



Republic of the Philippines
Department of Education

REGION III
SCHOOLS DIVISION OFFICE OF OLONGAPO CITY

1. Submit Letter Request and secure the copy of the training proposal	1. Receive letter request from the client and forward to the OSDS	None	10 minutes	Records Unit Staff/ ADA
	1.1. Refer letter request to Chief, SGOD	None	10 minutes	SDS
	a. Refer letter request to SEPS-HRD for review and appropriate action review / comments	None	5 minutes	Chief, SGOD
	1.3. Make the necessary action to the said letter request	None	2 days	SEPS-HRD
	1.4. Prepare the transmittal letter to be signed by SDS once endorsed by the SGOD Chief	None	15 minutes	SGOD Chief, SEPS HRD/ AA OF SGOD
	Total		2 days and 40 mins	

C. SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD) - SCHOOL MONITORING MANAGEMENT AND OPERATION

1. Request for Approval of eSIP, AIP, SMEA and SRC

Document report submitted for the approval and revision of eSIP, AIP, SMEA and SRC.

Office or Division:	School Monitoring, Management and Evaluation
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	Internal Stakeholder



Address: Gordon Avenue, New Asinan, Olongapo City

Contact No.: 222-2568/ 603-0570

Email Address: olongapo.city@deped.gov.ph

Official Website: <https://deped-olongapo.com>

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CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of endorsement addressed to SDS for approval (including original copy of AIP and SIP)		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 the received copy	1. Receive documents from the client and forward to the OSDS	None	10 mins.	Records Unit Staff / ADA
	1.1. Refer documents to Chief, SGOD	None	10 mins.	SDS
	1.2. Refer documents to SEPS -SMME	None	5 mins.	Chief, SGOD
	1.3. Make the necessary action undertaken to the said documents	None	2 days	SEPS-SMME
	1.4. Prepare the transmittal letter to be signed by SDS	None	15 minutes	SEPS-SMME
	1.5 Forward to the office of SDS once countersigned by the SGOD Chief	None	10 minutes	SGOD Chief / AA
TOTAL:			2 days, 50 mins.	

2. Request for On-Line/ Off-Line End of Program Evaluation

Document report submitted for the End of Program Evaluation (On-Line/Off-Line).

Office or Division:	School Monitoring, Management and Evaluation		
Classification:	Simple		
Type of Transaction:	G2G – Government to Government		
Who may avail:	Internal Stakeholder		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Approved Memorandum on the conduct of the Program/Activity indicating the Title of the Program/Activity, date, venue and participants.		Client	
2. Technical Assistance Form		Client	



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3. Request Form (1 original copy)		Front Desk		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents and secured the received copy	1. Receive documents from the client and forward to Chief, SGOD	None	10 minutes	ADA
	1.1. Refer documents to SEPS -SMME	None	5 minutes	Chief, SGOD
	1.2. Encode data entry in the Program Evaluation Template (On-Line) and provide QR Code for scanning or Link(virtual)	None	20 minutes	SEPS-SMME
	1.3. Process the generated data from the Template/Form	None	3-5 days and 1 hour	SEPS-SMME
	1.4. Prepare the Summary Report of the conducted Training Program to be signed by SGOD Chief	None	30 minutes	SEPS-SMME
TOTAL:			3-5 days, 2 hrs. 5 mins	

3. Request for the Administration of English Proficiency Test for Teacher-Applicants

Document report on the administration of EPT for Teacher-Applicants.

Office or Division:	School Monitoring, Management and Evaluation		
Classification:	Simple		
Type of Transaction:	G2G – Government to Government		
Who may avail:	Internal & External Stakeholder		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Approved Memorandum on the recruitment of teacher. List of Teacher-Applicants		HR	
2. Technical Assistance Form		Client	
3. Request Form (1 original copy)		Front Desk	



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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents and secured the received copy	1. Receive documents from the client and forward to Chief, SGOD	None	10 minutes	ADA
	1.1. Refer documents to SEPS -SMME	None	5 minutes	Chief, SGOD
	1.2. Draft letter request for the conduct of EPT for Teacher-Applicants to be sent to Bureau of Education Assessment.	None	15 minutes	SEPS-SMME
	1.3. Forward letter request to SDS for signing.	None	1 hour	Chief, ADA
	1.4. Send official communication to BEA thru electronic mail (e-mail)	None	2 minutes	SEPS-SMME
	1.5 Prepare documentary requirements upon receipt of Official communication from BEA on the approved schedule of administration	None	4 hours	SMME
2. On the administration of the Test	2.1 Conduct of orientation of Testing personnel	None	2 hours	SMME
	2.2 Test Administration procedure.	Travel allowance of Testing personnel	1 day	SMME, HR
2. Receive the necessary documents	2. Release of the Official Results forwarded by the Bureau to HR personnel.	None	5 minutes	ADA
TOTAL:			1 day, 7 hrs. 37 mins *** within the Division	

4. Request for VALIDATION/ EVALUATION of PRIVATE SCHOOLS FOR GOVERNMENT PERMIT (ESTABLISHMENT, RENEWAL OF PERMIT TO OPERATE AND OPENING OF A NEW COURSE) or GOVERNMENT RECOGNITION (K to 12) (External Stakeholder)

Validation/ Evaluation requests from private schools must be officially communicated through proper channels indicating the purpose of such requests.



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Office or Division:		School Monitoring, Management and Evaluation		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		External Stakeholder		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request address to SDS (1 Original Copy, 1 Photocopy)		Client		
3. GPR3 and/or QEPS		SMME/ PSS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter request address to Records Office	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	4 hours	SDS
	1.2. Refer the Letter request to SMME/ PSS	None	5 minutes	Chief, SGOD
	1.3. Process and evaluate the veracity and completeness of the documentary requirements and conduct technical assistance to applicant school if there are some deficiencies.	None	5 days	SMME/PSS
	1.4 Conduct of on-site Validation to School Applicant.	None	1 day	SMME/ PSS



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	1.5 Forward the accomplished GPR3/QEPS and the endorsement for Approval to the Regional Office 3 (Attn.: QAD)	None	1 day	SMME/PSS SDS
	TOTAL:	None	7 days, 19 mins ** within the Division	

5. Request for the Increase of School Fees of Private Schools (External Stakeholder)

Requests from private schools must be officially communicated through proper channels indicating the purpose of such requests.

Office or Division:	School Monitoring, Management and Evaluation			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	External Stakeholder			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request address to SDS (1 Original Copy, 1 Photocopy)		Client		
2. Supporting Documents for Increased in School fees		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter request address to Records Office	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	4 hours	SDS



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	1.2. Refer the Letter request to SMME/ PSS	None	5 minutes	Chief, SGOD
	1.3. Process and evaluate the correctness and completeness of the submitted documents	None	3 days	SMME/PSS
	1.4 Endorse application to Regional Office (RO)- Quality Assurance Division (QAD) for approval thru the SDS	none	1 day	SMME/PSS SDS
	TOTAL:		4 days,19 mins ** within the Division	

6. Request for the Issuance of Special Order (SO) for Graduation of Private SHS (External Stakeholder)

Requests from private schools must be officially communicated through proper channels indicating the purpose of such requests.

Office or Division:	School Monitoring, Management and Evaluation			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	External Stakeholder			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request address to SDS (1 Original Copy, 1 Photocopy)		Client		
2.SO Form, Form 9		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



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1. Submit Letter request address to Records Office	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	4 hours	SDS
	1.2. Refer the Letter request to SMME/ PSS	None	5 minutes	Chief, SGOD
	1.3. process and evaluate the Form 9, Form 137 and PSA Birth Certificate of the graduating students (SHS Gr.12).	None	5 days	SMME/PSS
	1.4 Endorse application to Regional Office (RO)- Quality Assurance Division (QAD) for approval thru the SDS	none	1 day	SMME/PSS SDS
	TOTAL:		6 days, 19 mins ** within the Division	

D. SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD) - SCHOOL HEALTH AND NUTRITION SECTION

1. Treatment/Management of Medical and Dental Ailments (Internal Stakeholder)

Provide treatment and management of cases found during health consultations, physical examination and special events.

Office or Division:	School Health and Nutrition Section
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	Internal Stakeholder



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