



Schools Division of
ZAMBOANGA SIBUGAY



CITIZEN'S CHARTER





OSDS



Office of the Schools Division Superintendent

PRE-EVALUATION OF APPLICATION FOR POSITION RECLASSIFICATION

SCHEDULE OF AVAILABILITY OF SERVICE	WHO MAY AVAIL OF THE SERVICE?	AMOUNT OF FEE	AMOUNT OF FEE
Monday – Friday (EXCEPT HOLIDAYS) 8:00 AM – 5:00 PM NO NOON BREAK	Officials and Employees	NONE	Equivalent Record Form
COPY/IES			
REQUIREMENTS FOR TEACHER II AND TEACHER III; SPET-I, SPET II, SPET-III POSITIONS			
3	1. Endorsement from School Head stating/justifying that the incumbent of the position to be reclassified		
1	2. Fully accomplished Personal Data Sheet revised 2017		
5	3. Fully accomplished Equivalent Record Form		
1	4. Updated Transcript of Records		
1	5. List of Pupils enrolled in SPED Class Program prepared by the applicant, certified correct by the Principal and noted by the District Supervisor (for SPED Teacher)		
1	6. Certification of Performance Rating for the last 3 school years		
2	7. Updated Service Record		
2	8. Fully accomplished Position Description Form		
2	9. Fully accomplished Omnibus Sworn Statement w/ documentary stamp duly sworn by the lawyer		
REQUIREMENTS FOR HEAD TEACHER I – VI			
3	1. Endorsement from School Head stating/justifying that the incumbent of the position to be reclassified		
5	2. Fully accomplished Equivalent Record Form revised 2019		
1	3. Fully accomplished Personal Data Sheet revised 2017		
1	4. Updated Transcript of Records		
2	5. Updated Service Records		
1	6. Certification of Performance Rating for the last 3 school years		
2	7. Enrolment Data (SF4) in the present school assignment, including cluster schools handled, prepared by the Principal duly initialed by the Division Planning Officer and Approved by the SDS		
2	8. Designation Order as OIC/TIC/Cluster Head for 1 year up in a particular school or department issued by the Schools Division Superintendent (SDS) both Elementary and Secondary		
1	9. Master Class Program (Secondary) prepared by Principal duly initialed by Division Planning Officer and Approved by SDS		
2	10. Fully accomplished Position Description Form		
2	11. List of teachers supervise with item numbers for both Elementary & Secondary levels prepared by the Principal, duly initialed by the Division Planning and Approved by the SDS		
1	12. Certificate of trainings		
2	13. Fully accomplished Omnibus Sworn Statement w/ documentary stamp duly sworn by the lawyer		
REQUIREMENTS FOR SCHOOL PRINCIPAL I – IV			
3	1. Basic letter request from the Schools Division Superintendent (Division Office)		
2	2. Endorsement from PSDS stating/justifying that the incumbent of the position to be reclassified (with supporting documents)		
3	3. Evaluation Sheet duly signed by authorized signatories (Division Office)		
3	4. Approved Plantilla Allocation List (PAL) (Division Office)		
1	5. Fully accomplished Personal Data Sheet revised 2017		
1	6. Updated Transcript of Records		
1	7. Certification of Performance Rating for the last 3 school years		
1	8. Updated Service Record		
2	9. Fully accomplished Position Description Form		
1	10. Certificate of trainings		
2	11. Fully accomplished Omnibus Sworn Statement w/ documentary stamp duly sworn by the lawyer		
REQUIREMENTS FOR MASTER TEACHER I – IV			
3	1. Basic letter request from the Schools Division Superintendent (Division Office)		
3	2. Endorsement from School Head stating/justifying that the incumbent of the position to be reclassified		
3	3. Evaluation Sheet duly signed by authorized signatories (Division Office)		
3	4. Approved Plantilla Allocation List (PAL) (Division Office)		
1	5. Division/District Rank List (Elementary) and School Rank List (Secondary)		
1	6. Fully accomplished Personal Data Sheet revised 2017		
1	7. Updated Transcript of Records		
1	8. Certification of Performance Rating for the last 3 school years		
1	9. Updated Service Record		
2	10. List of teachers per subject area of all subjects in the Secondary school prepared by the Principal, duly initialed by the Division Planning and Approved by the SDS		
1	11. Master Class Program (Secondary) prepared by Principal duly initialed by Division Planning Officer and Approved by SDS		
2	12. Updated District Data Bulletin (Elementary) prepared by PSDS and approved by Division Planning Officer		
2	13. Updated Division Data Bulletin (Elementary) prepared by HRMO and approved by the Division Planning Officer/SDS		
2	14. List of indicating total number of existing teaching positions and Master Teacher I and II position in the Division (For ELEMENTARY) duly signed by the HRMO, Division Planning Officer and Certified Correct by Schools Division Superintendent		

2	15. Fully accomplished Position Description Form			
1	16. Certificate of Demonstration Teaching			
2	17. Fully accomplished Omnibus Sworn Statement w/ documentary stamp duly sworn by the lawyer			
STEP	APPLICANTS / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE
1	Submit documentary requirements through DTRMS	Validate the submitted documents <i>Requirement/s: Equivalent Record Form</i>	10 minutes (for TII to TIII) 1 hour (for HT I to HT IV, SP II to SP IV and MTI to MTIII)	Rowena Custodio / Arnold Bandojo
2		Process the request	25 minutes (for TII to TIII) 1 hour (for HT I to HT IV, SP II to SP IV and MTI to MTIII)	Renz Roy Ramos / Rowena Custodio / Arnold Bandojo / Grace R. Jugno Dr. Aurelio A. Santisas / Virgilio P. Batan, Jr., CESO VI
3		Forward to records section for endorsement to Regional Office	5 minutes	Rowena Custodio / Arnold Bandojo
END OF TRANSACTION				
Duration: TII-TIII (30 minutes), HTI-HTIV, MTI-MTIII and SPI-SPIII (2 hours & 5 minutes)				
NOTE: * Cut-off date of submission every 25 th day of the month and duly evaluated applications are forwarded to the RO 9 every 30 th day of the month * Submission of documents may be through the District Supervisor/School Head/Liaison Officer under normal circumstances.				

PROCESSING OF REQUEST FOR TERMINAL LEAVE BENEFITS

SCHEDULE OF AVAILABILITY OF SERVICE		WHO MAY AVAIL OF THE SERVICE?	AMOUNT OF FEE	FORM
Monday – Friday (EXCEPT HOLIDAYS) 8:00 AM – 5:00 PM NO NOON BREAK		Officials and Employees	NONE	GSIS Application for Retirement
COPY/IES	REQUIREMENTS			
1	1. Approved Application Letter of retired (noted by the School Head and approved by the SDS)			
1	2. Fully accomplished Approved Application for retirement			
1	3. GSIS Clearance and Voucher			
3	4. Service Record (Indicating effectivity of retirement)			
3	5. NOSA (Notice of Salary Adjustment) (Division Office)			
3	6. Notice of Step Increment (if any)			
1	7. Certification of Last Payment (CLP)			
3	8. Division Clearance (attached School / District Clearance)			
2	9. Bank Account (DBP)			
ADDITIONAL REQUIREMENTS FOR DECEASED OFFICIALS AND EMPLOYEES				
3	1. Copy of the deceased officials and employee's death certificate			
3	2. Marriage Contract, if the claimant is the surviving spouse			
3	3. Birth Certificate, if claimant is the child of the deceased			
3 (1 - original) (2 - photocopy)	4. Affidavit Surviving Heirs			
STEP	APPLICANTS / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE
1	Request List of Requirements	Advise the client to submit documents <i>Requirement/s: GSIS Application for Retirement</i>	5 minutes	Rowena M. Custodio
2	Submit documentary requirements	Validate the submitted documents	10 minutes	Rowena M. Custodio
3		Process the request	5 working days	Renz Roy A. Ramos / Rowena M. Custodio / Dr. Aurelio A. Santisas / Virgilio P. Batan, Jr., CESO VI
4		Forward to records section for endorsement to RO	3 minutes	Rowena M. Custodio
5		Inform the client/ post the approved claims	2 minutes from receipt of SARO	Rowena M. Custodio
END OF TRANSACTION				
Duration: 5 Working Days & 20 minutes				
NOTE: * Under normal circumstances				

PROCESSING OF REQUEST FOR SERVICE RECORD

SCHEDULE OF AVAILABILITY OF SERVICE		WHO MAY AVAIL OF THE SERVICE?	AMOUNT OF FEE	FORM
Monday – Friday (EXCEPT HOLIDAYS) 8:00 AM – 5:00 PM NO NOON BREAK		Officials and Employees	NONE	NONE
COPY/IES	REQUIREMENT			
-	1. Identification cards / Authorization letter			
STEP	APPLICANTS / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE
1	Logbook / request online for service record	Validate the request of personnel	3 minutes	Clint Daryll F. Dumajel
2	Wait while the requested certification is being processed	Prepare request of service record	10 minutes	Clint Daryll F. Dumajel
3		Review and forward service record for signature	2 minutes	Renz Roy A. Ramos
4	Get the service record	Issue the copy of service record	5 minutes	Clint Daryll F. Dumajel
END OF TRANSACTION Duration: 20 minutes				
NOTE: * Under normal circumstances				

PROCESSING OF REQUEST FOR CERTIFICATE OF LAST PAYMENT (SUPPLEMENTAL PAYROLL / RETIREMENT)

SCHEDULE OF AVAILABILITY OF SERVICE		WHO MAY AVAIL OF THE SERVICE?	AMOUNT OF FEE	FORM
Monday – Friday (EXCEPT HOLIDAYS) 8:00 AM – 5:00 PM NO NOON BREAK		Officials and Employees	NONE	NONE
COPY/IES	REQUIREMENTS FOR RETIREES / TRANSFEREES	COPY/IES	REQUIREMENTS FOR SUPPLEMENTAL EMPLOYEES	
1	1. Approved Letter of Intent of Separation	1	1. Separation Order	
1	2. School and District Clearance duly accomplished	1	2. Service Record (Indicating effectivity of transfer / retirement)	
1	3. Division Clearance Form	1	3. Latest Pay slip / Payroll	
1	4. GSIS Form (Notice of Separation)	1	4. Certification of No Provident Loan	
1	5. Service Record (Indicating effectivity of transfer / Retirement)	1	5. PVP Report of Current Year (For Teaching Position only)	
1	6. PVP Report of Current Year (For Teaching Position only)	1	6. Certification of Leave without pay	
1	7. Latest Issued Payslip	1	7. Paid Payrolls of Latest 3 months paid	
1	8. Certification of No Provident Loan	1	8. Latest Biometric	
1	9. Certificate of Full payment / Settlement from the bank (Loan that are reflected in the Payslip)			
1	10. Certification of Leave without pay			
1	11. Certificate of No Pending Case			
STEP	APPLICANTS / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE
1	Submit documentary requirements through DTRMS	Receive the submitted documents	2 minutes	Jocelyn E. La Plana
2	Wait while the requested certification is being processed	Check records of the requesting employee and prepare certification	10 minutes	Jocelyn E. La Plana
3		Review and sign certification	3 minutes	Renz Roy A. Ramos
4	Get the certification	Issue Certificate of Last Payment (CLP)	5 minutes	Jocelyn E. La Plana
END OF TRANSACTION Duration: 20 minutes				
NOTE: * Under normal circumstances				

PROCESSING OF LOANS (PAG-IBIG - MPL)

SCHEDULE OF AVAILABILITY OF SERVICE	WHO MAY AVAIL OF THE SERVICE?	AMOUNT OF FEE	FORM	
Monday – Friday (EXCEPT HOLIDAYS) 8:00 AM – 5:00 PM NO NOON BREAK	Officials and Employees	NONE	NONE	
COPY/IES	REQUIREMENTS			
One (1) Original Copy	1. Pag-big MPL Form 2. SOA from Pag-ibig 3. Payslip (latest) 4. SDO form (for DO file copy)			
STEP	APPLICANTS / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE
1	Submit all required documents	Validate the submitted documents	10 minutes	Jocelyn La Plana
2		Email request for verification in the DepEd RO-Verifier	3 days upon receipt	DepEd Region - Verifier in Charge
3		Act Loan applications based on the verifier's reply	7 minutes	Renz Roy A. Ramos
4		Release acted Loan Application/s to concerned applicants	3 minutes	Jocelyn La Plana
END OF TRANSACTION Duration: 3 days & 20 minutes				
NOTE: * Under normal circumstances				

PROCESSING OF REQUEST FOR CERTIFICATION (PERFORMANCE RATING / EMPLOYMENT / PAG-IBIG ONENESS)

SCHEDULE OF AVAILABILITY OF SERVICE	WHO MAY AVAIL OF THE SERVICE?	AMOUNT OF FEE	FORM	
Monday – Friday (EXCEPT HOLIDAYS) 8:00 AM – 5:00 PM NO NOON BREAK	Officials and Employees	NONE	NONE	
COPY/IES	REQUIREMENT			
-	1. Identification cards / Authorization letter			
STEP	APPLICANTS / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE
1	Log request certification	Validate the request of personnel	3 minutes	Arnold M. Bandojo
2	Wait while the requested certification is being processed	Check records of the requesting employee and prepare certification	10 minutes	Arnold M. Bandojo
3		Review and sign certification	2 minutes	Renz Roy A. Ramos
4	Get the certification	Release the signed certification	5 minutes	Arnold M. Bandojo
END OF TRANSACTION Duration: 20 minutes				
NOTE: * Under normal circumstances				

PROCESSING OF NOTICES OF STEP INCREMENT

SCHEDULE OF AVAILABILITY OF SERVICE	WHO MAY AVAIL OF THE SERVICE?	AMOUNT OF FEE	FORM	
Monday – Friday (EXCEPT HOLIDAYS) 8:00 AM – 5:00 PM NO NOON BREAK	Officials and Employees	NONE	NOSI Form	
COPY/IES	REQUIREMENTS	COPY/IES	REQUIREMENTS	
1	1. Endorsement from School Head	1	4. Endorsement from School Head	
1	2. Recommendation from School Head	1	5. Recommendation from School Head	
2	3. Personal Data Sheet revised 2017	2	6. Personal Data Sheet revised 2017	
STEP	APPLICANTS / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE
1	Submit documentary requirements through DTRMS	Validate the submitted documents <i>Requirement/s: NOSI Form</i>	5 minutes	Rommel L. Gustilo
2		Review the computation of NOSI	25 minutes	Rommel L. Gustilo
3		Forward documents to authorize personnel for signature	5 minutes	Renz Roy A. Ramos / Dr. Aurelio A. Santisas
4	Get copy of the NOSI	Forward the signed NOSI to records section for release	5 minutes	Rommel L. Gustilo
END OF TRANSACTION Duration: 40 minutes				
NOTE: * Cut-Off date of submission every 25th day of the month. * Releasing of Notice of Step Increment every 30th day of the Month.				

ISSUANCE OF APPOINTMENT ORDER FOR SUBSTITUTE

SCHEDULE OF AVAILABILITY OF SERVICE		WHO MAY AVAIL OF THE SERVICE?	AMOUNT OF FEE	FORM
Monday – Friday (EXCEPT HOLIDAYS) 8:00 AM – 5:00 PM NO NOON BREAK		Substitute Teachers	NONE	NONE
COPY/IES	REQUIREMENTS FOR NEW SUBSTITUTE	COPY/IES	REQUIREMENTS FOR OLD SUBSTITUTE	
1	1. Endorsement from School Head	1	1. Endorsement from School Head	
2	2. Personal Data Sheet revised 2017	2	2. Personal Data Sheet revised 2017	
2	3. Transcript of Records	2	3. Transcript of Records	
2	4. Oath of Office	2	4. Oath of Office	
2	5. PRC Rating (authenticated by PRC)	2	5. PRC Rating (photocopy)	
2	6. PRC License (authenticated by PRC)	2	6. PRC License (photocopy)	
1	7. Medical Certificate (with laboratory results)	1	7. Substitute Appointment	
2	8. Notice of Assumption	2	8. Notice of Assumption	
STEP	APPLICANTS / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE
1	Submit documentary requirements through DTRMS	Validate the submitted documents	10 minutes	Arnold M. Bandojo
2	Wait while the application is being processed	Prepare appointment order	25 minutes	Arnold M. Bandojo
3		Review and check the submitted documents	5 minutes	Arnold M. Bandojo
4		Forward documents for signature	5 minutes	Arnold M. Bandojo / Renz Roy A. Ramos / Virgilio P. Batan, Jr., CESO VI
5	Get copy of the appointment order	Issue the original copy to the substitute teacher	5 minutes	Arnold M. Bandojo
END OF TRANSACTION Duration: 50 minutes				
NOTE: * Under normal circumstances				

PROCESSING OF SALARY INTEGRATION (NEWLY HIRED / PROMOTION / NOSI)

SCHEDULE OF AVAILABILITY OF SERVICE		WHO MAY AVAIL OF THE SERVICE?	AMOUNT OF FEE	FORM
Monday – Friday (EXCEPT HOLIDAYS) 8:00 AM – 5:00 PM NO NOON BREAK		Officials and Employees	NONE	Personnel Movement Form
COPY/IES	REQUIREMENTS FOR NEWLY HIRED			
1	1. Cover Form			
1	2. Personnel Data Sheet revised 2017			
1	3. PAG IBIG with MID Number or Member Data Form (MDF) with MID No. (Tracking numbers will not be accepted)			
1	4. Philhealth No. with MDR			
1	5. Tax Identification Number (TIN) of BIR ID (Photocopy)			
1	6. GSIS/Business Partner (BP) Number			
1	7. Appointment (Photocopy)			
1	8. Veterans Account Number/DBP Account Number (Photocopy of Confirmation)			
COPY/IES	REQUIREMENTS FOR PROMOTION			
-	1. GSIS Agency Remittance Advise (ARA) (Personnel Section)			
1	2. CSC Approved Appointment (photocopy)			
COPY/IES	REQUIREMENTS FOR NOTICE OF STEP INCREMENT (NOSI)			
-	1. GSIS Agency Remittance Advise (Personnel Section)			
-	2. Approved Step Increment			
STEP	APPLICANTS / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE
1	Submit documentary requirements through DTRMS	Validate the submitted documents <i>Requirement/s: Personnel Movement Form</i>	10 minutes	Joshua Marco A. Bucayan – Elementary Percival J. Caday – Secondary
2		Review completeness of documents	20 minutes	Joshua Marco A. Bucayan – Elementary Percival J. Caday – Secondary
3		Email to the GSIS Central Office	Within 5 working days	Rosalie F. San Diego / Renz Roy A. Ramos
4		Forward Personnel movement to Payroll In-Charge Regional Office	1 day	Payroll in-Charge
END OF TRANSACTION Duration: 6 working days & 30 minutes				
NOTE: * Cut-Off date of submission every 25th day of the month. Submission of Personnel Movement every 30th day of the Month. * Cut-Off date of integration is on every month of October. * Integration is based on List of Funded Positions generated by the DBM. * Under normal circumstances				

ISSUANCE OF RECONCILED SERVICE RECORD (FOR GSIS USED)

SCHEDULE OF AVAILABILITY OF SERVICE	WHO MAY AVAIL OF THE SERVICE?	AMOUNT OF FEE	FORM	
Monday – Friday (EXCEPT HOLIDAYS) 8:00 AM – 5:00 PM NO NOON BREAK	Officials and Employees	NONE	NONE	
COPY/IES	REQUIREMENTS			
1	1. Letter Request for Correction of Data			
1	2. Original Birth Certificate			
1	3. Membership Service Profile (for service record) if any			
STEP	APPLICANTS / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE
1	Submit documentary requirements through DTRMS	Validate the submitted documents	2 minutes	Rosalie F. San Diego
2		Process documents	Within 2 working days	Rosalie F. San Diego
3		Email to the GSIS Central Office	Within 5 working days	Rosalie F. San Diego / Renz Roy A. Ramos
4	Get copy of the service record	Issue copy of service record	3 minutes	Rosalie F. San Diego
END OF TRANSACTION Duration: 7 working days and 5 minutes per client				
<i>NOTE: * Releasing of Documents may depend on the approval of the GSIS Central Office * Under normal circumstances</i>				

GSIS UPDATING (CHANGE OF STATUS, CORRECTION OF NAME, BIRTHDATE, BIRTHPLACE)

SCHEDULE OF AVAILABILITY OF SERVICE	WHO MAY AVAIL OF THE SERVICE?	AMOUNT OF FEE	FORM	
Monday – Friday (EXCEPT HOLIDAYS) 8:00 AM – 5:00 PM NO NOON BREAK	Officials and Employees	NONE	GSIS Forms A, B, C, D, E	
COPY/IES	REQUIREMENTS			
1	1. Original Birth Certificate (PSA)			
1	2. Original Marriage Contract (PSA)			
STEP	APPLICANTS / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE
1	Submit documentary requirements through DTRMS	Validate the submitted documents <i>Requirement/s: GSIS Forms A, B, C, D, E</i>	3 minutes	Rosalie F. San Diego
2		Review of documents	Within 2 working days	Rosalie F. San Diego
3		Email to the GSIS Central Office	Within 5 working days	Rosalie F. San Diego / Renz Roy A. Ramos
4		Provide copy to the personnel	2 minutes	Rosalie F. San Diego
END OF TRANSACTION Duration: 7 working days and 5 minutes				
<i>NOTE: * Releasing of Documents may depend on the approval of the GSIS Central Office * Under normal circumstances</i>				

ONLINE UPDATING OF PERSONNEL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL

SCHEDULE OF AVAILABILITY OF SERVICE	WHO MAY AVAIL OF THE SERVICE?	AMOUNT OF FEE	FORM	
Monday – Friday (EXCEPT HOLIDAYS) 8:00 AM – 5:00 PM NO NOON BREAK	Officials and Employees	NONE	NONE	
COPY/IES	REQUIREMENTS			
1	1. Personal Data Sheet revised 2017			
1	2. Photocopy of Appointment			
STEP	APPLICANTS / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE
1	Submit documentary requirements	Validate the request of personnel	3 minutes	Julius Mor U. Dy / Clint Daryl F. Dumajel
2		Log in to the GMIS website www.psiipop.dbm.gov.ph	5 minutes	Julius Mor U. Dy / Clint Daryl F. Dumajel
3		Entry the information to the GMIS	10 minutes	Julius Mor U. Dy
4		Upload the GMIS	10 minutes	Renz Roy A. Ramos
5		Download PSIPOP PDF File	2 minutes	Rommel L. Gustilo
END OF TRANSACTION Duration: 30 minutes				
<i>NOTE: * Monthly updating of Personnel Itemization Services and Plantilla of Personnel (PSIPOP) * Under normal circumstances</i>				

PROCESSING OF APPOINTMENTS (NEWLY HIRED / PROMOTION / RECLASSIFICATION)

SCHEDULE OF AVAILABILITY OF SERVICE	WHO MAY AVAIL OF THE SERVICE?	AMOUNT OF FEE	FORM	
Monday – Friday (EXCEPT HOLIDAYS) 8:00 AM – 5:00 PM NO NOON BREAK	Officials and Employees	NONE	NONE	
COPY/IES	REQUIREMENTS FOR NEWLY HIRED			
2	1. Personal Data Sheet revised 2017			
2	2. Transcript of Records			
1	3. Birth Certificate			
2	4. Oath of Office			
2	5. PRC License (authenticated by PRC)			
2	6. PRC Board of Rating (authenticated by PRC)			
2	7. Position Description Form			
-	8. Medical Certificate with lab results: a) Blood Test b) XRAY c) Urine d) Drug Test e) Neuro			
2	9. Statement, Assets, Liabilities and Networth (SALN)			
2	10. BIR Form 1902 (New) / 2305 (Updating)			
1	11. Marriage License (for married women)			
1	12. Previous Appointment (Substitute)			
2	13. Notice of Assumption			
COPY/IES	REQUIREMENTS FOR PROMOTION / RECLASSIFICATION			
2	1. Personal Data Sheet revised 2017			
2	2. Transcript of Records			
1	3. Birth Certificate			
2	4. Oath of Office			
2	5. Certificate of Performance Rating (3 rating periods)			
2	6. Local School Board (for Head Teacher and School Principal)			
2	7. PRC License (authenticated by PRC)			
2	8. PRC Board of Rating (authenticated by PRC)			
2	9. Position Description Form			
2	10. Updated Service Record			
2	11. Previous Appointment			
2	12. Notice of Assumption			
STEP	APPLICANTS / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE
1	Submit documentary requirements through DTRMS	Validate the submitted documents	5 minutes	Julius Mor U. Dy (Newly Hired) / Clint Daryll F. Dumajel (Reclassification) Arnold M. Bandojo (Substitute)
2		Prepare and process appointments	15 minutes	Julius Mor U. Dy (Newly Hired) / Clint Daryll F. Dumajel (Reclassification) Arnold M. Bandojo (Substitute)
3		Review and Certify completeness of documents	5 minutes	Renz Roy A. Ramos
4		Entry information to PSIPOP	10 minutes	Rommel L. Gustilo
5		Log and forward to ASDS	5 minutes	Arnold M. Bandojo
6		Sign the certification of deliberation	5 minutes	Dr. Aurelio A. Santisas
7		Log and Forward to SDS for approval	5 minutes	Ryan Muyargas
8		Approve appointment	10 minutes	Virgilio P. Batan, Jr., CESO VI
9		Provide copy of appointment to the personnel	5 minutes	Julius Mor U. Dy (Newly Hired) / Clint Daryll F. Dumajel (Reclassification) Arnold M. Bandojo (Substitute)
10		Transmit appointment documents to CSC Sub Office	30 minutes	Arnold M. Bandojo
END OF TRANSACTION				
Duration: 1 hour & 35 minutes per appointment				
NOTE: * Submission of documents to Civil Service Commission – Satellite Office is every Friday of the week.				* Under normal circumstances

PAYMENT OF SALARIES

SCHEDULE OF AVAILABILITY OF SERVICE	WHO MAY AVAIL OF THE SERVICE?	AMOUNT OF FEE	FORM	
Monday – Friday (EXCEPT HOLIDAYS) 8:00 AM – 5:00 PM NO NOON BREAK	Officials and Employees	NONE	Supplementary Payroll, ORS, Disbursement Voucher, PACS	
COPY/IES	REQUIREMENTS FOR NEWLY HIRED (1ST CLAIM)			
2	1. Supplementary Payroll / Form 7 (Consolidated by District)			
2	2. Daily Time Record (DTR) / Biometric Time Record			
2	3. CSC Form 212 revised 2017 (Personal Data Sheet)			
2	4. PhilHealth MDR			
2	5. Tax Identification Number			
2	6. PAG IBIG Mid Number			
2	7. Appointment / Job Order			
2	8. GSIS BP Number			
2	9. Notice of Assumption			
2	10. DBP Account No.			
COPY/IES	REQUIREMENTS FOR SUCCEEDING MONTH			
2	1. Supplementary Payroll/Form 7(Consolidated by District)			
2	2. Daily Time Record (DTR)/Biometric Time Record			
2	3. DBP Account Number			
COPY/IES	REQUIREMENTS FOR PROMOTION/RECLASSIFICATION – SALARY DIFFERENTIAL (1ST CLAIM)			
2	1. Appointment			
2	2. Latest Payslip			
2	3. Biometric Time Record (Original) or Form 48 – Original Copy/Handwritten			
2	4. Notice of Assumption			
2	5. Certification from School Head			
2	6. DBP Account Number			
COPY/IES	REQUIREMENTS FOR PROMOTION/RECLASSIFICATION – SALARY DIFFERENTIAL (SUCCEEDING CLAIM)			
2	1. Latest Payslip			
2	2. Biometric Time Record (Original) or Form 48 – Original Copy/Handwritten			
2	3. DBP Account Number			
COPY/IES	REQUIREMENTS FOR SUBSTITUTE			
2	1. Appointment			
2	2. Form 7			
2	3. Certification of Non-Receipt of Salary			
2	4. Biometric Time Record (Original Copy) or CS Form 48 – 1 Original, Handwritten			
2	5. Notice of Assumption			
-	6. Certification (1st Day of Service)			
2	7. DBP Account Number			
STEP	APPLICANTS / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE
1	Submit documentary requirements through DTRMS	Check completeness of the submitted documents <i>Requirement/s: Supplementary Payroll</i>	10 minutes	Central Senior Bookkeepers / Disbursing Officers
2		Forward the documents to the Records Section through DTRMS	-	Central Senior Bookkeepers / Disbursing Officers
3		Receive and Review correctness and completeness of documents	15 minutes	Joshua Marco A. Bucayan / Percival J. Caday / Evelyn A. Alaro / Ivy E. Advento
4		Prepare supplemental payroll	20 minutes	Joshua Marco A. Bucayan / Percival J. Caday / Evelyn A. Alaro / Ivy E. Advento
5		<i>For newly hired:</i> Forward supplemental payroll to Administrative Officer V for signature of Form 7 <i>For Promotion/Reclass:</i> Forward supplemental payroll to Administrative Officer IV for signature Form 7	5 minutes	Joshua Marco A. Bucayan / Percival J. Caday Evelyn A. Alaro / Ivy E. Advento
6		Review and Sign of supplemental payroll: *For newly hired *For Promotion/Reclass	10 minutes	Grace R. Jugno Renz Roy A. Ramos
7		Forward the supplemental payroll to Accounting Section through DTRMS	5 minutes	Joshua Marco A. Bucayan / Percival J. Caday / Evelyn A. Alaro / Ivy E. Advento
8		Certify the availability of funds	2 minutes	Mary Beneth G. Lagroma
9		Log and forward the supplemental payroll to the ASDS	5 minutes	Accounting in-Charge

10	Approve supplemental payroll	2 minutes	Dr. Aurelio A. Santisas
11	Log and Forward to the Budget Section for ORS	5 minutes	Ryan M. Muyargas
12	Receive and segregate valid claim documents	5 minutes	Myrna C. Mohammad / Shermei D. Dumajel
13	Preparation of ORS <i>Requirement/s: ORS</i>	10 minutes	Myrna C. Mohammad / Shermei D. Dumajel
14	Log and Forward ORS To Budget Officer	5 minutes	Myrna C. Mohammad / Shermei D. Dumajel
15	Check and Sign ORS as to availability of appropriation	2 minutes	Maria Aylene C. Mascariña
16	Forward the sign ORS to ASDS (District 2) & SGOD-Chief (District 1) for signature, through DTRMS	5 minutes	Myrna C. Mohammad / Shermei D. Dumajel
17	Sign BOX A of ORS	2 minutes	Dr. Aurelio A. Santisas / Dr. Oliver B. Talaoc
18	Log and Forward ORS with attached Valid claim documents to Accounting Section for DV	5 minutes	Ryan M. Muyargas
19	Receives the documents from the ASDS	2 minutes	Accounting in-Charge
20	Prepare Disbursement Voucher <i>Requirement/s: Disbursement Voucher</i>	5 minutes	Accounting in-Charge
21	Log and forward the process Disbursement Voucher to Accountant	2 minutes	Accounting in-Charge
22	Receive processed Disbursement Voucher versus transmittal	2 minutes	Mary Beneth G. Lagroma
23	Check & Sign Disbursement Voucher	2 minutes	Mary Beneth G. Lagroma
24	Retrieve and Forward signed Disbursement Voucher to Admin Section	5 minutes	Accounting in-Charge
25	Review and sign Disbursement Voucher and other supporting documents/transaction/claim	5 minutes	Dr. Aurelio A. Santisas
26	Log and Forward to the ASDS Office for approval	5 minutes	Ryan Muyargas
27	Approve and Sign Box D	2 minutes	Virgilio P. Batan, Jr., CESO VI
28	Log and Forward document to Cashier Section	5 minutes	Gladys Mae Licayu
29	Check entries & attachment in the Disbursement Vouchers	2 minutes	Annaliza D. Cabilin
30	Prepare Payroll Credit System (PACS) <i>Requirement/s: PACS</i>	5 minutes	Annaliza D. Cabilin
31	Log and Forward to the accounting for the preparation of LDDAP ADA	5 minutes	Annaliza D. Cabilin
32	Prepare and sign LDDAP ADA	5 minutes	Mary Beneth G. Lagroma
33	Log and return sign LDDAP ADA to Cashier Section for of WINACICDES	5 minutes	Accounting in-Charge
34	Prepare WINACICDES	5 minutes	Robertson O. Tiwanac / Rovie Lizette G. Liberato
35	Sign WINACICDES	5 minutes	Ryan B. Dano
36	Log and forward to ASDS for approval	5 minutes	Robertson Tiwanac
37	Sign PACS, LDDAP ADA and WINACICDES	5 minutes	Virgilio P. Batan, Jr., CESO VI
38	Log and return to the Cashier Section	5 minutes	Gladys Mae Licayu / Ryan M. Muyargas
39	Submit of PACS, LDDAP ADA, WINACICDES to Authorized Government Servicing Bank	60 minutes	Robertson O. Tiwanac
40	Log and Forward names of creditors to the ICT Section	5 minutes	Robertson O. Tiwanac
41	Send SMS Notification	3 minutes	Cash Section Personnel In-Charge

END OF TRANSACTION

Duration: 2 hours and 10 minutes per client (subject to the availability of signatories)

NOTE: * Submission of Supplemental Payroll to the Personnel – Payroll Section is every 5th Day of the Month
 * If the 5th day falls on Saturday, Sunday or Holiday, submission will be on next working day.
 * Preparation of Supplemental Payroll depends on the availability of Masterfile (updates of integrated newly hired personnel/salary adjustment)
 * Under normal circumstances

REQUEST FOR CERTIFICATE OF NO PENDING CASE (CONPC)

SCHEDULE OF AVAILABILITY OF SERVICE	WHO MAY AVAIL OF THE SERVICE?	AMOUNT OF FEE	FORM	
Monday – Friday (EXCEPT HOLIDAYS) 8:00 AM – 5:00 PM NO NOON BREAK	Teaching Staff, Non-Teaching Staff, Stakeholders	NONE	Request for NPAC	
COPY/IES	REQUIREMENT			
-	1. Request Form			
STEP	APPLICANTS / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE
1	Requesting party shall ask/secure for a request form from the Officer assigned at the PACD/Help desk and shall fill it out completely.	A. Assist requesting party in the filling-out of the required form. B. Make sure that all the required fields have been filled-out. <i>Requirement/s: Request for NPAC</i>	10 minutes	PACD Officer
2	Submit the request form to the Office of the Legal Counsel	<ul style="list-style-type: none"> Check for the veracity and completeness of the document Encode CONPC 	10-15 minutes	Legal Counsel / Assistant
3		Release the CONPC to the requesting party and log	2 minutes	Legal Counsel / Assistant
END OF TRANSACTION Duration: 27 minutes (under normal circumstances)				
NOTE: * Under normal circumstances				

SCHOOL MOOE DOWNLOADING

SCHEDULE OF AVAILABILITY OF SERVICE	WHO MAY AVAIL OF THE SERVICE?	AMOUNT OF FEE	FORM	
Monday – Friday (EXCEPT HOLIDAYS) 8:00 AM – 5:00 PM NO NOON BREAK	School Heads	NONE	Request Letter	
COPY/IES	REQUIREMENTS FOR NEWLY HIRED (1ST CLAIM)			
2	1. Accomplished checklist of requirements signed by the bookkeeper			
2	2. Approved Monthly Plan (Culled Out) with stamp that prior cash advance has been liquidated			
2	3. Unexpired Fidelity Bond			
2	4. DTRM Tracking Code			
STEP	APPLICANTS / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE
1	Submit documentary requirements	Receive liquidation documents thru DTRMS and forward to Accounting Section <i>Requirement/s: Request Letter</i>	15 minutes	Submit documentary requirements
2		Receive and review correctness and completeness of documents	30 minutes	Accounting ADAS III In-Charge
3		Prepare liquidation report	10 minutes	Respective Bookkeeper
4		Route liquidation report for signature	30 minutes	Respective Bookkeeper
5		Prepare and attach checklist of requirements and forward to Budget Section thru DTRMS for ORS preparation	15 minutes	Respective Bookkeeper
6		Prepare Obligation Request and Status (ORS)	10 minutes	Jenries Dei N. Fernandez
7		Check and Sign ORS as to availability of appropriation	5 minutes	Maria Aylene C. Mascariña
8		Sign BOX A of ORS	5 minutes	Aurelio Santisas / Oliver Talaoc, Ed.D
9		Prepare Disbursement Voucher (DV) and forward to Accountant	20 minutes	Accounting ADAS III In-Charge
10		Conducts final review as to correctness of journal entries of DV and sign Box C	5 minutes	Mary Beneth G. Lagroma
11		Review and sign Box A of Disbursement Voucher and	5 minutes	Aurelio Santisas / Oliver Talaoc, Ed.D
12		Approve and Sign Box D and forward to Cash Section	5 minutes	Virgilio P. Batan, Jr., CESO VI / Staff
13		Prepare PayCasa Prooflist	30 minutes	Rovie Lizette Liberato
14		Prepare LDDAP-ADA	10 minutes	Merry Fe Onggal
15		Check and signs LDDAP-ADA / Prooflist	30 minutes	Mary Beneth G. Lagroma Ryan B. Daño Virgilio P. Batan, Jr., CESO VI
16		Submit LDDAP-ADA and Prooflist to DBP	120 minutes	Annaliza Cabilin
17		Send SMS to respective School Heads	1 day after	Cash Section Personnel In-Charge
END OF TRANSACTION Duration: 1 day, 5 hours and 45 minutes per request (under normal circumstances)				
NOTE: * Under normal circumstances ** Subject to the availability of signatories				

PROCESSING OF PAYMENT TO EXTERNAL CREDITORS (COMMON GOODS)

SCHEDULE OF AVAILABILITY OF SERVICE		WHO MAY AVAIL OF THE SERVICE?	AMOUNT OF FEE	FORM
Monday – Friday (EXCEPT HOLIDAYS) 8:00 AM – 5:00 PM NO NOON BREAK		Winning Supplier	NONE	Transmittal, Purchase Order, IAR, RIS, ICS
COPY/IES	REQUIREMENTS		COPY/IES	REQUIREMENTS
-	1. Accomplished document checklist		-	1. Purchase Order
-	2. Unexpired PHILGEPs Registration		-	2. Inspection and Acceptance Report (IAR)
-	3. Updated Tax Clearance		-	3. Delivery Receipt (DR)
-	4. Project Profile		-	4. Guest Folio (for training)
-	5. Annual Procurement Plan (APP)		-	5. Attendance (for training)
-	6. Project Procurement Management Plan (PPMP)		-	6. Training design (for training)
-	7. Purchase Request		-	7. Billing Statement
-	8. Request for Quotation		-	8. Official Receipt
-	9. Abstract of Quotation		-	9. BAC Minutes
-	10. Resolution to Award		-	10. AR/SARO
STEP	APPLICANTS / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE
1	Submit documentary requirements	Receive Documents from BAC then Generate Purchase Order, then forward to Accounting for Signature	5 minutes (Single Transaction)	Mirasol C. Ronquillo
2		Receive Signed PO from SDS Office then PO Serve to Supplier	-	Francis Lloyd Cenabre
3		Receive Delivered Supplies from Supplier then Inspection for COA, Accounting, Inspectorate Team then release to End user.	-	Mirasol C. Ronquillo (Comon Goods / Small Value) Tiblani H. Yusop (Public Bidding)
4		Once Delivery is complete, prepared all Documents for payment forward to Budget Section for OBR.	3 minutes	Tiblani H. Yusop
5		Prepare Obligation Request Status (ORS)	20 minutes	Myrna C. Mohammad
6		Check and sign ORS as to availability of appropriation and forward to Accounting Section	10 minutes	Maria Aylene C. Mascariña
7		Review correctness and completeness of documentary requirements and scan all attachments	2 hours	Frebie J. Maquintura
8		Prepare Disbursement Voucher (DV)	20 minutes	Frella A. Redondo/ Accounting Personnel
9		Review and sign box C of DV and forward to ASDS Office	10 minutes	Mary Beneth G. Lagroma/ Accounting Personnel in-charge
10		Review and sign box A of ORS and DV and other supporting documents/transaction/claim and forward to OSDS	20 minutes	Aurelio Santisas/ASDS personnel
11		Review and approve Box D and forward to Cash Section	10 minutes	Virgilio P. Batan, Jr., CESO VI/OSDS staff
12		Check entries & attachments, record and segregate as to mode of payment of the claim (thru check or LDDAP-ADA)	20 minutes	Cash Section Personnel in-charge
13		Prepare check and advice if mode of payment is thru check and route to signatories	2 hours	Cash Section Personnel in-charge
14		Forward to Accounting Section if payment is thru LDDAP-ADA	5 minutes	Cash Section Personnel in-charge
15		Prepare LDDAP-ADA	10 minutes	Accounting Personnel In-Charge
16		Check and sign LDDAP-ADA and forward to Cash Section	10 minutes	Mary Beneth G. Lagroma/ Accounting Personnel in-charge
17		Sign LDDAP-ADA and forward to SDS	10 minutes	Ryan Daño/Cash Section personnel
18		Approve LDDAP-ADA and forward to Cash Section	10 minutes	Virgilio P. Batan, Jr., CESO VI/OSDS staff
19		Forward approved LDDAP-ADA/check & advice to DBP	2 hours	Cash Section personnel
20		Inform payee/supplier thru text or call	After 24 hours (maximum period for the bank to take up)	Cash Section personnel
END OF TRANSACTION Duration: 3 hours and 11 minutes per request				
NOTE: * Under normal circumstances ** Subject to the availability of signatories and funds				

PROCESSING OF PAYMENT TO EXTERNAL CREDITORS (INFRASTRUCTURE)

SCHEDULE OF AVAILABILITY OF SERVICE		WHO MAY AVAIL OF THE SERVICE?	AMOUNT OF FEE	FORM
Monday – Friday (EXCEPT HOLIDAYS) 8:00 AM – 5:00 PM NO NOON BREAK		Contractor	NONE	Request Letter for Payment
COPY/IES	REQUIREMENTS FOR 15% ADVANCE PAYMENT			
-	1. Checklist of Documents			
-	2. Contractor's request letter for 15% Advance Payment			
-	3. Irrevocable stand by letter of credit/surety bond/bank guarantee			
-	4. Notice to Proceed (NTP)			
-	5. Approved Contract			
-	6. Notice of Award (NOA)			

-	7. Performance Security Bond
-	8. Approved PERT/CPM, Network Diagram & Detailed Computation of Contract Time
-	9. BAC Resolution Recommending Approval by HOPE
-	10. Post Qualification Reports of the Technical Working Group
-	11. Notice of Post Qualification
-	12. BAC Resolution Declaring Winning Bidder
-	13. Abstract of Bids as Calculated
-	14. Abstract of Bids as Read
-	15. Minutes of Opening of Bids
-	16. Letter of Intent/Documents Request List (DRL)
-	17. Minutes of Pre-Bid Conference
-	18. Bidder's Technical and Financial Documents
-	19. Results of eligibility checks/screening
-	20. Invitation to apply for eligibility to bids
-	21. Copy of SARO
-	22. Project Procurement Management Plan (PPMP)
-	23. Annual Procurement Plan (APP)
-	24. Detailed Breakdown of ABC / Program of Works
-	25. Building Permit

COPY/IES	REQUIREMENTS FOR PROGRESS BILLING
-	1. Contractor's request letter for Progress billing
-	2. Certificate of Payment (COP)
-	3. Statement of Work Accomplished (SWA)
-	4. Picture
-	5. Inspection Report by the Agency's Authorized Engineer
-	6. Certificate of Percentage of Completion
-	7. Contractors Affidavit on payment of laborers and materials
-	8. Approved Time Extension (if any)
-	9. Variation/Change Order (if any)
-	10. Result of Test Analysis, if applicable

COPY/IES	REQUIREMENTS FOR FINAL BILLING
-	1. Contractor's request letter for Final billing
-	2. Certificate of Payment (COP)
-	3. Final Statement of Work Accomplished (SWA)
-	4. Warranty Security
-	5. Picture
-	6. Inspection Report by the Agency's Authorized Engineer
-	7. Contractors Affidavit on payment of laborers and materials
-	8. Certificate of Completion
-	9. Certificate of Turn – Over and Acceptance
-	10. As-Built Plan
-	11. Statement of Time Elapsed
-	12. Approved Time Extension (if any)
-	13. Variation/Change Order (if any)

COPY/IES	REQUIREMENTS FOR RELEASE OF RETENTION MONEY
-	1. Contractor's request for the release 10% Retention money
-	2. Surety Bond in the form of cash/bank guarantee/irrevocable standby letter of credit from a commercial bank
-	3. Certificate of Completion
-	4. Certificate of Turn-over and Acceptance
-	5. Inspection Report by the Agency's Authorized Engineer

STEP	APPLICANTS / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE
1	Submit documentary requirements	Receive and review documentary requirements and forward to Budget Section	15 minutes	Engr. Tolomeo T. Tesoro, Jr./ Engr. Abdul Yasser Alam
2		Prepare Obligation Request Status (ORS)	20 minutes	Myrna C. Mohammad
3		Check and sign ORS as to availability of appropriation and forward to Accounting Section	10 minutes	Maria Aylene C. Mascariña
4		Review correctness and completeness of documentary requirements and scan all attachments	2 hours	Frebie J. Maquintura
5		Prepare Disbursement Voucher (DV)	20 minutes	Frella A. Redondo/ Accounting Personnel

6	Review and sign box C of DV and forward to ASDS Office	10 minutes	Mary Beneth G. Lagroma/ Accounting Personnel in-charge
7	Review and sign box A of ORS and DV and other supporting documents/transaction/claim and forward to OSDS	20 minutes	Aurelio Santisas/ASDS personnel
8	Review and approve Box D and forward to Cash Section	10 minutes	Virgilio P. Batan, Jr., CESO VI/OSDS staff
9	Check entries & attachments, record and segregate as to mode of payment of the claim (thru check or LDDAP-ADA)	20 minutes	Cash Section Personnel in-charge
10	Prepare check and advice if mode of payment is thru check and route to signatories	2 hours	Cash Section Personnel in-charge
11	Forward to Accounting Section if payment is thru LDDAP-ADA	5 minutes	Cash Section Personnel in-charge
12	Prepare LDDAP-ADA	10 minutes	Accounting Personnel In-Charge
13	Check and sign LDDAP-ADA and forward to Cash Section	10 minutes	Mary Beneth G. Lagroma/ Accounting Personnel in-charge
14	Sign LDDAP-ADA and forward to SDS	10 minutes	Ryan Daño/Cash Section personnel
15	Approve LDDAP-ADA and forward to Cash Section	10 minutes	Virgilio P. Batan, Jr., CESO VI/OSDS staff
16	Forward approved LDDAP-ADA/check & advice to DBP	2 hours	Cash Section personnel
17	Inform payee/supplier thru text or call	After 24 hours (maximum period for the bank to take up)	Cash Section personnel

END OF TRANSACTION

Duration: 1 day, 6 hours and 50 minutes per request (thru LDDAP-ADA) / 1 day, 6 hours and 5 minutes per request (thru Check)

NOTE: * Under normal circumstances
** Subject to the availability of signatories and funds

PROCESSING OF PROVIDENT LOAN APPLICATION

SCHEDULE OF AVAILABILITY OF SERVICE	WHO MAY AVAIL OF THE SERVICE?	AMOUNT OF FEE	FORM
Monday – Friday (EXCEPT HOLIDAYS) 8:00 AM – 5:00 PM NO NOON BREAK	Teaching and Non-teaching Personnel of Zamboanga Sibugay Division	NONE	Provident Loan Application Form

COPY/IES	REQUIREMENT
3	1. Duly accomplished Provident Loan Application Form
1 - photocopy	2. Original latest payslip of applicant-borrower
2	3. Latest photocopy of payslip of co-maker
2	4. Letter of intent of the applicant-borrower
2	5. Supporting documents (Medical certificate, school statement of account, bill of materials, etc.)
2	6. 2 Valid IDs of applicant-borrower
-	7. Net pay should be P5,000.00 after all deductions
-	8. No undeducted obligations

STEP	APPLICANTS / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE
1	Submit documentary requirements	Receive and forward provident loan application to Accounting Section thru DTRMS	5 minutes	Records Section Personnel In-Charge
2		Check application as to eligibility and completeness of the required attachments	30 minutes	Agapito G. Ordoña
3		Send loan application to the verifier for online verification (to Regional Office verifier for elementary and secondary Non-IUs/to secondary IUs verifier for IUs applicants)	3 days (maximum days to reply)	Agapito G. Ordoña
4		Print loan verification letter and attach in the application form	5 minutes	Agapito G. Ordoña
5		If disapproved by the verifier, inform the applicant thru text or call and return the application Records Section	-	Agapito G. Ordoña
6		If approved, compute net proceeds and route to signatories	15 minutes	Agapito G. Ordoña
7		Verify and sign loan application form	120 minutes	Renz Roy Ramos Atty. Therese Angelie Camache Alma Fraulein Garcia Mary Beneth Lagroma, CPA Virgilio P. Batan, Jr., CESO VI
8		Prepare Disbursement Voucher (DV)	10 minutes	Agapito G. Ordoña
9		Route DV to signatories	60 minutes	Alma Fraulein Garcia Mary Beneth Garcia Virgilio P. Batan, Jr.,CESO VI
10		Prepare check and advice	20 minutes	Cash Section Personnel In-Charge
11		Route check and advice to signatories	10 minutes	Ryan B. Daño Virgilio P. Batan, Jr., CESO VI
12		Forward the approved advice of check issued to the bank	60 minutes	Cash Section Personnel In-Charge
13		Send SMS Notification	3 minutes	Cash Section Personnel In-Charge
14		Release the check to the payee	10 minutes	Cash Section Personnel In-Charge

END OF TRANSACTION

Duration: 9 hours and 43 minutes

NOTE: * Under normal circumstances
** Subject to the availability of signatories and funds

AUTHENTICATION AND CERTIFICATION OF DOCUMENTS EMANATING FROM THE OFFICE

SCHEDULE OF AVAILABILITY OF SERVICE		WHO MAY AVAIL OF THE SERVICE?	AMOUNT OF FEE	FORM
Monday – Friday (EXCEPT HOLIDAYS) 8:00 AM – 5:00 PM NO NOON BREAK		Employees of the DepEd Division of Zamboanga Sibugay	NONE	Request Slip
COPY/IES	REQUIREMENTS			
-	1. Accomplished Request Slip			
-	2. Original copy of the document			
-	3. If Authorized representative: a. Accomplished Request Slip b. Authorization Letter c. I.D of Authorizing Person d. I.D of Authorized Person			
STEP	APPLICANTS / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE
1	Accomplish Request slip and submit the duly filled up form	Receive the duly filled up Request Slip for authentication <i>Requirement/s: Request Slip</i>	5 minutes	Rian Richter D. Capisen
2	Present the original and photocopied documents	Forward the documents for authentication to the Records Officer	1 minute	Rian Richter D. Capisen
3		Review and verify the authenticity of the documents against the original copies presented	3 minutes	Maria Livie A. Laque
4		Authenticate/certify the documents emanating from the office	3 minutes	Maria Livie A. Laque
5		Forward the authenticated documents to the releasing clerk	1 minute	Maria Livie A. Laque
6	Pick up the requested Document	Log and release the duly authenticated documents to the requesting party	5 minutes	Rian Richter D. Capisen
END OF TRANSACTION Duration: 18 minutes per document				

PROCESSING OF APPLICATION FOR LEAVE OF ABSENCE

SCHEDULE OF AVAILABILITY OF SERVICE		WHO MAY AVAIL OF THE SERVICE?	AMOUNT OF FEE	FORM
Monday – Friday (EXCEPT HOLIDAYS) 8:00 AM – 5:00 PM NO NOON BREAK		Officers/Employees at the DepEd Division of Zamboanga Sibugay	NONE	CS Form 6, CS Form 41, Clearance
COPY/IES	REQUIREMENTS			
3	1. Duly accomplished CS Form 6			
3	2. Form 41 medical certificate in excess of five days			
-	3. Clearance from money and property accountabilities from District/Division Office (for more than 30 days personal leave) to be submitted within 15 days before the actual leave and subject for approval of the head of office.			
-	4. Clinical Summary, if Magna Carta Leave for women (original copy)			
REQUIREMENTS FOR REHABILITATION LEAVE				
-	• Narrative Report of the School Heads			
-	• Police Report stated the accident of the employee			
-	• Indorsement from School Heads			
-	• Medical certificate indicating the recommendation of the attending physician			
STEP	APPLICANTS / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE
1	Present documents to the Records Section	Stamp and review the receive documents <i>Requirement/s: CS Form 6, CS Form 41, Clearance</i>	5 minutes	Rian Richter D. Capisen
2		Log and forward to SDS for approval	5 minutes	Rian Richter D. Capisen
3		Approve the application	5 minutes	Virgilio P. Batan, Jr., CESO VI
4		Return the approved application to Record Section	2 minutes	Gladys Licayu
5		Receive the approved application	2 minutes	Rian Richter D. Capisen
6		Card the approved application for leave	10 minutes	Maria Livie A. Laque / Manuelita M.Dupo / Vivian S. Rodrigo
7		Forward to HRMO for signature as to balance of leave credits and service credits	3 minutes	Rian Richter D. Capisen
8		Certify as to balance of leave credits	2 minutes	Renz Roy A.Ramos
9		Return the application to Record Section	3 minutes	Arnold Bandojo
10		Segregate and file the approved application for leave	3 minutes	Manuelita M.Dupo / Vivian S. Rodrigo
11		Log and release the documents	5 minutes	Rian Richter D. Capisen
END OF TRANSACTION Duration: 7 days, 2 hours and 40 minutes per transaction				

REQUEST FOR AUTHORITY TO TRAVEL (LOCAL & FOREIGN)

SCHEDULE OF AVAILABILITY OF SERVICE		WHO MAY AVAIL OF THE SERVICE?	AMOUNT OF FEE	FORM
Monday – Friday (EXCEPT HOLIDAYS) 8:00 AM – 5:00 PM NO NOON BREAK		Officers/Employees at the DepEd Division of Zamboanga Sibugay	NONE	CS Form 6, CS Form 41, Clearance
COPY/IES	REQUIREMENTS FOR FOREIGN COUNTRIES	COPY/IES	REQUIREMENTS FOR LOCAL TRAVEL	
3	1. Duly accomplished CS Form 6	-	1. Request Authority to travel endorsed by School Head	
-	2. Clearance from money and property accountabilities from School/Division Office (for Authority to Travel Abroad)	-	2. Approved Memo / Authority	
-	3. Certificate of Employment			
-	4. Certification of no pending case			
	5. Provident loan certification			
	6. Letter of Intent			
-	7. Certification from the School Head that there is somebody who will assume the duties and functions of the applicant.			
STEP	APPLICANTS / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE
A. FOREIGN COUNTRIES				
1	Present documents to the Records Section	Review completeness of documents <i>Requirement/s: CS Form 6, CS Form 41, Clearance</i>	5 minutes	Zandro Trayvilla
2		Prepare endorsement	5 minutes	Maria Livie A. Laque
3		Forward the endorsement with required attachment to SDS/Authorized Representative for action	2 minutes	Maria Livie A. Laque
4		Return the signed endorsement to Record Section	2 minutes	Gladys Licayu
5		Send the documents to Regional Office thru courier service	30 minutes	Rian Richter D. Capisen / Zandro Trayvilla
END OF TRANSACTION Duration: 44 minutes				
B. LOCAL TRAVEL				
1		Submit Request Authority to Travel	3 minutes	Rian Richter D. Capisen
2		Prepare Authority to Travel	2 minutes	Rian Richter D. Capisen
3		Forward to Approving Authority	2 minutes	Rian Richter D. Capisen
4		Release Approved Authority to Travel to concern	2 minutes	Rian Richter D. Capisen
END OF TRANSACTION Duration: 9 minutes				

*NOTE: * Under normal circumstances*

CERTIFICATION OF LEAVE CREDITS AND LEAVE OF ABSENCE

SCHEDULE OF AVAILABILITY OF SERVICE		WHO MAY AVAIL OF THE SERVICE?	AMOUNT OF FEE	FORM
Monday – Friday (EXCEPT HOLIDAYS) 8:00 AM – 5:00 PM NO NOON BREAK		Officers/Employees at the DepEd Division of Zamboanga Sibugay	NONE	Request Slip
COPY/IES	REQUIREMENTS			
-	• Accomplish request form			
STEP	APPLICANTS / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE
1	Submit request form	Receive duly accomplished request form <i>Requirement/s: Request Slip</i>	1 minute	Manuelita M. Dupo
2		Review leave credits and leave of absence of employee	5 minutes	Manuelita M. Dupo / Vivian S. Rodrigo
3		Prepare and sign certification of the concern employee	15 minutes	Maria Livie A. Laque
4		Forward the certification to releasing officer	1 minute	Rian Richter D. Capisen / Zandro D. Trayvilla
5		Log and release the certification	3 minutes	Rian Richter D. Capisen / Zandro D. Trayvilla
END OF TRANSACTION Duration: 25 minutes				

ISSUANCE AND REQUEST FOR PASSWORD RESET OF DEPED EMAIL ACCOUNT

SCHEDULE OF AVAILABILITY OF SERVICE		WHO MAY AVAIL OF THE SERVICE?	AMOUNT OF FEE	FORM
Monday – Friday (EXCEPT HOLIDAYS) 8:00 AM – 5:00 PM NO NOON BREAK		Employees of the DepEd Division of Zamboanga Sibugay	NONE	NONE
COPY/IES	REQUIREMENT			
-	1. Active email address			
STEP	APPLICANTS / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE
1	Visit the DepEd Zamboanga Sibugay email service landing page at depedzamboangasibugay.ph/?go=emailservice .			
2	Fill out the form by providing your first name and last name.			
3	Click the "Check Identity" button to determine if you have an existing account or not.			
4	If the system detects that you have an existing account, you will be directed to a form where you can input your active email address (other than @deped.gov.ph)			
5	Click the "Request Password Reset" button to request for a password reset	Check the DepEd email response sheet for request and perform password reset.	3 minutes	Jekyll D. Cadungog, ITO – I / Johnlery Mher B. Modillas
6		Send temporary password reset code to the active email of the client.	2 minutes	Jekyll D. Cadungog, ITO – I / Johnlery Mher B. Modillas
7	If the system detects that you do not have an existing account, a form will be displayed asking if you want to request the creation of a DepEd email.			
8	Click the "Yes" button to request for the creation of a DepEd email.			
9	You will be directed to another form where you can input your school ID, school name, and active email address (other than @deped.gov.ph).			
10	Click the "Submit" button to submit your information and request for a DepEd email.	Check the DepEd email response sheet for request and perform DepEd email creation.	3 minutes	Jekyll D. Cadungog, ITO – I / Johnlery Mher B. Modillas
11		Send DepEd email credentials to the active email of the client.	2 minutes	Jekyll D. Cadungog, ITO – I / Johnlery Mher B. Modillas
12	Check your active email (other than @deped.gov.ph) for the email containing your DepEd email credentials.			
END OF TRANSACTION Duration: 10 minutes				

NOTE: * Under normal circumstances

ISSUANCE AND REQUEST FOR PASSWORD RESET OF OFFICE 365

SCHEDULE OF AVAILABILITY OF SERVICE		WHO MAY AVAIL OF THE SERVICE?	AMOUNT OF FEE	FORM
Monday – Friday (EXCEPT HOLIDAYS) 8:00 AM – 5:00 PM NO NOON BREAK		Employees of the DepEd Division of Zamboanga Sibugay	NONE	NONE
COPY/IES	REQUIREMENT			
-	1. DepEd Email Address			
STEP	APPLICANTS / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE
1	Visit the DepEd Zamboanga Sibugay landing page at depedzamboangasibugay.ph and scroll down. On your right, find and click the "Office 365 Request" link.			
2	You will be directed to another form where you are required to input your DepEd Email Address.			
3	Click the "Next" button to proceed.			
4	You will be directed to the next page of the form wherein you are required to input all the information. Note that there are 3 Request Type (Creation, Reset, and Change Position)			

5	Click the "Submit" button to finish your request.	Check the Office 365 Request response sheet for request and identify Request Type. If Request Type is: a. Creation & Change Position - Person in-charge fills up the Office 365 Request Form (OAMF) from Central Office b. Reset - Person in-charge performs Office 365 reset and sends the temporary password of the client through their DepEd Email Address	1 week 5 minutes	Jekyll D. Cadungog, ITO – I / Johnlery Mher B. Modillas
6	If Request Type is: a. Creation - Wait for the reply from Central Office after a week b. Reset - Check DepEd Email for the Temporary Reset Password c. Change Position - Check Office 365 Account Profile for the change position update after a week			
7		Receive OAMF Results from Central Office For: a. Creation - Person in-charge sends the Office 365 credentials (Account and Temporary Password) to the respective clients who requested through their DepEd Email.	5 minutes	Jekyll D. Cadungog, ITO – I / Johnlery Mher B. Modillas
8	Check DepEd Email for the Office 365 credentials (Account and Temporary Password)			

END OF TRANSACTION

Duration: Creation – 1 week and 5 minutes, Reset – 5 minutes, Change Position – 1 week

NOTE: * Under normal circumstances





SGOOD



Schools Governance and Operations Division

PROCESSING OF APPLICATION FOR VACATION SERVICE CREDITS

SCHEDULE OF AVAILABILITY OF SERVICE	WHO MAY AVAIL OF THE SERVICE?	AMOUNT OF FEE	FORM	
Monday – Friday (EXCEPT HOLIDAYS) 8:00 AM – 5:00 PM NO NOON BREAK	Officers/Employees at the DepEd Division of Zamboanga Sibugay	NONE	Employee's Leave Cards	
COPY/IES	REQUIREMENTS FOR RAININGS AND SEMINARS, SCOUTING, ATHLETIC MEET ATTENDED (LONG SUMMER VACATION, HOLIDAYS, SATURDAY AND SUNDAYS ONLY)			
-	• Certificate of participation/appearance (photocopy must be authenticated)			
-	• Duly accomplished DTR			
-	• Summary of trainings and seminars (Certified correct by the school head, recommending approval by AOV Designate and approved by the ASDS)			
COPY/IES	REQUIREMENTS FOR EARLY ENROLLMENT / REGISTRATION / BRIGADA ESKWELA / 8 WEEK CURRICULUM / LIS / BEIS			
-	• Certification per year signed by the school head			
-	• Duly accomplished DTR and Biometric Time Record			
-	• Accomplishment Report			
-	• Summary of enrollment period and registration (certified correct by the school head, recommending approval by AOV Designate and approved by the ASDS)			
COPY/IES	REQUIREMENTS FOR PROPERTY CUSTODIAN / ALS COORDINATOR			
-	• Designation signed by the SDS (yearly renewal)			
-	• Duly accomplished DTR/BTR			
-	• Accomplishment Report			
-	• Summary (certified correct by the school head, recommending approval by AOV Designate and approved by the ASDS)			
COPY/IES	REQUIREMENTS FOR LOCAL AND NATIONAL ELECTIONS, BARANGAY AND REGISTRATION			
-	• Certification from the COMELEC Officer			
-	• Appointment (original)			
-	• Duly accomplished DTR			
-	• Summary (certified correct by the school head, recommending approval by AOV Designate and approved by the ASDS)			
STEP	APPLICANTS / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE
1	Present documents to the Records Section	Review and stamp documents as received <i>Requirement/s: Employee's Leave Cards</i>	1 minute	Rian Richter D. Capisen
2		Evaluate and check the completeness of supporting documents	1 hour	Maria Livie A. Laque
3		Forward the documents to the Admin. Officer V Designate for recommending approval	5 minutes	Rian Richter D. Capisen
4		Receive and log the application	5 minutes	Mary Joy T. Villa
5		Sign the application for service credits	2 minutes	Glorife C. Clavero
6		Forward to ASDS for approval	2 minutes	Mary Joy Villa
7		Approve the application	2 minutes	Virgilio P. Batan, Jr., CESO VI
8		Return the approved application	3 minutes	Ryan M. Muyargas
9		Card/record the approved application of vacation service credits	2 hours	Maria Livie A. Laque / Manuelita M. Dupo / Vivian s. Rodrigo
END OF TRANSACTION Duration: 3 hours and 20 minutes				

ISSUANCE OF REQUESTED DOCUMENTS (NON-CTC)

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.

SCHEDULE OF AVAILABILITY OF SERVICE	WHO MAY AVAIL OF THE SERVICE?	AMOUNT OF FEE	FORM	
Monday – Friday (EXCEPT HOLIDAYS) 8:00 AM – 5:00 PM NO NOON BREAK	Employees of the DepEd Division of Zamboanga Sibugay	NONE	Request Slip	
COPY/IES	REQUIREMENT			
1	1. Requisition slip – Records Unit			
2	2. Valid ID – Requesting person and/or Authorized Person			
1 – original 1 – photocopy				
1	3. Authorization Letter – Requesting person			
STEP	APPLICANTS / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE
1	Fill up the requisition slip form	Provide client the requisition slip form <i>Requirement/s: Request Slip</i>	10 minutes	Records Section Staff / ADAS
2		Receive the form and search the requested document	15 minutes	Records Section Staff / ADAS
3	Receive the requested document	Print and give the document to the client	10 minutes	Records Section Staff / ADAS
END OF TRANSACTION Duration: 35 minutes				

ISSUANCE OF REQUESTED DOCUMENTS (CTC AND PHOTOCOPY OF DOCUMENTS)

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.

SCHEDULE OF AVAILABILITY OF SERVICE		WHO MAY AVAIL OF THE SERVICE?	AMOUNT OF FEE	FORM
Monday – Friday (EXCEPT HOLIDAYS) 8:00 AM – 5:00 PM NO NOON BREAK		Employees of the DepEd Division of Zamboanga Sibugay	NONE	Request Slip
COPY/IES	REQUIREMENT			
1	1. Requisition slip			
1 – original	2. Letter request addressed to the Schools Division Superintendent signifying the purpose of the request			
2 1 – original 1 – photocopy	3. Valid ID – Requesting person and/or Authorized Person			
1	4. Authorization Letter – Requesting person			
STEP	APPLICANTS / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE
1	Submit the letter request	Receive and stamp the letter request and provide the client with requisition slip form <i>Requirement/s: Request Slip</i>	10 minutes	Records Section Staff / ADAS
2	Fill up the requisition slip form	Receive the form and search the requested document	15 minutes	Records Section Staff / ADAS
3		Print or photocopy the requested document	10 minutes	Records Section Staff / ADAS
4		Once the document is obtained, Records Officer will review and verify the document and certify true copy	15 minutes	Records Officer and/or Admin Officer
5	Receive the requested document	Release the document to the client	10 minutes	Records Section Staff / ADAS
END OF TRANSACTION Duration: 1 hour				

RECEIVING AND RELEASING OF INCOMING AND OUTGOING COMMUNICATION APPLYING DATA TRACKING AND RECORDS MANAGEMENT SYSTEM

Provides centralized receiving and releasing of all documents/communications for proper recording, routing procedures, mailing and delivery of correspondence. All incoming documents shall route to concerned action unit/division for appropriate action using the Data Tracking and Records Management System (DTRMS).

SCHEDULE OF AVAILABILITY OF SERVICE		WHO MAY AVAIL OF THE SERVICE?	AMOUNT OF FEE	FORM
Monday – Friday (EXCEPT HOLIDAYS) 8:00 AM – 5:00 PM NO NOON BREAK		Employees of the DepEd Division of Zamboanga Sibugay	NONE	Request Slip
COPY/IES	REQUIREMENT			
-	1. Original Copy of Communication Letters/Documents and Attachments			
-	2. Online encoding of documents with Data Tracking and Records Management System			
STEP	APPLICANTS / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE
1. RECEIVING				
1	Districts encode documents and generate tracking numbers for submission to Division Office through DTRMS (Data Tracking Records Management System)	Receive various types of documents	20 minutes	District Offices / Records Officer, Staff / ADAS
2		Sanitizes, receives, sorts, opens, reads, stamps, encode DTRMS	30 minutes	Records Officer Staff / ADAS
3		Routes to the Head of the Functional Divisions / Agency / unit heads the received Letters and Documents / reports for acknowledgement through the DTRMS and actions to be taken	20 minutes	Records Officer, Staff / ADAS
2. RELEASING				
1	Received from head of agency and other action units all types of communications/documents due for release	Checks the completeness of communication due for release	10 minutes	Records Officer / ADAS
2		Stamps release number, date and initials and scan the communication	15 minutes	Records Officer / ADAS
3		Separates the original from the 2nd copy down to the basic	5 minutes	Records Officer / ADAS
4		Encodes to Data Tracking and Records Management System (DTRMS)	10 minutes	Records Officer / ADAS
5		Releases documents and other issuances	10 minutes	Records Officer / ADAS
6		Mails/delivers outgoing communication	10 minutes	Records Officer / ADAS
END OF TRANSACTION Duration: RECEIVING – 1 hour and 10 minutes , RELEASING – 1 hour				

RESOLUTION ON CHANGE OF LEARNER'S NAME / DATE OF BIRTH

SCHEDULE OF AVAILABILITY OF SERVICE		WHO MAY AVAIL OF THE SERVICE?	AMOUNT OF FEE	FORM
Monday – Friday (EXCEPT HOLIDAYS) 8:00 AM – 5:00 PM NO NOON BREAK		Learners of Zamboanga Sibugay Division	NONE	Request for Resolution on Change of Learner's Name/Date of Birth, Form 137, NSO SecPa Birth Certificate, Request for resolution
COPY/IES	REQUIREMENTS			
-	1. Request Form			
3 (1 - original) (2 - photocopy)	2. Form 137/School Form 10 in triplicate			
3 (1 - original) (2 - photocopy)	3. NSO SecPa Birth Certificate			
-	4. Affidavit of Two Disinterested Persons			
STEP	APPLICANTS / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE
1	Fill-up the request form	Receive and verify the request form <i>Requirement/s: Request for Resolution on Change of Learner's Name/Date of Birth</i>	1 minute	Erjie T. Mamogay
2	Submit the accomplished request form and required attachments	Check the completeness of documents <i>Requirement/s:</i> • Form 137 in triplicate (1 original and 2 photocopies) • NSO SecPa Birth Certificate (1 original and 2 photocopies) • Affidavit of Two Disinterested Persons	15 minutes	Ejie T. Mamogay
3		Prepare endorsement to Division Legal Office for resolution of change of name/date of birth <i>Requirement/s: Request for resolution</i>	3 minutes	Glorife C. Clavero
4		Forward the request to Legal Officer	2 minutes	Ejie T. Mamogay
5		Prepare resolution for change of name/date of birth	1 day	Atty. Therese Angelie M. Camache
6		Log and forward to Planning and Research the resolution	3 minutes	Atty. Therese Angelie M. Camache
7		Scan the resolution and supporting documents	5 minutes	Erjie T. Mamogay
8	Receive the resolution	Release the resolution	2 minutes	Erjie T. Mamogay
END OF TRANSACTION Duration: 1 day and 31 minutes per applicant				

PROCESSING REQUIREMENTS FOR THE APPLICATION FOR SUMMER CLASS EVALUATION SHEET

SCHEDULE OF AVAILABILITY OF SERVICE		WHO MAY AVAIL OF THE SERVICE?	AMOUNT OF FEE	FORM
Monday – Friday (EXCEPT HOLIDAYS) 8:00 AM – 5:00 PM NO NOON BREAK		Private Schools and SUCs of Zamboanga Sibugay	NONE	Application for Summer Class Evaluation Sheet (Based on DepEd Order No. 13 s. 2018)
COPY/IES	REQUIREMENTS			
-	1. Letter of Request from the School Head to offer remedial or advancement classes			
-	2. Approved PTA Resolution requesting the conduct of summer classes (optional for private schools)			
-	3. List of students who will take up remedial or advancement classes			
-	4. List of least mastered competencies of the learner on the subject area where he/she failed			
-	5. Tentative list of learning areas to be offered			
-	6. Schedule of classes approved by the School Head			
-	7. Written consent of parents/guardians whose learners will attend summer classes			
-	8. List of teachers and the subjects that they will teach during summer classes			
STEP	APPLICANTS / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE
1	Submit documents	Check, Review and Validate the Documents <i>Requirement/s: Application for Summer Class Evaluation Sheet (Based on DepEd Order No. 13 s. 2018)</i>	10 minutes	Lloyd I. Rodriguez, EPS II Division Private School Coordinator
2		Evaluate the application for summer class	15 minutes	Evelyn F. Importante Chief CID
3		Prepares endorsement and forward to SDS for signature	5 minutes	Lloyd I. Rodriguez, EPS II Division Private School Coordinator
4		Sign the endorsement	5 minutes	Virgilio P. Batan, Jr., CESO VI
5		Forward the approved documents to the Records Section for mailing to the concerned school	5 minutes	Document Control Tracking System In-Charge
END OF TRANSACTION Duration: 40 minutes				
NOTE: * Under normal circumstances				

TECHNICAL ASSISTANCE IN THE LEARNER'S INFORMATION SYSTEM (LIS)

SCHEDULE OF AVAILABILITY OF SERVICE		WHO MAY AVAIL OF THE SERVICE?		AMOUNT OF FEE	FORM
Monday – Friday (EXCEPT HOLIDAYS) 8:00 AM – 5:00 PM NO NOON BREAK		Public and Non-DepEd Schools (private & SUCs) School Heads and Teachers of Zamboanga Sibugay Division with issues in the LIS a. incorrect spelling of learner's names b. incorrect date of birth c. erroneous End of School Year (EOSY) tagging d. erroneous entry on learner's gender e. enrolment with gap f. enrolment of ineligibles g. transfer requests h. transfer issues i. resolution of transfer with dispute j. correction of track/strand k. learner's with unsettled account l. transfer of learner's school record m. resolving multiple LRN n. creation of LRN o. correction of grade level		NONE	Request for LIS / BEIS Technical Assistance, Document Checklist, Technical assistance and decision template
COPY/IES	REQUIREMENTS	COPY/IES	REQUIREMENTS		
-	1. School Heads' Letter Request	-	4. Certificate of Live Birth		
-	2. Form 137 / School Form 10	-	5. ECCD Checklist if involving Kindergarten		
-	3. Form138 / School Form 9	-	6. Affidavit of undertaking duly notarized		
STEP	APPLICANTS / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE	
1	Fill-up the request form	Receive and verify the request form <i>Requirement/s: Request for LIS/BEIS Technical Assistance</i>	1 minute	May Isnain - 2 nd Cong. Dist. (Elem) Jenifer Templado - 1 st Cong. Dist., SUCs & Private Sch. Mary Ann Sabuero - Junior & Senior High School	
2	Submit the required documents	Check the completeness of documents <i>Requirement/s: Document Checklist</i>	5 minutes	May Isnain - 2 nd Cong. Dist. (Elem) Jenifer Templado - 1 st Cong. Dist., SUCs & Private Sch. Mary Ann Sabuero - Junior & Senior High School	
3		Evaluate/validate the submitted documents	5 minutes	May Isnain - 2 nd Cong. Dist. (Elem) Jenifer Templado - 1 st Cong. Dist., SUCs & Private Sch. Mary Ann Sabuero - Junior & Senior High School	
4		Access LIS webpage	3 minutes	May Isnain - 2 nd Cong. Dist. (Elem) Jenifer Templado - 1 st Cong. Dist. & Private Schools Mary Ann Sabuero - Junior & Senior High School	
5		Open LIS request tab	3 minutes	May Isnain - 2 nd Cong. Dist. (Elem) Jenifer Templado - 1 st Cong. Dist. & Private Schools Mary Ann Sabuero - Junior & Senior High School	
6		Search the school's request in the LIS webpage	3 minutes	May Isnain - 2 nd Cong. Dist. (Elem) Jenifer Templado - 1 st Cong. Dist. & Private Schools Mary Ann Sabuero - Junior & Senior High School	
7		Act (approve/disapprove) the online request	10 minutes 20 minutes <i>(if confirmation of other schools or division is needed)</i>	May Isnain - 2 nd Cong. Dist. (Elem) Jenifer Templado - 1 st Cong. Dist. & Private Schools Mary Ann Sabuero - Junior & Senior High School	
8		Accomplish the technical assistance and decision template <i>Requirement/s: Technical assistance and decision template</i>	5 minutes	May Isnain - 2 nd Cong. Dist. (Elem) Jenifer Templado - 1 st Cong. Dist. & Private Schools Mary Ann Sabuero - Junior & Senior High School	
9		Present and explain to the client the action taken	10 minutes	May Isnain - 2 nd Cong. Dist. (Elem) Jenifer Templado - 1 st Cong. Dist. & Private Schools Mary Ann Sabuero - Junior & Senior High School	
10		Produce and retain a copy of technical assistance and decision template	5 minutes	May Isnain - 2 nd Cong. Dist. (Elem) Jenifer Templado - 1 st Cong. Dist. & Private Schools Mary Ann Sabuero - Junior & Senior High School	
11	Receive the technical assistance and decision template	Release the technical assistance and decision template	1 minute	May Isnain - 2 nd Cong. Dist. (Elem) Jenifer Templado - 1 st Cong. Dist. & Private Schools Mary Ann Sabuero - Junior & Senior High School	

END OF TRANSACTION
Duration: 48 minutes per applicant

*NOTE: * Under normal circumstances (i.e. complete requirements, LIS not congested, w/ strong internet services)*

REQUEST FOR BASIC EDUCATION STATISTICAL DATA

SCHEDULE OF AVAILABILITY OF SERVICE		WHO MAY AVAIL OF THE SERVICE?	AMOUNT OF FEE	FORM
Monday – Friday (EXCEPT HOLIDAYS) 8:00 AM – 5:00 PM NO NOON BREAK		DepEd Employees, External Clients	NONE	Request Form
COPY/IES	REQUIREMENT			
-	1. Request Form			
STEP	APPLICANTS / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE
1	Present reference slip	Provide the request form <i>Requirement/s: Request Form</i>	1 minute	Mary Joy T. Villa
2	Submit the accomplished request form to Records Section	Receive the accomplished request form and register in the Data Tracking System	5 minutes	Rian Richter Capisen
3		Forward to SDS Office	2 minutes	Rian Richter Capisen
4		Approve request	2 minutes	Virgilio P. Batan, Jr., CESO VI
5		Forward the approved request to Planning and Research Section	2 minutes	Gladys Licayu
6		Prepare the requested data	2 days	Glorife C. Clavero May C. Isnain
7	Receive the requested data	Log and release the requested data	2 minutes	May Isnain
8	Present reference slip	Provide the request form	1 minute	Mary Joy T. Villa
END OF TRANSACTION Duration: 2 days and 14 minutes per applicant				

*NOTE: * Under normal circumstances*

PROCESSING OF MOA FOR APPROVAL (SOCIAL MOBILIZATION AND NETWORKING)

SCHEDULE OF AVAILABILITY OF SERVICE		WHO MAY AVAIL OF THE SERVICE?	AMOUNT OF FEE	FORM
Monday – Friday (EXCEPT HOLIDAYS) 8:00 AM – 5:00 PM NO NOON BREAK		Government Officials and Employees and Other Authorized Individual / Officer	NONE	MOA
COPY/IES	REQUIREMENT			
2 sets	1. Memorandum of Agreement			
STEP	APPLICANTS / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE
1	Submit MOA to Receiving section	Receive and forward the copy of MOA to SocMob EPS II / PDO II	5 minutes	Ma. Livie A. Laque
2		Receive and forward the copy of MOA to SEPS	5 minutes	Liezel R. Capitanea Alt. Rafael Querubin
3		Conduct Initial Review on the Terms and Conditions	2 days	Richard Laurea Alt. Lloyd I. Rodriguez
4		Conduct final review	2 days	Dr. Oliver B. Talaoc Rosmino L. Ancheta, Jr.
5		Forward MOA to SDS Office for approval	5 minutes	Liezel R. Capitanea Alt. Rafael J. Querubin
6		Approval of MOA by SDS	5 days	Virgilio P. Batan, Jr., CESO VI
7	Track at the Releasing section of the approved MOA	Forward approved MOA to Record Section for release	10 minutes	Liezel A. Capitanea Alt. Rafael J. Querubin
8	Claim the approved MOA	Release the approved MOA	5 minutes	Releasing Personnel
END OF TRANSACTION Duration: 9 days and 30 minutes				

*NOTE: * Under normal circumstances*

REQUIREMENTS FOR TAHDERIYYAH LEARNING CENTERS APPLYING FOR GOVERNMENT PERMIT

SCHEDULE OF AVAILABILITY OF SERVICE		WHO MAY AVAIL OF THE SERVICE?	AMOUNT OF FEE	FORM
Monday – Friday (EXCEPT HOLIDAYS) 8:00 AM – 5:00 PM NO NOON BREAK		Tahderiyyah Learning Center of Zamboanga Sibugay	NONE	Checklist Form, Inspection Report, Endorsement Letter, Processed Document
COPY/IES	REQUIREMENT			
-	1. Implemented DepEd Recognized Tahderiyyah Curriculum			
-	2. Trained Teachers on the DepEd recognized curriculum with MDV's (Certificates of Training)			
-	3. Certification of safe and protective environment for children issued by UNICEF and BDA (BANGSAMORO Development Agency) Regional coordinator			
-	4. Endorsement of the BDA (BANGSAMORO Development Agency) to the Schools Division Superintendent			
-	5. Endorsement of Schools Division superintendent to the regional office			
-	6. DepEd recognized Tahderiyyah Curriculum			
-	7. Ocular inspection			
-	8. Endorsement from the Division Office			
STEP	APPLICANTS / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE
1	Submit documents	Check and review the completeness documents based on the checklist <i>Requirement/s: Checklist form/List of requirements</i>	10 minutes	Lloyd Rodriguez
2		Processing of Inspection report <i>Requirement/s: Inspection report</i>	10 minutes	Lloyd Rodriguez and Division Inspectorate Team
3		Prepares endorsement (counter signed by Chief and approval of SDS) <i>Requirement/s: Endorsement letter and documents</i>	10 minutes	Dr. Oliver B. Talaoc, Chief, SGOD Virgilio P. Batan, Jr., CESO VI
4		Forward the approved documents to the Records Section for mailing to the regional office <i>Requirement/s: Processed Document</i>	10 minutes	Document Control Tracking System In-Charge
END OF TRANSACTION Duration: 40 minutes				

NOTE: * Under normal circumstances

PROCESSING REQUIREMENTS FOR THE APPLICATION OF TUITION, MISCELLANEOUS AND OTHER SCHOOL FEES INCREASE

SCHEDULE OF AVAILABILITY OF SERVICE		WHO MAY AVAIL OF THE SERVICE?	AMOUNT OF FEE	FORM
Monday – Friday (EXCEPT HOLIDAYS) 8:00 AM – 5:00 PM NO NOON BREAK		Private Schools of Zamboanga Sibugay	NONE	Checklist, Endorsement Letter and documents, Processed Application
COPY/IES	REQUIREMENT			
-	1. Letter Request with School ID addressed to the SDS			
-	2. Endorsement to the Office of the RD			
-	3. Proposed schedule of tuition and other school fees with itemized miscellaneous indicating the amount and percentage increase			
-	4. Comparative schedule of tuition and other school fees for three (3) school years			
-	5. Notarized Certificate if Intended Compliance			
-	6. Notarized Certificate on the Conduct of Consultation			
-	7. Audited Financial Statements			
-	8. Notarized Resolution of the Board of Trustees			
-	9. Notarized Resolution of the School PTA Board Meeting			
-	10. Notarized Minutes of the General PTA Assembly Meeting			
-	11. Notarized Certificate of Allocation of the Expanded Incremental Proceeds of Previous School Year			
-	12. Certificate of Allocation of the Expected Incremental Proceeds of Current School Year			
-	13. Attendance Sheets of the General PTA Consultation			
STEP	APPLICANTS / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE
1	Submit documents	Check and review the completeness of documents <i>Requirement/s: Checklist</i>	10 minutes	Lloyd Rodriguez
2		Validate the attachments in the application <i>Requirement/s: Documents</i>	10 minutes	Lloyd Rodriguez
3		Prepare the endorsement to be signed by chief and SDS <i>Requirement/s: Endorsement and documents</i>	5 minutes	Dr. Oliver B. Talaoc Chief, SGOD
4		Forward the signed endorsement to the Records Section for mailing to the regional office <i>Requirement/s: Processed Application</i>	10 minutes	Document Control Tracking System In-Charge
END OF TRANSACTION Duration: 35 minutes				

NOTE: * Under normal circumstances

REQUIREMENTS FOR TAHDERIYYAH LEARNING CENTERS APPLYING FOR GOVERNMENT PERMIT

SCHEDULE OF AVAILABILITY OF SERVICE		WHO MAY AVAIL OF THE SERVICE?	AMOUNT OF FEE	FORM
Monday – Friday (EXCEPT HOLIDAYS) 8:00 AM – 5:00 PM NO NOON BREAK		Tahderiyyah Learning Center of Zamboanga Sibugay	NONE	Checklist Form, Inspection Report, Endorsement Letter, Processed Document
COPY/IES	REQUIREMENT			
-	1. Implemented DepEd Recognized Tahderiyyah Curriculum			
-	2. Trained Teachers on the DepEd recognized curriculum with MDV's (Certificates of Training)			
-	3. Certification of safe and protective environment for children issued by UNICEF and BDA (BANGSAMORO Development Agency) Regional coordinator			
-	4. Endorsement of the BDA (BANGSAMORO Development Agency) to the Schools Division Superintendent			
-	5. Endorsement of Schools Division superintendent to the regional office			
-	6. DepEd recognized Tahderiyyah Curriculum			
-	7. Ocular inspection			
-	8. Endorsement from the Division Office			
STEP	APPLICANTS / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE
1	Submit documents	Check and review the completeness documents based on the checklist <i>Requirement/s: Checklist form/List of requirements</i>	10 minutes	Lloyd Rodriguez
2		Processing of Inspection report <i>Requirement/s: Inspection report</i>	10 minutes	Lloyd Rodriguez and Division Inspectorate Team
3		Prepares endorsement (counter signed by Chief and approval of SDS) <i>Requirement/s: Endorsement letter and documents</i>	10 minutes	Dr. Oliver B. Talaoc, Chief, SGOD Virgilio P. Batan, Jr., CESO VI
4		Forward the approved documents to the Records Section for mailing to the regional office <i>Requirement/s: Processed Document</i>	10 minutes	Document Control Tracking System In-Charge
END OF TRANSACTION Duration: 40 minutes				
<i>NOTE: * Under normal circumstances</i>				

PROVISION OF TECHNICAL ASSISTANCE IN THE REGISTRATION / RESETTING OF LR PORTAL ACCOUNTS

SCHEDULE OF AVAILABILITY OF SERVICE		WHO MAY AVAIL OF THE SERVICE?	AMOUNT OF FEE	FORM
Monday – Friday (EXCEPT HOLIDAYS) 8:00 AM – 5:00 PM NO NOON BREAK		Employees of the DepEd Division of Zamboanga Sibugay	NONE	Request Slip
COPY/IES	REQUIREMENT			
-	1. Referral Slip from PACD			
-	2. Accomplished Request Slip			
-	3. Filled up Information Sheet			
STEP	APPLICANTS / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE
1	Ask for a Request Slip (walk-in) Text or call (hotline number) / Email / FB Messenger	LRMDS Office personnel <i>Requirement/s: Request Slip</i>	5 minutes	Gemma B. Malicay / Irene Jee A. Alima
2		Receive and review the accomplished request form / text / call / email / FB Message	5 minutes	Gemma B. Malicay / Irene Jee A. Alima
3		Provide LR Technical Assistance as requested	30 minutes	Gemma B. Malicay / Irene Jee A. Alima
4	Claim the approved Request Slip	Issuance of Confirmation Slip	5 minutes	Gemma B. Malicay / Irene Jee A. Alima
END OF TRANSACTION Duration: 45 minutes				
<i>NOTE: * Under normal circumstances</i>				

TECHNICAL ASSISTANCE IN THE LEARNER'S INFORMATION SYSTEM (LIS)

SCHEDULE OF AVAILABILITY OF SERVICE		WHO MAY AVAIL OF THE SERVICE?		AMOUNT OF FEE	FORM
Monday – Friday (EXCEPT HOLIDAYS) 8:00 AM – 5:00 PM NO NOON BREAK		Public and Non-DepEd Schools (private & SUCs) School Heads and Teachers of Zamboanga Sibugay Division with issues in the LIS a. incorrect spelling of learner's names b. incorrect date of birth c. erroneous End of School Year (EOSY) tagging d. erroneous entry on learner's gender e. enrolment with gap f. enrolment of ineligibles g. transfer requests h. transfer issues i. resolution of transfer with dispute j. correction of track/strand k. learner's with unsettled account l. transfer of learner's school record m. resolving multiple LRN n. creation of LRN o. correction of grade level		NONE	Request for LIS / BEIS Technical Assistance, Document Checklist, Technical assistance and decision template
COPY/IES	REQUIREMENTS	COPY/IES	REQUIREMENTS		
-	1. School Heads' Letter Request	-	4. Certificate of Live Birth		
-	2. Form 137 / School Form 10	-	5. ECCD Checklist if involving Kindergarten		
-	3. Form138 / School Form 9	-	6. Affidavit of undertaking duly notarized		
STEP	APPLICANTS / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE	
1	Fill-up the request form	Receive and verify the request form <i>Requirement/s: Request for LIS/BEIS Technical Assistance</i>	1 minute	May Isnain – 2 nd Cong. Dist. (Elem) Jenifer Templado – 1 st Cong. Dist., SUCs & Private Sch. Mary Ann Sabuero – Junior & Senior High School	
2	Submit the required documents	Check the completeness of documents <i>Requirement/s: Document Checklist</i>	5 minutes	May Isnain – 2 nd Cong. Dist. (Elem) Jenifer Templado – 1 st Cong. Dist., SUCs & Private Sch. Mary Ann Sabuero – Junior & Senior High School	
3		Evaluate/validate the submitted documents	5 minutes	May Isnain – 2 nd Cong. Dist. (Elem) Jenifer Templado – 1 st Cong. Dist., SUCs & Private Sch. Mary Ann Sabuero – Junior & Senior High School	
4		Access LIS webpage	3 minutes	May Isnain – 2 nd Cong. Dist. (Elem) Jenifer Templado – 1 st Cong. Dist. & Private Schools Mary Ann Sabuero – Junior & Senior High School	
5		Open LIS request tab	3 minutes	May Isnain – 2 nd Cong. Dist. (Elem) Jenifer Templado – 1 st Cong. Dist. & Private Schools Mary Ann Sabuero – Junior & Senior High School	
6		Search the school's request in the LIS webpage	3 minutes	May Isnain – 2 nd Cong. Dist. (Elem) Jenifer Templado – 1 st Cong. Dist. & Private Schools Mary Ann Sabuero – Junior & Senior High School	
7		Act (approve/disapprove) the online request	10 minutes 20 minutes <i>(if confirmation of other schools or division is needed)</i>	May Isnain – 2 nd Cong. Dist. (Elem) Jenifer Templado – 1 st Cong. Dist. & Private Schools Mary Ann Sabuero – Junior & Senior High School	
8		Accomplish the technical assistance and decision template <i>Requirement/s: Technical assistance and decision template</i>	5 minutes	May Isnain – 2 nd Cong. Dist. (Elem) Jenifer Templado – 1 st Cong. Dist. & Private Schools Mary Ann Sabuero – Junior & Senior High School	
9		Present and explain to the client the action taken	10 minutes	May Isnain – 2 nd Cong. Dist. (Elem) Jenifer Templado – 1 st Cong. Dist. & Private Schools Mary Ann Sabuero – Junior & Senior High School	
10		Produce and retain a copy of technical assistance and decision template	5 minutes	May Isnain – 2 nd Cong. Dist. (Elem) Jenifer Templado – 1 st Cong. Dist. & Private Schools Mary Ann Sabuero – Junior & Senior High School	
11	Receive the technical assistance and decision template	Release the technical assistance and decision template	1 minute	May Isnain – 2 nd Cong. Dist. (Elem) Jenifer Templado – 1 st Cong. Dist. & Private Schools Marbejay P. Delos Reyes – Junior & Senior High School	
END OF TRANSACTION Duration: 48 minutes per applicant					
NOTE: * Under normal circumstances (i.e. complete requirements, LIS not congested, w/ strong internet services)					



CID

Curriculum Implementation Division



PROVISION OF TECHNICAL ASSISTANCE IN THE REGISTRATION / RESETTING OF LR PORTAL ACCOUNTS

SCHEDULE OF AVAILABILITY OF SERVICE		WHO MAY AVAIL OF THE SERVICE?	AMOUNT OF FEE	FORM
Monday – Friday (EXCEPT HOLIDAYS) 8:00 AM – 5:00 PM NO NOON BREAK		Employees of the DepEd Division of Zamboanga Sibugay	NONE	Request Slip
COPY/IES	REQUIREMENT			
-	1. Referral Slip from PACD			
-	2. Accomplished Request Slip			
-	3. Filled up Information Sheet			
STEP	APPLICANTS / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE
1	Ask for a Request Slip (walk-in) Text or call (hotline number) / Email / FB Messenger	LRMDS Office personnel <i>Requirement/s: Request Slip</i>	5 minutes	Gemma B. Malicay / Irene Jee A. Alima
2		Receive and review the accomplished request form / text / call / email / FB Message	5 minutes	Gemma B. Malicay / Irene Jee A. Alima
3		Provide LR Technical Assistance as requested	30 minutes	Gemma B. Malicay / Irene Jee A. Alima
4	Claim the approved Request Slip	Issuance of Confirmation Slip	5 minutes	Gemma B. Malicay / Irene Jee A. Alima
END OF TRANSACTION Duration: 45 minutes				
<i>NOTE: * Under normal circumstances</i>				





DIVISION OFFICE HOTLINE NUMBERS



OSDS

SDS OFFICE
0968-520-9123

ASDS OFFICE
062-333-5711

ICT SECTION
0917-505-6172

LEGAL SECTION
0905-534-1018

ACCOUNTING SECTION
0926-186-2821

BUDGET SECTION
0917-501-4046

CASH SECTION
0927-946-9911

PERSONNEL SECTION
0951-847-7434 / 0926-223-3728

RECORDS SECTION
0960-665-0423

PROPERTY & SUPPLY SECTION
0917-561-2561

SGOD

OFFICE OF THE SGOD CHIEF
0927-830-9758 / 062-333-5711

YOUTH FORMATION SECTION
0977-277-0628 / 0917-150-2916

SCHOOL HEALTH SECTION
0916-168-4133 / 0926-485-2948

PLANNING & RESEARCH SECTION
0960-888-5078 / 0936-282-5880

EDUCATION FACILITIES SECTION
0961-609-1046 / 0926-910-8402

CID

INSTRUCTIONAL MANAGEMENT SECTION
062-333-5477

LEARNING RESOURCE MANAGEMENT SECTION
0917-312-9315 / 0950-569-3315 / 0916-463-5796

ALTERNATIVE LEARNING SYSTEM
0917-702-9245 / 0919-263-3529



DEPARTMENT OF EDUCATION
Schools Division of
ZAMBOANGA SIBUGAY

📍 Pangi, Ipil, Zamboanga Sibugay
☎ (062) 333-5492 / (062) 333-5535
✉ zamboanga.sibugay@deped.gov.ph

