administrative Assistant / Administrative Officer (AdAs / AO) |
| | 1.2 Process request: search from Records file verify requested document. fill-out and print the Records Division Action Form (RDAF) | None | 2 days, 6 hours, 40 minutes | AdAs / AO |
| | 1.3. Review and recommend approval of requested document/s and RDAF | None | 5 minutes | AO |
| | 1.4. Approve the requested document/s and RDAF | None | 5 minutes | CAO |
| | 1.5. Scan the requested documents and the RDAF | None | 10 minutes | AdAs / AO |
| 2. Receive the requested document | 2.1. Email the requested scanned copy of documents and RDAF | None | 4 minutes | AdAs/AO |
| TOTAL | | None | 2 days, 8 hours, and 44 minutes | |



Central Office
Internal Services



A. Accounting Division

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.

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|---|--------------------------------|
| 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 |

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

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| <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> |

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| 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 |

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| 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 purpose in the premises of the procuring entity | Proponent |

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| 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 |

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| 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> | |
| a. Specific requirements to be submitted w/in 5 days from the execution of the contract: <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> | |
| 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 order indicating that the original contract was awarded through public bidding • Certification from the purchasing office that the supplier has compiled | Proponent |

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| with all the requirements under the original contract | |
| 3.12. Additional Requirements for Shopping | |
| <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 Negotiated Procurement | |
| <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 thesecond lowest bidder. If negotiation | Proponent |

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| <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 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 is 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 |

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| the Revised IRR of RA 9184 | |
| 2.11. Additional documents required to be submitted 5 days upon execution of contract: <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 | |

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| <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 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 | Proponent |
| 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 affinity up to the third civil degree | Proponent |
| 3.6. Additional Requirements for Limited Source Bidding | |

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| <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 | <p>Proponent</p> |
| <p>b. Documentary requirements under Section 23.1 and 25.2(a), of the Revised IRR of RA No. 9184</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>d. Bid security (required under Section 5.4 IRR-A RA No. 9184)</p> | <p>Proponent</p> |
| <p>3.7. 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</p> | <p>Proponent</p> |

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| <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 | | | | |
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| 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 | | |
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| <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 |

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| | 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 maybe.

| Office or Division: | Accounting |
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| 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 |

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| <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 | |
| <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 |

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| 2.10. Approved request for purchase or requisition of supplies, materials, and equipment | Proponent |
| 2.11. Additional documentary requirements common to all infrastructure transactions: <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 • <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 | Proponent |
| 2.12 Additional Requirements for <i>Advance Payment</i> | |
| 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 |
| 2.13. Additional Requirements for <i>Variation Order / Change Order / Extra Work Order</i> | |

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| 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 |
| c. Copy of the agency's report establishing the necessity/justification/s for the need of such CO and or EWO which shall include: <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/length-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 |

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| 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, if 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 |

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| 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 form commercial bank, GSIS or surety nond callable on demand | Supplier |
| b.Request for Payment | Supplier |
| c. Certification from the End User that the project in 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 contractas 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 |

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| <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 |

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| 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 Negotiated Procurement | |
| <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 |

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| <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 |
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| 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 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 | |

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 |
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| 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 |

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| <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) PHP1 million 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 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 | |
| 2.3. Copy of Advertisement of Invitation to Bid/Request for expression of interest <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 |

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| 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 |

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| <ul style="list-style-type: none"> - Population of the agency where the services are rendered • <i>For maintenance service contracts:</i> - 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 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> |

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| <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 |

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| <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 | |
| 3.9. Additional Requirements for Negotiated Procurement | |
| <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 | Proponent |

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| necessity of purchase | |
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| <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 scope 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> |

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| 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

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| 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 login 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 |

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| | 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 |
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| 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 |

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| <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> |

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| <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 |

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| <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 | |
| 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 | <p>Proponent</p> |

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| <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 | |
| 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 |

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| 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 | |
| a. Specific requirements to be submitted w/in 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 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 |

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| 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 |

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| <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 |

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|---|-----------|
| <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 |
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| <i>Such other pertinent supporting documents as required by the nature of expense</i> | | | | |
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| 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 documentary requirement | 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 |

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| | (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 |

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| <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> |

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| <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 |

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| 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 | |
| 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 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 |

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| <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 |

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| 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 |

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| <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 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 | <p>Proponent</p> |

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| 3.12. Additional Requirements for <i>Shopping</i> | |
| a. Specific requirements to be submitted w/in 5 days from the execution of the contract: <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> | |
| 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): <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 |
| b. Additional requirements in case of two failed biddings: <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 |

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| <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 |

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| /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) PHP1 million and above | Proponent |

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|---|-----------|
| <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 |

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| 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 |

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| <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 |

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|---|-----------|
| <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 |

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|--|-----------|
| <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 with all the requirements under the original contract | |
| <p>3.10. Additional Requirements for Negotiated Procurement</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 |

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| <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> |

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|---|-----------|
| 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 |

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| 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 | |
| 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 calendar days in case shopping | Proponent |

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| <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 | |
| 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 |

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| 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 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 | |
| a. Specific requirements to be submitted w/in 5 days from the execution of the contract: <ul style="list-style-type: none"> • Copy of letter to selected manufacturer/supplier/distributor to submit a price quotation and conditions of sale | Proponent |

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| <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 | |
| 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 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 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 |
| 3.12. Additional Requirements for Shopping | |
| a. Specific requirements to be submitted w/in 5 days from the execution of the contract: <ul style="list-style-type: none"> • Price quotations from at least three bonafide and reputable | Proponent |

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|---|-----------|
| <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 Resonsive 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 thesecond 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>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 |

| • 3 quotations (if applicable)/canvass from at least three suppliers for purchases involving 1,000 and above | Suppliers of goods/services | | | |
|---|--|-----------------|--------------------|---|
| • Summary/Abstract of canvass | Proponent/AMD | | | |
| Reimbursement | | | | |
| • Summary of expenses/Disbursement Report (certification signed) | Proponent | | | |
| • Official Receipts/Invoices (inspected) | Suppliers of goods/services | | | |
| • 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 | | | |
| • Abstract of canvass | Proponent/AMD | | | |
| • Approved Authority to reimburse | 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 | | | |
| 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 |

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| <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> |

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| <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 | |

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| <p>3.1. Documents to be submitted within five working days from the execution of the contractas 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 SmallValue Procurement - BAC Resolution recommending and justifying to the Head of Procuring Entity (HOPE) theuse 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 thispurpose in the premises ofthe procuring entity | <p>Proponent</p> |
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| 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 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 |

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| 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 |

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| <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 Negotiated Procurement</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 |

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| <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 documents on 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 |



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| | 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 | |

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 |

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| <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: - schedule of basic rates | |
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| <p>certified by the consultant with a sworn statement</p> <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 |

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| <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 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 Trainers and staff | <p>Proponent</p> |
| <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> |

3. Basic Requirements for All Types of Procurement Through Alternative Modes

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| <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 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>Proponent</p> |
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| 3.2. Approved Procurement Plan | Proponent |
| 3.3. Approval by the HOPE on the use of the alternative methods of procurement | 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 affinity up to the third civil degree | Proponent |
| 3.6. 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 <p>Notice of Award</p> | Proponent |

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| b.Documentary requirements under Section 23.1 and 25.2(a) for consultancy services, 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 |
| 3.7. 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 |

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| 3.8. Additional Requirements for Repeat Order | |
| <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> |
| 3.9. Additional Requirements for Negotiated Procurement | |
| <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 • Evidence of invitation of observers in all stages of the negotiation | <p>Proponent</p> |

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| <ul style="list-style-type: none"> • 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 Personnel 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 |

| | |
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| 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> | |
| <ul style="list-style-type: none"> • Approved Authority to travel/ Invitation letter with conforme | Payee/Proponent |
| <ul style="list-style-type: none"> • 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: | |
| • Death Certificate of affidavit of attending Physician | PSA |
| • 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 - boxA - 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/ Authorityas 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/ Authorityas 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 at least 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 at least 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 17s. 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 17s. 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 |

| | | | | |
|--|---|-------------|---------------|---|
| | <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 | |

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 | FEEES 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 | 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 | |

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 next step | None | 4 hours | Designated Releasing & Receiving Staff |
| | 1.1. Review of 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 | |

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 |
| | 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 | |

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 payslip | 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 |
|---|---|

Such other pertinent supporting documents as are required by the nature of expense

| 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 LRsto 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 calendardays 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 2017-01) , if Applicable | | Proponent | | |
| 16. Original Boarding pass & plane ticket/Billing Statement/Official Receipt (for reimbursement of Plane fare) | | Airlines for Boarding Passes/Travel Agencyfor Billing Statement and ORs | | |
| 17. OR in case of refund of excess of cash advance | | DO/SDO | | |
| Such other pertinent supporting documents as are required by the nature of expense | | | | |
| 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 | DesignatedPASB Releasing & Receiving Staff |
| | 1.1. Review of documentation requirements , encodes and forward to Section Chief | None | 3 days | Designated PASB Pre-AuditStaff |
| | 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 LRsto 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 excessof 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 |

| | | | | |
|---------------|---|-------------|--------------------------------|---|
| | 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 LRsto 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 | |



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/officer 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-AuditStaff |
| | 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 LRsto 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 picture 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-AuditStaff |
| | 1.2. Review and initial/sign the authority | None | 1 day | Section ChiefPAS 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 ChiefPAS 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 (ADASII 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 EBES 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 OriginalCopies) | | 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. Bureau of Curriculum Development - Special Curricular Programs Division

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 – Special Curricular Programs Division | | | |
| Classification: | Complex | | | |
| Type of Transaction: | G2G – Government to Government | | | |
| Who may avail: | Public Junior High Schools (JHS) | | | |
| 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 | | | Client | |
| 5. 2 Original Copies of Endorsement Letter signed by the Regional Director | | | Regional Office | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit letter of intent with the complete set of documentary requirements in the SPFL Manual of Operation | 1.1 Receive and record request and forward to assigned personnel | None | 1 day | BCD |
| | 1.2 Receive, check the completeness and evaluate requirements | None | 1 day | BCD |
| | 1.3 Initial evaluation of application | None | 2 days | BCD |
| | 1.4 Conduct online interview for SPFL Teacher-applicants | None | 1 day | BCD / Program Partners |
| 2. Acknowledge School Recognition | 2.1 Release list of approved schools to offer SPFL via memorandum | None | 2 days | BCD |
| Total | | None | 7 days | |



D. Bureau of Human Resource and Organizational Development – Personnel Division

Travel Authority (TA) refers to an Order in writing issued by the approving authority allowing an official or employee to proceed to a specific place or location (the regular place of work and where the official/employee is expected to stay most of the time as required by the nature, duties and responsibilities of the position) outside of their permanent official station for a specific period of time to perform a given assignment or accomplish a personal purpose.

Based on the *Omnibus Travel Guidelines for All Personnel of the Department of Education* (DepEd Orders No. 043 and 046, s. 2022) DepEd officials or employees may request TA for either of the following:

- Official Travel – trips pursuant to a legitimate function or interest. These may either be official business (where transportation, miscellaneous, and daily travel expenses aside from salaries and benefits, are incurred and funded by the Department) or official time (where no government expenses are incurred/spent aside from the payment of salaries/benefits).
- Personal Travel – private trips for personal purpose and undertaken without cost to the government.

Official or Personal Travel may be further categorized into **foreign** (trips outside the Philippines) or local (trips outside the permanent official station). The minimum conditions for a trip to be considered official travel are the following:

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

1.1 Issuance of Foreign Official Travel Authority

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

- a. International conferences/meetings to which the Philippine government has commitments or to undertake official missions/assignments which cannot be assigned to government officials posted abroad;
- b. Scholarships, fellowships, trainings, and studies abroad which are grant-funded or undertaken at minimal cost; and
- c. Invitations for speaking engagements or receiving of awards from foreign governments/ institutions or international agencies/organizations as defined under international law, whether fully or partially funded by the government, upon endorsement to the Department of Foreign Affairs.

Note that travel authority shall not be issued for the following officials and employees:

- a. With pending administrative case;
- b. Will retire within one year from the date of the foreign official travel;
- c. Whose previous travel has not been liquidated and cleared;
- d. Who has not yet complied with reporting requirement/s for any previous travel.



| Office or Division: | Bureau of Human Resource and Organizational Development-Personnel Division (BHROD-PD) | |
|--|--|------------------------|
| Classification: | Simple | |
| Type of Transaction: | Government to Government (G2G) | |
| Who may avail: | DepEd officials and employees meeting the conditions for foreign official travel as stated on DOs 043 and 046, s. 2022, specifically <ul style="list-style-type: none"> • Requests recommended by the Office of the Schools Division Superintendent (OSDS) and Office of Regional Director (ORD) • Regional Directors and Assistant Regional Directors • Requests from the Central Office | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| 1. One (1) original copy of filled out Travel Authority for Official Travel Form with supporting documents (see below) | Annex A, DO 043, s. 2022 https://www.deped.gov.ph/wp-content/uploads/2022/10/DO_s2022_043-corrected-copy.pdf | |
| 1. One (1) original copy of the signed invitation addressed to the requesting party | Inviting foreign government/institution or international agency/organization | |
| 2. One (1) original copy of Itinerary of Travel | | |
| 3. One (1) original copy of Written justification, addressed to the Approving Authority, to be noted by the Recommending Authority ² , explaining the minimum conditions for authorized official travel stated above and why alternatives to travel such as all forms of communication, (e.g. teleconferencing/ videoconferencing, submission of briefs/ position papers) are insufficient for the purpose. | Client | |
| 4. One (1) original Certificate of No Pending Case | Legal unit with jurisdiction over the client | |
| 5. One (1) copy of approved Completed Staff Work (CSW) | International Cooperation Office (ICO) / Client | |
| 6. One (1) copy of Budget Estimate (Travel Cost) | Office of the Undersecretary for Finance | |
| 7. One (1) copy of Work and Financial Plan | Client's office | |
| Optional requirements: | | |
| - If applying for Cash Advance (CA): Original certification that previous CA has been liquidated | Accounting unit with jurisdiction over the client | |
| - For Teachers in the Exchange Visitor Program of the US Government: a. TA signed by the Secretary b. Clearance Certificate c. Copy of the Registration Sticker | Office of the Secretary Regional Office Commission on Filipino Overseas | |
| - For Division Chiefs and higher, a draft Office Order (SO) designating an OIC, if applicable, so as not to hamper the day-to-day operations of the office | Signing authority for OO designated by the Secretary | |
| - Endorsement letter to the Department of Foreign Affairs (DFA) | ICO | |

² Refer to the Table of Recommending and Approving Authorities for Foreign Travel based on DO 046, s. 2022.



| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|--|--|
| 1. Submit complete requirements to the Records Division of DepEd CO a. OSDS – for Teaching and Non-Teaching Personnel in Schools, School Heads, and Division Chiefs and below and Public Schools District Supervisors in Schools Division Offices b. ORD - for Schools Division Superintendents, Assistant Schools Division Superintendents, and Division Chief and below in Regional Offices c. Regional Directors and Assistant Regional Directors | 1.1 Check the documents received, process for release to Personnel | None | 15 minutes | Admin Assistant / Officer, Records Division |
| | 1.2 Receive documents from Records Division, log on the database. | None | 5 minutes | Administrative Assistant, PD |
| | 1.3 Check documents for completeness and accuracy. If there is no discrepancy in the documents submitted, draft TA (and endorsement letter to DFA, if applicable) and forward to the ICO. Otherwise, inform the client of discrepancies and wait for reply. | None | 1 day | Administrative Officer, PD |
| | 1.5 Check the CSW, fund source, and legitimacy of travel documents and forward to the Office of the Undersecretary for Finance (OUF) | None | 7 hours | ICO |
| | 1.6 Review documents and prepare Budget Estimate (Travel Cost) and forward to the Approving Authority | None | 1 day | OUF |
| | 1.7 Validate documents and sign TA (and endorsement letter to DFA, if applicable) | None | 2 days | Approving Authority (Execom in-charge) ³ |
| | 1.8 Release the signed approved/disapproved TA (and endorsement letter to DFA, if applicable) to Records Division | None | 15 minutes | Office of the Approving Authority |
| | 2. Receive requested document/s from the Records Division. | 2.1 Check documents received and process for release; release document/s to intended recipient. | None | 25 minutes |
| 3. Submit post-travel report addressed to the Office of the Secretary ⁴ | 3.1 Receive the post-travel report. | None | (One calendar month after returning to the permanent official station) | Administrative Assistant / Officer, Records Division |
| TOTAL | | None | 5 days | |

³ Refer to the Table of Recommending and Approving Authorities for Foreign Travel based on DO 046, s. 2022.

⁴ For the format and specifics of the required post-travel report, refer to DO 043, s. 2022 at https://www.deped.gov.ph/wp-content/uploads/2022/10/DO_s2022_043-corrected-copy.pdf.

Field Code Changed



| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|-----------------|--|--|
| For officials/personnel the DepEd Central Office: 1. Submit complete requirements endorsed by the applicable Recommending Authority to the Personnel Division (PD) | 1.1 Receive documents, log on the database. | None | 15 minutes | Administrative Assistant, PD |
| | 1.2 Check documents for completeness and accuracy. If there is no discrepancy in the documents submitted, draft TA (and endorsement letter to the Department of Foreign Affairs, if applicable) and forward to the applicable Approving Authority in DepEd CO. | None | 4 hours | Administrative Assistant / Officer, PD |
| | 1.3 Review and approve TA (and endorsement letter to DFA, if applicable) and forward to PD. | None | 4 days, 4 hours | Designated Approving Authority in DepEd CO |
| | 1.4 Receive approved TA, update the status of the request on the database, and release documents to the Records Division. | None | 15 minutes | Administrative Assistant / Officer, PD |
| 2. Receive requested document/s from the Records Division | 2.1 Check documents received and process for release; release document/s to intended recipient. | None | 30 minutes | Administrative Assistant / Officer, PD |
| 3. Submit post-travel report addressed to the Office of the Secretary ⁵ | 3.1 Receive the post-travel report | None | (One calendar month after returning to the permanent official station) | Administrative Assistant / Officer, Records Division |
| TOTAL | | None | 5 days | |

⁵ For the format and specifics of the required post-travel report, refer to DO 043, s. 2022 at https://www.deped.gov.ph/wp-content/uploads/2022/10/DO_s2022_043-corrected-copy.pdf.

Field Code Changed



1.2 Issuance of Foreign Personal Travel Authority

DepEd officials and employees may apply for travel authority (TA) for private trips purely for personal purpose and undertaken without cost to the government. However, foreign scholarships/trainings sourced and pursued in their personal capacity need to be brought to the attention of the immediate supervisor or head of office before applying for TA. Likewise, those who intend to study abroad may be required to comply with the required service obligation after the period of their leave.

Note that those who have pending administrative case/s, unliquidated / no clearance / non-compliance to reportorial requirement for any previous travel shall not be granted foreign personal TA.

| Office or Division: | Bureau of Human Resource and Organizational Development-Personnel Division (BHROD-PD) |
|---|--|
| Classification: | Simple |
| Type of Transaction: | Government to Government (G2G) |
| Who may avail: | DepEd officials and employees meeting the conditions for foreign personal travel as stated on DOs 043 and 046, s. 2022, specifically <ul style="list-style-type: none"> • Regional Directors • Requests recommended by the Office of the Regional Director (ORD) • Requests from the DepEd Central Office |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| 1. One (1) original copy of filled out Travel Authority for Personal Travel Form with supporting documents (see below) | Annex D, DO 043, s. 2022 https://www.deped.gov.ph/wp-content/uploads/2022/10/DO_s2022_043-corrected-copy.pdf |
| 2. One (1) original copy of written manifestation, noted by the Head of Office, that absence will not hamper the operational efficiency of the office | Client |
| 3. Certificate of No Pending Case | Legal unit with jurisdiction over the client |
| 4. CSC Form No. 6, s. 2020 (Leave Form) | Civil Service Commission (CSC) / Personnel unit with jurisdiction over the client |
| Optional requirements: | |
| - For CO Division Chiefs and higher, a draft Office Order (OO) designating an OIC, if applicable, so as not to hamper the day-to-day operations of the office | Signing authority for OO designated by the Secretary |
| - For Study Leave (up to 6 months): Contract between the agency head or authorized representative and the employee concerned | Personnel unit with jurisdiction over the client |
| - For leaves that exceed one month: CSC Form No. 7, s. 2017 (Clearance Form) | Civil Service Commission (CSC) / Personnel unit with jurisdiction over the client |



| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--|
| 1. Submit complete requirements to the Records Division of DepEd CO a. Regional Directors b. ORD – for Schools Division Superintendents, Assistant Schools Division Superintendents, Assistant Regional Directors | 1.1 Check the documents received, process for release to the Personnel Division (PD) | None | 15 minutes | Administrative Assistant / Officer, Records Division |
| | 1.2 Receive documents from Records Division, log on the database. | None | 5 minutes | Administrative Assistant, PD |
| | 1.3 Check documents for completeness and accuracy. If there is no discrepancy in the documents submitted, draft TA and forward to the applicable Approving Authority in DepEd CO. Otherwise, inform the client of discrepancies and wait for reply. | None | 4 hours | Administrative Officer, PD |
| | 1.4 Review and approve TA and return to PD. | None | 4 days | Designated Approving Authority in DepEd CO |
| | 1.5 Receive approved TA, update the status of the request on the database, and release documents to the Records Division. | None | 15 minutes | Administrative Assistant / Officer, PD |
| 2. Receive requested document/s from the Records Division | 2.1 Check documents received and process for release; release TA to intended recipient. | None | 25 minutes | Administrative Assistant / Officer, Records Division |
| TOTAL | | None | 5 days | |



| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|---|-----------------|--|
| For officials/personnel in the DepEd Central Office: | 1.1 Receive documents, log on the database. | None | 15 minutes | Administrative Assistant, PD |
| 1. Submit complete requirements endorsed by the applicable Recommending Authority to the Personnel Division (PD) | 1.2 Check documents for completeness and accuracy. If there is no discrepancy in the documents submitted, draft the TA and forward to the applicable Approving Authority in DepEd CO. | None | 4 hours | Administrative Assistant / Officer, PD |
| | 1.3 Review and approve TA and forward to PD. | None | 4 days, 4 hours | Designated Approving Authority in DepEd CO |
| | 1.4 Receive approved TA, update the status of the request on the database, and release documents to the Records Division. | None | 15 minutes | Administrative Assistant / Officer, PD |
| | 2. Receive requested document/s from the Records Division | 2.1 Check documents received and process for release; release TA to intended recipient. | None | 30 minutes |
| TOTAL | | None | 5 days | |



2. 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 | 49 minutes | |



3. 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 | PROCESSING TIME | PERSON RESPONSIBLE |
| 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 | OUHROD |
| | 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 | |



4. 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) (2Copies) | | | 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 | |



5. 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 whichcase 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 | |



6. 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 | Office Management Unit |
| | 1.2. Process leave Request and update leave credits in Service Card | None | | Personnel Records Unit |
| | 1.3. Approve leave request and certify the accuracy of no. of leave credits | None | | Division chief/ SAO |
| | 1.4. Release actioned CSC Form No. 6 to the Records Division | None | | Office Management Unit |
| 2. Receive approved and actioned leave form | 2.1. Release action CSC Form no. 6 to PD | None | 1 day | Records Division |
| | 2.2. Provide requirements for budget allocation | None | | Personnel Records Unit |
| | 2.3. Prepare DV and ORS | None | | Personnel CompenBen |
| 3. Receive requirements for payment | 3.1 Release all requirements for payment | None | 1 day | Records Division |
| TOTAL | | None | 2 days | |



E. Employee Accounts Management Division (EAMD)

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 | 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> | 3.1 Receives and records submitted requirements. | None None | 10 minutes | Administrative Assistant II (EAMD) | |
| | 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. | | | Administrative Officer II (EAMD) | |
| | 3.3 If incomplete, returns to loan applicant for rectification/ completion. | | | | |
| | 3.4 If any requirement is not authentic, informs loan applicant that loan application will be forwarded to the NBT for instruction. | | | | |
| | 3.5 If submitted requirements are complete and in order, forwards to Loan Processor. | | | | |
| | 3.6 Checks eligibility of loan applicant and co-maker If eligible, proceeds with Computation of Loan. | | | 40 minutes | Administrative Officer II or IV (EAMD) |
| | If ineligible, returns LAF to staff in charge of initial screening for applicant's compliance/ information. | | | | |
| | 3.7 Prints and signs the Amortization Schedule (Amort Sched) and Statement of Account (SOA), if loan applicant has existing loan. | | | | |
| | 3.8 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. | | | | |
| | 3.9 Emails 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. | | | | |

| | | | | |
|--|--|------|------------|--|
| | 3.10 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. | None | | Administrative Officer IV or V (Personnel Division or BTC) |
| | 3.11 Checks and prints assessment of the Verifier and signs on the Secretariat's Assessment/Evaluation in part D (Processed by) of the LAF. <ul style="list-style-type: none"> ▪ If can be accommodated in the payroll, forwards application to Reviewer. ▪ If not, informs the applicant and file the application. | None | 5 minutes | Administrative Officer II or IV (EAMD) |
| | 3.12 Reviews the application. <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. | None | 15 minutes | Administrative Officer V in the absence of Supervising Administrative Officer (EAMD) |
| | 3.13 Reviews the application. <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 | None | 10 minutes | Chief Administrative Officer (EAMD) |
| | 3.14 Releases to the Office of the Undersecretary for Finance Service | None | 10 minutes | Administrative Assistant II (EAMD) |

| | | | | |
|---|---|------------------|------------------------------------|--|
| | <p>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.</p> | None | | Chairperson of the NBT, or, in her absence, the Vice Chairperson |
| | <p>3.17. Receives and records signed LAF.</p> <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) |
| | <p>3.18. Prepares payroll and signs initials.</p> | None | One (1) hour | Administrative Officer II or IV (EAMD) |
| | <p>3.19. Reviews payroll and initials under "Certified: Disbursements necessary, lawful and incurred under my direct supervision." of the payroll.</p> | | Fifteen (15) minutes | Administrative Officer V in the absence of Supervising Administrative Officer (EAMD) |
| | <p>3.20. Reviews and signs on "Certified: Disbursements necessary, lawful and incurred under my direct supervision." of the payroll.</p> | | Ten (10) minutes | Chief Administrative Officer (EAMD) |
| <p>3.21. Records and releases payroll to Accounting Division.</p> | | 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>2.9. Download assessment of the Verifier and sign 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, forward through email application to Reviewer. ▪ If not, inform the Borrower through email, text or call the result of the evaluation of the application. <p>2.10. Review the application.</p> <ul style="list-style-type: none"> ▪ If in order, sign/e- sign on the Secretariat's Assessment/Evaluation in part D (Reviewed by) of the online LAF, Amortization Schedule, and SOA,if any. ▪ If not, return to the loan processor or staff in charge of initial screening for appropriate action. <p>2.11. Review the application.</p> <ul style="list-style-type: none"> ▪ If in order, e-sign on the Action Taken – Recommending Approval portion of the online LAF, Amortization Schedule, and SOA,if any. ▪ If not, note deficiencies/ discrepancies and | None | 40 minutes | <p>Loan processor (EAMD)</p> <p>Supervising Administrative Officer (EAMD) Chief</p> <p>Chief Administrative Officer (EAMD)</p> <p>Loan processor (EAMD)</p> |
|--|--|------|------------|---|

| | | | | |
|--|---|-------------------------|--|--|
| | <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 | |



F. 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 / Microsoft365 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 | |



G. 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, Ageout 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 (ProcessOwner). | 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 | 3 days | |



H. Legal Service

1. Issuance of Certification of No Pending or Pendency of Administrative Case and Clearance

Certification of No Pending or Pendency of an Administrative Case and Clearance are provided upon request of DepEd third-level officials and DepEd Central Office personnel as they may need for travel, leave, retirement, provident fund loan, resignation and others.

| | | | | |
|--|---|------------------------|------------------------|---|
| Office or Division: | Investigation Division, Legal Service | | | |
| Classification: | Complex | | | |
| Type of Transaction: | Government to Government (G2G) | | | |
| Who may avail: | Undersecretaries, Assistant Secretaries, Bureau and Service Directors, Regional Directors and Assistant Regional Directors, Schools Division Superintendents and Assistant Schools Division Superintendents, and Central Office Employees | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. One (1) Original Copy of Request Letter for the issuance of Certificate of No Pending Administrative Case specifically stating the purpose of the request | | Client | | |
| 2. One (1) Original Copy of documentary proof of the purpose stated in the letter | | Client | | |
| 2. One (1) Original Copy of relevant records or Personnel Correspondence (PC) | | Records Division | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the required documents to the Investigation Division (Room 307-308, 3rd Floor, Mabini Building) a. Walk-in Client | 1.a.i Receive and evaluate the completeness of documents, scan and record in the system and forward to the Chief of Investigation Division or other lawyers in the Division | None | 20 minutes | ADAS III/Technical Assistant I/ID Personnel |
| | 1.a.ii Process and Sign Certification of No Pending Case or Pendency of a Case / Clearance | | 2 days | Chief, Investigation Division |
| b. Via email | 1.b.i Receive and evaluate completeness of documents, scan and record in system and forward the to the Chief of Investigation Division or other lawyers in the Division | | 2 days | ADAS III |



| | | | | |
|---|---|------|---|------------------------------------|
| | 1.b.ii Process and Sign Certification of No Pending Case or Pendency of a Case / Clearance | | 2 days | Chief, Investigation Division |
| 2. Receipt of the signed Certificate of No Pending Case / Clearance | 2.a. Release to Appropriate Person/Office | None | 1 day | Chief, Investigation Division |
| a. Walk-in | | | | |
| b. Via email | 2.b. Send email with attached scanned copy of the signed Certificate of No Pending Case / Clearance, with note that physical copy may be claimed at the physical copy from the Investigation Division | None | 1 day | ADAS III/ Technical Assistant I |
| TOTAL | | None | a. Walk in: 3 days b. Email 5 days | |



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/ADASIII |
| 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 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 Undersecretary for Legal Affairs for approval | None | 1 day | Undersecretary for Legal Affairs |
| | 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 Division, 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 mins | 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 | |



I. 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 to OSEC | None | 60 minutes | Central Office |
| 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 details of attachment for CSW, Legal Matters, DepEd Memo/Orders, MOA/MOU | None | 2-3 days | Office of the Secretary-Policy Operation unit |
| | 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 OIC – 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 | 4 days and 2 hours | |



J. National Educators Academy of the Philippines - 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 paperor 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 documentforwarded 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 | 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 by Records Section | 2.1 Receive complete documents through email | None | 10 minutes | NEAP-PDD Scholarship Secretariat |

| | | | | |
|--|--|-------------|------------------------------------|--|
| | 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 | |



K. 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, 30minutes | |



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, 7hours | 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 FeedbackForm | None | 30 minutes | Printing Unit staff |
| TOTAL: | | None | 3 days | |



Regional Office
External Services



A. Office of the Regional Director

1. Issuance of Foreign Travel Authority

Travel Authority (TA) refers to an Order in writing issued by the approving authority allowing an official or employee to proceed to a specific place or location (the regular place of work and where the official/employee is expected to stay most of the time as required by the nature, duties and responsibilities of the position) outside of their permanent official station for a specific period of time to perform a given assignment or accomplish a personal purpose.

Based on the *Omnibus Travel Guidelines for All Personnel of the Department of Education* (DepEd Orders No. 043 and 046, s. 2022) DepEd officials or employees may request TA for either of the following:

- Official Travel – trips pursuant to a legitimate function or interest. These may either be official business (where transportation, miscellaneous, and daily travel expenses aside from salaries and benefits, are incurred and funded by the Department) or official time (where no government expenses are incurred/spent aside from the payment of salaries/benefits).
- Personal Travel – private trips for personal purpose and undertaken without cost to the government.

Official or Personal Travel may be further categorized into **foreign** (trips outside the Philippines) or local (trips outside the permanent official station).

The minimum conditions for a trip to be considered official travel are the following:

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

1.1 Issuance of Foreign Official Travel Authority

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

- d. International conferences/meetings to which the Philippine government has commitments or to undertake official missions/assignments which cannot be assigned to government officials posted abroad;
- e. Scholarships, fellowships, trainings, and studies abroad which are grant-funded or undertaken at minimal cost; and
- f. Invitations for speaking engagements or receiving of awards from foreign governments/institutions or international agencies/organizations as defined under international law, whether fully or partially funded by the government, upon endorsement to the Department of Foreign Affairs.

Note that travel authority shall not be issued for the following officials and employees:

- e. With pending administrative case;
- f. Will retire within one year from the date of the foreign official travel;
- g. Whose previous travel has not been liquidated and cleared;
- h. Who has not yet complied with reporting requirement/s for any previous travel.



| Office or Division: | Office of the Regional Director (ORD) | |
|--|--|------------------------|
| Classification: | Simple | |
| Type of Transaction: | Government to Government (G2G) | |
| Who may avail: | DepEd officials and employees meeting the conditions for foreign personal travel as stated on DOs 043 and 046, s. 2022, specifically <ul style="list-style-type: none"> Schools Division Superintendents (SDS), Assistant Schools Division Superintendents (ASDS), Assistant Regional Directors (ARD) Division Chiefs and below in Regional Offices (RO) | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| 1. One (1) original copy of filled out Travel Authority for Official Travel Form with supporting documents (see below) | Annex A, DO 043, s. 2022 https://www.deped.gov.ph/wp-content/uploads/2022/10/DO_s2022_043-corrected-copy.pdf | |
| 2. One (1) original copy of the signed invitation addressed to the requesting party | Inviting foreign government/institution or international agency/organization | |
| 3. One (1) original copy of Itinerary of Travel | | |
| 4. One (1) original copy of Written justification, addressed to the Approving Authority, to be noted by the Recommending Authority ⁶ , explaining the minimum conditions for authorized official travel stated above and why alternatives to travel such as all forms of communication, (e.g. teleconferencing/ videoconferencing, submission of briefs/ position papers) are insufficient for the purpose. | Client | |
| 5. One (1) original Certificate of No Pending Case | Legal unit with jurisdiction over the client | |
| 6. One (1) copy of approved Completed Staff Work (CSW) | International Cooperation Office / Client | |
| 7. One (1) copy of Estimated Travel Cost | | |
| 8. One (1) copy of Work and Financial Plan | Client's office | |
| Optional requirements: | | |
| - If applying for Cash Advance (CA): Original certification that previous CA has been liquidated | Accounting unit with jurisdiction over the client | |
| - For Teachers in the Exchange Visitor Program of the US Government: a. TA signed by the Secretary b. Clearance Certificate c. Copy of the Registration Sticker | Office of the Secretary Regional Office Commission on Filipino Overseas | |
| - For Division Chiefs and higher, a draft Office Order (SO) designating an OIC, if applicable, so as not to hamper the day-to-day operations of the office | Signing authority for OO designated by the Secretary | |

⁶ Refer to the Table of Recommending and Approving Authorities for Foreign Travel based on DO 046, s. 2022.



| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|--|--|
| 1. Submit complete requirements to the Regional Office | 1.1 Check the documents received, process for release to the Personnel Section | None | 10 minutes | Admin Aide, Records Section |
| | 1.2 Receive documents and prepare TA for signature | None | 5 minutes | Admin Assistant, Personnel |
| | 1.3 Check documents for completeness and accuracy | None | 3 hours | Admin Officer, Personnel Section |
| | 1.4 Countersign Form and TA and forward documents | None | 15 minutes | CAO, Personnel Section |
| | 1.5 Review and sign the Form and TA | None | 4 hours | RD |
| | 1.5 Return the documents to the Records Section | None | 10 minutes | ORD |
| | 1.5 Receive signed TA and other documents, forward to the Central Office | None | 1 day | Admin Officer V, Records Section |
| | 1.6 Receive and process request; return documents to ORD | None | 5 days | Central Office |
| 2. Receive requested document/s from the Records Section | 2.1 Check documents received and process for release; release document/s to intended recipient. | None | 20 minutes | Administrative Assistant / Officer, Records Division |
| 3. Submit post-travel report addressed to the Office of the Secretary ⁷ | 3.1 Receive the post-travel report. | None | (One calendar month after returning to the permanent official station) | Administrative Assistant / Officer, Records Division |
| TOTAL | | None | 7 days | |

1.2 Issuance of Foreign Personal Travel Authority

DepEd officials and employees may apply for travel authority (TA) for private trips purely for personal purpose and undertaken without cost to the government. However, foreign scholarships/trainings sourced and pursued in their personal capacity need to be brought to the attention of the immediate supervisor or head of office before applying for TA. Likewise, those who intend to study abroad may be required to comply with the required service obligation after the period of their leave.

⁷ For the format and specifics of the required post-travel report, refer to DO 043, s. 2022 at https://www.deped.gov.ph/wp-content/uploads/2022/10/DO_s2022_043-corrected-copy.pdf.

Field Code Changed



Note that those who have pending administrative case/s, unliquidated / no clearance / non-compliance to reportorial requirement for any previous travel shall not be granted foreign personal TA.

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE | |
|--|---|-----------------|---|------------------------------------|--|
| 1. Submit complete requirements to the Regional Office a. SDS, ASDS, ARD b. OSDS – for Teaching and Non-Teaching Personnel in Schools, School Heads, and Division Chiefs and below and Public Schools District Supervisors in Schools Division Offices c. ARD – for RO Division Chief and below | 1.1 Receive the documents and log on the database | None | 10 minutes | Admin Aide, Records Section | |
| | 1.2 Check documents for completeness and accuracy. | None | 2 hours | Admin Assistant, Personnel Section | |
| | If there is no discrepancy in the documents submitted, forward to the Legal Unit. Otherwise, inform the client of discrepancies and wait for reply. | | | | |
| | 1.3 Check if client has pending case, sign clearance as applicable, and return to Personnel | None | 2 hours | Attorney IV, Legal Unit | |
| | 1.4 Receive documents and prepare TA for signature | None | 1 hour | Admin Assistant, Personnel Section | |
| | 1.5 Review documents for signature | None | 2 hours | Admin Officer V / SAO, Personnel | |
| | 1.6 Countersign Form and TA and forward documents | None | 15 minutes | CAO, Personnel Section | |
| | 1.7 Review and sign the Form and TA | None | 1 day | RD | |
| | 1.8 Return the documents to the Records Section | None | 10 minutes | ORD | |
| | *For requests from the SDS, ASDS, and ARD: Check documents and forward to Central Office | None | *3 days | Admin Officer V, Records Section | |
| *Receive and process request; return documents to OSDS | None | *5 days | Central Office | | |
| 2. Receive requested document from the Records Section | 2.1 Check documents received and process for release; release TA to intended recipient. | None | 25 minutes | Admin Officer V, Records Section | |
| TOTAL | | None | 2 days / *10 days for SDS, ASDS, ARD | | |

Table of Recommending and Approving Authorities for Foreign (Official and Personal) Travel
based on DO 046, s. 2022

| Level | Office/Position | Official Foreign Travel | | Personal Foreign Travel | |
|-------------------------|--|---|---|-----------------------------------|---|
| | | Recommending Authority | Approving Authority | Recommending Authority | Approving Authority |
| Central Office | Undersecretaries and Assistant Secretaries | None | Secretary or her duly designated executive official | None | Usec (Chief of Staff) |
| Central Office | Bureau/Service Director, Executive Director | Usec/ASec concerned (highest executive of the strand) | Usec (Chief of Staff) | None | Usec/ASec concerned (highest executive of the strand) |
| Central Office | Division Chief and below | Bureau/Service Director concerned | Usec/ASec concerned (highest executive of the strand) | Bureau/Service Director concerned | Usec/ASec concerned (highest executive of the strand) |
| Central Office | Offices/Units/Staff Complement - OSEC | OSEC Head Executive Assistant (HEA) or Director concerned | Usec (Chief of Staff) | OSEC HEA or Director concerned | Usec (Chief of Staff) |
| Central Office | Offices/Units/Staff Complement - Office of the Usec/ASec | None | Usec/ASec concerned | None | Usec/ASec concerned (highest executive of the strand) |
| Regional Office | Regional Director (RD) | Usec for Governance and Field Operations | Usec (Chief of Staff) | None | Usec - Human Resource and Organizational Development |
| Regional Office | Assistant Regional Director (ARD) | Usec for Governance and Field Operations | Usec (Chief of Staff) | RD | Usec - Human Resource and |
| Regional Office | Division Chief and below | RD | Usec for Governance and Field Operations | ARD | RD |
| Schools Division Office | Schools Division Superintendent (SDS) | RD | Usec for Governance and Field Operations | RD | Usec - Human Resource and Organizational Development |
| Schools Division | Assistant Schools Division | RD | Usec for Governance and Field Operations | RD | Usec - Human Resource and |
| Schools Division Office | Division Chief and below, including Public Schools District Supervisors (PSDS) | SDS | Usec for Governance and Field Operations | SDS | RD |
| School | School Head | SDS | Usec for Governance and Field Operations | SDS | RD |
| School | Teaching and Non-Teaching Personnel | SDS | Usec for Governance and Field Operations | SDS | RD |



B. 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: | Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G) | | | |
| 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 | FEE TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| | 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: | Government to Business (G2B) Government to Citizen (G2C) | | | |
| 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 | |



C. Curriculum and Learning Management Division

1. Access to LRMS 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: | Government to Citizen (G2C) | | | |
| Who may avail: | Learners and their parents/guardians, DepEd employees | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Computer/Laptop and Internet Connection | | Client | | |
| 2. Registered LR account a. DepEd email address for employees b. Any active email address for learners or their parents/guardians, other stakeholders | | LR Portal (lrms.deped.gov.ph) | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Open any browser engine and go to www.lrms.deped.gov.ph Log-in to the LR portal On the upper left side menubar, click Resources Tab and select K to 12 Resources Select grade level Select desired topic / category Select title from the list. The list could still be refined based on DepEd Special Programs such as IPEd, ALS, etc. Click view or download. (Those without DepEd account can only browse and search for LRs in the Portal. Only registered users are given downloading privileges.) | 1.1. If client is in the CLMD office, assist in browsing the LR Portal | None | 1 hour | CLMD Staff |
| 2. Open and accomplish Online Feedback Form | 2.1 Generate client report | | | |



2. Procedure for the Use of LRMS Computers

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

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

| Office or Division: | Curriculum and Learning Management Division | | | |
|---|---|--|-------------------|---|
| Classification: | Simple | | | |
| Type of Transaction: | Government to Government (G2G) Government to Citizen (G2C) | | | |
| Who may avail: | Everyone (Learners, Parents, Teachers, Stakeholders) | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Registered LR Account or email address | | www.lrms.deped.gov.ph | | |
| 2. Valid ID/Borrower's card | | Learning Resource Management and Development Center, Regional Office | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Log-in the LRMS computer logbook | 1.1. Assist client | None | 1 minute | Administrative Assistant II / Teaching Aid Specialist |
| 2. Follow step by step instructions | 2.1. Provide assistance to client, including searching for LRs that cannot be found | None | 25 minutes | Librarian/TAS |
| 3. Log-out and shut down computer once done | | None | 1 minute | Librarian/TAS |
| 4. Sign and submit the CLMD feedback form | 4.1. Generate Client Report | None | 2 minutes | Librarian/TAS |
| 5. Sign-out from the logbook | | None | 1 minute | Administrative Assistant II |
| TOTAL: | | None | 30 minutes | |



D. 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: | Government to Citizen (G2C) | | | |
| 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 applicable) | | 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; determine whether information is insufficient, or documents are needed before a legal advice is given. | None | 1 hour | Attorney IV / Special Investigator III |
| 2. Receive info from Legal Officer | 2.1 If sufficient information or documents is acquired by the Legal Unit, the information is evaluated and legal advice is given based on the gathered data; or If the information provided by the client is incomplete, advise client to acquire the needed information/ documents first and then return for further final evaluation and legal advice | None | 30 minutes | Attorney IV / Special Investigator III / Legal Unit staff |
| TOTAL: | | None | 1 hour, 35 minutes | |



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: | Government to Citizen (G2C) | | | |
| 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 - Diploma and Form 137 (1 Original Copy) | School | | | |
| 3. Certification or Indorsement from the School Head (1 Photocopy) | School | | | |
| 4. Certified true copy of the Certificate of Live Birth (1 Original) | PSA | | | |
| 5. Affidavit of Discrepancy (1 Original Copy) | Applicant (If minor, with assistance of parent/guardian) | | | |
| 6. Affidavit of two disinterested persons (1 Original Copy) | Affiants | | | |
| 7. Special Order of Graduation (<i>only required for graduates of private schools</i>) (1 Original Copy) | School | | | |
| 8. Proof of identity of requesting party (Valid ID with photo and signature) 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 Receive the documents and route to Legal | None | 10 minutes | Records Section |
| | 1.2 Receive and evaluate the completeness of the requirements | None | 10 minutes | Legal Unit Staff |
| | 1.3 Prepare resolution and countersign | None | 30 minutes | Legal Unit Staff |
| | 1.4 Sign and approve the resolution | None | 15 minutes | Regional Director |
| 2. Receive resolution | 2.1 Release signed resolution | None | 5 minutes | Records Section |
| TOTAL: | | None | 1 hour, 10 minutes | |



E. 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: | Government to Citizen (G2C) Government to Business (G2B) Government to Government (G2G) | | | |
| 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 email within 2 days if the application has deficiencies. LSP repeats step 1. If complete, the application is forwarded to Recognition Evaluation Committee (REC) | None | 10 minutes | EPS II for NEAP RO Helpdesk |
| | 1.2 Check if Form R.1 and attachments have deficiencies | None | 3 days | EPS II for Recognition |



| | | | | |
|---|--|-------------|------------------------------|------------------------------|
| | 1.3 Select and assign specific content/program design expert as members of REC | None | 1 day | EPS II for Recognition |
| 2. Wait for the evaluation of the application | 2.1 Evaluate Form R.1 with the complete attachments using Form R.2 Evaluation Form for Recognition | None | 5 days | REC |
| | 2.2 Deliberate Form R.2 | None | 2 days | REC |
| | 2.3 Consolidate Form R.2 using Consolidation Form for Recognition | None | | REC Head |
| | 2.4 Forward Form R.4 to EPS II for Recognition | None | | REC Head |
| | 2.5 Prepare Memo with Form R.4 as an attachment | None | 2 hours | EPS II for Recognition |
| | 2.6 Check and validate the Memo with Form A.3 | None | 6 hours | SEPS for Program Recognition |
| | 2.7 Validate and endorse Memo with Form R.4 as an attachment to Recognition Approval Committee (RAC) | None | 5 hours | NEAP/HRDD Chief |
| 3. Wait for the approval of the evaluation results for the Application for Recognition. | 3.1 Decide the evaluation results for the Application for Recognition. If unsuccessful on the first submission, repeat 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. If Notice received, wait for next Call for Recognition. | 4.1 Send signed Certificate of Recognition/Notice. | None | 10 minutes | EPS II for NEAP RO Helpdesk |
| Total: | | None | 18 days, 2 hours, 20 minutes | |



F. 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: | Government to Citizen (G2C) Government to Government (G2G) | | | |
| 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: | Government to Citizen (G2C) Government to Government (G2G) | | | |
| 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: | Government to Citizen (G2C) | | | |
| 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 Payslip (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 | 1.1 Receive complete documents and forward to the Personnel Section | None | 10 minutes | ADAS/ Records Section Staff |
| | 1.2 Evaluate the submitted documents: a. with salary overpayment – issue Payment Order Form b. without overpayment – process to step 3.1 | None | 20 minutes | Payroll Receiving |
| 2. Proceed to the Cashier Section for payment | 2.1 Receive payment and issue an official receipt (OR) | None | 10 minutes | Cashier Personnel |
| 3. Submit OR to the Personnel Section | 3.1 Prepare CLP | None | 10 minutes | Payroll Personnel |
| | 3.2 Review and initial the CLP | None | 10 minutes | AO V/SAO |
| | 3.3 Approve/sign the CLP | None | 20 minutes | AOV/SAO/ CAO |
| 4. Receive the signed clearance | 4.1 Release the signed CLP | None | 10 minutes | ADAS/ Records Unit |
| TOTAL: | | None | 1 hour, 30 minutes | |



G. 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: | Government to Business (G2B) Government to Government (G2G) | | | |
| 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 | | QAD | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. QAD to forward approved copy of permit/ recognition of private school of approved endorsement on establishment of public school/ copy of the approved letter for additional SHS Program Offering | 1.1. Receive and check completeness of submitted documents and forward to the person in-charge | None | 5 minutes | ADAS/ PPRD Staff |
| | 1.2 Encode duly accomplished school profile form | None | 10 minutes | PPRD Personnel In-charge of EBEIS |
| | 1.3 Generate the School ID by EBEIS system | None | 5 minutes | |
| | 1.4 Inform the SDO thru the Planning Officer of newly created ID via email | None | 5 minutes | |
| | 1.5 Print hard copy for reference and filing | None | 5 minutes | |
| 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: | Government to Business (G2B) Government to Government (G2G) | | | |
| Who may avail: | SDO and Private Schools | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Reversion Request from SDO (through EBEIS System) | | Enhanced Basic Education Information System (EBEIS) | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. SDO to forward an online request for reversion to the PPRD | 1.1 Review request and determine if reason is valid: a. If valid, approve for reversion b. If not, disapprove request | None | 25 minutes | ADAS/PPRD Staff in-charge of EBEIS |
| | 1.2 Process valid request for reversion through EBEIS | None | 5 minutes | PPRD Personnel in-charge of EBEIS |
| | 1.3 Inform the SDO through the Planning Officer of the approval/disapproval of the request via email | None | 10 minutes | |
| | 1.5 Print hard copy for reference and filing | None | 5 minutes | |
| TOTAL: | | None | 45 minutes | |



H. 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 the 8888 Citizens' Complaint Center and Civil Service Commission-Contact ng Bayan.

| | | | | |
|---|---|------------------------|------------------------|---------------------------|
| Office or Division: | Public Affairs Unit | | | |
| Classification: | Simple | | | |
| Type of Transaction: | Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G) | | | |
| 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 clarification | | Client | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Send concern thru the official RO email address | 1.1 Receive concern and forward to the ORD for referral to the concerned office | None | 5 minutes | AO V, Records Section |
| | 1.2 Review and forward to the concerned office | None | 10 minutes | ORD |
| | 1.3 Acknowledge email | None | 10 minutes | Concerned office |
| | 1.4 Act on the concern; Notify the client of the action taken or the status of the complaint or Endorse to the SDOs or concerned office/s, copy furnish the complainant, RO-PAU/Legal | None | 30 minutes | ORD |
| 2. Receive update / resolution | 2.1 Release copy of resolution via email | None | 10 minutes | Records Officer |
| TOTAL: | | None | 65 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: | Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G) | | | |
| Who may avail: | General Public | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Visitor's slip for walk-in clients (1 original copy) | | RO | | |
| 2. Customer Feedback Form for walk-in clients (1 original 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 clarification | | 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 |
| | 1.2 Assist or endorse the client to the concerned RO division or section | None | 10 minutes | Designated Officer of the Day / Week |
| 2. Receive feedback on the concern and fill out the Customer Feedback Form | 2.1 Notify the client of the action taken or the status of the complaint | None | 10 minutes | Designated Officer of the Day / Week |
| TOTAL: | | None | 30 minutes | |



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

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

| | | | | |
|---|---|--------------------------|------------------------------------|---------------------------|
| Office or Division: | Records Section / Public Affairs Unit | | | |
| Classification: | Complex | | | |
| Type of Transaction: | Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G) | | | |
| 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 |
| | 1.2 Issue receiving copy to the requesting party | None | 10 minutes | |
| | 1.3 Make initial evaluation of requested information for appropriate action. If publicly accessible, advise requesting party to access thereto. Otherwise, forward RFA to Regional Director | None | 20 minutes | |
| | 1.4 Decide on the request | None | 2 days | RD |
| | 1.5 Prepare requested information or letter of denial | None | 3 days | Concerned Office |
| | 1.6 Submit documents for signature | None | 30 minutes | Concerned Office |
| | 1.7 Sign document/s | None | 30 minutes | RD |
| 2. Receive letter signed by RD | 2.1 Release requested information / letter of denial | None | 10 minutes | Records Section / PAU |
| TOTAL: | | None | 5 days, 2 hours, 10 minutes | |



I. 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: | Government to Business (G2B) |
| 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: 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 | | | |
| | 1.5 Prepare inspection/ validation report and recommendation based on the findings of the on-site validation If 100% compliant - Proceed to preparation of government permit No - Notify SDO of found 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 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 | |
| Application Documents (1 original copy per document): | DepEd SDO |
| 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) | Client |
| 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) | Client/DepEd SDO |
| 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. The reviewed Schedule of TOSF shall be forwarded to RO – QAD | Client |
| 4. Photocopy of the Government Permit/ Government Recognition | Client |
| 5. Latest Certificate of Corporate Filing and Information from SEC/DTI/CHED/SUC/LUC/TESD | Client |
| 6. Photocopy of the approved TOSF of previous school year or latest noted/approved TOSF (with breakdown of fees attached) | |
| 7. Action slip (1 original copy) | DepEd SDO |
| 8. Evaluation sheets (1 original copy) | |



| 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/ Records Officer |
| | 1.2 Evaluate the documentary requirements 100% compliant Yes-Proceed with 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 to the Chief Education Supervisor | None | 10 minutes | EPS |
| | 1.5. Review and countersign details and computation | 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 logbook and forward the document to ARD/RD for approval | None | 30 minutes | ADAS |
| | 1.8. Approve the TOSF and endorsement | None | 1 day | ARDRD |
| | 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 | ADAS/ Records Officer |
| 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) | | DepEd SDO | | | | | |
| <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 | | | | | | | |
| <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: | Government to Citizen (G2C) Government to Government (G2G) |
| Who may avail: | Current and past learners |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| High School/ Elementary Graduates <ol style="list-style-type: none"> 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) | <p>School attended</p> <p>School attended</p> <p>School attended School attended</p> <p>School attended</p> <p>Client</p> |
| For Undergraduates: <ol style="list-style-type: none"> 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) 5. Documentary Stamp (2 copies) | <p>School attended</p> <p>School attended</p> <p>School attended</p> <p>Client</p> |

| For ALS/PEPT: 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) Additional requirements for representative: 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) Valid ID | | Central Office - BEA BEA/ SDO SDO 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 the client. Review the completeness and verify authenticity of documents | None | 10 minutes | Records Section Staff/ ADAS |
| | 1.2. Assign specific CAV number and print 2 copies of CAV certificates | None | 5 minutes | Records Section Staff/ ADAS |
| 2. Verify the accuracy of the data encoded to CAV certificate then return | 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) | 5 minutes | Records Section Staff/ ADAS |



| | | | | |
|------------------------------------|--|-------------|-------------------|----------------------------|
| to the processor | 2.2 Forward printed CAV to Records Officer/AO V for initial, CAO of Administrative Services for signature | None | 15 minutes | Records SectionStaff/ 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 envelope to DFA for Apostille | None | 10 minutes | Records SectionStaff/ ADAS |
| | 3.2 Send the scanned approved CAV through DFA official email with the following details: Name of approved CAV applicant, CAV Control Number and Date Release | None | 5 minutes | Records SectionStaff/ 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: | Government to Citizen (G2C) | | | |
| 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: | Government to Citizen (G2C) | | | |
| 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: | Government to Business (G2B) Government to Government (G2G) Government to Citizen (G2C) | | | |
| 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 received communications submitted | None | 20 minutes | Records Section staff |
| | 1.2 Input in the tracking system | None | 10 minutes | Records Section staff |
| | 1.3 Forward communications to the ORD | None | 15 minutes | Records Section staff |
| | 1.4 Route the communications | None | 30 minutes | ORD |
| | 1.5 Acknowledge communications | None | 2 days, 6 hours, 45 minutes | Concerned Office/Division/Section/ Unit |
| 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: | Government to Citizen (G2C) | | | |
| 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 | 1.1 Receive and evaluate the formal requirements of a complaint pursuant to DO 49, s.2006 a. Non-compliant: Issue a checklist of requirements, give appropriate advice, and request client to sign the Walk-In Client Intake and Action Form b. Compliant: Request client to proceed to the Records Section for processing | None | 20 minutes | Records Section staff |
| 2. Receive copy of the complaint | 2.1 Stamp receipt in the complaint and release it to the client | None | 5 minutes | Records Section staff |
| TOTAL: | | None | 25 minutes | |



6. Document Routing and Tracking using the Document Management System

The Document Management System (DMS) is the centralized document management system in the DepEd Central Office, which streamlined the routing and tracking process by replacing more than 50 individual systems. Only designated staff per office (including the Records Custodian) may register and access the DMS.

| Office or Division: | Records Section | | | |
|---|--|------------------|-----------------|--------------------------------------|
| Classification: | Simple | | | |
| Type of Transaction: | Government to Government (G2G) | | | |
| Who may avail: | Units in the Central Office | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Complete document/s to be routed (soft and/or hard copy) | | Proponent Office | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present complete documents Records Custodian / designated staff | 1.1. Review the document/s provided and check for completion | None | 2 minutes | Records Custodian / designated staff |
| | 1.2 Log-on to the DMS and click "Add New Document" in the Dashboard | None | 30 seconds | |
| | 1.3 Fill out the fields completely: - Date and Time Received - Date of Document - Sender Governance Level - Subject - Document Type - Action | None | 3 minutes | |
| | 1.3 Attach/Upload the document/s to be routed (scanned or soft copy) | None | 10 seconds | |
| | 1.4 Add comments / instructions in the "Remarks" field | None | 1 minute | |
| | 1.5 Click on "Add New Document" again and "Yes" to save the uploaded document | None | 10 seconds | |
| | 1.6 Click "OK" to acknowledge that document should be saved (this will show a window with Document Details, including the Document Code) | None | 10 seconds | |
| | 1.7 Click "Route Document" to start the routing process | None | 10 seconds | Records Custodian / designated staff |
| 1.8 Fill out the fields completely: | None | 1 minute | | |

| | | | | |
|---|--|-----------|------------|--|
| | - Route To - Action - Remarks for Receiving Office | | | |
| | 1.9 Click "Route" and "Yes" to confirm the routing process | None | 10 seconds | |
| | 1.10 Click "OK" to acknowledge that document has been routed (upon completion, the transaction will show under the Document History) | None | 10 seconds | |
| 2. Keep the Document Code for tracking the document | 2.1 Provide the Document Code to the client | None | 30 seconds | |
| TOTAL | | 9 minutes | | |

How to check the status of documents

| | | | | |
|---|---|------|------------|--------------------------------------|
| 3. Provide the Document Code and request the status of document | 3.1 Log-on to the DMS and click "Search Document" | None | 30 seconds | Records Custodian / designated staff |
| | 3.2 From the "Select Field" box, choose "Document Code" and type the document code from the client on the "Search Document" box and click Enter | None | 30 seconds | |
| | 3.3 Once the "Read Documents" window appears, click "View" to check on the transaction history | None | 1 minute | |
| 4. Receive information available | 4.1 Provide the document status/transaction history to the client | None | 1 minute | |



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: | Government to Government (G2G) Government to Business (G2B) | | | |
| Who may avail: | Internal and External Clients | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Purchase Order (PO) 1. Accomplished Purchase Order 2. Approved WFP 3. Approved PR 4. Approved SupplementalPPMP/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 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 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 request with certified ORS/BURS | None | 10 minutes | Accounting Officer In-charge |
| | 1.5 Certify request as to availability of funds | None | 10 minutes | |
| | 1.6 Forward 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: | Government to Government (G2G) | | | |
| Who may avail: | Schools Division Offices and Implementing Secondary Schools | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| 1. Endorsement Letter from the Schools 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 | | | | |
| 11. Other requirements as determined by the DBM | | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit complete documents | 1.1 Receive and review completeness of documents | None | 35 minutes | Receiving Clerk/ ADAS |
| | 1.2 Prepare endorsement letter | None | 10 minutes | Budget Officer In-charge |
| | 1.3 Review endorsement letter and supporting documents | None | 10 minutes | AO V/ SAO |
| | 1.4 Forward documents to Office of the Chief of Finance for initial on letter | None | 10 minutes | ADAS CAO |
| | 1.5 Forward documents to Office of ARD for initial | None | 10 minutes | ADAS ARD |
| | 1.6 Forward documents to ORD for approval and signature | None | 10 minutes | ADAS RD |
| 2. Receive letter | 2.1 Release endorsement letter through Records | 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: | Government to Government (G2G) Government to Business (G2B) | | | |
| Who may avail: | Internal and External Clients | | | |
| 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 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: | Government to Government (G2G) |
| 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) 5. Sub – ARO from Central Office (1 original and 1 photocopy) | Requesting Office/ Program Focal Person /DepEd Regional Website |



| 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/ CAO 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 |
| | 2.1 Release signed SARO to SDO/IUs via email or for pick up by 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: | Government to Government (G2G) | | | |
| 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 minutes | |



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: | Government to Government (G2G) Government to Business (G2B) | | | |
| 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: | Government to Government (G2G) and Government to Business (G2B) |
| Who may avail: | Internal and External Clients |
| 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 minutes 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 Retain original copies of BURS for recording in RBUD | None | 10 minutes per BURS | Budget Officer In-charge |
| | 1.8 Encode signed BURSto 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, 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: | Government to Government (G2G) | | | |
| 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: | Government to Government (G2G) | | | |
| 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 |
| | Conduct meeting | None | 4 hours | PRAISE Committee |
| | Prepare and Issue memo for the activity | None | 1 hour | PRAISE Secretariat |
| 1. Submit application | 1.1 Accept and check the completeness of all the documents submitted for the different categories and transmit to PRAISE Secretariat | None | 2 hours | Records |
| | 1.2 Validate and evaluate applications | None | 1 day | PRAISE Committee |
| 2. Receive notice and undergo the interview | 2.1 Conduct field validation | None | 2 days | PRAISE Committee |
| | 2.2 Convene and deliberate the results | None | 1 day | PRAISE Committee |
| 3. Receive memo on the results of the Search and notice for the awarding ceremony | 3.1 Prepare and issue memorandum for the awarding | None | 1 hour | HRDD |
| | 3.2 Prepare logistics for the awarding | None | 2 days | HRDD |
| 4. Receive the award | 4.1 Conduct the awarding | None | 4 hours | HRDD |
| TOTAL: | | None | 7 days | |



E. Legal Unit

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

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

| Office or Division: | | Legal Section | | |
|---|---|-----------------------------|-----------------|--|
| Classification: | | Simple | | |
| Type of Transaction: | | Government to Citizen (G2C) | | |
| 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 | 50 minutes | |

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: | Government to Government (G2G) |
| 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: | Government to Government (G2G) |
| 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 endorsement 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. 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 | |



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

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

| Office or Division: | | Personnel Section | | |
|--|---|--------------------------------|-----------------|--------------------------------------|
| Classification: | | Simple | | |
| Type of Transaction: | | Government to Government (G2G) | | |
| 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 | |



5. Issuance of Foreign Travel Authority

Travel Authority (TA) refers to an Order in writing issued by the approving authority allowing an official or employee to proceed to a specific place or location (the regular place of work and where the official/employee is expected to stay most of the time as required by the nature, duties and responsibilities of the position) outside of their permanent official station for a specific period of time to perform a given assignment or accomplish a personal purpose.

Based on the *Omnibus Travel Guidelines for All Personnel of the Department of Education* (DepEd Orders No. 043 and 046, s. 2022) DepEd officials or employees may request TA for either of the following:

- Official Travel – trips pursuant to a legitimate function or interest. These may either be official business (where transportation, miscellaneous, and daily travel expenses aside from salaries and benefits, are incurred and funded by the Department) or official time (where no government expenses are incurred/spent aside from the payment of salaries/benefits).
- Personal Travel – private trips for personal purpose and undertaken without cost to the government.

Official or Personal Travel may be further categorized into **foreign** (trips outside the Philippines) or local (trips outside the permanent official station).

The minimum conditions for a trip to be considered official travel are the following:

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

5.1 Issuance of Foreign Official Travel Authority

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

- a. International conferences/meetings to which the Philippine government has commitments or to undertake official missions/assignments which cannot be assigned to government officials posted abroad;
- b. Scholarships, fellowships, trainings, and studies abroad which are grant-funded or undertaken at minimal cost; and
- c. Invitations for speaking engagements or receiving of awards from foreign governments/institutions or international agencies/organizations as defined under international law, whether fully or partially funded by the government, upon endorsement to the Department of Foreign Affairs.

Note that travel authority shall not be issued for the following officials and employees:

- a. With pending administrative case;
- b. Will retire within one year from the date of the foreign official travel;
- c. Whose previous travel has not been liquidated and cleared;
- d. Who has not yet complied with reporting requirement/s for any previous travel.



| Office or Division: | Office of the Regional Director (ORD) | | |
|---|--|---|--|
| Classification: | Simple | | |
| Type of Transaction: | Government to Government (G2G) | | |
| Who may avail: | DepEd officials and employees meeting the conditions for foreign personal travel as stated on DOs 043 and 046, s. 2022, specifically <ul style="list-style-type: none"> Schools Division Superintendents (SDS), Assistant Schools Division Superintendents (ASDS), Assistant Regional Directors (ARD) Division Chiefs and below in Regional Offices (RO) | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| 9. One (1) original copy of filled out Travel Authority for Official Travel Form with supporting documents (see below) | | Annex A, DO 043, s. 2022 https://www.deped.gov.ph/wp-content/uploads/2022/10/DO_s2022_043-corrected-copy.pdf | |
| 10. One (1) original copy of the signed invitation addressed to the requesting party | | Inviting foreign government/institution or international agency/organization | |
| 11. One (1) original copy of Itinerary of Travel | | | |
| 12. One (1) original copy of Written justification, addressed to the Approving Authority, to be noted by the Recommending Authority ⁸ , explaining the minimum conditions for authorized official travel stated above and why alternatives to travel such as all forms of communication, (e.g. teleconferencing/ videoconferencing, submission of briefs/ position papers) are insufficient for the purpose. | | Client | |
| 13. One (1) original Certificate of No Pending Case | | Legal unit with jurisdiction over the client | |
| 14. One (1) copy of approved Completed Staff Work (CSW) | | International Cooperation Office / Client | |
| 15. One (1) copy of Estimated Travel Cost | | | |
| 16. One (1) copy of Work and Financial Plan | | Client's office | |
| Optional requirements: | | | |
| - If applying for Cash Advance (CA): Original certification that previous CA has been liquidated | | Accounting unit with jurisdiction over the client | |
| - For Teachers in the Exchange Visitor Program of the US Government: d. TA signed by the Secretary e. Clearance Certificate f. Copy of the Registration Sticker | | Office of the Secretary Regional Office Commission on Filipino Overseas | |
| - For Division Chiefs and higher, a draft Office Order (SO) designating an OIC, if applicable, so as not to hamper the day-to-day operations of the office | | Signing authority for OO designated by the Secretary | |

⁸ Refer to the Table of Recommending and Approving Authorities for Foreign Travel based on DO 046, s. 2022.



| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|--|--|
| 4. Submit complete requirements to the Regional Office | 1.1 Check the documents received, process for release to the Personnel Section | None | 10 minutes | Admin Aide, Records Section |
| | 1.2 Receive documents and prepare TA for signature | None | 5 minutes | Admin Assistant, Personnel |
| | 1.3 Check documents for completeness and accuracy | None | 3 hours | Admin Officer, Personnel Section |
| | 1.4 Countersign Form and TA and forward documents | None | 15 minutes | CAO, Personnel Section |
| | 1.5 Review and sign the Form and TA | None | 4 hours | RD |
| | 1.5 Return the documents to the Records Section | None | 10 minutes | ORD |
| | 1.5 Receive signed TA and other documents, forward to the Central Office | None | 1 day | Admin Officer V, Records Section |
| | 1.6 Receive and process request; return documents to ORD | None | 5 days | Central Office |
| 5. Receive requested document/s from the Records Section | 2.1 Check documents received and process for release; release document/s to intended recipient. | None | 20 minutes | Administrative Assistant / Officer, Records Division |
| 6. Submit post-travel report addressed to the Office of the Secretary ⁹ | 3.1 Receive the post-travel report. | None | (One calendar month after returning to the permanent official station) | Administrative Assistant / Officer, Records Division |
| TOTAL | | None | 7 days | |

⁹ For the format and specifics of the required post-travel report, refer to DO 043, s. 2022 at https://www.deped.gov.ph/wp-content/uploads/2022/10/DO_s2022_043-corrected-copy.pdf.

Field Code Changed



5.2.2 Issuance of Foreign Personal Travel Authority

DepEd officials and employees may apply for travel authority (TA) for private trips purely for personal purpose and undertaken without cost to the government. However, foreign scholarships/trainings sourced and pursued in their personal capacity need to be brought to the attention of the immediate supervisor or head of office before applying for TA. Likewise, those who intend to study abroad may be required to comply with the required service obligation after the period of their leave.

Note that those who have pending administrative case/s, unliquidated / no clearance / non-compliance to reportorial requirement for any previous travel shall not be granted foreign personal TA.

| | |
|---|--|
| Office or Division: | Bureau of Human Resource and Organizational Development- Personnel Division (BHROD-PD) |
| Classification: | Simple |
| Type of Transaction: | Government to Government (G2G) |
| Who may avail: | DepEd officials and employees meeting the conditions for foreign personal travel as stated on DOs 043 and 046, s. 2022, specifically <ul style="list-style-type: none"> • Regional Directors • Requests recommended by the Office of the Regional Director (ORD) • Requests from the DepEd Central Office |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| 5. One (1) original copy of filled out Travel Authority for Personal Travel Form with supporting documents (see below) | Annex D, DO 043, s. 2022 https://www.deped.gov.ph/wp-content/uploads/2022/10/DO_s2022_043-corrected-copy.pdf |
| 6. One (1) original copy of written manifestation, noted by the Head of Office, that absence will not hamper the operational efficiency of the office | Client |
| 7. Certificate of No Pending Case | Legal unit with jurisdiction over the client |
| 8. CSC Form No. 6, s. 2020 (Leave Form) | Civil Service Commission (CSC) / Personnel unit with jurisdiction over the client |
| Optional requirements: | |
| - For CO Division Chiefs and higher, a draft Office Order (OO) designating an OIC, if applicable, so as not to hamper the day-to-day operations of the office | Signing authority for OO designated by the Secretary |
| - For Study Leave (up to 6 months): Contract between the agency head or authorized representative and the employee concerned | Personnel unit with jurisdiction over the client |
| - For leaves that exceed one month: CSC Form No. 7, s. 2017 (Clearance Form) | Civil Service Commission (CSC) / Personnel unit with jurisdiction over the client |



| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--|
| 3. Submit complete requirements to the Records Division of DepEd CO c. Regional Directors d. ORD – for Schools Division Superintendents, Assistant Schools Division Superintendents, Assistant Regional Directors | 1.1 Check the documents received, process for release to the Personnel Division (PD) | None | 15 minutes | Administrative Assistant / Officer, Records Division |
| | 1.2 Receive documents from Records Division, log on the database. | None | 5 minutes | Administrative Assistant, PD |
| | 1.3 Check documents for completeness and accuracy. If there is no discrepancy in the documents submitted, draft TA and forward to the applicable Approving Authority in DepEd CO. Otherwise, inform the client of discrepancies and wait for reply. | None | 4 hours | Administrative Officer, PD |
| | 1.4 Review and approve TA and return to PD. | None | 4 days | Designated Approving Authority in DepEd CO |
| | 1.5 Receive approved TA, update the status of the request on the database, and release documents to the Records Division. | None | 15 minutes | Administrative Assistant / Officer, PD |
| 4. Receive requested document/s from the Records Division | 2.1 Check documents received and process for release; release TA to intended recipient. | None | 25 minutes | Administrative Assistant / Officer, Records Division |
| TOTAL | | None | 5 days | |



6. Processing of Equivalent Record Form (ERF)

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

| Office or Division: | Personnel Section | | | |
|--|--|-----------------|-----------------|----------------------------|
| Classification: | Simple | | | |
| Type of Transaction: | Government to Government (G2G) | | | |
| 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 | |



7. 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: | Government to Government (G2G) | | | |
| 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 | |



8. Processing of Terminal Leave Benefits

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

| Office or Division: | Personnel Section |
|---|---|
| Classification: | Simple |
| Type of Transaction: | Government to Government (G2G) |
| 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 | |



9. Request for Transfer from Another Region

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

| | | | | |
|---|--|---------------------------|------------------------|--|
| Office or Division: | Personnel Section | | | |
| Classification: | Simple | | | |
| Type of Transaction: | Government to Government (G2G) | | | |
| 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 | |



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

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

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| Office or Division: | Personnel Section |
| Classification: | Simple |
| Type of Transaction: | Government to Government (G2G) |
| 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 |

Note: All Documents should be submitted on or before the 22nd of every month to be reflected in the next month payroll

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
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| 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 | |



G. Quality Assurance Division

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

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

| Office or Division: | Quality Assurance Division |
|--|--|
| Classification: | Highly Technical |
| Type of Transaction: | Government to Government (G2G) |
| Who may avail: | Public Schools within the Region |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| A. Establishment of Public Elementary/Secondary Schools | |
| 1.Action slip (1 original copy) | DepEd SDO |
| 2.Evaluation slip (1 original copy) | DepEd SDO |
| 3. Application Documents (1 original copy each document) | |
| a. Indorsement Letter | DepEd SDO PTA or Barangay Council/Client |
| b. Letter request to open a school addressed to the SDS | |
| c. Feasibility study, duly recommended/endorsed by the SDS indicating the following: (i) Justification on the need to establish a school; (ii) Proposed Organizational Structure; (iii) School Environment (environmental scanning/situational analysis); (iv) Proposed School Development Plan; and (v) Proposed Budget/Budgetary Requirements (to cover the proposed school's crucial resources) | |
| d. Division Inspection Report signed by the SDS | DepEd SDO |
| e. Sangguniang Bayan/ Panlungsod Resolution supporting the establishment of a school, duly approved by the Municipal/City Mayor, indicating therein the proposed name of the school | Office of the Municipal/City Mayor |
| f. List of prospective enrollees per grade level, indicating their names, ages, addresses and/or school where they are currently enrolled | Client Client |
| g. Justification on the need for establishment of an MG school, if | |

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| <p>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>l. 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>m. Justification from SDS in case the required school site cannot be met</p> <p>n. Clearance/permit stating that the proposed site is not a high-risk area</p> <p>o. School site development plan</p> <p>p. School building plan indicating the number and technical specifications of the classroom to be built</p> <p>q. School building design duly approved by DepEd EFD- AS</p> <p>r. School Building permit</p> <p>s. Bureau of Fire Protection Certificate</p> <p>t. Inspection Report, in case classrooms are already constructed</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> <p>Client</p> <p>DepEd SDO – Office of SDS</p> <p>Provincial Mines and Geosciences Bureau (MGB) and Department of Environment and Natural Resources (DENR) - Regional Office</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Office of the Municipal/City Engineer</p> <p>Bureau of Fire Protection</p> <p>SGOD – Facilities Section</p> |
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| <p>u. Duly Notarized MOA by and between DepEd represented by SDS, and LGU, represented by the Municipal/City Mayor or Provincial Governor, as the case may be, where the LGU shall provide funds among others, the following: (i) construction of the new school building; (ii) procurement of educational facilities, furniture, textbooks and instructional materials; (iii) operation and maintenance for at least five (5) years or until such time when funds for the purpose are incorporated in the national budget; and (iv) salaries of teaching and non-teaching personnel, preferably at par with national salary rates</p> | <p>Client</p> |
| <p>v. Sangguniang Bayan/ Panlalawigan/ Panglungsod's Resolution for the purpose</p> | <p>Office of the Sangguniang Bayan/ Panlalawigan/ Panglungsod</p> |
| <p>w. Certification that the Division Office has sufficient fund to cover resulting expenses, if any</p> | <p>DepEd SDO – Office of the SDS</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>Client</p> |

| B. Establishment of a Stand-Alone Senior High School (SHS) | |
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| 1. Action slip (1 original copy) | DepEd SDO |
| 2. Evaluation slip (1 original copy) | DepEd SDO |
| Application Documents (1 original copy each document) | |
| a. Indorsement Letter | DepEd SDO |
| b. Letter request from interested parties addressed to the SDS or recommendation from the SDS to open a stand- alone SHS/ Justification onthe need to establishment of stand-alone SHS | PTA/Barangay Council/ DepEd SDO |
| c. Track(s), Strand(s) to be offered as well as their respective number of prospective enrollees | Client |
| d. School Environment(environmental scanning/situational analysis) | Client |
| e. 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 | Client/ Office of the Municipal/City Engineer |
| 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 | Office of the SDS |
| g. Result of the internal assessment or survey done with the prospective enrollees | Client |
| h. List of tracks and strands to be offered, duly signed by the RD or SDS, Planning Officer, and School Head | Client |
| i. Accomplished SHS Site Appraisal Form (Annex E) | Client |
| j. SHS building plan indicating the number and technical specification of the classroom to be built | Client |
| k. SHS building permit | Office of the Municipal /City Engineer |
| l. Inspection Report, in case classrooms are already constructed | SGOD – Facilities Section |
| f. MOA executed between the SDS and the partner entity enumerating the respective roles of both parties | Client |
| m. Immersion Deployment Plan | Client |



C. Separation of School Annexes

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| <p>1. Application Documents (1 original copy each document)</p> <ul style="list-style-type: none"> a. Indorsement Letter b. Certification of DepEd School ID c. Approval on the establishment of school annex d. Duly approved Sangguniang Bayan/ Panlungsod Resolution supporting the separation of the school annex, indicating the proposed name of the school e. Duly recommended/ endorsed request for separation of the school annex concerned f. Feasibility study, indicating the following: (i) Justification on the need to separate a school annex; (ii) Proposed Organizational Structure; (iii) School Environment (environmental scanning/situational analysis); (iv) Proposed School Development Plan; and (v) Proposed Budget/Budgetary Requirements g. Duly signed Inventory of crucial resources to be transferred to the proposed school to be separated h. Duly notarized MOA regarding the separation of school annexes, drawn by and between the School Head of the mother school and OIC/TIC of the school annex, indicating among others, the transfer of crucial resources to the proposed regular school, as follows: (i) Teaching and non-teaching items, pursuant to the existing DepEd-DBM staffing standards for school; (ii) Funds for Personnel Services based on the actual salaries of the school personnel (both teaching and non-teaching) to be transferred; (iii) Funds for Maintenance and Other Operating Expenses (MOOE); (iv) Facilities, furniture, equipment, and textbooks in all subject areas; and (v) Other funding requirements until such time that the school's funding requirement is integrated in the General Appropriations Act (GAA) i. Justification in case the required MOA (item "h") cannot be met j. Latest and updated PSIPOP including proposal for the items for Principal I and additional teachers and support personnel k. List of enrollees by grade level, duly signed by the School Head/OIC and attested by the SDS l. Justification in case list of enrollees (item "k") by grade level cannot be met 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 n. Justification in case item "m" cannot be met | <p>DepEd SDO SGOD – Planning Unit DepEd CO/RO Office of the Municipal/City Mayor</p> <p>Client/ Office of the SDS and/or stakeholders Client</p> <p>Client & Mother School's Property Custodian Client</p> <p>School Head/OSDS</p> <p>Client</p> <p>School Head/ OIC and OSDS</p> <p>Office of the SDS</p> <p>Client</p> <p>Office of the SDS</p> |
| 2. Action Slip (1 original copy) | DepEd SDO |
| 3. Evaluation Slip (1 original copy) | DepEd SDO |

D. Merging of Elementary/ Secondary Schools

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| <p>1. Application documents (1 original copy each)</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 h. Inventory of learning resources of both schools to be merged i. Inventory of PSIPOP of both schools to be merged 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 k. Duly signed Designation of Order for the OIC/TIC of the merged schools l. Duly approved Sangguniang Bayan/ Panlungsod Resolution supporting the merging of schools 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 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>DepEd SDO SGOD – Planning Unit 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>Property Custodians of both schools to be merged</p> <p>Client</p> <p>Client</p> <p>Office of the SDS</p> <p>Office of the Municipal/City Mayor Office of the Municipal/City Mayor</p> <p>Client</p> |
| <p>2. Action Slip (1 original copy)</p> | <p>DepEd SDO</p> |
| <p>3. Evaluation Slip (1 original copy)</p> | <p>DepEd SDO</p> |

| E. Conversion of School | |
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| 1.Action slip (1 original and 1 photocopy) | DepEd SDO |
| 2.Evaluation slip (1 original and 1 photocopy) | |
| 3.a Application Documents for Non-Implementing Unit High School to Implementing Unit conversion (1 original copy each document) | |
| a. DREC Evaluation Report | DepEd SD |
| b. School's latest and updated PSIPOP | Client |
| c. Approval of school's agency code by DBM | DBM |
| d. Designation documents duly signed by the School Head | School Head |
| e. Certificates of Training attended by the designated/appointed financial staff related to financial management | Client |
| 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. | School Head |
| g. Copy of the current GAA where the appropriation for the school is reflected | Client |
| 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 | School Head |
| j. Endorsement letter from SDO to the Regional Office | DepEd SDO – Office of the SDS |
| k. Endorsement letter from the RO to Central Office | DepEd RO – Office of the RD |
| 3.b. Application Documents for Elementary/ Secondary School(s) into an Integrated School (1 original copy each document) | |
| a. Indorsement Letter | DepEd SDO – OSDS |
| b. Evaluation Report for DREC | DepEd SDO |
| c. DepEd School ID(s) | Client |
| d. Letter request for the conversion of school(s) into an IS addressed to SDS | Client |
| In case of expansion of existing school: | |
| • Feasibility study on the proposed expansion of school, duly recommended/endorsed by the SDS | Client |
| • 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 | Client |

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| <p>Development Plan to include proposed schools' buildings, as needed</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 • Inventory of learning resources prepared by the School's Property Custodian, as validated by the SDO • Updated PSIPOP of other concerned school(s) • Updated Status Report with regard to school's existing crucial resources <p>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 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 School Heads of both schools indicating among others, the integration of crucial resources for proposed IS | <p>School Head</p> <p>School Property Custodian</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>School Property Custodian</p> <p>Client</p> <p>Client</p> <p>Client</p> |
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| <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> | |

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| 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 |

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| <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> |

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| <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> |

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| <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> |

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| <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> |

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| <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>Client/ Office of the Municipal Planning Officer</p> |
| <p>l. Certification from the SDS that the track (s) and strand (s) to be offered are aligned with the Local Development Plans, as evident in the list provided by the Municipal/City Mayor, and are decided upon by the Regional Director, SDS, Division Planning Officer, and School Head concerned</p> | <p>Office of the SDS</p> |
| <p>m. Result of the internal assessment or survey done with the prospective enrollees</p> | <p>Client</p> |
| <p>n. List of tracks and strands to be offered, duly signed by the RD or SDS, Planning Officer, and School Head</p> | <p>Client</p> |
| <p>o. MOA executed between the SDS and the partner entity enumerating the respective roles of both parties</p> | <p>Client</p> |
| <p>p. Immersion Deployment Plan</p> | <p>Client</p> |
| <p>q. Certification duly signed by the SDS on the compliance to the following conditions: (i) Learners are not denied</p> | <p>Client</p> |

| <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: | Government to Citizen (G2C) | | | |
| 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: | Government to Citizen (G2C) | | | |
| 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 | | | Applicant | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit/email complete documents to Records/ SDO email | 1.1. Stamp Receive, issue receiving copy, and forward the documents to HR | None | 5 minutes | Records Officer/ AAVI |
| | 1.2. Check completeness of documents submitted | None | 5 minutes | HR Unit staff |
| 2. Receive acknowledgment email | 2.1. Encode application details | None | 5 minutes | HR Unit Staff/ HRMO |
| | 2.2. Pre-evaluate qualifications of the applicant vs. qualification standards of position | None | 5 minutes | HRMO |
| 3. Receive Result of Evaluation | 3.1. Inform applicant of result of initial evaluation via email | None | 5 minutes | HRMO |
| TOTAL: | | None | 25 minutes | |



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: | | Government to Citizen (G2C) | | |
| 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: | Government to Citizen (G2C) Government to Government (G2G) | | | |
| 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: | Government to Citizen (G2C) | |
| 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: | Government to Government (G2G)G2C - Government to Client Government to Business (G2B) |
| 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: | Government to Government (G2G)G2C - Government to Client Government to Business (G2B) Entity |
| 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. 1.2. 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) |

| | | | | |
|---|--|-------------|--|--|
| | 2.8. Log the document, with attachment/s to the appropriate logbook 2.9. Return signed communication to Legal Unit, for organization of documents | None | 10 minutes 5 minutes | Administrative Aide VI or Administrative Assistant III (OSDS) |
| | 2.10. Arrange the documents to be forwarded to Records Unit. 2.11. Forward to Records Unit, for releasing | None | 20 minutes 5 minutes | Administrative Assistant III (Legal) or Attorney III/Division Legal Officer |
| | 2.12. Stamp Release the documents and arrange for servicing/ sending to addressee 2.13. Coordinate with the Office/Agency and contact the client. | None | 10 minutes 30 minutes | 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. | 3.1. Release the Communication 3.2. If there is a proof of service, serve and secure a signed Proof of Service. | None | 5 minutes 10 minutes | 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 kakan i-file): _____

| COMPLAINANT (Nagreklamo) | | | | |
|---|-----------------------------|---------------------------|---|----------------------------|
| 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) | CELLPHONE NO. / o LANDLINE |
| ADDRESS (Bahay; Kalye) | SUBD. / BRGY. | TOWN/CITY (Bayan/Lungsod) | PROVINCE (Lalawigan) | |

| VICTIM'S INFORMATION (Biktima) [Kung may biktima, maliban sa nagreklamo] | | | | |
|--|--|--|--|--|
| 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 (Relasyon sa Nagreklamo) (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 (Inireklamo) | | | | |
|---|--|--|--|--|
| 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 (Kwento tungkol sa Ini-rereklamong Insidente) | | |
|---|--|---|
| 1. Basic details of Complaint (Pangunahing detalye): | | |
| Date/s of Incident (Petsa/Mga petsa Kailan nangyari ang ini-rereklamo) | Specific Time or Span of Time of Incident (ORAS/Mga ORAS naganap ang insidenteng inireklamo) | Place of Incident (Saari nangyari ang inireklamo) |

| 2. Evidence for Complaint (Ebidensya): | |
|--|---|
| Do you have Witness/es to the matter complained of? (Meron bang Naka-saksi/nakakita sa bagay na inireklamo?) | Do you have supporting documents? (Meron ka bang pansuportang dokumento?) |
| <input type="checkbox"/> Yes. <input type="checkbox"/> None. Pakilagyan ng Check (✓) ang angkop na sagot | <input type="checkbox"/> Yes. <input type="checkbox"/> None. |


| Witness Name (Pangalan ng Witness) | Witness Address/Office (Address o Opisina ng Witness) | Cellphone 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 |

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)

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

(PAGPAPATOTOÓ 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
 nagsasagad na), THAT:

- I / we am / are the complainant/s in the above-complaint;
(Ako / Kami ay ang / mga nagreklamo sa reklamong ito)
- I / we have caused the preparation of the foregoing complaint;
(Ako / Kami ay ang / mga gumawa ng mga salaysay patungkol sa reklamong ito)
- I / we have read the contents thereof;
(Ako / Kami ay nabasa ang mga nilalaman ng aking / aming reklamo)
- 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)
- 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: | Government to Citizen (G2C) |
| Who may avail: | All |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Computer/Laptop and Internet Connection | Client |
| 2. Active LRMSD Portal Account using <ol style="list-style-type: none"> DepEd Email Address for DepEd Employees 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: | Government to Citizen (G2C) | | | |
| 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: | Government to Citizen (G2C) | | | |
| 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: | Government to Citizen (G2C) | | | |
| 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: | Government to Citizen (G2C) Government to Business (G2B) |
| 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: | Government to Business (G2B) | | | |
| 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: | Government to Business (G2B) |
| 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 - 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 | |
| B. SHS New Application or Additional Track/Strand | |
| <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 | |
|---|--|

| 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; | School Applicant |
| <ul style="list-style-type: none"> • Xerox copy of the latest approved tuition, miscellaneous & other school fees; | School Applicant |
| <ul style="list-style-type: none"> • 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; | School Applicant |
| <ul style="list-style-type: none"> • Percentage of Increase of Tuition/Miscellaneous & other fees; | School Applicant |
| <ul style="list-style-type: none"> • Copy of Government Recognition Certificate; and | School Applicant |
| <ul style="list-style-type: none"> • 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): | School Applicant |
| <ul style="list-style-type: none"> a. Appropriate consultation has been conducted with duly organized PTA/PTCA and Faculty Association. | School Applicant/PTA |
| <ul style="list-style-type: none"> b. Seventy percent (70%) of the amount of tuition Increase (incremental proceeds) of the previous school year | School Applicant |
| <ul style="list-style-type: none"> 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 |

| 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



Office of the Schools Division Superintendent

Issuance of Foreign Travel Authority

Travel Authority (TA) refers to an Order in writing issued by the approving authority allowing an official or employee to proceed to a specific place or location (the regular place of work and where the official/employee is expected to stay most of the time as required by the nature, duties and responsibilities of the position) outside of their permanent official station for a specific period of time to perform a given assignment or accomplish a personal purpose.

Based on the *Omnibus Travel Guidelines for All Personnel of the Department of Education* (DepEd Orders No. 043 and 046, s. 2022) DepEd officials or employees may request TA for either of the following:

- Official Travel – trips pursuant to a legitimate function or interest. These may either be official business (where transportation, miscellaneous, and daily travel expenses aside from salaries and benefits, are incurred and funded by the Department) or official time (where no government expenses are incurred/spent aside from the payment of salaries/benefits).
- Personal Travel – private trips for personal purpose and undertaken without cost to the government.

Official or Personal Travel may be further categorized into **foreign** (trips outside the Philippines) or local (trips outside the permanent official station).

The minimum conditions for a trip to be considered official travel are the following:

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

1.1 Issuance of Foreign Official Travel Authority

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

- g. International conferences/meetings to which the Philippine government has commitments or to undertake official missions/assignments which cannot be assigned to government officials posted abroad;
- h. Scholarships, fellowships, trainings, and studies abroad which are grant-funded or undertaken at minimal cost; and
- i. Invitations for speaking engagements or receiving of awards from foreign governments/ institutions or international agencies/organizations as defined under international law, whether fully or partially funded by the government, upon endorsement to the Department of Foreign Affairs.



Note that travel authority shall not be issued for the following officials and employees:

- i. With pending administrative case;
- j. Will retire within one year from the date of the foreign official travel;
- k. Whose previous travel has not been liquidated and cleared;
- l. Who has not yet complied with reporting requirement/s for any previous travel.

| | | |
|---|---|--|
| Office or Division: | Office of the Schools Division Superintendent (OSDS) | |
| Classification: | Simple | |
| Type of Transaction: | Government to Government (G2G) | |
| Who may avail: | DepEd officials and employees meeting the conditions for foreign personal travel as stated on DOs 043 and 046, s. 2022, specifically <ul style="list-style-type: none"> • Requests from schools as recommended by the School Head • School Heads • Requests from Division Chiefs and below, including Public Schools District Supervisors (PSDS), in Schools Division Offices (SDOs) | |
| CHECKLIST OF REQUIREMENTS | | |
| WHERE TO SECURE | | |
| 1. One (1) original copy of filled out Travel Authority for Official Travel Form with supporting documents (see below) | Annex A, DO 043, s. 2022 https://www.deped.gov.ph/wp-content/uploads/2022/10/DO_s2022_043-corrected-copy.pdf | |
| 2. One (1) original copy of the signed invitation addressed to the requesting party | Inviting foreign government/institution or international agency/organization | |
| 3. One (1) original copy of Itinerary of Travel | | |
| 4. One (1) original copy of Written justification, addressed to the Approving Authority, to be noted by the Recommending Authority ¹⁰ , explaining the minimum conditions for authorized official travel stated above and why alternatives to travel such as all forms of communication, (e.g. teleconferencing/ videoconferencing, submission of briefs/ position papers) are insufficient for the purpose. | Client | |
| 5. One (1) original Certificate of No Pending Case | Legal unit with jurisdiction over the client | |
| 6. One (1) copy of approved Completed Staff Work (CSW) | International Cooperation Office / Client | |
| 7. One (1) copy of Estimated Travel Cost | | |
| 8. One (1) copy of Work and Financial Plan | Client's office | |
| Optional requirements: | | |
| - If applying for Cash Advance (CA): Original certification that previous CA has been liquidated | Accounting unit with jurisdiction over the client | |
| - For Teachers in the Exchange Visitor Program of the US Government: | | |
| a. TA signed by the Secretary | Office of the Secretary | |

¹⁰ Refer to the Table of Recommending and Approving Authorities for Foreign Travel based on DO 046, s. 2022.



| | |
|--|--|
| b. Clearance Certificate c. Copy of the Registration Sticker | Regional Office Commission on Filipino Overseas |
| - For Division Chiefs and higher, a draft Office Order (SO) designating an OIC, if applicable, so as not to hamper the day-to-day operations of the office | Signing authority for OO designated by the Secretary |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|-----------------|--|--------------------|
| 1. Submit complete requirements to the SDO | 1.1 Check the documents received, process for release to the Personnel Unit | None | 10 minutes | Records Unit |
| | 1.2 Receive documents and prepare TA for signature | None | 5 minutes | Personnel Unit |
| | 1.3 Check documents for completeness and accuracy | None | 3 hours | Personnel Unit |
| | 1.4 Countersign Form and TA and forward documents | None | 15 minutes | Personnel Unit |
| | 1.5 Review and sign the Form and TA | None | 4 hours | SDS |
| | 1.5 Return the documents to the Records Unit | None | 10 minutes | OSDS |
| | 1.5 Receive signed TA and other documents, forward to the Central Office | None | 1 day | Records Unit |
| | 1.6 Receive and process request; return documents to OSDS | None | 5 days | Central Office |
| 2. Receive requested document/s from the Records Section | 2.1 Check documents received and process for release; release document/s to intended recipient. | None | 20 minutes | Records Unit |
| 3. Submit post-travel report addressed to the Office of the Secretary ¹¹ | 3.1 Receive the post-travel report. | None | (One calendar month after returning to the permanent official station) | Records Unit |
| TOTAL | | None | 7 days | |

¹¹ For the format and specifics of the required post-travel report, refer to DO 043, s. 2022 at https://www.deped.gov.ph/wp-content/uploads/2022/10/DO_s2022_043-corrected-copy.pdf.

Field Code Changed



1.2 Issuance of Foreign Personal Travel Authority

DepEd officials and employees may apply for travel authority (TA) for private trips purely for personal purpose and undertaken without cost to the government. However, foreign scholarships/trainings sourced and pursued in their personal capacity need to be brought to the attention of the immediate supervisor or head of office before applying for TA. Likewise, those who intend to study abroad may be required to comply with the required service obligation after the period of their leave.

Note that those who have pending administrative case/s, unliquidated / no clearance / non-compliance to reportorial requirement for any previous travel shall not be granted foreign personal TA.

| | |
|-----------------------------|---|
| Office or Division: | Office of the Schools Division Superintendent (OSDS) |
| Classification: | Simple |
| Type of Transaction: | Government to Government (G2G) |
| Who may avail: | DepEd officials and employees meeting the conditions for foreign personal travel as stated on DOs 043 and 046, s. 2022, specifically <ul style="list-style-type: none"> • Requests from schools as recommended by the School Head • School Heads • Requests from Division Chiefs and below, including Public Schools District Supervisors (PSDS), in Schools Division Offices (SDOs) |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|--|---|
| One (1) original copy of filled out Travel Authority for Personal Travel Form with supporting documents (see below) | Annex D, DO 043, s. 2022 https://www.deped.gov.ph/wp-content/uploads/2022/10/DO_s2022_043-corrected-copy.pdf |
| One (1) original copy of written manifestation, noted by the Head of Office, that absence will not hamper the operational efficiency of the office | Client |
| Certificate of No Pending Case | Legal unit with jurisdiction over the client |
| CSC Form No. 6, s. 2020 (Leave Form) | Civil Service Commission (CSC) / Personnel unit with jurisdiction over the client |
| Optional requirements: - Draft Office Order (OO) designating an OIC, if applicable, so as not to hamper the day-to-day operations of the office | Signing authority for OO designated by the Secretary |
| - Study Leave of NTP (up to 6 months): Contract between the agency head or authorized representative and the employee concerned | Personnel unit with jurisdiction over the client |
| - For leaves that exceed one month: CSC Form No. 7, s. 2017 (Clearance Form) | Civil Service Commission (CSC) / Personnel unit with jurisdiction over the client |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|--------------------|
| 1. Submit complete requirements to the | 1.1 Receive the documents and log on the database, route to | None | 10 minutes | Records Unit |

| | | | | |
|---|---|-------------|---------------|----------------|
| SDO | Personnel Unit | | | |
| a. School Head | | | | |
| b. Office of the School Head – for Teaching and Non-Teaching Personnel in Schools | 1.2 Check documents for completeness and accuracy. If there is no discrepancy in the documents submitted, forward to the Legal Unit. Otherwise, inform the client of discrepancies and wait for reply. | None | 2 hours | Personnel Unit |
| c. Division Chiefs and below, including PSDS in SDOs | 1.3 Check if client has pending case, sign clearance as applicable, and return to Personnel Unit | None | 2 hours | Legal Unit |
| | 1.4 Receive documents and prepare TA for signature | None | 1 hour | Personnel Unit |
| | 1.5 Review documents for signature | None | 2 hours | Personnel Unit |
| | 1.6 Countersign Form and TA and forward documents to OSDS | None | 15 minutes | Personnel Unit |
| | 1.7 Review and sign the Form and TA | None | 1 day | SDS |
| | 1.8 Return the documents to the Records unit | None | 10 minutes | OSDS |
| | 1.9 Check the documents and forward to the Office of the Regional Director (ORD) | None | 1 day | Records Unit |
| | 1.10 Receive and process request; return documents to OSDS | None | 2 days | ORD |
| 2. Receive requested document from the Records Unit | 2.1 Check documents received and process for release; release TA to intended recipient. | None | 25 minutes | Records Unit |
| TOTAL | | None | 5 days | |

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: | Government to Government (G2G) |
| 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/ allotment 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: | Government to Citizen (G2C) Government to Government (G2G) | | | |
| 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: | Government to Government (G2G) | | | |
| 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 Headof 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: | Government to Government (G2G) | | | |
| 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: | | Government to Government (G2G) | | |
| 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 ICT | None | 5 minutes | |
| | 1.3. Receive stamped document | None | 1 minute | Client |
| | 1.4. Evaluate the document and Interview 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 to the client on what to do | None | 15 minutes | ICT Unit |
| | 1.8. Return the equipment to 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: | Government to Government (G2G) | | | |
| 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: | Government to Government (G2G) | | | |
| 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: | Government to Government (G2G) | | | |
| 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: | Government to Government (G2G) |
| 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 | FEEES 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 | |
| | 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 the Records Section for release | None | 15 minutes | |
| 2. Receive the approved Form 6 | 2.1 Release the approved Form 6 | None | 10 minutes | |
| 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: | Government to Government (G2G) | | | |
| 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 toRecords 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. 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: | Government to Government (G2G) | | | |
| Who may avail: | DepEd Employee/ Former Employee | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Data sheet request form (1Copy) | | 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 | |



5. 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: | Government to Government (G2G) | | | |
| 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 | |



6. 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: | Government to Government (G2G) | | | |
| 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 minutes | |

7. 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 employees.

| | | |
|-----------------------------|--|------------------------|
| Office or Division: | Personnel Unit | |
| Classification: | Simple | |
| Type of Transaction: | Government to Government (G2G) | |
| 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 Laboratorytest (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 | |



8. 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: | Government to Government (G2G) | | | |
| 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 incharge |
| | 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 incharge |
| TOTAL: | | None | 3 hours, 55 minutes | |



9. 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: | Government to Government (G2G) | | | |
| 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: | Government to Government (G2G) | | | |
| 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: | | Government to Government (G2G) | | |
| 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) | 1.1 Receive the accomplished form and check if the concerned employee has an accountability for property and equipment a. If employee has no accountability, supply officer signs clearance part on property and equipment. b. If concerned employee has accountability, supply officer will request employee to settle all accountability. | 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: | Government to Government (G2G) |
| 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: | Government to Government (G2G) | | | |
| 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 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: | Government to Government (G2G) | | | |
| 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: | | Government to Government (G2G) | | |
| 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: | Government to Citizen (G2C) | | | |
| 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: | Government to Citizen (G2C) | | | |
| 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 ResourceCenters. 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: | Government to Citizen (G2C) | | | |
| Who may avail: | Learners, Teaching and Non-teaching Personnel | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Library Card/QR Code – 1 originalcopy | | 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 presentthe 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: | Government to Citizen (G2C) | | | |
| 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 answersheets 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 sheetsto assigned teacher. | None | 5 minutes | Class Adviser/ Teacher-in-charge |
| TOTAL: | | None | 46 minutes | |

| Grade 7 | | | | |
|---|---|---------------------------|-----------------|--------------------------------|
| a. Grade 6 Graduate | | School | | |
| b. School Form 9 Grade 6 (formerly Form 138) | | BEA, DepEd Central Office | | |
| c. PEPT Passer or A&E Test Passer | | | | |
| d. Result of PEPT or A&E Test | | | | |
| Grade 11 | | | | |
| a. Grade 10 Completer | | School | | |
| b. School Form 9 Grade 10 (formerly Form 138) | | BEA, DepEd Central Office | | |
| c. PEPT Passer or A&E Test Passer | | | | |
| d. Result of PEPT or A&E Test | | | | |
| 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 Enrollees for sectioning: a. old learners b. Incoming Kinder/ Grade1 / Grade 7 / Grade 11 / Balik-Aral / Transferees | None | 1 hour | Teacher/Adviser |
| | 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: | Government to Citizen (G2C) |
| 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 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 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 (DO47, s 2016) | School |
| f. Result of Philippine Educational Placement Test (PEPT) or Philippine Validating Test (PVT) | Bureau of Education Assessment (BEA), DepEd Central Office |

| Grade 7 | | | | |
|--|--|--|-----------------|--|
| <ul style="list-style-type: none"> 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 | | <p>School</p> <p>BEA, DepEd Central Office</p> | | |
| Grade 11 | | | | |
| <ul style="list-style-type: none"> 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 | | <p>School</p> <p>BEA, DepEd Central Office</p> | | |
| 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 |

| | | | | |
|--------------------------------------|--|-------------|--|---|
| | 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, 50minutes | |



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 Government to Citizen (G2C) Government to Government (G2G) | | | |
| 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 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 Government to Citizen (G2C) Government to Government (G2G) | | | |
| 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 | |



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: | Government to Citizen (G2C) Government to Government (G2G) | | | |
| 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. If approved, refer to the office issuing CSC Form 7. Otherwise, provide further details. | None | 10 minutes | School Head/ Department Head |
| | 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: | Government to Citizen (G2C) | | | |
| 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 | | School where child is presently enrolled (Follow the DO 54 s, 2016 -Guidelines on the Request and Transfer of 2.Learner’s School Records) | | |
| 5. Requisition slip given by School where the child is presently enrolled – For Certificate of Good Moral, Form 137 and/ or Form 138 | | | | |
| 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/Records 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: | Government to Citizen (G2C) Government to Business (G2B) Government to Government (G2G) | | | |
| 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 concerns 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: | Government to Citizen (G2C) Government to Business (G2B) Government to Government (G2G) | | | |
| 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 concerns 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: | | Government to Citizen (G2C) Government to Business (G2B) Government to Government (G2G) | | |
| 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 concerns 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: | Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G) | | | |
| 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 | | None | 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: | Government to Government (G2G) Government to Citizen (G2C) | | | |
| 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 | PROCESSING TIME | PERSON RESPONSIBLE |
| 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 | |



For schools that need to forward the request to SDOs:

| | | | | |
|---|--|------------------------|-------------------------|----------------------------|
| Office or Division: | School | | | |
| Classification: | Simple | | | |
| Type of Transaction: | Government to Citizen (G2C) Government to Government (G2G) | | | |
| 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 | | |
| 4. Transmittal letter from School Head | | School | | |
| <i>Additional for Certificate of Leave Credit Balance (non-teaching) and Certificate of Service Credit Balance (teaching)</i> | | School | | |
| 5. Accomplishment report duly signed by the grantee and concurred by the immediate supervisor (1 original copy) | | COMELEC | | |
| 6. Duly signed DTR/Biometric Report of Attendance (CS Form 48) (1 original copy) | | | | |
| 7. Memorandum re: activity conducted | | | | |
| 8. Certificate of Appearance | | | | |
| As applicable: | | | | |
| 9. Certificate of Attendance (for Brigada Eskwela) | | | | |
| 10. COMELEC Appointment (for National, Local and Barangay Election) | | | | |
| | | | | |
| | | | | |
| | | | | |
| 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. Advise client 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 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: | Government to Government (G2G) | | | |
| 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: | Government to Government (G2G) | | | |
| 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: | Government to Government (G2G) | | | |
| 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, 35minutes | |



VIII. Feedback and Complaints

The mechanism applicable to the governance level **shall be posted at the main entrance or most conspicuous place of service** as a poster or tarpaulin at the CO/RO/SDO (onsite) or in the “Contact Us” tab in the RO/SDO website (online).

| | Central Office | Regional Office | Schools Division Office |
|----------------------------------|---|---|---|
| How to send feedback | Walk-in: Fill out the Walk-in Client Form 1 at the Public Assistance Action Center (PAAC) | Walk-in: Visit the (specify if PAU or RPAC) | Walk-in: Visit the (specify if OSDS or DPAC) |
| | Online: Email the PAAC at depedactioncenter@deped.gov.ph | Online: Email (<u>insert email address</u>) or fill out the RO online feedback form at (<u>insert link</u>) | Online: Email (<u>insert email address</u>) or fill out the SDO online feedback form at (<u>insert link</u>) |
| | Phone: Call the PAAC at (+63 2) 8636-1663 8633-1942 8635-9817 8638-7530 8638-7531 8638-7529 | Phone: Call the (specify if PAU or RPAC) at (<u>insert phone no. here</u>) | Phone: Call the (specify if OSDS or DPAC) at (<u>insert phone no. here</u>) |
| | SMS: Send a text message to PAAC at 0919-456-0027 0995-921-8461 | SMS: Send a text message to (specify if PAU or RPAC) at (<u>insert phone no. here</u>) | SMS: Send a text message to (specify if OSDS or DPAC) at (<u>insert phone no. here</u>) |
| How feedback is processed | For feedback sent through the PAAC: Feedback shall be recorded and referred to the concerned office/s with a request to address the feedback. Any action undertaken shall be communicated by the concerned office/s directly to client, CC: PAAC. | | |
| | For feedback sent directly to the concerned office: Feedback shall be recorded and addressed directly by the concerned office and communicated to the client. | | |
| How to file a complaint | Walk-in: Fill out the Walk-in Client Form 1 at the Public Assistance Action Center (PAAC). | Walk-in: Visit the (<u>insert name of office in RO in charge of receiving complaints</u>) | Walk-in: Visit the (<u>insert name of office in SDO in charge of receiving complaints</u>) |
| | However, if the client already has the required documents for filing a complaint, said documents shall be received by the Records Division. | However, if the client already has the required documents for filing a complaint, said documents shall be received by the Records Section | However, if the client already has the required documents for filing a complaint, said documents shall be received by Records |



| | | | |
|---|--|--|--|
| | <p>Online: Email the PAAC at action@deped.gov.ph</p> | <p>Online: Email the <u>(insert name of office in RO in charge of complaints)</u> at <u>(insert email address)</u> or fill out the online complaint form at <u>(insert link)</u></p> | <p>Online: Email the <u>(insert name of office in SDO in charge of complaints)</u> at <u>(insert email address)</u> or fill out the online feedback form at <u>(insert link)</u></p> |
| | <p>Phone: Call the PAAC at (+63 2) 8636-1663 8633-1942 8635-9817 8638-7530 8638-7531 8638-7529</p> | <p>Phone: Call the <u>(insert name of office)</u> at <u>(insert phone no. here)</u></p> | <p>Phone: Call the <u>(insert name of office)</u> at <u>(insert phone no. here)</u></p> |
| | <p>SMS: Send a text message to 0919-456-0027 0995-921-8461</p> | <p>SMS: Send a text message to <u>(insert name of office)</u> at <u>(insert phone no. here)</u></p> | <p>SMS: Send a text message to <u>(insert name of office)</u> at <u>(insert phone no. here)</u></p> |
| <p>Upon receipt of complete information and/or documentation, the office personnel designated to receive the complaint shall record the concern on the database and inform the client of the next steps to be undertaken to resolve the issue and how the resolution shall be communicated to the client.</p> | | | |
| <p>Contact Information of 8888, ARTA, and CSC-CCB</p> | <p>8888: Call 8888 Text 8888 Visit https://8888.gov.ph/ ARTA: Call 0969-257-7242 or 0928-690-4080 Email complaints@arta.gov.ph Civil Service Commission-Contact Center ng Bayan (CSC-CCB): Call 1-6565 Text 0908-881-6565 Visit https://contactcenterngbayan.gov.ph/contact-us</p> | | |



IX. List of Offices

A. Central Office

| EXECUTIVE COMMITTEE | | |
|---|--|--|
| Office | Name / Position | Contact Information |
| Office of the Secretary <ul style="list-style-type: none"> Public Affairs Service External Partnership Service Internal Audit Service | SARA Z. DUTERTE Vice President and Secretary ATTY. SUNSHINE CHARRY A. FAJARDA Head Executive Assistant ATTY. MICHAEL WESLEY T. POA Director IV | 8633-7208; 8633-7228; 8687-2922, 8636-4876; 8637-6209 osec@deped.gov.ph |
| School Infrastructure and Facilities <ul style="list-style-type: none"> Education Facilities Division School Infrastructure Program Management Office | EPIMACO V. DENSING III Undersecretary | 8638-8642; 8637-6208; 8636-4876 (f) osec.cos@deped.gov.ph |
| Administration <ul style="list-style-type: none"> Administrative Service Planning Service Information and Communications Technology Service Teachers Camp | KRISTIAN R. ABLAN Undersecretary | 8638-1780 usecforadministration@deped.gov.ph |
| | ATTY. CHRISTOPHER LAWRENCE S. ARNUCO Assistant Secretary | 8634-1169 oasa@deped.gov.ph |
| Curriculum and Teaching (CT) <ul style="list-style-type: none"> Bureau of Curriculum Development (BCD) Bureau of Learning Resources (BLR) Bureau of Learning Delivery (BLD) Bureau of Education Assessment (BEA) Bureau of Alternative Education (BEA) Literacy Coordinating Council Secretariat (LCC) | GINA O. GONONG Undersecretary | 8631-5057/ 8633-7202/ 8636-4879/ 8687-4146/ 8633-7242 ouci@deped.gov.ph |
| Curriculum and Teaching (CT) <ul style="list-style-type: none"> BCD BLR BLD | ALMA RUBY C. TORIO Assistant Secretary | 8633-7258/ 8633-5429/ oasci@deped.gov.ph |
| Curriculum and Teaching (CT) <ul style="list-style-type: none"> BEA BAE LCC Secretariat | G.H. S. AMBAT Assistant Secretary | 8631-8495/ 8636-6547/ asec.als@deped.gov.ph |
| Procurement <ul style="list-style-type: none"> Procurement Management Service | GERARD L. CHAN Undersecretary | 8633-7224/ 8633-1940/ 8635-3761 oupro@deped.gov.ph |
| | OMAR ALEXANDER V. ROMERO Assistant Secretary | 8637-4611/ 8633-8925/ oasp@deped.gov.ph |
| Operations <ul style="list-style-type: none"> Learner Rights and Protection | REVSEE A. ESCOBEDO Undersecretary | 8631-8492/ 8633-5313/ oure@deped.gov.ph |



| | | |
|---|--|--|
| Office • Disaster Risk Reduction Management Service | | |
| Operations • Field Operations • Private Education Office • Palarong Pambansa Secretariat | FRANCIS CESAR B. BRINGAS Assistant Secretary | 8633-5344/ asec.ops@deped.gov.ph |
| Operations • Bureau of Learner Support Services | DEXTER A. GALBAN Assistant Secretary | 8632-1368/ 8633-7213/ oasops@deped.gov.ph |
| Legal and Legislative Affairs • Legal Service • Sites Titling Office • Legislative Liaison Office • Alternative Dispute Resolution Office | JOSE ARTURO C. DE CASTRO Undersecretary | 8633-7259/ 8633-5439/ oula@deped.gov.ph |
| | AMANDA MARIE F. NOGRALES Assistant Secretary | |
| Human Resource and Organizational Development (HROD) • Bureau of Human Resource and Organizational Development • National Educators' Academy of the Philippines • Teacher Education Council Secretariat | GLORIA JUMAMIL-MERCADO Undersecretary | 863-7206/ 8636-6549/ usec.hrod@deped.gov.ph |
| Finance • Finance Service • Project Management Service • Education Program Management Office • Voucher Program Management Office | ANNALYN M. SEVILLA Undersecretary | 8633-9342/ 8638-3703/ 8637-4211/ 8470-6628/ usec.financebpm@deped.gov.ph |

| STRATEGIC MANAGEMENT | | |
|--|---|---|
| Office | Name / Position | Contact Information |
| Public Affairs Service (PAS) – Office of the Director | JASON V. MERCENE (OIC) Supervising Administrative Officer | 8633-2120 pas.od@deped.gov.ph |
| Communications Division (PAS-CD) | | 8631-6033 pas.cd@deped.gov.ph |
| Public Assistance Action Center (PAAC) | | 8636-1663/ 8633-1942/ 8638-7529 action@deped.gov.ph |
| Publications Division (PAS-PD) | MARIBEL P. CABASAL Chief Administrative Officer | 8633-9341 pas.pd@deped.gov.ph |
| External Partnership Service (EPS) - Office of the Director | MARGARITA CONSOLACION C. BALLESTEROS Director IV | 8637-6463/ 8637-6462/ eps.od@deped.gov.ph |
| Internal Audit Service (IAS) – Office of the Director | LEILANI L. GALVEZ Director IV | 8706-5663/ ias.od@deped.gov.ph |
| Management Audit Division (IAS-MAD) | BUENA B. WAGAN Internal Auditor V | 8706-5961 |
| Operations Audit Division (IAS-OAD) | EMILIO Q. AGAMANOS JR. Internal Auditor V | 8706-5664 |



| SCHOOL INFRASTRUCTURE AND FACILITIES | | |
|--------------------------------------|--|---------------------------------|
| Office | Name / Position | Contact Information |
| Education Facilities Division (EFD) | ANNABELLE R. PANGAN Engineer V | 8633-7263/ 8638-7110/ 8636-4877 |

| ADMINISTRATION | | |
|--|---|--|
| Office | Name / Position | Contact Information |
| Administrative Service (AS) – Office of the Director | ROBERT M. AGUSTIN Director IV | 8633-7223/ 8635-0552/ 8637-421 as.od@deped.gov.ph |
| | ELLA CECILIA G. NALIPONGUIT Director III | 8633-7223/ 8635-0552/ 8637-4213 as.od@deped.gov.ph |
| Asset Management Division (AS-AMD) | ALBERT C. ALANO Chief Administrative Officer | 8635-0551/ 8633-7217/ as.amd@deped.gov.ph |
| Cash Division (AS-CD) | SONIA R. DE LEON Chief Administrative Officer | 8637-2408/ 8633-7220/ as.cd@deped.gov.ph |
| General Services Division (AS-GSD) | FLORENTINO M. BARTE JR. Chief Administrative Officer | 8636-4880/ 8633-6680/ as.gsd@deped.gov.ph |
| Records Division (AS-RD) | ROSE MARIE D. MOSCOSO (OIC) Supervising Administrative Officer | 8633-7218/ 8687-1449 as.rd@deped.gov.ph |
| Planning Service (PS) – Office of the Director | ROGER B. MASAPOL Director IV | 8687-2744/ ps.od@deped.gov.ph |
| Educational Management Information System Division (PS-EMISD) | MARIETTA C. ATIENZA Project Development Officer V | 8638-2251/ 8635-3958/ 8635-3986 ps.emisd@deped.gov.ph |
| Planning and Programming Division (PS-PPD) | MARY JANE B. FELICIANO Planning Officer V | 8633-7216/ 8638-8634/ ps.pdd@deped.gov.ph |
| Policy Research and Development Division (PS-PRDD) | MARIA KATRINA L. GREGORIO (OIC) Senior Education Program Specialist | 8633-7257/ 8635-3976 |
| Information and Communications Technology Service (ICTS) – Office of the Director | FERDINAND B. PITAGAN Director IV | 8633-6548/ 8631-9636/ icts.od@deped.gov.ph |
| Solutions Development Division (ICTS-SDD) | MARIA CLARISSE T. LIGUNAS Information Technology Officer III | 8633-2092/ icts.sdd@deped.gov.ph |
| Technology Infrastructure Division (ICTS-TID) | OFELIA L. ALGO Information Technology Officer III | 8633-2363/ icts.tid@deped.gov.ph |
| User Support Division (ICTS-USD) | ENCARNACION T. ESCUADRO Information Technology Officer III | 8633-7264/ 8636-4878/ 8635-7369 icts.usd@deped.gov.ph |
| Baguio Teachers Camp (BTC) | ELISEO B. RAYMUNDO (OIC) Chief Education Supervisor, OIC-Teachers Camp Superintendent | (074) 442-3517/ (074) 422-6887/ (074) 442-2659/ btc@deped.gov.ph |



| CURRICULUM AND TEACHING | | |
|--|--|---|
| Office | Name / Position | Contact Information |
| Bureau of Curriculum Development (BCD) – Office of the Director | JOCELYN D.R. ANDAYA Director IV | 8636-5096/ 8633-7267/ bcd.od@deped.gov.ph |
| | SAMUEL R. SOLIVEN Director III | |
| Curriculum Standards Development Division (BCD-CSDD) | ISABEL A. VICTORINO Chief Education Program Specialist | 8632-7746/ 8635-9822/ bcd.csdd@deped.gov.ph |
| Special Curricular Programs Division (BCD-SCPD) | AILEEN V. SUPNAD Chief Education Program Specialist | 8632-7586/ 8636-5173/ bcd.scpd@deped.gov.ph |
| Bureau of Learning Resources (BLR) – Office of the Director | ARIZ DELSON ACAY D. CAWILAN Director IV | 8633-7237/ 8634-1072/ 8631-6922 blr.od@deped.gov.ph |
| | EDWARD C. JIMENEZ Director III | |
| | RAUL C. LA ROSA Director III | |
| Learning Resources Production Division (BLR-LRPD) | BESY C. AGAMATA Chief Education Program Specialist | 8634-0901/ 8631-4985/ 8631-3690 blr.lrpd@deped.gov.ph |
| Learning Resources Quality Assurance Division (BLR-LRQAD) | DAISY ASUNCION O. SANTOS Chief Education Program Specialist | 8634-1054/ 8631-9294/ blr.lrqad@deped.gov.ph |
| Bureau of Learning Delivery (BLD) – Office of the Director | LEILA P. AREOLA Director IV | 8636-6540/ 8637-4347/ bld.od@deped.gov.ph |
| | MARILYN B. SIAO Director III | |
| Teaching and Learning Division (BLD-TLD) | ROSALINA J. VILLANEZA Chief Education Program Specialist | 8687-2948/ bld.tld@deped.gov.ph |
| Student Inclusion Division (BLD-SID) | JOSE D. TUGUINAYO JR. Chief Education Program Specialist | 8637-4346/ bld.sid@deped.gov.ph |
| Bureau of Education Assessment (BEA) – Office of the Director | NELIA V. BENITO Director IV | 8655-2145/ 8631-6921/ 8631-2588 bea.od@deped.gov.ph |
| | MARIVIC R. LEANO Director III | |
| Education Assessment Division (BEA-EAD) | DANILYN JOY L. PANGILINAN Chief Education Program Specialist | 8631-2589/ 8631-2571/ bea.ead@deped.gov.ph |
| Education Research Division (BEA-ERD) | GRETCHEN G. CORDERO Chief Education Program Specialist | 8631-2591/ bea.erd@deped.gov.ph |
| Bureau of Alternative Education (BAE) – Office of the Director | MARILETTE R. ALMAYDA Director IV | 8636-3603/ |
| | LYNN Z. PADILLO Director III | |
| Policy and Quality Assurance Division (BAE-PQAD) | RODERICK P. CORPUZ Chief Education Program Specialist | |
| Program Management and System Development Division (BAE-PMSDD) | ANDREW A. VILLARBA Chief Education Program Specialist | |
| Literacy Coordinating Council Secretariat | ENRICO R. MENDOZA Project Development Officer V | lcc@deped.gov.ph |



| PROCUREMENT | | |
|---|---|--------------------------------------|
| Office | Name / Position | Contact Information |
| Procurement Management Service (ProcMS) – Office of the Director | Atty. RHOAN L. OREBIA Director IV | 8633-7232/ procms.od@deped.gov.ph |
| Contract Management Division (ProcMS-CMD) | ADONIS R. BARRAQUIAS Chief Administrative Officer | 8635-3762/ |
| Procurement Planning and Management Division (ProcMS-PPMD) | MA. TERESA S. FULGAR Chief Administrative Officer | 8633-7961/ 8638-4392/ 8636-6543/ |
| BAC Secretariat Division | JAMES RONALD G. YBIERNAS (OIC) Supervising Administrative Officer | 8633-9343/ 8636-6542/ 8631-9640/ |

| OPERATIONS | | |
|--|---|--|
| Office | Name / Position | Contact Information |
| Learner Rights and Protection Office | ATTY. SUZETTE T. GANNABAN-MEDINA (OIC) Chief Administrative Officer | 8638-1782 |
| Learners Telesafe Contact Center Helpline | | 8632-1372; 0945-175-9777 weprotectlearners@deped.gov.ph |
| Disaster Risk Reduction and Management Service (DRRMS) – Office of the Director | CHRISTIAN E. RIVERO Director IV | 8635-3764/ 8637-4933/ drmo@deped.gov.ph |
| Private Education Office (PEO) | | private.education@deped.gov.ph |
| Palarong Pambansa Secretariat | MARIVIC B. TOLITOL Supervising Education Program Specialist | 8638-1790 |
| Bureau of Learner Support Services (BLSS) – Office of the Director | NENNETH E. ALAMA Director IV | 8632-9935/ 8635-3763/ 8636-3602 blss.od@deped.gov.ph |
| School Health Division (BLSS-SHD) | MA. CORAZON C. DUMLAO Chief Health Program Officer | 8632-9935/ blss.shd@deped.gov.ph |
| School Sports Division (BLSS-SSD) | CESAR S. ABALON Chief Education Program Specialist | 8632-0260/ blss.ssd@deped.gov.ph |
| Youth Formation Division (BLSS-YFD) | ROVIN JAMES F. CANJA (OIC) Project Development Officer IV | 8637-9814/ blss.yfd@deped.gov.ph |



| LEGAL AND LEGISLATIVE AFFAIRS | | |
|--|---|---|
| Office | Name / Position | Contact Information |
| Legal Service (LS) – Office of the Director | DIANA MAY V. CABRALES Director IV | 8636-6550 ls.od@deped.gov.ph |
| Investigation Division (LS-ID) | Atty. CORNELIO A. PACALA Attorney V | 8631-5773/ 8631-7242/ ls.id@deped.gov.ph |
| Legal Division (LS-LD) | Atty. RODEL JAMES R. PULMA Attorney V | 8637-6206/ 8633-7247/ ls.ld@deped.gov.ph |
| Legal Helpdesk | | 8633-5444/ 8706-4573/ 8633-7205 leahd@deped.gov.ph |
| Sites Titling Office (STO) | | 8637-3743 sto@deped.gov.ph |
| Legislative Liaison Office (LS-LLO) | | legis@deped.gov.ph |
| Alternative Dispute Resolution Office | | |

| HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT (HROD) | | |
|---|--|--|
| Office | Name / Position | Contact Information |
| Bureau of Human Resource and Organizational Development (BHROD) – Office of the Director | RESTY C. OSIAS Director IV MARIO M. BERMUDEZ Director III | 8633-7237 bhrod.od@deped.gov.ph |
| Employee Welfare Division (BHROD-EWD) | FRANCIS ALLEN B. DELA CRUZ Chief Administrative Officer | 8633-7229; 8635-3760 bhrod.ewd@deped.gov.ph |
| Human Resource Development Division (BHROD-HRDD) | CECILLE A. ANYAYAHAN Project Development Officer V | 8470-6630 bhrod.hrdd@deped.gov.ph |
| Personnel Division (BHROD-PD) | ALBERT JEROME C. ANDRES Chief Administrative Officer | 8633-9345; 8636-6546 bhrod.pd@deped.gov.ph |
| Organization Effectiveness Division (BHROD-OED) | CHARLES CEDRICK C. MAGHIRANG (OIC-Chief) Project Development Officer IV | 8633-5375 bhrod.oed@deped.gov.ph |
| School Effectiveness Division (BHROD-SED) | DEXTER N. PANTE Project Development Officer V | 8633-5397 bhrod.sed@deped.gov.ph |
| National Educators' Academy of the Philippines (NEAP) – Office of the Director | JENNIFER E. LOPEZ (OIC) Director IV LEAH B. APAO Director III | 8638-8638 neap.od@deped.gov.ph |
| Professional Development Division (NEAP-PDD) | ANNA MARIE B. SAN DIEGO (OIC) Senior Education Program Specialist | 8633-9455 neap.pdd@deped.gov.ph |
| Quality Assurance Division (NEAP-QAD) | EDWARD D. GARCIA Project Development Officer V | 8633-7207; 8635-4796 edward.garcia@deped.gov.ph |
| Teacher Education Council Secretariat (TECS) – Office of the Director | RUNVI V. MANGUERRA Executive Director II | 8638-6170; 8638-6172 tec@deped.gov.ph |



| FINANCE | | |
|--|---|--|
| Office | Name / Position | Contact Information |
| Finance Service (FS) – Office of the Director | ANA MARIE C. CALAPIT Director IV | 8633-7231/ fs.od@deped.gov.ph |
| Accounting Division (FS-AD) | MA. RHUNNA L. CATALAN Chief Accountant | 8633-7961/ 8633-7233/ 8633-7201/ fs.ad@deped.gov.ph |
| Budget Division (FS-BD) | CHOLITA F. TIONG Chief Administrative Officer | 8637-4214/ 8637-6203/ fs.bd@deped.gov.ph |
| Employee Account Management Division (FS-EAMD) | LOUISA S. ROBERTO Chief Administrative Officer | 8633-7248/ fs.eamd@deped.gov.ph |
| Project Management Service (PMS) – Office of the Director | SUSANA S. SANTIAGO Director IV | 8631-6926/ pms.od@deped.gov.ph |
| Project Development Division (PMS-PDD) | AHNEE LAE M. ABUTIN (OIC) Senior Education Program Specialist | 8635-3983/ 8633-7256/ |
| Project Management Division (PMS-PMD) | ERWIN R. YUMPING Project Development Officer V | 8633-7961/ 8631-2579/ 8631-0595/ 8637-5584/ |
| Education Program Management Office | | epmo@deped.gov.ph |
| Voucher Program Management Office | | vpmo@deped.gov.ph |



B. Regional Offices

| Office | Address | Contact Information |
|----------------------|---|---|
| Region I | Flores St., Catbangan, San Fernando City, LaUnion | (072) 607-8137 region1@deped.gov.ph |
| Region II | Regional Government Center, Carig Sur, Tuguegarao City | (078) 304-3855 loc 122 region2@deped.gov.ph |
| Region III | Matalino St., D.M. Government Center, Maimpis, City of San Fernando | (045) 961-7825, 455-2309 region3@deped.gov.ph |
| Region IV-A | Karangalan ES, Karangalan Village, Cainta, Rizal | (02) 682-2114, 682-1223 region4a@deped.gov.ph |
| Region IV-B | Meralco Ave. corner St.Paul Road, Pasig City | (02) 631-4070 mimaropa.region@deped.gov.ph |
| Region V | Rawis, Legazpi City | (052) 820-8404 region5@deped.gov.ph |
| Region VI | Duran St., Iloilo City | (033) 337-0149 loc 1014 region6@deped.gov.ph |
| Region VII | Sudlon, Lahug, CebuCity | (032) 231-1309, 414-7399, 255-4542 region7@deped.gov.ph |
| Region VIII | Gov't Center, Candahug, Palo, Leyte | (053) 832-5738, 323-6075 region8@deped.gov.ph |
| Region IX | Tiguma, Airport Road, Pagadian City | (062) 215-3753; 215-3751 region9@deped.gov.ph |
| Region X | Masterson Avenue, Zone 1, Upper Bulalang, Cagayan De Oro City | (088) 880-7071 region10@deped.gov.ph |
| Region XI | F. Torres St., Davao City | (082) 227-9342 region11@deped.gov.ph |
| Region XII | Carpenter Hill, Koronadal City | (083) 228-8825 region12@deped.gov.ph |
| Region XIII – CARAGA | JP Rosales Avenue, Butuan City, Agusan del Norte | (085) 342-6267 region12@deped.gov.ph |
| CAR | Wangal, La Trinidad, Benguet | (074) 422-1314 car@deped.gov.ph |
| NCR | Misamis St., Bago Bantay, Quezon City | (02) 920-5824 ncr@deped.gov.ph |



C. Schools Division Offices

Region I

| Office | Address | Contact Information |
|-----------------------|---|--|
| SDO Ilocos Norte | Brgy. 7B, Giron St., Laoag City | (077) 7715253; 7721993 ilocos.norte@deped.gov.ph |
| SDO Ilocos Sur | Quirino Blvd., Zone V, Bantay Ilocos Sur | (077) 7222055 ilocos.sur@deped.gov.ph |
| SDO La Union | Flores St. Catbangan, San Fernando City, La Union | (072) 2424464; 2423570 la.union@deped.gov.ph |
| SDO Pangasinan I | Alviar St., East Capitol Grounds, Lingayen, Pangasinan | (075) 5425965; 5426132 pangasinan1@deped.gov.ph |
| SDO Pangasinan II | Canarvacanan, Binalonan, Pangasinan | (075) 5134281; 5133411 pangasinan2@deped.gov.ph |
| SDO Alaminos City | San Jose Drive, Alaminos City | (075) 6540212 alaminos.city@deped.gov.ph |
| SDO Batac City | Asuncion St. Brgy. No. 16-S, Quiling Sur, Batac, Ilocos Norte | (077) 7923554 batac.city@deped.gov.ph |
| SDO Candon City | Candon II Central School, San Isidro, Candon City | (077) 7426065 candon.city@deped.gov.ph |
| SDO Dagupan City | Burgos St., Dagupan City | (075) 5156009; 5234742 dagupan.city@deped.gov.ph |
| SDO Laoag City | Brgy. 14, Nolasco St., Laoag City | (077) 7711526; 7713678 laoag.city@deped.gov.ph |
| SDO San Carlos City | Rizal St., San Carlos City | (075) 5325343; 5312062 sancarlos.city1@deped.gov.ph |
| SDO San Fernando City | San Fernando City | (072) 8886925; 8684161 depedcsfp@gmail.com |
| SDO Urdaneta City | San Vicente Drive, Urdaneta City | (075) 5683056; 5683055 urdaneta.city@deped.gov.ph |
| SDO Vigan City | Mena Crisolologo St. cor. Rivero St. Barangay 9, Vigan City | (077) 6320523; 6320533 vigan.city@deped.gov.ph |



Region II

| Office | Address | Contact Information |
|---------------------|--|---|
| SDO Batanes | San Antonio, Basco, Batanes | batanes@deped.gov.ph |
| SDO Cagayan | Regional Government Center, Carig Sur, Tuguegarao City | (078) 377-1065 sdo.cagayan@deped.gov.ph |
| SDO Isabela | Capitol Complex, Alibagu, City of Ilagan | (078) 323-0281 isabela@deped.gov.ph |
| SDO Nueva Vizcaya | Quezon St., Don Domingo Maddela, Bayombong | (078) 3212169; 8051047; nuevavizcaya.depedro2@gmail.com |
| SDO Quirino | Gundaway, Cabarroguis | (078) 374 6571; 692 5019 quirino.depedro2@gmail.com |
| SDO Cauayan City | Turayong Street, Cauayan City | (078) 6521614 cauayan.depedro2@gmail.com |
| SDO Ilagan City | INHS Compound, San Vicente, City of Ilagan | (078) 624 0077 ilagan.depedro2@gmail.com |
| SDO Santiago City | Calaocan, Santiago City, Isabela | (078) 3052016 santiago.city@deped.gov.ph |
| SDO Tuguegarao City | Regional Government Center, Carig Sur, Tuguegarao City | (078) 255-1618; 255-1602 tuguegarao@deped.gov.ph |



Region III

| Office | Address | Contact Information |
|---------------------------|--|--|
| SDO Aurora | Sitio Hiwalayan, Brgy. Bacong, San Luis, Aurora | (042) 2094254; 2099212 aurora@deped.gov.ph |
| SDO Bataan | Provincial Capitol Compound, Balanga | (047) 2373303; 2372102 bataan@deped.gov.ph |
| SDO Bulacan | Provincial Capitol Compound, Brgy. Guinhawa, Malolos | (044) 7906586; 7961361 bulacan@deped.gov.ph |
| SDO Nueva Ecija | Brgy. Rizal, Santa Rosa, Nueva Ecija | (044) 4631586; 4631707; nueva.ecija@deped.gov.ph |
| SDO Pampanga | High School Blvd., Brgy. Lourdes, City of San Fernando | (045) 9612148; 9613010; pampanga@deped.gov.ph |
| SDO Tarlac | Macabulos Drive, Brgy. San Roque, Tarlac City | (045) 9820374; 9824286; tarlac@deped.gov.ph |
| SDO Zambales | Zone VI, Iba, Zambales | (047) 8111421; 8113578; zambales@deped.gov.ph |
| SDO Angeles City | Jesus Street, Brgy. Pulungbulu, Angeles | (045) 8880582; 3225722 angeles.city@deped.gov.ph |
| SDO Balanga City | DFS Phase 3, Talisay, Balanga City | (047) 7911077; 6627562 balanga.city@deped.gov.ph |
| SDO Cabanatuan City | Maharlika Highway, Cabanatuan City | (044) 4637334; 4631627 cabanatuan.city@deped.gov.ph |
| SDO Gapan City | Don Simeon St, Gapan City | (044) 4866524; 4867910 gapan.city@deped.gov.ph |
| SDO Mabalacat City | P. Burgos St., Poblacion, Mabalacat | (045) 4027534 mabalacat.city@deped.gov.ph |
| SDO Malolos City | MacArthur Highway, Malolos, Bulacan | (044) 7916429; 6623034 malolos.city@deped.gov.ph |
| SDO Meycauayan City | Pag-asa St., Meycauayan City | (044) 234-0121 meycauayan.city@deped.gov.ph |
| SDO Olongapo City | Gordon Avenue, New Asinan, Olongapo City | (047) 2226569; 2222568 olongapo.city@deped.gov.ph |
| SDO San Fernando City | Civic Center, San Isidro, City of San Fernando | (045) 6364233; 6364209 sanfernando.city3@deped.gov.ph |
| SDO San Jose City | Sto. Niño 1st, 3121, Lupao - San Jose Rd. | (045) 9824439 sanjose.city@deped.gov.ph |
| SDO San Jose Del Monte | Eco Park Muzon, City of San Jose del Monte | (044) (045) 9824439 sanjosedelmonte.city@deped.gov.ph |
| SDO Science City of Muñoz | Linglingay Rd., ScienceCity of Muñoz | (044) 4565534; 4565895 munozscience.city@deped.gov.ph |
| SDO Tarlac City | Juan Luna Street, Brgy. Sto. Cristo, Tarlac City | (045) 9824439; 9824514 tarlac.city@deped.gov.ph |



Region IV-A

| Office | Address | Contact Information |
|------------------------|---|---|
| SDO Batangas | DepEd Bldg., Provincial Sports Complex, Bolbok | (043) 7221840 loc 212 deped.batangas@deped.gov.ph |
| SDO Cavite | Capitol Compound, Luciano, Trece Martires | (046) 4191286 deped.cavite@deped.gov.ph |
| SDO Laguna | Provincial Capitol Cmpd., Brgy. Poblacion, Sta.Cruz | (049) 5665013 laguna@deped.gov.ph |
| SDO Quezon | Sitio Fori, Brgy. Talipan, Pagbilao | (042) 7840366 loc101/105 quezon@deped.gov.ph |
| SDO Rizal | Cabrera Rs., Hilltop, Taytay, Rizal | (02) 85395140-42 loc1002 rizal@deped.gov.ph |
| SDO Antipolo City | Sen. L. Sumulong Circle., San Isidro | (02) 6303110 loc 104 antipolo.city@deped.gov.ph |
| SDO Bacoor City | Bacoor Blvd., Brgy. Bayanan | (046) 4356100 bacoor.city@deped.gov.ph |
| SDO Batangas City | P. Herrera St., Batangas City | (043) 7860296 division.batangascity@deped.gov.ph |
| SDO Biñan City | 102 P. Burgos St., Brgy. Sto. Domingo | (049) 5470105 loc 105/112 deped.binancity@deped.gov.ph |
| SDO Cabuyao City | Brgy. Banay Banay, City of Cabuyao | (049) 4701994 division.cabuyao@deped.gov.ph |
| SDO Calamba City | City Hall Compound, Brgy. Real, Calamba | (049) 5549830-34 loc 11 calamba.city@deped.gov.ph |
| SDO Cavite City | Chief E. Martin Sts., Caridad, Cavite City | (046) 435-9347 cavite.city@deped.gov.ph |
| SDO Dasmariñas City | DASCA Compound, Buro I, Dasmariñas | (046) 4329355 dasmariñas.city@deped.gov.ph |
| SDO Imus City | General Satorre St., Imus City, Cavite | (046) 4198450-53 loc 202 imus.city@deped.gov.ph |
| SDO Lipa City | J.P. Laurel Highway, Brgy. Marawoy | (043) 7575496 deped.lipacity@deped.gov.ph |
| SDO Lucena City | Brgy. Ilayang Iyam, Lucena City | (042) 6604471 lucena.city@deped.gov.ph |
| SDO San Pablo City | Rizal Avenue, San Pablo City, Laguna | (049) 5210645; 5035963 sanpablo.city@deped.gov.ph |
| SDO Sta. Rosa City | Tatlonghari St., Brgy. Market Area | (049) 5442202 santarosa.city@deped.gov.ph |
| SDO Tanauan City | Pob 1, Tanauan City | (043) 4050927; 7239015 tanauan.city@deped.gov.ph |
| SDO Tayabas City | Brgy. Potol, Tayabas City | (042) 7100329 tayabas.city@deped.gov.ph |
| SDO General Trias City | Brgy. Sampalucan, General Trias City | (046) 419-8720 division.gentri@deped.gov.ph |
| SDO San Pedro City | Luna St., Barangay Poblacion | (02) 8555 - 8871 division.sanpedro@deped.gov.ph |
| SDO Sto. Tomas City | Poblacion IV, Sto. Tomas City | (046) 419-8720 sdo.santotomas@deped.gov.ph |



Region IV-B

| Office | Address | Contact Information |
|--------------------------|---|--|
| SDO Marinduque | T. Roque St., Malusak, Boac, Marinduque | (042) 3321009; 3321611 records.sdomarinduque@deped.gov.ph |
| SDO Occidental Mindoro | San Jose St., Mamburao | (043) 7111126; 7115290 occidental.mindoro@deped.gov.ph |
| SDO Oriental Mindoro | Sta. Isabel, Calapan, Oriental Mindoro | (043) 4410160; 2882270 oriental.mindoro@deped.gov.ph |
| SDO Palawan | Bgy. Banca-Bancao, Puerto Princesa City | (048) 4336391; 4339941 deped.palawan2@gmail.com |
| SDO Romblon | Fetalvero Avenue, Romblon, Romblon | (054) 4728218 loc 2055 romblon@deped.gov.ph |
| SDO Calapan City | Hilltop Calero, Calapan City | (043) 2881581; 2881542 calapan.city@deped.gov.ph |
| SDO Puerto Princesa City | DepEd Building, Rafols Road, Government Center, Brgy. Sta. Monica | (048) 4338458; 4349438 puertoprincesa@deped.gov.ph |



Region V

| Office | Address | Contact Information |
|---------------------|---|--|
| SDO Albay | Lignon Hill, Bogtong, Legazpi City | (052) 7425380; 2048535 albay@deped.gov.ph |
| SDO Camarines Norte | F. Pimentel Ave, Daet | (054) 440-1772 camarines.norte@deped.gov.ph |
| SDO Camarines Sur | Freedom Sports Complex, San Jose, Pili | (054) 8840423; 8813660 camarines.sur@deped.gov.ph |
| SDO Catanduanes | San Roque Street, Virac | (052) 8112193 catanduanes@deped.gov.ph |
| SDO Masbate | Rodeo Road, Masbate City | (056) 5782544 masbate@deped.gov.ph |
| SDO Sorsogon | Balogo Sports Complex, Balogo | (056) 2116461 sorsogon@deped.gov.ph |
| SDO Iriga City | San Nicolas, Iriga City | (054) 8845118 iriga.city@deped.gov.ph |
| SDO Legazpi City | Purok 3, Rawis, Legazpi City, Albay | (052) 8217921; 8205949 legazpi.city@deped.gov.ph |
| SDO Ligao City | 95 National Highway, Ligao City, Albay | (052) 4852496; 4851336 ligao.city@deped.gov.ph |
| SDO Masbate City | Jolly T. Fernandez Ave., Masbate City | (056) 3336815 masbate.city@deped.gov.ph |
| SDO Naga City | Roxas Avenue, Brgy. Triangulo, Naga City | (054) 4738211; 4736079 naga.city@deped.gov.ph |
| SDO Sorsogon City | City Hall Compound, Cabid-An, East District | (056) 4215516 sorsogon.city@deped.gov.ph |
| SDO Tabaco City | San Lorenzo, Tabaco City | (052) 8206013 tabaco.city@deped.gov.ph |

Region VI

| Office | Address | Contact Information |
|--------------------------|---|---|
| SDO Aklan | Arch. Reyes St., Kalibo, Aklan | (036) 265-3740 aklan@deped.gov.ph |
| SDO Antique | Binirayan Hills, San Jose, Antique | (036) 5409837 antique@deped.gov.ph |
| SDO Capiz | Banica, Roxas City | (036) 6210974; 6210059 capiz@deped.gov.ph |
| SDO Guimaras | San Miguel, Jordan, Guimaras | (034) 5812970 guimaras@deped.gov.ph |
| SDO Iloilo | Luna St., La Paz, Iloilo City | (033) 3272252; 3200719 iloilo@deped.gov.ph |
| SDO Negros Occidental | Cottage Road, Bacolod City, Negros Occidental | (034) 7070126 negros.occidental@deped.gov.ph |
| SDO Bacolod City | Rosario-San Juan Sts., Bacolod City | (034) 4662313 bacolod.city@deped.gov.ph |
| SDO Bago City | Araneta St., Brgy. Poblacion, Bago City | (034) 703-9028 deped.bagocity@deped.gov.ph |
| SDO Cadiz City | Abelardi Street, Cadiz City, Negros Occidental | (034) 4450456 deped.cadizcitydivision@deped.gov.ph |
| SDO Escalante City | Escalante City, Negros Occidental | (034) 4550738; 4540746 escalante.city001@deped.gov.ph |
| SDO Iloilo City | Gen. Luna St, Iloilo City | (033) 3369273; 3276268 iloilocitydivision@gmail.com |
| SDO Kabankalan City | Kabankalan City, Negros Occidental | (034) 4712454; 4712003 kabankalan.city@deped.gov.ph |
| SDO La Carlota City | La Carlota City, Negros Occidental | (034) 7039203 lacarlota.city@deped.gov.ph |
| SDO Passi City | Simeon Aguilar St., Passi City, Iloilo | (033) 3115843 passi.city@deped.gov.ph |
| SDO Roxas City | Brgy. Banica, Roxas City, Capiz | (036) 5201737 deped.roxascity@deped.gov.ph |
| SDO Sagay City | Sitio Chloe, Brgy. Rizal, Sagay City | (034) 4880216; 7229141 sagay.city@deped.gov.ph |
| SDO San Carlos City | Azcona St., Brgy. II, San Carlos City | (034) 3125953; 3125332 sancarlos.city6@deped.gov.ph |
| SDO Silay City | Silay City, Negros Occidental | (034) 7147017 deped.silay@deped.gov.ph |
| SDO Himamaylan City | Vallega St., Brgy. I, Poblacion | (034) 744-6276 himamaylan.city@deped.gov.ph |
| SDO Sipalay | Barangay 3, SipalayCity | (034) 469-2526 deped.sipalaycity@deped.gov.ph |
| SDO Victorias City | Quezon St., Brgy. V, Victorias City | (034) 4693944; 7064336 victorias.city@deped.gov.ph |

Region VII

| Office | Address | Contact Information |
|---------------------|--|--|
| SDO Bohol | Lino Chatto Dr., Brgy. Cogon, Tagbilaran City | (038) 4112720; 5017537 deped.bohol@deped.gov.ph |
| SDO Cebu | BAEX Bldg., Capitol, Cebu City | (032) 2556405; 2555208 cebu@deped.gov.ph |
| SDO Negros Oriental | Capitol Area, Dumaguete City | (035) 2250667; 2252838 negros.oriental@deped.gov.ph |
| SDO Siquijor | Helen, Larena, Siquijor | (035) 3772034; 4841175 siquijor@deped.gov.ph |
| SDO Bais City | Laurel St., Barangay I, Bais City | (035) 4029468 bais.city@deped.gov.ph |
| SDO Bayawan City | National Highway, Brgy. Villareal, Bayawan City | (035) 2283089 bayawan.city@deped.gov.ph |
| SDO Bogo City | Buac, Cayang, Bogo City | (032) 4349133 bogo.city@deped.gov.ph |
| SDO Carcar City | P. Nellas St., Poblacion III, Carcar City | (032) 4878495 carcarcitydivision@yahoo.com.ph |
| SDO Cebu City | New Imus Street, Day-as, Cebu City | (032) 2551516 cebu.city@deped.gov.ph |
| SDO Danao City | Sitio Upland, National Road, Danao City | (032) 2004460 danao.city@deped.gov.ph |
| SDO Dumaguete City | Taclobo, Dumaguete City | (035) 2252838; 4220267 dumaguete.city@deped.gov.ph |
| SDO Guihulngan City | Paterno Street, Poblacion, Guihulngan | (035) 2313297 guihulngan.city@deped.gov.ph |
| SDO Lapu-Lapu City | B. M. Dimataga St., Poblacion | Direct Line: (032) 3407887; 3401141 deped.lapulapu@deped.gov.ph |
| SDO Mandaue City | Plaridel St., Centro, Mandaue City | (032) 3451553; 3450545 mandaue.city001@deped.gov.ph |
| SDO City of Naga | Ecology Center, City of Naga, Cebu | (032) 4898673 city.naga@deped.gov.ph |
| SDO Tagbilaran City | Division of City Schools- Tagbilaran City Bldg., Tagbilaran City | (038) 2356239; 5019449 tagbilarancity.division@deped.gov.ph |
| SDO Talisay City | Rizal St., Poblacion, City of Talisay, Cebu | (032) 2724635; 4913398 talisaycity.division@deped.gov.ph |
| SDO Tanjay City | Opao, Brgy IX, Tanjay City, Negros Oriental | (035) 4159360; 4158991 depedtanjaycity@yahoo.com |
| SDO Toledo City | D. Macapagal Highway, Poblacion, Toledo City | (032) 4678284; 4678448 toledo.city@deped.gov.ph |
| SDO Canlaon City | Lopez-Jaena St., Brgy. Mabigo, Canlaon City | canlaon.city@deped.gov.ph |



Region VIII

| Office | Address | Contact Information |
|---------------------|--|--|
| SDO Biliran | Naval, Biliran, Leyte | (053) 5004060 depedbiliran@gmail.com |
| SDO Eastern Samar | Borongan City, Samar | (055) 5608859 eastern.samar@deped.gov.ph |
| SDO Leyte | Government Center, Candahug, Palo, Leyte | (053) 888-3527 leyte@deped.gov.ph |
| SDO Northern Samar | Mabini St. Brgy. Acacia, Catarman | (055) 500 9037; 500 9038 northern.samar@deped.gov.ph |
| SDO Samar (Western) | Arteche Blvd., Catbalogan, Samar | (055) 2512595 western.samar@deped.gov.ph |
| SDO Southern Leyte | R. Kangleon St., Brgy. Mantahan, Maasin City | (053) 3813855; 5702916 southern.samar@deped.gov.ph |
| SDO Baybay City | Diversion Road, Brgy. Gaas, Baybay City | (053) 5637615 baybay.city@deped.gov.ph |
| SDO Borongan City | San Fernando St., Brgy. G, Borongan City | (055) 5609198 borongancity.region8@deped.gov.ph |
| SDO Calbayog City | Brgy. Hamorawon, Calbayog City | (055) 2091467 calbayogcity@deped.gov.ph |
| SDO Catbalogan City | Maharlika Highway, Catbalogan City | (055) 251 6089; 2512595 depedcatbalogancitydivision15@gmail.com |
| SDO Maasin City | R. Kangleon Street, Maasin City | (053) 3813835; 5708933 maasin.city@deped.gov.ph |
| SDO Ormoc City | C.S. Mendola St., Ormoc, Leyte | (053) 2552554 ormoc.city@deped.gov.ph |
| SDO Tacloban City | Real Street, San Fernando Compound | (053) 8322989; 8322904 tacloban.city@deped.gov.ph |



Region IX

| Office | Address | Contact Information |
|-------------------------|--|---|
| SDO Zamboanga del Norte | Capitol Drive, Estaka, Dipolog City | (065) 9171127; 9171116 depedzanortedivision@yahoo.com |
| SDO Zamboanga del Sur | Pres. Corazon C. Aquino, Regional Government Center, Pagadian City | (062) 2141991; 2143575 depedzambosur@gmail.com |
| SDO Zamboanga Sibugay | Pangi, Ipil, Zamboanga Sibugay | (062) 3335492; 3335534 zamboanga.sibugay@deped.gov.ph |
| SDO Dapitan City | Sunset Boulevard, Dawo, Dapitan City | (065) 9175113; 9088242 dapitan.city@deped.gov.ph |
| SDO Dipolog City | Purok Farmers, Olingan, Dipolog City | (065) 9082583 dipolog.city@deped.gov.ph |
| SDO Isabela City | Ulbert Ulama St., Isabela City, Basilan | (062) 2003871; 2003967 isabela.city@deped.gov.ph |
| SDO Pagadian City | San Jose Heights, San Jose, Pagadian City | (062) 2144143; 2153060 pagadian.city@deped.gov.ph |
| SDO Zamboanga City | Baliwasan Chico Rd., Zamboanga City | (062) 9931514 zamboanga.city@deped.gov.ph |



Region X

| Office | Address | Contact Information |
|-------------------------|---|---|
| SDO Bukidnon | Fortich St., Sumpung, Malaybalay City | (088) 2212452; 8133634 bukidnon@deped.gov.ph |
| SDO Camiguin | Lakas, Mambajao, Camiguin | (088) 3870094 depedcamiguin@gmail.com |
| SDO Lanao del Norte | Pigcarangan, Tobod, Lanao del Norte | (063) 3415655; 3415244 lanao.norte@deped.gov.ph |
| SDO Misamis Occidental | Osilao St. Poblacion 1, Oroquieta City | (088) 5311145; 5311872 misamis.occidental@deped.gov.ph |
| SDO Misamis Oriental | Del Pilar cor. Velez St., Cagayan de Oro City | (088) 8564524; 8564454 misamis.oriental@deped.gov.ph |
| SDO Cagayan de Oro City | Fr. Masterson Ave., Upper Balulang | (08822) 722633; 711762 cagayandeoro.city@deped.gov.ph |
| SDO El Salvador City | Zone 3, Poblacion, El Salvador City | (088) 5310831 elsalvador.city@deped.gov.ph |
| SDO Gingoog City | National Highway, Brgy 22, Gingoog City | (088) 8611446 gingoog.city@deped.gov.ph |
| SDO Iligan City | Aguinaldo St., Poblacion, Iligan City | (063) 2213815; 2216069; iligan.city@deped.gov.ph |
| SDO Malaybalay City | Sayre Hway, Casisang, Malaybalay City | (088) 8133634 malaybalay.city@deped.gov.ph |
| SDO Oroquieta City | Osilao St, Oroquieta City | (085) 5310035 depedoroquieta@gmail.com |
| SDO Ozamis City | Mayor Benjamin Alinas Fuentes Ave., Ozamiz | (088) 5213317; 5211105 deped1miz@gmail.com |
| SDO Tangub City | Anecito Siete St., Mantic, Tangub City | (088) 3953372 tangub.city@deped.gov.ph |
| SDO Valencia City | Lapu-Lapu St., Poblacion, Valencia City | (0916) 2641608 depedvalencia21@gmail.com |



Region XI

| Office | Address | Contact Information |
|--|--|--|
| SDO Davao de Oro | Nabunturan, Davao de Oro | (084) 3760140 compostela.valley@deped.gov.ph |
| SDO Davao del Norte | Provincial Government Center, Mankilam, Tagum | (084) 2173197 tagum.city@deped.gov.ph |
| SDO Davao del Sur | Padada Memorial Valley, Padada | (082) 5534288; 5532496 deped.davsur@gmail.com |
| SDO Davao Occidental | Fisherman's Village, Fishing Vill. Rd, Malita | division.davaooccidental@deped.gov.ph |
| SDO Davao Oriental | Government Complex, Brgy. Dahican, Mati | (082) 3883370 davao.oriental@deped.gov.ph |
| SDO Davao City | Palma Gil St., DavaoCity | (082) 2243274; 2240100 davao.city@deped.gov.ph |
| SDO Digos City | Roxas St, Digos City, Davao del Sur | (082) 5538376; 5538375; digos.city@deped.gov.ph |
| SDO Mati City | Government Complex, Brgy. Dahican, Mati | (087) 3883372; 3883370 mati.city@deped.gov.ph |
| SDO Panabo City | Pan-Philippine Hwy, Panabo, Davao del Sur | (084) 6284161 panabo.city@deped.gov.ph |
| SDO Island Garden City of Samal (IGACOS) | Babak - Samal - Kaputian Rd, Samal | (084) 3014121 samalcity@deped.gov.ph |
| SDO Tagum City | E-park, Apokon, Tagum City | (084) 2172326 tagum.city@deped.gov.ph |



Region XII

| Office | Address | Contact Information |
|-------------------------|--|---|
| SDO Cotabato | Brgy. Amas, Kidapawan City | (064) 2881799; 2787017 northcotabato.division@deped.gov.ph |
| SDO Sarangani | Aisla Jardin del Mar, Glan, Sarangani | (083) 5082029 sarangani@deped.gov.ph |
| SDO South Cotabato | Alunan Ave., Koronadal City | (083) 2283801 south.cotabato@deped.gov.ph |
| SDO Sultan Kudarat | Barangay Kenram, Isulan, Sultan Kudarat | (064) 2003672 sultan.kudarat@deped.gov.ph |
| SDO General Santos City | Tiongson Street, Lagao, General Santos City | (083) 5528909; 5528907 generalsantos.city@deped.gov.ph |
| SDO Kidapawan City | JP Laurel cor. Quirino St., Kidapawan City | (064) 2784144 kidapawan.city@deped.gov.ph |
| SDO Koronadal City | Rizal Street, Koronadal City | (083) 2289705; 2282437 koronadal.city@deped.gov.ph |
| SDO Tacurong City | Alunan Highway, Poblacion, Tacurong | (064) 2006093 tacurong.city@deped.gov.ph |



Region XIII - CARAGA

| Office | Address | Contact Information |
|-----------------------|--|---|
| SDO Agusan del Norte | JP Rosales Avenue, Butuan City | (085) 3426822 agusan.delnorte@deped.gov.ph |
| SDO Agusan del Sur | Prosperidad, Agusan del Sur | (085) 3437114 depedagusandelsur@deped.gov.ph |
| SDO Dinagat Islands | White Beach, Dinagat, Surigao Del Norte | personnel.dinagatdivision@gmail.com |
| SDO Surigao del Norte | Rizal St., Surigao City | (086) 8268216 surigao.delnorte@deped.gov.ph |
| SDO Surigao del Sur | Balilahan, Mabua, Surigao del Sur | (086) 2113225 surigaodelsur.division@deped.gov.ph |
| SDO Bayugan City | Lanzones St., Poblacion, Bayugan City | (085) 3030766 deped.bayugan@gmail.com |
| SDO Bislig City | Government Complex, Poblacion, Bislig City | (086) 8532004 bislig.city@deped.gov.ph |
| SDO Butuan City | R. Palma St., Butuan City | (085) 3416830 butuan.city@deped.gov.ph |
| SDO Cabadbaran City | Km. #1 Hinagdanan Comagascas | (085) 3431882 cabadbaran.city@deped.gov.ph |
| SDO Siargao | Dapa, Siargao, Surigao del Norte | siargao@deped.gov.ph |
| SDO Surigao City | Roxas St., CV Diez, Brgy. Washington | (086) 8263075 surigao.city@deped.gov.ph |
| SDO Tandag City | Tandag, Surigao del Sur | (086) 2115730 tandag.city@deped.gov.ph |



CAR – Cordillera Administrative Region

| Office | Address | Contact Information |
|--------------------------|--|--|
| SDO Abra | Santiago St., Bangued | (074) 7528039; 7528675 abra@deped.gov.ph |
| SDO Apayao | Capagaypayan, Luna, Apayao | (0920) 4050108 apayao@deped.gov.ph |
| SDO Benguet | Wangal, La Trinidad, Benguet | (074) 3092047; 4222001 benguet@deped.gov.ph |
| SDO Ifugao | Rizal Ave., Poblacion South, Lagawe, Ifugao | (074) 3822102; 3822140 ifugao@deped.gov.ph |
| SDO Kalinga | Kalinga Sports Complex, Bulanao | 09183711176 kalinga@deped.gov.ph |
| SDO Mountain Province | Bontoc, Mt. Province | (074) 4624135 mt.province@deped.gov.ph |
| SDO Baguio City | Upper Session Road, Baguio City | (074) 4427819; 4460275 baguio.city@deped.gov.ph |
| SDO Tabuk City | City Hall Compound, Dagupan Centro | tabuk.city@deped.gov.ph |



NCR – National Capital Region

| Office | Address | Contact Information |
|---------------------------------|---|---|
| SDO Caloocan City | 10th Ave., KalookanHS, Caloocan City | (02) 88781975 caloocan.city@deped.gov.ph |
| SDO Las Piñas City | Gabaldon Bldg., Padre Diego Cera Avenue | (02) 8835-9030 loc 102 laspinas.city@deped.gov.ph |
| SDO Makati City | Gov. Noble St., Brgy. Guadalupe Nuevo | (02) 8825862; 8825861 makati.city@deped.gov.ph |
| SDO Malabon City | Maya-maya St. Kaunlaran Vill., Longos | (02) 2851605 malabon.city@deped.gov.ph |
| SDO Mandaluyong City | H-way Hills ES, Calbayog St. | (02) 79555921; 79562476 sdo.mandaluyong@deped.gov.ph |
| SDO Manila | Manila Education Center, Arroceros Forest Park, Villegas St, Ermita | (02) 5275180; 5274969 manila@deped.gov.ph |
| SDO Marikina City | Shoe Ave., Sta. Elena, Marikina City | (02) 87423122 sdo.marikina@deped.gov.ph |
| SDO Muntinlupa City | Laguerta St. Tensuan Site, Poblacion | (02) 88292308; 84782846 sdo.muntinlupa@gmail.com |
| SDO Navotas City | Bagumbayan, Navotas City | (02) 82755239 navotas.city@deped.gov.ph |
| SDO Parañaque City | Kabihasnán St., Brgy. San Dionisio | (02) 8267937; 8268648 paranaque.city@deped.gov.ph |
| SDO Pasay City | P. Zamora St., Pasay City | (02) 8831-7948 depedpasaycity@yahoo.com |
| SDO Pasig City | Pasig ES, CarunchoAve., Pasig City | (02) 6418885; 6411883 pasig.city@deped.gov.ph |
| SDO Quezon City | Nueva Ecija St. Sitio Bago Bantay, Brgy. Pagasa, | (02) 352-6809; 920-3229 quezon.city@deped.gov.ph |
| SDO San Juan City | Pinaglabanan St., San Juan City | (02) 88913148; 84778988 depedsanjuan@gmail.com |
| SDO Taguig City-Pateros (TAPAT) | Gen. Santos Ave., Central Bicutan | (02) 8384251; 8392103 taguig.pateros@deped.gov.ph |
| SDO Valenzuela City | P. Valenzuela St., Marulas, Valenzuela | (02) 2923247; 2934507 valenzuela.city@deped.gov.ph |