



Republic of the Philippines  
**Department of Education**

REGION III  
SCHOOLS DIVISION OFFICE OF OLONGAPO CITY

1. Report the situation	1.1 Generate reports submitted by the School DRRM Coordinators	None	1 day	DRRM Coordinator
	1.2. Report to the SDS thru the SGOD Chief	None	10 minutes	SGOD Chief
	1.3. Forward request letter for site inspection to the SDS	None	1 hour	SGOD Chief DRRM Coordinator
	1.4 Upon approval of the SDS, on-site monitoring of schools will be conducted	None	1 day	DRRM Coordinator
	1.4. Prepare the consolidated documentation/report on the rapid assessment of schools after the disaster / emergency	None	15 minutes	Division Engineer SGOD Chief
<b>TOTAL:</b>		<b>None</b>	<b>2 days, 40 minutes</b>	

**F. SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD) - EDUCATION FACILITIES UNIT**

**1. Request for Additional Classrooms**

<b>Office or Division:</b>	Education Facilities			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Internal Stakeholder			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter request address to SDS (1 Original Copy, 1 Photocopy)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



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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
	1.1. Refer letter request to Chief, SGOD	None	10 minutes	SDS
	1.2. Refer the Letter request to Division Engineer	None	5 minutes	SGOD Chief
	1.3. Conduct of School Site Appraisal and Evaluation of Request	None	2 day	Division Engineer
	1.4. Prepare the transmittal letter to Central Office and attachments to be signed by SDS	None	15 minutes	Division Engineer SGOD Chief
<b>TOTAL:</b>		<b>None</b>	<b>2 days, 40 minutes</b>	

## 2. Request for Repair of Classrooms

<b>Office or Division:</b>	Education Facilities
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G – Government to Government
<b>Who may avail:</b>	Internal Stakeholder
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request address to SDS (1 Original Copy, 1 Photocopy)	Client



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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
	1.1. Refer letter request to Chief, SGOD	None	10 minutes	SDS
	1.2. Refer the Letter request to Division Engineer	None	5 minutes	SGOD Chief
	1.3. Conduct of School Site Appraisal and Evaluation of Request	None	2 day	Division Engineer
	1.4. Prepare the transmittal letter to Central Office and attachments to be signed by SDS	None	15 minutes	SGOD Chief
<b>TOTAL:</b>		<b>None</b>	<b>2 days, 40 minutes</b>	

### 3. Request for Demolition of School Buildings

<b>Office or Division:</b>	Education Facilities
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G – Government to Government
<b>Who may avail:</b>	Internal Stakeholder
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request address to SDS (1 Original Copy, 1 Photocopy)	Client



**Address:** Gordon Avenue, New Asinan, Olongapo City  
**Contact No.:** 222-2568/ 603-0570  
**Email Address:** [olongapo.city@deped.gov.ph](mailto:olongapo.city@deped.gov.ph)  
**Official Website:** <https://deped-olongapo.com>

*"SDO Olongapo City: Towards a Culture of Excellence"*



Republic of the Philippines

## Department of Education

REGION III

SCHOOLS DIVISION OFFICE OF OLONGAPO CITY

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter request with necessary attachments 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
	1.1. Refer letter request to Chief, SGOD	None	10 minutes	SDS
	1.2. Refer the Letter request to Division Engineer	None	5 minutes	Chief, SGOD
	1.3. Review of the required documents as per D.O. 107 s. 2010	None	30 minutes	Division Engineer
	1.4. Verify if the building to be demolished has Historical Value thru site inspection	None	1 day	Division Engineer SGOD Chief
	1.6. Draft endorsement if additional documents are needed or Transmittal letter of the request /Approval together with the supporting documents to Central Office if the building has historical value	None	30 minutes	Division Engineer SGOD Chief
<b>TOTAL:</b>		<b>None</b>	<b>1 day 2 Hours, 10 minutes</b>	