

EVALUATION OF AUTHORITY TO FILL REQUEST

Office or Division:		Planning & Research Section		
Classification:		Simple		
Types of transaction:		G2C- Government to Citizen		
Who May Avail:		Internal Clients		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Authority to Fill Request/s		Division Personnel Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request/s for Authority to Fill	1.1 Receive request for evaluation of authority to fill of concerned school through physical or online submission	None	10 minutes	Personnel Section Staff
	1.2 Check / validate teacher needs analysis of concerned school	None	1 hour	Planning Officer
	1.3 Accomplish the Authority to Fill Request form with corresponding data	None	30 minutes	Planning Officer
	1.4 Submit for approval of deployment report and analysis of teacher needs	None	1 hour	Planning Officer SGOD Chief ES SDS
2. Receive the ATF report	2.1 Submit to Personnel Section signed and approved ATF and deployment report	None	10 minutes	Personnel Section Staff
TOTAL:		None	2 HOURS and 50 MINUTES	