

Template and Guide for the Citizen's Charter

6. Processing of Special Order

This covers the process of preparation of the special order once the employee is reinstated.

Office or Division:	Personnel Section			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	DepEd Employee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request (1 original copy)		Client		
2. Fit to work certification (1 original copy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements for reinstatement.	Receive the document and submit to the Personnel Section	None	20 minutes	Records Personnel/ Administrative Aide VI
	Evaluate the documents and prepare the special order	None	4 hours	HR Personnel/ Administrative Assistant III
	Review and recommend approval.	None	1 day	Administrative Officer IV- Personnel and Administrative Officer V
	Approve the Special Order	None	20 minutes	SDS
2. Receive of the Special Order.	Release the Special Order to Records Section for receipt of the requestor.	None	1 day	Records Personnel/ Administrative Aide VI
TOTAL:		None	2 days, 4 hours and 40 minutes	