

School Governance and Operations Division

\*Processing of Clients' Documents

This process includes documents validation, issuance of indorsements and approval

<b>Office or Division:</b>		SGOD- Education Program Supervisor		
<b>Classification:</b>		Simple / Complex / Highly Technical		
<b>Type of Transaction:</b>		Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G)		
<b>Who may avail:</b>		EXTERNAL- Public/Private Schools, Teachers, & School Heads		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request letter indicating purpose of transaction. 2. Documents required for the transaction/s properly signed by the Client		<b>Client</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submission of needed documents (at least 2 copies)	Checking & Receiving of Documents	None	10 mins.	Clerk
Secure received copy of submitted documents	Forward the documents to concern unit/Division	None	15 mins. (if w/in SDO)  3 days (if needs action of RO3)	Clerk

Wait for the scheduled release of processed documents	Processing of received documents	None	3 days (if w/in SDO)  Atleast 10 days  (if needs action of RO3)	Clerk, EPS & Chief
Secure processed documents on the scheduled release	Release processed documents	None	10 mins.	Clerk
<b>TOTAL:</b>			<b>*3 days &amp; 35 mins.</b> (if w/in SDO)  <b>*13 days &amp; 35 mins.</b> (if needs action of RO3)	

Note:

\*Processing of Applications with complete and correct data submitted