DEPARTMENT OF EDUCATION

CITIZEN'S CHARTER

2026 (2nd Edition)

SDO BILIRAN
CITIZEN’S CHARTER
2026

I. Background

Established in 1981, the Schools Division of Biliran continues to deliver its mandate of providing quality basic education services in the island Province of Biliran up to present with its quest for excellent service and continuous improvement. It is categorized as a medium division, composed of 14 school districts covering the 8 Municipalities throughout the Province. It has 120 public elementary schools, 19 secondary schools offering both Junior High School and Senior High School and 4 Integrated Schools offering both elementary and secondary education.

SDO Biliran catered to a total of 48,161 Kinder to Grade 12 learners including 285 non-graded elementary and secondary learners as of School Year 2025-2026, in which 24,510 are male and 23,651 are female. It has a total of 2,866 plantilla positions for teaching, teaching-related and non-teaching positions as of December 31, 2025.

In August 2001, Republic Act 9155, otherwise called the Governance of Basic Education Act of 2001, reorganized the Department of Education (DepEd), transforming it from a centralized agency into one that emphasizes shared governance by redefining the role of field offices at the region, division, and schools. It provided a framework for the governance of education, decentralizing governance to the field, and making the schools and learning centers the heart of the education system. The law also established the authority and accountability of the various organization levels of the Department of Education (DepEd). It mandates school-based management (SBM), empowering school heads to improve educational quality and accessibility for all learners.

Committed to its mandate and goal that All Filipinos are able to realize their full potential and contribute meaningfully in building a cohesive nation, the Division of Biliran aligns itself with the DepEd's strategic directions that cover four major pillars, namely: **Access, Equity, Quality, Resiliency and Well-Being.**

Access has been defined as "All school-age children, out-of-school youth, and adults accessed relevant basic learning opportunities."

Equity has been defined as "School-age children, youth, and adults in situations of disadvantage benefited from appropriate equity initiatives."

Quality has been defined as "Learners complete K to 12 basic education, having successfully attained all learning standards that equip them with the necessary skills and attributes to pursue their chosen paths."

Learners' **Resiliency and Well-Being**, is defined as "Learners are resilient, know their rights, and have the life skills to protect themselves and claim their education-related rights from DepEd and other duty-bearers to promote learners' well-being."

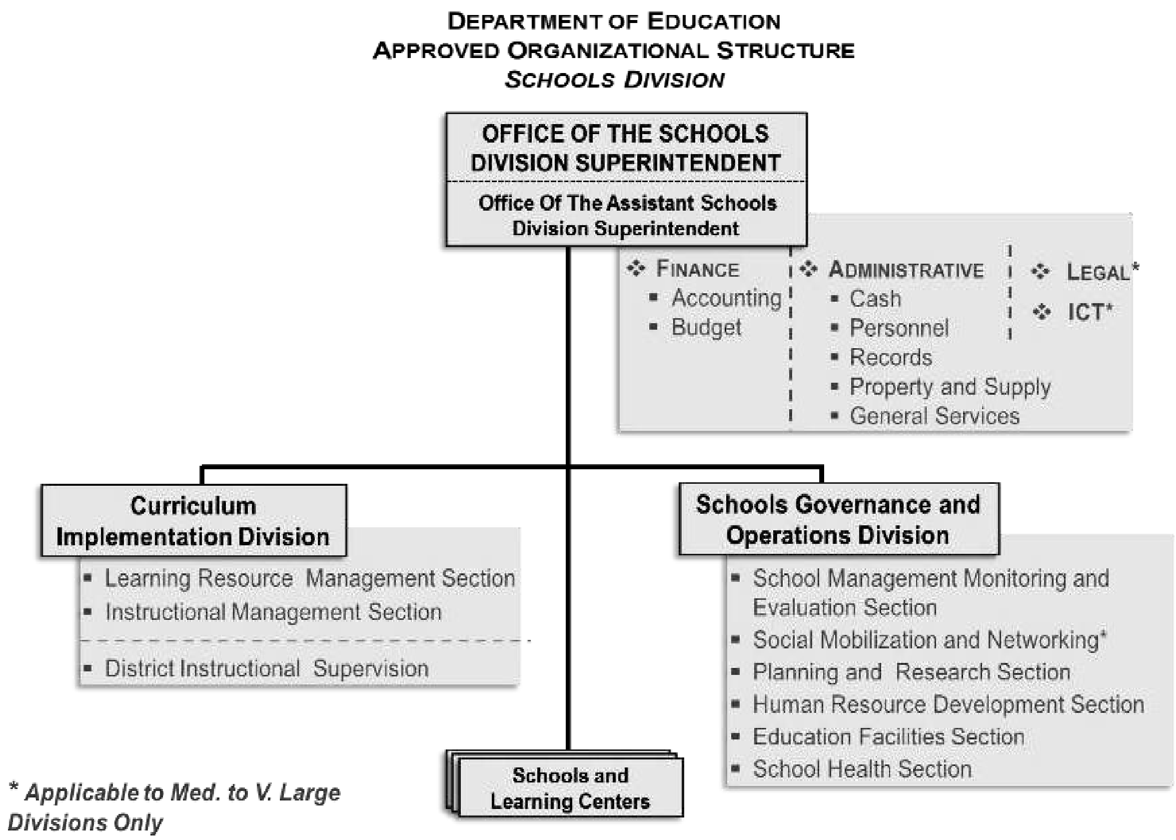
II. Division Office Structure

In line with DepEd Order No. 52 s. 2015, SDO Biliran is headed by the Schools Division Superintendent, ably supported by the Assistant Schools Division Superintendent. It has three (3) functional divisions categorized as the Office of the Schools Division Superintendent (OSDS), Curriculum and Implementation Division (CID) and School Governance and Operations Division (SGOD).

The Schools Division Structure is shown below following the approved organizational structures at the Central, Region, Division and School which are consistent with the provisions of RA 9155 in applying the principles of decentralization and shared governance to ensure accountability and relevance to the context, and development needs of the learners and stakeholders of the various organizational levels.

Figure 1. DepEd Organizational Structure per DO. 52 s, 2015

SCHOOLS DIVISION OFFICE



III. Mandate

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

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

IV. Vision

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

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

V. Mission

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

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

VI. Service Pledge:

The Department of Education is committed to providing learners with quality basic education that is accessible, inclusive, and liberating through:

- Proactive leadership
- Shared governance
- Evidence-based policies, standards, and programs
- A responsive and relevant curriculum
- Highly competent and committed officials, and teaching and non-teaching personnel
- An enabling learning environment

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.

VII. SDO Biliran Citizen's Charter

Committed to provide quality service to its clients/customers, SDO Biliran prepares operations manual by functional division and defines the service standards that form part the Citizen's Charter of the Division.

SDO Biliran revisits its service standards in pursuit for continuous improvement and as it also complies with Republic Act No. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018.

This citizen's charter or service standards of SDO Biliran is updated yearly and posted in the Division office website (sdobiliran.org) and, implements feedback mechanism with the link bit.ly/sdobilirancsm. All transacting Clients are required to fill up the online survey form or printout survey forms by office. Results of the survey are accessed monthly where negative feedback were given attention.

Aside from its posting in the Division Office official website, information billboards and printout of this Citizen's Charter are also accessible at the entrance of the Division Office Building and in the Public Assistance and Complaints Desk respectively.

According to RA 11032, non-compliance to the posting of Citizen's Charter is subject to penalties and liabilities under the law.

VIII. DEFINITION OF ACRONYMS

Acronym	Definition
AA	Administrative Aide
ACIC	Advice of Check Issued and Cancelled
ADA	Authority to Debit Advice
ADAS	Administrative Assistant
ALS	Alternative Learning System
AO	Administrative Officer
AR	Activity Request
ARTA	Anti-Red Tape Act
ATC	Authority to Conduct
ATP	Authority to Procure
BAC	Bids and Awards Committee
BMS	Budget Management System
CAV	Certification, Authentication, Verification
CES	Chief Education Supervisor
CID	Curriculum Implementation Division
CO	Central Office
COA	Commission on Audit
COS	Contract of Service
CSC	Civil Service Commission
CSW	Completed Staff Work
CTC	Certified True Copy
DBM	Department of Budget and Management
DV	Disbursement Voucher
FOI	Freedom of Information
GAA	General Appropriation Act
G2B	Government to Business
G2C	Government to Civilian
G2G	Government to Government
HOPE	Head of Procuring Entity
LDDAP	List of Due and Demandable Accounts Payable
LR	Learning Resource
MOA	Memorandum of Agreement
MOOE	Maintenance and Other Operating Expenses

MOU	Memorandum of Understanding
NCAE	National Career Assessment Examination
NGO	Non-Government Organization
NOSA	Notice of Salary Adjustment
NOSI	Notice of Step Increment
NTHP	Net Take Home Pay
ORS	Obligation Requests Status
OSDS	Office of the Schools Division Superintendent
PAAC	Public Assistance Action Center
PEPT	Philippine Educational Placement Test
PhilGEPS	Philippine Government Electronic Procurement System
PO	Purchase Order
PRAISE	Program on Awards and Incentives for Service Excellence
PSA	Philippine Statistics Authority
PSIPOP	Personal Services Itemization and Plantilla of Personnel
RADAI	Report of Advice to Debit Account Issued
RAO	Registry of Allotment and Obligations
RCI	Reports of Checks Issued
RO	Regional Office
RSPI	Recruitment Selection Placement and Induction
SDO	Schools Division Office
SGOD	School Governance and Operation Division
Sub-ARO	Sub-Allotment Release Order
TEV	Travel Expense Voucher
TOSF	Tuition and Other School Fees
WFP	Work and Financial Plan

IX. LIST OF SERVICES

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Schools Division Office

External Services

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

A. LEGAL UNIT

1. Request for Correction of Entries in School Records

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

Office or Division:	Legal Unit
Classification:	Simple
Type of Transaction:	G2G - Government To Government; G2C-Government to Citizen
Who may avail:	ALL

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Application indicating the entry/entries to be corrected (1 original copy)	Requesting party
2. Certificate of Live Birth issued by Philippine Statistics Authority (1 original, 1 photocopy)	PSA
3. Certified true copy of Form 137 or FS 9or Diploma whichever is applicable (1 original, 1 photocopy)	School
4. Affidavit of Two Disinterested Persons applicable (1 original, 1 photocopy)	Affiants
5. Other documents that may be required by the Attorney III of the Division Office in order to prove the application	Requesting party
6. Authorization Letter or Special Power of Attorney (if the application is filed by the person other than the owner of the record	Requesting party
7. Data Privacy Consent Form	Legal Unit

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit all the required documents and fill out the application form for Correction of Entries in the School Records with consideration to Data Privacy Act	1.1 Receives and records to DTS and/or logbook then forward to SDS for appropriate action	None	10 minutes	Admin Officer IV/Admin Staff (Records)

	1.2 Refers the documents to Legal Unit	None	10minutes	SDS
	1.3 Check the completeness of all the requirements then	None	8 hours	Legal Unit personnel/ Legal Officer
	prepare the Resolution for correction			
	1.4 Forward to SDS for signature	None	5 minutes	Legal Officer
	1.5 A signed Resolution will be issued by the SDS to the public or private school to change the entries in the school records of the applicant. Then forward to Records Section for releasing of document.	None	8 hours	SDS/ SDS Staff
2. Receive a copy of the Order	2.1. Release a copy of the Order to the applicant and to the concerned school	None	10 minutes	Records/ Releasing In-Charge/Admin Staff
	Total	**None**	**2 days and 35 minutes**	

2. Legal Assistance to Walk-in Clients

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

Office or Division:	Office of the Schools Division Superintendent – Legal Unit
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	School Personnel, General Public
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Standard Requirement	
A copy of written query/concern (if applicable)	Client

Identification Card - Any government-issued valid ID of the ***requesting person***, which may include, but is not limited to, the following: • Philippine Identification System (PhilSys) ID/ePhilID • Passport • Driver's License • Professional Regulation Commission (PRC) ID • Philippine Postal ID	Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Legal Unit	1.1 Instruct the Client to register in the Visitor's Logbook then refer to the Legal Officer.	None	5 minutes	Legal Assistant I, OSDS-Legal Unit
	1.2 Ask for the necessary information on query, determine whether information is sufficient, or relevant documents are needed before legal assistance is given.	None	1 hour	Attorney III, OSDS-Legal Unit
	1.3 Provide appropriate legal assistance based on the information and documents submitted. *Note: If the information provided is incomplete, advise the client to secure the necessary documents and return for final evaluation and legal assistance.*	None	1 hour	Attorney III, OSDS-Legal Unit
	TOTAL:	**None**	**2 hour, 5 minutes**	

B. ADMINISTRATIVE UNIT – Personnel Section

1. Acceptance of Employment Application for Initial Evaluation (Teaching Position)

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

Office or Division:	Personnel Section
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Licensed Professional Teacher for Permanent Positions (Elem, JHS, and SHS; Not Eligible Teachers for Provisional Positions (SHS only)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Applicant Number (application.deped.gov.ph) – indicated in the DO but applicant can't easily access the website	Applicant
2. Letter of Intent for teaching position (1 original)	
3. Duly accomplished CSC Form 212 (Revised 2017)-Personal Data Sheet (3 original copies)	Form from CSC Website/ SDO
4. Certified true copy of Professional Regulation Commission (PRC) Identification Card (1 original)	Certification from PRC
5. Certified true copy of ratings obtained in the LET/PBET (1 original)	PRC
6. Service Record/Certificate of Employment, performance rating, and school's clearance for those with teaching experience (1 original)	SDO
7. Certified true copy of Transcript of Record (1Original Copy)	Applicant
8. Certificate of specialized trainings (1 Photocopy of each)	Applicant
9. NBI Clearance (1 Original Copy)	NBI
10. Certified true copy of the Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee (1 original)	Applicant
11. Omnibus Certification of authenticity and veracity of documents of all documents submitted, signed by the applicant (2 original copies	Applicant
12. Application thru Division Website (if applicable)	SDO

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register to the Department's online system at application@deped		None	10 minutes	Client

. gov.ph				
2. Submit the complete pertinent documents to the school where vacancy regular and/or natural) exists, and receive the receiving copy.	2.1. Receive and stamp and check completeness of the submitted documents	None	5 minutes	School Head/
	2.2. Evaluate the documents submitted by the applicant/s for authenticity and veracity	None	15 minutes	District Screening Committee
	2.3. Submit a Soft and Hard copy of the result of pre-assessment at the HR Office through the Records Section	None	1 day	District Screening Committee
	2.4. Receive and stamp the hardcopy of the result of Pre-assessment as received and forward to HR Office	None	5 minutes	Records Section Staff, SDO
	2.5. Receive the result of the pre-assessment and verify if the applicant registers online	None	10 minutes	HRMO, Personnel Section, SDO
3. Receive the notification from HRMO	3.1. Notify applicant on the initial evaluation through posting/ email	None	10 minutes	HRMO, Personnel Section, SDO
	Total	**None**	**1 day and 55 minutes**	

2. Acceptance of Employment Application for Initial Evaluation (Non-Teaching and Teaching-Related Positions both promotion and entry)

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

Office or Division:	Personnel Section
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Any person who has interest to the position

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application Letter (1 original)	Applicant
2. Duly accomplished CSC Form 212 with the latest 2x2 ID picture (3 original copies)	CSC Website Form from CSC or SDO Website
3. Government Issued ID (1 photocopy)	Applicant
4. Certified true copy of CSC eligibility or PRC professional ID, whichever is applicable (1 original copy)	CSC/PRC
5. Certified true copy of Transcript of Records or Certification, Authentication and Verification of TOR (1 original copy)	School/s attended
6. Performance Ratings for the last 3 semesters (1 Photocopy of the 3 Performance Ratings for the last 3 rating periods), if any	Previous/Current employer
7. Certificate of relevant Trainings and Seminars attended (1 Photocopy each), if any	Applicant
8. Documentation of Outstanding Accomplishments (1 copy), if any, pursuant to DepEd Order 66, s. 2007	Applicant
9. File of Electronic-copy of requirements	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit/email complete documents to Records/ SDO email	1.1. Stamp Receive, issue receiving copy, and forward the documents to HR	None	5 minutes	ecords Officer/ AAVI
2. Submit the complete pertinent documents to the school where vacancy regular and/or natural) exists, and receive the receiving copy.	1.2. Check completeness of documents submitted	None	5 minutes	HR Unit staff
2. Receive acknowledgement email	2.1. Encode application details	None	5 minutes	HR Unit Staff/ HRMO

	2.2. Pre-evaluate qualifications of the applicant vs. qualification standards of position	None	5 minutes	HRMO
3. Receive Result of Evaluation	3.1. Inform applicant of result of initial evaluation via email	None	5 minutes	HRMO
	Total	**None**	**25 minutes**	

3. Acceptance of Application for Reclassification of Teaching Positions

This service is to validate the classification level of teachers applying for reclassification. The Personnel Section will assess and validate the documents submitted to be endorsed to the Regional Office for approval.

Office or Division:	Office the Schools Division Superintendent – Personnel Unit
Classification:	Simple
Type of Transaction:	Government to Government (G2G)
Who may avail:	DepEd Licensed Public School Teachers / School Principal
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Standard Requirement	
Letter of intent addressed to the SDS containing the following information – one (1) original copy): i. Statement of Purpose/ Expression of interest ii. Position applied for	Applicant/Client
Duly accomplished PDS (CS Form 212, Revised 2025, with Work Experience Sheet – one (1) original copy	Civil Service Commission (CSC) Website
Valid and updated PRC License/ID – one (1) photocopy	Professional Regulatory Commission (PRC)
Certificate of Competency level issued by authorized body (if applicable) – one (1) photocopy	Technical Education and Skills Development Authority (TESDA)
Scholastic/academic record (i.e., Special Orders, Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available) – one (1) photocopy	Applicant/Client

Certificate/s of completion of National Educators Academy of the Philippines (NEAP)-accredited professional development programs/ courses, or certificates of training issued by NEAP-accredited public and private institutions or Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any – one (1) photocopy	Public and Private Accredited Training Institution
Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable – one (1) photocopy	Previous/Current Employer/s
Latest appointment – one (1) photocopy	Applicant/Client
Required Performance Ratings with at least Very Satisfactory rating – one (1) photocopy	Applicant/Client
(Note: The applicant must submit three (3) performance Rating depending on the performance requirements needed in particular position they applied for; and the latest performance rating shall cover one (1) complete performance rating period in the current position)	
Checklist of Requirements and 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), using the attached form (Annex C-2) – one (1) original copy	DepEd Order No. 7, s. 2023 / Personnel Section
Other documents as may be required by the HRMPSB including but not limited portfolio for the assessment of identified PPST nonclassroom observable indicators – one (1) photocopy	Applicant/Client
Duly accomplished Reclassification Form for Teachers Position (RFTP) – four (4) original copies	DepEd Order No. 24, s. 2025 / Personnel Section
Duly accomplished Reclassification Form for School Principal Position (RFSPP) – four (4) original copies	DepEd Order No. 24, s. 2025 / Personnel Section
Duly accomplished Commitment Form, if applicable – one (1) original copy	DepEd Order No. 34, s. 2025 / Applicant

TESDA National Certificate/s / Trainers Methodology Certificate (TMC) (for SHS applicants in the Technical-Vocational-Livelihood (TVL) track only)		Technical Education and Skills Development Authority (TESDA)		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Register to the Division's online system for the assignment of an application code	1.1 Issue the application code to the Applicant	None	15 minutes	Administrative Assistant III, OSDS-Personnel Section
2. Submit the complete pertinent documents to the applicant's incumbent school/ district station	2.1 Receive, stamp and check the completeness of the submitted documents vis-as-vis application code	None	1 hour	School or District Sub-Committee
	TOTAL:	**None**	**1 hour, 15 minutes**	

Note: All interested applicants to vacant positions, whether internal or external to DepEd, upon submission and acceptance of complete mandatory documents for the position applied for on the set deadline, shall be initially evaluated based on applicants' qualification vis-à-vis CSC-approved QS Standards. Applicants shall then be notified accordingly of the results through a written notice served through official communication channels, in consonance with DepEd Order No. 7 s. 2023.

4. Issuance of Certificate of Employment (COE)

Certificate of employment is issued upon request of previous and current DepEd employee/s which shall serve as proof of evidence to verify employment history with Department of Education.

Office or Division:	Office of the Schools Division Superintendent – Personnel Section
Classification:	Simple
Type of Transaction:	(G2G) Government to Government
Who may avail:	Former employees of the SDO
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Standard Requirement	
Identification Card – one (1) original copy	Applicant/Client
Letter Request – one (1) original copy	Applicant/Client
For authorized representative	
Authorization Letter – One (1) original copy	Applicant/Client
Any valid identification card of the requesting party	Applicant/Client

Any valid identification card of the authorized representative		Authorized representative		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit all requirements	1.1. Receive and issue a receiving copy, then transmit the documents to Personnel Unit	None	10 minutes	Administrative Officer IV, OSDS-Records Section
	1.2 Verify the completeness of the requirements submitted, and check and obtain the employment records of the client. *Note: In cases where records require retrieval from archives, processing time may be extended.*	None	30 minutes	Administrative Assistant III, OSDS-Personnel Section
	1.3. Encode and print COE, affix initial before forwarding the document for signature of the HRMO	None	5 minutes	Administrative Assistant III, OSDS-Personnel Section
	1.4 Review the accuracy of the	None	10 minutes	Administrative Officer IV /
	information and sign the document			Administrative Officer V, OSDSPersonnel Section
	1.5 Release COE and file the request for reference/records purposes.	None	3 minutes	Administrative Officer IV, OSDS-Records Section
	TOTAL:	**None**	**58 minutes**	

5. Issuance of Service Record (SR)

Service Record is issued upon request of previous and current DepEd employee/s for purposes of employment verification, application, appointment and/or reclassification, availing of loans, PAGIBIG/GSIS reconciliation of government service, and other matters thereof.

Office or Division:	Office of the Schools Division Superintendent – Personnel Section
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Former Employee of the SDO

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirement	
Identification Card – one (1) original copy	Applicant/Client
Letter Request – one (1) original copy	Applicant/Client
For authorized representative	
Authorization Letter – One (1) original copy	Applicant/Client
Any valid identification card of the requesting party	Applicant/Client
Any valid identification card of the authorized representative	Authorized representative

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements	1.1. Receive and issue a receiving copy, then transmit the documents to Personnel Unit	None	10 minutes	Administrative Officer IV, OSDS-Records Section
	1.2 Verify the completeness of the requirements submitted, then prepare the Service Record	None	30 minutes	Administrative Assistant III, OSDSPersonnel Section
	1.3 Ensure authenticity and correctness of the Service Record and affix signature	None	10 minutes	Administrative Officer IV / Administrative Officer V, OSDSPersonnel Section
	1.4 Release the Service Record to Client	None	3 minutes	Administrative Officer IV / Administrative Officer V, OSDSPersonnel Section
2. Claim the Service Record and affix signature in the logbook	2.1 Review the correctness of Client's entry in the logbook	None	3 minutes	Administrative Officer IV / Administrative Officer V, OSDSPersonnel Section
	TOTAL:	**None**	**56 minutes**	

C. ADMINISTRATIVE UNIT – Cash Section

1. Collection and Deposits

The process of receiving cash / checks representing collection from payor and the process of depositing collection to government depository bank (Landbank of the Philippines).

Office or Division:	Administrative Unit – Cash Section
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
• Order of Payment (1 original)	• Accounting Section

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Secures the Order of Payment (OP) from the Accounting Section	1.1. Releases the Order of Payment	None	5 Minutes	*ADAS III in charge – Accounting Section*
2. Submits the OP to the Cash Section and pays the exact amount stated in the OP	2.1. Receives cash and OP from client and issues Official Receipt	Based on the Order of Payment	6 Minutes	*Collecting Officer – Cash Section*
	2.2. Records Collection in the Cash Receipt Register	None	30 Minutes	*Cashier – Cash Section*
	2.3. Prepares Deposit Slips and list of Collections	None	30 Minutes	*Collecting Officer – Cash Section*
	2.4. Deposits collections with the Authorized Government Depository Bank	None	3 Hours	*Collecting Officer – Cash Section*
	2.5. Prepares RCD in 4 copies based on the validated Deposit Slip from AGDB	None	1 Hour	*Cashier – Cash Section*
	2.6. Reviews, signs, and forwards the RCD to the Collecting Officer	None	30 Minutes	*Cashier – Cash Section*
	2.7. Records the RCD in the logbook and forwards to Accounting Section for recording in the books of accounts	None	30 Minutes	*Collecting Officer – Cash Section*
	Total:	**Based on the OP**	**6 Hours, 11 Minutes**	

Administrative Service Division – Cash Section

1. Claiming of Checks for Payment of Obligation (made through Checks)

Payment of obligations of the Central Office is made either through checks or List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP- ADA).

The Administrative Service – Cash Division issues checks to Clients for payments of obligations that were made through checks.

This service charter pertains to the steps in the claiming of the checks, and is a continuation of the service charter on Payment of Obligation through Checks under Administrative Service Division – Cash Section.

Office or Division:	Administrative Service Division – Cash Section
Classification:	Simple
Type of Transaction:	G2B (Government to Business) G2C (Government to Citizen)
Who may avail:	Any Client that DepEd has financial obligations to

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirement	
Identification Card - One (1) photocopy of any government-issued valid ID of the ***requesting person*** (ID must have a signature). This may include, but is not limited to, the following: • Passport • PhilSys ID • Driver's License • Philippine Regulation Commission (PRC) ID • Philippine Postal ID	Client
For an authorized representative	
Authorization Letter – One (1) Original Copy	Client
One (1) photocopy of the requesting person's valid ID (ID must have a signature)	Client
One (1) photocopy of the requesting person's valid ID (ID must have a signature)	Authorized Representative of the Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to ASCash Division and present	1.1 Check and verify submitted documents	None	10 minutes	Administrative

required documents to claim the check.				Officer I, ASDCash Section
	1.2 Give Client releasing logbook and disbursement voucher for signing	None	5 minutes	Administrative Officer I, ASDCash Section
2. Sign releasing logbook and disbursement voucher.	2.1 Check and verify signature against the ID presented	None	5 minutes	Administrative Officer I, ASDCash Section
	2.2 Release check	None	5 minutes	Administrative Officer I, ASDCash Section
3. Receive check and validate correctness of data (name of payee and amount). *Note: If the Client is a supplier*, the Client must give an official receipt to the Cash Division.*	4.1 Receive the official receipt given by the Client*	None	5 minutes	Administrative Officer I, ASDCash Section
	TOTAL:	**None**	**30 minutes**	

2. Re-issuance of Staled Checks

This covers the process of handling staled checks claimed by the clients. Checks issued become stale after 3 months of no encashment or not deposited to the bank.

Office or Division:	Administrative Unit – Cash Section			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			**WHERE TO SECURE**	
• Request for re-issuance of check (1 original) • Staled Check (1 original)			• Client • Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE**	**PROCESSING TIME**	**PERSON RESPONSIBLE**

		PAID		
1. Submits request for re-issuance of check together with the staled check to the Cash Section	1.1. Receives the request, verifies the check, and forwards to the Accounting Section	None	17 Minutes	*Cashier – Cash Section*
	1.2. Receives order from Accounting Section to re-issue check	None	5 Minutes	*Cashier – Cash Section*
	1.3. Prepares new check/s and forwards it together with the staled checks to the SDS for signature	None	15 Minutes	*Cashier – Cash Section*
	1.4. Does "Process on Approval/Signature"	None	1 Hour	*SDS – SDS Office*
	1.5. Releases check to the client or inform the client with staled checks thru call or text	None	5 Minutes	*Cashier – Cash Section*
	Total:	**None**	**1 Hour, 42 Minutes**	

3. **Release of Checks**

The process of releasing Checks for Personal or Other Agencies and Private Companies.

<table>
<tr><td>Office or Division:</td><td colspan="4">Administrative Unit – Cash Section</td></tr>
<tr><td>Classification:</td><td colspan="4">Simple</td></tr>
<tr><td>Type of Transaction:</td><td colspan="4">G2C – Government to Citizen
G2G – Government to Government</td></tr>
<tr><td>Who may avail:</td><td colspan="4">All</td></tr>
<tr><td colspan="3">CHECKLIST OF REQUIREMENTS</td><td colspan="2">WHERE TO SECURE</td></tr>
<tr><td colspan="3">For Personal Check:
• Valid Government Issued ID (1 original)

For Other Agencies and Private Companies:
• Valid Government Issued ID (1 original)
• Official Receipt (1 original)

For Authorized Representative:
• Valid Government Issued ID of Payee (1 original)
• Valid Government Issued ID of Authorized Representative (1 original)</td><td colspan="2">• Respective Agencies/Companies

• Respective Agencies/Companies
• Business Establishment

• Respective Agencies/Companies
• Respective Agencies/Companies</td></tr>
<tr><td>CLIENT STEPS</td><td>AGENCY ACTION</td><td>FEES TO BE PAID</td><td>PROCESSING TIME</td><td>PERSON RESPONSIBLE</td></tr>
<tr><td>1. Presents Valid ID for claim of checks at the Cash Section</td><td>1.1. Receives and examines the ID</td><td>None</td><td>5 Minutes</td><td>Disbursing Officer – Cash Section</td></tr>
<tr><td>2. Signs Voucher, Payroll (if any), and Check Warrant</td><td>2.1. Releases the check</td><td>None</td><td>5 Minutes</td><td>Disbursing Officer – Cash Section</td></tr>
<tr><td colspan="2">Total:</td><td>None</td><td>10 Minutes</td><td></td></tr>
</table>

D. ADMINISTRATIVE UNIT - Property and Supply

1. Inspection, Acceptance and Distribution of Textbooks, Supplies and Equipment

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

Office or Division:	Property and Supply Unit
Classification:	Complex
Type of Transaction:	G2G - Government To Government
Who may avail:	DepEd employees

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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Delivers the textbook and/or equipment together with the receipts	1.1. Receives textbooks and/or equipment from suppliers	None	1 hour	Property and Supply Personnel
	1.2. Checks the quantity of the items received through comparing the DR of delivered textbooks and/or equipment to the PO and/or Property Transfer Report of originating office	None	1 hour	
	1.3. Inspects, verifies, and approves the receipt of textbooks and/or equipment	None	1 hour	
	1.4. Prepares Inventory Custodian Slip (ICS) and Requisition and Issuance Slip (RIS) for recipient schools	None	1 hour	
	1.5. Reviews and approves the ICS/ RIS	None	10 mins	

	1.6. Informs the Recipient Schools for the distribution of textbooks and/or equipment	None	30 mins	
	1.7. Prepares distribution list and in coordination with district/schools	None	1 hour	
2. Receive the textbooks and/or equipment by the recipient schools	2.1. Distributes the textbook and/or equipment together with the copy of signed Inventory Custodian Slip	None	1 hour	
	Total	**None**	**6 hours and 40 minutes**	

Note: Additional steps or increase in TAT is due to the geographical challenge in districts/schools

2. Delivery Inspection and Acceptance of Tangible Assets (Supplies/ Materials/ Equipment) – Central Office (CO)-Procured with Logistics Services

In reference to DepEd Order No. 41, s.2021, this service refers to the systematic process of verifying and confirming that delivered supplies, materials, and equipment meet the required specifications, quality standards, quantities, and contractual terms before they are formally accepted.

Specifically, this service covers the re-inspection of items procured by the Central Office through a third-party service provider and delivered to the Schools Division Office. It includes the conduct of a pre-inspection prior to the signing of the Delivery Receipt and the subsequent physical inspection by the Inspectorate Team.

Office or Division:	Office of the Schools Division Superintendent – Property and Supply Unit
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may avail:	DepEd Central Office – Asset Management Division
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Standard Requirement	
Transfer Manifest Outbound (TMO) – Three (3) copies (1 original, 2 duplicate)	Client
Property Transfer Report (PTR) / Inventory Transfer Report (ITR) – Four (4) original copies	DepEd Central Office
Requisition and Issue Slip (RIS) – three (3) original copies	DepEd Central Office

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

1. Deliver the Supplies/ Materials/ Equipment together with the TMO.	1.1 Verify the items delivered as to quantity and specifications in the TMO and PTR/ITR/RIS.	None	4 hours	Administrative Officer IV (Supply Officer), OSDSPSU
	1.2 Sign in the TMO and indicate the actual date of delivery.	None	10 minutes	Administrative Officer IV (Supply Officer), OSDS-PSU
	1.3 Forward the TMO to the Inspectorate Team for the inspection of goods.	None	5 minutes	Administrative Officer IV (Supply Officer), OSDS-PSU
	1.4 Inspect the items delivered as to physical form or condition and quantity.	None	4 hours	Inspectorate Team
	1.5 Prepare and sign the Inspection Report (4 copies) and recommend the acceptance of the items to the Supply Officer. *Note: Rejected goods, if any, shall be briefly described in the said report and returned to the supplier for ratification and replacement.*	None	4 hours	Inspectorate Team
	1.6 Prepare and sign the Acceptance Report (4 copies) and the ITR/PTR/RIS.	None	4 hours	Administrative Officer IV (Supply Officer), OSDS-PSU
	1.7 Give Client three (3) copies of Inspection Report, Acceptance Report, PTR/ITR/two (2) copies of RIS, and the original copy of TMO.	None	10 minutes	Administrative Officer IV (Supply Officer), OSDS-PSU
	TOTAL:	**None**	**2 days, 25 minutes**	

3. Delivery Inspection and Acceptance of Tangible Assets (Supplies/ Materials/ Equipment) – Central Office (CO)-Procured

In reference to DepEd Order No. 41, s.2021, this service refers to the systematic process of verifying and confirming that delivered supplies, materials, and equipment meet the required specifications, quality standards, quantities, and contractual terms before they are formally accepted.

Items procured by the Central Office and delivered to the Schools Division Office must be reinspected through the conduct of pre-inspection before the signing of the Delivery Receipt and the conduct of physical inspection by the Inspectorate Team.

Office or Division:	Office of the Schools Division Superintendent – Property and Supply Unit
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may avail:	DepEd Central Office – Asset Management Division

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirement	
Delivery Receipt (DR) – Two (2) copies (1 original, 1 duplicate)	Client
Property Transfer Report (PTR) / Inventory Transfer Report (ITR) – Four (4) original copies / Requisition and Issue Slip (RIS) – three (3) original copies	DepEd Central Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Deliver the Supplies/ Materials/ Equipment together with the receipt/s.	1.1 Verify the items delivered as to quantity and specifications in the Delivery Receipt and PTR/ITR/RIS.	None	4 hours	Administrative Officer IV (Supply Officer), OSDSPSU
	1.2 Sign the Delivery Receipt and indicate the actual date of delivery.	None	10 minutes	Administrative Officer IV (Supply Officer), OSDS-PSU
	1.3 Forward the Delivery Receipt to the Inspectorate Team for the inspection of goods.	None	5 minutes	Administrative Officer IV (Supply Officer), OSDS-PSU
	1.4 Inspect the items delivered as to physical form or condition and quantity.	None	4 hours	Inspectorate Team

	1.5 Prepare and sign the Inspection Report (4 copies) and recommend the acceptance of the items to the Supply Officer. *Note: Rejected goods, if any, shall be briefly described in the said report and returned to the supplier for ratification and replacement.*	None	4 hours	Inspectorate Team
	1.6 Prepare and sign the Acceptance Report (4 copies) and the ITR/PTR/RIS.	None	4 hours	Administrative Officer IV (Supply Officer), OSDS-PSU
	1.7 Give Client three (3) copies of the Inspection Report, Acceptance Report, PTR/ITR/two (2) copies of RIS, and the original copy of Delivery Receipt.	None	10 minutes	Administrative Officer IV (Supply Officer), OSDS-PSU
	TOTAL:	**None**	**2 days, 25 minutes**	

4. Request for Certificate of Final Acceptance or Certificate of Completion

This form is requested by the supplier upon completion of the delivery.

Office or Division:	Office of the Schools Division Superintendent – Property and Supply Unit (OSDS-PSU)
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Supplier
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Standard Requirement	
Signed Delivery Receipt/s – One (1) duplicate copy	Client
Letter Request addressed to the Schools Division Superintendent (SDS) – One (1) original copy	Client

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

1. Submit required documents	1.1 Receive submitted documents, stamp "Received" with Date and Signature and Forward request to SDS Office. *Note: Determine if the client wishes to wait. If not, advise them that notification of the document's release will be sent to their provided contact info.*	None	5 minutes	Administrative Officer IV, OSDS-Records Unit
	1.2 Receive submitted documents and forward to SDS for review.	None	10 minutes	Administrative Assistant III, OSDS
	1.3 Review and endorse to PSU for appropriate action.	None	30 minutes	Schools Division Superintendent
	1.4 Forward documents to PSU	None	10 minutes	Administrative Assistant III, OSDS
	1.5 Receive request letter and check proper requirements for verification including the filed accomplished IAR.	None	30 minutes	Administrative Officer IV (Supply Officer), OSDS-PSU
	1.6 Prepare and sign (for notation) the Certificate of Final Acceptance/Certificate of Completion and forward to SDS office for signature.	None	15 minutes	Administrative Officer IV (Supply Officer), OSDS-PSU
	1.7 Sign certificate and release to Records Unit for releasing to client.	None	10 minutes	Schools Division Superintendent
	1.8 Notify the PSU that the certificate is ready for release before forwarding to Records Unit.	None	5 minutes	Administrative Assistant III, OSDS
2. Claim the signed Certificate of Final Acceptance/Certificate of Completion at OSDS-Records Unit	1.9 Notify the client that the document is ready for pick-up	None	5 minutes	Administrative Officer IV (Supply Officer), OSDS-PSU

	2.1 Release the Certificate of Final Acceptance/Certificate of Completion with stamp "RELEASED"	None	5 minutes	Administrative Officer IV , OSDS-Records Unit
	TOTAL (Returning):	**None**	**2 Hours, 5 Minutes**	

6. Request for Supplier's Performance Evaluation

The Performance Evaluation Form is requested upon completion of the delivery to assess and monitor a supplier's performance over a defined period.

Office or Division:	Office of the Schools Division Superintendent – Property and Supply Unit (OSDS-PSU)
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Supplier
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Standard Requirement	
Letter Request addressed to the Schools Division Superintendent (SDS) – One (1) original copy	Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a Request Letter indicating the Purchase Order Number and Date	1.1 Receive submitted documents, stamp "Received" with Date and Signature and forward request to SDS Office. *Note: Determine if the client wishes to wait. If not, advise them that notification of the document's release will be sent to their provided contact info.*	None	5 minutes	Administrative Officer IV, OSDS-Records Unit
	1.2 Receive submitted documents and forwards to SDS for review.	None	10 minutes	Administrative Assistant III, OSDS

	1.3 Review and endorse to PSU for appropriate action.	None	30 minutes	Schools Division Superintendent
	1.4 Forward documents to PSU	None	5 minutes	Administrative Assistant III, OSDS
	1.5 Receive documents for proper verification.	None	5 minutes	Administrative Officer IV (Supply Officer), OSDS-PSU
	1.6 Prepare Supplier's Performance	None	30 minutes	Administrative Officer IV (Supply Officer), OSDS-PSU
	Evaluation Form and forwards two (2) copies for SDS's signature			
	1.7 Receive documents and forward to SDS for signature.	None	5 minutes	Administrative Assistant III, OSDS
	1.8 Sign the Supplier's Performance Evaluation Form and release one (1) copy to PSU for filing and one (1) copy to Records Unit for release to the client.	None	10 minutes	Schools Division Superintendent
	1.9 Notify the client that the document is ready for pick-up at the Records Unit	None	5 minutes	Administrative Officer IV (Supply Officer), OSDS-PSU
2. Claim the signed Supplier's Performance Evaluation Form	2.1 Release the Supplier's Performance Evaluation Form	None	5 minutes	Administrative Officer IV, OSDS-Records Unit
	TOTAL (Returning):	**None**	**1 Hour, 50 Minutes**	

E. ADMINISTRATIVE UNIT - Records Unit

1. Issuance of Requested Documents (Non-CTC)

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

Office or Division:	Records Unit
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	General Public
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Requisition slip (1 Copy)	Records Unit
2. Valid ID (Original ID and 1Photocopy)	Requesting person and/or Authorized Person
3. Authorization Letter (1 Copy)	Requesting person

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the requisition slip form	1. Provide clients with the requisition slip form	None	10 minutes	**Leini E. Obispo-** Administrative Officer IV (Records)
2. Submit the accomplished requisition slip with a valid ID or authorization letter of the requesting party and the original ID of the authorized person	2. Receive the form, forward to the records custodian. (Custodians search the requested documents)	None	10 minutes	
3. Receive the requested document	3.Prepare, print and give the document to the client	None	20 minutes	
		Total	**40 minutes**	

2. Issuance of Requested Documents (CTC and Photocopy of Documents)

CTC document copy is issued if the document secured in the Records Section is originated/created by the Department. Issuance of Requested Documents is provided to teaching, non-teaching personnel and retirees whose documents were misplaced, lost, burned, or beyond recovery to be used for various purposes such as appointment, promotion, resignation, retirement, salary upgrading, leave abroad, employment abroad, loan, transfer, etc.

Office or Division:	Records Unit
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C) Government to Government (G2G)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Requisition Slip (1 Copy)	Records Unit
2. Valid ID (Original ID and 1 Photocopy)	Requesting person and/or Authorized Person
3. Authorization Letter (1 Copy)	Requesting person

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out requisition slip form 2.Submit accomplished requisition slip with valid ID or authorization letter with ID of Requesting Party (photocopy) and original ID of the authorized person 3.Receive the requested document	1. Provide client the requisition slip form	None	10 minutes	**Leini E. Obispo-** Administrative Officer IV (Records)
	2. Receive the form, forward to the records custodian; custodian locate the requested document.	None	10 minutes	
	3. Prepare, print or photocopy the requested document	None	20 minutes	
	4 Records Officer review and verify the document and certify true copy	None	10 minutes	
	5. Release the document to the client	None	5 minutes	
		Total	**55 minutes**	

3. Receiving Communication and other Documents by Walk-in clients and through email

The process of receiving documents from internal / external clients by the Records Section. All documents addressed to the Schools Division Superintendent and other documents that will be submitted to the Division Office shall be officially received by the Records Section.

Office or Division:	Records Unit
Classification:	Simple
Type of Transaction:	G2C – Government to Public G2B – Government to Private G2G - Government to Government
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Official Communication	Records Unit

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits communications/ documents to the Records Section, with transmittal if coming from the District/School/ Private	1.1. Receive and check the completeness of communication	None	5 Minutes	1. **Leini E. Obispo**- AO IV 2. **Jennivieve D. Granada**- ADAS II 3. **Sheila Mae S. Gudmalin**- ADAS II 4. **Evelyn P. Montalbar**- ADA I
	1.2. Checks communications/documents as to the completeness and correctness based on the given transmittal, if any.	None	20 Minutes	
	1.2.1. if complete, stamps all documents as "Received" with date, time and signature and proceed to step 1.3.	None	20 Minutes	
	1.2.2. if incomplete, advises the Client of the lacking document/s and returns the documents for compliance and resubmission, end of process.	None	2 Minutes	
	1.3. Sorts / classifies received documents according to concerned Office / Unit / Section	None	2 Hours	
	1.4. Records/encode received documents through the document	None	30 Minutes	

	tracking system indicating the source of origin, subject, date received, time and destination			
2. Send documents through Records Section Email. records.biliran@deped.gov.ph	2.1. Receive the emailed documents by responding to the sender that his/her documents have received.	None	5 minutes	1. **Leini E. Obispo**- AO IV 2. **Jennivieve D. Granada-** ADAS II 3. **Sheila Mae S. Gudmalin-** ADAS II 4. **Evelyn P. Montalbar-** ADA I
	2.2. Checks communications/documents as to the completeness and correctness.	None	20 Minutes	
	2.2.1. If complete, print the documents and stamps all documents as "Received" with date, time and signature and proceed to step 1.3.	None	20 Minutes	
	2.2.2. if it is incomplete, email the Client of the lacking document/s for compliance and resubmission, end of process.	None	2 Minutes	
	2.3. Sorts / classifies received documents according to concerned Office / Unit / Section	None	2 Hours	
	2.4. Records/encode received documents through the document tracking system indicating the source of origin, subject, date received, time and destination	None	30 Minutes	
	Total	**None**	**4 hours, 34 minutes**	

***Note:** For ministerial transaction - within 3days, complex transaction - within 7 days, and for Highly Technical transaction - within 20 days*

4. Receiving Salary Claims and other Bonuses and Allowances

Salary claims and other bonuses and allowances refer to the request for the process of receiving employee's regular pay for work done, bonuses and allowances. The process of receiving Salary Claims and other bonuses and Allowances request from internal / external clients by the Records Section. All letter requests are addressed to the Schools Division Superintendent that will be submitted to the Division Office shall be officially received and process by the Records Section.

Office or Division:	Records Unit		
Classification:	Complex		
Type of Transaction:	G2G - Government to Government		
Who may avail:	All		
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**	
Official Communication		Records Unit	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire the Records Personnel for the requirements for their claims to be requested. 2. Submits Salary claims and other bonuses and allowances request to the Records Section, with transmittal if coming from the District/School	1. Receive and check the completeness of claims request.	None	5 Minutes	**Sheila Mae S. Gudmalin-** ADAS II
	1.1. if complete, stamp all documents as "Received" with date, time and signature and proceed to step 2.	None	20 Minutes	
	1.2. If incomplete, advises the Client of the lacking document/s and returns the documents for compliance and resubmission, end of process.	None	2 Minutes	
	2. Stamp all photocopy documents with Certified True Copy from the Original by Leini E. Obispo- AO IV	None	20 Minutes	
	3. Route the requested claim with the Claims Routing Slip.	None	30 Minutes	
	4. Records the request claims to the record book and to the tracking system and forward to the Payroll Section.	None	20 Minutes	
		Total	**1 Hour and 37 Minutes**	

5. Receiving the Permit to Study

Permit to Study is an official authorization granted to teaching and non-teaching personnel, allowing them to enroll in and attend classes and training programs while meeting certain conditions set by Division Office. The process of receiving Permit to Study from internal / external clients by the Records Section. All letter requests are addressed to the Schools Division Superintendent that will be submitted to the Division Office shall be officially received and process by the Records Section.

Office or Division:	Records Unit			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			**WHERE TO SECURE**	
Official Communication			Records Unit	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Inquire about the Records Personnel for the requirements for Permit to Study Request. 2. Submits Salary claims and other bonuses and allowances request to the Records Section, with transmittal if coming from the District/School	1. Receive and check the completeness of request.	None	5 Minutes	**Sheila Mae S. Gudmalin-** ADAS II
	1.1. if complete, stamp all documents as "Received" with date, time and signature and record to the documents tracking system and proceed to step 2.	None	5 Minutes	
	1.2. If incomplete, advises the Client of the lacking document/s and returns the documents for compliance and resubmission, end of process.	None	2 Minutes	
	2. Print Endorsement for Permit to Study to be checked and counter signed by the Records Officer Leini E. Obispo and Administrative Officer V Nanette G. Pla.	None	5 Minutes	
	3. Forward to ASDS office for Signatories	None	10 Minutes	
		Total	**27 Minutes**	

6. Releasing of Documents

The process of releasing documents to internal / external clients. All documents for release must always come from the Office of the Schools Division Superintendent or Assistant Schools Division Superintendent, if any.

Office or Division:	Records Unit
Classification:	Simple
Type of Transaction:	G2C - Government to Public G2B G2B - Government to Private G2G - Government to Government
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Official Communication	Records Unit

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. OSDS Personnel /CID Personnel /SGOD Personnel, Forward documents for release to the Records Section	1. Receive and reviews the document/s for release and attachments, if any as to completeness and correctness including the signatures.	None	10 Minutes	1. **Leini E. Obispo**- AO IV 2. **Sheila Mae S. Gudmalin**- ADAS II 3. **Jennivieve D. Granada**- ADAS II 4. **Evelyn P. Montalbar**- ADA I
	1.1 If complete, stamps "released" affixing the signature, date, and time then proceed to step 2	None	30 Minutes	
	1.2 If incomplete, return documents for release to the SDS/ASDS Office	None	10 Minutes	
	2. Records the documents to be released in the logbook	None	30 Minutes	
	3. Photocopies if needed and gets copy/ies for office file	None	5 Minutes	
	4.Sorts/classify documents for release	None	1 Hour	
2. Schools/Districts Offices: Retrieve the Released Documents	2.1. Provide the records book to be signed by the clients	None	20 Minutes	
		Total	**2 Hours and 45 Minutes**	

7. Receiving of Complaints against Non-Teaching Personnel

Administrative complaints may be filed for any of the grounds specified under DepEd Order No. 49, series of 2006, "*Revised Rules of Procedure of the Department of Education in Administrative Cases*" or Revised Rules on Administrative Cases in the Civil Service (RRACCS). This refers to the process of receiving formal complaints against any DepEd Non-Teaching Personnel.

Office or Division:	Records Unit
Classification:	Simple
Type of Transaction:	Government to Government (G2G) Government to Client (G2C) Government to Business (G2B)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Affidavit/Sworn Statement or Notarized Complaint in accordance with Section 4 and 5 of D.O. 49, s. 2006. 2. Certificate of Non-Forum Shopping duly notarized. *Note: Pro-forma or template with regard to Complaint/Affidavit and Certificate of Non-Forum Shopping* 3. Supporting/Evidentiary Document/s, if any. *All requirements must be accomplished in two (2) original copies, one (1) photocopy and one (1) additional copy per additional person-complained-of.	Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the formal complaint, with pertinent documents, if any, or sealed document/s to Records Unit (Receiving Window)	1.1 Evaluate the complaint and attached evidentiary document/s, as to its completeness.	None	10 minutes	Administrative Aide VI or Administrative Officer IV (Records)
	1.2 Stamp received the documents and receiving copy with transaction number	None	3 minutes	
	1.3 Log the received document/s to the Incoming Logbook.	None	5 minutes	

2. Receive the receiving copy for reference	2.1. Return client's receiving copy	None	3 minutes	Administrative Aide VI or Administrative Officer IV (Records)
	Total	**None**	**21 minutes**	

8. Receiving of Complaints against Teaching Personnel (Multi-stage Processing)

Administrative complaints may be filed for any of the grounds specified under DepEd Order No. 49, series of 2006, "*Revised Rules of Procedure of the Department of Education in Administrative Cases*" or Revised Rules on Administrative Cases in the Civil Service (RRACCS). This refers to the process of receiving formal complaints against any DepEd Teaching or Teaching-Related Personnel.

Office or Division	Records Unit Legal Unit Office of the Assistant Schools Division Superintendent Office of the Schools Division Superintendent
Classification:	Complex
Type of Transaction:	Government to Government (G2G) Government to Client (G2C) Government to Business (G2B) Entity
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Affidavit/Sworn Statement or Notarized Complaint in accordance with Section 4 and 5 of D.O. 49, s. 2006. 2. Certificate of Non-Forum Shopping duly notarized. *Note: Pro-forma or template with regard to Complaint/Affidavit and Certificate of Non- Forum Shopping* 3. Supporting/Evidentiary Document/s, if any. *All requirements must be accomplished in two (2) original copies, one (1) photocopy and one (1) additional copy per additional person-complained-of.	Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the formal complaint, with pertinent documents, if any, or sealed document/s to Records Unit (Receiving Window)	1.1 Evaluate the complaint and attached evidentiary document/s, as to its completeness.	None	10 minutes	Administrative Aide VI or Administrative Officer IV (Records)
	1.2 Stamp received the documents and receiving copy with transaction number	None	3 minutes	

	1.3 Log the received document/s to the Incoming Logbook.	None	5 minutes	
2. Receive the receiving copy for reference	2.1. Return client's receiving copy	None	3 minutes	Administrative Aide VI or Administrative Officer IV (Records Unit)
	2.2. Forward the complaint to OSDS for routing.	None	10 minutes	Administrative Aide VI or Administrative Officer IV (Records Unit)
	2.3. Log the document, with attached referral slip, to the appropriate logbook	None	10 minutes	Administrative Aide VI or Administrative Assistant III (OSDS)
	2.4. Evaluate and make necessary notation and sign the routing slip.	None	8 hours	Schools Division Superintendent (OSDS)
	2.5. Forward to Legal Unit, for appropriate action.	None	5 minutes	Administrative Aide VI or Administrative Assistant III (OSDS)
	2.6. Evaluate the complaint if the same is grievable/ mediatable or not and prepare necessary Communication, copy furnished the client	None	8 hours	Attorney III/ Designated Legal Officer
	2.7. Forward to OSDS the initialed communication	None	8 hours	Administrative Assistant III (Legal) or Attorney III/Division Legal Officer ASDS Administrative Aide VI (ASDS)

	2.8 Log the document, with attachment/s to the appropriate logbook 2.9 Return signed communication to Legal Unit, for organization of documents	None	10 minutes 5 minutes	Administrative Aide VI or Administrative Assistant III (OSDS)
	2.10 Arrange the documents to be forwarded to Records Unit.	None	20 minutes	Administrative Assistant III (Legal) or Attorney III/Division Legal
	2.11 Forward to Records Unit, for releasing		5 minutes	Officer
	2.12. Stamp Release the documents and arrange for servicing/ sending to addressee	None	10 minutes	Administrative Aide VI or Administrative Officer IV (Records Unit)
	2.13. Coordinate with the Office/Agency and contact the client.	None	30 minutes	
3. Receive and sign the Communication, if with proof of service, sign the proof of service.	3.1 Release the Communication 3.2 If there is a proof of service, serve and secure a signed Proof of Service.	None	5 minutes 10 minutes	Administrative Aide VI or Administrative Officer IV or designated Liaison Officer (Records Unit)
	Total	**None**	**3 days, 2 hours, and 21 minutes**	

9. Issuance of Academic School Record (Referral from the School of the Non-Availability of School Records)

This service provides the process of issuing the available academic school records of learners/graduates endorsed by the school with no available academic school records in accordance with DepEd Order No. 048, s.2017 (Policy and Procedural Guidelines on the CAV of Basic Education School Records).

Office or Division:	Records Unit, Office of the Schools Division Superintendent

Classification:	Simple
Type of Transaction:	G2C (Government to Citizen) G2G (Government to Government)
Who may avail:	Learners/Graduates, Schools

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirement	
School Referral Form (CAV Form 2) – one (1) original copy	School attended
Identification Card - One (1) original copy and One (1) photocopy of any governmentissued valid ID of the ***requesting person***, which may include, but is not limited to, the following: • Philippine Identification System (PhilSys) ID/ePhilID • Passport • Driver's License • Professional Regulation Commission (PRC) ID • Philippine Postal ID • PhilHealth ID • TIN ID	Client
Additional Requirement if data of learner is with discrepancy/ies	
PSA Birth Certificate- one (1) original copy	PSA
For Authorized Representative	
Identification Card - One (1) photocopy of any government-issued valid ID of the ***authorized person***, which may include, but is not limited to, the following: • Philippine Identification System (PhilSys) ID/ePhilID • Passport • Driver's License • Professional Regulation Commission (PRC) ID • Philippine Postal ID • PhilHealth ID • TIN ID	Authorized Representative
Authorization Letter (if representative is an immediate family) one (1) original copy	Client
Special Power of Attorney (SPA) (if representative is non-immediate family) – One (1) original copy	Client /Authorized Representative

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. If School Academic Record is present in the SDO				
A.1 Submit the School Referral Form (SRF)	A.1.1 Receive the SRF	None	5 minutes	Administrative Aide VI, OSDS-Records Unit

	A.2.2 Search for the appropriate Academic School Records (ASR) a. If the records are available, proceed to A.2.3. b. If records are not available, proceed to B.1.3	None	1 hour	Administrative Officer IV, OSDS-Records Unit
	A.2.3 Check and validate the correctness and completeness of the information in the RF a. if no discrepancy/ies proceed to A.2.4 b. If with discrepancy/ies, inform the client and refer to the process on the correction of school entries	None	10 minutes	Administrative Officer IV/ Administrative Aide VI, OSDS-Records Unit
	A.2.4 Prepare the Validated Academic School Records (ASR) and return endorsement to the school (CAV Form 8) for SDS signature	None	15 minutes	Administrative Officer IV, OSDS-Records Unit
	A.2.5 Review and affix signature on endorsement (CAV Form 8), and forward signed endorsement to Records Unit for releasing	None	1 hour	Schools Division Superintendent
	A.2.7 Receive signed endorsement and prepare Validated ASR, and release to School/Client.	None	5 Minutes	Administrative Aide VI, OSDS-Records Unit
B. If School Academic Record is not present in the SDO				
B.1 Submit the School Referral Form (SRF)	B.1.1 Receive the SRF	None	5 minutes	Administrative Aide VI, OSDS-Records Unit

	B.1.2 Search for the appropriate Academic School Records (ASR)	None	1 hour	Administrative Officer IV, OSDS-Records Unit
	B.1.3 Inform the requesting school that there is no record thru a Certification of Non-Availability of ASR (CAV Form 7)	None	15 minutes	Administrative Officer IV, OSDS-Records Unit
	B.1.2 Prepare and issue the Certification of Non-Availability of ASR (CAV Form 7)	None	15 minutes	Administrative Officer IV, OSDS-Records Unit/ Administrative Officer V
	B.1.3 Release the Certification to the School/Client	None	5 minutes	Administrative Aide VI, OSDS-Records Unit
TOTAL (If School Academic Records are present in the SDO):		**None**	**2 hours and 35 minutes**	
TOTAL (If School Academic Records is not present in the SDO)		**None**	**1 hour and 40 minutes**	

10. Issuance of Academic School Records for Certification, Authentication, and Verification (CAV) of ALS and PEPT Completers/Passers

This service provides the process of issuing the available academic school records of ALS learners and PEPT completers/passers for the application of Certification, Authentication, and Verification (CAV) in accordance with DepEd Order No. 048, s. 2017.

Office or Division:	Records Unit, Office of the Schools Division Superintendent
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	ALS & PEPT Passers
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Standard Requirement	
Request Form – one (1) copy	Records Unit
Certificate of Rating - one (1) original copy and two (2) photocopy, or ALS Learner's	Bureau of Education Assessment (BEA)/ EPS-ALS
Permanent Record (AF-5) – One (1) original copy and two (2) certified true copies	
Diploma – One (1) original copy and two (2) certified true copies	Bureau of Educational Assessment (BEA)/ EPS- ALS

Identification Card - One (1) photocopy of any government-issued valid ID of the ***requesting person***, which may include, but is not limited to, the following: • Philippine ID • Passport • Driver's License • Professional Regulation Commission (PRC) ID • Philippine Postal ID • PhilHealth ID • TIN ID	Applicant/Client
Birth Certificate* - one (1) photocopy or Passport*- One (1) photocopy * *for validation purposes only*	PSA/DFA
Long Brown Envelope - one (1) piece	Applicant/Client
Latest photo w/ white background (Passport Size) – Two (2) pieces (Regional Requirement)	Applicant/Client
Documentary Stamp (if available) or Documentary Stamp Fee at the Regional Cashier (Regional Requirement)	Regional Cashier
Additional Requirement if data of learner is with discrepancy/ies	
PSA Birth Certificate one (1) original (if data of learner is with discrepancy/ies)	PSA
For Authorized Representative	
Identification Card - One (1) original and one (1) photocopy of any government-issued valid ID	Authorized Representative of the Client
Authorization Letter (for immediate family) one (1) original copy OR Valid Special Power of Attorney (SPA) (for non-immediate family) one (1) original copy	Authorized Representative of the Client / Client/Notary Public

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. If A&E / PEPT Results are available in the SDO				
A.1. Ask request form	A.1.1 Provide the client with the request form	None	5 minutes	Administrative Aide VI, OSDS-Records Unit
A.2. Accomplish the request form (RF) and submit all other required documents.	A.2.1 Receive and check the completeness of information and requirements required in Request Form	None	10 minutes	Administrative Aide VI, OSDS-Records Unit

	Note: Inform Client that process will not proceed should there be any lacking document			
	A.2.2 Search for the Result of Rating as requested by the client	None	30 minutes	EPS-ALS, CID/ Administrative Officer IV, OSDS-Records Unit
	A.2.3 Prepare the following: 1. Division Office Transmittal to the Regional Office (CAV Form 13) 2. Academic School Records 3. Certification of Rating-A&E/PEPT (CAV Form 12) 4. Certification of English as a Medium of Instruction (CAV Form 17, if applicable) and affix his/her initials, then forward to the Schools Division Superintendent for signature	None	1 hour	EPS-ALS, CID/ Administrative Officer IV, OSDS-Records Unit
	A.2.4 Check the accuracy and veracity of the Academic School Records and Request Form, and affix signature	None	30 minutes	Schools Division Superintendent
	A.2.5 Prepare the approved A&E/PEPT Rating and Certification for release *Note: One (1) original and one (1) duplicate copy of the Certification; and two (2) certified true copies of the Academic School Records*	None	35 minutes	EPS-ALS/ Administrative Officer IV, OSDS-Records Unit
	A.2.6 Inform Client that requested	None	5 minutes	EPS-ALS, CID/

	documents are available for pick up			Administrative Aide VI, OSDS-Records Unit
A.3.1 Claim the requested document and transmit it to the Regional Office	A.3.1 Release the requested documents in a sealed brown envelope*	None	5 minutes	Administrative Aide VI, OSDS-Records Unit
B. If A&E / PEPT Results are not available in the SDO				
B.1. Ask request form	B.1.1 Provide the client with the request form	None	5 minutes	Administrative Aide VI, OSDS-Records Unit
B.2. Accomplish the request form (RF) and submit all other required documents.	B.2.1 Receive and check the completeness of information and requirements required in Request Form *Note: Inform Client that process will not proceed should there be any lacking document*	None	10 minutes	Administrative Aide VI, OSDS-Records Unit
	B.2.2 Search for the Result of Rating as requested by the client	None	30 minutes	EPS-ALS, CID/ Administrative Officer IV, OSDS-Records Unit
	B.2.3 Inform client the non-availability of results and verification will be made by A&E/PEPT Focal Person with the Bureau of Education Assessment (BEA) DepEd CO	None	10 minutes	Administrative Aide VI/ Administrative Officer IV, OSDS-Records Unit
	B.2.4 Coordinate and verify results to the Bureau of Education Assessment (BEA) DepEd CO *Note: If with negative verification, inform the Applicant accordingly and issue a Certification of Nonavailability of Rating*	None	2 hours	EPS-ALS, CID

	B.2.5 Prepare the Endorsement to the Regional Office, Academic School Records and Certification and affix initials, then forward to the Schools Division Superintendent for signature	None	40 minutes	EPS-ALS, CID/ Administrative Officer IV, OSDS-Records Unit
	B.2.6 Check the accuracy and veracity of the Academic School Records and Request Form, and affix signature	None	15 minutes	Schools Division Superintendent
	B.2.7 Prepare the approved A&E/PEPT Rating and Certification for release *Note: One (1) original and one (1) duplicate copy of the Certification; and two (2) certified true copies of the Academic School Records*	None	35 minutes	EPS-ALS, CID/ Administrative Officer IV, OSDS-Records Unit
	B.2.8 Inform Client that requested document is available for pick up	None	5 minutes	EPS-ALS, CID
B.3.1 Claim the requested document and transmit it to the Regional Office	B.3.1 Release the requested documents in a sealed brown envelope*	None	5 minutes	Administrative Aide VI, OSDS-Records Unit
TOTAL (If A&E / PEPT Results is Available in the SDO):		**None**	**3 hours**	
TOTAL (If A&E / PEPT Results is Available in the SDO):		**None**	**4 hours and 35 minutes**	

**Once the requested documents are received, proceed to the Regional Office for the issuance of CAV. Refer to the Service Charter on "Certification, Verification and Authentication (CAV)" at the Regional Office.*

11. Issuance of Academic School Records for Certification, Authentication, and Verification (CAV) for Learners from Closed Private Schools

This service provides the process of issuing the academic school records of learners/graduates of closed Private Schools available in the Schools Division Office for the application of Certification, Authentication, and Verification (CAV) in accordance with DepEd Order No. 048, s. 2017.

Office or Division:	Records Unit, Office of the Schools Division Superintendent
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Learners/Graduates from closed private schools

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Standard Requirement	
1.Request Form – one (1) original copy	Records Unit
2.Identification Card - One (1) original copy and One (1) photocopy of any governmentissued valid ID of the ***requesting person***, which may include, but is not limited to, the following: • Philippine ID • Passport • Driver's License • Professional Regulation Commission (PRC) ID • Philippine Postal ID • PhilHealth ID • TIN ID	Client
3.Latest Photo w/ white background (Passport size) – Two (2) pieces	Client
Additional Requirement if data of learner is with discrepancy/ies	
5.PSA Birth Certificate- one (1) original copy	PSA
For Authorized Representative	
1.Identification Card - One (1) photocopy of any government-issued valid ID of the ***authorized person***, which may include, but is not limited to, the following: • Philippine ID • Passport • Driver's License • Professional Regulation Commission (PRC) ID • Philippine Postal ID • PhilHealth ID • TIN ID	Client
2.Authorization Letter (if representative is an immediate family) one (1) original copy	Authorized Representative of the Applicant / Client
3.Special Power of Attorney (SPA) (if representative is non-immediate family) – One (1) original copy	Authorized Representative of the Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSI NG TIME**	**PERSON RESPONSIBL E**
A. If School Academic Records are present in the SDO				

A.1 Ask for Request Form (RF).	A.1.1 Provide the client with the Request Form (CAV Form 1)	None	5 minutes	Administrative Aide VI, OSDS-Records Unit
A.2. Accomplish the Request Form (RF) and submit with all other required documents	A.2.1 Receive the accomplished form and other documents and forward to the records custodian. *Note: Inform Client that he/she will be notified once the requested document/s is/are available for release.*	None	10 minutes	Administrative Aide VI, OSDS-Records Unit
	A.2.2 Search for the appropriate Academic School Records a. If the records are available, proceed to A.2.3. b. If records are not available*, inform the client accordingly and issue Certification of Non-Availability of Academic School Records in the Division Office (CAV Form 7) **Note: Client must still secure a supporting document by doing any of the following:* *i) Go to the Regional Office and request for a copy of the Special Order of Graduation; or,* *ii) Produce a sworn statement of any two (2) of the applicant's classmates,*	None	1 hour	Administrative Officer IV, OSDS-Records Unit

	principals, or teachers, and supported by either the school graduation photos, souvenir program, or graduation program or duly certified copy of either Form 137 of Form 138 of the learner on file in any Tertiary Learning Institutions. Once the required document from (i) or (ii) is secured, proceed to Step B.1.			
	A.2.3 Check and validate the correctness and completeness of the information in the RF a. if no discrepancy/ies proceed to A.2.4 b. If with discrepancy/ies, inform the client and refer to the process on the correction of school entries	None	10 minutes	Administrative Aide VI, OSDS-Records Unit
	A.2.4 Prepare the Validated Academic School Records (ASR) and endorsement letter (CAV Form 13) for SDS signature	None	15 minutes	Administrative Officer IV, OSDS-Records Unit
	A.2.5 Review and affix signature on endorsement letter (CAV Form 13), and forward signed endorsement letter (CAV Form 13) to	None	1 hour	Schools Division Superintendent

	Records Unit for releasing			
	A.2.7 Receive signed endorsement letter and prepare Validated ASR, and release to Client.**	None	5 Minutes	Administrative Aide VI, OSDS-Records Unit
B. If School Academic Records is not present in the SDO				
B.1. Submit copy of Special Order or Sworn Statement	B.1.1 Receive and validate documents, and endorse to SGOD for the preparation of the Certificate of Graduation and Closure	None	10 minutes	Administrative Aide VI, OSDS-Records Unit
	B.1.2 Prepare Certificate of Graduation and Closure and forward to SDS for signature	None	1 hour	Private School Focal, SGOD
	B.1.3 Review and affix signature on the Certificate of Graduation and Closure, and forward the signed Certificate to Records Unit for releasing	None	1 hour	Schools Division Superintendent
	B.1.4 Receive signed Certificate and release to Client.**	None	5 minutes	Administrative Staff (Records)
TOTAL (If School Academic Records are present in the SDO):		**None**	**2 hours and 45 minutes**	
TOTAL (If School Academic Records is not present in the SDO)		**None**	**3 hours and 30 minutes**	

***Once the requested documents are received, proceed to the Regional Office for the issuance of CAV. Refer to the Service Charter on "Certification, Verification and Authentication (CAV)" at the Regional Office.*

12. Issuance of Requested Documents (Online)

This service provides clients with certified true copies or photocopies of documents in custody of the Records Unit, upon receipt of a valid request through/via official email, subject to verification in accordance with applicable guidelines on access to records and disclosure of information.

Office or Division:	Office of the Schools Division Superintendent – Records Unit
Classification:	Simple
Type of Transaction:	G2B (Government to Business) G2C (Government to Citizen) G2G (Government to Government)

Who may avail:	All
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Standard Requirement	
Letter Request - One (1) original copy indicating the following: • Document being requested • Full name of requesting person	Client
• Purpose of request	
Valid identification card- One (1) scanned copy of any government-issued valid ID of the requesting person, which may include, but is limited to, the following: • Philippine ID • Passport • Driver's License • Professional Regulation Commission (PRC) ID • Philippine Postal ID • PhilHealth ID • TIN ID	Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send letter request through Schools Division Office official email address, along with the required documents	1.1 Print the letter request and check the completeness of the submitted requirements and acknowledge receipt of email	None	10 minutes	Administrative Aide VI, OSDS-Records Unit
	1.2 Search the document being requested and forward to AO IV for review and approval *Note: Inform the Client in case the document being requested is not available.*	None	4 hours	Administrative Aide VI, OSDS-Records Unit
	1.3 Review the document and approve the release of the requested document	None	30 minutes	Administrative Officer IV, OSDS-Records Unit
	1.4 Scan and send the requested document to the client through email.	None	10 minutes	Administrative Aide VI, OSDS-Records Unit
	TOTAL:	**None**	**4 hours and 50 minutes**	

F. FINANCE UNIT – BUDGET SECTION

1. Request for Cash Allocation (NCA)

Notice of Cash Allocation (NCA) is a cash authority issued by the DBM to central, regional and other offices and operating units through the authorized government servicing banks of the Modified Disbursement System (MDS) to cover the cash requirements of the SDO.

Office or Division:	Finance Unit – Budget Section
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	SDO and Implementing Units

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Letter Request for Notice of Cash Allocation • Monthly Report of Disbursement (FAR No.4) • Monthly Disbursement Program (BED No.3) • Sub-Aro (certified true copy) • Financial Accountability Report No. 3 for Prior Years Accounts Payable • Financial Accountability Report No. 1 (FAR1) – current and continuing appropriations unobligated allotment. • Schedule of TRA issued for difference between issued TRA and taxes withheld by DBM. • Computation of unfunded and newly-filled positions • Computation of Terminal leave (optional and compulsory retirement) • Copy of Appointment Paper (certified true copy) • Copy of Assumption to Duty (certified true copy) • Computation of PS deficiency • Computation for Cash deficiency • Other requirements as determined by the Department of Budget and Management (DBM)	Finance-Budget Finance-Accounting Finance-Budget Finance-Budget Finance-Budget Finance-Budget Finance-Accounting Admin Admin Admin Admin Finance-Budget Finance-Budget Finance-Budget

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1. Gather Documents (FAR1, FAR 3, FAR 4, Sub-Aro, Appointment Paper, Assumption to duty, and TRA issued)	None	30 Minutes	*Ivy Matiga, AO II*
	1.2. Prepare computation for PS deficiency, Cash Deficiency, Unfunded/Newly	None	2 hours	*Ivy Matiga, AOII*

	Filled Positions, Accounts Payable, and Continuing-Unobligated Allotment			
	1.3. Prepare computation for TRA Adjustment	None	40 Minutes	*Ivy Matiga, AOII*
	1.4 Prepare Letter Request for Notice of Cash Allocation	None	10 Minutes	*Ivy B. Matiga, AOII*
	1.5 Prepare Monthly Disbursement Program (BED No. 3)	None	15 Minutes	*Ivy B. Matiga, AOII*
	1.6 Forward the Monthly Disbursement Program (BED No.3) to Accounting for Approval & Signature of the Accountant	None	10 Minutes	*Division Accountant*
	1.7. Forward the documents: PS deficiency Computation, Cash deficiency Computation, Unfunded/newly-filled positions computation, List of Actual Retirees to be Paid, List of Creditors for Accounts Payable, and TRA Adjustment for review as to computation, approval, and signature of the Budget Officer.	None	30 Minutes	*Grace D. Veloso, Budget Officer*
	1.8. Forward the Letter Request for NCA Allocation to the Budget Officer for initial.	None	5 Minutes	*Grace D. Veloso Budget Officer*
	1.9. Forward the documents: PS deficiency Computation, Cash deficiency Computation, TRA Adjustment,	None	15 Minutes	*SDS Roberto Mangaliman*

	unfunded/newly filled positions computations, Actual Retirees to be Paid, BED No.3, List of Creditors for Accounts Payable, and Letter Request to SDS for approval and Signature.			
Receive the documents from SDS Office for Submission to DBM	1.1 Release of the Documents through the Records Section	None	5 Minutes	*ADAS/Record Section*
	Total	**None**	**4.45 Hours**	

G. CURRICULUM IMPLEMENTATION DIVISION

1. 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.) information on quantity and quality and location of and supplementary materials, and cultural expertise,
- Learning, Teaching, and Professional Development Resources in digitized format and locates resources in print format and hardcopy,
- Media Gallery – copyright-free illustrations and graphics for teachers and learners use
- Standards, Specifications and Guidelines for assessing & evaluating, acquiring & harvesting, modification, development and production of resources

Office or Division	Curriculum Implementation Division
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1.Computer/Laptop and Internet Connection	Client
2. Active LRMDS Portal Account using a. DepEd Email Address for DepEd Employees b. Any active Email Address for Learners, Parents and Non-DepEd Stakeholders	LRMDS Portal (lrmds.deped.gov.ph) *(for activation of inactive accounts, seek assistance from CID LR Section of the Schools Division)*

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Register to LRMDS Portal (New Account)	1.1 Access https://lrmds.deped.gov.ph	None	1 minute	Client
	1.2 Assist creation of LR Account Log-in to the LR Portal/ assist in technical issue	none	5 minutes	EPS- LR/PDO
2.Request for Resetting of Password (Old Account)	2.1. Accomplish online form for Resetting of Password	None	1 minute	Client
	2.2. Receive request for resetting of password	None	1 minute	EPS- LR/PDO
	2.3. Reset password in LRMDS Portal Dashboard	None	3 minutes	
	2.4. Send email notification for new password	None	2 minutes	
3. Access LR thru https://lrmds.deped.gov.ph	3.1. Provide further assistance, as needed	None	1 minute	PDO-LR

4. Click the Begin Quick Tour		None	3 minutes	Client
5. Sign-in using username and password		None	1 minute	Client
6. Search for LRs on the Navigation Bar a. Resources Menu b. Filter Menu		None	1 minute	Client
7. Select from the List of the specific LRs needed	7.1 Provide LR Number code of the desired resources (upon request)	None	5 minutes	PDO/Librarian
8. Click the View button to check the details of the select LRs		None	1 minute	Client
9. Click Download button to save digital copy of the select LRs		None	2 minutes	Client
10. Provide feedback on LRs searched /downloaded by giving comments on the Add New Comment box (Optional)		none	1 minute	Client
11. Sign-out of the LR Portal		None	1 minute	Client
	Total	**None**	**29 minutes**	

2. Borrowing of Learning Materials from Libraries

DepEd recognizes the rights of every teacher and learner to access available learning materials (LMs), thus the Library Circulation Services. All schools/districts/ SDOs with established libraries offer the library services.

Office or Division	Curriculum Implementation Division
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Students and Teaching Related Personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.Request Form / Slip (1 Original Copy)	Client
2.Valid ID (1 Scanned/ Photocopy)	Client
3. Borrower's Form	Librarian
4. Returning Transaction Form	Librarian

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish Request Form / Slip (online or face to face)	1.1. Check Accomplished request form /slip and ID	None	2 minutes	Librarian/ Library Staff
2. Check and browse available LMs	2.1. Prepare and check the availability of LM requested	None	5 minutes	Librarian/ Library Staff
	2.2. Send the (1) list of available LMs,(2) Borrower's Form, and (3)Returning Transaction Form	None	1 minute	Librarian/ Library Staff
3. Accomplish Borrower's and Returning Transaction Forms	3.1. Receive accomplished Borrower's and Returning Transaction Forms	None	1 minute	Librarian/ Library staff
	3.2. Check the completeness ofthe Forms	None	3 minutes	Librarian/ Library staff
	3.3. Inform the borrower on the schedule of pick-up (online) or release of resources (walk-in)	None	3 minutes	Librarian/ Library staff
4. Receive LM	4.1 Prepare and release the LM	None	5 minutes	Librarian/ Library staff
	4.2 Sign the Borrower's and Returning Transaction Forms	None	1 minute	Librarian/ Library staff
	Total	**None**	**21 minutes**	

3. Alternative Learning System (ALS) Enrollment

ALS provides opportunities for Out-of-School Youth and Adult (OSYA) to develop basic and functional literacy skills and to access equivalent pathways to complete basic education.

Office or Division	Curriculum Implementation Division
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Latest 1x1 ID picture (2pcs.) with name tag	Client- from any studio
2. Photocopy of Birth Certificate or Baptismal Certificate - 1 copy	Client- from PSA/Local Civil Registrar/Parish Office
3. Valid ID (Driver's License, Postal ID, Voters ID) - 1 photocopy	Client
4. Functional Literacy Test (FLT)	ALS Teacher
5. Assessment for Basic Literacy(ABL)	ALS Teacher
6. Presentation Portfolio Assessment Validation	EPS II for ALS
7. A&E Test Registration	EPS II for ALS
8. Diploma and Certificate of Rating	EPS II for ALS

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a duly accomplished enrollment form with required documents (walk-in)	1.1. Receive accomplished enrollment form and all required documents (face to Face)	None	5 minutes	ALS Teachers / EPS-II for ALS
	1.2. Conduct assessment/screening: ABL and FLT	None	3-5 hours	ALS Teachers / EPS-II for ALS
	1.3. Identify the entry level attained	None	30 minutes	
	1.4. Group the learners according to literacy level	None	30 minutes	
2. Receive details and information Regarding learning session	1.5. Inform the schedule of the learning session	None	10 minutes	
3. Presentation Portfolio Assessment Validation	1.1 Check the completeness of the requirements and the learners' work outputs	None	1 hour	EPS II for ALS/Div. ALS Focal Person
4. Register for the A&E Examination	1.1 Receive and review the registration form together with the requirements	None	30 minutes	EPS II for ALS/ Div. ALS Focal Person
	1.2 Include the learner in the Masterlist of Test Registrants	None	30 minutes	EPS II for ALS
5. Receive Diploma and Certificate of Rating	1.1 Release the Diploma and Certificate of Rating	None	30 minutes	ALS Teachers / EPS-II for ALS
	Total	**None**	**6 hours and 15 minutes**	

4. *Registration for an Account in the LRMDS Portal*

The Learning Resource Management and Development System (LRMDS) Portal is the Department of Education's official platform for accessing quality-assured learning resources, teaching resources and professional development materials. Authorized DepEd personnel must first register and secure approval from the Schools Division Office (SDO). Once approved, users may log in to search, view, and download available learning resources for instructional and to be used for teaching and learning process or other school related activities.

Office or Division:	Curriculum Implementation Division
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	District Supervisors, School Heads, Teachers, and DepEd Personnel

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Standard Requirement	
Active DepEd email account	Client
Accomplished Online Registration Form	Client
Laptop / Desktop or mobile device with internet access and updated web browser	Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
Registration for the LRMDS Portal				
1. Access/visit the official LRMDS Portal https://lrmds.deped.gov.ph, click "Register", and fill out the online form using DepEd email address	1.1 Check the registration, review, and validate the applicant's identity, position, and affiliation	None	1 day	Project Development Officer II, CID
	1.2 Approve or disapprove the registration request based on verification results	None	4 hours	Project Development Officer II, CID

	1.3 Send systemgenerated notification to the applicant's email. Process the account request as follows: a. If approved, users can access the LRMDS Portal. b. If disapproved, a notification	None	10 minutes	Project Development Officer II, CID
	regarding the disapproval of the account shall be sent.			
TOTAL (Registration):		**None**	**1 day, 4 hours, 10 minutes**	

H. SCHOOL GOVERNANCE AND OPERATION DIVISION - Planning and Research Section

1. Request for Basic Education Data (External Stakeholders)

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

Office or Division	Planning and Research
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	External Stakeholder

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Letter request address to SDS (1Original Copy, 1 Photocopy)	Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit Letter request address to SDS, attention to Planning Officer through division official email	1.1. Receive and acknowledge the letter request from the client thru walk-in/email	None	10 minutes	Records Unit Personnel/ITO
	1.2. Forward letter of request to the SDS	None	5 minutes	Records Unit/ITO
	1.3. Read and review request letter in consideration of the DPA/FOI	None	4 hours	SDS
	1.4. Receive the endorsed letter request from SDS and refer it to Planning Officer	None	5 minutes	Chief, SGOD
	1.5. Make the necessary action undertaken to the said letter request	None	16 hours	Clerk/Planning Officer
	1.6. Prepare the transmittal letter and attachments to be signed by SDS then forward to Records Section	None	15 minutes	Planning Officer
2. Receive the necessary documents	2.1. Release the documents to the client	None	2 minutes	Records Officer
Total		**None**	**2 days, 4 hours, 37 minutes**	

I. SCHOOL GOVERNANCE AND OPERATION DIVISION - School Management, Monitoring and Evaluation Section

1. Issuance of Government Permit, Renewal, Recognition of Private Schools

This service is to process requests for government permit, renewal and recognition of operations of private schools.

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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Board Resolution: Must be certified by the Corporate Secretary (for new/recognition)	School applicant
1 copy of notarized comprehensive Feasibility Study (for new/recognition)	School applicant
1 copy of application letter stating the nature of Government Permit being applied for (being renewed), or stating intent for recognition	School applicant
1 copy of Articles of Incorporation and By-Laws duly registered with the Security and Exchange Commission (SEC). (for new/recognition)	SEC
1 copy of Copy/ies of Transfer Certificate of Title of school sites (for New/Government Recognition)	School applicant
Documents of ownership of school building(s) (for new/recognition)	School applicant
1 copy of Certificate of Occupancy signed by proper authorities (for new/recognition)	School applicant
1 copy of Class program of the classes offered (for new/recognition)	School applicant
1 copy of Qualitative Evaluation Processing Sheet (for SHS application)	Provided by the EPS/In-charge of Private Schools
School Bond (for new/recognition)	To be provided by the RO to the client
Latest Enrolment Data (for renewal)	Client/from the Division planning Officer
Copy of the Updated Government PTO (for renewal)	School applicant
Ocular Inspection Report (for new/recognition/renewal)	Provided by the SMM&E (In charge of Private Schools
Endorsement from the Schools Division Superintendent (for new/recognition/renewal)	Provided by the SMM&E (In charge of Private Schools

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the documentary requirements (printed or electronic) for pre-validation purposes thru Records Section	1.1. Receive and record the documents thru DTS/ Logbook with assign tracking number, then forward to SGOD Chiefs	None	10 minutes	Admin Officer IV/Admin Staff (Records)

	1.2. Receive documents by SGOD Chief and route to designated/in-charge for Private School	None	10 minutes	SGOD Chief/SGOD Staff
	1.3. Process and evaluate the documentary requirements received	None	40 hours	SMM&E (In Charge of Private School)/ Alternate focal
	1.4. Conduct onsite validation to school applicant.	None	24 hours	Senior Education Program Specialist (SMM&E) Education Program Supervisor (CID& SGOD) PSDS (CID) Division Engineer (if available)
	1.5. Conduct post-conference regarding the results of the inspection and prepare reports.	None	2 hours	Senior Education Program Specialist (SMM&E) Education Program Supervisor (CID& SGOD)/ PSDS (CID)/ Division Engineer (if available)
2. School applicant acknowledge the results of validation and inspection	2.1. Inform the school applicant of the result of validation and inspection	None	1 hour	Senior Education Program Specialist (SMM&E) Education Program Supervisor (CID& SGOD) PSDS (CID) Division Engineer

				(if available)
3. Submit the lacking documents if any or comply with the monitoring tool/checklist of requirements	3.1. Receive the lacking documents/ prepare the endorsement to Regional Office	None	8 hours	Education Program Specialist II (SMM&E) Senior Education Program Specialist (SMM&E)
	3.2. Secure the signature of the SDS for indorsement.	None	8 hours	SDS
	3.3. Release and forward documents to Regional Office for their appropriate action	None	1 hour	Admin Officer IV/Admin Staff (Records)
4. Receive the information thru email/SMS that status of application has been forwarded to RO	4.1. Inform the school applicant that the application has been forwarded to RO	None	15 minutes	Education Program Specialist II (SMM&E) Senior Education Program Specialist (SMM&E)
	Total	**None**	**10 days, 4 hours, 35 minutes**	

2. Issuance of Special Orders for Graduation of Private School Learners

The Division Office is authorized to evaluate and process the complete documentary requirements for Special Order (SO) application of private schools with Provisional Permits to Operate in School Year or prior to the School Year (SY) for the graduation of qualified Grade 12 learners.

Office or Division	SGOD - School Management, Monitoring and Evaluation			
Classification:	Complex			
Type of Transaction:	Government to Business (G2B)			
Who may avail:	Any private school with graduating students (Grade 12)			
CHECKLIST OF REQUIREMENTS			**WHERE TO SECURE**	
Application documents (1 original and each document) • Letter of intent addressed to the Regional Director thru the Schools Division Superintendent • List of Qualified Graduates (per track/strand/specialization) • Accomplished Special Order Form • Original Form 137-A (SHS Student Permanent Record) • Form IX (SHS Graduation Form) • Original Form 137-A (JHS Student Permanent Record) • Birth Certificate (PSA)			School Applicant	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit the complete documentary Requirements to the SDO	1.1. Receive, stamp, and input in the Data Tracking System the application from the schoo and forward to SGOD-SMM&E Section	None	10 minutes	Admin Officer IV/ Admin Staff (Records)
	1.2. Forward documents to SGOD Chief and routes to designated/in-charge for Private School	None	10 minutes	Admin Officer IV/ Admin Staff (Records) SGOD Chief / SGOD Staff
	1.3. Process, evaluate the documentary requirements and prepares Indorsement	None	40 hours	SMM&E (In charge of Private School)/ Alternate focal
	1.4. Secure the signature of the SDS for the indorsement.	None	8 hours	SDS
	1.5. Refer to the Records Unit and release to Regional Office for their appropriate action	None	10 minutes	Admin Officer IV/ Admin Staff (Records)
	Total	**None**	**6 days and 30 minutes**	

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

3. Application for Senior High School (SHS) Additional Track/Strand

The Schools Division Office is authorized to evaluate, process, and validate the complete documentary requirements of private schools applying for additional SHS track/strand.

Office or Division	SGOD - School Management, Monitoring and Evaluation
Classification:	Complex
Type of Transaction:	Government to Business (G2B)
Who may avail:	Any private school

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
A. Application for DepEd Permit to Operate / Recognition	
Application documents (1 original and each document) • Letter of intent addressed to the Regional Director thru the Superintendent • Board Resolution • Feasibility Study Philosophy and Goals of the course - Demand for the graduates - Prospective learners - Existing schools offering one same course within the community • Articles of Incorporation and By- Laws • Copy(ies) of Transfer Certificate(s) of Title of the school site • Location of school in relation to its environment • Campus development and landscaping plans • Document(s) of Ownership of school building(s) • Certificate of Occupancy of school building(s) • Pictures of school building(s), classrooms, laboratories, libraries, medical and dental facilities, canteens, etc. • Proposed budget for the succeeding schoolyear approved by the Board of Trustees/Directors • List of school administrators (president, vice-president, deans, department heads) • List of academic-non teaching personnel(registrar, librarian, guidance counselor, researcher) • List of athletic facilities, equipment, supplies and materials (to be certified by the school head) • School bond • Copy of retirement Plan registered with the Securities and Exchange Commission • Copy of Latest Financial Statement of the school certified by an independent CPA • Proposed Curriculum • Proposed tuition and other school fees • List of New Teaching/Academic Staff for the Course(s) program(s) applied for • List of laboratory facilities, equipment, furniture, supplies and materials classified by subject area, (to be certified by the school head) List of library holdings (to be certified by the school head) • Inspection and Application Fees	School Applicant

B. SHS New Application or Additional Track/Strand	
Application documents (1 original of each documents) • Letter of intent addressed to the Regional Director thru the Superintendent • Board Resolution certified by the secretary and approved by the Board of Directors/ Board of Trustees (Purpose, School year of intended operation, SHS Curriculum for the track/s and strand/s to be offered) • Certificate of Recognition of any of the following: (a) Secondary Education Program –DepEd; (b) Training Program –TESDA; (c) Highest Education Program – CHED; (d) Others: FAAP recognize accrediting agencies, Asia Pacific Accreditation and Certification Commission (APACC) • Proposed Tuition and other fees • Proposed School Calendar • Proposed list of academic and non-academic personnel: (a) Qualifications; (b) Job Descriptions; (c) Teaching Load; (d) Number of Working Hours Per Week; (e) Certificate from Recognized National/ International Agencies (TESDA, ABA, and Others) • Curriculum Offering: Academic, Tech-Voc, Arts and Design, Sports • Minimum program requirements for the SHS tracks/strands: (a) Instructional Rooms; (b) Laboratories: (Computer, Science (for STEM, minimum of 3 laboratories), Workshop Room/ Studios); (c) Athletic Facilities; (d) Learners' Resource Center or Library; (e) Internet Facilities; (f) Ancillary Services • A copy of Memorandum / Memoranda of Agreement/ Memorandum of Understanding for partnership arrangements relative to the SHS Program Implementation. These arrangements may include: (a) Engagement of stakeholders in the localization of the curriculum; (b) Work Immersion; (c) Apprenticeship; (d) Research; (e) Provision of equipment and laboratories, workshops, and other facilities; (f) Organization of career guidance and youth formation activities; (g) others • Additional requirements for Category D: (a) Articles of Incorporation and By-Laws for Private Schools only; (b) Documents of ownership of school sites under the name of the school, or Deed of Usufruct; (c) Proposed Annual Budget and Annual Expenditures	School Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements to the SDO	1.1 Receive, stamp, and input in the Data Tracking System the application from the school and forward to SGOD-SMME Section	None	10 minutes	Admin Officer IV/ Admin Staff (Records)

	1.2. Forward documents to SGOD Chief and route to designated/in-charge for Private School	None	10 minutes	Admin Officer IV/ Admin Staff (Records) SGOD Chief / SGOD Staff
	1.3. Process, evaluate the documentary Requirements and prepares Indorsement	None	40 hours	SMM&E (In charge of Private School)/ Alternate focal
	1.4. Secure the signature of the SDS for the indorsement.	None	8 hours	SDS
	1.5. Refer to the Records Unit and release to Regional Office for their appropriate action	None	10 minutes	Admin Officer IV/ Admin Staff (Records)
	Total	**None**	**6 days and 30 minutes**	

4. Application of Summer Permit for Private Schools

The Schools Division Office is authorized to evaluate, process, and issue summer permit to private school with summer enrollees to address the learning gaps or failed subjects of learners.

Office or Division	School Management, Monitoring and Evaluation
Classification:	Complex
Type of Transaction:	G2B – Government to Business
Who may avail:	Any private school with summer enrollees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application documents (1 original and each document)	
• Letter of intent addressed to the Schools Division Superintendent	School Applicant
• School Calendar for Summer – 35days	School Applicant
• List of teachers who intent to teach during summer classes	School Applicant
• General class program for summer	Teachers/School Applicant
• Tuition and other school fees	School Applicant
• Tentative list of summer enrollees with learning areas to be taken written opposite each name	PTA/PTCA
• A copy of the approved PTA/PTCA Resolution requesting the conduct of summer classes and stating the amount of fees the PTA/PTCA will contribute for each student.	
• Written consent of parents whose children will attend student summer classes	Parents
• Post summer activities	School Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the complete documentary Requirements to the SDO	1.1.Receive, stamp, and input in the Data Tracking System the application from the school and forwards to SGOD-SMM&E Section	None	10 minutes	Admin Officer IV/ Admin Staff (Records)
	1.2.Forward documents to SGOD Chief and route to designated/in-charge for Private School	None	10 minutes	Admin Officer IV/ Admin Staff (Records) SGOD Chief/SGOD Staff
	1.3.Process, evaluate the documentary requirements and prepares Indorsement	None	5 days	SMM&E (In charge of Private School)/ Alternate focal

	1.4.Secure the signature of the SDS for the indorsement.	None	8 hours	SDS
	1.5.Refer to the Records Unit and	None	10 minutes	Admin Officer IV/ Admin Staff
	release to Regional Office for their appropriate action			(Records)
Total		**None**	**6 days and 30 minutes**	

5. Application for No Increase in Tuition Fee

The Schools Division Office is authorized to evaluate, process, and approve notification of no increase to private schools operating with permit/recognition.

Office or Division	School Management, Monitoring and Evaluation
Classification:	Complex
Type of Transaction:	G2B – Government to Business
Who may avail:	Any private school with permit to operate/recognition

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application documents (1 original and each document)	
• Letter of intent addressed to the Schools Division Superintendent stating the intention to comply with the provision of R.A. 6728 for the forthcoming school year	School Applicant
• Xerox copy of the latest approved tuition, miscellaneous & other school fees	School Applicant
• Comparative schedule of tuition, miscellaneous & other school fees for current school year with that of the previous year indicating in both peso and percentage the forms of no increase. Note: The miscellaneous and other fees should be itemized.	School Applicant
• Copy of Government Permit to Operate/Recognition Certificate	School Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements to the SDO	1.1. Receive, stamp, and input in the Data Tracking System the application from the school and forwards to SGOD-SMM&E Section	None	10 minutes	Admin Officer IV / Admin Staff (Records)
	1.2. Forward documents to SGOD Chief and routes to designated/in- charge for Private School	None	10 minutes	Admin Officer IV/ Admin Staff (Records) SGOD Chief/ SGOD Staff
	1.3. Process, evaluate the documentary requirements and prepares Indorsement	None	40 hours	SMM&E (In charge of Private School)/ Alternate focal
	1.4. Secure the signature of the SDS for the indorsement.	None	8 hours	SDS
	1.5. Refer to the Records Unit and release to Regional Office for their appropriate action	None	10 minutes	Admin Officer IV/ Admin Staff (Records)
	Total	**None**	**6 days and 30 minutes**	

6. Application for Increase in Tuition Fee

The Division Office is authorized to evaluate, process, and endorse the complete documentary requirements of private schools applying for increase in tuition and miscellaneous fees. Only private schools with recognition are allowed to apply for increase in tuition and miscellaneous fees.

Office or Division	School Management, Monitoring and Evaluation
Classification:	Highly Technical
Type of Transaction:	G2B – Government to Business
Who may avail:	Any private school with recognition

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application documents (1 original and each document)	
• Letter of intent addressed to the Regional Director thru the Schools Division Superintendent stating the intention to comply with the provision of R.A. 6728 for the forthcoming school year;	School Applicant
• Xerox copy of the latest approved tuition, miscellaneous & other school fees;	School Applicant
• Comparative schedule of tuition, miscellaneous & other school fees for current school year with that of the previous year indicating in both peso and percentage the forms for increase. Note: The miscellaneous and other fees should be itemized;	School Applicant
• Percentage of Increase of Tuition/Miscellaneous& other fees;	School Applicant
• Copy of Government Recognition Certificate; and	School Applicant
• Certificate under Oath (notarized by a duly licensed notary public) signed by the School Head that the following requirements of R.A.6728 have been complied with namely; (a), (b) and (c):	School Applicant
a. Appropriate consultation has been conducted with duly organized PTA/PTCA and Faculty Association.	School Applicant/PTA
b. Seventy percent (70%) of the amount of tuition Increase (incremental proceeds) of the previous schoolyear	School Applicant
c. At least twenty percent (20%) went to the improvement or modernization of buildings equipment, libraries and similar facilities. Itemized copy of improvements with the amount written opposite each item with supporting documents and photocopies of sample receipts of purchases and others.	School Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements to the SDO	1.1. Receives, stamps, and inputs in the Data Tracking System the application from the school and forwards to SGOD- SMM&E Section	None	10 minutes	Admin Officer IV / Admin Staff (Records)

	1.2. Forwards documents to SGOD Chief and routes to designated/in-charge for Private School	None	10 minutes	Admin Officer IV/ Admin Staff (Records) SGOD Chief/ SGOD Staff
	1.3. Process, evaluate the documentary requirements and prepares Indorsement, and breakdown and schedule of fees for approval	None	40 hours	SMM&E (in charge of private school) / Alternate focal
	1.4. Secures the signature of the SDS for the indorsement.	None	8 hours	SDS
	1.5. Refers to the Records Unit and release to Regional Office for their appropriate action	None	10 minutes	Admin Officer IV/ Admin Staff (Records)
Total		**None**	**6 days and 30 minutes**	

Schools Division Office

Internal Services

A. OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

1. Issuance of Foreign Travel Authority

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

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

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

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

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

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

1.1 Issuance of Foreign Official Travel Authority

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

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

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

a. With pending administrative case;
b. Will retire within one year from the date of the foreign official travel;
c. Whose previous travel has not been liquidated and cleared;

Office or Division	Office of the Schools Division Superintendent (OSDS)

Classification:	Simple
Type of Transaction:	Government to Government (G2G)
Who may avail:	DepEd officials and employees meeting the conditions for foreign personal travel as stated on DOs 043 and 046, s. 2022, specifically • Requests from schools as recommended by the School Head • School Heads • Requests from Division Chiefs and below, including Public Schools District Supervisors (PSDS), in Schools Division Offices (SDOs)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
One (1) original copy of filled out Travel Authority for Official Travel Form with supporting documents (see below)	Annex A, DO 043, s. 2022 https://www.deped.gov.ph/w p-content/uploads/2022/10/D O_s2022_043-corrected- copy.pdf
One (1) original copy of the signed invitation addressed to the requesting party	Inviting foreign government/ institution or international agency/organization
One (1) original copy of Itinerary of Travel	
One (1) original copy of Written justification, addressed to the Approving Authority, to be noted by the Recommending Authority, explaining the minimum conditions for authorized official travel stated above and why alternatives to travel such as all forms of communication, (e.g. teleconferencing/ videoconferencing, submission of briefs/ position papers) are insufficient for the purpose.	Client
One (1) original Certificate of No Pending Case	Legal unit with jurisdiction over the client
One (1) copy of approved Completed Staff Work (CSW)	International Cooperation Office / Client
One (1) copy of Estimated Travel Cost	
One (1) copy of Work and Financial Plan	Client's office
Optional requirements: If applying for Cash Advance (CA): Original certification that previous CA has been liquidated	Accounting unit with jurisdiction over the client
For Teachers in the Exchange Visitor Program of the US Government: a. TA signed by the Secretary b. Clearance Certificate c. Copy of the Registration Sticker	Office of the Secretary Regional Office Commission on Filipino Overseas
For Division Chiefs and higher, a draft Office Order (SO) designating an OIC, if applicable, so as not to hamper the day- to-day operations of the office	Signing authority for OO designated by the Secretary

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

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

1.2 Issuance of Foreign Personal Travel Authority

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

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

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

Office or Division	Records Unit
Classification:	Simple
Type of Transaction:	Government to Government (G2G)
Who may avail:	DepEd officials and employees meeting the conditions for foreign personal travel as stated on DOs 043 and 046, s. 2022, specifically • Requests from schools as recommended by the School Head • School Heads • Requests from Division Chiefs and below, including Public Schools District Supervisors (PSDS), in Schools Division Offices (SDOs)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Three (3) original copy of filled out Travel Authority for Personal Travel Form with supporting documents (see below)	Annex D, DO 043, s. 2022 https://www.deped.gov.ph/w p-content/uploads/2022/10/DO_s2022_043-corrected-copy.pdf
Three (3) original copy of written manifestation, noted by the Head of Office (SDS), that absence will not hamper the operational efficiency of the office	Client
Certificate of No Pending Case	Legal unit with jurisdiction over the client
CSC Form No. 6, s. 2020 (Leave Form)	Civil Service Commission (CSC) / Personnel unit with jurisdiction over the client
Optional requirements: Draft Office Order (OO) designating an OIC, if applicable, so as not to hamper the day-to-day operations of the office	Signing authority for OO designated by the Secretary
Study Leave of NTP (up to 6 months): Contract between the agency head or authorized representative and the employee concerned	Personnel unit with jurisdiction over the client
For leaves that exceed one month: CSC Form No. 7, s. 2017 (Clearance Form)	Civil Service Commission (CSC) / Personnel unit with jurisdiction over the client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to the SDO **3 Copies** A. Division Clearance B. Travel Authority with the recommended approval by SDS and Approved by the Regional Director C. Form 6 approved by SDS D. Manifestation noted by SDS E. Letter of Intent F. 1ST Indorsement signed by School Head G. 2nd Indorsement signed by PSDS H. School Clearance I. District Clearance	1.1 Receive the documents and log on the database, route to Personnel Unit	None	10 minutes	1. **Leini E. Obispo**- AO IV 2. **Sheila Mae S. Gudmalin**- ADAS II 3. **Jennivieve D. Granada**- ADAS II 4. **Evelyn P. Montalbar**- ADA I
	1.2 Check documents for completeness and accuracy. If there is no discrepancy in the documents submitted, Otherwise, inform the client of discrepancies and wait for reply.	None	1 hour	**Sheila Mae S. Gudmalin**
	1.3 Forward Documents for completeness of Signatories of Division Clearance part III Clearance form Money and	None	5 hours	**Finance Service, Administrative Service and Library Service**

	Property Accountability. Then Part II Clearance from work related Accountabilities.			
	1.3 Forward Documents to the Legal Unit. Check if client has pending case, sign clearance as applicable, and return to Personnel Unit	None	1 hour	**Legal Unit**
	1.4 Forward Documents for completeness of Signatories for Part II Clearance from work related Accountabilities.	None	3 hours	**CID, SGOD AND ASDS**
	1.5 Review the Signatories and attached Indorsement to be signed by SDS.	None	1 hour	**Sheila Mae S. Gudmalin**
	1.6 Countersign Form 6 , Travel Authority and Indorsement and forward documents to OSDS	None	15 minutes	**Nanette G. Pla**
	1.7 Review and sign th Form 6 and TA	None	2 hours	**SDS**
	1.8 Return the documents to the Records unit	None	10 minutes	**Sheila Mae S. Gudmalin**
	1.9 Check the documents and forward to the Office of the Regional Director (ORD)	None	2 hours	**Sheila Mae S. Gudmalin**
	1.10 Receive and process request; return documents to OSDS	None	16 hours	**Office Regional Director**
2. Receive requested document from the Records Unit	2.1 Check documents received and process for release.	None	30 minutes	**Sheila Mae S. Gudmalin**
	Total	**None**	**4 Days**	

B. BUDGET UNIT

1. Processing of Obligation Request and Status (ORS)

It is the fundamental law of budgeting and accounting that no disbursement shall be made without proper authorization. All claims chargeable against government funds need to be obligated first before payment. Obligation Request and Status (ORS) is a form used by the Requesting/Originating Offices in the utilization of their approved budget allocations per GAARD and other budget laws/authority under the Modified Disbursement System (MDS) for Personal Services (PS) and Maintenance and Other Operating Expenses (MOOE).

Office or Division:	Budget Section			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Internal and External Client			
CHECKLIST OF REQUIREMENTS			**WHERE TO SECURE**	
Routing Slip with attached Validated Documents and approved Activity Request.			• Sahrina de la Cruz • Robiliza Arnado	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
The Internal Pre-Audit of the Accounting Section will submit the approved and validated documents to the Budget Section for Obligation.	1.1. Receive/check the completeness of the validated documents and forward to the Budget Monitoring System (BMS) user.	None	5 Minutes	*Lilibeth Rosete ADAS III*
	1.2. Review and verify the documents and identify the fund source and allotment availability of the Programs, Projects, and Activities (PPA) record/encode to BMS and print the Obligation Request Status in 2 copies.	None	5 Minutes	*Ivy Matiga AO II*
	1.3. Review and certify the availability of allotment and is duly obligated by signing Section B of the ORS.	None	5 Minutes	*Grace Veloso, Budget Officer*
	1.5. Record in the logbook and forward to the Accounting Section for disbursement voucher preparation.	None	5 Minutes	*Lilibeth Rosete, ADAS III*
	Total	**None**	**20 Minutes**	

2. Processing of Budget Utilization Request and Status (BURS)

The incurrence of budget utilization shall be made through the issuance of Budget Utilization Request and Status (BURS). The BURS is the obligation form used for Trust Fund and Provident Fund transactions for obligation and shall be supported by valid claim documents for the Special Education Fund, collections from school MOOE for tax remittances, registration fees and subsidies from other operating units, and the Provident Fund Loan.

Office or Division:	Budget Section			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Internal and External Client			
CHECKLIST OF REQUIREMENTS			**WHERE TO SECURE**	
Routing Slip with attached approved/validated documents.			• Sahrina de la Cruz Robiliza Arnado	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
The Internal Pre-Audit of the Accounting Section will submit the approved and validated documents to the Budget Section for Obligation.	1.1 Receive and check the completeness of the documents.	None	5 Minutes	*Lilibeth Rosete, ADAS III*
	1.2 Review the validated documents and prepare the BURS in 2 copies.	none	5 Minutes	*Ivy Matiga, AO II*
	1.3. Receive the BURS, record it to RBUD, and sign and approve Box B as to availability and utilization for the purpose.	None	10 Minutes	*Grace Veloso Budget Officer*
	1.4. Record the BURS in the logbook and forward it to the accounting section.	None	5 Minutes	*Lilibeth Rosete, ADA III*
	Total	**None**	**25 Minutes**	

3. Certification of Availability of Allotment

The Budget Section certifies the availability of resources to fund the implementation of various DepEd programs, activities, and projects in accordance with the following documents as submitted to the Budget Section by the proponent offices:

a. Budget Proposal
b. Purchase Order (contracts)

Office or Division:	Finance Unit-Budget Section			
Classification:	Simple			
Type of Transaction:	G2B – Government to Government & G2B-Government to Business			
Who may avail:	DepEd Offices			
CHECKLIST OF REQUIREMENTS			**WHERE TO SECURE**	
• Budget Proposal • Purchase Order (Contracts)			• Program Coordinator • Supply Section	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
Submit request to the Budget Section	1.1. Receive and review the completeness of the documents, and forward it to the budget officer for verification.	None	5 Minutes	*Lilibeth J. Rosete ADAS III*
	1.2. Verify the availability of allotment based on the appropriate Registry of Allotments, Obligations, and Disbursements (RAOD). Affix the signature in the budget proposal, and initial below the accountant's name in the purchase order.	None	15 Minutes	*Grace D. Veloso Budget Officer*
	1.3 Record the documents in the logbook and forward to the Accounting Section.	None	5 Minutes	*Lilibeth Rosete ADAS III*
	Total	**None**	**25 Minutes**	

4. OBLIGATION AND DISBURSEMENT UPDATING

Process of Updating the Status of Obligation and Disbursement

Office or Division:	Finance Unit-Budget Section			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Internal and External Clients			
CHECKLIST OF REQUIREMENTS			**WHERE TO SECUR**	
• For obligation - validated documents from IPA, Accounting Section. • For disbursement - Report of Check Issued (RCI) and Report of Advice to Debit/Account Issued (RADAI)			• Sahrina de la Cruz • Robiliza Arnado • Elizabeth Torina - Division Cashier	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSIN G TIME**	**PERSON RESPONSIBLE**
1. The Internal Pre-Audit submits the validated documents to the Budget Section for Obligation.	Receive, review, and post/update obligations incurred in the Budget Monitoring System (BMS)	None	10 Minutes	*Ivy Matiga, AO II*
2. Prepare and submit RCI and RADAI to Budget Section	Receive the RCI and RADAI from the Cashier's Section and post/update payment on the disbursement details in the Budget Monitoring System (BMS).	None	30 Minutes (weekly)	*Ivy B, Matiga AO II*
	Total	**None**	**40 *Minutes***	

5. PMIS Updating

Process of Updating the Status of Financial Accomplishments in the Program Management Information System (PMIS).

Office or Division:	Finance Unit-Budget Section
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	DepEd Offices

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Allotment/SARO/SUB-ARO • Obligations and Disbursement thru BMS	• CO/RO • Budget Section

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
CO/RO download Sub-Aro of PPA to SDO	Receive the sub-aro from RO/or CO for the Program Support Fund, and post/record it to the Planning Management Information System (PMIS).	NONE	5 Minutes	*Ivy Matiga, AO II*
Obligations and Disbursement recorded in the BMS .	Obligations and Disbursements thru BMS for upload to PMIS Weekly	NONE	4 Hours Weekly	*Ivy B. Matiga, AO II*
	Total	**None**	***4.5 Hours***	

C. CASH UNIT

1. Handling of Cash Advances

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

Office or Division	Cash unit
Classification:	Simple
Type of Transaction:	Government to Government (G2G)
Who may avail:	DepEd Employee

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Authority to Cash Advance (1 Original Copy)	Accounting Unit
2. Certification of No Liquidated CA's	Respective office/bureau/service
3. Documentary requirements	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Authority to Cash Advance and Certification of No Liquidated CA's	1.1 Issue the Authority to Cash Advance and Certification of No Liquidated CA's	None	20 minutes	Accounting Staff
2. Forward to Head of Office for Approve, then prepare DV and ORS and attached documentary requirements needed for Cash Advances	2.1 Sign the documentary requirements needed for Cash Advance	None	15 minutes	Head of Office
3. Prepare DV and ORS and attached documentary requirements needed for Cash Advances	3.1 Forward the ORS/DV to signatories	None	8 hours	Records
	3.2 Receive complete, accurate and approved DV, ORS, ADA and supporting documents form the Head of Office	None	10 minutes	Cash Personnel

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

2. Disbursement by Petty Cash (Cash Advance of Requesting Personnel)

This covers the process of releasing payment to requesting personnel or payees using the Petty Cash Fund.

Office or Division:	Administrative Unit – Cash Section
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	All SDO Biliran Employees

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
• Approved Purchase Request (3 original)	• Requesting Employee's Unit

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Accomplishes Box A "Requested by" portion of the PCV	1.1. Signs Box A " Approved by" portion of the PCV and returns to Requesting Personnel	None	16 Minutes	*Immediate Supervisor – Requesting Unit*
2. Submits PCV to PCF Custodian for the release of Fund	2.1. Receives the PCV duly approved by concerned official and signs in the Box B "Paid by" portion of the PCV, upon granting of the petty cash advance	None	19 Minutes	*PCF Custodian – Cash Section*
3. Receives Petty Cash and signs in the Box B "Cash Received by" portion of the PCV	3.1. Issues Copy 2 of the PCV to Requesting Personnel	None	4 Minutes	*PCF Custodian – Cash Section*
	3.2. Records paid PCVs in the CDR and files original PCV awaiting for the liquidation	None	17 Minutes	*PCF Custodian – Cash Section*
	Total:	**None**	**56 Minutes**	

3. Liquidation for Cash Advance of Requesting Personnel to PCF Custodian

This covers the process of liquidating Petty Cash Fund.

Office or Division:	Administrative Unit – Cash Section
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	All SDO Biliran Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Petty Cash Voucher (1 original) • Official Receipt of purchases (1 original) • Inspection and Acceptance (1 original) • Picture of goods purchased (1 original)	• PCF Custodian • Supplier / Store • Supply Office • Requesting Personnel

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Liquidation with supporting documents to the Cash Section	1.1. Receives from the Requesting personnel copy 2 of the PCV together with the supporting documents then checks and reviews completeness of documents	None	5 Minutes	*PCF Custodian – Cash Section*
	1.2. Retrieves the original PCV from the file and fills up Box D Liquidation Submitted portion of the original and copy 2 of PCVs	None	5 Minutes	*PCF Custodian – Cash Section*
	1.3. Checks the Appropriate boxes for "Received Refund or Reimbursement Paid " portion of the box C of the PCV	None	2 Minutes	*PCF Custodian – Cash Section*
2. Checks and fills up the appropriate boxes for Liquidation Submitted and Reimbursement paid upon submission of the necessary supporting documents, and receipt or reimbursement of cash, if any, and signs the PCV	2.1. Returns copy 2 of the PCV to the requesting personnel and files the original PCV together with the supporting documents awaiting replenishment	None	6 Minutes	*PCF Custodian – Cash Section*

Total:	**None**	**18 Minutes**	

D. INFORMATION AND COMMUNICATIONS TECHNOLOGY UNIT

1. User Account Management for Centrally Managed Systems

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

Office or Division	ICT Unit
Classification:	Simple
Type of Transaction:	Government to Government (G2G)
Who may avail:	SDO Personnel, School-based Personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ICT Technical Assistance Form	ICT Unit

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of accomplished ICT technical assistance form	1.1. Stamping “Received” on the document	None	1 minute	Records Section
	1.2. Transmitting the stamped document to the ICT Unit	None	5 minutes	
	1.3. Receive stamped document	None	1 minute	Client
	1.4. Evaluate the document and interview the client	None	10 minutes	ICT Unit
	1.5. Create/delete/rename account or reset password of client account	None	15 minutes	ICT Unit
	1.6. Give the credentials to the client	None	5 minutes	Client and ICT Unit
2. Checking of email sent	2.1. None	None	2 minutes	ICT Unit
	2.2. Evaluate the document sent. If blurry or has erroneous entry, return to sender. If client has no signature, return to	None	10 minutes	ICT Unit

	sender.			
	2.3. Create/ delete/ rename account or reset password of client account	None	15 minutes	ICT Unit
	2.4. Give the credentials to the sender	None	5 minutes	ICT Unit
	Total	**None**		**32 minutes**

2. Troubleshooting of ICT Equipment

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

Office or Division	ICT Unit
Classification:	Simple
Type of Transaction:	Government to Government (G2G)
Who may avail:	SDO Personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ICT Technical Assistance Form	ICT Unit

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of accomplished ICT technical assistance form	1.1. Stamping "Received" on the document	None	1 minute	Records Section
	1.2. Transmitting the stamped document to ICT	None	5 minutes	
	1.3. Receive stamped document	None	1 minute	Client
	1.4. Evaluate the document and Interview client	None	10 minutes	ICT Unit
	1.5. Evaluate and analyze the ICT equipment	None	30 minutes to an hour	ICT Unit
	1.6. Troubleshoot the equipment If troubleshooting is possible to finish within the day, troubleshoot the equipment If troubleshooting is not possible to finish within the day, give recommendation to the client for next step	None	1 hour	Client and ICT Unit
	1.7. Give recommendation to the client on what to do	None	15 minutes	ICT Unit
	1.8. Return the equipment to client	None	5 minutes	ICT Unit
	Total	**None**	**2 hours and 7 minutes**	

3. Uploading of Publications

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

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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Uploading of Publications Request Sheet 2. Request Sheet – Certification of Published Article/s	ICT Unit
3. Request Sheet 4. Announcements 5. Articles	Records Unit
6. Issuances 7. Bidding Documents 8. Invitation to Bid 9. Request for Quotation 10. Notice of Award 11. Notice to Proceed	Bids and Awards Committee

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish the Request Sheet	1.1 Give the Request Sheet and receive the document/s	None	2 minutes	Administrative Assistant III / ICTU
	1.2 Receive the document/s	None	2 minutes	
	1.3 Verify the document/s to be uploaded	None	2minutes	
	1.4 Scan the document/s to PDF format	None	5 minutes	
	1.5 Upload the document/s on the website or Workplace	None	5 minutes	
	Total	**None**	**16 minutes**	

E. LEGAL UNIT

1. Issuance of Certificate of No Pending Case

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

Office or Division	Legal Services Unit
Classification:	Simple
Type of Transaction:	Government to Government (G2G)
Who may avail:	Internal Clients

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Government issued ID	Requesting Entity
2. Division Clearance	
3. Authorization letter	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documentary requirements	1.1 Review and check requirement/s & verify from the list of formally charged employees	None	5 minutes	Legal Officer / Legal Assistant
2. Log at the log sheet provided if issued a certification	2.1 If employee does not have a pending case, issue certification / sign clearance If employee has a pending administrative case, inform employee that he/she will be cleared after case has been resolved or sanction has been completed	None	5 minutes	
3. Receive action document/s.	3.1 Release action document / Sign Division Clearance	None	5 minutes	
	Total	**None**	**15 minutes**	

2. Review Of Memorandum Of Agreement (MOA), Memorandum Of Understanding (MOU)

Office or Division:	Legal Unit
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government
Who may avail:	Any Division, Office, School of DepEd, LGU, DPWH, DENR and other NGAs)
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For SHS Work Immersion MOA:	
1. Endorsement/ Transmittal Letter-Signed by the requesting office (Principal/School Head or authorized official)	Client
2. Copy of the MOA pursuant to Annex D: MOA Template DO Order No. 30, s. 2017 “Guidelines for Work Immersion”	Client
For Pre-Service Teachers/Practice-Teaching:	
1. Endorsement/ Transmittal Letter-signed by the requesting office (Principal/School Head or authorized official)	*Client*
2. List of Names of Students Who Are Parties to the Memorandum of Agreement	Client
3. Copy of the MOA pursuant to the attached standard MOA Template of Joint DepEd-CHED Memorandum Circular No. 1, s. 2021, “Policies and Guidelines on the Deployment of Pre-Service Teachers for Filed Study and Teaching Internship	Client
For Adopt-A-School Program	
1. Endorsement/ Transmittal Letter-signed by the requesting office (Principal/School Head or authorized official)	Client
2. Copy of the MOA pursuant to the prescribed MOA template (1 editable soft copy Word format preferred & 1 draft hard copy)	Client/Legal Unit
3. Board/ Management Approval (if applicable)	Client
4. Resolution or authority to enter into MOA (if applicable)	Client
Other MOAs/MOUs: -States purpose of the MOA and request for legal review • Draft Copy of the MOA-Editable soft copy (Word Format preferred) • Draft Copy of the MOA-hard copy -One (1) hard copy signed or initialed (if available) • Board/ Management Approval (if applicable) -Resolution or authority to enter into MOA (if applicable) • Supporting documents- depending on the nature of agreement (project proposal, program concept note, scope of work/terms of reference, etc. • Legal Documents of Partner (If private entity) • Government partner Documents, (if applicable)	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	SUBSTANTIVE COMPLIANCE COST	PROCESSING TIME	REQUIRED NO. OF SIGNATURES	PERSON RESPONSIBLE
1. Submit the required documents	1.1. Receive and evaluate completeness of documents; record in the system/record book	None	None	30 minutes	1 (Receiving Officer)	Administrative Aide/ Records Officer
	For SHS Work Immersion MOA; Pre-Service Teachers/Practice-Teaching & Adopt-A-School Program: 1.2. Review and assess the legal soundness of the provisions of the Memorandum of Agreement (MOA)	None	None	16 hours	1(Legal Officer	Legal Officer / Attorney
	For Other MOAs/MOUs: 1.3. Endorsement to the Office of the Undersecretary for Legal And Legislative Affairs, DepEd Central Office for Legal Clearance and Approval	None		80 hours	2 (Usec. And Attorney V)	2 (Usec. And Attorney V)
	1.4. If the MOA/MOU is found to be free from errors upon review, forward duly reviewed and initialed, to the Schools	None		8 hours	None	ADAS II, Ma. Villa Soriano

	Division Superintendent for his/her signature."					
2. Client retrieve the MOA/MOU for revision and reprinting	1.5. If the MOA/MOU is for revision, return to the client	None		30 minutes		ADAS II, Ma. Villa Soriano
			Total:	**14 days**		

F. PERSONNEL SECTION

1. Application for ERF (Equivalent Record Form)

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

Office or Division	Personnel Section
Classification:	Complex
Type of Transaction:	Government to Government (G2G)
Who may avail:	Deped Licensed Public School Teachers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Endorsement Letter signed by Principal/ Immediate Supervisor (3Original copies)	School/ Office of requestor
2. Endorsement Letter signed by SDS (2 Original Copies)	Admin Section
3. Equivalent Record Form (4 Original)	Personnel Section
4. Latest Approved Appointment (5 Photocopy)	Applicant
5. Original Transcript of Records –Graduate Studies (1 Original 4 Photocopy)	Emanating Graduate School
6. PRC License –(5 Photocopy)	PRC/ Applicant
7. PRC Board Rating/ Certification –(1Original 4 Photocopy)	Emanating Graduate School
8. Certification of Units Earned – (1 Original 4 Photocopy)	Concerned agency
9. Service Record/s Private and Public (1 Original 4 Photocopy	Applicant
10. Certificate of Training/s and Seminar/s attended (minimum of 3 days in the last 5 years (1 Original 4 Photocopy	Applicant
11. Latest Performance Rating (1 Original 4 Photocopy)	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documentary requirements	1.1 Receive and check for the completeness of the submitted ERF requirements	None	15 minutes	Personnel Section HRMO
	1.2 Process ERF application and attached necessary documents	None	30 minutes	

	1.3 Forward to authorized signatories for signature on ERF	None	1 hour	AOV and SDS
2. Furnish teacher with the Endorsement of the ERF to Regional Office	2.1 Indorse the ERF application to Regional Office	None	5 minutes	Personnel Section
Total		**None**	**1 hour and 50 minutes**	

2. Application for Leave

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

ffice or Division	ersonnel Section
lassification:	mple
ype of Transaction:	overnment to Government (G2G)
ho may avail:	epEd Employees
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Vacation Leave 1. CSC Form 6 (2 original copies) 2. Clearance Form, only if traveling abroad, or if traveling local for more than 15 days (4 original copies) 3. Letter request, if necessary (1original copy)	 Personnel Section Personnel Section Client
Sick Leave 1. CSC Form 6 (2 original copies) 2. Medical Certificate, if more than 5 days sick leave (1 Copy) 3. Letter request, if necessary (1 original copy)	 Personnel Section Client Client
Paternity Leave 1. CSC Form 6 (2 original copies) 2. Letter request, if necessary (1original copy) *dditional Requirements:* • Marriage Contract (1 photocopy) • Birth Certificate of Child or Medical Certificate of Wife if Miscarriage (1 photocopy)	 Personnel Section Client Client
Maternity Leave 1. CSC Form 6 (2 original copies) 2. Letter request, if necessary (1original copy) *dditional Requirements:* • Special Order Form (2 original copies) • Medical Certificate (1 Copy) • Clearance (4 original copies)	 Personnel Section Client Front/ Information desk Client Personnel Section

Solo Parent Leave 1. CSC Form No. 6 (Revised 1995) Application for Leave (2 original copies) 2. Letter request, if necessary (1 original copy) *Additional Requirements:* • Birth Certificate of Child (1photocopy) • Photocopy of Solo Parent ID (1 photocopy)	CSC website/ Front/ Information desk Client Client Client
Special Privilege Leave CS Form 6 (2 original copies)	Personnel Section

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit complete documentary requirements within the prescribed timeline from the concerned office	1.1. Receive the complete documents	None	10 minutes	Records Section - Person in charge
	1.2. Check the received document as to completeness	None		
	1.3. Forward the complete document to the Personnel for appropriate Action	None	2 minutes	
	1.4. Fill up certification of available leave credits and forwards to the HRMO/Admin. Officer V for signature	None	30 minutes	Personnel Section
	1.5. Sign and certifies the available leave credits	None	5 Minutes	*HRMO or AO V – Admin Unit*
	1.6. Forward to the Office of the ASDS or SDS for Approval	None	3 minutes	Personnel Section
	1.7. Approve Form 6 and forward to the Personnel Section	None	30 minutes	ASDS (below 10 days leave) or SDS (10 days or above leave)
	1.8. Update leave card, retain one copy for the Leave folder, prepare transmittal	None	25 Minutes	ADAS In- charge – Personnel Section
	1.7. Sign the transmittal letter	None	10 Minutes	AO V – Admin Unit

	1.9. Forward the approved Form 6 to the Records Section for release	None	15 minutes	Personnel Section
2. Receive the approved Form 6	2.1 Release the approved Form 6 with transmittal	None	10 minutes	Records Section Staff
	Total	**None**	**3 hours and 55 minutes**	

3. Application for Retirement/Survivorship/Disability/Separation/Life Insurance Benefits Claims on GSIS

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

Office or Division:	Administrative Unit – Personnel Section
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	All Teachers & Non-Teaching Personnel who will apply for Optional, Mandatory & Compulsory Retirement

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Indorsement by the School Head & District Supervisor (4 original)	• School Head & District Supervisor
• District & School Clearance (4 original)	• District & School
• Division Clearance (4 original)	• Valerie V. Ferrer ADA-I
• Properly filled out and duly accomplished application for Retirement/Separation/Life Insurance Benefits Form No.06302017-RET (4 original)	• Client/Proponent
• Certificate of No Provident Loan (4 original)	• Client/Proponent
• Clearance from Money Accountability or Overpayment of Salary (if the school has no fiscal autonomy)	• Client/Proponent
• Ombudsman Clearance (4 original)	• Client/Proponent
• Statement of Assets, Liabilities and Net Worth (4 authenticated copies)	• Client/Proponent
• Latest Appointment (4 authenticated copies)	• Client/Proponent
• Latest Payslip (4 authenticated copies)	•Client/Proponent
• IPCRF (Previous S.Y.)	•Client/Proponent
• Service Record (4 authenticated copies)	• Valerie V. Ferrer ADA-1
• Division Indorsement (4 original)	• Valerie V. Ferrer ADA-1
• Notice of Salary Adjustment (NOSA) Magna Carta (4 authenticated copies)	• Valerie V. Ferrer ADA-1

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS ING TIME	PERSON RESPONSIBLE
1. Signifies intention to apply for retirement at the Administrative Unit	1.1. Prepares Service Record, Division Clearance, NOSA Magna Carta, NOSA, and Indorsement letter to GSIS	None	45 Minutes	Valerie V. Ferrer ADA-I
2. Requests for Clearance from Money Accountability or Overpayment of Salary	2.1. Prepares Clearance from Money Accountability or Overpayment of Salary	None	20 Minute	Kristine J. Sabitsana Payroll Section
	2.2. Secure signature for Clearance from Money Accountability or Overpayment of Salary on the Division Clearance from HRMO	None	5 Minutes	Lermaflor G. Napoles AO- IV/ HRMO
	2.3. Secure signature for Clearance from Money Accountability or Overpayment of Salary from Cashier	None	5 Minutes	Elizabeth E. Toriña AO-IV
3. Requests Certification of No Provident Fund Loan at the Finance Unit	3.1. Prepares Certification of No Provident Fund Loan and return to the Client	None	30 Minutes	Accounting Section
	3.2. Secure the Accountant's signature on the Division Clearance	None	30 Minutes	Accountant
4. Presents the Certification of No Provident Fund Loan to the ADA I	4.1. Check and verify the completeness of the documents of the Retired Personnel and facilitates signatories	None	30 Minutes	Valerie V. Ferrer ADA-I

	4.2. Secure the initial signature for property accountability on the Division Clearance	None	10 Minutes	Roy Basil G. Trinidad AO-IV Supply Office
	4.3. Secure signature from records borrowed on the Division Clearance	None	10 Minutes	Leini E. Obispo AO-IV
	4.4. Secure the Librarian's signature on the Division Clearance	None	10 Minutes	Arjean Marie D. Casilan Librarian-II
	4.5. Secure signature from Legal on the Division Clearance	None	20 Minutes	Atty. Laarni Yasmin B. Ganancial
	4.6. Forward the documents to the Admin Officer-V for checking and signature on the Division Clearance, Clearance from Money Accountability or Overpayment of Salary, Service Record, NOSA Magna Carta, Indorsement, and inital on the GSIS Retirement form	None	20 Minutes	Nanette G. Pla AO-V
5. Request signature from the supervisors	5.1. Forward documents to the CID Office to secure signature on the Division Clearance	None	30 Minutes	Jose B. Mondido CES
	5.2. Forward documents to the SGOD Office to secure signature on the Division Clearance	None	30 Minutes	Josephine M. Casas CES

	5.3. Forward documents to the ASDS Office to secure signature on the Division Clearance	None	1 Hour	Arvin T. Elatico ASDS
	5.4. Forward documents to the SDS Office to secure signature on the Division Clearance	None	1 Hour	Roberto N. Mangaliman SDS
	5.5. Forward documents back to the Admin Aide for release	None	5 Minutes	SDS Secretary
	5.6 Reorganize the papers and request a Release stamp from Records	None	15 Minutes	Valerie V. Ferrer ADA-I
	5.6 Reorganize the papers and request a Release stamp from Records			
6. Release of Retirement Documents				
5. Release Retirement Documents	4.6. Inform Retired	None	10 Minutes	
Total:		**None**	**5 Hours, 20 Minutes**	

4. Issuance of Certificate of Employment

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

Office or Division	Personnel Section			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	DepEd Employee/ Former Employee			
CHECKLIST OF REQUIREMENTS				**WHERE TO SECURE**
Data sheet request form (1 Copy)				Front Desk/Information
For authorized person aside from the owner: • Authorization Letter (1 original) • Requesting employee/'s Valid ID (1 photocopy) Identification Card of authorized person (1 Original copy)				Client/Proponent
3.				Client
1. Submit Data Sheet Request form with other required documents to the Admin Unit	1. Receive form and other supporting documents	None	1 minute	Valerie V. Ferrer ADA-I
	2. Prepare, print, and sign Certificate of Employment	None	6 minutes	Valerie V. Ferrer ADA-I
	1.3. Reviews and signs e Certificate of Employment and returns to ADA-I	None	10 minutes	Nanette G Pla AO-V
	1.4 Lets the client sign in the logbook	None	2 minutes	Valerie V. Ferrer ADA-I
2. Receive Certificat e of Employm ent	1 Release Certificate of Employment to Client	None	1 minute	Valerie V. Ferrer ADA-I
	Total	**None**	**20 minutes**	

5. Issuance of Service Record

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

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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
.Accomplished Transaction/Request Form (2copies)	Personnel/ Records
2.Previous copy of Service Record from previous employment (2 copies)	Client
3.Latest payroll slip (1 photocopy)	RPSU thru Cashiering Unit

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish Transaction/ Request Form	1.1. Receive and review of request from client	None	30 minutes – 2 days depending on the size of the division	Personnel Section Person-in- charge
	1.2. Retrieve of documents from file	None		
	1.3. Process request	None		
2. Receive the signed service record	2.1. Release record	None		
	Total	**None**	**30 minutes – 2 days**	

6. Loan Approval and Verification

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

Office or Division	Personnel Section
Classification:	Simple
Type of Transaction:	Government to Government (G2G)
Who may avail:	DepEd SDO employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For GSIS Loans 1. Recent Pay slip (one (1) photocopy) 2. Certificate of No Pending Case (one (1) original copy) 3. Certificate of No Leave of absence without pay for the next six (6) months (1 original 1 photocopy) **For online transaction:** 4. Submit request at email address of the SDO Subject: **Approval of GSIS Loan**	Requesting Entity Legal Unit School Head
For Private Lending Institutions: 5. Last three (3) months' pay slip (one (1) original copy) 6. Latest Appointment (one (1) photocopy) DepEd Email address	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit all the necessary documents for loan application (walk-in/online)	1.1 Receive the complete documents (walk-in/online)	None	5 minutes	Personnel Section-Authorized employee
	1.2 Check and Evaluate loan application if eligible	None	20 minutes	
	1.3 Approve / Disapprove loan application through e-confirmation of GSIS/ email	None	15 minutes	
	1.4 Notify the client on the action taken by the Office through e-mail.	None	15 minutes	
Total		**None**	**55 minutes**	

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

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

Office or Division	Personnel Section
Classification:	Simple
Type of Transaction:	Government to Government (G2G)
Who may avail:	New entrants SDO employees

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

17. Certified true copy of Professional Regulation Commission (PRC) Identification card –if applicable (3 photocopy) – except for Reappointment as Provisional	PRC
18. Latest Approved Appointment (3 photocopy) –except for Original and reemployment	Appointee
19. Performance Rating (3 photocopy) – except for Original and reemployment	Appointee
20. Medical Certificate –CS Form No. 211 (Revised 2017) (1 original, 2 photocopy)	Accredited Health Care Facility
21. Results of Medical Exam and Laboratory test (3	Accredited Health Care
photocopy) -except for promotion, reappointment and transfer	Facility
22. NBI Clearance (3 photocopy) – except for promotion, reappointment and transfer	NBI
23. PSA Birth Certificate (3 photocopy)- except for promotion, reappointment and transfer	PSA
24. Marriage Certificate –if applicable (3photocopy) - except for promotion, reappointment and transfer	PSA

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documentary requirements	1.1. Receives and check for the completeness of the submitted requirements for appointment	None	15 minutes	Personnel Section
	1.2. Prepare Appointment paper (CS Form No. 33-A), Position Description Form (CS Form No. 1), Oath of Office (CS Form No. 32), Assumption to Duty (CS Form No. 4), Certificate of Availability of funds, Appointments Processing checklist, Checklist of common requirements, Publication and Acknowledgement of published items	None	30 minutes	
	1.3. Forward to Immediate Superior the Position Description Form (PDF) for signature	None	5 minutes	

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

8. Processing of Terminal Leave Benefits

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

Office or Division	Personnel Section
Classification:	Simple
Type of Transaction:	Government to Government (G2G)
Who may avail:	DepEd employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request (1 original copy)	Concerned Retiree
2. Service Record (1 original copy)	Personnel Section
3. GSIS Retirement Voucher (1original copy)	Concerned Retiree
4. GSIS Retirement Clearance (1 original copy)	Concerned Retiree
5. Certificate of Last Payment (1 original copy)	Accounting Unit
6. Clearances (Money & Property accountabilities (3 original copy)	School and SDO
7. Latest Notice of Salary Adjustment (NOSA)- (1 original copy)	Personnel Section
8. Certification of Accumulated Leave Credits by the Division Personnel Officer- (1 original copy)	Personnel Section
9. Certified Copies of Leave Cards-(1 original copy)	Personnel Section
10. Certification of Leave Credits Earned- (1 original copy)	Personnel Section
11. Fiscal Clearance (1 Original Copy)	
For deceased employee:	
1. Death certificate (1 photocopy)	Municipal registrar
2. Marriage Certificate (1 photocopy)	NSO
3. Survivorship (If applicable) (1 photocopy)	Spouse
4. Special Power of Attorney (1 original copy, 2 photocopies)	Attorney
5. Birth Certificate of Children (if employee has no living spouse) (1photocopy)	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit all documentary requirements within the prescribed timeline from the concerned office	1.1. Receive the complete documents	None	10 minutes	Records Section - Person in charge

	1.2. Check the document as to completeness			
	1.3. Forward the complete document to the Personnel for appropriate action	None	2 hours	Records Section Person in charge
	1.4. Review the submitted complete document and provide appropriate action	None	30 minutes	Personnel Section - Person in charge
	1.5. Forward to the Office of the SDS for Approval	None	20 minutes	Personnel Section -
				Person incharge
	1.6. Approve Form 6and forward to the Personnel Section	None	30 minutes	SDS/ SDS Office Person-In-Charge
	1.7. Forward the approved Form 6to the Records Section for release	None	15 minutes	Personnel Section - Person in charge
2.Receive the approved Form 6	2.1 Release the approved Form 6	None	10 minutes	Records Section - Person in-charge
Total		**None**	**3 hours and 15 minutes**	

9. Request for Correction of Name and Change of Status

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

Office or Division	Personnel Section
Classification:	Simple
Type of Transaction:	Government to Government (G2G)
Who may avail:	DepEd SDO employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Indorsement by the School Head and/or PSDS – (3 original copies)	School/s assigned
2. Employee's Request Letter – (3 original copies)	Employee
3. Updated Member Data Record (MDR) – (3 photocopies)	Employee/ PhilHealth
4. Updated Member Change of Information Form (MCIF) – (3 photocopies)	Employee/ Pag-Ibig
5. BIR Form 1902 (duly received by BIR) – (3 photocopies)	Employee/ BIR
6. PSA Marriage Certificate (for Change of Status). (5 photocopies)	Employee/ PSA
7. PSA Birth Certificate (for Correction of Name) (1 original and 1 photocopy)	Employee/ PSA

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents to Records	1. Does "Process on Receiving of Documents"	None	2 minutes	Jennivieve D. Garnada
	2. Checks documentary requirements submitted, prepares Special Order, and countersigns	None	5 minutes	Wenelyn Grace B. Sabonsolin
	3. Countersigns the Special Order	None	3 minutes	Nanette G. Pla
	4. Forwards the Special Order and documentary requirements to SDS	None	5 minutes	Wenelyn Grace B. Sabonsolin
	5. Does "Process on Approval"	None	1 hour	Roberto N. Mangaliman Ph.D CESO

				VI
	6. Receives and assigns Special Order Number, updates Employee's Card, 201 file, and prepares transmittal for release of Special Order	None	30 minutes	Wenelyn Grace B. Sabonsolin
	7. Signs transmittal	None	10 minutes	Nanette G. Pla
	8. Forwards transmittal together with Special Order to Records Section	None	10 minutes	Wenelyn Grace B. Sabonsolin
	9. Releases the documents	None	10 minutes	Shiela Mae S. Gudmalin
	Total	**None**	**2 hour and 15 minutes**	

10. Payroll Inclusion

The process to enroll the newly-hired personnel be it teaching, teaching-related or non-teaching in the Division Payroll System Unit (DPSU) after compliance with the necessary requirements and documents for the payroll inclusion. This can happen after the first salary claim since the release of the approved appointment normally takes time.

Office or Division:	Administrative Unit – Personnel Section
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	DEPED regular / permanent employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Approved Appointment (1 photocopy) • LBP Card (1 photocopy) • Form for Payroll Inclusion attached upon the released of approved appointment	• Client • LBP • Erwin B. Amolar

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits requirements for payroll inclusion to the Records Section	1.1. Does “Process on Receiving of Documents”	None	18 Minutes	Jennieviev e D. Garnada
	1.2. Receives and makes Agency Remittance Advice (ARA) for Inclusion	None	15 Minutes	Wenelyn Grace B. Sabonsol in
	1.3. Signs the certified correct portion and forwards to the Budget Officer and Accountant for the Certified with Funds Available portion	None	14 Minutes	Nanette G. Pla
	1.4. Does “Process on Approval/ Signature”	None	1 Hour	Roberto N. Mangalima n Ph.D CESO VI
	1.5. Does “Process on Releasing of Documents”	None	17 Minutes	Shiela Mae S. Gudmalin
	1.6. Encodes the newly hired employees in the Google Sheet Division			Wenelyn Grace B.

	of Biliran- Payroll Concerns and files the Approved ARA	None	15 Minutes	Sabonsol in
	1.7. Waits for the action of DepEd Region VIII – DPSU	None	1 Day	*DepEd-RO8 – DPSU*
	Total:	**None**	**1 Day, 2 Hours, 19 Minutes**	

11. Salary and Other Benefits Claim

This contains the process of preparing payroll for salary and other benefits claim pursuant to Chapter 6, Secondary 12 of the Government Accounting Manual which includes preparation of payroll for salary claim of regular/permanent employees not included in the Regional Payroll Services Unit (RPSU), employees who are deleted from RPSU payroll, Casual and Job Order personnel, substitute teacher, as well as payroll for benefits claim such as maternity leave pay, subsistence and laundry allowance, hazard duty pay, and hardship pay.

Maternity Leave Pay
This applies to all female permanent and regular teaching and non- teaching employees who:

- have rendered an aggregate of 2 or more years of service (full pay);
- have rendered 1 year or more but less than 2 year of service (proportion); and
- have rendered less than 1 year of service (half pay).

For teaching personnel, maternity benefits can be availed of even if the period of delivery occurs during the long vacation, in which case, both the maternity benefits and proportional vacation pay shall be received by the teacher concerned [Section 14 of CSC Memorandum Circular (MC) No. 14, s. 1999].

Subsistence and Laundry Allowance
Public Health Workers (PHWs) and selected other sectors are allowed under existing laws and regulations to receive laundry and subsistence allowances.

Hazard Duty Pay
The grant of hazard duty pay shall be subject to the rules and regulations prescribed under DBM Budget Circular No. 2005-4 dated July 13, 2005 and other rules and regulations that may be issued by the DBM.

Special Hardship Allowance
Refers to the allowance granted to qualified teachers under any of the following situations: (1) being assigned to a hardship post; (2) performing multi-grade teaching; (3) carrying out mobile teaching functions; or (4) performing functions of non-formal education (now Alternative Learning System) coordinators. The qualified teachers may either be resident or transient having regular or temporary appointment.

Office or Division:	Administrative Unit – Personnel Section
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	DepEd regular/permanent employees who are not included yet in RPSU payroll, contractual and provisional employees, employees who are deleted from RPSU payroll, casual and job order employees, substitute teachers *Maternity Leave Pay* – DepEd regular/permanent teachers who availed maternity leave during summer and Christmas vacation *Subsistence and Laundry Allowance, and Hazard Duty Pay* – DepEd regular/permanent public health workers (doctors and nurses) *Special Hardship Allowance* – DepEd Multi-grade and Mobile Teachers, and ALS Coordinator

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Regular/Contractual/Provisional: • Payroll (5 original copies) • Approved DTR (3 original copies) • Approved Form 6 (1 original, 2 photocopies) • Biometric Printout (1 original, 2 photocopies) • Request for Manual Entry (for manual inputs) (1 original, 2 photocopies) • Log sheet (if not enrolled in biometric) (3 certified true copies) • Justification in case no biometric printout is attached (3 photocopies) • Certification of Assumption to Duty (3 certified true copies) • Appointment (3 certified true copies) • Special Order (3 certified true copies) • Oath of Office (3 certified true copies) • SALN (3 certified true copies) • Appearance and Travel Orders (if applicable) (1 original, 2 photocopies) • Executive Order for Class/Work Suspensions/Local Holidays (3 photocopies) **Substitute Teacher:** • Payroll (5 original copies) • Approved DTR (3 original copies) • Approved Form 6 (1 original, 2 photocopies) • Biometric Printout (1 original, 2 photocopies) • Request for Manual Entry (for manual inputs) (1 original, 2 photocopies) • Log sheet (if not enrolled in biometric) (3 certified true copies) • Justification in case no biometric printout is attached (3 photocopies) • Certification of Assumption to Duty (3 certified true copies) • Appointment (3 certified true copies) • Special Order (3 certified true copies) • Appearance and Travel Orders (if applicable) (1 original, 2 photocopies) • Executive Order for Class/Work Suspensions/Local Holidays (3 photocopies) **Casual and Job Order Employee:** • Payroll (5 original copies)	• AO II – Personnel Section • Client • Client • Client • Client • Client • Client • Client • Client • Client • Client • Client • Client • Client • AO II – Personnel Section • Client • Client • Client • Client • Client • Client • Client • Client • Client • Client • Client • AOII – Personnel Section • Client • Client • Client • Client • Client

• Approved DTR (3 original copies) • Approved Form 6 (1 original, 2 photocopies) • Biometric Printout (1 original, 2 photocopies) • Request for Manual Entry (for manual inputs) (1 original, 2 photocopies) • Log sheet (if not enrolled in biometric) (3 certified true copies) • Justification in case no biometric printout is attached (3 photocopies) • Certification of Assumption to Duty (3 certified true copies) • Appearance and Travel Orders (if applicable) (1 original, 2 photocopies) • Executive Order for Class/Work Suspensions/Local Holidays (3 photocopies) **Deleted from Payroll:** • Payroll (5 original copies) • Approved DTR (3 original copies) • Approved Form 6 (1 original, 2 photocopies) • Biometric Printout (1 original, 2 photocopies) • Request for Manual Entry (for manual inputs) (1 original, 2 photocopies) • Log sheet (if not enrolled in biometric) (3 certified true copies) • Justification in case no biometric printout is attached (3 photocopies) • Certification of Assumption to Duty (3 certified true copies) • Appearance and Travel Orders (if applicable) (1 original, 2 photocopies) • Executive Order for Class/Work Suspensions/Local Holidays (3 photocopies) **Double Pay Claim–due to Maternity Leave:** • Approved Maternity leave (3 certified true copies) • Maternity Leave clearance (3 certified true copies) • Medical Certificate that the employee is physically fit to work (1 original, 2 photocopies) • Certificate of Assumption (3 certified true copies) • Approved DTR (3 original copies) **Maternity Leave Pay:** • Payroll (3 original copies) • Approved application for leave (1 original, 2 photocopies) • Maternity leave clearance (3 certified true copies) • Medical certificate (1 original, 2 photocopies) <u>Additional requirements for unused maternity leave:</u>	• Client • Client • Client • Client • AOII – Personnel Section • Client • Client • Client • Client • Client • Client • Client • Client • Client • Client • Client • Client • Client • Client • AOII – Personnel Section • Client • Client • Client • Client • Client • Client

• Medical certificate that the employee is physically fit to work (1 original, 2 photocopies)	• AOII – Personnel Section
• Certificate of Assumption (3 certified true copies)	• Client
• Approved Daily Time Record (DTR) (3 original copies)	• Client
Subsistence and Laundry Allowance, and Hazard Duty Pay:	
• Payroll (3 original copies)	• Client/Respective Agencies
• Approved Daily Time Record (DTR) (3 original copies)	• Client
• Appearance and Travel Orders (1 original, 2 photocopies)	• Client
Additional documentary requirements for Hazard Pay:	
• Certification by the Secretary of the Department of Science and Technology (DOST) / Department of Health (DOH) / Department of National Defense (DND) / Director of the Philippine Institute of Volcanology and Seismology that the place of assignment/travel is a strife-torn/ embattled/ disease-infested/ distress or isolated areas/stations, or with volcanic activity and/or eruption (3 photocopies)	• AOII – Personnel Section
• Duly accomplished time record of employees or travel report (3 original copies)	• Client
• Copy of special order from the agency/department head covering the assignment to hazardous/difficult areas (3 photocopies)	• AOII – Personnel Section
Special Hardship Allowance:	
• Payroll (3 original copies)	
• Approved Daily Time Record (DTR) (3 original copies)	
• Deped Order on the Grant of Special Hardship Allowance for the applicable year (1 photocopy)	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits 3 segregated sets of requirements to Records Section	1.1. Does the process of receiving of documents	None	22 Minutes	*Records Officer / Staff – Records Section*
	1.2. Attaches checklist on salary claim and other benefits and reviews each supporting document	None	5 Minutes	*ADAS III in-charge – Accounting Section*
	1.3. Receives and prepares payroll and prints five (5) copies	None	6 Minutes	*AO II – Personnel Section*
	1.4. Checks payroll and attachments and signs payroll	None	10 Minutes	*AO V – Admin Unit*

	1.5. Records in the excel file	None	5 Minutes	*ADAS I – Admin Unit*
	1.6. Records the payroll in the logbook and forwards to Accounting Section	None	5 Minutes	*AO II – Personnel Section*
	1.7. Receives the payroll	None	3 Minutes	*Accounting Staff – Accounting Section*
	1.8. Cross-checks payroll computations	None	10 Minutes	*Accountant I – Accounting Section*
	1.9. Reviews and approves payroll as to funds availability	None	15 Minutes	*Accountant III – Accounting Section*
	1.10. Forwards the payroll to SDS Office	None	5 Minutes	*Accounting Staff – Accounting Section*
	1.11. Does the process on Approval/Signature	None	1 Hour	*SDS*
	1.12. Forwards to Accounting Section	None	5 Minutes	*SDS Staff*
	1.13. Receives and checks the documents	None	5 Minutes	*Accounting Staff – Accounting Section*
	1.14. Retrieves Index of Payments (IoP) from file and determines if claim is in order	None	5 Minutes	*Accounting Staff – Accounting Section*
	1.15. Verifies the payroll and the completeness of supporting documents	None	5 Minutes	*Budget Staff – Budget Section*
	1.16. Verifies availability of allotment	None	10 Minutes	*Budget Officer – Budget Section*
	1.17. Prepares Obligation Request and Status (ORS) using eBMS (Electronic Budget Monitoring Systems) for PS and MOOE expenses; for Trust Fund expenses, prepares Budget Utilization Request and Status (BURS)	None	10 Minutes	*Budget Staff – Budget Section*
	1.18. Prepares the Registry of Obligations and Transmittal	None	10 Minutes	*Budget Staff – Budget Section*
	1.19. Reviews the obligations and supporting documents and forwards to the Budget Staff	None	10 Minutes	*Budget Officer – Budget Section*
	1.20. Forwards the ORS or BURS and supporting documents to the ASDS for certification	None	5 Minutes	*Budget Staff – Budget Section*

	1.21. Reviews the claim and supporting documents and signs the ORS or BURS	None	5 Minutes	*ASDS*
	1.22. Records in the logbook	None	5 Minutes	*ASDS Staff*
	1.23. Prepares the Disbursement Vouchers (DV) in four copies in the e-FRS	None	5 Minutes	*Accounting Staff – Accounting Section*
	1.24. Rechecks computations and reviews the claim	None	5 Minutes	*Accountant I – Accounting Section*
	1.25. Forwards to the ASDS Office	None	3 Minutes	*Accounting Staff – Accounting Section*
	1.26. Reviews the claim and signs	None	15 Minutes	*ASDS*
	1.27. Forwards the DVs and SDs to the concerned Accounting Staff for signature of Accountant	None	3 Minutes	*ASDS Staff*
	1.28. Retrieves the RANCA from file and determines availability of NCA	None	5 Minutes	*Accounting Staff – Accounting Section*
	1.29. Reviews DVs and SDs and forwards the documents to the Accounting Staff	None	15 Minutes	*Accountant III – Accounting Section*
	1.30. Forwards the claim to SDS for approval of claim	None	3 Minutes	*Accounting Staff – Accounting Section*
	1.31. Receives copies 1-4 of DV, copies 1-2 of SDs and copies 2-3 of ORS and records in the logbook the date of receipt	None	3 Minutes	*SDS Staff*
	1.32. Reviews DV and signs in Box C "Approved for Payment" portion	None	15 Minutes	*SDS*
	1.33. Records in the logbook the approved DV and all SDs and forwards the documents to the Cash /Treasury Unit for disbursement	None	3 Minutes	*SDS Staff*
	1.34. Receives copies 1-4 of Approved DV and verifies completeness of signatories on the DV	None	5 Minutes	*Cash Section Staff*
	1.35. Prepares Check / Advice to Debit Account	None	15 Minutes	*Disbursing Officer – Cash*

	(ADA) and Advice of Check Issued and Cancelled (ACIC)			*Section*
	1.36. Verifies completeness of signature on DV, reviews the amount of the check / ADA against the DV and supporting documents, and signs the check / ADA	None	5 Minutes	*Cashier – Cash Section*
	1.37. Forwards Checks / ADA and ACIC to SDS for Countersignature	None	5 Minutes	*Disbursing Officer – Cash Section*
	1.38. Records in the logbook the checks for release and forwards ACIC and ADA to LBP	None	5 Minutes	*Cash Section Staff*
	1.39. Records Check /ADA in the Check/ADA Disbursement Record	None	5 Minutes	*Cashier – Cash Section*
	1.40. Informs Payee through phone call to claim the check	None	3 Minutes	*Cash Section Staff*
	1.41. Releases the check to the Payee	None	5 Minutes	*Cash Section Staff*
	1.42. Prepares Report on Check Issued (RCI) or Report on Advice to Debit Account Issued (RADAI) in 5 copies	None	5 Minutes	*Cashier – Cash Section*
	1.43. Forwards RCI/RADAI together with copy 2 of checks and supporting documents to Accounting Unit; retains copy 2 of RCI and copy 2 of DVs for file	None	5 Minutes	*Disbursing Officer – Cash Section*
	1.44. Receives RCI/RADAI, copies of checks, and other supporting documents; sorts the documents and forwards 1 file copy to COA	None	15 Minutes	*Accounting Staff – Accounting Section*
	Total:	**None**	**6 Hours, 9 Minutes**	

12. Salary Differential

The process in availing salary differential claims of teaching, teaching-related and non-teaching personnel who got promoted or is entitled to step increment or with erroneous salary in RPSU payroll.

Office or Division:	Administrative Unit – Personnel Section
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	DepEd regular/permanent employees who got promoted and who had step increment

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Promotion/Reclassification:	
• Payroll (5 original copies)	• AOII – Personnel Section
• Request Letter (3 original copies)	• Client
• Certification of Assumption to Duty (3 certified true copies)	• Client
• Approved Appointment (3 certified true copies)	• Client
• Certification that the employee has not incurred leave without pay (3 original copies)	• AOII – Personnel Section
• Payslip (adjusted and unadjusted) (3 certified true copies)	• Client
Step Increment:	
• Payroll (5 original copies)	• AOII – Personnel Section
• Request Letter (3 original copies)	• Client
• Notice of Step Increment (NOSI)/ Notice of Salary Adjustment (NOSA) (3 certified true copies)	• AOII – Personnel Section
• Certification that the employee has not incurred leave without pay (3 original copies)	• AOII – Personnel Section
• Payslip (adjusted and unadjusted) (3 certified true copies)	• Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits 3 segregated sets of requirements to Records Section	1.1. Does the process of receiving of documents	None	22 Minutes	*Records Officer / Staff – Records Section*
	1.2. Attaches checklist on salary claim and other benefits and reviews each supporting document	None	5 Minutes	*ADAS III in-charge – Accounting Section*
	1.3. Receives and prepares payroll and prints five (5) copies	None	6 Minutes	*AO II – Personnel Section*
	1.4. Checks payroll and attachments and signs payroll	None	10 Minutes	*AO V – Admin Unit*

	1.5. Records in the excel file	None	5 Minutes	*ADAS I – Admin Unit*
	1.6. Records the payroll in the logbook and forwards to Accounting Section	None	5 Minutes	*AO II – Personnel Section*
	1.7. Receives the payroll	None	3 Minutes	*Accounting Staff – Accounting Section*
	1.8. Cross-checks payroll computations	None	10 Minutes	*Accountant I – Accounting Section*
	1.9. Reviews and approves payroll as to funds availability	None	15 Minutes	*Accountant III – Accounting Section*
	1.10. Forwards the payroll to SDS Office	None	5 Minutes	*Accounting Staff – Accounting Section*
	1.11. Does the process on Approval/Signature	None	1 Hour	*SDS*
	1.12. Forwards to Accounting Section	None	5 Minutes	*SDS Staff*
	1.13. Receives and checks the documents	None	5 Minutes	*Accounting Staff – Accounting Section*
	1.14. Retrieves Index of Payments (IoP) from file and determines if claim is in order	None	5 Minutes	*Accounting Staff – Accounting Section*
	1.15. Verifies the payroll and the completeness of supporting documents	None	5 Minutes	*Budget Staff – Budget Section*
	1.16. Verifies availability of allotment	None	10 Minutes	*Budget Officer – Budget Section*
	1.17. Prepares Obligation Request and Status (ORS) using eBMS (Electronic Budget Monitoring Systems) for PS and MOOE expenses; for Trust Fund expenses, prepares Budget Utilization Request and Status (BURS)	None	10 Minutes	*Budget Staff – Budget Section*
	1.18. Prepares the Registry of Obligations and Transmittal	None	10 Minutes	*Budget Staff – Budget Section*
	1.19. Reviews the obligations and supporting documents and forwards to the Budget Staff	None	10 Minutes	*Budget Officer – Budget Section*
	1.20. Forwards the ORS or BURS and supporting documents to the ASDS for certification	None	5 Minutes	*Budget Staff – Budget Section*

	1.21. Reviews the claim and supporting documents and signs the ORS or BURS	None	5 Minutes	*ASDS*
	1.22. Records in the logbook	None	5 Minutes	*ASDS Staff*
	1.23. Prepares the Disbursement Vouchers (DV) in four copies in the e-FRS	None	5 Minutes	*Accounting Staff – Accounting Section*
	1.24. Rechecks computations and reviews the claim	None	5 Minutes	*Accountant I – Accounting Section*
	1.25. Forwards to the ASDS Office	None	3 Minutes	*Accounting Staff – Accounting Section*
	1.26. Reviews the claim and signs	None	15 Minutes	*ASDS*
	1.27. Forwards the DVs and SDs to the concerned Accounting Staff for signature of Accountant	None	3 Minutes	*ASDS Staff*
	1.28. Retrieves the RANCA from file and determines availability of NCA	None	5 Minutes	*Accounting Staff – Accounting Section*
	1.29. Reviews DVs and SDs and forwards the documents to the Accounting Staff	None	15 Minutes	*Accountant III – Accounting Section*
	1.30. Forwards the claim to SDS for approval of claim	None	3 Minutes	*Accounting Staff – Accounting Section*
	1.31. Receives copies 1-4 of DV, copies 1-2 of SDs and copies 2-3 of ORS and records in the logbook the date of receipt	None	3 Minutes	*SDS Staff*
	1.32. Reviews DV and signs in Box C "Approved for Payment" portion	None	15 Minutes	*SDS*
	1.33. Records in the logbook the approved DV and all SDs and forwards the documents to the Cash /Treasury Unit for disbursement	None	3 Minutes	*SDS Staff*
	1.34. Receives copies 1-4 of Approved DV and verifies completeness of signatories on the DV	None	5 Minutes	*Cash Section Staff*
	1.35. Prepares Check / Advice to Debit Account	None	15 Minutes	*Disbursing Officer – Cash*

	(ADA) and Advice of Check Issued and Cancelled (ACIC)			*Section*
	1.36. Verifies completeness of signature on DV, reviews the amount of the check / ADA against the DV and supporting documents, and signs the check / ADA	None	5 Minutes	*Cashier – Cash Section*
	1.37. Forwards Checks / ADA and ACIC to SDS for Countersignature	None	5 Minutes	*Disbursing Officer – Cash Section*
	1.38. Records in the logbook the checks for release and forwards ACIC and ADA to LBP	None	5 Minutes	*Cash Section Staff*
	1.39. Records Check /ADA in the Check/ADA Disbursement Record	None	5 Minutes	*Cashier – Cash Section*
	1.40. Informs Payee through phone call to claim the check	None	3 Minutes	*Cash Section Staff*
	1.41. Releases the check to the Payee	None	5 Minutes	*Cash Section Staff*
	1.42. Prepares Report on Check Issued (RCI) or Report on Advice to Debit Account Issued (RADAI) in 5 copies	None	5 Minutes	*Cashier – Cash Section*
	1.43. Forwards RCI/RADAI together with copy 2 of checks and supporting documents to Accounting Unit; retains copy 2 of RCI and copy 2 of DVs for file	None	5 Minutes	*Disbursing Officer – Cash Section*
	1.44. Receives RCI/RADAI, copies of checks, and other supporting documents; sorts the documents and forwards 1 file copy to COA	None	15 Minutes	*Accounting Staff – Accounting Section*
	Total:	**None**	**6 Hours, 9 Minutes**	

13. Incentives and Allowances

This is the process of releasing incentives and allowances to teaching and non-teaching personnel. This includes processing of payroll for incentives and allowances such as Service Recognition Incentive (SRI), cash allowance, clothing allowance, Performance Based Bonus, Performance Enhancement Incentive (PEI), Teacher's Day Incentive and Financial Assistance for medical expense.

Clothing/Uniform Allowance
Government personnel who are expected to render six consecutive months of service in a particular year including leave of absences with pay shall be entitled to clothing allowance. While newly hired personnel shall be entitled to clothing allowance after they have rendered six consecutive months of service or in the next grant thereof whichever comes later.

Year-End Bonus (YEB) and Cash Gift
The guidelines on the grant of YEB and CG: DBM Budget Circular No. 2010-1 dated April 28, 2010 which is applicable for FY 2010 and years thereafter.

Productivity Enhancement Incentive (PEI)
The guidelines on the grant of the Productivity Enhancement Incentive (PEI): DBM Circular No. 2017-4 dated December 4, 2017 applicable for FY 2017 and the years thereafter.

Cash Allowance
The guidelines on the grant of Cash Allowance for public school teachers: Deped Order No. 10 s. 2020.

Performance Based Bonus (PBB)
A PBB is a system by which DepEd's performance as an organization and its personnel are evaluated and incentivized in a verifiable, credible, and standardized manner. It seeks to give monetary incentive to individual personnel based on his/her performance in achieving the expected outputs of his/her function.

Special Counsel Allowance
Lawyer personnel, including those designated to assume the duties of a legal officer and those in the legal staff of departments, bureaus, offices or agencies of the national government deputized by the Office of the Solicitor General (OSG) to appear in court as special counsel in collaboration with the Solicitor General or prosecutor concerned are hereby authorized to receive an allowance of P1000 for each appearance or attendance in a court hearing except pursuant of a motion for extension, chargeable to savings in the appropriations of their respective offices, but not exceeding P4000 per month.

Collective Negotiation Agreement (CNA) Allowance
The guidelines on the grant of CNA incentives including the allocation of savings generated from cost-cutting measures as a result of the joint efforts of labor and management and the conditions for payment thereof are prescribed under DBM Budget Circular No. 2006-1 dated Feb. 1, 2006.

Instructional Materials Allowance (Madrasah)
The criteria for the Provision of Compensation to Asatidz under Madrasah Education Program are mandated by DepEd Order No. 51 s. 2004.

Other Forms of Compensation
No official or employee in any of the agencies of the government shall be paid any personnel benefits charged against public funds unless authorized by law. Grant of

personnel benefits authorized by law but not supported by specific appropriations shall also be deemed unauthorized (Section 51 of FY 2012 GAA or pertinent provisions of the GAA for the year).

Office or Division:	Administrative Unit – Personnel Section
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	*Clothing/Uniform Allowance* – DepEd regular/permanent and casual employees *YEB, Cash Gift, Cash Allowance, & PEI* – DepEd regular/permanent employees including casual and provisional employees *Performance Based Bonus (PBB)* – DepEd eligible teaching and non-teaching personnel for the applicable year *Special Counsel Allowance* – Special Counsel *CNA Allowance* – DepEd Teaching and Non-Teaching personnel *Madrasah* – Ustadz/Ustadzah handling ALIVE classes with minimum of 15 learners *Other Forms of Compensation* – Eligible teaching and non-teaching personnel for the applicable year

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Clothing / Uniform Allowance:	
• Payroll (3 original copies)	• AO II – Personnel Section
• Certificate of Assumption to Duty (3 certified true copies)	• Client
• Certificate of non-payment from previous agency (for transferee) (3 original)	• Client
• Appointment (3 certified true copies)	• Client
Year-End Bonus (YEB), Cash Gift, Cash Allowance, and Productivity Enhancement Incentive (PEI):	
• Payroll (3 original copies)	• AO II – Personnel Section
• Request Letter (3 original copies)	• Client
• Appointment (3 certified true copies)	• Client
• Special Order (3 certified true copies)	• Client
Additional requirements for YEB and CG:	
• Certification from the head of office that the employee is qualified to receive the YEB and CG pursuant to DBM Budget Circular No. 2003-2 (1 photocopy)	• AO II – Personnel Section
• Certificate of Assumption to Duty (3 certified true copies)	• Client
Performance Based Bonus (PBB):	
• Payroll (3 original copies)	• AO II – Personnel Section
• Request Letter (3 original copies)	• Client
• Appointment (3 certified true copies)	• Client
• Certificate of Assumption to Duty (3 certified true copies)	• Client
• Deped Order on the Grant of PBB for the applicable year (1 photocopy)	
Special Counsel Allowance:	
• Payroll (3 original copies)	• AO II – Personnel Section
• Office order/designation/letter of the OSG deputizing the claimant to appear in court as special counsel (1 original copy)	

• Certificate of Appearance issued by the Office of the Clerk of Court (1 original copy) • Certificate that the cases to be attended by the lawyer personnel are directly related to the nature/function of the particular office represented (1 original copy) • Certification issued by the concerned lawyer and the Agency Accountant that the amount being claimed is still within the limitation under the GAA of P4000 per month (1 original copy) **Collective Negotiation Agreement (CNA) Allowance:** • Payroll (3 original copies) • Resolution signed by both parties incorporating the guidelines/criteria for granting CNA incentive (1 photocopy) • Comparative statement of DBM approved level of operating expenses and actual operating expenses (1 photocopy) • CNA (1 photocopy) • Certificate issued by the Head of Agency on the total amount of unencumbered savings generated from cost-cutting measures identified in the CNA which resulted from the joint efforts of labor and management and systems/productivity/income improvement (1 original copy) • Proof that the planned programs/activities/projects have been implemented and completed in accordance with targets for the year (1 original copy) **Instructional Materials Allowance (Madrasah)** • Payroll (3 original copies) • Approved DTR (3 original copies) • Biometric printout (3 original copies) • 3 Authenticated logsheet (if applicable) • Request for manual entries (for manual inputs) (3 original copies) • Photographs during preparation of instructional materials/class discussion proper (3 original copies) • Guidelines on the release of compensation for Madrasah Education Program (1 photocpy) **Other Forms of Compensation** • Payroll (3 original copies) • Guidelines on the Release of the Special Compensation (1 photocopy) • Appointment (3 certified true copies) • Certificate of Assumption to Duty (3 certified true copies) • Request letter (3 original copies)	• AO II – Personnel Section • Office of the Solicitor General / Client • Office of the Clerk of Court / Client • AO II – Personnel Section • • AO II – Personnel Section • Client • Client • Client • Client • Client • AO II – Personnel Section • AO II – Personnel Section • AO II – Personnel Section • Client • Client • Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits 3 segregated sets of requirements to Records Section	1.1. Does the process of receiving of documents	None	22 Minutes	*Records Officer / Staff – Records Section*
	1.2. Attaches checklist on salary claim and other	None	5 Minutes	*ADAS III in-charge –*

	benefits and reviews each supporting document			*Accounting Section*
	1.3. Receives and prepares payroll and prints five (5) copies	None	6 Minutes	*AO II – Personnel Section*
	1.4. Checks payroll and attachments and signs payroll	None	10 Minutes	*AO V – Admin Unit*
	1.5. Records in the excel file	None	5 Minutes	*ADAS I – Admin Unit*
	1.6. Records the payroll in the logbook and forwards to Accounting Section	None	5 Minutes	*AO II – Personnel Section*
	1.7. Receives the payroll	None	3 Minutes	*Accounting Staff – Accounting Section*
	1.8. Cross-checks payroll computations	None	10 Minutes	*Accountant I – Accounting Section*
	1.9. Reviews and approves payroll as to funds availability	None	15 Minutes	*Accountant III – Accounting Section*
	1.10. Forwards the payroll to SDS Office	None	5 Minutes	*Accounting Staff – Accounting Section*
	1.11. Does the process on Approval/Signature	None	1 Hour	*SDS*
	1.12. Forwards to Accounting Section	None	5 Minutes	*SDS Staff*
	1.13. Receives and checks the documents	None	5 Minutes	*Accounting Staff – Accounting Section*
	1.14. Retrieves Index of Payments (IoP) from file and determines if claim is in order	None	5 Minutes	*Accounting Staff – Accounting Section*
	1.15. Verifies the payroll and the completeness of supporting documents	None	5 Minutes	*Budget Staff – Budget Section*
	1.16. Verifies availability of allotment	None	10 Minutes	*Budget Officer – Budget Section*
	1.17. Prepares Obligation Request and Status (ORS) using eBMS (Electronic Budget Monitoring Systems) for PS and MOOE expenses; for Trust Fund expenses, prepares Budget Utilization Request and Status (BURS)	None	10 Minutes	*Budget Staff – Budget Section*
	1.18. Prepares the Registry of Obligations and Transmittal	None	10 Minutes	*Budget Staff – Budget Section*

	1.19. Reviews the obligations and supporting documents and forwards to the Budget Staff	None	10 Minutes	*Budget Officer – Budget Section*
	1.20. Forwards the ORS or BURS and supporting documents to the ASDS for certification	None	5 Minutes	*Budget Staff – Budget Section*
	1.21. Reviews the claim and supporting documents and signs the ORS or BURS	None	5 Minutes	*ASDS*
	1.22. Records in the logbook	None	5 Minutes	*ASDS Staff*
	1.23. Prepares the Disbursement Vouchers (DV) in four copies in the e-FRS	None	5 Minutes	*Accounting Staff – Accounting Section*
	1.24. Rechecks computations and reviews the claim	None	5 Minutes	*Accountant I – Accounting Section*
	1.25. Forwards to the ASDS Office	None	3 Minutes	*Accounting Staff – Accounting Section*
	1.26. Reviews the claim and signs	None	15 Minutes	*ASDS*
	1.27. Forwards the DVs and SDs to the concerned Accounting Staff for signature of Accountant	None	3 Minutes	*ASDS Staff*
	1.28. Retrieves the RANCA from file and determines availability of NCA	None	5 Minutes	*Accounting Staff – Accounting Section*
	1.29. Reviews DVs and SDs and forwards the documents to the Accounting Staff	None	15 Minutes	*Accountant III – Accounting Section*
	1.30. Forwards the claim to SDS for approval of claim	None	3 Minutes	*Accounting Staff – Accounting Section*
	1.31. Receives copies 1-4 of DV, copies 1-2 of SDs and copies 2-3 of ORS and records in the logbook the date of receipt	None	3 Minutes	*SDS Staff*
	1.32. Reviews DV and signs in Box C “Approved for Payment” portion	None	15 Minutes	*SDS*
	1.33. Records in the logbook the approved DV and all SDs and forwards the documents to the Cash	None	3 Minutes	*SDS Staff*

	/Treasury Unit for disbursement			
	1.34. Receives copies 1-4 of Approved DV and verifies completeness of signatories on the DV	None	5 Minutes	*Cash Section Staff*
	1.35. Prepares Check / Advice to Debit Account (ADA) and Advice of Check Issued and Cancelled (ACIC)	None	15 Minutes	*Disbursing Officer – Cash Section*
	1.36. Verifies completeness of signature on DV, reviews the amount of the check / ADA against the DV and supporting documents, and signs the check / ADA	None	5 Minutes	*Cashier – Cash Section*
	1.37. Forwards Checks / ADA and ACIC to SDS for Countersignature	None	5 Minutes	*Disbursing Officer – Cash Section*
	1.38. Records in the logbook the checks for release and forwards ACIC and ADA to LBP	None	5 Minutes	*Cash Section Staff*
	1.39. Records Check /ADA in the Check/ADA Disbursement Record	None	5 Minutes	*Cashier – Cash Section*
	1.40. Informs Payee through phone call to claim the check	None	3 Minutes	*Cash Section Staff*
	1.41. Releases the check to the Payee	None	5 Minutes	*Cash Section Staff*
	1.42. Prepares Report on Check Issued (RCI) or Report on Advice to Debit Account Issued (RADAI) in 5 copies	None	5 Minutes	*Cashier – Cash Section*
	1.43. Forwards RCI/RADAI together with copy 2 of checks and supporting documents to Accounting Unit; retains copy 2 of RCI and copy 2 of DVs for file	None	5 Minutes	*Disbursing Officer – Cash Section*
	1.44. Receives RCI/RADAI, copies of checks, and other supporting documents; sorts the documents and forwards 1 file copy to COA	None	15 Minutes	*Accounting Staff – Accounting Section*
	Total:	**None**	**6 Hours, 9 Minutes**	

14. Representation and Transportation Allowance

The officials / employees who, in the actual performance of their respective functions, are entitled to receive RATA as defined in Section 45 of FY 2012 GAA. Transportation allowances shall not be granted to officials who are assigned or who are presently using government motor transportation. The entitlement of government officials, whose officials were issued government vehicle, to transportation allowance was clarified under COA Circular No. 2000-005 dated October 4, 2020.

Office or Division:	Administrative Unit – Personnel Section
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	SDO Top Management – SDS, ASDS, SGOD Chief and CID Chief

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Payroll (3 original copies)	• AO II – Personnel Section • Client
• Office Order/Appointment (first claim) (2 certified true copies)	• Client
• Certificate of Assumption (first claim) (2 certified true copies)	• AO II – Personnel Section
• Certification that the official/employee did not use government vehicle and is not assigned with any government vehicle (2 original copies)	• Client
• Daily Time Record (3 original copies)	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits requirements to AO II – Payroll Section	1.1. Prepares and prints three (3) copies of payroll	None	3 Minutes	*AO II – Personnel Section*
	1.2. Prepares three (3) copies of certification that the SDO Top Management has no assigned vehicle & did not use government vehicle within 50 km. from the office	None	3 Minutes	*AO II – Personnel Section*
	1.3. Signs on the certification and on the "Services Rendered" portion of the payroll and forwards the payroll with attachments to AO II	None	1 Minute	*AO V – Admin Unit*
	1.4. Records in the logbook and forwards the payroll with attachments to	None	1 Minute	*AO II – Personnel Section*

	Accounting Section			
	1.5. Approves payroll as to funds availability	None	15 Minutes	*Accountant III – Accounting Section*
	1.6. Approves payroll for payment	None	15 Minutes	*SDS*
	1.7. Cross-checks payroll computations	None	10 Minutes	*Accounting Staff – Accounting Section*
	1.8. Retrieves Index of Payments (IoP) from file and determines if claim is in order	None	5 Minutes	*Accounting Staff – Accounting Section*
	1.9. Verifies the payroll and the completeness of supporting documents	None	5 Minutes	*Budget Staff – Budget Section*
	1.10. Verifies availability of allotment based	None	5 Minutes	*Budget Officer – Budget Section*
	1.11. Prepares Obligation Request and Status (ORS) using eBMS (Electronic Budget Monitoring Systems) for PS and MOOE expenses; for Trust Fund expenses, prepares Budget Utilization Request and Status (BURS)	None	5 Minutes	*Budget Staff – Budget Section*
	1.12. Prepares the Registry of Obligations and Transmittal	None	5 Minutes	*Budget Staff – Budget Section*
	1.13. Reviews the obligations and supporting documents and forwards to the Budget Staff	None	5 Minutes	*Budget Officer – Budget Section*
	1.14. Forwards the ORS or BURS and supporting documents to the ASDS for certification	None	3 Minutes	*Budget Staff – Budget Section*
	1.15. Reviews the claim and supporting documents and signs the ORS or BURS	None	10 Minutes	*ASDS*
	1.16. Prepares the Disbursement Vouchers (DV) in four copies in the e-FRS	None	5 Minutes	*Accounting Staff – Accounting Section*
	1.17. Rechecks computations and reviews the claim	None	5 Minutes	*Accountant I – Accounting Section*
	1.18. Reviews the claim and signs	None	15 Minutes	*ASDS*
	1.19. Forwards the DVs and SDs to the concerned	None	3 Minutes	*ASDS Staff*

	Accounting Staff for signature of Accountant			
	1.20. Retrieves the RANCA from file and determines availability of NCA	None	5 Minutes	*Accounting Staff – Accounting Section*
	1.21. Reviews DVs and SDs and forwards the documents to the Accounting Staff	None	15 Minutes	*Accountant III – Accounting Section*
	1.22. Forwards the claim to SDS for approval of claim	None	3 Minutes	*Accounting Staff – Accounting Section*
	1.23. Receives copies 1-4 of DV, copies 1-2 of SDs and copies 2-3 of ORS and records in the logbook the date of receipt	None	3 Minutes	*SDS Staff*
	1.24. Reviews DV and signs in Box C “Approved for Payment” portion	None	15 Minutes	*SDS*
	1.25. Records in the logbook the approved DV and all SDs and forwards the documents to the Cash /Treasury Unit for disbursement	None	3 Minutes	*SDS Staff*
	1.26. Receives copies 1-3 of Approved DV and verifies completeness of signatories on the DV	None	5 Minutes	*Cash Section Staff – Cash Section*
	1.27. Prepares Check / Advice to Debit Account (ADA) and Advice of Check Issued and Cancelled (ACIC)	None	15 Minutes	*Disbursing Officer – Cash Section*
	1.28. Verifies completeness of signature on DV, reviews the amount of the check / ADA against the DV and supporting documents, and signs the check / ADA	None	5 Minutes	*Cashier – Cash Section*
	1.29. Forwards Checks / ADA and ACIC to SDS for Countersignature	None	5 Minutes	*Disbursing Officer – Cash Section*
	1.30. Records in the logbook the checks for release and forwards ACIC and ADA to LBP	None	5 Minutes	*Cash Section Staff – Cash Section*
	1.31. Records Check /ADA in the Check/ADA Disbursement Record	None	5 Minutes	*Cashier – Cash Section*

	1.32. Informs Payee through phone call to claim the check	None	3 Minutes	*Cash Section Staff – Cash Section*
	1.33. Releases the checks once Payee claims the check and attaches OR/Invoice on copy 1 of DV	None	5 Minutes	*Cash Section Staff – Cash Section*
	1.34. Prepares Report on Check Issued (RCI) or Report on Advice to Debit Account Issued (RADAI) in 5 copies	None	5 Minutes	*Cashier – Cash Section*
	1.35. Forwards RCI together with copy 2 of checks and supporting documents to Accounting Unit; retains copy 2 of RCI and copy 2 of DVs for file	None	5 Minutes	*Disbursing Officer – Cash Section*
	1.36. Receives RCI, copies of checks, and other supporting documents; sorts the documents and forwards 1 file copy to COA	None	15 Minutes	*Accounting Staff – Accounting Section*
	Total:	**None**	**3 Hours, 56 Minutes**	

15. Provident Fund Loan

Provident Loan shall be granted to teaching and non-teaching personnel for his/her emergency needs, or immediate and other members of his/her family up to the fourth degree of civil consanguinity of affinity.

Office or Division:	Administrative Unit – Personnel Section
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	All regular Teaching and Non-Teaching Personnel of DepEd Biliran

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. General Requirements	
• Loan Application Form (LAF) (2 original copies)	• Admin/Accounting/Records Office
• Authorization to Deduct (2 original copies)	• Admin/Accounting/Records Office
• Latest copy of Pay Slip (2 authenticated copies)	• Client/Proponent
• Photocopy of DepEd ID (2 photocopies)	• Client/Proponent
• Approved Appointment (for first time borrower) (2 authenticated copies)	• Client/Proponent/Records
2. Additional Requirements for 100,000.00 Loan	
• Letter Request (2 original copies)	• Client/Proponent
• Service Record (2 photocopies)	• Admin Office
3. For Medical Purposes	
• Hospitalization/Medical Expenses (2 photocopies)	• Client/Proponent
• Medical Abstract/Certificate/Prescription/Diagnosis (1 original, 1 photocopy)	• Client/Proponent
4. For House Repair Purposes	
• Detailed Estimate for materials and labor (2 original copies)	• Client/Proponent
• Program of Works (2 original copies)	• Client/Proponent
• Picture (2 original copies)	• Client/Proponent

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits duly filled up Loan Application Form (LAF) and requirements to Records Section	1.1. Stamps "Received"	None	4 Minutes	*Records Officer / Staff – Records Section*
	1.2. Checks the PF Loan and attachments and verifies if the borrower is eligible to avail the Provident Loan	None	15 Minutes	*ADAS III in-charge – Personnel Section*
	1.3. Checks and confirms the eligibility of the borrower to avail the	None	5 Minutes	*Accounting Staff – Accounting Section*

	Provident Loan			
	1.4. Records loan application on PF Loan tracker and fills up certification of salary based on latest pay slip	None	10 Minutes	*ADAS III in-charge – Personnel Section*
	1.5. Signs the certification on latest salary	None	5 Minutes	*AO V – Admin Unit*
	1.6. Forwards the PF Loan application form to the Legal Office for signature	None	5 Minutes	*ADAS III in-charge – Personnel Section*
	1.7. Signs the certification of no pending administrative case	None	10 Minutes	*Legal Officer*
	1.8. Forwards the signed loan application to the Accounting Section	None	5 Minutes	*ADAS III in-charge – Personnel Section*
	1.9. Receives the loan application and processes the computation of the loan	None	5 Minutes	*Accounting Staff – Accounting Section*
	1.10. Reviews loan computation, attachments and signatures	None	15 Minutes	*Accountant I – Accounting Section*
	1.11. Signs in the "Recommending Approval" portion and "Approved" portion of the application form	None	15 Minutes	*Accountant III – Accounting Section*
	1.12. Prepares payroll	None	10 Minutes	*Accounting Staff – Accounting Section*
	1.13. Reviews and approves payroll as to funds availability	None	15 Minutes	*Accountant III – Accounting Section*
	1.14. Does "process on approval/signature"	None	1 Hour	*SDS*
	1.15. Cross- checks payroll computations	None	10 Minutes	*Accounting Staff – Accounting Section*
	1.16. Retrieves Index of Payments (IoP) from file and determines if claim is in order	None	5 Minutes	*Accounting Staff – Accounting Section*
	1.17. Verifies the payroll and the completeness of supporting documents	None	5 Minutes	*Budget Staff – Budget Section*
	1.18. Verifies availability of allotment	None	5 Minutes	*Budget Officer – Budget Section*
	1.19. Prepares Budget Utilization Request and Status (BURS)	None	5 Minutes	*Budget Staff – Budget Section*

	1.20. Prepares the Registry of Obligations and Transmittal	None	5 Minutes	*Budget Staff – Budget Section*
	1.21. Reviews the obligations and supporting documents	None	5 Minutes	*Budget Officer – Budget Section*
	1.22. Forwards the ORS or BURS and supporting documents to the ASDS for certification	None	3 Minutes	*Budget Staff – Budget Section*
	1.23. Reviews the claim and supporting documents and signs the ORS or BURS	None	10 Minutes	*SGOD Chief/ Authorized Signatory*
	1.24. Prepares the Disbursement Vouchers (DV) in four copies in the e-FRS	None	5 Minutes	*Accounting Staff – Accounting Section*
	1.25. Rechecks computations and reviews the claim	None	5 Minutes	*Accountant I – Accounting Section*
	1.26. Reviews the claim and signs	None	15 Minutes	*SGOD Chief/ Authorized Signatory*
	1.27. Forwards the DVs and SDs to the concerned Accounting Staff	None	3 Minutes	*SGOD Staff*
	1.28. Checks the “Cash Available” portion in Box B of the DV	None	5 Minutes	*Accounting Staff – Accounting Section*
	1.29. Reviews DV and SDs as to cash availability and completeness then signs	None	15 Minutes	*Accountant III/ Authorized Signatory*
	1.30. Forwards the claim to SDS for approval	None	3 Minutes	*Accounting Staff – Accounting Section*
	1.31. Receives copies 1-4 of DV, copies 1-2 of SDs and copies 2-3 of ORS and records in the logbook the date of receipt	None	3 Minutes	*SDS Staff*
	1.32. Reviews DV and signs in Box C “Approved for Payment” portion	None	15 Minutes	*SDS*
	1.33. Records in the logbook and forwards the documents to the Cash /Treasury Unit for disbursement	None	3 Minutes	*SDS Staff*
	1.34. Receives copies 1-4 of Approved DV and verifies completeness of	None	5 Minutes	*Cash Section Staff*

	signatories on the DV			
	1.35. Prepares Check / Advice to Debit Account (ADA) and Advice of Check Issued and Cancelled (ACIC)	None	15 Minutes	*Disbursing Officer – Cash Section*
	1.36. Verifies completeness of signature on DV, reviews the amount of the check / ADA against the DV and supporting documents, and signs the check / ADA	None	5 Minutes	*Cashier – Cash Section*
	1.37. Forwards Checks / ADA and ACIC to SDS for countersignature	None	5 Minutes	*Disbursing Officer – Cash Section*
	1.38. Records in the logbook the checks for release and forwards ACIC and ADA to LBP	None	5 Minutes	*Cash Section Staff*
	1.39. Records Check /ADA in the Check/ADA Disbursement Record	None	5 Minutes	*Cashier – Cash Section*
	1.40. Informs Payee through phone call to claim the check	None	3 Minutes	*Cash Section Staff*
	1.41. Releases the check to the Payee	None	5 Minutes	*Cash Section Staff*
	1.42. Prepares Report on Check Issued (RCI) or Report on Advice to Debit Account Issued (RADAI) in 5 copies	None	5 Minutes	*Cashier – Cash Section*
	1.43. Forwards RCI/RADAI together with copy 2 of checks and supporting documents to Accounting Unit; retains copy 2 of RCI and copy 2 of DVs for file	None	5 Minutes	*Disbursing Officer – Cash Section*
	1.44. Receives RC/RADAI, copies of checks, and other supporting documents; sorts the documents and forwards 1 file copy to COA	None	15 Minutes	*Accounting Staff – Accounting Section*
	Total:	**None**	**6 Hours, 17 Minutes**	

16. Request for Return to Duty from Maternity / Sick / Vacation / SPL (Magna Carta for Women)/ Study/ Personal Leave

The process in requesting for reinstatement after Maternity / Sick / Vacation / SPL (Magna Carta for Women) / Study / Personal Leave

Office or Division:	Administrative Unit – Personnel Section
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	All Teachers & Non-Teaching Personnel who have availed Maternity/Sick/Vacation/SPL (Magna Carta for Women)/Study/Personal Leave

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Indorsement by the School Head & PSDS (3 original copies)	• School Head and PSDS
• Employees Request Letter (3 original copies)	• Client
• Medical Certificate for FIT TO WORK, if applicable (1 original, 2 photocopies)	• Client
• Child Live Birth Certificate, if applicable (3 photocopies)	• Client
• Approved FORM 6/ LEAVE FORM (3 photocopies)	• Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits documentary requirements to their respective School Heads/ District Supervisors	1.1. Checks and indorses complete documentary requirements to Schools Division Office	None	1 Day	*School Heads/ District Supervisor*
	1.2. Does “Process on Receiving of Documents”	None	10 Minutes	*Records Officer/ Staff – Records Section*
	1.3. Checks documentary requirements submitted, prepares Special Order, and countersigns	None	10 Minutes	*ADAS III in-charge – Personnel Section*
	1.4. Reviews the Special Order and documentary requirements	None	5 Minutes	*ADAS I – Admin Unit*
	1.5. Countersigns the Special Order	None	3 Minutes	*AO V – Admin Unit*
	1.6. Forwards the Special Order and documentary requirements to SDS	None	5 Minutes	*ADAS III in-charge – Personnel Section*
	1.7. Does “Process on Approval”	None	1 Hour	*SDS*
	1.8. Receives and assigns Special Order Number,	None	30 Minutes	*ADAS III in-charge –*

	updates Employee's Card, 201 file, and prepares transmittal for release of Special Order			*Personnel Section*
	1.9. Signs transmittal	None	10 Minutes	*AO V – Admin Unit*
	1.10. Forwards transmittal together with Special Order to Records Section	None	10 Minutes	*ADAS III in-charge – Personnel Section*
	1.11. Releases the documents	None	10 Minutes	*Records Officer/ Staff – Records Section*
Total:		**None**	**1 Day, 2 Hours, 33 Minutes**	

17. Request for Compensatory Overtime Credits

The process to request service credits and compensatory overtime credits for services rendered during weekends & holidays with Office Memorandum and/or Official Travel Order.

Office or Division:	Administrative Unit – Personnel Section
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	All Teachers & Non-Teaching Personnel who have rendered Service/s on Weekend/s & Holiday/s

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Indorsement by the School Head/PSDS/Proponent (3 original copies)	• School Head/PSDS/Proponent
• Approved Authority to Render Overtime by the Head of Agency/ Authorized Representative (3 original copies)	• Client/Proponent
• Log Sheet (3 certified true copies)	• Client/Proponent
• Biometric print out (1 original, 2 photocopies)	• Client/Proponent

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Request for Authority to Render Overtime Service to the immediate supervisor	1.1. Checks the date, time and reason of the request and signs the recommending approval	None	7 Minutes	*Immediate Supervisor*
2. Forwards to the SDS Office	2.1. Does "Process on Approval/Signature"	None	1 Hour, 5 Minutes	*SDS*
3. Submits approved Request for Authority to Render Overtime Service together with the duly accomplished Daily Time Record to the Personnel Section	3.1. Checks the request form and files for processing of Certificate of Overtime Credits (COC) every end of the month	None	10 Minutes	*ADAS III in-charge – Personnel Section*
	3.2. Prepares Certificate of Overtime Credits	None	5 Minutes	*ADAS III in-charge – Personnel Section*
	3.3. Reviews the COC and documentary requirements and countersigns	None	8 Minutes	*AO V – Admin Unit*
	3.4. Forwards the COC to SDS Office	None	5 Minutes	*ADAS III in-charge – Personnel*

				Section
	3.5. Does "Process on Approval"	None	1 Hour	*SDS*
	3.6. Receives approved COC and updates COC balance card	None	30 Minutes	*ADAS III in-charge – Personnel Section*
	3.7. Releases the COC to personnel concerned	None	10 Minutes	*ADAS III in-charge – Personnel Section*
Total:		**None**	**3 Hours, 20 Minutes**	

18. Request for Service Credits and Compensatory Time Off (CTO)

The process to request service credits and compensatory time off for services rendered during weekends & holidays with Office Memorandum and/or Official Travel Order.

Office or Division:	Administrative Unit – Personnel Section
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	All Teachers & Non-Teaching Personnel who have rendered Service/s on Weekend/s & Holiday/s

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Indorsement by the School Head/PSDS/Proponent (3 original copies)	• School Head/PSDS/Proponent
• Transmittal (List of Employees, Schools Assigned, District) (3 original copies)	• Client/Proponent
• DepEd/Regional/Division Memorandum (1 photocopy)	• Client/Proponent
• Approved Authority to Travel (1 photocopy)	• Client/Proponent
• Certificate of Appearance (1 photocopy)	• Client/Proponent
• Signed & Approved Employees Daily Time Record (DTR) (1 original copy)	• Client/Proponent

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits documentary requirements to their respective School Heads/ District Supervisors	1.1. Checks and indorses complete documentary requirements to Schools Division Office	None	1 Day	*School Heads/ District Supervisor*
	1.2. Does "Process on Receiving of Documents"	None	10 Minutes	*Records Officer/ Staff – Records Section*
	1.3. Checks documentary requirements submitted, prepares Special Order, and countersigns	None	10 Minutes	*ADAS III in-charge – Personnel Section*
	1.4. Reviews the Special Order and documentary requirements	None	5 Minutes	*ADAS I – Admin Unit*
	1.5. Countersigns the Special Order	None	3 Minutes	*AO V – Admin Unit*
	1.6. Forwards the Special Order and documentary requirements to SDS	None	5 Minutes	*ADAS III in-charge – Personnel Section*
	1.7. Does "Process on Approval"	None	1 Hour	*SDS*
	1.8. Receives and assigns Special Order Number,	None	30 Minutes	*ADAS III in-charge –*

	updates Employee's Card, 201 file, and prepares transmittal for release of Special Order			*Personnel Section*
	1.9. Signs transmittal	None	10 Minutes	*AO V – Admin Unit*
	1.10. Forwards transmittal together with Special Order to Records Section	None	10 Minutes	*ADAS III in-charge – Personnel Section*
	1.11. Releases the documents	None	10 Minutes	*Records Officer/ Staff – Records Section*
Total:		**None**	**1 Day, 2 Hours, 33 Minutes**	

19. Leave Credits Monetization

Officials and employees in the career and non-career service, whether permanent, temporary, casual or coterminous, who have accumulated 15 days of vacation leave credits shall be allowed to monetize a minimum of 10 days: Provided that at least 5 days is retained after monetization and provided further that a maximum of 30 days may be monetized in a given year (Section 22 of Omnibus Rules on Leave, Rule XVI of the Omnibus Rules Implementing Book V of Executive Order No. 290).

Office or Division:	Administrative Unit – Personnel Section
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	DEPED regular / permanent, casual, or coterminous employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Payroll (3 original copies)	• AO II – Personnel Section
• Approved leave application (ten days) with leave credit balance certified by HRMO (2 original copies)	• Client
• Request for leave covering more than ten (10) days duly approved by the Head of Agency (2 original copies)	• Client
<u>For monetization of 50% or more:</u>	
• Clinical abstract/medical procedures to be undertaken in case of health, medical and hospital needs (2 photocopies)	• Client
• Brgy. Certification on case of need for financial assistance brought about by calamities, typhoons, fire, etc. (2 original copies)	• Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits three (3) sets of Application for Leave Credits Monetization with complete attachments to Records Section	1.1. After being approved, provides three (3) sets of approved Application for Leave intended for Monetization with complete attachments to the AO II	None	1 Minute	*ADAS III in-charge – Personnel Section*
	1.2. Prepares the List of Personnel Availing Monetization of Leave Credits	None	20 Minutes	*AO II – Personnel Section*
	1.3. Reviews the list and attachments and signs	None	10 Minutes	*AO V – Admin Unit*
	1.4. Records in the logbook and forwards to Accounting Section	None	1 Minute	*AO II – Personnel Section*
	1.5. Signs on the "Certified Correct" portion of the List of Personnel Availing	None	2 Minutes	*Accountant III – Accounting Section*

	Monetization of Leave Credits (LPALMC)			
	1.6. Signs on the "Endorsed/Submitted by" portion of the LPALMC	None	2 Minutes	*SDS*
	1.7. Forwards the LPALMC to DBM for approval	None	2 Minutes	*Budget Officer – Budget Section*
	1.8. Prepares the payroll and prints three (3) copies	None	5 Minutes	*AO II – Personnel Section*
	1.9. Reviews the payroll and attachments	None	3 Minutes	*ADAS I – Admin Unit*
	1.10. Signs the payroll	None	5 Minutes	*AO V – Admin Unit*
	1.11. Records in the logbook and forwards to Accounting Section	None	1 Minute	*AO II – Personnel Section*
	1.12. Receives the payroll	None	2 Minutes	*Accounting Staff – Accounting Section*
	1.13. Approves payroll as to funds availability and have the staff forwards it to SDS Office	None	20 Minutes	*Accountant III – Accounting Section*
	1.14. Approves payroll for payment	None	1 Hour	*SDS*
	1.15. Cross-checks payroll computations	None	10 Minutes	*Accounting Staff – Accounting Section*
	1.16. Retrieves Index of Payments (IoP) from file and determines if claim is in order	None	5 Minutes	*Accounting Staff – Accounting Section*
	1.17. Verifies the payroll and the completeness of supporting documents	None	5 Minutes	*Budget Staff – Budget Section*
	1.18. Verifies availability of allotment	None	5 Minutes	*Budget Officer – Budget Section*
	1.19. Prepares Obligation Request and Status (ORS) using eBMS (Electronic Budget Monitoring Systems) for PS and MOOE expenses; for Trust Fund expenses, prepares Budget Utilization Request and Status (BURS)	None	5 Minutes	*Budget Staff – Budget Section*
	1.20. Prepares the Registry of Obligations and Transmittal	None	5 Minutes	*Budget Staff – Budget Section*
	1.21. Reviews the obligations and supporting documents and forwards to	None	5 Minutes	*Budget Officer – Budget Section*

	the Budget Staff			
	1.22. Forwards the ORS or BURS and supporting documents to the ASDS for certification	None	3 Minutes	*Budget Staff – Budget Section*
	1.23. Reviews the claim and supporting documents and signs the ORS or BURS	None	10 Minutes	*ASDS*
	1.24. Records in the logbook and forwards to Accounting Section	None	5 Minutes	*ASDS Staff*
	1.25. Prepares the Disbursement Vouchers (DV) in four copies in the e-FRS	None	5 Minutes	*Accounting Staff – Accounting Section*
	1.26. Rechecks computations and reviews the claim	None	5 Minutes	*Accountant I – Accounting Section*
	1.27. Reviews the claim and signs	None	15 Minutes	*ASDS*
	1.28. Records in the logbook and forwards the DVs and SDs to the concerned Accounting Staff	None	3 Minutes	*ASDS Staff*
	1.29. Retrieves the RANCA from file and determines availability of NCA	None	5 Minutes	*Accounting Staff – Accounting Section*
	1.30. Reviews DVs and SDs and forwards the documents to the Accounting Staff	None	15 Minutes	*Accountant III – Accounting Section*
	1.31. Forwards the claim to SDS for approval	None	3 Minutes	*Accounting Staff – Accounting Section*
	1.32. Receives copies 1-4 of DV, copies 1-2 of SDs and copies 2-3 of ORS and records in the logbook the date of receipt	None	3 Minutes	*SDS Staff*
	1.33. Reviews DV and signs in Box C “Approved for Payment” portion	None	15 Minutes	*SDS*
	1.34. Records in the logbook the approved DV and all SDs and forwards the documents to the Cash /Treasury Unit for disbursement	None	3 Minutes	*SDS Staff*
	1.35. Receives copies 1-4 of Approved DV and	None	5 Minutes	*Cash Section Staff*

	verifies completeness of signatories on the DV			
	1.36. Prepares Check / Advice to Debit Account (ADA) and Advice of Check Issued and Cancelled (ACIC)	None	15 Minutes	*Disbursing Officer – Cash Section*
	1.37. Verifies completeness of signature on DV, reviews the amount of the check / ADA against the DV and supporting documents, and signs the check / ADA	None	5 Minutes	*Cashier – Cash Section*
	1.38. Forwards Checks / ADA and ACIC to SDS for countersignature	None	5 Minutes	*Disbursing Officer – Cash Section*
	1.39. Records in the logbook the checks for release and forwards ACIC and ADA to LBP	None	5 Minutes	*Cash Section Staff*
	1.40. Records Check /ADA in the Check/ADA Disbursement Record	None	5 Minutes	*Cashier – Cash Section*
	1.41. Informs Payee through phone call to claim the check	None	3 Minutes	*Cash Section Staff*
	1.42. Releases the check to the Payee	None	5 Minutes	*Cash Section Staff*
	1.43. Prepares Report on Check Issued (RCI) or Report on Advice to Debit Account Issued (RADAI) in 5 copies	None	5 Minutes	*Cashier – Cash Section*
	1.44. Forwards RCI/RADAI together with copy 2 of checks and supporting documents to Accounting Unit; retains copy 2 of RCI and copy 2 of DVs for file	None	5 Minutes	*Disbursing Officer – Cash Section*
	1.45. Receives RC/RADAI, copies of checks, and other supporting documents; sorts the documents and forwards 1 file copy to COA	None	15 Minutes	*Accounting Staff – Accounting Section*
	Total:	**None**	**5 Hours, 37 Minutes**	

20. Leave Credits Monetization (Special / Emergency)

The process of availing leave credits monetization.

Office or Division:	Administrative Unit – Personnel Section
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	DEPED regular / permanent, casual, or coterminous employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Payroll (3 original copies) • Application for Leave intended for special monetization (3 original copies) • Letter request (3 original copies)	• AO II – Personnel Section • Client • Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits three (3) sets of Application for Leave intended for special monetization (hospitalization) with letter request addressed to SDS	1.1. Stamps “Received” on the documents submitted	None	5 Minutes	*Records Staff / Officer – Records Section*
	1.2. Approves the letter request for special monetization of leave credits and advises the HRMO to take action	None	10 Minutes	*SDS*
	1.3. Forwards to HRMO / AO V	None	5 Minutes	*SDS Staff*
	1.4. Processes the application for leave	None	10 Minutes	*ADAS III in-charge – Personnel Section*
	1.5. Signs the certification of leave credits	None	10 Minutes	*AO V – Admin Unit*
	1.6. Forwards the document to SDS office for approval	None	5 Minutes	*ADAS III in-charge – Personnel Section*
	1.7. Does “Process on SDS Approval/Signature”	None	1 Hour	*SDS*
	1.8. Prepares and prints the payroll in three (3) copies	None	5 Minutes	*AO II – Personnel Section*
	1.9. Reviews the payroll and attachments	None	3 Minutes	*ADAS I – Admin Unit*
	1.10. Signs the payroll	None	5 Minutes	*AO V – Admin*

				Unit
	1.11. Records in the logbook and forwards to Accounting Section	None	1 Minute	*AO II – Personnel Section*
	1.12. Receives the payroll	None	2 Minutes	*Accounting Staff – Accounting Section*
	1.13. Approves payroll as to funds availability and have the staff forwards it to SDS Office	None	20 Minutes	*Accountant III – Accounting Section*
	1.14. Approves payroll for payment	None	1 Hour	*SDS*
	1.15. Cross-checks payroll computations	None	10 Minutes	*Accounting Staff – Accounting Section*
	1.16. Retrieves Index of Payments (IoP) from file and determines if claim is in order	None	5 Minutes	*Accounting Staff – Accounting Section*
	1.17. Verifies the payroll and the completeness of supporting documents	None	5 Minutes	*Budget Staff – Budget Section*
	1.18. Verifies availability of allotment	None	5 Minutes	*Budget Officer – Budget Section*
	1.19. Prepares Obligation Request and Status (ORS) using eBMS (Electronic Budget Monitoring Systems) for PS and MOOE expenses; for Trust Fund expenses, prepares Budget Utilization Request and Status (BURS)	None	5 Minutes	*Budget Staff – Budget Section*
	1.20. Prepares the Registry of Obligations and Transmittal	None	5 Minutes	*Budget Staff – Budget Section*
	1.21. Reviews the obligations and supporting documents and forwards to the Budget Staff	None	5 Minutes	*Budget Officer – Budget Section*
	1.22. Forwards the ORS or BURS and supporting documents to the ASDS for certification	None	3 Minutes	*Budget Staff – Budget Section*
	1.23. Reviews the claim and supporting documents and signs the ORS or BURS	None	10 Minutes	*ASDS*
	1.24. Records in the logbook and forwards to Accounting Section	None	5 Minutes	*ASDS Staff*
	1.25. Prepares the	None	5 Minutes	*Accounting Staff*

	Disbursement Vouchers (DV) in four copies in the e-FRS			*– Accounting Section*
	1.26. Rechecks computations and reviews the claim	None	5 Minutes	*Accountant I – Accounting Section*
	1.27. Reviews the claim and signs	None	15 Minutes	*ASDS*
	1.28. Records in the logbook and forwards the DVs and SDs to the concerned Accounting Staff	None	3 Minutes	*ASDS Staff*
	1.29. Retrieves the RANCA from file and determines availability of NCA	None	5 Minutes	*Accounting Staff – Accounting Section*
	1.30. Reviews DVs and SDs and forwards the documents to the Accounting Staff	None	15 Minutes	*Accountant III – Accounting Section*
	1.31. Forwards the claim to SDS for approval	None	3 Minutes	*Accounting Staff – Accounting Section*
	1.32. Receives copies 1-4 of DV, copies 1-2 of SDs and copies 2-3 of ORS and records in the logbook the date of receipt	None	3 Minutes	*SDS Staff*
	1.33. Reviews DV and signs in Box C “Approved for Payment” portion	None	15 Minutes	*SDS*
	1.34. Records in the logbook the approved DV and all SDs and forwards the documents to the Cash /Treasury Unit for disbursement	None	3 Minutes	*SDS Staff*
	1.35. Receives copies 1-4 of Approved DV and verifies completeness of signatories on the DV	None	5 Minutes	*Cash Section Staff*
	1.36. Prepares Check / Advice to Debit Account (ADA) and Advice of Check Issued and Cancelled (ACIC)	None	15 Minutes	*Disbursing Officer – Cash Section*
	1.37. Verifies completeness of signature on DV, reviews the amount of the check / ADA against the DV and supporting documents, and signs the	None	5 Minutes	*Cashier – Cash Section*

	check / ADA			
	1.38. Forwards Checks / ADA and ACIC to SDS for countersignature	None	5 Minutes	*Disbursing Officer – Cash Section*
	1.39. Records in the logbook the checks for release and forwards ACIC and ADA to LBP	None	5 Minutes	*Cash Section Staff*
	1.40. Records Check /ADA in the Check/ADA Disbursement Record	None	5 Minutes	*Cashier – Cash Section*
	1.41. Informs Payee through phone call to claim the check	None	3 Minutes	*Cash Section Staff*
	1.42. Releases the check to the Payee	None	5 Minutes	*Cash Section Staff*
	1.43. Prepares Report on Check Issued (RCI) or Report on Advice to Debit Account Issued (RADAI) in 5 copies	None	5 Minutes	*Cashier – Cash Section*
	1.44. Forwards RCI/RADAI together with copy 2 of checks and supporting documents to Accounting Unit; retains copy 2 of RCI and copy 2 of DVs for file	None	5 Minutes	*Disbursing Officer – Cash Section*
	1.45. Receives RC/RADAI, copies of checks, and other supporting documents; sorts the documents and forwards 1 file copy to COA	None	15 Minutes	*Accounting Staff – Accounting Section*
	Total:	**None**	**6 Hours, 44 Minutes**	

G. PROPERTY AND SUPPLY UNIT

1. Requisition and Issuance of Supplies

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

ffice or Division	operty and Supply Unit
lassification:	mple
ype of Transaction:	overnment to Government (G2G)
ho may avail:	epEd employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Filled Out Requisition and Issue Slip (RIS) (3 Copies – 1 Original)	Employee

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the requirements to Supply Office	1.1 Receive and check all the documents	None	5 minutes	Property and Supply Unit Personnel
	1.2 Check the availability of stocks	None	10 minutes	
	1.3 Forwards the RIS Form to the Division Supply Officer for Approval	None	3 minutes	
2. Receive the supplies and the copy of approved RIS Form	2.1 Release of supplies	None	3 minutes	
	Total	**None**	**21 minutes**	

2. Property and Equipment Clearance Signing

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

Office or Division	Property and Supply Unit
Classification:	Simple
Type of Transaction:	Government to Government (G2G)
Who may avail:	DepEd employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Property and Equipment Clearance Form (PECF) – 3 original copies and 1 photocopy	Supply Unit

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished form and turn over all the properties and equipment's (if any)	1.1 Receive the accomplished form and checks if the concerned employee has an accountability for property and equipment a. If employee has no accountability, supply officer signs clearance part on property and equipment. b. If concerned employee has accountability, supply officer will request employee to settle all accountability.	None	15 minutes	Property and Supply Unit Personnel
	Total		**15 minutes**	

H. FINANCE UNIT

1. Cash Advance For School MOOE/ SBFP

The DepEd shall promulgate systems and processes to facilitate the implementation of the provisions prescribed by COA- DBM- DepEd Joint Circular No. 2019-1, which aims for an effective and efficient management of cash advances to DepEd Non- Implementing Units (Non-IUs) for school maintenance and other operating expenses (MOOE), in particular and the public financial resources in general.

Office or Division:	Finance - Accounting Unit
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	DepEd Teaching and Non-teaching Personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Liquidation Report • Same requirements as those for maintenance and other operating expenses depending on the nature of expense incurred	• School Head/ Non-Teaching Personnel

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepares liquidation in two (2) copies	1.1. Submits liquidation for the applicable month to Non-Teaching Personnel (ADAS / AO)	None	30 Days after date download	*School Head*
	1.2. Receives and checks supporting documents of vouchers as to completeness and propriety of transactions in accordance with the school's approved PPMP and APP.	None	10 Minutes	*Non-Teaching Personnel*
	1.3. Prepares Journal Entry Voucher to record liquidation of cash advance.	None	5 Minutes	*Non-Teaching Personnel*
	1.4. Submits liquidation reports to Division MOOE In- charge.	None	5 Minutes	*Non-Teaching Personnel*
	1.5. Reviews liquidation and signs Journal Entry Voucher and Liquidation Report.	None	15 Minutes	*Jo Irish C. Cabalona – Division Accountant*
	1.6. Updates monitoring sheet of cash advances	None	5 Minutes	*Ranel J. Parac - Accounting Staff*

	1.7. Submits approved liquidation to COA	None	5 Minutes	*Ria Marie Alandra - Accounting Staff*
	1.8. Prepares payroll for schools who have liquidated the prior month's cash advance following the provisions under COA Circular No. 2017-010.	None	10 Minutes	*Ranel J. Parac - Accounting Staff*
	1.9. Cross- checks the computation and countersigns payroll before approval of the division accountant	None	10 Minutes	*Sahrina C. De La Cruz – Accounting Staff*
	1.10. Approves payroll as to funds availability	None	15 Minutes	*Jo Irish C. Cabalona – Division Accountant*
	1.11. Approves payroll for payment	None	5 Minutes	*SDS*
	1.12. Receives and checks payroll computations and completeness of signatures	None	5 Minutes	*Sahrina C. De La Cruz – Accounting Staff*
	1.13. Retrieves Index of Payments (IoP) from file and determines if claim is in order. If with prior payment on the same claim, returns the claim, informing the claimant of prior payment made. If in order, records the following in the IP: particulars and amount.	None	5 Minutes	*Jessa Mine B. Bracamonte - Accounting Staff*
	1.14. Verifies the payroll with supporting documents from the Accounting Unit/ Internal Control for obligation. Verifies the completeness of documents from ICU, if incomplete, returns documents.	None	5 Minutes	*Ivy Matiga - Budget Staff*
	1.15. Verifies availability of allotment based on the appropriate Registry of Allotments, Obligations and Disbursements (RAOD). If allotment is not	None	5 Minutes	*Grace Veloso - Budget Officer*

	available, documents for safekeeping/ pending the release of budget or charge to savings.			
	1.16. If allotment is available, prepares ORS using eBMS (Electronic Budget Monitoring Systems) for PS and MOOE expenses. For Trust Fund expenses, prepares Budget Utilization Request and Status (BURS)	None	5 Minutes	*Ivy Matiga - Budget Staff*
	1.17 Prepares the Registry of Obligations and Transmittal.	None	5 Minutes	*Ivy Matiga - Budget Staff*
	1.18. Reviews the obligations and supporting documents. If in order, records the obligations in the subsidiary ledgers. Signs the certification in Section B of the URS or BURS and the transmittal. Forwards the ORS or BURS and supporting documents to the Budget Staff.	None	5 Minutes	*Grace Veloso - Budget Officer*
	1.19. Forwards the ORS or BURS and supporting documents to the Assistant Schools Division Superintendent for certification in the Section A of the ORS or BURS	None	3 Minutes	*Lilibeth Rosete - Budget Staff*
	1.20. Reviews the claim and signs in Box A of ORS or BURS certifying that the charges to appropriation/ allotment are necessary, lawful and under his/ her direct supervision; and supporting documents are valid, proper and legal.	None	10 Minutes	*Josephine M. Casas - SGOD Chief*
	1.21. Forwards the documents to the accounting section	None	3 Minutes	*Fe Mahilom - SGOD Staff*
	1.22. Receives and prepares the DV in four copies in the e-FRS and in accordance with the	None	5 Minutes	*Hizel P. Ticoy - Accounting Staff*

	instructions on the preparation of the DV to initiate the payment of claims and checks if the claim is subject to Authority to Debit Account. DV number is automatically generated.			
	1.23. Rechecks computations and reviews the claim before countersigning Box C of the DV.	None	10 Minutes	*Jessa Mine B. Bracamonte - Accounting Staff*
	1.24. Reviews the claim as to necessity and lawfulness and that the expense is incurred under his/ her direct supervision prior to signing Box A of DV.	None	15 Minutes	*Josephine M. Casas - SGOD Chief*
	1.25. Forwards the DVs and SDs to the concerned Accounting Unit Staff for signature of Accountant.	None	3 Minutes	*Fe Mahilom - SGOD Staff*
	1.26. Receives documents and retrieves the RANCA from file and determines availability of NCA. If NCA is sufficient to cover the disbursement, records in the RANCA the DV date and number, and amount under the 'Utilized' column and indicates NCA balance. Checks the "Cash available" portion in Box B of the DV.	None	5 Minutes	*Tresmae Jane A. Lebajan - Accounting Staff*
	1.27. Reviews DV and SDs as to cash availability and completeness of SDs and amount claimed proper. Signs Box C of DV. Forwards the documents to the Accounting Staff.	None	15 Minutes	*Jo Irish C. Cabalona – Division Accountant*
	1.28. Forwards the claim to Schools Division Superintendent for approval of claim.	None	3 Minutes	*Roviliza C. Arnado - Accounting Staff*
	1.29. Receives Copies 1-4 of DV, copies 1-2 of SDs and Copies 2-3 of ORS	None	3 Minutes	*Sucit Borrinaga - SDS Staff*

	and records in the logbook the date of receipt.			
	1.30.Reviews DV and signs in Box C “Approved for Payment” portion. Forwards Copies 1-4 of DV, Copies 2-3 of the ORS and copies 1-2 of SDs.	None	15 Minutes	*Roberto N. Mangaliman, PhD, CESO VI – SDS*
	1.31. Records in logbook the approved DV and all SDs and forwards the documents to the Cash/Treasury Unit for disbursement.	None	3 Minutes	*Ma. Loresie R. Bignotea - SDS Staff*
	1.32. Receives copies 1-4 of Approved DV and verifies completeness of signatories on the DV	None	3 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.33. Prepares Check and Advice of Check Issued and Cancelled (ACIC)	None	15 Minutes	*Elizabeth E. Torina – Cashier/ Disbursing Officer*
	1.34. Verifies completeness of signature on DV, reviews the amount of the check / ADA against the DV and supporting documents. Signs the check.	None	5 Minutes	*Elizabeth E. Torina – Cashier/ Disbursing Officer*
	1.35. Forwards Checks and ACIC to SDS for countersignature.	None	5 Minutes	*Elizabeth E. Torina – Cashier/ Disbursing Officer*
	1.36. Records in the Logbook the checks for Release and forwards ACIC to LBP	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.37. Records Check in the Check Disbursement Record	None	5 Minutes	*Elizabeth E. Torina – Cashier/ Disbursing Officer*
	1.38. Informs Payee to claim the check thru phone call	None	3 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.39. Releases the checks once Payee claims the check and attaches OR/Invoice on copy 1 of	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*

	DV			
	1.40. Prepares Report on Check Issued (RCI) in 5 copies	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.41. Forwards RCI together with copy 2 of checks and supporting documents to Accounting Unit. Retains copy 2 of RCI and copy 2 of DVs for file.	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.42. receives RCI, copies of checks and other supporting documents; sorts the documents and forwards 1 file copy to COA.	None	15 Minutes	*Rolando L. Fermino, Jr. – Accounting Staff*
	Total:	**None**	**5 Hours, 14 Minutes**	

2. Petty Cash Replenishment

The accountable officer shall liquidate the cash advance for petty expenses as soon as the disbursement reaches 75% or as needed, the PCF shall be replenished which shall be equal to the total amount of expenditures made therefrom. In case of termination, resignation, retirement or dismissal of the PCF custodian, immediately thereafter.

Office or Division:	Finance - Accounting Unit
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	DepED SDO-Personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Summary of Petty Cash Vouchers	• Cashier
• Report of Disbursements	• Cashier
• Petty Cash Replenishment Report	• Cashier
• Approved Purchase requests with certificate of emergency purchase, if necessary	• Cashier
• Bills, receipts, sales invoices	• Cashier
• Certificate of Inspection and Acceptance	• Cashier
• Report of Waste Materials in case of replacement/ repair	• Cashier
• Approved trip ticket, for gasoline expenses	• Cashier
• Petty Cash Vouchers duly accomplished and signed	• Cashier
• Official Receipts	• Cashier
• Such other supporting documents that may be required and/or required under the agency policy depending on the nature of expenses	• Cashier

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepares liquidation in two (2) copies	1.1. Prepares claim and forwards to Accounting Section	None	30 Minutes	*Accountable Officer*
	1.2. Receives and checks attachments as to completeness and correctness including the signatures.	None	10 Minutes	*Sahrina C. De La Cruz – Accounting Staff*
	1.3. Retrieves Index of Payments (IoP) from file and determines if claim is in order. If with prior payment on the same claim, returns the claim, informing the claimant of prior payment made. If in order, records the following in the IP: particulars and amount.	None	5 Minutes	*Jessa Mine B. Bracamonte - Accounting Staff*
	1.4. Verifies the payroll	None	5 Minutes	

	with supporting documents from the Accounting Unit/ Internal Control for obligation. Verifies the completeness of documents from ICU, if incomplete, returns documents.			*Ivy Matiga - Budget Staff*
	1.5. Verifies availability of allotment based on the appropriate Registry of Allotments, Obligations and Disbursements (RAOD). If allotment is not available, documents for safekeeping/ pending the release of budget or charge to savings.	None	5 Minutes	*Grace Veloso - Budget Officer*
	1.6. If allotment is available, prepares ORS using eBMS (Electronic Budget Monitoring Systems) for PS and MOOE expenses. For Trust Fund expenses, prepares Budget Utilization Request and Status (BURS)	None	5 Minutes	*Ivy Matiga - Budget Staff*
	1.7. Prepares the Registry of Obligations and Transmittal.	None	5 Minutes	*Ivy Matiga - Budget Staff*
	1.8. Reviews the obligations and supporting documents. If in order, records the obligations in the subsidiary ledgers. Signs the certification in Section B of the URS or BURS and the transmittal. Forwards the ORS or BURS and supporting documents to the Budget Staff.	None	5 Minutes	*Grace Veloso - Budget Officer*
	1.9. Forwards the ORS or BURS and supporting documents to the Assistant Schools Division Superintendent for certification in the Section A of the ORS or BURS	None	3 Minutes	*Lilibeth Rosete - Budget Staff*
	1.10. Reviews the claim and signs in Box A of ORS or BURS certifying	None	10 Minutes	*Arvin T. Elatico, CPA – OIC-ASDS*

	that the charges to appropriation/ allotment are necessary, lawful and under his/ her direct supervision; and supporting documents are valid, proper and legal.			
	1.11. Prepares the DV in four copies in the e-FRS and in accordance with the instructions on the preparation of the DV to initiate the payment of claims and checks if the claim is subject to Authority to Debit Account. DV number is automatically generated.	None	5 Minutes	*Hizel P. Ticoy - Accounting Staff*
	1.12. Rechecks computations and reviews the claim before countersigning Box C of the DV.	None	10 Minutes	*Jessa Mine B. Bracamonte - Accounting Staff*
	1.13. Reviews the claim as to necessity and lawfulness and that the expense is incurred under his/ her direct supervision prior to signing Box A of DV.	None	15 Minutes	*Arvin T. Elatico, CPA – OIC-ASDS*
	1.14. Forwards the DVs and SDs to the concerned Accounting Unit Staff for signature of Accountant.	None	3 Minutes	*Shelly N. Apinardo - ASDS Staff*
	1.15. Receives documents and retrieves the RANCA from file and determines availability of NCA. If NCA is sufficient to cover the disbursement, records in the RANCA the DV date and number, and amount under the 'Utilized' column and indicates NCA balance. Checks the "Cash Available" portion in Box B of the DV.	None	3 Minutes	*Tresmae Jane A. Lebajan - Accounting Staff*
	1.16. Reviews DV and SDs as to cash availability and completeness of SDs and amount claimed proper. Signs Box C of	None	15 Minutes	*Jo Irish C. Cabalona – Division*

	DV. Forwards the documents to the Accounting Staff.			*Accountant*
	1.17 Forwards the claim to Schools Division Superintendent for approval of claim.	None	3 Minutes	*Roviliza C. Arnado - Accounting Staff*
	1.18. Receives Copies 1-4 of DV, copies 1-2 of SDs and Copies 2-3 of ORS and records in the logbook the date of receipt.	None	3 Minutes	*Sucit Borrinaga - SDS Staff*
	1.19. Reviews DV and signs in Box C "Approved for Payment" portion. Forwards Copies 1-4 of DV, Copies 2-3 of the ORS and copies 1-2 of SDs.	None	15 Minutes	*Roberto N. Mangaliman, PhD, CESO VI – SDS*
	1.20. Records in logbook the approved DV and all SDs and forwards the documents to the Cash/Treasury Unit for disbursement.	None	3 Minutes	*Ma. Loresie R. Bignotea - SDS Staff*
	1.21. Receives copies 1-4 of Approved DV and verifies completeness of signatories on the DV	None	3 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.22. Prepares Check and Advice of Check Issued and Cancelled (ACIC)	None	15 Minutes	*Elizabeth E. Torina – Cashier/ Disbursing Officer*
	1.23. Verifies completeness of signature on DV, reviews the amount of the check / ADA against the DV and supporting documents. Signs the check.	None	5 Minutes	*Elizabeth E. Torina – Cashier/ Disbursing Officer*
	1.24. Forwards Checks and ACIC to SDS for countersignature.	None	5 Minutes	*Elizabeth E. Torina – Cashier/ Disbursing Officer*
	1.25. Records in the Logbook the checks for Release and forwards ACIC to LBP	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.26. Records Check in the Check Disbursement	None	5 Minutes	*Elizabeth E. Torina –*

	Record			*Cashier/ Disbursing Officer*
	1.27. Informs Payee to claim the check thru phone call	None	3 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.28. Releases the checks once Payee claims the check and attaches OR/Invoice on copy 1 of DV	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.29. Prepares Report on Check Issued (RCI) in 5 copies	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.30. Forwards RCI together with copy 2 of checks and supporting documents to Accounting Unit. Retains copy 2 of RCI and copy 2 of DVs for file.	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.31. Receives RCI, copies of checks and other supporting documents; sorts the documents and forwards 1 file copy to COA.	None	15 Minutes	*Rolando L. Fermino, Jr. – Accounting Staff*
	Total:	**None**	**3 Hours, 49 Minutes**	

3. BAC Honorarium

Government personnel performing activities or discharging duties in addition to, or over and above their regular functions may be granted honoraria.

The guidelines in the grant of honoraria to government personnel involved in government procurement are prescribed under DBM Budget Circular No. 2004- 5A dated March 23, 2004 as amended by DBM Budget Circular No. 2007-3 dated November 29, 2007. A procurement project shall be considered successfully completed once the contract has been awarded to the winning bidder.

Office or Division:	Finance - Accounting Unit
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	Bids and Awards Committee

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Payroll	• BAC Secretariat Member • Head of Procuring Entity
• Office Order creating and designating the BAC composition and authorizing the members to collect honoraria	• BAC Secretariat (Head) • Head of Procuring Entity
• Minutes of BAC Meetings	• BAC Chairperson/ Vice-Chairperson/
• Notice of Award to the winning bidder of procurement activity being claimed	• BAC Secretariat
• Certification that the procurement involves competitive bidding	
• Attendance Sheet listing names of attendees to the BAC Meeting	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. All claims must be submitted in two (2) segregated sets.	1.1. Prepares payroll and documentary requirements and submits to the accounting office.	None	15 Minutes	*Administrative Assistant III (BAC Sec)*
	1.2. Receives the payroll.	None	5 Minutes	*Roviliza C. Arnado – Accounting Staff*
	1.3. Cross-checks payroll computations	None	10 Minutes	*Sahrina C. De La Cruz – Accounting Staff*
	1.4. Reviews and approves payroll as to funds availability	None	15 Minutes	*Jo Irish C. Cabalona – Division Accountant*
	1.5. Forwards the payroll to SDS office for approval	None	5 Minutes	*Roviliza C. Arnado –*

				Accounting Staff
	1.6. Approves payroll for payment	None	15 Minutes	*Roberto N. Mangaliman, PhD, CESO VI - SDS*
	1.7. Forwards the approved payroll to the accounting office	None	5 Minutes	*Sucit Borrinaga - SDS Staff*
	1.8. Checks the completeness of supporting documents	None	3 Minutes	*Sahrina C. De La Cruz – Accounting Staff*
	1.9. Retrieves Index of Payments (IoP) from file and determines if claim is in order. If with prior payment on the same claim, returns the claim, informing the claimant of prior payment made. If in order, records the following in the IP: particulars and amount.	None	5 Minutes	*Jessa Mine B. Bracamonte-Accounting Staff*
	1.10. Verifies the payroll with supporting documents from the Accounting Unit/ Internal Control for obligation. Verifies the completeness of documents from ICU, if incomplete, returns documents.	None	5 Minutes	*Ivy Matiga - Budget Staff*
	1.11. Verifies availability of allotment based on the appropriate Registry of Allotments, Obligations and Disbursements (RAOD). If allotment is not available, documents for safekeeping/ pending the release of budget or charge to savings.	None	5 Minutes	*Grace Veloso - Budget Officer*
	1.12. If allotment is available, prepares ORS using eBMS (Electronic Budget Monitoring Systems) for PS and MOOE expenses. For Trust Fund expenses, prepares Budget Utilization Request and Status (BURS)	None	5 Minutes	*Ivy Matiga - Budget Staff*

	1.13. Prepares the Registry of Obligations and Transmittal.	None	5 Minutes	*Ivy Matiga - Budget Staff*
	1.14. Verifies the payroll with supporting documents from the Accounting Unit/ Internal Control for obligation. Verifies the completeness of documents from ICU, if incomplete, returns the documents.	None	5 Minutes	*Grace Veloso - Budget Officer*
	1.15. Forwards the ORS or BURS and supporting documents to the Assistant Schools Division Superintendent for certification in the Section A of the ORS or BURS	None	3 Minutes	*Lilibeth Rosete - Budget Staff*
	1.16. Reviews the claim and signs in Box A of BURS certifying that the charges to appropriation or allotment are necessary, lawful and under his or her direct supervision; and supporting documents are valid, proper and legal.	None	10 Minutes	*Josephine M. Casas - SGOD Chief*
	1.17 Records the signed ORS or BURS in the logbook and forward to Accounting Section	None	3 Minutes	*Fe Mahilom - SGOD Staff*
	1.18. Prepares the DV in four copies in the e-FRS and in accordance with the instructions on the preparation of the DV to initiate the payment of claims and checks if the claim is subject to Authority to Debit Account. DV number is automatically generated.	None	5 Minutes	*Hizel P. Ticoy - Accounting Staff*
	1.19. Rechecks computations and reviews the claim before countersigning Box C of the DV	None	10 Minutes	*Jessa Mine B. Bracamonte - Accounting Staff*
	1.20. Reviews the claim as to necessity and lawfulness and that the expense is incurred under	None	15 Minutes	*Josephine M. Casas - SGOD Chief*

	his/ her direct supervision prior to signing Box A of DV.			
	1.21. Reviews the claim and signs in Box A of ORS or BURS certifying that the charges to appropriation/ allotment are necessary, lawful and under his/ her direct supervision; and supporting documents are valid, proper and legal.	None	3 Minutes	*Josephine M. Casas - SGOD Chief*
	1.22. Checks the “Cash Available” portion in box B of the DV.	None	5 Minutes	*Tresmae Jane A. Lebajan - Accounting Staff*
	1.23. Reviews DV and SDs as to cash availability and completeness of SDs and amount claimed proper, signs Box C and DV and forwards the document to the accounting staff.	None	15 Minutes	*Jo Irish C. Cabalona – Division Accountant*
	1.24. Forwards the claim to SDS for approval of claim.	None	3 Minutes	*Roviliza C. Arnado - Accounting Staff*
	1.25. Receives copies 1-4 of DV, copies 1-2 of SDs and copies 2-3 of BURS and records in the logbook the date of receipt	None	3 Minutes	*Sucit Borrinaga - SDS Staff*
	1.26. Reviews DV and signs in Box C “Approved for Payment” portion and forwards copies 1-4 of DV, copies 2-3 of the BURS and copies 1-2 of SDs.	None	15 Minutes	*Roberto N. Mangaliman, PhD, CESO VI – SDS*
	1.27. Records in the logbook the approved DV all SDs and forwards the documents to the Cash/ Treasury Unit for disbursement.	None	3 Minutes	*Ma. Loresie R. Bignotea - SDS Staff*
	1.28. Receives copies 1-4 of Approved DV and verifies completeness of signatories on the DV	None	3 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.29. Prepares Check and Advice of Check Issued and Cancelled (ACIC)	None	15 Minutes	*Elizabeth E. Torina – Cashier/*

				Disbursing Officer
	1.30. Verifies completeness of signature on DV, reviews the amount of the check / ADA against the DV and supporting documents. Signs the check.	None	5 Minutes	*Elizabeth E. Torina – Cashier/ Disbursing Officer*
	1.31. Forwards Checks and ACIC to SDS for countersignature.	None	5 Minutes	*Elizabeth E. Torina – Cashier/ Disbursing Officer*
	1.32. Records in the Logbook the checks for Release and forwards ACIC to LBP	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.33. Records Check in the Check Disbursement Record	None	5 Minutes	*Elizabeth E. Torina – Cashier/ Disbursing Officer*
	1.34. Informs Payee to claim the check thru phone call	None	3 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.35. Releases the checks once Payee claims the check and attaches OR/Invoice on copy 1 of DV	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.36. Prepares Report on Check Issued (RCI) in 5 copies	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.37. Forwards RCI together with copy 2 of checks and supporting documents to Accounting Unit. Retains copy 2 of RCI and copy 2 of DVs for file.	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.38. Receives RCI, copies of checks and other supporting documents; sorts the documents and forwards 1 file copy to COA.	None	15 Minutes	*Roxane Joy V. Agang - Accounting Staff*
	Total:	**None**	**4 Hours, 45 Minutes**	

4. Other Forms Of Compensation (Bonus & Incentives for Newly- Hired Employees)

No official or employee in any of the agencies of the government shall be paid any personnel benefits charged against public funds unless authorized by law. Grant of personnel benefits authorized by law but not supported by specific appropriations shall also be deemed unauthorized (Section 51 of FY2012 GAA or pertinent provisions of the GAA for the year).

Office or Division:	Finance - Accounting Unit
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	DepEd Teaching and Non-teaching Personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Payroll • Guidelines on the Release of the Special Compensation • Certified true copy of Approved Appointment • Certificate of Assumption to Duty • Request Letter	• Payroll Section • DepEd Website/ Page • Administrative Office • Administrative Office • Claimant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepares claim in two (2) segregated sets	1.1. Prepares payroll and documentary requirements and submits to the accounting office.	None	30 Minutes	*Claimant*
	1.2. Checks attachments as to completeness and correctness including the signatures.	None	10 Minutes	*Sahrina C. De La Cruz – Accounting Staff*
	1.3. Stamps “Received” the set of claims for payroll preparation	None	3 Minutes	*Records Officer/ Staff*
	1.4. Prepares payroll.	None	15 Minutes	*Kristine J. Sabitsana - Administrative Officer II*
	1.5. Reviews claim and approves payroll as to “Services Rendered”	None	15 Minutes	*Nenette G. Pla -Administrative Officer V*
	1.6. Cross-checks payroll computations	None	10 Minutes	*Lermaflor G. Napoles – Administrative Officer IV*
	1.7. Approves payroll as	None	15 Minutes	*Jo Irish C.*

	to funds availability			*Cabalona – Division Accountant*
	1.8. Approves payroll for payment	None	15 Minutes	*Roberto N. Mangaliman, PhD, CESO VI – SDS*
	1.9. Cross-checks payroll computations	None	10 Minutes	*Sahrina C. De La Cruz – Accounting Staff*
	1.10. Retrieves Index of Payments (IoP) from file and determines if claim is in order. If with prior payment on the same claim, returns the claim, informing the claimant of prior payment made. If in order, records the following in the IP: particulars and amount.	None	5 Minutes	*Jessa Mine B. Bracamonte - Accounting Staff*
	1.11. Verifies the payroll with supporting documents from the Accounting Unit/ Internal Control for obligation. Verifies the completeness of documents from ICU, if incomplete, returns documents.	None	5 Minutes	*Ivy Matiga - Budget Staff*
	1.12. Verifies availability of allotment based on the appropriate Registry of Allotments, Obligations and Disbursements (RAOD). If allotment is not available, documents for safekeeping/ pending the release of budget or charge to savings.	None	5 Minutes	*Grace Veloso - Budget Officer*
	1.13. Prepares ORS using eBMS (Electronic Budget Monitoring Systems) for PS and MOOE expenses. For Trust Fund expenses, prepares Budget Utilization Request and Status (BURS)	None	5 Minutes	*Ivy Matiga - Budget Staff*
	1.14. Prepares the Registry of Obligations and Transmittal.	None	5 Minutes	*Ivy Matiga - Budget Staff*
	1.15. Reviews the	None	5 Minutes	

	obligations and supporting documents. If in order, records the obligations in the subsidiary ledgers. Signs the certification in Section B of the URS or BURS and the transmittal. Forwards the ORS or BURS and supporting documents to the Budget Staff.			*Grace Veloso - Budget Officer*
	1.16. Forwards the ORS or BURS and supporting documents to the Assistant Schools Division Superintendent for certification in the Section A of the ORS or BURS	None	3 Minutes	*Lilibeth Rosete - Budget Staff*
	1.17 Reviews the claim and signs in Box A of ORS or BURS certifying that the charges to appropriation/ allotment are necessary, lawful and under his/ her direct supervision; and supporting documents are valid, proper and legal.	None	10 Minutes	*Arvin T. Elatico, CPA – OIC-ASDS*
	1.18. Prepares the DV in four copies in the e-FRS and in accordance with the instructions on the preparation of the DV to initiate the payment of claims and checks if the claim is subject to Authority to Debit Account. DV number is automatically generated.	None	5 Minutes	*Hizel P. Ticoy - Accounting Staff*
	1.19. Rechecks computations and reviews the claim before countersigning Box C of the DV.	None	5 Minutes	*Jessa Mine B. Bracamonte - Accounting Staff*
	1.20. Reviews the claim as to necessity and lawfulness and that the expense is incurred under his/ her direct supervision prior to signing Box A of DV.	None	15 Minutes	*Arvin T. Elatico, CPA – OIC-ASDS*
	1.21. Forwards the DVs	None	3 Minutes	*Shelly N.*

	and SDs to the concerned Accounting Unit Staff for signature of Accountant.			*Apinardo - ASDS Staff*
	1.22. Retrieves the RANCA from file and determines availability of NCA. If NCA is sufficient to cover the disbursement, records in the RANCA the DV date and number, and amount under the "Utilized" column and indicates NCA balance. Checks the "Cash available" portion in Box B of the DV.	None	5 Minutes	*Tresmae Jane A. Lebajan - Accounting Staff*
	1.23. Reviews DV and SDs as to cash availability and completeness of SDs and amount claimed proper. Signs Box C of DV. Forwards the documents to the Accounting Staff.	None	15 Minutes	*Jo Irish C. Cabalona – Division Accountant*
	1.24. Forwards the claim to Schools Division Superintendent for approval of claim.	None	3 Minutes	*Roviliza C. Arnado - Accounting Staff*
	1.25. Receives Copies 1-4 of DV, copies 1-2 of SDs and Copies 2-3 of ORS and records in the logbook the date of receipt.	None	3 Minutes	*Sucit Borrinaga - SDS Staff*
	1.26. Reviews DV and signs in Box C "Approved for Payment" portion and forwards copies 1-4 of DV, copies 2-3 of the BURS and copies 1-2 of SDs.	None	15 Minutes	*Roberto N. Mangaliman, PhD, CESO VI – SDS*
	1.27. Records in logbook the approved DV all SDs and forwards the documents to the Cash/ Treasury Unit for disbursement.	None	3 Minutes	*Ma. Loresie R. Bignotea - SDS Staff*
	1.28. Receives copies 1-4 of Approved DV and verifies completeness of signatories on the DV	None	3 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.29. Prepares Check and Advice of Check Issued and Cancelled (ACIC)	None	15 Minutes	*Elizabeth E. Torina – Cashier/ Disbursing*

				Officer
	1.30. Verifies completeness of signature on DV, reviews the amount of the check / ADA against the DV and supporting documents. Signs the check.	None	5 Minutes	*Elizabeth E. Torina – Cashier/ Disbursing Officer*
	1.31. Forwards Checks and ACIC to SDS for countersignature.	None	5 Minutes	*Elizabeth E. Torina – Cashier/ Disbursing Officer*
	1.32. Records in the Logbook the checks for Release and forwards ACIC to LBP	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.33. Records Check in the Check Disbursement Record	None	5 Minutes	*Elizabeth E. Torina – Cashier/ Disbursing Officer*
	1.34. Informs Payee to claim the check thru phone call	None	3 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.35. Releases the checks once Payee claims the check and attaches OR/Invoice on copy 1 of DV	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.36. Prepares Report on Check Issued (RCI) in 5 copies	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.37. Forwards RCI together with copy 2 of checks and supporting documents to Accounting Unit. Retains copy 2 of RCI and copy 2 of DVs for file.	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.38. Receives RCI, copies of checks and other supporting documents; sorts the documents and forwards 1 file copy to COA.	None	15 Minutes	*Rolando L. Fermino, Jr. – Accounting Staff*
	Total:	**None**	**4 Hours, 38 Minutes**	

5. Infrastructure- Advance Payment Claim

The procuring entity shall, upon a written request from the contractor, make an advance payment to the contractor in an amount not exceeding 15% of the total contract price to be made in lump-sum or, at the most, two installments according to a schedule specified in the Invitation to Bidders and other relevant Tender Documents.

Office or Division:	Finance - Accounting Unit
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	Contractors

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Certified true copy of Notice of Award (NOA)	• Head of Procuring Entity
• Certified true copy of Contract Agreement	• Head of Procuring Entity
• Certified true copy of Notice to Proceed indicating the date of receipt by the contractor	• Head of Procuring Entity
• Letter request from the contractor for advance payment/ mobilization	• Contractor
• Security bond/ bank guarantee / advance payment bond	• Contractor
• Pictures of equipment and materials (prior to commencement of work)	• Contractor
• Letter to COA informing that a SIGNBOARD for the project has been installed (received by COA with photo of 8x8 tarpaulin in the project site)	• Division Engineer

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepares claim in two (2) segregated sets	1.1. Receives Notice of Award (NOA), Notice to Proceed (NTP) and Contract Agreement from BAC Secretariat for Obligation.	None	3 Minutes	*Lilibeth Rosete - Budget Staff*
	1.2. Verifies availability of allotment based on the appropriate Registry of Allotments, Obligations and Disbursements (RAOD). If allotment is not available, documents for safekeeping/ pending the release of budget or charge to savings.	None	5 Minutes	*Grace Veloso - Budget Officer*
	1.3. If allotment is available, prepares ORS using eBMS (Electronic	None	5 Minutes	*Ivy Matiga - Budget Staff*

	Budget Monitoring Systems) for PS and MOOE expenses. For Trust Fund expenses, prepares Budget Utilization Request and Status (BURS)			
	1.4. Prepares the Registry of Obligations and Transmittal	None	5 Minutes	*Ivy Matiga - Budget Staff*
	1.5. Reviews the obligations and supporting documents. If in order, records the obligations in the subsidiary ledgers. Signs the certification in Section B of the URS or BURS and the transmittal. Forwards the ORS or BURS and supporting documents to the Budget Staff.	None	5 Minutes	*Grace Veloso - Budget Officer*
	1.6. Forwards the ORS to the SGOD Chief for certification in the Section A of the ORS.	None	3 Minutes	*Lilibeth Rosete - Budget Staff*
	1.7. Reviews the obligation and signs in box A of ORS certifying that the charges to appropriation or allotment are necessary, lawful and under his/ her direct supervision; and supporting documents are valid, proper and legal.	None	10 Minutes	*Josephine M. Casas - SGOD Chief*
	1.8. Records the signed ORS or BURS in the logbook and forwards to Accounting Section	None	5 Minutes	*Fe Mahilom - SGOD Staff*
	1.9. Receives and checks attachments as to completeness and correctness including the signatures, for payment. Attach signed OBR	None	3Minutes	*Sahrina C. De La Cruz – Accounting Staff*
	1.10. Retrieves Index of Payments (IoP) from file and determines if claim is in order. If with prior payment on the same claim, returns the claim,	None	5 Minutes	*Jessa Mine B. Bracamonte - Accounting Staff*

	informing the claimant of prior payment made. If in order, record the following in the IP: particulars and amount.			
	1.11. Prepares the DV in four copies in the e-FRS and in accordance with the instructions on the preparation of the DV to initiate the payment of claims and checks if the claim is subject to Authority to Debit Account. DV number is automatically generated.	None	5 Minutes	*Hizel P. Ticoy - Accounting Staff*
	1.12. Rechecks computations and reviews the claim before countersigning Box C of the DV.	None	10 Minutes	*Jessa Mine B. Bracamonte - Accounting Staff*
	1.13. Forwards DV with the supporting documents to SGOD	None	3 Minutes	*Roviliza C. Arnado - Accounting Staff*
	1.14. Receives DV for approval of the SGOD Chief	None	3 Minutes	*Fe Mahilom - SGOD Staff*
	1.15. Reviews the claim as to necessity and lawfulness and that the expense is incurred under his/ her direct supervision prior to signing Box A of DV.	None	15 Minutes	*Josephine M. Casas - SGOD Chief*
	1.16. Forwards the DVs and SDs to the concerned Accounting Unit Staff for signature of Accountant.	None	3 Minutes	*Fe Mahilom - SGOD Staff*
	1.17 Receives the documents and retrieves the RANCA from file and determines availability of NCA. If NCA is sufficient to cover the disbursement, records in the RANCA the DV date and number, and amount under the 'Utilized' column and indicates NCA balance. Check the "Cash available" portion in Box B of the DV.	None	5 Minutes	*Tresmae Jane A. Lebajan - Accounting Staff*

	1.18. Reviews DV and SDs as to cash availability and completeness of SDs and amount claimed proper. Signs Box C of DV. Forwards the documents to the Accounting Staff.	None	15 Minutes	*Jo Irish C. Cabalona – Division Accountant*
	1.19. Forwards the claim to Schools Division Superintendent for approval of claim.	None	3 Minutes	*Roviliza C. Arnado - Accounting Staff*
	1.20. Receives Copies 1-4 of DV, copies 1-2 of SDs and Copies 2-3 of ORS and records in the logbook the date of receipt.	None	3 Minutes	*Sucit Borrinaga - SDS Staff*
	1.21. Reviews DV and signs in Box C "Approved for Payment" portion. Forwards Copies 1-4 of DV, Copies 2-3 of the ORS and copies 1-2 of SDs.	None	15 Minutes	*Roberto N. Mangaliman, PhD, CESO VI – SDS*
	1.22. Records in logbook the approved DV and all SDs and forwards the documents to the Cash/Treasury Unit for disbursement.	None	3 Minutes	*Ma. Loresie R. Bignotea - SDS Staff*
	1.23. Receives copies 1-4 of Approved DV and verifies completeness of signatories on the DV	None	3 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.24. Prepares Check and Advice of Check Issued and Cancelled (ACIC)	None	15 Minutes	*Elizabeth E. Torina – Cashier/ Disbursing Officer*
	1.25. Certified completeness of signature on DV, reviews the amount of the check / ADA against the DV and supporting documents. Signs the check.	None	5 Minutes	*Elizabeth E. Torina – Cashier/ Disbursing Officer*
	1.26. Forwards Checks and ACIC to SDS for countersignature.	None	5 Minutes	*Elizabeth E. Torina – Cashier/ Disbursing Officer*
	1.27. Records in the Logbook the checks for	None	5 Minutes	*Egefe M. Casado –*

	Release and forwards ACIC to LBP			*Cash Section Staff*
	1.28. Records Check in the Check Disbursement Record	None	5 Minutes	*Elizabeth E. Torina – Cashier/ Disbursing Officer*
	1.29. Informs Payee to claim the check thru phone call	None	3 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.30. Releases the checks once Payee claims the check and attaches OR/Invoice on copy 1 of DV	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.31. Prepares Report on Check Issued (RCI) in 5 copies	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.32. Forwards RCI together with copy 2 of checks and supporting documents to the Accounting Unit. Retains copy 2 of RCI and copy 2 of DVs for file.	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.33. Receives RCI, copies of checks and other supporting documents; sorts the documents and forwards 1 file copy to COA.	None	15 Minutes	*Rolando L. Fermino, Jr. - Accounting Staff*
Total:		**None**	**3 Hours, 25 Minutes**	

6. Infrastructure- Progress Payment

This explains the process for contractors to claim infrastructure- progress payment. The contractor, however may submit once a month a statement of work accomplished (SWA) or progress billing and corresponding request for progress payment for work accomplished. The SWA should show the amounts which the contractor considers itself to be entitled to, up to the end of the month, to cover the cumulative value of the works executed to date based on the items in the Bill of Qualities and adjustments made for approved Variation Orders executed.

Office or Division:	Finance - Accounting Unit
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	Contractors
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
• Certified true copy of Notice of Award (NOA) • Certified true copy of Contract Agreement • Certified true copy of Notice to Proceed indicating the date of receipt by the contractor • Letter request from the contractor for progress billing • Statement of Work Accomplished/ Progress Billing (showing amount) • Inspection report by the Agency's Authorized Engineer • Certificate of Payment • Photos of site and project progress • Contractor's affidavit of payment of laborers and materials **Additional documentary requirements for variation order/ change order/ extra work order:** • Copy of Approved Change Order (CO)/ Extra Work Order (EWO) • Copy of the approved original plans indicating the affected portion(s) of the project and duly revised plans and specifications, if applicable, indicating the changes made which shall be color coded • Copy of the agency's report establishing the necessity/ justification(s) for the need of such CO and/ or EWO • Copy of the approved/ revised PERT/CPM Network Diagram which shall be color coded, reflecting the effect of additional/ deductive time for the subject Change Order/ Extra Work Order • Copy of the COA Technical Evaluation Report for the original contract • If the Variation Order to be reviewed is not the 1st variation order, all of the above requirements for all previously approved variation orders, if not yet	• Head of Procuring Entity • Head of Procuring Entity • Head of Procuring Entity • Contractor • Division Engineer • Division Engineer • Division Engineer • Contractor • Contractor • Division Engineer • Division Engineer • Division Engineer • Division Engineer • Division Engineer • Division Engineer • Procuring Entity

reviewed, otherwise, copy of the COA Technical Evaluation Report for the previously approved variation order • Additional performance security in the prescribed form and amount if variation order exceeds 10% of the original contract cost	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepares claim in two (2) segregated sets	1.1. Receives Notice of Award (NOA), Notice to Proceed (NTP) and Contract Agreement from BAC Secretariat for Obligation.	None	3 Minutes	*Lilibeth Rosete - Budget Staff*
	1.2. Verifies availability of allotment based on the appropriate Registry of Allotments, Obligations and Disbursements (RAOD). If allotment is not available, documents for safekeeping/ pending the release of budget or charge to savings.	None	5 Minutes	*Grace Veloso - Budget Officer*
	1.3. If allotment is available, prepares ORS using eBMS (Electronic Budget Monitoring Systems) for PS and MOOE expenses. For Trust Fund expenses, prepares Budget Utilization Request and Status (BURS)	None	5 Minutes	*Ivy Matiga - Budget Staff*
	1.4. Prepares the Registry of Obligations and Transmittal.	None	5 Minutes	*Ivy Matiga - Budget Staff*
	1.5. Reviews the obligations and supporting documents. If in order, records the obligations in the subsidiary ledgers. Signs the certification in Section B of the URS or BURS and the transmittal. Forwards the ORS or BURS and supporting documents to the Budget Staff.	None	5 Minutes	*Grace Veloso - Budget Officer*

	1.6. Forwards the ORS to the SGOD Chief for certification in the Section A of the ORS.	None	3 Minutes	*Lilibeth Rosete - Budget Staff*
	1.7. Reviews the obligation and signs in box A of ORS certifying that the charges to appropriation or allotment are necessary, lawful and under his/ her direct supervision; and supporting documents are valid, proper and legal.	None	10 Minutes	*Josephine M. Casas - SGOD Chief*
	1.8. Records the signed ORS or BURS in the logbook and forwards to Accounting Section	None	5 Minutes	*Fe Mahilom - SGOD Staff*
	1.9. Receives and checks attachments as to completeness and correctness including the signatures, for payment. Attach signed OBR	None	3 Minutes	*Sahrina C. De La Cruz – Accounting Staff*
	1.10. Retrieves Index of Payments (IoP) from file and determines if claim is in order. If with prior payment on the same claim, returns the claim, informing the claimant of prior payment made. If in order, record the following in the IP: particulars and amount.	None	5 Minutes	*Jessa Mine B. Bracamonte - Accounting Staff*
	1.11. Prepares the DV in four copies in the e-FRS and in accordance with the instructions on the preparation of the DV to initiate the payment of claims and checks if the claim is subject to Authority to Debit Account. DV number is automatically generated.	None	5 Minutes	*Hizel P. Ticoy - Accounting Staff*
	1.12. Rechecks computations and reviews the claim before countersigning Box C of the DV.	None	10 Minutes	*Jessa Mine B. Bracamonte - Accounting Staff*
	1.13. Forwards DV with the supporting documents	None	3 Minutes	*Roviliza C. Arnado -*

	to SGOD			*Accounting Staff*
	1.14. Receives DV for approval of the SGOD Chief	None	3 Minutes	*Fe Mahilom - SGOD Staff*
	1.15. Reviews the claim as to necessity and lawfulness and that the expense is incurred under his/ her direct supervision prior to signing Box A of DV.	None	15 Minutes	*Josephine M. Casas - SGOD Chief*
	1.16. Forwards the DVs and SDs to the concerned Accounting Unit Staff for signature of Accountant.	None	3 Minutes	*Fe Mahilom - SGOD Staff*
	1.17 Receives the documents and retrieves the RANCA from file and determines availability of NCA. If NCA is sufficient to cover the disbursement, records in the RANCA the DV date and number, and amount under the 'Utilized' column and indicates NCA balance. Check the "Cash available" portion in Box B of the DV.	None	5 Minutes	*Tresmae Jane A. Lebajan - Accounting Staff*
	1.18. Reviews DV and SDs as to cash availability and completeness of SDs and amount claimed proper. Signs Box C of DV. Forwards the documents to the Accounting Staff.	None	15 Minutes	*Jo Irish C. Cabalona – Division Accountant*
	1.19. Forwards the claim to Schools Division Superintendent for approval of claim.	None	3 Minutes	*Roviliza C. Arnado - Accounting Staff*
	1.20. Receives Copies 1-4 of DV, copies 1-2 of SDs and Copies 2-3 of ORS and records in the logbook the date of receipt.	None	3 Minutes	*Sucit Borrinaga - SDS Staff*
	1.21. Reviews DV and signs in Box C "Approved for Payment" portion. Forwards Copies 1-4 of DV, Copies 2-3 of the ORS and copies 1-2 of	None	15 Minutes	*Roberto N. Mangaliman, PhD, CESO VI – SDS*

	SDs.			
	1.22. Records in logbook the approved DV and all SDs and forwards the documents to the Cash/Treasury Unit for disbursement.	None	3 Minutes	*Ma. Loresie R. Bignotea - SDS Staff*
	1.23. Receives copies 1-4 of Approved DV and verifies completeness of signatories on the DV	None	3 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.24. Prepares Check and Advice of Check Issued and Cancelled (ACIC)	None	15 Minutes	*Elizabeth E. Torina – Cashier/ Disbursing Officer*
	1.25. Verifies completeness of signature on DV, reviews the amount of the check / ADA against the DV and supporting documents. Signs the check.	None	5 Minutes	*Elizabeth E. Torina – Cashier/ Disbursing Officer*
	1.26. Forwards Checks and ACIC to SDS for countersignature.	None	5 Minutes	*Elizabeth E. Torina – Cashier/ Disbursing Officer*
	1.27. Records in the Logbook the checks for Release and forwards ACIC to LBP	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.28. Records Check in the Check Disbursement Record	None	5 Minutes	*Cashier*
	1.29. Informs Payee to claim the check thru phone call	None	3 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.30. Releases the checks once Payee claims the check and attaches OR/Invoice on copy 1 of DV	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.31. Prepares Report on Check Issued (RCI) in 5 copies	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.32. Forwards RCI together with copy 2 of checks and supporting documents to the Accounting Unit. Retains	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*

	copy 2 of RCI and copy 2 of DVs for file.			
	1.33. Receives RCI, copies of checks and other supporting documents; sorts the documents and forwards 1 file copy to COA.	None	15 Minutes	*Rolando L. Fermino, Jr. – Accounting Staff*
Total:		**None**	**3 Hours, 23 Minutes**	

7. Infrastructure- Final Payment

This explains the process for contractors to claim for the infrastructure final payment. The contractor may submit a statement of work accomplished (SWA) or progress billing and corresponding request for progress payment for work accomplished, once a month. The SWA should show the amounts which the contractor considers itself to be entitled to, up to the end of the month, to cover the cumulative value of the works executed to date based on the items in the Bill of Qualities and adjustments made for approved Variation Orders executed.

Office or Division:	Finance - Accounting Unit
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	Contractors
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
• BAC Documents • Certified true copy of Contract Agreement ○ Printout copy of contract posted in PhilGEPS ○ Certification from the Head of the BAC Secretariat on the posting of contract at conspicuous places ○ Printout copy of Contract posted in agency website (if available) • Certified true copy of Notice to Proceed indicating the date of receipt by the contractor ○ Printout NTP posted in PhilGEPS ○ Certification from the Head of the BAC Secretariat on the posting of NTP at conspicuous place ○ Printout copy of NTP posted in agency website (if available) • Letter request from the contractor for final billing • Certificate of Payment • Statement of Work Accomplished/ Final Billing (showing amount) • Statement of Time Elapsed • Inspection report by the Agency's Authorized Engineer • Quality Control Assurance (QCA) • Warranty Security • Certificate of Completion • Certificate of Turn-over • Photos before, during and after construction of items of work especially the embedded items • Contractor's affidavit of payment of laborers and materials • Copy of vouchers of all previous payments • DOLE certification for 1M and above projects • As built plan	• BAC Secretariat • BAC Secretariat • Head of Procuring Entity • Contractor • Division Engineer • Division Engineer • Division Engineer • Division Engineer • Division Engineer • Contractor • Division Engineer • Division Engineer • Contractor • Contractor • Cashier • Contractor • Division Engineer

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepares claim in two (2) segregated sets	1.1. Receives Notice of Award (NOA), Notice to Proceed (NTP) and Contract Agreement from BAC Secretariat for Obligation.	None	3 Minutes	*Lilibeth Rosete - Budget Staff*
	1.2. Verifies availability of allotment based on the appropriate Registry of Allotments, Obligations and Disbursements (RAOD). If allotment is not available, documents for safekeeping/ pending the release of budget or charge to savings.	None	5 Minutes	*Grace Veloso - Budget Officer*
	1.3. If allotment is available, prepares ORS using eBMS (Electronic Budget Monitoring Systems) for PS and MOOE expenses. For Trust Fund expenses, prepares Budget Utilization Request and Status (BURS)	None	5 Minutes	*Ivy Matiga - Budget Staff*
	1.4. Prepares the Registry of Obligations and Transmittal.	None	5 Minutes	*Ivy Matiga - Budget Staff*
	1.5. Reviews the obligations and supporting documents. If in order, records the obligations in the subsidiary ledgers. Signs the certification in Section B of the URS or BURS and the transmittal. Forwards the ORS or BURS and supporting documents to the Budget Staff.	None	5 Minutes	*Grace Veloso - Budget Officer*
	1.6. Forwards the ORS to the SGOD Chief for certification in the Section A of the ORS.	None	3 Minutes	*Lilibeth Rosete - Budget Staff*
	1.7. Reviews the obligation and signs in box A of ORS certifying that the charges to appropriation or allotment	None	10 Minutes	*Josephine M. Casas - SGOD Chief*

	are necessary, lawful and under his/ her direct supervision; and supporting documents are valid, proper and legal.			
	1.8. Records the signed ORS or BURS in the logbook and forwards to Accounting Section	None	5 Minutes	*Fe Mahilom - SGOD Staff*
	1.9. Receives and checks attachments as to completeness and correctness including the signatures, for payment. Attach signed OBR	None	3 Minutes	*Sahrina C. De La Cruz – Accounting Staff*
	1.10. Retrieves Index of Payments (IoP) from file and determines if claim is in order. If with prior payment on the same claim, returns the claim, informing the claimant of prior payment made. If in order, records the following in the IP: particulars and amount.	None	5 Minutes	*Jessa Mine B. Bracamonte - Accounting Staff*
	1.11. Prepares the DV in four copies in the e-FRS and in accordance with the instructions on the preparation of the DV to initiate the payment of claims and checks if the claim is subject to Authority to Debit Account. DV number is automatically generated.	None	5 Minutes	*Hizel P. Ticoy - Accounting Staff*
	1.12. Rechecks computations and reviews the claim before countersigning Box C of the DV.	None	10 Minutes	*Jessa Mine B. Bracamonte - Accounting Staff*
	1.13. Forwards DV with the supporting documents to SGOD	None	3 Minutes	*Roviliza C. Arnado - Accounting Staff*
	1.14. Receives DV for approval of the SGOD Chief	None	3 Minutes	*Fe Mahilom - SGOD Staff*
	1.15. Reviews the claim as to necessity and lawfulness and that the expense is incurred under	None	15 Minutes	*Josephine M. Casas - SGOD*

	his/ her direct supervision prior to signing Box A of DV.			*Chief*
	1.16. Forwards the DVs and SDs to the concerned Accounting Unit Staff for signature of Accountant.	None	3 Minutes	*Fe Mahilom - SGOD Staff*
	1.17 Receives the documents and retrieves the RANCA from file and determines availability of NCA. If NCA is sufficient to cover the disbursement, records in the RANCA the DV date and number, and amount under the 'Utilized' column and indicates NCA balance. Checks the "Cash available" portion in Box B of the DV.	None	5 Minutes	*Tresmae Jane A. Lebajan - Accounting Staff*
	1.18. Reviews DV and SDs as to cash availability and completeness of SDs and amount claimed proper. Signs Box C of DV. Forwards the documents to the Accounting Staff.	None	15 Minutes	*Jo Irish C. Cabalona – Division Accountant*
	1.19. Forwards the claim to Schools Division Superintendent for approval of claim.	None	3 Minutes	*Roviliza C. Arnado - Accounting Staff*
	1.20. Receives Copies 1-4 of DV, copies 1-2 of SDs and Copies 2-3 of ORS and records in the logbook the date of receipt.	None	3 Minutes	*Sucit Borrinaga - SDS Staff*
	1.21. Reviews DV and signs in Box C "Approved for Payment" portion. Forwards Copies 1-4 of DV, Copies 2-3 of the ORS and copies 1-2 of SDs.	None	15 Minutes	*Roberto N. Mangaliman, PhD, CESO VI – SDS*
	1.22. Records in logbook the approved DV and all SDs and forwards the documents to the Cash/Treasury Unit for disbursement.	None	3 Minutes	*Ma. Loresie R. Bignotea - SDS Staff*
	1.23. Receives copies 1-4 of Approved DV and	None	3 Minutes	*Egefe M. Casado –*

	verifies completeness of signatories on the DV			*Cash Section Staff*
	1.24. Prepares Check and Advice of Check Issued and Cancelled (ACIC)	None	15 Minutes	*Elizabeth E. Torina – Cashier/ Disb. Officer*
	1.25. Verifies completeness of signature on DV, reviews the amount of the check / ADA against the DV and supporting documents. Signs the check.	None	5 Minutes	*Elizabeth E. Torina – Cashier/ Disb. Officer*
	1.26. Forwards Checks and ACIC to SDS for countersignature.	None	5 Minutes	*Elizabeth E. Torina – Cashier/ Disb. Officer*
	1.27. Records in the Logbook the checks for Release and forwards ACIC to LBP	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.28. Records Check in the Check Disbursement Record	None	5 Minutes	*Elizabeth E. Torina – Cashier/ Disb. Officer*
	1.29. Informs Payee to claim the check thru phone call	None	3 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.30. Releases the checks once Payee claims the check and attaches OR/Invoice on copy 1 of DV	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.31. Prepares Report on Check Issued (RCI) in 5 copies	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.32. Forwards RCI together with copy 2 of checks and supporting documents to Accounting Unit. Retains copy 2 of RCI and copy 2 of DVs for file.	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.33. Receives RCI, copies of checks and other supporting documents; sorts the documents and forwards 1 file copy to COA.	None	15 Minutes	*Rolando L. Fermino, Jr. – Accounting Staff*
	Total:	**None**	**3 Hours, 23 Minutes**	

8. Infrastructure- Release Of Retention Money

The total retention money shall be due for release upon final acceptance of the works. The contractor may, however, request the substitution of the retention money for each progress billing with irrevocable standby letters of credit from a commercial bank, bank guarantees or surety bonds callable on demand, of amounts equivalent to the retention money substituted for and acceptable to the Government, provided that the project is on schedule and is satisfactorily undertaken.

Office or Division:	Finance - Accounting Unit
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	Contractors

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Certified true copy of Notice of Award (NOA)	• Head of Procuring Entity
• Certified true copy of Contract Agreement	• Head of Procuring Entity
• Certified true copy of Notice to Proceed indicating the date of receipt by the contractor	• Head of Procuring Entity
• Letter request from the contractor for **substitution of retention money**	• Contractor
• Security bond/ bank guarantee / retention money bond	• Contractor
• Certification from the end- user that the project is completed and inspected and no rectification is needed (original)	• Division Engineer

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepares claim in two (2) segregated sets	1.1. Receives Notice of Award (NOA), Notice to Proceed (NTP) and Contract Agreement from BAC Secretariat for Obligation.	None	3 Minutes	*Lilibeth Rosete - Budget Staff*
	1.2. Verifies availability of allotment based on the appropriate Registry of Allotments, Obligations and Disbursements (RAOD). If allotment is not available, documents for safekeeping/ pending the release of budget or charge to savings.	None	5 Minutes	*Grace Veloso - Budget Officer*
	1.3. If allotment is available, prepares ORS using eBMS (Electronic Budget Monitoring	None	5 Minutes	*Ivy Matiga - Budget Staff*

	Systems) for PS and MOOE expenses. For Trust Fund expenses, prepares Budget Utilization Request and Status (BURS)			
	1.4. Prepares the Registry of Obligations and Transmittal.	None	5 Minutes	*Ivy Matiga - Budget Staff*
	1.5. Reviews the obligations and supporting documents. If in order, records the obligations in the subsidiary ledgers. Signs the certification in Section B of the URS or BURS and the transmittal. Forwards the ORS or BURS and supporting documents to the Budget Staff.	None	5 Minutes	*Grace Veloso - Budget Officer*
	1.6. Forwards the ORS to the SGOD Chief for certification in the Section A of the ORS.	None	3 Minutes	*Lilibeth Rosete - Budget Staff*
	1.7. Reviews the obligation and signs in box A of ORS certifying that the charges to appropriation or allotment are necessary, lawful and under his/ her direct supervision; and supporting documents are valid, proper and legal.	None	10 Minutes	*Josephine M. Casas - SGOD Chief*
	1.8. Records the signed ORS or BURS in the logbook and forwards to Accounting Section	None	5 Minutes	*Fe Mahilom - SGOD Staff*
	1.9. Receives and checks attachments as to completeness and correctness including the signatures, for payment. Attach signed OBR	None	3 Minutes	*Sahrina C. De La Cruz – Accounting Staff*
	1.10. Retrieves Index of Payments (IoP) from file and determines if claim is in order. If with prior payment on the same claim, returns the claim, informing the claimant of prior payment made. If in	None	5 Minutes	*Jessa Mine B. Bracamonte - Accounting Staff*

	order, records the following in the IP: particulars and amount.			
	1.11. Prepares the DV in four copies in the e-FRS and in accordance with the instructions on the preparation of the DV to initiate the payment of claims and checks if the claim is subject to Authority to Debit Account. DV number is automatically generated.	None	5 Minutes	*Hizel P. Ticoy - Accounting Staff*
	1.12. Rechecks computations and reviews the claim before countersigning Box C of the DV.	None	10 Minutes	*Jessa Mine B. Bracamonte - Accounting Staff*
	1.13. Forwards DV with the supporting documents to SGOD	None	3 Minutes	*Roviliza C. Arnado - Accounting Staff*
	1.14. Receives DV for approval of the SGOD Chief	None	3 Minutes	*Fe Mahilom - SGOD Staff*
	1.15. Reviews the claim as to necessity and lawfulness and that the expense is incurred under his/ her direct supervision prior to signing Box A of DV.	None	15 Minutes	*Josephine M. Casas - SGOD Chief*
	1.16. Forwards the DVs and SDs to the concerned Accounting Unit Staff for signature of Accountant.	None	3 Minutes	*Fe Mahilom - SGOD Staff*
	1.17 Receives the documents and retrieves the RANCA from file and determines availability of NCA. If NCA is sufficient to cover the disbursement, records in the RANCA the DV date and number, and amount under the 'Utilized' column and indicates NCA balance. Checks the "Cash available" portion in Box B of the DV.	None	5 Minutes	*Tresmae Jane A. Lebajan - Accounting Staff*
	1.18. Reviews DV and SDs as to cash availability	None	15 Minutes	*Jo Irish C.*

	and completeness of SDs and amount claimed proper. Signs Box C of DV. Forwards the documents to the Accounting Staff.			*Cabalona – Division Accountant*
	1.19. Forwards the claim to Schools Division Superintendent for approval of claim.	None	3 Minutes	*Roviliza C. Arnado - Accounting Staff*
	1.20. Receives Copies 1-4 of DV, copies 1-2 of SDs and Copies 2-3 of ORS and records in the logbook the date of receipt.	None	3 Minutes	*Sucit Borrinaga - SDS Staff*
	1.21. Reviews DV and signs in Box C "Approved for Payment" portion. Forwards Copies 1-4 of DV, Copies 2-3 of the ORS and copies 1-2 of SDs.	None	15 Minutes	*Roberto N. Mangaliman, PhD, CESO VI – SDS*
	1.22. Records in logbook the approved DV and all SDs and forwards the documents to the Cash/Treasury Unit for disbursement.	None	3 Minutes	*Ma. Loresie R. Bignotea - SDS Staff*
	1.23. Receives copies 1-4 of Approved DV and verifies completeness of signatories on the DV	None	3 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.24. Prepares Check and Advice of Check Issued and Cancelled (ACIC)	None	15 Minutes	*Elizabeth E. Torina – Cashier/ Disbursing Officer*
	1.25. Verifies completeness of signature on DV, reviews the amount of the check / ADA against the DV and supporting documents. Signs the check.	None	5 Minutes	*Elizabeth E. Torina – Cashier/ Disbursing Officer*
	1.26. Forwards Checks and ACIC to SDS for countersignature.	None	5 Minutes	*Elizabeth E. Torina – Cashier/ Disbursing Officer*
	1.27. Records in the Logbook the checks for Release and forwards	None	5 Minutes	*Egefe M. Casado – Cash Section*

	ACIC to LBP			*Staff*
	1.28. Records Check in the Check Disbursement Record	None	5 Minutes	*Elizabeth E. Torina – Cashier/ Disbursing Officer*
	1.29. Informs Payee to claim the check thru phone call	None	3 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.30. Releases the checks once Payee claims the check and attaches OR/Invoice on copy 1 of DV	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.31. Prepares Report on Check Issued (RCI) in 5 copies	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.32. Forwards RCI together with copy 2 of checks and supporting documents to Accounting Unit. Retains copy 2 of RCI and copy 2 of DVs for file.	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.33. Receives RCI, copies of checks and other supporting documents; sorts the documents and forwards 1 file copy to COA.	None	15 Minutes	*Rolando L. Fermino, Jr. – Accounting Staff*
Total:		**None**	**3 Hours, 23 Minutes**	

9. Order Of Payment

Preparing order of payment for pending account balances of DepEd clients such as Overpayment of Salary Claim, Full Payment of Provident Loan, Disallowances, Excess of Cash Advance of MOOE, & TRA withheld from School MOOE.

Office or Division:	Finance - Accounting Unit
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	DepEd Personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Overpayment of Salary Claim • Checkadad	• Accounting Staff
Provident Loans • Provident Loan Monitoring	• Accounting Staff
Disallowances • Monitoring for Disallowances	• Accounting Staff
Excess of Cash Advances of MOOE • School MOOE Liquidation Monitoring	• Accounting Staff
TRA withheld from School MOOE • Screenshot of TRA Monitoring	• Accounting Staff

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure order of payment	1.1 Check the monitoring for certain transaction	None	2 Minutes	*Accounting Staff*
	1.2. Releases the Order of Payment	None	2 Minutes	*Accounting Staff*
	1.3. Forward to Cashier	None	2 Minutes	*Payor*
	Total:	**Based on the Order of Payment**	**6 Minutes**	

10. Travel Claims

Under Section 2, EO No 248 dated May 29, 1995, as amended by EO No. 298 dated March 23, 2004, travels shall cover only those that are urgent and extremely necessary, will involve the minimum expenditure and are beneficial to the agency and/ or the country.

Office or Division:	Finance - Accounting Unit
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	DepEd Teaching and Non-teaching Personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Approved Itinerary of Travel	• Claimant
• Certificate of Travel Completed	• Claimant
• Travel Order/ Memorandum/ Locator's Slip	• Claimant
• Paper/ Electronic plane/ boat/ bus tickets, boarding pass, terminal fee	• Claimant
• Original Certificate of Appearance/ Attendance	• Claimant
• Certificate of Expenses Not Requiring Receipt	• Claimant
• Certification by the Head of Agency as to the Absolute Necessity of the expenses together with the corresponding bills or receipts, if the expenses incurred exceeded the prescribed rate per day	• Head of Agency
• Revised or supplemental Office Order or any proof supporting the change of schedule	• Administrative Section

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepares claim in two (2) segregated sets	1.1. Prepares itinerary and CTC in accordance with the allowable rates set in DO No. 22 s. 2019 under COA Circular 2012-001	None	30 Minutes	*Claimant*
	1.2. Receives and checks attachments as to completeness and correctness including the signatures.	None	10 Minutes	*Sahrina C. De La Cruz – Accounting Staff*
	1.3. Retrieves Index of Payments (IoP) from file and determines if claim is in order. If with prior payment on the same claim, returns the claim, informing the claimant of prior payment made. If in order, records the following in the IP: particulars and amount.	None	5 Minutes	*Jessa Mine B. Bracamonte - Accounting Staff*

	1.4. Verifies the documents from the Accounting Unit/ Internal Control for obligation. Verifies the completeness of documents from ICU, if incomplete, returns documents.	None	5 Minutes	*Ivy Matiga - Budget Staff*
	1.5. Verifies availability of allotment based on the appropriate Registry of Allotments, Obligations and Disbursements (RAOD). If allotment is not available, documents for safekeeping/ pending the release of budget or charge to savings.	None	5 Minutes	*Grace Veloso - Budget Officer*
	1.6. If allotment is available, prepares ORS using eBMS (Electronic Budget Monitoring Systems) for PS and MOOE expenses. For Trust Fund expenses, prepares Budget Utilization Request and Status (BURS)	None	5 Minutes	*Ivy Matiga - Budget Staff*
	1.7. Prepares the Registry of Obligations and Transmittal.	None	5 Minutes	*Ivy Matiga - Budget Staff*
	1.8. Reviews the obligations and supporting documents. If in order, records the obligations in the subsidiary ledgers. Signs the certification in Section B of the URS or BURS and the transmittal. Forwards the ORS or BURS and supporting documents to the Budget Staff.	None	5 Minutes	*Grace Veloso - Budget Officer*
	1.9. Forwards the ORS or BURS and supporting documents to the Assistant Schools Division Superintendent for certification in the Section A of the ORS or BURS	None	3 Minutes	*Lilibeth Rosete - Budget Staff*
	1.10. Reviews the claim and signs in Box A of	None	10 Minutes	*Arvin T. Elatico, CPA –*

	ORS or BURS certifying that the charges to appropriation/ allotment are necessary, lawful and under his/ her direct supervision; and supporting documents are valid, proper and legal.			*OIC-ASDS*
	1.11. Receives and prepares the DV in four copies in the e-FRS and in accordance with the instructions on the preparation of the DV to initiate the payment of claims and checks if the claim is subject to Authority to Debit Account. DV number is automatically generated.	None	5 Minutes	*Hizel P. Ticoy - Accounting Staff*
	1.12. Rechecks computations and reviews the claim before countersigning Box C of the DV.	None	10 Minutes	*Jessa Mine B. Bracamonte - Accounting Staff*
	1.13. Reviews the claim as to necessity and lawfulness and that the expense is incurred under his/ her direct supervision prior to signing Box A of DV.	None	15 Minutes	*Arvin T. Elatico, CPA – OIC-ASDS*
	1.14. Forwards the DVs and SDs to the concerned Accounting Unit Staff for signature of Accountant.	None	3 Minutes	*Arvin T. Elatico, CPA – OIC-ASDS/ Josephine M. Casas - SGOD Chief/ Jose B. Mondido – CID Chief*
	1.15. Receives the documents and retrieves the RANCA from file and determines availability of NCA. If NCA is sufficient to cover the disbursement, records in the RANCA the DV date and number, and amount under the 'Utilized' column and indicates NCA balance. Checks the "Cash available" portion in Box B	None	5 Minutes	*Tresmae Jane A. Lebajan - Accounting Staff*

	of the DV.			
	1.16. Reviews DV and SDs as to cash availability and completeness of SDs and amount claimed proper. Signs Box C of DV. Forwards the documents to the Accounting Staff.	None	15 Minutes	*Jo Irish C. Cabalona – Division Accountant*
	1.17 Forwards the claim to Schools Division Superintendent for approval of claim.	None	3 Minutes	*Roviliza C. Arnado - Accounting Staff*
	1.18. Receives Copies 1-4 of DV, copies 1-2 of SDs and Copies 2-3 of ORS and records in the logbook the date of receipt.	None	3 Minutes	*Sucit Borrinaga - SDS Staff*
	1.19. Reviews DV and signs in Box C "Approved for Payment" portion. Forwards Copies 1-4 of DV, Copies 2-3 of the ORS and copies 1-2 of SDs.	None	15 Minutes	*Roberto N. Mangaliman, PhD, CESO VI – SDS*
	1.20. Records in logbook the approved DV and all SDs and forwards the documents to the Cash/Treasury Unit for disbursement.	None	3 Minutes	*Ma. Loresie R. Bignotea - SDS Staff*
	1.21. Receives copies 1-4 of Approved DV and verifies completeness of signatories on the DV	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.22. Prepares Check and Advice of Check Issued and Cancelled (ACIC)	None	15 Minutes	*Elizabeth E. Torina – Cashier/ Disbursing Officer*
	1.23. Verifies completeness of signature on DV, reviews the amount of the check / ADA against the DV and supporting documents. Signs the check.	None	5 Minutes	*Elizabeth E. Torina – Cashier/ Disbursing Officer*
	1.24. Forwards Checks and ACIC to SDS for countersignature.	None	5 Minutes	*Elizabeth E. Torina – Cashier/ Disbursing Officer*
	1.25. Records in the	None	5 Minutes	*Egefe M.*

	Logbook the checks for Release and forwards ACIC to LBP			*Casado – Cash Section Staff*
	1.26. Records Check in the Check Disbursement Record	None	5 Minutes	*Elizabeth E. Torina – Cashier/ Disbursing Officer*
	1.27. Informs Payee to claim the check thru phone call	None	3 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.28. Releases the checks once Payee claims the check and attaches OR/Invoice on copy 1 of DV	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.29. Prepares Report on Check Issued (RCI) in 5 copies	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.30. Forwards RCI together with copy 2 of checks and supporting documents to Accounting Unit. Retains copy 2 of RCI and copy 2 of DVs for file.	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.31. Receives RCI, copies of checks and other supporting documents; sorts the documents and forwards 1 file copy to COA.	None	15 Minutes	*Rolando L. Fermino, Jr. – Accounting Staff*
	Total:	**None**	**3 Hours, 53 Minutes**	

11. Communication Expenses Reimbursement

The Department shall provide authorized officials and personnel with postpaid line and prepaid load for use in the performance of their official duties and responsibilities.

Office or Division:	Finance - Accounting Unit
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	DepEd Teaching and Non-teaching Personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Statement of Account/ Billing Statement (for postpaid plans)	• Supplier
• Official Receipt	• Supplier
• Load Card (for prepaid load claims)	• Supplier
• Certification that the expenses incurred are solely for delivery of work- related services	• Claimant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepares claim in two (2) segregated sets	1.1. Prepares itinerary and CTC in accordance with the allowable rates set in DO No. 22 s. 2019 under COA Circular 2012-001	None	30 Minutes	*Claimant*
	1.2. Receives and checks attachments as to completeness and correctness including the signatures.	None	10 Minutes	*Sahrina C. De La Cruz – Accounting Staff*
	1.3. Retrieves Index of Payments (IoP) from file and determines if claim is in order. If with prior payment on the same claim, returns the claim, informing the claimant of prior payment made. If in order, records the following in the IP: particulars and amount.	None	5 Minutes	*Jessa Mine B. Bracamonte - Accounting Staff*
	1.4. Verifies the documents with supporting documents from the Accounting Unit/ Internal Control for obligation. Verifies the completeness of documents from ICU, if incomplete, returns documents.	None	5 Minutes	*Ivy Matiga - Budget Staff*
	1.5. Verifies availability of allotment based on the	None	5 Minutes	

	appropriate Registry of Allotments, Obligations and Disbursements (RAOD). If allotment is not available, documents for safekeeping/ pending the release of budget or charge to savings.			*Grace Veloso - Budget Officer*
	1.6. Prepares ORS using eBMS (Electronic Budget Monitoring Systems) for PS and MOOE expenses. For Trust Fund expenses, prepares Budget Utilization Request and Status (BURS)	None	5 Minutes	*Ivy Matiga - Budget Staff*
	1.7. Prepares the Registry of Obligations and Transmittal.	None	5 Minutes	*Ivy Matiga - Budget Staff*
	1.8. Reviews the obligations and supporting documents. If in order, records the obligations in the subsidiary ledgers. Signs the certification in Section B of the URS or BURS and the transmittal. Forwards the ORS or BURS and supporting documents to the Budget Staff.	None	5 Minutes	*Grace Veloso - Budget Officer*
	1.9. Forwards the ORS or BURS and supporting documents to the Assistant Schools Division Superintendent for certification in the Section A of the ORS or BURS	None	3 Minutes	*Lilibeth Rosete - Budget Staff*
	1.10. Reviews the claim and signs in Box A of ORS or BURS certifying that the charges to appropriation/ allotment are necessary, lawful and under his/ her direct supervision; and supporting documents are valid, proper and legal.	None	10 Minutes	*Arvin T. Elatico, CPA – OIC-ASDS*
	1.11. Receives and prepares the DV in four copies in the e-FRS and in accordance with the instructions on the	None	5 Minutes	*Hizel P. Ticoy -*

	preparation of the DV to initiate the payment of claims and checks if the claim is subject to Authority to Debit Account. DV number is automatically generated.			*Accounting Staff*
	1.12. Rechecks computations and reviews the claim before countersigning Box C of the DV.	None	5 Minutes	*Jessa Mine B. Bracamonte - Accounting Staff*
	1.13. Reviews the claim as to necessity and lawfulness and that the expense is incurred under his/ her direct supervision prior to signing Box A of DV.	None	15 Minutes	*Arvin T. Elatico, CPA – OIC-ASDS*
	1.14. Forwards the DVs and SDs to the concerned Accounting Unit Staff for signature of Accountant.	None	3 Minutes	*Shelly N. Apinardo - ASDS Staff*
	1.15. Receives the documents and retrieves the RANCA from file and determines availability of NCA. If NCA is sufficient to cover the disbursement, records in the RANCA the DV date and number, and amount under the 'Utilized' column and indicates NCA balance. Checks the "Cash available" portion in Box B of the DV.	None	5 Minutes	*Tresmae Jane A. Lebajan - Accounting Staff*
	1.16. Reviews DV and SDs as to cash availability and completeness of SDs and amount claimed proper. Signs Box C of DV. Forwards the documents to the Accounting Staff.	None	15 Minutes	*Jo Irish C. Cabalona – Division Accountant*
	1.17. Forwards the claim to Schools Division Superintendent for approval of claim.	None	3 Minutes	*Roviliza C. Arnado - Accounting Staff*
	1.18. Receives Copies 1-4 of DV, copies 1-2 of SDs and Copies 2-3 of ORS and records in the logbook	None	3 Minutes	*Sucit Borrinaga - SDS Staff*

	the date of receipt.			
	1.19. Reviews DV and signs in Box C "Approved for Payment" portion and forwards copies 1-4 of DV, copies 2-3 of the BURS and copies 1-2 of SDs.	None	15 Minutes	*Roberto N. Mangaliman, PhD, CESO VI – SDS*
	1.20. Records in logbook the approved DV all SDs and forwards the documents to the Cash/ Treasury Unit for disbursement.	None	3 Minutes	*Ma. Loresie R. Bignotea - SDS Staff*
	1.21. Receives copies 1-4 of Approved DV and verifies completeness of signatories on the DV	None	3 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.22. Prepares Check and Advice of Check Issued and Cancelled (ACIC)	None	15 Minutes	*Elizabeth E. Torina – Cashier/ Disbursing Officer*
	1.23. Verifies completeness of signature on DV, reviews the amount of the check / ADA against the DV and supporting documents. Signs the check.	None	5 Minutes	*Elizabeth E. Torina – Cashier/ Disbursing Officer*
	1.24. Forwards Checks and ACIC to SDS for countersignature.	None	5 Minutes	*Elizabeth E. Torina – Cashier/ Disbursing Officer*
	1.25. Records in the Logbook the checks for Release and forwards ACIC to LBP	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.26. Records Check in the Check Disbursement Record	None	5 Minutes	*Elizabeth E. Torina – Cashier/ Disbursing Officer*
	1.27. Informs Payee to claim the check thru phone call	None	3 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.28. Releases the checks once Payee claims the check and attaches OR/Invoice on copy 1 of DV	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.29. Prepares Report on	None	5 Minutes	*Egefe M.*

	Check Issued (RCI) in 5 copies			*Casado – Cash Section Staff*
	1.30. Forwards RCI together with copy 2 of checks and supporting documents to Accounting Unit. Retains copy 2 of RCI and copy 2 of DVs for file.	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.31. Receives RCI, copies of checks and other supporting documents; sorts the documents and forwards 1 file copy to COA.	None	15 Minutes	*Accounting Staff*
	Total:	**None**	**3 Hours, 46 Minutes**	

12. Other Expenditures/ Utilities

The amounts programmed, particularly for, but not limited to, petroleum, oil and lubricants as well as for water, illumination and power services, telephone and other communication services and rent requirements shall be disbursed solely for such items of expenditures.

Office or Division:	Finance - Accounting Unit
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	DepEd Personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Statement of Account/ Bill • Computations For telephone/ communication services • Statement of Account/ Bill • Computations • Certification by Agency Head/ Representative that all National Direct Dial (NDD), National Operator Assisted Calls and International Operator Assisted Calls are official calls	• Supplier • Supplier • Supplier • Supplier • SDS Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepares liquidation in two (2) copies	1.1. Checks attachments as to completeness and correctness including the signatures.	None	10 Minutes	*Sahrina C. De La Cruz – Accounting Staff*
	1.2. Retrieves IoP from file and determines if claim is in order. If with prior payment on the same claim, returns the claim, informing the requesting office/ party of prior payment made. If in order, records the following in the IP: particulars and amount	None	5 Minutes	*Jessa Mine B. Bracamonte - Accounting Staff*
	1.3. Verifies the payroll with supporting documents from the accounting unit/ internal control for obligation and verifies the completeness of documents from ICU, if incomplete, returns the documents.	None	5 Minutes	*Ivy Matiga - Budget Staff*
	1.4. Verifies availability of allotment based on the appropriate RAOD. If allotment is not available,	None	5 Minutes	*Grace Veloso -*

	documents for safekeeping or pending the release of budget or charge to savings.			*Budget Officer*
	1.5. If allotment is available, prepares Obligation Request and Status (ORS) using eBMS for PS and MOOE expenses. For Trust Fund expenses, prepare Budget Utilization Request and Status (BURS).	None	5 Minutes	*Ivy Matiga - Budget Staff*
	1.6. Prepares the Registry of Obligations and Transmittal.	None	5 Minutes	*Ivy Matiga - Budget Staff*
	1.7. Reviews the obligation and supporting documents. If in order, records the obligations in the subsidiary ledgers, signs the certification in Section B of the URS or BURS and the transmittal and forwards the ORS or BURS and supporting documents to the Budget Staff.	None	5 Minutes	*Grace Veloso - Budget Officer*
	1.8. Forwards the ORS or BURS and supporting documents to the Functional Division Head for certification in the Section A of the ORS or BURS.	None	3 Minutes	*Lilibeth Rosete - Budget Staff*
	1.9. Reviews the claim and signs in Box A of ORS or BURS certifying that the charges to appropriation/ allotment are necessary, lawful and under his/ her direct supervision; and supporting documents are valid, proper and legal.	None	10 Minutes	*Arvin T. Elatico, CPA – OIC-ASDS*
	1.10. Prepares the DV in four copies in the e-FRS and in accordance with the instructions on the preparation of the DV to initiate the payment of claims and checks if the claim is subject to	None	5 Minutes	*Hizel P. Ticoy - Accounting Staff*

	Authority to Debit Account. DV number is automatically generated.			
	1.11. Rechecks computations and reviews the claim before countersigning Box C of the DV.	None	5 Minutes	*Jessa Mine B. Bracamonte - Accounting Staff*
	1.12. Reviews the claim as to necessity and lawfulness and that the expense is incurred under his/ her direct supervision prior to signing Box A of DV.	None	15 Minutes	*Arvin T. Elatico, CPA – OIC-ASDS*
	1.13. Forwards the DVs and SDs to the concerned Accounting Unit Staff for signature of Accountant.	None	3 Minutes	*Shelly N. Apinardo - ASDS Staff*
	1.14. Retrieves the RANCA from file and determines availability of NCA. If NCA is sufficient to cover the disbursement, records in the RANCA the DV date and number, and amount under the 'Utilized' column and indicates NCA balance. Checks the "Cash available" portion in Box B of the DV.	None	5 Minutes	*Tresmae Jane A. Lebajan - Accounting Staff*
	1.15. Reviews DV and SDs as to cash availability and completeness of SDs and amount claimed proper. Signs Box C of DV. Forwards the documents to the Accounting Staff.	None	15 Minutes	*Jo Irish C. Cabalona – Division Accountant*
	1.16. Forwards the claim to Schools Division Superintendent for approval of claim.	None	3 Minutes	*Roviliza C. Arnado - Accounting Staff*
	1.17 Receives Copies 1-4 of DV, copies 1-2 of SDs and Copies 2-3 of ORS and records in the logbook the date of receipt.	None	3 Minutes	*Sucit Borrinaga - SDS Staff*
	1.18. Reviews DV and signs in Box C "Approved for Payment" portion. Forwards Copies 1-4 of	None	15 Minutes	*Roberto N. Mangaliman, PhD, CESO VI – SDS*

	DV, Copies 2-3 of the ORS and copies 1-2 of SDs.			
	1.19. Records in logbook the approved DV and all SDs and forwards the documents to the Cash/Treasury Unit for disbursement.	None	3 Minutes	*Ma. Loresie R. Bignotea - SDS Staff*
	1.20. Receives copies 1-4 of Approved DV and verifies completeness of signatories on the DV	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.21. Prepares Check and Advice of Check Issued and Cancelled (ACIC)	None	15 Minutes	*Elizabeth E. Torina – Cashier/ Disbursing Officer*
	1.22. Verifies completeness of signature on DV, reviews the amount of the check / ADA against the DV and supporting documents. Signs the check.	None	5 Minutes	*Elizabeth E. Torina – Cashier/ Disbursing Officer*
	1.23. Forwards Checks and ACIC to SDS for countersignature.	None	5 Minutes	*Elizabeth E. Torina – Cashier/ Disbursing Officer*
	1.24. Records in the Logbook the checks for Release and forwards ACIC to LBP	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.25. Records Check in the Check Disbursement Record	None	5 Minutes	*Elizabeth E. Torina – Cashier/ Disbursing Officer*
	1.26. Informs Payee to claim the check thru phone call	None	3 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.27. Releases the checks once Payee claims the check and attaches OR/Invoice on copy 1 of DV	None	5 Minutes	*Cash Section Egefe M. Casado – Cash Section Staff*
	1.28. Prepares Report on Check Issued (RCI) in 5 copies	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*

	1.29. Forwards RCI together with copy 2 of checks and supporting documents to Accounting Unit. Retains copy 2 of RCI and copy 2 of DVs for file.	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.30. Receives RCI, copies of checks and other supporting documents; sorts the documents and forwards 1 file copy to COA.	None	15 Minutes	*Rolando L. Fermino, Jr. – Accounting Staff*
	Total:	**None**	**3 Hours, 18 Minutes**	

13. General Support Services (Janitorial, Security, Maintenance, Garbage Collection and Disposal, and similar services)

All general support services, except consulting services and infrastructure projects, which may be needed in the pursuit of any project or activity of the agency.

Office or Division:	Finance - Accounting Unit
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	DepEd Personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Payroll	• Payroll Staff
• Job Order Contract (for first claim)	• HR Staff
• Approved DTR	• Claimant
• Biometric Printout	• Claimant
• Request for manual entry (for manual inputs)	• Claimant
• Certified True Photocopy of logsheet (if not enrolled in biometric)	• Records Officer
• Justification in case no biometric printout is attached	• Claimant
• Appearance and Travel Orders (if applicable)	• Claimant
• Executive Order for Class/ Work Suspensions/ Local Holidays	• Claimant
• Accomplishment Report	• Claimant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents for Claim of Payments to Records Section	1.1 Receive documents from the Records Section and check documentary requirements	None	10 Minutes	*Genevieve D. Garnada - Records Staff*
	1.2. Forward received documents to payroll section	None	2 Minutes	*Shiela Gudmalin - Records Staff*
	1.3. Prepares payroll and forward to accounting office	None	5 Minutes	*Kristine J. Sabitsana - Administrative Officer II*
	1.4. Receives and checks attachments as to completeness and correctness including the signatures, for payment	None	10 Minutes	*Sahrina C. De La Cruz – Accounting Staff*
	1.5. Forward documents to Budget Section for OBR	None	2 Minutes	*Sahrina C. De La Cruz – Accounting Staff*
	1.6. Verifies the payroll with supporting documents from the	None	5 Minutes	*Ivy Matiga - Budget Staff*

	accounting unit/ internal control for obligation and verifies the completeness of documents from ICU, if incomplete, returns the documents.			
	1.7. Verifies availability of allotment based on the appropriate RAOD. If allotment is not available, documents for safekeeping or pending the release of budget or charge to savings.	None	5 Minutes	*Grace Veloso - Budget Officer*
	1.8. If allotment is available, prepares Obligation Request and Status (ORS) using eBMS for PS and MOOE expenses. For Trust Fund expenses, prepare Budget Utilization Request and Status (BURS).	None	5 Minutes	*Ivy Matiga - Budget Staff*
	1.9. Prepares the Registry of Obligations and Transmittal.	None	5 Minutes	*Ivy Matiga - Budget Staff*
	1.10. Reviews the obligation and supporting documents. If in order, records the obligations in the subsidiary ledgers, signs the certification in Section B of the URS or BURS and the transmittal and forwards the ORS or BURS and supporting documents to the Budget Staff.	None	5 Minutes	*Grace Veloso - Budget Officer*
	1.11. Forwards the ORS or BURS and supporting documents to the Functional Division Head for certification in the Section A of the ORS or BURS.	None	3 Minutes	*Lilibeth Rosete - Budget Staff*
	1.12. Receives and prepares the Disbursement Voucher and Journal Entry Voucher	None	3 Minutes	*Hizel P. Ticoy - Accounting Staff*

	1.13. Record in Subsidiary Ledger to ensure that the invoice isn't already recorded and paid	None	2 Minutes	*Jessa Mine B. Bracamonte - Accounting Staff*
	1.14. Receives the documents and determines availability of NCA. Checks the "Cash Available" potion in Box B of the DV.	None	2 Minutes	*Tresmae Jane A. Lebajan - Accounting Staff*
	1.15. Reviews DV and SDs as to cash availability and completeness of SDs and amount claimed proper. Signs Box C of DV. Forwards the documents to the Accounting Staff.	None	3 Minutes	*Jo Irish C. Cabalona – Division Accountant*
	1.16. Forwards the claim to Assistant Schools Division Superintendent for approval of claim.	None	2 Minutes	*Roviliza C. Arnado - Accounting Staff*
	1.17. Reviews the claim as to necessity and lawfulness and that the expense is incurred under his/ her direct supervision prior to signing the ORS and DV	None	3 Minutes	*Arvin T. Elatico, CPA – OIC-ASDS*
	1.18. Forwards the claim to Schools Division Superintendent for approval of claim.	None	2 Minutes	*Shelly N. Apinardo - ASDS Staff*
	1.19. Reviews DV and signs in Box C "Approved for Payment" portion.	None	3 Minutes	*Roberto N. Mangaliman, PhD, CESO VI – SDS*
	1.20. Records in logbook the approved DV and all SDs and forwards the documents to the Cash Unit for disbursement.	None	3 Minutes	*Ma. Loresie R. Bignotea - SDS Staff*
	1.21. Receives copies 1-3 of Approved DV and verifies completeness of signatories on the DV	None	2 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.22. Prepares Check and Advice of Check Issued and Cancelled (ACIC)	None	15 Minutes	*Elizabeth E. Torina – Cashier/ Disbursing Officer*
	1.23. Verifies completeness of signature	None	5 Minutes	*Elizabeth E. Torina –*

	on DV, reviews the amount of the check / ADA against the DV and supporting documents. Signs the check.			*Cashier/ Disbursing Officer*
	1.24. Forwards Checks and ACIC to SDS for countersignature.	None	5 Minutes	*Elizabeth E. Torina – Cashier/ Disbursing Officer*
	1.25. Records in the Logbook the checks for Release and forwards ACIC to LBP	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.26. Records Check in the Check Disbursement Record	None	5 Minutes	*Elizabeth E. Torina – Cashier/ Disbursing Officer*
	1.27. Informs Payee to claim the check thru phone call	None	3 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.28. Releases the checks once Payee claims the check and attaches OR/Invoice on copy 1 of DV	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.29. Prepares Report on Check Issued (RCI) in 5 copies	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.30. Forwards RCI together with copy 2 of checks and supporting documents to Accounting Unit. Retains copy 2 of RCI and copy 2 of DVs for file.	None	5 Minutes	*Egefe M. Casado – Cash Section Staff*
	1.31. Receives RCI, copies of checks and other supporting documents; sorts the documents and forwards 1 file copy to COA.	None	15 Minutes	*Rolando L. Fermino, Jr. – Accounting Staff*
	Total:	**None**	**2 Hours, 11 Minutes**	

1. Posting/Updating of Disbursement

Updating of status of disbursement requests.

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

I. CURRICULUM IMPLEMENTATION DIVISION

1. Program Work Flow of Submission of Contextualized Learning Resources

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

Office or Division	Curriculum Implementation Division
Classification:	Highly Technical
Type of Transaction:	Government to Government (G2G)
Who may avail:	Teaching and Non-Teaching Personnel, LGUs, Stakeholders
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Curriculum Guide (1 Original Copy and 1 Photocopy)	LR Portal
2. Contextualized Material Submitted (1 Original Copy and Soft Copy)	Author/ Owner
3. School/District Pre-Evaluation	Online Link
4. Indorsement from the Public Schools District Supervisor or District QAD (or School Heads in the absence of PSDS) (1 Original Copy and 1 Photocopy)	Office of the PSDS/Office of the CID
5. Accomplished Quality Assurance Tool	LR Office
6. Accomplished Metadata Template for Cataloguing	LR Office

7. Signed Sworn Certification/Anti-Plagiarism Declaration				
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Prepare and submit School's Needs Analysis (Least Mastered Competency) and LR Situational Reports	1.1. Review School's Needs Analysis and LR Situational	None	16 hours	School Head, School LR Coordinator, Subject Area Coordinator, Division LR Supervisor
	1.2. Prepare Documents for capability building	None	8 hours	School Head, Division LR Supervisor, Writer, Illustrator, Layout Artist
2. Attend capacity building, write shop	2.1 Manage and facilitate the write shop	None	40 hours	School Head, Division LR Supervisor, Writer, Illustrator, Layout Artist
3. Submit contextualized LR to School Learning Resource Quality Assurance Team (SLRQAT)	3.1 Conduct level1 quality assurance of submitted LR	None	40 hours	SLRQAT

4.Finalize LR ready for endorsement to District/Division		None	8 hours	Writer, School Head
5.Prepare endorsement communication to District/Division Quality Assurance Team	5.1 Accept endorsement communication	None	24 hours	DLRQAT
	5.2 SDO does final review If final, recommend for pilot testing If not, recommend for revision	None	120 hours	DLRQAT
6. Integrate recommendation based on pilot testing result or resubmit revised LRs to SDO (both hard and soft copy)	6.1 SDO finalizes the Learning Resource and submits LRs in hard and softcopy to the Regional Office	None	40 hours	Division LR Supervisor
	6.2 RO finalizes the Quality Assurance of Learning Resource	None	40 hours	Regional LREs
7. Prepare endorsement for uploading to LR portal	7.1 Upload LR to portal for online QA	None	8 hours	Writer, School Head, Division LR Supervisor
	7.2 Approve, produce and utilize to target users	None	8 hours	Regional/ Division LR Supervisor
	7.3 RO informs SDO while SDO informs the writer through written communication of the approved and uploaded LRs	None	8 hours	Regional/ Division LR Supervisor
	Total	**None**	**45 days**	

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

2. Quality Assurance of Supplementary Learning Resource

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

Office or Division	Curriculum Implementation Division			
Classification:	Highly Technical			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	DepEd employees			
CHECKLIST OF REQUIREMENTS			**WHERE TO SECURE**	
1. Detailed Lesson Plan			Employee	
2. School Quality Assurance Team (SQAT) Certification				
3. Supplementary Learning Resources (Soft and hard copy)				
4. Teacher User's Guide (For Manipulative Materials Only)				
5. Video of Demonstration Teaching				
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit duly Accomplished requirements and the teacher-made Supplementary Learning Resources (SLR)	1.1 Check and log-in submitted teacher made Supplementary Learning Resources (SLR) together with other requirements	None	15 minutes	CID
2. Evaluate the process to ensure the quality standards of the Supplementary Learning Resources	2.1 Assess/evaluate Supplementary Learning Resources	None	8 hours	
3. Receive the Endorsement Letter from the Division Office	3.1 Prepare the summary of comments and recommendation as regards the SLR Evaluation	None	16 hours	
4. Submit the corrected SLR	4.1 Draft the Schedule of the Final Presentation and inform the teacher through a division letter	None	16 hours	
5. Present the Final Presentation of SLR	5.1 Review and evaluate the Final Presentation with evaluation tool	None	8 hours	
6. Receive the certificate	6.1 Release the certificate	None	8 hours	
	Total	**None**	**7 days and 15 minutes**	

J. SCHOOLS GOVERNANCE AND OPERATIONS DIVISION - Planning and Research Section

1. Request for Basic Education Data (Internal Stakeholder)

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

Office or Division	Planning Unit
Classification:	Simple
Type of Transaction:	Government to Government (G2G)
Who may avail:	Internal Stakeholder

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request addressed to SDS (1 original copy)	Client
2. Request Form (1 original copy)	Front Desk

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit Letter Request and Filled-up form to the Records Unit	1.1. Receive letter request from the client and forward to the OSDS	None	10 minutes	Records Unit Staff/ADA
	1.2. Refer letter request to Chief, SGOD	None	5 minutes	SDS
	1.3. Refer letter request to Planning Officer	None	5 minutes	Chief, SGOD
	1.4. Make the necessary action undertaken to the said letter request	None	16 hours	Planning Officer
	1.5. Prepare the transmittal letter to be signed by SDS	None	15 minutes	Planning Officer
2.Receive the necessary documents	2.1 Release of the documents to the end user	None	2 minutes	Records Unit Staff/ ADA
	Total	**None**	**2 days and 37 minutes**	

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

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

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

VIII. Feedback and Complaints

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

	Central Office	Regional Office	Schools Division Office
How to send feedback	Walk-in: Fill out the Walk-in Client Form at the Public Assistance Action Center (PAAC)	Walk-in: Visit the office of PAU or RPAC to record your feedback.	Walk-in: Visit the office of the Administrative Officer V or Division Public Assistance Center to record your feedback.
	Online: Email the PAAC at depedactioncenter@deped.gov.ph	Online: Email region8@deped.gov.ph or fill out the RO online feedback form at (insert CSM link or QR code)	Online: Email biliran@deped.gov.ph or fill out the SDO online feedback form at bit.ly/sdobilirancsm
	Phone: Call the PAAC at (+63 2) 8636-1663 | 8633-1942	Phone: Call the (specify office if PAU or RPAC) at (insert phone no. here)	Phone: Call the Administrative Officer V or Division Public Assistance Center at 09361834604 / 09757316344
	SMS: Send a text message to PAAC at 0919-456-0027 (Smart) | 0995-921-8461 (Globe)	SMS: Send a text message to (specify if PAU or RPAC) at (insert phone no. here)	SMS: Send a text message to Administrative Unit 09361834604 or DPAC at 09757316344
How feedback is processed	For feedback coursed through PAAC: Feedback shall be recorded and referred to the concerned office/s with a request to address the feedback. Any action undertaken shall be communicated by the concerned office/s directly to client, CC: PAAC.	For feedback coursed through (specify if PAU or RPAC): Feedback shall be recorded and referred to the concerned office/s with a request to address the feedback. Any action undertaken shall be communicated by the concerned office/s directly to client, CC: PAAC.	For feedback coursed through OSDS or DPAC: Feedback shall be recorded and referred to the concerned office/s with a request to address the feedback. Any action undertaken shall be communicated by the concerned office/s directly to client, CC: PAAC.

	For feedback sent directly to the concerned office: Feedback shall be recorded and addressed directly by the concerned office and communicated to the client.	*For feedback sent directly to the concerned office: Feedback shall be recorded and addressed directly by the concerned office and communicated to the client.*	*For feedback sent directly to the concerned office: Feedback shall be recorded and addressed directly by the concerned office and communicated to the client.*
How to file a complaint	Walk-in: Fill out the Walk-in Client Form at the PAAC.	Walk-in: Visit the (insert name of office in RO in charge of receiving complaints) for assistance.	Walk-in: Visit the Administrative office in SDO in charge of receiving complaints for assistance.
	Online: Email the PAAC at depedactioncenter@ deped.gov.ph	Online: Email the (insert name of office in RO in charge of complaints) at (insert email address) or fill out the online complaint form at (insert link).	Online: Email the Administrative Office at admin.biliran@deped. gov.ph or fill out the online feedback form at bit.ly/sdobilirancsm.
	Phone: Call the PAAC at (+63 2) 8636-1663 | 8633-1942	Phone: Call the (insert name of office) at (insert phone no. here)	Phone: Call the Administrative Officer V at 09361834604
	SMS: Send a text message to PAAC at 0919-456-0027 (Smart) | 0995-921-8461 (Globe)	SMS: Send a text message to (insert name of office) at (insert phone no. here)	SMS: Send a text message to Administrative office at 09361834604
	Upon receipt of complete information and/or documentation, the office personnel designated to receive the complaint shall record the concern on the database and inform the client of the next steps to be undertaken to resolve the issue and how the resolution shall be communicated to the client.		
Contact Information of 8888, ARTA, and CSC-CCB	8888: Call 8888 | Text 8888 | Visit https://8888.gov.ph/ ARTA: Call 0969-257-7242 or 0928-690-4080 | Email complaints@arta.gov.ph Civil Service Commission-Contact Center ng Bayan (CSC-CCB): Call 1- 6565 | Text 0908-881-6565 | Visit https://contactcenterngbayan.gov.ph/contact-us		

IX. List of Offices as of CY 2025

A. Division Office

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT		
Office	**Name / Position**	**Contact Information**
Office of the Schools Division Superintendent • Head of Procuring Entity (HOPE) • Staff	**ROBERTO N. MANGALIMAN** Schools Division Superintendent **MA. LORESIE R. BIGNOTEA** ADAS III **SUCIT B. BORRINAGA** ADA VI **WILMAR C. CAIRO** ADA III	biliran@deped.gov.ph
Office of the Assistant Schools Division Superintendent • HRMPSB Chairperson • Staff	**ARVIN T. ELATICO, CPA JD** Division Accountant Officer-In-Charge Office of the Schools Division Superintendent **SHELLY N. APINARDO** ADAS III **HANNAH ERIKA BORREL** Casual	
Legal Unit • Staff	**ATTY. LAARNI YASMIN B. GANANCIAL** Legal Officer III **MA. VILLA G. SORIANO** ADAS II	
ICT Unit • Staff	**FELIMON REY D. CORPIN** Information Technology Officer I **JOSE B. MENDOZA** ADAS II	

Finance Unit • Staff – Accounting Section • Budget Section • Staff – Budget Section	**ARVIN T. ELATICO, CPA JD** Division Accountant **JESSAMINE B. BRACAMONTE** ADAS III **HIZEL P. TICOY** ADAS II **SAHRINA C. DELA CRUZ** ADAS III **ROXANNE JOY V. AGANG** ADAS II **RANEL J. PARAC** ADAS III **ROLANDO L. FERMINO JR.** ADAS III **TRESMAE JANE A. LEBAJAN** ADAS III **ROVILIZA C. ARNADO** Casual **RIA MAE B. ALANDRA** Casual **GRACE D. VELOSO** AO V (Budget) **LILIBETH ROSETE** ADAS III	
Administrative Unit • Personnel Section • Staff – Personnel Section	**NANETTE G. PLA** AO V (Admin) **LERMAFLOR G. NAPOLES** AO IV – Personnel **ERWINA B. AMOLAR** ADAS III **MARINETT A. LEONES** ADAS III **ORLAND PATRICK A. FLORES** ADAS III	8637-6463

	ROMELYN O. MONGOSIERA ADAS II **WENELYN GRACE B. SABONSOLIN** ADAS II **JERRELIE Q. GENATA** Casual **VALERIE V. FERRER** Casual	
• Records Section • Staff – Records Section • Cash Section • Staff – Cash Section • Property and Supply Section	**LEINI E. OBISPO** AO IV – Records **SHEILA MAE S. GUDMALIN** ADAS II **JANNEVIVE D. GARNADA** ADAS II **EVELYN P. MONTALBAR** ADA I **ELIZABETH E. TORINA** AO IV – Cash **EJEFE M. CASADO** ADAS II **BERNEFLOR V. ESQUILLO** ADA VI **GIRLY BLISS P. JUANEZ** ADAS I **ROY BASIL G. TRINIDAD** AO IV – Property and Supply **HANNAH MAE JOY C. ROSARIO** ADA VI **EDGAR F. LUNA** Administrative Aide I **DOMINADOR M. DACOY** Administrative Aide I	

• Payroll Section • Staff - Payroll Section	**KRISTINE J. SABITSANA** AO II – Payroll **ROSANNA B. SENO** ADAS III **LLOYD S. ILOGON** ADAS III	
Curriculum Implementation Division **Education Program Supervisors** **Public Schools District Supervisors** • Staff – CID Office	**JOSE B. MONDIDO** Chief Education Supervisor LIEZL M. AVILA LUTHESHANE G. GUTIERREZ ROMMEL M. TAN HENRY T. JARINA FRANCISCO L. BAYON-ON, JR. BENJAMIN M. MEDALLO ARNEL C. GABUYA AMER L. SANTOLORIN AIDA C. CABRERA GRACE V. DURANO HERMAN D. DONATO MELBA S. GARIANDO ELSIE A. TAN RONICO Y. AMISTOSO ALMA C. CABUSOR JENEBEL J. SEVILLANO EXZAL J. PADECIO LUZVIMINDA A. FLORES MA. CRISTY LYN G. MERACAP CAROLINE Y. LUMAGSAO ALMA M. ATIBULA SHEILA H. COMPLETO ARMANDO M. LAUDE GERARDO C. PAGHID **GLADYS GAY E. SUDARIO** Project Development Officer II	

	ARJEAN MARIE D. CASILAN Librarian II **KEITHA R. NEDRUDA** ADAS III	
School Governance and Operations Division (SGOD) **Education Program Supervisor (EPS)** • Planning and Research Section (PRS) • School Management, Monitoring and Evaluation (SMME) • School Mobilization and Networking (SMN) • Human Resource Development (HRD) • Disaster Risk Reduction	**JOSEPHINE M. CASAS** Chief Education Supervisor **Vacant** **RYAN G. JAPAY** Senior Education Program Specialist **VIRGINIA D. AMBE** Planning Officer III **ALADIN P. NIERRAS** Senior Education Program Specialist **RHODORA D. AMADOR** Education Program Specialist II **RYAN A. REMANDABAN** Senior Education Program Specialist **GIRLIE C. BILBAO** Education Program Specialist II **JORDAN C. JAMORALIN** Senior Education Program Specialist **LOUIE S. CASTIN** Education Program Specialist II **KEN DANIEL A. CALE** Project Development Officer II **VANCE ANDREUS C. ROA** Administrative Officer II	

• Youth Formation Program • Staff - SGOD	**GICELA MAE T. ACEBO** Administrative Officer II **MERNELYN B. ACERDIN** ADAS II **FE C. MAHILUM** ADA III	
General Services **Security Services**	**POLICARPO M. MACHETE JR.** Administrative Aide I **CHRISTOPHER P. LOGRONIO** Administrative Aide I – Casual **DANTE SAMPILO** Administrative Aide I – JO **OTIK ISRAEL** Administrative Aide I - JO **MARCHO MOLINA** Administrative Aide I – JO **RONALD SALUT** Administrative Aide I – JO **JUNREY EMADEN** Administrative Adie I - Casual **GILBERT D. AMADOR** Administrative Aide I – Casual **IRMELITO D. DELA PENA** Administrative Aide I – Casual **ROEL E. FELICIA** Administrative Aide I – Casual	

B. Schools

Seq. No.	School	School ID	Name of School Head	Position	Contact No.
	Almeria District		**HERMAN D. DONATO**	**Principal III/OIC-PSDS**	
1	Almeria CS	120758	Amelissa D. Elmundo	Principal III	
2	Barubuhan ES	120759	Joylyn S. Jampas	TIC	
3	Caucab ES	120760	Analiza M. Macanas	Principal I	
4	Iyosan ES	120761	Anelia L. Escala	Principal I	
5	Jamorawon ES	120762	Rosalinda M. Erro	Principal II	
6	Lo-ok ES	120763	Eugene S. Ignacio	Head Teacher III	
7	Matanggo ES	120764	Maritess A. De Torres	Principal I	
8	Palayan ES	120765	Jemuel Aberte	TIC	
9	Pili ES	120766	Angelyn S. Corto	Head Teacher I	
10	Pulang Bato ES	120767	Loida G. Carreon	Principal I	
11	Salangi ES	120768	Jane D. Centino	TIC	
12	Sampao ES	120769	Edna C. Sumaya	Principal I	
13	Tabunan ES	120770	Dyan G. Mas	Teacher III/TIC	
14	Talahid ES	120771	Margaret O. Flores	Principal I	
15	Tamarindo ES	120772	Nida B. Paghid	Principal III	
	Biliran District		**MELBA B. GARIANDO**	**Principal II/OIC-PSDS**	
1	Bato ES	120773	Ofelia R. Pagba	Head Teacher III	
2	Biliran CS	120774	Leonida F. Gayrama	Principal I	
3	Burabod ES	120775	Flordeliza P. Lagariza	Principal I	
4	Busali ES	120776	Leo A. Reñola	TIC	
5	Canila ES	120777	Andrian P. Palconit	Head Teacher I/TIC	
6	Core Shelter ES	120778	Lilibeth M. Retorca	Teacher III/TIC	
7	Felimon Nierras Memorial ES	120779	Zenaida G. Sampag	Principal II	
8	Hugpa ES	120780	Rolly S. Masibag	Head Teacher III	
9	Julita ES	120781	Antoniette G. Arendayen	Principal I	

Seq. No.	School	School ID	Name of School Head	Position	Contact No.
10	Pinangomhan ES	120782	Imee R. Garcia	Head Teacher III	
11	Sangalang ES	120783	Blanchie L. Dela Pena	Principal I	
12	Villa Enage ES	120784	Apolonio C. Jabilgas	TIC	
	Cabucgayan District I		**RONICO Y. AMISTOSO**	**PSDS**	
1	Cabucgayan CS - **District Center**	120788	Flora Daisy M. Fabia	Principal II	
2	Balaquid ES	120785	Corazon D. Misagal	Principal II	
3	Caanibongan ES	120787	Reynaldo S. Noquera	Head Teacher I	
4	Casiawan ES	120790	Randy S. Solamo	Principal II	
5	Looc ES	120793	Maroven A. Apacible	Principal I	
	Cabucgayan District II		**ELSIE A. TAN**	**PSDS**	
1	Bunga ES - **District Center**	120786	Rovelyn T. Quiñones	Principal II	
2	Capayas ES	120789	Julius C. Dadizon	Head Teacher I	
3	J.D. Garcia ES	120791	Marivis R. Paano	Head Teacher II	
4	Langgao ES	120792	Jenny R. Gervacio	Head Teacher III	
5	Pawikan ES	120794	Claire C. Bato	Principal I	
6	Salawad ES	120795	Lourd Ricardo Araneta	Head Teacher I	
7	Talibong ES	120796	Evelyn N. Juntilla	Principal I	
	Caibiran District 1		**ALMA C. CABUSOR**	**PSDS**	
1	Uson ES **District Center**	120814	Bella V. Salentes	Principal I	
2	Asug ES	120798	Nestor D. Ticoy	T-III/TIC	
3	Bariis ES	120799	Evelyn P. Sarsalejo	Principal I	
4	Looc ES	120807	Robilina G. Rotairo	T-III/TIC	
5	Mainit ES	120808	Ma. Elena P. Agosto	Head Teacher II	
6	Manlabang ES	120809	Marife N. Alverio	Head Teacher III	
7	Maurang ES	120810	Lilibeth R. Alverio	Principal I	
8	Union IS	500410	Triciana S. Rosalia	Principal I	
	Caibiran District 2		**JENEBEL J. SEVILLANO**	**PSDS**	

Seq. No.	School	School ID	Name of School Head	Position	Contact No.
1	Caibiran CS- **District Center**	120802	Gabriel G. Viñegas III	Principal I	
2	Alegria ES	120797	Vivencio B. dela Peña	Head Teacher III	
3	Binohangan ES	120800	Marilyn A. Angelio	Head Teacher III	
4	Cabibihan ES	120801	Susano B. Vinegas, Jr	Principal I	
5	Katipunan ES	120804	Leah C. Lim	Principal I	
6	Kaulangohan ES	120805	Ronald D. Bauno	TIC	
7	Kawayanon ES	120806	Anne V. Beringa	TIC	
8	Pulang Yuta ES	120811	Neil T. Pacad	Head Teacher I	
9	Tomalistis ES	120812	Mariville Y. Bombita	TIC	
	Culaba District		**EXZAL J. PADECIO**	**Principal I/OIC PSDS**	
1	Acaban ES	120815	Arlyn P. Leanda	Head Teacher III	
2	Bacolod ES	120816	Oswald John G. Caro	Teacher III	
3	Patag ES	120823	Anita A. Quial	Principal I	
4	Binongto-an ES	120817	Laarni B. Serenas	Head Teacher II	
5	Bool ES	120818	Jennifer P. Plecerda	Principal I	
6	Calipayan ES	120819	Leah R. Arreglo	Head Teacher I	
7	Culaba CS	120820	Mary Jean P. Correa	Principal I	
8	Habuhab ES	120821	Judith F. Fiel	Head Teacher III	
9	Looc ES	120822	Nelson D. Catenza	Head Teacher II	
10	Pinamihagan IS	501046	Junasis Cahipe	Head Teacher III	
11	Salvacion ES	120825	Faith Cleofe P. Calagos	T-III/SIC	
12	San Roque ES	120826	Crisanto B. Rosario	Head Teacher III	
	Kawayan District I		**MA. CRISTY LYN G. MERACAP**	**PSDS**	
1	Kawayan CS - **District Center**	120834	Marilou M. Morillo	Principal II	
2	Balacson ES	120828	Nonilon C. Espejon	EPS II/SIC	
3	Bilwang ES	120829	Ercris C. Bayon-on	Teacher III/TI7C	

Seq. No.	School	School ID	Name of School Head	Position	Contact No.
4	Bulalacao ES	120830	Roderissa C. Ampong	Head Teacher I	
5	Burabod ES	120831	Veronica G. Dela Cruz	Principal I	
6	Kansanoc ES	120833	Diana V. Cabusor	TIC	
7	Tubig Guinoo ES	120841	Pepito F. Andrade	Principal I	
8	L. Atillo ES	120835	Jasmin R. Toñacao	Head Teacher III	
9	Mapuyo ES	120837	Jane S. Rosanes	Principal I	
10	Masagaosao ES	120838	Julianito F. Nobe, Jr.	Head Teacher II	
11	Masagongsong ES	120839	Thelma O. Nierra	Head Teacher II	
	Kawayan District 2		**LUZVIMINDA A. FLORES**	**PSDS**	
1	Tucdao ES - **District Center**	120842	Miguel A. Francisco, Jr.	Principal I	
2	Baganito ES	120827	Benjamin P. Diaz, Jr.	Head Teacher III	
3	Inasuyan IS	500411	Helen C. Yu	Assistant Principal II	
4	L.E. Gozon ES	120836	Ariel D. Dable	Teacher In-charge	
5	San Lorenzo ES	120840	Dunstan M. Chiquillo	Principal I	
6	Ungale I ES	120843	Bibian A. Bernal	Head Teacher III	
7	Ungale II ES	120844	Jether E. Allegado	School In-Charge	
8	Villa Cornejo ES	120845	Michelle G. Romero	Head Teacher III	
	Maripipi District		**CAROLINE Y. LUMAGSAO**	**Principal III, OIC-PSDS**	
1	Agutay ES	120846	Lani N. Gaviola	Head Teacher II	
2	Bato-Banlas ES	120847	Gladys B. German	Head Teacher II	
3	Binalayan ES	120848	Jocelyn T. Asugas	Head Teacher III	
4	Calbani ES	120849	Jocelyn G. Manuel	Head Teacher II	
5	Canduhao ES	120850	Chamberlain O. Dela Cruz	School In charge	
6	Casibang ES	120851	Ma. Cristina O. Betonio	Head Teacher II	
7	Danao ES	120852	Arman R. Macorol	School In Charge	

Seq. No.	School	School ID	Name of School Head	Position	Contact No.
8	Maripipi CS	120853	Amelou L. Canonoy	Principal I	
9	Ol-og ES	120854	Johnny A. Lazaro	Head Teacher III	
10	Viga ES	120855	Ma. Lucena T. German	Head Teacher II	
	Naval District 1		**ALMA M. ATIBULA**	**PSDS**	
1	Naval CS Sped - **District Center**	120860	Roxan S. Marilao	Principal III	
2	Agpangi ES	120856	Alfie S. De La Peña	Head Teacher III	
3	Atipolo ES	120857	Jennifer D. Veruen	Principal III	
4	Cornelio P. Limpiado ES	120858	Bernstein F. Calomadre	Head Teacher I	
5	Sabang ES	120862	Jennylyn A. Astillo	TIC	
6	Sto. Nino ES	120863	Leizl E. Jayubo	Principal I	
	Naval District II		**SHEILA H. COMPLETO**	**PSDS**	
1	Caraycaray CS - **District Center**	120870	Jesus I. Mangco	Principal IV	
2	Anislagan ES	120865	Josi Jebson D. Sinilong	Head Teacher II	
3	Borac ES	120866	Rosemarie E. Adobo	Head Teacher II	
4	Catmon ES	120871	Gerardo N. dela Cruz	Principal II	
5	Haguikhican ES	120873	Alma D. Saclolo	Head Teacher I	
6	San Pablo ES	120880	Chrizza T. Bernadas	TIC	
	Naval District III		**ARMANDO M. LAUDE**	**PSDS**	
1	Calumpang ES - **District Center**	120868	Loida C. Sale	Principal II	
2	Cabungaan ES	120867	Anabelle U. Casas	Head Teacher I	
3	Larrazabal ES	120859	Emelita T. Asumbrado	Principal III	
4	Libtong Daku ES	120875	Gretchym A. Dela Pena	Head Teacher III	
5	Libtong Gamay ES	120876	Brosie T. Lagariza	Head Teacher III	
6	Villacaneja ES	120882	Efren C. Superable	Principal I	
	Naval District IV		**GERARDO C. PAGHID**	**PSDS**	
1	Lucsoon ES - **District Center**	120878	Solomon A. Merez, Jr.	Principal I	

Seq. No.	School	School ID	Name of School Head	Position	Contact No.
2	Capinahan ES	120869	Nila C. Mocorro	Head Teacher III	
3	Eden ES	120872	Juvy C. Licong	Head Teacher II	
4	Imelda ES	120874	Elma S. Plaza	Head Teacher III	
5	Lico ES	120877	Azucena B. Hamtig	Head Teacher III	
6	P.S. Eamiguel ES	120879	Ryan A. Remandaban	Teacher In-charge/SEPS SocMob	
7	Talustusan ES	120864	Mary Grace J. Dacletan	Head Teacher I	
8	Villaconsuelo ES	120881	Christian R. Polinar	Head Teacher I	
	SECONDARY SCHOOLS				
1	Almeria NHS	303319	Patricio P. Laurito, Jr.	Principal I	
2	Biliran National Agricultural HS	303320	Elvie M. Ruizo	Head Teacher III	
3	Bool NHS	303321	Anne V. Pacad	Master Teacher II	
4	Cabucgayan NSAT	303322	Arnold T. Cerera	Principal II	
5	Cabucgayan NHS	303323	Bianito D. Agang	Principal IV	
6	Culaba National Vocational School	303324	Elpie P. Leanda	Head Teacher II	
7	Fidel M. Limpiado, Sr. NHS	303325	Leonora O. Mission	Head Teacher V	
8	Kawayan NHS	303326	Elena Christy S. Agang	Principal IV	
9	Lucsoon NHS	303327	Modesta G. Olasiman	Principal III	
10	Caibiran National HS	303328	Ranulfo C. Rostata	Principal II	
11	Maripipi National Vocational School	303329	Dexter P. Enage	Master Teacher II	
12	Naval National HS	303330	Zaea D. Villamor	Principal II	
13	Naval School of Fisheries	303331	Rowena P. Gabuya	Principal II	
14	Tabunan NHS	303332	Elen P. Canonoy	Principal III	

Seq. No.	School	School ID	Name of School Head	Position	Contact No.
15	Tucdao NHS	303333	Rachelle C. Dado	Principal IV	
16	Viga NHS	303334	Melanio O. Cairo	Master Teacher I	
17	WEBHSAC	313201	Elaine Joy S. Mejia	Principal I	
18	Biliran Science HS	313202	Iris M. Gayrama	Assistant Principal II	
19	ICT HS of Eastern Biliran	313203	Sonia G. Nunez	Principal I	
20	Naval Night High School	313204	Ma. Lourdes A. Batuto	Principal I	