



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

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
<b>Total</b>		<b>None</b>	<b>50 minutes</b>	

**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.

<b>Office or Division:</b>		Human Resource Division		
<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 addressed to SDS including copy of the complete document (1 original copy)		Client		
2. Request Form (1 original copy)		Front Desk		
<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 Filled-up form 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 Chief, SGOD	None	5 minutes	SDS
	1.2. Refer letter request to SEPS-HRD for review and 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
<b>TOTAL:</b>		<b>None</b>	<b>2 days, 25 minutes</b>	

**2. Professional Development for Teachers in Schools**

This Pertains to request for the approval of the Learning Development (SLAC/INSET/GAD) in Schools or learning development designed by the SDO for the School Heads and Teachers.

<b>Office or Division:</b>		Human Resource and Development		
<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>		
Letter request address to SDS (including original copy of training proposal).		Client		
Request Form (1 original copy)		Front Desk		
<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 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
	<b>Total</b>		<b>2 days and 40 mins</b>	

**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.

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



**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"*