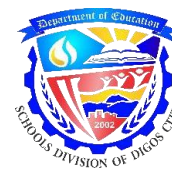




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SCHOOLS DIVISION OF DIGOS CITY
Digos City



PROCESS FLOW (Records Section)

1. RECEIVING OF DOCUMENTS- TRAVEL ORDER

a. For Local Travel Outside Digos City but within the Region

Office or Division:	Administrative Services/ Records Section
Classification:	Simple
Type of transaction:	G2C- Government to Client
Who may avail:	DepED Employees

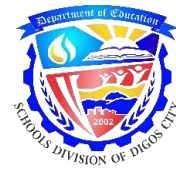
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Signed Authority to Travel (signed by the school head/PSDS)	Client
Certificate of Non-Disruption of Classes (for Teachers)	Client
Division Memorandum/Advisory/Invitation from Other Entity duly approved by the SDS/OIC	Client/ downloaded via Website or emailed through School Principal

Client Step	Agency/Section action	Fees to be paid	Processing Time	Person Responsible
1. The Clientele encodes in the Data Tracking System	Records personnel advises/teaches the clients on how to fill-in the DTS.	None	5 to 10 minutes	Records Personnel
2. Submit documents to the Records Personnel	Records Personnel Receives, checks, accepts the travel documents in the DTS and forwards the same to the SDS/OIC.	None	5 to 10 minutes	Records Personnel
3. Release of travel Orders, after SDS approval	For travels with the Region the records personnel stamps RELEASED and circulates it via their pigeon hole.	None	5 to 10 minutes	Records Personnel
END OF TRANSACTION				

TOTAL	NONE	15 TO 30 MINUTES
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b. Travel Order-destination outside Region XI _____ Digos City _____

Client Step	Agency/Section action	Fees to be paid	Processing Time	Person Responsible
1. Forwards to the Regional Office the signed travel order	For travels outside the region, records personnel forwards the signed travel order to the regional office thru the Division Liaison Officer.	none	10 minutes	Division Liaison Officer
2. Receives approved travel order from Regional Office for release.	The records personnel stamps release and releases the travel order in their pigeon holes.	none	20 minutes	Records Personnel
END OF TRANSACTION				
TOTAL		NONE	30 MINUTES	



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c. For International Travel

Digos City

Office or Division:	Administrative Services/ Records Section
Classification:	Simple
Type of transaction:	G2C- Government to Client
Who may avail:	DepED Employees

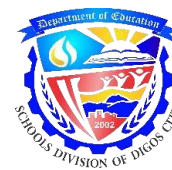
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Signed Authority to Travel (signed by the school head/PSDS)	Client
Certificate of Non-Disruption of Classes (for Teachers)	Client
Division Memorandum/Advisory/Invitation from Other Entity duly approved by the SDS/OIC	Client/ downloaded via Website or emailed through School Principal
Approved School, District Clearances	Client
Approved FORM 6 (By the School Head/PSDS)	Client
Letter of Request addressed to the SDS	Client
Division Clearance signed up to the level of the Administrative Officer IV-AO	Client

Client Step	Agency/ Section Action	Fees to be paid	Processing Time	Person Responsible
1. The Clientele encodes in the Data Tracking System	Records personnel advises/teaches the clients on how to fill-in the DTS.	none	5 minutes	Records Personnel
2. Submit documents to the Records Personnel	Records Personnel Receives, checks, accepts the travel documents for abroad in the DTS and forwards the same to the SDS for approval.	none	30 minutes	Records Personnel
3. SDS Office forwards the approved Indorsement to Records Section	Records Personnel checks the completeness of communication already acted upon and separates the original from the 2 nd copy.	none	20 minutes	Records Personnel
4. Forwards to the Regional Office the documents for travel abroad	Records personnel forwards the documents to DepEd RO XI thru the Division Liaison Officer			Division Liaison Officer
5. Receives approved request (3 rd Indorsement) from Central Office for release.	The records personnel stamps release and releases the approved request for travel abroad in their pigeon holes. One set will be forwarded to the SDS Office for information.	none	20 minutes	Records Personnel
END OF TRANSACTION				

TOTAL	none	1 hour and 15 minutes
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COMMUNICATIONS/LETTER

Office or Division:	Administrative Services/ Records Section
Classification:	Simple
Type of transaction:	G2C- Government to Client
Who may avail:	Everybody

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Signed Letter addressed to SDS	Client

Client Step	Agency Section Action	Fees to be paid	Processing Time	Person Responsible
1. The Clientele encodes in the Data Tracking System	Records personnel advises/teaches the clients on how to fill-in the DTS.	None	5 to 10 minutes	Records Personnel
2. Submit documents to the Records Personnel	Records Personnel Receives, sorts, open, checks, accepts the official documents in the DTS and forwards the same to the SDS/OIC.	None	5 to 10 minutes	Records Personnel
3. Release of Documents after SDS approval	Releasing personnel stamps release and checks the completeness of communication already acted upon and separates the original from the 2 nd copy.	None	20 minutes	Records Personnel

END OF TRANSACTION

TOTAL	None	30 minutes to 40 minutes
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Office or Division:	Administrative Services/ Records Section
Classification:	Simple
Type of transaction:	G2C- Government to Client
Who may avail:	DepEd and School Personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Signed Reports addressed to SDS	Client

Client Step	Agency/Section Action	Fees to be paid	Processing Time	Person Responsible
1. The Clientel e encodes in the Data Tracking System	Records personnel advises/teaches the clients on how to fill-in in the DTS.	none	5 to 10 minutes	Records Personnel
2. Submit documents to the Records Personnel	Records Personnel Receives, sorts, open, checks, accepts reports in the DTS and forwards the same to the concerned section/unit.	none	30 minutes	Records Personnel

END OF TRANSACTION

TOTAL	None	35 to 40 minutes
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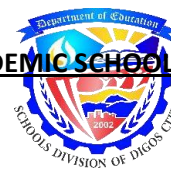


Republic of the Philippines

4. REQUESTING FOR CERTIFICATION, AUTHENTICATION AND VERIFICATION OF ACADEMIC SCHOOL RECORDS (DepEd Order No. 48, s. 2017)

Region XI

SCHOOLS DIVISION OF DIGOS CITY



For A & E and PEPT Passers

Digos City

Office or Division:	Administrative Services/ Records Section
Classification:	Simple
Type of transaction:	G2C- Government to Client
Who may avail:	Learners

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Diploma	Client
Report of Rating in the Accreditation and Equivalency (A&E) Test of the Alternative Learning System (ALS) or Philippine Educational Placement Test (PEPT)	Client
Special Power of Attorney (For Parents/Siblings of the Passer)	Client/ downloaded via Website or emailed through School Principal
PSA Birth Certificate (if some personal data in the CAV Form 10 does not coincide with the school records)	Client

Client Step	Agency/Section Action	Fees to be paid	Processing Time	Person Responsible
1. The Learner will request for the CAV of their ASR	Records Officer will provide him/her with the CAV FORM 10	None	1 to 5 minutes	*Division Records Officer *in his/her absence, the AO V for the Administrative Section
2. The Learner/ requesting party will submit his Duly accomplished Form	Records Officer will check the completeness of information and requirements	None	5 to 10 minutes	*Division Records Officer *in his/her absence, the AO V for the
	required in the RF. Note: if incomplete, return to the applicant with proper advice; if complete, proceed to No. 3			Administrative Section
3. Verification of Records by the Records Officer/AO V Administrative Section	If the results of rating is available then proceed to No. 4	None	10 minutes	



>If A&E or PEPT Rating is not available, inform the applicant that the Division Office has no records. The Division Records Officer will coordinate with the ALS Coordinator or PEPT In-charge who, in turn will make necessary verification with the Bureau of Education Assessment (BEA), DepEd Central Office.

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1 hour



Division Records Officer
 in his/her absence, the
 AO V for the
 Administrative Section

>If with positive verification, proceed to No. 4

*Division Records Officer and ALS Coordinator or PEPT In-charge

>If with negative verification, inform the Applicant accordingly and issue a Certification of Non-Availability of Rating. CAV FORM 11 Certification of Non-availability of the Rating (A&E/PEPT)

None

Upon receipt of the information from BEA

*Division Records Officer

4. Approval of the Request Form by the SDS

>Prepare the Academic School Records and Certification and affix his/her initials

None

30 minutes

*Division Records Officer in his/her absence, the AO V for the Administrative Section

5. Release of Certification to the Learner / Applicant

Released the approved AS and Certification in two (2) copies and in a sealed envelope to the applicant for transmittal to the Regional Office.

 Original and duplicate copy of the Certification.

 Two (2) Certified true copies of the ASR

None

15 minutes

Division Records Officer in his/her absence, the AO V for the Administrative Section

END OF TRANSACTION

TOTAL	None	Approx. 2hrs and 10 minutes depending on the availability of the BEA if circumstance apply
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