

2. Recommendation for Approval/Disapproval of SIP, AIP, Research and Innovation and Special Project

This service ensure that all SIP/AIP, Research and Innovation and Special Project received by the Office of the Assistant Schools Division Superintendent are given appropriate actions and release for the approval/disapproval of the Schools Division Superintendent.

Office or Division:		Office of the Assistant Schools Division Superintendent		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		SDO employees		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Documents submitted by the SDO Personnel for Approval			Office of the SDS	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receipt of the Documents	1. For the action of Assistant Schools Division Superintendent.	None	10 min	Office of the ASDS
2. Study and Evaluation	2. Study and Evaluation of Documents	None	1 day	Office of the ASDS
3. Signing of Documents	3.1 Sign to recommend approval	None	10 min	Office of the ASDS
	3.2 For disapproval			
4. Release of Documents	4.1 Record and release documents for approval/disapproval of the SDS	None	10 min	Office of the ASDS
	4.2 Return document to responsible unit for compliance to required standards.			
	TOTAL:	NONE	2 days	