

School Governance and Operations Division

Human Resource Development Section

1.Provision of Technical Assistance

Includes review of plans and or project proposals to ensure the alignment, sensitivity and responsiveness of activities but not limited to training and development of teachers and school leaders.

Office or Division:		Human Resource Development Section		
Classification:		Highly Technical		
Types of transaction:		G2C- Government to Citizen		
Who May Avail:		Internal and External Stakeholders		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. GAD Plans and Budgets and or Project Proposals		Requesting internal and external stakeholders/ School Heads		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit plan/ project proposal	1.1 Receive plan/ project proposal through online or physical submission for review and evaluation	None	2 minutes	SEPS/ EPS II
	1.2 Review plan/ project proposal and identify possible issues	None	30 minutes	SEPS/ EPS II
	1.3 If issues were identified, inform the requesting body for recommendations and return for revision/ modification/ enhancement	None	3 minutes	SEPS/ EPS II
	1.4 If plan/ project proposal is aligned with the provisions, forward to the next signatory and monitor until the approval	None	3 hours	SEPS/ EPS II
	1.5 If approved, forward to the record section to	None	2 minutes	SEPS/ EPS II

	release the signed document to the end-user through physical or online.			
TOTAL FOR TRANSACTIONS WITH INCOMPLETE DOCUMENTS		None	35 MINUTES	
TOTAL FOR TRANSACTION WITH COMPLETE DOCUMENTS		None	3 HOURS and 37 MINUTES	