

AVAILABILITY OF THE SERVICE: Monday to Friday 8:00 a.m. to 6: p.m.

1. APPLICATION FOR AUTHORITY TO TRAVEL ABROAD

- Who May Avail of the Service?

-Officials/Employees at the Regional Office, Schools Division Office down to the School Level

- What are the requirements?

- Indorsement from the SDO
- Administrative Clearance from the Division Office
- Clearance as to money & property accountability (if leave is 30 days or more)
- CSC form 6 (Application for Leave)
- Certification of expected date of departure
- Certification of Bonafide Employee
- Certification as to who will be the substitute teacher
- Letter request stating the reason/s for travel
- DepEd-CO Form A-Application for Travel on Official Time/Official Business
- Invitation for the requesting party from a foreign host

PROCEDURE

STEP	APPLICANT/CLIENT	SERVICE PROVIDED	DURATION OF ACTIVITY	PERSON-IN CHARGE	FEEES
1	Present documents to the Records Section	Stamp documents as received	Within 10 minutes	Administrative Assistant/Authorized Employee	None
2	Proceed to the Office of the Regional Director (Rm. 203)	For referral	Within 10 minutes	Staff of the Regional Director	
3	Proceed to the Personnel Section (Rm. 106)	Check completeness/ prepare indorsement	Within 15 minutes	Administrative Assistant/Authorized Employee	
4		Approval/Signature of Regional Director or Assistant Regional Director	Depends on the availability of the signatory	Regional Director's Office	

5	Proceed to the Record' Section for release	Stamp released and provide file copy	Within 10 minutes	Records Section	
---	--	--------------------------------------	-------------------	-----------------	--

1. RETIREMENT UNDER RA 660, RA 1616, PD 1146 and RA 8291/SEPARATION

- Who may avail?

Officials/employees in the Regional Office, Schools Division Office down to The School Level

- Requirements for retirement
 - Letter of intent to retire
 - Indorsement from the Schools Division Office
 - Duly Accomplished Application Form
 - Regional/Division Clearance dated as of last day of service
 - Latest Service Record with certification of LAWOP
 - Service Record for previous employer (if any)
 - Certificate of Last Payment
 - Latest Assets and Liabilities
 - Certificate of No Pending Administrative and Criminal Case/s
 - Ombudsman Clearance
 - Declaration of Pendency/Non-Pendency of Case

Procedure

Step	APPLICANT/CLIENT	SERVICE PROVIDED	DURATION OF Activity	Person-In-Charge	FEES
1	Present documents in the Records Section	Stamp received	Within 10 minutes	Admin. Asst./ Authorized Employee	None
2	Proceed to Rm. 106-Personnel Section	Check the completeness/Prepare Indorsement	Within 15 minutes	Authorized employee	

3		For signature of the Unit Head	Within 2 minutes	Head of Personnel Section	
4	Proceed again to Records Section, for releasing				

2. TERMINAL LEAVE PAY BENEFITS (DBM REQUIREMENTS)

(Pursuant to the provision of DBM-Budget Circular No. 2013-1 dated April 12, 2013)

- Requirements
 - Voucher
 - Duly accomplished retirement application (GSIS FORM)
 - Certified true copy of the updated service records (with certification of inclusive dates of leave without pay(LAWOP), if any)
 - Latest Notice of Salary Adjustment (tally with the last entry of salary In the Service Record)
 - Letter of intent to retire
 - Statement of Leave Credits earned certified by the HRMO (Statement of vl/sl or certificate of S.O., if service credits and Form 6)
 - NSO marriage certificate (if married women)
 - GSIS Clearance/Approval of retirement
 - LARP (DBM Form-Annex B)

Additional Requirement (In case of death)

- Copy of the deceased retiree's death certificate
- Marriage contract (NSO)
- Judicial or extra judicial statement of estate (duly notarized)
- Copy of decision of the agency's legal office/adjudication board
- Identifying the legal heirs of the deceased retiree.

Note: Please submit certified true copy of the above-mentioned documents in two (2) copies

Procedure

STEP	APPLICANT	SERVICE PROVIDED	DURATION OF ACTIVITY	Person-In-Charge	FEES
1	Present documents in the Records Section	Stamp Received	Within 10 minutes	Authorized employee	None
2	Proceed to Rm. 106- Personnel Section	Check the completeness of the documents/ process terminal leave credits	Within 20 minutes	Authorized employee	
3	Proceed to Budget and Finance Division	Prepare letter/indorsement to DBM	Within the day	Authorized employee	

3. Request for transfer

- Letter request
- Indorsement of the Principal
- Indorsement from the Superintendent

4. Request for reclassification of positions: Master Teacher I/II, Principals I to IV

Requirements for Master Teacher I/II

- Recommendation of the SDS (2 copies)
- Plantilla Allocation List (3 copies)
- List of Teachers by subject area-8 (for Secondary)
List of Teachers by school in a District (for elementary)
with corresponding item number each page duly signed by the School Head & the SDS (2 copies)
- List of existing Master Teacher (s) in the school, if any
- Service Records (2 copies)
- Rank List (duly signed by the Chairman & Members of the School/ Division Selection Board, approved by the SDS (2 copies)

- Official Transcript of Records (original & 1 certified Xerox copy) & permit to study
- Certification of **Relevant Training**-not used during last promotion sanction by DepEd (certified true copy)
- CS Form 212 (2 copies)
- Performance ratings (3 consecutive rating period prior to ranking)

- SF 7 (certified true copy)
- PSIPOP

Requirements for Principal I to Principal IV

- Justification for the reclassification of position
- Duly Accomplished Form 212 (Personal Data Sheet)
- Certified, Authenticated and Verified (CAV) Transcript of Records
- Service Record
- Performance Rating Sheet for the last three (3) consecutive years
- Certificates/Proofs of Outstanding Accomplishment
- Position Description Form for Principal positions
- NEAP Certification as to the result of NQEP taken and Basic Training Course for School Heads attended
- SBM Task Force's Certification as to the rating obtained in the internal and external stakeholders' assessment
- Division Selection and Promotion Board's Certification on the points obtained In the Psychological Attributes and Personality Traits assessment
- Enrolment Data (Form 3) in the present school assignment, including the cluster schools handled, if any.
- Copy of PSIPOP
- List of Teachers under supervision, with the identification of their respective plantilla item number per latest post-audited PSIPOP
- Certification of non-availability of item

5. Request for Implementation of approved Equivalent Record Form (ERF)

Requirements:

- Plantilla Allocation List (PAL-3 copies)
- Approved ERF (2 certified Xerox copies)

Procedure

STEP	APPLICANT	SERVICE PROVIDED	DURATION OF ACTIVITY	Person-In-Charge	FEES
1	Present documents in the Records Section	Stamp received	Within 10 minutes	Authorized employee	None
2	Proceed to Rm. 106- Personnel Section	Evaluate and Processed Prepare indorsement	Within 15 minutes	Authorized employee	
3		For initial by the Unit Head	Within 1 min.	Head of the Personnel Section	
4	Administrative Office	For initial	Within 1 min	Chief of the Administrative Division	
5	Office of the Assistant Regional Director	For initial	Within 10 Minutes	Assistant Regional Director	
6		For approval/ signature	Within 10 minutes	Regional Director	