



Republic of the Philippines  
**Department of Education**

REGION III  
SCHOOLS DIVISION OFFICE OF OLONGAPO CITY

**D. PERSONNEL UNIT**

<b>NAME OF THE SERVICE:</b>	These documents commonly request by the employees used for various purposes such as ranking, step increment, loans, retirement, transfer, resignation, claims, etc. It can be requested thru the sdo rms, epmis-go and walk-in.					
<b>CLASSIFICATION</b>	SIMPLE					
<b>TYPE OF TRANSACTION</b>	G2G - FOR SERVICES WHOSE CLIENT IS ANOTHER GOVERNMENT AGENCY, GOVERNMENT EMPLOYEE, OR OFFICIAL					
<b>WHO MAY AVAIL</b>	ALL DEPED SDO OLONGAPO EMPLOYEES (ACTIVE AND INACTIVE FROM THE SERVICE)					
<b>CHECKLIST OF REQUIREMENTS</b>					<b>WHERE TO SECURE</b>	
Thru Walk-in: none					-	
Thru epmis-go: none						
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION (PERSONNEL UNIT ACTION)</b>	<b>FEES TO BE PAID</b>	<b>SUBSTANTIVE COMPLIANCE COST</b>	<b>PROCESSING TIME</b>	<b>REQUIRED NO. OF SIGNATURES</b>	<b>PERSON RESPONSIBLE</b>
Thru Walk-in: None - just state the name and school assignment	Prepare the requested documents for signature of authority	none	none	5 to 15 minutes within the day depending on the services rendered and accrued leave without pay of the employee	Two (2)	ADAS & AO IV
Thru RMS or Epmis-go: None - just fill in the prompt box then click submit.						
<b>TOTAL</b>					<b>2</b>	



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**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.

<b>Office or Division:</b>	Cash Section					
<b>Classification:</b>	Simple					
<b>Type of Transaction:</b>	G2G – for services whose client is another government agency, government employee, or official					
<b>Who may avail:</b>	All					
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>		
• Order of payment				• Accounting office • For payment for bid documents: Bids and awards Committee		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>SUBSTANTIVE COMPLIANCE COST</b>	<b>PROCESSING TIME</b>	<b>REQUIRED NO. OF SIGNATURES</b>	<b>PERSON RESPONSIBLE</b>
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
	<b>Total:</b>			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"*