

Department of Education

REGION III – CENTRAL LUZON SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

ANNEX B TEMPLATE FOR CITIZEN'S CHARTER & STREAMLINING

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

1. Customer Feedback Mechanism and Consolidation of Feedback Result This aims to create a systematic procedure in the Division Customer Feedback Mechanism and Consolidation of Feedback Result

Office or Division	Office or Division: Office of			Division Super	intendent	
Classification:	Classification: Simple					
Type of Transact	Type of Transaction: G2G - G			o Government		
Who may avail:		All Conce	erned			
CHECKLIST OF I	REQUIRI	EMENTS	1	WHERE TO SEC	CURE	
1. Citizen/Client S Survey Form (CC			Guard on I	Duty		
2. Consolidated Fo		1	Office of th Superinter	e Schools Divis ident	ion	
CLIENT STEPS	CLIENT STEPS AGENCY ACTION		FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E	
1. Filling out of Customer Feedback Form/ Accomplishme nt of Online CCSS Form		sical orm or ine	None	1 minute	Guard on Duty	
	1.2Prov CCSS F be filled the clien	orm to out by	None	1minute	Guard on Duty	
	1.3 Ass client in droppin feedbac	n Ig the	None	1 minute	Guard on Duty	



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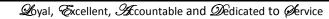
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г				
	in the drop box			
	area where it is			
	located			
	1.4 Opens the drop box and gather all the feedbacks and harvests feedbacks accomplishe d online thru google sheets on a weekly basis	None	10 minutes	Administrative Staff (Office of the Schools Division Superintende nt)
	1.5 Consolidate s all feedbacks collected and input data in the Consolidate d Feedback Result on a monthly basis	None	2 hours and 30 mins	Administrative Staff (Office of the Schools Division Superintende nt)
	1.6 Provides copy of the result to the OIC-Schools Division Superintend ent and to the concerned Sections and Units	None	5 minutes	Administrative Staff (Admin Section)





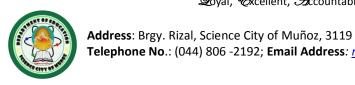




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and keep a copy for future reference			
TOTAL TIME:	None	2 hours and 48 minutes	



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OFFICE OF THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENT

1. Controlling of Documented Information and Quality Records

1.1 This procedure covers the control of new, revised, and obsolete/deleted documented information.

Office or Division:		Document	Document Control Custodian (DCC)				
Classification:		Simple	Simple				
Type of Transaction	1:	G2G - Gov	ernment to	Government			
Who may avail:		DepEd Em	ployees				
CHECKLIST O	F REQUIREME	NTS		WHERE TO SE	CURE		
1.Review/ Request ar (DRRF)	-	Form	All units				
2.Documents/Record	ls		Concernee	d unit/s			
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Fill out the Document Review/Request and Registration Form (DRRF) and submit needed documents/ attachments.	1.1 Ensure that the DRRF/form/ procedure has a title, document number, author, revision, and required review/approval.		None	1 minute	Originator/ Unit Document Custodian/ Overall DCC		
	1.2 Notify the originator for revision if there are discrepancies on the received documents.		None	1 minute	Overall DCC		
	1.3 Assign number for the document coding.For external documented information, retain		None	1 minute	Overall DCC		

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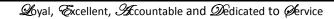




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document number/details as stipulated on the document itself for traceability.			
1.4 Register the documented information to the electronic DRR Log. Then, record details of new/revised/ obsolete document/s in the masterlist. Secure a soft copy of the list of obsolete documents.	None	1 minute	Overall DCC
 1.5 Distribute/ release the registered documents on or after the effective date. Record issued/retrieved documents in the documented information distribution / retrieval form. Stamp old version of master copy documents with "Obsolete" red stamp and file in the separate binder. If there is a need to issue a hard copy document, the DCC shall reproduce the master copy document and stamp it with "controlled copy" blue stamp. Ensure the retrieval of old version of revised documents. Nonconfor 	None	5 minutes	Originator/ Unit Document Custodian/ Overall DCC









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1.2 This procedure covers the request for documented information.

Office or Division:	Document Control Custodian (DCC)
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd Employees



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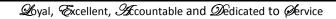




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CHECKLIST OF REQUIREMENTS			WHERE TO S	ECURE	
1. Review/ Request and Registration Form (DRRF)		All units			
2.Documents/Records		Concern	ed unit/s		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.Prepare and submit the accomplished request form.	1.1 Accept and process the approved DRRF.	None	1 minute	Originator/ Unit Document Custodian/ Overall DCC	
	 1.2 Record the request in the document distribution/ retrieval form. (Issued uncontrolled copy does not need retrieval once revised) 	None	1 minute	Overall DCC	
	 1.3 Reproduce and stamp documents depending upon the type of request. Affix "controlled" blue stamp for controlled request while "uncontrolled" red stamp for 	None	6 minutes	Originator/ Unit Document Custodian/ Overall DCC	









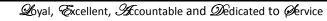
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uncontrolled request			
1.4 Issue the requested document/s to the recipient/s within one working day.	None	2 minutes	Overall DCC
TOTAL TIME:		10 minutes	

1.3 This procedure covers the storage, archiving, retention period, and disposal for documented information and quality records

Office or Division:	Document Control Custodian (DCC)			
Classification:	Simple			
Type of Transaction:	G2G - Government to Gov	ernment		
Who may avail:	DepEd Employees			
CHECKLIST O	F REQUIREMENTS		WHERE TO SEC	CURE
1. Review/ Request an (DRRF)	and Registration Form All units			
2.Documents/Record	S	Concern	ed unit/s	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIB LE
1.Identify documents/ records which are to be stored, archived, retained, and	1.1 Collect the masterlists of documents/records from the unit document controllers/custodians	None	10 minutes	Originator/ Unit Document Custodian/ Overall DCC









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disposed. Store the documents/ records in their respective departments/units.	and upload to the ISO Portal. Documents/ records must be stored in a manner that they will be easily retrieved and will remain legible and protected from loss, water, fire, chemicals etc.			
2.Monitor the retention period of the documented information based on the master list of documents/records.	2.1 Assess the documents/ records if due for archiving based on the retention period.	None	2 minutes	Originator/ Unit Document Custodian/ Overall DCC
3.Submit hardcopy documents to the overall DCC.	3.1 Monitor documents/ records if already due for disposal.	None	1 minute	Originator/ Unit Document Custodian/ Overall DCC
	3.2 Check if document/ record is due for disposal based on retention period.	None	2 minutes	Overall DCC
	3.3 Secure further approval from the concerned department/section if affected documents will be disposed.	None	2 minutes	Overall DCC
	3.4 Dispose all hardcopy documents that end	None	8 minutes	Overall DCC

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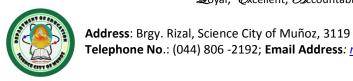
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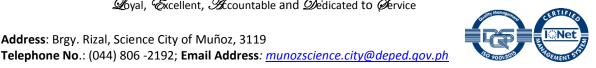
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their active period through shredding or recycling. (Recycled paper can be used as scratched paper for record-keeping as long as the wrong side is crossed out.)		
TOTAL TIME:	25 minutes	

2. Change Management Procedure

Office or Divis	or Division: Quality M		lanagement I	Representative	
Classification	Classification: Simple				
Type of Trans	action:	G2G - Go	vernment to	Government	
Who may avai	i1:	SDO Process Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1.Formal Request for Change in process content		Process Owners			
2.Memorandui	2.Memorandum		Top Management		
CLIENT STEPS	AGENCY	ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit Request for Change	1.1 Recei request	ve the	NONE	2 minutes	Administrative Assistant III / ASDS/QMR Office



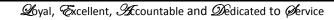




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1.2 review / evaluate the impact of change	NONE	1 hour	Top Management
1.3 Approve change request based on the review and evaluation of change impact	NONE	2 minutes	Top Management
1.4 Prepare division memorandum to implement changes in a process	NONE	5 minutes	Top Management
1.5 Post in the Division website and FB page / present during staff meeting the Division memorandum for information dissemination and compliance	NONE	2 minutes	ICT Unit
TOTAL TIME:		1 hour & 11 Minutes	







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3. Unit Performance

Office or Divisi	ion: Quality M		lanagement H	Representative			
Classification: Simple		Simple	ple				
Type of Transaction:G2G - Go		vernment to	Government				
Who may avail: DepEd En			nployees				
	CHECKLIST OF WHERE TO SECURE REQUIREMENTS						
IPCRF			Concerned	Units			
OPCRF			Concerned	Units			
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Prepare and submit IPCRF/OPCRF KRAs, Objectives and Indicators to the Unit Head	1.1 Receive the IPCRF		None	2 minutes	ADAS in ASDS Office		
	1.2 Review the IPCRF		None	1 hour	PMT Committee		
	1.3 Approving of IPCRF		None	2 minutes	Top Management		
2. Perform duties and functions and accomplish ed the KRAs and objectives	per e r up an	dyear rformanc eview dating	None	1 day	Unit Heads and Concerned personnel		



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within the rating period.				
3. Adjust if necessary the IPCRF/OPC RF and submit	3.1 Reviews and approves the adjusted IPCRF/OPCRF	None	1 hour	Unit Heads and Concerned personnel
4. Submit IPCRF/OPC RF with rating and MOVs	4.1 Receive, evaluate and give IPCRF/OPCRF rating	None	5 minutes	Unit Heads and Concerned personnel
	4.2 Approve the IPCRF/OPCRF	None	5 minutes	Top Mangament
	TOTAL TIME:		1 day 2 hours and 14 minutes	

ADMINISTRATIVE SERVICES SECTION

1. Processing of Notice of Step Increment

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This aims to create a systematic procedure in the processing of Notice of Step Increment.

Office or Division:	Administrative Services Section
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd Employees



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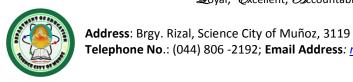
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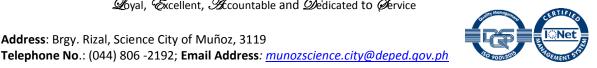


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	LIST OF REMENTS		WHERE TO SE	CURE		
1. NOSI Form		Administrative Section				
2. NOSA Form		Administra	tive Section			
3. Plantilla/Su list of employe requesting Ste Increment	es	Administra	tive Section			
4. Appointmen	ıt	Records U	nit			
5. Service Reco	5. Service Record		nit			
6. Latest Payslip		DepEd Employees copy				
7. Old NOSI and Plantilla for 3rd step and above		Administrative Section, Employees copy				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E		
	Prepares the NOSI and Plantilla form	None	2 minutes	Administrative Staff (Admin. Section)		
	Forwards to the SDS office for the attachment of routine slip	None	1 minute	Administrative Staff (Admin. Section)		
	Routes to respective school for the	None	1 minute	Administrative Staff (Admin. Section)		



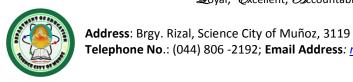


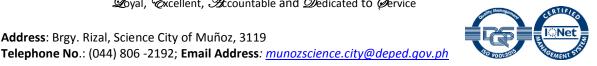


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	signature of School Head			
1. After 1 day submit the signed NOSI to the Records Unit/Recei ving personnel	1.1 Receives the submitted documents	None	1 day,1 minute	Respective School/ Receiving personnel (Records Section)
	Records personnel forwards the submitted NOSI to the Admin Unit	None	1 minute	Administrative Staff (Records Personnel)
	Post-audit and affix countersign and forwards to the SDS office for signature/	None	1 minute	AO V
	Forwards the signed/approv ed NOSI to the Records unit	None	1 minute	Administrative Staff (SDS Office)
2. Wait awhile for the copy of approved NOSI	2.1 Furnish the employee copy of his/her approved NOSI	None	1 minute	Records personnel
	TOTAL TIME:	None		







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2. Approval of GSIS Loan and Verification of Private Lending Institutions (PLI's) Loan

Office or Division: Administ			trative Servi	ces Section	
Classification: Simple					
Type of Transaction:G2G - Go			overnment t	o Government	
Who may avai	1:	DepEd E	mployees		
CHECKLIST OF REQUIREMENTS			۲	WHERE TO SEC	CURE
1. Internet Access		Administra	tive Section		
2. GSIS Wireless Automated Processing System (GWAPS)		KIOSK			
3. Certification Portal		GSIS Website			
4. Paysilp		Employees original copy			
CLIENT STEPS		ENCY TION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E
1. Request for confirmatio n of loans through the GWAPS	1.1 Ch Certifi Portal reques	cation for loan	None	1 minute	Administrative Staff (Admin. Section)



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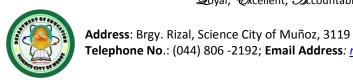
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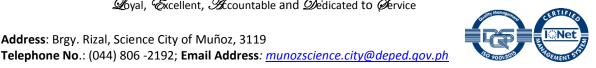


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	1.2 Opens the AAO Certificatio n Portal and checks the name of the borrower	None	5 minutes	Administrative Officer/Admin istrative Staff (Admin Section)
2. Submissio n of the original pay slip to the AAO	2.1 Submits the original pay slip to the AAO for verification	None	1 minute	Borrower/Em ployee
	2.2 The AAO or Alternate AAO verifies the complianc e of their Net Take Home pay (NTHP) sufficient to cover the monthly amortizati on of the loan applied for	None	3 minutes	Administrative Officer V and, (Amin Staff)



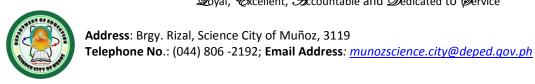




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Wait for the Confirmation /Approval of loan	The AAO notifies the borrower/e mployee on the approval of his/her loan TOTAL TIME:	None None	1 minute 12 minutes	
	2.3 Is the Net Take Home Pay sufficient? If yes, proceed to confirmati on of his/her loan. If no, the AAO will disapprove the loan and return the pay slip to the employee	None	1 minute	Administrative Staff (Amin Section)



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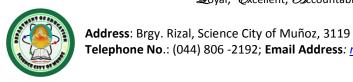
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2.1 Verification of Private Lending Institutions (PLI's) Loan

Office or Divis	Office or Division: Administr		rative Servi	ces Section	
Classification: Simple					
Type of Transaction:		G2G - G0	overnment t	o Government	
Who may avai	1:	DepEd E	mployees		
CHECK REQUIR			۲	WHERE TO SEC	CURE
1. Pay slip			Employee's	в сору	
2. Internet Cor	nnectior	1	Administrative Section		
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E
1.Presentatio n of latest available original pay slip	1.1 Present his/her latest available original pay slip to the APDS Accredited Entity		None	1 minute	DepEd Employee
2. Wait awhile for the evaluation of Pay slip	Bor loa: app inc	raluates crower's n plication, luding pacity to	None	10 minutes	Lender/PLI's



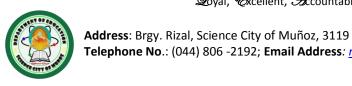
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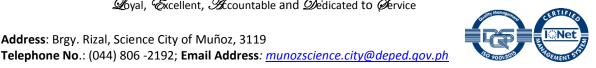


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pay based		
on original		
pay slip.		
pay sup.		
T. (1 1		
Is the loan		
application		
passed?		
If the loan		
application		
passes the		
evaluation,		
stamps		
loan details		
on the pay		
slip and		
signs		
thereon.		
Emails a		
scan of the		
original		
stamped		
pay slip to		
the		
Borrower		
and returns		
the same to		
the latter.		
If not, in		
forms the		
Borrower		
accordingly		



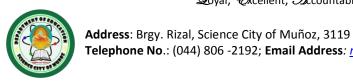




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3. Forward the Lenders e- mail to the Verifier for verification	3.1 Forwards to the Verifier the stamped pay slip from the Lender	None	2 minutes	DepEd Employee/Bor rower
	3.2 Records the details of the Borrower and of the loan evaluated by the Lender that are pertinent to the assessmen t of the Borrower's capacity to pay. Determine s if the stamped monthly amortizati on can be accommod ated in the APDS. Emails assessmen t to the Lender copy	None	5 minutes	Verifier



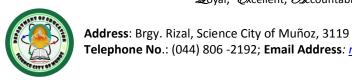
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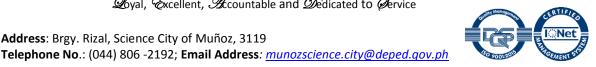


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	furnished the Borrower.			
	3.3 Is the loan application passed and can be accommod ated in the APDS?			
	If the monthly amortizati on cannot be accommod ated in the APDS: Inform the Borrower that the loan cannot be granted under the			
4. Wait for	APDS 4.1 If the			
the Release of loan	monthly amortizati on can be accommod ated in the APDS: Approved the loan and release the	None	1 day	Lender/PLI's







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1			
proceeds			
to the			
Borrower			
within			
seven (7)			
days from			
the receipt			
of the			
Verifiers			
confirmati			
on and			
notify the			
Verifier			
through e-			
mail			
within 24			
hours from			
the date of			
loan			
release.			
		1 day and 18	
TOTAL TIME:	None	minutes	

3. Facilitation and Submission of Agency Remittance Advise (ARA's)

This aims to establish a systematic procedure in submission of the Agency Remittance Advice to GSIS of all employees of SDO Science City of Muñoz

Office or Division:	Administrative Services Section
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd Employees



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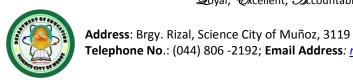


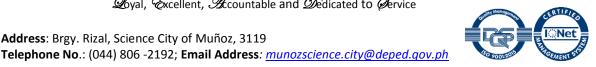


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	LIST OF REMENTS		WHERE TO SE	CURE
1. Appointmen Data Sheet	t, Personal	Employee's copy		
2. ARA Forms		GSIS Webs	site	
2. Internet Cor	nnection	Administra	ative Section	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E
1. Submit the documents needed for the creation of Business Partner (BP) Number and for records updating	1.1 Receives the documents from the employee of her/his Personal Data Sheet and Appointment for the creation of Business Partner (BP) Number for the newly hired employees and for proper updating of records.	None	1 minute	Administrative Staff (Admin. Section)







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	1.2 Verifies and encodes the data in appropriate ARA form and emails the details to GSIS personnel	None	5 minutes	Administrative Staff (Admin Section)
	1.3 Waits for the email acknowledg ment receipt and confirmatio n from GSIS Membershi p Coordinator	None	3 days	GSIS Membership Personnel
4. Wait awhile for the notificatio n from the division office	4.1 Notifies the employee of her/his updated record and BP Number	None	1 minutes	Administrative Staff (Admin Section)
	TOTAL TIME:	None	3 days and 7 minutes	

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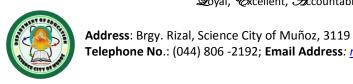
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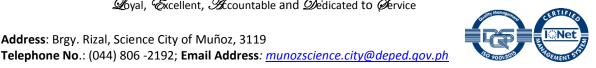
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4. Processing Request for Transfer

This aims to establish a systematic procedure on how to facilitate the employee's request of transfer from one station to another.

Office or Divis	sion:	Administ	trative Servi	ces Section	
Classification	:	Simple			
Type of Transaction:		G2G - Government to Government			
Who may avai	1:	DepEd Employees			
CHECK REQUIR		-		WHERE TO SEC	CURE
1. Request Lett	ter		Employee's Letter/Documents		
2. Endorsemen	nt Letter	ſ	Administrative Section		
CLIENT AGENCY STEPS ACTION		FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E	
1. Submit Request Letter			None	1 minute	Administrative Staff (Admin. Section)



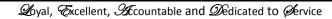




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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

1.2 Prepares the appropriate endorseme nt letter (as per advised by the SDS) to the requested school within the division or through the Regional Office if outside the division, whether it is approved or disapprove d and logs the details.	None	5 minutes	Administrative Staff (Admin Section)
1.3 Re-checks the Endorseme nt Letter and affix countersign	None	5 minutes	Administrative Officer V (Admin Section)
1.4 Reviews and signs the Endorsem ent Letter whether	None	10 minutes	Schools Division Superintende nt





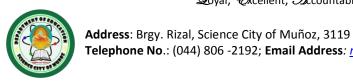


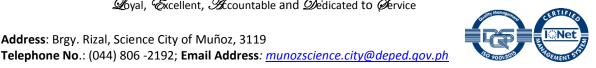


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	the request for transfer is approved or not 1.5 Receives the Endorsem ent Letter from the office of the SDS and record the document and forward to the respective destination	None	1 minute	Administrative Staff (Records Unit)
2. Wait for the notificatio n	2.1 Notifies the client regarding the status of his/her request	None	5 days	Administrative Staff (Records Unit)
	TOTAL TIME:	None	23 minutes	







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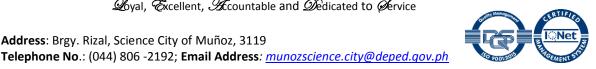
5. Accomplishment and Submission of Statement of Asset, Liabilities And Net Worth (SALN)

This describes the transparency and public accountability among SDO personnel in the Division of Science City of Muñoz

Office or Division:		Administrative Services Section			
Classification:		Simple			
Type of Transaction	on:	G2G - G0	overnment t	o Government	
Who may avail:		DepEd E	mployees		
CHECKLIST OF R	EQUIR	EMENTS	٦	WHERE TO SEC	CURE
1. SALN Form			Admin Sec	tion/Internet	
2. Memorandum			Admin Sec	tion	
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E
1. Wait for the Memorandum on the date of submission of SALN	the memo on the deadli submi SALN and ha notari the du autho admin	ne of ssion of in soft ard copy zed by lly	None	5 minute	Administrative Staff(Admin Section)



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2. Submit SALN	Administrative Section 2.1 Submits an accomplished SALN in soft and three (3) hard copies each employee to the Division Office	None	1 month (based on the deadline of submission)	Division Employees
	2.2 Receives and checks details of the SALN submitted by the employees	None	5 minutes	Administrative Staff (Admin Section)
	2.3 Prepares transmittal and certificatio n and submit SALN to Ombudsm an Office	None	5 days	Administrative Staff/Adminis trative Officer V(Admin Section)
	2.4 Files the transmittal of the submitted SALN for record keeping	None	1 minute	Administrative Staff (Admin Section)

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and future reference			
TOTAL TIME:	None	35 days and 11 minutes	

6. Issuance of Certificate of Employment, Certificate of No Pending Case, Certificate of Discrepancy and Other Certifications

This aims to establish a systematic procedure and ensuring the efficiency, accuracy and timeliness in the issuance of Certificate of Employment, No Pending Case, Certificate of Discrepancy and other certifications

Office or Division: Administ			trative Servi	ces Section		
Classification: Simple			e			
Type of Transaction:G2G - G0			overnment t	o Government		
Who may avail:		DepEd E	mployees			
CHECKLIST OF R	EQUIRI	REMENTS WHERE TO SECURE			CURE	
1. Certifications Log Sheet			Admin Section			
2. Employees Data			HR Unit			
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E	
1. Log details to the Request for Certifications Log Sheet	1.1Receives/e ntertains request of employees through SMS, phone calls,		None	1 minutes	Administrative Staff(Admin Section)	



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	though the online portal for requesting documents and from the Document Request Log Sheet			
2. Wait a while for the validation of employment record and for the preparation of the request	2.1 Validate employment record of requesting party in the system through the HR Unit	None	5 minutes	Administrative Staff(HR Unit)
	2.2 Prepares the request of the employee	None	10 minutes	Administrative Staff (Admin Section)
	2.3 Signs the requested document	None	1 minute	Administrative Officer V (Admin Section)
3. Wait for the releasing of the document requested	3.1 Releases the document 1-2 days upon receipt of the request of the	None	1 minute	Administrative Staff/Adminis trative Officer V(Admin Section)



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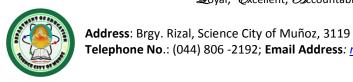
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employee, depending on the availability of the signatory			
TOTAL TIME:	None	19 minutes	

7. Change of Name

This aims to place in record the change in name of an employee by virtue of marriage and/or by court order.

Office or Division: Admit		Administ	Iministrative Services Section			
Classification: Simple		Simple	mple			
Type of Transaction:G2G - G		G2G - Go	Government to Government			
Who may avail:		DepEd E	mployees			
CHECKLIST OF R	CHECKLIST OF REQUIREMENTS			WHERE TO SEC	CURE	
1. Request Letter			Employee/Client			
2. Birth Certificate and Marriage Contract		arriage	Employee/Client			
CLIENT STEPS AGENCY ACTION		FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E		
1. Submission of Request Letter1.1 Receives to the client/ employee the request for change in		None	1 minute	Administrative Staff(Recor ds Unit)		



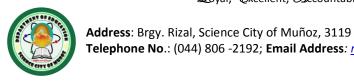
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name accompanied with required documents			
1.2 Makes a Division Special Order (S.O) in changing the name of the employee to be forwarded to the Civil Service Commission.	None	5 minutes	Administrative Staff(Admin Section)
1.3 Reviews and affixes initial on the Division Special Order	None	3 minutes	Administrative Officer V (Admin Section)
1.4 Signs the S.O for changing the name of the employee forwards it to the HR Unit for recording	None	10 minutes	Schools Division Superintende nt
1.5 Forwards it to the HR Unit	None	1 minute	SDS Staff



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	for			
	recording			
	1.6 Submits copy of the approved S.O to the Civil Service Commission (CSC) for records updating and secures stamped received copy of the S.O for office and for the client	None	4 day (depending on the schedule of travel to CSC)	Administrative Staff (Admin Section)
2. Wait for a copy of the Special Order	2.1 Provide copy of the Special Order for the client	None	1 day	Administrative Staff (Records Unit)
	2.2 Prepares document for request of change of name in the Regional Payroll Unit Services to be reflected in the payslip.	None	1 month (depends on the RPSU on the duration of issuance of payslip)	Administrative Staff (Records Unit/Admin)
	TOTAL TIME:	None	35 days and 20 minutes	



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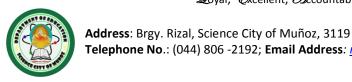
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8. Issuance of Certificate of Appearance and Locator Slip

This aims in establishing evidence and duration of appearance of all the employees and visitors in the Division of Science City of Muñoz

Office or Division: Administ			rative Servi	ces Section		
Classification: Simple						
Type of Transaction:G2G - G0			overnment to Government			
Who may avail:DepEd E			mployees			
CHECKLIST OF R	EQUIR	EMENTS	WHERE TO SECURE			
1. Travel Order			Employee/	Client		
2. Locator Slip			Employee/	Client		
3. Certificate of App Sheet	3. Certificate of Appearance Log Sheet			Administrative Section		
4. Certificate of Appearance			Administrative Section			
CLIENT STEPS	LIENT STEPS AGENCY ACTION		FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E	
1. Log and present travel order and locator slip	1.1 Check travel order of the client		None	1 minute	Administrative Staff(Admin Section)	
	1.2 Check the details of the clients in the log sheet		None	1 minutes	Administrative Staff(Admin Section)	
2. Wait a while for the Certificate of Appearance	e the		None	3 minutes	Administrative Staff (Admin Section)	



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and Locator Slip to be released	of Appearance 2.2 Signs the Certificate of Appearanc e and locator	None	1 minutes	Administrative Officer V (Admin Section)
	Slip			
TOTAL TIME:		None	6 minutes	

INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) UNIT

1. Uploading of Publications

This describes the procedures in the uploading of publications on the official website and Workplace group account.

Office or Division:	Informati	on and Communications Technology (ICT) Unit		
Classification:	Simple	Simple		
Type of Transaction:	G2G - Government to Government			
Who may avail:	DepEd Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Uploading of Publicati Request Sheet	ons	ICT Unit		
2.Request Sheet – Certification of Published Article/s Request Sheet		ICT Unit		
3.Announcements		Records Unit		
4.Articles		Records Unit		



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5.Issuances	5.Issuances		Records Unit			
6.Bidding Documents		Bids and Awards Committee				
7.Invitation to E	7.Invitation to Bid		wards Committee			
8.Request for Q	uotation	Bids and Av	wards Committee			
9.Notice of Awar	rd	Bids and Av	wards Committee			
10.Notice to Pro	ceed	Bids and Av	wards Committee			
CLIENT STEPS	AGENCY ACTION	FEES TOPROCESSINGPERSONBE PAIDTIMERESPONSIE				
1.Forward the document to be published / uploaded	1.1 Receive the documents	NONE	2 minutes	Records Unit, Administrati ve Assistant III (ICTU)		
	1.2 Record the document on the log sheet.	NONE	2 minutes	Administrative Assistant III / (ICTU)		
	1.3 Verify the document/s to be uploaded	NONE	2 minutes	Information Technology Officer I (ICTU)		
	1.4 Scan the document/ s to PDF format	NONE	5 minutes	Administrative Assistant III (ICTU)		
	1.5 Upload the document/ s on the website and SDO FB Group	NONE	5 minutes	Administrative Assistant III, Information Technology Officer I (ICTU)		
	TOTAL TIME:		16 minutes			

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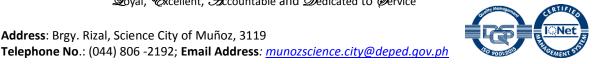
2. Certificate of Published Article/s

This describes the procedures in the issuance of Certificate of Published Article/s.

Office or Divisi	on:	Informati	on and Comr	nunications Tech	nology (ICT) Unit
Classification:		Simple			
Type of Transa	Type of Transaction: G2G - Go		vernment to	Government	
Who may avail:		DepEd Er	nployees		
CHECK REQUIR	LIST O		WHERE TO SECURE		
1.Article/s for P	ublicatio	on	Office of the Assistant Schools Division Superintendent		
-	2.Request Sheet – Certification of Published Article/s Request Sheet		ICT Unit		
CLIENT STEPS	-	ENCY TION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Forward the hard copy and soft copy of the document	hard co	ceive the opy and py of the ent	NONE	2 minutes	Administrative Assistant III (ICTU)
	doc	cord the ument the log et	NONE	2 minutes	Administrative Assistant III (ICTU)
		eck the tent of	NONE	2 minutes	Information Technology Officer I (ICTU)



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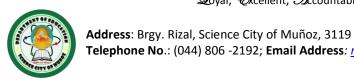




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the			
document			
1.4 Upload the			Information
document	NONE	5 minutes	Technology
on the	NONE	5 minutes	
website			Officer I (ICTU)
1.5 Prepare Certificatio			
n for			Information
-	NONE	5 minutes	Technology
Article/s			Officer I (ICTU)
published			
on the			
Website			
1.6 Forward the			Schools
certificate	NONE	15 minutes	Division
to the SDS	NONE	15 minutes	
Office for			Superintendent
signature			
1.7 Release the			Administrative
Certificate	NONE	2 minutes	Assistant III
			(ICTU)
			()
TOTAL TIME:		33 minutes	







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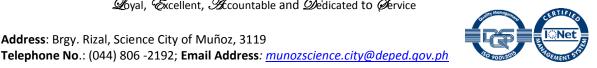
3. Management of E-mail, Office 365 and Other System Accounts of DepEd **Employees**

This describes the procedures in the management of DepEd e-mail accounts of teaching and non-teaching personnel in the Schools Division Office.

Office or Division:	Informat	ion and Comr	nunications Tech	nology (ICT) Unit	
Classification:	Simple				
Type of Transaction:G2G - Gov		overnment to Government			
Who may avail:	DepEd E	mployees	nployees		
CHECKLIS REQUIREM		WHERE TO SECURE			
1.Mangement of De Accounts and Dep Request Sheet	pEd Systems	ICT Unit			
Employee - for new	2.Certification as Permanent Employee - for newly hired and with no existing DepEd e-mail accounts		Records Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Technical re	1 Record the quest on the g sheet	NONE	2 minutes	Administrative Assistant III (ICTU)	
1.	2 Receive the Certification as Permanent Employee	NONE	2 minutes	Administrative Assistant III (ICTU)	



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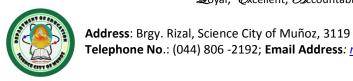
for password reset TOTAL TIME:		8 minutes	
1.4 Issue username and temporary password for new account; Issue password	NONE	2 minutes	Information Technology Officer I (ICTU)
1.3 Process the request (account creation or password reset)	NONE	2 minutes	Information Technology Officer I (ICTU)

4. Troubleshooting and Repair of Personal Computer and its Peripherals This describes the procedures in the troubleshooting and repair of Personal

Computer and peripherals in the Schools Division Office.

Office or Division:	Information and Communications Technology (ICT) Unit		
Classification:	Simple		
Type of Transaction:	G2G - Government to Government		
Who may avail:	DepEd Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Troubleshooting and Repair of Personal Computer and its Peripherals Request Sheet		ICT Unit	

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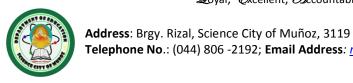


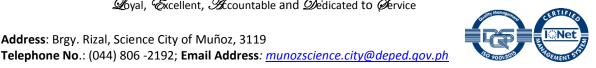


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2.Technical Assi	istance Form	Records Un	it	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Forward IT equipment or peripherals	1.1 Record on the log sheet and receive the IT equipment or peripheral			
	(Only DepEd owned Personal Computer, Laptop, Printer and Network device are covered by the troubleshooting) Accomplish the	NONE	5 minutes	Administrative Assistant III (ICTU)
	Technical Assistance Form			
	1.2 Conducts diagnosis / assessment on the IT equipment or peripheral and makes possible solution / action.	NONE	2 hours	Administrative Assistant III and/or Information Technology Officer I (ICTU)
	If fixed, go to Step 1.3			



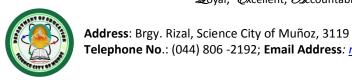


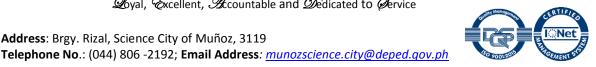


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	If not fixed, go to Step 2			
	1.3 Return the IT equipment or peripheral to the client	NONE	5 minutes	Administrative Assistant III (ICTU)
2.Prepare Supplementar y PPMP and Purchase Request once notified by the ICTU	2.1 Make recommendatio ns and inform the client for parts or unit replacement	NONE	5 minutes	Client/End- user, Information Technology Officer I (ICTU)
	2.2 If unservicea ble, forward the IT equipment or Peripheral to the Supply Unit for appropriat e action	NONE	5 minutes	Supply Unit, Administrative Assistant III (ICTU)
	TOTAL TIME:		2 hours, 20 minutes	







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5. Technical Assistance on DepEd Computerization Program (DCP) Package of Schools

This describes the procedures in extending technical assistance on the DepEd Computerization Program (DCP) package of Schools

Office or Divisi	on:	Informatio	on and Comr	nunications Tech	nology (ICT) Unit
Classification:		Simple			
Type of Transaction:G2G - Gov		vernment to Government			
Who may avail	:	DepEd Er	nployees		
CHECK REQUIE	LIST O		WHERE TO SECURE		
1. DepEd Comp Program Moni Evaluation To	toring a		ICT Unit		
2.Authority to T	ravel		Records Unit		
3.Certiciate of A	3.Certiciate of Appearance		School		
4.Request Letter		School			
CLIENT STEPS		ENCY TION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Prepare Request Letter addressed to the Schools Division	Reques from th Head / and for	ceive the st Letter ne School Client tward to CT Unit	NONE	15 minutes	Administrative Assistant III (Office of the SDS)
Superintend ent					



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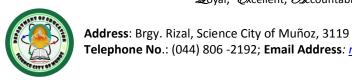
Certificate No. 50500731 QM15

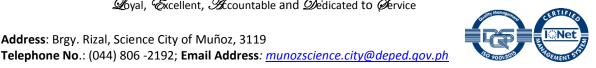


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Division Superintend ent			
1.3 Prepare Authority to Travel and forward to the Approving Authority	NONE	15 minutes	Information Technology Officer I (ICTU)
1.4 Secure the Approved Authority to Travel	NONE	5 minutes	Administrative Assistant III (ICTU)
1.5 Proceed to the School to check and assess the condition of the DCP Package	NONE	1 hour	School ICT Coordinator, Administrative Assistant III and/or Information Technology Officer I (ICTU)
1.6 Prepare appropriat e report and make recommen dation using DepEd Computeri zation Program Monitoring and Evaluation Tool	NONE	10 minutes	Information Technology Officer I (ICTU)







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2.	1.7 Inform the School Head and ICT coordinator on the condition and status of the work	NONE	5 minutes	Administrative Assistant III and/or Information Technology Officer I (ICTU)
TOTAL TIME:			1 hour, 55 minutes	

CASH UNIT

1. Collection and Deposits

This procedure defines the actions and responsibilities of the Cashier from issuance of official receipt for refund made by employees and officials, registration fees, bidding document fees and deposit all collections to the authorized government depository bank.

Office or Divisi	on	CASH UNIT				
Classification		SIMPLE				
Type of Transa	ction	G2G GOVER	NMENT TO GC	VERNMENT		
Who may avail		G2C GOVER	NMENT TO PU	BLIC		
CHECKLIST OF	REQUIR	EMENTS		WHERE TO SE	CURE	
Order of Paymer	nt Bidding	g Documents		BAC Secretaria	t	
Order of Paymer	nt Form (I	Disallowance)		Accounting Uni	it	
CLIENT	AGENO	CY ACTION	FEES TO	PROCESSIN	PERSON	
STEPS			BE PAID	G TIME	RESPONSIBLE	
1. Bring the dully filled out order of payment form	Issue ori receipt to and keep	eck payment. ginal official o the payor o a duplicate filing and	Disallowanc e, Provident Loan, Bidding	5 minutes	Cash Personnel In-charge	



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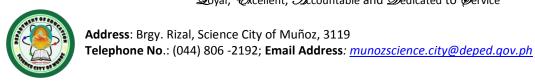
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	Document Fee 'Collection of Registration		
1.2 Recordscollection in the cashreceipt records		3 minutes	Cash Unit Head (Cashier) / In- charge
1.3 Deposit collection to authorized government depository bank and keep on file a copy of deposit slip		10 minutes	Cash Unit Head (Cashier) / In- charge
1.4 Prepare Report of Collections and Deposits (RCD)		3 minutes	Cash Personnel In-charge /Cash Unit Head (Cashier) / In-charge
1.4 Submit the RCD report to the Accountant for review and signature		2 minutes	Cash Personnel In-charge
1.5 Signs the reports		2 minutes	Accounting Unit Head (Accountant)
TOTAL		22 minutes	

2. Check Preparation and Issuance

This procedure defines the actions and responsibilities of the Cashier from issuance of official receipt for refund made by employees and officials, registration fees, bidding document fees and deposit all collections to the authorized government depository bank.





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Office or Divisi	on OS	DS/CASH	UNIT			
Classification		MPLE				
Type of Transa			NMENT TO GO			
Who may avail			NMENT TO PU	BLIC		
CHECKLIST OF	CHECKLIST OF REQUIREMENTS			WHERE TO SE	ECURE	
Proposal			End User			
Purchase Reque	st			End User		
Canvass				Canvasser		
Abstract of Can	ass			Supply Unit		
BAC Resolution				BAC Secretaria	at	
Purchase Order				End User		
Philgeps				Supplier		
Official Receipts				Supplier		
ORS/BUR				End User		
Disbursement V				End User		
LDDAP as Intern	hal Creditor			Accounting Un	1t	
CLIENT	AGENCY A	OTION	FEES TO	PROCESSIN	PERSON	
STEPS	AGENCIA	ACTION	BE PAID	G TIME	RESPONSIBLE	
1. Receives the	1.1 Verify th	e	Supplier			
approved DV	completenes	s of the	the			
from SDS	documents a	and then	supplies to	2 minutes	Cash Personnel	
Office	prepares che	ecks and	be deliver,		In-charge /Cash	
	ACIC.		Salaries,		Unit Head (Cashier)	
			Travelling		/ In-charge	
			Expenses,			
			and Other			
			Personnel			
			Services			
			Services			
	1.2 The Cler	k shall			Cash Personnel	
	forward the			2 minutes	In-charge	
	document pa	ackage to				
	the Cashier	for				
	signature					
	1.3 The Cler					
	forward the			2 minutes	Cash Personnel	
	signed check				In-charge	
	ACIC to the	Office of				
	the SDS					

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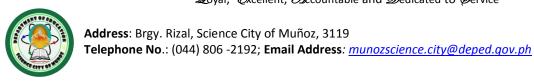
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

	1.4 The Cashier shall receive the signed documents and ACIC.	1 minute	Cash Personnel In-charge
	1.5 The Cashier shall record all the signed checks to Cash Books	2 minutes	Cash Unit Head (Cashier) / In- charge
	1.6 Submits copy of checks and ACIC to the bank	5 minutes if payroll 1 minute if IC and EMDS ACIC	Cash Unit Head (Cashier) / In- charge
	1.7 Prepares Report of Checks Issued (RCI)	3 minute	Cash Personnel In-charge
2. Receive the check from the cash unit.	1.8 Releasing of checks to claimants	2 minutes	Cash Personnel In-charge /Cash Unit Head (Cashier) / In-charge
	TOTAL	15 / 20 minutes	

3. Petty Cash Management

This covers the procedure on petty cash management and applies to all employees of the SDO.

Office or Divisi	on	OSDS/CASH UNIT			
Classification		SIMPLE			
Type of Transa	ction	G2G GOVER	NMENT TO GO	VERNMENT	
Who may avail		DEPED PERS	SONNEL		
CHECKLIST OF	REQUIR	EMENTS		WHERE TO SE	ECURE
Purchase Reque	st			End User	
Official Receipts		Supplier			
Petty Cash Vouc	cher			Cash Unit	
CLIENT	AGENO	CY ACTION	FEES TO	PROCESSIN	PERSON
STEPS	STEPS		BE PAID	G TIME	RESPONSIBLE
1. Prepare the	are the 1.1 Check the Unpa		Unpaid		
Purchase	complete	eness of	expenses for		
Request and	documer	nts.	not greater	2 minutes	





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	1			
attach Official		than		Cash Unit Head
Receipts		1,000.00		(Cashier) / In-
-		,		charge
				01101-80
2. Submit and	1.2 Photocopy			Cash Unit Head
Complete	Disbursement		2 minutes	(Cashier) / In-
documents to	Voucher			charge
Cashier				C
	1.3 Record the			Cash Unit Head
	voucher to the Cash		3 minutes	(Cashier) / In-
	Book and provide		0 11110000	charge
	cash based on the			entarge
	voucher of the			
	requesting officer			
3. Receive the	1.4 Release petty		5 minutes	Cash Unit Head
reimbursemen	cash to client			(Cashier) / In-
t cash.				charge
	1.5 Prepares Report		3 minutes	Cash Unit Head
	on Paid Petty Cash			(Cashier) / In-
	Vouchers.			charge
	TOTAL		15 minutes	<u> </u>

4. Cash Advance and Liquidation

This covers the process in facilitating the Liquidation of Cash Advance applicable to all employees of DSCM. Cash advance may be allocated for but is not limited to the following:

Office or Division	OSDS/CASH UNIT		
Classification	SIMPLE		
Type of Transaction	G2G GOVERNMENT TO GC	OVERNMENT	
Who may avail	DepEd Personnel		
CHECKLIST OF REQUIR	EMENTS	WHERE TO SECURE	
Proposal		End User	
Purchase Request		End User	
Canvass		Canvasser	
Abstract of Canvass		Supply Unit	
Purchase Order		End User	
Official Receipts		Supplier	
ORS/BUR		End User	



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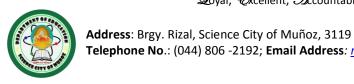


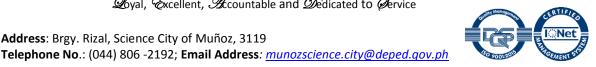


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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

	Disbursement Voucher (DV) LDDAP as Internal Creditor			End User		
CLIENT AGENCY ACTION STEPS		FEES TO BE PAID	Accounting Un PROCESSIN G TIME	PERSON RESPONSIBLE		
1. Prepare all documents needs	1.1 Receives approved checks for encashment of cash advance.		2 minutes	Cash Unit Head (Cashier) / In- charge		
	1.2 Encashment of Check to LBP.		15 minutes	Cash Unit Head (Cashier) / In- charge		
	1.3 Notify claimants included in the payroll.		3 minutes	Cash Unit Head (Cashier) / In- charge		
2. End User Receive Cash Advance	1.4 Releasing of Cash and signing in the payroll.		5 minutes	Cash Unit Head (Cashier) / In- charge		
3. End User Submit and Complete documents of CA to Cashier	1.5 Preparation of Liquidation Report with supporting documents.		3 minutes	Cash Unit Head (Cashier) / In- charge		
	1.6 Signs the Liquidation Report		2 minutes	Cash Unit Head (Cashier) / In- charge		
	1.7 Signs the report.		2 minutes	Accounting Unit Head (Accountant)		
	TOTAL		37 minutes			







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REGION III – CENTRAL LUZON SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

BEADS AND AWARDS COMMITTEE (BAC)

1. Public Bidding

This describes the procedures in the procurement of Infrastructure and Goods thru Public Bidding

Office or Division:	Division o	Division of Science City of Munoz			
Classification:	Highly Te	Highly Technical			
Type of Transaction:	G2G - Go	G2G - Government to Government			
Who may avail:	DepEd Er	nployees			
CHECKLIST REQUIREMEN			WHERE TO SEC	URE	
Purchase Request		End user			
Authority to Procure		End User			
BAC Announcement		BAC Secretariat			
Minutes of the Meeting	ř.	BAC Secretariat			
Abstract of Bids		BAC Secretariat			
Post Qualification Rep	ort	Technical Working Group			
Resolution to Award		BAC Secret	ariat		
Notice of Award		BAC Secret	ariat		
Contract		BAC Secret	ariat		
Notice to Proceed		BAC Secretariat			
Obligation Request Status (ORS)		End user			
Disbursement Vouche	r (DV)	End user			
-	GENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	

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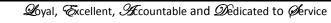
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1. Submit Purchase Request (PR) or Authority to Procure (ATP)	1.1. Receive the PR or ATP from the end-user / program owner	None	2 minutes	Client/end- user, BAC, BAC Secretariat
	1.2. Prepare announceme nt on the conduct of pre- procurement conference; notify the BAC, TWG and end- user.	None	15 minutes	BAC, BAC Secretariat
	1.3. Conduct pre- procurement conference	None	2 hours	BAC, BAC Secretariat, TWG, End- users
	1.4. Prepare Minutes of the meeting	None	2 hours	BAC Sec
	1.5. Prepare the bidding documents; check and review the bidding documents	None	1 day	BAC, TWG, BAC Sec, End- user
	1.6. Post the bidding documents on PhilGEPS Website, Agency	None	7 days	BAC Sec





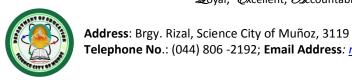




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	Website and on three conspicuous places.			
	1.7. Prepare announcem ent on the conduct of pre-bid conference; notify the BAC, TWG, end-user, prospective bidders, observers	None	15 minutes	BAC, BAC Sec
	1.8. Conduct pre-bid conference	None	2 hours	BAC, BAC Secretariat, TWG, End- users, observers
	1.9. Prepare Minutes of the meeting	None	2 hours	BAC Sec
2. Purchase of bidding documents by prospective bidders	2.1. Receive bidding documents from prospective bidders.	Refer to R.A. 9184 and its IRR (Guideline s on the Sale of Bidding Document s)	12 days	Prospective Bidders, BAC Sec, TWG, End- user
	2.2. Conduct the opening and evaluation of bids	None	1 day	BAC, TWG, BAC Sec, Observers,



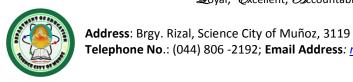
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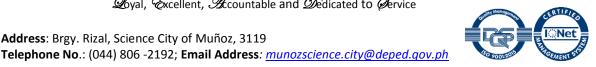


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				Prospective Bidders
	2.3. Prepare minutes of the meeting	None	2 hours	BAC Sec
	2.4. Conduct Post Qualificatio n	None	5 days	TWG
	2.5. Prepare Resolution to Award	None	1 day	BAC Sec, BAC, HOPE
	2.6. Prepare and Issue Notice of Award	None	1 day	BAC Sec, BAC, HOPE
	2.7 Prepare and Issue Contract	None	1 day	BAC Sec, BAC, HOPE
	2.8. Prepare and Issue Notice to Proceed	None	1 day	BAC Sec, BAC, HOPE
3.Prepare Disburseme nt Voucher (DV) and Obligation Request Status (ORS)	3.1 Process the documents for disburseme nt	NONE	1 hour	End User, Finance Service
	TOTAL TIME:		30 days, 9 hours, 32 minutes	







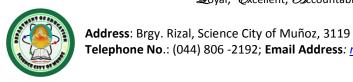
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2. Alternative Method of Procurement

This describes the procedures in the procurement of Goods and Services thru the Alternative Method of Procurement

Office or Division:	Division of Science City of Munoz				
Classification:	Highly Technical				
Type of Transaction:	G2G - Govern	ment to Government			
Who may avail:	DepEd Emplo	yees			
CHECKLIST OF REQU	JIREMENTS	WHERE TO SECURE			
Work and Financial Plar	1	End User			
Project Proposal		End User			
Purchase Request		End User			
Project Procurement Ma Plan	nagement	End User			
Request for Quotation		Canvasser			
PhilGEPS Registration		Supplier			
Business / Mayor's Perr	nit	Supplier			
Resolution to Award		Bids and Awards Committee Secretariat			
Abstract of Canvass		Supply Officer			
Notice of Award		Bids and Awards Committee Secretariat			
Notice to Proceed		Bids and Awards Committee Secretariat			
Purchase Order		End User			
Budget Utilization Report		End User			
Obligation Request and Status		End User			
Disbursement Voucher		End User			



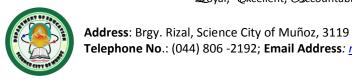
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSI NG TIME	PERSON RESPONSIB LE
1. Prepare and submit Work and Financial Plan (WFP) and Project Procurement Management Plan (PPMP)	1.1. Review and approve WFP and PPMP	None	1 day	Procurement Planning Budgeting Team (PPBT)
2. Upload WFP to Project Managemen t Information System (PMIS)	2.1. Ensure that WFPs are uploaded to PMIS	None	15 minutes	PPBT
3. Prepare and submit Purchase Request (PR) and approved Project Proposal for CMIs and Inset Fund	3.1. Review and approve the PR	None	15 minutes	Head of the Procuring Entity (HOPE)
	3.2. Attach routing slip to the documents	None	5 minutes	Administrati ve Assistant (ADAS) – Office of the HOPE
	3.3. Assign PR Number; forward to Cash Unit if amount	None	5 minutes	Supply Officer





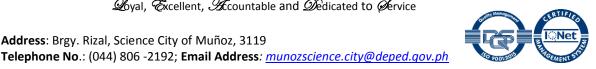


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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

	is P1,000 and below for payment from Petty Cash Fund			
	3.4. Validate if the procurement is included in the Annual Procurement Plan (APP)	None	15 minutes	Budget Officer
4. Prepare Request for Quotation (RFQ)	4.1 Review and sign the RFQ	None	15 minutes	TWG, BAC Chairman
	4.2. Forward RFQ to the Canvassers; Forward RFQ to BAC Secretariat if ABC if above 50,000 for posting on PhilGEPS website	None	10 minutes	TWG, BAC Sec
	4.3. Obtain Price Quotations, PhilGEPS Registration, Business Permit, and other required documents	None	3-7 days	Canvassers
	4.4. Open and evaluate RFQs (at least 3 RFQs for Shopping / 1 RFQ for Small Value Procurement)	None	15 minutes	BAC

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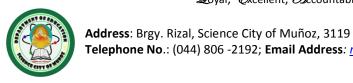




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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

			T	[]
	4.5. Prepare Abstract of Quotations	None	15 minutes	Supply Officer
	4.6. Check the completeness of the documents (return to end- user if not complete)	None	15 minutes	BAC Sec
	4.7. Prepare the Resolution to Award (RTA); prepare Notice of Award and Notice to Proceed if applicable	None	15 minutes	BAC Sec
	4.8. Evaluate the documents and sign the RTA	None	1 hour	BAC
	4.9. Approve the RTA	None	10 minutes	HOPE
	4.10. Prepare Purchase Order (PO)	None	15 minutes	Supply Officer
	4.11. Attest to the "availability of funds" on the PO	None	10 minutes	Accountant III
	4.12. Approve PO	None	10 minutes	HOPE
	4.13. Ask the Supplier to sign the "conforme" on the PO	None	1 day	Canvasser
5. Prepare Obligation Request Status (ORS) or Budget Utilization	5.1. Process the budget claim	None	15 minutes	Budget Unit



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Request (BUR), Disbursement Voucher (DV) and BIR Forms 2306 and 23 (if applicable)				
	5.2. Process the financial claim	None	15 minutes	Accounting Unit
	5.3. Approve the documents	None	5 minutes	HOPE
	5.4. Inspect the delivery of goods and services	None	30 minutes	Contract Implementati on Team (CIT), Inspectorate Team
	5.5. Prepare Inspection and Acceptance Report	None	15 minutes	Supply Officer
	5.6. Prepare the Check / Payment; release to the supplier	None	15 minutes	Cash Unit
	5.7. Monitor and evaluate the procurement	None	30 minutes	Division Field Technical Assistance Team (DFTAT)
	TOTAL TIME:		8 days, 6 hours, 10 minutes	



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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

ACCOUNTING UNIT

1. Checking of School Liquidation Reports (MOOE, SBFP, Gulayan, SBM)

Office or Divisi	on:	Accounting			
Classification:		Simple			
Type of Transa	ction:	G2G - Gove	ernment to	Government	
Who may avail:	:	DepEd Emp	oloyees		
CHECKLIST OF	F REQU	IREMENTS		WHERE TO SE	CURE
DepEd Order No	o. 8, s. 2	019	Accountin	ng Unit	
DM No. 2, s. 202	20		Accountin	ng Unit / Records	Section
CLIENT STEPS	AGEN	CY ACTION	FEES TO BE PAIDPROCESSING PROCESSING 		
1. Submit Liquidation Report to the Records Section	report forward	eceive the and 1 to the ating unit	None	3 mins	School Head, ADAS in Records
	rep forv AD	1.2. Receive the report and forward to the ADAS in charge		3 mins	ADAS II in Accounting
	corr the doc	raluate the rectness of submitted uments I forward to	None	1 hour	Bookkeeper in- charge in the cluster



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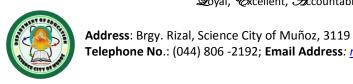
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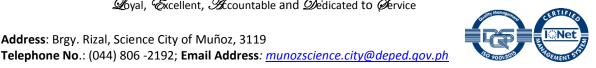


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fun Other pro tra rep by Ac an the thi Re for	countant for ther review. wise, epare insmittal port signed the countant d return to e school rough the cords unit corrective tion.			
si re re Ba fo su Other ba	eview and gn the port and turn to the pokkeeper r COA abmission. wise, go ack to rocess no. 3	None	10 mins	Accountant
Т	OTAL TIME:		1 hour, 16 mins	







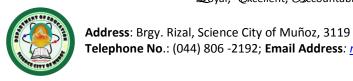
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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Application of Provident Loan 1.

Office or Divisi	on:	Accounting	Accounting			
Classification:		Simple	Simple			
Type of Transa	ction:	G2G - Gove	overnment to Government			
Who may avail	:	DepEd Emp	oloyees			
CHECKLIST O	F REQU	IREMENTS		WHERE TO SE	CURE	
CLIENT STEPS	AGEN	CY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit the Provident Loan Application to the Records Section	applica	-	None	1 min	Applicant, Records section	
	complet the atta and as Provide Number to the A unit for process	ent Loan er. Forward Accounting	None	3 mins	Provident secretariat	



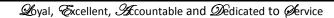
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through the Records Section if attachments are incomplete/ incorrect.			
 1.3. Verifies if net pay is capable in paying the monthly amortization and forward to the provident secretariat for numbering. Otherwise, return 	None	2 mins	Loan verifier
to the end- user.			
1.4. Receive the application and forward to the ADAS in charge	None	2 mins	ADAS II in Accounting
1.5. Compute for the net proceeds and forward to the Provident Loan Committee for signature	None	3 mins	ADAS (Provident in charge)
1.6. Review and sign the application and forward to the SDS for approval	None	3 mins	Provident Loan Committee









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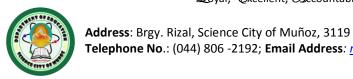
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1.7. Approve / disapprove the application and return to the Accounting unit	None	2 mins	SDS
1.8. Receive the application and forward to the ADAS in charge	None	2 mins	ADAS II in Accounting
 1.9. Check the funds availability and prepare the voucher. Otherwise, file the application and included in the list of applicants. 	None	3 mins	ADAS (Provident in charge)
TOTAL TIME	:	21 mins	

2. Processing of Financial Claims

Office or Division:	Accounting			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DepEd Employees			
CHECKLIST OF REQU	IREMENTS WHERE TO SECURE			



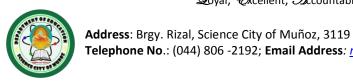
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the financial claim to the Budget Office for processing	1.1. Receive, review and process the claim then forward to the accounting unit.Otherwise, return to the End-user.	None	15 mins	End-user, Budget unit
	1.2. Receive the claim and forward to the ADAS in charge	None	5 mins	ADAS II in Accounting
	 1.3. Check the completeness and accuracy of the submitted documents and forward to the Accountant for signature. Otherwise, return 	None	10 mins	ADAS in-charge
	to the End-user 1.4. Double-check the claim and forward to the SDS for the approval.	None	5 mins	Accountant
	Otherwise, return to the End-user. TOTAL TIME:		35 ins	
			35 INS	



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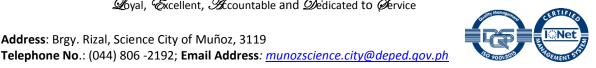
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3. Request of Provident Loan Certification

Office or Division: Accounting						
Classification: Simple		Simple	;			
Type of Transaction: G2G - G		G2G - Gove	rnment to	Government		
Who may avail	:	DepEd Emp	iployees			
CHECKLIST O	CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Borrower fill-up the request form and submit to the Accounting unit	fill-up the of the requestor request form and submit to the Accounting		None	4 mins	Borrower, Accounting unit	
			None	10 mins	ADAS	
			None	3 mins	Accountant	
			None	3 mins	ADAS	
	то	TAL TIME:		20 mins		







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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

RECORDS UNIT

1. Acquiring Authority to Travel

This describes the procedures in acquiring authority to travel of DepEd employees within and outside division and region.

Office or Division: Records U		nit				
Classification: Simple		Simple				
Type of Transaction:G2G - Gove		ernment to Government				
Who may avail: DepEd Em		ployees				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE				
1.Authority to tr	avel for	n	Records U	nit		
	2.Attachments- Regional/Division Memorandum/s, Advisory,etc.		Thru issuances (email,etc.,depends upon the issuance of the document to be attached)			
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Accomplish the Authority to travel form in two copies	1.1 Provide Authority to Travel Form		NONE	2 minutes	Administrative Assistant III / Records Unit	
	che com of t acc forr (alte	omplished	NONE	3 minutes	Administrative Assistant III / Records Unit/Alternate signatories	



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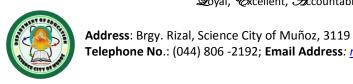
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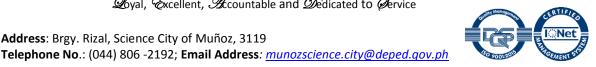


Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

option in the recommendin g approval)			
1.3 Forward the document/s to the SDS Office for approval of disapproval	NONE	2 minutes	Schools Division Superintendent
1.4 Receive the acted document/s from the SDS office	NONE	10 minutes	SDS Office
1.5 Securing a copy to be scanned before releasing the document(1) to the concerned employee .	NONE	3 minutes	Administrative Assistant III / Records Unit
TOTAL TIME:		20 minutes	







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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

2. Receiving and Releasing of Incoming and Outgoing Communications This describes the procedures in receiving and releasing of incoming and outgoing communications

Office or Division:	Records Uni	Records Unit			
Classification:	Simple	Simple			
			nment Public / G2B – Government to G – Government to Government		
Who may avail:	General Pub	olic,Private	Employees,Govern	nment Employees	
CHECKLIST OF R	EQUIREMENTS		WHERE TO SE	CURE	
1.Incoming/Outgoing and/or communica		Records	Unit		
2.Authorization letter (In case requesting p unavailable)		Requesti Person	Requesting Person and/or Authorized Person		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAIDPROCESSING TIMEPERSON RESPONSIBLE			
1.Submission of incoming document/s and/or communication/s at the records section receiving area	1.1 Receive the document/s using the receiving stamp containing the time and signature	None	2 minutes	Aaron S. Sobrevilla/ Records Unit	
	1.2 Evaluate the completenes s of the document/s	None	4 minutes	Aaron S. Sobrevilla/ Records Unit	
	1.3 Forward the document/s request to		3 minutes	Concerned Unit/s	



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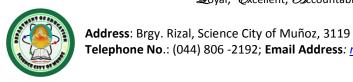
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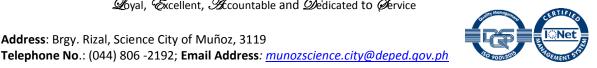


Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

person			
1.6 Marking of "Released" stamp containing time and signature and securing a copy to be scanned before releasing the document/ s to the requesting	None	3 minutes	Aaron S. Sobrevilla/ Records Unit and Client/s
acted request/s from the concerned unit/s	None	2 minutes	Concerned Unit/s
concerned unit/s 1.4 Preparation of response/ct ion for the communica tion/s and/or document/ s	None	15 minutes	Concerned Unit/s
	unit/s 1.4 Preparation of response/ct ion for the communica tion/s and/or document/ s 1.5 Receive the acted request/s from the concerned unit/s 1.6 Marking of "Released" stamp containing time and signature and signature and securing a copy to be scanned before releasing the document/ s to the requesting	concerned unit/s 1.4 Preparation of response/ct ion for the communica tion/s and/or document/ s 1.5 Receive the acted request/s from the concerned unit/s 1.6 Marking of "Released" stamp containing time and signature and securing a copy to be scanned before releasing the document/ s to the requesting	concerned unit/sNone1.4 Preparation of response/ct ion for the communica tion/s and/or document/ sNone1.5 Receive the acted request/s from the concerned unit/sNone1.6 Marking of "Released" stamp containing time and signature and securing a copy to be scanned before releasing the document/ s to the requestingNone3 minutes







Department of Education

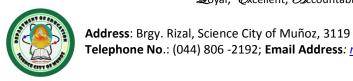
REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

BUDGET UNIT

1. Budget Execution

Office or Division:	Budget Unit			
Classification:	Complex			
Type of Transaction:	G2G - Go	vernment to	Government	
Who may avail:	External a	External and Internal Client		
CHECKLIST O REQUIREMENT			WHERE TO SEC	URE
1. Budget Execution Do (BED)	cument	DepEd	Budget Unit and Asset Manageno g Office/Unit and	ent Section,
2. National Expenditure Program (NEP)	S	Division Budget Unit and Planning Unit DepEd Asset Management Section, Requesting Office/Unit and External Client		ent Section,
3. Unified Reporting Sys	stem	Division Budget Unit		
4. Budget Monitoring Sy	ystem	Division Budget Unit		
5. Obligation Request S	tatus	Division Budget Unit / Requesting Unit		
6. Prepares Realignmen Form (RAF)for Reallocation Advice Appropriations (RAPS	MOOE; for PS			equesting Unit
-	ENCY CTION	FEES TO BE PAIDPROCESSING TIMEPERSON RESPONSIBLE		
Prepara Nation tion and Expend	ditures m (NEP)	none	2 days	Budget Officer



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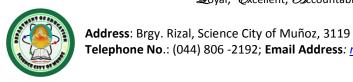
Certificate No. 50500731 QM15



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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Execution Document (BED)	Office Personnel as basis for preparation of BED 1. Prepares BED 1 for further review.			
	1.2 Coordinates with the Accountant and Planning Officers to review further BED 1	none	1 day	Budget Officer/Account ant/Planning Officer
	1.3 Encodes and submit BED 1 to DBM thru URS.Printsencoded BEDBEDfor signatureSDS.	none	3-5 days	Budget Officer
	1.4 ForwardsBED 1 to theOffice of theSchools DivisionSuperintendentfor signature.Signs BED 1	none	5 mins	Budget Officer
2. Receipt of Obligational Authorities		none	1 day	Budget Officer



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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

	Office as the case maybe.			
	 2.2 Encodes Obligational Authorities (OA) in the Budget Monitoring System (BMS).APPs/WF P as references and forwards it to the SDS for evaluation. 	none	30 mins	Budget Officer
	2.3 Records the Obligational Authorities in the Log sheet and forward photocopy to the Office of the Schools Division Superintendent, Accounting Unit and concerned unit or office for reference and preparation of Work and Financial Plan	none	5 mins	Budget Officer
	2.4 Files original copy of OA to a specified folder for reference.	none	5 mins	Budget Officer
3. Incurrence of Obligations	3.1 Verifies the completeness of the document	none	5 mins	Administrative Assistant III



Lyal, Excellent, Accountable and Dedicated to Dervice

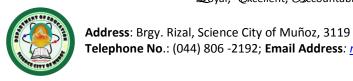
Address: Brgy. Rizal, Science City of Muñoz, 3119 Telephone No.: (044) 806 -2192; Email Address: <u>munozscience.city@deped.gov.ph</u>

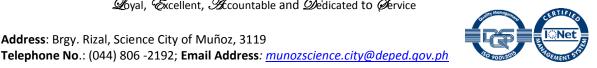


Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

 1			
received as to attachments, signatories and amount. Section A of the ORS/BURS must be signed by authorized requesting officer as to the necessity and legality of charges to the budget under his supervision and the validity, propriety and			
legality of supporting documents.			
3.2 Returns to claimant for completion	none	2 mins	Administrative Assistant I
3.3 Records in the incoming/outgo ing logsheet the returned document to claimant or originating unit for completion of attachments	none	2 mins	Administrative Assistant I
3.4Verifiesavailabilityofallotmentandvalidatesthe	none	5 mins	Budget Officer



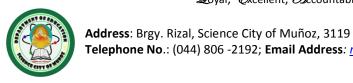


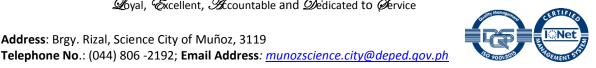


Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

purpose payment.			
3.5 ORS/BURS cannotbe obligatedReturnsto claimantORS/BURS 	none	2 mins	Administrative Assistant I
 3.6 ORS/BURS can be obligate. Checks the particulars and object codes used. Assigns control number and encodes in the AUC. 	none	2 mins	Administrative Assistant III
3.7 Signs Box B of the ORS/BURS as to availability of allotment and obligation for the purpose/adjust ment as necessary. Signs to certify that funds are obligated.	none	5 mins	Budget Officer







Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

	3.8 Forwards signed ORS/BURS to the Accounting unit for processing of payment.	none	2 mins	Administrative Assistant I
	3.9 Encodes and records the obligations incurred from regular funds.	none	5 mins	Administrative Assistant III
4.Realignmen t of Funds	4.1 Determines funds for realignment Realignment can be done within a Program/ Activity / Project (PAP) only and it covers change in object of expenditures	none	1 hour	Budget Officer
	 4.2 Prepares and signs the realignment of funds Prepares Realignment Advice Form (RAF)for MOOE; Reallocation Advice for PS 	none	5 mins	Administrative Assistant III





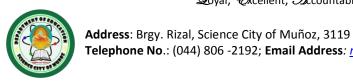
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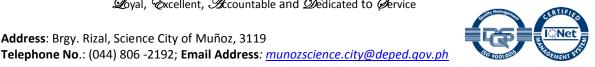


Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

	Appropriations (RAPSA) for PS.			
	4.3 Forwards to the Office of the Schools Division Superintendent for approvalApproves realignment of funds	none	2 mins	Administrative Assistant I
	4.4Adjusts realignment based on findings and recommendatio ns.	none	1 hour	Budget Officer
	4.5 Ensures inclusion of changes into BFARS as adjustments and files the original copy of Forms in a specified folder	none	1 hour	Budget Officer
TOTAL TIME:			9days,4hours ,22 minutes	





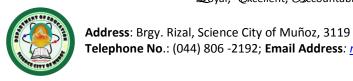


Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

2. Budget Execution

Office or Division	on:	Budget Unit			
Classification:		Complex			
Type of Transac	ction:	G2G - Go	vernment to	Government	
Who may avail:		External and Internal Client			
CHECK REQUIR				WHERE TO SEC	URE
7. Budget Execu (BED)	tion Do	cument	DepEd	Budget Unit and I Asset Managem g Office/Unit and	ent Section,
8. National Expe Program (NEP		s	DepEd	Division Budget Unit and Planning Unit DepEd Asset Management Section, Requesting Office/Unit and External Client	
9. Unified Repor	ting Sys	stem	Division Budget Unit		
10.Budget Monite	oring Sy	vstem	Division Budget Unit		
11.Obligation Red	quest St	tatus	Division Budget Unit / Requesting Unit		
12.Prepares Rea Form (RA Reallocation Appropriation	F)for Advice	MOOE; for PS	Division	Budget Unit / Re	equesting Unit
CLIENT STEPS		ENCY TION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepara tion and Submission of Budget Execution	Nationa Expend Program from Office	litures	none	2 days	Budget Officer



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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Document (BED)	preparation of BED 1. Prepares BED 1 for further review.			
	1.2 CoordinateswiththeAccountant andPlanningOfficerstoreviewfurtherBED 1	none	1 day	Budget Officer/Account ant/Planning Officer
	 1.3 Encodes and submit BED 1 to DBM thru URS. Prints encoded BED for signature of SDS. 	none	3-5 days	Budget Officer
	1.4 ForwardsBED 1 to theOffice of theSchools DivisionSuperintendentfor signature.Signs BED 1	none	5 mins	Budget Officer
2. Receipt of Obligational Authorities		none	1 day	Budget Officer





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	 2.2 Encodes Obligational Authorities (OA) in the Budget Monitoring System (BMS).APPs/WF P as references and forwards it to the SDS for evaluation. 	none	30 mins	Budget Officer
	2.3 Records the Obligational Authorities in the Log sheet and forward photocopy to the Office of the Schools Division Superintendent, Accounting Unit and concerned unit or office for reference and preparation of Work and Financial Plan	none	5 mins	Budget Officer
	2.4 Files original copy of OA to a specified folder for reference.	none	5 mins	Budget Officer
3. Incurrence of Obligations	3.1 Verifies the completeness of the document received as to attachments,	none	5 mins	Administrative Assistant III





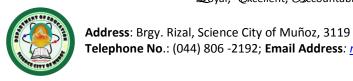
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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

signatories and amount. Section A of the ORS/BURS must be signed by authorized requesting officer as to the necessity and legality of charges to the budget under his supervision and the validity, propriety and legality of supporting documents.			
3.2 Returns to claimant for completion	none	2 mins	Administrative Assistant I
3.3 Records in the incoming/outgo ing logsheet the returned document to claimant or originating unit for completion of attachments	none	2 mins	Administrative Assistant I
3.4 Verifies availability of allotment and validates the purpose payment.	none	5 mins	Budget Officer



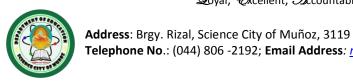
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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

3.5 ORS/BURS cannotbe obligateReturnsto claimantORS/BURS cannotbe obligated.	none	2 mins	Administrative Assistant I
 3.6 ORS/BURS can be obligate. Checks the particulars and object codes used. Assigns control number and encodes in the AUC. 	none	2 mins	Administrative Assistant III
3.7 Signs Box B of the ORS/BURS as to availability of allotment and obligation for the purpose/adjust ment as necessary. Signs to certify that funds are obligated.	none	5 mins	Budget Officer



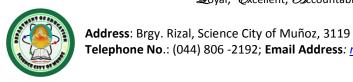
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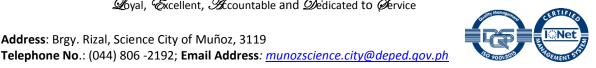


Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

	3.8 Forwards signed ORS/BURS to the Accounting unit for processing of payment.	none	2 mins	Administrative Assistant I
	3.9 Encodes and records the obligations incurred from regular funds.	none	5 mins	Administrative Assistant III
4.Realignmen t of Funds	4.1 Determines funds for realignment Realignment can be done within a Program/ Activity / Project (PAP) only and it covers change in object of expenditures	none	1 hour	Budget Officer
	 4.2 Prepares and signs the realignment of funds Prepares Realignment Advice Form (RAF)for MOOE; Reallocation Advice for PS 	none	5 mins	Administrative Assistant III



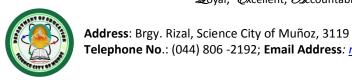


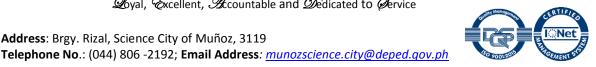


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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

	Appropriations (RAPSA) for PS.			
	4.3 Forwards to the Office of the Schools Division Superintendent for approvalApproves realignment of funds	none	2 mins	Administrative Assistant I
	4.4Adjusts realignment based on findings and recommendatio ns.	none	1 hour	Budget Officer
	4.5 Ensures inclusion of changes into BFARS as adjustments and files the original copy of Forms in a specified folder	none	1 hour	Budget Officer
TOTAL TIME:			9days,4hours ,22minutes	







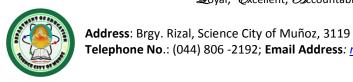
Department of Education

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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

3. Budget Accountability and Reporting

Office or Divisio	on:	Budget Unit				
Classification:		Complex				
Type of Transaction:G2G - Go		vernment to	Government			
Who may avail:	:	External and Internal Client				
CHECK REQUIE	LIST O			WHERE TO SEC	URE	
13.Budget Mon System	itoring			Division Budget	Unit	
0	14. Budget Financial Accountability Reports		Division Budget Unit /Regional Finance Unit/ DBM/COA			
15. Unified R	15. Unified Reporting System		Division	Budget Unit /Reş Unit/ DBM		
CLIENT STEPS	_	ENCY TION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
3. Preparation and Submission of BFARs	report school.	Generates from IUs FAR1 , B, Flash	none	15 mins	Administrative Assistant III	
3.2 Ensures that the data recorded are correct		none	30 mins	Budget Officer		
	3.3 correct the	Certifies ness of reports	none	5 mins	Budget Officer	



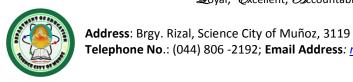
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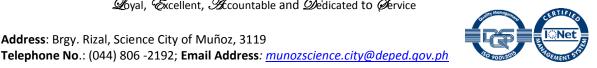


Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

pertaining to appropriation, allotments, obligations, unpaid obligations, not yet due and demandable, unreleased appropriations and unobligated allotments			
3.4 Forwards the BFARs for certification of correctness in terms of disbursements and unpaid obligations to the accountants	none	3 mins	Administrative Assistant I
3.5ForwardstheBFARstoSDSforapproval	none	2 mins	Administrative Assistant I
3.6 Adjusts the report based on findings and recommendatio ns.	none	1 day	Budget Officer
3.7 Encodes and submits thru URS.Prints copy of encoded BFARs	none	3-5 days	Budget Officer







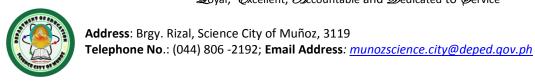
Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

to COA 3.8 BMS sup	submission DBM and E-mails the S to DBM port team uments.	none	5 mins	Budget Officer
for erro occu BMS Read the with infor Enco data accu	urs in the S. diness for data entry	none	1 hour	Budget Officer
т	OTAL TIME:		7 days,	

4. BUDGET PREPARATION

Office or Division:	Budget Unit		
Classification:	Complex		
Type of Transaction:	G2G - Government to Government		
Who may avail:	External and Internal Client		
CHECKLIST O REQUIREMENT			



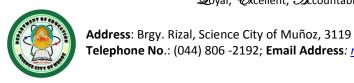
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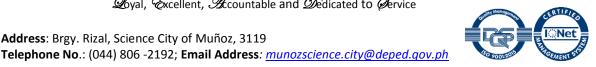


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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Attendance for the Budget Forum		Division Budget Unit and Planning Unit DepEd Asset Management Section, Requesting Office/Unit and External Client			
Tier 1 and Tie	er 2	DepEd	Division Budget Unit and Planning Unit DepEd Asset Management Section, Requesting Office/Unit and External Client		
Budget Propo	sal	DepEd	Division Budget Unit and Planning Unit DepEd Asset Management Section, Requesting Office/Unit and External Client		
Unified Repor	Unified Reporting System		Division Budget Unit and Planning Unit DepEd Asset Management Section, Requesting Office/Unit and External Client		
CLIENT STEPS			PROCESSING TIME	PERSON RESPONSIBLE	
	ACTION	BE PAID		RESPONSIBLE	
1.Attend Budget Forum	1.1 AttendBudgetForumonthe 3^{rd} quarteroftheyearpriortothenextyearbudgettodiscussconsiderationsandguidelinesinthepreparationoftheBudgetProposal	none	1 day	Budget Officer	



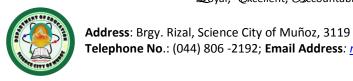


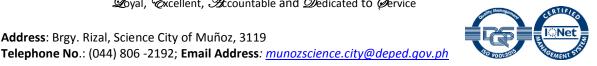


Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

1.2 Prepares and Disseminates memorandum to conduct the Division Budget Preparation and Budget Proposal Template	none	5 min	Budget Officer
1.3 Prepares the calendar of activities/timeli ne of submission of budget proposal	none	1 day	Budget Officer
1.4 Orient the concerned units about the guidelines and submission of BP form for the preparation of budget	none	1 day	Budget Officer
1.5 Requires concern unit to submit the BP forms for consolidation and prepares the Consolidated BP report	none	1 day	Budget Officer
1.6ReviewsDivision'sBudget ProposalbasedonsubmitteddatafromHR,PlanningOfficer	none	1 day	Budget Officer



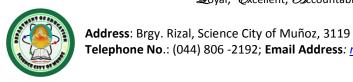


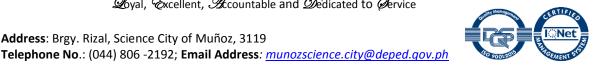


Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

and GAD Focal person. Prepares the Budget Proposal using the consolidated Physical Plans, Budget Proposals/PPM Ps/APPs/WFP as references and forwards it to the SDS for evaluation.			
1.7 Forwards the Division Budget Proposal to the Office of the Assistant Schools Division Superintendent and Schools Division Superintendent Reviews and Signs the Division Budget Proposal	none	3 day	Budget Officer
1.8 The Budget Section encodes the Budget Proposal into the Online Submission of Budget	none	3 -5 days	Budget Officer







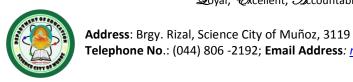
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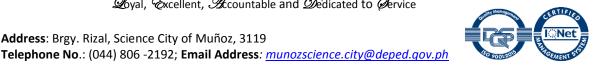
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TOTAL TIME:		13 days, 10minutes	
 1.9 Submits the signed Division Budget Proposal to the Finance Division of the Regional Office thru email Wait for the approved BP from Region Office 	none	5 min	Budget Officer
Proposal (OSBP) of the DBM and prints the Budget Documents.			

5. Technical Assistance

Office or Division:	Budget Unit			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	External and Internal Client			
CHECKLIST O REQUIREMENT				
1. DBM memorandum		Division Budget Unit / IU's School/Client		



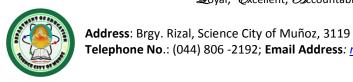


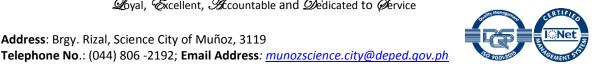


Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

2. Emailed Group		Division Budget Unit / IU's School/Client		
3. Technical Assistance Form		Division Budget Unit / IU's School/Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4.1 Query and Assistance	4.1 E-mails, personal query regarding the update of Budget guidelines	none	5 mins	Budget Officer
	4.2 Disseminates new Budget reform to all IU's School and School Head	none	5 mins	Budget Officer
	4.3 Conducts meeting to re- orient and discuss new budget guidelines	none	1 day	Budget Officer
	4.4 Give Technical Assistance by responding to the query regarding the New Budget Reform	none	5 mins	Budget Officer



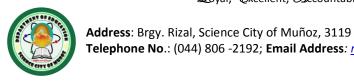


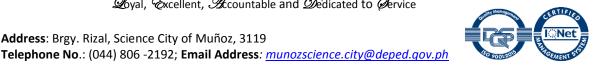


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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

	4.5 Assists revision of the data	none	1 hour	Budget Officer
	4.6 Check the accuracy of information included in the data entry.	none	1 day	Budget Officer
5.1 System	5.1 E-mails, personal query regarding the update of BMS to check system error	none	1 day	Budget Officer
	5.2 Reviews possible Error	none	1 hour	Budget Officer
	5.3 Seeks Technical support for troubleshooting error from the Regional Office	none	1 day	Budget Officer
	5.4 Returns to the UI's School for data encoding.	none	5 mins	Budget Officer
	TOTAL TIME:		4 days, 2 hours, 20 min	







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REGION III – CENTRAL LUZON SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

SUPPLY UNIT

1. INSPECTION, ACCEPTANCE AND DISTRIBUTION OF TEXTBOOKS, SUPPLIES AND EQUIPMENT

To ensure proper acceptance, recording and distribution of textbooks, supplies and equipment to schools/requesting personnel/unit.

Office or Divisi	on: Supply	Supply Unit					
Classification:	Simple	Simple					
Type of Transa	ction: G2G - G	Government t	o Government				
Who may avail:	Supplie	rs, SDO pers	onnel and School	Heads			
CHECKLIST OF	REQUIREMEN	rs		WHERE TO SECURE			
Notice Form (1 o	original copy)			Supply Unit			
Copy of Purchas	se Request (1 orig	ginal copy)		Supply Unit			
Delivery Receipt	(DR) / Official R	eceipt (OR) (1	l original copy)	Supplier			
Certificate of Fir	nal Acceptance (C	CFA) (1 origina	al copy)	Supply Unit			
Inventory Custo	dian Slip (ICS) (1	original copy	y)	Supply Unit			
Inspection and A	ginal copy)	Supply Unit					
Property Acknow	vledgement Rece	ipt (PAR) (1 o	riginal copy)	Supply Unit			
CLIENT STEPS				PERSON RESPONSIBLE			
1.1 Signs the Inventory Custodian Slip / Property Acknowledgem ent Report	1.1 Notifies the Inspection Committee for the delivery of textbooks by issuing a Notice Form attached with	None	1 minute	Supply Officer/ Administrative Aide VI			



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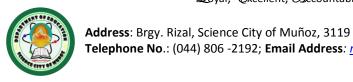
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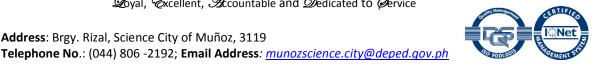


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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

a Copy of Purchase Request as reference 1.2 Inspects and verifies the delivery receipt / official receipt of textbooks / supplies / equipment through comparing the specifications	None	5 minutes	Inspection Officer and Supply Officer
of the items received			
1.3 Signs and receives portion of the original and copy of Delivery Receipt / Official Receipt and prepares Inspection and Acceptance Report	None	3 minutes	Supply Officer/ Administrative Aide VI
If the delivery is complete and conformed with the specifications, for textbooks			



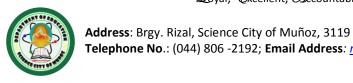




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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

1	
	prepares
	Certificate of
	Final
	Acceptance
	based on
	delivered
	books and for
	supplies and
	equipment
	secure the
	purchased
	supplies in the
	storage
	area/room in
	order to
	document the
	availability of
	the items for
	effective
	monitoring
	and supply
	management
	and prepares
	Inventory
	Custodian Slip
	/ Property
	Acknowledgem
	ent Report for
	the recipient of
	supplies and
	equipment
	If incomplete
	and not in
	conformity
	with the
	specifications
	optenications







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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

. 6 . 1 . 1 . 1 . 1			[]
of the delivery,			
inform the			
supplier			
If defective,			
return to the			
supplier			
1.4 Obtains	None	3 minutes	Supply Officer/
delivery receipt			Administrative Aide
/ official			VI
receipt and			
receives			
textbooks /			
supplies /			
equipment			
from suppliers			
1.5 Signs the	None	3 minutes	Supply Officer
Certificate of			115
Final			
Acceptance			
neceptance			
			
Undersigns			
the Certificate		3 minutes	Administrative
of Final		5 minutes	
Acceptance			Officer V
Approves the			
Certificate of			
Final			
Acceptance			
receptance			
		3 minutes	Schools Division
		5 minutes	Superintendent
Signs the			
Inspection and			
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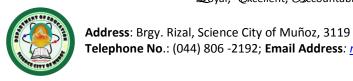


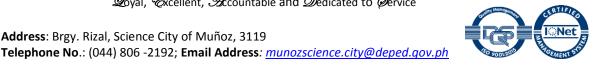


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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

	Acceptance Report 1.6 Informs the recipient through either online platforms or phone calls or	None	3 minutes 3 minutes	Inspection Officer and Supply Officer Supply Officer / Administrative Aide VI
	messages for the distribution of textbooks / supplies / equipment			
2. Receives the textbooks / supplies / equipment	1.7 Issues the Inventory Custodian Slip / Property Acknowledgem ent Report.	None	3 minutes	Supply Officer / Administrative Aide VI
	Files a copy of DR/OR, CFA and ICS/PAR for reference.			
TOTAL TIME:		None	29 minutes	







Department of Education

REGION III – CENTRAL LUZON SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

PERSONNEL

1. Submission of Employment Application for Teaching and Non-Teaching This Process is under the Recruitment, Selection and Placement. Any individual with interest in applying for a position in DepEd, and that is qualified for the position may submit his/her following credentials and other requirements.

Office or Division	:	Personnel				
Classification:		Complex				
Type of Transacti	on:	G2G - Gover	mment to	Government		
		G2C – Gover	rnment to	Pubic		
Who may avail:		All				
CHECKLIST OF R	EQUI	REMENTS	WHERE	TO SECURE		
1. Letter Intent/ Ap	pplica	tion letter	Request	or		
2. Duly Notarized I Sheet	Persor	nal Data	CSC We	bsite		
	3. Authenticated Copy/Certified true copy of Eligibility		PRC			
4. Transcript of Re	cords	/ Diploma	School/s Attended			
	5. Performance Rating for the last three (3) semesters		Previous/ Current Employer			
6. Certificate of Trainings and Seminars attended		Requestor				
7. Documentation of Outstanding Accomplishments		Request	or			
CLIENT STEPS	AGEN ACTI(FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit the requirements to			NONE	5 minutes	Records Unit	

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the Records Unit and/or through the official email address of the Division Office	 1.1 Receive and forward the documents to the SDS office for attachment of routine slip If received via email, all submitted documents are printed and attach routine slip 			Designated Administrator of Division Official email address
	1.2 Forward documents to the Office of HRMPSB Chairman	NONE	5 minutes	HRMPSB Chairman
TOTAL TIME			10 minutes	

2. Request for Service Record, Certificate of Service Credit, Certificate of Employment, Certificate of Last Salary

This procedure is applicable to all employees requesting for Service Record, Certificate of Service Credit, Certificate of Employment, Certificate of Last Salary

Office or Division:	Personnel
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd Employees



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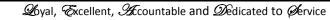




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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

CHECKLIST OF REQUIREMENTS Online Document Request		WHERE '	TO SECURE	
		Personnel Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up the information needed in Online Document Request	1.1 Check the spreadsheet for requests	NONE	2 minutes	Personnel in charge of requested documents
	1.2 Prepare the requested document	NONE	5 minutes	Personnel in charge of requested documents
	1.3 Review and sign the document	NONE	2 minutes	Personnel Unit Head (HRMO) / In-charge
	 1.5 Notify and release the signed document: 1.5a If through email, send the scanned requested 	NONE	3 minute s	Personnel in charge of requested documents
	document to the email address of the requestor 1.5b Release the requested		3 minutes	Records Section









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	document through the records section a.		
TOTAL TIME		15 minutes	

CURRICULUM IMPLEMENTATION DIVISION

1. 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:	Curriculu	Curriculum Implementation Division		
Classification:	Highly Te	chnical		
Type of Transaction:	G2G - Go	vernment to Government		
Who may avail:	All			
CHECKLIST O	F	WHERE TO SECURE		
REQUIREMENT	`S			
1. Curriculum Guide		LRMDS Portal		
2. Contextualized Material Submitted		Author/Owner		
3. School Pre-Evaluation	n	Office of the School Head/ Online Link		



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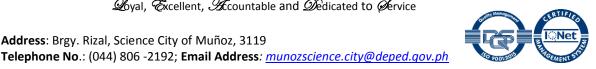
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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

4. Indorsement from the School Head		Office of the School Head			
5. Accomplished Quality Assurance Tool/Evaluation Tool/Review Form		LRMS Office	2		
6. Endorsement Letter					
7. Division Quality Assurance Form					
8. Certificate of	8. Certificate of Recognition				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Prepare and submit online the School's Needs Analysis	1.1 Review School's Needs Analysis	None	1 day	School Head, School LR Coordinator, Subject Area Coordinator, Learning Area Supervisor, LR Supervisor	
	1.2 Prepare documents for the conduct of virtual training, workshop, and writeshop	None	1 day	LR Supervisor	
2. Attend the virtual training, workshop, and writeshop	2.1 Manage and facilitate the virtual training, workshop, and writeshop	None	5 days	School Head, LR Supervisor, Learning Area Supervisor, Writer, Illustrator, Lay-Out Artist	
3. Submit a copy of contextualize	3.1 Conduct quality	None	7 days	Writer, DLRQAT	



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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

d LR to Division Office (on- line or on- site)	assurance of submitted LR			
	3.2 Endorse back the evaluated LR to school for revision	None	1 day	LR Supervisor
4. Submission of revised LR	4.1 SDO does final review. If final, recommend pilot testing. If not, recommend for revision	None	7 days	Writer, DLRQAT
5. Conduct online pilot testing	5.1 Supervise/Moni tor the conduct of online pilot testing	None	5 days	Writer, School Head, LR Supervisor
6. Writer finalizes the LR based on pilot testing result and submits in hard or soft copy	6.1 SDO approves the LR to be utilized.	None	1 day	Writer, LR Supervisor
	6.2 SDO informs the writer through written communication	None	1 day	LR Supervisor



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2. Borrowing Procedures for Books and Other Materials Over-Night

DepEd recognizes the rights of every teacher and learner to access available learning resources, 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: G2G		G2G - Government to Government				
Who may avail: DepEd Emp		DepEd Empl	loyees and Students of nearby Schools			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE				
1. Collection Borrower's Form			Library Hub			
2. Valid ID		Client				
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Client will go to the Library Hub to borrow materials needed	1.1 Clie	Assist nt	None	Depending on the distance of school/office to the Library Hub	Client	
2. Ask borrower to present Valid ID (for students)		Assist Client	None	1 minute	Librarian	
3. Check and browse		Assist Client	None	5 minutes	Client & Librarian	



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	TOTAL TIME:	None	24 minutes	
7. Release reading materials to borrow		None	1-2 minutes	Librarian
6. Accomplish the Collection Borrower's Form		None	2-3 minutes	Librarian
5. Prepare and record library hub materials for lending	5.1 Assist Client	None	5-10 minutes (Depending on the number of books to be borrowed)	Librarian
4. Select titles of reading materials to borrow	4.1 Assist Client	None	3 minutes	Client
available reading materials in the display shelves and bins				

3. Access to LRMDS Portal

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

• information on quantity and quality and location of textbooks and supplementary materials, and cultural expertise,

• access to learning, teaching and professional development resources in digital format and locates resources in print format and hard copy,



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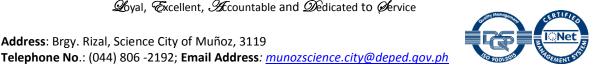
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

• standards, specifications and guidelines for assessing & evaluating, acquiring & harvesting, modification, development and production of resources

Office or Divisi	on:	Curriculu	m Implemen	tation Division	
Classification:		Simple			
Type of Transa	ction:	G2G - Go	vernment to	Government	
Who may avail	:	A11			
CHECK REQUIE	LIST O		WHERE TO SECURE		
1. Computer/La with internet			Client		
2. Registered LR a. DepEd Em Employees or account in ca doesn't have a DepEd email	accoun ail for Do any act se the cl an existi	t epEd ive email lient ng	LR Portal (lr	h)	
CLIENT STEPS		ENCY	FEES TO BE PAIDPROCESSING TIMEPERSON RESPONSIB		
	AC	TION	BE PAID	TIME	PERSON RESPONSIBLE
1. Open any browser engine and go to www.lrmds.d eped.gov.ph	1.1 If t is in lit hub/Ll office, a	he client prary	BE PAID None	TIME 1 minute	Client/LR Staff/Librarian



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3. Log in to the LR Portal	3.1 Assist Client (if the password was forgotten by the user, the LR Portal admin in the DO must reset it)	None	1 minute/ 5 minutes (if the account needs to be reset)	Client/LR Staff/Librarian
4. On the upper left side menu bar, click the Resources Tab and select either K-12 Resources, Alternative Learning System or Professional Developme nt	4.1 Assist Client (if necessary)	None	10 minutes	Client/LR Staff/Librarian
5. Select Grade Level and select the desired learning area	5.1 Assist Client (if necessary)	None		Client/LR Staff/Librarian
6. a. Select the content	6.1 Assist Client	None		Client/LR Staff/Librarian



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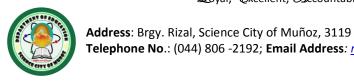


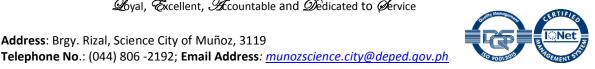


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from the given list topic	(if necessary)			
b. Use the search button and type the keyword of the desired Learning Resource				
7. Click view or download. (Guest can only browse and search for LRs in the Portal. Only registered users can download the resources available in the Portal)	7.1 Assist Client (if necessary)	None	5 minutes	Client/LR Staff/Librarian
8. Copy or print the downloaded Learning Resource	8.1 Assist Client (if necessary)	None	5 minutes	Client/LR Staff/Librarian
9. Log-out account on LR Portal	9.1 Assist Client (if necessary)	None	1 minute	Client/LR Staff/Librarian
	TOTAL TIME:	None	28 minutes	







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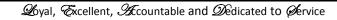
REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

SCHOOL GOVERNANCE AND OPERATIONS DIVISION

1. Monitoring of Supreme Pupil and Student Government Election

Office or Division: Sch		Schoo	School Governance and Operations Division			
Classification:						
Type of Transact	ion:	(G2G - Go	overnment to Gov	vernment	
Who may avai	1:		Ι	DepEd Employee	S	
CHECKLIST OF RE	EQUIREME	ENTS		WHERE TO S	ECURE	
Supreme Pupil/Stud Election Monit				chools Division C rnance and Oper		
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
All public elementary and secondary schools shall conduct synchronous elections based on the schedule to be given by the Central Office.	Schedule conduct of monitoring. (One for elementary and one for secondary since monitoring cannot be done to all schools because of synchronous schedule.		None	10 minutes	outh Formation Coordinator	
	Monitor the conduct of election based on the monitoring tool premises.		None	1 hour per school	Youth Formation Coordinator	









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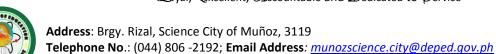
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	Prepare report on based on the result of monitoring.	None	1 hour	Youth Formation Coordinator
TOTAL 1	`IME :		3 hours, 10 minutes	

SCHOOL GOVERNANCE AND OPERATIONS DIVISION

1. Consolidation of Supreme Pupil and Student Government Election results for a certain school year to identify each winning Presidents and Advisers of all public elementary and secondary schools.

Office or Division:		Schoo	l Govern	nance and Opera	tions Division
Classification:					
Type of Transa	ction:	C	62G - Go	overnment to Gov	vernment
Who may ava	ail:		Ι	DepEd Employees	3
CHECKLIST OF	REQUIREM	ENTS		WHERE TO S	ECURE
List of Newly Elected Supreme Pupil and Student Government Officers		-	All Public Elementary and Secondary Schools		
CLIENT STEPS	AGENCY	ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
All public elementary and secondary schools shall submit the List of Newly Elected Officers after the election to	Records shall rece submitted forward Schools I Superinter endorseme	eive the list and to the Division ndent for	None	10 minutes	ecords personnel







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the Schools Division Office thru the Records Section.	School Governance and Operations Division.			
	Consolidation of all data upon receipt of list from the Schools Division Superintendent's Office.	None	1 minute per school	Youth Formation Coordinator
	Submission of consolidated data to the Regional Officer	None	5 minutes	Youth Formation Coordinator
TOTAL	, TIME:		51 minutes assuming all schools will submit list in one day	

HUMAN RESOURCE AND DEVELOPMENT SECTION

1. Learning and Development

Building Linkages to Support School Needs on Special Programs and Projects

Office or Division:	Social Mobilization and Networking Division				
Classification:	Simple				
Type of Transaction:	G2G - Government to Government				
Who may avail:	DepEd Employees				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Partnership Linkages		SMN In-charge			



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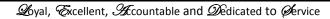




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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
. Accomplish School Need Assessment	1.1 Conduct School Need Assessment	None	N/A	School Head/ Division Partnership Focal Person
	1.2 Consolidate the result	None	N/A	SMN In-charge
	1.3 Furnish copy to the unit heads	None	N/A	SMN In-charge
	1.4 Prepare appropriate resourcing activity	None	N/A	OSDS & SGOD Personnel
	5 Set a meeting between the Program owner and the potential partner	None	N/A	OSDS & SGOD Personnel
	1.5 Present proposal	None	N/A	OSDS & SGOD Personnel
	1.6 Finalize proposal	None	N/A	OSDS & SGOD Personnel
	1.7 Approve the proposal for implementation	None	N/A	SDS
	1.8 MOA Signing	None	N/A	SDS and Partner Agency
	1.9 File Document	None	N/A	SMN-In-Charge
	TOTAL TIME:	1 hr assuming both parties		









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REGION III – CENTRAL LUZON SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

are agreed upon in the content of MOA	
(Manner of writing: 1 day	

SCHOOL HEALTH AND NUTRITION SECTION

1. Medical and Nursing Services

Medical Clearance of Newly Hired and Reinstated DepEd Employees

Office or Division: School H			lealth ar	nd Nutrition Sect	ion
Classification: Simple					
Type of Transaction:		G2G - G	overnme	ent to Governmen	nt
Who may avail:		DepEd E	mployee	es	
CHECKLIST OF R	EQUIREME	NTS		WHERE TO S	ECURE
 CSC Form 211 Medical Clearance of Reinstated Personne 	•	ed and	 Human Resource Management Unit SDO Clinic 		
CLIENT STEPS	AGENCY	ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. All Newly Hired and Reinstated Personnel should get the CSC Form 211 Medical Certificate from the	1.1 HR Of charge wil provide th Form 211 Medical Co	l e CSC or the	none	5 minutes	uman Resource Personnel



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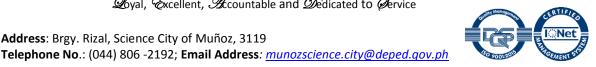


Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Human Resource Office	Form for employment and reinstatement of DepeD employee from official leave of absence			
2.The employee concerned must comply with the CSC requirements as in the case of medical certificate requiring basic laboratory test such as CBC, Chest X-Ray, Urinalysis and ECG to be presented together with the medical certificate form upon medical clearance.			1 week	DepEd Employee concerned
3.the personnel will now proceed to the SDO Clinic for medical clearance	3.1 Health personnel on duty will interview the employee and take the vital signs including anthropometric measurement of the client	none	10 minutes	Health personnel
	3.2 Medical Officer will conduct medical history taking and interpret the laboratory findings and conduct physical examination of the client.	none	10 minutes	Medical Officer

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Department of Education

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	3.3 Medical Officer will fill up the medical certificate form recommending if the personnel is fit or unfit to work, give health advice and prescriptions and follow up instructions as needed.	none	15 minutes	Medical Officer
	3.4 Filling of medical records in accordance to the data privacy act law.	none	3 minutes	Health personnel
3.Submission of the CSC Form 211 to the Human Resource Office	3.1HR Officer will received the duly signed CSC form 211/ medical certificate for employment and reinstatement of DepEd Personnel	none	3 minutes	DepEd Personnel concerned Human Resource Officer
	TOTAL TIME:		7 days and 46 mins	

SCHOOL HEALTH AND NUTRITION SECTION

1. Medical and Nursing Services

Outpatient Medical Consultation, Treatment and Referral of DepEd Employees

Office or Division:	School Health and Nutrition Section
Classification:	Simple



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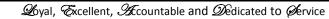




Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Type of Transacti	on:	G2G - Government to Government						
Who may avail:	ho may avail: DepEd			l Employees				
	CHECKLIST OF REQUIREMENTS			WHERE TO SECURE				
 Medical Consul Treatment Reco Employee Healt 	ord	d	SDO C	SDO Clinic				
CLIENT STEPS	AGEI ACT		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE			
1. All Clientele in need of medical and nursing services can visit and avail the services in the SDO clinic during office hours	1.1 He personn accomp the nece informa the he card/ m consult and trea reco	nel will lish all essary tion in ealth nedical tation atment	none	5 minutes	Health personnel			
	1.2 Hea Personr conduc signs t such a monito pulse respira rat measur and patie present comp	nel will at vital aking as BP oring, and atory ce ement the nt's t chief	none	5 minutes	Health personnel			
	1.3 Med Office		none	10 minutes	Medical Officer			









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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

h	conduct patient interview, medical history taking of the past and present illness.			
	1.4 Medical Officer will conduct physical examination of the patient.	none	5 minutes	Medical Officer
	1.5 Medical Difficer will provide consultation and treatment plan, provide medical health advice and prescriptions as needed and follow up instructions to the patient and referral for further evaluation and management to medical specialist as needed	none	15 minutes	Medical Officer
	1.6 Filling of medical records in	none	3 minutes	Health personnel

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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

 law. TOTAL TIME:	43 mins	
accordance to the data privacy act law.		

DENTAL SERVICES SECTION

1. DENTAL SERVICES

Oral check-up of Learners

Address: Brgy. Rizal, Science City of Muñoz, 3119

Office or Division:	Office or Division: School H		ol Health and Nutrition Section		
Classification: Simple		e			
Type of Transaction:		G2G - G	overnme	nt to Governmen	ıt
Who may avail:		All Publi	c Elemer	ntary and Second	lary Learners
CHECKLIST OF RE	QUIREMI	ENTS		WHERE TO S	ECURE
 School Health Card Parents' Consent (if a 	necessary)		 School (Thru Health and Nutritic Coordinator) Guardian 		
OI IENA CAEDO	AGENCY ACTION		FEES TO	PROCESSING	PERSON
CLIENT STEPS	-		BE PAID	TIME	RESPONSIBLE
1. Fill-Up Health Card form	ACT	YION	BE		
1. Fill-Up Health Card	ACT 1.1 Prov	YION	BE PAID	TIME	RESPONSIBLE School Health



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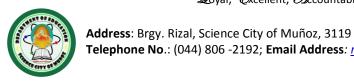
4.Wait for your name to be called	4.1Dentist will conduct check- up	none	10 minutes	Dentist
	Recording of oral status of learners	none	2 minutes	Dentist
	2.Collect and secure all Health cards	none		School Health coordinator
3.Inform parents of your oral status and ask for parents' consent if the dentist will perform other procedure	3.1 Dentist will inform learners about your oral status and if other procedure will be done, dentist will ask you to provide a parents consent	none	1 minutes	Dentist
	TOTAL TIME:		16 minutes	

SCHOOL GOVERNANCE AND OPERATIONS DIVISION

1. Enhanced Basic Education Information System (E-Beis) Data Gathering And Management

This describes the procedures in the gathering of school profile data and to be updated in the system

Office or Division:	Division of Science City of Munoz		
Classification:	Highly Technical		
Type of Transaction:	G2G and G2B		
Who may avail:	DepEd Employees		
CHECKLIST OF REQUIREM	ENTS	WHERE TO SECURE	
School Profile Data Gathering Forms		End User	



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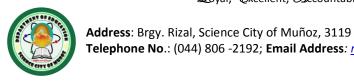
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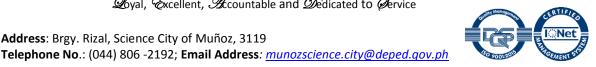


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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Filling-up and submission of School Data Gathering Forms	1.1. Receive the document	None	15 days	End-user , School Head
	1.2. Manual checking of School Profiles	None	5 days	EBEIS Management Team
	1.3. Returning of School Profiles Data Gathering Forms to the School	None	15 minutes	Planning Unit and Records Unit
2. Encoding and uploading of School Profile Data in the EBEIS	1. Validates on-line submission in the system	None	5 minutes	Planning Unit
	 2.2. Validation of documents and requests additional/ lacking data with the school heads thru phone and/or social media 	None	1 day	Planning Unit
3. Submit signed copy of validated School Profile	3.1. Receive the document	None	5 minutes	End-user
τοται	TIME:		21 days, 25 minutes	







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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

2. Learner Information System

This describes the procedures in the data correction and LRN approval/ disapproval of enrolment in the system.

Office or Division:		Division	of Scien	ce City of Munoz	
Classification: Highly Te		Fechnical			
Type of Transaction:	Type of Transaction: G2G ar				
Who may avail:		Public S	chools, F	Private Schools, S	SUCs
CHECKLIST OF RE	QUIREME	ENTS		WHERE TO S	ECURE
Letter Requ	ıest			End use	er
Birth Certif	icate			End Use	er
SF10/ Form 137/ Report Ca		8/		End Use	er
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Letter Request on Data Correction and LRN Approval	1.1. Receive the documents thru request letter or social media		None	1 day	School Heads/ LIS Coordinator
	1.2. Valida docun		None	15 minutes	Planning Officer
	1.3. Approves/ disapproves data change request		None	15 minutes	Planning Officer
	 Disapproval and Endorsement 		None	1 day	Planning Officer and SDS
	1.5. Reque additi docume endorser	ional ents for	None	1 day	Planning Officer



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	Regional and Central office			
2. Submission of Additional Documents	2.1. Checking of documents and endorsement of data correction to Region/ Central Office	None	1 day	Planning Officer and SDS
	2.2. Data validation and confirmation of message from the Central Office	None	1 month	LIS Support Team
3. Confirmatory Actions	3.1. Receive the e- mail for action of School Heads/ Planning Officer	None	1 day	School Head/ Planning Officer
4. Approval of Data Change Request	4.1. Approves request/s	None	15 minutes	School Head/ Planning Officer
TOTAL TIME:			35 days, 45 minutes	

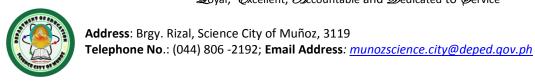
SCHOOL GOVERNANCE AND OPERATIONS DIVISION

HUMAN RESOURCE AND DEVELOPMENT SECTION

1. Rewards and Recognition

Implementation of Rewards and Recognition - MATCHES

Office or Division:	Human Resource and Development Division		
Classification:	Highly Technical		
Type of Transaction:	G2G - Government to Government		
Who may avail:	Teachin	g and Non-Teaching Personnel	
CHECKLIST OF REQUIREME	NTS	WHERE TO SECURE	
1.Guidleines and Criteria		PRAISE/MATCHES Committee	



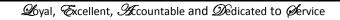
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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

2.Nomination Form	PRAISE/MATCHES Committee/HRDD					
3.Profile of Applicant/N	Applica	nt/Nominee				
	4. Indorsement of the School Head to Division Level, SDS to Regional Director		School Head/SDS Applicant/Nominee			
o. other required docur		••				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1.Plan activity	1.1 Draft/Approve Proposal	None	1 day	HRDD, SDS		
	1.2 Issue Memorandum	None	Half day	HRDD		
	1.3 Conduct/ Monitor the activity, assess papers, field validation		1 day	Committee		
	1.4 Finalize the result	None	1 day	Committee		
	1.5 Prepare certificate of recognition		Half day	HRDD		
	1.6 Conduct awarding	None	Half day	HRDD		
	TOTAL TIME:		4 days			









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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

RESEARCH

1. Learning and Development

Evaluation of Research Proposal for BERF

Office or Division: Resea		Research	search				
Classification:		Simple	Simple				
Type of Transaction:		G2G - G	overnme	ent to Governmer	nt		
Who may avail:		DepEd F	Employee	es			
CHECKLIST OF RE	QUIREME	NTS		WHERE TO S	ECURE		
1.Basic Research Propo	sal Templa	ite	Researc	ch In-charge			
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Calls for the Submission Research Proposal	1.1 Issues Memorandum to submit research proposal for BERF		None	N/A	DRC		
2. Receives Research Proposal Templates and Manuscript	2.1Receives research proposal and checks if complied with the BERF format		None	10 minutes	EPS II		
3.Evaluates Research Proposal	3.1 Evaluates the research proposals		None	1 hour	SDRC		
4. BERF Proposal	4.1 No propo	tifies ment on	None	N/A	SDRC		



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 Failed (Returns to Proponent/s Passed (Forwards the Approved Research Proposal 	the result of evaluation.			
	4.2 Forwards the Approved Research Paper to Regional Research Committee (RRC)	None	N/A	EPS II
TOTAL TIME:			1 hr. 10 mins.	

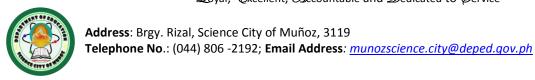
SCHOOL GOVERNANCE AND OPERATIONS DIVISION

HUMAN RESOURCE AND DEVELOPMENT DIVISION

1. Learning and Development

Planning, Conducting and Evaluating Learning and Development

Office or Division:		Human Resource and Development Division			
Classification:		Simple			
Type of Transactio	n:	G2G - Government to Government			
Who may avail:		DepEd Employees			
CHECKLIST OF	CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Training Needs Assessment Template		emplate	HRD In-charge		
CLIENT STEPS	AGENCY .	ACTION	FEES TO	PROCESSING TIME	PERSON RESPONSIBLE



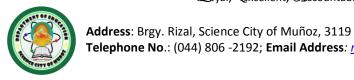
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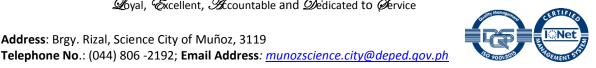


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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

		BE		
		PAID		
				1 1 1 1 1 /
1. Accomplish TNA	1.1 Conduct TNA	None	N/A	hool Head/ hool Training ordinators
	1.2 Consolidate the result	None	N/A	HRD In-charge
	1.3 Furnish copy to the unit heads	None	N/A	HRD In-charge
	1.4 Assess/Draft Annual Training Plan	None	N/A	OSDS, CID & SGOD Personnel
	1.5 Present the Annual Training Plan	None	N/A	OSDS, CID & SGOD Personnel
	1.6 Finalize the Annual Training Plan	None	N/A	OSDS, CID & SGOD Personnel
	1.7 Approve the nnual Training Plan	None	N/A	SDS
	3.8 Furnishes copy to the Unit Heads	None	N/A	HRD In-charge
2. Conduct Training based on TNA	2.1 Prepare memo, attendance, matrix, venue, certificates with control number2, materials needed	None	N/A	Program Owner
	2.2 Facilitate the Management of Learning	None	15 to 30 minutes	Program Owner
	2.3 Introduce the resource speaker	None	N/A	Program Owner







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2.4 Serve as Facilitator while the training is on-going	None	7 hours and 30 minutes	Program Owner
2.5 Check the materials, snacks, food and refreshment	None	N/A	Program Owner
2.6 List down feedback and address immediately as needed	None	N/A	Program Owner
2.7 Conduct Quality Assurance and Monitoring and Evaluation	None	N/A	Program Owner/QAME Coordinator
2.8 Award certificate of recognition to the speaker	None	N/A	Program Owner
2.9Award certificates of participation	None	N/A	Program Owner
2.10 Prepare/Submit Activity Completion Report/QAME to SGOD Chief	None	N/A	Program Owner
TOTAL TIME:		8 hours	

DISASTER RISK REDUCTION MANAGEMENT SECTION

1. Conduct of DRRM Programs, Projects, and Activities

This describes the procedures in the dissemination of DRRM Programs, Projects, and Activities in the Schools Division Office



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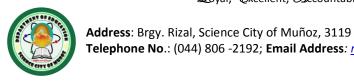
Certificate No. 50500731 QM15



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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Office or Division:		DRRM			
Classification: Simple					
Type of Transaction:		G2G - G	overnme	ent to Governmen	nt
Who may avail:		DepEd F	Employee	es	
CHECKLIST OF R	EQUIREME	NTS		WHERE TO S	ECURE
1. DRRM Cons	solidated rep	oorts	OSDS -	- DRRM unit	
2. DRRM S	chool Report	ts	OSDS -	- DRRM unit	
3. Mem	orandum		OSDS -	DRRM unit	
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Monitor and be ready for the receipt of memorandum for the programs, projects, and activities from the SDO	1.1 Prepare division memorandum for the programs, projects, and activities of the DRRM		NONE	10 minutes	Division DRRM Coordinator
	1.2 Approv memora		None	5 minutes	SDS
	 1.3 Disseminate the memorandum on the official DRRM FB group and Group chats for information and compliance 		NONE	3 minutes	Division DRRM Coordinator
2.Prepare and submit reports for the programs,	2.1 Receive validate 1		NONE	5 minutes	School DRRM Coordinator



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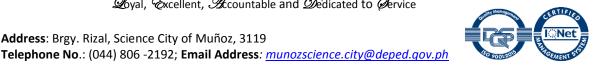
projects, and activities				
	2.2 Consolidate reports and submit to Central Office or Regional Office	NONE	20 minutes	Division DRRM Coordinator
	TOTAL TIME:		43 minutes	

2. Monitoring and Evaluation of DRRM Programs, Projects, and Activities

This describes the procedures in the monitoring and evaluation of DRRM Programs, Projects, and Activities in the Schools Division Office

Office or Division:		DRRM			
Classification:		Simple			
Type of Transaction:		G2G - G	overnme	nt to Governmen	t
Who may avail:		DepEd I	Employee	S	
CHECKLIST OF RE	QUIREMI	ENTS		WHERE TO S	ECURE
1. DRRM Programs Activities	s, Projects	, and	and OSDS – DRRM office		
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Prepare for the monitoring and evaluation of DRRM programs, projects, and activities	1.1 Prepare the memorandum for the monitoring and evaluation of schools		NONE	10 minutes	Division DRRM Coordinator







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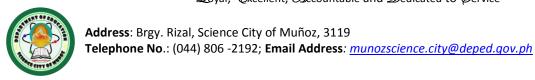
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1.2 Approve the memorandum	NONE	5 minutes	SDS
1.3 Conduct Monitoring and Evaluation (face to face or virtual monitoring)	NONE	15 minutes	Division DRRM Coordinator
1.4 Consolidate reports and submit to the Office of the SDS for approval	NONE	15 minutes	Division DRRM Coordinator, SDS
1.5Submit report to the Regional or Central Office	NONE	3 minutes	Division DRRM Coordinator
TOTAL TIME:		48 minutes	

PLANNING AND RESEARCH

1. Request For Basic Education Data (External Stakeholder)

Office Or Division:	Planning And Research		
Classification:	Simple		
Type Of Transactio n:	G2g – Government To Citizen		
Who May Avail:	External Stakeholder		
Checklist Of R	equirements Where To Secure		



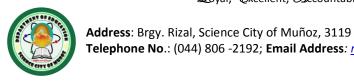
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1. Letter Request Adds (1 Original, 1 Ph		• C1	lient	
Client Steps	Agency Action	Fees	Processing Time	Person Responsible
1. Submit Letter Request Address To Records Offi ce	1.1 Receive Th e Letter Reques t From The Cli ent And Forwa rd It To The S ds	None	10 Minutes	Aaron S. Sobrevilla
	1.2 Refer Let ter Request T o Sgod Chief	None	4 Hours	Dante G. Parungao, CESO VI
	1.3 Refer The L etter Request T o Planning Offi cer	None	5 Minutes	Bernardo A. Gargabite, Edd
	1.4 Make The Necessary Actio n Undertaken To The Said Let ter Request	None	2 Days	Marlon V. Siminig
	1.5 Prepare Th e Transmittal	None	15 Minutes	Marlon V. Siminig



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	Letter And Atta chments To Be Signed By Sds			
	1.6 Receive Sig ned Report An d Forward To Re cords Section	None	10 Minutes	Marlon V. Siminig
2. Receive The Necessary Documents	2.1 Release The Do cuments To The End User	None	2 Minutes	Aaron S. Sobrevilla
Total		None	2 Days, 4 Hours, 4 2 Minutes	



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