

## Template and Guide for the Citizen's Charter

### 17. Processing of Form 48 and Form 7

This service involves the processing of the Form 48, Form 7

<b>Office or Division:</b>	Personnel Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	SDO Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Form 48		SDO Employee/Schools		
2. Form 7		SDO Employee/Schools		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Documents to Records Section	1.1 Receiving of required documents	None	1 hour	Records Section
	1.2 Checking of Form 48, Form 7	None	2 days	Personnel Section
	1.3 Reviewing and signing of the documents	None	2 days	Personnel Section
	1.4 Signing of endorsement letter of transmittal	None	4 hours	Schools Division Superintendent
	1.5 Releasing of documents for submission to office of Commission on Audit	None	1 day	Records Section
	<b>TOTAL:</b>	<b>NONE</b>	<b>5 days and 5 hours</b>	