



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

**CITIZEN'S
CHARTER**

DEPED-NCR CITIZEN'S CHARTER



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

I. History of DepEd-NCR and Organization's Profile

Executive Order No. 94 issued on October 4, 1947 amending the Revised Administrative Code renamed the Department of Instruction to Department of Education. On September 24, 1972, pursuant to Proclamation No. 1081 it was renamed Department of Education and Culture (DEC). Presidential Decree No. 1 otherwise known as the *Reorganization Plan (IRP)* of 1972, mandated through Letter of Instruction No. 1, the establishment of Regional Offices in the country. **DEC Memorandum No. 57, s. 1975** dated May 6, 1975 was issued delineating the Plan of Action in the implementation of the IRP. It also set forth the selection of Regional Directors and Officers-In-Charge for the regional offices of DEC. **On July 1, 1975**, Dr. Pablo T. Mateo was designated as Regional Director of Region 4, which comprises Metropolitan Manila and the provinces of Cavite, Laguna, Batangas, Quezon, and Aurora. On **January 23, 1976, Presidential Decree No. 879** was issued dividing Region 4 into two Regions, namely: Region 4 which comprises the Metropolitan Manila area, and Region 4-A which comprise the towns of Rizal and the provinces of Cavite, Laguna, Batangas, Quezon, and Aurora, Marinduque, Oriental Mindoro, Occidental Mindoro, Romblon and Palawan, and the cities of Batangas, Cavite, Lipa, Lucena, San Pablo, Tagaytay, Trece Martires and Puerto Princesa. DEC Region 4 had its office in Banawe, Quezon City. On **June 2, 1978**, per **Presidential Decree No. 1396**, **Metropolitan Manila** was declared and established as the **National Capital Region**. Accordingly, the DEC Region 4 has become the DEC-National Capital Region. Dr. Anastacio Ramento succeeded Dr. Mateo as Regional Director upon the transfer of Dr. Mateo to the Polytechnic University of the Philippines on May 31, 1977. Meanwhile, the Department of Education and Culture was reorganized and renamed to **Ministry of Education Culture and Sports** pursuant to the Education Act of 1982. It became **Department of Education Culture and Sports (DECS)** per **Executive Order No. 117** dated **January 30, 1987**.

It was on **September 26, 1991** when the DECS-National Capital Region moved to its new two story office building located along Misamis St., Bago Bantay, Quezon City, beside San Francisco High School. Per Republic Act No. 9155 approved into law on August 11, 2001, DECS became the Department of Education to present (DepEd). Thus, DECS-National Capital Region is now Department of Education-National Capital Region (DepEd-NCR).

DepEd-NCR is spearheaded by its Regional Director or Director IV who is being assisted to by an Assistant Regional Director or Director III. It is composed of eight Functional Divisions and the Office of the Regional Director:



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Functional Divisions /Offices

- 1. Office of the Regional Director Proper**
 - 1.1. Legal Unit
 - 1.2. Information Communication and Technology Unit (ICT)
 - 1.2. Public Affairs Unit
- 2. Curriculum & Learning Management Division**
 - 2.1. Learning Resources Development Center
- 3. Education Support Services Division**
 - 3.1. Health & Nutrition Section
 - 3.2. Education Facilities Section
 - 3.3. Special Programs and Projects Section
- 4. Field Technical Assistance Division**
- 5. Quality Assurance Division**
- 6. Human Resource Development Division**
 - 6.1. National Educators Academy of the Philippines
- 7. Policy, Planning and Research Division**
- 8. Finance Division**
 - 8.1. Accounting Section
 - 8.2. Budget Section
- 9. Administrative Division**
 - 9.1. Asset Management Section
 - 9.2. Cash Section
 - 9.3. Personnel Section
 - 9.4. Records Section
 - 9.5. Regional Payroll Unit
 - 9.6. General Services Unit
 - 9.7. Procurement Unit

II. Mandate of DepEd-National Capital Region

DepEd-NCR supervises the sixteen (16) Schools Division Offices of the National Capital Region : City of Manila, Quezon City, Caloocan City, Makati City, Pasig City, Mandaluyong City, Marikina City, Taguig City and Pateros, Las Pinas City, Muntinlupa City, Paranaque City, Malabon City, Navotas City, Pasay City, San Juan City, Valenzuela City. As a Regional Office of the Department of Education, it is mandated to ensure access to, equity in, and continuously improve the quality of basic education in the region through policy and direction setting, standard setting and enforcement, partnership building, and networking with stakeholders of education as well as managing the financial, human, and physical resources of the region. It monitors and evaluates learning outcomes, and the implementation of educational



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

programs, projects and activities consistent with national policies for policy review and recommendation.

DepEd-NCR is duty bound to carry out the mission and vision of the Department towards its attainment. Through the leadership of its Regional Director, it has the authority, accountability, responsibility on the following mandates as provided by Republic Act No. 9155 and its Implementing Rules and Regulations:

1. Defining a regional educational policy framework which reflects the values, needs and expectations of the NCR;
2. Developing a regional basic education plan;
3. Developing regional educational standards with a view towards benchmarking for international competitiveness;
4. Monitoring, evaluating and assessing regional learning outcomes;
5. Undertaking research projects and developing and managing region wide projects which may be funded through official development assistance and/or or other funding agencies;
6. Ensuring strict compliance with prescribed national criteria for the recruitment, selection and training of all staff in the region and divisions.
7. Formulating, in coordination with the regional development council, the budget to support the regional educational plan which shall take into account the educational plans of the divisions and districts;
8. Determining the organization component of the divisions and districts and approving the proposed staffing pattern of all employees in the divisions and districts;
9. Hiring, placing and evaluating all employees in the regional office, except for the position of assistant director;
10. Evaluating all schools division superintendents and assistant division superintendents in the region;
11. Planning and managing the effective and efficient use of all personnel, physical and fiscal resources of the regional office, including professional staff development;
12. Managing the database and management information system of the region;
13. Approving the establishment of public and private elementary and high schools and learning centers; and
14. Performing such other functions as may be assigned by proper authorities.



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>

4





Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

Address: Department of Education-National Capital Region
 Misamis St., Bago Bantay, Quezon City

The 16 Schools Divisions in Metro Manila

Schools Division of City Schools	TOURISM BRAND (Source RDP 2018)
Caloocan City	Tao ang Una
Las Piñas City	Bamboo Organ
Makati City	Financial Capital of the Philippines
Malabon City	Home of the Original Tricycle Tours
Mandaluyong City	Tiger City
Manila City	Sulong Maynila
Marikina City	Shoe Capital of the Philippines
Muntinlupa City	Yan ang Tama Yan ang Muntinlupa (Emerald City of the South)
Navotas City	Fishing Capital of the Philippines
Parañaque City	A Mega City by the Bay
Pasay City	Travel City
Pasig City	The Green City
Municipality of Pateros	Isang Pateros Disiplinadong Pamayanan Maunlad na Bayan
Quezon City	The Philippine City of Asia
San Juan City	Historic City of Excellence
Taguig City	Probinsiyudad (Think Big, Dream Big, Taguig)
Valenzuela City	Tayo na Valenzuela



III. Directions and Values

DepEd-NCR adopts the Mission, Vision and the Core Values of the Department of Education.

Mission

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

Students learn in a child-friendly, gender-sensitive, safe, and motivating environment. Teachers facilitate learning and constantly nurture every learner.

Administrators and staff, as stewards of the institution, ensure an enabling and supportive environment for effective learning to happen.



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Family, community, and other stakeholders are actively engaged and share responsibility for developing lifelong learners.

- **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 building the nation.

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

- **Core Values**

Maka-Diyos
Maka-tao
Makakalikasan
Makabansa



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Guided by the **Vision** and **Mission** of the Department of Education, DepEd-NCR as a Regional Office, adopted a Team Vision reflected in its Regional Basic Education Plan, quoted as follows:

DepEd NCR envisions itself as the prime learning organization with highly competent public servants imbued with organizational citizenship behavior who are pro-active and responsive to its education stakeholders.

DepEd NCR thrives in an organizational learning culture that leverages on its human capital through a collaborative workplace with innovative systems and processes.

DepEd NCR's thrust is to equip the 21st-century learner with skills, values, and attitudes that empower them to be key players in today's competitive global environment.

Anchored on this Team Vision, the Quality Policy was crafted which took effect October 8, 2018. However, the Quality Policy and Quality Objectives were revised effective September 7, 2020, as follows:

- **Quality Policy**

“As a layer of governance in the basic education sector, the Department of Education - National Capital Region endeavors to provide services that are responsive and adoptive to the needs of its stakeholders in accordance with the mandated standards and consistent with the vision and mission of the Organization.

Towards this end, it commits to:

1. Contextualize the implementation of educational policies;
2. Adhere to educational and other laws, implement rules and regulations relevant to its operations;
3. Monitor and evaluate regional outcomes, and provide relevant and timely technical assistance to its stakeholders;
4. Continually improve the effectiveness of its Quality Management System, and processes in responding to potential risks, towards clients' satisfaction;



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

5. Be a prime learning organization with highly competent and resilient public servants who are sensitive to the needs of its stakeholders.”

Quality Objectives

“To breath life to the Quality Management System of DepEd-National Capital Region, the following Quality Objectives are set for the realization of the organization’s strategic goals. To effectively deliver services to the satisfaction of its clients, these objectives serve as the guideposts in bolstering a legacy of excellence.

1. Improve the key performance indicators of the Region;
2. Institute initiatives and innovations in ensuring accessible & quality education for compliance by at least 90% of the Schools Division Offices;
3. Achieve not less than 90% of the Most Essential Learning Competencies (MELCs);
4. Satisfy at least 90% of the internal and external clients’ needs and expectations;
5. Conduct relevant and timely support mechanisms for stakeholders;
6. Strengthen partnership advocacy efforts to increase stakeholders’ involvement by at least 80% per year;
7. Satisfy 100% of the good governance conditions and performance targets;
8. Recognize 100% of outstanding contributions and achievements of personnel.



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

IV. LIST OF SERVICES

	Page Number
DepEd NCR - External Services	
A. Cash Section	
1. <i>Issuance of Official Receipts</i>	13
B. Curriculum Learning and Management Division	
1. <i>Access to LRMS Portal</i>	15
2. <i>Procedure for the Use of LRMS Computers</i>	17
C. Human Resource Development Division	
1. <i>Application for Scholarships</i>	19
D. Legal Unit	
1. <i>Filing of Complaint</i>	21
2. <i>Request for Correction of Entries in School Record</i>	23
3. <i>Legal Assistance to Walk-in Clients</i>	25
4. <i>Requests for Certification as to the Pendency or Non-pendency of an Administrative Case (Walk-in Clients)</i>	27
5. <i>Online Requests for Certification as to the Pendency or Non-pendency of an Administrative Case</i>	29
6. <i>Filing of Complaint against Private Schools</i>	30
7. <i>Review of Contracts</i>	32
8. <i>Filing of Letter Query for Legal Opinion</i>	33
E. Personnel Section	
1. <i>Submission of Employment Application</i>	34
2. <i>Application For Authority to Travel Abroad on Official Time or Official Business</i>	36
3. <i>Application for Request for Retirement Under RA 660, RA 1616, PD 1146 and RA 8291/Separation</i>	39
4. <i>Application for Terminal Leave Pay Benefits (DBM Requirements)</i>	41
5. <i>Application for Issuance of Service Record and other Certificate</i>	43
6. <i>Application for Work Related Accident Illness</i>	45
7. <i>Application for Authority to Private Practice of Profession</i>	48
8. <i>Application for Authority For Local Travel of Regional Personnel</i>	50
9. <i>Application For Leave of Absence</i>	52
F. Public Affairs Unit	
1. <i>DepEd RO Action through Email</i>	55
2. <i>Hotline and Walk-in Facilities</i>	57



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>

9

MATATAG
Bansang Makabata Batang Makabansa



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

3. <i>Standard Freedom Of Information (FOI) Request through Walk-In Facility and Mail</i>	59
G. Policy, Planning and Research Division	
1. <i>Request for Basic Education Information and Data</i>	61
H. Quality Assurance Division	
1. <i>Application for Government Authority to Operate for Private Schools</i>	63
2. <i>Application for Establishment, Merging, Conversion, and Naming/ Renaming of Public Schools and Separation of Public Schools</i>	72
3. <i>Application for Special Orders of SHS Implementing HEIs or TVIs</i>	96
4. <i>Application for Tuition and Other School Fees (TOSFI)</i>	99
5. <i>Reissuance of Certificate of Recognition Due to Change of School Name/School Site/After 50 Years of Corporate Existence</i>	103
I. Records Section	
1. <i>Issuance of Requested Documents (Non-CTC)</i>	106
2. <i>Issuance of Requested Documents (CTC and Photocopy of Documents)</i>	107
3. <i>Certification, Authentication, Verification (CAV)</i>	109
J. Regional Payroll Services Unit	
1. <i>Request for Certification of Remittance of Contributions to PHILHEALTH, PAG-IBIG and GSIS and for Loans to GSIS, and Land Bank, PAG-IBIG, and Accredited Private Lending Institutions</i>	114
2. <i>Request for Stoppage/Deduction of PAG-IBIG/ LANKBANK/Private Lending Institution Loans and/or Insurance Premium</i>	116
3. <i>Application of Certification of Last Payment (CLP) of Salary</i>	118



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

DepEd NCR - Internal Services

A. Budget Section	
1. <i>Obligation of Expenditure (Incurrence of Obligation Charged to Approved Budget Allocation per GAARD and Other Budget Laws/Authority)</i>	121
2. <i>Disbursement Updating</i>	123
3. <i>Downloading/ Fund Transfers of SAROs received from Central Office to Schools Division Office and Implementing Units</i>	124
B. Accounting Section	
1. <i>Disbursement of Obligation</i>	127
C. Cash Section	
1. <i>Payment of Obligation</i>	129
2. <i>Handling of Cash Advances</i>	131
D. Human Resource and Development Division	
1. <i>Rewards and Recognition</i>	134
E. Legal Unit	
1. <i>Request for Certification as to the Pendency or Non-Pendency of an Administrative Case</i>	136
F. Personnel Section	
1. <i>Submission of Employment Application</i>	137
2. <i>Application for Authority to Travel Abroad on Official Time or Official Business/Personal Reason</i>	140
3. <i>Issuance of Certificate of Employment and/or Service Record</i>	143
4. <i>Request for Transfer from Another Region</i>	144
5. <i>Application for Leave</i>	145
6. <i>Application for Retirement/Separation Benefits</i>	148
7. <i>Processing of Terminal Leave Benefits</i>	150



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Regional Office
External Services



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



12



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

A. Cash Section

1. Issuance of Official Receipts

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

Office or Division:	Cash Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Anyone			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order of Payment Form (2 copies)		<ul style="list-style-type: none"> • For payment for bid documents: Bids and Awards Committee • For School permits: Quality Assurance Division • For Appeal Fee: Legal Unit • Disallowance: Finance Division/Accounting Office 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Order of Payment from respective office depending on the nature of transaction	1. Fill out and issue Order of Payment Form	None	15 minutes A	Assigned Officer from the respective office
2. Bring the duly filled-out Order of Payment form to Cash Section	2. Receive and verify the completeness of the filled-out Order of Payment Form	None	5 minutes	Collecting Officer



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

3. Give the necessary fee to the collecting officer	3. Accept the payment	None (fee only for the service acquired)	5 minutes	Collecting Officer
	3.1. Write/ Encode the payee details to Official receipt	None	10 minutes	Collecting Officer
4. Accept and check the entries in the Official Receipt	4. Check the entries and issue the Official Receipt to the Payee	None	5 minutes	Collecting Officer
TOTAL:		None	40 minutes	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

B. Curriculum and Learning Management Division

1. Access to LRMSD Portal

The LRMSD provides access to quality resources from the Regions, Divisions, Cluster/School level: including,

- information on quantity and quality and location of textbooks and supplementary materials, and cultural expertise,
- access to learning, teaching and professional development resources in digital format and locates resources in print format and hard copy,
- standards, specifications and guidelines for assessing & evaluating, acquiring & harvesting, modification, development and production of resources.

Office or Division:	Curriculum and Learning Management Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Everyone (Learners, Parents, Teachers, Stakeholders)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Computer/Laptop and Internet Connection		Client		
2. Registered LR account a. DepEd Email for DepEd Employees b. Any active Email Address for Learners, Parents and Stake Holders		LR Portal		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Open any browser engine and go to www.lrmads.deped.gov.ph	1. If client is in CLMD, assist in browsing the LR Portal	None	1 minute	Librarian II
2. Log-in to the LR portal		None	1 minute	Librarian II
3. On the upper left side menu bar, click the		None		Librarian II



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

Resources Tab and select K to 12 Resources			1 hour	
4. Select Grade Level		None		Librarian II
5. Select your desired topic/category		None		Librarian II
6. Select a title from the list. The list could still be refined based on DepEd Special Programs such as IPEd, ALS, etc.		None		Librarian II
7. Click view or download. (Guest and those registered with personal email can only search, browse and view LRs in the Portal. Only those registered using DepEd account are given downloading privileges)				Librarian II
8. Open feedback mechanism tab and accomplish Online Feedback form in the Contact Us Tab	2. Generate Client Report		3 minutes	Librarian II
TOTAL:		None	1 hour, 5 minutes	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

2. Procedure for the Use of LRMS Computers

The LRMS provides access to quality resources from the Regions, Divisions, Cluster/School level: including,

- information on quantity and quality and location of textbooks and supplementary materials, and cultural expertise,
- access to learning, teaching and professional development resources in digital format and locates resources in print format and hard copy,
- standards, specifications and guidelines for assessing & evaluating, acquiring & harvesting, modification, development and production of resources.

Office or Division:	Curriculum and Learning Management Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government and G2C - Government to Citizen			
Who may avail:	Everyone (Learners, Parents, Teachers, Stakeholders)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Registered LR Account or email address		www.lrms.deped.gov.ph		
2. Valid ID/Borrower's card		Learning Resource Management and Development Center, Regional Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log-in the LRMS computer logbook	1. Assist client	None	1 minute	Administrative Assistant II / Teaching Aid Specialist
2. Ask for assistance from the Librarian/TAS the following: a. opening of browser engine; b. logging-in the LR Portal; c. searching/ browsing the LR Facility	2. Assist client	None	1 hour	Librarian/TAS



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
Email Address: ncr@deped.gov.ph
Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

3. If needed LRs not found, ask for assistance otherwise, open feedback mechanism tab and accomplishes Online Feedback form in the Contact Us Tab	3. Assist client	None		Librarian/TAS
4. Log-out and shut down computer	4. Assist client	None	1 minute	Librarian/TAS
5. Sign and submits the CLMD feedback form	5. Generate Client Report	None	2 minutes	Librarian/TAS
6. Sign-out the logbook and claim belongings	6. Assist client	None	1 minute	Administrative Assistant II
TOTAL:		None	1 hour and 5 minutes	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

C. Human Resource Development Division

1. Application for Scholarships

This is an application of foreign or local scholarship service that is facilitated by DepEd to internal and external clients.

Office or Division:	Human Resource Development Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	DepEd Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Scholarship application requirements – 1 Original copy		SDO/RO through a memorandum published in the official website		
2. Memo on the Result of the Qualified Applicants – 1 Copy		Regional Office		
3. Endorsement from school principal/division chief – 1 Original copy		Schools/ Schools Division Office		
4. Endorsement from SDO through the Office of the SDS with complete Application Documents – 1 Original copy		Schools Division Office		
5. Endorsement of the Regional Director to the Central Office - 1 Original copy		Regional Office		
6. Nomination Letter from the Regional/Bureau Director or his/her duly authorized representative (thru the Regional HRDD Chiefs)		Regional Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete requirements for the scholarship	1. Receives the documents and forwards to HRDD	None	30 minutes	Records Section Person-in charge
	1.1. The Scholarship secretariat In-	None	1 hour	HRDD



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

	Charge receives and checks the documents if complete, otherwise return to client (step1)			Scholarship Focal person
	1.2. The Scholarship Committee conducts evaluation of documents	None	5 hours	HRDD and Scholarship Screening Committee
2. Report for an interview	2. The Scholarship Screening Committee conducts interview (if necessary)	None	5 hours	HRDD and Scholarship Screening Committee
	2.1. The Scholarship Committee finalizes the result of the screening	None	4 hours	HRDD and Scholarship Screening Committee
	2.2. HRDD Scholarship Focal Person prepares the list of final nominees	None	1 hour 30 minutes	HRDD Scholarship Focal Person
	2.3. HRDD Scholarship Focal Person drafts an Indorsement to the Central office/Sponsoring Agency	None	1 hour 30 minutes	HRDD Scholarship Focal Person
TOTAL:		None	2 days, 2 hours, 30 min.	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

D. Legal Unit

1. Filing of Complaint

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

Office or Division:	Legal Unit			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Copy of the Formal Complaint under oath containing a certification/statement on non-forum shopping (3 Copies and 1 additional copy per additional person complained of)		Complainant		
2. Certified True Copies of documentary evidence and affidavits of witness, if any (3 Copies + 1 copy per additional person complained of)		Complainant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the formal complaint with supporting evidence, if necessary	1. Receive and evaluate the formal requirements of a complaint pursuant to D.O. 49, s. 2006 a. Non-Compliant: Issue a checklist of requirements,	None	25 minutes	Legal Unit staff



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

	give appropriate advice. b. Compliant: Request the client to proceed to the Records Section for processing			
2. Receive receiving copy of the complaint	2. Stamp receipt in the complaint and release it to the client	None	10 minutes	Legal Unit staff/records section staff
TOTAL:		None	35 minutes	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

2. Request for Correction of Entries in School Record

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

Office or Division:	Legal Unit			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Students with records in DepEd			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (1 Original Copy)		Client		
2. School records to be corrected (1 Original Copy)		School		
3. Certification from the School Head (1 Photocopy)		School		
4. Birth Certificate/PSA (1 Original, 1 Photocopy)		PSA		
5. Affidavit of Discrepancy (1 Original Copy)		Applicant If minor, with assistance of parent/guardian		
6. Joint Affidavit of two disinterested persons (1 Original Copy)		Affiants		
7. Certification (Indorsement) from the Division Office (1 Photocopy)		SDO Legal Officer/Administrative Officer		
8. Proof of identity of requesting party (Valid ID: with photo and signature) If representative, proof of identity with authorization letter from requesting party		Requesting party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1. Evaluate the completeness of the requirements	None	15 minutes	Legal Unit Staff and the Regional Director
	1.1. Prepare resolution and countersign	None	30 minutes	Legal Unit Staff



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

	1.2. Review and countersign	None	30 minutes	Attorney IV
2. Receive the Resolution	2. Resolution to be officially released from the Records Section	None	5 minutes	Records Staff
TOTAL:		None	1 hour, 20 minutes	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

3. Legal Assistance to Walk-in Clients

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

Office or Division:	Legal Unit			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Regional Office personnel, SDO or School personnel, General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. A copy of written query/concern, if necessary		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Legal Unit Office	a. If external client, he/she is referred to the visitor's logbook and Client Query Form b. If internal client, he/she may directly go to the Legal Officer	None	10 minutes	Legal Unit Staff
	1.1. The necessary information surrounding the query/concern are asked from the client. The Legal Officer determines whether information is	None	1 hour	Attorney IV/Special Investigator III



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

	sufficient, or documents are needed before a legal advice is given			
	1.2. If sufficient information or documents is acquired by the Legal Unit, the information is then evaluated, and legal advice is given based on the gathered data	None	30 minutes	Attorney IV/Attorney III/Special Investigator/Legal Assistant
	1.3. If the information provided by the client is incomplete, he/she is advised to acquire the needed information/ documents first and then return for further final evaluation and legal advice	None	15 minutes	Attorney IV/ Attorney III/Special Investigator III/Legal Unit Staff
TOTAL:		None	1 hour, 55 minutes	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

4. Requests for Certification as to the Pendency or Non-pendency of an Administrative Case (Walk-in Clients)

This process intends to establish the conduct for an issuance of a Certificate as to the pendency or non-pendency of an administrative case of a government employee who are already retired or resigned from the service.

Office or Division:	Legal Unit			
Classification:	Simple			
Type of Transaction:	G2C - Government to Government			
Who may avail:	Retired/Resigned Teaching personnel, Regional Office personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) copy of Request Letter for the issuance of Certificate of No or With Pending Administrative Case specifically stating the purpose of the request		Client		
2. Proof of identity of the requesting party (Valid ID: with photo and signature, preferably a government issued ID) If by a representative, proof of identity with authorization letter from the requesting party		Requesting Party or Representative		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter request to the Legal Unit	1. Evaluate the requirements if complied with.	None	5 minutes	Receiving Clerk at Legal Unit
	1.1 Check the data base (or the Case Tracking System and Case Status System) for pending cases	None	20 minutes	Legal Personnel



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

	1.2 Prepare Certificate and countersign	None	15 minutes	Legal Personnel
	1.3 Sign the Certificate	None	5 minutes	Attorney IV/Special Investigator III
2. Receive the Certificate	2. Certificate to be officially received from the Legal Unit	None	5 minutes	Legal Personnel
TOTAL:		None	50 minutes	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

5. Online Requests for Certification as to the Pendency or Non-pendency of an Administrative Case

This process intends to establish the procedure in the issuance of a Certificate as to the pendency or non-pendency of an administrative case of a DepEd employee in the National Capital Region, including teaching, teaching-related employees personnel and the personnel in the Regional Office.

Office or Division:		Legal Unit		
Classification:		Simple		
Type of Transaction:		G2C - Government employee to Government		
Who may avail:		Regional Office personnel, Teaching and Teaching-related employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Deped-NCR email address		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in to the link http://bit.ly/31fIWM6	1. Submit the online request form in a google form.	None	3 minutes	Legal Unit Staff
	1.2 Receive and check the database (or the Case Tracking System and Case Status System) of pending cases.	None	5 minutes	Legal Unit Staff
	1.3 Prepare the Certificate with electronic signature of the Head of Legal Unit.	None	5 minutes	Legal Unit Staff
2. Receive the Certificate via e-mail	1.4 Certificate shall be sent to the Requesting Person via e-mail.	None	2 minutes	Legal Unit Staff
TOTAL:		None	15 minutes	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

6. Filing of Complaint against Private Schools

Administrative complaint may be filed against Private Schools in the National Capital Region for any of the violations under DepEd Order No. 88, series of 2010.

Office or Division:	Legal Unit			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Copy of the Formal Complaint under oath containing a certification/statement on non-forum shopping (3 Copies)		Complainant		
2. Certified True Copies of documentary evidence and affidavits of witness, if any (3 Copies)		Complainant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the formal complaint with supporting evidence, if necessary	1. Receive and evaluate the complaint. a. Non-Compliant: Issue a checklist of requirements, give appropriate advice, and request the client to sign the Walk-In Client Intake and Action Form b. Compliant: Request the client to	None	25 minutes	Legal Unit staff



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

	proceed to the Records Section for processing			
3. Receive the receiving copy of the complaint	3. Stamp receipt in the complaint and release it to the client	None	10 minutes	Legal Unit staff/records section staff
TOTAL:		None	35 minutes	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

7. Review of Contracts

This process intends to establish the conduct on the review of contracts, memorandums of understanding, memorandums of agreement, entered into by DepEd-NCR and other entities/parties.

Office or Division:		Legal Unit		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizen		
Who may avail:		Regional Office personnel		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. A copy of written contracts, MOA, MOU		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Legal Unit Office	1. Provide the contract, MUA, MOU to the Head of Legal Unit	None	5 minutes	Attorney IV
	1.1 Read, examine, revise, amend, the contract	None	2 hours	Attorney IV
2. Receive the contract	2. Release the Revised/Checked contract to be received from the Head of Legal Unit	None	5 minutes	Attorney IV
TOTAL:		None	2 hours, 10 minutes	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

8. Filing of Letter Query for Legal Opinion

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

Office or Division:	Legal Unit			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Regional Office personnel, SDO or School personnel, General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. A copy of written query/concern, if necessary		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit written query to the Records Section	1. Stamp receipt and transmit the same to the Office of the Regional Director	None	5 minutes	Records Section Staff
2. Receive the receiving copy of the written query	2. Stamp receipt to the written query and release to the client.	None	5 minutes	Records Section Staff
TOTAL:		None	10 minutes	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

E. Personnel Section

1. Submission of Employment Application

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

Office or Division:	Admin. Division - Personnel Section	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	Any personnel who are Eligible for the Position	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of intent addressed to the Head of Office		Requestor
2. Duly accomplished CSC Form 212 Personal Data Sheet with Work Experience Sheet, if applicable (1 Original Copy)		CSC Website
3. Photocopy of valid and updated PRC License/ID, if applicable (1 Copy)		PRC
4. Photocopy of Certificate of Eligibility/Report of Rating, if Applicable (1 Copy)		CSC
5. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if applicable (1 Copy)		School/s attended
6. Photocopy of Certificate/s of Training, if applicable (1 Copy)		Previous/Current employer/Accredited Training Center Requestor
7. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable(1 Copy)		Previous/Current employer
8. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable (1 Copy)		Requestor
9. Checklist of Requirements and		Requestor



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>

34

MATATAG
Bansang Makabata Batang Makabansa



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of intent addressed to the Head of Office with supporting documents (Thru Hard Copies/Electronic Copies)	1. Receive and check completeness of the submitted requirements for application	None	15 minutes	AO V Personnel Section
	1.1 If complete, signed Checklist of requirements by HRMO and applicant	None	10 minutes	AO V Personnel Section
	1.2 Proceed to Records Section and stamped checklist as received	None	5 minutes	Personnel Section
2. Receive application receipt	2. Interview schedule for qualified applicants will be communicated through email and SMS			HRMPSB Secretariat
TOTAL:		None	30 minutes per transaction	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

2. Application For Authority to Travel Abroad on Official Time or Official Business/Personal Reason

All DepEd Personnel are required to process authority to travel before being allowed to travel on a foreign country. The application for travel authority on official time or official business shall reflect the following as well as for personal reason:

- The purpose of the trip is strictly within the mandate of the requesting official/personnel.
- The projected expenses for the trip
- The trip is expected to bring substantial benefit to the country.
- Appropriate travel authorization has been obtained from the agency (Personal Reason)
- The requisite leave forms have been duly accomplished. (Personal Reason)
- The absence shall not hamper the operational efficiency of the agency. (Personal Reason)

Office or Division:	Personnel Section		
Classification:	Simple		
Type of Transaction:	G2G – Government to Government		
Who may avail:	DepEd Personnel (Teaching, Non-Teaching, Related Teaching)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Letter request address to the Head of the Agency, purpose, and period of travel (3 Copies)		Employee	
2. Fill out request for authority to travel (Official Time/Official Business-Form A) (Personal Reason-Form B)		Employee	
3. Letter of invitation from the sponsoring party, if Official Time/Official Business (1 Original Copy)		Sponsoring Party	
4. Certificate of No Pending Case (3 Copies)		RO Legal Unit (Teaching Employee) DO Legal Unit (Non-teaching Employee)	
5. Clearance from money and property accountability from School and SDO for leave of absence for 30 days or more (3 Original Copies)		SDO/School	
6. Duly approved CSC Form-6 (3 Copies)		RO/SDO	
7. Estimated Travel Cost, if Official Time/Official Business		Employee	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>

36

MATATAG
Bansang Makabata Batang Makabansa



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application indorsed by Chief for RO Personnel (Personal Reason), received by Records Section	1. Receive complete documents from RD/CAO	None	15 minutes	Adm. Aide IV/Clerk Authorized Employee
	1.1. Evaluate supporting documents	None	2 hours	Adm. Aide IV/ Authorized Employee
	1.2. Transmit documents to Legal Unit for signing of clearance (Form A) (Form B)	None	30 minutes	Admin Assistant 1
	1.3. Legal Unit check if the applicant has pending case and signs clearance. Attorney IV or the authorized representative	None	30 minutes	Attorney IV or the authorized representative
	1.4 Prepare action	None	15 minutes	Adm. Aide IV/ Authorized Employee Personnel Section
	1.5. Review and countersign indorsement and Form A or B	None	30 minutes	Administrative Officer V (HRMO III)
	1.6. CAO Signs the Form A or B and countersigns indorsement	None	30 minutes	CAO



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>

37





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

	1.7. Approval / Signature of the RD / Authorized Representative	None	1 day	RD/Authorized Representative
2. Proceed to the Records Section	1.8. Release documents through the Records Section	None	15 minutes	AO V (Records Officer) / Authorized Employee
TOTAL:		None	1 day; 6 hrs. and 45 mins.	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

3. Application for Request for Retirement Under RA 660, RA 1616, PD 1146 and RA 8291/Separation

Processing of Retirement for DepEd Personnel Reaching the Age of 65 and below. This process covers the steps on the preparation of indorsement to Government Service Insurance System (GSIS) for DepEd employees who intend to apply for optional or mandatory retirement. It may also include the application for Resignation/Separation, Disability and Survivorship Benefits Claim.

Office or Division:	Admin. Division - Personnel Section			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DepEd Retirees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Indorsement from the Schools Division Office (1 Original Copy)		Schools Division Office		
2. GSIS Application Form (1 Original Copy)		Schools Division Office		
3. Service Record (1 Original Copy)		Schools Division Office		
4. Certificate of Last Day of Actual Service (1 Original Copy)		Schools Division Office		
5. Certificate of Leave without pay (1 Original Copy)		Schools Division Office		
6. Declaration of pendency or non-pendency of case (1 Original Copy)		Legal Unit, Regional Office		
7. For Principal (NCR Clearance)		Personnel Section		
8. For Death Claim: Survivorship Marriage Contract Death Certificate Birth Certificate of Children		Requestor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present documents to the Records Section	1. Stamp documents as received	None	Within 10 minutes	Administrative Assistant/Authorized Employee



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

2. Proceed to the Personnel Section (Rm. 106)	<p>2. If incomplete submission, coordinate with concerned Division; Prepare return indorsement to request lacking documents and/or confirm any inconsistencies.</p> <p>2.1 Check for the completeness of documents as to the accuracy of the details, within prescribe timeline/prepare indorsement</p>	None	Within 15 minutes	Administrative Assistant/Authorized Employee
3.	3. For signature of the Chief Administrative Officer	None	Within 2 minutes	Administrative Division
4. Proceed to the Records Section for release	4. Stamp released and provide the copy		Within 10 minutes	Records Section
TOTAL:		None	37 minutes	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

4. Application for Terminal Leave Pay Benefits (DBM Requirements)

This process covers the steps on the preparation of indorsement to be transmitted to the Department of Budget and Management (DBM) for request of funding (SARO and NCA) to DepEd Non-teaching and Teaching-related personnel who apply for monetization of leave credits and terminal leave benefits claim from the Schools Division Offices (SDOs).

Office or Division:	Admin. Division - Personnel Section
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	DepEd Personnel (Teaching, Non-Teaching, Related Teaching) Permanent
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Endorsement of the Schools Division Superintendent (1 Copy)	Schools Division Office
2. Voucher	Schools Division Office
3. Duly accomplished retirement application (GSIS FORM)	Schools Division Office
4. Certified true copy of the updated service records (with certification of inclusive dates of leave without pay (LAWOP), if any)	Schools Division Office
5. Latest Notice of Salary Adjustment (tally with the last entry of salary In the Service Record)	Schools Division Office
6. Letter of intent to retire	Requestor
7. Statement of Leave Credits earned certified by the HRMO (Statement of vl/sl or certificate of S.O., if service credits and Form 6)	Schools Division Office
8. NSO marriage certificate (if married women)	Requestor
9. GSIS Clearance/Approval of retirement	Schools Division Office
10. LARP (DBM Form-Annex B)	Schools Division Office
11. 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	Requestor



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

board - Identifying the legal heirs of the deceased retiree.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present documents to the Records Section	1. Stamp documents as received	None	Within 10 minutes	Administrative Assistant/Authorized Employee
2. Proceed to the Personnel Section (Rm. 106)	2. If incomplete submission, coordinate with concerned Division; Prepare return indorsement to request lacking documents and/or confirm any inconsistencies. 2.1 Check for the completeness of documents as to the accuracy of the travel details, within prescribe timeline/prepare indorsement	None	Within 20 minutes	Administrative Assistant/Authorized Employee
3.	3. Prepare letter/Indorsement to DBM	None	Within the day	Admin. Section
4. Proceed to the Record' Section for release	Release the signed copy to the requesting party		Within 10 minutes	Records Section
TOTAL:		None	1 day, 40 minutes	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>

42





Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

5. Application for Issuance of Service Record and other Certificate

Certificate of employment is used to verify employment history of a former or current employee, while service record is a collection of material which provide a document history of a personnel's activities and accomplishments while serving as an employee of the Department.

Office or Division:		Admin. Division - Personnel Section		
Classification:		Simple		
Type of Transaction:		G2G - Government to Government Citizen		
Who may avail:		Regional Office personnel		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly signed Request Form (1 original, 1 photocopy)		Personnel Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Duly signed Request Form	Receive the Duly signed Request Form.	None	10 minutes	Personnel Section Staff
2.	Identify the type of request based on the request form.	None	2 minutes	Personnel Section Staff
3.	Prepare the Certification of Employment and Compensation or Service Record	None	28 minutes	Personnel Section Staff
4.	Forward and countersign the Certification of Employment and Compensation or Service Record to the Chief	None	5 minutes	Head Personnel Section



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

	Administrative Officer			
5.	Sign the Certification of Employment and Compensation or Service Record	None	5 minutes	CAO, ASD
6. Receive the Certificate	Release the duly signed document to the requesting party. The requesting personnel will sign the "received by" portion of the request form. 6.6.1. If the request is through a representative, require submission of authority from the record owner and a scanned copy of two (2) government issued IDs	None	5 minutes	Personnel Section staff
TOTAL:		None	5510minutes	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

6. Application for Work Related Accident Illness

Provides the procedure in responding to and reporting of work-related accidents, injuries or illnesses in the workplace and the availment of rehabilitation privilege on injuries sustained while in the performance of duty.

Office or Division:		Admin. Division - Personnel Section		
Classification:		Simple		
Type of Transaction:		G2G - Government to Government		
Who may avail:		Regional Office personnel who sustained injuries in the performance of duty		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Workplace Accident/Illness Report		HRMO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Report to the HRMO or Safety and Health Officer any work-related accident, injuries or illnesses in the workplace	1.1 Take necessary and appropriate action 1.2 Coordinate immediately to the Medical Officer and/First Aide Responder 1.3 For simple injuries, apply required first aid. 1.4 Bring the injured person to the nearest hospital for treatment	None	30 minutes	Any Employee/SHO Safety and Health Officer Medical Officer & Safety and Health Officer Medical Officer & Safety and Health Officer
2.	2.1 Prepare a Workplace Accident/Illness	None	10 minutes	HRMO



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

	<p>Report and submit it to the Safety and Health Committee, copy furnished the Regional Director, within 24 hours.</p> <p>2.2 Keep accident/illness records which shall be always open for inspection by authorized personnel.</p> <p>2.3 Prepare a periodic Report to be submitted to the Health and Safety Committee, copy furnished the Regional Director</p>			
3. Apply for Rehabilitation Privilege	Assist the employee on Employee Compensation by providing pertinent records for GSIS and/or for claim of rehabilitation privilege, if qualified.	None	5 minutes	HRMO
4. Receive the Indorsement	4.1 Release the duly signed document to the requesting party. The requesting personnel will	None	5 minutes	Personnel Section staff



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

	sign the "received by" portion of the request form. 4.1.1. If the request is through a representative, require submission of authority from the record owner and a scanned copy of two (2) government issued IDs			
TOTAL:		None	50 minutes	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

7. Application for Authority to Private Practice of Profession

Guidelines in the application for and issuance of authority to practice profession or to teach by Regional Office officials or personnel including third level officials in the Region.

Office or Division:	Admin. Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Regional Office personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written request for permit to practice profession (1 original, 1 photocopy) Indicate other requirements as stated in the Process Flow		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the written request	Receive the written request for authority or permit to practice profession.	None	2 minutes	Admin. Aide- Personnel Section
2.	Evaluate the request and the supporting documents pursuant to the Office Memorandum dated November 27, 2015. 2.1. If the requirements are not complete, return the request to the employee concerned for completion of requirements 2.2. If the requesting official/employee resubmit request with complete	None	2 minutes	Personnel Section Head/Staff



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

	requirements, proceed to the next step.			
3.	Draft or prepare the written action whether approval or disapproval	None	15 minutes	Personnel Section Head/Staff
4.	Review and countersign on the second copy of the written action/communication.	None	5 minutes	CAO, ASD CAO and ARD
5.	Review and sign the written action	None	Depends on the availability of the signatory	Regional Director
6.	Record the communication and transmit it to the Records Section for releasing		5 minutes	Admin. Aide-Director's Office
7.	Record and release the communication to the requesting employee		5 minutes	Admin. Aide-Records Section
8. Receive the Communication	Release the duly signed document to the requesting party.	None	5 minutes	Personnel Section staff
TOTAL:		None	57 minutes	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>

49





Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

8. Application for Authority for Local Travel of Regional Personnel

All DepEd Regional Office Personnel are required to process authority for local travel within or outside the National Capital Region related to or in the performance of duty as DepEd employee. Use Locator Slip when attending to events/activities/errands that require going out from the office during office hours.

Office or Division:	Admin. Division - Personnel Section			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DepEd Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Locator Slip/ Travel Authority (3 Original Copy)		DepEd Order No. 22, s. 2019 DepEd Order No. 043 & 046, s. 2022		
2. Signed Memorandum/Letter/Order/Invitation or other communication relevant to the DepEd or non-DepEd activity/event for the purpose of being a participant/guest/resource person/lecturer/visitor		DepEd Central Office/Event Organizer		
3. Approved AR/ATC, or Proof of Source of Funds to signify that funds are earmarked for the travel expenses to be incurred		Event Organizer		
4. Itinerary of Travel		Event Organizer		
5. Written Justification if applicable		Requestor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish Locator Slip/ Travel Authority (TA) Form not later than 3 days prior to the event.	Review and countersign the TA Form /Locator Slip to recommend approval	None	Within 30 minutes	Chief/Head concerned
2. Proceed to Finance Division for funds availability	Review and affix signature for certification as to funds availability	None	Within 30 minutes	Signing Officer in Budget Section



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

3. Proceed to the Personnel Section	Record and place control number	None	Within 5 minutes	Personnel Section Staff
4.	Review the request for approval or disapproval of TA and Locator Slip for Chiefs of Divisions Note: Locator Slip of employees below chiefs' level may be approved by the Assistant Regional Director		Depends on the availability of the signatory	Regional Director's Office
5. Submit a copy of the approved Travel Authority to the Personnel Section-Administrative Division	Keep a file copy for reference on employee's attendance		Within 5 minutes	Personnel Section Staff
TOTAL:		None	1 hour and 10 minutes	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

9. Application For Leave of Absence

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

Office or Division:	Personnel Section
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	DepEd Personnel
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Vacation Leave 1. Form 6 (3 original copies) 2. Clearance Form (3 original copies) 3. Letter request, if needed (1 original copy) 4. Travel Permit, if abroad	Personnel Section Personnel Section Employee Employee
Sick Leave 1. Form 6 (3 original copies) 2. Medical Certificate, if more than 5 days (1 Copy) 3. Letter request, if needed (1 original copy)	Personnel Section Employee Employee
Special Privilege Leave 1. Form 6 (3 original copies) 2. Letter request, if necessary (1 original copy)	Personnel Section Employee
Paternity Leave 1. Form 6 (3 original copies) 2. Letter request, if necessary (1 original copy) <i>Additional Requirements:</i> <ul style="list-style-type: none"> • Marriage Contract (1 photocopy) • Birth Certificate of Child or Medical Certificate of Wife if Miscarriage (1 photocopy) 	Personnel Section Employee Employee
Maternity Leave 1. Form 6 (3 original copies)	Personnel Section Employee



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

2. Letter request, if necessary (1 original copy) Additional Requirements: <ul style="list-style-type: none"> • Special Order Form (3 original copies) • Medical Certificate (1 Copy) • Clearance (3 original copies) 		Employee		
Solo Parent Leave 1. CSC Form No. 6 (Revised 1995) Application for Leave (3 original copies) 2. Letter request, if needed (1 original copy) <i>Additional Requirements:</i> <ul style="list-style-type: none"> • Birth Certificate of Child (1 photocopy) • Photocopy of Solo Parent ID (1 photocopy) 		CSC website/ Personnel Section		
		Employee		
		Employee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Form 6 to the Records Section	1. Receive the application for leave	None	5 minutes	Adm. Aide IV/ Authorized Employee Personnel Section
2.	Evaluate the Leave Form and check if the following requirements are present or complied depending on the kind of leave: 2.1 Vacation Leave Filed 5 days prior to intended leave of absence. 2.2 Sick Leave Immediately upon employees return to work; If the employee will undergo medication examination or operation or advised	None	30 minutes	Personnel Section Head



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>

53





Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

	<p>to rest of ill health, application may be applied in advance.</p> <p>2.3 Solo Parent Leave One week before the date of absence except in case of emergency</p> <p>2.4 Special Privilege Leave Filed 5 days before the leave.</p>			
3.	<p>Countersign the leave form and recommend for approval or disapproval.</p> <p>3.1 Deduct from earned vacation or sick leave, if applicable.</p> <p>3.2 Deduct from the salary, if the absence is unauthorized</p>	None	30 minutes	Personnel Section
4.Proceed to the CAO/RD Office	Countersign/Approve or Disapprove the request.	None	1 hour	CAO/RD
5.Receive copy of the signed Form 6	<p>Release 1 copy of the duly signed Form 6 to the requesting party</p> <p>Retain 1 copy to be filed in the 201 file and update the employees leave card</p>	None	5 minutes	Personnel Section Staff
TOTAL:		None	2 hours; 10 minutes	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

F. Public Affairs Unit

1. DepEd RO Action through Email

The Department recognizes concerns and complaints of its clients for the improvement of its services. These can be submitted through the official email address of the Regional Office and through referrals from the Central Office and other government agencies such as CSC, PCC, and ARTA.

Office or Division:		Public Affairs Unit		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizen		
Who may avail:		General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Complete details of the concern: school's exact name and location, name and position of the person/s involved, any documents or evidence, specific DepEd programs, projects, and/or activities (PPAs) needing further clarifications (case-to-case)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send concern/complaint thru the Official RO E-mail address	1. Read the content of the e-mail received, print and forward to the Office of the Regional Director for action	None	5 minutes	Designated Administrator of DepEd RO Official E-mail Address/ RO Action Officer
	1.1 Wait for the action/referral of the RD/OIC on the concern/complaints	None	5 minutes	Designated Administrator of DepEd RO Official E-mail



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

				Address/ RO Action Officer
2.Receive application receipt	1.2 Receive the action/referral from the ORD/OIC and prepare RFA to the concerned SDO/ RO Units/Sections	None	10 minutes	
TOTAL:		None	20 minutes per transaction	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

2. Hotline and Walk-in Facilities

The Department recognizes the concerns and complaints of its clients for the improvement of its services. These can be submitted through the official hotline of the Regional Office and through personal submission at the walk-in facilities of the Department.

Office or Division:		Public Affairs Unit		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizen		
Who may avail:		General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Visitor's slip for walk-in clients (1 copy)		Regional Office		
2. Customer Feedback Form for walk-in clients (1 copy)		Regional Office		
3. Complete details of the concern: school's exact name and location, name and position of the person/s involved, any documents or evidence, specific DepEd programs, projects, and/or activities (PPAs) needing further clarifications (case-to-case)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Discuss the concern/s	1. Ask for further details of the concern/s	None	10 minutes	Designated Officer of the Day/Week
2. Receive feedback on the concern	2. Facilitate the concern and endorse to the concerned RO Division/ Section depending on the nature of the concern/request.	None	10 minutes	Designated Officer of the Day/Week



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

3. End the conversation and fill out Customer Feedback Form	3. End the transaction politely and encode the concern on the database	None	1 minute	Designated Officer of the Day/Week
TOTAL:		None	21 minutes	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

3. Standard Freedom of Information (FOI) Request through Walk-In Facility and Mail

FOI is a government mechanism, which allows Filipino citizens to request any information about government transactions and operations, provided that it shall not put into jeopardy – privacy and matters of national security through walk-in facility and RO email address.

Office or Division:	Public Affairs Unit			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Formal request letter (1 original copy)		Client		
2. Filled-out FOI request form		RO - PAU		
3. Abstract (1 original copy)		Client		
4. Government-issued / valid ID (1 photocopy)		Concerned government agency/ies, school, organization		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete FOI requirements thru email or walk -in	1. Receive and check completeness of documents and provide FOI request form	None	5 minutes	RO Action Officer/ PAU staff
2. Fill out the FOI request form and submit to in-charge personnel	2. Responds with a generic reply by referring the request to the respective DepEd ROPAU and encodes the concern on the database for records purposes.	None	10 minutes	RO Action Officer/ PAU staff
3. Receive the receiving copy of the document	3. Prepares the DepEd RO RFA Form for	None	5 minutes	RO Action Officer/ PAU staff



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

	3.1. Approve and forward the RFA to concerned office	None	15 minutes	Regional Director/ Office of the RD staff
	3.2. Monitors the response/ action taken through email and/or phone call	None	6 days	RO Action Officer/ PAU Staff
	3.3. Receives the response/ action taken from the concerned DepEd Offices (CO/RO/SD O)/ requesting party and updates the database	None	5 minutes	RO Action Officer/ PAU Staff
4. Receive the requested document	4. Send or inform the client to collect the information requested		20 minutes	RO Action Officer/ PAU Staff
TOTAL:		None	6 days, 60 minutes	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>





Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

G. Policy, Planning and Research Division

1. Request for Basic Education Information and Data

Any of the documents evidencing the level of academic completion or accomplishment of a learner which encompasses kindergarten, elementary, and secondary education as well as alternative learning systems for out-of-school learners and those with special needs.

Office or Division:		PPRD		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizen		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Data Request Form/Letter (1 copy)		PPRD Office/Email		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare data request letter (email) / Fill up the Data Request Form and Send/Submit it	1.1 Receive the data request letter/ duly signed data request form	None	20 minutes	PPRD Staff
	1.2 Forward the data request to the chief	None	2 minutes	PPRD Staff
	1.3 Assess and identify the data that will be needed based on the data request form/letter, then approve the data request for processing and forward it to the	None	5 minutes	Chief



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>

61





Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

	concerned PPRD staff			
	1.4 If data is available, provide and process the requested data. If data is not available, gather first the data from the concerned personnel/parties before processing	None	2 days	Concerned PPRD Staff
	1.5 Present/forward the processed data to the chief for review and approval	None	5 minutes	PPRD Staff
	1.6 Review/verify and approve the processed/consolidated data based on the request	None	25 minutes	Chief
2. Receive the processed/consolidated data	2.1 Send the approved processed/consolidated data to the client	None	3 minutes	PPRD Staff
TOTAL:		None	2 days, 1 hour	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>

62





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

H. Quality Assurance Division

1. Application for Government Authority to Operate for Private Schools

Government Permit, Government Recognition, Senior High School Provisional Permit and Homeschooling Permit to Offer for Private Schools

Office or Division:	Quality Assurance Division
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Business
Who may avail:	Private Schools
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
A. New Government Permit	
1. Action slip (1 original copy)	
2. Evaluation slip (1 original copy)	DepEd SDO
3. Application Documents (1 original copy each document)	
a. Indorsement Letter	DepEd SDO
b. Application Letter addressed to the Regional Director through the Schools Division Superintendent	Client
c. SEC Certificate of Registration with Articles of Incorporation and By-Laws in the name of the school	Client
d. School Child Protection Policy (SCPP) with Anti-Bullying Policy pursuant to DepEd Order No. 40, s. 2012 and DepEd Order No. 55 s. 2013	
e. Notarized Feasibility Study	Client
f. School Site/ Documents of Ownership (Certified True Copy of TCT)	LGU
g. Certificate of Occupancy of School Building	
h. List of Laboratory Facilities, Equipment, Furniture, Supplies and Materials	DepEd SDO
i. List of Library Holdings	Client
j. List of Athletic Facilities, Equipment, Supplies and Materials	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>

63

MATATAG
Bansang Makabata Batang Makabansa



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

<ul style="list-style-type: none"> k. Original Pictures of the school physical facilities l. Proposed Annual Budget for the School Year signed by the School Head m. Proposed Tuition and Other School Fees for the School Year signed by the School Head n. Latest certificate of Bank Deposit in the name of the school (adequate funds to support operation for one year) o. Proposed Curriculum requirements based on DepEd Order No. 21 s. 2019 p. List of Administrative Officials, Teaching and Non – Teaching Personnel q. School Initiated Retirement Plan and School Certificate of Registration for SSS, Pag-Ibig and Philhealth r. School Calendar with Number of School Days and Holidays s. Student/School Manual t. Attestation of Authenticity and Veracity of Documents u. Application/Inspection Fee 	<p>Client</p>
B. Renewal of Government Permit	
1. Action slip (1 original copy)	
2. Evaluation slip (1 original copy)	DepEd SDO
3. Application Documents (1 original copy each document)	
a. Indorsement Letter	DepEd SDO
b. Application Letter addressed to the Regional Director through the Schools Division Superintendent	Client
c. SEC Certificate of Registration with Articles of Incorporation and By-Laws in the name of the school	Client



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

d. School Site/ Documents of Ownership (Certified True Copy of TCT)	LGU
e. Certificate of Occupancy of School Building	Client
f. Original Pictures of the school physical facilities	
g. Proposed Annual Budget for the School Year signed by the School Head	Client
h. Proposed Tuition and Other School Fees for the School Year signed by the School Head	
i. Latest certificate of Bank Deposit in the name of the school (adequate funds to support operation for one year)	
j. Proposed Curriculum requirements based on DepEd Order No. 21 s. 2019	Client
k. Updated List of Administrative Officials, Teaching and Non – Teaching Personnel	
l. School Calendar with Number of School Days and Holidays	
m. Application/Inspection Fee	
n. Recent issued Government Permit	
o. Attestation of Authenticity and Veracity of Documents	
C. Government Recognition	
1. Action slip (1 original copy)	
2. Evaluation slip (1 original copy)	DepEd SDO
3. Application Documents (1 original copy each document)	
a. Indorsement Letter	DepEd SDO
b. Application Letter addressed to the Regional Director through the Schools Division Superintendent	Client
c. SEC Certificate of Registration with Articles of Incorporation and By-Laws in the name of the school	Client



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

d. School Child Protection Policy (SCPP) with Anti-Bullying Policy pursuant to DepEd Order No. 40, s. 2012 and DepEd Order No. 55 s. 2013	Client
e. Notarized Feasibility Study	
f. School Site/ Documents of Ownership (Certified True Copy of TCT)	
g. Certificate of Occupancy of School Building	LGU
h. List of Laboratory Facilities, Equipment, Furniture, Supplies and Materials	Client
i. List of Library Holdings	
j. List of Athletic Facilities, Equipment, Supplies and Materials	
k. Original Pictures of the school physical facilities	
l. Proposed Annual Budget for the School Year signed by the School Head	
m. Proposed Tuition and Other School Fees for the School Year signed by the School Head	Client
n. Latest certificate of Bank Deposit in the name of the school (adequate funds to support operation for one year)	
o. Proposed Curriculum requirements based on DepEd Order No. 21 s. 2019	
p. List of Administrative Officials, Teaching and Non – Teaching Personnel	
q. School Initiated Retirement Plan and School Certificate of Registration for SSS, Pag-Ibig and Philhealth	Client
r. School Calendar with Number of School Days and Holidays	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>

66

MATATAG
Bansang Makabata Batang Makabansa



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

<ul style="list-style-type: none"> s. Student/School Manual t. Application/Inspection Fee u. Recent issued Government Permit v. Attestation of Authenticity and Veracity of Documents 	
C. Senior High School Provisional Permit	
1. Action slip (1 original copy)	
2. Evaluation slip (1 original copy)	DepEd SDO
<ul style="list-style-type: none"> 3. Application Documents (1 original copy each document) <ul style="list-style-type: none"> a. Letter of Intent b. Board Resolution certified by the secretary and approved by the Board of Directors/Board of Trustees: <ul style="list-style-type: none"> b.1. Purpose b.2. School year of intended operation b.3. SHS Curriculum for the track/s and strand/s to be offered. c. Certificate of Recognition of any of the ff: <ul style="list-style-type: none"> c.1. Secondary Education Program-DepEd c.2. Training Program-TESDA c.3. Higher Education Program-CHED c.4. Others (FAAP, APACC) d. Proposed Tuition and Other Fees e. Proposed School Calendar f. Proposed List of Academic and Non-Academic Personnel <ul style="list-style-type: none"> f.1. Qualifications f.2. Job descriptions f.3. Teaching load f.4. Number of working hours per week f.5. Certification from recognized 	<p>Client</p> <p>Client</p> <p>Client</p>



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

<p>national/international agencies (TESDA/ABA, and others)</p> <p>g. Curriculum Offering</p> <p>h. Minimum Program Requirements for the SHS tracks/strands:</p> <ul style="list-style-type: none"> h.1. Instructional rooms h.2. Laboratories h.3. Athletic facilities h.4. Learners' Resource Center or library h.5. Internet facilities h.6. Ancillary services h.7. School grounds <p>i. Copy of Memorandum/Memoranda of Agreement/Memorandum of Understanding for partnership arrangements relative to the SHS Program Implementation</p> <p>j. Additional requirements such as:</p> <ul style="list-style-type: none"> j.1. Articles of incorporation and by-laws for private schools only j.2. Documents of ownership of school sites under the name of the school, or deed of usufruct j.3. Proposed annual budget and annual expenditures 	<p>Client</p>
D. Permit to Offer Homeschooling	
1. Action slip (1 original copy)	
2. Evaluation slip (1 original copy)	DepEd SDO
3. Application Documents (1 original copy each document)	Client
<ul style="list-style-type: none"> a. Letter of Intent addressed to the Regional Director through the Schools Division Superintendent b. Original Copy of Board Resolution to Offer Homeschooling Program as ADM c. Copy of Government Recognition 	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

on the school's physical facilities				Team
	Prepare Virtual Inspection Report, upload file in the system, and forward for application for review.	None	Within 3 Days	QAD EPS
	Review the evaluated application and forward to Assistant Regional Director/Chief Education Supervisor for validation	None	Within 2 Days	QAD EPS - Reviewer
	Validate the reviewed application and forward to the Regional Director for approval	None	Within 2 Days	Assistant Regional Director/Chief Education Supervisor - QAD
	Approve the validated application and forward to ADAS for printing of Regional Order	None	Within 30 minutes	Regional Director
	Print Government Authority to Operate of the approved application	None	10 minutes	ADAS



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>

70





Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

	using the system. Set to COMPLETED status the application using the system. Transmit the printed Government Authority to Operate to Records Section			
3. Client receive the Government Authority to Operate	Release the Government Authority to Operate to the applicant private school.	P30.00 for the Documentary Stamp	10 minutes	Records Unit Personnel
TOTAL:		None	9 days, 3 hours, and 20 minutes	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

2. Application for Establishment, Merging, Conversion, and Naming/ Renaming of Public Schools and Separation of Public Schools

Official Recognition for Establishment or Separation of Public Schools. This is open to Public Schools applying for Establishment, Merging, Conversion, and Naming/Renaming of Public Schools and Separation of Public-School Annexes in Basic Education.

Office or Division:	Quality Assurance Division
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government
Who may avail:	Public Schools
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
B. Establishment of Public Elementary/Secondary Schools	
4. Action slip (1 original copy)	
5. Evaluation slip (1 original copy)	DepEd SDO
6. Application Documents (1 original copy each document) a. Indorsement Letter b. Letter request to open a school addressed to the SDS c. Feasibility study, duly recommended/endorsed by the SDS indicating the following: (i) Justification on the need to establish a school; (ii) Proposed Organizational Structure; (iii) School Environment (environmental scanning/situational analysis); (iv) Proposed School Development Plan; and (v) Proposed Budget/Budgetary Requirements (to cover the proposed school's crucial resources) d. Division Inspection Report signed by the SDS e. Sangguniang Bayan/ Panlungsod Resolution supporting the establishment of a school, duly approved by the	DepEd SDO PTA or Barangay Council Client



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
Email Address: ncr@deped.gov.ph
Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Municipal/City Mayor, indicating therein the proposed name of the school	Client
f. List of prospective enrollees per grade level, indicating their names, ages, addresses and/or school where they are currently enrolled	Client
g. Justification on the need for establishment of an MG school, if necessary	DepEd SDO- Office of the SDS
h. Certification from the SDS that no private high school within the Municipality/ City is participating in the GASTPE Program of DepED, or that GASTPE participating high school has reached its allocation or number of available slots or Justification by the SDS on the need to establish a public school to cater to the elementary school graduates/students who cannot afford to enroll in a private high school	Client
i. Map, preferably drawn to scale, showing the distances of the existing schools within the catchment area of the proposed school, duly certified by the Municipal/City Engineer	Office of the Municipal/City Engineer
j. Certification that the proposed school is nor within 2-km radius (for rural areas) and 1 km radius (for urban areas) from any	DepEd SDO – Office of the SDS



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

<p>existing public elementary/high school</p> <p>k. Justification by the SDS for the waiver on the 2 or 1 km radius requirement, if necessary</p>	
<p>l. Any document such as but not limited to Deed of Donation, Deed of Sale or Contract of Usufruct for 50 years executed in favor of DepEd; Original Certificate of Title (OCT) or Transfer Certificate of Title (TCT) in the name of DepEd, reflecting the size and boundaries of the school site</p> <p>m. Justification from SDS in case the required school site cannot be met</p> <p>n. Clearance/permit stating that the proposed site is not a high-risk area</p> <p>o. School site development plan</p> <p>p. School building plan indicating the number and technical specifications of the classroom to be built</p> <p>q. School building design duly approved by DepEd EFD- AS</p> <p>r. School Building permit</p> <p>s. Bureau of Fire Protection Certificate</p> <p>t. Inspection Report, in case classrooms are already constructed</p> <p>u. Duly Notarized MOA by and between DepEd represented by SDS, and LGU,</p>	<p>Client</p> <p>DepEd SDO – Office of the SDS</p> <p>Provincial Mines and Geosciences Bureau (MGB) and Department of Environment and Natural Resources (DENR) - Regional Office</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Office of the Municipal/City Engineer Bureau of Fire Protection</p> <p>SGOD – Facilities Section</p> <p>Client</p>



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>

74





Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

<p>represented by the Municipal/City Mayor or Provincial Governor, as the case may be, where the LGU shall provide funds among others, the following: (i) construction of the new school building; (ii) procurement of educational facilities, furniture, textbooks and</p>	
<p>instructional materials; (iii) operation and maintenance for at least five (5) years or until such time when funds for the purpose are incorporated in the national budget; and (iv) salaries of teaching and non-teaching personnel, preferably at par with national salary rates</p> <p>v. Sangguniang Bayan/ Panlalawigan/ Panglungsod Resolution for the purpose</p> <p>w. Certification that the Division Office has sufficient fund to cover resulting expenses, if any</p> <p>x. List of teaching and nonteaching personnel to be borrowed from the existing nearby school(s), duly identified by the respective Item Number per PSIPOP and name of school, if any</p>	<p>Office of the Sangguniang Bayan/ Panlalawigan/ Panglungsod</p> <p>DepEd SDO – Office of the SDS</p> <p>Client</p>
C. Establishment of a Stand- Alone Senior High School (SHS) <i>Note – No. 4-14 in Annex C-2 of DO 51 s. 2015 not included in this list</i>	
<p>1. Action slip (1 original copy)</p>	<p>DepEd SDO</p>
<p>2. Evaluation slip (1 original copy)</p>	<p>DepEd SDO</p>
<p>3. Application Documents (1 original copy each document)</p>	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

<p>a. Indorsement Letter</p> <p>b. Letter request from interested parties addressed to the SDS or recommendation from the SDS to open a standalone SHS/ Justification on the need to establishment of stand-alone SHS</p> <p>c. Track(s), Strand(s) to be offered as well as their respective number of prospective enrollees</p> <p>d. School Environment (environmental</p>	<p>DepEd SDO PTA/Barangay Council/ DepEd SDO</p> <p>Client</p> <p>Client</p>
<p>scanning/situational analysis)</p> <p>e. List and types of establishment and industries in the community, as attested by the Department of Trade and Industry, Department of Labor and Employment or the Municipal Planning Officer</p> <p>f. Certification from the SDS that the track (s) and strand (s) to be offered are aligned with the Local Development Plans, as evident in the list provided by the Municipal/City Mayor, and are decided upon by the Regional Director, SDS, Division Planning Officer, and School Head concerned.</p> <p>g. Result of the internal assessment or survey done with the prospective enrollees</p> <p>h. List of tracks and strands to be offered, duly signed by the RD or SDS,</p>	<p>Client/ Office of the Municipal/City Engineer</p> <p>Office of the SDS</p> <p>Client</p> <p>Client</p> <p>Client</p>



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

<p>Planning Officer, and School Head</p> <ul style="list-style-type: none"> i. Accomplished SHS Site Appraisal Form (refer to Annex E) j. SHS building plan indicating the number and technical specification of the classroom to be built k. SHS building permit l. Inspection Report, in case classrooms are already constructed m. MOA executed between the SDS and the partner entity enumerating the respective roles of both parties n. Immersion Deployment Plan 	<p>Client</p> <p>Office of the Municipal/City Engineer SGOD – Facilities Section</p> <p>Client</p> <p>Client</p>
D. Separation of School Annexes	
<ul style="list-style-type: none"> 1. Application Documents (1 original copy each document) <ul style="list-style-type: none"> a. Indorsement Letter b. Certification of DepEd School ID c. Approval on the establishment of school annex d. Duly approved Sangguniang Bayan/ Panlungsod Resolution supporting the separation of the school annex, indicating the proposed name of the school e. Duly recommended/ endorsed request for separation of the school annex concerned f. Feasibility study, indicating the following: (i) Justification on the need to separate a school 	<p>DepEd SDO SGOD – Planning Unit</p> <p>DepEd Central/ Regional Office</p> <p>Office of the Municipal/City Mayor</p> <p>Client/ Office of the SDS and/or stakeholders</p> <p>Client</p>



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

<p>annex; (ii) Proposed Organizational Structure; (iii) School Environment (environmental scanning/situational analysis); (iv) Proposed School Development Plan; and (e) Proposed Budget/Budgetary Requirements</p> <p>g. Duly signed Inventory of crucial resources to be transferred to the proposed school to be separated</p> <p>h. Duly notarized MOA regarding the separation of school annexes, drawn by and between the School Head of the mother school and OIC/TIC of the school annex, indicating among others, the transfer of</p>	<p>Client & Mother School's Property Custodian</p> <p>Client</p>
<p>crucial resources to the proposed regular school, as follows: (i) Teaching and non-teaching items, pursuant to the existing DepEd-DBM staffing standards for school; (ii) Funds for Personal Services based on the actual salaries of the school personnel (both teaching and nonteaching) to be transferred; (iii) Funds for Maintenance and Other Operating Expenses (MOOE); (iv) Facilities, furniture, equipment, and textbooks in all subject areas; and (v) Other funding requirements until</p>	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>

78





Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

<p>such time that the school's funding requirement is integrated in the General Appropriations Act (GAA)</p> <p>i. Justification in case the required MOA (item "h") cannot be met</p> <p>j. Latest and updated PSIPOP including proposal for the items for Principal I and additional teachers and support personnel</p> <p>k. List of enrollees by grade level, duly signed by the School Head/OIC and attested by the SDS</p> <p>l. Justification in case list of enrollees (item "k") by grade level cannot be met</p> <p>m. Any document such as but not limited to Deed of Donation, Deed of Sale or Contract of Usufruct for 50 years executed in favor of DepEd; Original Certificate of Title (OCT) or Transfer Certificate of Title (TCT) in</p>	<p>School Head/ Office of the SDS</p> <p>Client</p> <p>School Head/ OIC and Office of the SDS</p> <p>Office of the SDS</p> <p>Client</p>
<p>the name of DepEd, reflecting the size and boundaries of the school site</p> <p>n. Justification in case item "m" cannot be met</p>	<p>Office of the SDS</p>
<p>2. Action slip (1 original copy)</p>	<p>DepEd SDO</p>
<p>3. Evaluation slip (1 original copy)</p>	<p>DepEd SDO</p>
<p>E. Merging of Elementary/ Secondary Schools</p>	
<p>1. Application documents (1 original copy each document)</p> <p>a. Indorsement Letter</p> <p>b. DepEd School IDs of the schools to be merged</p> <p>c. Map, preferably drawn to scale, showing the</p>	<p>DepEd SDO SGOD – Planning Unit</p> <p>Client/Office of the Municipal/City Engineer/ SDO</p>



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

<p>distances of the existing schools within the catchment area of the proposed new school, duly certified by the Municipal/City Engineer and validated by the SDO</p> <p>d. Letter request addressed to the SDS on the proposed merging of schools</p> <p>e. Feasibility Study on the proposed merging of schools, duly endorsed by the SDS</p> <p>f. Proposed Schools' Implementation Plan, as merged, covering five (5) years to include among others, the following: (i) Current and projected enrolment for 5 school years, by grade level; (ii) Proposed budgetary requirements for its Personnel Services, MOOE, and Capital Outlay; (iii) Strategic Plan regarding the curriculum and instructional supervision of the proposed school; (iv) School Site Development Plan of the</p>	<p>Client</p> <p>Client & Office of the SDS</p> <p>Client</p>
<p>schools to be merged, including proposed school building, as needed</p> <p>g. Updated Status Report of the schools to be merged with regard to their existing crucial resources</p> <p>h. Inventory of learning resources of both schools to be merged</p>	<p>Client</p> <p>Property Custodians of both schools to be merged</p> <p>Client</p> <p>Client</p>



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

<ul style="list-style-type: none"> i. Inventory of PSIPPOP of both schools to be merged j. Duly notarized MOA on merging schools, drawn up by and between the SDS and School Heads concerned indicating among others, the crucial resources for the proposed merged school k. Duly signed Designation of Order for the OIC/TIC of the merged schools l. Duly approved Sangguniang Bayan/ Panlungsod Resolution supporting the merging of schools m. Certification from the LGU signed by the Municipal/City Mayor, as the case maybe, where the LGU shall continue to provide funds for the operation and maintenance of the merged school n. Any document such as but not limited to Deed of Donation, Deed of Sale or Contract of Usufruct for 50 years executed in favor of DepEd; Original Certificate of Title (OCT) or Transfer Certificate of Title (TCT) in the name of DepEd, reflecting the size and boundaries of the school site 	<p>Office of the SDS</p> <p>Office of the Municipal/City Mayor</p> <p>Office of the Municipal/City Mayor</p> <p>Client</p>
<p>2. Action slip (1 original copy)</p>	<p>DepEd SDO</p>
<p>3. Evaluation slip (1 original copy)</p>	<p>DepEd SDO</p>
<p>F. Conversion of School</p>	
<p>1. Action slip (1 original and 1 photocopy)</p>	<p>DepEd SDO</p>
<p>2. Evaluation slip (1 original and 1 photocopy)</p>	<p>DepEd SDO</p>



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

<p>3.a. Application Documents for Non-Implementing Unit High School to Implementing Unit conversion (1 original copy each document)</p> <ul style="list-style-type: none"> a. DREC Evaluation Report b. School's latest and updated PSIPOP c. Approval of school's agency code by DBM d. Designation documents duly signed by the School Head e. Certificates of Training attended by the designated/appointed financial staff related to financial management f. Certification as to the capability of the school to comply with the submission of financial oversight agencies such as COA, DBM, NEDA, House of Representatives, etc. g. Copy of the current GAA where the appropriation for the school is reflected h. Enhanced Basic Education Information System (EBEIS) data on enrolment per grade level for the current school year i. Letter request addressed to the SDO j. Endorsement letter from SDO to the Regional Office k. Endorsement letter from the RO to Central Office 	<p>DepEd SDO Client</p> <p>DBM</p> <p>School Head</p> <p>Client</p> <p>School Head</p> <p>Client</p> <p>Client</p> <p>School Head</p> <p>DepEd SDO – Office of the SDS</p> <p>DepEd RO – Office of the RD</p>
<p>3.b. Application Documents for Elementary/Secondary School(s) into an Integrated School (1 original copy each document)</p>	<p>DepEd SDO – Office of the SDS</p>



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

<ul style="list-style-type: none"> a. Indorsement Letter b. Evaluation Report for DREC c. DepEd School ID(s) d. Letter request for the conversion of school(s) into an IS addressed to SDS e. In case of expansion of existing school: <ul style="list-style-type: none"> • Feasibility study on the proposed expansion of school, duly recommended/endorsed by the SDS • IS Implementation Plan covering five (5) years to include among others, the following: (i) Current and projected enrolment for 5 school years, by grade level; (ii) Proposed budgetary requirements for Personnel Services, MOOE, and Capital Outlay; (iii) Operational Plan regarding curriculum and instructional supervision of the proposed IS; and (iv) School Site Development Plan to include proposed schools' buildings, as needed • Certification signed by the School Head, duly attested by the SDS on the excess classrooms, tables, chairs and other resources to be used for the expansion of elementary or secondary school 	<p>DepEd SDO Client Client</p> <p>Client</p> <p>Client</p> <p>School Head</p>
<ul style="list-style-type: none"> • Inventory of learning resources prepared by the 	<p>School Property Custodian</p>



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

<p>School's Property Custodian, as validated by the SDO</p> <ul style="list-style-type: none">• Updated PSIPOP of other concerned school(s)• Updated Status Report with regard to school's existing crucial resources <p>f. In case of merging or combination of existing elementary and secondary schools:</p> <ul style="list-style-type: none">• Feasibility study on the proposed expansion of school, duly recommended/endorsed by the SDS• IS Implementation Plan covering five (5) years to include among others, the following: (i) Current and projected enrolment for 5 school years, by grade level; (ii) Proposed budgetary requirements for Personnel Services, MOOE, and Capital Outlay; (iii) Operational Plan regarding curriculum and instructional supervision of the proposed IS; and (iv) School Site Development Plan to include proposed schools' buildings, as needed• Inventory of learning resources prepared by the School's Property Custodian, as validated by the SDO	<p>Client</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>School Property Custodian</p>
---	--



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

<ul style="list-style-type: none">Updated PSIPOP of both schools to be integratedMap, preferably drawn to scale, showing the distances of the existing schools within the catchment area, duly certified by the Municipal/City Engineer and validated by the SDODuly notarized MOA on merging or combination of schools, drawn up by and between the School Heads of both schools indicating among others, the integration of crucial resources for the proposed IS	Client Client Client Office of the Municipal/City Mayor
g. Duly approved Sangguniang Bayan/Panlungsod Resolution supporting the conversion of school(s) into an IS, indicating therein the proposed name of the school	Office of the Municipal/City Mayor
h. Certification from the LGU, where the LGU shall continue to provide funds for the operation and maintenance for at least 5 years or until such time that such funds are incorporated in the national budget	Client SDO – Records Unit
i. Designation Order for the proposed School Head	
j. Transcript of Records, Certificates of Relevant Training, Service Record and Civil Service eligibility of the proposed School Head,	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

duly certified by the Division Office's Records Unit	
k. Justification by the SDS, in case the proposed School Head does not meet the Qualification Standards for the School Head item for secondary school l. Certification from the SDS as to the school assignment of the other School Head who will not be selected, in case both schools to be merged or combined are with existing School Heads	Office of the SDS Office of the SDS
3.c. Application Documents for High School to a Science School conversion: (1 original copy each document)	
a. Indorsement Letter b. Evaluation Report of DREC c. Certification of National Achievement Test (NAT) Results for the past 3 years d. Certification from the Organizers of International/National/Regional Mathematics and Science Competitions e. Current School Program, signed by the School Head and approved by the SDS f. Copy of curriculum guide and special science curriculum g. Certified true copies of the Transcript of Records of School Head h. Certified true copies of Certificate of Training in Science/Mathematics	DepEd SDO DepEd SDO DepEd CO – BEA Client School Head/ Office of the SDS Client School Head School head Client



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

<p>subject attended by the School Head</p> <p>i. Certified true copy of the Transcript Records of Science and Mathematics teachers</p>	
<p>j. Copy of the PRC-LET Ratings of teachers indicating their field of specialization/concentration (I.e. mathematics, physical science, biological science, chemistry, general science, etc.</p> <p>k. Certified true copies of Certificate of Relevant Training attended by the Teachers (e.g. Certification Program or other related trainings for non-major math & science teachers)</p> <p>l. Updated School Profile</p> <p>m. Attested Certificate on the availability of learning resources</p> <p>n. Validated Inventory of learning resources</p> <p>o. Duly approved Sangguniang Bayan/Panlungsod Resolution supporting the conversion of school(s) into an IS, indicating therein the proposed name of the school</p>	<p>Client</p> <p>Client</p> <p>Client</p> <p>School Head/Office of the SDS</p> <p>School Property Custodian</p> <p>Office of the Municipal/City Mayor</p>
<p>3.d Application Documents for High School to Technical Vocational School conversion: (1 original copy each document)</p> <p>a. Indorsement Letter</p> <p>b. Evaluation Report from DREC</p>	<p>Office of the SDS</p> <p>DepEd SDO</p> <p>Client</p>



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

<p>c. Letter of Intent of SH addressed to RD through SDS</p> <p>d. Current School Program signed by the School Head and approved by the SDS</p> <p>e. Copy of the Technical-Vocational Curriculum Guide (Competency-Based Curriculum) and special technical-vocational curriculum</p>	<p>Client</p> <p>Client</p>
<p>f. Approved from the Office of the Undersecretary for Programs and Projects on the technical-vocational course to be offered by the school, aligned with TESDA Training Regulations</p> <p>g. Certification of the technical-vocational course being offered: (I) is relevant to the needs of the community/local industry; (ii) has available localized curriculum in partnership with local industry/ies; and (iii) is based on specialization aligned with TESDA Training Regulation, for assessment and employment purposes</p> <p>h. Notarized Feasibility Study, duly recommended by the SDS, indicating the following: (i) need to convert into a Technical-Vocational School; (ii) Current and projected enrolment for a period of five year; (iii) Demand to open a Technical-</p>	<p>Office of the Undersecretary for Programs and Projects</p> <p>School Head</p> <p>Client</p>



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

<p>Vocational course; (iv) Organizational Structure; (v) School Development Plan; and (vi) Proposed Budget/Budgetary Requirements</p> <p>i. Certified true copy of Transcript of Records of School Head</p> <p>j. Certified true copy of National Certificate (NC) or higher certificate for the technical-vocational course attained by the School Head as issued by TESDA</p>	<p>School Head</p> <p>School Head</p>
<p>k. Certified true copies of the Transcript of Records of Technical-Vocational Teacher</p> <p>l. Certified true copies of NC II or higher certificate issued by TESDA of Technical-Vocational Teachers on special technical-vocational skills</p> <p>m. Copies of PRC-LET Rating of teachers indicating their field of specialization/concentration</p> <p>n. Updated Teacher's Profile</p> <p>o. Inventory of learning resources per specialization validated by the SDO</p> <p>p. Certification that the relevant resources of the school are adequate, duly validated by the SDO</p> <p>q. Duly approved Sangguniang Bayan/Panlungsod Resolution supporting the</p>	<p>Client</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>School Property Custodian</p> <p>School Head</p> <p>Office of the Municipal/City Mayor</p> <p>Office of the Municipal/City Mayor</p>



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>

89





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

<p>conversion of school, indicating therein the proposed name of the school</p> <p>r. Certification from the LGU, where the LGU shall continue to provide funds for the operation and maintenance for at least 5 years or until such time that such funds are incorporated in the national budget</p> <p>s. Any document such as but not limited to Deed of Donation, Deed of Sale or Contract of Usufruct for 50 years executed in favor of DepEd; Original Certificate of Title (OCT) or Transfer Certificate of Title (TCT) in the name of DepEd, reflecting the size and boundaries of the school site</p> <p>t. Justification in case the required size of technical-vocational school site cannot be met</p>	<p>Client</p> <p>Office of the SDS</p>
<p>3.e. Application Documents for Existing Elementary and Junior High School into a Stand-Alone Senior High School: (1 original copy each document)</p> <p>a. Indorsement Letter</p> <p>b. Certification of DepEd School ID prepared by the Planning Unit</p> <p>c. Letter request for Implementation of SHS program addressed to the SDS</p>	<p>DepEd SDO – Office of the SDS SGOD – Planning Unit</p> <p>Client</p> <p>Client</p>



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

<p>d. Certification signed by the SDS stating that no public SHS is offering the same track within the catchment area or Justification signed by the SDS, in case will offer the same SHS track</p> <p>e. Implementation Plan for SHS program covering five (5) years to including among others: (i) Current and projected enrollment for 5 years by grade level; (ii) Proposed budgetary requirements for Personnel Services, Maintenance and other Operating Expenses, and Capital Outlay; (iii) Operational Plan regarding curriculum and instructional supervision of the proposed SHS; and (iv) School Site Development Plan to include proposed building, as needed</p>	<p>Client</p>
<p>f. Certification signed by the School Head, duly attested by the SDS on the excess of classrooms, tables, chairs and other resources to be used in the implementation of SHS program</p> <p>g. Inventory of learning resources prepared by the Property Custodian as validated by the SDO</p> <p>h. Updated PSIPOP of the concerned school</p> <p>i. Map preferably drawn to scale, showing the vacant lot where the proposed SHS classrooms/school building are/will be constructed, duly</p>	<p>School Head</p> <p>School Property Custodian</p> <p>Client</p> <p>Client</p>



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>

91





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

<p>certified by the Municipal City Engineer</p> <p>j. List of prospective enrollees in SHS per track and strand, indicating their names, Learner Reference Number (LRN), where applicable, age, addresses, school names, DepEd School ID Numbers where they are currently or previously enrolled or Justification signed by the SDS, in case the required minimum enrollment and/or number of tracks are not satisfied</p> <p>k. List and types of establishment and industries in the community, as attested by the Department of Trade and Industry, Department of Labor and Employment or the Municipal Planning Officer</p> <p>l. Certification from the SDS that the track (s) and strand (s) to be offered are aligned with the Local Development</p>	<p>Client</p> <p>Client/ Office of the Municipal Planning</p> <p>Officer Office of the SDS</p>
<p>Plans, as evident in the list provided by the Municipal/City Mayor, and are decided upon by the Regional Director, SDS, Division Planning Officer, and School Head concerned</p> <p>m. Result of the internal assessment or survey done with the prospective enrollees</p> <p>n. List of tracks and strands to be offered, duly signed by the RD or SDS, Planning Officer, and School Head</p>	<p>Client</p> <p>Client</p> <p>Client</p>



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>

92





Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

<p>o. MOA executed between the SDS and the partner entity enumerating the respective roles of both parties</p> <p>p. Immersion Deployment Plan</p> <p>q. Certification duly signed by the SDS on the compliance to the following conditions: (i) Learners are not denied access to elementary and JHS education as the result of the conversion; (ii) Prior consultation with both internal and external stakeholders are conducted for the purpose by the SDS and School Head of the concerned elementary or JHS; (iii) Health and safety of any learner is not compromised as a result of the conversion and subsequent transfer of elementary and/or JHS learners, taking into consideration the distance to be travelled to and from the new school site; and (iv) Affected school personnel shall not be displaced and demoted, and shall be transferred to the nearest school were the services are needed</p>	<p>Client</p> <p>Client</p>			
<p>r. Duly approved Sangguniang Bayan/Panlungsod Resolution supporting the conversion of school, indicating therein the proposed name of the school</p>	<p>Office of the Municipal/City Mayor</p>			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

1. Submit the complete application documents from the SDO	Evaluate the submitted documentary requirements through the system	None	2 Hours	QAD EPS
	Schedule the Virtual Inspection Process with the Regional Inspection Team	None	Within 2 Days	QAD EPS
2. Client tour the RIT virtually on the school's physical facilities	Conduct virtual inspection with the Regional Inspection Team	None	30 minutes	Regional Inspection Team
	Prepare Virtual Inspection Report, upload file in the system, and forward for application for review	None	Within 3 Days	QAD EPS
	Review the evaluated application and forward to Assistant Regional Director/Chief Education Supervisor for validation	None	Within 2 Days	QAD EPS - Reviewer
	Validate the reviewed application and forward to the Regional	None	Within 2 Days	Assistant Regional Director/Chief Education



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>

94





Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

	Director for approval			Supervisor - QAD
	Approve the validated application and forward to ADAS for printing of Regional Order	None	Within 30 minutes	Regional Director
	Print Regional Order of the approved application using the system Set to COMPLETED status the application using the system Transmit the printed Regional Order to Records Section	None	10 minutes	ADAS
3. Client receive the Regional Order	Release the Regional Order to the applicant public school	P30.00 for the Documentary Stamp	10 minutes	Records Unit Personnel
TOTAL:		None	9 days, 3 hours, and 20 minutes	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

3. Application for Special Orders of SHS Implementing HEIs and TVIs

The Regional Office is authorized to issue Special Orders (SO) to schools that were issued Provisional Permits to operate in School Year (SY) 2016-2017 or prior to this SY for the graduation of qualified Grade 12 learner.

Office or Division:	Quality Assurance Division			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Any private school with graduating students (Grade 12)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Documents <ul style="list-style-type: none"> • Letter of Request addressed to the Regional Director • Notarized Attestation on the Veracity and Authenticity of Documents • Graduation Form 9 of learners qualified to graduate per section: track, strand, specialization • Enrollment List • SF 5A (End of Semester and School Year Status of Learners for Senior High School) 		ISO SYS v.2.0 DepEd LIS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Encode and submit the complete school application documents through ISO SYS v.2.0	Receive request from school and check Attestation of Veracity and Authenticity of Documents vis-à-vis School Request <ul style="list-style-type: none"> - if documents are correct, attach signature 	None	30 mins.	Records Unit Personnel



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: http://www.depedncr.com.ph



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

	<ul style="list-style-type: none"> - if documents have inconsistencies, return school request 			
	Verify learner's enrollment with the LIS <ul style="list-style-type: none"> - if all learners are in the LIS, attach signature - if a learner is not on the LIS, decline school request 	None	1 day	PPRD Personnel
	Verify Enrollment List vis-à-vis SF5A <ul style="list-style-type: none"> - if learners are tagged "Completed" in SF5A, signs - if a learner is not in the SF5A or is not tagged "Completed," return school request 	None	1 day	QAD EPS
	Verify course/s request of school	None	1 day	QAD CES
	Approve Special Order	None	1 day	Regional Director
	Print Special Order Certificate	None	30 mins.	QAD ADAS
Submit documentary stamp/s	Attach Documentary Stamp to SO certificate Scan certificate and save to ISO System's cloud storage	P30.00 per SO certificate	55 minutes	Records Unit Personnel



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>

97





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Receive the SO certificate/s	Release Special Order certificate to private school	None	5 minutes	Records Unit Personnel
TOTAL:		None	4 days & 2 hrs.	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

4. Application for Tuition and Other School Fees (TOSFI)

This service is open to any Private School who desires to revise its rates of tuition and other school fees (TOSF) or charges or to impose other fees or charges shall file application thereof with the Regional Director.

Office or Division:	Quality Assurance Division
Classification:	Highly Technical
Type of Transaction:	G2B - Government to Business
Who may avail:	Any private school within the region
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application Documents <ul style="list-style-type: none"> • Indorsement Letter • Letter to the Regional Director, signed by the School Head, indicating among others the school's intention to comply with the provision of DepEd Order No. 88, s. 2010 and RA 6728 on the proposed increase. • Statement under Oath on the itemized current rates of tuition and other charges and the corresponding itemized proposed changes thereon as well as the new fees or charges proposed to be imposed, the increase in percentage not exceeding 15% • Copy of the latest Audited Financial Statement of the school • Copy of the latest Income Tax Return stamped received by the BIR • Statement under Oath (in one page) signed by the school head that: <ul style="list-style-type: none"> a prior consultation on the proposed increase was conducted with the duly organized student government with the parents of the students, teachers association, and faculty associations 	DepEd SDO Client



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

the authorized representatives of the said associations were furnished a copy of the audited financial statement of the school, the same with the copy attached to the application

70% of the proceeds of the proposed increase shall be allocated for payment of salaries or increase in salaries, wages, allowances and other benefits of teaching and non-teaching personnel except administrators who are principal stockholders of the school; that 20% shall go to the improvement or modernization of buildings, equipment, libraries, laboratories, gymnasium and other facilities and to payment of other cost of operations

the school head is aware that failure to comply with the foregoing requirements shall forfeit the right of the school to increase its tuition fee or collect the same

the increase of tuition/other fees previously collected went to the payment of salaries and salary increase, wages, allowances and other benefits of teaching and non-teaching personnel except administrators who are principal stockholders of the school; that 20% thereof was used for the improvement or modernization of school buildings, equipment, libraries,



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

	laboratories, gymnasium and other facilities and other costs of operation			
	<ul style="list-style-type: none"> • Minutes of the consultation showing the date of the meeting, objections made by the organizations and counterproposals offered, and other information • List of attendees with their addresses and signatures • Other documents such as Notice of Consultation duly acknowledged by the concerned organizations, and pictures or video during the consultation • Latest Government Authority issued • Copy of previous Approved Fees • Copy of Approved Fees signed by the School Head (for new application) 			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete school application documents from the SDOs	Evaluate the submitted documentary requirements through the system If complete, then affix signature and press "move to validation". If not complete, press "For Disapproval"	None	Within 3 days	QAD EPS
	Validate the evaluated TOSFI Application. Affix signature	None	Within 3 days	QAD Chief Education Supervisor



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

	Approve the validated TOSFI application. Affix signature	None	Within 3 days	Regional Director
	Print Letter of Approval	None	Within 1 day	QAD ADAS
	Transmit the hardcopy to Records Section for release to Private School	None	Within 20 mins	QAD ADAS
TOTAL:		None	10 days, 20 mins.	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

5. Reissuance of Certificate of Recognition Due to Change of School Name/After 50 Years of Corporate Existence

Recognized Private Schools can enjoy its privilege to operate indefinitely in accordance to DepEd prescribed standards of operating private schools however, after 50 years of existence, its corporate existence expires. Moreover, schools which transferred to a new location and those who will change their name are subject to apply for a re-issuance of its government recognition which bears the changes in its information.

Office or Division:		Quality Assurance Division		
Classification:		Complex		
Type of Transaction:		G2B – Government to Business		
Who may avail:		Private Schools Operating in the National Capital Region.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request		Private School		
2. Copy of latest SEC Amended Articles of Incorporation		Private School		
3. Original copy of DepEd Recognition certificate		Private School		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documentary requirements for evaluation	Evaluate uploaded documents in the system Forward evaluated documents for review	None	2 hours	QAD EPS
	Review document and affix e-signature in the system Forward reviewed application to Assistant	None	10 minutes	QAD EPS - Reviewer



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

	Regional Director/Chief Education Supervisor for validation			
	Validate document and affix e-signature in the system Forward validated application to the Regional Director	None	5 minutes	Assistant Regional Director/Chief Education Supervisor - QAD
	Approve the validated application and forward to ADAS for printing of Government Recognition	None	5 minutes	Regional Director
	Print Government Recognition of the approved application using the system Set to COMPLETED status the application using the system Transmit the printed Government	None	10 minutes	QAD ADAS



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

	Recognition to Records Section			
2. Client receive the Regional Order	Release the Government Recognition to the applicant private school	P30.00 for the Documentary Stamp	10 minutes	Records Unit Personnel
TOTAL:			2 hours and 40 mins.	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

I. Records Section

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 Section			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Requisition slip (1 Copy)		Records Section		
2. Valid ID (Original ID and 1 Photocopy)		Requesting person and/or Authorized Person		
3. Authorization Letter (1 Copy)		Requesting person		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up the requisition slip form	1.1. Provide client the requisition slip form	None	10 minutes	Records Section Staff/ADAS
	1.2. Receive the form and search the requested document	None	15 minutes	Records Section Staff/ADAS
2. Submit the documentary requirements for evaluation	2.1. Print and give the document to the client	None	10 minutes	Records Section Staff/ADAS
TOTAL:		None	35 minutes	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

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

Issuance of Requested Documents is provided to teaching, non-teaching personnel and retirees whose documents were misplaced, lost, burned, eaten by termites or beyond recovery due to wear and tear to be used for appointment, promotion, resignation, retirement, salary upgrading, leave abroad, employment abroad, loan, transfer and for other legal purposes.

Office or Division:	Records Section			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Requisition slip (1 Copy)		Records Section		
2. Letter request addressed to the Schools Division Superintendent signifying the purpose of the request (1 original copy)		Requesting person		
3. Valid ID (Original ID and 1 Photocopy)		Requesting person and/or Authorized Person		
4. Authorization Letter (1 Copy)		Requesting person		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the letter request	1. Receive and stamp the letter request and provide the client with requisition slip form	None	10 minutes	Records Section Staff/ADAS
2. Fill up the requisition slip form	2. Receive the form and search the requested document	None	15 minutes	Records Section Staff/ADAS
	2.1. Print or photocopy the requested document	None	10 minutes	Records Section Staff/ADAS



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>

107

MATATAG
 Bansang Makabata  Batang Makabansa



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

	2.2. Once the document is obtained, Records Officer will review and verify the document and certify true copy	None	15 minutes	Records Section Staff/ADAS
3. Receive the requested document	3. Release the document to the client	None	10 minutes	Records Section Staff/ADAS
TOTAL:		None	1 hour	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

3. Certification, Authentication, Verification (CAV)

Official and formal processes and acts of checking, reviewing, and certifying to the genuineness and veracity of available academic school records of a learner duly performed by the DepEd and the DFA pursuant to existing arrangements by the said Departments; and shall be issued to the applicant only for the following applicable purposes required by DFA:

- a. Employment abroad;
- b. Seaman's Book/Seafarer's Registration Certificate;
- c. Migration abroad;
- d. Student visa;
- e. Tourist visa;
- f. Fiancé visa;
- g. Descendant's visa;
- h. Reimbursement of education allowance / tuition fees of children of Overseas Filipino Workers (OFW);
- i. Such other purposes as maybe required in writing by the DFA.

Office or Division:	Records Section
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Former and Present Students
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
High School/ Elementary Graduates 1. Indorsement from School - CAV Form 5 (1 original and 2 photocopies) 2. Certificate of Enrollment/ Completion/ Graduation - CAV Form 4 (1 original and 2 photocopies) 3. Diploma (1 Original and 2 certified true copies certified by the School Head) 4. PSA Birth Certificate Copy (1 Original and 2 photocopies) 5. List of Graduates certified correct by authorized official (1 original and 2 photocopies)	School Attended School attended School attended Client School attended



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

<p>6. Latest passport size ID Pictures (2 copies)</p> <p>7. Valid ID</p> <p>8. Authorization Letter (If the requesting party is not the record owner) (1 original copy)</p> <p>9. Valid Special Power of Attorney (SPA) for the authorized representative (1 original copy)</p> <p>Additional Requirement for Undergraduates:</p> <p>10. Student Permanent Record (Form 137) (1 Original and 2 photocopies certified by the School Head/ Records Custodian/ Registrar)</p> <p>11. Transmittal (1 Original and 2 photocopies certified by the School Head)</p> <p>Additional Requirement for Graduates from Private Schools:</p> <p>12. Special Order (1 Original and 2 photocopies certified by the School Head)</p>	<p>Client</p> <p>Requesting Person and/or Authorized Person</p> <p>Requesting Person</p> <p>Requesting Person</p> <p>School attended</p> <p>School attended</p> <p>School attended</p>
<p>ALS/PEPT</p> <p>1. List of Approved CAV Request – CAV Form 6 (1 original and 2 photocopy)</p> <p>2. Request Form for ALS & PEPT Result Rating – CAV Form 10 (1 original and 2 photocopies)</p> <p>3. Indorsement from School Division – CAV Form 13 (1 original and 2 photocopies)</p> <p>4. Diploma (1 Original and 2 certified true copies certified by the School Head)</p>	<p>Division Office</p> <p>School Attended/ BEA</p> <p>Division Office</p> <p>School Attended</p>



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>

110





Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

	<ol style="list-style-type: none"> 5. ALS Accreditation & Equivalency Test Result (for ALS) (1 original and 2 certified true copies) 6. PEPT Test Result Rating (1 original and 2 certified true copies) 7. PSA Birth Certificate Copy (1 Original and 2 photocopies) 8. Latest Passport size ID picture (2 copies) 9. Documentary Stamp 2 pcs 	Division Office School Attended Division Office/BEA Client Client BIR		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request form and completely fill-out the CAV Application Form from the Records	1. Receive and check the completely filled out CAV application form and all supporting documents of the client. Verify if authenticated by school principal	None	10 minutes	Records Section Staff/ADAS
	1.1. Assign specific CAV number and print 2 copies of CAV certificates; 1 original to be send off to the applicant and one as filing copy	None	10 minutes	Records Section Staff/ADAS
2. Verify the accuracy of the data encoded to the CAV certificate then return to the processor	2. Attach picture, documentary stamp and dry seal then present it to the client for final verification	None (Documentary stamp is available at BIR offices)	10 minutes	Records Section Staff/ADAS



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

	2.1. Forward printed CAV to Records Officer for initial then to the Chief Admin Officer (CAO) of the Administrative Division for signature. If, CAO is not available forward to the Assistant Regional Director or Regional Director for signature.	None	15 minutes	Records Section Staff/ADAS
	2.2. Release, seal and paste the documentary stamp in the CAV certificate in a brown envelope to be forwarded to the Department of Foreign Affairs (DFA) by requestor	None	10 minutes	Records Section Staff/ADAS
3. Receive the completed CAV documents	3. Inform client of step 2.2 to avoid tampering or forging any of the documents subject of the CAV and that the DFA shall honor documents hand-carried by the applicant	None	10 minutes	Records Section Staff/ADAS



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

	only when the scanned copy of the same have been properly received in advance by the RO then release it to the client			
TOTAL:		None	1 hour, 5 minutes	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

J. Regional Payroll Services Unit

1. REQUEST FOR CERTIFICATION OF REMITTANCE OF CONTRIBUTIONS TO PHILHEALTH, PAG IBIG AND GSIS AND FOR LOANS TO GSIS, LANDBANK, PAG-IBIG, ACCREDITED PRIVATE LENDING INSTITUTIONS

Both the government (government share) and employees (employee's share) pay premium/contributions to the GSIS, PagIBIG and PhilHealth for the employees benefit. An employee's share is being deducted from his/her salary as mandatory deduction. Employee's loan from GSIS, PagIBIG, Landbank and accredited Private Lending Institutions are also being deducted from the salary through the Automatic Payroll Deduction System (APDS) of the Department. An employee may request for certification of remittance from the Regional Payroll Unit.

Office or Division:	Regional Payroll Unit- Administrative Division			
Classification:	Simple			
Type of Transaction:	Government to government			
Who may avail:	Teaching and non-teaching personnel in the division offices and schools whose payroll are being processed in the Regional Office			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
• Any Government Valid ID			• Any Government Agency	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill out application form and present ID for verification OR Visit the link: https://bit.ly/3c7Cnyx or scan QR code	1.Open the link or receive the application of walk-in clients	None	5 Minutes	ADAS, RPU




A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

 Fill out the form and submit the required documents				
	2. Verify the information on the application from the data on the system	None	3 Minutes	ADAS, RPU
	3. Print the Certification of Remittance and release to client. For online request, scan and send through email	None	10 minutes	ADAS, RPU
2. Receive the certificate of Remittance			2 minutes	
	Total:	0	20 min.	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

2. REQUEST FOR STOPPAGE OF DEDUCTION OF PAGIBIG/LANDBANK/ PRIVATE LENDING INSTITUTION LOANS AND/OR INSURANCE PREMIA

The Department has an Automatic Payroll Deduction System (APDS). Upon authorization of the concerned employee who obtained loan from PagIBIG, Land Bank of the Philippines, accredited Private Lending Institutions (PLI) or Insurance Companies, the amortization of the loan or insurance premium may be deducted from his/her salaries. For insurance premium, an employee may request for stoppage of deduction. For loans, stoppage may be effected upon submission of certification of full payment (from the PLI/Landbank) or updated loan details (from Pag IBIG).

Office or Division:	Regional Payroll Unit- Administrative Division			
Classification:	Simple			
Type of Transaction:	Government to government			
Who may avail:	Teaching and Non-teaching personnel in the division offices and schools whose payroll are being processed in the Regional Office			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> • For Stoppage: 1 copy per document <ul style="list-style-type: none"> • Photocopy of pay slip • Certificate of Full Payment of Loan • Stoppage letter from Lending Institution (in absence of Certificate of Full Payment) • For Deduction (for PagIBIG Loans only) <ul style="list-style-type: none"> • Statement of Updated Loan Detail -1 copy 			<ul style="list-style-type: none"> • Client • Private Lending Institution • Private Lending Institution • PagIBIG/Landbank 	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill out application form			5	




A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

and present ID for verification OR Visit the link: https://bit.ly/3c7Cnyx or scan QRcode  Fill out the form and submit the required documents			Minutes	ADAS/ADA, RPU
	1. Verify the information on the application with the data on the system	None	2 Minutes	ADA, PRSU
2. Log name and transaction on the Stoppage/ Deduction log book (for walk-in clients)			2 Minutes	ADA, RPU
	2. Forward to Encoder assigned per Division	None		ADA, RPU
	3. Log-in to System and stop/deduction on the system	None		Data Encoder, RPU
	Total:	0	9 mins	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph


Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

3. APPLICATION OF CERTIFICATION OF LAST PAYMENT (CLP) OF SALARY

Personnel whose salaries are being processed in the Regional Payroll Service Unit of the Regional may request for certification of last payment of salary for clearance purposes.

Office or Division:	Regional Payroll Unit- Administrative Division			
Classification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	Teaching and Non-teaching personnel in the division offices and schools whose payroll are being processed in the Regional Office			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Service Record – 1 original copy Daily Time Record or eForm7 – 1 copy 			Schools Division Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements personally or online Visit the link: https://bit.ly/3c7Cnyx or scan QRcode  Fill out the form and	1. Check as to the completeness of the requirements	None	5 Minutes	ADAS, RSPU



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

submit the required documents				
	2.Receive application with complete requirements and issue certificate of overpayment (if there is any) or compute payments due to client.	None	20 Minutes	Data Controller, RPSU
	3.Prepare CLP	None	10 Minutes	Data Controller, RPSU
	4.Sign the CLP	None	10 Minutes	Supervising Administrative Officer- Administrative Division
2.Receive the certificate of Remittance	5.Issue the CLP or send to the email of the client	None		Data Controller, RPSU
Total:		None	45 mins.	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Regional Office Internal Services



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



120



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

A. Budget Section

1. Obligation of Expenditure (Incurrence of Obligation Charged to Approved Budget Allocation per GAARD and Other Budget Laws/Authority)

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 and/or Purchase Order/contract can be done or entered into. This is to make sure that an amount is allotted for the payment of such expense and/or contract.

Office or Division:	Finance Division - Budget Section
Classification:	Simple
Type of Transaction:	G2G - Government to Government and G2B - Government to Business
Who may avail:	Internal and External Client
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Purchase Order (PO) <ol style="list-style-type: none">1. Accomplished Purchase Order2. Approved PR3. Approved Supplemental PPMP/PPMP4. Other supporting documents validated by the accounting section5. AR/ATC or AC6. Approved Memo	DepEd Asset Management Section, Requesting Office/Unit and External Client
Notice of Award (Bidding) <ol style="list-style-type: none">1. Signed Contract	BAC Secretariat
Various Claims (TEV, Supplies, Trainings with ORS and DV) <ol style="list-style-type: none">1. ORS and Accomplished DV/Payroll2. Supporting documents such as: Billing, Statement of Account, etc.3. AR/ATC or AC4. Approved Memo5. Other supporting documents validated by the accounting section	DepEd Asset Management Section, Requesting Office/Unit, End User or External Client



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
Email Address: ncr@deped.gov.ph
Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requesting unit will submit the Obligation Request Status (ORS) with the complete attachments to Finance Division	1. Receive and record the documents	None	3 minutes per ORS	Receiving Clerk/ ADAS
	1.1. Review and verify documents and identify fund source and allotment availability of PPA	None	10 minutes per OR	Budget Officer In-charge
	1.2. 2.1 Assign ORS number, indicate fund source, and Object of Expense Code	None	10 minutes per OR	Budget Officer In-charge
	1.3. Encode in the Registry of Allotment (RAO) thru BMS	None	10 minutes per OR	Budget Officer In-charge
	1.4. Initial on the processed ORS box B	None	2 minutes per OR	Budget Officer In-charge
	1.5. Review and sign box B of ORS	None	15 minutes per OR	Chief Administrative Officer for Finance Division
	1.6. Review and sign box B of ORS	None	2 minutes	Releasing Clerk/ ADAS
TOTAL:		None	53 minutes	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>

122





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

2. Disbursement Updating

Process of Updating the Status of Disbursement

Office or Division:	Finance Division - Budget Section			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government and G2B - Government to Business			
Who may avail:	Internal and External Client			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Report of Checks Issued (RCI)		DepEd Cashiers Section		
2. Report of Advice to Debit Account Issued (RADAI)		DepEd Cashier Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare and Submit RCI and RADAI to Finance Division	1. Receive RCI and RADAI from Cashier Section	None	3 minutes	Budget Officer I
	1.1. Post/Update payment on the disbursement details in the BMS	None	5 minutes	Budget Officer I
TOTAL:		None	8 minutes	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

3. Downloading/ Fund Transfers of SAROs received from Central Office to Schools Division Office and Implementing Units

This refers to issuance of Sub-Allotment Release Order to Schools Division Offices (SDO) and Implementing Units (IU) for program support funds or for the implementation of Programs/Projects/Activities that Central Office (CO) have downloaded to the Regional Office (RO) for the SDOs and IUs.

Office or Division:	Finance Division - Budget Section
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	Schools Division Offices and Schools
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Cash Allowance 1. Signed indorsement letter from SDS (1 original and 1 photocopy) 2. Computation as to the amount requested (1 original and 1 photocopy)	Requesting SDOs and Records Section
Master Teacher, Reclassification of Positions, Step-Increments, ERF 1. Signed indorsement letters from the SDS (1 original and 1 photocopy) 2. Certified true copy of Appointments (1 original and 1 photocopy) 3. Appointment details (1 original and 1 photocopy) 4. Computation as to the amount requested (1 original and 1 photocopy)	Requesting SDOs and Records Section
Other Sub-AROs issued by DepEd-CO for Downloading to SDOs 1. Memorandum (1 original and 1 photocopy) 2. Approved Request to download (1 original and 1 photocopy) 3. Breakdown/ Distribution List (1 original and 1 photocopy) 4. Work and Financial Plan (WFP) (2 photocopies)	Requesting Office/Program Focal Person/DepEd Regional Website



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

5. Sub – ARO from Central Office (1 original and 1 photocopy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit approved request to download funds with complete attachments to Finance Division	1. Received and record documents	None	3 minutes	Receiving Clerk/ ADAS
	1.1. Review completeness of documents and verify availability	None	5 minutes	Chief of Finance Division
	1.2. Prepare Sub-ARO	None	30 minutes per SARO	Budget Officer I In-charge
	1.3. Prepare ORS, assign number, indicate fund source, fund code, and object code	None	30 minutes	Budget Officer II In-charge
	1.4. Post to RAO thru BMS and initial in the Box B of ORS	None	10 minutes	Budget Officer II In-charge
	1.5. Sign allotment available in ORS and recommending of SARO issued	None	5 minutes	Chief Administrative Officer of Finance Division
	1.6. Release to the Office of the Regional Director for approval of SARO	None	5 minutes	Releasing Clerk



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>

125





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

	1.7. Sign and approval of SARO	None	5 minutes	Director IV/ Director III
	1.8 Signed SARO for release to SDO/IUs a. Via email b. To be picked up by the Liaison Officers	None	5 minutes	Budget Officer II In-charge
TOTAL:		None	1 hour, 38 minutes	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

B. Accounting Section

1. Disbursement of Obligation

Process of Disbursement of Obligation

Office or Division:	Finance Division - Accounting Section			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government and G2B - Government to Business			
Who may avail:	Internal and External Client			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Obligation Request Status (ORS)		Budget Section		
2. Supporting Documents (based on checklist of requirements)		End-user/ Procurement Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit ORS with attached complete documents to Accounting Section	1. Receive ORS and supporting documents	None	5 minutes	Accounting Staff
	1.2. Check completeness and validity of attachments	None	15 minutes	Accountant II
	1.3. Assign UACS code	None	5 minutes	Accountant II
	1.4. Check fund availability and Record to NCA monitoring report	None	5 minutes	Accountant III
	1.5. Certify fund availability and completeness of documents	None	5 minutes	Accountant III
	2. Review tax computation and attach BIR form	None	10 minutes	Accountant I



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>

127





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

	2307 (For transaction re: payment of supplier of goods/services)			
	3. Print LDDAP-ADA (for payment direct to bank account of payee)	None	10 minutes	Accounting Staff
	4. Forward to Cash Section for processing of payment (for LDDAP-ADA, checks and NTAs)	None	5 minutes	Accounting Staff
TOTAL:		None	1 hr	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

C. Cash Section

1. Payment of Obligation

Process of Payment for Pending Account Balances. Preparing check and Advice of Checks Issued and Cancelled (ACIC) for payments of accounts payable. ACIC and LDDAP-ADA are delivered to the servicing bank to credit the payment.

Office or Division:		Cash Section		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government, G2C - Government to Civilian		
Who may avail:		Anyone		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order of Payment (1 Original Copy)		DepEd Accounting Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Receive complete, accurate and approved DV, ORS, ADA and supporting documents from Head of Office	None	10 minutes	Cash Personnel
	1.1. Classify per fund account	None	15 minutes	Cash Personnel
	1.2. Prepare check	None	15 minutes	Cash Personnel
	1.3. Prepare Advice of Check Issued and Cancelled (ACIC)	None	30 minutes	Cash Personnel
	1.4. Review the check/ADA details against ACIC	None	20 minutes	Cashier
	1.5. Sign the check/ADA and ACIC	None	10 minutes	Cashier



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

	1.6. Forward check and ACIC to the Head of Office for signature	None	10 minutes	Cash Personnel
	1.7. Sign the check/ACIC/LDDAP-ADA	None	2 days	Head of Office
	1.8 Cash Section receive the signed check, ACIC and LDDAP-ADA	None	10 minutes	Cash Personnel
	1.9. Submit the ACIC/LDDAP - ADA to the servicing bank/encode details to EMDS (online banking facility)	None	1 hour	Cash Personnel
1. Proceed to Cashier and present valid ID (government issued ID or company ID); for representative, authorization letter and ID	1. Notify the payees/claimants that the check is ready for release or the payment has been credited to their bank account	None	15 minutes	Cash Personnel
2. Sign the DV/logbook and issue an Official Receipt if applicable	2. Give the DV/logbook for signature of payee/claimant and receive OR	None	10 minutes	Cash Personnel
	2.1. Release check/Copy of validated ADA	None	10 minutes	Cash Personnel
TOTAL:		None	2 days, 3 hours, 25 minutes	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>

130





Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

2. 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 Section		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		DepEd Employee		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Authority to Cash Advance (1 Original Copy)		Accounting Office		
2. Certification of No Unliquidated CAs from Accountant (1 Original Copy)		Respective Office/Bureau/Service		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Request Authority to Cash Advance	None	10 minutes	Cashier
	1.1. Forward the request to Head of Office for approval	None	5 minutes	Cash Personnel
	1.2. Receive the approved request and complete the documentary requirements needed for Cash Advances	None	10 minutes	Cash Personnel
	1.3. Prepare ORS/DV	None	10 minutes	Cash Personnel
	1.4. Forward the ORS/DV to signatories	None	10 minutes	Cash Personnel
	1.5. Receive complete,	None	10 minutes	Cash Personnel



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

	accurate and approved DV, ORS, ADA and supporting documents from Head of Office and Certificate of No Unliquidated CAs			
	1.6. Prepare check/ACIC	None	10 minutes	Cash Personnel
	1.7. Review and Sign the check/ADA and ACIC	None	10 minutes	Cashier
	1.8 Forward check and ACIC to the Head of Office for signature	None	10 minutes	Cash Personnel
	1.9. Sign the check/ADA and ACIC	None	2 days	Head of Office
	1.10. Cash Section receive the signed check and ACIC	None	10 minutes	Cash Personnel
	1.11. Submit the ACIC to the bank/encode details to EMDS (online banking facility)	None	1 hour	Cash Personnel
	1.12. Encash for disbursement	None	1 hour	Cashier
1. Receive and sign the payroll/ disbursement voucher and Official	2. Disburse the cash to the payees from the approved activity design	None	10 minutes	Cashier



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Receipts/ RER if applicable				
	2.1. Segregate and prepare the cash for each payee (payroll account)	None	1 hour	Cashier
TOTAL:		None	2 days, 4 hours, 45 minutes	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

D. Human Resource and Development Division

1. Rewards and Recognition

Granting of Rewards and Recognition to Qualified Teaching and Non-Teaching Personnel of DepEd.

Office or Division:	Human Resource and Development Division			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Teaching and Non-Teaching Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Guidelines and Criteria		PRAISE Committee		
2. Nomination Form		PRAISE/HRDD		
3. Profile of the Applicant		Applicant		
4. Indorsement of the Regional Director/SDS/School Principal		Principal/SDS/RD		
5. Other Required Documents		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Conduct meeting (Headed by PRAISE Committee)	None	4 hours	PRAISE Committee
	1.1. Prepare and Issue memo for the activity	None	1 hour	PRAISE Secretariat
1. Submit application	2. Accept and check the completeness of all the documents submitted for the different categories and transmit to PRAISE Secretariat	None	2 hours	Records



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

	2.1. Validate and evaluate document applications	None	1 day	PRAISE Committee
2. Receive notice for interview and undergoes the interview process	3. Conduct field validation	None	2 days	PRAISE Committee
	3.1. PRAISE Committee convenes and deliberates the results	None	4 hours	PRAISE Committee
3. Receive memorandum on the results of the Search and notice for the awarding ceremony	4. Prepare and issue memorandum for the awarding	None	1 hour	HRDD
	4.1. Prepare logistics for the awarding	None	2 days	HRDD
4. Receive the award	5. Conduct awarding	None	4 hours	HRDD
TOTAL:		None	7 days	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

E. Legal Unit

1. Request for Certification as to the Pendency or Non-Pendency of an Administrative Case

This process intends to establish an issuance of a Certificate as to the pendency or non-pendency of an administrative case of a government employee.

Office or Division:		Legal Unit		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Teaching and Non-Teaching Personnel		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) Copy of Request Letter for the issuance of Certificate of No Pending Administrative Case specifically stating the purpose of the request		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements to Records Office	1. Stamp receipt on the letter and transmit the same to the Legal Unit.	None	5 minutes	Receiving Clerk at Records Section
	1.1. Receive and check the database of pending cases	None	20 minutes	Legal Unit Staff
	1.2. Prepare certificate and countersign	None	15 minutes	Legal Unit Staff
	1.3. Sign the certificate	None	5 minutes	Attorney IV
2. Receive the certificate	2. Certificate to be officially released from the Records Section	None	5 minutes	Legal Unit Staff and Records
TOTAL:		None	50 minutes	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

F. Personnel Section

1. Submission of Employment Application

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

Office or Division:	Admin. Division - Personnel Section	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	Any personnel who are Eligible for the Position	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of intent addressed to the Head of Office		Requestor
2. Duly accomplished CSC Form 212 Personal Data Sheet with Work Experience Sheet, if applicable (1 Original Copy)		CSC Website
3. Photocopy of valid and updated PRC License/ID, if applicable (1 Copy)		Reques
4. Photocopy of Certificate of Eligibility/Rating, if Applicable (1 Copy)		CSC
5. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if applicable (1 Copy)		School/s attended
6. Photocopy of Certificate/s of Training, if applicable (1 Copy)		Previous/Current employer/Accredited Training Center
7. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Records, whichever is/are applicable (1 Copy)		Previous/Current employer



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

8. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current /latest position prior to the deadline of submission, if applicable (1 Copy)	Requestor			
9. 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 (Annex C) notarized by authorized official	Requestor			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of intent addressed to the Head of Office with supporting documents (Thru Hard Copies/Electronic Copies)	1. Receive and check completeness of the submitted requirements for application	None	15 minutes	AO V Personnel Section
	1.1 If complete, signed Checklist of requirements by HRMO and applicant	None	10 minutes	AO V Personnel Section
	1.2 Proceed to Records Section and stamped checklist as received	None	5 minutes	Records Section Staff



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

2. Receive application receipt	2. Interview schedule for qualified applicants will be communicated through email and SMS	None		HRMPSB Secretariat
TOTAL:		None	30 minutes per transaction	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

2. Application For Authority to Travel Abroad on Official Time or Official Business/Personal Reason

All DepEd Personnel are required to process authority to travel before being allowed to travel on a foreign country. The application for travel authority on official time or official business shall reflect the following as well as for personal reason:

- The purpose of the trip is strictly within the mandate of the requesting official/personnel
- The projected expenses for the trip
- The trip is expected to bring substantial benefit to the country.
- Appropriate travel authorization has been obtained from the agency (Personal Reason)
- The requisite leave forms have been duly accomplished. (Personal Reason)
- The absence shall not hamper the operational efficiency of the agency. (Personal Reason)

Office or Division:	Personnel Section		
Classification:	Simple		
Type of Transaction:	G2G – Government to Government		
Who may avail:	DepEd Personnel (Teaching, Non-Teaching, Related Teaching)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
8.Letter request address to the Head of the Agency, purpose, and period of travel (3 Copies)		Employee	
9.Fill out request for authority to travel (Official Time/Official Business-Form A) (Personal Reason-Form B)		Employee	
10.Letter of invitation from the sponsoring party, if Official Time/Official Business (1 Original Copy)		Sponsoring Party	
11.Certificate of No Pending Case (3 Copies)		RO Legal Unit (Teaching Employee) DO Legal Unit (Non-teaching Employee)	
12.Clearance from money and property accountability from School and SDO for leave of absence for 30 days or more (3 Original Copies)		SDO/School	
13.Duly approved CSC Form-6 (3 Copies)		RO/SDO	
14.Estimated Travel Cost, if Official Time/Official Business		Employee	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submit application indorsed by Chief for RO Personnel (Personal Reason), received by Records Section	2. Receive complete documents from RD/CAO	None	15 minutes	Adm. Aide IV/Clerk Authorized Employee
	1.1. Evaluate supporting documents	None	2 hours	Adm. Aide IV/ Authorized Employee
	1.2. Transmit documents to Legal Unit for signing of clearance (Form A) (Form B)	None	30 minutes	Admin Assistant 1
	1.3. Legal Unit check if the applicant has pending case and signs clearance. Attorney IV or the authorized representative	None	30 minutes	Attorney IV or the authorized representative
	1.4 Prepare action	None	15 minutes	Adm. Aide IV/ Authorized Employee Personnel Section
	1.5. Review and countersign indorsement and Form A or B	None	30 minutes	Administrative Officer V (HRMO III)
	1.6. CAO Signs the Form A or B and countersigns indorsement	None	30 minutes	CAO



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>

141





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

	1.7. Approval / Signature of the RD / Authorized Representative	None	1 day	RD/Authorized Representative
2. Proceed to the Records Section	1.8. Release documents through the Records Section	None	15 minutes	AO V (Records Officer) / Authorized Employee
TOTAL:		None	1 day; 6 hrs. and 45 mins.	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

3. Issuance of Certificate of Employment and/or Service Record

Certificate of employment is used to verify employment history of a former or current employee, while service record is a collection of material which provide a document history of a personnel's activities and accomplishments while serving as an employee of the Department of Education Regional Office Proper.

Office or Division:	Admin. Division - Personnel Section			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	DepEd RO Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form (1 Original Copy)		Personnel		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Letter Request/ Fill out Request Form and submit to Personnel Section	1. Prepare the requested Service Record/ Certification of Employment	None	1 hour	Adm. Aide IV/ Authorized Employee
2. Receive the requested document	2. Approval of the RD / Authorized Representative	None	1 hour	RD/Authorized Representative
TOTAL:		None	2 hours	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
Email Address: ncr@deped.gov.ph
Website: <http://www.depedncr.com.ph>

143
MATATAG
Bansang Makabata Batang Makabansa



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

4. Request for Transfer from Another Region

This process covers the steps on the preparation of indorsement specifically on the request for transfer of workstation indorsed to Regional Office by the Division or Regional Offices and other agencies.

Office or Division:		Admin. Division - Personnel Section		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		DepEd Teachers/Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request for transfer (1 Original Copy)		Employee		
2. Indorsement of the School Principal (1 Original Copy)		School		
3. Indorsement from the SDS (1 Original Copy)		SDO		
4. Indorsement from the RD (1 Original Copy)		RO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documents to the Records Section	1. Receive the complete documents and the request for Transfer from another region	None	5 minutes	Authorized employee
	1.1. Check completeness/ Prepare indorsement	None	5 minutes	Admin. Assistant/ Authorized employee
	1.2. Approval/ Signature of Chief Administrative Officer	None	5 minutes	RD
2. Proceed to the Records Section for release	2. Stamp "Released" and provide file copy	None	10 minutes	ADAS
TOTAL:		None	25 minutes	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

5. Application for Leave

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

Office or Division:	Personnel Section		
Classification:	Simple		
Type of Transaction:	G2G – Government to Government		
Who may avail:	DepEd Personnel (RO Employees)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Vacation Leave 1. Form 6 (3 original copies) 2. Clearance Form (3 original copies) 3. Letter request, if needed (1 original copy) 4. Travel Permit, if abroad		Personnel Section Personnel Section Employee Employee	
Sick Leave 1. Form 6 (3 original copies) 2. Medical Certificate, if more than 5 days (1 Copy) 3. Letter request, if needed (1 original copy)		Personnel Section Employee Employee	
Special Privilege Leave 1. Form 6 (3 original copies) 2. Letter request, if necessary (1 original copy)		Personnel Section Employee	
Paternity Leave 1. Form 6 (3 original copies) 2. Letter request, if necessary (1 original copy) <i>Additional Requirements:</i> <ul style="list-style-type: none">• Marriage Contract (1 photocopy)• Birth Certificate of Child or Medical Certificate of Wife if Miscarriage (1 photocopy)		Personnel Section Employee Employee	
Maternity Leave 1. Form 6 (3 original copies)		Personnel Section Employee	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
Email Address: ncr@deped.gov.ph
Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

2. Letter request, if necessary (1 original copy) Additional Requirements: <ul style="list-style-type: none"> • Special Order Form (3 original copies) • Medical Certificate (1 Copy) • Clearance (3 original copies) 		Employee		
Solo Parent Leave 3. CSC Form No. 6 (Revised 1995) Application for Leave (3 original copies) 4. Letter request, if needed (1 original copy) <i>Additional Requirements:</i> <ul style="list-style-type: none"> • Birth Certificate of Child (1 photocopy) • Photocopy of Solo Parent ID (1 photocopy) 		CSC website/ Personnel Section		
		Employee		
		Employee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Submit the Form 6 to the Records Section	2. Receive the application for leave	None	5 minutes	Adm. Aide IV/ Authorized Employee Personnel Section
2.	Evaluate the Leave Form and check if the following requirements are present or complied depending on the kind of leave: 2.1 Vacation Leave Filed 5 days prior to intended leave of absence 2.2 Sick Leave Immediately upon employees return to work; If the employee will undergo medication examination or operation or advised	None	30 minutes	Personnel Section Head



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

	<p>to rest of ill health, application may be applied in advance</p> <p>2.3 Solo Parent Leave One week before the date of absence except in case of emergency</p> <p>2.4 Special Privilege Leave Filed 5 days before the leave</p>			
3.	<p>Countersign the leave form and recommend for approval or disapproval.</p> <p>3.1 Deduct from earned vacation or sick leave, if applicable.</p> <p>3.2 Deduct from the salary, if the absence is unauthorized</p>	None	30 minutes	Personnel Section
4.Proceed to the CAO/RD Office	Countersign/Approve or Disapprove the request	None	1 hour	CAO/RD
5.Receive copy of the signed Form 6	<p>Release 1 copy of the duly signed Form 6 to the requesting party</p> <p>Retain 1 copy to be filed in the 201 file and update the employees leave card</p>	None	5 minutes	Personnel Section Staff
TOTAL:		None	2 hours; 10 minutes	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>





Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

6. Application for Retirement/Separation Benefits

Processing of Retirement Claims for DepEd Regional Personnel reaching the age of 65 and below for optional retirement. The process also covers the steps on the preparation of indorsement to Government Service Insurance System (GSIS) who intend to apply for optional or mandatory retirement. It may also include the application for Resignation/Separation, Disability and Survivorship Benefits Claim.

Office or Division:		Personnel Section		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Retirees in the Regional Office		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent to Retire GSIS (1 Copy)		Requestor		
2. GSIS Application Form for Retirement/ Separation (1 Copy)		Personnel Section/GSIS Website		
3. Service Record (1 Original Copy)		Personnel Section		
4. Certificate of Last Day of Actual Service (1 Original Copy)		Personnel Section		
5. Declaration of pendency or non-pendency of case (1 Original Copy)		Legal Unit		
6. For death Claim: Survivorship Marriage Contract Death Certificate Birth Certificate of Children		Personnel Section/GSIS Website		
		Requestor/Personnel Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present documents to the Records Section	Stamp documents as received	None	10 minutes	Administrative Assistant/ Authorized Employee



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

2.	Prepare indorsement	None	10 minutes	Personnel Section staff
3.	Countersign/Signed indorsement by the Regional Director	None	10 minutes	CAO/RD Staff
B. Proceed to the Records Section for release	Release the duly signed indorsement intended for GSIS	None	5 minutes	Records Section staff
TOTAL:		None	35 minutes	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

7. Processing of Terminal Leave Benefits

This process covers the steps on the preparation of indorsement to be transmitted to the Department of Budget and Management (DBM) for request of funding (SARO and NCA) to DepEd-NCR Non-teaching and Teaching-related personnel who apply for monetization of leave credits and terminal leave benefits claim from the Schools Division Offices (SDOs).

Office or Division:	Personnel Section
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	DepEd-NCR Personnel (Teaching, Non-Teaching, Related Teaching) Permanent & Co-terminus Appointments
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Endorsement of the Schools Division Superintendent (for School/SDO applicants) (1 Copy)	DepEd Schools Division Office
2. GSIS Application for Retirement (1 Copy)	
3. Letter of Intent to retire approved by the SDS/RO/Division Clearance (1 Copy)	
4. Updated Service Record (1 Original Copy)	
5. Certification of Sick and Vacation Leave Credits (1 Original Copy)	
6. NOSI/NOSA (1 Copy)	
7. Employees leave card (1 Original and CTC)	
8. Terminal Leave computation (1 Copy)	
9. In case of deceased of retiree, the legal heir/beneficiaries must submit the following (1 Authenticated Copy): <ul style="list-style-type: none">• PSA Death Certificate• PSA Marriage Certificate• PSA Birth Certificate of children• Judicial or Extra Judicial Settlement of Estate (duly notarized)	Requestor
10. Endorsement from the Regional Office to DBM (1 Copy)	DepEd Regional Office



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required complete documents	1. Receive the complete documents	None	1 hour	ASD/Personnel
	1.1. Review the submitted documents	None		
	1.2. Compute/Assess the requirements needed for terminal leave benefits	None		
	1.3. Prepare Memo, certification of highest salary received and terminal leave computation to Finance Division for payment	None	15 minutes	ASD/Personnel
	1.4. Forward to Finance Division the necessary documents	None	2 minutes	ASD/Personnel
TOTAL:		None	1 hour, 17 minutes	



A legacy as rich as excellence!

Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>