



# DepEd Division of Baguio City



## CITIZEN'S CHARTER

### PERFORMANCE PLEDGE

(Adopted from Performance Pledge provided in CSC Citizen's Charter)

We, the officials and employees of the Department of Education – Division of Baguio City, pledge to:

**S**erve you promptly, efficiently, and with utmost courtesy;

**E**nsure strict compliance with service standards;

**R**espond to your complaint about services as soon as possible;

**V**alue every citizen's comments, suggestions, and needs;

**E**mpower the public through 24/7 access to information on our policies, programs, activities and services;

All these we pledge  
because YOU deserve no less.

### FEEDBACK AND REDRESS MECHANISM

(Based on CSC Citizen's Charter Feedback and Redress Mechanism)

Please let us know how we have served by doing any of the following:

- Send your feedback through e-mail ([depedbagueocity@gmail.com](mailto:depedbagueocity@gmail.com)) or call us at 442-7819 or 446-1488
- Talk to our Officer of the Day

If you are not satisfied with our service, your written/verbal complaints shall be attended to by the Officer of the Day at the Public Assistance and Complaints Desk.

THANK YOU for helping us continuously improve our services.

## DEPED – DIVISION OF BAGUIO CITY FRONTLINE SERVICES

- ❖ Recruitment, Evaluation, Selection and Appointment of Teacher I Position in Public Elementary and Secondary Schools
- ❖ Appointment and Promotion of other Teaching, Related Teaching and Non – Teaching Personnel
- ❖ Appointment and Designation of Master Teachers
- ❖ Selection, Promotion and Designation of School Heads
- ❖ Processing of Appointments
- ❖ Processing of Equivalent Record Forms (ERF)
- ❖ Processing of Salaries and other emoluments
- ❖ Issuance of Service Records, Certificate of Employment, Certificate of Appearance and other Certifications
- ❖ Processing of leaves
- ❖ Processing of Retirement Papers
- ❖ Processing of payments
- ❖ Processing of Provident Loan
- ❖ Issuance of supplies and disposal of unserviceable property
- ❖ Data Management, Processing of Philippine Education Placement Test and NCAE
- ❖ School Health and Nutrition Services
- ❖ School Dental Services
- ❖ Alternative Learning System
- ❖ Special Education Fund

# RECRUITMENT, EVALUATION, SELECTION AND APPOINTMENT OF TEACHER I POSITION IN PUBLIC ELEMENTARY AND SECONDARY SCHOOLS

<b>Schedule Of Availability of Service:</b>	January 15 to March 15 March 16-31 April 1-15 April 16-30	- Filing of application - Interview of applicants - Ranking of applicants - Submission of RQA to the Schools Division Superintendent for posting
<b>Who May Avail of the Service?</b>	<ul style="list-style-type: none"> <li>➤ Applicants who hold a valid certificate of registration or professional license as a teacher from PRC seeking to be appointed to a Teacher I position</li> <li>➤ Qualified applicant who is with a valid professional license issued by PRC and who meets the requirements for evaluation and selection applied by the Division</li> <li>➤ <i>Bona fide</i> resident of the City of Baguio for at least six months who declared himself/herself as resident of a particular barangay in the Personal Data Sheet</li> <li>➤ List of candidates who obtained an overall score of fifty (50) points and above based on the criteria provided in the hiring guidelines issued by DepEd.</li> </ul>	
<b>What are the requirements?</b>	<ol style="list-style-type: none"> <li>1. Application letter</li> <li>2. CSC Form 212 in 2 copies with the latest 2x2 ID picture</li> <li>3. Certified photocopy of the PRC Certificate of Registration/License</li> <li>4. Certified photocopy of ratings obtained in the Licensure Examination for Teachers/Professional Board Examination for Teachers</li> <li>5. Certified copies of the Transcript of records for baccalaureate course</li> <li>6. Copies of the service record, performance ratings and school clearance for those with teaching experience</li> <li>7. Certificate of trainings/specialized trainings, if any.</li> </ol>	
<b>Fees:</b>	None	

## How to avail of the service?

APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE
Submit a written application with the required documents to the nearest elementary and secondary school	1. Receive the application and verify documents submitted as to completeness and authenticity.	Within 30 minutes	Elementary and Secondary School Heads
	2. Submit the list of applicants together with their pertinent documents to the Division Sub-Committee	Within 10 minutes	PSDS
	3. Receive the list of applicants with the corresponding documents	Within 1 day	PSDS with 4 school heads
	4. Review documents submitted for completeness, accuracy,	Within 1	

	<p>authenticity, and veracity</p> <ol style="list-style-type: none"> <li>5. Evaluate application on education, teaching experience, LET/PBET rating, experiential learning course, and specialized training skills</li> <li>6. Conduct interview</li> <li>7. Observe and rate demonstration teaching of applicants</li> <li>8. Administer the English Proficiency Test</li> <li>9. Consolidate individual ratings and submit the initial rank list of qualified applicants to the Division Selection Committee</li> <li>10. Prepare the written English Proficiency Test</li> <li>11. Review and consolidate the results of the individual rating of applicants</li> <li>12. Prepare a division – wide ranklist, one for elementary and one for secondary</li> <li>13. Prepare the Registry of Qualified Applicants (RQA) who obtained total score of fifty (50) points or above</li> <li>14. Submit the complete results of the evaluation of applicants and records of deliberation to the SDS</li> <li>15. Post the complete results in at least three (3) conspicuous places in the Division</li> <li>16. Appoint from the qualified applicants recommended by the School Selection Committee in the school/district where the vacancy exists.</li> <li>17. Provide every elementary and secondary school and the Regional Director with copies of the RQA for posting in their area of jurisdiction</li> </ol>	<p>day</p> <p>Within 1 hour</p> <p>Within 1 day</p> <p>Within 4 hours</p> <p>Within 6 hours</p> <p>Within 3 days</p> <p>Within 2 days</p> <p>Within 1 day</p> <p>Within 30 minutes</p> <p>Within 5 days</p>	<p>Elementary Level</p> <ul style="list-style-type: none"> <li>- ASDS – Chair</li> <li>- 2 EPS – Members</li> <li>- President of PESPA (Div Chapter)</li> </ul> <p>Secondary Level</p> <ul style="list-style-type: none"> <li>- ASDS – Chair</li> <li>- 2 EPS</li> <li>- President of NAPPSHI (Div. Chapter)</li> </ul> <p>Personnel in-charge of Personnel Action (Secretariat)</p> <p>Schools Division Superintendent</p>
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## **APPOINTMENT AND PROMOTION OF OTHER TEACHING, RELATED TEACHING AND NON – TEACHING PERSONNEL**

<b>Who May Avail of the Service?</b>	➤ Guidance Coordinators and other teaching and related teaching personnel except School Heads – Principals and
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	Head Teachers; and all Non – Teaching Group
<b>What are the requirements?</b>	<ol style="list-style-type: none"> <li>1. Application letter</li> <li>2. Copies of experience/s related to the position to be filled</li> <li>3. Certified Xerox copy of outstanding accomplishments <ul style="list-style-type: none"> <li>• Outstanding Employee Award</li> <li>• Innovations</li> <li>• Publication/Authorship</li> <li>• Consultancy/Resource Speaker in Trainings/Seminar</li> </ul> </li> <li>4. Certified Xerox copy of Transcript of Records</li> <li>5. Certified of trainings</li> <li>6. Certificate of specialized trainings</li> <li>7. Certificate of participation as Chairperson/Co-Chair in a technical/planning Committee</li> </ol>
<b>Fees:</b>	None

### How to avail of the service?

<b>APPLICANT/CLIENT</b>	<b>SERVICE PROVIDER</b>	<b>DURATION OF ACTIVITY</b>	<b>PERSON IN CHARGE</b>
Watch for published vacant positions in the CSC Bulletin	<ol style="list-style-type: none"> <li>1. Publish vacant positions in the Civil Service Commission (CSC) Bulletin of vacancies or other modes of publication in the DepEd – Division Office</li> <li>2. Announce vacant positions to be filled in at least 3 conspicuous places in the Division Office or schools</li> <li>3. List applicants for the vacant position both inside and outside of DepEd offices/schools.</li> <li>4. Conduct Preliminary evaluation of the qualifications of applicants.</li> <li>5. Prepare selection line-up reflecting the qualifications of all applicants.</li> <li>6. Post selection line-up in 3 conspicuous places in the DepEd offices/schools indicating the date of posting.</li> <li>7. Notify all applicants of the outcome of the preliminary evaluation.</li> <li>8. Submit the selection line-up to the Personnel Selection Board/Committee for deliberation en banc.</li> <li>9. Evaluate and deliberate on the qualification of those listed in the selection line-up en banc.</li> <li>10. Make systematic</li> </ol>	<p>15 working days</p> <p>15 working days</p>	<p>Human Resource Management Officer</p> <p>Personnel Selection Board (PSB)</p> <p><u>Schools Division</u></p>

	<p>assessment of the qualifications and competencies of candidates for appointment to the vacancy.</p> <ol style="list-style-type: none"> <li>11. Conduct further assessments such as written examination, skills test, interview and others among qualified applicants.</li> <li>12. Submit to the appointing authority the short list of five ranking candidates based on assessment of determinant factors.</li> <li>13. Assess the list of top five candidates submitted by the PSB/C</li> <li>14. Select the most qualified for appointment to the vacant position.</li> </ol> <p>Issue appointment in accordance with existing Civil Service rules and regulations.</p> <p>Posting of appointment.</p>		<p>Chairperson: ASDS</p> <p>Members:</p> <p>Admin. Officer V Admin. Officer II (HRMO) Head of the school where the vacancy exists President of the Division DepEd Employees Union/ Non Teaching Association/ Faculty Association</p> <p>Schools Division Superintendent</p> <p>HRMO</p>
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## APPOINTMENT AND DESIGNATION OF MASTER TEACHERS

<b>Who May Avail of the Service?</b>	<ul style="list-style-type: none"> <li>➤ Those who are actually teaching</li> <li>➤ Teachers providing special services with regular teaching load</li> <li>➤ Permanent teachers</li> </ul>
<b>What are the requirements?</b>	<p>Master Teacher I</p> <ol style="list-style-type: none"> <li>1. Permanent teacher</li> <li>2. Bachelor's Degree for teacher or its equivalent</li> <li>3. Very satisfactory performance rating for the last 2 years</li> <li>4. At least 3 years experience</li> <li>5. 25 points in Leadership potential/demonstration teacher on the district level + 15 points in leadership potential</li> </ol> <p>Master Teacher II</p> <ol style="list-style-type: none"> <li>1. Master Teacher I (or ESP) for at least one year.</li> <li>2. Very satisfactory rating as MT or ESP I</li> <li>3. Bachelor's Degree for Teachers or its equivalent as provided in the Magna Carta for Teachers plus completion of Academic Requirements for MA</li> <li>4. 30 points in leadership potential and achievement on the Division Level + 20 points in Leadership and Potential provided the activities have not been credited in an earlier promotion</li> </ol>
<b>Fees:</b>	None

### How to avail of the service?

<b>APPLICANT/CLIENT</b>	<b>SERVICE PROVIDER</b>	<b>DURATION OF ACTIVITY</b>	<b>PERSON IN CHARGE</b>
<p>File application letter for the vacant position in the Office of the Schools Division Superintendent</p> <p>Appear before the Division Sub-Committee to answer questions regarding the documents attached to the application.</p>	Examine the application letter and its supporting documents for their completeness and veracity; and indorse the same to the next higher office	Within 1 hour	Principal/Head Teacher
	Examine/verify the application and its supporting papers with the Sub-Committee who ranks the applicants on the basis of their documents.	Within 1 day	Public School District Supervisor  4 school heads
	Evolve a listing of the applicants according to their rank and forward the same to the Division Personnel Selection Board (PSB)		
	Receive the application/s for Master Teacher; assess further the documents of the applicants and their ranks as endorsed by the District Office	Within 2 days	ASDS 2 Educ. Supervisors HRMO
	Recommend to the appointing authority the name of the most qualified applicant for the vacant position based on the ranking and assessment made	Within 1 day	
	Make the final recommendations for the appointment of the Master Teacher to the existing vacancy to the Schools Division Superintendent		
	Select the most qualified for appointment to the vacant position	Within 5 days	Schools Division Superintendent
Issue appointment in accordance with existing Civil Service rules and regulations.			
	Posting of appointment		HRMO

## **SELECTION, PROMOTION AND DESIGNATION OF SCHOOL HEADS**

<b>Who May Avail of the Service?</b>	➤ All qualified candidates from within and outside of the division where the vacancy exists
<b>What are the requirements?</b>	<p>For Teacher – In - Charge</p> <ol style="list-style-type: none"> <li>1. Three years teaching experience</li> <li>2. Pass the screening process to be conducted by the Division Office</li> </ol> <p>For Principal I</p> <ol style="list-style-type: none"> <li>1. Pass the qualifying test.</li> <li>2. Experience for at least 5 years in aggregate as Head Teacher, Teacher – In – Charge, Master Teacher, and Teacher III</li> <li>3. Very satisfactory performance rating for the last rating period prior to screening.</li> </ol>

<b>Fees:</b>	None
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## How to avail of the service?

<b>APPLICANT/CLIENT</b>	<b>SERVICE PROVIDER</b>	<b>DURATION OF ACTIVITY</b>	<b>PERSON IN CHARGE</b>
File application letter for the vacant position in the Office of the Schools Division Superintendent	<ol style="list-style-type: none"> <li>1. Publish vacant positions in the Civil Service Commission (CSC) Bulletin of vacancies or other modes of publication in the DepEd – Division Office</li> <li>2. Announce vacant positions to be filled in at least 3 conspicuous places in the Division Office or schools</li> <li>3. List applicants for the vacant position both inside and outside of DepEd offices/schools.</li> <li>4. Conduct Preliminary evaluation of the qualifications of applicants.</li> <li>5. Prepare selection line-up reflecting the qualifications of all applicants.</li> <li>6. Post selection line-up in 3 conspicuous places in the DepEd offices/schools indicating the date of posting.</li> <li>7. Notify all applicants of the outcome of the preliminary evaluation.</li> <li>8. Submit the selection line-up to the Personnel Selection Board/Committee for deliberation en banc.</li> <li>9. Evaluate and deliberate on the qualification of those listed in the selection line-up en banc.</li> <li>10. Make systematic assessment of the qualifications and competencies of candidates for appointment to the vacancy.</li> <li>11. Conduct further assessments such as written examination, skills test, interview and others among qualified applicants.</li> <li>12. Submit to the appointing authority the short list of five ranking candidates based on</li> </ol>	<p>15 working days</p> <p>15 working days</p>	<p>Human Resource Management Officer</p> <p>Personnel Selection Board (PSB)</p> <p><u>Schools Division</u> Chairperson: ASDS</p> <p>Members:</p> <p>Admin. Officer V Admin. Officer II (HRMO) Head of the school where the vacancy exists President of the Division DepEd Employees Union/ Non Teaching Association/ Faculty Association</p>

	assessment of determinant factors. 13. Assess the list of top five candidates submitted by the PSB/C 14. Select the most qualified for appointment to the vacant position.  Issue appointment in accordance with existing Civil Service rules and regulations.  Posting of appointment.		Schools Division Superintendent   HRMO
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## PROCESSING OF APPOINTMENTS – PERSONNEL SECTION

<b>Schedule Of Availability of Service:</b>	Monday to Friday (8:00 AM – 5:00 PM); No noon break
<b>Who May Avail of the Service?</b>	School Heads, Teachers and Employees
<b>What are the requirements?</b>	<ol style="list-style-type: none"> <li>1. Personal Data Sheet (Form 212)</li> <li>2. SALN</li> <li>3. PRC License</li> <li>4. Oath of Office</li> <li>5. Position Description Form (CS Form 3)</li> <li>6. Board Rating</li> <li>7. NBI Clearance</li> <li>8. Medical Examination Results (Urinalysis, Blood Test, Drug Test, Neuro – psychiatric Exam)</li> <li>9. Birth Certificate</li> <li>10. Marriage Contract</li> <li>11. Clearance from private or public institution or school</li> <li>12. Certification/Affidavit that the teacher or employee is not currently employed in any institution</li> <li>13. Extract of Separation (transferees from other Divisions)</li> </ol>
<b>Duration:</b>	<ul style="list-style-type: none"> <li>• Please refer below</li> </ul>

### How to Avail of the Service?

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FORM
1	Submit all the necessary documents for appointment	Receive from the teacher or employee the necessary documents and check their veracity and completeness	Within 30mins.	HRMO/HRMA	
2		Prepare the appointment papers	Within 30 mins.	HRMO/HRMA	
3		Forward appointment to the Schools	Within 10 mins.	HRMO/HRMA	



		Division			
4		Receive appointments for approval and signing	Within 5 mins.	SDS Secretary	
5		Approval and signing of appointments	Within 5 days	Schools Division Superintendent	
6		Release appointments to the HRMO	Within 10 mins.	SDS Secretary	
7		Submit appointments to CSC for attestation	Within 1 hour 1-2 weeks	HRMO	
8		Retrieve appointments from CSC	Within 1 hour	HRMO	
9		Release appointments to the teacher	Within 1 day	HRMO	
<b>End of Transaction</b>					

## **PROCESSING OF EQUIVALENT RECORD FORMS (ERF) – PERSONNEL SECTION**

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<b>Schedule Of Availability of Service:</b>	Monday to Friday (8:00 AM – 5:00 PM); No noon break
<b>Who May Avail of the Service?</b>	School Heads, Teachers and Employees
<b>What are the requirements?</b>	<ul style="list-style-type: none"> <li>a. For Teacher I – Teacher II Any of the following: <ul style="list-style-type: none"> <li>1. BSE + 20 MA units</li> <li>2. BSE + 20 years in service</li> <li>3. BSE + 18 MA units + 6 years in service</li> <li>4. BSE + 15 MA units + 8 years in service</li> </ul> </li> <li>b. For Teacher III Any of the following: <ul style="list-style-type: none"> <li>1. All holders of MA Degree</li> <li>2. BSE + 20 MA + 20 years in the service</li> <li>3. MA Equivalent + 15 years in service</li> </ul> </li> <li>c. Documentary Requirements (All in 4 copies) <ul style="list-style-type: none"> <li>1. Original Transcript of Records</li> <li>2. Sworn statement by the teacher in accordance with the provision of D.O. # 12, s. 1962, if the teacher studied in a private school</li> <li>3. Copy of approved study leave or scholarship agreement</li> <li>4. Certification from the school/college as to the area of specialization in the given course and as to the number of units required to finish the course including thesis writing</li> <li>5. Comprehensive/complete service record showing inclusive dates of paid service and salary adjustments duly certified</li> <li>6. Latest performance rating with at least very satisfactory ratings (2 rating period)</li> <li>7. Certificates of training</li> <li>8. Professional activities duly approved by the SDS</li> </ul> </li> </ul>

	(District Level not included), educational travels, authorship of educational materials.
<b>Duration:</b>	• Please refer below

**How to Avail of the Service?**

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FORM
1	Submit folder containing the ERF Form with all the supporting documents	Receive documents and check its completeness	Within 30mins.	Administrative Aide VI/Authorized Employee	ERF Application Form
2		Forward folder to the personnel section	Within 10 mins.	Administrative Aide VI/Authorized Employee	
3		Receive documents and verify authenticity	Within 30 mins	HRMA/Administrative Aide VI/Authorized Employee	
4		Approval by the AO V and SDS	Within 1 day	Administrative Officer V/Schools Division Superintendent	
5		Release folder to personnel section	Within 5 mins.	SDS Secretary	
6		Prepare endorsement to the Regional Office	Within 20 mins.	HRMA/AA VI/Authorized Employee	
<b>End of Transaction</b>					

**PROCESSING OF MONTHLY PAYROLLS – PERSONNEL SECTION/ACCOUNTING/CASH SECTION**

<b>Schedule Of Availability of Service:</b>	Monday to Friday (8:00 AM – 5:00 PM); No noon break
<b>Who May Avail of the Service?</b>	School Heads, Teachers and Employees
<b>What are the requirements?</b>	<ul style="list-style-type: none"> <li>❖ Permanent Teachers and Employees               <ol style="list-style-type: none"> <li>1. Duly accomplished Form 7</li> <li>2. DTRs</li> </ol> </li> <li>❖ Newly permanent teachers and employees (First Payment)               <ol style="list-style-type: none"> <li>1. Certified Copy of appointment</li> <li>2. Assumption to Duty</li> <li>3. ATM Account Number</li> <li>4. DTR</li> </ol> </li> <li>❖ Kindergarten Volunteer Teachers, Azatids, Substitute teachers, Job Order Employees               <ol style="list-style-type: none"> <li>1. Job Order Contract</li> <li>2. Daily Time Record</li> <li>3. Accomplishment Report</li> </ol> </li> </ul>
<b>Duration:</b>	• Please refer below

**How to Avail of the Service?**

**a. Permanent Teachers and Employees**

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FORM
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<b>1</b>	Submit the properly accomplished Form 7	Receive from the school head/authorized employee the Form 7 and check its accuracy and completeness	Within 30mins.	Administrative Aide VI/Authorized Employee	Form 7
<b>2</b>		Forward the Form 7 to the signing authorities	Within 10 mins.	Administrative Aide VI/Authorized Employee	
<b>3</b>		Receive the Form 7 for certification/ Actual Signing	Within the day	Administrative Officer V & Schools Division Superintendent	
<b>4</b>		Retrieve signed Form 7	Within 10 mins.	Administrative Aide VI/Authorized Employee	
<b>5</b>		Forward Form 7 to RPSU, DepEd – CAR for processing	Within 4 hours	Administrative Aide VI/Liaison Officer	
<b>End of Transaction</b>					

**b. Newly permanent teachers and employees**

<b>STEP</b>	<b>APPLICANT/CLIENT</b>	<b>SERVICE PROVIDER</b>	<b>DURATION OF ACTIVITY</b>	<b>PERSON IN CHARGE</b>	<b>FORM</b>
<b>1</b>	Submit DTR and accomplishment report	Receive the Form and check its accuracy and completeness	Within 30 mins.	Administrative Assistant III	Form 48, Accomplishment Report
<b>2</b>		Prepare the payrolls, Obligation Request and Disbursement Voucher	Within 20 mins.	Administrative Assistant III	
<b>3</b>		Forward the payrolls to the signing authorities for approval and signing	Within 10 mins.	Administrative Aide III	
<b>4</b>		Receive payrolls and vouchers for review and preparation of LDDAP	Within 20 mins	Accountant II	
<b>5</b>		Prepare the PACS	Within 20 mins.	Administrative Assistant III	
<b>6</b>		Signing of LDDAP and PACS approval	Within 30 mins.	Accountant II/SDS	
<b>7</b>		Forward LDDAP and PACS to the cash section	Within 5 mins.	SDS Secretary	
<b>8</b>		Submit LDDAP and PACS to the bank	Within 1 hour	Cashier	
<b>End of Transaction</b>					

**c. Kindergarten Volunteer Teachers, Azatids, Substitute Teachers, Job Order Employees**

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FORM
1	Submit DTR and accomplishment report	Receive the Form and check its accuracy and completeness	Within 30 mins.	Administrative Assistant III	Form 48, Accomplishment Report
2		Prepare the payrolls, Obligation Request and Disbursement Voucher	Within 20 mins.	Administrative Assistant III	
3		Forward the payrolls to the signing authorities for approval and signing	Within 10 mins.	Administrative Aide III	
4		Receive payrolls and vouchers for review and preparation of LDDAP	Within 20 mins	Accountant II	
5		Prepare the PACS	Within 20 mins.	Administrative Assistant III	
6		Signing of LDDAP and PACS approval	Within 30 mins.	Accountant II/SDS	
7		Forward LDDAP and PACS to the cash section	Within 5 mins.	SDS Secretary	
8		Submit LDDAP and PACS to the bank	Within 1 hour	Cashier	
<b>End of Transaction</b>					

## **ISSUANCE OF SERVICE RECORD, CERTIFICATE OF EMPLOYMENT, CERTIFICATE OF APPEARANCE, AND OTHER CERTIFICATES – PERSONNEL SECTION**

<b>Schedule Of Availability of Service:</b>	Monday to Friday (8:00 AM – 5:00 PM); No noon break
<b>Who May Avail of the Service?</b>	Teachers and Employees, Employees from other government agencies, visitors
<b>What are the requirements?</b>	Accomplished Request Slip
<b>Duration:</b>	<ul style="list-style-type: none"> <li>• Please refer below</li> </ul>

### **How to Avail of the Service?**

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FORM
1	Fill up Request Slip and submit the duly filled-up form/slip	Receive the duly filled-up Request Slip	Within 10 mins.	Administrative Aide VI/Authorized employee	Request Slip
2	Wait while the requested certification is being processed.	Forward the Request Slip to the concerned employee	Within 10 mins.	Administrative Aide VI/Authorized employee	
3		Check the record of the employee/requesting party & prepare the certification.	Within 30 mins.	Admin. Aide VI/Authorized Employee	
4		Receive the certification for	Within 5 mins.	Administrative Officer V	

		signature/actual signing			
<b>5</b>		Forward signed certification for releasing to authorized employee	Within 5 mins.	Administrative Aide VI/Authorized employee	
<b>6</b>		Release of the signed certification	Within 5 mins.	Administrative Aide VI/Authorized employee/Releasing section	
<b>End of Transaction</b>					

## **PROCESSING OF LEAVES – PERSONNEL SECTION**

<b>Schedule Of Availability of Service:</b>	Monday to Friday (8:00 AM – 5:00 PM); No noon break
<b>Who May Avail of the Service?</b>	Permanent Teachers and Employees
<b>What are the requirements?</b>	<ul style="list-style-type: none"> <li>a. Vacation Leave (Forced Leave, Personal Leave, COC) <ul style="list-style-type: none"> <li>1. CS Form 6 signed by the teacher/employee and approved by the proper signing authorities</li> <li>2. Filed at least 5 days prior to the effective date of vacation leave</li> <li>3. School, Division, and City Clearance for vacation leave of thirty days or more</li> </ul> </li> <li>b. Sick Leave <ul style="list-style-type: none"> <li>1. CS Form 6 signed by the teacher/employee and approved by the proper signing authorities</li> <li>2. Filed immediately upon return to work</li> <li>3. Medical Certificate for sick leave of more than 5 successive days</li> <li>4. Division and City Clearance for sick leave of thirty days or more.</li> </ul> </li> <li>c. Travel Abroad <ul style="list-style-type: none"> <li>1. Letter request favorably indorsed by proper officials (School principal/school head to the Schools Division Superintendent)</li> <li>2. Duly Accomplished CS Form 6 filed two months before the travel</li> <li>3. School, Division, and City Clearance</li> </ul> </li> <li>d. Maternity Leave/Special Leave under RA 9710* <ul style="list-style-type: none"> <li>1. CS Form 6 duly signed by the employee and approved by the proper signing authorities. <ul style="list-style-type: none"> <li>1.1. Authenticated copy of Pre-Adoptive Place Authority (PAPA) from DSWD, or copy of the Decree of adoption. (In case of adoptive parents)</li> </ul> </li> <li>2. CS Form 41</li> <li>3. Medical Certificate filled out by the proper medical authorities, e.g. the attending surgeon accompanied by a clinical summary reflecting the gynecological disorder.*</li> <li>4. May be filed at least five (5) days prior to scheduled date of surgery</li> <li>5. School and Division Clearance</li> </ul> </li> <li>e. Paternity Leave <ul style="list-style-type: none"> <li>1. CS Form 6 duly accomplished and signed by the teacher/employee and approved by proper signing authorities</li> </ul> </li> </ul>

	<ol style="list-style-type: none"> <li>1.1. Authenticated copy of PAPA or Decree of Adoption</li> <li>2. Birth Certificate</li> <li>3. Marriage Contract</li> </ol> <p>f. Parental Leave (Solo Parents)</p> <ol style="list-style-type: none"> <li>1. CS Form 6 duly accomplished and signed by the employee approved by proper signing authorities</li> <li>2. Solo Parent Identification Card</li> <li>3. Certified copies of the birth certificate of child</li> </ol>
<b>Duration</b>	<ul style="list-style-type: none"> <li>• Please refer below</li> </ul>

**How to Avail of the Service?**

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FORM
1	Fill up CS Form 6 sign it and let it be approved the school head/immediate supervisor	Receive the duly filled-up CS Form 6	Within 10 mins.	School Head/Immediate Supervisor	CS Form 6
2		Forward the CS Form to the Division Office	Within the day	School head/Immediate Supervisor/Authorized Employee	
3		Receive the duly accomplished Form 6 from the school official/employee	Within 10 mins.	Administrative Aide VI/Authorized employee	
4		Forward the CS Form 6 to the concerned employee	Within 10 mins.	Administrative Aide VI/Authorized employee	
5		Check the leave card and prepare the certification.	Within 30 mins.	Admin. Aide VI/Authorized Employee	
6		Receive the certification for signature	Within 5 mins.	Administrative Officer II	
7		Forward the CS Form 6 to the approving authority	Within 5 mins.	Administrative Officer V – short leaves SDS – long leaves	
8		Forward the CS Form 6 to the Records Section for record-keeping and releasing	Within 5 mins.	Administrative Officer V/Admin. Aide VI/SDS Secretary	
9		Release the school copy	Within 30 mins.	Records Officer	
<b>End of Transaction</b>					

**PROCESSING OF RETIREMENT PAPERS – PERSONNEL SECTION**

<b>Schedule Of Availability of Service:</b>	Monday to Friday (8:00 AM – 5:00 PM); No noon break
<b>Who May Avail of the Service?</b>	Permanent Teachers and Employees
<b>What are the requirements?</b>	<ol style="list-style-type: none"> <li>1. Letter of intent to retire</li> <li>2. Ombudsman Clearance</li> <li>3. School and Division Clearance</li> </ol>

	4. City Clearance 5. Service Record 6. Certification (Last day of Service)
	<ul style="list-style-type: none"> <li>Please refer below</li> </ul>

### How to Avail of the Service?

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FORM
1	Submit folders containing the letter of intent and other supporting documents	Receive the documents and check as to completeness	Within 20 mins.	Administrative Aide VI/Authorized Employee	
2		Forward documents to the Personnel Section for verification of records	Within 10 mins.	Administrative Aide VI/Authorized Employee	
3		Receive documents for verification of records	Within 30 mins.	HRMA/HRMO/Authorized Employee	
4		Prepare indorsement to the Regional Office	Within 10 mins.	Administrative Aide VI/Authorized Employee	
<b>End of Transaction</b>					

## PROCESSING OF PAYMENTS - ACCOUNTING SECTION & CASH SECTION

### I. DOWNLOADING OF MOOE

<b>Schedule Of Availability of Service:</b>	Monday to Friday 8:00AM – 5:00 PM (No Noon Break)
<b>Who May Avail of the Service?</b>	School Heads/Principals
<b>What are the requirements?</b>	SOB (School Operating Budget) with supporting documents (photographs and bill of materials, etc.)
<b>Duration:</b>	35 minutes

### How to Avail of the Service?

Step	Applicant / Client	Service Provider	Duration	Person-in-Charge	Form
1	Submit signed SOB (4 copies) With attached supporting documents	Receive and record the duly signed SOB	within 2 mins	Admin Asst/ Authorized Employee	SOB
2	Wait for further notice while SOB is being processed for approval	Check SOB and attachments	within 5 mins	Admin. Asst.III	
3		Approval of SOB	within 10 mins	Accountant II then SDS	SOB
4	Receive duly approved SOB	Release school copy	within 3 mins	Admin. Asst. III	SOB
5		Prepare voucher for ES & LDDAP for SS	within 7 mins	Admin. Asst. III and Accountant II	Vouchers & LDDAP
6		Signing and approval of vouchers & LDDAP	within 5 mins	Accountant II, AO V & SDS	Vouchers & LDDAP
7		Forward signed and approved Voucher & LDDAP to cashier	within 3 mins	Accountant II	Vouchers & LDDAP
<b>END OF PROCESS</b>					

## **II. PROCESSING OF VOUCHERS**

<b>Schedule Of Availability of Service:</b>	Monday to Friday 8:00AM – 5:00 PM (No Noon Break)
<b>Who May Avail of the Service?</b>	Employees and Suppliers
<b>What are the requirements?</b>	<ul style="list-style-type: none"> <li>➤ FOR PURCHASES OF SERVICES: billing requests, DTRs, Accomplishment Report</li> <li>➤ FOR PURCHASES OF GOODS: Accomplished PR, canvass, abstract of bids, PO and other pertinent documents</li> <li>➤ FOR TRAVELS: Accomplished itinerary of travel, authority to travel, certificate of appearance, memo and tickets</li> <li>➤ FOR REIMBURSEMENTS: Official receipts, trip tickets, authority to travel and other required documents</li> </ul>
<b>Duration:</b>	30 minutes

### **How to Avail of the Service?**

<b>Step</b>	<b>Applicant / Client</b>	<b>Service Provider</b>	<b>Duration</b>	<b>Person-in-Charge</b>	<b>Form</b>
<b>1</b>	Accounting staff receives & record billing statement	Receive and record the duly signed SOB billings received	within 3 mins	Admin Asst/Accountant	
<b>2</b>	Supply officer/representative forwards duly accomplished PR, canvass, abstract of bids and PO	Checks and processes documents submitted	within 5mins	Admin Asst/Accountant	
<b>3</b>	Employee submits itinerary, Authority to travel, Cert of Appearance, memo and tickets	Checks and processes documents submitted	within 5mins	Admin Asst/Accountant	
<b>4</b>	Employee submits OR, trip Ticket, authority to travel and other documents	Checks and processes documents submitted	within 5mins	Admin Asst/Accountant	
<b>5</b>	SDS secretary forwards Approved SOB	Prepares voucher and or LDDAP Signing and Approval of Voucher	within 5 mins	Admin Asst/Accountant	
<b>6</b>		Signing and Approval of Voucher	within 5mins	Accountant, AO V and SDS	
<b>7</b>	SDS sec forwards approved Vouchers	Forward to cashier depending on fund availability	within 2mins	Accountant	
<b>END OF PROCESS</b>					

## **III. PROCESSING OF LIQUIDATION REPORTS**

<b>Schedule Of Availability of Service:</b>	Monday to Friday 8:00AM – 5:00 PM (No Noon Break)
<b>Who May Avail of the Service?</b>	School Head/Principal and Employees
<b>What are the requirements?</b>	Liquidation reports (LR) with proper attachments
<b>Duration:</b>	30 minutes

### **How to Avail of the Service?**

<b>Step</b>	<b>Applicant / Client</b>	<b>Service Provider</b>	<b>Duration</b>	<b>Person-in-Charge</b>	<b>Form</b>
<b>1</b>	Submit complete and	Receive and	within 2 mins	Admin Asst	LR



	Accomplished LR	record LR			
2	Wait for further notice while LR is being evaluated	Review and evaluate completeness of LR documents	within 10 mins	Admin Asst	
3	Receive notice for any unliquidated amount	Inform school head and cashier for any unliquidated cash advance	within 3 mins	Admin Asst	
4	Refund unliquidated cash advance to cashier and submit OR to accounting office	Attach OR to LR	within 2 mins	Admin Asst	OR
5		Forward LR for signing	within 10 mins	Accountant & SDS	
6	Receive signed CDR & LR for posting to transparency board	Release LR & CDR school copy	within 3 mins	Admin Asst	LR & CDR
<b>END OF PROCESS</b>					

## **PROCESSING OF PROVIDENT LOANS – ACCOUNTING SECTION/CASH SECTION**

<b>Schedule Of Availability of Service:</b>	Monday to Friday (8:00 AM – 5:00 PM); No noon break
<b>Who May Avail of the Service?</b>	Permanent Teachers and Employees
<b>What are the requirements?</b>	<ol style="list-style-type: none"> <li>1. Accomplished application form</li> <li>2. Pay Slip or Certified copy of payroll</li> </ol>
	<ul style="list-style-type: none"> <li>• Please refer below</li> </ul>

### **How to Avail of the Service?**

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FORM
1	Submit Application Form with the supporting documents	Receive the duly filled-up application form with the supporting documents	Within 5 mins.	Administrative Aide VI/Authorized Employee	Provident Loan Application Form
2		Forward the Application Form to the Accounting Section	Within 5 mins.	Administrative Aide VI/Authorized Employee	
3		Receive the application form and supporting documents	Within 5 mins.	Administrative Assistant III	
4		Process the application Form, prepare disbursement voucher, actual signing	Within 20 mins.	Administrative Assistant III/ Accountant II	
5		Forward voucher and application form to Accountant & SDS for approval	Within 5mins.	Administrative Assistant III	
6		Approval and actual signing	Within 2 hours	Accountant & SDS	
7		Forward voucher and supporting documents to Cashier	Within 5 mins.	SDS Secretary	

<b>8</b>		Prepare check	Within 20 mins.*	Cashier	
<b>9</b>		Release check to the borrower	Within 5 mins.	Fiscal Clerk/Cashier	
*Subject to availability of funds.					
<b>End of Transaction</b>					

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## **ISSUANCE OF SUPPLIES AND DISPOSAL OF UNSERVICEABLE PROPERTY - SUPPLY SECTION**

### **I. ISSUANCE OF OFFICE SUPPLIES ON-HAND**

<b>Schedule Of Availability of Service:</b>	Monday to Friday 8:00AM – 5:00 PM (No Noon Break) or as needed
<b>Who May Avail of the Service?</b>	End Users (All DepEd Personnel Concerned)
<b>What are the requirements?</b>	Supplies Request Form
<b>Duration:</b>	Varies

#### **How to Avail of the Service?**

<b>Step</b>	<b>Applicant / Client</b>	<b>Service Provider</b>	<b>Duration</b>	<b>Person-in-Charge</b>	<b>Form</b>
<b>1</b>	Submit Requests for office supplies	Check request for availability of stocks	Within 5 mins.	Supply Clerk	
<b>2</b>		Request form to be signed by the Supply Officer	Within 5 mins	Supply Officer	
<b>3</b>	Receive supplies	Release supplies	Within 15 mins	Supply Officer/Supply clerk	

### **II. ISSUANCE OF BOOKS AND INSTRUCTIONAL MATERIALS**

<b>Schedule Of Availability of Service:</b>	Monday to Friday 8:00AM – 5:00 PM (No Noon Break) or as needed
<b>Who May Avail of the Service?</b>	School Personnel
<b>What are the requirements?</b>	Books Receipt Form
<b>Duration:</b>	Varies

#### **How to Avail of the Service?**

<b>Step</b>	<b>Applicant / Client</b>	<b>Service Provider</b>	<b>Duration</b>	<b>Person-in-Charge</b>	<b>Form</b>
<b>1</b>	Request for Books / Materials and /or ETC	Receive delivered books / materials	Depends on delivery and volume	Supply Officer	Books Receipt Form
<b>2</b>		Supply makes certificate of acceptance after inventory	5 – 10 mins	Supply Clerk Supply Officer	Certificate of Acceptance
<b>3</b>		Certification of acceptance to be signed by Supply Officer and SDS	Upon the availability of the signatories	Supply Officer SDS	Certificate of Acceptance
<b>4</b>		Supply makes ICS for delivery of books and materials	Depends on the quantity and volume of books / materials to be delivered	Supply Officer	Signed Certificate of Acceptance

			to schools.		
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### III. CONDEMNATION AND DISPOSAL OF UNSERVICEABLE PROPERTY

<b>Schedule Of Availability of Service:</b>	Monday to Friday 8:00AM – 5:00 PM (No Noon Break) or as needed
<b>Who May Avail of the Service?</b>	End Users (All DepEd Personnel Concerned)
<b>What are the requirements?</b>	Disposal Request Form from the End - User
<b>Duration:</b>	Depends on the Volume of the Equipment that will be disposed

#### How to Avail of the Service?

Step	Applicant / Client	Service Provider	Duration	Person-in-Charge	Form
1	Fills up <i>Disposal Request Form</i>	Determine the properties to be disposed / condemned	Depends on the request of school and the availability of inspectors	<ul style="list-style-type: none"> <li>Supply Officer</li> <li>Division Supply Custodian</li> <li>Inspectors</li> </ul>	Disposal Request Form from the End - User
2		Prepare a request form for condemnation	Depends on the number of equipment to be disposed and the availability of the signatories	Supply Clerk Supply Officer	<ul style="list-style-type: none"> <li>Waste Materials Report</li> <li>Inspection of Unserviceable Equipment Report</li> </ul>
3		Inspection and condemnation of unserviceable equipment	Upon the availability of the signatories and the volume of the equipment to be disposed	1. For Division-Owned Equipment (MOOE) * Supply Officer and COA Representative  2. For City-Owned Equipment * GSO and City Auditor	(For Division-owned Equipment) <ul style="list-style-type: none"> <li>Waste Materials Report</li> <li>Inspection of Unserviceable Equipment Report</li> </ul> (For City-owned Equipment) <ul style="list-style-type: none"> <li>GSO will provide the documents</li> </ul>

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## **DATA MANAGEMENT, PROCESSING OF PHILIPPINE PLACEMENT TEST, AND NCAE - PLANNING SECTION**

### I. ISSUANCE OF DATA/INFORMATION REQUESTED BY OTHER AGENCIES AND PRIVATE INDIVIDUALS

<b>Schedule Of Availability of Service:</b>	Monday to Friday 8:00AM – 5:00 PM (No Noon Break)
<b>Who May Avail of the Service?</b>	Other Agencies, Private Individuals, DepEd Personnel (teaching and non-teaching)
<b>What are the requirements?</b>	Request Letter

<b>Duration:</b>	• Please refer below
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### How to Avail of the Service?

Step	Applicant / Client	Service Provider	Duration	Person-in-Charge	Form
1	Give formal/request letter or sign request slip	Receive letter and give it to the Schools Division Superintendent	Within 5 mins.	Administrative Aide VI/Authorized Employee	
2		Forward the request to the planning unit	Within 5 minutes	Administrative Aide VI/Authorized Employee	
3	Wait while the letter is being assessed	Evaluate letter or ask the SDS or AO for release approval	Within 15 minutes	Planning Officer	
4		Give information/data/document as requested or let	Within 20 mins.	Planning Officer	
<b>End of Process</b>					

## II. REGISTRATION PROCESS OF PHILIPPINE EDUCATIONAL PLACEMENT TEST

<b>Schedule Of Availability of Service:</b>	November exam: July-September; June exam: May Monday-Friday (8:00am-5:00pm) - NO Noon break
<b>Who May Avail of the Service?</b>	Parents, Students, Teachers
<b>What are the requirements?</b>	<ul style="list-style-type: none"> <li>• Birth Certificate (Original &amp; Photocopy)</li> <li>• Form 137 – High School; Form 138-Elementary (Original &amp; Photocopy)</li> <li>• 2 1x1 ID Picture</li> </ul>
<b>Duration:</b>	within 10 minutes

### How to Avail of the Service?

Step	Applicant / Client	Service Provider	Duration	Person-in-Charge	Form
1	Submit ALL necessary requirements (original and photocopy)	Receive document/report	within 1 minute	Planning Section	None
2	Fill up PEPT form then prepare an admission fee of 50 PHP	Give form to be filled up by the client (November exam, June Exam)	within 5 minutes	Planning Section	PEPT form
3	Submit filled up form and payment	Accept and verify	Within 2 minutes	Planning Section	None
4	Get stub to be shown to the Examiner at the examination center	Give stub and register the client. Explain the details of the exam	Within 2 minutes	Planning Section	None
<b>End of Process</b>					

## SCHOOL HEALTH AND NUTRITION SERVICES – MEDICAL SECTION

<b>Schedule Of Availability of Service:</b>	Monday to Friday (8:00 AM – 5:00 PM); No noon break
<b>Who May Avail of the Service?</b>	<ul style="list-style-type: none"> <li>• Pupils of DepEd – Division of Baguio City</li> <li>• Teachers and employees</li> <li>• Retirees for consultation as extended service</li> </ul>
<b>What are the Services available?</b>	<ol style="list-style-type: none"> <li>1. CS Forms <ol style="list-style-type: none"> <li>a. Form 86 – Return to duty</li> </ol> </li> </ol>

	b. Form 211 – Employment c. Form 41 – Leaves d. Medical Certificate  2. Physical Examination (e.g. athletes, participants for trainings) 3. Consultation and Treatment 4. Health counseling
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**How to Avail of the Service?**

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FORM
1	Proceed to the medical clinic and fill – up required form/s	Receive and log duly accomplished form	Within 5 mins.	Nurse on duty	Form 86 Form 211 Form 41
2	Submit himself/herself for initial interview and vital signs taking	Take vital signs and evaluate medical history	Within 10 mins.	Nurse on duty	
3	Submit himself/herself for physical examination	Physical examination	Within 20 mins.	Medical Officer	
4	Wait while the requested certification is being processed.	Prepare the certifications	Within 5 mins.	Medical Officer	
<b>End of Transaction</b>					

## **SCHOOL DENTAL SERVICES – DENTAL SECTION**

<b>Schedule Of Availability of Service:</b>	Monday to Friday (8:00 AM – 5:00 PM); No noon break
<b>Who May Avail of the Service?</b>	<ul style="list-style-type: none"> <li>• Pupils of DepEd – Division of Baguio City</li> <li>• Teachers and employees</li> <li>• Retirees for consultation as extended service</li> </ul>
<b>What are the Services available?</b>	5. Oral examination 6. Dental Treatment 7. Chair side instruction 8. Classroom Health talks

**How to Avail of the Service?**

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FORM
		Deliver dental health talks inside the classrooms  Distribute health cards to pupils in the classrooms  Distribute dental permits 1 or 2 days prior to treatment		Dentist & Dental Aide	
1	Proceed to dental clinic and fill – up individual health cards	Receive and log duly accomplished form	Within 5 mins.	Dentist/Dental Aide	Health Cards
2	Line up for oral examination	Oral examination, counseling, and recording	At least 1 hour	Dentist	
3		Dental procedures/ Treatment	Varies /Depends on the Procedure to that is to be done, the	Dentist	

			number of clients per class		
4		Give post-operative and home care instructions including issuance of prescription medicines if not available in the clinic	Within 10 mins.	Dentist	
<b>End of Transaction</b>					

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## **ALTERNATIVE LEARNING SYSTEM**

### **I. PROVISIONS ON CONTINUING EDUCATION – ACCREDITATION AND EQUIVALENCY SYSTEM (A&E)**

<b>Schedule Of Availability of Service:</b>	Monday to Friday 8:00AM – 5:00 PM (No Noon Break)
<b>Who May Avail of the Service?</b>	Out-of-School Youths (OSY) Out of School Adults (OSA) School Drop-outs Prospective learner
<b>What are the requirements?</b>	<ol style="list-style-type: none"> <li>1. 2 pieces of 2 x 12 ID Picture with name tag (Last Name, First Name, Middle Name)</li> <li>2. Photocopy of NSO Birth Certificate</li> <li>3. Elementary: 11 years old and above</li> <li>4. Secondary: completed elementary education and at least 15 years old (and above)</li> </ol>
<b>Duration:</b>	<ul style="list-style-type: none"> <li>• Please refer below</li> </ul>

#### **How to Avail of the Service?**

<b>Step</b>	<b>Applicant / Client</b>	<b>Service Provider</b>	<b>Duration</b>	<b>Person-in-Charge</b>	<b>Form</b>
		Conduct information dissemination and advocacy efforts in the different barangays and identify prospective learners	3 hours/session	Education Program Supervisor for ALS/DALSC/Mobile Teachers	
1	Submit duly accomplished enrolment form with required documents	Receive enrolment form and documents and assess the educational level attained	Within 20 mins.	Administrative Aide III/DALSC/Mobile Teachers	
2	Undergo assessment or screening test to determine entry level	Conduct assessment/screening test in basic literacy and functional literacy test	1 hour and 15 mins.	Education Program Supervisor for ALS/DALSC/Mobile Teachers/Administrative Aide IV	
3		Identify the entry level attained and group learners according to their literacy level		Supervisor for ALS/DALSC/Mobile Teachers	
4		Inform schedule of classes	Within 5 mins.	Supervisor for ALS/DALSC/Mobile Teachers	
5	Attend sessions	Conduct learning sessions	At least 10 months	Supervisor for ALS/DALSC/Mobile	

				Teachers	
6	Undergo A & E Test	Conduct A & E Test	5 hours	*Bureau of Alternative Learning System Staff (from DepEd Central Office)	
<b>End of Process</b>					

## **II. ISSUANCE OF LEARNER'S DIPLOMA AND EXAMINEE REPORT FORM**

<b>Schedule Of Availability of Service:</b>	Monday to Friday 8:00AM – 5:00 PM (No Noon Break)
<b>Who May Avail of the Service?</b>	ALS learner, learner's representative
<b>What are the requirements?</b>	1. ALS Learner's Valid ID or Registration Slip 2. Representative's valid ID and Learner's ID or Registration Slip
<b>Duration:</b>	15 minutes

### **How to Avail of the Service?**

Step	Applicant / Client	Service Provider	Duration	Person-in-Charge	Form
1	Fill up the logbook and present valid ID or registration slip	Retrieve the diploma and examinee report form	5 mins.	ALS EPS, Mobile teachers, DALSC, AA IV	Logbook
2	Wait for retrieval and production of second copy	Reproduce original certificate and ER form in two copies	5 mins	ALS EPS, DALSC, Mobile Teachers, AA IV	
3		Seal and certify 2 <sup>nd</sup> as true copy to be signed by the ALS Supervisor	3 mins.	ALS EPS, DALSC, Mobile Teachers, AA IV	
4	Receive documents and sign the office copy for future reference	Release the original copy and 1 <sup>st</sup> duplicate copy	2 mins.	ALS EPS, DALSC, Mobile Teachers, AA IV	Diploma, ER Form
<b>End of Process</b>					

## **III. ENROLMENT FOR LITERACY CUM LIVELIHOOD SKILLS TRAINING**

<b>Schedule Of Availability of Service:</b>	Monday to Friday 8:00AM – 5:00 PM (No Noon Break)
<b>Who May Avail of the Service?</b>	All interested individuals
<b>What are the requirements?</b>	Personal appearance
<b>Duration:</b>	Please refer below

### **How to Avail of the Service?**

Step	Applicant / Client	Service Provider	Duration	Person-in-Charge	Form
1	General inquiry about ALS	Identify individual learning needs Assess entry of learners from the gathered information	5 mins.	ALS EPS, DALSC, Mobile Teachers, AA I	
2	Fill up the enrolment form	Receive enrolment form	10 mins.	ALS EPS, DALSC, Mobile Teachers, AA I	Enrolment form
3	Attend orientation	Conduct ALS Literacy Cum Livelihood Skills Orientation	40 mins.	ALS EPS, DALSC, School Coordinators, Trainers	
4	Attend Sessions	Conduct Learning Sessions	120 to 160 hours	ALS Trainers	
5	Attend Livelihood Graduation	Conduct Literacy Cum – Livelihood Skills Graduation	At least 1 hour and 30 mins.	ALS EPS, DALSC, School Heads, Punong Barangay	

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## SPECIAL EDUCATION FUND – PERSONNEL & LOCAL SCHOOL BOARD

### I. ISSUANCE OF CERTIFICATE OF EMPLOYMENT AND SERVICE RECORDS OF SEF CASUAL EMPLOYEES

<b>Schedule Of Availability of Service:</b>	Monday to Friday 8:00AM – 5:00 PM (No Noon Break)
<b>Who May Avail of the Service?</b>	SEF Casual employees and former SEF employees
<b>What are the requirements?</b>	Accomplished Request Slip
<b>Duration:</b>	Please refer below

#### How to Avail of the Service?

ST EP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FORM
1	Client will submit duly accomplished request form	Receive request form	10 mins	HRMA	Request form
2		Validation and update of service record or certificate of employment	30 mins.	HRMA	
3		Processing and printing of service record or certificate of employment	10 mins.	HRMA	
4		For signature of AO or ASDS	10 mins.	HRMA	
5		Release of requested document	5 mins.	HRMA	Service record or certificate of employment

**End of Process**

### II. FILING AND PROCESSING OF FORM 6 OF SEF CASUAL EMPLOYEES

<b>Schedule Of Availability of Service:</b>	Monday to Friday 8:00AM – 5:00 PM (No Noon Break)
<b>Who May Avail of the Service?</b>	SEF Casual employees
<b>What are the requirements?</b>	Duly accomplished form 6
<b>Duration:</b>	Please refer below

#### How to Avail of the Service?

ST EP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FORM
1	Client will submit duly accomplished and received form 6	Receive form 6	10 mins	Admin. Aide	Form 6
2		Recording and action of form 6	30 mins.	Admin. Aide	
3		Preparation and signature of transmittal	20 mins.	Admin. Aide AO	
4		Submission to the CHRMO	1 hour 30 mins.	Admin. Aide	
5		Approval and signature by the	-	CHRMO	



		head of office			
<b>6</b>		Retrieval of approved form 6	30 mins.	Admin. Aide	
<b>End of Process</b>					

### **III. PROCESSING OF PAYROLL OF SEF CASUAL EMPLOYEES**

<b>Schedule Of Availability of Service:</b>	Every 15 <sup>th</sup> and 30 <sup>th</sup> day of the month. NO NOON BREAK
<b>Who May Avail of the Service?</b>	SEF Casual employees
<b>What are the requirements?</b>	DTR, Accomplishment Report, Certificate of Appearances, Other pertinent documents
<b>Duration:</b>	Please refer below

#### **How to Avail of the Service?**

ST EP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FORM
<b>1</b>	Client will submit duly accomplished and received form 6	Receive form 6	10 mins	Admin. Aide	Form 6
<b>2</b>		Sorting, compilation and submission of papers to the city accounting office	1 day after the end of every payroll period	SEF payroll officer	
<b>3</b>		Pre audit, encoding and printing of payroll		City Accounting office	
<b>4</b>		Retrieval of payroll for signature to AO and SDS	1 hour 30 mins.	SEF payroll officer	
<b>5</b>		Obligation of the OBR by the CBO	45 mins.	SEF payroll officer and CBO	
<b>6</b>		Final audit of the CAO		CAO	
<b>7</b>		Release of payroll and signature of City accountant and treasurer	30 mins.	SEF payroll officer	
<b>8</b>		Preparation of check		City Cashier office	
<b>9</b>		Check for signature of SDS and Treasurer	1-2 hours	SEF payroll officer	
<b>10</b>		Withdrawal and release of salary		City Cashier office	
<b>End of Process</b>					

### **IV. PROCESSING OF WATER AND ELECTRIC BILLS**

<b>Schedule Of Availability of Service:</b>	Monday to Friday (8:00AM-5:00PM) NO NOON BREAK
<b>Who May Avail of the Service?</b>	School Heads
<b>What are the requirements?</b>	Official receipt and other documents
<b>Duration:</b>	Please refer below

#### **How to Avail of the Service?**

ST EP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FORM
<b>1</b>	Clients will submit the official receipt of the school and water bill	Receives the official receipt	10 mins	SEF payroll officer	Official receipt and other documents

<b>2</b>		Preparation and submission of payroll	4 hours	SEF payroll officer	
<b>3</b>		Signature and submission of payroll for pre-audit	2 hours	SEF payroll officer	
<b>4</b>		Pre audit		City accounting office	
<b>5</b>		Compliance of audit findings	1-2 days	SEF payroll officer	
<b>6</b>		Release of payroll and signature of City accountant and treasurer	30 mins.	SEF payroll officer	
<b>7</b>		Preparation of check		City Cashier office	
<b>8</b>		Check for signature if SDS and Treasurer	1-2 hours	SEF payroll officer	
<b>9</b>		Withdrawal and release of reimbursement		City Cashier office	
<b>End of Process</b>					

## **V. PROCESSING OF STUDENT INCENTIVES**

<b>Schedule Of Availability of Service:</b>	End of December and March
<b>Who May Avail of the Service?</b>	Student honor rolls
<b>What are the requirements?</b>	Certification from school head
<b>Duration:</b>	Please refer below

### **How to Avail of the Service?**

<b>ST EP</b>	<b>APPLICANT/CLIENT</b>	<b>SERVICE PROVIDER</b>	<b>DURATION OF ACTIVITY</b>	<b>PERSON IN CHARGE</b>	<b>FORM</b>
<b>1</b>	School heads will submit certification	Receive certification	10 mins	SEF payroll officer	Certification
<b>2</b>		Preparation of payroll	1 day	SEF payroll officer	
<b>3</b>		Submission to the CAO	1 hour	SEF payroll officer	
<b>4</b>		Pre audit		City accounting office	
<b>5</b>		Compliance of audit findings	1-2 days	SEF payroll officer	
<b>6</b>		Release of payroll and signature of City accountant and treasurer	30 mins.	SEF payroll officer	
<b>7</b>		Preparation of check		City Cashier office	
<b>8</b>		Check for signature if SDS and Treasurer	1-2 hours	SEF payroll officer	
<b>9</b>		Withdrawal and release of student incentive		City Cashier office	
<b>End of Process</b>					