



Republic of the Philippines
Department of Education
 REGION III
 SCHOOLS DIVISION OFFICE OF OLONGAPO CITY

	1.5 Forward the reviewed documents to the SDS thru channels	None	1 day	SEPS-SMN SGOD Chief
TOTAL:		None	11 days, 30 mins.	

H. SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD) - ALL UNITS OF SGOD

1. Request for Approval of Action Plan, Project / Proposals (Internal Stakeholder)

Document report submitted for the approval and revision of action plan and project proposals.

Office or Division:	All Units of SGOD			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Internal Stakeholder			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request address to SDS (including original copy of action plan or project proposal.		Client		
2. Request Form (1 original copy)		Front Desk		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit documents and secured and received copy	1. Receive documents from the client and forward it to the OSDS	None	10 minutes	Records Unit Personnel
	1.1. Refer documents request to Chief, SGOD	None	10 minutes	SDS



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	1.2. Forward documents to the concerned SGOD Personnel for action	None	5 minutes	Chief, SGOD
	1.3. Review the documents & endorse as approved, contents noted, without action or with comments for revision	None	2 days	SGOD Personnel
	1.4 Check /review the noted endorsement	None	30 minutes	SGOD Chief
	1.4 Forward endorsement to the SDS once countersigned by the SGOD Chief	None	5 minutes	SGOD Personnel/AA of SGOD
	Total		2 days & 1 hour	

2. Drafting of Division Memorandum, Communication/ Letter or Advisory

Document report submitted for the approval of Division Memorandum, Letter, Advisory and Endorsement.

Office or Division:	All units of SGOD			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Internal Stakeholder			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Receive instruction to draft the document		Office of the SDS		
2. Provide basis/rationale from the existing and previous policies		SGOD Chief		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



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3. Draft the document for review	1. Submit the draft of the document for review of SGOD Chief	None	2 hours	SGOD Personnel
	1.1. Refer documents SGOD Chief for initial review/comment	None	30 minutes	SGOD Chief/Personnel
	1.2. Endorse document to the office of SDS once countersigned by the SGOD Chief	None	1 day	SGOD Chief/AA
TOTAL			1 day, 2 hours, 30 mins	

3. Request for Technical Assistance

Office or Division:		All SGOD Units		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Internal Stakeholder		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request address to SDS (1 Original Copy, 1 Photocopy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter request and secure the received copy	1. Receive the letter request from the client and forward it to the OSDS	None	10 minutes	Records Unit Personnel



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	1.1. Refer letter request to Chief, SGOD	None	10 minutes	SDS
	1.2. Refer the Letter request to concerned SGOD Personnel	None	5 minutes	SGOD Chief
	1.3. Make necessary action undertaken to the said request	None	2 days	SGOD Chief/Personnel
	1.4. Prepare the transmittal letter to be signed by SDS	None	15 minutes	SGOD Chief/Personnel
TOTAL:		None	2 days, 40 minutes	

III. Curriculum Implementation Division (CID)

A. ALTERNATIVE LEARNING SYSTEM (ALS) ENROLLMENT PROCESS

Office or Division:	Curriculum Implementation Division (CID) – Alternative Learning System (ALS)
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Latest 1x1 ID Picture (2pcs) with name tag 2. Photocopy of Birth Certificate or Baptismal Certificate 3. Valid ID (Driver's License, Postal ID, Voter's ID, etc.)	Client
1. ALS Form 2 (Enrollment Form)	CID-ALS



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"SDO Olongapo City: Towards a Culture of Excellence"