

## REVIEW RECEIVED DOCUMENTS/PROPOSALS FOR DISSEMINATION AND APPROPRIATE ACTION

DepEd Chief Education Supervisor provides **strategic direction and technical inputs** to the management of the schools division towards effective and efficient governance and operation of the schools and learning centers and in being accountable for its organizational effectiveness.

<b>Office or Division:</b>	Chief Education Supervisor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Internal stakeholders (education program supervisor, school health and nutrition unit, educational facilities, planning and research, human resource development, school management monitoring and evaluation, social mobilization and networking, disaster risk reduction and management, youth formation)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Research proposals		Planning and Research		
Project proposals		All units and sections		
Work Financial Plans		All units and sections		
Program of Works		Educational Facilities		
SBM		SMM&E		
TIP		HRD		
SBFP Plan		SHN		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Receiving of documents /requests	Log documents received by the office	None	1 working day	SDO STAFF
Review of received documents or	Review documents for routing	None	1 working day	SDO STAFF

requests /Disseminating information / Approving or disapproving requests				
Preparing of endorsement / communication to requesting party	Route received documents  Prepare response to requesting parties	None	1 working day	SDO STAFF
Review and endorsement of communication /document	Review outgoing documents from SGOD personnel	None	1 working day	Concerned Unit
Releasing of Endorsement /Communication	Approve/ endorse/ outgoing communication/ documents	None	1 working day	Requesting Party
<b>TOTAL:</b>			<b>5 days</b>	