



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

**G. SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD) - SOCIAL
 MOBILIZATION and NETWORKING**

1. Partnership

Office or Division:		Forging Partnerships		
Classification:		Simple		
Type of Transaction:		G2G – Government to Citizen		
Who may avail:		External Stakeholder		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Submit communication for partnership		Records Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Communicate with the education stakeholder thru various platform	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 SEPS-SMN	None	10 minutes	SGOD Chief
	1.3. Conduct meeting with SDS or further communication	None	5 days	SEPS- SMN, SGOD Chief, SDS
	1.4. Draft the initial MOA/ Deed of Donation or Acceptance for review of the Legal Officer	None	5 days	Legal Officer SEPS-SMN