



# **CITIZEN'S CHARTER**

*Integrity in Service*



**Republic of the Philippines**  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**  
**Tabuk City, Kalinga**

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## **CITIZEN'S CHARTER**

### **I. Mandate**

The Department of Education was established through the Education Decree of 1863 as the Superior Commission of Primary Instruction under a Chairman. The Education agency underwent many reorganization efforts in the 20th century in order to better define its purpose vis a vis the changing administrations and charters. The present-day Department of Education was eventually mandated through Republic Act 9155, otherwise known as the Governance of Basic Education act of 2001 which establishes the mandate of this agency.

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.

### **II. 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.

### **III. 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.
- b. Teachers facilitate learning and constantly nurture every learner.
- c. Administrators and staff, as stewards of the institution, ensure an enabling and supportive environment for effective learning to happen.
- d. Family, community, and other stakeholders are actively engaged and share responsibility for developing life-long learners.

### **IV. Quality Policy Statement**

The Department of Education is committed to provide learners with quality basic education that is accessible, inclusive, and liberating through proactive leadership, shared governance, evidence-based policies, standards and programs, responsive and relevant curricula, highly competent and committed officials, teaching and non-teaching personnel, an enabling environment.

The Department upholds the highest standards of conduct and performance to fulfill stakeholders' needs and expectations by adhering to constitutional mandates, statutory, and regulatory requirements, and sustains client satisfaction through continuous improvement of the Quality Management System.

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**INCLUSION OF APPLICANTS FOR TEACHER I, AND RELATED-TEACHING  
AND NON-TEACHING POSITIONS TO THE COMPARATIVE ASSESSMENT  
RESULT-REGISTRY OF QUALIFIED APPLICANTS (CAR-RQA)**

The Schools Division of Tabuk City pursuant to DepEd Order No. 19, s. 2022 or the DepEd Merit Selection Plan upholds the principles of merit, fitness, competence, equal opportunity, transparency, and accountability in the Recruitment and Selection of personnel to ensure the placement of the right people for the right job at the right time. Hence, all interested and qualified applicants, including Persons with Disability (PWD), members of the indigenous communities, and those from any Sexual Orientation and Gender Identities (SOGI) are highly encouraged to submit their applications to various vacant and anticipated vacant positions in the Schools Division of Tabuk City.

<b>Office or Division:</b>	Personnel Unit
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	Government to Citizens (G2C)
<b>Who may avail:</b>	All interested applicants

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Application Letter addressed to the Schools Division Superintendent	Client
2. Checklist of Requirements and Notarized Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted, and Data Privacy Consent Form pursuant to RA No 10173 (Data Privacy Act of 2012)	Personnel Office/PACDO
3. Complete and duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet	Can be downloaded at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>
4. Valid and updated PRC License	Professional Regulation Commission (PRC)
5. Transcript of Records or Diploma of earned Bachelor's Degree, and if available Means of Verification for earned post-graduate units or degrees	School where the client graduated
6. Certificates of Training	Sponsoring Organization/Office of the training
7. Duly signed Service Records and/or Certificate of Employment	Client's latest employer
8. Duly signed Performance Rating in the last rating period covering one (1) year performance in the current/latest position and duly signed Performance Rating obtained from the relevant work experience, if current/latest position or designation is not relevant to the vacant position to be filled	Client
<b>Additional (non-mandatory) documents for applications to related-teaching and non-teaching positions</b>	Client
9. Means of Verification showing Outstanding Accomplishments along: <ul style="list-style-type: none"> <li>a. Awards and Recognition</li> <li>b. Research and Innovation</li> <li>c. Subject Matter Expert/Membership in National Technical Working Groups (TWGs) or Committees</li> <li>d. Resource Speakership/Learning Facilitator</li> <li>e. NEAP Accredited Learning Facilitator</li> <li>f. Application of Education, and</li> <li>g. Application of Learning and Development</li> </ul>	

**NOTE: Items 1-7 are the documents to be submitted for application to Teacher I position. However, only Items 1-5 are the mandatory documentary requirements. Items 1-8 are the mandatory requirements for applications to related-teaching and non-teaching positions with required experience in the Qualification Standards. Item 9 are the non-mandatory documentary requirements but if made available are basis for scoring in the different aforementioned criteria.**

CLIENT STEPS	SDO ACTIONS	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Submit mandatory requirements (Items 1-7/8)	Checks the completeness of the documents	none	15 mins	PACDO
	Receives the documents	none	5 mins	Admin Aide Records
	Forwards documents to the Personnel Section	none	5 mins	Admin Aide Records
	Conducts initial evaluation of applicant's qualification	none	3 days	HRMO
	Submits Initial Evaluation Result (IER) to the HRMPSB Chair	none	10 mins	HRMO
	Reviews the IER and schedules the Demo-teaching/Teacher Reflection/Written test Skills Test/Interview and Open Ranking	none	2 days	HRMPSB Chair/ASDS
	Posts the IER in three (3) conspicuous places in the Division Office, SDO Tabuk Website and FB Page	none	15 mins	HRMO
<b>For Teacher I</b> 2. Attends demonstration teaching/teacher reflection	Conducts Demonstration teaching	none	10 days	HRMPSB Sub-committees
	Conducts Teacher Reflection	none	1 day	HRMPSB Sub-committees
<b>For Related Teaching and Non-Teaching</b> 2. Attends written test/skills test/interview	Conducts Written Test/ Skills Test/Interview	none	2 days	HRMPSB
3. Attends Open Ranking System and retrieves Individual Evaluation Sheet (IES)	Conducts Open Ranking System	none	1 day	HRMPSB
	Reviews the Comparative Assessment Result (CAR)	none	2 days	HRMO ASDS
	Posts CAR on the Bulletin Boards, SDO Website, and Facebook Page	none	10 days	HRMO
	Submits CAR-Registry of Qualified Applicants (RQA) to the members of the HRMPSB for signature	none	2 days	HRMO
	Submits CAR-RQA to the office of the SDS for approval	none	5 mins	Admin Aide SDS Office
	Receives CAR-RQA for signature of the SDS	none	5 mins	Admin Aide SDS Office
	Signs the CAR-RQA	none	30 mins	SDS
	Posts the approved CAR-RQA in three (3) conspicuous places	none	15 mins	HRMO
<b>Total for Teacher I Applicants</b>			<b>30 days 1 hour 45 mins</b>	
<b>Total for Related-teaching and Non-teaching Applicants</b>			<b>22 days 1 hour 45 mins</b>	

\*Starts one (1) day after the deadline of submission of application

## PROCESSING OF APPOINTMENT FOR TEACHER I, AND NEW APPOINTMENT FOR RELATED-TEACHING AND NON-TEACHING POSITIONS

The Schools Division of Tabuk City govern by the Civil Service Commission's Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) reinforces its commitment with the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) per CSC MC No. 3, s. 2012 to ensure that DepEd Tabuk City and its manpower are able to respond to challenges and opportunities of the 21<sup>st</sup> century with focus on the delivery of quality, accessible, relevant, and liberating basic education.

<b>Office or Division:</b>	Personnel Unit
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	Government to Citizens (G2C)
<b>Who may avail:</b>	Applicants included in the Comparative Assessment Result-Registry of Qualified Applicants (CAR-RQA)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Personal Data Sheet (Form 212) with work experience sheet in 3 copies	Downloaded at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>
2. Oath of Office	Personnel Section
3. Position Description Form (CS Form 3)	Personnel Section
4. Assumption to Duty	Personnel Section
5. Authenticated PRC License/Board Rating/Certificate of Eligibility in 2 copies	Professional Regulation Commission (PRC)
6. Medical Certificate (Form 211) in 2 copies with laboratory results along CBC, Urinalysis, Chest x-ray, Drug Test and result of the psychological test	Any government hospital/Diagnostic Clinic
7. Notarized Statement of Assets and Liabilities (SALN) in 2 copies	Download from <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> and notarized through Notary Public
8. Authenticated 2 copies of Official Transcript of Records	School where client graduated from
9. Authenticated 2 copies of College Diploma	School where client graduated from
10. Original and photocopy of NBI Clearance	National Bureau of Investigation (NBI) Office
11. Original and photocopy of PSA Birth Certificate	Philippine Statistics Authority (PSA) Office
12. Original and photocopy of PSA Marriage Certificate, if applicable	Philippine Statistics Authority (PSA) Office
13. Clearance from previous employer	Previous employer
14. Long brown envelope	Client

CLIENT STEPS	SDO ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit mandatory documentary requirements	Checks the completeness of the documents	none	15 mins	PACDO
	Receives the submitted documents	none	5 mins	Admin Aide Records Section
	Forwards documents to the Personnel Section	none	5 mins	Admin Aide Records Section
	Receives the documents and prepares the appointment letter	none	2 days	HRMO
	Submits appointment letter to the ASDS for certification	none	5 mins	HRMO
	Reviews and signs the appointment letter	none	30 mins	Asst. Schools Division Supt.

CLIENT STEPS	SDO ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Retrieves the appointment letter from the office of the ASDS and forwards the same to the office of the SDS	none	15 mins	Admin Aide Personnel Section
	Receives the appointment form for signing of the SDS	none	5 mins	Admin Aide SDS Office
	Reviews and signs the appointment letter	none	30 mins	Schools Division Superintendent
Signs the appointment letter	Retrieves the signed appointment letter and submit a copy to the CSC Field Office	none	1 day	Admin Aide Personnel Section
Receives copy of the appointment letter	Release original copy of appointment letter to client*	none	15 mins	Admin Aide Records Sections
<b>Total</b>			<b>3 days 2 hours 5 mins</b>	

\*A day after the appointment letter was retrieved from the CSC Field Office



## INSPECTION AND ACCEPTANCE OF DELIVERY OF TEXTBOOKS, SUPPLIES, EQUIPMENT AND TOOLS

The issuance and receiving of textbooks, supplies, and equipment are essential processes. Maintaining a robust system for the issuance and receipt of textbooks, learning resources, tools and equipment, the Schools Division of Tabuk City can effectively manage their inventory, prevent loss or misuse, and allocate resources equitably among the schools and learners. Ultimately, this process not only supports the educational needs of students but also enhances the overall efficiency and effectiveness of the educational system, ensuring that every child has the opportunity to learn and succeed.

<b>Office or Division:</b>	Supply Section
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	Government to Citizens (G2C)
<b>Who may avail:</b>	DepEd Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Delivery receipts	Supplier
2. Inspection and Acceptance report/ Property Transfer Report	Employee/Supply Office
3. Requisition and Issuance Slip	Supply Office

CLIENT STEPS	SDO ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Deliver the textbooks, Self-learning modules, tools, and/or equipment	Checks the completeness of the items delivered and its compliance to required terms of reference, Receives the items and signs the acknowledgement receipt	none	1 day	Supply Officer
	Prepares Inventory Custodian Slip (ICS) and Requisition and Issuance Slip (RIS)	none	4 hours	Admin Aide Supply Office
	Forward the ICS and RIS to the office of the SDS for action	none	5 mins	Admin Aide Supply Office
	Receives the ICS and RIS for signing of the SDS	None	5 mins	Admin Aide SDS Office
	Reviews and approves the ICS/RIS	none	15 mins	Schools Division Superintendent
	Retrieves the ICS/RIS from SDS Office and inform the recipients of the scheduled turn over	none	4 hours	Supply Officer  Admin Aide Supply Office
Checks the completeness of the items	Tallies the actual item to be turn over to the ICS and RIS	none	15 mins	Supply Officer  Admin Aide Supply Office
Receives the item and signs the ICS and RIS	Releases the items to the client	none	15 mins	Supply Officer  Admin Aide Supply Office
<b>Total</b>			<b>2 days 55 mins</b>	

## ISSUANCE OF CERTIFIED TRUE COPY OF REQUESTED DOCUMENTS

Providing clients with a certified true copy of their documents is not just a procedural formality; it is a vital step in upholding the authenticity and veracity of the pertinent records. This practice assures clients that the documents they submit or receive are exact duplicates of the original, bearing the official stamp of validation. Beyond mere paperwork, it fosters a sense of transparency and integrity in the process. By offering clients this certification, the Schools Division of Tabuk City sends a clear message that they are committed to maintaining the highest standards of trustworthiness and accuracy in their services. Consequently, this practice not only safeguards against fraud or discrepancies but also serves as a cornerstone for building and enhancing trust among individuals, thereby reinforcing the credibility and reliability of the entire process.

<b>Office or Division:</b>	Records Section
<b>Classification:</b>	Simple
<b>Type of Transaction</b>	Government to Government (G2G)
<b>Who may avail:</b>	Teaching and Non-Teaching Personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid Identification Card	Client
2. Client Request Form	SDO PACDO
3. Authorization letter (if requested by other person on the requesting person's behalf)	Requesting person

CLIENT STEPS	SDO ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish and submit the duly filled out Client Request Form together with a valid Identification Card	Receives and evaluates the duly accomplished Client Request Form and valid ID	none	10 mins	Records Officer
	Retrieves and produces copies of the requested document/s	none	15 mins	Records Officer
	Stamps the requested document/s with "Certified True Copy" and affixes signature	none	5 mins	Records Officer
2. Receives the requested document/s	Photocopies the clients ID and releases the requested document/s	none	5 mins	Records Officer
<b>Total</b>			<b>35 mins</b>	

## RECEIVING AND RELEASING OF COMMUNICATIONS AND OTHER PERTINENT DOCUMENTS

Ensuring an effective system for receiving and releasing communication and documents is essential for the smooth operation, security, and compliance of the Schools Division of Tabuk City to the provisions of the Ease in Doing Business Law. It underpins efficiency, accuracy, and accountability while addressing the challenges posed by an ever-evolving technological landscape and regulatory environment. Properly managed communication and document systems contribute to the overall success and sustainability of the SDO as a dynamic institution.

<b>Office or Division:</b>	Records Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to Citizen (G2C), Government to Government (G2G)
<b>Who may avail:</b>	Teaching and non-teaching personnel, School Heads and other external stakeholders

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Pertinent documents to be received	Client
2. Locator Slip	School/official station of client

CLIENT STEPS	SDO ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the document/s with the respective tracking number	Check the completeness of the documents based on the entry in the document tracking system	none	10 mins	PACDO
	Receives the document/s at the Records Sections	none	5 mins	Admin Aide Records Section
	Forwards the document/s to the respective offices	none	5 mins	Admin Aide Records Section
	Receives the document/s for endorsement to the focal person/in-charge for appropriate action	none	5 mins	Admin Aide in-charge
	Reviews, checks and acts on the document/s	none	30 mins	Appropriate authority in the office
	Forwards the document/s to the records section	none	5 mins	Admin Aide in-charge
	Receives the signed/endorsed/ document/s	none	5 mins	Admin Aide Records Section
2. Retrieves the documents from the Records Section	Releases the document/s to the client	none	5 mins	Admin Aide Records Section
<b>Total</b>			<b>1 hour</b>	

## RECEIVING OF ADMINISTRATIVE COMPLAINTS AGAINST TEACHING AND NON-TEACHING PERSONNEL

Having a redress mechanism in the Schools Division of Tabuk City is of paramount importance for several reasons. It not only ensures accountability but also helps maintain public trust, protect individuals' rights, and improve the overall quality in the delivery of basic education services. When individuals believe that their concerns are heard and addressed, they are more likely to have confidence in the educational system, which, in turn, contributes to its effectiveness and integrity.

<b>Office or Division:</b>	Legal Unit
<b>Classification:</b>	Simple
<b>Type of Transaction</b>	Government to Citizens (G2C), Government to Business (G2B)
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• Non-teaching employees</li> <li>• Teaching/teaching related employees</li> <li>• Public</li> </ul>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Sworn written administrative Complaint containing the following (1 Original Copy + 2 duplicate copies): a. Full name and Address of Complainant b. Full name, address, position and office of the person complained of c. A narration of the acts or commissions as allegedly committed by the person	Client
2. Documentary Evidence and Affidavits of witnesses, if any	Client
3. Certification of Non-forum Shopping	Notary Public

CLIENT STEPS	SDO ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements to the Division Office	Evaluate the completeness of the documents	none	30 mins	Legal Officer
2. Receive Client's Copy of the Complaint	Return Client's receiving copy of the Complaint	none	5 mins	Legal Officer
<b>Total</b>			<b>35 mins</b>	

**Note: Complete substantial and official documents should be submitted in order to process the requests. Otherwise, request will be denied due to lack of document, and it cannot be processed.**

## ACCESSING AVAILABLE LEARNING RESOURCES FROM LRMDs PORTAL

The LRMDs Portal is a repository of digitized quality learning/teaching resources from the Central Office, Regional, Division, or Cluster/School level and providing its clientele access to the following: Books (textbooks, story books, etc.) and information on quantity and quality and location of and supplementary materials, as well as cultural expertise. Learning, Teaching, and Professional Development Resources in digitized format and resources in print format and hardcopy. Media Gallery with copyright-free illustrations and graphics for teachers and learners to use. The portal also provides standards, specifications and guidelines for assessing & evaluating, acquiring & harvesting, modification, development and production of learning resources.

<b>Office or Division:</b>	Curriculum Implementation Division
<b>Classification:</b>	Simple
<b>Type of Transaction</b>	Government to Citizens (G2C)
<b>Who may avail:</b>	All interested individuals and parties

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Computer/Laptop with Internet Connection	Client
2. Active LRMDs Portal Account using a. DepEd Email Address for DepEd Employees b. Any active Email Address for Learners, Parents and Non-DepEd Stakeholders	Can be accessed at <a href="https://lrmds.deped.gov.ph">https://lrmds.deped.gov.ph</a>  (for activation of inactive accounts, seek assistance from CID LR Section of your Schools Division)

CLIENT STEPS	SDO ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Access the LRMDs Portal	Assists client in the creation of LR Account or resetting the password	none	10 mins	EPS-LR/PDO
2. Access LR thru <a href="https://lrmds.deped.gov.ph">https://lrmds.deped.gov.ph</a>	Aid client on how to use the LR Portal along: a. Quick Tour b. Signing-in c. Using the navigation bar, resources menu and the filter menu d. Selecting the needed learning resources e. Providing feedback/s on the LRs downloaded f. Signing out	None	20 mins	PDO-LR
3. Download the digital copy of the selected Learning Resource Material	Provide the number code of the downloaded Learning Resource Material	None	5 mins	PDO/Librarian
<b>TOTAL</b>			<b>35 mins</b>	

## ENROLMENT IN THE ALTERNATIVE LEARNING SYSTEM

The Alternative Learning System (ALS) is a program of the Department of Education (DepEd) to provide education to individuals who, for various reasons, have not had the opportunity to complete their formal basic education through traditional schooling. It is a vital tool for increasing access to quality education, particularly in the rural areas of the Schools Division of Tabuk City by offering flexible learning options, community-based centers, tailored curricula, and accreditation opportunities. ALS addresses the unique challenges faced by learners, helping them acquire essential knowledge and skills to improve their lives and contribute to the development of their communities. It is a crucial step toward achieving education equity and inclusivity, which are essential components of sustainable development.

<b>Office or Division:</b>	Alternative Learning System Office
<b>Classification:</b>	ALL
<b>Type of Transaction</b>	Complex
<b>Who may avail:</b>	All interested individuals

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Personal appearance of the interested individual	
2. Enrolment form	ALS Office/School Learning Center

<b>CLIENT STEPS</b>	<b>SDO ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits enrollment form to the ALS Focal Person	Reviews enrollment Form	none	5 mins	ALS Focal Person
	Interviews the client	none	10 mins	ALS Focal Person
	Identifies client's learning center	none	5 mins	ALS Focal Person
	Orient the client on the ALS Program and informs him/her of his/her schedule	None	20 mins	ALS Focal Person
2. Retrieves proof of enrollment	Issues the client the proof/certificate of enrollment	None	10 mins	ALS Focal Person
<b>TOTAL</b>			<b>45 mins</b>	

## REQUEST FOR BASIC EDUCATION DATA/INFORMATION (EXTERNAL STAKEHOLDERS)

Responding to requests for basic education data and information, particularly those aimed at research and policy-making, is essential as it forms the foundation for informed decision-making. Such data provide critical insights into student performance, educational trends, and the effectiveness of policies and programs which can provide the Schools Division of Tabuk City information that might lead to improvements in curriculum development, resource allocation, and the overall quality of education. In essence, responding to these requests not only supports the transparency and accountability in the delivery of basic education service in Tabuk City but also fosters innovation and positive change within the education sector.

<b>Office or Division</b>	Planning and Research Section
<b>Classification</b>	Simple
<b>Type of Transaction</b>	Government to Business (G2B), Government to Citizen (G2C) Government to Government (G2G)
<b>Who may avail?</b>	Other Government Agencies, Non-government agencies and Individuals

<b>CHECKLIST OF THE REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Request letter addressed to the SDS with a clear and specific data to be requested	Client

<b>CLIENT STEPS</b>	<b>SDO ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit request letter to Record Section or send email at the office's official email address	Receives the request letter	none	5 mins	Admin Aide Records Section
	Forwards request letter to the SDS office for action	none	5 mins	Admin Aide Records Section
	Endorses request to the Planning Section	none	15 mins	Schools Division Superintendent
	Acts on the request	none	1 day	Planning Officer
	Informs the client of the result of his/her request	none	15 mins	Records Officer
2. Receives response to request	Releases response to client's request	None	10 mins	Admin Aide Records Section
<b>TOTAL</b>			<b>1 day 50 mins</b>	

## REQUEST FOR PERMIT TO CONDUCT STUDY OUTSIDE RESEARCHERS

Allowing outside researchers to conduct studies or research within the context of the Schools Division of Tabuk City is vital because it brings fresh perspectives and expertise that can lead to innovative solutions and improvements in various aspects of the delivery of education services, such as teaching methods, curriculum development, or operational efficiency. Secondly, it fosters collaboration and knowledge-sharing, enhancing the SDOs reputation in promoting a culture of continuous learning and growth. Furthermore, external research can validate and strengthen the credibility of the practices and policies of the SDO, thus, providing valuable insights for decision-makers. Ultimately, welcoming outside researchers contributes to the overall advancement and excellence of the organization as an institution, ensuring that we remain at the forefront of education and research.

<b>Office or Division</b>	Planning and Research Section
<b>Classification</b>	Simple
<b>Type of Transaction</b>	Government to Citizen (G2C) Government to Government (G2G)
<b>Who may avail?</b>	Researchers outside the organization

<b>CHECKLIST OF THE REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Permit to conduct study letter addressed to the Schools Division Superintendent endorsed by the dean of college or university	Client
2. Research Questionnaire	Client
3. Research samples/List of participants	Client

<b>CLIENT STEPS</b>	<b>SDO ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit documentary requirements	Check the completeness of the documentary requirements	none	5 mins	PACDO
	Receives the documents	none	5 mins	Admin Aide Records Section
	Forwards document to the Division Research Coordinator	none	5 mins	Admin Aide Records Section
	Reviews and recommends action to the Schools Division Superintendent	none	4 hours	Division Research Coordinator
	Acts on the request	none	15 mins	Schools Division Superintendent
	Informs the client of the result of his/her request	none	10 mins	Records Officer
2. Receives response to request	Releases response to client's request	None	5 mins	Admin Aide Records Section
<b>TOTAL</b>			<b>4 hours 45 mins</b>	



## EVALUATION OF APPLICATION FOR GOVERNMENT PERMIT FOR ESTABLISHMENT OF NEW SCHOOL

Evaluation of pertinent documents for issuance of permit to operate and government recognition to private schools is essential to ensure that educational institutions adhere to standards of quality, legality, and accountability. It safeguards the interests of students, promotes equitable access to education, and contributes to the overall improvement of the education system by maintaining consistency and transparency in educational practices.

<b>Office or Division:</b>	School Management, Monitoring & Evaluation (SMME) Section
<b>Classification:</b>	Highly Technical
<b>Type of Transaction</b>	Government to Business (G2B), Government to Citizen (G2C)
<b>Who may avail:</b>	Private Schools

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Request address to the DepEd CAR Regional Director through the Schools Division Superintendent	School applicant
2. Endorsement from the Schools Division Superintendent	Office of the Schools Division Superintendent
3. Board Resolution Certified by the Corporate Secretary	School applicant
4. Notarized Feasibility Study	School applicant
5. Development Plan along: facilities and other amenities, human resource, and curriculum	School applicant
6. Articles of Incorporation in the name of the school and duly registered with the Securities and Exchange Commission (SEC)	School applicant
7. Copies of Transfer of Certificate of Title of the School Site in the name of the school	School applicant
8. Documents of ownership of school building in the name of the school	School applicant
9. Certificate of occupancy/Occupancy permit of school building	School applicant
10. Proposed tuition and other school fees	School applicant
11. Proposed Curriculum approved by the DepEd	School applicant
12. Retirement plans for teachers and other personnel	School applicant
13. List of school administrators	School applicant
14. List of non-academic personnel	School applicant
15. List of the teaching/academic staff	School applicant
16. List and photocopy of classrooms, facilities, equipment, furniture, supplies and materials classified by subject area	School applicant
17. List of library holding/learning resources	School applicant

CLIENT STEPS	SDO ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documentary requirements	Checks the completeness of the submitted documents	none	10 minutes	PCDO
	Receives the documents	none	5 mins	Admin Aide Records Section
	Forwards documents to the focal person for private schools	none	5 mins	Admin Aide Records Section
	Evaluates and assess the veracity of the submitted documents	none	1 day	SEPS/EPS II SMME

CLIENT STEPS	SDO ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Recommends onsite validation and inspection	none	30 mins	SEPS/EPS II SMME
	Informs the client of the scheduled site validation	none	15 mins	SEPS/EPS II SMME
2. Prepares for the onsite validation and inspection	Conducts onsite validation and inspection	none	1 day	Members of the Division Assessment and Inspection Team (DAIT)
	Summarizes findings and prepares report	none	1 day	Members of the DAIT
3. Receives the report on the onsite validation and inspection and attends the post conference	Discusses with client the result and findings of the onsite validation and inspection	none	4 hours	Members of the DAIT
	If without recommendations for client to comply with, prepares endorsement of documents to the Regional Office	none	2 hours	SEPS/EPS II SMME
	If with recommendations for compliance, informs client of the deadline to comply	none	15 mins	SEPS/EPS II SMME
4. Comply with the recommendations of the DAIT	Waits for the compliance of the client to the recommendations	none	3 days	Members of the DAIT
5. Invites the DAIT for the onsite revalidation and reinspection	Conducts reinspection and revalidation on client's compliance to recommendations	none	4 hours	Members of the DAIT
	If client is in full compliance of the recommendations, prepares endorsement of documents to the Regional Office, if not client repeats Step 4	none	2 hours	Members of the DAIT
	Forwards Endorsement to SDS Office for signature	none	5 mins	SEPS/EPS II SMME
	Reviews and signs the endorsement of the documents	none	15 mins	Schools Division Superintendent
	Forwards the documents to the records section	none	5 mins	Admin Aide SDS Office
6. Receives information that their document is forwarded to the Regional Office	Forwards documents to the Regional Office	none	30 mins	Records Officer
<b>TOTAL if without recommendations to comply</b>			<b>3 days 5 hours 40 mins</b>	
<b>TOTAL if with recommendations to comply</b>			<b>6 days 5 hours 55 mins</b>	

**EVALUATION OF REQUEST FOR THE ISSUANCE OF SPECIAL ORDER  
FOR GRADUATION OF PRIVATE SCHOOL LEARNERS**

Private schools need to seek a Special Order (SO) from the Department of Education (DepEd) for their graduates before holding graduation ceremonies. It is a regulatory measure designed to ensure the quality and legitimacy of education provided by these institutions. It serves to protect the interests of students, parents, and the broader community by upholding educational standards and ensuring that graduates have access to further educational and employment opportunities.

<b>Office or Division:</b>	School Management, Monitoring & Evaluation (SMME) Section
<b>Classification:</b>	Highly Technical
<b>Type of Transaction</b>	Government to Business (G2B), Government to Citizen (G2C)
<b>Who may avail:</b>	Private Schools

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Endorsement from the SDO	Office of the SDS
2. Photocopy of SEC Corporate Filing of Information	School Applicant
3. Photocopy of approved Government Permit	School Applicant
4. List of graduates (arranged per track/strand; alphabetically)	School Applicant
5. Certification from the School Head that the students have graduated from the school specifying the date of graduation	School Applicant
6. Students' credentials, arranged accordingly as follows: <ul style="list-style-type: none"> <li>Form 9 (reviewed by the SDO)</li> <li>Checklist of subjects taken</li> <li>Certification from partner agency on Work Immersion indicating the number of hours completed</li> <li>PSA authenticated birth certificate</li> <li>Certified true copy of JHS Form 137</li> </ul>	School Applicant

<b>CLIENT STEPS</b>	<b>SDO ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all documentary requirements	Checks the completeness of the submitted documents	none	10 min	PCDO
	Receives the documents	none	5 mins	Admin Aide Records Section
	Forwards documents to the focal person for private schools	none	5 mins	Admin Aide Records Section
	Evaluates and assess the veracity of the submitted documents	none	1 day	SEPS/EPS II SMME
	Prepares and forwards endorsement to SDS Office for signature	none	30 mins	SEPS/EPS II SMME
	Reviews and signs the endorsement letter	none	30 mins	Schools Division Superintendent
	Forwards the documents to the records section	none	5 mins	Admin Aide SDS Office
2. Receives information that their document is forwarded to the Regional Office	Forwards documents to the Regional Office	none	5 mins	Records Officer
<b>TOTAL</b>			<b>1 day 1 hour 30 mins</b>	

**PROCESSING OF APPLICATION FOR RENEWAL OF GOVERNMENT PERMIT  
AND/OR APPLICATION OF ADDITIONAL GRADE LEVEL/COURSE**

The Department of Education (DepEd) regulates the opening of Senior High School (SHS) programs and specific tracks/strands maintain the quality, consistency, and relevance of education. It ensures that students receive an education that is aligned with national development goals, and upholds the standards of excellence in order to prepare them for future success.

<b>Office or Division:</b>	School Management, Monitoring & Evaluation (SMME) Section
<b>Classification:</b>	Highly Technical
<b>Type of Transaction</b>	Government to Business (G2B)
<b>Who may avail:</b>	Any private schools

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Letter of Request address to the DepEd CAR Regional Director through the Schools Division Superintendent	School applicant
2. Endorsement from the Schools Division Superintendent	Office of the Schools Division Superintendent
3. Photocopy of the latest issued Government Permit	School applicant
4. Updated Board Resolution indicating the grade level to be offered Certified by the Corporate Secretary	School applicant
5. Updated Articles of Incorporation	School applicant
6. Copies of Transfer of Certificate if Title of the School Site	School applicant
7. Documents of ownership of school building in the name of the school	School applicant
8. Certificate of occupancy/Occupancy permit of school building	School applicant
9. Copy of the latest audited financial statement signed by a Certified Public Accountant	
10. Tuition and other school fees approved by the DepEd	School applicant
11. Summary of employees on the latest payments (official receipts) of PagIBIG, PhilHealth, and SSS	School applicant
12. Status of Development Plan on facilities and other amenities, human resources and curriculum	School applicant
13. Retirement Plans for teachers and other personnel	
14. List of school administrators	School applicant
15. List of non-academic personnel	School applicant
16. List of the teaching/academic staff	School applicant
17. List and photocopy of classrooms, facilities, equipment, furniture, supplies and materials classified by subject area	School applicant
18. List of library holding/learning resources	School applicant

<b>CLIENT STEPS</b>	<b>SDO ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all documentary requirements	Checks the completeness of the submitted documents	none	15 mins	PCDO
	Receives the documents	none	5 mins	Admin Aide Records Section
	Forwards documents to the focal person for private schools	none	5 mins	Admin Aide Records Section
	Evaluates and assess the veracity of the submitted documents	none	1 day	SEPS/EPS II SMME

CLIENT STEPS	SDO ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Recommends onsite validation and inspection	none	30 mins	SEPS/EPS II SMME
	Informs the client of the scheduled site validation	none	15 mins	SEPS/EPS II SMME
2. Prepares for the onsite validation and inspection	Conducts onsite validation and inspection	none	1 day	Members of the Division Assessment and Inspection Team (DAIT)
	Summarizes findings and prepares report	none	1 day	Members of the DAIT
3. Receives the report on the onsite validation and inspection and attends the post conference	Discusses with client the result and findings of the onsite validation and inspection	none	4 hours	Members of the DAIT
	If without recommendations for client to comply with, prepares endorsement of documents to the Regional Office	none	2 hours	SEPS/EPS II SMME
	If with recommendations for compliance, informs client of the deadline to comply	none	15 mins	SEPS/EPS II SMME
4. Comply with the recommendations of the DAIT	Waits for the compliance of the client to the recommendations	none	2 days	Members of the DAIT
5. Invites the DAIT for the onsite revalidation and reinspection	Conducts reinspection and revalidation on client's compliance to recommendations	none	4 hours	Members of the DAIT
	If client is in full compliance of the recommendations, prepares endorsement of documents to the Regional Office, if not client repeats Step 4	none	2 hours	Members of the DAIT
	Forwards Endorsement to SDS Office for signature	none	5 mins	SEPS/EPS II SMME
	Reviews and signs the endorsement of the documents	none	30 mins	Schools Division Superintendent
	Forwards the documents to the records section	none	5 mins	Admin Aide SDS Office
6. Receives information that their document is forwarded to the Regional Office	Forwards documents to the Regional Office	none	5 mins	Records Officer
<b>TOTAL if without recommendations to comply</b>			<b>3 days 7 hours 30 mins</b>	
<b>TOTAL if with recommendations to comply</b>			<b>5 days 5 hours 45 mins</b>	

## PROCESSING OF APPLICATION FOR INCREASE IN TUITION AND OTHER FEES

The Schools Division Office of Tabuk City extends assistance to private schools to facilitate their application for increase in tuition and other fees

<b>Office or Division:</b>	School Management, Monitoring & Evaluation (SMME) Section
<b>Classification:</b>	Complex
<b>Type of Transaction</b>	Government to Business (G2B)
<b>Who may avail:</b>	• Any private school with summer enrollees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Endorsement from the Schools Division Office	Office of the SDS
2. Document Assessment Review on Tuition and Other Fees increase sign by the SDO Focal Person	Focal for private schools
3. Letter of request	Client
4. Board resolution on the proposed increase on TFOF	Client
5. Comparative schedule of fees	Client
6. Financial statement showing the financial status of the school duly certified by a Certified Public Accountant	Client
7. Copy of the last tax return filed with the Bureau of Internal Revenue	PTA
8. Copy of SEC Certification of Corporate Filing/Information	Parents/Guardians
9. Photocopy of the latest issued Government Permit of Recognition	Client
10. Photocopy of the latest increase in tuition fee increase approved by the DepEd	Client
11. Proof that the latest increase in tuition fee went to the employee's salary, wages, and other benefits duly signed by the School Principal or Administrator, PTA President and the Employee's President/Representative	Client
12. Proof of consultation conducted by the school administration with the duly organized student's government and with the parents of the students	Client
13. Certification under oath by the proper officials of the concerned school that the Tuition Fee increase is allocated as follows: <ul style="list-style-type: none"> <li>• 70% for payment of salaries, wages, allowances and other members of the faculty and all other employees of the school</li> <li>• 18% shall be allocated for institutional development</li> <li>• 12% may be allocated for return of investment</li> </ul>	Client
14. Comparative Teacher's and Employees Salary, wages and other benefits signed by the school principal or Administrator, PTA President and Employees' President/Representative	Client
15. Proposed Institutional Development Plan signed by the school principal or Administrator, PTA President and the Employees' President/Representative	Client
16. Proof of lates remittances for teachers and employees along PagIBIG, SSS and PhilHealth	Client
17. List of Enrolment per Grade level	Client

CLIENT STEPS	SDO ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documentary requirements	Checks the completeness of the submitted documents	none	10 mins	PCDO
	Receives the documents	none	5 mins	Admin Aide Records Section

<b>CLIENT STEPS</b>	<b>SDO ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	Forwards documents to the focal person for private schools	none	5 mins	Admin Aide Records Section
	Evaluates and assess the veracity of the submitted documents	none	1 day	SEPS/EPS II SMME
	Forwards Endorsement to SDS Office for signature	none	5 mins	SEPS/EPS II SMME
	Reviews and signs the endorsement of the documents	none	15 mins	Schools Division Superintendent
	Forwards the documents to the records section	none	5 mins	Admin Aide SDS Office
2. Receives information that their document is forwarded to the Regional Office	Forwards documents to the Regional Office	none	5 mins	Records Officer
<b>TOTAL</b>			<b>1 day 2 hours 30 mins</b>	

**INCLUSION OF APPLICANTS TO THE COMPARATIVE ASSESSMENT RESULT-REGISTRY  
OF QUALIFIED APPLICANTS (CAR-RQA) FOR PROMOTION TO TEACHER II/III,  
SCHOOL ADMINISTRATION, RELATED-TEACHING, NON-TEACHING  
AND MASTER TEACHER POSITIONS**

The Schools Division of Tabuk City pursuant to DepEd Order No. 19, s. 2022 or the DepEd Merit Selection Plan upholds the principles of merit, fitness, competence, equal opportunity, transparency, and accountability in the Recruitment and Selection of personnel to ensure the placement of the right people for the right job at the right time. Hence, all interested and qualified applicants, including Persons with Disability (PWD), members of the indigenous communities, and those from any Sexual Orientation and Gender Identities (SOGI) are highly encouraged to submit their applications to various vacant and anticipated vacant positions in the Schools Division of Tabuk City.

<b>Office or Division:</b>	Personnel Unit
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	Government to Government (G2G)
<b>Who may avail:</b>	All interested applicants

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Application Letter addressed to the Schools Division Superintendent	Client
2. Checklist of Requirements and Notarized Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted, and Data Privacy Consent Form pursuant to RA No 10173 (Data Privacy Act of 2012)	Personnel Office
3. Complete and duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet	Can be downloaded at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>
4. Valid and updated PRC License	Professional Regulation Commission (PRC)
5. Transcript of Records or Diploma of earned Bachelor's Degree, and if available Means of Verification for earned post-graduate units or degrees	School where the client graduated
6. Certificates of Training	Sponsoring Organization/Office
7. Duly signed Service Records and/or Certificate of Employment	Client's latest employer
<b>Additional documents for Promotion to School Administration, Related-teaching and Non-teaching Positions</b> 1. Duly signed Performance Rating in the last rating period covering one (1) year performance in the current/latest position and duly signed Performance Rating obtained from the relevant work experience, if current/latest position or designation is not relevant to the vacant position to be filled 2. Means of Verification showing Outstanding Accomplishments along: a. Awards and Recognition b. Research and Innovation c. Subject Matter Expert/Membership in National Technical Working Groups (TWGs) or Committees d. Resource Speakership/Learning Facilitator e. NEAP Accredited Learning Facilitator f. Application of Education, and g. Application of Learning and Development	Client
<b>Additional documents for Promotion to Teacher II or Teacher III Positions</b> 1. Duly signed Performance Rating in the last three (3) Rating Periods	Client



2. Means of Verification showing Outstanding Accomplishments along: <ul style="list-style-type: none"> <li>a. Outstanding Employee Award</li> <li>b. Award related to scouting</li> <li>c. Innovation</li> <li>d. Research and Development Projects</li> <li>e. Publication/Authorship</li> <li>f. Resource Speaker/Facilitator/Writer/Presenter/ Trainer</li> </ul>	
<b>Additional documents for Promotion to Master Teacher Positions</b> <ul style="list-style-type: none"> <li>1. Duly signed Performance Rating in the last three (3) Rating Periods</li> <li>2. Means of Verification showing Outstanding Accomplishments along: <ul style="list-style-type: none"> <li>a. Means of Verification showing Outstanding Accomplishments in any of the following: <ul style="list-style-type: none"> <li>a.1. Curriculum or instructional materials</li> <li>b.2. Effective teaching techniques or strategies</li> <li>c.3. Simplification of work that resulted in cost reduction</li> <li>d.4. Worthwhile income generating project</li> </ul> </li> <li>b. Subject Coordinator or grade chairman or adviser of school publication or any special school organization with certification that the services rendered is not considered part of the regular teaching load</li> <li>c. Chairperson of a special committee</li> <li>d. Research</li> <li>e. Coordinator of community project</li> <li>f. Organized/managed in-service activity</li> <li>g. Meritorious achievements (coaching)</li> <li>h. Authorship</li> </ul> </li> </ul>	Client

CLIENT STEPS	SDO ACTIONS	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Submit mandatory requirements (Items 1-7/8)	Checks the completeness of the documents	none	15 mins	PACDO
	Receives the documents	none	5 mins	Admin Aide Records
	Forwards documents to the Personnel Section	none	5 mins	Admin Aide Records
	Conducts initial evaluation of applicant's qualification	none	3 days	HRMO
	Submits Initial Evaluation Result (IER) to the HRMPSB Chair	none	10 mins	HRMO
	Reviews the IER and schedules the Demo-teaching/Teacher Reflection/Written test Skills Test/Interview and Open Ranking	none	2 days	HRMPSB Chair/ASDS
	Posts the IER in three (3) conspicuous places in the Division Office, SDO Tabuk Website and FB Page	none	15 mins	HRMO
4. Attends written test/skills test/interview	Conducts Written Test/ Skills Test/Interview	none	2 days	HRMPSB

<b>CLIENT STEPS</b>	<b>SDO ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME*</b>	<b>PERSON RESPONSIBLE</b>
5. Attends Open Ranking System and retrieves Individual Evaluation Sheet (IES)	Conducts Open Ranking System	none	1 day	HRMPSB
	Reviews the Comparative Assessment Result (CAR)	none	2 days	HRMO ASDS
	Posts CAR on the Bulletin Boards, SDO Website, and Facebook Page	none	10 days	HRMO
	Submits CAR-Registry of Qualified Applicants (RQA) to the members of the HRMPSB for signature	none	2 days	HRMO
	Submits CAR-RQA to the office of the SDS for approval	none	5 mins	Admin Aide SDS Office
	Receives CAR-RQA for signature of the SDS	none	5 mins	Admin Aide SDS Office
	Signs the CAR-RQA	none	30 mins	SDS
	Posts the approved CAR-RQA in three (3) conspicuous places	none	15 mins	HRMO
<b>Total for Promotion to Teacher II/III, School Administration, Related-teaching and Non-teaching</b>			<b>21 days 1 hour 45 mins</b>	
<b>Total for Promotion to Master Teacher</b>			<b>19 days 1 hour 45 mins</b>	

*\*Starts one (1) day after the deadline of submission of application*

**ISSUANCE OF APPOINTMENT FOR PROMOTION TO TEACHER II/III, SCHOOL  
ADMINISTRATION, RELATED-TEACHING, NON-TEACHING  
AND MASTER TEACHER POSITIONS**

The Schools Division of Tabuk City govern by the Civil Service Commission's Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) reinforces its commitment with the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) per CSC MC No. 3, s. 2012 to ensure that DepEd Tabuk City and its manpower are able to respond to challenges and opportunities of the 21<sup>st</sup> century with focus on the delivery of quality, accessible, relevant, and liberating basic education.

<b>Office or Division:</b>	Personnel Unit
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	Government to Government (G2G)
<b>Who may avail:</b>	Applicants included in the Comparative Assessment Result-Registry of Qualified Applicants (CAR-RQA)

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Personal Data Sheet (Form 212) with Work Experience Sheet in 3 copies	Download from <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>
2. Oath of Office	Personnel Section
3. Position Description Form (CS Form 3)	Personnel Section
4. Assumption to Duty	Personnel Section
5. Authenticated copy of PRC ID/Certificate of Eligibility in 3 copies	Can be downloaded at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>
6. PRC License/Board Rating/Certificate of Eligibility	Professional Regulation Commission (PRC)/Civil Service
7. Latest Performance Rating (IPCRF)	Client
8. 1 long brown envelope	Client

<b>CLIENT STEPS</b>	<b>SDO ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit mandatory documentary requirements	Checks the completeness of the documents	none	15 mins	PACDO
	Receives the submitted documents	none	5 mins	Admin Aide Records Section
	Forwards documents to the Personnel Section	none	5 mins	Admin Aide Records Section
	Receives the documents and prepares and forwards appointment letter to ASDS office	none	1 day	HRMO
	Reviews and signs the appointment letter	none	30 mins	Asst. Schools Division Supt.
	Retrieves the appointment letter from the office of the ASDS and forwards the same to the office of the SDS	none	15 mins	Admin Aide Personnel Section
	Reviews and signs the appointment letter	none	15 mins	Schools Division Superintendent
Signs the appointment letter	Retrieves the signed appointment letter and submit a copy to the CSC Field Office	none	1 day	Admin Aide Personnel Section
Receives copy of the appointment letter	Release original copy of appointment letter to client*	none	15 mins	Admin Aide Records Sections
<b>Total</b>			<b>2 days 1 hours 40 mins</b>	

\*A day after the appointment letter was retrieved from the CSC Field Office

## PROCESSING OF RECLASSIFICATION OF POSITION THROUGH EQUIVALENT RECORDS FORM (ERF)

Reclassification is a form of staffing modification and/or position classification action which may be applied when there has been a substantial change in the position title, level and salary grade of the incumbent. This can be achieved through Equivalent Records Form (ERF). Hence, it can be a valuable incentive and recognition system that encourages continuous improvement and expertise among teachers and school leaders and managers.

<b>Office or Division:</b>	Personnel Unit
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	Government to Government (G2G)
<b>Who may avail:</b>	Teachers, and School Heads

### Determination of Classification Level

Position	Qualification Standards
Teacher II	BSE + 20 MA Units or BSE + 20 years in service or BSE + 18 MA Units + 6 years in service or BSE + 15 MA Units + 8 years in service
Teacher III	Holder of MA Degree or BSE + 20 MA + 20 years in service or MA Equivalent + years in service + trainings
Master Teacher I	BSE + 18 units MA + 3 years relevant experience + at least VS (33 points) performance rating + 25 points in leadership, potential and accomplishments
Master Teacher II	BSE + 24 units MA + 1 year as Master Teacher I or 4 years as Teacher III + 4 hours relevant training + at least VS (33 points) performance rating as Master Teacher I + at least 30 points in leadership, potential and accomplishments
Master Teacher III	Completed Academic Requirements for MA + 1 year as Master Teacher II or 5 years as Teacher III + 8 hours relevant training + at least VS (35 points) performance rating as Master Teacher I + at least 45 points in leadership, potential and accomplishments
Master Teacher IV	Completed Academic Requirements for MA + 1 year as Master Teacher III or 5 years as Teacher III + 16 hours relevant training + Outstanding Performance Rating as Master Teacher + at least 60 points in leadership, potential and accomplishments
Head Teacher I	At least 24 MA Units + 1 year as HT I + 24 hours relevant training + at least VS performance rating for the last 2 consecutive years
Head Teacher II	At least 12 MA Units + 3 years teaching experience and 1 year TIC or OIC + 24 hours relevant training + at least VS performance rating for the last 2 consecutive years
Head Teacher III	At least 36 MA Units + 2 years as HT II + 32 hours relevant training + at least VS performance rating for the last 3 consecutive years or Outstanding for the last 2 consecutive years
Head Teacher IV	Complete Academic Requirements in the field of administration, supervision, leadership or management + 2 years as HT III + 32 hours relevant training + at least VS performance rating for the last 3 consecutive years or Outstanding for the last 2 consecutive years
Head Teacher V	Complete Academic Requirements in the field of administration, supervision, leadership or management + 2 years as HT IV + 40 hours relevant training + at least VS performance rating for the last 3 consecutive years or Outstanding for the last 2 consecutive years
Head Teacher VI	Master's degree in the field of administration, supervision, leadership or management + 2 years as HT V + 40 hours relevant training + at least VS performance rating for the last 3 consecutive years or Outstanding for the last 2 consecutive years

Position	Qualification Standards
Principal I	Master's degree in the field of administration, supervision, leadership or management + 2 years as HT III for elementary or 2 years as HT VI for secondary + 48 hours relevant training + at least VS performance rating for the last 3 consecutive years or Outstanding for the last 2 consecutive years
Principal II	Master's degree in the field of administration, supervision, leadership or management + 6 doctoral units + 1 year as Principal I + 48 hours relevant training + at least VS performance rating for the last 3 consecutive years or Outstanding for the last 2 consecutive years
Principal III	Master's degree in the field of administration, supervision, leadership or management + 12 doctoral units + 2 years as Principal II + 56 hours relevant training + at least VS performance rating for the last 3 consecutive years or Outstanding for the last 2 consecutive years
Principal IV	Master's degree in the field of administration, supervision, leadership or management + 24 doctoral units + 2 years as Principal III + 56 hours relevant training + at least VS performance rating for the last 3 consecutive years or Outstanding for the last 2 consecutive years

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>For Teacher II or III:</b>	
1. 4 original copies of Equivalent Record Form in Legal Bond Paper	Personnel Section
2. Original Transcript of Records (with 3 photocopies)	School graduated from
3. Sworn Statement of the teacher in compliance with the provision of DepEd Order No. 12, s. 1962 if the teacher enrolled/studied in a private school (with 3 photocopies)	School graduated from
4. Certification of Graduation/Certification from the school on the area of Specialization in the given course stating the number of units to finish the course (with 3 photocopies)	School graduated from
5. Original copy of study permits	Client
6. Original copy of Service Record	Personnel Section
7. Original Copy of the latest Performance Rating with at least Very Satisfactory rating for the last 2 rating periods	Client
8. Original copy of the latest appointment	Client
9. Original copy of Certificates of Training with at least 3 continuous days	Client
<b>For Master Teacher</b>	
1. Duly accomplished Personal Data Sheet (Form 212) in 2 copies	Download from <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>
2. Recommendation of the Schools Division Superintendent in 2 copies	Office of the SDS
3. Plantilla Allocation in 2 copies	Personnel Section
4. List of teachers by subject area (for Secondary) or list of teachers by school in a District (for Elementary) with corresponding item number each page duly signed by the School Head and the SDS in 2 copies	Public School District Supervisor
5. Service Records in 2 copies	Personnel Section
6. Comparative Assessment Result (CAR) duly signed by the Chairperson and Members of the HRMPSB and approved by the SDS in 2 copies	Personnel Section
7. Official Transcript of Records in original copy + 1 certified photocopy	Client
8. Original copy of permits to study	Client

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
9. Certified True Copy of Certificates of Relevant Training sanctioned by DepEd not used during the last promotion	Client
10. Performance Rating for 3 consecutive rating periods prior to ranking	Client
11. Certified True Copy of SF 7	School of the client
<b>For Head Teacher and School Principal</b>	
1. Duly accomplished Personal Data Sheet (Form 212)	Download from <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>
2. Justification for the reclassification of position	Client
3. Certified, Authenticated and Verified Transcript of Records	School where client graduated from
4. Service Records	Personnel Section
5. Performance Rating for the last 3 consecutive periods	Client
6. Certificates/Proofs of Outstanding Accomplishments	Client
7. Equivalent Records Form for Head Teacher Positions or Position Description Form for Principal Positions	Personnel Section
8. NEAP certification as to the result of NQESH taken and Basic Training Course for School Heads attended	Personnel Section
9. Division HRMPSB Certification on the points obtained in the Psychological Attributes and Personality Traits assessment	Personnel Section
10. Enrolment Data (Form 3) in the present school assignment, including the cluster schools handled, if any	Client's School

<b>CLIENT STEPS</b>	<b>SDO ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits documents	Checks the completeness of the documents	none	10 mins	PACDO
	Receives the documents and forwards to the Office of the AO V	none	15 mins	Admin Aide Records Section
	Evaluates and assess the veracity of the documents	none	1 day	Admin Officer V
	Forwards the documents to SDS office for certification and recommendation for approval	none	5 mins	Admin Aide Admin Section
	Reviews and signs the endorsement and approval for recommendation	none	15 mins	Schools Division Superintendent
	Forwards documents to Records Section	none	5 mins	Admin Aide SDS Office
2. Receives information the document is forwarded to the Regional Office	Forwards documents to the Regional Office for further actions	none	5 mins	Records Officer
<b>Total</b>			<b>1 day 1 hour</b>	

## PROCESSING OF APPROVAL OF LEAVE OF ABSENCE

Leave of absence is a privilege granted to employees not to report for work with or without pay as may be provided by law and as the rules prescribed in Rule XVI of Executive Order No. 292.

<b>Office or Division:</b>	Personnel Section
<b>Classification:</b>	Simple
<b>Type of Transaction</b>	Government to Government (G2G)
<b>Who may avail:</b>	All regular Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>1. Vacation Leave not exceeding 5 days</b> a. Duly accomplished Form 6	AO II or Personnel Section
<b>2. Vacation Leave exceeding 5 days</b> a. Duly accomplished Form 6	AO II or Personnel Section
b. Justification letter	Client
c. Letter of Intent not to Travel Abroad	Client
<b>3. Sick Leave not exceeding 5 days</b> a. duly accomplished Form 6	AO II or Personnel Section
<b>4. Sick Leave exceeding 5 days but not exceeding 15 days</b> a. Duly accomplished Form 6	AO II or Personnel Section
b. Medical Certificate	Attending physician
<b>5. Sick Leave exceeding 15 days</b> a. Duly accomplished Form 6	AO II or Personnel Section
b. Medical Certificate (Form 41) with Clinical Abstract	Attending physician
c. Duly accomplished clearance	Client
<b>6. Rehabilitation Leave</b> a. Duly accomplished Form 6	AO II or Personnel Section
b. Police Blotter or Barangay Incident Report	Police Station or Barangay Hall
c. Duly accomplished Medical Certificate (Form 41)	Attending physician
<b>7. Maternity Leave</b> a. Duly accomplished Form 6	AO II or Personnel Section
b. Letter of Intent	Client
c. Medical Certificate (Form 41) with clinical Abstract	Admitting hospital and attending physician
<b>8. Paternity Leave</b> a. Duly accomplished Form 6	AO II or Personnel Section
b. Marriage Certificate	PSA or Local Civil Registrar
c. Child's Birth Certificate	Local Civil Registrar
<b>9. Magna Carta for Women</b> a. Duly accomplished Form 6	AO II or Personnel Section
b. Letter of Intent	Client
c. Duly accomplished Medical Certificate (Form 41) with Clinical Abstract	Admitting hospital and attending physician
<b>10. Solo Parent Leave</b> a. Duly accomplished Form 6	AO II or Personnel Section
b. Photocopy of valid Solo Parent Identification Card	Client
<b>11. Special Emergency (Calamity) Leave</b> a. Duly accomplished Form 6	AO II or Personnel Section
b. Certification or Resolution from the Local Government Unit that the area where the residence of the client is located is under the State of Calamity/Emergency	LGU Sangguniang Bayan/ Panlalawigan Secretariat

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>12.VAWC Leave</b>	
a. Duly accomplished Form 6	AO II or Personnel Section
b. Any of the following:	
1. Barangay Protection Order (BPO)	Barangay Office
2. Temporary/Permanent Protection Order	Municipal Court
3. Certification that there is a pending application for BPO or TPO	Barangay Office/Clerk of Court
4. Police report specifying the details of the occurrence of violence on the victim with a medical certificate	Local Police Station and attending Physician
<b>13.Quarantine Leave Relative to COVID 19</b>	
a. Duly accomplished Form 6	AO II or Personnel Section
b. Medical Certificate or Test Result	Admitting Hospital/RHU
c. Certificate of Completion of Required Quarantine	Barangay Office
<b>14.Monetization of Leave Credits</b>	
a. Duly accomplished Form 6	AO II or Personnel Section
b. Justification for Monetization with supporting document	Client
<b>15.Terminal Leave</b>	
a. Duly accomplished Form 6	AO II or Personnel Section
<b>16.Study Leave</b>	
a. Duly accomplished Form 6	AO II or Personnel Section
b. Duly accomplished Study Leave Agreement	Client
c. Schedule of Study Leave	Client
d. Affidavit that client has not availed study grant under RA 4670	Client
e. Certification from the immediate head that services can be dispensed with	Immediate head
f. Certification of No Pending Administrative case	Legal Officer
g. Clearance	Client
h. Medical Certificate (Form 41)	Attending physician
i. Duly accomplished Personal Data Sheet (Form 212)	Download from <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>
j. Baccalaureate and Post Graduate Transcript of Records	Client
k. Performance Rating for the last three (3) rating periods	Client

CLIENT STEPS	SDO ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits documents	Checks the completeness of the documents	none	5 mins	PACDO
	Receives the documents and forwards to the Approving Authority	none	15 mins	Admin Aide Records Section
	Evaluates and assess the veracity of the documents for action	none	1 day	SDS/ASDS
	Forwards documents to Records Section	none	5 mins	Admin Aide SDS/ASDS
2. Receives the document	Releases documents to client	none	5 mins	Records Officer
<b>Total</b>			<b>1 day 30 mins</b>	



## INCLUSION OF NEWLY HIRED EMPLOYEES TO PAYROLL

Newly hired employees need to be included in the payroll to ensure that they are well compensated. Hence, this process facilitates the inclusion of the newly hired employees to the payroll.

<b>Office or Division:</b>	Personnel
<b>Classification:</b>	Simple
<b>Type of Transaction</b>	Government to Government (G2G)
<b>Who may avail:</b>	Newly Hired Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. CSC Attested Appointment	Personnel Section
2. Updated Service Record	Personnel Section
3. Certification of Assumption to Duty	Personnel Section
4. Photocopy of GSIS Membership Information Sheet (MIS)	Personnel Section
5. Personal Data Sheet	Client
6. Copy of BIR Form 1902 or BIR Form 1905	BIR Office
7. Photocopy of PhilHealth MDR	PhilHealth Office
8. Photocopy of Pag-ibig Member's Data Form	Pag-ibig Office
9. Photocopy of Land Bank ATM Card	Land Bank Office

CLIENT STEPS	SDO ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits documents	Checks the completeness of the documents	none	10 mins	PACDO
	Receives the documents and forwards to the Personnel Section	none	15 mins	Admin Aide Records Section
	Evaluates and assess the veracity of the documents and prepares endorsement to the Regional Office	none	1 day	AO II Personnel Section
	Forwards documents and endorsement letter to SDS Office	none	5 mins	AO II Personnel Section
	Reviews and signs the endorsement of the documents	none	15 mins	Schools Division Superintendent
	Forwards the documents to the Records Section	none	5 mins	Admin Aide SDS Office
2. Receives information that the documents are forwarded to the Regional Office	Forwards the Documents and Endorsement to the Regional Office	none	5 mins	Records Officer
<b>Total</b>			<b>1 day 1 hour</b>	

## INCLUSION OF TRANSFERRED PERSONNEL TO PAYROLL

Transferred employees or those personnel who came from implementing units or other government agencies need to be included in the payroll to ensure that they are well compensated. Hence, this process facilitates the inclusion of these employees to the payroll.

<b>Office or Division:</b>	Personnel
<b>Classification:</b>	Simple
<b>Type of Transaction</b>	Government to Government (G2G)
<b>Who may avail:</b>	Newly Hired Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. CSC Attested Appointment	Personnel Section
2. Updated Service Record	Personnel Section
3. Certification of Assumption to Duty	Personnel Section
4. Photocopy of GSIS Membership Information Sheet (MIS)	Personnel Section
5. Personal Data Sheet	Client
6. Copy of BIR Form 1902 or BIR Form 1905	BIR Office
7. Photocopy of PhilHealth MDR	PhilHealth Office
8. Photocopy of Pag-ibig Member's Data Form	Pag-ibig Office
9. Photocopy of Land Bank ATM Card	Land Bank Office
10. Certificate of Last Payment	Previous station
11. BIR Form 2316	Previous employer
12. Authorization to Deduct	Client

CLIENT STEPS	SDO ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits documents	Checks the completeness of the documents	none	10 mins	PACDO
	Receives the documents and forwards to the Personnel Section	none	15 mins	Admin Aide Records Section
	Evaluates and assess the veracity of the documents and prepares endorsement to the Regional Office	none	1 day	AO II Personnel Section
	Forwards documents and endorsement letter to SDS Office	none	5 mins	AO II Personnel Section
	Reviews and signs the endorsement of the documents	none	15 mins	Schools Division Superintendent
	Forwards the documents to the Records Section	none	5 mins	Admin Aide SDS Office
2. Receives information that the documents are forwarded to the Regional Office	Forwards the Documents and Endorsement to the Regional Office	none	5 mins	Records Officer
<b>Total</b>			<b>1 days 55 mins</b>	

**PROCESSING OF PAYMENT OF SALARY FOR SUBSTITUTE  
TEACHERS AND JOB ORDER EMPLOYEES**

This process facilitates the payment of salary of substitute teachers and job order personnel.

<b>Office or Division:</b>	Personnel, Budget Accounting
<b>Classification:</b>	Complex
<b>Type of Transaction</b>	Government to Government (G2G)
<b>Who may avail:</b>	Substitute and Job Order Employees

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Daily Time Record (Form 48)	Client
2. Photocopy of Land Bank ATM Card	Client
3. Copy of Contract of Service (for Job Order)	Client

<b>CLIENT STEPS</b>	<b>SDO ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits documents	Checks the completeness of the documents	none	5 mins	PACDO
	Receives the documents and forwards to the Personnel Section	none	10 mins	Admin Aide Records Section
	Evaluates and assess the veracity of the documents and prepares endorsement to the Regional Office	none	1 day	Payroll Officer Personnel Section
	Prepares the payroll, obligation request, and disbursement voucher	none	1 day	Payroll Officer Personnel Section
	Certifies availability of allotment and obligated for the purpose	none	30 mins	Budget Officer
	Certify cash availability, subject to authority to debit account and completeness of supporting documents	none	30 mins	Accountant
	Reviews and signs the approval for payment	none	30 mins	Schools Division Superintendent
2. Receives information that the payment of salary is uploaded to the EMDS and be credited to the client's account the next banking day	Uploads to the Electronic Modified Disbursement Scheme (EMDS)	none	1 day	Cashier
<b>Total</b>			<b>3 days 1 hour 45 mins</b>	

## PROCESSING OF PAYMENT FOR SALARY ADJUSTMENT

When permanent and regular employees are promoted, they are entitled to salary adjustment commensurate to the Salary Grade of their new position. This process facilitates the updating of the employee's salary as well as the payment of their salary differential.

<b>Office or Division:</b>	Personnel, Budget Accounting
<b>Classification:</b>	Complex
<b>Type of Transaction</b>	Government to Government (G2G)
<b>Who may avail:</b>	Substitute and Job Order Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Notice of Salary Adjustment Form in 4 copies	AO II/Personnel Section
2. Form 7 in 4 copies	AO II/Personnel Section
3. Approved Appointment in 2 copies	Client
4. Certification of Assumption to Duty in 2 copies	AO II/Personnel Section
5. Latest Pay slip in 2 copies	Client

CLIENT STEPS	SDO ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits documents	Checks the completeness of the documents	none	5 mins	PACDO
	Receives the documents and forwards to the Personnel Section	none	10 mins	Admin Aide Records Section
	Evaluates and assess the veracity of the documents and prepares endorsement to the Regional Office	none	1 day	Payroll Officer Personnel Section
	Prepares the payroll, obligation request, and disbursement voucher	none	1 day	Payroll Officer Personnel Section
	Certifies availability of allotment and obligated for the purpose	none	30 mins	Budget Officer
	Certify cash availability, subject to authority to debit account and completeness of supporting documents	none	30 mins	Accountant
	Reviews and signs the approval for payment	none	30 mins	Schools Division Superintendent
2. Receives information that the payment of salary is uploaded to the EMDS and be credited to the client's account the next banking day	Uploads to the Electronic Modified Disbursement Scheme (EMDS)	none	1 day	Cashier
<b>Total</b>			<b>3 days 1 hour 45 mins</b>	

## PROCESSING OF PAYMENT FOR STEP INCREMENT

DepEd employees are entitled to an increase in salary from step to step within the salary grade of their position which applies every three years. This process facilitates the payment of the employee's salary differential due to step increment.

<b>Office or Division:</b>	Personnel, Budget Accounting
<b>Classification:</b>	Complex
<b>Type of Transaction</b>	Government to Government (G2G)
<b>Who may avail:</b>	Substitute and Job Order Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Notice of Salary Increment in 4 copies	AO II/Personnel Section
2. Form 7 in 4 copies	AO II/Personnel Section
3. Approved Appointment in 2 copies	Client
4. Latest Pay slip in 2 copies	Client

CLIENT STEPS	SDO ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits documents	Checks the completeness of the documents	none	5 mins	PACDO
	Receives the documents and forwards to the Personnel Section	none	10 mins	Admin Aide Records Section
	Evaluates and assess the veracity of the documents and prepares endorsement to the Regional Office	none	1 day	Payroll Officer Personnel Section
	Prepares the payroll, obligation request, and disbursement voucher	none	1 day	Payroll Officer Personnel Section
	Certifies availability of allotment and obligated for the purpose	none	30 mins	Budget Officer
	Certify cash availability, subject to authority to debit account and completeness of supporting documents	none	30 mins	Accountant
	Reviews and signs the approval for payment	none	30 mins	Schools Division Superintendent
2. Receives information that the payment of salary is uploaded to the EMDS and be credited to the client's account the next banking day	Uploads to the Electronic Modified Disbursement Scheme (EMDS)	none	1 day	Cashier
<b>Total</b>			<b>3 days 1 hour 45 mins</b>	

## PROCESSING OF APPLICATION FOR RETIREMENT

Upon reaching the age of 60, the employee is entitled to retirement benefit. Thus, the employee is required to submit documentary requirements to SDO before endorsing the application for retirement benefit to GSIS.

<b>Office or Division:</b>	Personnel Unit
<b>Classification:</b>	Simple
<b>Type of Transaction</b>	Government to Government (G2G)
<b>Who may avail:</b>	Regular Teaching and Non-Teaching Personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of intent to retire	Employee
2. Duly accomplished GSIS Retirement Application Form	Download from GSIS Website
3. Updated Service Record	Personnel Section
4. Certificate of Leave without pay	Admin office
5. Endorsement of retirement from the immediate head	School Head
6. Endorsement of retirement from the SDS	SDS Office
7. Photocopy of UMID Card and office ID	Client
8. PSA Authenticated Certificate of Live Birth	Client
9. Photocopy of Certificate of Marriage if applicable	Client
10. Clearances	School, District, and Division
11. Latest Appointment	Client
12. Latest Notice of Salary Adjustment (NOSA)	Client
13. Certificate of Last Day of Service	Immediate Head
14. Certificate of Non-pendency	Legal Officer

CLIENT STEPS	SDO ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits documents	Checks the completeness of the documents	none	10 mins	PACDO
	Receives the documents and forwards to the Personnel Section	none	10 mins	Admin Aide Records Section
	Evaluates and assess the veracity of the documents and prepares extract of separation	none	2 days	Payroll Officer Personnel Section
	Forwards endorsement letter and extract of Separation to the SDS	none	5 mins	Payroll Officer Personnel Section
	Reviews and signs the endorsement and extract of separation	none	1 day	Budget Officer
	Forwards documents to the records Section	none	5 mins	Admin Aide SDS Office
2. Receives information the documents are forwarded to the Regional Office for further action	Forwards documents to the Regional Office	none	1 day	Records Officer
<b>Total</b>			<b>1 day 30 mins</b>	

## PROCESSING OF PERMIT TO TRAVEL ABROAD

Authority to travel abroad of all DepEd Personnel on official business or official time is required to be submitted and processed before being allowed to travel on a foreign country.

<b>Office or Division:</b>	Personnel Unit
<b>Classification:</b>	Simple
<b>Type of Transaction</b>	Government to Government (G2G)
<b>Who may avail:</b>	Teaching and Non-Teaching

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>1. Personal Travel Abroad</b>	
a. Duly accomplished Form 6	AO II or Personnel Section
b. Written manifestation, noted with the immediate head that his/her absence will not hamper the operational efficiency of the office	Client
c. Duly accomplished Travel Authority for Personal Travel signed by the SDS	AO II or Personnel Section
d. Certificate of No Pending Case signed by the concerned Disciplining Authority	Legal Officer
<b>2. Official Travel Abroad</b>	
a. Duly accomplished Travel Authority for Official Travel signed by the SDS	AO II or Personnel Section
b. Signed invitation addressed to the client from a foreign host	Host
c. Approved Activity Request and Work and Financial Plan indicating the earmarked for the travel expenses to be incurred	Client
d. Itinerary of Travel	Client
e. Written justification of the travel	Client
f. Certificate of No Pending Case	Legal Officer
g. Certification of Substitute/Officer In-charge	Immediate Head

CLIENT STEPS	SDO ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits documents	Checks the completeness of the documents	none	10 mins	PACDO
	Receives the documents and forwards to the Personnel Section	none	10 mins	Admin Aide Records Section
	Evaluates and assess the veracity of the documents and prepares endorsement letter	none	2 days	Personnel Section
	Forwards endorsement letter to the SDS	none	5 mins	Personnel Section
	Reviews and signs the endorsement	none	30 mins	Schools Division Superintendent
	Forwards documents to the records Section	none	5 mins	Admin Aide SDS Office
2. Receives information the documents are forwarded to the Regional Office for further action	Forwards documents to the Regional Office	none	1 day	Records Officer
<b>Total</b>			<b>1 day 1 hour</b>	

# ISSUANCE OF SERVICE RECORDS, CERTIFICATE OF EMPLOYMENT, CERTIFICATE OF NO PENDING CASE, AND OTHER CERTIFICATIONS

Issuance of the above-mentioned documents is sought by the requesting party for various purposes such as promotion, retirement, loans and other legal intents.

<b>Office or Division:</b>	Personnel Unit
<b>Classification:</b>	Simple
<b>Type of Transaction</b>	Government to Government (G2G)
<b>Who may avail:</b>	Teaching and Non-Teaching

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Fully Accomplished Request Form	PACDO
2. Authorization letter with valid Identification Card of the authorized person (if requested by other person on their behalf)	Client

<b>CLIENT STEPS</b>	<b>SDO ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits request	Receives the documents and forwards to the Personnel Section	none	5 mins	Admin Aide Records Section
	Evaluates and assess the veracity of the request and prepares requested document	none	10 mins	Personnel Section
	Forwards document to the signing authority	none	5 mins	Personnel Section
	Reviews and signs the document and forwards the same to the Records Section	none	10 mins	Signing Authority
2. Receives the document	Releases the document to the client	none	5 mins	Records Officer
<b>Total</b>			<b>35 mins</b>	



## PROCESSING OF APPLICATION FOR PERMIT TO STUDY

Issuance of the above-mentioned documents is sought by the requesting party for various purposes such as promotion, retirement, loans and other legal intents.

<b>Office or Division:</b>	Personnel Unit
<b>Classification:</b>	Simple
<b>Type of Transaction</b>	Government to Government (G2G)
<b>Who may avail:</b>	Teaching and Non-Teaching

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Fully Accomplished Application Form	PACDO
2. Endorsement from the immediate head	Client
3. For old student, certification of grades earned from the previous semester	Client

<b>CLIENT STEPS</b>	<b>SDO ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits request	Receives the documents and forwards to the Personnel Section	none	5 mins	Admin Aide Records Section
	Evaluates and assess the veracity of the documents and forwards to the Schools Division Superintendent for appropriate action	none	10 mins	Personnel Section
	Acts on the document	none	30 mins	Schools Division Superintendent
	Retrieves the document from the Office of the SDS	none	5mins	Admin Aide Records Section
2. Receives the document	Releases the document to the client	none	5 mins	Records Officer
<b>Total</b>			<b>55 mins</b>	

## DISTRIBUTION OF TEXTBOOKS, SUPPLIES, EQUIPMENT OR TOOLS

The Schools Division of Tabuk City through the Property and Supply Section ensures that supplies, tools and equipment needed in the delivery of basic education services are being distributed to the recipient units, sections, office or schools. This process ensures that these deliveries are efficiently and effectively done.

<b>Office or Division:</b>	Property and Supply Section
<b>Classification:</b>	Simple
<b>Type of Transaction</b>	Government to Government (G2G)
<b>Who may avail:</b>	DepEd employees/Schools

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Delivery Receipts	Supplier
2. Inspection and Acceptance report/Inventory Transfer Report/Property Transfer Report	Property and Supply Unit
3. Requisition and Issuance Slip/Inventory Custodian Slip/Property Acknowledgement Receipt	Property and Supply Unit

<b>CLIENT STEPS</b>	<b>SDO ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Receives and checks the information in the delivery receipts	Checks the actual quantity of the items in the delivery receipts	none	1 hour	Admin Aide Supply
	Issues Inventory Custodian Slip (ICS) and Requisition and Issuance Slip (RIS)	none	10 mins	Admin Aide Supply
Receives the textbooks/equipment/tools	Releases items to recipient	none	30 mins	Supply Officer
<b>TOTAL</b>			<b>1 hour 40 mins</b>	

## ANSWERING QUERIES OF WALK-IN CLIENTS

The Schools Division of Tabuk City is often visited by walk-in clients whose purpose is to inquire about certain processes, procedures, policies or guidelines.

<b>Office or Division:</b>	All Units, sections and offices
<b>Classification:</b>	Simple
<b>Type of Transaction</b>	Government to Government (G2G), Government to Business (G2B), Government to Client (G2C)
<b>Who may avail:</b>	Teaching and Non-Teaching Personnel

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Visitor's Pass	PACDO

<b>CLIENT STEPS</b>	<b>SDO ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit fully accomplished visitor's pass and ID Card	Checks and evaluates information	none	5 mins	PACDO
	Shows the way to the concern office	none	10 mins	PACDO
2. Transact with the concern office	Provide necessary information	none	30 mins	Concerned Personnel
3. Return visitor's pass and claim ID Card	Retrieve visitor's pass and return ID Card	none	5 mins	PACDO
<b>Total</b>			<b>50 mins</b>	

## PAYMENT OF PROVIDENT LOAN

The Schools Division of Tabuk City through the DepEd Provident Loan provides affordable loan arrangements to teachers and other employees.

<b>Office or Division:</b>	Personnel Unit
<b>Classification:</b>	Simple
<b>Type of Transaction</b>	Government to Government (G2G), Government to Business (G2B)
<b>Who may avail:</b>	Regular Teaching and Non-Teaching Personnel

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>For New Loan and Renewal</b> (in 2 copies)	Personnel Section
1. Loan Application Form	
2. Authorization to Deduct in 2 copies	Personnel Section
3. Latest copy of pay slip of the borrower and co-borrower	Client
4. Photocopy of DepEd ID	Client
5. For first time borrowers, approved appointment	Client
<b>For Additional Loan</b> (Item 1 + any in Items 2-4)	
1. Letter Request	Client
2. Hospitalization/Medical Expense	Admitting hospital/physician
3. Medical Abstract/Certificate/Prescription/Diagnosis	Admitting hospital/physician
4. Barangay/LGU certificate/resolution that the borrower's place is under State of Calamity	Barangay/LGU

<b>CLIENT STEPS</b>	<b>SDO ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits application	Checks the completeness of the documents	none	10 mins	PACDO
	Receives the form and forward the same to the Personnel Section	none	15 mins	Admin Aide Records Section
	Checks and evaluates loan eligibility of client	none	15 mins	Admin Aide Personnel Section
	Pre-audit loan application	none	1 day	Admin Assistant
	Prepare and forward request form to the Budget office for preparation of ORS	none	15 mins	Admin Assistant
	Prepare DV and forward DV to Administrative Officer V for signature in box A	none	15 mins	Admin Assistant
	Certify necessity and lawfulness of the expense on box A of the DV	none	5 mins	Budget Officer
	Certify cash availability on box C of the DV and forward to SDS	none	5 mins	Accountant
	Approve Payment	none	1 day	Schools Division Superintendent
	Prepares check	none	4 hours	Cashier
2. Receives loan proceeds	Releases check of loan proceeds to client	none	15 mins	Cashier
<b>Total</b>			<b>2 days 5 hours 35 mins</b>	

## VERIFICATION OF LOAN APPLICATIONS

The Schools Division of Tabuk City through the loan verifier will have to confirm that the employee who is applying a loan to any Private Lending Institution is qualified.

<b>Office or Division:</b>	Personnel Unit
<b>Classification:</b>	Simple
<b>Type of Transaction</b>	Government to Government (G2G), Government to Business (G2B)
<b>Who may avail:</b>	Teaching and Non-Teaching Personnel

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Email request sent to email address of the SDO loan verifier	Employee/Private Lending Institution

<b>CLIENT STEPS</b>	<b>SDO ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Forwards email of PLI to verifier	Checks and evaluates loan eligibility of client	none	10 mins	Verifier/AAO
	Approve/ disapprove loan application thru email confirmation to GSIS/PLI concerned	none	15 mins	Personnel Section
2. Receives notification of the AAO action	Notify the PLI and client of the action on the application	none	5 mins	AAO
<b>Total</b>			<b>30 mins</b>	

## REQUISITION AND ISSUANCE OF SUPPLIES

The Schools Division of Tabuk City through the Property and Supply Section provides office supplies, equipment, tools and other materials to maintain the operation of each office.

<b>Office or Division:</b>	Property and Supply Section
<b>Classification:</b>	Simple
<b>Type of Transaction</b>	Government to Government (G2G)
<b>Who may avail:</b>	DepEd employees/Schools

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Duly accomplished Requisition and Issue Slip (RIS) in three (3) Copies	Property and Supply Section

<b>CLIENT STEPS</b>	<b>SDO ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submits RIS	Receives and checks the Information in the form	none	2 mins	Admin Aide Supply
	Checks the availability of stocks and PPMP-CSE of the requesting office/unit	none	3 mins	Admin Aide Supply
	Prepares the requested items	none	5 mins	Admin Aide Supply
Receives the supplies and a copy of approved RIS Form	Releases of requested items	none	2 mins	Admin Aide Supply
	<b>TOTAL</b>		<b>12 mins</b>	

## SIGNING OF CLEARANCE FOR PROPERTY, EQUIPMENT OR TOOLS

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

<b>Office or Division:</b>	Property and Supply Section
<b>Classification:</b>	Simple
<b>Type of Transaction</b>	Government to Government (G2G)
<b>Who may avail:</b>	DepEd employees/Schools

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Duly accomplished Property and Equipment Clearance Form (PECF) in four (4) original copies	Property and Supply Section

<b>CLIENT STEPS</b>	<b>SDO ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submits the duly Accomplished PECF	Checks the information in the form	none	2 mins	Admin Aide Supply
	Submit the PECF to supplier officer	none	1 mins	Admin Aide Supply
	Acts on the PECF	none	5 mins	Supply Officer
Receives PECF	Return PECF	none	2 mins	
	<b>TOTAL</b>		<b>10 mins</b>	

## PROCESSING OF PAYMENTS FOR TRAVEL REIMBURSEMENT

Personnel and employees of the Schools Division of Tabuk City are entitled for reimbursement of their travel expenses for every official travel they will have that are sanctioned by the Department of Education.

<b>Office or Division:</b>	Budget Section, Accounting Section and Cash Section
<b>Classification:</b>	Complex
<b>Type of Transaction</b>	Government to Government (G2G)
<b>Who may avail:</b>	Division Personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher	Client
2. Obligation Request and Status	Client
3. Itinerary of Travel	Client
4. Certification of travel completed	Immediate Head
5. Memorandum of the Activity	Client
6. Authority to Travel	Client
7. Certificate of Appearance	Client
8. Certification of Expenses not requiring receipt/RER/OR	Client

CLIENT STEPS	SDO ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits documents	Receives, evaluates and assesses the completeness and veracity of the documents	none	20 mins	Admin Aide Budget
	Certifies availability of allotment and obligated for the purpose	none	10 mins	Budget Officer
	Certifies cash availability, subject to authority to debit account and completeness of supporting documents	none	30 mins	Accountant
	Reviews and signs the approval for payment	none	15 mins	Schools Division Superintendent
2. Receives information that the payment of salary is uploaded to the EMDS and be credited to the client's account the next banking day	Uploads to the Electronic Modified Disbursement Scheme (EMDS)	none	1 day	Cashier
<b>Total</b>			<b>1 day 1 hour 15 mins</b>	



## PROCESSING OF PAYMENTS FOR GOODS AND SERVICES

The Schools Division of Tabuk City guided by the procurement guidelines avails various goods and services to ensure the delivery of basic education services to all stakeholders. This process outlines the payment of various goods and services.

<b>Office or Division:</b>	Budget Section, Accounting Section and Cash Section
<b>Classification:</b>	Complex
<b>Type of Transaction</b>	Government to Government (G2G)
<b>Who may avail:</b>	Division Personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher	Client
2. Obligation Request and Status	Budget
3. Inspection and acceptance receipt	Inspectorate Team
4. Purchase Order	Supply office
5. Request for Quotation	BAC Secretariat
6. Abstract of canvass	BAC Secretariat
7. Activity Request	Client
8. BAC Resolution or Notice to proceed and Notice of Award	BAC Secretariat
9. Terminal Report for meals or RIS for supplies	Client

CLIENT STEPS	SDO ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits documents	Receives, evaluates and assesses the completeness and veracity of the documents	none	20 mins	Admin Aide Budget
	Certifies availability of allotment and obligated for the purpose	none	10 mins	Budget Officer
	Certifies cash availability, subject to authority to debit account and completeness of supporting documents	none	30 mins	Accountant
	Reviews and signs the approval for payment	none	15 mins	Schools Division Superintendent
2. Receives payment of Step Increment through their LBP account	Uploads to the Electronic Modified Disbursement Scheme (EMDS)	none	1 day	Cashier
<b>Total</b>			<b>1 day 1 hour 15 mins</b>	

## USER ACCOUNT MANAGEMENT (Account Creation -Account Recovery)

All permanent employees of the Department of Education shall be assigned a deped.gov.ph account which can be accessed through [www.mail.google.com](http://www.mail.google.com). The said account shall be used for all official online transactions of all DepEd employees. This service includes but are not limited to user account creation, user account recovery (password reset), account suspension and deletion.

<b>Office or Division:</b>	ICT Unit
<b>Classification:</b>	Simple
<b>Type of Transaction</b>	Government to Government (G2G)
<b>Who may avail:</b>	Teaching and Non-Teaching Personnel

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Request slip	PACDO

<b>CLIENT STEPS</b>	<b>SDO ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submits fully accomplished request slip	Receives the request slip and checks the provided information	none	5 mins	PACDO
	Forwards the request slip to the ICT section	none	3 mins	Admin Aide Records
	ITO receives the request and acts on it	none	15 mins	ITO
Receives account credentials	Releases account credentials	none	2 mins	ITO
	<b>TOTAL</b>		<b>25 mins</b>	

## REVIEW AND EVALUATION OF NON-BERF RESEARCH PAPERS

This service is intended for the review and evaluation of research papers of DepEd teachers and personnel.

<b>Office or Division</b>	SGOD Planning and Research Section
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	Government to Citizen (G2C), Government to Government (G2G)
<b>Who may avail?</b>	Researchers within in the Schools Division of Tabuk City

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Application Form	<a href="https://www.tinyurl.com/eTABUKsharedfolder">https://www.tinyurl.com/eTABUKsharedfolder</a> Planning and Research Section
2. Evaluation Checklist for Proposals (Basic Research /Action Research) duly signed	
3. Declarations of Anti Plagiarism and Absence of Conflict of Interest	
4. Copy of the Research Proposal/Final Report	Client

<b>CLIENT STEPS</b>	<b>SDO ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits documentary requirements	Logs the documents and reviews the completeness and technicalities of the submitted research	none	5 minutes	SEPS Planning and Research
	Uploads the research paper to the Google Drive		5 minutes	SEPS Planning and Research
	Endorses the research paper via email to SDRC and TWG members	none	10 minutes	SEPS Planning and Research
	Evaluates the research paper and provide appropriate action/ technical assistance if needed.	none	20 days	SDRC and TWG Members
2. Submit printed copy of the research	If the research paper is recommended for approval and acceptance, the researcher will be informed to submit the printed copy of the research	none	1 day	SEPS Planning and Research
2.a Receives information to revise the research paper based on recommendations	If the research paper needs revision, it shall be returned to the researcher for resubmission.	none	10 mins	SEPS Planning and Research
2.b.Revises Research Paper	Provides Technical Assistance if needed	none	3 days	SDRC and TWG Members
2.c. Submit revised document	Evaluates the research paper and provide appropriate action then follow Step 2	none	5 days	SDRC and TWG Members
3. Submits 3 printed copies of the completed research paper	Receive and log the research papers	none	5 minutes	Records Section personnel

	Forward the research papers to the Planning and Research Section	none	10 minutes	Records Unit
	Endorses the research papers to the members of the SDRC for signing.			SEPS Planning and Research
	Prepare the transmittal letter and attachments to be signed by SDS then forward to Records Section Keep 1 copy of the research paper for archiving	none	1 day	Division Research Coordinator/ SEPS Planning and Research
4. Receives copy of approved research proposal/final report	Release the 2 copies of the research papers to the client	None	5minutes	Records Officer
<b>Total without revisions</b>			<b>22 days 50 mins</b>	
<b>Total with revisions</b>			<b>29 days 50 mins</b>	

**REVIEW AND EVALUATION OF BASIC EDUCATION  
RESEARCH FUND (BERF) RESEARCH PAPERS**

This service is intended for the review and evaluation of research papers of DepEd teachers and personnel for funding under the Basic Education Research Fund (BERF).

<b>Office or Division</b>	SGOD Planning and Research Section
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	Government to Citizen (G2C), Government to Government (G2G)
<b>Who may avail?</b>	Researchers within in the Schools Division of Tabuk City

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Application Form	<a href="https://www.tinyurl.com/eTABUKSharedfolder">https://www.tinyurl.com/eTABUKSharedfolder</a> Planning and Research Section
2. Evaluation Checklist for Proposals (Basic Research /Action Research) duly signed	
3. Declarations of Anti Plagiarism and Absence of Conflict of Interest	
4. Copy of the Research Proposal/Final Report	Client

<b>CLIENT STEPS</b>	<b>SDO ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits documentary requirements	Logs the documents and reviews the completeness and technicalities of the submitted research	None	5 minutes	SEPS Planning and Research
	Uploads the research paper to the Google Drive		5 minutes	SEPS Planning and Research
	Endorses the research paper via email to SDRG and TWG members	None	10 minutes	SEPS Planning and Research
	Evaluates the research paper and provide appropriate action/ technical assistance if needed.	None	20 days	SDRG and TWG Members
2. Submit printed copy of the research	If the research paper is recommended for approval and acceptance, the researcher will be informed to submit the hard copy of the research	None	1 day	Division Research Coordinator/ SEPS Planning and Research
	If the research paper needs revision, it shall be returned to the researcher for resubmission.	none	10 mins	SEPS Planning and Research
2.b. Revises Research Paper	Provides Technical Assistance if needed	none	3 days	SDRG and TWG Members
2.c. Submits revised document	Evaluates the research paper and provide appropriate action then follow Step 2	none	3 days	SDRG and TWG Members
3. Submits 3 printed copies of the research paper	Receive and log the research papers	none	5 mins	Records Section personnel

	Receive and endorse the research papers to the members of the SDRC and prepares the transmittal letter	none	1 day	Division Research Coordinator/ SEPS Planning and Research
	Retrieves the documents from the SDRC and forwards to the Records Section	none	5 mins	Division Research Coordinator/ SEPS Planning and Research
4. Receives the documents	Releases the copies of the research papers to the client and informs client to send the copies of the research to the Regional Office via courier	none	5 mins	Records Officer
<b>Total without revisions</b>			<b>22 days 45 mins</b>	
<b>Total with revisions</b>			<b>28 days 45 mins</b>	

## PROVISION OF MEDICAL EXAMINATION

This process seeks to provide basic quality health care services to learners, teaching and non-teaching personnel and external stakeholders of SDO Tabuk City

<b>Office or Division</b>	SGOD School Health and Nutrition Section Medical Services
<b>Classification</b>	Simple
<b>Type of Transaction</b>	Government to Government (G2G)
<b>Who may avail?</b>	Learners of SDO Tabuk Teaching and Non-teaching personnel

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Health Examination Record (Form 86)	Division Office Clinic
2. CSC Form 211 (Medical Certificate for Employees)	Division Office Clinic
3. Medical Certificate for other purposes	Client's attending physician or admitting hospital

<b>CLIENT STEPS</b>	<b>SDO ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits documentary requirements	Checks the information in the forms and inform the client to proceed to the Division Office Clinic	none	5 mins	Nurse II/Medical Officer III
2. Proceeds to the Division Office Clinic and submits to checking of vital signs, interview, presentation of laboratory results, and physical examination	Facilitate the following: a. records the vital signs b. evaluates laboratory results, and c. conducts physical examination	none	30 mins	Nurse II/Medical Officer III
	Forwards the documents to the records section	none	3 mins	Nurse II
3. Receives the documents	Releases the documents	none	2 mins	Records Officer
<b>TOTAL</b>			<b>40 mins</b>	

## PROVISION OF DENTAL SERVICES

Provide free dental services to learners, teaching and non-teaching personnel to promote good oral health

<b>Office or Division</b>	SGOD School Health and Nutrition Section Dental Services
<b>Classification</b>	Simple
<b>Type of Transaction</b>	Government to Government (G2G)
<b>Who may avail?</b>	Learners of SDO Tabuk Teaching and Non-teaching personnel

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Request Slip	PACDO
2. Dental Card	Division Office Clinic

<b>CLIENT STEPS</b>	<b>SDO ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits request slip	Checks and evaluates the request slip and leads the client to the Health and Nutrition Section	none	2 mins	Dentist II
2. Submits to initial interview and oral examination	Facilitate the following: a. Interview, and b. Oral examination c. counseling	none	30 mins	Dentist II
	Conduct dental procedure/treatment as needed	none	1 hour	Dentist II
	Issues prescription of medicines	none	10 mins	Dentist II
	Forwards documents to the records section	none	3 mins	Nurse II
3. Receives the documents	Releases the documents	none	5 mins	Records Officer
<b>TOTAL</b>			<b>1hour 50 mins</b>	



**ISSUANCE OF CERTIFICATE OR CERTIFICATION FOR A&E TEST PASSER  
OR ALS PROGRAM COMPLETER**

<b>Office or Division</b>	CID Alternative Learning System
<b>Classification</b>	Simple
<b>Type of Transaction</b>	Government to Government (G2G)
<b>Who may avail?</b>	A & E Test Passer ALS Program Completer/representative

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Request Slip	PACDO
2. A & E Registration Slip (for A & E Examinee)	Client
3. Valid Identification Card	Client
4. Authorization Letter and Valid Identification Card of the representative if filed through a representative	Client

<b>CLIENT STEPS</b>	<b>SDO ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit request slip and other documentary requirements	Checks the completeness of the documents	none	5 mins	PACDO
	Receives request and documentary requirements	none	2 mins	Admin Aide Records Section
	Forwards request to the ALS Focal Person	none	3 mins	Admin Aide Records Section
	Receives request and acts on it	none	15 mins	ALS Focal Person
	Forwards documents to the records section	none	3 mins	ALS Focal Person
Receives documents	Releases documents to client	none	2 mins	Records Officer
<b>TOTAL</b>			<b>30 minutes</b>	

**APPROVAL OF VARIOUS PROJECTS AND ACCEPTANCE OF ACCOMPLISHMENT REPORTS  
(IN-SERVICE TRAININGS, INNOVATIONS, EFFECTIVE TEACHING TECHNIQUES,  
COMMUNITY-BASED PROJECTS, INCOME GENERATING PROJECTS  
OR CONTINUOUS IMPROVEMENT PROJECTS)**

<b>Office or Division</b>	Curriculum Implementation Division School Governance and Operations Division Office of the Schools Division Superintendent
<b>Classification</b>	Simple
<b>Type of Transaction</b>	Government to Government (G2G)
<b>Who may avail?</b>	All DepEd SDO Tabuk City Personnel

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Duly signed proposal with endorsement	Client

<b>CLIENT STEPS</b>	<b>SDO ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits the documents	Receives the document and forwards the same to the concern office	none	5 mins	Admin Aide Records Section
	Reviews the document based on existing guidelines	none	3 days	Project's Division Focal Person
	If there are no revisions, proceed to step 4			
	If there are revisions, return the document for revisions	none	5 mins	Project's Division Focal Person
2. Revises the documents based from recommendations	Provide necessary Technical Assistance	none	3 days	Project's Division Focal Person
3. Resubmits the documents	Receives and review document. If there are revisions repeat step 2. If there are no revisions, proceed to step 4	none	1 day	Project's Division Focal Person
4. Receives information that documents has been forwarded for endorsement	Forwards documents to appropriate personnel for endorsement or recommendation for approval	none	1 day	Project's Division Focal Person
	Forwards documents to records section	none	3 mins	Project's Division Focal Person
5. Receives the documents	Releases the documents	none	2 mins	Records Officer
<b>Total without revisions</b>			<b>4 days 15 mins</b>	
<b>Total with revisions</b>			<b>7 days 15 mins</b>	



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<https://www.depedtabukcity.com>

# Integrity in Service