



Republic of the Philippines  
**Department of Education**

REGION III  
SCHOOLS DIVISION OFFICE OF OLONGAPO CITY

	1.3. Health assessment/Health history	None	20 minutes	Medical Officer / Dentist / Nurse
2.Submit required laboratory and diagnostic examination results	2.1. Review of Lab results as required	None	5 minutes	Medical Officer / Dentist / Nurse
	2.2. Recording of findings	None	3 minutes	Medical Officer / Dentist / Nurse
	2.3. Referral as necessary	None	3 minutes	Medical Officer / Dentist / Nurse
3.Receive Medical Certificate	3. Issuance of Medical Certificate	None	3 minutes	Medical Officer / Dentist / Nurse
<b>TOTAL:</b>		<b>None</b>	<b>42 minutes</b>	

**E. SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD) - DISASTER RISK REDUCTION AND MANAGEMENT**

**1. Responding to Emergency/Disaster**

<b>Office or Division:</b>		DRRM		
<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. Assess response of schools before, during and after the disaster/emergency		DRRM Chat Group/Report/radio Communication		
<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. 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>