



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

A. PLANNING AND RESEARCH

1. Request for Basic Education Data

Providing and processing of official certifications on enrolment, district data on Master list of schools, school heads and contact numbers, inventory of teachers and performance indicators. Data requests from school districts, public and private schools must be officially communicated through proper channels indicating the purpose of such requests.

Office or Division:	Planning and Research			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Internal & External 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 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, GOD	None	4 hours	SDS
	1.2. Refer the Letter request to Planning Officer	None	5 minutes	Chief, SGOD
	1.3. Make the necessary action undertaken to the said letter request	None	2 day	Planning Officer
	1.4. Prepare the transmittal letter and attachments to be signed by SDS	None	15 minutes	Planning Officer/ AA of SGOD
Total		None	2 days, 4 hrs. 30 mins	



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2. Request for Data Correction in Learner's Information System (LIS)

Correction of data in LIS such as enrolment of ineligible learner, enrolment with gap, and temporary enrolment.

Office or Division:		Planning Unit		
Classification:		Highly Technical		
Type of Transaction:		G2C – Government to Citizen and G2G – Government to Government		
Who may avail:		External Stakeholder		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request address to SDS (1 Original Copy, 1 Photocopy), LIS Data Correction Form (1 Original Copy, 1 Photocopy), PSA Birth Certificate and SF10(Form137) (1 Photocopy Certified Copy by the School Head		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERS ON RESPONS IBLE
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	Reco rds Unit Pers onn el
	1.1. Refer letter request to SGOD Chief	None	5 minutes	SDS
	1.2. Refer the Letter request to Planning Officer	None	5 minutes	Chief, SGOD
	1.3. Make the necessary action undertaken to the said letter request for endorsement to the SDS once countersigned by the SGOD Chief	None	2 days	Planning Officer/ AA of SGOD
TOTAL:		None	2 days and 20 minutes	



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3. Request for Change of Name in all Academic Records of the Learner.

Processing of change of name of the learner in all academic records from school districts, public and private schools in accordance with Division Memo 192, s. 2018 Change of Name of Learners in All Academic Records.

Office or Division:	Planning Unit			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen and G2G – Government to Government			
Who may avail:	Internal and External Stakeholder			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request address to SDS (1 Original Copy, 1 Photocopy), PSA Birth Certificate with Annotation, Affidavit of Discrepancy, Affidavit of Two Disinterested Person and SF10(Form137) (1 original and 3 Photocopies)		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 SGOD Chief	None	10 minutes	SDS
	1.2. Refer the Letter request to Planning Officer	None	5 minutes	Chief, SGOD
	1.3. Make the necessary evaluation on the request and submitted documents.	None	2 days	Planning Officer



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	1.4. Prepare the transmittal letter address to the Regional Director for approval and issuance of Resolution to be signed by SDS if the documents are in order.	None	15 minutes	Planning Officer.
	1.5 Forward documents to the Office of SDS once countersigned by SGOD Chief	None	2 minutes	Records Unit Staff/ ADA
TOTAL:		None	2 days, and 42 minutes	

4. Request for Transfer of Station of Teachers

Information generated from the Crucial Resource Needs of the Public Schools (Elementary, Junior and Senior High).

Office or Division:	Planning Unit		
Classification:	Complex		
Type of Transaction:	G2G – Government to Government		
Who may avail:	Internal Stakeholder		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Letter request addressed to SDS (1 original copy)		Client	
2. Endorsement Letter address to SDS (1 original copy)		School Head	
3. Transfer of Station Form		HRMO	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request and Endorsement Letter of the School Head to the Records Unit	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 HRMO	None	5 minutes	SDS



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	1.2. Fill-in necessary information to Transfer of Station Form	None	1 day	HRMO
	1.3 Refer Transfer of Station Form with attachment (Endorsement letter of the School Head and Letter request of the client) to SGOD Chief	None	5 minutes	HRMO
	1.4 Refer Transfer of Station Form with attachment (Endorsement letter of the School Head and Letter request of the client) to Planning Officer	None	5 minutes	HRMO
	1.5 Make the necessary action undertaken to the said Transfer of Station of Client	None	1 day	Planning Officer
	1.6 Forward the Accomplished Transfer of Station of Client to SGOD Chief	None	5 minutes	Planning Officer
	1.7 Forward the signed Accomplished Transfer of Station of Client to HRMO	None	5 minutes	Chief, SGOD
	1.8 Prepares Re-assignment of Client for Signature of ASDS and SDS	None	1 day	HRMO
	1.9 Released the Signed Reassignment of Client to another Station	None	5 minutes	SDS
2. Receive the necessary documents	2. Release of the documents to the end user	None	2 minutes	Records Unit Staff/ ADA
TOTAL:		None	3 days, and 42 minutes	



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5. Evaluation of Research Proposals and Completed Researches

Evaluation of research proposals and completed researches for endorsement to the Schools Division Superintendent.

Office or Division:		Planning and Research		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Internal Stakeholder		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Endorsement from School Head address to SDS (1 Original Copy, 1 Photocopy) and a copy of the Research Proposal		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents 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 SEPS in Research	None	10 minutes	Chief, SGOD
	1.3 Review against the checklist, the technical aspect of the Research Paper for re-evaluation of the SGOD Chief and/or checking of the concerned EPS in CID.	None	Minimum 3 days	SEPS in Research



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	1.4 Endorse the technical paper as approved (including the certificate of acceptance when completed) pending approval or with comments for revision to the SGOD – Chief to be forwarded to the Office of the SDS	None	10 minutes	Chief SGOD
	1.5 Forward the documents to the Office of the SDS once countersigned by the SGOD Chief	None	10 minutes	AA of SGOD
Total		None	3 days, 4 hrs, and 40 mins.	

6. Preparing Endorsements for Requests to Float Questionnaires

To prepare endorsements to float questionnaires to specific group of respondents /population.

Office or Division:		Planning & Research Unit		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government, G2C- Government to Citizen		
Who may avail:		Internal / External Stakeholder		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request addressed to SDS with the questionnaire attached. (1 original copy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



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1. Submit required documents 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 and instrument to Chief, SGOD for review	None	10 mins	SDS
	1.2. Forward the letter request to SEPS in Research for endorsement	None	15 minutes	Chief, SGOD
	1.3 Type the endorsement of the request and forward it to the office of SDS once countersigned by the SGOD Chief	None	5 minutes	SEPS in Research and AA
Total		None	50 minutes	

B. SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD) - HUMAN RESOURCE DEVELOPMENT

1. Request for Approval of the GAD Plan and Budget

GAD Plan and Budget must be harmonized with the existing policies on Magna Carta for Women, VAWC, R.A. 7610, for PWDs and Senior Citizens under the prevailing budget allowable in the school appropriations.

Office or Division:		Human Resource Division		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Internal Stakeholder		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request addressed to SDS including copy of the complete document (1 original copy)		Client		
2. Request Form (1 original copy)		Front Desk		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE