

1. Recommendation for Approval/Disapproval of Documents

This service ensure that all documents received by the Office of the Assistant Schools Division Superintendent are given appropriate actions and release for the approval of the Schools Division Superintendent.

Office or Division:		Office of the Assistant Schools Division Superintendent		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		SDO employees		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Documents submitted by the SDO Personnel for Approval			Office of the SDS	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receipt of the Documents	1. For the action of Assistant Schools Division Superintendent.	None	10 min	Office of the ASDS
2. Checking and Validation	2. Checking and Validation of Documents	None	1 day	Office of the ASDS
3. Signing of Documents	3.1 Sign to recommend approval	None	10 min	Office of the ASDS
	3.2 Sign/ procurement or comment of ASDS			
4. Release of Documents	4.1 Release of documents for approval of SDS	None	10 min	Office of the ASDS
	4.2 Release of approved/disapproved documents to Records Unit or concerned division/section/unit office			
	TOTAL:	NONE	2 days	