



Republic of the Philippines
Department of Education

REGION III
SCHOOLS DIVISION OFFICE OF OLONGAPO CITY

4. Issuance of Official Receipts for all collections

Official receipts are issued to clients such as proof of payments for overpayment, disallowances, suppliers/business establishment, and other transactions.

Office or Division:	Cash Section					
Classification:	Simple					
Type of Transaction:	G2G – for services whose client is another government agency, government employee, or official					
Who may avail:	All					
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
• Order of payment				• Accounting office • For payment for bid documents: Bids and awards Committee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	SUBSTANTIVE COMPLIANCE COST	PROCESSING TIME	REQUIRED NO. OF SIGNATURES	PERSON RESPONSIBLE
1.Proceed to Cash Unit and present the order of payment from respective office depending on the nature of transaction	2.1 Receive and verify the validity of order of payment form	none		5 mins		Cash personnel
2.Give the necessary fee to the collecting officer	2.2. Accept the payment and issue the official receipt to the payee	none		5mins	2	Cash personnel
	Total:			10 mins		

E. RECORDS UNIT

1. Request for Certification, Authentication and Verification (CAV)

Processing of CAV consistent with Dep Ed Order 48 s. 2017 Policy and Procedure Guidelines on the CAV Basic Education Services and the Schools Division Office's Records Management Operations Manual (SDO-OC-OSDS-AS-Records-PM-007).



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"SDO Olongapo City: Towards a Culture of Excellence"



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REGION III
SCHOOLS DIVISION OFFICE OF OLONGAPO CITY

Office or Division:		SDO OLONGAPO RECORDS UNIT		
Classification:		All		
Type of Transaction:		CERTIFICATION, AUTHENTICATION & VERIFICATION (CAV)		
Who may avail:		Person (ALS Graduate Philippine Educational Placement Test {PEPT} Passers / graduate from schools that ceased operation) who applies for or requests for his / her Academic School Records for Certification, Authentication and Verification purposes only		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form (CAV Form "10")		SDO RECORDS UNIT		
Results of Rating / A & E Rating / PEPT Rating / Diploma		Applicant / ALS Office (A & E) / SGOD (PEPT)		
Passport size picture (with or without name tag) *Married women should use their Maiden Name		Applicant		
Certification (CAV Form 12)		ALS Office / SGOD / Records Unit		
Endorsement to the Regional (CAV Form 13)		Schools Division Superintendent / Records Unit		
List of Approved CAV Requests (CAV Form 6 /14)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
STEP 1 –Receiving of Request Form	Reads and receives Request	NONE	2 minutes	Records Officer / AO V
STEP 2 –Review of Request	Check completeness of information & requirements required in the RF	NONE	10 minutes	Records Officer / AOV
STEP 3- Verification of Records	Search, verifies Rating	NONE	10 minutes (if available) 1 hour (if not available)	Records Officer / AOV / ALS or PEPT Focal Person
STEP 4- Approval of Request	Prepare Academic School Records , Certification and Endorsement to the Regional Office	NONE	35 minutes	Records Officer / AO V / ALS or PEPT Focal Person / SDS
STEP 5 – Release of Certification	Release to the Applicant and inform the Regional Office	NONE	15 minutes	Records Officer / AOV
-End -		Total:	72 mins. to 1 hr. and 62 mins	