



SCHOOLS DIVISION OFFICE OF GINGOOG CITY

CITIZEN'S CHARTER HANDBOOK



2021 FIRST EDITION

Table of Contents

I.	Brief History of the Philippine Education System	7
II.	DepEd Management Structure	9
A.	DepEd Organizational Structure per DO. 52 s, 2015 for the Schools Division Office	10
III.	Mandate	11
IV.	Vision	11
V.	Mission	11
VI.	Strategic Direction	12
VII.	LIST OF SERVICES	12
A.	Schools Division Office - External Services.....	12
B.	Schools Division Office - Internal Services	13
C.	Schools Services	14
VIII.	DEFINITION OF ACRONYMS	14
	External Services	18
A.	Cash Unit.....	19
1.	Issuance of Office Receipt	19
B.	Legal Unit.....	20
Filing of Complaints	20	
Request For Correction Of Entries In The School Records.....	22	
C.	Personnel Unit.....	24
Submission of Employment Application (Teaching Related)	24	
Submission of Employment Application (Non-Teaching Related)	26	
D.	Records Unit.....	27
Issuance of Requested Documents (Non-CTC).....	27	
Issuance of Requested Documents (CTC and Photocopy of Documents)	28	
Certification, Authentication, Verification (CAV).....	30	
Receiving and Releasing of Incoming and Outgoing Communication	33	
E.	Property and Supply Unit.....	35
Acceptance and Distribution of Textbooks, Supplies and Equipment	35	
A.	Curriculum Implementation Division.....	38
Access to LRMS Portal.....	38	
Borrowing Procedures for Books and Other Materials Over Night	41	
Alternative Learning System (ALS) Enrollment.....	43	
A.	School Governance and Operation Division	45
Request for Basic Education Data (External Stakeholder)	45	

Internal Services.....	47
A. Budget Unit.....	48
Processing of ORS	48
Posting/Updating of Disbursement	51
B. Cash Unit.....	52
Handling of Cash Advances	52
C. Property and Supply Unit.....	54
Requisition and Issuance of Supplies.....	54
Property and Equipment Clearance Signing	55
D. Information and Communications Technology Unit	56
User Account Management for Centrally Managed Systems	56
User Account Management for Regionally Managed Systems	57
Troubleshooting of ICT Equipment.....	58
Uploading of Publications	59
E. Legal Unit.....	60
Issuance of Certificate of No Pending Case.....	60
F. Personnel Unit.....	61
Application for ERF (Equivalent Record Form)	61
Application for Leave	63
Application for Retirement	66
Foreign Travel Authority Request on Official Time or Official Business	68
Issuance of Certificate of Employment.....	70
Issuance of Service Record	71
Loan Approval and Verification.....	72
Processing of Appointment (Original, Reemployment, Reappointment,Promotion and Transfer)	73
Processing of Terminal Leave Benefits	76
Request for Correction of Name and Change of Status.....	78
A. Curriculum Implementation Division	79
Program Work Flow of Submission of Contextualized Learning Resources.....	79
Quality Assurance of Supplementary Learning Resource	82
A. Schools Governance and Operations Division.....	84
Request for Basic Education Data (Internal Stakeholder)	84
Request for Data for EBEIS/LIS/NAT and Performance Indicators.....	86
School Services	87
Issuance of Special Order for Service Credits and Certification of Compensatory Time Credits	88
Laboratory and School Inventory	90

School Learning and Development.....	91
IX. Feedback and Complaints.....	92
X. List of Schools	93
Public Schools	94
Private Schools	96

I. Brief History of the Philippine Education System

Education in the Philippines has undergone several stages of development from the pre-Spanish times to the present. In meeting the needs of the society, education serves as a focus of emphases/priorities of the leadership at certain periods/epochs in our national journey as a race.

Table 1. Evolution of the Official Name of Department of Education and Its Titular Head

Year	Official Name of Department	Office Titular Head	Legal Bases
1898	Department Secretaryship of Police and Internal Peace and Order, Justice, Education and Hygiene	Department Secretary	Decree of June 23 1898 of President Emilio Aguinaldo
1901 – 1916	Department of Public Instruction	General Superintendent	Act. No. 74 of the Philippine Commission, Jan. 21, 1901
1916 – 1942	Department of Public Instruction	Secretary	Organic Act Law of 1916 (Jones Law)
1942 – 1944	Department of Education, Health and Public Welfare	Commissioner	Renamed by the Japanese Executive Commission, June 11, 1942
1944	Department of Education, Health and Public Welfare	Minister	Renamed by Japanese Sponsored Philippine Republic
1944	Department of Public Instruction	Secretary	Renamed by Japanese Sponsored Philippine Republic
1945 – 1946	Department of Public Instruction and Information	Secretary	Renamed by the Commonwealth Government
1946 – 1947	Department of Instruction	Secretary	Renamed by the Commonwealth Government
1947 – 1975	Department of Education	Secretary	E.O. No. 94 October 1947 (Reorganization Act of 1947)
1975 – 1978	Department of Education and Culture	Secretary	Proc. No. 1081, September 24, 1972
1978 – 1984	Ministry of Education and Culture	Minister	P.D. No. 1397, June 2, 1978

1984 – 1986	Ministry of Education, Culture and Sports	Minister	Education Act of 1982
1987 – 1994	Department of Education, Culture and Sports	Secretary	E.O. No. 117. January 30, 1987
1994 – 2001	Department of Education, Culture and Sports	Secretary	RA 7722 and RA 7796, 1994 Trifocalization of Education Management
2001 - present	Department of Education	Secretary	RA 9155, August 2001 (Governance of Basic Education Act)

In 1947, by virtue of Executive Order No. 94, the Department of Instruction was changed to the Department of Education. During this period, the regulation and supervision of public and private schools belonged to the Bureau of Public and Private Schools.

In 1972, it became the Department of Education and Culture by virtue of Proclamation 1081 and the Ministry of Education and Culture in 1978 by virtue of P.D. No. 1397. Thirteen regional offices were created, and major organizational changes were implemented in the educational system.

The Education Act of 1982 created the Ministry of Education, Culture and Sports which later became the Department of Education, Culture and Sports in 1987 by virtue of Executive Order No. 117. The structure of DECS as embodied in EO No. 117 has practically remained unchanged until 1994 when the Commission on Higher Education (CHED), and 1995 when the Technical Education and Skills Development Authority (TESDA) were established to supervise tertiary degree programs and non-degree technical-vocational programs, respectively.

The Congressional Commission on Education (EDCOM) report provided the impetus for Congress to pass RA 7722 and RA 7796 in 1994 creating the Commission on Higher Education (CHED) and the Technical Education and Skills Development Authority (TESDA), respectively.

The trifocal education system refocused DECS' mandate to basic education which covers elementary, secondary, and non-formal education, including culture and sports. TESDA now administers the post-secondary, middle-level manpower training and development while CHED is responsible for higher education.

In August 2001, Republic Act 9155, otherwise called the Governance of Basic Education Act, was passed transforming the name of the Department of Education, Culture and Sports (DECS) to the Department of Education (DepEd) and redefining the role of field offices (regional offices, division offices, district offices and schools). RA 9155 provides the overall framework for (i) school head empowerment by

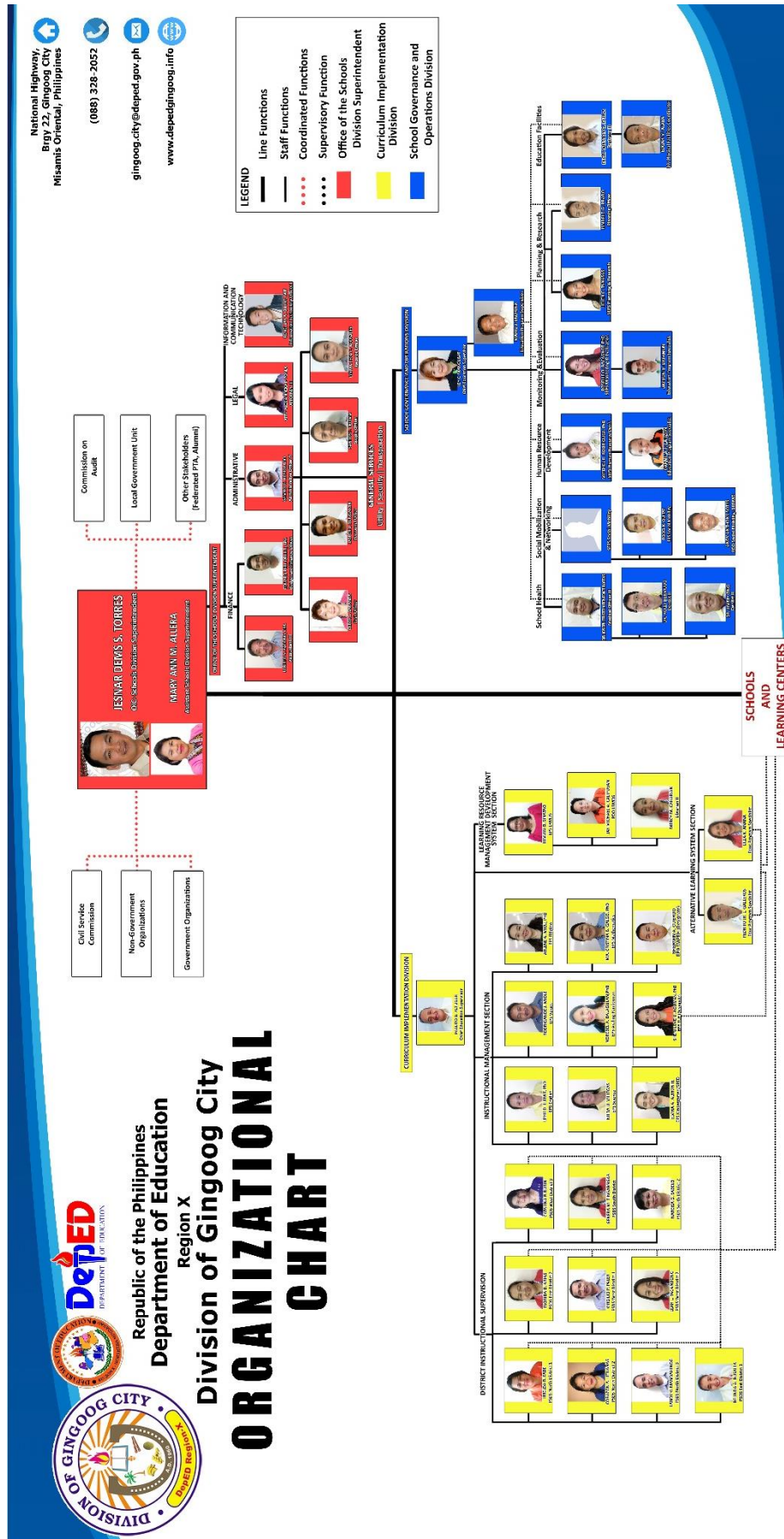
strengthening their leadership roles and (ii) school- based management within the context of transparency and local accountability. The goal of basic education is to provide the school age population and young adults with skills, knowledge, and values to become caring, self-reliant, productive, and patriotic citizens.

II. DepEd Management Structure

To carry out its mandates and objectives, the Department is organized into two major structural components. The Central Office maintains the overall administration of basic education at the national level. The Field Offices are responsible for the regional and local coordination and administration of the Department's mandate.

In 2015, the Department underwent a restructuring of its office functions and staffing. The result of which was the Rationalization Plan for the new organizational structure. Details of the new structure are further explained in DepEd Order No. 52, series 2015 also known as the New Organizational Structures of the Central, Regional, and Schools Division Offices of the Department of Education.

A. DepEd Organizational Structure per DO. 52 s, 2015 for the Schools Division Office



III. Mandate

The Department of Education was established through the Education Decree of 1863 as the Superior Commission of Primary Instruction under a Chairman. The Education agency underwent many reorganization efforts in the Figure 3. DepEd Organizational Structure per DO. 52 s, 2015 SCHOOLS DIVISION OFFICE 8 20th century in order to better define its purpose vis a vis the changing administrations and charters. The present-day Department of Education's mandate was established through Republic Act 9155, otherwise known as the Governance of Basic Education Act of 2001.

The aforementioned RA substantially provides that the Department of Education (DepEd) formulates, implements, and coordinates policies, plans, programs and projects in the areas of formal and non-formal basic education. It supervises all elementary and secondary education institutions, including alternative learning systems, both public and private; and provides for the establishment and maintenance of a complete, adequate, and integrated system of basic education relevant to the goals of national development.

IV. Vision

We dream of Filipinos who passionately love their country and whose values and competencies enable them to realize their full potential and contribute meaningfully to nation building.

As a learner-centered public institution, the Department of Education continuously improves itself to better serve its stakeholders.

V. Mission

To protect and promote the right of every Filipino to quality, equitable, culture-based, and complete basic education where:

- a. Students learn in a child-friendly, gender-sensitive, safe, and motivating environment. Teachers facilitate learning and constantly nurture every learner.
- b. Administrators and staff, as stewards of the institution, ensure an enabling and supportive environment for effective learning to happen.
- c. Family, community, and other stakeholders are actively engaged and share responsibility for developing life-long learners.

VI. Strategic Direction

1. ISO Certification
2. Increase Commitment
3. Learners at the Heart of the Region
4. Collective Image
5. Beautiful Schools
6. Employees Welfare
7. Ethical Leadership
8. Professional Competence
9. Increase Family Spirit
10. Sense of Urgency/Tempo Spacing

VII. LIST OF SERVICES

A. Schools Division Office - External Services

Office of the Schools Division Superintendent

- A. Cash Unit
 1. *Issuance of Official receipt*
- B. Legal Unit
 1. *Filing of Complaint*
 2. *Correction of Entries in the School Records*
- C. Personnel Unit
 1. *Submission of Employment Application (Teaching Related)*
 2. *Submission of Employment Application (Non-Teaching Related)*
- D. Property and Supply
 1. *Acceptance and Distribution of Textbooks, Supplies and Equipment*
- E. Records Unit
 1. *Issuance of Requested Documents (Non-CTC)*
 2. *Issuance of Requested Documents (CTC and Photocopy of Documents)*
 3. *Certification, Authentication, Verification (CAV)*
 4. *Receiving and Releasing of Incoming and Outgoing Communications*

Curriculum and Implementation Division

- F. Curriculum Implementation Division
 1. *Access to LRMD Portal*
 2. *Borrowing Procedures for Books and Other Materials Over Night*
 3. *ALS Enrolment*

Schools Governance and Operations Division

G. Planning and Research Section

1. *Request for Basic Education Data (External Stakeholder)*

B. Schools Division Office - Internal Services

Office of the Schools Division Superintendent

A. Budget Unit

1. *Processing of ORS*
2. *Posting/Updating of Disbursement*

B. Cash Unit

1. *Handling of Cash Advance*

C. Information and Communications Technology Unit

1. *User Account Management for Centrally Managed Systems*
2. *Troubleshooting of ICT Equipment*
3. *Uploading of Publications*

D. Legal Unit

1. *Issuance of Certificate of No Pending Case*

E. Personnel Unit

1. *Application for ERF (Equivalent Record Form)*
2. *Application for Leave*
3. *Application for Retirement*
4. *Foreign Travel Authority Request on Official Time or Official Business*
5. *Issuance of Certificate of Employment*
6. *Issuance of Service Record*
7. *Loan Approval and Verification*
8. *Processing of Appointment (Original, Reemployment, Reappointment, Promotion and Transfer)*
9. *Processing of Terminal Leave Benefits*
10. *Request for Correction of Name and Change of Status*

F. Property and Supply Unit

1. *Issuance of Supplies and Materials*
2. *Property and Equipment Clearance Signing*

Curriculum and Implementation Division

G. Curriculum Implementation Division

1. *Program Workflow of Submission of Contextualized Learning Resources*
2. *Quality Assurance of Supplementary Learning Resources*

Schools Governance and Operations Division

H. Planning and Research Section

1. *Request for Basic Education Data (Internal Stakeholder)*
2. *Request for Data for EBEIS/LIS/NAT and Performance Indicators*

C. Schools Services

1. *Borrowing of Books from the School Library*
2. *Distribution of Printed Self-Learning Modules in Distance Learning Modality*
3. *Enrollment (Default)*
4. *Enrollment Online*
5. *Issuance of School Forms, Certifications, and other School Permanent Records*
6. *Issuance of Requested Documents in Certified True Copy (CTC) and Photocopy*
7. *Laboratory and School Inventory*
8. *Public Affairs*
9. *School Learning and Development*
10. *Submission of Employment Application for Teacher I Position*

VIII. DEFINITION OF ACRONYMS

Acronym	Definition
AA	Administrative Aide
ABC	Approved Budget for Contract
ACIC	Advice of Check Issued and Cancelled
ADA	Authority to Debit Advice
ADAS	Administrative Assistant
ALS	Alternative Learning System
APDS	Automatic Payroll Deduction System
AO	Administrative Officer
AR	Activity Request
ARTA	Anti-Red Tape Act
ATC	Authority to Conduct

ATP	Authority to Procure
BAC	Bids and Awards Committee
BEA	Bureau of Education Assessment
BMS	Budget Management System
CAO	Chief Administrative Officer
CAV	Certification, Authentication, Verification
CES	Chief Education Supervisor
CHED	Commission on Higher Education
CID	Curriculum Implementation Division
CLMD	Curriculum and Learning Management Division
CNA	Collective Negotiation Agreement
CO	Central Office
COA	Commission on Audit
COR	Certificate of Registration
COS	Contract of Service
CSC	Civil Service Commission
CSW	Completed Staff Work
CTC	Certified True Copy
DBM	Department of Budget and Management
DFA	Department of Foreign Affairs
DTC	Division Testing Coordinator
DV	Disbursement Voucher
EAMD	Employee Accounts Management Division
FOI	Freedom of Information
GAA	General Appropriation Act
GAM	Government Accounting Manual
G2B	Government to Business
G2C	Government to Civilian
G2G	Government to Government
GAARD	General Appropriations Act as a Release Document
HOPE	Head of Procuring Entity
HRDD	Human Resource and Development Division
IPEd	Indigenous People's Education

LDDAP	List of Due and Demandable Accounts Payable
LGU	Local Government Unit
LR	Learning Resource
LRDMC	Learning Resource Management Division
MOA	Memorandum of Agreement
MOOE	Maintenance and Other Operating Expenses
MOU	Memorandum of Understanding
NEAP	National Educators Academy of the Philippines
NCAE	National Career Assessment Examination
NGO	Non-Government Organization
NOSA	Notice of Salary Adjustment
NOSI	Notice of Step Increment
NSO	National Statistics Office
NTHP	Net Take Home Pay
ORD	Office of the Regional Director
ORS	Obligation Requests Status
OSDS	Office of the Schools Division Superintendent
OUCI	Office of the Undersecretary for Curriculum & Instruction
PAAC	Public Assistance Action Center
PCC	Philippine Competition Commission
PEPT	Philippine Educational Placement Test
PDD	Professional Development Division
PhilGEPS	Philippine Government Electronic Procurement System
PO	Purchase Order
PPRD	Policy, Planning and Research Division
PRAISE	Program on Awards and Incentives for Service Excellence
PRC	Professional Regulation Commission
PSA	Philippine Statistics Authority
PSIPOP	Personal Services Itemization and Plantilla of Personnel
QAD	Quality Assurance Division
RADAI	Report of Advice to Debit Account Issued
RAO	Registry of Allotment and Obligations
RCI	Reports of Checks Issued
RIT	Regional Inspectorate Team
RO	Regional Office

RSPI	Recruitment Selection Placement and Induction
SAO	Supervising Administrative Office
SDO	Schools Division Office
SGOD	School Governance and Operation Division
STC	School Testing Coordinator
Sub-ARO	Sub-Allotment Release Order
TEV	Travel Expense Voucher
TOSF	Tuition and Other School Fees
WFP	Work and Financial Plan

External Services

Office of the Schools Division Superintendent

A. Cash Unit

1. Issuance of Office Receipt

Official Receipt are issued to clients where transactions have corresponding payments as an acceptable evidence or proof of receipt of payment for disbursements where payee/recipient is a dealer, supplier or business establishment. Official Receipts issued to clients may vary depending on the type, purpose of the transaction and specific fund it belongs.

Office or Division:	Cash Section			
Classification:	Simple			
Type of Transaction:	G2G - Government To Government			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order of Payment Form (2 Original Copy)		<ul style="list-style-type: none"> • For payment for bid documents: Bids and Awards Committee • For School permits: Quality Assurance Division • For Appeal Fee: Legal Unit • Disallowance: Finance Division/Accounting Office 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Order of Payment form from Accounting Section	1.1 Issue Order of Payment form	None	5 minutes	Accounting Staff/ Accountant
2. Bring the duly filled-out Order of Payment form	2.1 Verify the completeness of the filled-out Order of Payment form with corresponding fee	None	2 minute	Collecting Officer
	2.2 Accept the payment and encode the details to the Office receipt	None	5 minutes	Collecting Officer
3. Check and receive the Office Receipt	3.1 Issue the Office Receipt	None	3 minutes	Collecting Officer
TOTAL		None	15 minutes	

B. Legal Unit

Filing of Complaints

Administrative complaint may be filed for any of the following grounds for disciplinary action. This refers to the process of receiving formal administrative complaints against DepEd personnel filed before the appropriate Disciplining Authority. A party who is adversely affected by any offenses punishable under D.O. 47 may file a complaint with the disciplining authority

Office or Division:	Legal Services Unit			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen and G2B - Government to Business			
Who may avail:	Any person complaining			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Copy of Formal Complaint under oath containing certification/statement on non-forum shopping (3 copies and 1 additional copy per additional person complained of)			Client	
2. Sworn Complaint in three (3) copies containing the following: Full name and address of the complainant; Full name and address of the person complained of as well as his/her position and office in the Department of Education; A narration of the relevant and material facts which should show the acts or omissions as allegedly committed by the person; Certified true copies of documentary evidence and affidavits of his/her witnesses, if any			Client	
3. Certification or Statement of Non-Forum Shopping			Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the formal complaint with supporting evidence, if necessary	1.1 Receive and check the formal complaint and other documents	None	5 minutes	Legal Unit Staff
	1.2. Evaluate the complaint using the	None	30 minutes	

	<p>formal requirements under D.O. 49, s 2006</p> <p>a. Non -compliant: Issue a checklist of requirements, give appropriate advice, and request the client to sign the Walk - in Client Intake and Action Form</p> <p>b. Compliant: Request the client to proceed to the Records Section for processing</p>			
2. Receive copy of the complaint filed	2.1 Return receiving copy of the Complaint	None	5 minutes	
TOTAL		None	40 minutes	
REMARKS: For request sent electronically				
1. Submit electronically (thru official email) the formal complaint with supporting evidence, if necessary	<p>1.1 Evaluate the complaint using the formal requirements under D.O. 49, s. 2006</p> <p>a. Non -compliant: respond with the checklist of the requirements and give appropriate advice and request client to acknowledge receipt of response/action taken.</p> <p>b. Compliant: Acknowledge receipt of the email, print and forward to Records Section for processing and require complainant to send physical copy through registered mail or private courier</p>	None	20 minutes	Legal Staff/ Attorney
TOTAL		None	20 minutes	

Request For Correction Of Entries In The School Records

This process covers the rectification of personal information in scholastic records. It is a remedy for any student whose school records contain error/s which is/are purely typographical in nature, and which can be corrected by the issuance of a Resolution directing the correction of such error/s.

Office or Division:	Legal Unit			
Classification:	Simple			
Type of Transaction:	G2G - Government To Government; G2C- Government to Citizen			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application indicating the entry/entries to be corrected (1 original copy)		Requesting party		
2. Certificate of Live Birth issued by Philippine Statistics Authority (1 original, 1 photocopy)		PSA		
3. Certified true copy of Form 137 or FS 9 or Diploma whichever is applicable (1 original, 1 photocopy)		School		
4. Affidavit of Two Disinterested Persons applicable (1 original, 1 photocopy)		Affiants		
5. Other documents that may be required by the Attorney III of the Division Office in order to prove the application		Requesting party		
6. Authorization Letter or Special Power of Attorney (if the application is filed by the person other than the owner of the record		Requesting party		
7. Data Privacy Consent Form		Legal Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the required documents and fill out the application form for Correction of Entries in the School Records	1.1 Review and check all the requirements submitted as to completeness. a. If complete, proceed to verification and evaluation of documents. b. If incomplete, return the documents to	None	10 minutes	Legal Unit personnel /Legal Officer

	the applicant with an advice as to how to acquire his/her deficiency			
	1.2 Verify the authenticity of all required documents and run the original PSA Birth Certificate under the UV Blue Lamp to determine existence of PSA seal	None	5 minutes	
2. Client/Applicant will fill out and sign the Data Privacy Consent Form	2.1 Verify the completeness of the filled-out of form	None	2 minutes	
	2.2 Endorse /recommend to the SDS or in his absence, the ASDS, the granting of the application.	None	5 minutes	Legal Officer
	2.3 A signed Order will be issued by the SDS or, in his absence, the ASDS, to the public or private school to change the entries in the school records of the applicant	None	1 day	SDS
3 Receive a copy of the receipt	3.1 Release a copy of the Order to the applicant and to the concerned school	None	3 minutes	Legal Unit personnel
TOTAL		None	1 day and 25 minutes	

C. Personnel Unit

Submission of Employment Application (Teaching Related)

Any individual with interest in applying for a position in DepEd, and that is qualified for the position may submit his/her credentials and other requirements.

Office or Division:	Personnel Unit			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Licensed Professional Teacher for Permanent Positions (Elem, JHS, and SHS; Not Eligible Teachers for Provisional Positions (SHS only)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Applicant Number (application.deped.gov.ph) indicated in the DO but applicant can't easily – access the website			Applicant	
2. Letter of Intent for teaching position (1 original)				
3. Duly accomplished CSC Form 212 (Revised 2017)-Personal Data Sheet (3 original copies)			CSC	
4. Certified true copy of Professional Regulation Commission (PRC) Identification Card (1 original)			PRC or CSC	
5. Certified true copy of ratings obtained in the LET/PBET (1 original)			Applicant	
6. Service Record/Certificate of Employment, performance rating, and school's clearance for those with teaching experience (1 original)				
7. Certified true copy of Transcript of Record (1 Original Copy)				
8. Certificate of specialized trainings (1 Photocopy of each)				
9. NBI Clearance (1 Original Copy)				
10. Certified true copy of the Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee (1 original)				
11. Omnibus Certification of authenticity and veracity of documents of all documents submitted, signed by the applicant (2 original copies)				
12. Application thru Division Website (if applicable)			SDO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register to the Departments online system at application.deped.gov.ph		None	Within 30 minutes	Client

2. Submit the complete pertinent documents to the school where vacancy regular and/or natural) exists	2.1 Receive and stamp and check completeness of the submitted documents	None	5 minutes	School Head/ Personnel
3. Received receiving copy of the documents	3.1 Evaluate the documents submitted by the applicant/s for authenticity and veracity	None	15 minutes	School/District Screening Committee
	3.2 Submit a Soft and Hard copy of the result of pre-assessment at the HR Office through the Records Section	None	1 day	School/District Screening Committee
	3.3 Receive and stamp the hard copy of the result of Pre-assessment as received and forward to HR Office	None	5 minutes	Records Section Staff
	3.4 Receive the result of the pre-assessment and verify if the applicant registers online	None	10 minutes	HRMO
TOTAL:		None	1 day, 1 hour, 5 minutes	

Submission of Employment Application (Non-Teaching Related)

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

Office or Division:	Personnel Unit			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Any person who is eligible for the position			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Application Letter (1 original)			Applicant	
2. Duly accomplished CSC Form 212 with the latest 2x2 ID picture (3 original copies)			CSC Website	
3. Government Issued ID (1 photocopy)			Applicant	
4. Certified true copy of PRC professional ID or CSC eligibility (1 original copy)			PRC/ CSC	
5. Certified true copy of Transcript of Records or Certification, Authentication and Verification of TOR (1 original copy)			School/s attended	
6. Performance Ratings for the last 3 semesters (1 Photocopy of the 3 Performance Ratings for the last 3 rating periods)			Previous/Current employer	
7. Trainings and Seminars attended (1 Photocopy each)			Applicant	
8. Documentation of Outstanding Accomplishments (1 copy)			Applicant	
9. Electronic-copy of requirements/documents (if available)			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete pertinent documents to the Records Unit	1.1 Stamp Receive, issue a receiving copy, and forward the pertinent documents to the HR Unit	None	10 minutes	Records Officer/ AA VI
	1.2 Check completeness of documents submitted	None	10 minutes	HR Unit staff
2. Receive application receipt	2.1 Encode application details	None	10 minutes	HR Unit Staff/ HRMO
TOTAL:		None	30 min per transaction	

D. Records Unit

Issuance of Requested Documents (Non-CTC)

Issuance of Requested Documents is provided to teaching, non-teaching personnel and retirees who have misplaced or lost their documents. The non-CTC document copy is issued to authorized requesting person if document secured in the Records Section is not originated/created by the Agency. The said document can be issued if requested by the owner himself and or authorized person.

Office or Division:		Records Unit		
Classification:		Simple		
Type of Transaction:		G2C Government to Citizen		
Who may avail:		General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Requisition slip (1 Copy)		Records Unit		
2. Valid ID (Original ID and 1 Photocopy)		Requesting person and/or Authorized Person		
3. Authorization Letter (1 Copy)		Requesting person		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up the requisition slip form	1.1 Provide client the requisition slip form	None	5 minutes	Administrative Staff (Records)
2. Submit the accomplished requisition slip with valid ID or authorization letter of the requesting party and the original ID of the authorized person	2.1 Receive the form, forward to the records custodian. (Custodian search the requested documents)	None	5 minutes	Administrative Staff (Records)
3. Receive the requested document	3.1 Prepare, print and give the document to the client	None	30 minutes	Administrative Staff (Records)
TOTAL:		None	40 minutes	

Issuance of Requested Documents (CTC and Photocopy of Documents)

CTC document copy is issued to authorized requesting person if document secured in the Records Section is originated/created by the Agency. The said document can be issued if requested by the owner himself and or authorized person. Issuance of Requested Documents is provided to teaching, non-teaching personnel and retirees whose documents were misplaced, lost, burned, eaten by termites or beyond recovery due to wear and tear to be used for appointment, promotion, resignation, retirement, salary upgrading, leave abroad, employment abroad, loan, transfer and for other legal purposes

Office or Division:	Records Unit			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen, G2G Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Requisition Slip (1 Copy)		Records Unit		
2. Valid ID (Original ID and 1 Photocopy)		Requesting person and/or Authorized Person		
3. Authorization Letter (1 Copy)		Requesting person		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up the requisition slip form	1.1 Provide client the requisition slip form	None	5 minutes	Administrative Staff (Records)
2. Submit accomplished requisition slip with valid ID or authorization letter with ID of Requesting Party (xerox copy) and original ID of the authorized person	2.1 Receive the form, forward to the records custodian. (Custodian search the requested documents)	None	5 minutes	Administrative Staff (Records)
	2.2 Prepare, print or photocopy the requested document	None	30 minutes	Administrative Staff (Records)
	2.3 Once the document is obtained, Records Officer will	None	15 minutes	Records Officer and/or Admin Officer

	review and verify the document and certify true copy			
3.Receive the requested document	3.1 Release the document to the client	None	10 minutes	Administrative Staff (Records)
TOTAL:		None	1 hour, 5 minutes	

Certification, Authentication, Verification (CAV)

Official and formal processes and acts of checking, reviewing, and certifying to the genuineness and veracity of available academic school records of a learner duly performed by the DepEd and the DFA pursuant to existing arrangements by the said Departments; and shall be issued to the applicant only for the following applicable purposes required by DFA: (a)Employment abroad; (b)Seaman’s Book /Seafarer’s Registration Certificate; (c)Migration abroad; (d)Student visa; (e)Tourist visa; (f)Fiancé visa; (g)Descendant’s visa; (h)Reimbursement of education allowance / tuition feed of children of Overseas Filipino Workers (OFW); (i)Such other purposes as maybe required inwriting by the DFA.

Office or Division:	Records Unit	
Classification:	Simple	
Type of Transaction:	G2C Government to Citizen	
Who may avail:	Graduates/learners from defunct private schools and ALS/PEPT passers in the Division Level	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
High School/Elementary Graduates:		
1. CAV Form 2 School Referral Form (SRF)		School Attended
2. Certificate of Enrollment/ Completion/ Graduation - CAV Form 4 (1 original and 2 photocopies)		School attended
3. Diploma (1 Original and 2 certified true copies certified by the School Head)		School attended
4. PSA Birth Certificate Copy (1 Original and 2 photocopies)		School attended
5. List of Graduates certified correct by authorized official (1 original and 2 photocopies)		Client
6. Latest passport size ID Pictures (2 copies)		School attended
7. Valid ID		
8. Authorization Letter (If the requesting party is not the record owner) (1 original copy)		Client
9. Valid Special Power of Attorney (SPA) for the authorized representative (1 original copy)		Requesting Person and/or Authorized Person Requesting Person
<i>Additional Requirement for Undergraduates:</i>		Requesting Person
10. Student Permanent Record (Form 137) (1 Original and 2 photocopies certified by the School Head/ Records Custodian/ Registrar)		School Attended

11. Transmittal (1 Original and 2 photocopies certified by the School Head)		School Attended		
<i>Additional Requirements for Graduates from private schools:</i>				
12. Special Order (1 Original and 2 photocopies certified by the School Head)		School Attended		
Graduate and undergraduate from public schools:				
1. List of Approved CAV Request _ CAV Form 6, CAV Form 14, CAV 14 (1 original and 2 photocopy)		School Attended (for CAV form 6) Division Office (for CAV form 14)		
2. Request Form for ALS & PEPT Result Rating _ CAV Form 10 (1 original and 2 photocopies)		School Attended/ BEA		
3. Indorsement from School Division _ CAV Form 13 (1 original and 2 photocopies)		Division Office		
4. Diploma (1 Original and 2 certified true copies certified by the School Head)		School Attended		
5. ALS Accreditation & Equivalency Test Result (for ALS) (1 original and 2 certified true copies)		Division Office		
6. PEPT Test Result Rating (1 original and 2 certified true copies)		Division Office/BEA		
7. PSA Birth Certificate Copy (1 Original and 2 photocopies)		Client		
8. Latest Passport size ID picture (2 copies)		Client		
9. Documentary Stamp 2 pcs		BIR		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for and completely fill-out the CAV Application Form from the Records	1.1 Receive and check the completely filled out CAV application form and all supporting documents of the client. Verify if authenticated by school principal	None	10 minutes	Administrative Staff (Records)
	1.2 Assign specific CAV number and print 2 copies of CAV certificates; 1 original to be send off to the	None	10 minutes	Administrative Staff (Records)

	applicant and one for filing			
2. Verify the accuracy of the data encoded to the CAV certificate then return to the processor	2.1 Attach picture, documentary stamp and dry seal then present it to the client for final verification	None (Documentary stamp is available at BIR offices)	10 minutes	Administrative Staff (Records)
	2.2 Forward printed CAV to Records Officer for initial then to the Chief Admin Officer of the Admin for signature	None	15 minutes	Administrative Staff (Records)
	2.3 Scan and send the CAV certificate and the attached Academic School Records to the DFA official email address. While sending, seal the CAV certificate in a brown envelope and paste the DFA Authentication section addresses at the back	None	10 minutes	Administrative Staff (Records)
3. Receive the completed CAV documents	3.1 Inform client of step 5 to avoid tampering or forging any of the documents subject of the CAV and that the DFA shall honor documents hand-carried by the applicant only when the scanned copy of the same have been properly received in advance by the DFA then release it to the client	None	10 minutes	Administrative Staff (Records)
TOTAL:		None	1 hour, 5 minutes	

Receiving and Releasing of Incoming and Outgoing Communication

The procedure for proper receiving and releasing of communications

Office or Division:		Records Unit		
Classification:		Simple		
Type of Transaction:		G2C- Government to Public G2B- Government to Private G2G - Government to Government		
Who may avail:		DepEd Employee		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official Communication		Records Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit official communication/s to the Records Receiving Area	1.1 Receives, reads, sorts, stamps RECEIVED with date, time, initial & ctrl no., logs & routes communication to the Head of Office for notation (Incoming hard & electronic copy	None	5 minutes	Receiving personnel Records Officer IV
	1.2 Notates on the communication and routes communication to the Action Unit/individual for action	None	5 minutes	SDS
	1.3 Acts on the communication & forwards to SDS for approval	None	5 minutes	Action Individual
	1.4 Approves communication and forwards approved communication to the	None	5 minutes	SDS

	Records Section for release			
	1.5 Receives, reads, stamps released with date time, initial & ctrl no., logs, scans, renames, saves & emails to all recipients (outgoing)	None	5 minutes	Releasing personnel Records Officer IV
TOTAL				

E. Property and Supply Unit

Acceptance and Distribution of Textbooks, Supplies and Equipment

This service is the issuance and receiving of the textbooks and equipment that are needed for Elementary & Non-Autonomous Secondary Schools

Office or Division:		Property and Supply Unit		
Classification:		Complex		
Type of Transaction:		G2G - Government To Government		
Who may avail:		DepEd employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Delivery receipts		Supplier		
2. Inspection and Acceptance report/ Property Transfer Report		Employee/ Property and Supply Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Gives the textbook and/or equipment together with the receipts	1.1 Receive textbooks and/or equipment from suppliers	None	1 day	Property and Supply personnel
	1.2 Check the quantity of the items received through comparing the DR of delivered textbooks and/or equipment to the PO and/or Property Transfer Report of originating office	None	1 day	
	1.3 Inspect, verify, and approve the receipt of textbooks and/or equipment	None	3 hours	
	1.4 Prepare ICS for recipient schools	None	1 day	

	1.5 Review and Approve the ICS	None	1 day	
	1.6 Inform the Recipient Schools for the distribution of textbooks and/or equipment	None	1 hour	
2. Receive the textbooks and/or equipment	2.1 Forward the textbook and/or equipment together with the copy of signed Inventory Custodian Slip	None	3 hours	
TOTAL		None	4 days and 7 hours	

Curriculum Implementation Division

A. Curriculum Implementation Division

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

Office or Division:	Curriculum Implementation Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Computer/Laptop and Internet Connection		Client		
2. Registered LR account a. DepEd Email for DepEd Employees b. Any active Email Address for Learners, Parents and Stake Holders		LR Portal (lrmds.deped.gov.ph)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Open any browser engine and go to www.lrmds.deped.gov.ph	1.1 Assist Client (if necessary)	None	1 minute	Client/LR Staff/Librarian
2. Click the Begin Quick Tour for new users (Optional)	2.1 Assist Client (if necessary)	None	1 minute	Client/LR Staff/Librarian
3. Log-in to the LR portal	3.1 Assist Client (if necessary)	None	1 minute	Client/LR Staff/Librarian
4. On the upper left side menu	4.1 Assist Client (if necessary)	None	10 minutes	Client/LR Staff/Librarian

bar, click the Resources Tab and select either K to 12 Resources, Alternative Learning System or Professional Development				
5. Select Grade Level	5.1 Assist Client (if necessary)	None		Client/LR Staff/Librarian
6. Select your desired learning area	6.1 Assist Client (if necessary)	None		Client/LR Staff/Librarian
7. Select the content from the given list	7.1 Assist Client (if necessary)	None		Client/LR Staff/Librarian
8.a. Select a title from the list. (The list could still be refined based on DepEd Special Programs such as IPEd, ALS, etc.) b. Use the search button to look for the desired Learning Resource	8.1 Assist Client (if necessary)	None		Client/LR Staff/Librarian
9. Click view or download. (Guest can	9.1 Assist Client (if necessary)	None	5 minutes	Client/LR Staff/Librarian

only browse and search for LRs in the Portal. Only registered users are given downloading privileges)				
10.Copy or print the downloaded Learning Resource	10.1 Assist Client (if necessary)	None	5 minutes	Client/LR Staff/Librarian
11.Open feedback mechanism tab and accomplish Online Feedback form in the Contact Us Tab	11.1 Dispense Client Report	None	3 minutes	Client/LR Staff/Librarian
12.Log-out the LR Portal	12.1 Assist Client (if necessary)	None	1 minutes	Client/LR Staff/Librarian
TOTAL:		None	28 minutes	

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:	G2C- Government to Citizen			
Who may avail:	Students and Teaching Related Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Request Letter (1 Original Copy, 1 Photocopy)		Client		
2.Valid ID (1 Original, 1 Photocopy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit request letter to Record Section	1.1 Receive request letter	None	5 minutes	Record's Personnel
	1.2. Forward the request letter to the library Hub	None	5 minutes	Record's Personnel
	1.3. Receive the request letter	None	1 minute	Librarian/Library staff
2.Present the Received request letter valid ID	2.1 Receive request letter and valid ID	None	5 minutes	Librarian/Library staff
3.Check and browse available reading materials in the display shelves	3.1 Assist Client	None	3 minutes	Client & Librarian/Library Staff
4.Select titles of reading materials to borrow		None	20 minutes <i>(Depending on the number of books to borrow)</i>	Client
5.Accomplish two (2) copies of borrowing	5. 1 Prepare and record reading	None	3 minutes	Librarian/Library staff

and Returning Transaction Form	materials for lending			
6.Receive reading materials	6.1 Return ID presented and Release reading materials to borrow	None	2 minutes	Librarian/Library staff
TOTAL:		None	45 minutes	

Alternative Learning System (ALS) Enrollment

It provides all opportunities for out-of-school youth and adult (OSYA) to develop basic and functional literacy skills and to access equivalent pathways to complete basic education.

Office or Division:	Curriculum Implementation Division			
Classification:	Simple			
Type of Transaction:	G2C - GOVERNMENT TO CITIZEN			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Latest 1x1 ID picture (2pcs.) with name tag		Client		
2. Photocopy of Birth Certificate or Baptismal Certificate				
3. Valid ID (Driver's License, Postal ID, Voters ID)				
4. Functional Literacy Test (FLT)		CID		
5. Assessment for Basic Literacy (ABL)		CID		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished enrolment form with required documents	1.1 Receive enrolment form and documents and record name of applicant	None	5 minutes	Curriculum Implementation personnel
	1.2 Conduct assessment/s creening in basic literacy (ABL) and functional literacy test (FLT) And identify the entry level attained and group clientele/learners according to literacy level	None	1 hour	
2. Receive details and	2.1 Inform schedule of	None	10 minutes	

information regarding learning session	learning session			
TOTAL		None	1 hour and 15 minutes	

A. School Governance and Operation Division

Planning and Research Section

Request for Basic Education Data (External Stakeholder)

Includes official certifications on enrolment, district data on Master list of schools, school heads and contact numbers, inventory of teachers and performance indicators. Data requests from school districts, public and private schools must be officially communicated through proper channels indicating the purpose of such requests.

Office or Division:	Planning and Research			
Classification:	Simple			
Type of Transaction:	G2C ⁺ Government to Citizen			
Who may avail:	External Stakeholder			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request address to SDS (1 Original Copy, 1 Photocopy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter request address to Records Office	1.1. Receive the letter request from the client and forward it to the SDS	None	10 minutes	Records Unit Personnel
	1.2. Refer letter request to Chief, SGOD	None	4 hours	SDS
	1.3. Refer the Letter request to Planning Officer	None	5 minutes	Chief, SGOD
	1.4. Make the necessary action undertaken to the said letter request	None	2 day	Clerk/Planning Officer
	1.5. Prepare the transmittal letter and attachments to be signed by SDS	None	15 minutes	Planning Officer
	1.6 Receive signed report and forward to Records Section	None	10 minutes	Planning Officer

2.Receive the necessary documents	2.1 Release the documents to the End User	None	2 minutes	Records Officer
TOTAL:		None	2 days, 4 hours, 42 minutes	

Internal Services

Office of the Schools Division Superintendent

A. Budget Unit

Processing of ORS

Obligation Request and Status (ORS) is a required document by commission on Audit for certification of allotment and obligation and for future adjustments of expense accounts. The Budget Office provides certification of availability of appropriation/allotment that has been made legally for the purpose. Program Implementers are being served in this process as they implement their Programs, Activities and Projects.

Office or Division:	Budget Unit
Classification:	Simple
Type of Transaction:	G2G Government to Government
Who may avail:	DepEd Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. ORS (1 Original Copies, 2 Photocopy)	Accounting Unit
2. Disbursement Voucher (1 Original Copies, 2 Photocopy)	Accounting Unit
Purchase Orders (pre-audited)	
1. AR/ATC (1 Original Copies, 2 Photocopy)	Requesting Unit
2. Other supporting documents (1 Original Copies, 2 Photocopy)	Requesting Unit
Biddings	
1. Notice of Award (1 Original Copies, 2 Photocopy)	BAC Secretariat
2. Signed Contract (1 Original Copies, 2 Photocopy)	Requesting Unit
3. Sub-AROs (1 Original Copies, 2 Photocopy)	Requesting Unit/Budget
4. AR/ATC (1 Original Copies, 2 Photocopy)	Requesting Unit
Cash Advances for Travels	
1. Approved Travel Order (1 Original Copies, 2 Photocopy)	Requesting Unit
2. Memorandum (1 Original Copies, 2 Photocopy)	Requesting Unit
3. Itinerary of Travel (1 Original Copies, 2 Photocopy)	Requesting Unit
4. AR/ATC (1 Original Copies, 2 Photocopy)	

Reimbursement of Travels				
1. Approved Travel Order (1 Original Copies, 2 Photocopy)	Requesting Unit			
2. Memorandum (1 Original Copies, 2 Photocopy)	Requesting Unit			
3. Itinerary of Travel (1 Original Copies, 2 Photocopy)	Requesting Unit			
4. Certificate of Appearance/Participation/Attendance (1 Original Copies, 2 Photocopy)	Requesting Unit			
5. Certification of Travel Completed (1 Original Copies, 2 Photocopy)	Requesting Unit			
6. AR/ATC (1 Original Copies, 2 Photocopy)	Requesting Unit			
Cash Advances for school MOOE				
1. Purpose of cash advance (1 Original Copies, 2 Photocopy)	Requesting Unit			
2. Letter request (1 Original Copies, 2 Photocopy)	Requesting Unit			
3. WFP (1 Original Copies, 2 Photocopy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward to budget	1.1. Receive the documents from the requesting party	None	2 minutes	ADAS
	1.2. Review, analyze and verify the documents	None	5 minutes	ADAS/Budget Officer III
	1.3. Verify the availability of allotments	None	3 minutes	Budget Officer III
	1.4. Record and posting of entries in BMS	None	5 minutes	ADAS
	1.5. Generate print-out of ORS	None	2 minutes	ADAS
	1.6. Certification by the Head of the Budget Unit or his authorized representative on the existence of available	None	5 minutes	Budget Officer III

	appropriation (Box B)			
	1.7. Certification by the Head of the Requesting Office or his authorized representative on the necessity and legality of charges to the appropriation/allowment under his/her direct supervision (Box A)	None	5 minutes	Requesting Party
	1.8. Forward to Accounting Division	None	3 minutes	ADAS I
TOTAL:		None	30 minutes per transaction	

Posting/Updating of Disbursement

Updating of status of disbursement requests

Office or Division:	Budget Unit			
Classification:	Simple			
Type of Transaction:	G2C– Government to Citizen G2G– Government to Government			
Who may avail:	Learners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Reports of Check Issued (RCI)		Cashier's Office		
2. Report of Advice to Debit Account Issued (RADAI)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required reports (RCI and RADAI)	1.1. Receive the reports	None	3 minutes	Receiving personnel
	1.2. Encode/post the data on the BMS	None	5 minutes	Budget officer/ADAS
TOTAL:		None	8 minutes	

B. Cash Unit

Handling of Cash Advances

Issuance of Cash Advance to Requesting DepEd Office. The Cashier is allowed for advances especially on cases where payment of cash is necessary. However, the grant of cash advances to Cashier is still based on the general accounting rules and regulations

Office or Division:		Cash unit		
Classification:		Simple		
Type of Transaction:		G2G - Government To Government		
Who may avail:		DepEd Employee		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Authority to Cash Advance (1 Original Copy)		Accounting Unit		
2. Certification of No Liquidated CA's		Respective office/bureau/service		
3. Documentary requirements				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Authority to Cash Advance and Certification of No Liquidated CA's	1.1 Issue the Authority to Cash Advance and Certification of No Liquidated CA's	None	20 minutes	Accounting Staff
2. Forward to Head of Office for Approve, then prepare DV and ORS and attached documentary requirements needed for Cash Advances	2.1 Sign the documentary requirements needed for Cash Advance	None	15 minutes	Head of Office
3. Prepare DV and ORS and attached documentary requirements needed for Cash Advances	3.1 Forward the ORS/DV to signatories	None	1 day	Records

	3.2 Receive complete, accurate and approved DV, ORS, ADA and supporting documents form the Head of Office	None	10 minutes	Cash Personnel
	3.3 Prepare Payroll Credit System Validation (PACSVAL)	None	2 hours	Cash Personnel
	3.4 Forward the PACSVAL to Accountant for review and signature	None	20 minutes	Accountant
	3.5 Prepare Advice of Check Issued and Cancelled (ACIC)	None	30 minutes	Cash Personnel
	3.6 Review the ADA details against ACIC	None	20 minutes	Cashier
	3.7 Sign the ADA, PACSVAL and ACIC	None	10 minutes	Cashier
	3.8 Forward ADA, PACSVAL and ACIC to the Head of Office for signature	None	5 minutes	Cash Personnel
	3.9 Sign the ADA, PACSVAL and ACIC	None	30 minutes	Head of Office
	3.10 Receive the signed ADA, PACSVAL and ACIC	None	10 minutes	Cash Personnel
	3.11 Submit the ADA, PACSVAL and ACIC to the bank	None	1 hour	Cash Personnel
	3.12 Notify the clients that the Cash Advances are already credited to ATM	None	15 minutes	Cash Personnel
TOTAL		None	1 day, 6 hours	

C. Property and Supply Unit

Requisition and Issuance of Supplies

Requisition and Issue Slip (RIS) is a document required to use for an Employee/Personnel to request for monthly supplies.

Office or Division:		Property and Supply Unit		
Classification:		Simple		
Type of Transaction:		G2G - Government To Government		
Who may avail:		DepEd employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Filled Out Requisition and Issue Slip (RIS) (3 Copies– 1 Original)		Employee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the requirements to Supply Office	1.1 Receive and check all the documents	None	5 minutes	Property and Supply Unit Personnel
	1.2 Check the availability of stocks	None	10 minutes	
	1.3 Forwards the RIS Form to the Division Supply Officer for Approval	None	3 minutes	
3. Receive the supplies and the copy of approved RIS Form	3.1 Release of supplies	None	3 minutes	
TOTAL		None	21 minutes	

Property and Equipment Clearance Signing

This process is signing of PECF form retirement, resignation, transfer of division, leave or travel abroad.

Office or Division:	Property and Supply Unit			
Classification:	Simple			
Type of Transaction:	G2G - Government To Government			
Who may avail:	DepEd employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Property and Equipment Clearance Form (PECF)_ 3 original copies and 1 photocopy		Supply Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished form and turn over all the properties and equipment's (if any)	<p>1.1 Receive the accomplished form and checks if the concerned employee has an accountability for property and equipment</p> <p>a. If employee has no accountability, supply officer signs clearance part on property and equipment.</p> <p>b. If concerned employee has accountability, supply officer will request employee to settle all accountability.</p>	None	15 minutes	Property and Supply Unit Personnel
TOTAL		None	15 minutes	

D. Information and Communications Technology Unit

User Account Management for Centrally Managed Systems

Creation, deletion and renaming of user accounts, and resetting of passwords for the regular SDO personnel and School Accounts. This includes, but not limited to unless specified in different service, the DepEd Google for Education Accounts, DepEd Partnerships Database System, etc.

Office or Division:		ICT Unit		
Classification:		Simple		
Type of Transaction:		G2G Government to Government		
Who may avail:		SDO Personnel, School-based Personnel		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
Online ICT Service Request Slip				ICT Unit
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filling-up of ICT technical assistance Form online <ul style="list-style-type: none"> • links.depedginfo.info/?/depedemail • links.depedginfo.info/?/microsoftaccount • links.depedginfo.info/?/accountreset 	1.1. "Received" of the request online	None	2 minutes	Filling-up <ul style="list-style-type: none"> • School Personnel • Division Personnel Receiving <ul style="list-style-type: none"> • ICT Unit
	1.2. Create/delete/rename account or reset password of client account	None	12 minutes	ICT Unit
	1.3. Give the credentials to the client	None	1 minutes	Client and ICT Unit
Total:		None	15 minutes	

User Account Management for Regionally Managed Systems

Creation, deletion and renaming of user accounts, and resetting of passwords for the regular SDO personnel and School Accounts. This includes, but not limited to unless specified in different service, the ROX Inventory System, Curriculum Management System.

Office or Division:	ICT Unit			
Classification:	Simple			
Type of Transaction:	G2G [™] Government to Government			
Who may avail:	SDO Personnel, School-based Personnel			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
ICT Service Request Slip				ICT Unit
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filling-up of ICT technical assistance Form online • links.deped.gov.ph/ngoog.info/?/accountreset	1.1. "Received" of the request online	None	2 minutes	Filling-up • School Personnel • Division Personnel Receiving • ICT Unit
	1.2. Create/delete/rename account or reset password of client account	None	12 minutes	ICT Unit
	1.3. Give the credentials to the client	None	1 minutes	Client and ICT Unit
Total:		None	15 minutes	

Troubleshooting of ICT Equipment

Evaluation, Assessment and Troubleshooting of government-procured ICT Equipment of SDO.

Office or Division:		ICT Unit		
Classification:		Simple		
Type of Transaction:		G2G– Government to Government		
Who may avail:		SDO Personnel		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
• ICT Service Request Slip				ICT Unit
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of accomplished ICT Service Request Slip	1.1. Evaluate the document and interview the client	None	10 minutes	ICT Unit
	1.2. Evaluate and analyze the ICT equipment	None	30 minutes to an hour	ICT Unit
	1.3. Troubleshoot the equipment If troubleshooting is possible to finish within the day, troubleshoot the equipment If troubleshooting is not possible to finish within the day, give recommendation to the client for next step	None	1 hour	Client and ICT Unit
	1.4. Give Recommendation to the client on what to do	None	15 minutes	ICT Unit
	1.5. Return the equipment to the client	None	5 minutes	ICT Unit
TOTAL		NONE	2 hours	

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 Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Uploading of Publications Request Sheet 2. Request Sheet Certification of Published Article/s		ICT Unit		
3. Request Sheet 4. Announcements 5. Articles		Records Unit		
6. Issuances 7. Bidding Documents 8. Invitation to Bid 9. Request for Quotation 10. Notice of Award 11. Notice to Proceed		Bids and Awards Committee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish the Request Sheet	1.1 Give the Request Sheet and receive the document/s	None	2 minutes	ICT Unit
	1.2 Receive the document/s	None	2 minutes	
	1.3 Verify the document/s to be uploaded	None	2 minutes	
	1.4 Scan the document/s to PDF format	None	5 minutes	
	1.5 Upload the document/s on the website or Workplace	None	5 minutes	
TOTAL		None	16 minutes	

E. Legal Unit

Issuance of Certificate of No Pending Case

Certificate of No Pending Administrative Case is one of the requirements when applying for clearance. This is to ensure that the requesting DepEd personnel has no pending administrative case filed before any office of the Department before allowing him/her to travel to foreign countries or to permanently leave his/her office through resignation or retirement.

Office or Division:	Legal Services Unit			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Internal Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Government issued ID		Requesting Entity		
2. Division Clearance				
3. Authorization letter				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documentary requirements	1.1 Review and check requirement/s & verify from the list of formally charged employees	None	5 minutes	Legal Officer / Legal Assistant
2. Log at the log sheet provided if issued a certification	2.1 If employee does not have a pending case, issue certification / sign clearance If employee has a pending administrative case, inform employee that he/she will be cleared after case has been resolved or sanction has been completed	None	5 minutes	
3. Receive action document/s.	3.1 Release action document / Sign Division Clearance	None	5 minutes	
TOTAL		None	15 minutes	

F. Personnel Unit

Application for ERF (Equivalent Record Form)

This service is to validate the classification level of teachers covered by the Teachers' Pay Preparation Schedule (TPPS). The Personnel Section will assess and validate the documents submitted to be endorsed to the Regional Office for approval. The processing of ERF is classified as highly technical since it requires the use of technical knowledge, specialized skills and/or training in the processing and/or evaluation thereof.

Office or Division:	Personnel Unit			
Classification:	Complex			
Type of Transaction:	G2G Government to Government -			
Who may avail:	Deped Licensed Public School Teachers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Endorsement Letter signed by Principal/ Immediate Supervisor (3 Original copies)		School/ Office of requestor		
2. Endorsement Letter signed by SDS (2 Original Copies)		Admin Section		
3. Equivalent Record Form (4 Original)		Personnel Unit		
4. Latest Approved Appointment (5 Photocopy)		Applicant		
5. Original Transcript of Records— Graduate Studies (1 Original 4 Photocopy)		Emanating Graduate School		
6. PRC License (5 Photocopy)		PRC/ Applicant		
7. PRC Board Rating/ Certification (1 Original 4 Photocopy)		Emanating Graduate School		
8. Certification of Units Earned (1 Original 4 Photocopy)		Concerned agency		
9. Service Record/s Private and Public (1 Original 4 Photocopy)		Applicant		
10. Certificate of Training/s and Seminar/s attended (minimum of 3 days in the last 5 years (1 Original 4 Photocopy)		Applicant		
11. Latest Performance Rating (1 Original 4 Photocopy)		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documentary requirements	1.1 Receive and check for the completeness of the submitted ERF requirements	None	15 minutes	Personnel Unit HRMO

	1.2 Process ERF application and attached necessary documents	None	30 minutes	
	1.3 Forward to authorized signatories for signature on ERF Form	None	1 hour	AOV and SDS
2.Furnish teacher with the Endorsement of the ERF to Regional Office	2. 2 Indorse the ERF application to Regional Office	None	5 minutes	Personnel Unit
TOTAL		None	1 hour, 50 minutes	

Application for Leave

Leave of absence, for any person other than serious illness of an officer or employee or any member of his family, must be contingent upon the needs of the service. The grant vacation leave is discretionary on the part of the agency head or authority concerned; thus, mere filing of such leave application does not entitle an officer or employee to go on leave outright.

Office or Division:	Personnel Unit	
Classification:	Simple	
Type of Transaction:	G2G Government to Government	
Who may avail:	DepEd Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Vacation Leave 1. CSC Form 6 (3 original copies) 2. Clearance Form, only if traveling abroad, or if traveling local for more than 15 days (4 original copies) 3. Letter request, if necessary (1 original copy)	Personnel Unit Client	
Sick Leave 1. CSC Form 6 (3 original copies) 2. Medical Certificate, if more than 5 days sick leave (1 Copy) 3. Letter request, if necessary (1 original copy)	Personnel Unit Client Client	
Paternity Leave 1. CSC Form 6 (3 original copies) 2. Letter request, if necessary (1 original copy) <i>Additional Requirements:</i> Marriage Contract (1 photocopy) Birth Certificate of Child or Medical Certificate of Wife if Miscarriage (1 photocopy)	Personnel Unit Client Client	
Maternity Leave 1. CSC Form 6 (3 original copies) 2. Letter request, if necessary (1 original copy) <i>Additional Requirements:</i> Special Order Form (3 original copies) Medical Certificate (1 Copy) Clearance (4 original copies)	Personnel Unit Client Front/ Information desk	
Solo Parent Leave	CSC website/ Front/ Information desk	

1. CSC Form No. 6 (Revised 1995) Application for Leave (3 original copies) 2. Letter request, if necessary (1 original copy) <i>Additional Requirements:</i> <ul style="list-style-type: none"> • Birth Certificate of Child (1 photocopy) • Photocopy of Solo Parent ID (1 photocopy) 		Client		
Special Privilege Leave <ul style="list-style-type: none"> • CS Form 6 (3 original copies) 		Personnel Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements within the prescribed timeline from the concerned office	1.1. Receive the complete documents	None	10 minutes	Records Section - Person in charge
	1.2. Check the received document as to completeness	None		
	1.3. Forward the complete document to the Personnel for appropriate Action	None	2 hours	Records Section - Person in charge
	1.4. Review the submitted complete document and provide appropriate action	None	30 minutes	Personnel Unit
	1.5. Forward to the Office of the SDS for Approval	None	20 minutes	Personnel Unit
	1.6. Approve Form 6 and forward to the Personnel Section	None	30 minutes	Records Section - Person in charge
	1.7. Forward the approved Form 6 to	None	15 minutes	Records Section -

	the Records Section for release			Person in charge
2.Receive the approved Form 6	2.1 Release the approved Form 6	None	10 minutes	Records Section - Person in charge
TOTAL:		None	3 hours, 55 minutes	

Application for Retirement

Retirement refers to the time of life when one chooses to permanently leave the workforce behind. The compulsory retirement age is 65 while optional is 60 years of age. It can be applied three months before retirement to ensure that retirement benefits will be enjoyed by the retiree after his/her retirement.

Office or Division:	Personnel Unit			
Classification:	Complex			
Type of Transaction:	G2G Government to Government			
Who may avail:	DepEd employees that reached the retiring age requirement			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Application for Retirement (1 Copy)		DepEd Schools Division Office		
2.Service Record (1 Original Copy)				
3.Clearance for money & property Accountabilities District & Division (4 Original Copies)				
4.Statement of Assets & Liabilities (1 Original Copy)				
5.Certificate of No Pending Administrative Case (1 Original Copy)				
6.Certificate of Last Day of Service (1 Original Copy)				
7.Certificate of Last Salary Received (1 Original Copy)				
8.Certification of Leave with or without pay (1 Original Copy)				
9.Ombudsman Clearance (1 original copy)		Concerned retiree		
10. GSIS Application for retirement benefits form (1 original copy)				
11.Provident Clearance (1 original copy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit complete requirements for Retirement to Records Unit	1.1. Receive complete documents from Records Unit checked by District Human Resource	None	30 minutes	Human Resource Unit - Person in charge

	Management Officer			
	1.2. Check and verify the completeness of the documents	None	30 minutes	Human Resource Unit - Person in charge
	1.3. Inform the concerned person if the requirements are incomplete	None	1 day	Human Resource Unit - Person in charge
	1.4. Authenticate complete documents for retirement. Prepare 1st endorsement	None	1 hour	Human Resource Unit - Person in charge
	1.5. Forward complete documents to SDS office for signature and ODC for release in the Regional Office	None	2 days	Human Resource Unit - Person in charge
	1.6. Indorse the application for retirement to the Regional Office	None	2 days	Human Resource Unit - Person in charge
	TOTAL:	None	5 days, 1 hour	

Foreign Travel Authority Request on Official Time or Official Business

Processing of required documents for DepEd personnel who are going to travel outside country for personal and official purposes.

Office or Division:	Personnel Unit			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government			
Who may avail:	DepEd SDO Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Letter of Intent (1 original copy)		Requesting Party		
2.Clearance from School property custodian/school head of requesting party (3 original copies)		Requesting party		
3.Designation of relieving teacher/ employee in their absence (1 original copy)		Requesting party		
4.Indorsement letter from school head/ agency head (1 original copy)		SDO/ DO		
5.Certificate of No pending case (1 original copy)		SDO/ DO		
6.Travel Authority. Request Form A (DO No. 43 s. 2014) (1 Original Copy)		SDO		
7.Invitation (1 Original /photocopy)		Event Organizer		
8.Estimated Travel Cost, travel is go (1 Copy)		Requesting party		
9.Complete Staff Work (1 Copy)		Requesting party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE
1.Submit all documentar y requirement s within the prescribe timeline to Personnel Unit	1.1. Receive and check for the completeness of submitted documentary requirements and accuracy of the travel details	None	15 minutes	Records Section
	If incomplete submission, coordinate with concerned office/ personnel to request lacking	None		Personnel Unit - Person in charge

	documents and/or confirm any inconsistencies If complete and accurate, prepare the necessary additional requirements			
	1.2. Route the travel documents for signature of authorized officials	None	1 day	Personnel Unit - Person in charge
2.Receives travel documents	2.1 Release the signed endorsement and documents to the Records unit/ concerned employee for submission to DepEd NCR	None		Records Section
TOTAL:		None	1 day, 15 minutes	

Issuance of Certificate of Employment

Certificate of employment is issued upon request of the employee which will be used to verify employment history of a certain employee of a former or current employer.

Office or Division:	Personnel Unit			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government			
Who may avail:	DepEd Employee/ Former Employee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Data sheet request form (1 Copy)		Front Desk/Information		
2. Letter request (for those personnel no longer connected in the Division)		Client		
3. Identification Card (1 Original copy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Data Sheet Request form with other required documents with attached pay slip	1.1. Receive and forward submitted complete documents	None	2 minutes	Front Desk/ Information
	1.2. Verify the complete documents submitted	None	5 minutes	Human Resource Unit Concern
	1.3. Prepare and sign Certificate of Employment	None	5 minutes	Admin Officer (Admin Service)
2. Receive Certificate of Employment	2.1 Release Certificate of Employment to Client	None	2 minutes	Front Desk/ Information
TOTAL:		None	14 minutes	

Issuance of Service Record

Service record is a collection of either electronic or printed material which provides a documentary history of a person's employment including their filed leave with and without pay as well as their annual salary while serving as an employee of an organization.

Office or Division:	Personnel Unit			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DepEd Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Accomplished Transaction/Request Form (2 copies)		Personnel/ Records		
2.Previous copy of Service Record from previous employment (2 copies)		Client		
3.Latest payroll slip (1 photocopy)		RPSU thru Cashiering Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Accomplish Transaction/ Request Form	1.1. Receive and review of request from client	None	30 minutes - 2 days depending on the size of the division	Personnel Unit Person-in-charge
	1.2. Retrieve of documents from file	None		
	1.3. Process request	None		
2. Receive the signed service record	2.1. Release record	None		
TOTAL:		None	30 Minutes to 2 days	

Loan Approval and Verification

This service pertains to the approval and verification of Loans from GSIS and Private Lending Institutions of teaching and non-teaching employees in DepEd non-implementing units.

Office or Division:	Personnel Unit			
Classification:	Simple			
Type of Transaction:	G2G Government to Government			
Who may avail:	DepEd SDO employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For GSIS Loans 1. Recent Pay slip (one (1) photocopy) 2. Certificate of No Pending Case (one (1) original copy) 3. Certificate of No Leave of absence without pay for the next six (6) months (1 original 1 photocopy) For online transaction: 4. Submit request at email address of the SDO Subject: Approval of GSIS Loan			Requesting Entity Legal Unit School Head	
For Private Lending Institutions: 5. Last three (3) months' pay slip (one (1) original copy) 6. Latest Appointment (one (1) photocopy) DepEd Email address				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the necessary documents for loan application (walk-in/online)	1.1 Receive the complete documents (walk-in/online)	None	5 minutes	Personnel Section- Authorized employee
	1.2 Check and Evaluate loan application if eligible	None	20 minutes	
	1.3 Approve / Disapprove loan application through e-confirmation of GSIS/ email	None	15 minutes	
	1.4 Notify the client on the action taken by the Office through e-mail.	None	15 minutes	
TOTAL		None	55 minutes	

Processing of Appointment (Original, Reemployment, Reappointment, Promotion and Transfer)

This service involves the preparation of appointment papers of newly-hired, promoted, reemployed, reappointed or transferred employee

Office or Division:	Personnel Unit
Classification:	Simple
Type of Transaction:	G2G Government to Government
Who may avail:	New entrants SDO employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Acknowledgement of published Items (1 photocopy)	Personnel Unit
2. Publication CSC Form No. 9 (Revised 2018) received by CSCFO (1 photocopy)	Personnel Unit
3. Checklist of Common Requirements (1 original)	Personnel Unit
4. Appointments Processing Checklist (1 original)	Personnel Unit
5. Appointment Form CS Form No. 33-A (Revised 2018) (3 original, 1 photocopy)	Personnel Unit
6. Certificate of Availability of funds (3 original, 1 photocopy)	Personnel Unit
7. 4. Oath of Office CS Form No. 32 (Revised 2018) (3 original, 1 photocopy)	Personnel Unit
8. 5. Certificate of Assumption to Duty CS Form No. 4 (Series of 2018) (3 original, 1 photocopy)	Personnel Unit
9. Clearance-CS Form 7 (3 original, 1 photocopy) except for original and reemployment	Personnel Unit
10. Position Description Form-DBM-CSC Form No. 1 (Revised version No. 1 s. 2017) (3 original, 1 photocopy))	Personnel Unit
11. Approved Rank list (3 photocopy) - except for Reappointment as Provisional, Permanent and transfer	Personnel Unit
12. Summary Profile and Evaluation Report of Candidate (3 photocopy) - except for Reappointment as Provisional, Permanent and transfer	Personnel Unit
13. Duly accomplished CSC Form 212 (Revised 2017) Personal Data Sheet (3 original)	Appointee
14. Work Experience Sheet (3 original)	Appointee
15. Certified true copy of Original Transcript of records (3 photocopy)	Emanating School

16. Authenticated copy of PRC Board rating/ CSC Eligibility (1 original, 2 photocopy) except for Reappointment as Provisional		PRC or CSC		
17. Certified true copy of Professional Regulation Commission (PRC) Identification card if applicable (3 photocopy) except for Reappointment as Provisional		PRC		
18. Latest Approved Appointment (3 photocopy) except for Original and reemployment		Appointee		
19. Performance Rating (3 photocopy) – except for Original and reemployment		Appointee		
20. Medical Certificate–CS Form No. 211 (Revised 2017) (1 original, 2 photocopy)		Accredited Health Care Facility		
21. Results of Medical Exam and Laboratory test (3 photocopy) -except for promotion, reappointment and transfer		Accredited Health Care Facility		
22. NBI Clearance (3 photocopy) – except for promotion, reappointment and transfer		NBI		
23. PSA Birth Certificate (3 photocopy)- except for promotion, reappointment and transfer		PSA		
24. Marriage Certificate if applicable (3 photocopy) - except for promotion, reappointment and transfer		PSA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documentary requirements	1.1. Receives and check for the completeness of the submitted requirements for appointment	None	15 minutes	Personnel Unit
	1.2. Prepare Appointment paper (CS Form No. 33-A), Position Description Form (CS Form No. 1), Oath of Office (CS Form No. 32), Assumption to Duty (CS Form No. 4), Certificate of Availability of funds, Appointments Processing checklist, Checklist of common requirements, Publication and	None	30 minutes	

	Acknowledgement of published items			
	1.3. Forward to Immediate Superior the Position Description Form (PDF) for signature	None	5 minutes	
	1.4. Forward to Accountant the Certification of availability of funds for signature	None	5 minutes	
	1.5. Forward to authorized signatories to sign on the certifications at the back of the appointment (CS Form No. 33-A)	None	10 minutes	
	1.6. Approve Appointment- CS Form No. 33-A, Certification of Availability of funds, Oath of Office CS Forms No. 32, and attest at the back of the Personal Data Sheet- CS Form 2121 and SALN	None	5 minutes	
2. Appointee receives a copy of the signed appointment (CS Form No. 33-A)	2.1 Furnish appointee with a copy of his/her appointment for submission to CSCFO, ensure that appointee acknowledges receipt of a photocopy of said appointment	None	5 minutes	
TOTAL		None	1 hour and 15 minutes	

Processing of Terminal Leave Benefits

Processing of Terminal Leave Benefits based on the accumulated leave credits of a DepEd personnel during his/her service in the agency. This is for those employees who have availed retirement/ resigned/ separated and should have payment for their remaining leave balances.

Office or Division:	Personnel Unit			
Classification:	Simple			
Type of Transaction:	G2G ⁻ Government to Government			
Who may avail:	DepEd employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request (1 original copy)		Concerned Retiree		
2. Service Record (1 original copy)		Personnel Unit		
3. GSIS Retirement Voucher (1 original copy)		Concerned Retiree		
4. GSIS Retirement Clearance (1 original copy)		Concerned Retiree		
5. Certificate of Last Payment (1 original copy)		Accounting Unit		
6. Clearances (Money & Property accountabilities (3 original copy)		School and SDO		
7. Latest Notice of Salary Adjustment (NOSA)- (1 original copy)		Personnel Unit		
8. Certification of Accumulated Leave Credits by the Division Personnel Officer- (1 original copy)				
9. Certified Copies of Leave Cards- (1 original copy)				
10. Certification of Leave Credits Earned- (1 original copy)				
11. Fiscal Clearance (1 Original Copy)				
For deceased employee:				
1. Death certificate (1 photocopy)		Municipal registrar		
2. Marriage Certificate (1 photocopy)		NSO		
3. Survivorship (If applicable) (1 photocopy)		Spouse		
4. Special Power of Attorney (1 original copy, 2 photocopies)		Attorney		
5. Birth Certificate of Children (if employee has no living spouse) (1 photocopy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1.Submit all documentary requirements within the prescribed timeline from the concerned office	1.1. Receive the complete documents	None	10 minutes	Records Section - Person in charge
	1.2. Check the document as to completeness			
	1.3. Forward the complete document to the Personnel for appropriate Action	None	2 hours	Records Section - Person in charge
	1.4. Review the submitted complete document and provide appropriate action	None	30 minutes	Personnel Section - Person in charge
	1.5. Forward to the Office of the SDS for Approval	None	20 minutes	Personnel Section - Person in charge
	1.6. Approve Form 6 and forward to the Personnel Section	None	30 minutes	SDS/ SDS Office Person-In-Charge
	1.7. Forward the approved Form 6 to the Records Section for release	None	15 minutes	Personnel Section - Person in charge
2.Receive the approved Form 6	2.1 Release the approved Form 6	None	10 minutes	Records Section - Person in charge
TOTAL:		None	3 hours, 55 minutes	

Request for Correction of Name and Change of Status

This process of correcting clerical or typographical errors in the Certificate of LiveBirth is governed by the provisions of Republic Act(R.A.) No. 10172 and updating or changing the marital status.

Office or Division:	Personnel Unit			
Classification:	Simple			
Type of Transaction:	G2G ⁻ Government to Government			
Who may avail:	DepEd SDO employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. BIR Form 1905 (duly received by BIR) and PSA Marriage Certificate (for Change of Status). (1 original and 1 photocopy)		Employee/ BIR		
2. PSA Birth Certificate (for Correction of Name) (1 original and 1 photocopy)		Employee/ PSA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documents	1.1 Receive and check the complete document	None	3 minutes	Personnel Unit
	1.2 Preparation of updates and submission of attachments to Deped Region Office	None	1 day	
TOTAL		None	1 day and 3 minutes	

Curriculum Implementation Division

A. Curriculum Implementation Division

Program Work Flow of Submission of Contextualized Learning Resources

Submission of Teaching and Non-Teaching DepEd Personnel, LGUs and Stakeholders of Contextualized LRS. The CID-LRMS implements the Quality Assurance Process mandated by the Department of Education - Bureau of Education and Learning Resources (BLR) in the Design and Development, Production and Distribution of Contextualized Learning Resources (LRs).

Office or Division:	Curriculum Implementation Division			
Classification:	Highly Technical			
Type of Transaction:	G2G Government to Government			
Who may avail:	Teaching and Non-Teaching Personnel, LGUs, Stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Curriculum Guide (1 Original Copy and 1 Photocopy)		LR Portal		
2. Contextualized Material Submitted (1 Original Copy and Soft Copy)		Author/ Owner		
3. School/District Pre-Evaluation		Online Link		
4. Indorsement from the Public Schools District Supervisor or District QAD (or School Heads in the absence of PSDS) (1 Original Copy and 1 Photocopy)		Office of the PSDS/Office of the CID		
5. Accomplished Quality Assurance Tool		LR Office		
6. Accomplished Metadata Template for Cataloguing		LR Office		
7. Signed Sworn Certification/Anti-Plagiarism Declaration				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare and submit School's Needs Analysis (Least Mastered Competency) and LR Situational Reports	1.1. Review School's Needs Analysis and LR Situational	None	2 days	School Head, School LR Coordinator, Subject Area Coordinator, Division LR Supervisor

	1.2. Prepare documents for capability building	None	1 day	School Head, Division LR Supervisor, Writer, Illustrator, Layout Artist
2. Attend capacity building, write shop	2.1 Manage and facilitate the write shop	None	5 days	School Head, Division LR Supervisor, Writer, Illustrator, Layout Artist
3. Submit contextualized LR to School Learning Resource Quality Assurance Team (SLRQAT)	3.1 Conduct level 1 quality assurance of submitted LR	None	5 days	SLRQAT
4. Finalize LR ready for endorsement to District/Division		None	1 day	Writer, School Head
5. Prepare endorsement communication to District/Division Quality Assurance Team	5.1 Accept endorsement communication	None	3 days	DLRQAT
	5.2 SDO does final review if final, recommend for pilot testing if not, recommend for revision	None	15 days	DLRQAT
6. Integrate recommendation based on pilot testing	6.1 SDO finalizes the Learning Resource and submits LRs in hard	None	5 days	Division LR Supervisor

result or resubmit revised LRs to SDO (both hard and soft copy)	and softcopy to the Regional Office			
	6.2 RO finalizes the Quality Assurance of Learning Resource	None	5 days	Regional LREs
7. Prepare endorsement for uploading to LR portal	7.1 Upload LR to portal for online QA	None	1 day	Writer, School Head, Division LR Supervisor
	7.2 Approve, produce and utilize to target users	None	1 day	Regional/ Division LR Supervisor
	7.3 RO informs SDO while SDO informs the writer through written communication of the approved and uploaded LRs	None	1 day	Regional/ Division LR Supervisor
TOTAL:		None	45 days	

⁵ Contextualization of Learning Resources requires thorough review, analysis, quality assurance and pilottesting prior to uploading to be used by the Learners.

Quality Assurance of Supplementary Learning Resource

The Learning Resources Management Section (LRMS) is in-charge of the quality assurance of teacher-made or locally-developed supplementary learning materials to ensure the correctness and appropriateness as to content, language and layout.

Office or Division:	Curriculum Implementation Division			
Classification:	Complex			
Type of Transaction:	G2G - Government To Government			
Who may avail:	DepEd employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Detailed Lesson Plan		Employee		
2. School Quality Assurance Team (SQAT) Certification				
3. Supplementary Learning Resources (Soft and hard copy)				
4. Teacher User's Guide (For Manipulative Materials Only)				
5. Video of Demonstration Teaching				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly Accomplished requirements and the teacher-made Supplementary Learning Resources (SLR)	1.1 Check and log-in submitted teacher made Supplementary Learning Resources (SLR) together with other requirements	None	15 minutes	CID personnel
2. Evaluate the process to ensure the quality standards of the Supplementary Learning Resources	2.1 Assess/evaluate The Supplementary Learning Resources	None	1 day	
3. Receive the Endorsement Letter from the Division Office	3.1 Prepare the summary of comments and	None	2 days	

	recommendation as regards the SLR Evaluation			
4. Submit the corrected SLR	4.1 Draft the Schedule of the Final Presentation and inform the teacher through a division letter	None	2 days	
5. Present the Final Presentation of SLR	5.1 Review and evaluate the Final Presentation with evaluation tool	None	1 day	
6. Receive the certificate	6.1 Release the certificate	None	1 day	
TOTAL		None	7 days and 15 minutes	

A. Schools Governance and Operations Division

Planning and Research Section

Request for Basic Education Data (Internal Stakeholder)

Information generated from the Basic Education Information System Modules including education statistics, sector performance indicators and profile of public and private schools, learning centers and other education service providers.

Office or Division:	Planning Unit			
Classification:	Simple			
Type of Transaction:	G2G Government to Government			
Who may avail:	Internal Stakeholder			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter request addressed to SDS (1 original copy)			Client	
2. Request Form (1 original copy)			Front Desk	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request and Filled-up form to the Records Unit	1.1. Receive letter request from the client and forward to the OSDS	None	10 minutes	Records Unit Staff/ ADA
	1.2. Refer letter request to Chief, SGOD	None	5 minutes	SDS
	1.3. Refer letter request to Planning Officer	None	5 minutes	Chief, SGOD
	1.4. Make the necessary action undertaken to the said letter request	None	2 days	Planning Officer
	1.5. Prepare the transmittal letter to be signed by SDS	None	15 minutes	Planning Officer
2. Receive the necessary documents	2.1 Release of the documents to the end user	None	2 minutes	Records Unit Staff/ ADA

TOTAL:	None	2 days, 4 hours, 32 minutes	

Request for Data for EBEIS/LIS/NAT and Performance Indicators

This service is intended for the processing of requests of data for EBEIS, LIS, NAT, and Performance Indicators.

Office or Division:		SGOD- Planning Unit		
Classification:		Simple		
Type of Transaction:		G2G- Government to Government		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request (original)		Station assignment (to be secured by the concerned employee)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the necessary document	1.1 Receives letter request & to be forwarded to the SDS for referral of proper service provider	None	5 minutes	Planning and Research Unit
	1.2 Approval of letter request & referred to the Planning Unit	None	15 minutes	
	1.3 For Action & Provide Data Information needed by Clients	None	30 minutes	
TOTAL		None	50 minutes	

School Services

Issuance of Special Order for Service Credits and Certification of Compensatory Time Credits

Vacation service credits are given for work beyond regular functions or beyond regular work hours/days where payment of honorarium or overtime pay is not possible. In addition, there are situations where extraordinary work is demanded from teachers including those which expose their lives to certain risks and for which monetary compensation is not enough. Thus, extra non-monetary compensation is justified.

Office or Division:	Schools - Personnel Unit			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Active DepEd Teaching/Non-teaching Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplishment report duly signed by the grantee and concurred by the immediate supervisor - 1 original		Teaching Personnel - SO for Service Credits Non-teaching - CTO Credits		
2. Duly signed DTR/Biometric Report of Attendance (CS Form 48) - 1 original		School Head		
3. Memorandum re: activity conducted		DepEd SDO/School Official Website/Principal's Office		
4. Certificate of Appearance		School Head/Program Facilitator		
As applicable: 5. Certificate of Attendance (<i>for Brigada Eskwela</i>)		School Head		
6. COMELEC Appointment (<i>for National, Local and Barangay Election</i>)		COMELEC		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1.1. Check submitted requirements	None	15 minutes	AO/Admin Assistant
	1.2. Acknowledge client request and advise of next steps, i.e. request will be forwarded to the SDO and SDO will provide document to school. School will inform the client when the document is available for release.	None	15 minutes	AO/Admin Assistant
	1.3 Log and collate requests for SDO, prepare transmittal	None	1 day	AO/Admin Assistant

	letter to be signed by school head			
	1.4 Sign the transmittal letter	None	5 minutes	School head
	1.5 Forward the collated requests to SDO	None	once a week	AO/Admin Assistant/Aide
	1.6 Follow-up status of request with SDO	None	2 days after submission	AO/Admin Assistant
	1.7 Upon advice of SDO, pick-up requested documents	None	once a week	AO/Admin Assistant/Aide
2. Sign the logbook upon receipt of requested document	2.1 Release document 2 working days upon receipt of documents from SDO	None	5 minutes	AO/Admin Assistant
TOTAL:		None	1 day, 40 minutes	

Laboratory and School Inventory

Schools are required to properly account its school buildings and facilities such as offices, classrooms, laboratories, materials, and equipment. Personnel who perform the task are trained on the set of standards being followed on the classification of school buildings.

Office or Division:	Schools			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	LGU, School Head, SDO, RO, CO			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. School Inventory Form		School Property Custodian/ Supply Officer/Teacher-In-Charge		
2. National School Building Inventory Form (NSBIF)		School Property Custodian/ Supply Officer/Teacher-In-Charge		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request the conduct of inventory	1.1 Gather data on inventory from class advisers, laboratory custodian, etc. at the end of each school year or as needed	None	2 days	Class Advisers/ Property custodian/ Physical Facility Coordinator
	1.2 Consolidate school inventory and submit to school head for signature	None	1 day	Supply Officer/ Property Custodian / Physical Facility Coordinator/ School EBEIS Coordinator
	1.3 Review and sign the report	None	10 minutes	School Head
	1.4 Submit School Inventory Report to SDO via hard copy/email	None	30 minutes	Property Custodian / School EBEIS Coordinator
TOTAL		None	3 days, 40 minutes	

School Learning and Development

It is a school strategic initiative based from the result of electronic-Self Assessment Tool (e-SAT) and other similar needs assessments to address any competency gap/s that affect or contribute to the school's performance. This could be done through School Learning Action Cell (SLAC), Coaching and Mentoring, In-Service Training (INSET), Work Immersion, or Team Development.

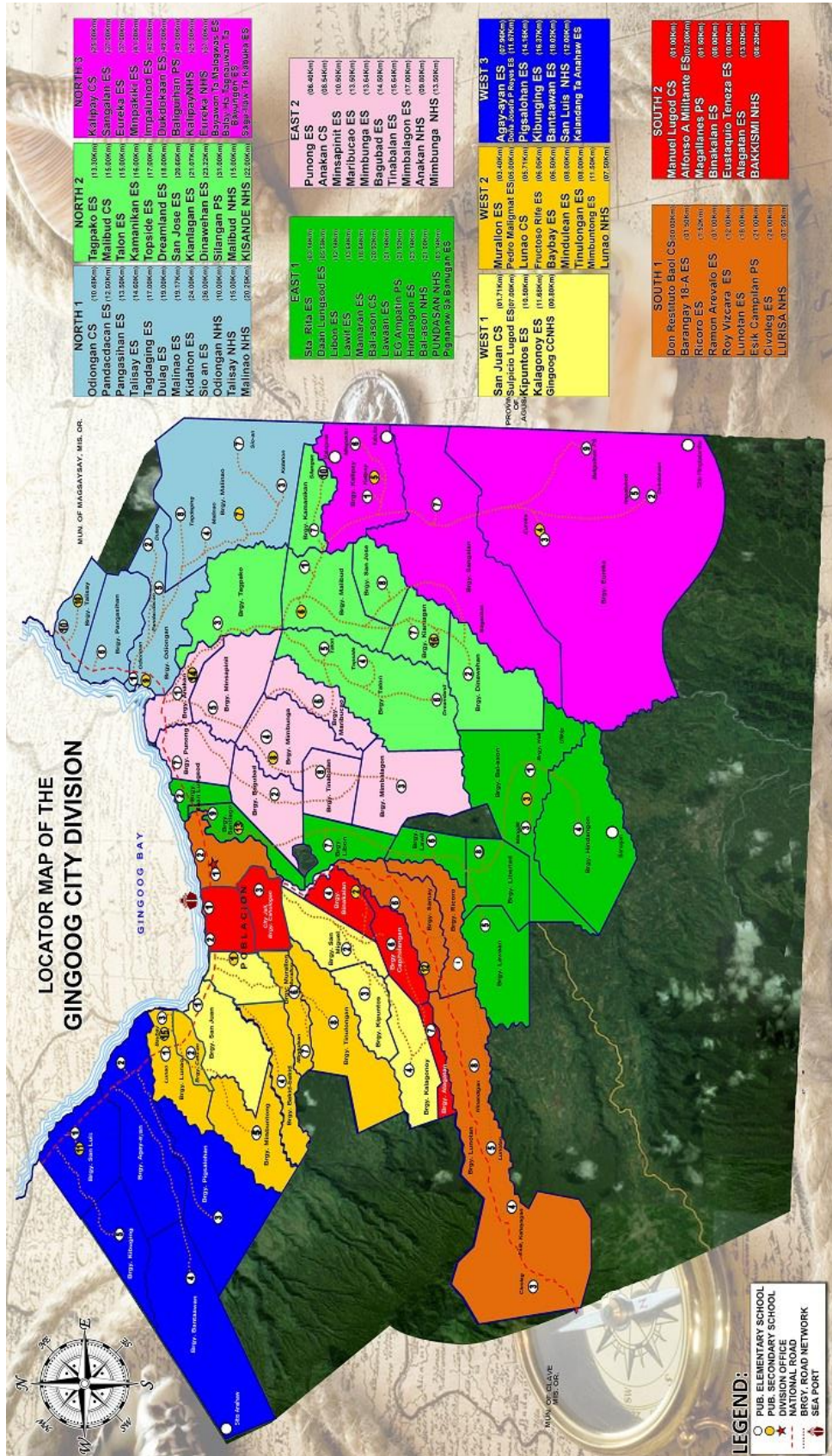
Office or Division:	Schools			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Teachers or Teaching Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. School Action Plan Form -1 copy		LAC Coordinator		
2. Accomplished Individual Performance Commitment and Review Form (IPCRF) – 1 photocopy		HR/Teacher/School Head/Department Head		
3. Accomplished e-SAT		ICT Coordinator		
4. Accomplished Development Plan		Head Teacher , School Planning Team		
5. Project/Training/SLAC Proposal –for INSET		PMT, SLAC Coordinator/Master Teacher		
6. Monitoring & Evaluation Form		LAC Coordinator/Master Teacher		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit complete requirements	1.1 Check submitted requirements	None	5 minutes	School Training Coordinator/ PMT/ SLAC Coordinator/ Master Teacher/ Head Teacher/ ICT Coordinator / School Head
	1.2 Identify needs of teachers based on documents	None	1 day	
	1.3 Craft an action/SLAC plan/proposal	None	1 day	
2. Attend learning and development activity and provide feedback	2.1 Implement SLAC	None	1 hour	
	2.2 Conduct Monitoring and Evaluation	None	30 minutes	
TOTAL:		None	2days,3 hrs, 35min	

IX. Feedback and Complaints

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	Accomplish the client feedback form that would be given by the stationed guard at the entrance of the premises or visit http://links.depedgingoog.info/?gc=feedback
How feedbacks are processed	Public Affairs Offices (SDO: Office of the SDS, Schools: School Head) will collect the feedback forms every week for recording, and endorsement to concerned offices. Issues and requests shall be addressed by the concerned office/s, and monitored and recorded by the respective public affairs office
How to file a complaint	Walk-in: Go to the respective Public Affairs Office of the respective governance level. Discuss the concerns with the designated complaints officer. Submit necessary evidence, if applicable. Email/Hotline: Send/Discuss complaint thru the official PAAC email address (action@deped.gov.ph) or the official email address of the respective office or call Hotline 8888
How complaints are processed	The complaints officer will record the complaint on their respective database. If the necessary information is provided and complete, the officer will prepare appropriate Request for Action (RFA). The complaints officer will then monitor the response/action taken through email and/or phone call. The complaints officer will send updates to the concerned party.
Contact Information of CCB, PCC, ARTA	ARTA: complaints@arta.gov.ph : 1-ARTA (2782) PCC: 8888 CCB: 0908-881-6565 (SMS)

X. List of Schools

Division Map



Public Schools

No.	School ID	School Name	District	Address
1	128009	Bal-ason Central School	East 1	Bal-ason
2	304129	Bal-ason National High School	East 1	Sampaguita A
3	128010	Daan Lungsod Elementary School	East 1	Purok # 5 Daan Lungsod
4	128016	Elpidio Galarion Ampatin Primary School	East 1	Mangilit, Bal-ason, Gingoog City
5	315504	Gingoog City CNHS - Pundasan NHS Annex	East 1	Brgy. Santiago
6	128011	Hindangon Elementary School	East 1	Purok #4 Hindangon
7	128012	Lawaan Elementary School	East 1	Purok-3 Lawaan
8	128013	Lawit Elementary school	East 1	Purok #1 Lawit
9	128014	Libon Elementary School	East 1	Purok #2 Libon
10	128015	Mamaran Elementary School	East 1	Brgy. Libertad
11	111804	Pignanaw Sa Banugan Elementary School	East 1	Banugan, Hindangon, Gingoog City
12	128021	Sta. Rita Elementary School	East 1	Purok #1 Santiago
13	128007	Anakan Central School	East 2	Anakan, Gingoog City
14	128008	Bagubad Elementary School	East 2	Purok #4 Bagubad
15	315505	Gingoog City CNHS - Anakan NHS Annex	East 2	Purok Ilang-ilang, Anakan, Gingoog City
16	128037	Maribucao Elementary School	East 2	Purok #2 Maribucao
17	128017	Mimbalagon Elementary School	East 2	Mimbalagon
18	128018	Mimbunga Elementary School	East 2	Purok #2 Mimbunga
19	304135	Mimbunga National High School	East 2	Purok #2 Mimbunga
20	128019	Minsapinit Elementary School	East 2	Purok #3 Minsapinit
21	128020	Punong Elementary School	East 2	Punong
22	128022	Tinabalan Elementary School	East 2	Purok #3 Tinabalan Gingoog City
23	128026	Dulag Elementary School	North 1	Dulag, Odiongan
24	304136	Jacinto D. Malimas Sr. National High School	North 1	Odiongan
25	128033	Kidahon Elementary School	North 1	Kidahon Malinao
26	128035	Malinao Elementary School	North 1	Malinao
27	304134	Malinao National High School	North 1	Nabugsocan Malinao
28	128038	Odiongan Central School	North 1	Purok #2 Odiongan
29	315502	Odiongan NHS - Talisay NHS Annex	North 1	Purok #7 Talisay
30	128039	Pandacdacan Elementary School	North 1	Purok #7, Pandacdacan Odiongan
31	128040	Pangasihon Elementary School	North 1	Pangasihon
32	500802	Sioan Integrated School	North 1	Sioan Malinao
33	128044	Tagdaging Elementary School	North 1	Tagdaging Malinao
34	128045	Talisay Elementary School	North 1	National Highway Talisay
35	128023	Dinawehan Elementary School	North 2	Dinawehan
36	128024	Dreamland Elementary School	North 2	P9, Dreamland, Talon
37	501436	Kamanikan Integrated School	North 2	Kamanikan
38	128032	Kianlagan Elementary School	North 2	Kianlagan
39	315506	Kisandi National High School	North 2	Purok 3, BiernisanKianlangan

40	128034	Malibud Central School	North 2	Purok 2 Malibud
41	304133	Malibud National High School	North 2	Purok #1 Malibud
42	128041	San Jose Elementary School	North 2	Purok 3 San Jose
43	202502	Silangan Primary School	North 2	Purok 7, Silangan Kamanikan
44	128036	Tagpako Elementary School	North 2	Rubia Tagpako
45	501400	Talon Integrated School	North 2	Purok #3 Talon
46	128047	Topside Elementary School	North 2	Purok #11, Topside Talon
47	111422	Balay Ha Tagnauwan Ta Bayungon Elementary School	North 3	Mingkatamba, Eureka, Gingoog City
48	202504	Baliguihan Elementary School	North 3	BALIGUIHAN, BRGY. EUREKA, GINGOOG CITY
49	111420	Bayawon Ta Malagwas Elementary School	North 3	Malagwas, Kalipay, Gingoog City
50	500800	Dukdokaan Integrated School	North 3	P6, Dukdokaan Eureka
51	128027	Eureka Elementary School	North 3	Brgy.Eureka,Gingoog City
52	315501	Eureka National High School	North 3	Brgy.Eureka,Gingoog City
53	128029	Impaluhod Elementary School	North 3	Sitio Talangisog, Eureka
54	128030	Kalipay Central School	North 3	Purok 3 Kalipay
55	304132	Kalipay National High School	North 3	Purok 1 Kalipay
56	202503	Minpakiki Elementary School	North 3	Purok #10, Minpakiki Kalipay
57	111092	Sagu-Illaw Ta Kabuka Elementary School	North 3	Kabuka, Kalipay, Gingoog City
58	501024	Sangalan Integrated School	North 3	Purok 1,Brgy. Sangalan, Gingoog City
59	128052	Barangay 18-A Elementary School	South 1	Lapak Brgy.18-A
60	501023	Civoleg Integrated School	South 1	Civoleg Lunotan
61	128050	Don Restituto Baol Central School	South 1	National Highway cor Motoomull Sts.
62	128051	Esik Campilan Elementary School	South 1	Secondary National Highway
63	315503	Gingoog City CNHS - LURISA NHS Annex	South 1	Purok 3, Samay, Gingoog City
64	128053	Lunotan Elementary School	South 1	Brgy. Lunotan, Gingoog City
65	128056	Ramon Arevalo Elementary School	South 1	Purok #1 Samay
66	128057	Ricoro Elementary School	South 1	Purok #2 Ricoro
67	128058	Roy Vizcara Elementary School	South 1	Hinandigan Lunotan
68	128060	Alagatan Elementary School	South 2	Purok #1 Alagatan
69	501379	Alfonso Ang Militante Integrated School	South 2	Purok 3, Brgy. #26
70	128064	Binakalan Elementary School	South 2	Purok 1 Binakalan
71	128028	Eustaquio Teneza Elementary School	South 2	Purok #2 Capitulan
72	304131	Gingoog City CNHS - BACKKISMI NHS Annex	South 2	Purok #1 Binakalan
73	128054	Magallanes Elementary School	South 2	BARANGAY 24, GINGOOG CITY
74	128055	Manuel Lugod Central School	South 2	Rodriguez Veterans St. Gingoog City
75	304130	Gingoog City Comprehensive National High School	West 1	National Highway # 23
76	501432	Kalagonoy Integrated School	West 1	Kalagonoy
77	128068	Kipuntos Elementary School	West 1	Kipuntos
78	128076	San Juan Central School	West 1	San Juan, Gingoog city
79	501025	Sulpicio Lugod Integrated School	West 1	San Miguel
80	128063	Baybay Elementary School	West 2	Purok #1, Baybay Lunao
81	501435	Fructuso Rife Integrated School	West 2	Bakidbakid
82	128069	Lunao Central School	West 2	Purok #5 Lunao
83	315507	Lunao National High School	West 2	Lunao

84	128071	Mimbuntong Elementary School	West 2	Mimbuntong
85	128072	Mindulean Elementary School	West 2	Mindulean Murallon
86	500741	Murallon Integrated School	West 2	Purok #4 Murallon
87	500811	Pedro Malignat Integrated School	West 2	Purok 2 Catuan, Lunao
88	128078	Tinulongan Elementary School	West 2	Purok #3
89	128059	Agay-ayan Elementary School	West 3	Purok #2 Agay-agay
90	500801	Bantaawan Integrated School	West 3	Purok #3 Bantaawan
91	128065	Doña Josefa Pelaez Reyes Central School	West 3	National Highway San Luis
92	111852	Kalandang Ta Anahaw Elementary School	West 3	Bantaawan, Gingoog City
93	128067	Kibuging Elementary School	West 3	Purok 1 Kibuging
94	500799	Pigsalohan Integrated School	West 3	Pigsalohan
95	304137	San Luis National High School	West 3	National Highway San Luis

Private Schools

No.	School ID	School Name	Address
96	405269	Christ the King College	Mercado Ave.
97	462509	Christ the Redeemer Life Formation Mission School	corner Rizal-Lugod Streets
98	409990	Early Childhood Learning Center	
99	409073	Faith Alliance Learning Center	Kiunisala St.
100	405270	Gingoog Christian College	Brgy. 23, National Highway
101	462501	Gingoog Christian Community School	Brgy, 20
102	405272	Gingoog City Adventist Elementary School	Jadol - Gundaya Sts.
103	405271	Gingoog City Colleges Inc.	Macopa St.
104	405273	Gingoog Grace Christian School	Mercado Avenue Street
105	405274	Gingoog SDA Academy	Jadol - Gundaya Sts.
106	462506	Jeremiah Christian Academy Gingoog City Inc	Guno-Gundaya st.
107	462508	Jeshua Septuagint School	P-3 Lunao
108	409651	Links Play School of Gingoog City	Rizal St., Gingoog City
109	408381	Marion Business School	Rodriguez-Gundaya Sts., Gingoog City
110	462505	Mt. Sioan Academy	Sioan
111	405277	St. Mary's Academy	Lunao
112	462503	UCCP Child Development Formation Center	Brgy. 24, UCCP Compound, Magallanes
113	462510	Zach and Zaira's Little Lamb Learning Center	Motoomul street, Gingoog City