

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

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 of			the Schools	Division Super	intendent
Classification:		Simple		_	
Type of Transact	ion:	G2G - G0	overnment t	o Government	
Who may avail: All Cond			erned		
CHECKLIST OF	REQUIRI	EMENTS	7	WHERE TO SEC	CURE
1. Citizen/Client Satisfaction Survey Form (CCSS Form)			Guard on I	Duty	
2. Consolidated F	eedback	Result	Office of th Superinter	e Schools Divis ident	ion
CLIENT STEPS	ENT 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	t (All informa must be	hysical orm or ine orm for lishmen tion	None	1 minute	Guard on Duty
	1.2 Assist the client in dropping the		None	1 minute	Guard on Duty



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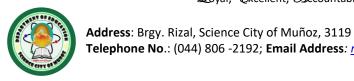
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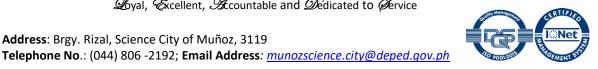


Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

	C 11 1 C			
	feedback form			
	in the drop box			
	area where it is			
	located			
	1.3 Opens the			
	drop box and			
	gather all the			
	feedbacks and			Administrative
	harvests	ЪT	10	Staff
	feedbacks	None	10 minutes	(Admin
	accomplished			Section)
	online thru			,
	google sheets on			
	a weekly basis			
	1.4 Consolidates			
	all feedbacks			
	collected and		2 hours and 30 mins	Administrative Staff (Office of the Schools Division
	input data in			
	the	None		
	Consolidated	None		
	Feedback			Superintende
	Result on a			nt)
	quarterly basis			
	1.5 Provides			
	copy of the			
	result to the			
	Schools			
	Division			
				Administrative
	Superintendent	None	5 minutes	Staff (Admin
	and to the			Section)
	concerned			,
	Sections and			
	Units and keep			
	a copy for			
	future reference			
TOTAL TIME:	None			







Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

	2 hours and 48 minutes	







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OFFICE OF THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENT

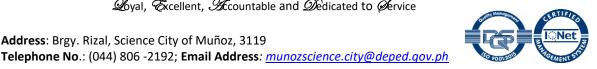
1. Controlling of Documented Information and Quality Records

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

Office or Division:	Document	Control Cu	istodian (DCC)			
Classification:		Simple				
Type of Transaction:G2G - Gov			ernment to	Government		
Who may avail:		DepEd Em	ployees			
CHECKLIST O	F REQUIREME	INTS		WHERE TO SE	CURE	
1.Review/ Request ar (DRRF)	-	Form	All units			
2.Documents/Record	ls		Concerne	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.		None	1 minute	Overall DCC	



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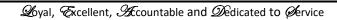




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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

For external documented information, retain 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 	None	5 minutes	Originator/ Unit Document Custodian/ Overall DCC



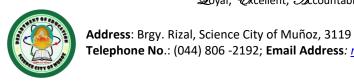


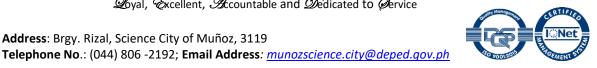




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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ







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

1.2 This procedure covers the request for documented information.

Office or Division:		Docume	ent Contro	ol Custodian (DCC	2)
Classification:	Simple				
Type of Transaction:		G2G - C	overnmer	nt to Government	
Who may avail:		DepEd I	Employees	3	
CHECKLIST OF REQ	UIREMEN	ITS		WHERE TO S	ECURE
1. Review/ Request and Re (DRRF)	egistration	Form	All units		
2.Documents/Records			Concern	ed unit/s	
CLIENT STEPS	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



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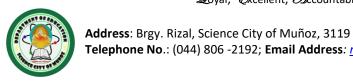
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REGION III – CENTRAL LUZON SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

documents depending upon the type of request. Affix "controlled" blue stamp for controlled request while "uncontrolled" red stamp for uncontrolled request 1.4 Issue the requested document/s to the recipient/s within one	None	6 minutes 2 minutes	Originator/ Unit Document Custodian/ Overall DCC
working day.		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 Government
Who may avail:	DepEd Employees



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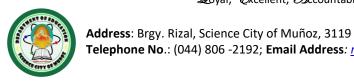
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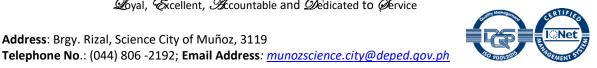


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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

CHECKLIST O	CHECKLIST OF REQUIREMENTS			WHERE TO SECURE			
1. Review/ Request an (DRRF)	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 disposed. Store the documents/ records in their respective departments/units.	 1.1 Collect the masterlists of documents/records from the unit document controllers/custodians 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. 	None	10 minutes	Originator/ Unit Document Custodian/ Overall DCC			
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			







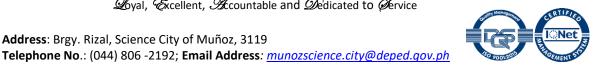
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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

			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 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.)	None	8 minutes	Overall DCC
TOTAL TIME:		25 minutes	



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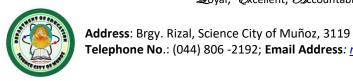


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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

2. Change Management Procedure

Office or Divi	ision:	Quality Management Representative					
Classification	1:	Simple					
Type of Trans	saction:	G2G - Government to Government					
Who may ava	.i1:	SDO Proc	ess Owners				
	CKLIST O			WHERE TO SEC	URE		
1.Formal Requ process cont		nange in	Process Owners				
2.Memorandu	m		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		
	1.2 reviev evalu impao chang	ate the ct of	NONE	1 hour	Top Management		
	-		NONE	2 minutes	Top Management		



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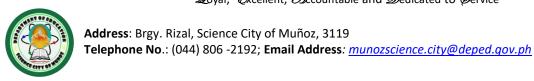
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REGION III – CENTRAL LUZON SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

and evaluation of change impact			
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	

3. Unit Performance

Office or Division:	Quality Management Representative		
Classification:	Simple		
Type of Transaction:	G2G - Government to Government		
Who may avail:	DepEd Employees		
CHECKLIST O REQUIREMENT			

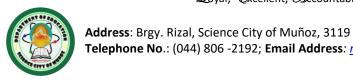


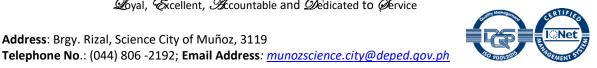


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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

IPCRF Concerned Units					
OPCRF	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 within the rating period.	2.1 Conduct midyear performanc e review updating and coaching	None	1 day	Unit Heads and Concerned personnel	
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	







Department of Education

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

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	G2G - G	overnment to Government		
Transaction:				
Who may avail:	DepEd Employees			
CHECKLIST O REQUIREMEN				
1. NOSI Form		Administrative Section		
2. NOSA Form		Administrative Section		
3. Plantilla/Summary	Administrative Section			
list of employeesStep Increment				



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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

4. Appointment		Human Resource Unit				
5. Service Record		Human Resurce Unit				
6. Latest Paysl	ip	E-copy file				
CLIENT STEPS	AGENCY ACTION	FEES TO PROCESSIN BE PAID G TIME		PERSON RESPONSIBL E		
	Prepares the NOSI and Plantilla form (For OSDS only)	None	2 minutes	Administrative Staff (Admin. Section)		
	Forwards to the SDS Office the post- audited NOSI for signature	None	1 minute	Administrative Staff (Admin. Section)		
	Provide copy for the employee thru the Records Unit	None	1 minute	Administrative Staff (Admin. Section and Records Section)		
1. Submit request for Step Increment thru the Records Unit/Recei	1.1 Receives the submitted documents	None	1 day,1 minute	Respective School/School AO's Receiving personnel (Records Section)		







Department of Education

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

ving personnel				
	The 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 approval	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 (next day)	2.1 Furnish the employee copy of his/her approved NOSI	None	1 minute	Records personnel
	TOTAL TIME:	None	1 day and 9 minutes	

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

Office or Division:

Administrative Services Section



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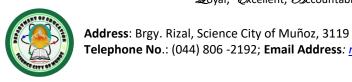


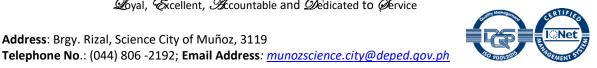


Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Classification	:	Simple			
Type ofG2G - G0Transaction:			overnment t	o Government	
Who may avai	1:	DepEd E	mployees		
CHECK REQUIR			٦	WHERE TO SE	CURE
1. Internet Acc	ess		Administra	tive Section	
2. GSIS Wirele Processing Sy			KIOSK		
3. Certification	n Portal		GSIS Webs	site	
4. Paysilp	4. Paysilp		Employees original copy		
CLIENT STEPS		ENCY TION	FEES TO PROCESSIN		PERSON RESPONSIBL E
1. Request for confirmatio n of loans through the GWAPS or GSIS Touch	1.1 Ch Certifi Portal reques	cation for loan	None	1 minute	Administrative Staff (Admin. Section)
	1.2 Opens the AAO Certification Portal and checks the name of the borrower		None	5 minutes	Administrative Officer/Admin istrative Staff (Admin Section)



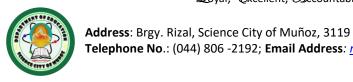


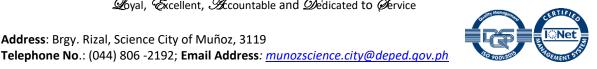


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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

2. Submissio n of the original pay slip to the AAO	2.1 Submits the original pay slip to the AAO for verification and stamping	None	1 minute	Borrower/Em ployee AAO/Alternat e AAO
	2.2 The AAO or Alternate AAO verifies the compliance of their Net Take Home pay (NTHP) sufficient to cover the monthly amortization of the loan applied for	None	3 minutes	Administrative Officer V/Alternate AAO
	2.3 Is the Net Take Home Pay sufficient? If yes, Proceed to confirmation 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)







Department of Education

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

	his/her loan TOTAL TIME:	None	12 minutes	
Wait for the Confirmation /Approval of loan	The AAO/Alternate AAO notifies the borrower/empl oyee on the approval of	None	1 minute	AAO/Alternat e AAO

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

Office or Divis	sion:	Administrative Services Section			
Classification	:	Simple			
Type of Transaction:		G2G - Government to Government			
Who may avai	1:	DepEd E	mployees		
CHECK REQUIR			WHERE TO SECURE		
1. Pay slip			Employee's copy		
2. Internet Cor	nnectior	1	Administra	tive Section	
CLIENT STEPS		ENCY TION	FEES TO BE PAIDPROCESSIN G TIMEPERSON RESPONSIBL E		
1.Presentatio n of latest available	1.1 Pr his/he availal origina	er latest ble	latest None 1 le		DepEd Employee



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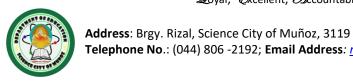
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original pay slip	slip to the APDS Accredited Entity			
2. Wait awhile for the evaluation of Pay slip	 2.1 Evaluates Borrower's loan application, including capacity to pay based on original pay slip. Is the loan application passed? If the loan application passes the evaluation, stamps loan details on the pay slip and signs thereon. Emails a scan of the original stamped pay slip to 	None	10 minutes	Lender/PLI's



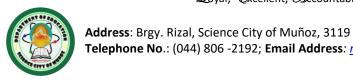




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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

	the Borrower and returns the same to the latter. If not, in forms the Borrower accordingly			
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 assessment of the Borrower's capacity to pay. Determines if the stamped monthly amortization can be	None	5 minutes	Verifier



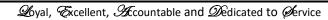




Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

	accommodate d in the APDS. Emails assessment to the Lender copy furnished the Borrower.			
	3.3 Is the loan application passed and can be accommodate d 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 APDS			
4. Wait for the Release of loan	4.1 If the monthly amortization can be accommodate d in the APDS:	None	1 day	Lender/PLI's









Department of Education

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

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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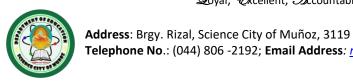


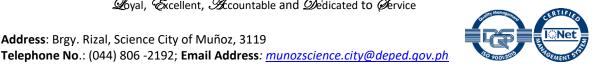


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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

CHECKLIST OF REQUIREMENTS			WHERE TO SE	CURE
1. Appointment, Personal Data Sheet		Employee's		
2. ARA Forms		GSIS Webs	site	
2. Internet Cor	nnection	Administra	tive Section	
CLIENT AGENCY STEPS 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)







Department of Education

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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 acknowledgme nt receipt and confirmation from GSIS Membership Coordinator	None	3-5 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	3-5 days and 7 minutes	

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.



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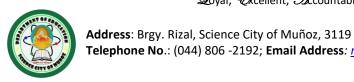


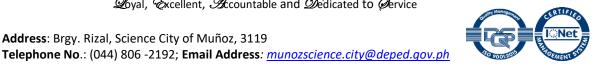


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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Office or Divis	ion:	Administrative Services Section				
Classification:	:	Simple				
Type of Transaction:		G2G - Government to Government				
Who may avai	1:	DepEd E	mployees			
CHECKLIST OF REQUIREMENTS			, I	WHERE TO SEC	CURE	
1. Request Lett	er		Employee's Letter/Documents			
2. Endorsemen	t Letter	ſ	Administrative Section			
CLIENT AGENCY STEPS ACTION		FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E		
1. Submit1.1 ReceivesRequesttheLetterdocuments/letter requestfor transfer		None	1 minute	Administrative Staff (Admin. Section)		



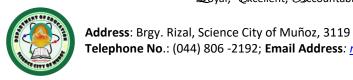




Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

1.2 Prepares the appropriate endorsement 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 disapproved and logs the details.	None	5 minutes	Administrative Staff (Admin Section)
1.3 Re-checks the Endorsement Letter and affix countersign	None	5 minutes	Administrative Officer V (Admin Section)
1.4 Reviews and signs the Endorsement Letter whether the request for	None	10 minutes	Schools Division Superintende nt



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Department of Education

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

	transfer is approved or not			
	1.5 Receives the Endorsement 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	

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



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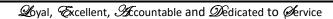




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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Classification:		Simple			
Type of Transaction:		G2G - Government to Government			
Who may avail:		DepEd E	mployees		
CHECKLIST OF R	EQUIRI	EMENTS	1	WHERE TO SEC	CURE
1. SALN Form			Admin Sec	tion/Internet	
2. Memorandum			Admin Sec	tion	
CLIENT STEPS		ENCY TION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E
1. Wait for the Memorandum on the date of submission of SALN	1.1 Prepares the memorandum on the deadline of submission of SALN in soft and hard copy notarized by the duly authorized administering officer to the Administrative Section		None	5 minute	Administrative Staff(Admin Section)
2. Submit SALN	2.1 Submits an accomplished SALN in soft and three (3) hard copies		None	1 month (based on the deadline of submission)	Division Employees









Department of Education

REGION III – CENTRAL LUZON Schools Division Office - Science City of Muñoz

each employee to the Division Office			
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 certification and submit SALN to Ombudsman Office	None	5 days	Administrative Staff/Adminis trative Officer V(Admin Section)
2.4 Files the transmittal of the submitted SALN for record keeping and future reference	None	1 minute	Administrative Staff (Admin Section)
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



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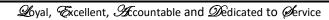
Certificate No. 50500731 QM15



Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Office or Division:		Administrative Services Section			
Classification:		Simple			
Type of Transaction	on:	G2G - Go	overnment t	o Government	
Who may avail:		DepEd E	mployees		
CHECKLIST OF R	EQUIRI	EMENTS	٦	WHERE TO SEC	CURE
1. Certifications Lo	g Sheet		Admin Sec	tion	
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, though the online portal for requesting documents and from the Document Request Log Sheet		None	1 minutes	Administrative Staff(Admin Section)
2. Wait a while for the validation of employment record and for	2.1 Validate employment record of requesting party in the system		None	5 minutes	Administrative Staff(HR Unit)









Department of Education

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

the preparation of the request	through the 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 employee, depending on the availability of the signatory	None	1 minute	Administrative Staff/Adminis trative Officer V(Admin Section)
	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:	Administrative Services Section	
Classification:	Simple	
Type of Transaction:	G2G - Government to Government	



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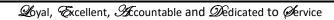




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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Who may avail:	DepEd E	mployees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter		Employee/Client		
2. Birth Certificate Contract	and Marriage	Employee/Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E
1. Submission of Request Letter	1.1 Receives to the client/ employee the request for change in name accompanied with required documents	None	1 minute	Administrative Staff(Recor ds Unit)
	1.2 Makes a Division Special Order (S.O) and transmittal 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)









Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

	 1.4 Signs the S.O for changing the name of the employee forwards it to the HR Unit for recording 1.5 Forwards it 	None	10 minutes	Schools Division Superintende nt
	to the HR Unit for recording	None	1 minute	SDS Staff
	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	None	1 month (depends on the RPSU on the duration of issuance of payslip)	Administrative Staff (Records Unit/Admin)

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reflected in the payslip.			
TOTAL TIME:	None	35 days and 20 minutes	

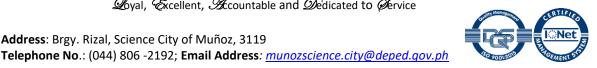
8. Issuance of Certificate of Appearance and Locator Slip

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		trative Servi	ces Section			
Classification: Simple		Simple	ıple			
Type of Transaction	on:	G2G - G	Government to Government			
Who may avail:		DepEd E	Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE				
1. Travel Order			Employee/Client			
2. Locator Slip		Employee/Client				
3. Certificate of Appearance Log Sheet		Administrative Section				
4. Certificate of Appearance		ce	Administrative Section			
CLIENT STEPS		ENCY TION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E	
1. Log and present travel order and locator slip	1.1 Ch travel the cli	order of	None	1 minute	Administrative Staff(Admin Section)	



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Department of Education

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	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 and Locator Slip to be released	2.1 Prepare the Certificate of Appearance	None	3 minutes	Administrative Staff (Admin Section)
	2.2 Signs the Certificate of Appearance and locator Slip	None	1 minutes	Administrative Officer V (Admin Section)
	TOTAL TIME:	None	6 minutes	

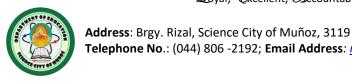
INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) UNIT

1. Uploading of Publications

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

Office or Division:	Information and Communications Technology (ICT) Unit
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd Employees

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	KLIST OF REMENTS		WHERE TO SEC	URE		
1.Uploading of Publications Request Sheet		ICT Unit				
2.Request Sheet Published Articl Sheet	t – Certification of e/s Request	ICT Unit				
3.Announcemer	nts	Records Un	it			
4.Articles		Records Un	it			
5.Issuances		Records Un	it			
6.Bidding Docur	ments	Bids and Av	wards Committee			
7.Invitation to E	Bid	Bids and Awards Committee				
8.Request for Q	uotation	Bids and Awards Committee				
9.Notice of Awar	9.Notice of Award		Bids and Awards Committee			
10.Notice to Pro	ceed	Bids and Awards Committee				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
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)		



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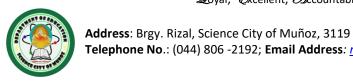
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1.4 Scan the document/ s to PDF format	NONE	5 minutes	Administrative Assistant III (ICTU)
1.5 Upload the document/ s on the website and SDO FB Group	NONE	5 minutes	Administrative Assistant III, Information Technology Officer I (ICTU)
TOTAL TIME:		16 minutes	

2. Certificate of Published Article/s

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

Office or Divisi	on:	Information and Communications Technology (ICT) Unit				
Classification:		Simple				
Type of Transa	ction:	G2G - Go	G2G - Government to Government			
Who may avail:		DepEd Employees				
CHECKLIST OF REQUIREMENTS		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	



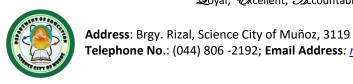
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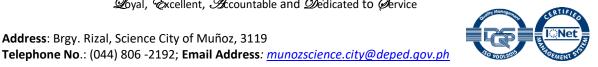


Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

1.Forward the hard copy and soft copy of the document	1.1 Receive the hard copy and soft copy of the document	NONE	2 minutes	Administrative Assistant III (ICTU)
	1.2 Record the document on the log sheet	NONE	2 minutes	Administrative Assistant III (ICTU)
	1.3 Check the content of the document	NONE	2 minutes	Information Technology Officer I (ICTU)
	1.4 Upload the document on the website	NONE	5 minutes	Information Technology Officer I (ICTU)
	1.5 Prepare Certificatio n for Article/s published on the Website	NONE	5 minutes	Information Technology Officer I (ICTU)
	1.6 Forward the certificate to the SDS Office for signature	NONE	15 minutes	Schools Division Superintendent
	1.7 Release the Certificate	NONE	2 minutes	Administrative Assistant III (ICTU)
	TOTAL TIME:		33 minutes	







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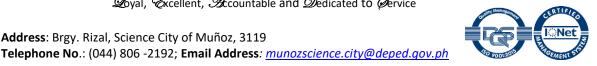
3. Management of E-mail, Office 365 and Other System Accounts of DepEd Employees

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	on:	Information and Communications Technology (ICT) Unit			
Classification:		Simple			
Type of Transac	ction:	G2G - Government to Government			
Who may avail:		DepEd Employees			
CHECKLIST OF REQUIREMENTS		•		WHERE TO SEC	URE
U	1.Mangement of DepEd E-mail Accounts and DepEd Systems Request Sheet		ICT Unit		
2.Certification as Permanent Employee - for newly hired and with no existing DepEd e-mail accounts		Records Un	it		
CLIENT STEPS		ENCY TION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



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

1.Request for Technical Assistance on DepEd email and O365 Accounts Concerns	1.1 Record the request on the log sheet	NONE	2 minutes	Administrative Assistant III (ICTU)
	1.2 Receive the Certification as Permanent Employee	NONE	2 minutes	Administrative Assistant III (ICTU)
	1.3 Process the request (account creation or password reset)	NONE	2 minutes	Information Technology Officer I (ICTU)
	1.4 Issue username and temporary password for new account; Issue password for password reset	NONE	2 minutes	Information Technology Officer I (ICTU)
	TOTAL TIME:		8 minutes	

4. Troubleshooting and Repair of Personal Computer and its Peripherals



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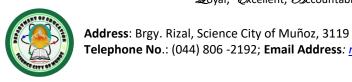
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REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

This describes the procedures in the troubleshooting and repair of Personal Computer and peripherals in the Schools Division Office.

Office or Division: Information			nunications Tech	nology (ICT) Unit
Classification: Simple				
ction:	G2G - Go	vernment to	Government	
	DepEd Er	nployees		
			WHERE TO SEC	URE
outer an	d its	ICT Unit		
stance I	Form	Records Un	it	
AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
the log and rec IT equi	sheet ceive the pment or			
owned Compu Laptop and Ne device covered trouble Accomp Technie	Personal tter, , Printer twork are l by the shooting) plish the	NONE	5 minutes	Administrative Assistant III (ICTU)
	ction: LIST OF EMENT Ing and E outer an quest SH stance H AG AC 1.1 Rec the log and rec IT equi periphe (Only I owned Compu Laptop and Ne device a covered trouble Accomp	Simple Simple ction: G2G - Go DepEd En LIST OF CEMENTS ng and Repair of outer and its quest Sheet stance Form AGENCY ACTION 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 Technical	Simple Ction: G2G - Government to DepEd Employees LIST OF EMENTS ICT Unit ng and Repair of outer and its quest Sheet stance Form Records Un AGENCY ACTION FEES TO BE PAID 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 Technical	Simple ction: G2G - Government to Government DepEd Employees LIST OF WHERE TO SEC Rements ICT Unit ng and Repair of outer and its quest Sheet ICT Unit stance Form Records Unit AGENCY ACTION FEES TO BE PAID PROCESSING TIME 1.1 Record on the log sheet and receive the IT equipment or peripheral NONE 5 minutes and Network device are covered by the troubleshooting) Accomplish the NONE 5 minutes



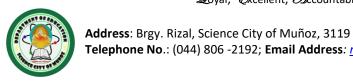
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	 1.2 Conducts diagnosis / assessment on the IT equipment or peripheral and makes possible solution / action. If fixed, go to Step 1.3 If not fixed, go to Step 2 	NONE	2 hours	Administrative Assistant III and/or Information Technology Officer I (ICTU)
	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	NONE	5 minutes	Supply Unit, Administrative Assistant III (ICTU)







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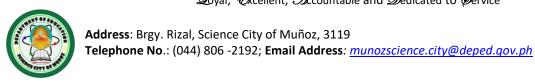
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Unit for appropriat e action		
TOTAL TIME:	2 hours, 20 minutes	

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 Division:	Information and Communications Technology (ICT) Unit				
Classification:	Simple				
Type of Transaction:	G2G - Go	vernment to Government			
Who may avail:	DepEd Employees				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1. DepEd Computerization Program Monitoring and Evaluation Tool		ICT Unit			
2.Authority to Travel		Records Unit			
3.Certiciate of Appearance		School			
4.Request Letter		School			

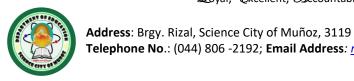


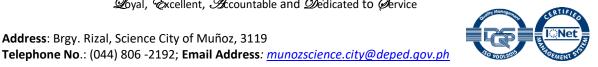


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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Prepare Request Letter addressed to the Schools Division Superintend ent	1.1 Receive the Request Letter from the School Head / Client and forward to it the ICT Unit	NONE	15 minutes	Administrative Assistant III (Office of the SDS)
	1.2 Receive the Request Letter from the Office of the Schools Division Superintend ent	NONE	5 minutes	Administrative Assistant III (ICTU)
	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	NONE	1 hour	School ICT Coordinator, Administrative Assistant III and/or Information







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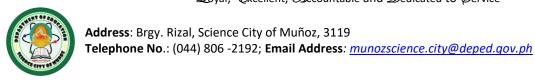
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	of the DCP Package			Technology Officer I (ICTU)
	1.6 Prepare appropriat e report and make recommen dation using DepEd Computeri zation Program Monitoring and Evaluation Tool	NONE	10 minutes	Information Technology Officer I (ICTU)
2.	1.7 Inform the 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.

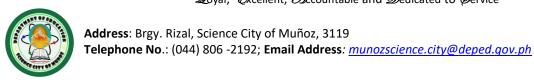




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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Office or Divisi	on	CASH UNIT				
Classification		SIMPLE				
Type of Transa	ction	G2G GOVERNMENT TO GOVERNMENT				
Who may avail		G2C GOVER	NMENT TO PU	BLIC		
CHECKLIST OF	REQUIR	EMENTS		WHERE TO SE	CURE	
Order of Paymer	nt Bidding	Documents		BAC Secretaria	t	
Order of Paymer	nt Form (I	Disallowance)		Accounting Un	it	
CLIENT STEPS		CY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON 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 Document Fee 'Collection of Registration	5 minutes	Cash Personnel In-charge	
	1.2 Reco collection receipt re	n in the cash		3 minutes	Cash Unit Head (Cashier) / In- charge	
	1.3 Depo to autho governm deposito	osit collection rized ent ry bank and file a copy of		10 minutes	Cash Unit Head (Cashier) / In- charge	
		are Report tions and (RCD)		3 minutes	Cash Personnel	





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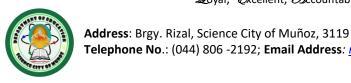
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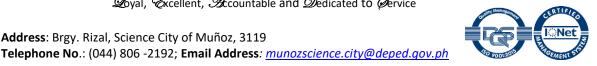
		In-charge /Cash Unit Head (Cashier) / In-charge
1.4 Submit the RCD report to the Accountant for review and signature	2 minutes	Cash Personnel In-charge
1.5 Signs the reports	2 minutes	Accounting Unit Head (Accountant)
TOTAL	22 minutes	

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.

Office or Division	OSDS/CASH	OSDS/CASH UNIT			
Classification	SIMPLE	SIMPLE			
Type of Transaction	G2G GOVER	NMENT TO GO	OVERNMENT		
Who may avail	G2C GOVER	NMENT TO PU	BLIC		
CHECKLIST OF REQ	UIREMENTS		WHERE TO SE	CURE	
Proposal			End User		
Purchase Request			End User		
Canvass			Canvasser		
Abstract of Canvass			Supply Unit		
BAC Resolution			BAC Secretariat		
Purchase Order			End User		
Philgeps			Supplier		
Official Receipts			Supplier		
ORS/BUR			End User		
Disbursement Vouche	er (DV)		End User		
LDDAP as Internal Creditor		Accounting Unit			
CLIENT AG	SENCY ACTION	FEES TO	PROCESSIN	PERSON	
STEPS		BE PAID	G TIME	RESPONSIBLE	







Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

1. Receives the approved DV from SDS Office	1.1 Verify the completeness of the documents and then prepares checks and ACIC.	Supplier the supplies to be deliver, Salaries, Travelling Expenses, and Other Personnel Services	2 minutes	Cash Personnel In-charge /Cash Unit Head (Cashier) / In-charge
	1.2 The Clerk shall forward the document package to the Cashier for signature		2 minutes	Cash Personnel In-charge
	1.3 The Clerk shall forward the initially signed checks and ACIC to the Office of the SDS		2 minutes	Cash Personnel In-charge
	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

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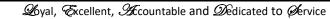
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TOTAL	15 / 20	
	minutes	

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	SIMPLE			
Type of Transa	ction	G2G GOVERNMENT TO GOVERNMENT				
Who may avail		DEPED PERSONNEL				
CHECKLIST OF	r REQUIR	EMENTS		WHERE TO SE	CURE	
Purchase Reque				End User		
Official Receipts				Supplier		
Petty Cash Voud	1		1	Cash Unit		
CLIENT STEPS	AGEN	CY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE	
1. Prepare the Purchase Request and attach Official Receipts	1.1 Chec complete documen	eness of	Unpaid expenses for not greater than 1,000.00	2 minutes	Cash Unit Head (Cashier) / In- charge	
2. Submit and Complete documents to Cashier	1.2 Phot Disburse Voucher	ement		2 minutes	Cash Unit Head (Cashier) / In- charge	
	Book an cash bas voucher	to the Cash d provide sed on the		3 minutes	Cash Unit Head (Cashier) / In- charge	
3. Receive the reimbursemen t cash.	1.4 Relea cash to c	ase petty client		5 minutes	Cash Unit Head (Cashier) / In- charge	
	-	ares Report Petty Cash s.		3 minutes	Cash Unit Head (Cashier) / In- charge	









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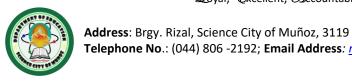
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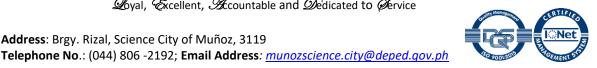
_			
	TOTAL	15 minutes	

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 Divisi	vision OSDS/CASH UNIT					
Classification		SIMPLE				
Type of Transa	ction	G2G GOVERI	NMENT TO GO	OVERNMENT		
Who may avail		DepEd Person	nnel			
CHECKLIST OF	REQUIR	EMENTS		WHERE TO SI	ECURE	
Proposal				End User		
Purchase Reque	est			End User		
Canvass				Canvasser		
Abstract of Can	vass			Supply Unit		
Purchase Order				End User		
Official Receipts	5			Supplier		
ORS/BUR				End User		
Disbursement V	oucher (D	V)		End User		
LDDAP as Intern				Accounting Unit		
CLIENT	AGENC	Y ACTION	FEES TO	PROCESSIN	PERSON	
STEPS			BE PAID	G TIME	RESPONSIBLE	
1. Prepare all	1.1 Recei	ves				
documents	approved	checks for			Cash Unit Head	
needs	encashm	ent of cash		2 minutes	(Cashier) / In-	
	advance.				charge	
	105	1				
		shment of		1	Cash Unit Head	
	Check to	LBP.		15 minutes	(Cashier) / In-	
					charge	
	1.3 Notif	y claimants			Cash Unit Head	
	included			3 minutes	(Cashier) / In-	
	payroll.				charge	
2. End User	1.4 Relea	sing of Cash			Cash Unit Head	
Receive Cash	and sign	ing in the		5 minutes	(Cashier) / In-	
Advance	payroll.				charge	







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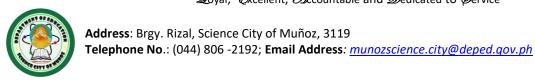
3. End User Submit and Complete documents of CA to Cashier	1.5 Preparation of Liquidation Report with supporting documents.	3 minutes	Cash Unit Head (Cashier) / In- charge
	1.6 Signs the Liquidation Report	2 minutes	Cash Unit Head (Cashier) / In- charge
	1.7 Signs the report.	2 minutes	Accounting Unit Head (Accountant)
	TOTAL	37 minutes	

BEADS AND AWARDS COMMITTEE (BAC)

1. Public Bidding

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

REQUIREMENT	rs		
CHECKLIST O	F WHERE TO SECURE		
Who may avail:	DepEd Employees		
Type of Transaction:	G2G - Government to Government		
Classification:	Highly Technical		
Office or Division:	Division of Science City of Munoz		



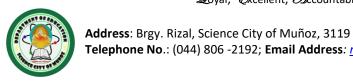
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Purchase Request		End user			
Authority to Procure		End User			
BAC Announcement		BAC Secret	ariat		
Minutes of the M	Meeting	BAC Secret	ariat		
Abstract of Bids		BAC Secret	ariat		
Post Qualification	on Report	Technical V	Working Group		
Resolution to Av	ward	BAC Secret	ariat		
Notice of Award		BAC Secret	ariat		
Contract		BAC Secret	ariat		
Notice to Procee	d	BAC Secret	ariat		
Obligation Requ	est Status (ORS)	End user			
Disbursement Voucher (DV)		End user			
1					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
-					



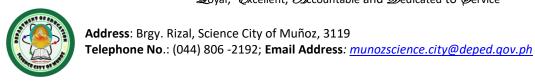
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and end- user.			
1.3. Conduct pre- procurement conference	None	2 hours	BAC, BAC Secretariat, TWG, End- users
1.4. Prepare Minutes of the meeting	None	2 hours	BAC Sec
1.5. Prepare the bidding documents; check and review the bidding documents	None	1 day	BAC, TWG, BAC Sec, End- user
1.6. Post the bidding documents on PhilGEPS Website, Agency Website and on three conspicuous places.	None	7 days	BAC Sec
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

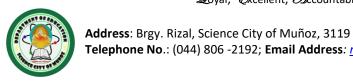




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	1.8. Conduct pre-bid conference	None	2 hours	BAC, BAC Secretariat, TWG, End- users, observers
	1.9. Prepare Minutes of the meeting	None	2 hours	BAC Sec
2. Purchase of bidding documents by prospective bidders	2.1. Receive bidding documents from prospective 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, 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



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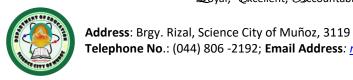
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	2.7 Prepare and Issue Contract	None	1 day	BAC Sec, BAC, HOPE
	2.8. Prepare and Issue Notice to Proceed	None	1 day	BAC Sec, BAC, HOPE
3.Prepare Disburseme nt Voucher (DV) and Obligation Request Status (ORS)	3.1 Process the documents for disburseme nt	NONE	1 hour	End User, Finance Service
	TOTAL TIME:		30 days, 9 hours, 32 minutes	

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 - Government to Government		
Who may avail:	DepEd Employees		
CHECKLIST OF REQ	UIREMENTS WHERE TO SECURE		



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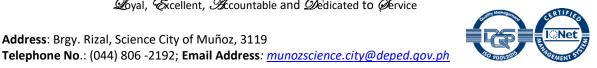
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Work and Financial Plan		End User		
Project Proposal		End User		
Purchase Reque	st	End User		
Project Procurer Plan	nent Management	End User		
Request for Que	tation	Canvasser		
PhilGEPS Regist	tration	Supplier		
Business / May	or's Permit	Supplier		
Resolution to Av	vard	Bids and Aw	ards Committe	ee Secretariat
Abstract of Can	vass	Supply Offic	er	
Notice of Award		Bids and Aw	ards Committe	ee Secretariat
Notice to Procee	d	Bids and Awards Committee Secretariat		
Purchase Order		End User		
Budget Utilizatio	on Report	End User		
Obligation Requ	est and Status	End User		
Disbursement V	oucher	End User		
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)



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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

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 is P1,000 and below for payment from Petty Cash Fund	None	5 minutes	Supply Officer
	3.4. Validate if the procurement is included in the Annual Procurement Plan (APP)	None	15 minutes	Budget Officer
4. Prepare Request for	4.1 Review and sign the RFQ	None	15 minutes	TWG, BAC Chairman





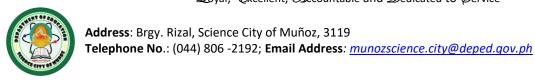
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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Quotation (RFQ)				
	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
	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	None	15 minutes	BAC Sec





Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

	Notice to Proceed if applicable 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 Request (BUR), Disbursement Voucher (DV) and BIR Forms 2306 and 23 (if applicable)	5.1. Process the budget claim	None	15 minutes	Budget Unit
	5.2. Process the financial claim	None	15 minutes	Accounting Unit
	5.3. Approve the documents	None	5 minutes	HOPE

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

5.4. Inspect the delivery of goods and			Contract Implementati on Team
services	None	30 minutes	(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	

ACCOUNTING UNIT

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

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



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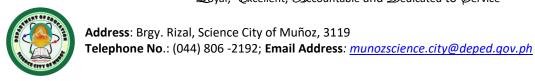




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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

CHECKLIST OF REQUIREMENTS			WHERE TO SE	CURE	
DepEd Order No	DepEd Order No. 8, s. 2019		Accounting Unit		
DM No. 2, s. 202	20	Accountir	ng Unit / Records	Section	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit Liquidation Report to the Records Section	1.1. Receive the report and forward to the Accounting unit	None	3 mins	School Head, ADAS in Records	
	1.2. Receive the report and forward to the ADAS in charge	None	3 mins	ADAS II in Accounting	
	 1.3. Evaluate the correctness of the submitted documents and forward to the Accountant for further review. Otherwise, prepare transmittal report signed by the Accountant and return to the school through the 	None	1 hour	Bookkeeper in- charge in the cluster	





Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Records unit for corrective action.			
 1.4. Review and sign the report and return to the Bookkeeper for COA submission. Otherwise, go back to process no. 1.3 	None	10 mins	Accountant
TOTAL TIME:		1 hour, 16 mins	

1. Application of Provident Loan

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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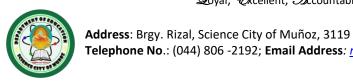


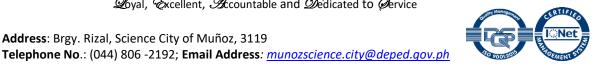


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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Provident Loan Application to the Records Section	1.1. Receive the application and forward to the Provident secretariat	None	1 min	Applicant, Records section
	 1.2. Check the completeness of the attachment and assign Provident Loan Number. Forward to the Accounting unit for processing. Otherwise, return to the applicant through the Records Section if attachments are incomplete/ incorrect. 	None	3 mins	Provident secretariat



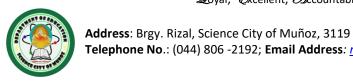




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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

 1.3. Verifies if net pay is capable in paying the monthly amortization and forward to the provident secretariat for numbering. Otherwise, return to the end- user. 	None	2 mins	Loan verifier
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
1.7. Approve / disapprove the application and return to the	None	2 mins	SDS



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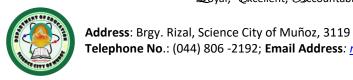
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TOTAL TIME:		21 mins	
availability and prepare the voucher. Otherwise, file the application and included in the list of applicants.	None	3 mins	ADAS (Provident in charge)
1.8. Receive the application and forward to the ADAS in charge 1.9. Check the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

2. Processing of Financial Claims

Office or Divisi	Office or Division: Accounting					
Classification:		Simple				
Type of Transa	ction:	G2G - Government to Government				
Who may avail:	:	DepEd Employees				
CHECKLIST OI	CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
CLIENT STEPS	AGEN	CY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit the financial claim to the Budget	-	,	None	15 mins	End-user, Budget unit	



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Otherwise, return to the End-user.			
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 to the End-user 	None	10 mins	ADAS in-charge
1.4. Double-check the claim and forward to the SDS for the approval.Otherwise, return to the End-user.	None	5 mins	Accountant
TOTAL TIME:		35 ins	

3. Request of Provident Loan Certification

Office or Division:	Accounting
Classification:	Simple
Type of Transaction:	G2G - Government to Government



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

Who may avail: DepEd Employees					
CHECKLIST O	F REQUIREMENTS		WHERE TO SE	CURE	
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	1.1. List the name of the requestor	None	4 mins	Borrower, Accounting unit	
	1.2. Prepare the certificate and forward to the Accountant for signature	None	10 mins	ADAS	
	1.3. Sign and forward to the ADAS		3 mins	Accountant	
	1.4. Release to the borrower.		3 mins	ADAS	
	TOTAL TIME:		20 mins		

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.



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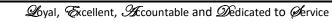




Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Office or Divisi	on:	Records Unit				
Classification:		Simple				
Type of Transa	ction:	G2G - Gov	ernment to	Government		
Who may avail:		DepEd Em	DepEd Employees			
	KLIST O REMEN			WHERE TO SEC	CURE	
1.Authority to tr	avel form	n	Records U	nit		
2.Attachments– Memorandum/s	-			ances (email,etc., ce of the docume		
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	
	1.2 Receive and check the completeness of the accomplished form (alternate signatories as option in the recommendin g approval)		NONE	3 minutes	Administrative Assistant III / Records Unit/Alternate signatories	
	doc to t	ward the ument/s he SDS ce for	NONE	2 minutes	Schools Division Superintendent	









Department of Education

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

approval of disapproval			
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	

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 Unit
Classification:	Simple



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Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

				olic / G2B – Gover ment to Governme			
Who may avail:	Who may avail: General Pub			lic,Private Employees,Government Employees			
CHECKLIST OF REQUIREMENTS WHERE TO SECURE			CURE				
and/or communica 2.Authorization letter	 1.Incoming/Outgoing document/s and/or communication/s 2.Authorization letter (1) (In case requesting person is 		Records Unit Requesting Person and/or Authorized Person				
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1.Submission of incoming document/s and/or communication/s at the records section receiving area	doc usi rec cor tim	Receive the cument/s ng the eiving stamp ntaining the he and nature	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 the concerned unit/s	None	3 minutes	Concerned Unit/s		
	1.4	Preparation of response/ct ion for the communica	None	15 minutes	Concerned Unit/s		

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Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

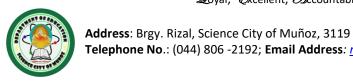
	TOTAL TIME:		29 minutes	
2. Acceptance of acted communication /s and/or document/s (In case the requesting person is unavailable the authorized person must present the authorization letter together with his/her Valid ID)	1.6 Marking of "Released" stamp containing time and signature and securing a copy to be scanned before releasing the document/ s to the requesting person	None	3 minutes	Aaron S. Sobrevilla/ Records Unit and Client/s
	tion/s and/or document/ s 1.5 Receive the acted request/s from the concerned unit/s	None	2 minutes	Concerned Unit/s

BUDGET UNIT

1. Budget Execution

Office or Division:	Budget Unit

Telephone No.: (044) 806 -2192; Email Address: <u>munozscience.city@deped.gov.ph</u>



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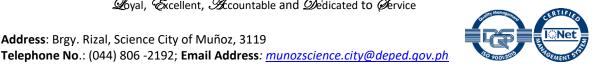
Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Classification:	Complex	Complex			
Type of Transaction:	G2G - Go	vernment to	Government		
Who may avail:	External	and Internal	Client		
CHECKLIST REQUIREMEI			WHERE TO SEC	URE	
1. Budget Execution I (BED)	ocument	DepEd	Budget Unit and l Asset Managem g Office/Unit and	ent Section,	
2. National Expenditu Program (NEP)	es	DepEd	Division Budget Unit and Planning Unit DepEd Asset Management Section, Requesting Office/Unit and External Client		
3. Unified Reporting S	vstem		Division Budget Unit		
4. Budget Monitoring System		Division Budget Unit			
5. Obligation Request Status		Division	Budget Unit / Re	equesting Unit	
6. Prepares Realignm Form (RAF)for Reallocation Advid Appropriations (RA	MOOE; e for PS	Division	Budget Unit / Re	equesting Unit	
-	GENCY CTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Prepara Nationand Expension Submission Program of Budget from Execution Office Document as	nditures am (NEP) Regional Personnel basis for ration of	none	2 days	Budget Officer	



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

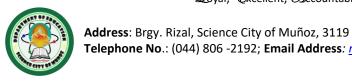


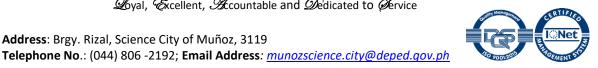


Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

	Prepares BED 1 for further review.			
	1.2 CoordinateswiththeAccountantandPlanningOfficersOfficerstoreviewfurtherBED 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
	2.2 Encodes Obligational Authorities (OA)	none	30 mins	Budget Officer



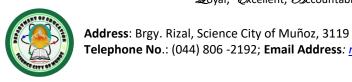


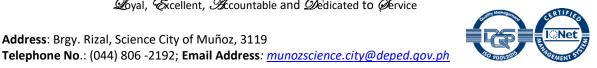


Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

	in the Budget Monitoring System (BMS).APPs/WF P as references and forwards it to the SDS for evaluation.			
	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, signatories and amount.	none	5 mins	Administrative Assistant III



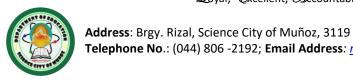


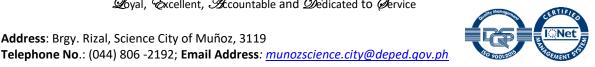


Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

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			Administrative
claimant for	none	2 mins	Assistant I
 completion			
3.3 Records in			
the			
incoming/outgo			
ing logsheet the returned		• •	Administrative
document to	none	2 mins	Assistant I
claimant or			
originating unit			
for completion			
of attachments			
3.4 Verifies			
availability of			
allotment and		F	
validates the	none	5 mins	Budget Officer
purpose			
payment.			



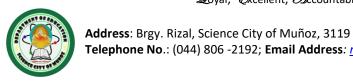




Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

3.5 ORS/BURS cannot be obligated Returns to claimant if ORS/BURS cannot be 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
3.8 Forwards signed ORS/BURS to	none	2 mins	Administrative Assistant I



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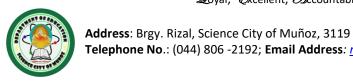
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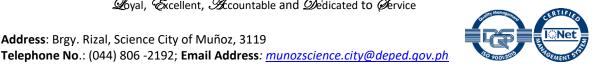


Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

	the Accounting unit for processing of payment.			
	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 Appropriations (RAPSA) for PS. 	none	5 mins	Administrative Assistant III







Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

	4.3 Forwards to the Office of the Schools Division Superintendent for approval Approves 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	

2. Budget Execution

Office or Division:	Budget Unit



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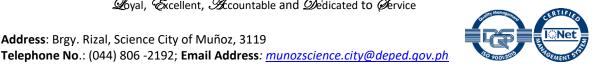
Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Classification:		Complex			
Type of Transac	ction:	G2G - Go	vernment to	Government	
Who may avail:		External a	and Internal	Client	
CHECK REQUIR				WHERE TO SEC	URE
7. Budget Execu (BED)	tion Do	cument	DepEc	Budget Unit and l Asset Manageme g Office/Unit and	ent Section,
8. National Expe Program (NEP		S	DepEc	Budget Unit and l Asset Manageme g Office/Unit and	ent Section,
9. Unified Repor	ting Sys	tem	Division Budget Unit		
10.Budget Monite	10.Budget Monitoring System			Division Budget	Unit
11.Obligation Red	11. Obligation Request Status		Division	Budget Unit / Re	equesting 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
STEPSACTION1.1.1 Receives thePreparaNationaltion andExpendituresSubmissionProgram (NEP)of Budgetfrom RegionalExecutionOffice PersonnelDocumentas basis for(BED)preparation ofBED 1.		none	2 days	Budget Officer	



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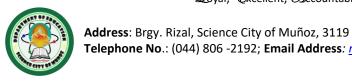


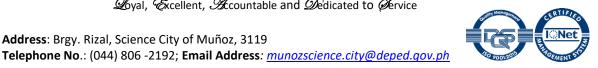


Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

	Prepares BED 1 for further review.			
	1.2 CoordinateswiththeAccountantandPlanningOfficersOfficerstoreviewfurtherBED 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
	2.2 Encodes Obligational Authorities (OA)	none	30 mins	Budget Officer



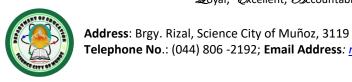


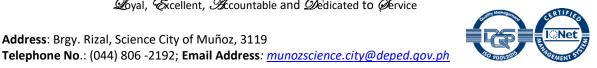


Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

	in the Budget Monitoring System (BMS).APPs/WF P as references and forwards it to the SDS for evaluation.			
	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, signatories and amount.	none	5 mins	Administrative Assistant III



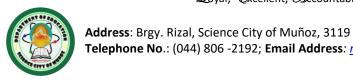


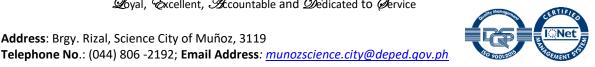


Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

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			Administrative
claimant for	none	2 mins	Assistant I
 completion			
3.3 Records in			
the			
incoming/outgo			
ing logsheet the returned		• •	Administrative
document to	none	2 mins	Assistant I
claimant or			
originating unit			
for completion			
of attachments			
3.4 Verifies			
availability of			
allotment and		F	
validates the	none	5 mins	Budget Officer
purpose			
payment.			



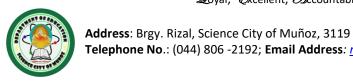


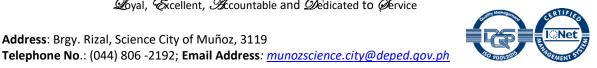


Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

3.5 ORS/E cannot obligate Returns claimant ORS/BURS cannot obligated.	be to if be	2 mins	Administrative Assistant I
3.6 ORS/E can be oblig Checks particulars object o used. Assigns co number encodes in AUC.	ate. the and codes ntrol and	2 mins	Administrative Assistant III
3.7 Signs B of ORS/BURS to availabili allotment obligation the purpose/ad ment necessary. Signs to co that funds obligated.	the as ity of and for just as ertify	5 mins	Budget Officer







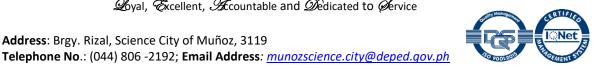
Department of Education REGION III – CENTRAL LUZON

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



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





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 approval Approves 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	

3. Budget Accountability and Reporting







Department of Education

REGION III – CENTRAL LUZON Schools Division Office - Science City of Muñoz

Budget Unit

Classification: Complex **Type of Transaction:** G2G - Government to Government External and Internal Client Who may avail: **CHECKLIST OF** WHERE TO SECURE REOUIREMENTS **13.Budget Monitoring Division Budget Unit** System 14. Budget Financial Division Budget Unit /Regional Finance Accountability Reports Unit/ DBM/COA 15. Unified Reporting System Division Budget Unit /Regional Finance Unit/ DBM FEES TO PROCESSING CLIENT AGENCY PERSON STEPS ACTION **BE PAID** TIME RESPONSIBLE 3. Preparation 3.1 Generates and report from IUs Administrative Submission of school. FAR1, 15 mins none Assistant III BFARs FAR 1B, Flash Repor 3.2 Ensures that the data 30 mins Budget Officer none recorded are correct Certifies 3.3 correctness of 5 mins Budget Officer none the reports pertaining to appropriation,



Office or Division:

Telephone No.: (044) 806 -2192; Email Address: munozscience.city@deped.gov.ph

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

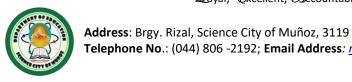
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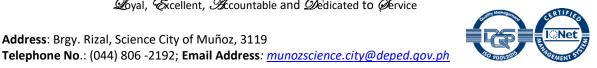


Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

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
3.5 Forwards the BFARs to SDS for approval	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 for submission	none	3-5 days	Budget Officer







Department of Education REGION III – CENTRAL LUZON

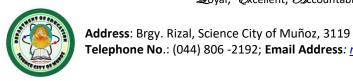
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

to DBM and COA. 3.8 E-mails the BMS to DBM support team Documents.	none	5 mins	Budget Officer
3.9 Sends BMS for repair of error that occurs in the BMS. Readiness for the data entry with accurate information. Encodes the data with accurate information	none	1 hour	Budget Officer
TOTAL 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				

Telephone No.: (044) 806 -2192; Email Address: <u>munozscience.city@deped.gov.ph</u>

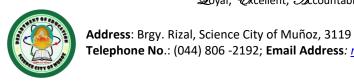


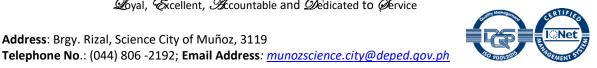


Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Attendance fo Forum	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	Budget Unit and Asset Managem g Office/Unit and	ent Section,	
Budget Propo	sal	DepEd	Budget Unit and Asset Managem g Office/Unit and	ent Section,	
Unified Repor	Unified Reporting System		Division Budget Unit and Planning Unit DepEd Asset Management Section, Requesting Office/Unit and External Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.Attend Budget Forum	1.1 Attend Budget Forum on the 3 rd quarter of the year prior to the next year budget to discuss considerations and guidelines in the preparation of the Budget Proposal	none	1 day	Budget Officer	



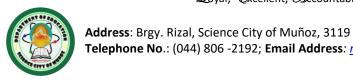




Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

and Disseminat memorandu to conduct Division Bu Preparation Budget Pro Template	am none t the none udget a and posal	5 min	Budget Officer
1.3 Prepare calendar activities/ti ne submission budget prop	of meli none of of	1 day	Budget Officer
1.4 Orient concerned about guidelines submission BP form fo preparation budget	units the and none n of or the	1 day	Budget Officer
concern ur submit the forms consolidatio	e BP for on none pares	1 day	Budget Officer
1.6RevDivision'sBudget ProbasedsubmittedfromPlanning O	on none data HR,	1 day	Budget Officer



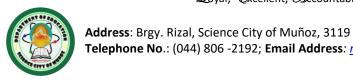
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Department of Education REGION III – CENTRAL LUZON

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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Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

TOTAL TIME:		13 days, 10minutes	
 (OSBP) of the DBM and prints the Budget Documents. 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			

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	n Division Budget Unit / IU's School/Client			
2. Emailed Group	Division Budget Unit / IU's School/Client			



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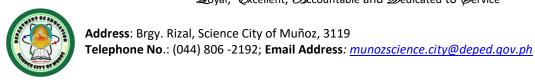




Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

3. Technical Assistance Form		Division E	Budget Unit / IU's	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
	4.5 Assists revision of the data	none	1 hour	Budget Officer



COP CONTRACTOR



Department of Education

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

	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	

SUPPLY UNIT

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



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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

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					
Type of Transa	ction: G2G - C	overnment 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	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	Acceptance Repo	rt (IAR) (1 ori	ginal copy)	Supply Unit		
Property Acknow	vledgement Recei	ipt (PAR) (1 o	riginal copy)	Supply Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	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 a Copy of Purchase Request as reference	None	1 minute	Supply Officer/ Administrative Aide VI		



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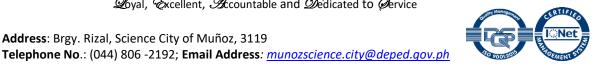
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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

1.2 Inspects and verifies the delivery receipt / official receipt of textbooks / supplies / equipment through comparing the specifications of the items received	None	5 minutes	Inspection Officer and Supply Officer
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 prepares Certificate of Final Acceptance			



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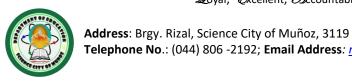


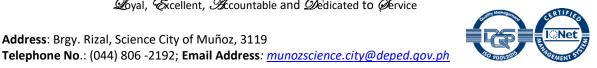


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rr		-	
based on			
delivered			
books and	l for		
supplies a	and		
equipmer	t		
secure th	e		
purchase	d		
supplies i	n the		
storage			
area/roor	n in		
order to			
documen	t the		
availabili	y of		
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effective			
monitorir	g		
and supp	ly		
managem	ent		
and prepa	ares		
Inventory			
Custodia	n Slip		
/ Propert	y		
Acknowle	dgem		
ent Repor	t for		
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supplies a	and		
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and not in	1		
conformit	y		
with the	-		
specificat	ions		
of the del			
inform th			
supplier			



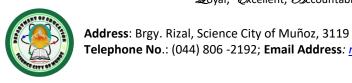


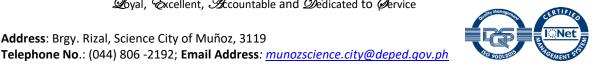


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If defective, return to the supplier			
1.4 Obtains delivery receipt / official receipt and receives textbooks / supplies / equipment from suppliers	None	3 minutes	Supply Officer/ Administrative Aide VI
1.5 Signs the Certificate of Final Acceptance	None	3 minutes	Supply Officer
Undersigns the Certificate of Final Acceptance		3 minutes	Administrative Officer V
Approves the Certificate of Final Acceptance			Schools Division
Signs the Inspection and Acceptance Report		3 minutes	Superintendent







Department of Education

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

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

PERSONNEL

1. Submission of Employment Application for Teaching and Non-Teaching





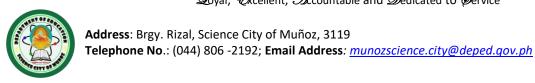


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This Process is under the Recruitment, Selection and Placement. Any individual with interest in applying for a position in DepEd, and that is qualified for the position may submit his/her following credentials and other requirements.

Office or Division	n:	Personnel				
Classification:		Complex				
Type of Transact	ion:	G2G - Gover	mment to	Government		
		G2C – Gover	mment to	Pubic		
Who may avail:		All				
CHECKLIST OF F	REQUI	REMENTS	WHERE	TO SECURE		
1. Letter Intent/ A	Applica	tion letter	Request	or		
2. Duly Notarized Sheet	Persor	nal Data	CSC We	bsite		
3. Authenticated 0 true copy of Eligib	107	Certified	PRC			
4. Transcript of Re	ecords	/ Diploma	School/s Attended			
5. Performance Ra three (3) semester	-	or the last	Previous/ Current Employer			
	6. Certificate of Trainings and Seminars attended		Requestor			
7. Documentation Accomplishments	7. Documentation of Outstanding Accomplishments		Requestor			
CLIENT STEPS	AGEN ACTI		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit the requirements to the Records Unit and/or		eceive and rward the	NONE	5 minutes	Records Unit	





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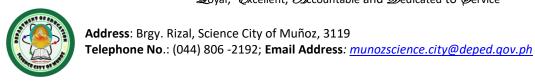
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through the official email address of the Division Office	documents to the SDS office for attachment of routine slip If received via email, all submitted documents are printed and attach routine slip			Designated Administrator of Division Official 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		
CHECKLIST OF REQU	REMENTS WHERE TO SECURE		





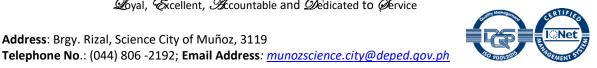
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Online Document Request		Personnel Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up the information needed in Online Document Request	1.1 Check the spreadsheet for requests	NONE	2 minutes	Personnel in 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 document to the 	NONE	3 minute s	Personnel in charge of requested documents
	email address of the requestor 1.5b Release the requested document		3 minutes	Records Section



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REGION III – CENTRAL LUZON Schools Division Office - Science City of Muñoz

	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 OF REQUIREMENTS		WHERE TO SECURE		
1. Curriculum Guide		LRMDS Portal		
2. Contextualized Material Submitted		Author/Owner		
3. School Pre-Evaluation		Office of the School Head/ Online Link		
4. Indorsement from the School Head		Office of the School Head		



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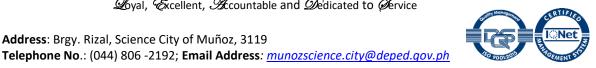
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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

 5. Accomplished Quality Assurance Tool/Evaluation Tool/Review Form 6. Endorsement Letter 7. Division Quality Assurance 		LRMS Office	9	
Form 8. Certificate of Recognition				
CLIENT STEPS			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 d LR to Division Office (on-	3.1 Conduct quality assurance of submitted LR	None	7 days	Writer, DLRQAT



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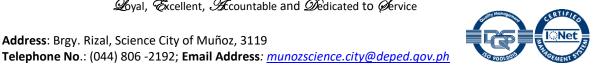
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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

line or on- site)				
	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 of the approved LR	None	1 day	LR Supervisor



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TOTAL TIME:	None	29 Days	
	None	2) Days	

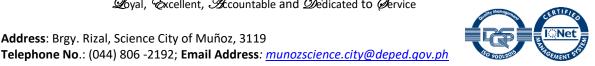
2. Borrowing Procedures for Books and Other Materials Over-Night

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 - Government to Government				
Who may avail:		DepEd Employees 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)	2.1 Assist Client		None	1 minute	Librarian	
3. Check and browse available reading materials in		Assist Client	None	5 minutes	Client & Librarian	



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the display shelves and bins				
4. Select titles of reading materials to borrow	4.1 Assist Client	None	3 minutes	Client
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
6. Accomplish the Collection Borrower's Form		None	2-3 minutes	Librarian
7. Release reading materials to borrow		None	1-2 minutes	Librarian
	TOTAL TIME:	None	24 minutes	

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,

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



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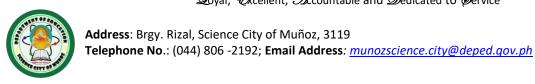




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Office or Divisi	on:	Curriculum Implementation Division				
Classification:		Simple				
Type of Transa	ction:	G2G - Go	vernment to	Government		
Who may avail	:	All				
CHECK REQUIE	LIST O		WHERE TO SECURE			
1. Computer/La with internet	/	-	e Client			
2. Registered LR a. DepEd Ema Employees or account in ca doesn't have a	2. Registered LR account a. DepEd Email for DepEd Employees or any active email account in case the client doesn't have an existing DepEd email account		LR Portal (lrmds.deped.gov.ph)			
CLIENT STEPS		ENCY TION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Open any	1.1 If t	1	None 1 minute			
browser engine and go to www.lrmds.d eped.gov.ph		orary	None	1 minute	Client/LR Staff/Librarian	



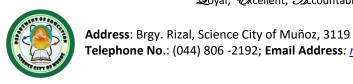




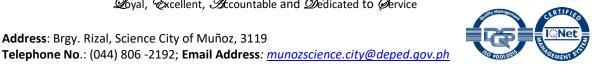
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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

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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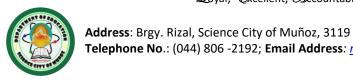


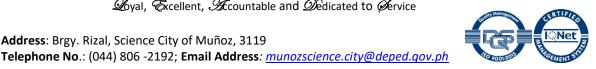


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from the given list topic	(if necessary)			
b. Use the search button and type the keyword of the desired Learning Resource				
7. Click view or download. (Guest can only browse and search for LRs in the Portal. Only registered users can download the 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	







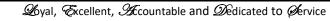
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SCHOOL GOVERNANCE AND OPERATIONS DIVISION

1. Monitoring of Supreme Pupil and Student Government Election

Office or Division:		Schoo	ol Govern	nance and Opera	tions Division
Classification:					
Type of Transaction:			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		nment		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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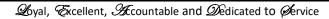
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	Prepare report on based on the result of monitoring.	None	1 hour	Youth Formation Coordinator
TOTAL TIME:			3 hours, 10 minutes	

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	ol Govern	nance and Opera	tions Division
Classification:					
Type of Transa	ction:	G	62G - Go	overnment to Gov	vernment
Who may av	ail:		Ι	DepEd Employees	3
CHECKLIST OF	REQUIREM	ENTS		WHERE TO S	ECURE
List of Newly Elected Student Gover			All Pı	ublic Elementary Schools	e e
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 the Schools	Records shall reco submitted forward Schools I Superinter endorseme School Gov	eive the list and to the Division ndent for ent to the	None	10 minutes	ecords personnel









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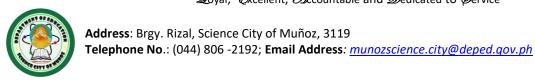
TOTAL	, TIME:		51 minutes assuming all schools will submit list in one day	
	Submission of consolidated data to the Regional Officer	None	5 minutes	Youth Formation Coordinator
	Consolidation of all data upon receipt of list from the Schools Division Superintendent's Office.	None	1 minute per school	Youth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

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 REQUIREM	IENTS	WHERE TO SECURE			
Partnership Linkages		SMN In-charge			

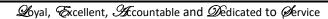




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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Accomplish School Need Assessment	1.1 Conduct School Need Assessment	None	N/A	School Head/ Division Partnership Focal Person
	1.2 Consolidate the result	None	N/A	SMN In-charge
	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 are		









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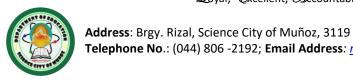
agreed upon in the content of MOA	
(Manner of writing: 1 day	

SCHOOL HEALTH AND NUTRITION SECTION

1. Medical and Nursing Services

Medical Clearance of Newly Hired and Reinstated DepEd Employees

Office or Division:	School Health and Nutrition Section				
Classification: Sim					
Type of Transaction:		G2G - G	overnme	ent to Governme	nt
Who may avail:		DepEd E	Cmployee	es	
CHECKLIST OF R	EQUIREME	NTS		WHERE TO S	ECURE
 CSC Form 211 Medical Clearance of Newly Hired and Reinstated Personnel Record 			 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 Human Resource	1.1 HR Officer in charge will provide the CSC Form 211 or the Medical Certificate Form for employment and		none	5 minutes	uman Resource Personnel



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	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
	3.3 Medical Officer will fill up the medical certificate	none	15 minutes	Medical Officer

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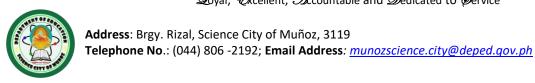
	form recommending if the personnel is fit or unfit to work, give health advice and prescriptions and follow up instructions as needed.			
	3.4 Filling of medical records in accordance to the data privacy act law.	none	3 minutes	Health personnel
3.Submission of the CSC Form 211 to the Human Resource Office	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			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DepEd Employees			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			



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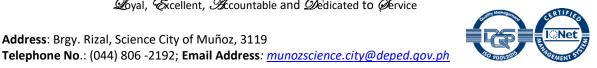
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 Medical Consul Treatment Reco Employee Healt 	ord	SDO C	linic	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. All Clientele in need of medical and nursing services can visit and avail the services in the SDO clinic during office hours	1.1 Health personnel will accomplish all the necessary information in the health card/ medical consultation and treatment record	none	5 minutes	Health personnel
	1.2 Health Personnel will conduct vital signs taking such as BP monitoring, pulse and respiratory rate measurement and the patient's present chief complaint	none	5 minutes	Health personnel
	1.3 Medical Officer will conduct patient interview, medical history taking of the past	none	10 minutes	Medical Officer



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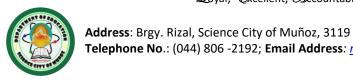


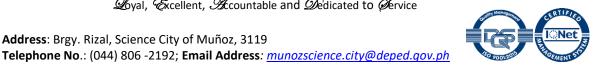


Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

and present illness.			
1.4 Medical Officer will conduct physical examination of the patient.	none	5 minutes	Medical Officer
1.5MedicalOfficer willprovideconsultationand treatmentplan, providemedicalhealth adviceandprescriptionsas needed andfollow upinstructionsto the patientand referralfor furtherevaluationandmanagementto medicalspecialist asneeded	none	15 minutes	Medical Officer
1.6 Filling of medical records in accordance to the data privacy act law.	none	3 minutes	Health personnel







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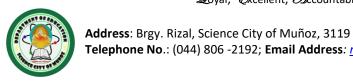
	42	
TOTAL TIME:	43	
	mins	
	1111115	

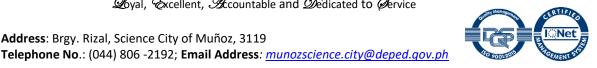
DENTAL SERVICES SECTION

1. DENTAL SERVICES

Oral check-up of Learners

Oral check-up of Learners					
Office or Division:	Office or Division: School H		Health and Nutrition Section		
Classification: Simple					
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	QUIREME	ENTS		WHERE TO S	ECURE
 School Health Card Parents' Consent (if 	necessary)	 School (Thru Health and Nutritio Coordinator) Guardian 		
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-Up Health Card form	1.1 Prov Health	vision of n Card	none	3 minutes	School Health Coordinator
2.Wait for the scheduling of your school					Learners
3.School Head will inform your schedule	3. 1Dentist in charge will schedule the time of oral check-up		none		Dentist
4.Wait for your name to be called	4.1Dentis conduct u	check-	none	10 minutes	Dentist







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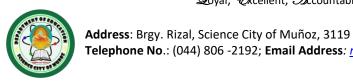
your oral status and ask for parents' consent if the dentist will perform other procedure	inform learners about your oral status and if other procedure will be done, dentist will ask you to provide a parents consent	none	1 minutes	Dentist
3.Inform parents of	2.Collect and secure all Health cards 3.1 Dentist will	none		School Health coordinator
	Recording of oral status of learners	none	2 minutes	Dentist

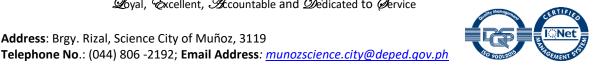
SCHOOL GOVERNANCE AND OPERATIONS DIVISION

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 REQUIREMENTS		WHERE TO SECURE	
School Profile Data Gathering Forms		End User	







Department of Education REGION III – CENTRAL LUZON

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	TOTAL TIME:		21 days, 25 minutes	

2. Learner Information System







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REGION III – CENTRAL LUZON

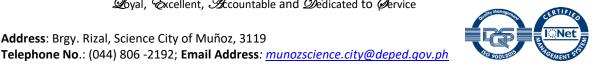
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

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

Office or Division:	ision: Division		of Scien	ce City of Munoz		
Classification:	Classification:		Highly Technical			
Type of Transaction: G2G		G2G ar	nd G2B			
Who may avail:		Public S	Schools, F	Private Schools, S	SUCs	
CHECKLIST OF RE	QUIREMI	ENTS		WHERE TO S	ECURE	
Letter Req	uest			End use	er	
Birth Certif	ficate			End Use	er	
SF10/ Form 137/ Report C		3/		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	
	addit: docume endorse: Region	1.5. Request of additional documents for endorsement to Regional and Central office		1 day	Planning Officer	



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Department of Education

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

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	

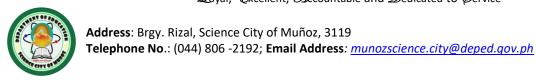
SCHOOL GOVERNANCE AND OPERATIONS DIVISION

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 7	Technical	
Type of Transaction:	G2G - Government to Government		
Who may avail:	Teaching and Non-Teaching Personnel		
CHECKLIST OF REQUIREME	NTS	WHERE TO SECURE	
1.Guidleines and Criteria		PRAISE/MATCHES Committee	
2.Nomination Form		PRAISE/MATCHES Committee/HRDD	
3.Profile of Applicant/Nominee		Applicant/Nominee	



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4. Indorsement of the School Head to Division Level, SDS to Regional Director		School Head/SDS			
5. Other required documents		Applicant/Nominee			
CLIENT STEPS	AGENCY ACTION	FEESTOPROCESSINGBETIMEPAIDR		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	None	1 day	Committee	
	1.4 Finalize the result	None	1 day	Committee	
	1.5 Prepare certificate of recognition	None	Half day	HRDD	
	1.6 Conduct awarding	None	Half day	HRDD	
	TOTAL TIME:		4 days		

RESEARCH

1. Learning and Development

Evaluation of Research Proposal for BERF



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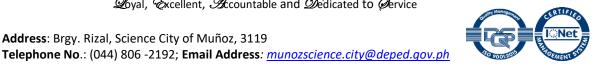
Department of Education REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Office or Division: Research		h				
Classification:	Classification: Simple					
Type of Transaction:	Type of Transaction: G2G - G			ent to Governmen	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	IENT 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 Failed (Returns to Proponent/s Passed (Forwards the Approved Research Proposal 	propo the re	proposals 4.1 Notifies proponent on the result of evaluation.		N/A	SDRC	



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•				
	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

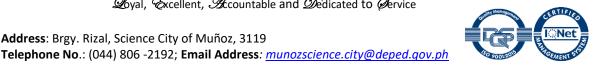
1. Learning and Development

Planning, Conducting and Evaluating Learning and Development

Office or Division:		Human R	lesource	and Developmen	nt Division	
Classification:		Simple				
Type of Transactio	n:	G2G - Government to Government				
Who may avail:		DepEd Employees				
CHECKLIST OF	REQUIREM	IENTS		WHERE TO SECURE		
1.Training Needs As	1.Training Needs Assessment Template		HRD In-charge			
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
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	



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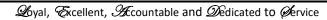




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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

	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
	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	None	N/A	Program Owner









Department of Education

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Activity Completion None N/A Program Owner Report/QAME to	2	.9Award ertificates of articipation .10 repare/Submit	None	N/A	Program Owner
SGOD Chief TOTAL TIME: 8 hours	P A R	repare/Submit ctivity Completion eport/QAME to GOD Chief	None		Program Owner

SCHOOL HEALTH AND NUTRITION 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

Office or Division:	DRRM			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DepEd Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. DRRM Consolidated reports		OSDS – DRRM unit		



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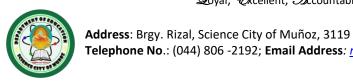


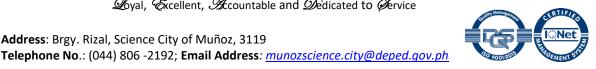


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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

2. DRRM School Reports		OSDS – DRRM unit			
3. Men	norandum	OSDS -	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 Approve the memorandum	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, projects, and activities	2.1 Receive and validate reports	NONE	5 minutes	School DRRM Coordinator	
	2.2 Consolidate reports and submit to Central Office or Regional Office	NONE	20 minutes	Division DRRM Coordinator	
	TOTAL TIME:		43 minutes		







Department of Education

REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

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:	isaction: G2G - G			nt to Governmen	it	
Who may avail:		DepEd I	Employee	s		
CHECKLIST OF R	EQUIREMI	ENTS		WHERE TO S	ECURE	
1. DRRM Program Activities	s, Projects	, 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	
	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	

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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		
1. Letter Request Adds (1 Original, 1 Ph	equest Address To S al, 1 Photocopy)		ient	
Client Steps	Agency Action	Fees	Processing Time	Person Responsible
1. Submit Letter Request Address	1.1 Receive Th e Letter Reques	None	10	Aaron S. Sobrevilla



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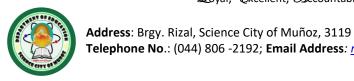
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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

To Records Offi ce	t From The Cli ent And Forwa rd It To The S ds		Minutes	
	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 Letter And Atta chments To Be Signed By Sds	None	15 Minutes	Marlon V. Siminig
	1.6 Receive Sig ned Report An d Forward To Re cords Section	None	10 Minutes	Marlon V. Siminig



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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	

